



*Indian Nations Council of Governments*  
***Board of Directors***

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Tuesday, October 1, 2024  
1:30 p.m.

Williams Tower I  
Saint Francis Conference Room  
One West 3<sup>rd</sup> Street  
Tulsa, Oklahoma

**MEETING NOTICE AND AGENDA**

**CONSIDER, DISCUSS, AND/OR TAKE ACTION ON:**

**1. Call to Order**

**2. Approval of Minutes of INCOG Board meeting August 13, 2024**

**3. Staff Report**

**4. Air Quality Update**

The Oklahoma Department of Environmental Quality- Air Quality Division has broad responsibility for an array of services including air monitoring, permits and emissions inventories in Oklahoma. A representative of the ODEQ will brief the Board on the conclusion of the 2024 Ozone season, the timeframe for the review of the National Ambient Air Quality Standard for ozone by the Environmental Protection Agency, and the outlook ahead for air quality issues in Oklahoma.

**5. Opioid Abatement Update**

The Oklahoma Opioid Abatement Board was created to promote and protect the health of Oklahomans by using monetary grants to abate the opioid crisis in a comprehensive manner that includes cooperation and collaboration with political subdivisions. The Board earlier this year awarded grants to numerous cities, counties, school districts and public trusts in Oklahoma to help address the opioid crisis. A second round of funding is expected to open in January 2025. In addition, a direct allocation of funding is available to 15 cities and 24 counties that are non-litigating political subdivisions. An update on the current status of the programs and initiatives will be provided by Carol Bush, a member of the Oklahoma Abatement Board and Terry Simonson, Special Counsel for the Attorney General.

**6. Payroll Services**

The City of Tulsa, earlier this year, notified INCOG and the River Parks Authority it would no longer provide payroll services to the agencies after December 31, 2024. As a result, INCOG has solicited proposals from various payroll service providers to provide payroll services beginning January 1, 2025. After a review of proposals from various vendors, it is recommended that INCOG engage Paychex Inc. to provide payroll services for INCOG beginning January 1, 2025. The Paychex pricing model provides for a one-time implementation fee, and annual, monthly and pay period fees based on number of employees. Based on the Paychex quote, the anticipated annual cost will be less than \$5,500 annually. It is recommended that the Board approve Paychex as our payroll services provider.

## **7. INCOG Board of Directors 2025 Meeting Schedule**

The board will be asked to adopt the 2025 regular meeting schedule. A copy of the schedule is included with the agenda packet.

## **8. Approval of Updated INCOG Position Classification and Salary Schedule**

The INCOG Board of Directors approved the current INCOG Position Classification and Salary Schedule in December 2021 upon the recommendation of the Executive Committee based on a compensation study completed by Graves Consulting, Inc. An update to the Position Classification and Salary Schedule has been developed by Graves Consulting to reflect changes since that time in market compensation. The INCOG Executive Committee met on August 13, 2024, reviewed the update schedule and recommended its approval by the Board of Directors. A copy of the updated schedule is attached to the agenda packet. The Board is asked to approve the Classification and Salary Schedule.

## **9. Contracts**

### **A. Receivables:**

1. Oklahoma Department of Human Services, Community Living, Aging and Protective Services (CAP) – Nutrition Services Incentive Program (NSIP) - \$215,274.00 (last year \$119,727)
2. Oklahoma Department of Human Services, CAP – Supplemental funding Title III Senior Nutrition C1 funding - \$66,000 (new)
3. Oklahoma Department of Human Services, CAP – Older Americans Act - \$4,072,398 (previous year award \$3,776,006)
4. City of Barnsdall – EDA
5. City of Coweta – GO Plan – Community Bicycle and Pedestrian Master Plan - \$12,500 (new)

### **B. Expenditures:**

1. Resolute PR – FY 2025 Public relations and marketing services for pedestrian bicycle safety campaign - \$148,000 – (last year \$108,000)
2. Rural Economic Action Plan (REAP) Program contract extensions through September 30, 2025:
  - a. Town of Kiefer – Lagoon Engineering (200107)
  - b. Osage County – Fairfax Lake Road Resurfacing (200204)
  - c. Osage County - Bull Creek Road Resurfacing (210204)
  - d. Town of Porter – East Water Tower Rehab (220126)
  - e. Town of Mounds – Widening and Resurfacing of 27<sup>th</sup> Street (220221)
  - f. City of Drumright – Water Treatment Plant Improvements (230120)
  - g. Osage County – Braden Water District System Improvements (230122)
  - h. Osage County – Pershing Fire Hydrant Purchase and Installation (230123)
  - i. Town of Haskell – Water/Sewer Line Extensions (230125)
  - j. City of Bristow – Fire Hydrant Replacement (230127)
  - k. Town of Depew – Engineering Services for Sewer Consent Order (230136)
  - l. Town of Fairfax – Water Line Replacement (230140)
  - m. Town of Kiefer – Sewer System Maintenance Equipment (230141)
  - n. City of Shidler – Lift Station Generators and Concrete Pads (230142)

- o. Tulsa County – Oakhurst Road Improvements (230120)
  - p. Creek County – Oakhurst Road Improvements (230221)
  - q. Town of Mounds – Widening and Overlay of City Streets (230222)
  - r. Town of Burbank – 10,580 LF of Resurfacing (230223)
  - s. Town of Sperry – Resurfacing on North Side of Town (230224)
  - t. Town of Chelsea – Construction of Commercial Development Access Road (230225)
  - u. Town of Kellyville – Road Improvements/Sign Installation (230226)
  - v. Town of Prue – Chip/Seal Main Street and Lake Drive (230227)
  - w. Town of Avant – 10,560 LF of Resurfacing (230228)
  - x. Osage County – Road Repair on N. 52<sup>nd</sup> W. Ave. - 103 St. North to 113<sup>th</sup> St. North (230230)
  - y. Osage County – Resurfacing Shell Creek Road (230231)
  - z. City of Pawhuska – Streetscape CDBG REAP Project (230320)
3. Association of Public-Safety Communications Officials (APCO) – Fundamentals of Next Generation 9-1-1 Course - \$10,250 (new)
  4. ESRI – GIS Licenses – increase contract by \$750 - (previous contract \$31,250)
  5. RDG Planning and Design – GO Plan 2.0 – Plan Update – Community Bicycle and Pedestrian Plan – Increase contract amount by \$25,000 (previously \$356,858)

**10. New Business**

**11. Announcements**

**12. Adjourn**

IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY INCOG AT (918) 584-7526