

MINUTES
LMPO TRANSPORTATION POLICY BOARD

Minutes of the LMPO Transportation Policy Board meeting held May 3, 2022, 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
Richard Rogalski for Jay Burk
David Denham
Jay Earp
Sean Fortenbaugh
Michael Cleghorn for Alan Hampton
Johnny Owen*
Ed Petersen

MEMBERS ABSENT: Steve LaForge
Debra Porter

ALSO PRESENT: Janet Smith, Planning Director
Jonathon Stone, Planner
Kameron Good, Planner I
Denise Ezell, Recording Secretary

*Entered after roll call

- 2. Verify posting of meeting.**
Recommended Action: Verification of posting time and date

April 29, 2022 at 11:30 a.m. by Tammy Anderson

- 3. Establish Quorum.**
Recommended Action: Establish that a quorum is present

Seven (7) of the ten (10) members present

Booker stated let's introduce ourselves. I'm the Mayor of Lawton Stan Booker.
Ed Petersen, Representing the Airport
David Denham, Planning Commission
Janet Smith, Director of Planning
Denise Ezell, Recording Secretary
Richard Rogalski, Assistant City Manager
Jonathon Stone, Transportation Planner

Jay Earp, ODOT Division 7
Michael Cleghorn, City Manager
Sean Fortenbaugh, City Councilman Ward 6
Susan Schlecht, Finance
Ryan Landers, LATS
Amanda Newberry, EST
Kim McConnell, Lawton Constitution

Booker stated in case you didn't know we do have alternates that can serve in your absence. That is what Michael and Richard are doing today.

4. Approve the Meeting Minutes from March 15, 2022.

Recommended Action: Motion to approve minutes March 15, 2022

Motion by Cleghorn, **Second** by Earp, to approve the minutes of March 15, 2022 as written. **Aye:** Rogalski, Denham, Earp, Fortenbaugh, Cleghorn, Petersen, Booker. **Nay:** None. **Motion Passed.**

NEW BUSINESS

5. Presentation from EST for the Traffic Flow Study proposed and discuss the Scope of Services for the contract.

Recommended Action: Motion to hear a presentation from EST and its proposal for the Traffic Flow Study and to discuss specific scope of services tasks with direction received from the Board.

Smith stated we approved the traffic flow study and after discussing it last week with Amanda I decided we probably need to get some more direction from the board on the areas we want to cover. Amanda is here to go over that with you.

Newberry stated we will be going over our RFP today.

Smith stated while Amanda is getting her documentation ready, I will say that Jonathan and I were part of the group that evaluated the proposals and decided on EST. We went through all three (3) proposals and EST received the highest rankings. I really liked the task that start on page five (5) of the proposal. Task 1 Collecting the data; Task 2 Design Traffic Maps; Task 3 Operational Analysis; Task 4 Safety Analysis; Task 5 Potential Improvement Program and Task 6 The Reporting Phase. I felt it was a comprehensive look at the traffic flow study. I feel they really understand what we are looking for.

Newberry stated turn to page five (5) and we will go over in more details what we are planning for the study. We would like to ask a couple of questions to see what direction this study will take. We are going to collect data to include a review of several documents the city is using today. I'll highlight the bus route study because that is something that is going to impact even the first phase and future phases of this study. One of the questions is do we want to get into ADA compliant sidewalks and curb returns as part of the study. We will talk about the needs in that area. Then of course your long-range metropolitan transportation plans. We want an

understanding of where the city is headed. You have the planning documents, and we don't want to recreate any new objectives unless something really stands out. On the next page we will go to the field data where we will collect existing geometry of what is out there such as how long are your turn bays, is your signal coordinated with another signal, are there current ADA ramps, is there a bus stop, do you have benches, are you ADA compliant coming up to a stop sign or is it in the grass, and we will collect counts. The graphics I passed out is our recommendation where we would go for Phase I and collect data. All the red/pink tags are your signalized intersections. We recommend we collect counts and turn in volumes for those during the peak hours only. The green tags are the twenty-four (24) hour count. That is how we will determine when the peaks are happening and what time we need to collect the turning movement volumes. The blue tags are the sixteen (16) hour counts that are required to do a traffic signal warrant study. The blue tags will tell us whether we perform an entire signal warrant study and the other ones we will be able to tell you if you need to extend a turn bay or add a left-hand turn.

Rogalski asked and the yellow.

Newberry stated yellow is non-signalized intersections or stop conditions. At Railroad we received....

Rogalski stated that is now signalized.

Newberry stated okay, then that is why there was a need. We need to change that to pink and collect it as a signalized. At 6th we were seeing some backup from google traffic. It is by no means the gospel, but it is pretty reliable. Everyone carries a cell phone and leaves their tracker on. That is why we have the other yellow unsignalized intersection. At 6th we recommend collecting data to see if there is anything that needs to be done. The first question is are we good to collect counts. For the Goodyear Boulevard project, we used a past study with link volumes to come up with the turning movements. There are pros and cons. The pro is you don't have the cost of collecting the additional data, but you don't get a formal way of knowing how many cars are turning left on any particular day. That data is what is useful in determining whether you have sufficient turn pockets, issues with your pedestrian timing and that sort of thing. That is our first question.

Denham asked are you doing this for Gore or are you including Cache Road and Lee Boulevard.

Newberry stated Phase I is just Gore. The study reads all major and minor arterials. In the diagram on page nine (9) shows all the street projects you have now as well as highlights the principal and minor arterials in red and green. This is tasked to be four (4) phases. Phase I focuses on just this section of Gore. This was where the city wanted to move forward first. After speaking with Janet, the goals for Phase I is the interest in the span wire temporary signal as to whether it needed to be permanent or be removed as a stop condition.

Rogalski stated I would say I'm not sure there is a more annoying section in town in terms of signalization. This is probably the one that drives people crazy. There are other problems such

as Cache and Sheridan but this section in terms of length is probably the one that is the most difficult and the median on Gore causes additional delays. They picked a good first phase.

Booker stated my only concern is if the blue dot warrants a signal we will never get rid of it, and I would love to get rid of it.

Amanda stated a signal warrant study must be done based on existing conditions. You can never warrant a future signal. You have to study the traffic as it is today. We will be pulling accident data. A lot of weight goes into whether there is a high number of crashes there. I haven't pulled traffic data to know if there are a lot of collisions there. That is something to look at.

Booker stated so you study the cross streets to see how long they have to wait if there is no signal.

Newberry stated yes. If there are no signals, we assume that Gore has full movement. We would start with that and analysis whether the backup on the side streets would get significantly long and if there is a big enough gap on Gore to be able to turn left. If you have too much traffic on Gore and you are never able to turn left off the side streets that can trigger either a signal or an all stop. If you desire no signal, then we would look at an all stop. If there is a significant amount of traffic on Gore, then stopping it in the stop condition may not be the best route.

Rogalski stated you are aware that the existing signal there is a temporary one on a cable.

Newberry stated yes.

Rogalski stated it is tricky and you should do the counts. Since there is a signal, you can't watch to see how long it takes to stack up because they get a green light every now and then. It will have to be theoretically.

Newberry stated correct. We would use a program called Sincrow. We would remove the signal and put in a different stop condition with your current traffic and signal. You will still have the same cars coming to the intersection.

Earp asked if it does warrant a signal do you have suggestions on how make it operate more efficiently.

Newberry stated yes.

Earp asked equipment.

Cleghorn stated and synchronized.

Newberry stated absolutely. We have done several along corridors that have multi signals in making those synchronized and play well together. It does a lot for traffic movement and with this being a traffic flow improvement study that is where we are headed. Another thing we are including in the study is signal timing. We will go to the cabinets as part of the data collection.

Sometimes you have two (2) signals that will talk to each other and then your next signal is a different type of equipment that doesn't communicate with the others. We will look and see if they can communicate or if we need to upgrade a signal.

Cleghorn stated I think that is currently the condition. There are different types of equipment in those cabinets which causes issues.

Newberry stated we ran into that in the City of Mustang. They had several with the Peak controller and several with something different. Peak was the predominant one so we went with Peak controller boxes and upgraded the others to synchronize the whole stretch.

Earp stated so, one of your questions to us is traffic counts. Does the LMPO want you to gather updated traffic counts. Is that for the whole study or just Task 1.

Newberry stated just Task 1. Our plans are to address Task 1 as the pilot project to come up with a better framework. We review the studies to have a better plan to move forward on Phase II, III and IV. We are using this one to give us the preliminary look into what you have and what is the real interest for the city.

Cleghorn stated we are focusing on the east west and west east traffic flow whether it is Gore, Lee, or Cache Road. The minor arterials, the north south traffic flow, is not as critical, is what I'm hearing everybody say. We want to concentrate on these areas because this is where the traffic tends to back up. It is about six (6) blocks before I-44 and a couple of lights before you get to the casino that causes a lot of aches. That is the primary east west transitory route to go to the other side of town.

Smith stated that is what we are here to decide.

Cleghorn stated okay.

Denham ask and only to Fort Sill Boulevard on the west for Phase I.

Newberry stated yes.

Denham stated it is interesting around the hospital and Cameron on the west side.

Earp asked how old is the existing counts from the previous study.

Newberry stated what we were given on the Goodyear study was 2017. I assume the whole study was done at that time.

Earp stated that is fairly old for traffic counts.

Newberry stated yes.

Rogalski stated I would be inclined to count them. The value of your study is based on your knowledge of the traffic. The precision of the study is based on the precision of the count.

Earp stated I agree. At least for the first phase so you can compare to what was collected in 2017.

Newberry stated okay, this sounds like a good plan to move forward on the traffic counts.

Booker asked what is your question to us.

Newberry stated are we going to use the 2017 link volumes and approximate turning movements, which is based off the study, or are we going to go out with the recommendation of complications that are here.

Booker stated sounds like you believe we need to get updated and then compare the others later to see if we need to update or not.

Earp stated yes sir. Gore is one of your hottest areas. Some of the others may not be as hot. Let's look at Gore and your new traffic counts then we will compare to see how relevant the 2017 numbers still are.

Cleghorn stated I agree with Jay.

Booker stated I see a lot of heads shaking yes.

Rogalski stated especially in this area with the public safety building. Since adding the signal we have changed the nature of traffic.

Earp stated and the casino traffic may change things.

Booker stated this is not an action item. It's says to discuss and I think we have done that.

Smith stated the next item gives you the scope of services.

Booker stated okay, we will take action in the next item. Is there anything else you want to tell us.

Newberry stated I also wanted to know if ADA compliance needs to be a part of the scope. Do you want us to look at the intersections that have sidewalks and ADA ramps to see whether they are ADA compliant or if they need to be upgraded?

Booker stated since we are focused on sidewalks within the community, I would believe it needs to be included. What does everyone else think.

Denham stated I agree.

Rogalski stated I believe we may have that going on. Mike Jones has been working on the downtown area for some time. He is doing an ADA accessibility analysis and may have done the analysis for that area. If he hasn't then we need to add it in.

Smith stated we could use whatever he has to supplement what you will do. We can always add that in.

Denham stated there has already been great progress between Fort Sill Blvd and 2nd Street.

Rogalski stated yes.

Denham stated it would be good to document what has been done.

Cleghorn stated I agree.

Booker stated okay, I'm anticipating we are looking at including traffic counts and ADA compliance if not available.

Rogalski stated we can supply her with Mike's stuff before we finish the contract. Then she can adjust her work accordingly.

Booker stated okay, are there any other questions for Amanda. Seeing none we will move to item number 6.

6. Approval of the Scope of Services with EST for the Traffic Flow Study and to allow the MPO Director to negotiate and sign the contract after reviewed by the City Attorney.

Recommended Action: Motion to approve the Scope of Services with EST for the Traffic Flow Study and allow the MPO Director to negotiate and sign the contract after it is reviewed by the City Attorney.

Smith stated if you would like to include any of the items we discussed you can make your motion based on the discussion we just had.

Motion by Rogalski, Second by Cleghorn, approve the Scope of Services with EST for the Traffic Flow Study and to allow the MPO Director to negotiate and sign the contract after reviewed by the City Attorney, to also include the traffic counts for the Phase I area as well as an ADA compliance analysis employing the existing information that is available by the City of Lawton. **Aye:** Denham, Earp, Fortenbaugh, Cleghorn, Owens, Petersen, Booker, Rogalski. **Nay:** None. **Motion Passed.**

7. Consideration to approve ratifying the Kimley-Horn contract for the Zero-Emission Bus Analysis and Rollout Plan for the Lawton Area Transit System (LATS) as authorized on March 15, 2022, and signed by the MPO Director.

Recommended Action: Motion to approve ratifying the Kimley-Horn contract for the Zero-Emission Bus Analysis and Rollout Plan for LATS.

Smith stated we have included the contract for you. It has gone through legal and was approved. I signed it based on our discussion and it needs to be ratified by the board.

Rogalski asked are we happy with the fee that they came up with.

Smith stated we are. It fits within our budget.

Motion by Cleghorn, **Second** by Earp, ratifying the Kimley-Horn contract for the Zero-Emission Bus Analysis and Rollout Plan for the Lawton Area Transit System (LATS) as authorized on March 15, 2022, and signed by the MPO Director. **Aye:** Earp, Fortenbaugh, Cleghorn, Owens, Petersen, Booker, Rogalski, Denham. **Nay:** None. **Motion Passed.**

8. Reports.

i. LMPO Director

Smith stated we have a presentation on the projects we had done based on the questions of the board at our last meeting. We have gone back to 2013. I'm going to allow Jonathan to make that presentation.

Stone stated for our congestion/mitigation air quality grant we have had three (3) projects. The bicycle trail construction, which on the map is the light blue, green and orange, was funded over five (5) to six (6) years. We have the actuated traffic signals for the last four (4) years and have done sixteen (16) intersections. Before and after the pink dots are the ones we have upgraded to video detective signals and the gray boxes are new signals that were installed. Air quality funds are now being used for zero emissions transit vehicle study and for the traffic study.

Booker asked is the \$200,000 for the sixteen (16) intersections.

Stone stated that is a rough estimate. I was asked yesterday to include the amounts and I didn't have a chance to go through every single one to add them up.

Booker stated that project says through 2021. Is it not ongoing?

Smith stated it is not. Until we get the study in place, we won't have the direction to put in any other traffic signals.

Stone stated I asked the city traffic engineer, before we started the zero emissions study, if he had any other intersections that needed to be upgrade, he did not so we moved on to the traffic flow study and the zero emissions study. The traffic flow study should give us more direction as to where we can spend this money.

Cleghorn stated I believe when EST does a traffic flow analysis, they will see our system needs to be upgraded to video detection. I know that is different than loop detection and some of the other things we have out there. Once they compare the equipment in the cabinets, we will be able to synchronize the intersections to work more efficiently than they do now. The goal is to get

traffic moving. I think Larry told me the cost was about \$15,000 an intersection if we do the work. That would be about \$240,000 for sixteen (16) intersections. We have done more intersections than we had money which means we used other funds. It wasn't all CMAQ monies.

Stone stated it is possible that is the federal share and not the local match.

Cleghorn stated if we do the work inhouse it saves us lots of money. It is \$25,000 plus if we contract it out. It may take longer for us to do it, but we get more for our money to do it inhouse.

Rogalski stated I thought it was going to be around the \$240.

Smith stated we believe this is a conservative number. We didn't want to over inflate the number and we knew it was at least \$200,000. Two hundred forty thousand (240,000) is probably more accurate.

Booker asked is that all of that report.

Stone stated yes, now for air quality. The other two (2) grants are from planning funds and 5303 Transit Planning. They were intermingled in some years. More recently ODOT requires them to be separated. However, this covers both time periods. I separated them by transit and non-transit. We did a study on relocation of the transfer center and the environmental assessment for two (2) proposed locations. Both locations were unavailable before the environmental assessment was finished and presented to the committee. We also have the LATS bus route study and a study on the City Transit Trust. That was for the design concept for the old police station. Now we are using 5303 funds and Transit Planning funds for the transit masterplan. Those are the transit related projects. For the Goodyear Boulevard extension to US 62 we have a feasibility study by Guernsey and the conceptional design by EST. That project is in the major work plan for 2025. We also funded a city planner that does walkability reports for cities all over the county.

Smith stated this presentation was to show you where the money is spent. We have a final slide that puts it all together and shows all the studies we have done. This is helpful as we look at the direction we want to go. It is helpful for us to put together these presentations for LURA, CPC and Council. I wanted you to see the value of what this board brings and all the work that has been done. We will utilize it to help our planning going forward.

Booker asked has anybody reached out to the new engineer at Fort Sill about our meetings. Are we sure she is getting notice?

Stone stated yes. I have been in communication with her, and we have her email. She has been invited to the meetings.

Booker stated okay.

Cleghorn stated I will talk to Tom Taylor about putting a little more emphasis on her attending the meeting.

Booker stated I had a discussion with her and expected to see her here and she isn't. I'm sorry I forgot this gentleman's name.

Rogalski stated this is Isaac Akem, of the Federal Highways.

Cleghorn stated thank you. Do you have any more money for us?

Akem stated the truck is on its way. (laughter)

Booker stated we are glad to have you. It has been a while.

Akem stated yes, they have lifted our restrictions and now we are free to attend.

Booker stated we are glad that you are here. Janet, do you have anything else.

Smith stated no sir.

ii. ODOT Division VII

Earp stated I apologize for our project north of town. Mr. Mayor if anyone says ODOT is not in your area, we are here loud and clear. We began with the lane closures on April 15th. They have one hundred eighty (180) days to do the work. That is essentially rebuilding two (2) bridges and that is very aggressive. We have a nice incentive if they finish early, and we have a nice disincentive if they finish after October 12th. So, from now until October 12th it is going to be tough. The Rogers Lane safety project is in design stage. One of the next stages is public involvement. We will have a virtual public involvement to get feedback from the public. Finally, in 2023 we are going to be overlaying US 62 beginning at the flyover bridge on the west side of 82nd Street and going to Cache. It will be a new nice asphalt surface.

Booker asked what is the plan on Highway 7. Wasn't there some kind of resurface project in the works.

Earp asked Highway 7, which is Lee Boulevard, west of I44.

Booker stated east of I-44

Denham stated I thought it was over the creek.

Earp stated we have a bridge project in 2025 on east Cache Creek bridge. The new bridge is the eastbound bridge. We also have the west bound bridge in the eight (8) year work plan in 2025. It will be two (2) or (3) million which is relative cheap. If we can find a hole, and Isaac can find some more money, then maybe we can accelerate the project. It is ready to let today. We are waiting on money.

Booker stated I wasn't aware of Highway 62. When is it expected to start?

Earp stated probably the summer of 2023. The surface is getting where it needs some attention.

Rogalski asked will you resurface the shoulder as well. Sometimes you do and sometimes you don't.

Earp stated I don't know. Sometimes we just mill and fill to the shoulders and crack sill the shoulders. How rough are they.

Rogalski stated they aren't rough except for the pieces of tire and stuff that is on it. The metal from the tires is what kills your bike.

Booker stated is that it.

Earp stated yes sir.

Booker stated thank you very much.

iii. Fort Sill

No one present.

iv. Lawton Fort Sill Regional Airport

Petersen stated we have transferred a lease from Kim for the cafe at the airport to a worker that had worked for her for some time. It will remain the Sky Cafe and hopefully have the same amount of business. We accepted bids for the car rental wash facility to be constructed. This is to be paid out of passenger facility charges and the rental car companies. The FAA has identified an issue with some trees along the fence line in the northwest part of the airport. Allan Hampton is working with the city attorney to have an approach to deal with it. Most are vacant lots but there are some are occupied. The bonding company that had the issue at the airport fire department has now accepted some degree of responsibility and hopefully that is progress.

Booker asked are there any questions. Okay, thank you. Before we get to the finance report I'm going to insert Isaac if he would like to give us a report. It seems like everyone is looking to you for money so I thought you might want to tell us about all the money.

Akem stated I'll be glad to talk about money at a future date. After every census we work with ODOT to determine how much money each MPO will receive. We are going through that process right now. All the urban populations are not certified and once they are we will revise the formula. Those will be coming up shortly and funding that has to do with planning. Planning funds are based on the relative population of organized areas. When the 2020 census is certified we will be able to revise those formulas and Lawton will know the amount of funds they will receive as well as other MPO's such as Tulsa and Oklahoma City.

Denham asked is there anything about the funds for the infrastructure bill.

Akem stated there are several provisions being looked into within our office and elsewhere. I know there are several grants that will be available. I'm sure you are familiar with some of the grants that are ongoing which municipalities, communities and MPO's apply for. These are grants that you can apply for directly which are distributed through ODOT. The grants come directly to municipalities or local governments depending on who applied and whether they are selected.

Denham stated we have been working on that.

Akem stated if there is anyway we can assist let us know. Usually when you submit an application the people in our office will look at it and help with any type of issues that might come up. We are always willing to work with the people in the State of Oklahoma with their applications.

Denham asked do these grants require local match.

Akem stated some do and some don't. It all varies. The idea is to make the application as well prepared as possible and try to avoid any issues that might prevent you from getting the funds. That is where our office provides some technical assistance.

Smith stated Jonathan and I have been looking at a couple of those. We will probably get with you to make sure we know what is available.

Akem stated we would be delighted to help. The people in our office are devoted in making sure the different agencies are aware of all the applications.

Booker stated great report. Thank you.

v. LMPO Finances

Schlecht stated I'm Susan Schlecht with finance. I'm the account for component units and this is my newest unit. I have a lot to learn. I put together a document that list some of the receipts, revenues, and expenses. At the top I have listed the bank deposits that were made in the last couple of months. We do have some CMAQ claims. If you are not aware, we incur the expenses and then submit the invoice to ODOT for reimbursement. We have claims that were paid in February as well as some planning fund. We have additional and final invoices in March for August 2021. We had FHWA planning and CMAQ funds that came in within the February March timeframe. That boosted the account to \$148,474.00. We have a receivable for \$35,200 for our 5303 that has been there for a while. I will follow up with ODOT to see if we can get those funds. We have an outstanding final payment for a larger invoice. We didn't have the cash at the time of payment and EST was working with us to do a partial payment. That check has not been cashed so it is an outstanding check. As of today, our bank balance is \$174,775.97 and if you take away the outstanding check the adjusted balance is \$136,260.20. We are trying to increase the cash flow. Jonathan and I have been diligently working on that. We want to be able to pay our invoices when they come due and to get that money into our account so we can draw the interest.

Akem stated the 5350 funds you said you worked with ODOT to receive payment.

Schlecht stated I believe so. Is that correct Jonathan.

Stone stated ODOT transit.

Schlecht stated I will give them a call today.

Booker stated okay, progress.

9. Commissioner's Reports or Comments

Booker asked Michael do you have anything.

Cleghorn stated exciting news. We finalized a deal this morning and now the city has what I call a balanced approach to all things grant receivable and/or infrastructure dollars. We now have an attorney on retainer that will help with these type of expenditure funds. This is David Floyd and his law firm. We also hired Tucker Link with Night Bridge to help with grant writing. They will pursue the grant writing portion and there is a component in their contract for them to manage some of the grants, if we so choose. If not, we pay them six (6) months retainer and after six (6) months they only get a percentage of whatever grant they get us. Finally, we finalized a deal in retaining a lobbyist on the state and federal level. Our lobbyist, Bill Phelps, will be retiring. I believe we have a really balanced approach to all things related to that type of world and you know the type of world I'm talking about. We are trying to get as much funding as we can for Lawton, Oklahoma.

Booker stated good.

10. Comments from the Public

Smith stated we have two (2) new ads that will start running on KSWO. One (1) is related to bike safety and the other is air quality. We would like to give you a preview.

(Ads played)

Booker stated those are great. Now we need to find some money for litter advertisement.

11. Adjournment

There being no further business the meeting adjourned at 11:55 a.m.

Booker stated we are adjourned