

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
March 11, 2021**

Pursuant to notice as required by law, the Ponca City Development Authority Board of Trustees met in regular meeting session at 7:30 am in The Gravity Conference Room, City Central Building, Suite 509, 400 East Central, Ponca City with Chair Steve Hermann presiding.

This meeting was held at the above address and included videoconferencing via Zoom video conferencing. See 25 O.S. 2020 307.1(C). The public was invited to participate in the meeting by using the link listed on the meeting notice.

The attendance for each Trustee is:

Remote via videoconferencing: Erica Fetters

In person attendance: Steve Hermann, Nancy Laffey, Garrett Bowers, Mark Detten and Lanita Chapman.

1. Chair Hermann called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Steve Hermann, Nancy Laffey, Garrett Bowers, Lanita Chapman, Mark Detten and Erica Fetters. Absent: Lee Evans. Staff members present; Lori Henderson, Liz Leaming, Kat Long, Laurence Beliel and David Myers. Guests: Molly Kyler, Pioneer Technology; Craig Stephenson, City Manager; Rich Cantillon, Chamber of Commerce; John Kuhlmann, ABT and daughter Jocelyn; Mayor Nicholson attended remote via videoconferencing.
3. PUBLIC COMMENT: None.
4. CONSENT CALENDAR. REVIEW AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON FEBRUARY 11, 2021; REVIEW AND VOTE ON ACCEPTANCE OF THE FINANCIAL REPORTS FOR FEBRUARY, 2021; REVIEW AND VOTE ON RESOLUTION FOR PAYMENT OF CLAIMS FOR FEBRUARY, 2021.

A motion was made by Trustee Detten, with a second by Trustee Bowers to approve the consent calendar.

Roll: Yeas: Hermann, Laffey, Bowers, Chapman, Detten, Fetters

Nays: None

Motion Carried.

5. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN EXPENSE IN THE AMOUNT OF \$18,800 TO "THE JOB SHOP" FOR THE REGISTRATION FOR FOUR COMPANIES TO ATTEND THE 2021 DESIGN 2 PART TRADE SHOW IN GRAPEVINE, TX JUNE 9TH THROUGH 10TH, 2021.

David Myers asked Laurence Beliel to give an overview of this item. Laurence stated there are four local companies interested in participating, one is a first time participant. Seven companies have participated in Design 2 Part over the last few years. Design 2 Part is a contract show; attendees are seeking solutions and services. Participants have received

several product quotes and in-house orders from local companies. Companies participating have time at the show to find out more about Business to Business opportunities here in Ponca City which results in the ability for our local companies to work together on contracts and bidding contracts. The Trade Show Brigade has been recognized by the International Economic Development Council as a top program for BR&E in 2020. Questions were asked and answered.

A motion was made by Trustee Detten, with a second by Trustee Chapman to approve an expense of \$18,800 to “the Job Shop” for four companies to attend the 2021 Design 2 Part Trade Show June 9th and 10th, 2021.

Roll: Yeas: Hermann, Laffey, Bowers, Chapman, Detten and Fetters

Nays: None

Motion Carried.

6. PRESENTATION AND DISCUSSION ON THE USE OF INCENTIVES AND PUBLIC FUNDS IN ECONOMIC DEVELOPMENT;

David Myers gave an overview of incentives available to companies from a state and local level. This information included what an incentive is, the “but for” judgement call and the effectiveness of incentives versus equity. Incentives are meant to be effective not equitable; meant to be influential not enabling. David also covered how incentives are typically used and the basis for recommending the use of financial incentives. After the incentives are triggered and used, there is the monitoring and follow-up of incentives used and metric levels attained.

David also talked of the level of reserves desired to maintain an adequate incentive fund for a community our size as well as types of incentives including state rebates, career tech training programs, quality jobs, statutory programs and federally funded programs. David gave an overview of performance based incentives and how clawbacks are used in these agreements. New and existing companies are treated the same way when creating a new job(s) including expansions. Local incentives have included free land (at the completion of the agreement), utilities and infrastructure, lease purchase buy downs, our own iteration of quality jobs, wage incentives and discounted rent on industrial buildings. Questions were asked and answered. No action was requested.

Trustee Fetters and Mayor Nicholson left videoconferencing the meeting at 8:07 am.

7. STAFF REPORTS

David Myers gave an overview of February contacts including 39 new industry, 54 existing industry, 54 regional partners, 28 government, 34 consultants, 106 City Central, and 11 small business. Staff had three new leads this month for a total of 9 project with a total potential job count of 305. Staff continues to reach out to existing business to assist with projects, contacts, small business grant and loan availability, business growth and product development as we navigate out of the pandemic environment in 2021. David gave a quick update on the cold weather impact on electrical use from industry. There were other companies who had damage to buildings, including the PCDA Hangar which had a frozen pipe split and a faucet

broken in the hanger and a frozen coil in the office area. Very minor damage and no damage at City Central, The Cookshack building or Log10. Cookshack has completed their employment agreement and are free to purchase their building if they would like to.

City Central Lighting and Roof project overview was given by Lori Henderson. The Lighting project is waiting on a piece of equipment to finish replacing lights. The roof project is moving along and the materials are being ordered.

Kat Long reported that the Small Business Pitch off has been pushed to early June due to less than three pitchers participating by the April 6th date. PCDA has sponsored government contracting workshops with Dawn Brakey from PTech and Procurement Technical Assistance Centers (PTAC) here at City Central to encourage niche market companies to examine government entities as possible new customers. Laurence has been invaluable assisting inventors to proto-type products with the 3D resin printer. IENetwork has been taking advantage of Oklahoma Inventors Network programming and these meetings are going to once-a-quarter meetings to take advantage of zoom webinars hosted by OKC Inventors Network.

Liz Leaming reported on Ponca Works participating in virtual programs including Junior Achievement and OSU virtual career fairs. She was able to pass on information on nine students from the OSU career fairs to get back to Ponca City for work. She continues to work with the schools to align emerging workforce with current and future employer needs as well as what Girl Power Camp will look like for this summer including using the iPad tours and Zoom programming.

David reported on the retail front that Chick-fil-A will be here in Central Fare on Friday, March 19 from 1 to 1 pm and there has been an offer made on the AMC Theatre. There is a new secretary of commerce for the state of Oklahoma to replace Sean Kouplen who did a fantastic job during this past year's pandemic.

8. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 18-06, 19-01, 19-06, 20-05, 21-01, ANIMAL CRACKER, CHARM, ESPRIT, NAUTILUS, SEQUEL AS WELL AS A POSSIBLE REAL ESTATE TRANSACTION INVOLVING A PARCEL LOCATED AT 1405 N. WAVERLY IN PONCA CITY AS WELL AS PCDA-OWNED PROPERTY AT THE NORTHEAST CORNER OF RANCH DRIVE AND HIGHLAND.

A motion was made by Trustee Detten with a second by Trustee Chapman to enter into Executive Session

Roll: Yeas: Hermann, Laffey, Bowers, Chapman, Detten
Nays: None
Motion Carried.

9. NEW BUSINESS:

None.

10. ENTERTAIN A MOTION TO ADJOURN.

A motion was made by Trustee Evans to adjourn the meeting with a second by Trustee Detten.

Roll: Yeas: Hermann, Laffey, Bowers, Chapman, Detten

Nays: None

Motion Carried. Meeting was adjourned at 9:12 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
January 14, 2020**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:23 a.m. in the Gravity Meeting Room, Suite 509, 400 East Central, Ponca City, Oklahoma with Chair Steve Hermann presiding.

Present:

GARRETT BOWERS, TRUSTEE
NANCY LAFFEY, TRUSTEE
LANITA CHAPMAN, TRUSTEE
STEVE HERMANN, TRUSTEE
MARK DETTEN, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PCDA STAFF
KAT LONG, PCDA STAFF
LAURENCE BELIEL, STAFF
DAVID MYERS, PCDA STAFF
RICH CANTILLON, PONCA CITY CHAMBER
CRAIG STEPHENSON, CITY MANAGER
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:23 a.m. Trustee Detten made a motion with a 2nd from Trustee Chapman and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss Projects 18-06, 19-01, 19-06, 20-05, 21-01, Animal Cracker, Charm, Esprit, Nautilus, Sequel as well as a possible real estate transaction involving a parcel located at 1405 N. Waverly in Ponca City as well as PCDA-owned property at the northeast corner of Ranch Drive and Highland.

David Myers, PCDA staff, led the discussion and was provided direction for the continuing negotiations with the above company, relative to economic development projects.

At 9:12 a.m. Chair Steve Hermann declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long