

MINUTES
LMPO TRANSPORTATION POLICY BOARD

Minutes of the LMPO Transportation Policy Board meeting held January 3, 2023, in the 3rd Floor Conference Room, 212 SW 9th Street, Lawton, Oklahoma.

The agenda for the meeting was posted on the bulletin board in City Hall in compliance with the Oklahoma Open Meeting Act.

The meeting was called to order at 11:00 a.m. by Mayor Stan Booker.

MEMBERS PRESENT: Stan Booker
 David Denham
 Jay Earp
 Steve LaForge
 Johnny Owens*
 Ed Petersen
 Debra Porter

MEMBERS ABSENT: Jay Burk
 Sean Fortenbaugh
 Allen Hampton

ALSO PRESENT: Michael Cleghorn, City Manager
 Charlotte Brown, Planning/Community Services Director
 Jonathon Stone, Planner
 Sarah McElroy
 Denise Ezell, Recording Secretary

*Entered after roll call.

2. Verify posting of meeting.

Posted on

3. Introductions.

Stan Booker, Mayor of the City of Lawton
Charlotte Brown, Community Services/Planning Director
Denise Ezell, Recording Secretary
Ed Petersen, Representing the Airport Authority
Johnny Owens, Central District County Commissioner
David Denham, Representing CPC
Jay Earp, ODOT District 7 Engineer
Steve LaForge, ODOT Division 7 Commissioner
Debra Porter, Fort Sill Public Works Director
Jonathon Stone, Transportation Planner

Kelly Harris, City Council Ward 2
Sara McElroy, ODOT Planning Division
Amanda Newberry, EST
Joe Painter, Director of Engineering
Megan Loftis, Legal Assistant City Attorney's Office

4. Approval of minutes of the August 9, 2022, meeting.

Motion by Earp, **Second** by Petersen, to approve the minutes of August 9, 2022 as written.
Aye: Denham, Earp, LaForge, Owens, Petersen, Porter, Booker. **Nay:** None. **Motion Passed.**

5. Receive a presentation from the City Attorney's Office regarding the Oklahoma Open Meetings Act.

Booker stated we have already done introductions but this is Michael Cleghorn the City Manager.

Loftis stated we have shortened this presentation down to hit just the key pieces that are important with the open meeting act. First is the notice and agenda. For a regular meeting an annual notice has to be received by the City Clerk on or before December 15th of each year. If you don't have a meeting or quorum by this time a noticed would be filed and then you would ratify the approval at your next meeting. This is one of your items for today's meeting. If something changed with the schedule it would need to be updated with the City Clerk. The notice will mention the date, time and place for the meeting. Because we are a municipality it will be posted through the City Clerk's office. They will place this on our website and they will post it on the notice board. There is a forty-eight (48) hour notice for a special meeting to include the date, time and place. That does exclude Saturday, Sundays and state holidays. The agenda must be posted twenty-four (24) hours prior to the meeting and again excluding Saturday, Sunday and state holidays. The agenda for a special meeting is also twenty-four hours. The agenda needs to contain information that if someone from the public read the agenda they would understand what would be discussed. You can't just say discussing vehicles. It needs to have a full thought. That allows the public to decide if they want to attend or if that item applies to them. You can not take action on an item unless it is on the agenda. New business items are only allowed on a regular meeting and not a special or emergency meeting. If there is not a quorum you can only talk about establishing a quorum. You cannot talk about anything on the agenda. Once you adjourn if someone walks in a minute later you cannot continue with the meeting. If you have adjourned the meeting is done. If the chair makes a statement before adjourning that if someone walks in within the next five (5) minutes then you would be allowed to reconvene the meeting. That would be the only time you could reconvene a meeting.

Cleghorn asked you only have five (5) minutes.

Loftis stated I don't know if that is an official time but the City Managers office and the City Attorneys office have agreed that you wait at least fifteen (15) minutes before you adjourn. I guess that could be up to chair and committee.

Cleghorn stated that is pretty much the standard. You usually give fifteen (15) minutes for people to show up and if they show up great but if they don't you time is valuable and so is everyone's. It is just a professional guideline of about fifteen (15) minutes.

Booker stated I have a question. So we can't discuss anything on the agenda. I know we can't take action but your saying we should not discuss it.

Loftis stated you should not because if you are discussing the agenda it is turning into a meeting. So you should discuss anything that is on the agenda. One example is some groups like to go to lunch after the meeting and our preference in our office is don't. If you do you can't talk about anything that you have discussed here and that is hard to do when you all go to lunch. You can congregate but you can't discuss things from the agenda.

Booker stated so, a quorum should not attend lunch afterwards.

Loftis stated yes.

Booker stated okay.

Loftis stated you can but you can't discuss anything that was on the meeting agenda. Someone next to you may not know what you are meeting about. Last will be executive session. You can only discuss things in executive session per title 307 in the statute or if it refers to another statute. You can't just put something on for executive

6. Discuss and consider ratifying approval of schedule of meetings for 2023.

7. Consider approving the Audit Engagement Letter for Robert Turner.

BUSINESS

8. Receive a report from Staff regarding changes required by the Oklahoma Department of Transportation.

9. Consider approving a Resolution adopting Amendment No. 2 to the Fiscal Year 2023 Unified Planning Work Program for the Lawton Metropolitan Planning Organization.

10. Discussion and consideration of Authorizing the LMPO Director to negotiate a contract with EST for the revised scope of the Traffic Flow Study to comply with ODOT requirements and consider authorizing the LMPO Director to execute the contract after review by the City Attorney.

- 11. Reports or Comments.**
 - a. Federal Highways
 - b. ODOT Division VII
 - c. Fort Sill
 - d. Lawton Fort Sill Regional Airport
 - e. LMPO Director
 - f. LMPO Finances
- 12. Comments from the public.**
- 13. Adjournment.**