OKLAHOMA Municipal League

COMMUNITY LEADERSHIP DEVELOPMENT

2025-2026

Host City Application Class 13

Stillwater

Ponca City

El Reno

Weatherford

Greetings and Salutations!

The Oklahoma Municipal League (OML) is seeking host cities for the Class 13 Community Leadership Development Program (formerly CALT). Host cities are vital to the success of this worthwhile program. Communities who host a session are not only providing participants with a location to meet, they are also providing them the opportunity to see what is successful in your community and how they can apply it to their own.

Community Leadership Development (CLD) provides training and educational opportunities for municipal officials and community leaders. The focus of CLD is to equip the participants with the skills and knowledge they need to make a positive impact on their local communities.

Participants in CLD learn valuable skills in the areas of teamwork, community assessment and planning, economic development and tourism, leadership styles, community renewal as well as building partnerships with organizations and businesses in their communities. We are excited to begin Class 12 and hope you will consider being a host.

Responsibilities of a Host City:

Logistics
The opening retreat will be a two day session beginning on Thursday, November 7th through Friday afternoon, November 8th. All other classes are scheduled on Friday from 8:30 a.m. to 3:30 p.m. We encourage the class members to arrive in your community the day/evening prior to their class session. While any activities scheduled the evening before are not mandatory, this is an excellent opportunity for you to "show off" your community with tours, dinner and meeting local and state leadership.

Lodging
Lodging will be required by most class members for the evening prior to the sessions, so the host is asked to arrange for a block of up to 50 rooms. The host community is required to make these arrangements, but class members are responsible for making and paying for their own reservations.

Meals/Entertainment
The host community is responsible for costs associated with providing:

- Thursday evening events and/or meal.
- Breakfast, lunch and break snacks on the day of the session.

Meeting Facilities
The host city will work with OML staff to identify and secure a meeting facility that meets the needs of the class session. This includes:

- A meeting room that accomodates up to 50 people at 8 ft or round tables.
- LCD projector and screen.
- Adequate parking with easy access to the meeting room.

Transportation
If the group is required to travel during the evening activities or the lunch session, the host community is encouraged to provide transportation.

Responsibilities of a Host City continued

Financial
The host community is responsible for underwriting the costs of all food, facilities, and special events associated with the session. Class members are responsible for their lodging costs and OML will be responsible for any programming costs associated with the session.

Point of Contact
The host community will provide one point of contact to serve as liaison between the community and the Oklahoma Municipal League.

SELECTION CRITERIA:

Facilities/Logistics
- Meeting facilities available and appropriate to needs.
- Lodging available and affordable.
- Transportation possibilities.

Examples of Successful Host Cities
- The Community Leadership Development Committee wants the class to experience successful community development.
- Package the community in a way that is educational and enjoyable to the participant.

Other
- Involvement of previous CLD/CALT Training graduates in the planning process.
- Invitations to local community leaders, city officials and state legislators to attend CLD events in your community.
- While the Committee may return to a previous host community, they will strive to include new communities whenever possible.

BENEFITS OF HOSTING:

- A unique opportunity to showcase your community to your colleagues around the state.
- A press release provided by OML.
- An *Insight* article about the session in the following week's Update.
- Facebook posts during the entire event.
- Bragging rights!

SESSION DATES AND TOPICS:

Session 1 November 20-21, 2025
Foundation of Community Leadership

Session 2 January 22, 2026
Economic & Tourism Development

Session 3 March 6, 2026
Community Assessment

Session 4 May 15, 2026
The Abilene Paradox & Conflict Resolution

Session 5 July 17, 2026
Cultivating Your Community

Session 6 September 15, 2026
Graduation Day

DEADLINE:

Communities interested in hosting a Community Leadership Development class session for the 2025-2026 program year should complete all items in the proposal and submit no later than October 17, 2025. Proposals should be mailed to:

Sarah Lingenfelter
Director of Education and Programs
Oklahoma Municipal League
201 N.E. 23rd Street
Oklahoma City, OK 73105
(405) 528-7515
sarah@oml.org

Hear it from those that have experienced it!

"I am not big on going to meetings but as the new city manager I felt it was important to attend these classes. There are many things I need to learn and this course has been very helpful in gaining knowledge to do this job. Like most who attend, the friendships that have developed from attending these classes have been wonderful. I have learned that other cities are facing the same challenges as mine and it is nice to get input from those who have had to deal with the issues of overseeing a city. I am getting to travel to cities I wouldn't otherwise visit. The citizens of those communities are wonderful and all of them have pride in their town, which makes this a great state. I will be recommending someone from Elk City on a yearly basis to attend the CALT training."

~Lee Litterell, City Manager, Elk City, OK. Class 4

"Do you want to learn first-hand from experts in the fields of Leadership, Economic Development, Strategic Planning, Consensus Building, and more? Would you like for city leaders from all corners of the state to literally walk you through their most successful projects? If so, join CLD. The knowledge you will acquire – and the friendships you will build along the way – will follow you for years to come."

~Charles de Coune, Lending Manager, OWRB, Class 4

"The CLD program was very informative and worthwhile. Through the program, I had the opportunity to network with other community officials, ask questions and get answers to common municipal issues. It also taught me that all Oklahoma communities—from Woodward to Marlow to Stillwater to McAlester—are worthy of our efforts to help grow and improve".

~Tom McCurdy, OG&E Regulatory Affairs & City of Purcell Councilman, Class 4

Lawton

Poteau