

MINUTES
LAWTON METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
3RD FLOOR CONFERENCE ROOM
April 4, 2023

Minutes of the Lawton Metropolitan Planning Organization Policy Board meeting held April 4, 2023, in the 3rd Floor Conference Room, City Hall, 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 am by Mayor Stan Booker.

ROLL CALL

MEMBERS PRESENT: Stan Booker
David Denham
Jay Earp
Allen Hampton
Kelly Harris
Steve LaForge
David Madigan
John Owens

MEMBERS ABSENT:

ALSO PRESENT: Madison Aust, Recording Secretary
Charlotte Brown, Director of Community Services/Planning
Jonathan Stone, Senior Transportation Planner
Candace Smith, Transportation Planner I
Gregory Gibson, City Attorney
Jlyn Jorgenson, City Attorney
Susan Schlecht, Account Finance Department
Joseph Painter, Director of Engineering
Isaac Akem, US Department of Transportation Federal Highways
Sarah McElroy, ODOT

2. Verify posting of meeting.

The meeting was posted on March 30, 2023 at 2:45 pm by Tammy Branstetter.

3. Introductions

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4. Approval of minutes from the February 7, 2023 and March 7, 2023 meetings.

Motion by Denham, Second by Owens, to approve minutes from the February 7, 2023 and March 7, 2023 meetings. Aye: Denham, Earp, Hampton, Harris, LaForge, Owens, Madigan, Booker Nay: None **Motion Passed**

5. Approve an auditor for fiscal year 2023-2025 from the respondents to the Request for Proposals.

Stone stated we received 2 responses for the request for proposals Arledge and Associates and Robert Turner. Arledge and Associates has a fee of 18,000 for the first year, 18,900 for the 2nd year, and 19,800 for the third year. Robert Turner's fee is 8600 each year. And both plans will require an additional fee if the MPO budget exceeds the 750,000 for a single audit.

Denham asked who is the HBC CPA and Advisors? Because I was kind of confused, it looks like HBC is the one that provided that 18,000. They put a cost in. Okay, its actually a letter of reference made. I figured it out.

Booker stated I personally think Robert Turner's done a great job. He kind of scolded us last year, if you'll remember, but I as a citizen appreciated that.

Madigan stated Mayor, I make a recommendation that we approve Mr. Turner's proposal.

Booker stated and that's a motion. Do I have a second?

Stone stated I forgot to mention that the technical committee did recommend Robert Turner as well.

Booker stated OK, so we do have a motion and a second, is there discussion or debate? This is a motion to approve Robert Turner's proposal.

Motion by Madigan, Second by Denham, to approve Robert Turner as the auditor for the Lawton Metropolitan Planning Organization Policy Board for the fiscal years 2023-2025. **Aye:** Earp, Hampton, Harris, LaForge, Owens, Madigan, Booker, Denham **Nay: None Motion Passed**

6. Approve changes to the bylaws of the LMPO Policy Board and authorize the Chairman to sign.

Brown stated So these are the same bylaws that we brought to last month, except for ODOT, had us add in

Stone stated On Page 2, the last full paragraph where it strikes out no later than one week, we had originally struck out no later than one week prior to the meeting. ODOT requested that prior to the meeting be put back in.

Brown stated and ODOT has approved the changes to the bylaws.

Booker asked do me a favor and go through this one more time.

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Stone responded the change that ODOT requested on page two at the bottom, the last paragraph where it strikes out no later than one week prior to the we originally struck out the one week prior to the meeting, but ODOT requested that prior to the meeting be put back in.

Brown stated she is talking about when agendas go out.

Denham stated so not later than one week is still stricken.

Brown responded yeah, no later than one week is still stricken.

Booker stated ok, so that's fine in the bylaws, but as a matter of policy, we do need to have our packets before the meeting and I didn't get a packet because that's, did I overlook it?

Brown stated they were emailed last week.

Denham stated it should have been attached in the email.

Booker responded so I'm looking at all this blind. That's my point. And what about these others?

Stone stated other changes we did discuss previously starting from the beginning, some corrections to terminology that has changed, long range transportation plan is now the Metropolitan Transportation Plan. And then this change in Page two was the timing required for designating alternates, alternates can now be designated at any time, as opposed to just before January 1st and.

Booker stated alternates can be designated.

Brown stated yes.

Stone stated by providing the MPO director with the name and contact information. And page three, we're just changing MPO staff to APO director or designee in a few places, and there's some staffing changes in the middle of that page as well. And those are the only changes.

Booker asked Any comments, discussion or motions.

Motion by Denham, Second by Harris, to approve the changes to the bylaws of the LMPO Policy Board. **Aye:** Hampton, Harris, LaForge, Owens, Madigan, Booker, Denham **Nay:** None **Motion Passed**

7. Discuss the selection of alternates for the members of the Transportation Policy Board.

Brown stated OK, so now that the amended bylaws have been approved, we are going to update our alternates to make sure that we have a quorums for better we did also with the Technical Committee. We've just asked that you, if you have an alternate in mind to be your spot, if you will let us know their contact information. So, we can add them to all our information.

Booker responded okay; we could choose alternates from like I would have options for several alternates from other people that are here representing the city.

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Brown stated it has to be, whoever and it's whoever you designate, whoever you designate it doesn't have to be you know.

Booker stated and then it's our responsibility to notify them or will they be notified of everything that's going on all the time?

Brown responded we'll notify them of everything that's going on here.

Booker stated well hello, good to see you. Please introduce yourself, I'm not sure everybody knows you.

Akem responded I'm Isaac Akem Federal Highway administration.

Booker stated it's great to have you here.

Denham stated John Jones is my alternate from the Planning Commission.

Brown responded yes; we did that awhile back.

Booker stated okay, so there's no action here except notify you of who our alternatives are.

Madigan asked could you publish that once all the alternates are identified? So we will all know

Brown responded yes, we will send that to everybody.

Hampton asked and those alternates will they get to be informed of the meetings just like we are?

Brown responded yes.

Hampton stated thank you.

Booker asked any other discussion on alternates. That was an action item, it was just information item, right?

Brown responded yes.

Booker stated if there are any other question you can get them to Charlotte.

8. Receive a report from staff regarding an upgrade to an item on the FY2022-2025 Transportation Improvement Program.

Stone stated yes, ODOT has notified us that and Sarah, please correct me if I get this wrong, but that there's additional state funding under a line item in the TIP. And since that is possible for that funding to be spent in Lawton, although it may not be that it is required for us to update our TIP as well.

Brown stated Update the description.

Stone stated this is not a tip amendment, and then that this is just an update to some information.

Harris asked demand engineering services for ADA improvement what does that entail?

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McElroy responded it is for consultants to get on board to get our contract with them, to perform the ADA compliance portion of a construction project.

Harris stated okay, in this funding you guys, can you explain that a little more detail.

McElroy responded the funding and it's typically just the 80/20.

Harris stated part of the 80/20.

McElroy respond yes, that's 80% of the federal funds and usually 20%.

Painter stated and even hire a consultant for a use of those funds for consulting, but not for design ADA compliance just compliance.

Denham stated We also have the deal for bridge inspections as well.

McElroy responded yes.

Harris asked would that help us at all.

Harris stated I just want you know I know we just got through with the Cache Road plan and I noticed there was a lot of ADA stuff in there. So, I was wondering if that's something that retrospectively could help us or not.

Painter asked underneath the water lines projects you mean.

Harris responded Yeah, but we also put in, we're putting sidewalks on 38th.

Painter stated the sidewalks we were planning to do as part of Rusty's show, yeah. I think it would have to be part of our funding we're getting in, that's another roadway project, right?

Brown stated like for the 38th street rebuilds?

Painter stated 38th street would be a good one. If we got federal funding, we could have three, something like that.

Harris responded Cache road would be a good one, Rogers Lane would be another option.

Denham asked what about the Goodyear boulevard extension is that federal or city?

Painter stated it's a little hard and right now it's fully budgeted by the city where we're trying to sustain some federal funds. So that could be you need it probably funds, then you might tap into that. We don't really have any sidewalks out there.

Madigan asked So are these services that we have to take advantage of during this fiscal year? Sorry, I don't know that, but just looking at this chart here.

McElroy responded yes, since it was statewide, so typically what they do is contract administration, they'll have a list of the projects and the areas and they kind of bundle them altogether and then they will award those.

Denham stated so the state pot is 1 1/2 million, not local, so we just get. okay

McElroy stated right.

Painter stated this isn't like the Commerce Department fund

Painter stated this is open. It's not like the Commerce Department Fund, as they talked about in just district.

McElroy stated yes, it's the (cannot discern audio)

Harris asked what about the bridge inspection? It seems like we could benefit there.

Painter stated we haven't figured out and right now we are replacing the two 11th Street bridges, and it's totally funded by the City. But we're looking for funds for that too. There are some federal funds that are not sure about that are supposed to be for bridges that we're trying to

Denham asked is that Cache Creek on Hwy. 7 already done or as far as the engineering work?

Earp responded it is and that was all paid for by ODOT. I believe this 1.2 million is for your 24-month safety inspections. So y'all choose a consultant and inspect all your bridges.

Painter stated okay, for a bridge inspection. I did wish we'd get notified as a sidenote. There's a bridge in an alley we need to load rate down from 12 tons to 9. Bridges are something we as a city need to get a handle on one and start up a dedicated fund. Because for some reason it got left out of all the other a lot of bridges would be a lot of work.

Harris responded let's get them inspected. We got money.

Painter stated we get them inspected. We're going to replace that bridge in the neighborhood on NE 29th St. Actually, a box culvert, it will be advertised in about a month or so. The big one is on 11th Street.

Booker asked So any other questions on this item number 8, regarding the update to the Transportation Improvement Plan? Any final comments, Jonathan, before we move on?

9. Reports or Comments.

Akem stated I'm sorry, I'm walking in a little late. Anyway, the few things I wanted to bring to your attention, we are currently working with ODOT to designate another MPO, and when that is done, Enid has qualified as an MPO, and once that designation takes place then we'll go through a review process. We will come up with the formula for this to be completed, the redistribution of PL funds. That will be coming up shortly. The other thing that ODOT is undertaking under our guidance is the Open Area Boundaries, usually up to the population is population numbers are released, we go through a process, and revise boundaries the open boundaries. I don't know if Jonathan or you guy have started that activity already, but poor and associates has taken a order, is engaged consultant foreign associates to help him to subsequently when those boundaries are advised. They will also be provisioned. Functional classification roadways will be reviewed, and new functional classifications will be defined to match what the new open boundaries are. I sent out some information about the PL fund waiver to 2.5% PL. fund waiver. I don't know if Jonathan, if you saw that that it has to do with the use of PL funds at 100% to do any planning activities related to complete streets. So, there's some specific language that's for the eligibilities

that as shown in the regulations, and if there's any questions with regard to Sarah and ODOT will assist you on identifying those. A lot of grants, traditionally, Federal Highway has disbursed funds through formula funding and so for the, you know, obviously PL which is planning, you guys will see that no matter what things like STBG funding, you're not as state as service transportation planning grants you and you're not eligible for that except when you work with ODOT to identify some projects in this area where they can fund some of those. Now with grants the MPO's have the ability to apply for grants and there are several of them now available. New ones have just come out, the notice of funding opportunities have been released the S4A, which is the Safe Roads for All, and other grants I have information here about most of the grants where they have the funding opportunity now released. It is important that you apply because you know, like I said, traditional funding mechanisms like formula programs, those some of us may be challenging because you may not qualify for those, but the grants that have been come as a result of the new infrastructure bill. There are so many of them and I I think Lawton will be well placed to apply for any one of those that you think you and I think that's also willing to assist with getting all of you, I mean local governments apply for those brands.

Harris asked the safe roads for all what would that include? What would that cover?

Akem responded it includes this planning grant and then there is a capital project grant. The planning grant just deals with how you will plan for safety in your area. You identify some activities that you will do in your plans that will be something that will go towards improving safety in the area. There's so many activities involve an associate, where you have to apply to grant and once you get the grant, then you can begin the process of identifying projects and therefore also apply for the capital grants which will come with more.

Harris asked do you have to do the planning before the capital.

Akem responded it's encouraged. Once you identify the projects through the planning process, then it's important for you to apply for the capital grants.

Denham asked what about those road diets? Like if we're wanting to shrink C Ave down from 5 lanes, actually 7 down to three, would that be something that would qualify as a Safe Street?

Akem responded these are all activities that would qualify if you can provide information about what kind of benefits they provide, yes.

Harris asked and what about lighting the poorly lit roadways?

Akem responded yes; those are also included. I'll be glad to share that list with all of you of the activities that are eligible and even more if you can justify that they would be, but the important thing is to try to get there.

Painter stated I also talked to partner commerce about lighting grants.

Denham asked what are the deadlines for these grants?

Akem responded its different deadlines. The SS4 just recently released has I can look it up here. I think about the September timeframe is when there will be September of this year, there will be

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some, but I'll share that information with the staff so you can get the information. There's several of them and I encourage you to apply.

Harris stated so these grants match?

Akem responded most are 80 20. The PL match I was talking about is if you have some projects that qualify under the Complete Streets, then whatever you will see as PL funds 2.5% of it can be used in a 100% without match. There are models that you know most of the other ones are 80 20. Now I would like to share with you, good list of them. Maybe I can send them to you electronically and you can share. Thank you very much.

Booker asked one question concerning the reallocation with Enid being added, does the state get a certain amount of money for however many MPOs they have, and then it's reallocated, and so what you're saying is because it would be added our funds would be cut?

Akem responded typically the distribution is based on urbanized area population as defined by the census. When they look at the share of population for the urbanized area in each of the urban areas, except that have MPOs Lawton, Oklahoma City, Tulsa, and we also have Enid now and then we have a small part of Fort Smith which is within the Oklahoma boundary. Those five will now be the base for distribution order. We work with ODOT when they come up with the formula. Typically you know the last time we did it, I can tell you how we did it last time, Lawton and Fort Smith had just a lump sum that was assigned to them, not on a basis of population, just on the basis of how much ODOT thought was necessary for their planning program. I don't think you guys will lose anything. When the distribution time comes we will work with ODOT, and ODOT is really good at making sure all the MPOs receive money for planning. With the addition of Enid the money has gone up that came to the state so I wouldn't worry about it.

McElroy stated we're working on that formula right now. We've looked over it in the planning department and it's now made its way up to the senior staff for them to review as well. We hope to finalize that by the end of April, and get the PL amount out. We'll also meet with all the MPOs, Isaac will be a part of that meeting, and will come up with an agreement on the final distribution formula.

Booker responded thank you very much. It's good to have you here. Okay, ODOT.

Earp stated I have good news. Transportation Commission awarded TAP grants yesterday and Lawton was the recipient of a TAP grant for sidewalks on something you all turned in on East Gore between Flower Mound and 51st St.

Painter stated it's kind of good news. They thought they were going to give us the money for the sidewalk around the lake and Elmer Thomas Park, but sure they thought they're doing favor by giving us a larger amount, the East Core project was bigger so they funded it and we get the funding for the Elmer Thomas, but we got more money for sidewalks.

Booker responded okay, very good.

Earp stated So \$1.268 million then your match would be approximately \$317,000.

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Booker responded thank you for that. Well thank Mr. LaForge he is the one that approved it.

LaForge stated someone applied I don't know who applied.

Earp stated well you all applied for it and that concludes my report, Mr. Chairman.

Booker responded well that was good, we appreciate that. Deborah's not here with Fort Sill. The Lawton-Fort Sill Regional Airport.

Madigan stated everything's going well. The only item of significant business is we need to find a replacement for Mr. Fortenbaugh, but other than that activity at the airport is great. And I'll just remind everybody, they're flying anywhere please fly out of Lawton. Thank you.

Booker responded thank you, The LMPO Director.

Brown stated we did get the warrant study on the signal at that EST is doing for the signal at Lawrie Tatum and Gore Blvd. They have determined that the signal should stay and be maintained. However, I was talking to Joe before this meeting, and he's been in contact with them, and they are going to look at giving us some options on how to make things better for that area.

Booker responded the discussion at the Council meeting had to do with timing.

Painter stated that's what we're going to give you solution

Booker responded very good. We like solutions.

Harris stated it is my understanding that the man that spoke at the Council meeting the other day is actually not who we have hired to.

Brown responded right, he's the gentleman that spoke at the Council meeting, works for Traffic Engineering Consultants. He did the original study back in 2005, I think, is what I saw the information on, but we have EST hired to do the traffic study that we're working on that the MPO is doing.

Harris stated and that's a comprehensive 1 all the way from 7th St all the way to Lawrie Tatum, correct?

Brown responded yes.

Booker asked any other comments.

Brown responded that is all I have.

Booker asked LMPO Finances?

Schlecht responded everybody should have two reports. I gave you the March report if everyone wants to look at it. If you have any questions on it, you can talk about it. A lot of that information, of course, is not valid right now because it's changed. We can talk about the report for today, which is on top of your profits there. There you can see we have no deposits this month. So none of our claims have been reimbursed at this time. We also have no outstanding checks this month, basically that we're caught up on the bills, and they have all cleared the bank

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at this point in time which is March 31, 2023. We have quite a few receivables still for the MPO 5303 transit. We've been working very diligently accomplished there because there was such a lag in time and change of personnel. There were a few things that fell through the cracks. Now that we've gotten to the point where everything is ready to get paid, and get the contract updated. First of all, we can't do that until we update our UEI number. Our UEI number is what used to be the duns number. If any of you might know with that, be familiar with that it's now called UEI number so it's a slightly different process than that. Because we did not have access to change that UEFI number, we had to get a document to change administrator, it was under some employees that no longer work for the city. We did get that accomplished. It took about 26 days, unfortunately. I checked it every couple of days, and it just didn't move, but it finally did, and now we are at the point where we have it can be a long process, but we've got into the system. She now has access to it. We have to wait for the UEI system to update and allow us to go in and actually renew the application so that it's available to be used for grant reimbursement until we reach the end of this process. We cannot receive any of these receivables that you see, We have been working with ODOT, Mike has been quite helpful. I don't know if he's on vacation last week, but last week I tried to get an update from him on getting the contract because we know the UEI number is going to be fine, he was going to put it in the contract. He seems to be Away from the office for a little while, but I did attempt to call him. That's pretty much where we are on those and we'll keep, we'll keep after it and hopefully by the next meeting we'll have some good news for you and we'll have that 44,000 coming our way.

Booker asked and the encountered funds are basically our study.

Schlecht responded yes, once I got the adjusted cash for the month, then I have the encumbered funds in there and this is where it will be cut for a while until we move into the new system, it will be slightly different, but we did encumber the Gore funds, the one we just spoke about, that will stay there. Basically, that bottom member total cash available, that's what we have in the bank that can be spent on bills or if there's a smaller project or whatever the case may be those funds are available right now.

Denham stated just for clarification, the receivables, all those should be December 22 2022.

Schlecht responded Oh, I still forgot to change that. That's what I get for copying under. I'll make a note, and make sure I change that. It is all 2022, I just dragged it and didn't hit copy.

McElroy asked where are we at Susan on the claims December 2023? I don't think they've received any invoices yet.

Schlecht responded I haven't received any documents yet.

Brown stated Jonathan is working on them.

Stone responded yes.

Schlecht stated once we get started, they will be coming in pretty quickly.

Earp stated you mentioned Mike, has he given you any indication when he's going to send you a check?

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Schlecht responded well, he was going to up until the point where we realized or he realized the contract had not been updated, so we started on that. That's when the UEI never came up and until that's updated and you can't receive any checks it has, it's we're waiting on basically the federal government right now on their website to update our access.

Brown stated I got an email this morning, but I haven't had a chance to go in and make sense of what I logged in and then I couldn't make sense of what it was saying to me.

Schlecht responded okay. We can maybe take a look at that. We'll get it updated as soon as possible and as soon as I can get ahold of them, we'll get that contract for the next meeting and then checks can come after that.

McElroy stated Yes, they've also had turnover in that office. They've lost two admin assistants. So I know other entities, other MPO's RTO's have had issues with getting claims processed unfortunately, but I know they have a posting out right now for the shared version to get all of that caught up.

Schlecht asked any other questions?

Booker responded all right, thank you very much. That moves us to comments from the public. Do you have any public in here? Joe, did you have anything in particular you want to talk about?

Painter stated no sir.

Owens stated I make a motion for adjournment.

Booker asked is there a second please?

Harris stated second.

Motion by Owens, Second by Harris, to adjourn the meeting. **Aye:** Hampton, Earp, Denham, Madigan, Owens, LaForge, Harris, Booker **Nay:** None **Motion Passed**

With no further business the meeting was adjourned at 11:34 am.

LMPO Policy Board Minutes
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