



# ACOG BOARD OF DIRECTORS



**Chair**  
**Brian Grider**  
Mustang Mayor

**Vice-Chair**  
**Vacant**

**Secretary/Treasurer**  
**Glenn Berglan**  
Goldsby Mayor

**Executive Director**  
**Mark W. Sweeney, AICP**

**AGENDA:** THURSDAY  
JUNE 29, 2023  
1:45 P.M.

Association of Central Oklahoma Governments

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | [acogok.org](http://acogok.org)

**THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS (ACOG BOD) WILL HOLD A REGULAR MEETING ON THURSDAY, JUNE 29, AT ACOG IN THE OKLAHOMA BOARD ROOM, 4205 N. LINCOLN BLVD., OKLAHOMA CITY, OKLAHOMA.**

Please notify ACOG at 405.234.2264 (TDD/TTY Call 711 Statewide or email [title.vi@acogok.org](mailto:title.vi@acogok.org)) by 5 p.m. Monday, June 26, if you require accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

## AGENDA

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1. CALL TO ORDER ([ATTACHMENT 1](#))
2. APPROVAL OF THE MAY 25, 2023 MINUTES ([ATTACHMENT 2](#))
3. COMMUNICATIONS:
  - A. CHAIRPERSON'S REPORT
  - B. EXECUTIVE DIRECTOR'S REPORT
4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS

## BEGINNING OF CONSENT DOCKET

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**5. APPROVAL OF THE CONSENT DOCKET:**

**INFORMATION:** Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote.

**CONSENT DOCKET ITEMS:**

- A. Finance Report – May 2023 Claims: Deborah Cook, CPA, Finance Director ([ATTACHMENT 5-A](#)) *Action requested.*
- B. Regional Clearinghouse Review and Comment Report: John Harrington, Water Resources Director ([ATTACHMENT 5-B](#)) *Action requested.*
- C. ACOG Metropolitan Planning Organization Policy Committee (MPO PC) Report: John Sharp, Deputy Director ([ATTACHMENT 5-C](#)) *Action requested.*
- D. Renew Transportation Modeling Consultant Services Agreement: John Sharp, Deputy Director ([ATTACHMENT 5-D](#)) *Action requested.*

## END OF CONSENT DOCKET

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**6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION:**

- A. Consideration of FY 2024 ACOG Annual Budget and Work Plan: Mark W. Sweeney, AICP, Executive Director ([ATTACHMENT 6-A](#)) *Action requested.*
- B. FY 2024 ACOG Lease Agreement with the Oklahoma County Public Building Authority: Mark W. Sweeney, AICP, Executive Director ([ATTACHMENT 6-B](#)) *Action requested.*
- C. 2023-2024 CERI Program Consultant Services - Interlocal Agreement with the University of Oklahoma Institute for Quality Communities: Christopher E. Bluth, Community & Economic Development (CED) Manager ([ATTACHMENT 6-C](#)) *Action requested.*

- D. 2024 ACOG Rural Economic Action Plan (REAP) Organizational Plan: Christopher E. Bluth, CED Manager ([ATTACHMENT 6-D](#)) *Action requested.*
- E. ACOG 2023 Special Session Legislative Report: Rachel Meinke, Public Information Director *For information only.*

**7. NEW BUSINESS**

**8. ADJOURN**

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**NO JULY MEETING**

**NEXT MEETING:**

Thursday, August 31, 2023, at 1:45 p.m.

# ATTACHMENT 1

## ACOG BOARD OF DIRECTORS

CITY/ORGANIZATION	MEMBERS	ALTERNATES
BETHANY (9)	Hon. Nikki Lloyd Mayor	Hon. Chris Powell Vice-Mayor
		Hon. Kathy Larsen Councilmember
CALUMET (1)	Hon. Terry Brungardt Trustee	Hon. Michael Snyder Trustee
CEDAR VALLEY (1)	Hon. Tom Trello Vice-Mayor	Hon. Jerry Cole Trustee
CHOCTAW (5)	Hon. Cody Brewer Councilmember	Hon. Chad Allcox Mayor
CRESCENT (1)	Hon. Jim Neal Councilmember	Hon. Greg Cummings Mayor
DEL CITY (9)	Hon. Floyd Eason Mayor	Hon. Pam Finch Vice-Mayor
		Hon. Michael Dean Councilmember
EDMOND (33)	Hon. Barry K. Moore Councilmember	Hon. Darrell A. Davis Mayor
EL RENO (7)	Hon. Amy Neathery Councilmember	Hon. David Black Vice-Mayor
		Hon. Steve Jensen Mayor
FOREST PARK (1)	Hon. Rashanna Baker Trustee	Hon. Stephen Miller Trustee
		Hon. George H. Smith Mayor
GEARY (1)	No Designee	Hon. Bobby Allen Mayor
GOLDSBY (2)	Hon. Glenn Berglan Trustee	Hon. Darrell Ingram Vice-Mayor
GUTHRIE (5)	Hon. Steven J. Gentling Mayor	Hon. Adam Ropp Councilmember
HARRAH (3)	Hon. Tim Rudek Councilmember	Hon. Jeff Brzozowski Councilmember
JONES CITY (2)	Hon. Missy Wilkinson Mayor	Hon. Chris Calvert Trustee
LAKE ALUMA (1)	Hon. John Kenney Mayor	Hon. Tom Steiner Trustee
LANGSTON CITY (1)	No Designee	Hon. Magnus Scott Trustee

## ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
LEXINGTON (1)	Hon. Mike Donovan Councilmember	Hon. Max Punneo Vice-Mayor
LUTHER (1)	Hon. Terry Arps Mayor	Hon. Joshua Rowton Trustee
		Hon. Carla Caruthers Trustee
MERIDIAN (1)	Hon. Ronald Dumas Mayor	Hon. Joyce Swanson Vice Mayor
MIDWEST CITY (24)	Hon. Matt Dukes Mayor	Hon. Pat Byrne Vice-Mayor
		Hon. Rick Favors Councilmember
MOORE (26)	Hon. Mark Hamm Councilmember	Hon. Glenn Lewis Mayor
		Any Moore Councilmember
MUSTANG (8)	Hon. Brian Grider Mayor	Hon. James Wald Councilmember
NICHOLS HILLS (2)	Hon. Peter Hoffman Councilmember	Hon. Sody Clements Vice-Mayor
NICOMA PARK (1)	Hon. Mark Cochell Mayor	Hon. Mike Czerczyk Vice Mayor
NOBLE (3)	Hon. Phil Freeman Mayor	Hon. George Schmerer Councilmember
NORMAN (38)	Hon. Larry Heikkila Mayor	Hon. Stephen Holman Councilmember
OKARCHE (1)	Hon. Jeff Brueggen Trustee	Hon. Jeff Sadler Trustee
OKLAHOMA CITY (117)	Hon. Todd Stone Councilmember	Any Oklahoma City Councilmember
PIEDMONT (3)	Hon. Rob Jones Councilmember	Hon. Byron Schlomach Councilmember
		Hon. Ryan Aller Councilmember
SLAUGHTERVILLE (2)	Hon. Leah Grady Trustee	Hon. Eugene Dickson Trustee

## ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
SPENCER (2)	Hon. Frank Calvin Mayor	Hon. Charmin Williams Vice Mayor
THE VILLAGE (4)	Hon. David Bennett Councilmember	Hon. Sean Cummings Vice-Mayor
		Hon. Melodie Moore Councilmember
TUTTLE (3)	No Designee	Hon. Austin Hughes Councilmember
UNION CITY (1)	Hon. Pat Derosa Trustee	Hon. Keith Dennis Trustee
		Hon. Ryan Dawson Vice-Mayor
WARR ACRES (5)	Hon. Roger Godwin Mayor	Hon. John Knipp Councilmember
		Hon. Mike Schmidt Vice-Mayor
YUKON (10)	Hon. Shelli Selby Mayor	Hon. Jeff Wootton Vice-Mayor
CANADIAN COUNTY (2)	Hon. Tomas Manske Commissioner	Hon. David Anderson Commissioner
		Hon. Tracey Rider Commissioner
CLEVELAND COUNTY (2)	Hon. Rod Cleveland Commissioner	Hon. Rusty Grissom Commissioner
LOGAN COUNTY (2)	Hon. Mark Sharpton Commissioner	Hon. Monty Piearcy Commissioner
OKLAHOMA COUNTY (2)	Hon. Carrie Blumert Commissioner	Hon. Myles Davidson Commissioner
		Hon. Brian Maughan Commissioner
TINKER AIR FORCE BASE (Associate Member)	Stephanie Wilson Base Civil Engineer	Brad Beam Deputy Base Civil Engineer

**SUBJECT:****MINUTES OF THE ACOG BOARD OF DIRECTORS MEETING****DATE:**

MAY 25, 2023

A regular meeting of the Association of Central Oklahoma Governments Board of Directors was convened at 2:49 p.m. Thursday, May 25, 2023, at Association of Central Oklahoma Governments (ACOG) in the Oklahoma Board Room, 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma. The meeting was held, as indicated, by advance notice filed with the Oklahoma County Clerk and by notice posted at the ACOG offices at least 24 hours prior to the meeting.

**PRESIDING CHAIR**

Hon. Brian Grider, Mayor

**ENTITY**

Mustang

**BOARD MEMBERS PRESENT**

Hon. Nikki Lloyd, Mayor	Bethany
Hon. Chad Allcox, Mayor	Choctaw
Hon. Jim Neal, Councilmember	Crescent
Hon. Darrell A. Davis, Mayor	Edmond
Hon. Amy Neathery, Councilmember	El Reno
Hon. Glenn Berglan, Trustee	Goldsby
Hon. Steven J. Gentling, Mayor	Guthrie
Hon. Terry Arps, Mayor	Luther
Hon. Mark Hamm, Councilmember	Moore
Hon. Phil Freeman, Mayor	Noble
Hon. Larry Heikkila, Mayor	Norman
Hon. Matt Hinkle, Councilmember	Oklahoma City
Hon. Byron Schlomach, Councilmember	Piedmont
Hon. Leah Grady, Trustee	Slaughterville
Hon. Roger Godwin, Mayor	Warr Acres
Hon. John Knipp, Councilmember	Warr Acres
Hon. Shelli Selby, Mayor	Yukon
Hon. Tracy Rider, Commissioner	Canadian County
Hon. Mark Sharpton, Commissioner	Logan County
Hon. Carrie Blumert, Commissioner	Oklahoma County

**BOARD MEMBERS ABSENT**

Hon. Terry Brungardt, Trustee	Calumet
Hon. Tom Trello, Vice-Mayor	Cedar Valley
Hon. Floyd Eason, Mayor	Del City
Hon. Rashanna Baker, Trustee	Forest Park
Hon. Bobby Allen, Mayor	Geary
Hon. Tim Rudek, Councilmember	Harrah
Hon. Missy Wilkinson, Mayor	Jones City
Hon. John Kenney, Mayor	Lake Aluma
Hon. Magnus Scott, Trustee	Langston City
Hon. Mike Donovan, Councilmember	Lexington
Hon. Ronald Dumas, Mayor	Meridian
Hon. Matt Dukes, Mayor	Midwest City
Hon. Peter Hoffman, Councilmember	Nichols Hills
Hon. Mark Cochell, Mayor	Nicoma Park
Hon. Jeff Bruegggen, Trustee	Okarche

**BOARD MEMBERS ABSENT (Cont.)**

Hon. Frank Calvin, Mayor  
 Hon. David Bennett, Councilmember  
 Hon. Austin Hughes, Councilmember  
 Hon. Pat Derosa, Trustee  
 No Designee  
 Hon. Rod Cleveland, Commissioner

**ENTITY**

Spencer  
 The Village  
 Tuttle  
 Union City  
 Valley Brook  
 Cleveland County

**ASSOCIATE MEMBER ABSENT**

Stephanie Wilson, Base Civil Engineer

Tinker Air Force Base

**GUESTS PRESENT**

Pete White, Attorney  
 Hon. Claudia Browne, Councilmember  
 Ray Poland, Former Mayor  
 Tracy Qualls, Chief Exec. Officer/Econ. Dev.  
 Michael Taylor, Asst. City Manager  
 Nikkiey Morton, Grant Administrator  
 Vicki Worster, Human Resource Consultant

ACOG Legal Counsel  
 Del City  
 Jones City  
 Kickapoo Tribe of Oklahoma  
 Nichols Hills  
 Oklahoma County  
 Total Compliance Connection

**ACOG STAFF**

Mark W. Sweeney  
 John M. Sharp  
 Debbie Cook  
 Debbie Wilczek  
 Brent Hawkinson  
 Rachel Meinke  
 Eric Pollard  
 Christopher Bluth  
 Hannah Nolen  
 David Frick  
 Jose Jimenez-Rubio  
 Beverly Garner  
 James Smith

**POSITION**

Executive Director  
 Deputy Director  
 Finance Director  
 Accountant II/Procurement Administrator  
 911 & Public Safety Director  
 Public Information Director  
 TPS Air Quality & Clean Cities Manager  
 Community & Econ. Development Manager  
 TPS Program Coordinator  
 TPS Air Quality & Clean Cities Planner II  
 TPS Transportation Planner I - Safety  
 Executive Assistant  
 IT Operations Specialist I

## MINUTES

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**1. CALL TO ORDER**

Presiding Chair Brian Grider called the meeting to order at 2:49 p.m. A quorum was present.

**2. APPROVAL OF THE APRIL 27, 2023 MINUTES**

Director Steven J. Gentling made a motion to approve the April 27, 2023 minutes of the ACOG Board of Directors meeting. Director Glenn Berglan seconded the motion. The motion carried unanimously.



### 3. COMMUNICATIONS

#### A. CHAIRPERSON'S REPORT

1. Recognition of Outgoing Garber-Wellington Association Policy Committee Chair and ACOG Board Member, Ray Poland

Chairman Brian Grider said he has been a part of the ACOG Board for eight years and has had the pleasure of getting to know Ray Poland from a distance at first and a little bit closer since then. He has been able to sit back and watch Mr. Poland being a good example of showing someone how much he loves and fights for his community. Chairman Grider said Mr. Poland has been a good challenger and encouragement to him, so he wanted to say "Thank you, Ray." The Board applauded.

Chairman Grider then said that Ray Poland joined ACOG as a Board member in February 2005, so has been active for 18 years. He was first elected as an officer for the Garber-Wellington Association Policy Committee, serving from July 2011 to June 2013, and then again in July 2019 through April 2023.

Ray has been active on the Building Review Committee, the Budget Committee, the Nominations Committee, and the Executive Committee throughout his time as a GWAPC officer.

He has been engaged in many discussions with the Board and his input has been invaluable.

Of course, he has always been the pro at knowing how to end meetings – his favorite!

Now he will probably be pursuing many bike trips across the country. We appreciate his dedication and service to ACOG and the region.

In an effort to express our appreciation for Mr. Poland's dedication and service to ACOG and the region, we would like to present him with a plaque. A picture of him, Chairman Grider, and Mark Sweeney was then taken in front of the Step & Repeat board.

Mr. Poland said it is truly humbling and appreciated. He has been here 18 years and has seen a lot of different faces, as the truth is that the Board members come and go. The staff at ACOG is what makes this machine work and thanked Mark Sweeney and his staff for being here all this time. He appreciates all the friendships that he has made. It is bittersweet as he did not go out on his terms, but he will miss everyone and these meetings, and wished everyone good luck.

#### B. EXECUTIVE DIRECTOR'S REPORT

##### 1) Welcome to the New ACOG Board of Directors

Mark W. Sweeney welcomed the new ACOG Board delegates. He said not all of them are here, but they are the primary individuals representing their communities:

- Cody Brewer, Councilmember, City of Choctaw
- Barry Moore, Councilmember, City of Edmond
- David Bennett, Councilmember, City of The Village
- Rashanna Baker, Trustee, Town of Forest Park
- Missy Wilkinson, Mayor, Town of Jones City
- Leah Grady, Trustee, Town of Slaughterville

- Pat Derosa, Trustee, Town of Union City
- Rob Jones, Councilmember, City of Piedmont
- Stephanie Wilson, Base Civil Engineer, Tinker Air Force Base

He asked them to please read the ACOG Orientation Handbook for new board and policy committee members that was emailed to them with a link and is on the ACOG website. He said to take time to review the handbook which gives a whole perspective of what to expect in their new role in representing their entity.

## **2) Introduction of New ACOG Staff – Debbie Wilczek**

Mark Sweeney introduced Debbie Wilczek, who joined the ACOG staff on Monday of this week as our new Accountant II/Procurement Administrator. In this role she will work closely with Debbie Cook and the rest of the Finance Department team. She arrived just in time to provide assistance during the FY 2024 budget process.

Debbie comes to us with over 17 years of experience in both public and non-profit accounting. In 2011, while serving as the Vice President for YWCA Enid, Debbie developed a passion for helping non-profits tell their story. Her past non-profit experience as both Finance Director and Executive Director provided her with a strong foundation in grant and contract reporting. Debbie also possesses extensive knowledge in budget development and working on audits.

Debbie is currently finishing her master's degree and plans to sit for the CPA exam in the summer of 2024. When she is not at work, Debbie can be found hiking or snow skiing in the mountains of Colorado with her family.

Mr. Sweeney said as they might remember, some time ago the ACOG Finance Department was having issues with trying to stay up to par. The assistance of a consulting firm and the hiring of Debbie is that solution. That does not mean we are all the way there yet, but we have made great strides. He said Debbie Cook and he have worked intensely the past few months to make significant progress. This is a good spot to be in and there are a lot more challenges to come.

*(Director Carrie Blumert exited the meeting.)*

## **3) FY 2024 Budget Committee Meetings**

Mr. Sweeney said for those chosen to serve on the Budget Committee (same as the Executive Committee), they can expect an email invitation for the first Budget Committee meeting scheduled for 11 a.m. on Thursday, June 8, at ACOG. This meeting will be a preliminary overview of the FY 2024 Budget, with an emphasis on Revenue Sources. The second meeting is scheduled for 11 a.m. on Wednesday, June 21, at ACOG. The second Budget Committee meeting will entail a more detailed perspective on the staff recommended budget, including both Revenues and Expenditures for FY 2024. Lunch will be provided at both meetings, courtesy of ACOG, so stay tuned for forthcoming email invitations.

## **4) EPA Climate Pollution Reduction Grant (CPRG)**

ACOG staff is preparing an application package for the EPA Climate Pollution Reduction Grant (CPRG) funded through the Inflation Reduction Act (IRA). Last month, EPA approved ACOG's Notice of Intent to Participate as the lead organization for the Oklahoma City Metropolitan Statistical Area (MSA). As a reminder, the CPRG is a \$1 million four-year planning grant which initially involves ACOG developing a greenhouse gas (GHG) inventory, quantified GHG reduction measures, and a low-income and

disadvantaged communities' benefits analysis. With a plan in place two years from now, ACOG member cities and counties will be able to compete for \$4.6 billion in grant funding to implement measures from our GHG emissions reduction plan. ACOG expects the grant to formally get underway this summer and will look to our members and a diverse stakeholder group for input on ACOG's plan. Needless to say, this initiative will complement ACOG's Regional Air Quality Plan.

**5) Comprehensive Economic Development Strategy (CEDS) Advisory Committee Meeting – May 23, 2023**

The CEDS Advisory Committee met Tuesday, May 23. The purpose of this meeting was to provide an overview of the 2023-2024 CERI Program, develop a strategy for the Proposed 2024 CEDS Update, and to establish a Task Force to work with staff on the possibility of creating a Revolving Loan Fund (RLF) to address the needs of small businesses. This RLF initiative will entail all eleven Oklahoma Councils of Government, which is called Oklahoma Association of Regional Councils (OARC), working with the legislature on funding options and operational procedures. Preliminary discussions on creating a legislative interim study this coming fall are underway. More information will be forthcoming in August/ September.

**6) SWREDA Conference in New Orleans (May 1-5)**

Mr. Sweeney said the Annual Southwest Region Economic Development Association (SWREDA) Conference was held in New Orleans from May 1 through May 5. Christopher Bluth, CED Manager, and he attended this conference. SWREDA represents five states (Texas, Arkansas, Louisiana, New Mexico, and Oklahoma) that comprise the EDA Austin Region for grants and other related issues. The conference is always very educational about economic development initiatives and funding opportunities.

During the conference Mr. Sweeney was elected Vice-Chair of the SWREDA Board of Directors and noted that next year the ACOG region will be hosting the Annual SWREDA Conference at the Downtown Sheraton Hotel in Oklahoma City from May 14 to May 17, 2024. This will be a great opportunity to spotlight major economic development projects in the region and throughout the State of Oklahoma. There will be more details on this important event forthcoming over the next several months.

Mr. Sweeney said the last time ACOG hosted this conference was in 2013, which oddly enough, was when he came here representing the CAPCOG area in Austin and met John Johnson, the former ACOG Executive Director, for the first and only time.

There will be more details on the conference in the following months. ACOG does not have to pay for this; it is being paid by the National Association of Development Organizations (NADO). Their staff from Washington DC will help with this, as well as the SWREDA Board organization, but ACOG will have the opportunity to play a significant role. There will be around 250-300 attendees from the five states.

**7) June Board Meetings:**

Mr. Sweeney said this is a reminder that the next Board meeting is on June 29 and is when ACOG staff will present the FY 2024 Budget as recommended by the Budget Committee for the Board's review and approval. He told them to make every effort to attend this very important meeting because without a quorum, ACOG cannot get its budget approved. July 1 is just two days later, which is the beginning of FY 2024, so we do not have any leeway on time to officially adopt a new budget. Having a quorum is absolutely necessary.

**8) ACOG is getting ready to release a Request for Proposals (RFP) for a new auditor.**

ACOG's time with the current auditor of five years is now completed, but they can apply again, along with other applicants. The auditor chosen will work both for ACOG and 911 ACOG. He anticipates that the Board will see an agenda item for the recommended auditor at the August meeting.

**4. PUBLIC COMMENTS FROM CITIZENS OR DELEGATIONS**

There were no comments from the public.

**5. APPROVAL OF THE CONSENT DOCKET**

INFORMATION: Requires a motion to approve, with a second, that all items under the Consent Docket be considered in one vote.

- A. Finance Report – April 2023 Claims: Deborah Cook, CPA, Finance Director *Action requested.*
- B. Regional Clearinghouse Review and Comment Report: John Harrington, Water Resources Director *Action requested.*
- C. ACOG Metropolitan Planning Organization Policy Committee (MPO PC) Report: John Sharp, Deputy Director *Action requested.*

Director Phil Freeman made a motion that all items under the Consent Docket be approved in one vote. Director Glenn Berglan seconded the motion. The motion carried unanimously.

**6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION**

- A. Election of FY 2024 Officers for the ACOG Board of Directors, the ACOG MPO Policy Committee, and the Garber-Wellington Association Policy Committee

Mark W. Sweeney highlighted the information as detailed in the agenda memorandum, naming the Nominations Committee suggested officers:

For the ACOG Board of Directors and the ACOG MPO Policy Committee:

<b>Chair:</b>	<b>Brian Grider, Mayor, City of Mustang</b>
<b>Vice-Chair:</b>	<b>Glenn Berglan, Trustee, Town of Goldsby</b>
<b>Secretary/Treasurer:</b>	<b>Shelli Selby, Mayor, City of Yukon</b>

For the Garber-Wellington Association Policy Committee:

<b>Chair:</b>	<b>Mark Hamm, Councilmember, City of Moore</b>
<b>Vice-Chair:</b>	<b>Matt Dukes, Mayor, City of Midwest City</b>
<b>Secretary/Treasurer:</b>	<b>David Bennett, Councilmember, City of The Village</b>

He noted that David Bennett is not a newcomer and has a lot of knowledge about ACOG. He was on this Board for several years, suffered the same fate as Ray Poland, and has now come back as the delegate for The Village again. Mr. Sweeney said the Board now has the opportunity to make a recommendation from the floor of their own nominees for these offices, but this is the slate that the Nominations Committee recommended.

Chairman Grider asked if there was any discussion. There being none, he entertained a motion.

Director Roger Godwin moved to approve the recommendations of the ACOG Nominations Committee, and to elect the nominees as officers to the ACOG Board of Directors, the ACOG MPO Policy Committee, and the Garber-Wellington Association Policy Committee for FY 2024. Director Phil Freeman seconded the motion. The motion carried unanimously.

B. FY 2024 ACOG Board of Directors Official Custodians' Resolution – Banking Signatures

Chairman Grider said ACOG needs to add and update the officers on the Custodians' Resolution to be able to be signers of ACOG checks and business.

Director Amy Neathery moved to approve the updated official custodians' resolution for FY 2024. Director Shelli Selby seconded the motion. The motion carried unanimously.

C. Proposed Revisions to ACOG Employee Handbook (Personnel Policies)

Mark W. Sweeney said the last ACOG Employee Handbook update approved by the ACOG Board occurred in 2019 and now it is time for additional strategic amendments. He said the requested changes, if approved, will not go into effect until July 1, 2023 because the fiscal impact of those changes must be put into the new budget. He also noted that besides changes, there were some corrections. He gave the following presentation:

<https://www.acogok.org/wp-content/uploads/2023/05/HANDBOOK-CHANGES-2023.pdf>

Mr. Sweeney said Diversity & Inclusion section was an addition of a more comprehensive statement on ACOG's commitment to cultural diversity and equitable treatment of all employees in accordance with federal and state requirements. Mr. Arps asked if the third paragraph was a federal requirement and Mr. Sweeney said yes.

For sick leave, they expanded the reasons for utilization of an employee's accrued sick leave. Mr. Arps asked what was the rate of accrual for sick leave and Debbie Cook said it was 4.69 hours per pay period.

Mr. Sweeney said there has never been a provision for bereavement leave, and he felt this was an oversight. For the first time, when an employee starts work, there is an automatic three-day bereavement leave with a maximum of seven days per year.

Good Friday has been added as a holiday because it is strategically located between February and May. The holiday is sometimes in March and sometimes in April, and it will never conflict with a Board meeting. He said ACOG contacted several entities within the region to see if they also had Good Friday as a holiday and the cities that do were: Bethany, El Reno, Guthrie, and Yukon. Midwest City offers Good Friday as a choice in its optional structure.

Due to confusion with federal labor laws pertaining to nonexempt employees, the term Compensatory (Comp) Time was changed to Discretionary Time Off (DTO). It is the same concept, but has a different title. Also, the expiration time period for such assured work hours was extended from 90 days to 120 days due to the difficulty at times of not having time to take off within 90 days.

The information on drug & alcohol abuse prevention & substance testing policy was updated due to the significant changes in federal and state law over the past four years, especially pertaining to medical marijuana. That section in the handbook was amended to comply with current regulations. Mr. Sweeney said he does not have an applicant do drug testing before being employed at ACOG, but if someone is performing in an erratic manner while employed, he has the authority to request drug testing.

Mr. Sweeney provided a list that includes other stand-alone administrative policies that are mentioned in the handbook, but are not part of the handbook. He said these are still under development: the ACOG business travel guidelines, credit card policy, cell phone policy, and remote work policy. He said they are separate from the handbook so that he can administratively change them upon need because circumstances can change so rapidly.

Mr. Sweeney said all this information will be on the ACOG website. Regarding the remote work policy, during Covid19, he had to play a game of hoping what he was doing was working – and it did – but he never knew what was going to happen next. Now he wants a remote work policy that is crystal clear so any employee walking in can understand this is what is allowed, when it is allowed, and when it is not allowed. He said across the board, ACOG is a government agency, so being here during the day is very important. That is still the premier element in his mind, but there are occasions when remote work is a good opportunity for some situations, so he wants that flexibility built into the policy.

There being no further discussion, Director Mark Hamm moved to approve the recommended revisions to the ACOG Personnel Policies as outlined in the Employee Handbook that will become effective on July 1, 2023. Director Amy Neathery seconded the motion. The motion carried as follows:

AYE: Lloyd, Allcox, Neal, Davis, Neathery, Berglan, Gentling, Hamm, Freeman, Heikkila, Hinkle, Schlomach, Grady, Godwin, Selby, Rider, and Sharpton

NAY: None

ABSTAIN: Arps

*Director Tracey Rider exited the meeting.*

#### D. Selection of Regional Air Quality Plan Consultant and Contract Authorization

Eric Pollard said Central Oklahoma has had concern about an ozone non-attainment designation or violation, so over the decades, ACOG has tried to design programs to try to remain in attainment and continue to improve air quality for our residents. Today's action is a third phase in our air quality process.

Over the years, ACOG has participated in a voluntary EPA program called EPA Advance with a comprehensive list of everything ACOG is doing in the region to reduce emissions and stay in attainment of the ozone standards. Now ACOG is also seeing an elevation of particulate matter (PM). The second phase was when ACOG released the Cost of Nonattainment Study, so that if ACOG would go out of attainment of EPA's ozone standards, this study showed the potential economic impact of the initial federal regulations that would come down, potential loss of economic development projects, and putting a dollar figure to what that would look like. That figure was between \$9-15 billion over a 20-year period, so a substantial cost to our region.

The Regional Air Quality Plan is the third phase. ACOG knows what to do, to an extent, and knows what it will cost if our region does not improve air quality. ACOG went out for Request for Proposals (RFP) for a regional air quality plan to develop strategies that get to the sources of pollutants. ACOG received seven proposals from very qualified consulting firms, and is very confident in moving forward with the selected firm, Reagan Smith, an Oklahoma-based company. They have existing relationships with the deregulated community, otherwise, the oil and gas community and industrial utilities - some of those sources of pollution that our region is looking to get. The Plan is to get a sense of what their five-year plans are for emissions reductions, the technologies they will be deploying to

reduce emissions, and pair that with some of the strategies that ACOG is already putting in place across ACOG programs: what cities and counties are doing to get cleaner transportation fleets, bike/ped, transit, etc.

Mr. Pollard noted that, just as Mr. Sweeney said, this Plan will run parallel and complement what ACOG will be doing on the EPA Climate Pollution Reduction Plan, which is focused on the greenhouse gas emissions.

There being no discussion, Director Mark Hamm moved to select Reagan Smith as the Regional Air Quality Plan (RAQP) consultant and to authorize the Executive Director to negotiate and execute a contract with Reagan Smith for the RAQP at an amount not to exceed \$169,000 for an anticipated 12- to 14-month time frame. Director Shelli Selby seconded the motion. The motion carried unanimously.

*Director Amy Neathery exited the meeting.*

E. Authorization to Purchase Transportation Data from Streetlight Inc.

John Sharp highlighted the information as detailed in the agenda memorandum.

Director Terry Arps moved to authorize the Executive Director to negotiate and execute an agreement through OMES to procure transportation data from StreetLight Data Inc. at a cost not to exceed \$371,815.65. Director Phil Freeman seconded the motion. The motion carried unanimously.

F. 2023-2024 Community Economic Resiliency Initiative (CERI) Planning Demonstration Sites Selection

Christopher Bluth gave the following presentation: <https://www.acogok.org/wp-content/uploads/2023/06/CERI-Committee-Selection-BOD-Presentation.pdf>

Mr. Bluth said this is the second phase for the CERI Program and said seven applications were received. He thanked everyone for their interest in participating. Through an evaluation criteria and non-numerical system, the CERI Review Committee came to a decision. The recommended applicants this year came down to the City of Choctaw: 7C Line Creek Corridor and the City of Noble: Noble Main Street Revitalization.

Mr. Sweeney said he wished they could have given money to all the applicant cities, but even if their project did not get selected this time, Mr. Bluth and he are working diligently in figuring out new ways to fund the CERI Program for a third and fourth round. If they can get the additional funding beyond the Economic Development Administration (EDA) Planning Grant, in time, other cities may have the opportunity to receive planning assistance.

There being no discussion, Director Terry Arps moved to approve the CERI Review Committee recommendations on the selection of planning demonstration sites for the 2023-2024 CERI Program. Director Shelli Selby seconded the motion. The motion carried unanimously.

G. Central Oklahoma: Through My Lens – Photo Contest

Rachel Meinke highlighted the information as detailed in the agenda memorandum, noting that this region-wide photo contest would launch July 10 and go through September 6. She said the winners will be announced at the September Board meeting.

Mr. Sweeney said this idea came from Pete White and gave his appreciation to Mr. White for sharing.

Director Arps asked if the photos must be taken no earlier than July 10. Ms. Meinke said it does not matter when the photos are taken, but they cannot start to be uploaded until July 10. There is no limit to the number of photos being submitted.

H. ACOG 2023 Final Legislative Report

Rachel Meinke said this may not be the final 2023 legislative report, as a special session has been called for June 12. She then gave the following presentation:

<https://www.acogok.org/wp-content/uploads/2023/05/ACOG-BOD-May-2023.pdf>

**7. NEW BUSINESS**

Chair Brian Grider asked if there was any new business to be presented. No new business was presented.

**8. ADJOURN**

There being no further business, Chairman Grider adjourned the meeting at 3:55 p.m.

ADOPTED THIS 29TH DAY OF JUNE 2023.

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CHAIRMAN

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SECRETARY/TREASURER



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# CONSENT DOCKET

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## ATTACHMENT 5-A

**SUBJECT:**

**FINANCE REPORT – MAY 2023 CLAIMS**

**DATE:**

JUNE 29, 2023

**FROM:**

**DEBORAH COOK, CPA**

Finance Director

**INFORMATION:**

In accordance with the revised ACOG claims list process, May claims were paid biweekly during the month. A copy of the [claims list](#) for payments made during May is included for ratification. The May cash status report is also included for information.

**ACTION REQUESTED:**

Motion to ratify payment of all claims paid during the month of May 2023.

In accordance with the revised claims process, this list of claims paid in May 2023 is offered for the Board of Directors to ratify.

Addison Group <i>(Temporary Labor)</i>	864.00
Aspen <i>(Cleaning)</i>	345.00
AT&T Mobility <i>(Telephone)</i>	82.46
Bailey, Ben <i>(Mileage - 9-1-1)</i>	222.84
Bill Warren Office Products <i>(Supplies)</i>	144.75
Camp, Chris <i>(Mileage - 9-1-1)</i>	83.84
Chase Card Services <i>(Supplies, Development)</i>	7,325.01
Choate, Jeff <i>(Mileage 9-1-1)</i>	281.66
COTPA <i>(Sub Award)</i>	8,737.79
Ecointeractive, Inc. <i>(Software)</i>	7,641.25
Electradigital <i>(Internet)</i>	1,640.98

**May 2023 Claims (Cont.)**

First Choice Coffee Service <i>(Supplies)</i>	285.07
Gatehouse Media OK Holdings, Inc <i>(Public Notice)</i>	15.00
Gonul, Kristin <i>(Mileage - 9-1-1)</i>	158.52
Insight Public Sector, Inc. <i>(Maintenance)</i>	2,255.31
Lake Aluma, Town of <i>(REAP Grant T4-2022-1)</i>	8,355.45
Langston City, Town of <i>(REAP Grant ED-1d-2021-02)</i>	100,000.00
Management and Enterprise Services <i>(Internet)</i>	294.00
Midwestern Software Solutions (MS2) <i>(Repairs and Maintenance - Software)</i>	9,824.00
MTM Recognition <i>(Board Service Plaque)</i>	258.00
Mudd Print & Promo <i>(Printing)</i>	2,355.55
Nolen, Hannah <i>(Mileage, Travel)</i>	211.62

**May 2023 Claims (Cont.)**

NOW CFO <i>(Outsourced Accounting)</i>	4,418.70 Pd by ACH
Nuso, LLC <i>(Telephone)</i>	372.13
Oklahoma County Public Building Authority <i>(Office Rent)</i>	19,956.02
Oklahoma Shirt Co <i>(Advertising)</i>	1,154.69
Orlando, Town of <i>(REAP Grang ED3-2022-3)</i>	106,000.00
Peak Uptime <i>(Repairs &amp; Maintenance)</i>	3,947.46
Peter S White, P.C. <i>(Legal - 9-1-1 \$825.00)</i>	3,375.00
R.K. Black <i>(Shredding)</i>	75.00
ROK Global Applications Group, LLC <i>(Hosting - 9-1-1 \$1,398.26)</i>	3,920.00
Scout Benefits Group LLC <i>(FSA Benefits Administration)</i>	75.00
Sebesta, Jennifer <i>(Mileage)</i>	43.23

**May 2023 Claims (Cont.)**

Total Compliance Connection, LLC <i>(HR Consultant)</i>	850.00
Verizon Wireless <i>(Telephone, Internet)</i>	173.66
TOTAL MAY 2023 CLAIMS	<u><u>\$ 295,742.99</u></u>

ATTEST

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
SECRETARY/TREASURER

# ACOG CASH STATUS REPORT

FOR THE MONTH ENDED MAY 30, 2023

	CHASE OPERATING	CHASE SAVINGS	TOTAL
Beginning Balance			
<i>May 1, 2023</i>			
Cash	\$ 3,235,352.52	\$ 618,223.08	3,853,575.60
Petty Cash	346.22	-	346.22
Total Beginning Balance	<u>\$ 3,235,698.74</u>	<u>\$ 618,223.08</u>	<u>\$ 3,853,921.82</u>
Cash Receipts			
Grants & Contracts	\$ 325,445.66	\$ -	\$ 325,445.66
Memberships	2,000.00	-	2,000.00
Transfers of Funds-	-	-	-
Interest/Dividend Earned	-	27.75	27.75
Miscellaneous-	4,860.80	-	4,860.80
Petty Cash - Replenshment	-	-	-
Total Cash Receipts	<u>\$ 332,306.46</u>	<u>\$ 27.75</u>	<u>\$ 332,334.21</u>
Cash Disbursements			
Personnel Cost	\$ 249,328.37	\$ -	\$ 249,328.37
(detail next page)	-	-	-
Bank Service Charges	-	-	-
Investment Sweep Fee	-	-	-
Transfer of Funds	-	-	-
Claims Expenditures:	295,742.99	-	295,742.99
(detail next page)	-	-	-
Miscellaneous-	-	-	-
Petty Cash - supplies	120.05	-	120.05
Total Cash Disbursements	<u>\$ 545,191.41</u>	<u>\$ -</u>	<u>\$ 545,191.41</u>
<i>May 31, 2023</i>			
Cash	\$ 3,022,587.62	\$ 618,250.83	\$ 3,640,838.45
Petty Cash	226.17	-	226.17
Total Ending Balance	<u><u>\$ 3,022,813.79</u></u>	<u><u>\$ 618,250.83</u></u>	<u><u>\$ 3,641,064.62</u></u>

## SCHEDULE OF GENERAL OPERATING EXPENSES

### FOR THE MONTH ENDED MAY 30, 2023

**Personnel Cost:**

Salaries	140,383.97
Payroll Taxes	64,504.26
Payroll Processing Fees	859.29
Group Health & Life Insurance	22,765.27
Pension Contribution & Expense	18,582.66
EBC Flex Plan Contributions	2,125.76
United Way Contributions	107.16

<b>Total Operating Personnel Expenditures</b>	<b><u>\$ 249,328.37</u></b>
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**Claims Expenditures:**

Accounting and Auditing	4,418.70
Contract Personnel	-
Copiers	-
Credit Card	7,325.01
Development and Recruitment	-
Equipment & Furniture	1,872.46
Equipment Rental	-
Insurance	-
Internet Service	5,975.01
Legal	3,375.00
Maintenance & Repair - Equipment	5,135.56
Maintenance & Repair - Software	9,018.75
Mileage	800.51
Miscellaneous	-
Office Cleaning	345.00
Office Rent	19,956.02
Office Leasehold Improvements	-
Penalties	-
Postage	-
Printing	-
Professional Dues	-
Projects -911	-
Projects -CMAQ	-
Projects - Legislative Brunch	-
Projects-NonAttainment Studies Cost	-
Projects - REAP	214,355.45
Projects - Traffic Counts	8,737.79
Public Education -	-
Public Notice/Advertising	1,098.72
Publications & Subscriptions	-
Sect 125 Plan Administration	75.00
Subcontracts/Consultants	850.00
Supplies	3,189.34
Supplies - Software	7,641.25
Telephone	508.22
Temporary Labor	864.00
Travel	201.20
Vehicle Expense	-

<b>Total Claims Expenditures:</b>	<b><u>\$ 295,742.99</u></b>
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**SUBJECT:**

**REGIONAL CLEARINGHOUSE REVIEW AND COMMENT REPORT**

**DATE:**

JUNE 29, 2023

**FROM:**

**JOHN HARRINGTON**  
Water Resources Director

**INFORMATION:**

The following projects have been reviewed through the Clearinghouse Review Process by staff during the past month. Final comment letters have been submitted to the applicant and can be viewed at: <https://www.acogok.org/wp-content/uploads/2023/06/Clearinghouse-Letters.pdf>.

<b>Agency Applicant:</b>	Secretary of Energy & Environment
<b>Project Location:</b>	Statewide
<b>Date Reviewed:</b>	May 23, 2023
<b>Project Review Request:</b>	ID#E232301 - FY 23 604(b) Base & Infrastructure Investment and Jobs Act of 2021 (IIJA) Work Plans
<b>Agency Applicant:</b>	Oklahoma Department of Environmental Quality
<b>Project Location:</b>	Statewide
<b>Date Reviewed:</b>	May 23, 2023
<b>Project Review Request:</b>	ID#E232302 - Drinking Water State Revolving Fund (DWSRF)
<b>Agency Applicant:</b>	Oklahoma Department of Environmental Quality
<b>Project Location:</b>	Statewide
<b>Date Reviewed:</b>	May 25, 2023
<b>Project Review Request:</b>	ID#E252301 - Work Plan for the Solid Waste Infrastructure for Recycling (SWIFR) Grants
<b>Agency Applicant:</b>	Oklahoma Department of Environmental Quality
<b>Project Location:</b>	Statewide
<b>Date Reviewed:</b>	June 2, 2023
<b>Project Review Request:</b>	ID#F22301 - Performance Partnership Grant (PPG)
<b>Agency Applicant:</b>	Oklahoma Department of Environmental Quality
<b>Project Location:</b>	Statewide
<b>Date Reviewed:</b>	June 2, 2023
<b>Project Review Request:</b>	ID#F22302 - Exchange Network Grant Program
<b>Agency Applicant:</b>	Oklahoma Department of Environmental Quality
<b>Project Location:</b>	Statewide
<b>Date Reviewed:</b>	June 5, 2023
<b>Project Review Request:</b>	ID#F52301 - Emerging Contaminants FY 24 Workplan

**Agency Applicant:** Oklahoma Department of Environmental Quality  
**Project Location:** Statewide  
**Date Reviewed:** June 16, 2023  
**Project Review Request:** ID#F162301 - Five-Year Review Cooperative Agreement Work Plan

**ACTION REQUESTED:**

Motion to concur with staff assessment of submitted projects.



## ATTACHMENT 5-C

### SUBJECT:

### ACOG METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE (MPO PC) REPORT

### DATE:

JUNE 29, 2023

### FROM:

**JOHN SHARP**  
Deputy Director

### INFORMATION:

Requesting endorsement of the following regular agenda action items that are included in the [ACOG MPO PC](#) agenda as Items D-1 and D-2, if approved by the ACOG MPO PC:

- D-1 Proposed Final FY 2024 Unified Planning Work Program (UPWP) for the ACOG MPO Area: Jennifer Sebesta, Transportation Planning Services (TPS) Division Manager  
*Action requested.*
- D-2 Public Hearing and Action on Amendment to the FFY 2022-2025 Transportation Improvement Program: Jennifer Sebesta, TPS Division Manager *Action requested.*

### ACTION REQUESTED:

Motion to endorse ACOG MPO Policy Committee (PC) approval of action items D-1 and D-2, which are included in the June 29, 2023 ACOG MPO PC agenda and anticipated to be approved by the Committee.



**SUBJECT:**

**RENEW TRANSPORTATION MODELING CONSULTANT SERVICES AGREEMENT**

**DATE:**

JUNE 29, 2023

**FROM:**

**JOHN M. SHARP**

Deputy Director

**INFORMATION:**

On June 27, 2019, the Board of Directors authorized the ACOG Executive Director to negotiate and execute a Consultant Retainer Agreement with Art Pendergraft for assistance with the FY 2020 Unified Planning Work Program tasks and related transportation modeling projects for a 12-month period beginning July 1, 2019. This contract included an option to renew, subject to the concurrence of the ACOG Board of Directors. In June 2022, the ACOG Board approved the option for a third time to renew the Consultant Retainer Agreement. Staff recommends that ACOG exercise the option again to renew the Consultant Retainer Agreement at a cost of \$70,000 for a 12-month period.

**ACTION REQUESTED:**

Motion to authorize the ACOG Executive Director to exercise the option to renew and execute the Consultant Retainer Agreement with Art Pendergraft for the 12-month period beginning July 1, 2023 for a fee not to exceed \$70,000.

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**REGULAR AGENDA  
ITEMS THAT MAY REQUIRE  
ACOG BOD ACTION**

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## ATTACHMENT 6-A

### **SUBJECT:**

**CONSIDERATION OF FY 2024 ACOG ANNUAL BUDGET AND WORK PLAN**

### **DATE:**

JUNE 29, 2023

### **FROM:**

**MARK W. SWEENEY, AICP**  
Executive Director

### **INFORMATION:**

The FY 2024 Budget for the Association of Central Oklahoma Governments is presented to the Board of Directors pursuant to the Agreement creating ACOG and as recommended by the ACOG Budget Committee. The Budget Committee met in two sessions (June 8 and June 23) to develop their recommendations. At the meeting on June 23, 2023, they recommended the budget document which can be accessed at:

<https://www.acogok.org/wp-content/uploads/2023/06/ACOG-BOD-FY-2024-Budget.pdf>

The proposed budget also includes the FY 2024 Membership Dues Assessment, Updated Personnel Classification and Pay Plan, Fee Schedule for Services, and Membership, Boards and Committees list. An overview of the recommended FY 2024 Budget and Work Plan will be presented at the June 29 ACOG Board meeting.

### **ACTION REQUESTED:**

Motion to approve, as presented herein, the recommended Fiscal Year 2024 (July 1, 2023 – June 30, 2024) Annual Budget and Work Plan, which includes:

- FY 2024 Membership Dues Assessment
- Revised Personnel Classification and Pay Plan
- Updated Fee Schedule for Services
- Membership, Boards, and Committees lists

for the Association of Central Oklahoma Governments.



**SUBJECT:**

**FY 2024 ACOG LEASE AGREEMENT WITH THE OKLAHOMA COUNTY  
PUBLIC BUILDING AUTHORITY**

**DATE:**

JUNE 29, 2023

**FROM:**

**MARK W. SWEENEY, AICP**

Executive Director

**INFORMATION:**

ACOG's lease agreement with the Oklahoma County Public Building Authority (OCPBA) expires June 30, 2023, and ACOG needs to enter into a new lease agreement. The new lease term will commence July 1, 2023, and end June 30, 2024. Therefore, authorization needs to be made for the Executive Director to negotiate and enter into an agreement with OCPBA to provide for leasehold services for the next 12 months.

The monthly office lease agreement cost for this time period will be \$21,231.94. The increase in rent from FY 2023 (\$13.80 per sq. ft. to \$14.69 per sq. ft. for the approximate 17,344 sq. ft. of space) is due to an annual reassessment of price per square foot by OCPBA.

**ACTION REQUESTED:**

Motion to authorize the Executive Director to negotiate and execute an agreement with the Oklahoma County Public Building Authority to provide for leasehold services for the next 12 months for an amount not to exceed \$254,783.28 for FY 2024.



## ATTACHMENT 6-C

### SUBJECT:

**2023-2024 CERI PROGRAM CONSULTANT SERVICES - INTERLOCAL AGREEMENT WITH THE UNIVERSITY OF OKLAHOMA INSTITUTE FOR QUALITY COMMUNITIES**

### DATE:

JUNE 29, 2023

### FROM:

**CHRISTOPHER E. BLUTH**

Community & Economic Development (CED) Manager

### INFORMATION:

ACOG is requesting to enter an interlocal agreement (ILA) with the University of Oklahoma Institute for Quality Communities (IQC), for the purposes of providing planning demonstration site consulting services to the two (2) communities selected through the 2023-2024 CERI Program application process: the Cities of Choctaw and Noble. These services will provide each municipality with the opportunity to develop plans that model strategic investment, sustainable economic recovery, and long-term resiliency.

The IQC staff, led by IQC Director Shane Hampton, will research each community project, and the IQC staff will select one Community Engagement Fellow as a project manager. Fellows will be competitively selected members of the Christopher C. Gibbs College of Architecture faculty, chosen for demonstrated suitability and subject-matter knowledge to carry out the work for the specific projects. The IQC team will also include an interdisciplinary cohort of graduate assistants selected from fields like Regional & City Planning, Landscape Architecture, or Architecture.

The IQC team is responsible for leading the planning projects to complete tasks outlined in this Project Statement, and for providing progress and milestones reports to ACOG.

The amount of funding allocated to this ILA is \$50,000 (\$45,000 EDA Planning Grant + \$5,000 municipal contribution), which will cover two (2) planning demonstration site projects and will be administered over an 11-month period starting July 3, 2023 through June 15, 2024, as laid out in the contract's timeline for consulting services.

Please note that ACOG will also establish a separate interlocal agreement with each city to outline and coordinate the responsibilities of each party throughout the duration of the consulting services contract with IQC, as well as the required municipal contribution of \$2,500 from each city to ACOG for IQC's planning services.

### ACTION REQUESTED:

Motion to authorize the Executive Director to negotiate and execute an interlocal agreement with the University of Oklahoma IQC in an amount not to exceed \$50,000 for providing consulting services for two (2) planning demonstration sites located in the selected Cities of Choctaw and Noble for the 2023-2024 CERI Program.





## ATTACHMENT 6-D

### SUBJECT:

**2024 ACOG RURAL ECONOMIC ACTION PLAN (REAP) ORGANIZATIONAL PLAN**

### DATE:

JUNE 29, 2023

### FROM:

**CHRISTOPHER E. BLUTH**

Community & Economic Development (CED) Manager

### INFORMATION:

The State of Oklahoma's rural economic development initiative creates opportunities for less populated communities to undertake community and economic development projects identified by them. The Rural Economic Action Plan (REAP) of 1996 establishes a planning process for cities, towns, and counties that could enable them to secure grant funds for economic development projects and infrastructure projects. The Councils of Government (COGs) throughout the state are identified to help facilitate the planning process and to generate the regional, organizational plan. Additionally, the COGs are required to review the regional organizational plan, each year, and advise the Oklahoma Department of Commerce (ODOC) of changes or revisions to the plan, if any.

The REAP Organizational Plan (refer to next page) states that there are 10 project categories, of which 80 percent of the allocated REAP funds must be spent on infrastructure projects outlined in the first six (6) categories listed in the Plan, and the remaining 20 percent of the funds can be spent in the last four (4) categories of projects. (Pages 6-D-3 to 6-D-6 of the attached enclosure list the 10 categories). In order to proceed with the 2024 cycle of REAP grants, staff is proposing that the attached REAP Organizational Plan be adopted by the Board of Directors as the ACOG Organizational Plan, and then forwarded for filing with ODOC. This Plan sets forth the eligible entities in the ACOG region and recites the ten (10) allowable project categories for REAP projects. Any funding for 2024 REAP grants is contingent upon receiving the REAP appropriations from the State of Oklahoma.

Upon filing the Organizational Plan with ODOC, signed copies will be available from ACOG, upon request.

### ACTION REQUESTED:

Motion to adopt the attached 2024 ACOG Rural Economic Action Plan (REAP) Organizational Plan, and to authorize the Executive Director to negotiate and execute a contract with the Oklahoma Department of Commerce to receive the 2024 REAP grant funds allocated for the ACOG region.

# Association of Central Oklahoma Governments

## 2024 Rural Economic Action Plan

### Organizational Plan

ACOG is a voluntary association of local governments joined together to work on common interests, for the economic improvement of each member entity and the overall benefit of the region. The Association membership is made up of the counties of Canadian, Cleveland, Logan, and Oklahoma, and all cities and towns having some jurisdiction within the four listed counties.

In June 1966, the local governments of Central Oklahoma created ACOG under the authority provided by State enabling legislation known as the Inter-Local Cooperation Act (74 O.S. §§ 1001 - 1008.) As of January 2021, ACOG has 40 member governments, consisting of city, town, and county jurisdictions. All local governments in the ACOG region are eligible for membership. In total, the ACOG region represents a population of 1,295,780 (2020 Census Bureau) persons encompassing an area of just over 2,890 square miles.

**Section 1.** The following cities and towns with a population\* of less than 7,000 are within the ACOG region:

<b>Canadian County</b>	<b>Population</b>
Calumet	458
Geary (pt.)	130
Okarche (pt.)	269
Union City	1,875
<b>Cleveland County</b>	<b>Population</b>
Etowah	164
Lexington	1996
Slaughterville	4,235
<b>Logan County</b>	<b>Population</b>
Cashion (pt.)	247
Cedar Valley	414
Cimarron City	156
Coyle	349
Crescent	1,323
Langston	1,744
Marshall	217
Meridian	15
Mulhall	220
Orlando	128

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\* 2021 Population from the U.S. Bureau of the Census/Oklahoma Department of Commerce

Oklahoma County	Population
Arcadia	171
Forest Park	1047
Harrah	6352
Jones	2941
Lake Aluma	86
Luther	1496
Nichols Hills	3851
Nicoma Park	2300
Smith Village	50
Spencer	3931
Valley Brook	657
Woodlawn Park	158

**Section 2.** Funds from the REAP fund account at the Oklahoma Department of Commerce will be awarded to projects determined by: public input to the ACOG Board of Directors; the region's Rural Economic Action Plan; and an evaluation of the financial needs of the four county area. Public meetings will be held by municipalities in the region and suggestions will be accepted from legislators and other interested parties.

In 2010, pursuant to legislative enactment of House Bill 3291, significant changes were made to the REAP enabling legislation that modified the types of projects eligible for REAP funds and the amounts allocated to those projects. Under these new provisions, **80% of REAP funds must be spent for projects appearing in the first six (6) categories listed below. Funding may be awarded to projects in the last four (4) categories of the remaining 20% of funding allocation.** The examples of projects listed under each category are intended to be illustrative and are not intended to be exhaustive or exclusive. They are intended to serve as practical guidelines for projects that can be funded under each category.

1. **Rural water quality projects, including acquisition, treatment, distribution, and recovery of water for consumption by humans or animals or both, including but not limited to the following projects for installation, construction, rehabilitation, reconstruction, operation or maintenance of water systems:**
  - a. Land acquisition for water projects
  - b. Costs for planning, engineering, and designing water projects
  - c. Costs for hydraulic testing and analysis
  - d. Wells, test wells, well houses, blending stations, chlorine booster stations, water towers, standpipes, water storage tanks, pump houses, water treatment plants, security fencing, and other water related structures
  - e. Waterlines, pumps, pressure booster pumps, transfer pumps, motors, valves, shut off valves, fire hydrants, water meters, master meters, emergency generators, metal detectors to locate pipes, filters filter media, water chlorinator, telemetry monitoring system with alarms, or other water related equipment or parts
  - f. Backhoes, trenchers or other water related vehicles required to install or maintain water systems.

2. **Rural solid waste disposal, treatment or similar projects** *including but not limited to the following projects for installation, construction, rehabilitation, reconstruction, operation, or maintenance of solid waste systems:*
  - a. Land acquisition for solid waste projects
  - b. Costs for planning, engineering and designing solid waste projects
  - c. Collection facilities, landfills, transfer stations and other solid waste related structures
  - d. Packer trucks and other solid waste related vehicles
  - e. Dumpsters, poly carts and other solid waste related equipment.
3. **Rural sanitary sewer construction or improvement projects** *including but not limited to the following projects for installation, construction, rehabilitation, reconstruction, operation, or maintenance of sanitary sewer systems:*
  - a. Land acquisition for sanitary sewer projects
  - b. Costs for planning, engineering and designing sanitary sewer systems
  - c. Sanitary Sewer Evaluation Survey (SSES), smoke testing, in-line camera inspection, flow monitoring, manhole evaluations, and other sanitary sewer related testing
  - d. Lagoons, transfer stations, treatment facilities and other sanitary sewer related structures
  - e. Sewer lines, force mains, interceptor lines, lift stations, lift pumps, pumps, center pivot irrigation systems and parts, rip rap, emergency generators, pipe locators, high pressure hoses, debris screens, clarifier and trickling filters, diffused aeration system, bentonite for lagoons, grinder pumps, grinders, lagoon baffles, aerators, lagoon liners, and other sanitary sewer related equipment or parts
  - f. Sewer rodding machines, high pressure sewer jet, trenchers, or other sanitary sewer related vehicles.
4. **Rural road or street construction or improvement projects** *including but not limited to the following projects for installation, construction, rehabilitation, reconstruction or resurfacing roads, streets, bridges and sidewalks:*
  - a. Costs for planning, engineering and designing roads, streets, bridges and ADA compliant sidewalks
  - b. Concrete, asphalt, chip and seal, and other road and street related material
  - c. County maintenance shops and other road and street related structures
  - d. Road easement purchases
  - e. Sidewalks with ADA compliant crosswalks, curb and guttering, pavement markings, drainage improvements, parking lots and other similar projects
  - f. Traffic signals and signs, street signs, school crossing signals and signs, street lights, culverts, and other road and street related equipment
  - g. Dump trucks, laydown machines, graders, dozers, loaders and other road and street related vehicles.
5. **Provision of rural fire protection services and public safety services** *including but not limited to the following projects:*
  - a. Land acquisition for fire stations, police stations, emergency shelters, animal shelters or other fire protection or public safety services related projects
  - b. Costs for planning, engineering, and designing fire stations, police stations, storm shelters, animal shelters, or other fire protection or public safety services related projects

- c. Costs for construction, expansion, rehabilitation, refurbishment, or other building expenses for fire stations, police stations, emergency shelters, animal shelters, or other fire protection or public safety services related projects
  - d. Storm siren and tower, emergency radios, emergency portable radios, emergency pagers, emergency generators, automatic electronic defibrillator (AED), rescue tools, compressor system, jaws of life, air tanks, and other fire protection or public safety services related equipment
  - e. Pumpers, trucks, tanker trucks, tanker tenders, grass rigs, brush trucks, wildland fire trucks, skid steers and other fire protection services related vehicles
  - f. Sirens, lightbars, ladders, hose, skid steer attachments, fire swatters, nozzles, ventilation fans, skid units, water tanks, pond drop buckets, rescue saws, jaws of life, and other fire services equipment for fire protection related vehicles
  - g. Self-contained breathing apparatus (SCBAs), Cascade SCBA refilling station, Scott air-packs and carbon cylinders, personal alert safety system (PASS) devices, bunker gear, or other personal protection equipment for fire protection services personnel
  - h. Police cars, animal control trucks, lake patrol rescue boat and other related public safety services related vehicles
  - i. Sirens, lightbars, prisoner transport partitions, radars, in-car video cameras, animal control transport boxes, shotgun racks, spotlights, and other public safety services vehicle equipment
  - j. Costs for planning, engineering and designing 911 call centers, dispatch centers and telecommunication facilities or systems
  - k. Costs for installing, constructing, reconstructing, or otherwise improving 911 call centers, dispatch centers, and telecommunication facilities or equipment
  - l. Interoperable emergency communication radio system, 911 addressing, call center radio equipment, call center computers required for dispatching (no office computers), call center Computer Aided Dispatch (CAD) software, 911 wiring or cables, emergency generator, repeaters and other 911 related equipment
6. **Expenditures designed to increase the employment level within the jurisdiction of the entity** *including but not limited to the following provided there is a nexus to increased employment levels:*
- a. Land acquisition for business or economic development
  - b. Costs for planning, engineering, and designing buildings or industrial parks for business and economic development
  - c. Costs for construction, expansion, rehabilitation, refurbishment, hazard mitigation or other building expenses for business and economic development
  - d. Feasibility or market studies and plans
  - e. Costs for installing, constructing, reconstructing or otherwise improving water, sanitary sewer, rail spur and roads and streets to or within an industrial park
  - f. Business incubators
7. **Provision of health care services, including emergency medical care, in rural areas** *including but not limited to:*
- a. Land acquisition for hospitals, emergency care centers and other health care and emergency medical care related projects
  - b. Costs for planning, engineering and designing hospital, helo-pads, health care facilities or emergency care facilities
  - c. Costs for construction, expansion, rehabilitation, refurbishment, or other building expenses for health care services and emergency care facilities

- d. Ambulances and other emergency medical care vehicles
  - e. Automatic electronic defibrillator (AED), transport ventilator, gurney, and other non- consumable equipment for outfitting ambulances and other emergency medical care vehicles
8. **Construction or improvement of telecommunication facilities or systems** *including but not limited to:*
- a. Wireless equipment and devices, broadband equipment and devices, optic fiber and other telecommunication related equipment
  - b. Telephone systems including system equipment.
9. **Improvement of municipal energy distribution systems** *including but not limited to:*
- a. Costs for planning, engineering, and designing municipal system distribution structures and systems
  - b. Costs for installing, constructing, reconstructing or otherwise improving electric substations and other municipal energy distribution structures and systems
  - c. Poles, wire, switches, voltage regulators, conductors, transformers, natural gas lines, gas meters, and other municipal energy distribution system equipment
  - d. Aerial bucket trucks and other municipal energy distribution system vehicles.
10. **Community buildings, courthouses, town halls, senior nutrition centers, meeting rooms or similar public facilities** *including but not limited to:*
- a. Costs for planning, engineering and designing public buildings and facilities
  - b. Costs for constructing, reconstructing, rehabilitating, hazard mitigation or otherwise improving public buildings and facilities
  - c. Sound systems, heat/air condition units, electrical system upgrades, security cameras, security fencing, elevator, ceiling fans, kitchen equipment (senior nutrition centers and community centers only), and other furniture, fixtures and equipment for public buildings and facilities
  - d. Lighting, parking lots, sidewalks, septic systems, fire sprinkler system, alarm systems, emergency generator, parking blocks, security fencing and other related public building and facilities related projects
  - e. Libraries, museums, and park pavilions.

**Section 3.** Cities and Towns with a population below 7,000 persons are eligible to receive REAP funds. County projects are eligible to receive REAP funds for the benefit of unincorporated areas below 7,000 population.

**Section 4. Ineligible projects.** Ineligible projects include activities not encompassed within the above ten (10) eligible project categories and not meeting the statutory population thresholds and include:

- a. Consumable goods and office supplies,
- b. Personnel costs,
- c. Park projects including park maintenance equipment (except community centers and similar public facilities located in parks which are eligible- see #10 above),
- d. Fairground projects (except community centers and similar public facilities located in fairgrounds which are eligible- see #10 above),
- e. Mowers and lawn equipment,
- f. Veterans memorials,
- g. Codification of ordinances,
- h. Capital Improvement Plans (CIP),
- i. Comprehensive land use Plans,

- j. Housing projects/programs (demolition, emergency repair, rehabilitation, and construction), and
- k. County maintenance barns or any other district-wide projects for county commission districts with a population of 7,000 or greater.

**Section 5.** All funds expended from the ACOG REAP Fund shall be made in the manner as provided by law for the expenditure of public funds and will be accordingly accounted for in the same manner as other public funds.

Funds distributed on behalf of unincorporated county areas will be accounted for on subsidiary ledgers of ACOG, or by the county requesting the funds and accounted for in the same manner as other public funds.

**Section 6.** A set of criteria and numerical ranking and rating system will be adopted by the ACOG Board of Directors to be used as a guide to help select projects for funding from the REAP Fund. All eligible projects will be reviewed and ranked.

**Section 7.** ACOG participates in the Oklahoma Department of Commerce (ODOC) CDBG/REAP program, and ACOG applicants must be ACOG REAP-eligible in order to apply for the ODOC CDBG/REAP program.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

Association of Central Oklahoma Governments

\_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Secretary/Treasurer

Approved:

\_\_\_\_\_  
Mark W. Sweeney, AICP  
Executive Director