

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
PONCA CITY DEVELOPMENT AUTHORITY
PONCA CITY, OKLAHOMA
December 10, 2020**

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 Summit Conference Room, City Central Building, 400 East Central, Ponca City with Chair Steve Hermann presiding.

The attendance for each Trustee is: In person attendance: Steve Hermann, Nancy Laffey, Lanita Chapman, Mark Detten, and Erica Fetters.

1. Chair Hermann called the meeting to order at 7:32 a.m.
2. Attendance roll call: Trustees: Mark Detten, Erica Fetters, Nancy Laffey, Steve Hermann and Lanita Chapman. Staff members present; Laurence Beliel, Lori Henderson, Liz Leaming, Kat Long and David Myers. Guests: Craig Stephenson, City Manager, Rich Cantillon, Chamber of Commerce; Dawn Brakey, Pioneer Technology Center; Molly Kyler, Pioneer Technology Center; Janet Schwabe, Oklahoma Manufacturing Alliance; Natalie Fraser, Lindsay Manufacturing.
3. PUBLIC COMMENT: None.
4. CONSENT CALENDAR. REVIEW AND VOTE ON THE MINUTES FROM THE REGULAR MEETING HELD ON NOVEMBER 12, 2020; REVIEW AND VOTE ON ACCEPTANCE OF THE FINANCIAL REPORTS FOR NOVEMBER 2020; REVIEW AND VOTE ON RESOLUTION FOR PAYMENT OF CLAIMS FOR NOVEMBER 2020;

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

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

5. CONSIDERATION AND POSSIBLE ACTION ON APPROVING AN INDUSTRY CERTIFICATION AND ASSISTANCE PROGRAM (ICAP) APPLICATION WITH LINDSAY MANUFACTURING AT AN EXPENSE OF \$3,469.55;

David Myers stated that the Industry Certification and Assistance Program (ICAP) was launched in 2012 to assist companies in the Ponca City area to achieve certifications needed to sell their products effectively in the US and across the world. This program started with a company wanting to become ISO certified. Laurence Beliel gave more background on this program including costs for a company to become certified, different fields of certification and why processes being certified is so important for international and national trade. Companies who have been approved for the ICAP program receive assistance with the cost of the actual act of certification up to 50 percent of the cost not to exceed \$6000. Natalie Fraser with Lindsay Manufacturing spoke of the certification her company is seeking which will assist with meeting electrical standards for better functioning, more efficient motors in vacuum industry.

The ICAP expense for this certification for Lindsay Manufacturing is \$3,469.55 and staff recommends approval.

A motion was made by Trustee Detten, with a second by Trustee Chapman to approve the ICAP application with Lindsay Manufacturing at an expense of \$3,469.55.

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

Nays: None

Motion Carried.

6. ECONOMIC UPDATE

David Myers stated that these are very interesting times, similar to the aftermath of any disaster situation, in the United States, the world and Ponca City. He presented several data points from trends based analysis including unemployment rates, Cost of Living Data, and consumer price index. Updates were given on the land and buildings available (and not available) in the Ponca City area, which included an update on the Schlumberger building auction which happened earlier in the month. The building is officially on the market and was not sold at the auction.

Myers explained the CARES money which was distributed by the State of Oklahoma in the summer, which was earlier than other states, and why Ponca City, a non-entitlement city, cannot use the funds the same way that OKC and Tulsa are using these federal funds. Trustees were updated with information on local aerospace companies and movie theatres which have been among the hardest hit industries by the pandemic. PCDA has done extensive outreach to companies under stress in Minneapolis, Portland, Seattle, etc.. Moving into 2021, PCDA wants to continue to assist with information and guidance to retail and non-profit sectors with the key areas for staff to concentrate in industry being leads/recruitment, business retention and expansion, marketing, small business and City Central.

Laurence Beliel updated Trustees on AI and robotic needs with local industries. One company already runs a robotic arm 24/7 and another is looking into leasing a robotic/AI machine for contracts. Other Ponca City companies are interested in utilizing this technology especially with the drop in available, skilled workforce. Local companies are also creating a safer work environment for their employees during the COVID pandemic including staggered shifts and alternate timing to insure employee safety.

Liz Leaming reported COVID has made it impossible for Ponca Works to continue to do the normal outreach of Career & Cookies, industry tours, etc... She is focusing on a website revamp with the slogan of "Small town; Big life" and really concentrating on the Forward Together slogan PCDA adopted early in 2020.

Kat Long updated Trustees on small business outreach in the Ponca City, which has been facilitated greatly by City Central. City Central offers the home worker business socialization and a place to gather for meetings such as EINetwork for inventors and entrepreneurs, the

Business Plan Pitch-off and other programs in partnership with OBAN and Pioneer Technology Center.

Lori Henderson updated Trustees on City Central capacity, which is currently at 59% occupancy. My-Media Matters has moved into their own office area due to company growth and Lori will continue to work on readying another spec office for touring companies through. Central Perk is open in the coffee shop area, 7:45 am to 2:00 pm, Mon-Fri and tenants are very happy. In March and April, PCDA partnered with Main Street to build a Ponca City Marketplace which is an online market for downtown businesses needing an online presence. It is live now at www.poncacitymarketplace.com and has seven retailers listing products.

Beliel and Henderson updated on the Lighting Grant which City Central has received. Two thirds of the project is completed and PCDA has started to reap the savings with OMPA Rebates.

7. STAFF REPORTS

David Myers began the staff report by presenting the PCDA monthly contacts which included 18 new industry, 88 existing industry, 38 regional partners, 15 with government, 20 with consultants, 90 contacts for City Central and 12 contacts with Small Business. PCDA had one lead this month for a total project number of 11, with 585 potential jobs. The November PCDA Board of Trustee meeting was the last meeting able to legally utilize virtual technology. The legislative amendment to the Open Meeting Rules finished on November 15.

Molly Kyler thanked all who assisted with the Workforce Center of Excellence designation that Northwestern Oklahoma received. Pioneer Technology is the lead agency and Molly thanked Janet Schwabe for her technical writing skills on the application and all the partners for their continued support. This designation puts our area on the map and checks the boxes for skills and workforce excellence in our area.

PCDA continues to pay close attention to the ongoing stimulus package discussions which could include more loans and grant opportunities for local businesses.

The roof project at City Central will have to go to formal bid as the two bids received for the project exceeded the \$50,000 amount. The date for the bids to be received is January 6th. The next PCDA Board Meeting will be January 14th in the Gravity Room, 7:30 am.

8. ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO TITLE 25, SECTION 307 OKLAHOMA STATUTES TO DISCUSS COMPANIES ACCURATE, CHARM, YELP, 17-02, 18-06, 19-03, 20-03, 20-05 AND 20-14.

A motion was made by Trustee Detten with a second by Trustee Laffey into Executive Session

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

Nays: None

Motion Carried.

9. NEW BUSINESS:

None.

10. ENTERTAIN A MOTION TO ADJOURN.

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

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

Nays: None

Motion Carried. Meeting was adjourned at 9:00 a.m.

**MINUTES OF THE EXECUTIVE SESSION OF THE BOARD OF TRUSTEES OF
THE PONCA CITY DEVELOPMENT AUTHORITY
November 10, 2020**

Pursuant to notice as required by law, the Ponca City Development Authority met in executive session at 8:21 a.m. in the Summit Conference Center, 400 East Central, Ponca City, Oklahoma with Chair Steve Hermann presiding.

Present:

MARK DETTEN, TRUSTEE
ERICA FETTERS, TRUSTEE
NANCY LAFFEY, TRUSTEE
LANITA CHAPMAN, TRUSTEE
STEVE HERMANN, TRUSTEE
LAURENCE BELIEL, PCDA STAFF
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
RICH CANTILLON, CHAMBER OF COMMERCE

At 8:21 a.m. Trustee Detten 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 Companies Accurate, Charm, Yelp, 17-02, 18-06, 19-03, 20-03, 20-05 and 20-14.

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 8:57 a.m. Chair Steve Hermann declared that the Executive Session was complete and returned the meeting to open session.

Respectfully submitted by:

Kat Long