

ACOG BOARD OF DIRECTORS

Chair

Brian Grider
Mustang Mayor

Vice-Chair

Glenn Berglan
Goldsby Trustee

Secretary/Treasurer

Shelli Selby
Yukon Councilmember

Executive Director

Mark W. Sweeney, AICP

AGENDA: THURSDAY
MAY 30, 2024
1:45 P.M.

Association of Central Oklahoma Governments

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org

THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS BOARD OF DIRECTORS (ACOG BOD) WILL HOLD A REGULAR MEETING ON THURSDAY, MAY 30, 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) by 5 p.m. Tuesday, May 28, if you require accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

AGENDA

1. CALL TO ORDER ([ATTACHMENT 1](#))
2. APPROVAL OF THE APRIL 25, 2024 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

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 –April 2024 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. Extension Request for Rural Economic Action Plan (REAP) Grant Recipient – Town of Luther: Sharon Astrin, Community & Economic Development Manager ([ATTACHMENT 5-D](#)) *Action requested.*

END OF CONSENT DOCKET

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

- A. Election of FY 2025 Officers for the ACOG Board of Directors, the ACOG MPO Policy Committee, and the Garber-Wellington Association Policy Committee: Mark W. Sweeney, AICP, Executive Director ([ATTACHMENT 6-A](#)) *Action requested.*
- B. 2023-2024 Community Economic Resiliency Initiative (CERI) Program Results: Mark W. Sweeney, AICP, Executive Director ([ATTACHMENT 6-B](#)) *For information only.*
- C. Consideration of Proposed Amendments to the ACOG Agreement: Mark W. Sweeney, AICP, Executive Director ([ATTACHMENT 6-C](#)) *Action requested.*

D. 2024 ACOG Final Legislative Report (May): Rachel Meinke, Public Information Director
For information only.

7. NEW BUSINESS

8. ADJOURN

NEXT MEETING:

Thursday, June 27, 2024 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. Claudia Browne Councilmember
EDMOND (33)	Hon. Darrell A. Davis Mayor	Hon. Barry K. Moore Councilmember
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	Vacant
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
		Hon. Bernadette Klimkowski Councilmember
JONES CITY (2)	Hon. Chris Calvert Trustee	Vacant
LAKE ALUMA (1)	Hon. John Kenney Mayor	Hon. Tom Steiner Trustee
LANGSTON CITY (1)	Hon. Michael Boyles Mayor	Hon. Magnus Scott Trustee
		Hon. Misty B. Mayes Trustee

ACOG BOARD OF DIRECTORS (Cont.)

CITY/ORGANIZATION	MEMBERS	ALTERNATES
LEXINGTON (1)	Hon. Mike Donovan Mayor	Hon. Max Punneo Councilmember
		Hon. Raul Trejo Councilmember
LUTHER (1)	Hon. Terry Arps Mayor	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. Kathy Griffith Councilmember	Any Moore Councilmember
MUSTANG (9)	Hon. Brian Grider Mayor	Hon. James Wald Councilmember
NICHOLS HILLS (2)	Hon. E. Peter Hoffman, Jr. Mayor	Hon. Sody Clements Councilmember
NICOMA PARK (1)	Hon. Mark Cochell Mayor	Hon. Jeff Caudill Councilmember
		Hon. Steve West Vice-Mayor
NOBLE (3)	Hon. Phil Freeman Mayor	Hon. George Schmerer Councilmember
		Hon. Chad Terrill Councilmember
NORMAN (38)	Hon. Larry Heikkila Mayor	Hon. Stephen Holman Councilmember
OKARCHE (1)	Hon. Jeff Brueggen Trustee	Hon. Jeff Sadler Trustee
OKLAHOMA CITY (118)	Hon. Matt Hinkle Councilmember	Any Oklahoma City Councilmember
PIEDMONT (4)	Hon. Rob Jones Councilmember	Hon. Byron Schломach Councilmember
		Hon. Ryan Aller Councilmember
SLAUGHTERVILLE (2)	Hon. Leah Grady Trustee	Hon. Eugene Dicksion 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 Mayor	Hon. Melodie Moore Vice-Mayor
TUTTLE (4)	Hon. Trey Buck Councilmember	Hon. Larry Watson Councilmember
UNION CITY (1)	Hon. Chad Fischer Trustee	Hon. Dale Quigley Trustee
		Hon. Keith Dennis Trustee
WARR ACRES (5)	Hon. Roger Godwin Mayor	Hon. Vickie Douglas Vice-Mayor
		Vacant
YUKON (10)	Hon. Shelli Selby Councilmember	Hon. David Enmark Councilmember
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. Charlie Meadows 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:

APRIL 25, 2024

A regular meeting of the Association of Central Oklahoma Governments Board of Directors was convened at 1:50 p.m. Thursday, April 25, 2024, 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. Kathy Larsen, Councilmember
Hon. Jim Neal, Councilmember
Hon. Amy Neathery, Councilmember
Hon. Glenn Berglan, Trustee
Hon. Adam Ropp, Councilmember
Hon. Tim Rudek, Councilmember
Hon. John Kenney, Mayor
Hon. Misty B. Mayes, Trustee
Hon. Terry Arps, Mayor
Hon. Pat Byrne, Vice-Mayor
Hon. Kathy Griffith, Councilmember
Hon. Peter Hoffman, Councilmember
Hon. Phil Freeman, Mayor
Hon. Larry Heikkila, Mayor
Hon. Matt Hinkle, Councilmember
Hon. Rob Jones, Councilmember
Hon. Leah Grady, Trustee
Hon. David Bennett, Councilmember
Hon. Vickie Douglas, Vice-Mayor
Hon. Shelli Selby, Mayor
Hon. Mark Sharpton, Commissioner
Hon. Carrie Blumert, Commissioner

Bethany
Crescent
El Reno
Goldsby
Guthrie
Harrah
Lake Aluma
Langston City
Luther
Midwest City
Moore
Nichols Hills
Noble
Norman
Oklahoma City
Piedmont
Slaughterville
The Village
Warr Acres
Yukon
Logan County
Oklahoma County

BOARD MEMBERS ABSENT

Hon. Terry Brungardt, Trustee
Hon. Tom Trello, Vice-Mayor
Hon. Cody Brewer, Councilmember
Hon. Floyd Eason, Mayor
Hon. Darrell A. Davis, Mayor
Hon. Rashanna Baker, Trustee
No Designee
Hon. Missy Wilkinson, Mayor
Hon. Mike Donovan, Councilmember
Hon. Ronald Dumas, Mayor
Hon. Mark Cochell, Mayor
Hon. Jeff Brueggen, Trustee

Calumet
Cedar Valley
Choctaw
Del City
Edmond
Forest Park
Geary
Jones City
Lexington
Meridian
Nicoma Park
Okarche

BOARD MEMBERS ABSENT (Cont.)

Hon. Frank Calvin, Mayor
 Hon. Trey Buck, Councilmember
 Hon. Keith Dennis, Trustee
 Hon. Tomas Manske, Commissioner
 Hon. Rod Cleveland, Commissioner

ENTITY

Spencer
 Tuttle
 Union City
 Canadian County
 Cleveland County

ASSOCIATE MEMBER ABSENT

Stephanie Wilson, Base Civil Engineer

Tinker Air Force Base

GUESTS PRESENT

Brent Harless, Managing Partner
 Pete White, Attorney
 Jake Winkler, Representative
 Jerry Steward, Attorney
 Hon. Ben Whitt, Councilmember
 Hon. Wilson Lyles, Commissioner
 Steve Griffith, Citizen

A New Level Investment Strategies
 ACOG Legal Counsel
 Arledge & Associates, P.C.
 Asst. to Pete White
 Blanchard
 McClain County
 Moore

ACOG STAFF

Mark W. Sweeney
 John M. Sharp
 Debbie Cook
 Rachel Meinke
 Jennifer Sebesta
 Sharon Astrin
 Eric Pollard
 Jimmy Smith
 Beverly Garner

POSITION

Executive Director
 Deputy Director
 Finance Director
 Public Information Director
 Transportation Planning Services Division Manager
 Community & Economic Development Manager
 Air Quality & Clean Cities Manager
 IT Operations Specialist I
 Executive Assistant

MINUTES

1. CALL TO ORDER

Presiding Chair Brian Grider called the meeting to order at 1:50 p.m. A quorum was present.

2. APPROVAL OF THE MARCH 28, 2024 MINUTES

Director David Bennett made a motion to approve the March 28, 2024 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. Nomination Committee Appointments**

Chair Grider said he was selecting the following for the Nomination Committee: himself (Serving as Chair of the Committee), Phil Freeman - Noble Mayor, Glenn Berglan - Goldsby Trustee, Carrie Blumert - Oklahoma County Commissioner, Shelli Selby - Yukon Mayor, Roger Godwin - Warr Acres Mayor, Larry Heikkila - Norman Mayor, and Tim Rudek - Harrah Councilmember.

2. Budget Committee Appointments

Chair Grider said the Budget Committee is always the same as the Executive Committee (current officers of the two boards and the two policy committees). They are as follows: himself (Serving as Chair of the Committee), Carrie Blumert – Oklahoma County Commissioner, Phil Freeman – Noble Mayor, Roger Godwin – Warr Acres Mayor, Glenn Berglan – Goldsby Trustee, Shelli Selby – Yukon Mayor, Matt Dukes – Midwest City Mayor, and David Bennett – The Village Councilmember.

Chair Grider said there was a very good meeting a few weeks ago with Congressman Tom Cole in Moore, Oklahoma. The meeting was productive, with good conversation, so attendees appreciated him and his staff. Chair Grider said if anyone sees them, to express ACOG's appreciation.

Mr. Grider noted that he got to test drive another electric vehicle built in Oklahoma at Canoo where he was able to tour their factory. They are focused on fleet vehicles and within three weeks, we should start seeing more of their electric vehicles being used by the postal service and Walmart delivery. It is located in the Mustang school district, Oklahoma City city limits, and Yukon address.

Director Peter Hoffman said Nichols Hills is using two Canoo electric vehicles in their Public Works fleet. He said to check with him and his city manager to learn more about how they are working. He said the City of Nichols Hills also has charging stations that they got through grants at ACOG.

Chair Grider said he and his wife have electric vehicles and it cost them \$300-\$400 to install charging stations at home, but their electric cost just went up \$100-\$150 per month to charge both vehicles almost every night.

B. EXECUTIVE DIRECTOR'S REPORT

1. Follow-Up on Meetings for Nomination Committee and Budget Committee

For those selected to serve on the Nomination Committee, Mr. Sweeney said he will be scheduling one meeting to discuss and recommend the officers for FY 2025 prior to the May 30 ACOG Board meeting. He said the committee will be receiving an email invitation within the next few days.

For those chosen to serve on the Budget Committee (same as the Executive Committee), they can expect to have two meetings in the month of June. The first one will be a preliminary overview of the FY 2025 Budget with an emphasis on Revenue Sources and the second meeting will entail a more detailed perspective on the staff recommended budget, including both Revenues and Expenditures for FY 2025. Since we do not know what the legislature will do until the end of May, that is why ACOG must wait so long to do the budget. Also, the federal agencies do not tell us what they will provide ACOG until closer to June. So, he said to stay tuned for forthcoming email invitations.

1) Introduction of the New Community & Economic Development (CED) Manager – Sharon Astrin

Mr. Sweeney said Ms. Astrin started with ACOG on April 2 and has 12 years of experience writing and administering federal, state, and foundation grants. She especially enjoyed working with small communities while managing the Carolyn Watson Rural Oklahoma Community Foundation, which funds economic development, arts and culture, and public health and safety in southeastern Oklahoma.

Sharon is a western Colorado native, and she graduated from Colorado State University and the University of Central Oklahoma. Please welcome Sharon as the new Manager of the ACOG CED Department.

2) OARC Legislative Breakfast - April 16

ACOG staff participated in the OARC Legislative Breakfast on Tuesday, April 16, from 7:30 a.m. to 9:00 a.m. in the State Capitol Room 450. Our 62 legislators in Central Oklahoma were invited to attend this event. We had an opportunity to further advance ACOG's legislative and appropriations requests with our legislators and other House and Senate members in attendance.

3) Community Economic Resiliency Initiative (CERI) Program Update - Cities of Noble and Choctaw

As you may recall, the CERI Program offers municipal governments with a population of 25,000 or less the opportunity to develop planning demonstration (demo) sites with the professional assistance of OU Institute of Quality Communities (IQC), that will model strategic community and long-term economic investment with a focus on placemaking and cultural heritage tourism.

This year's selected municipalities - Noble and Choctaw - are nearing completion on their planning projects with the invaluable assistance of IQC. This week IQC, in coordination with both communities, held open houses: Noble on April 23, which Mr. Sweeney attended, and Choctaw on April 24, which Sharon Astrin attended, to present the final design and recommendations to the local citizens and leadership of their respective CERI projects - the Downtown Noble Plan and the 23rd Street Corridor Plan for Choctaw. Both Mr. Sweeney and Ms. Astrin were very impressed by the citizen response to these community initiatives that ACOG has had the privilege to fund through our EDA Grant. The Board will be given an opportunity to hear more detail about the results of these two CERI projects at the May 30 Board meeting.

4) ACOG Hosting National Association of Development Organizations (NADO) Emerging Leaders - May 14

Under an Economic Development District (EDD) Capacity Building Initiative grant with the Economic Development Administration (EDA) Austin Regional Office, NADO coordinates the Training Program for Emerging Leaders. NADO recently received funding for another three years and started planning the next cohort which was kicked-off at the NADO Washington Conference in March.

The Emerging Leaders program is aimed at helping EDD planners, project coordinators, and other EDD staff enhance their skills to develop and manage successful economic development projects, as well as potentially become future executive directors of EDDs. The training involves a mix of webinars, conferences/workshops, and site visits in and out of the Austin region to learn more about the mechanics of making projects happen, as well as how different EDDs are structured; how they make economic development decisions—including gaining an understanding of the process and tools used; funding patterns; partnerships for success; lessons learned from successes and failures; and other key aspects of managing an EDD.

This year ACOG was selected as one of the organizations to host the Emerging Leaders Cohort, which will take place on May 14 at ACOG, the day before the SWREDA Conference begins. The focus of the site visit will be designed based on our unique programs, structure, and approach to economic development. Mr. Sweeney said he and Sharon are in the process of developing a concise and informative itinerary to showcase the accomplishments of the ACOG region for our visitors.

5) 2024 SWREDA Annual Conference May 15-17 and Opening Reception Sponsorship

Just a reminder that the Southwest Region Economic Development Association (SWREDA) will be conducting their annual conference in Oklahoma City May 15-17 at the Sheraton Hotel in downtown OKC. This will be a gathering of economic development professionals from Councils of Government located in Texas, Arkansas, Louisiana, New Mexico, and Oklahoma, which encompasses the EDA Austin Region. It is a great opportunity to highlight the economic development achievements of the ACOG region and the State of Oklahoma. ACOG emailed the conference and registration information to the Board the first week of April in case they would like to attend this event. He said the early bird registration date has been extended to May 3.

Please note that ACOG is in the process of raising sponsorship donations for the opening reception on May 15 from 5:00 p.m.-6:30 p.m. at the Myriad Gardens Park House Event Center in downtown OKC. To date, Mr. Sweeney said he has commitments for \$4,000 from OG&E and Anglin PR. He said his goal is to raise a total of \$9,000 for the reception. He said if they are aware of any potential sponsors he should contact, please feel free to talk to him after the Board meeting today.

6) Board Meetings in May and June

Mr. Sweeney said to remember that the agendas for the ACOG Board meetings in May and June are typically very heavy and include several major action items like election of officers and final approval of the annual budget. He said to please make every effort to be here on May 30 and June 27 and if they cannot attend, please make sure their designated alternate will be present at the meetings. Having and maintaining a quorum is imperative for both meetings. Thank you for your commitment to ACOG.

Mr. Sweeney said there will probably also be an Executive Committee meeting in May related to the 911 ACOG funding. If so, email notification will be sent out, accordingly.

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 -March 2024 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 David Bennett made a motion that all items under the Consent Docket be approved in one vote. Director Phil Freeman seconded the motion. The motion carried unanimously.

6. REGULAR AGENDA ITEMS THAT MAY REQUIRE ACOG BOD ACTION

A. Annual ACOG Audit Report for FY 2023

Jake Winkler, a partner with Arledge & Associates in Oklahoma City and Edmond, said they are the largest accounting firm in the metro area and that they have enjoyed the working relationship they have had with ACOG. He then went through the audit report, which can be viewed here: <https://www.acogok.org/wp-content/uploads/2024/04/ACOG-FY-2023-Audit-Updated.pdf>. He referred to the independent auditors report on page 3 and said there was an unmodified opinion with one emphasis of matter. This means they believe ACOG's financial statements are presented fairly and in accordance with generally accepted accounting principles.

Mr. Winkler said there were no significant deficiencies, no material weaknesses, no audit adjustments, either corrected or even past or uncorrected misstatements, which means that ACOG has been working with good, solid financial data throughout the year. There were no significant deficiencies, compliance issues, or material weaknesses – ACOG has a clean report and clean opinion.

Mr. Winkler referred to the audit communication letter, which can be found at: <https://www.acogok.org/wp-content/uploads/2024/04/ACOG-FY23-Post-Audit-Communication-Letter.pdf>. He thanked Debbie Cook and her team for always being on top of things, as that is why ACOG has a clean audit report.

Director Peter Hoffman asked how common is this type of financial excellence. Mr. Winkler said it is becoming less common. With the amount of new standards that continue to get rolled out by the Governmental Accounting Board, with the amount of new federal grant programs that have been continually rolling out, like the CARES and ARPA funding...and even more possibly coming...findings have been on the rise. Director Hoffman said it would be good for the legislature to know that ACOG was a good custodian with last year's money; that would be a big factor.

Mr. Winkler said finding people who can actually do governmental fund accounting in this state and do it well, properly, and have the right controls in place to avoid findings and issues, not only are difficult to find, but is becoming harder to find. ACOG has an unbelievable steward of resources in the finances here in Debbie Cook, and major compliments to her because of this clean report – he wrote it, but she did it. It is hard to find people like her. He said he has seen a lot of turnovers with a lot of the governmental agencies, cities, and universities, and the people that are coming in just do not have the knowledge.

Director Amy Neathery moved to receive the FY 2023 Audit Report of the Association of Central Oklahoma Governments. Director Phil Freeman seconded the motion. The motion carried unanimously.

B. Utilization of 2022 Census Population Estimates for FY 2025 Weighted Vote Structure and Membership Dues Assessment

John Sharp said each year this information is presented to the Board in April to look at the population estimates with the most recent by city by county. Sometimes the population data comes out a little earlier than others. ACOG will get 2023 Census population by city later this summer, but the most recent data is 2022 from the Census Bureau. The Department of Commerce uses the Census Bureau numbers, so that is why ACOG also uses those numbers.

Mr. Sharp said the most recent population data is used for both the weighted vote structure and to calculate the annual membership dues for the ACOG Board. Table 1 shows the population data as of 2022 for counties and also for cities. Some cities are highlighted in yellow because they grew enough to receive an additional weighted vote. There are also two levels of voting structure. Cities under 75,000 get a new vote every 2,500 people and cities over 75,000 get an additional vote every 7,500 people, so as the city grows, they do not expand their weighted vote as much. To break that down, if you go to 5,000 population, the community gets three weighted votes, 7,500 population, the community gets four votes, and 10,000, the community gets five votes. He said zip codes have nothing to do with city boundaries; the utility bill determines where you live.

Table 2 refers to the ACOG MPO Policy Committee, which has a slightly different footprint. In fact, Mr. Sharp said the footprint is different for each one of our boards and committees. The ACOG BOD boundary includes four counties, but has a couple of communities that live outside the boundary and they joined onto the ACOG group. For the ACOG MPO, it is part of six counties. These numbers are used to create membership numbers for the next fiscal year, so they determine their dues.

Director Mark Sharpton mentioned that to become a Transportation Management Area (TMA), you must have 200,000 population. Mr. Sharp said with that, ACOG must prepare plans to receive the federal funding. Mr. Sweeney added that the adjustments in the MPO this year is due to adding El Reno and parts of Canadian County, Calumet, and Union City.

Director Terry Arps moved to adopt the 2022 Census estimates from the U.S. Census Bureau for utilization in determining the FY 2025 ACOG Board weighted vote structure and membership dues assessment for the ACOG BOD and MPO Policy Committee, effective July 1, 2024. Director Tim Rudek seconded the motion. The motion carried unanimously.

C. Proposed Retirement Plan Revisions

Mark W. Sweeney highlighted the proposed revisions to ACOG's Retirement Plan as detailed in the agenda memorandum. He said Brent Harless, Managing Partner of New Level Investment Strategies, was here to answer any questions they might have.

There being no questions, Director Peter Hoffman moved to approve the following Retirement Plan Revisions:

- Allow in-service distributions for all 401a money sources at age 59.5
- Allow in-service distributions for the 457 direct money source at age 59.5

Director Amy Neathery seconded the motion. The motion carried unanimously.

D. April 2024 ACOG Legislative Report: Rachel Meinke, Public Information Director *For information only.*

Rachel Meinke gave a presentation on the April 2024 ACOG Legislative Report as detailed at this link: <https://www.acogok.org/wp-content/uploads/2024/04/April-2024-ACOG-Legislative-Report.pdf>.

Chair Grider asked what the OK Invest Advisory Commission was looking to establish in HB 4064's proposed Statewide Revolving Loan Fund (RLF). Ms. Meinke said it creates in the state treasury a fund to be known as designated as the OK Invest Fund. It shall be a continuing fund and shall consist of monies held by the state treasury. It shall provide for the investments loan, sea capital, or other forms of financing with the monies of the fund. It shall prepare an annual capital investment plan. It consists of seven members – one appointed by the president pro temp, two by the speaker of the house, two by the governor, and two by the state treasurer. The COGs were totally left out and that is the whole bill, with no

appropriations. Mr. Sweeney said it does nothing for small businesses, but then, the whole bill died as well.

7. NEW BUSINESS

Chairman 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 2:54 p.m.

APPROVED THIS 30th DAY OF MAY 2024.

CHAIR

SECRETARY/TREASURER

CONSENT DOCKET



SUBJECT:

FINANCE REPORT - APRIL 2024 CLAIMS

DATE:

MAY 30, 2024

FROM:

DEBORAH COOK, CPA
Finance Director

INFORMATION:

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

ACTION REQUESTED:

Motion to ratify payment of all claims paid during the month of April 2024.

In accordance with the revised claims process, this list of claims paid in April 2024 is offered for the Board of Directors to ratify.

Abila <i>(Maintenance - software)</i>	\$ 6,375.36	
Arledge & Associates, P.C. <i>(Audit - 911 \$2,973.30)</i>	7,719.80	
Aspen <i>(Cleaning)</i>	230.00	
AT&T Mobility <i>(Telephone)</i>	82.46	
Bentley Systems, Incorporated <i>(Maintenance)</i>	8,282.00	
Bill Warren Office Products <i>(Supplies)</i>	127.65	
Chase Card Services <i>(Supplies, Development) (2 months)</i>	23,925.61	\$10,000 paid online
Choate, Jeff <i>(Mileage 911)</i>	300.83	
Ecointeractive, Inc. <i>(Software)</i>	7,946.90	
Electradigital <i>(Internet - 911 \$9.00)</i>	1,650.84	
First Choice Coffee Service <i>(Supplies)</i>	285.53	
Forest Park, Town of <i>(REAP E5f-2023-3)</i>	30,827.92	

April 2024 Claims (Cont.)

FP Mailing Solutions <i>(Equipment Rental)</i>	297.00
Frick, David <i>(Mileage)</i>	18.31
Gatehouse Media OK Holdings, Inc <i>(Public Notice)</i>	18.00
Gonul, Kristin <i>(Mileage - 911)</i>	225.12
Impressions Printing <i>(Printing)</i>	62.51
Kimley-Horn and Associates <i>(Consultant)</i>	27,965.00
Management and Enterprise Services <i>(Internet)</i>	294.00
Midwest City, City of <i>(CMAQ Grant)</i>	59,531.00
Mudd Print & Promo <i>(Printing)</i>	232.20
Nuso, LLC <i>(Telephone)</i>	368.19
Oklahoma County Public Building Authority <i>(Office Rent)</i>	21,243.03
Oklahoma, University of <i>(Consulting Services)</i>	17,031.25

April 2024 Claims (Cont.)

Peak Uptime <i>(Repairs & Maintenance)</i>	1,738.42
Pendergraft, Art <i>(Consultant - UPWP)</i>	5,833.00
Penna, Giovanni <i>(Travel advance - 911)</i>	239.00
Peter S White, P.C. <i>(Legal - 911 \$1,650.00)</i>	4,200.00
Pollard, Eric <i>(Mileage)</i>	37.79
R.K. Black <i>(Shredding)</i>	75.00
Reagan Smith <i>(Consultant)</i>	48,875.00
ROK Global Applications Group, LLC <i>(Hosting - 911 \$1,398.26)</i>	3,920.00
Scout Benefits Group LLC <i>(FSA Benefits Administration)</i>	75.00
Sharp, John <i>(Mileage)</i>	10.00
SHI International Corp <i>(Supplies - Software)</i>	12,655.92
Standley Systems <i>(Copiers)</i>	1,172.24

April 2024 Claims (Cont.)

Stantech <i>(Consultant)</i>	124,777.02
Total Compliance Connection, LLC <i>(HR Consultant)</i>	850.00
Verizon Wireless <i>(Telephone, Internet)</i>	174.47
Wood, Lauren <i>(Mileage)</i>	12.46
TOTAL APRIL 2024 CLAIMS	<u>\$ 419,685.83</u>

APPROVED THIS 30TH DAY OF MAY 2024.

CHAIR

SECRETARY/TREASURER

ACOG CASH STATUS REPORT

FOR THE MONTH ENDED APRIL 30, 2024

	CHASE OPERATING	CHASE SAVINGS	CERTIFICATES OF DEPOSIT	TOTAL
Beginning Balance				
<i>April 1, 2024</i>				
Cash	\$ 3,666,204.11	\$ 71,362.80	\$ 547,000.00	\$ 4,284,566.91
Petty Cash	101.63	-	-	101.63
Total Beginning Balance	<u>\$ 3,666,305.74</u>	<u>\$ 71,362.80</u>	<u>\$ 547,000.00</u>	<u>\$ 4,284,668.54</u>
Cash Receipts				
Grants & Contracts	\$ 1,474,871.09	\$ -	\$ -	1,474,871.09
Memberships	-	-	-	-
Transfers of Funds-	-	-	-	-
Interest/Dividend Earned	-	3.11	-	3.11
Miscellaneous-	837.18	-	-	837.18
Petty Cash - Reimbursement	-	-	-	-
Total Cash Receipts	<u>\$ 1,475,708.27</u>	<u>\$ 3.11</u>	<u>\$ -</u>	<u>\$ 1,475,711.38</u>
Cash Disbursements				
Personnel Cost	\$ 272,388.45	\$ -	\$ -	272,388.45
(detail next page)	-	-	-	-
Bank Service Charges	-	-	-	-
Investment Sweep Fee	-	-	-	-
Transfer of Funds	-	-	-	-
Claims Expenditures:	419,685.83	-	-	419,685.83
(detail next page)	-	-	-	-
Miscellaneous-	-	-	-	-
Petty Cash - supplies	-	-	-	-
Total Cash Disbursements	<u>\$ 692,074.28</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 692,074.28</u>
<i>April 30, 2024</i>				
Cash	\$ 4,449,838.10	\$ 71,365.91	\$ 547,000.00	\$ 5,068,204.01
Petty Cash	101.63	-	-	101.63
Total Ending Balance	<u><u>\$ 4,449,939.73</u></u>	<u><u>\$ 71,365.91</u></u>	<u><u>\$ 547,000.00</u></u>	<u><u>\$ 5,068,305.64</u></u>

SCHEDULE OF GENERAL OPERATING EXPENSES

FOR THE MONTH ENDED APRIL 30, 2024

Personnel Cost:

Salaries	145,507.62
Payroll Taxes	67,660.08
Payroll Processing Fees	899.48
Group Health & Life Insurance	29,542.82
Pension Contribution & Expense	24,879.87
EBC Flex Plan Contributions	3,680.26
United Way Contributions	218.32

Total Operating Personnel Expenditures	<u><u>\$ 272,388.45</u></u>
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Claims Expenditures:

Accounting and Auditing	7,719.80
Contract Personnel	-
Copiers	1,172.24
Credit Card	23,925.61
Development and Recruitment	-
Equipment & Furniture	1,738.42
Equipment Rental	297.00
Insurance	-
Internet Service	6,846.59
Legal	4,200.00
Maintenance & Repair - Equipment	-
Maintenance & Repair - Software	14,657.36
Mileage	604.51
Miscellaneous	-
Office Cleaning	230.00
Office Rent	21,243.03
Office Leasehold Improvements	-
Penalties	-
Postage	-
Printing	62.51
Professional Dues	-
Projects -911	-
Projects -CMAQ	59,531.00
Projects - UPWP	-
Projects-NonAttainment Studies Cost	-
Projects - REAP	30,827.92
Projects - Traffic Counts	-
Projects - Legislative Brunch	-
Public Education -	-
Public Notice/Advertising	18.00
Publications & Subscriptions	-
Sect 125 Plan Administration	75.00
Subcontracts/Consultants	225,331.27
Supplies	720.38
Supplies - Software	19,741.10
Telephone	505.09
Temporary Labor	-
Travel	239.00
Vehicle Expense	-

Total Claims Expenditures:	<u><u>\$ 419,685.83</u></u>
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SUBJECT:

REGIONAL CLEARINGHOUSE REVIEW AND COMMENT REPORT

DATE:

MAY 30, 2024

FROM:

JOHN HARRINGTON
Water Resources Director

INFORMATION:

The following projects have been reviewed through the Clearinghouse Review Process by staff during the month. Final comment letters have been submitted to the applicant and can be viewed at: <https://www.acogok.org/wp-content/uploads/2024/05/Clearinghouse-Letters-May-2024-ACOG-BOD-Agenda.pdf>.

Agency Applicant: Oklahoma Department of Environmental Quality
Project Location: Statewide
Date Reviewed: May 17, 2024
Project Review Request: ID#E172401 - System Management Tool for Public Water Supply Systems

Agency Applicant: Oklahoma Department of Environmental Quality
Project Location: Statewide
Date Reviewed: May 17, 2024
Project Review Request: ID#E172402 - Brownfields 128a Bil Grant

Agency Applicant: Oklahoma Department of Environmental Quality
Project Location: Statewide
Date Reviewed: May 24, 2024
Project Review Request: ID#E172401 - Work Plan for Section 128(a) State Response Program

Agency Applicant: Secretary of Energy & Environment
Project Location: Statewide
Date Reviewed: May 24, 2024
Project Review Request: ID#E172402 - FY24 604(b) Base & Infrastructure Investment and Jobs Act of 2021 (IIJA) Work Plans

ACTION REQUESTED:

Motion to concur with staff assessment of submitted projects.



SUBJECT:

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

DATE:

MAY 30, 2024

FROM:

JOHN SHARP
Deputy Director

INFORMATION:

Requesting endorsement of the following regular agenda action item that is included in the [ACOG MPO PC](#) agenda as Item D-1, if approved by the ACOG MPO PC:

- D-1 Amendments to the FFY 2024-2027 ACOG MPO Transportation Improvement Program: Jennifer Sebesta, Transportation Planning Services (TPS) Division Manager
Action requested.

ACTION REQUESTED:

Motion to endorse ACOG MPO Policy Committee (PC) approval of action item D-1, which is included in the May 30, 2024 ACOG MPO PC agenda and anticipated to be approved by the Committee.



SUBJECT:

**EXTENSION REQUEST FOR RURAL ECONOMIC ACTION PLAN (REAP) GRANT
RECIPIENT - TOWN OF LUTHER**

DATE:

MAY 30, 2024

FROM:

SHARON ASTRIN

Community & Economic Development Manager

INFORMATION:

The Town of Luther was awarded REAP Grant #E10-2023-10 in the amount of \$208,550 in 2023 for the construction of a public building/workshop. On January 18, 2024, they requested a ninety (90) day extension due to a delay in receiving the architectural plans from Myers Engineering. Today, they are requesting an additional extension because they have terminated the original contract and plan to rebid the project. [Attached is the letter](#) for the Town of Luther requesting additional time. Also attached is the [first request letter](#).

This extension would be set to last ninety (90) days from approval, until Friday, August 30, 2024. ACOG staff concurs with this requested extension.

ACTION REQUESTED:

Motion to approve a REAP Grant extension to the Town of Luther #E10-2023-10.



TOWN OF LUTHER/LUTHER PUBLIC WORKS AUTHORITY

108 S MAIN, PO BOX 56

LUTHER, OK 73054

405-277-3833

www.townoflutherok.com

office@townoflutherok.com

May 17, 2024

Association of Central Oklahoma Governments
4205 N. Lincoln Blvd
Oklahoma City, OK 73105

Re: Grant Contract #E10-2023-10 – Town of Luther / Shop Building Request for Extension

Dear Members of the Board of Directors,

The Town of Luther is respectfully requesting an extension of the grant timeline for the above referenced grant. We have had to discontinue contractual services with the engineering firm that started this project.

We have a new engineering firm in place and we are ready to re-bid the project, with confidence that the bids will be in line with our expectations and the shop building will be completed by end of summer.

We have learned a great deal through this experience of being delayed, having to discontinue services, and rejecting all bids received. We feel confident that we have gained valuable knowledge that will enable us to prevent delays in our future projects.

If you require additional information regarding our request, we are able to provide documentation and/or attend the board meeting to answer questions.

Sincerely,

William T. Arps
Mayor

Scherrie Pidcock
Town Manager/Clerk-Treasurer/FPA

RURAL ECONOMIC ACTION PLAN



Association of Central Oklahoma Governments
4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org

AMENDMENT TO REAP GRANT CONTRACT #E10-2023-10

On or about February 17, 2023, the parties hereto, the Association of Central Oklahoma Governments (ACOG) and the Town of Luther (Recipient), entered into a grant contract for project E10-2023-10, a copy which is attached for preference. The agreement provides that the parties may mutually agree to revise the grant contract.

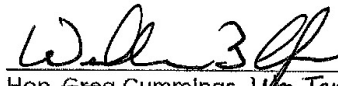
The parties have agreed to extend the term of the contract period to allow the Recipient to complete the subject project.

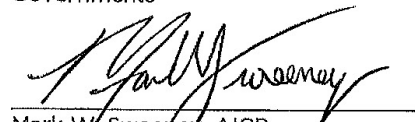
For good and valuable consideration and the same time having been administratively approved by the ACOG Executive Director and the Recipient, the parties hereto mutually agree to amend and extend the term of the contract period to complete the subject grant project from February 29, 2024, to May 31, 2024.

This amendment is effective on this 24th day of January.

Recipient: Town of Luther

Association of Central Oklahoma
Governments


Hon. ~~Greg Cummings~~ Wm Terry Arps
Mayor


Mark W. Sweeney, AICP
Executive Director



TOWN OF LUTHER/LUTHER PUBLIC WORKS AUTHORITY
108 S MAIN, PO BOX 56
LUTHER, OK 73054
405-277-3833
www.townoflutherok.com
office@townoflutherok.com

January 18, 2024

Association of Central Oklahoma Governments
4205 N Lincoln Blvd
Oklahoma City, OK 73105

Re: Grant Contract #E10-2023-10 - Town of Luther / Shop Building

Dear Sirs,

The Town of Luther has experienced delays that are beyond our control in the architectural phase of our project. In summary, our delay has been due to the architect contracted by our engineering firm, Myers Engineering. Although our engineer, Mr. Matthew Coe, has been persistent with his requests for the architectural work to be completed, it has proved difficult to achieve coordination with a mechanical engineer, an HVAC engineer, and the architect.

I met with Mr. Coe in my office on January 11, 2024. We discussed this project at length, including the reality that the Town would have to request an extension from ACOG for continuation of the project. During our conversation, we focused on a solution to move forward without further delay.

Upon returning to his office, Mr. Coe spoke with the architectural firm and a solid timeline was confirmed. Please see Mr. Coe's letter regarding the project schedule, attached.

We are respectfully requesting an extension of the above referenced grant. This shop/shelter project is an essential need for our Town and the Luther Public Works Authority as Luther continues to grow.

Thank you for your consideration in extending our grant timeline and I look forward to hearing from you.

Best regards,


Scherrie Pidcock, Town Manager/Clerk-Treasurer



January 16, 2024

Scherrie Pidcock, Town Manager/Clerk-Treasurer-FPA
Town of Luther
108 S Main
Luther, OK 73054

Re: ACOG REAP Project

Dear Mrs. Pidcock,

I am writing to provide you an updated schedule for the municipal shop building project funded through an ACOG REAP grant. Please use this project schedule to request an extension from the funding agency.

- Finalize plans and specifications- January 26, 2024
- Solicit project for bids January 31, 2024
- Receive Bids February 20, 2024
- Council Award Bids March 12, 2024
- Preconstruction Meeting and NTP issued March 28, 2024
- Construction Complete June 30, 2024

We look forward to assisting the town bring the municipal building to fruition. If you require further information, please do not hesitate to contact the undersigned at 405-755-5325.

Best regards,

A handwritten signature in black ink, appearing to read 'Matthew A. Coe', written in a cursive style.

Matthew A. Coe, P.E., P.H.
Project Engineer and Professional Hydrologist

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



SUBJECT:

ELECTION OF FY 2025 OFFICERS FOR THE ACOG BOARD OF DIRECTORS, THE ACOG MPO POLICY COMMITTEE, AND THE GARBER-WELLINGTON ASSOCIATION POLICY COMMITTEE

DATE:

MAY 30, 2024

FROM:

MARK W. SWEENEY, AICP
Executive Director

INFORMATION:

The ACOG Nomination Committee met on May 3, 2024 to consider Chair, Vice-Chair and Secretary/Treasurer nominees for FY 2025. The Committee recommended that all the current officers continue to serve the second year of their allowable 2-year term, and that the current Vice-Chair and Secretary/Treasurer of the Garber-Wellington Association Policy Committee (GWAPC) be promoted to Chair and Vice-Chair, respectfully for the next fiscal year. The Committee nominated Councilmember Tim Rudek of the City of Harrah to serve as the GWAPC Secretary/Treasurer, which was the only vacancy.

The recommended slate of officers are as follows:

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

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

For the Garber-Wellington Association Policy Committee:

Chair:	Matt Dukes, Mayor, City of Midwest City
Vice-Chair:	David Bennett, Mayor, City of The Village
Secretary/Treasurer:	Tim Rudek, Councilmember, Town of Harrah

ACTION REQUESTED:

Motion to approve the recommendations of the ACOG Nomination Committee and/or any additional recommendations made by the Board in the meeting, 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 2025 (July 1, 2024, through June 30, 2025).



SUBJECT:

**2023-2024 COMMUNITY ECONOMIC RESILIENCY INITIATIVE (CERI)
PROGRAM RESULTS**

DATE:

May 30, 2024

FROM:

MARK W. SWEENEY, AICP and	VANESSA MORRISON and	REBECCA BLAINE
Executive Director	Interim Director OU IQC	Research Fellow OU IQC

INFORMATION:

The Community Economic Resiliency Initiative (CERI), funded in part by the 2020 CARES Act Recovery Assistance grant and the Economic Development Administration (EDA) Planning Grant, was created by ACOG in 2021. The CERI Program offers municipal governments the opportunity to develop planning demonstration (demo) projects that will model strategic community and economic investments with a focus on sustainable economic recovery and long-term resiliency.

Three CERI projects have been successfully completed in the cities of El Reno, Harrah, and Guthrie. In 2022-2023, ACOG partnered with the University of Oklahoma Institute for Quality Communities (IQC) to provide a toolkit of services to successful applicants, serving as the foundation for effective economic revitalization and resiliency.

Following a competitive RFP process, in May 2023, the ACOG Board approved two (2) planning demonstration site projects as recommended by the CERI Review Committee:

- **The City of Noble - Noble Main Street Revitalization and Preservation Plan**
- **The City of Choctaw - Choctaw 23RD Street Corridor Plan**

Again, planning consultant services were provided by IQC through an inter-local agreement. Funding of \$25,000 per planning demonstration site was provided, which entailed \$22,500 of ACOG's EDA Planning Grant funds, along with a \$2,500 match from each city.

A presentation of the results and outcomes of the year-long planning initiatives in Choctaw and Noble will be provided at the May 30, 2024, ACOG Board meeting. The presentation will be a brief re-cap of the "Building Economically Resilient Communities" presentation by Vanessa Morrison, Interim Director of IQC, and Rebecca Blaine, Research Fellow at IQC, which was delivered at the Southwest Regional Economic Development Conference (SWREDA) in Oklahoma City on May 16.

ACTION REQUESTED:

For information only.



SUBJECT:

CONSIDERATION OF PROPOSED AMENDMENTS TO THE ACOG AGREEMENT

DATE:

MAY 30, 2024

FROM:

MARK W. SWEENEY, AICP
Executive Director

INFORMATION:

The Board appointed ACOG Agreement & Bylaws Committee met with ACOG staff on November 3, 2023, and May 9, 2024, to review the current 1983 Amended Agreement that created ACOG. Staff identified several proposed amendments to the Agreement for the Committee's consideration.

For your convenience, a copy of the current [1983 Amended Agreement can be found at this link](#) and a copy of the [Agreement with all the proposed revisions, which are in blue type, can be accessed at this link](#) so that you can easily compare the two documents. Please note that a significant portion of the changes are simply grammatical, punctuational, and format corrections that will not be addressed in this memo.

SUMMARY OF RECOMMENDED AGREEMENT AMENDMENTS:

The Committee unanimously recommended the following amendments to the ACOG Agreement:

1. **Remove the five (5) year duration clause (sunset clause) allowing for an ongoing continuance of the Agreement and Organization.**

Proposed Change - Section I (A) Duration of the Agreement and Organization:

The duration of the [Agreement and organization per a 1973 amendment was set](#) for five (5) years from the effective date of approval by the appropriate [governing body making a recommendation of either continuing or ceasing the created organization](#). In 1983 the Board of Directors amended the Agreement to extend it and the organization another five (5) years from March 31, 1983. Hereafter, as amended, the term of the organization shall be from year to year without the necessity of a formal renewal by the Board of Directors, thereby making the duration of the amended Agreement perpetual.

2. **Replace required annual review of the Agreement and Organization with Board discretion on frequency of review, and include the required ratification of the membership.**

Recommended Change - Section I (B). Duration of the Agreement and Organization:

The Board of Directors created pursuant to this [Agreement](#) shall review the [Agreement](#) and the [organization](#) created [at its own discretion and recommend amendments to the membership for ratification, when deemed necessary](#).

3. **Acknowledge the eligibility of local governments located outside of our four-county region that borders the ACOG region to be included as members of ACOG.**

Proposed Change - Section I (D) Duration of the Agreement and Organization:

ACOG is a voluntary association with membership open to all units of general local government within the delineated Sub-State Planning Region 8, as established pursuant to Governor's Executive Order of May 21, 1971. [Local governments outside of the Sub-State Planning Region 8 that share a mutual boundary with the region may become members of ACOG with the approval of the Board of Directors \(refer to membership process below\)](#).

- 4. Clarify ACOG membership process and allow more than one alternate to be designated by a member government.**

Recommended Change – Section I (E) (a) Duration of the Agreement and Organization – ACOG Membership:

Units of local government may join ACOG by passage of an ordinance, resolution or otherwise, pursuant to law of the governing body of the unit of local government seeking membership and signing of this Agreement. Units of local Government joining ACOG shall be designated as "members."

The various attributes of membership concerning voting, dues and the like are detailed in Sections I and II of this Agreement. Each respective local unit of government in the ACOG region and adjacent thereto, if approved by the Board, shall select its voting member to the association. They shall select at least one (1) alternate member by the same process. The alternate member may serve in the absence of the regular selected representative and have all the voting privileges and rights of the regular selected representative and such representative shall be a member of the governing Board of Directors.

- 5. Add Board authority for purchase of real property and include reference to the adopted Procurement Policy.**

Proposed Change – Section III Board of Directors:

The Board of Directors shall be the governing board of ACOG. A quorum as per Section IV (D) of the Board of Directors shall be solely responsible for the specific policies of ACOG and for the administration of all its funds. It shall have the power to administer all funds and property of ACOG as it deems necessary or appropriate. The Board of Directors of ACOG shall have the power to promulgate and adopt any such Bylaws as deemed appropriate. It shall have the sole power to employ the Executive Director. The Board shall have the authority to rent and/or purchase real property for ACOG staff operations, and purchase such services, equipment and/or supplies as may be deemed necessary to conduct the business of ACOG in accordance with the organization's adopted Procurement Policy.

- 6. Change May to April for submitting information to the Board, remove reference to Oklahoma Employment Security Commission as a population source for representation and dues assessment purposes, and clarify wording for numerical population estimates from the U.S. Census Bureau.**

Proposed Change – Section IV (C) Financing of the Organization:

In April of each year prior to budget and assessment schedule recommendations, the ACOG staff will submit to the Board of Directors for its adoption, an estimate of population of Sub-State Planning Region 8 and the members of ACOG therein and members adjacent to the region, which shall serve, when adopted, as the determination of population for representation and assessment purposes. The most recent numerical population estimates provided by the U.S. Bureau of the Census Special Count population statistics for each ACOG member shall be used by the ACOG staff in submitting population estimates for adoption. Any change in the weighted vote provisions of Section I (E) (d) hereof necessitated by the above provisions pertaining to population counts shall become effective on the immediately following July 1 of the current year.

- 7. Incorporate a reference to the Oklahoma Open Meeting Act and change the number of required member entities present at a meeting to constitute a quorum from twelve (12) to six (6) to be consistent with the number required for Board passage of an agenda item.**

Recommended Change – Section IV (D) Financing of the Organization:

Directors representing a majority (more than 50 percent) of the total weighted vote of the Board of Directors shall constitute a meeting of the Board of Directors requiring compliance with the Oklahoma Open Meeting Act. Directors representing a majority of the total weighted votes of the Board of Directors and representing a minimum of six (6) member entities present shall constitute a quorum necessary for transaction of business.

8. Clarify the location of the organization's books, records, meeting minutes, and Board meetings.

Proposed Change – Section IV (H) Financing of the Organization:

The Board shall delegate to ACOG the responsibility of keeping correct and complete books and records of accounts, and meeting minutes of the Board of Directors at the principal office of the organization.

9. Update wording pertaining to employment and compensation of the Executive Director.

Recommended Change – Section IV (I) Financing of the Organization:

The Board of Directors shall employ an Executive Director to direct report to the Board of Directors, who shall serve at the pleasure of the Board. The Executive Director's compensation shall be approved by the Board of Directors.

10. Provide a more comprehensive explanation of the Board's responsibilities.

Proposed Change – Section IV (J) Financing of the Organization:

The Board of Directors shall be responsible for the review, approval, and adoption of regional plans, programs, and initiatives, and of all ACOG policy documents, including but not limited to an annual budget and work plan, strategic/implementation plans, annual work programs, annual independent audit, and personnel policies.

11. Identify the types of committees the Board can establish.

Recommended Change – Section IV (K) Financing of the Organization:

The Board may establish standing and ad hoc policy and administrative, management, and technical advisory committees as it deems necessary and helpful to the exercise of its responsibilities under this Agreement. These committees shall include but are not limited to the Executive Committee, Nomination Committee, Budget Committee, Building Review Committee, and the Agreement & Bylaws Committee.

12. Incorporate a reference to the Oklahoma Open Meeting Act, add agenda requirement, and location of regular monthly meetings.

Proposed Change – Section V (A) Meetings of the Board of Directors:

The Board of Directors shall meet monthly, except for the month of July. Written notice of all regular monthly meetings shall be in compliance with the requirements of the Oklahoma Open Meeting Act and provided to each voting member. An agenda shall be required for such meetings. All meetings of the Board of Directors shall be held at the principal ACOG office or at other locations, if deemed necessary, within the ACOG region.

13. Incorporate a reference to the Oklahoma Open Meeting Act, required provisions, and location of special meetings.

Recommended Change – Section V (B) Meetings of the Board of Directors:

Special meetings of the Board may be called by the Chairperson with notice in compliance with the requirements of the Oklahoma Open Meeting Act and delivered as written notice to all voting members. Special meetings shall be called by the Chairperson upon written demand of five (5) Board members. Only the specific item(s) of business specified in the notice for special meetings shall be conducted at such meeting. Such meetings shall be held at the principal ACOG office or at other locations, if deemed necessary, within the ACOG region.

14. Include additional powers and duties of the Executive Director, and clarify existing responsibilities.

Proposed Change – Section VII Executive Director:

The Executive Director shall be the Chief Administrative Officer of ACOG. The powers and duties of the Executive Director are:

- (A) To appoint, supervise, and remove all employees of ACOG.
- (B) Annually to prepare and present a proposed budget and work plan to the Board of Directors and to administer an approved budget and work plan, subject to dictates and powers of the Board of Directors thereof.
- (C) Authorized to sign and execute contracts on behalf of ACOG in accordance with the adopted Procurement Policy.
- (D) Acts for and represents the Board of Directors in all ACOG public engagements and media requests, and shall direct day-to-day operations for the agency.
- (E) To perform such other additional duties as the Board of Directors may require.

15. Add language pertaining to the weighted vote and the presence of a minimum of six (6) member entities to have a quorum to approve Agreement amendments, and include the required Attorney General's approval.

Recommended Change – Section VIII Amendment of Agreement:

This Agreement may be altered, amended, or otherwise modified upon a vote representing more than 50 percent of the total weighted vote of a quorum of the Board of Directors representing a minimum of six (6) entities or more present, at any meeting, provided that such amendment, alteration, or modification shall have to be ratified by a majority of the member governments, and approved by the Attorney General prior to becoming effective.

16. Duplicate same requirements used for amending the Agreement within the Dissolution Section for consistency of legal process.

Proposed Change – Section IX Dissolution:

Dissolution of ACOG shall be affected upon a vote representing more than 50 percent of the total weighted vote of a quorum of the Board of Directors representing a minimum of six (6) entities or more present, provided that such action shall be ratified by a majority of the member governments and approved by the Attorney General prior to becoming effective.

SUMMARY OF RATIFICATION PROCESS:

As stated in the Agreement, this document may be altered, amended, or otherwise modified pursuant to a majority vote of a quorum of the Board, provided that such amendment, alteration, or modification shall be ratified by a majority of the members and approved by the Attorney General prior to it becoming effective.

After the Board takes action on this request, the recommended amendments will be provided to each ACOG member government for their consideration. Each member government voting in favor of these changes must submit a resolution from their governing body approving the Amended Agreement before it is submitted to the Attorney General. Once the Attorney General approves the Amended Agreement, the document will then officially become effective. Please note this process typically takes about five months to complete.

ACTION REQUESTED:

Motion to approve the Committee's recommendations to amend the ACOG Agreement as described in this memo, and for staff to follow the required ratification process as outlined above.