

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
June 10, 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: None

In person attendance: Steve Hermann, Lee Evans, Nancy Laffey, Garrett Bowers, Mark Detten and Erica Fetters.

1. Chair Hermann called the meeting to order at 7:30 a.m.
2. Attendance roll call: Trustees: Steve Hermann, Lee Evans, Nancy Laffey, Garrett Bowers, Mark Detten and Erica Fetters. Absent: Lanita Chapman.
Staff members present; Lori Henderson, Liz Leaming, Kat Long, and David Myers. Guests: Molly Kyler, Pioneer Technology; Craig Stephenson, City Manager; John Kuhlmann, ABT and Dawn Brakey, OkPTAC/Pioneer Technology; Mayor Nicholson attended remote via videoconferencing.
3. SPECIAL PRESENTATION: David Myers thanked Chair Steve Hermann for his time on the PCDA board, both as a City Commission Representative and then again for the last six years. This will be Steve last meeting as a PCDA Trustee. Thanks were given from all the Staff and a presentation of a gift commemorating his time on the PCDA Board was given. Congratulations were also offered to Sydney Hermann, Steve's daughter on her NAIA Golf Championship ranking.
4. PUBLIC COMMENT: Molly Kyler announced Janet Schwabe will be full time with Pioneer Technology Business Services as the Business Incubator Manager and no longer share her job time with the Manufacturer's Alliance as their representative .
5. CONSENT CALENDAR. VOTE TO APPROVE, DENY, AMEND OR REVISE ON THE MINUTES FROM THE REGULAR MEETING HELD ON MAY 13, 2021; VOTE TO APPROVE, DENY, AMEND OR REVISE THE FINANCIAL REPORTS FOR MAY, 2021; VOTE TO APPROVE, DENY, AMEND OR REVISE THE RESOLUTION FOR PAYMENT OF CLAIMS FOR MAY, 2021.

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

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

Nays: None

Motion Carried.

6. VOTE TO APPROVE, DENY, AMEND OR REVIES THE 2021-2022 PCDA BUDGET.

David Myers gave a short overview and stated this was largely the draft budget that was presented in May for a 30 day review by Trustees. The budget will go in effect on July 1, 2021 if approved. This budget returns us to previous spending levels which PCDA has operated before the pandemic. The City budget has been approved as presented and this budget is based on the sales tax receipts projected by the City of Ponca City. Staff is available for questions. Staff recommends approval.

A motion was made by Trustee Detten, with a second by Trustee Bowers to approve the 2021-2022 PCDA budget as presented.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Detten, Feters

Nays: None

Motion Carried.

7. VOTE TO APPROVE, DENY, AMEND OR REVISE RESOLUTION 21-06-01 TO INCREASE THE SPENDING AUTHORITY OF THE EXECUTIVE DIRECTOR FROM \$6000 TO \$10,000.

Myers explained the change in language for items which need consideration and voting during the PCDA Trustee Meetings. This item was suggested by Chair Hermann at the May, 2021 meeting for items such as Trade Shows. Items larger than \$10,000 would still be brought to the board for spending approval. This is a policy decision with no staff recommendation.

A motion was made by Trustee Detten, with a second by Trustee Laffey to increase the spending authority of the Executive Director from \$6000 to \$10,000.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Detten, Feters

Nays: None

Motion Carried.

8. VOTE TO APPROVE, DENY, AMEND OR REVISE A SLATE OF PCDA BOARD OFFICERS FOR FISCAL 2021-2022 PROPOSED BY THE NOMINATING COMMITTEE;

David Myers stated the nominating committee met last week and also discussed past practices such as one year terms for the Chair served consecutively. The nominating committee also discussed and recommended one year terms for current Chair nomination Lee Evans and Vice-Chair Nancy Laffey.

A motion was made by Trustee Bowers, with a second by Trustee Feters to approve the slate of PCDA Board Officers for Fiscal 2021-2022 proposed by the nominating committee: Lee Evans, Chair; Nancy Laffey, Vice-Chair; Mark Detten, Secretary; Chuck Van Clean, Treasurer.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Detten, Feters

Nays: None

Motion Carried.

9. VOTE TO APPROVE, DENY, AMEND OR REVISE AN EXPENSE OF \$60,086.96 FOR THE PURCHASE OF A KEYENCE XM SERIES CMM, TO BE USED IN THE PCDA "SHARED EQUIPMENT" PROGRAM. THIS EXPENSE IS CONTINGENT UPON APPROVAL FO THE 2021-2022 PCDA BUDGET AND THE SHARED WORK LINE ITEM IN THAT BUDGET.

Myers stated the documentation included in the board packet came from Laurence Beliel, but he is currently at the Design2Part show. The equipment video was shown to the Board of Trustees and guests. This particular piece of equipment would be housed in the Plan Room at Pioneer Technology Center. Three companies are currently using this piece of equipment on a regular basis and we expect there are more who will be interested once it is set up and available for use. There will be training to use the equipment and the Plan Room has a monitored system (keypad) for entry by users. Questions were asked and answered. Training will be provided by the equipment manufacturer Keyence. Molly Kyler spoke on the Plan Room procedures, safety and training for this equipment.

A motion was made by Trustee Detten

, with a second by Trustee Bowers to approve the expense of \$60,086.96 for the purchase of a Keyence XM series CMM to be used in the PCDA "shared equipment" program.

Roll: Yeas: Hermann, Evans, Laffey, Bowers, Detten, Feters

Nays: None

Motion Carried.

10. UPDATE ON SPEC BUILDING DUKE:

David stated that Hembree and Hodgson, Architect Perry Schauvliege, Laurence and David met this week to go over testing results and recommendations from engineers on Duke. Then, Laurence and David met with Lee Evan's engineer Glen on the pad site to review testing procedures and processes. Loose dirt has been deposited over the years on the east side of the Duke pad site. The soil reports were pulled from this area and we believe the results were compromised. It has been decided to have another testing company pull soil samples from a trenched area where the loose deposited soil has been moved to expose the actual pad site. This new testing and trenching will be a PCDA cost but has the possibility of saving \$300,000 to \$400,000 on the project. Further stabilization with fly ash for the pad site has also been suggested. The spec building Duke will continue to move forward. Costs can be saved by reducing the size of the building and/or size of the office spaces if necessary as we move forward.

11. STAFF REPORTS.

David Myers gave an overview of May contacts including 29 new industry, 102 existing industry, 98 regional partners, 14 government, 17 consultants, 120 City Central, and 19 small business. Staff had two new leads this month for a total of 9 project with a total potential job count of 240.

There have not been a lot of new leads this month; both the leads mentioned are small and local. Laurence is working the Design2Part show with Moonlight Machine, Precision Tool and Die, K&C Manufacturing and Centerline. The show is extremely busy and there are several companies attending from the coasts. Several local companies have signed up with the Connex Oklahoma program to assist with supply chain alignment for our companies from a state and national level. Staff attended the IEDC Future Forums focusing on regionalism, but specifically changes in supply chains as well as workforce shortages and unemployment. Strategies for companies to fill open positions were discussed, collaboration, workforce incentives and David passed around an article emphasizing the uptick in rural growth for housing and business.

Liz Leaming talked about the new website redo for goponca.com which will go live on June 19th. Ponca Works sponsored a Back to Work job fair here at City Central on June 1st as the extra unemployment benefits will cease on June 30 with the six week \$1200 working bonus for the first 20,000 people to sign up. Girl Power! Camp will be in the building the week of June 21 for 13 girls to participate including 3D printing, cognitive builds, welding, construction and of course Math.

Kat Long reported on small business topics including the Pitch-off competition which is tomorrow, June 11th with three judges and three pitchers; growth of last year's Pitch-off winner Aesthetic State of Mind owner Shannon Somers is currently at three full time and one part-time employees. Business on the Balcony is next Tuesday, June 15 from 7 to 8:30 am for networking and breakfast. There are marketing pieces on the tables in the room for trade show handouts and PCDA specific information.

PCDA has received the last of the Bliss agreement monitoring and they have completed their contractual obligations of the agreement. Also, ransomware has been a huge topic lately. Kat and David have discussed safeguarding PCDA computers/information and Interworks has walked the building and double checking all PCDA equipment. If PCDA is ransomed, we will not pay.

12. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS PROJECTS 17-02, 18-06, 21-06, 21-07, ANMAL CRACKER, FLAME, SMOKE, TROY AS WELL AS A POSSIBLE REAL ESTATE TRANSACTION INVOLVING A PARCEL LOCATED AT 1405 N. WAVERLY IN PONCA CITY, A PCDA-OWNED PARCEL AT THE NORTHEAST CORNER OF RANCH DRIVE AND HIGHLAND, A PCDA-OWNED PARCEL AT THE SOUTHEAST CORNER OF FIFTH AND OKLAHOMA, AND A PARCEL LOCATED AT THE SOUTHWEST CORNER OF FIFTH AND OKLAHOMA.

A motion was made by Trustee Evans with a second by Trustee Laffey to enter into Executive Session at 8:25 am.

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

Nays: None

Motion Carried.

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

Nays: None

Motion Carried.

13. NEW BUSINESS:

14. 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, Evans, Laffey, Bowers, Chapman, Detten

Nays: None

Motion Carried. Meeting was adjourned at 9:07 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
May 13, 2021**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:13 a.m. in the Gravity Meeting Room, Suite 509, 400 East Central, Ponca City, Oklahoma with Chair Steve Hermann presiding.

Present:

STEVE HERMANN, TRUSTEE
NANCY LAFFEY, TRUSTEE
LEE EVANS, TRUSTEE
GARRETT BOWERS, TRUSTEE
MARK DETTEN, TRUSTEE
ERICA FETTERS, TRUSTEE
LORI HENDERSON, PCDA STAFF
LIZ LEAMING, PCDA STAFF
KAT LONG, PCDA STAFF
DAVID MYERS, PCDA STAFF
CRAIG STEPHENSON, CITY MANAGER
MOLLY KYLER, PIONEER TECHNOLOGY CENTER

At 8:25 a.m. Trustee Evans made a motion with a 2nd from Trustee Laffey and unanimously carried to enter into executive session pursuant to Title 25, Section 307 Oklahoma Statutes to discuss projects 17-02, 18-06, 21-06, 21-07, ANMAL CRACKER, FLAME, SMOKE, TROY AS WELL AS A POSSIBLE REAL ESTATE TRANSACTION INVOLVING A PARCEL LOCATED AT 1405 N. WAVERLY IN PONCA CITY, A PCDA-OWNED PARCEL AT THE NORTHEAST CORNER OF RANCH DRIVE AND HIGHLAND, A PCDA-OWNED PARCEL AT THE SOUTHEAST CORNER OF FIFTH AND OKLAHOMA, AND A PARCEL LOCATED AT THE SOUTHWEST CORNER OF FIFTH AND OKLAHOMA.

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 9:06 a.m. Chair Steve Hermann declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long