

MINUTES
LAWTON METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
3RD FLOOR CONFERENCE ROOM
June 6, 2023

Minutes of the Lawton Metropolitan Planning Organization Policy Board meeting held June 6, 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
Steve LaForge
Johnny Owens
Robert Weger

MEMBERS ABSENT: David Madigan

ALSO PRESENT: Madison Aust, Recording Secretary
Charlotte Brown, Director of Community Services/Planning
Jonathan Stone, Senior Transportation Planner
Susan Schlecht, Accountant Finance Department
Joseph Painter, Director of Engineering
Shivani Rani, Civil Engineer
Isaac Akem, Federal Highway
George Gill, Councilman Ward 4
Mike Woodhams, ODOT
Laura Chaney, ODOT
Sarah McElroy, ODOT

2. Verify posting of meeting.

The meeting was posted on June 1, 2023, at 2:43 pm by Kobe Humble.

3. Introductions

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4. Approval of minutes of the May 2, 2023, meeting.

Motion by LaForge, Second by Earp, to approve the minutes of the May 2, 2023, meeting as written. **Aye:** Earp, Hampton, Weger, LaForge, Owens, Booker **Nay:** None **Motion Passed**

5. Consider approving a Request for Qualifications for development of the travel demand model, authorize staff to issue the RFQ, and select a method for reviewing responses.

Brown stated I'll handle this one. We've got an RFQ to go out every five years, we're federally mandated to do a new travel demand model and we do have one change that we have to make to the RFQ, and it was recommended by the Transportation Technical Board to add the writing of the plan itself to the RFQ. Transportation Technical Board did discuss, and they did end up saying with that change they do recommend that we issue the RFQ. They did not recommend the method for reviewing the responses though.

Booker asked do we have questions or motions?

Hampton responded motion to approve.

Earp stated I have a question.

Booker responded okay, hold on just a moment we do have a motion on the floor. Is there a second?

LaForge stated second.

Booker stated we have a second. Questions?

Earp stated the Tech Committee didn't recommend a way to review, but can we so it doesn't? Or do we go ahead and do that?

Brown responded yes, and I would recommend that you go ahead and do that. The last RFQ that you did, your recommendation was to use the Tech Board as the reviewing policy as a reviewing group and we ended up doing a subcommittee off of that. If you want to do the same thing, you can do that this time as well.

Booker asked would you offer that as a friendly amendment?

Earp responded I would so we would the policy motion that we, the Policy Board recommends to the Technical Committee, that they do a subcommittee to look at the RFQ's and select the qualified consultant.

Brown stated yes.

Hampton responded I accept that amendment.

Booker stated do you accept that amendment.

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LaForge responded yes.

Booker stated okay, so that does everybody understand what we're voting on? I want to make sure everybody has an opportunity to ask questions. Would you like to ask question?

Weger asked can you clarify that RFQ again for me.

Brown responded it's a request for qualification. We send out a document to certain groups that handle this type of modeling and ask them to submit their qualifications so that we can pick the best qualified applicant to do the project for us.

Weger asked and these recommendations go to the to a committee or a board then for review from there?

Brown responded yes.

Weger stated this board.

Weger responded okay.

Painter stated we would probably review the qualifications and then interview.

Brown responded yes, that's what we did last time.

Painter stated depending on how many qualifications we get.

Weger asked the committee would?

Painter stated the tech committee would then interview two or three of them, and then come back to this board with recommendations.

Booker stated okay Bob so let me explain. This is a policy board as policymakers, but we're not transportation professionals as a rule. So, we have a technical committee that's made-up of I think Joe's on that as our city engineer and everybody on there has some kind of specialty. They're the ones that would recommend to us on what to do. Does that make sense?

Hampton asked that meeting is right before this meeting, correct?

Brown responded yes.

Booker asked any other questions or discussion or debate? Then I'll call for vote. Please call the roll.

Motion by Hampton, Second by LaForge, to authorize a subcommittee of the Transportation Technical Committee to look at the RFQ's, with the addition of writing of the plan and select the qualified consultant. **Aye:** Earp, Hampton, Weger, LaForge, Owens, Booker **Nay:** None **Motion Passed**

6. Select a firm for the 2050 Land Use Plan and authorize the Director to negotiate and bring a contract to the Policy Board for approval.

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Brown stated so we interviewed, we sent out the RFQ's for the land use plan, and we interviewed the two firms that responded. We interviewed Garver and Wallace Architects. Wallace was very, very brand new and had never put together a land use plan. And as most of you are aware, our land use plan was last approved in 2008. We are behind the gun on getting this done and taken care of. Our recommendation to the Technical committee was to go with Garver for the engineering consultant for this. They brought in two planners that are well versed in actually doing land use plans like this and they've worked on the private side as well as the public side. So, they've got some background there, and so technical committee said that their recommendation is that we select Garver as the engineering firm and then authorize the director to start negotiating and see what the budget's going to look like. And then, but we won't be signing a contract until we have a budget and the funds for sure.

Booker stated OK, so the question before you to select a firm for the 2050 land use plan, I don't think I have the right agenda. Oh, it's on the back and it didn't match up.

Booker stated the recommended actions would confirm for 2050 Land Use Plan and authorize the director to negotiate to bring back a contract to the policy board for approval. Are there questions or motion?

Brown stated and we are also going to do some research and see if we can find some more grant funding to help assist with some of the funds for this.

Booker stated we always like grants.

LaForge asked What is your budget for that? What's the price on that?

Brown stated We haven't been able to talk money. As of right now the UPWP I believe has \$110,000 to \$115,000 in it but we have a feeling that is going to be more like \$200,000 to \$300,000.

Stone stated we have put as much as we could in there and we may have to take some of that to pay for the previous item and the previous item is a requirement from (Stone was interrupted).

Painter stated that was my question.

Brown stated Yeah, that's why. That is why we are going to look for some more grants and see if we can't find some more funding sources for that as well.

Booker stated Now let me make sure I heard right. We have 110 or so and we're expecting this to be 200. How are we going to deal with that?

Brown stated that's why we're not going to sign any grants. We're going to negotiate and see what kind of money we're going to be looking at so that we can go for grants and stuff like that. So, we can have something to offset that.

Booker stated obviously, we won't award it until we can.

Brown stated Right, yes but this just authorizes me to go out and talk to them and let them know what exactly we need and start getting prices for that.

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Booker stated so, it's not going to hurt to negotiate the deal and find out how much is awarded. Until approved.

Brown stated right.

Booker state OK, everybody understand.

Akem stated Question Mayor.

Booker stated yes.

Akem stated Are these two travel demands Model and Land Use Plan. The government or whoever is bidding for this, does that include, I mean are they going to build for this as, well I mean the travel demand model.

Brown stated No, I don't think so. I don't know. If they would have the qualifications for the travel demand

Akem stated I worked with travel demand model for a long time in Dallas and one of the things we make sure we have in place is the land use model or the land use way, you know what you believe, so you have to go from land use to travel where people live, where people work. Where people recreate? That is the basis for the development of the travel demand model. You want to know origins and destinations, the trip ends, and the trip origins.

Painter stated we have to do the transit model as part of the federal requirement.

Brown stated yes.

Painter stated we have to do it to keep good with the Feds. The land use model, I understand, makes a lot of sense and we don't have funds right now to pay for the land use model. We have to do the other one, so we make.

Akem stated what I'm saying is that the land use model is indispensable when you're doing the travel demand model, because that's the inputs into the travel demand.

Painter stated I get it. I get it 100%. So, we don't have the money to pay for both. That's the problem. One of them we have to do. Hell, or high water. We have to get it done for the Feds. Correct?

Chaney stated yes unless Isaac is going to waive the requirement.

Painter stated we don't have to have the land use. We can use our 2008 Land Use Model.

Brown stated we have, we are currently under the 2030 Land Use Plan, we are just behind the game. It should have been updated 15 years ago and it's not been.

Painter stated we have a land use plan.

Brown stated yes.

Painter stated we just haven't updated it.

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Brown stated yes.

Booker stated and it's still in date, it just needs to be updated.

Brown stated updated yes, and our proposal is a 2050 Land Use Plan is what the new one will be. So, that'll be another 27 years.

Booker stated so for item number five that we just passed, we used the existing Land Use Plan, which is still in date.

Brown stated yes.

Painter stated money that we are getting from the Feds and ODOT to do it.

Brown stated yes.

Booker stated I appreciate Isaac's comments. It makes us realize how important it is to get this updated as soon as possible. Do we have item number 5 that we approved, do we have to, Travel Demand Model is that an annual?

Stone stated that's every five years, so we have to so a metropolitan transportation plan, and that would require the travel demand model, to create the plan.

Booker stated so if even we were put off a year on our updated land use plan, we'd make the cut for the next travel demand model, right?

Hampton stated and that travel demand model is that long range transportation plan that's mentioned in our comprehensive plan.

Stone stated Yes, the Metropolitan Transportation Plan is the new name for the long-range transportation plan. Same documents, new name.

Hampton stated okay, thank you.

Painter stated the Feds require it, so we have to have it.

Hampton stated right, I just wanted to make sure that it was lining up with the charter and that I understand where it was. Thank you.

Painter stated Jay and I spend a lot of money, (cannot discern audio)

Booker stated any other questions or motions? Motion for approval?

Hampton stated motion for approval.

Booker asked is there a second?

Owens responded I second.

Bookers stated a motion and a second, any discussion or debate? Please call the roll.

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Motion by Hampton, Second by Owens, to select Garver as the firm for the 2050 Land Use Plan and authorize the Director to negotiate and bring a contract to the Policy Board for approval. **Aye:** Hampton, Owens, LaForge, Weger, Booker, Earp **Nay:** None **Motion Passed**

Booker stated by the way just a note if you have not appointed your alternate please do so before you leave today.

Owens asked am I the only one?

Brown responded no, but you are one of them.

Owens stated Corrine Owensby. I will write it down.

7. Consider authorizing the Chairman to sign the No Cost Time Extension request for Congestions Mitigation -Air Quality Projects.

Stone stated yes, this item allow would allow us to use FY23 CMAQ funds into FY24 specifically for the Traffic Flow Improvement Study that is expected to be completed in August.

Booker asked any questions? Motions?

Motion by Earp, Second by Denham, to authorize the Chairman to sign the No Cost Time Extension request for Congestions Mitigation -Air Quality Projects. **Aye:** Weger, Owens, Booker, Earp, Hampton, LaForge, Denham **Nay:** None **Motion Passed**

8. Consider approving a resolution adopt the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Transportation Planning Process.

Stone stated this item will approve the budget for FY24 with the unified Planning Work Program. The document is right here the Technical Committee did recommend to postpone or table this to a later meeting later in June to allow for more public comments. As it has had significant changes since it was sent out for public comments.

Booker asked so they are asking us to have a Special Meeting? And is there a deadline of when it has been approved?

Stone responded June 30th.

Booker responded the 30th, okay. We need to not vote on it today and we need to table it to a meeting without a date certain.

Stone stated that is recommended the of the Technical Committee and we put this out for public comment the day after we received the final budget and there have been several recommended changes after that date. We have made all those changes and it is right here for everyone and we will be sending these out via e-mail as well.

Hampton asked Jonathan, is there a deadline on this thing?

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Stone responded yeah, this does have to be approved by June 30th or we can't spend any money until it passes.

Denham stated you are getting the main comment.

Brown stated ODOT, yes.

Booker stated but they are recommending to wait.

Brown stated there is a change to the budget that we need to do for the Travel Demand Model. We need to make a small change to that. ODOT's recommendation is that since we just got the final changes completed in the UPWP yesterday evening at 6:00 PM that it be tabled so that they have further time to review it and make sure that everything is good and to make sure that we have the public comments done correctly.

Booker stated they have to review it.

Brown responded and the committee and to make sure that we have the public comments done correctly.

Booker stated oh.

Chaney stated we also noticed that yes, the UPWP draft was put on the LMPO website but there was no notice actually made to the public to let them know that the UPWP was there. So that was concerning to us. I mean, we definitely want to notify the public that there is a comment period and if that is clearly stated and we were unable to find that on the LMPO website and that's one of the things that the Public Participation Plan by the MPO states that will happen, and so that's what we're asking is that actually that take place and this come back after that comment period is completed.

Booker stated okay, do we have a motion to table? Do we have a second?

Denham asked do we need commentary on selecting the date and how long the public commentary needs to be?

Brown responded the public comment period is 15 days. So, if we get it out, Jonathan's off tomorrow, but if, can you work with Candace today and get it posted? If we can get it posted and then maybe the 27th or 28th we do Special Meetings, it would be that last week.

Booker stated okay, well we've got to make it work, right. That's your job right, make it work.

Brown responded yes, we will make it work and we will get you guys can update.

Booker stated we have a motion to table until a later date in June, subject to all the postings and notices, we have a second by Mr. Owens. Any discussion or debate? Please call the roll.

Akem asked my question is we do not have to go to Tech anymore? Just bring it to Policy, right?

Brown responded no; we still have to have them recommend.

Akem asked so you have to have both.

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Brown responded we have to have both meetings, yes, but it appears it would just be for that item more than likely and it would be probably a 20-minute meeting if even that, I would think.

Akeem responded ok if that's what you choose to do, some people take it to Policy.(cannot discern audio) That's fine.

Motion by Earp, Second by Owens, to table approving a resolution adopt the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Transportation Planning Process until a later date in June, subject to all the postings and notices. **Aye:** Owens, LaForge, Booker, Earp, Hampton, Weger, Denham **Nay:** None **Motion Passed**

Booker asked that motion carries. Now, does the consent agenda go down to 15?

Brown responded yes.

Booker stated okay, so now we have a consent agenda for items 9 through 15, which are basically several annual contracts and MOU's that we need to put in place. Does anybody want to pull one of the items 9 through 15 to discuss?

Consent

9. Consider approving the Annual Agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for transportation planning.

10. Consider approving the annual Congestion Mitigation and Air Quality (CMAQ) Agreement between the Oklahoma Department of Transportation and the Lawton Metropolitan Planning Organization for air quality planning.

11. Consider approving the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for metropolitan transportation planning for Fiscal Year 2024.

12. Consider approving the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for transit planning for Fiscal Year 2024.

13. Consider approving the Memorandum of Understanding between the City of Lawton and the Lawton Metropolitan Planning Organization for Congestion Mitigation and Air Quality programs and projects during Fiscal Year 2024.

14. Consider approving the annual Joint Certification Statement for the Lawton Metropolitan Transportation Planning Process.

15. Consider approving the Federal Transit Administration Certifications and Assurances for Federal Fiscal Year 2024.

Motion by Denham, **Second** by Owens, to approve the consent agenda as presented.

Aye: LaForge, Owens, Hampton, Weger, Earp, Denham, Booker **Nay:** None **Motion Passed**

16. Reports or Comments

Akeem stated I don't have anything substantial this week.

Booker stated okay, it's good to have you here.

Earp stated to brief the policy board on a couple of ODOT projects in the Lawton area we're overlaying Hwy. 62 between Lawton city limits and Cache about finished with the eastbound lanes and we'll be starting the westbound lanes, and some new asphalt out there as it approaches to Lawton. We are also working on a bridge on Rogers Lane, West of 82nd St. have some cones and a lot of conflict on the road there on doing some bridge deck work on the Wolf Creek and what I call the S curve area of Rogers Lane. There West of 82nd Street, lastly, we spend our summers rebalancing our eight-year work plan. We should be getting our proposed numbers from the federal government phase (cannot discern audio) plus the state did approve their budget last week, so we will start our long, arduous task of rebalancing our year work plan starting now. Hopefully we'll go to Commission where Commissioner LaForge and his counterparts would approve either in September or October. Be happy to answer any question and that concludes my report.

Booker asked how's the transportation plan of the Bicycle Trail on Rogers Lane to 115 has there been anything on that?

Earp responded that did not get a lot of support.

Booker asked locally. Is that what you are talking about or?

Earp responded it was going to take kind of three entities Cache, the County Commissioner and Lawton, and seemed like some of them just kind of wanted to redirect that effort down, old Cache Rd, is the latest that I have heard.

Booker stated maybe we can visit about. Were there any more questions? Deborah's not here, so, I guess we have no report from Fort Sill. Report from Lawton-Fort Sill Regional Airport, Allen, can you tell us anything there?

Hampton responded Yeah; we've got some grants that are going to be okayed on the next Council meeting. Everybody likes free money and that's going to help us. Everything going well with the flights inbound and outbound flights. We've got the rental car area already done if you haven't been over there to see that. It looks pretty professional and coming in there the Wash

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Bay Area that that we had, and The Sky Bridge areas tore out and they're going to start building that pretty, pretty quick here. If you haven't been out there and seen some of that stuff, it's really starting to look like a big town.

Booker stated alright, thank you. Any questions about the airport? Let's move on to LMPO Director, Charlotte.

Brown responded I don't have anything. I had a great vacation.

Booker asked well how about LMPO Finances, Susan?

Schlecht stated on our bank deposits, we don't have any to report this month. We'll have 5303 that you're familiar with. We have additional funds for the CMAQ and the PL. That's we have, receivables of as of April 18th, we have \$1,187 and \$3,112 and then another invoice from May 3rd for \$1,001 and \$4,020 so that brings our total receivables, basically money we are waiting to come into our account at \$54,376.80. Below that is outstanding checks for some invoices that we recently paid. We have a total outstanding checks of \$6877.91. That brings our adjusted cash balance to \$194,961.18 from that we take away the EST encumbered funds of \$124,920. We have not received any bills from them yet, but we should here before the end of this fiscal year. That brings our total cash available of \$70,041.18. Any questions?

McElroy stated I will just mention, we're still waiting on the remainder of our FY23 invoices, so I think ODOT, we've only received 2 for July and August and then the fiscal year ends June 30th. So, once we receive those, we'll start reimbursing.

Brown responded we will have those done by the end of the month.

McElroy stated okay.

Denham stated and the MPO status I thought we turned everything in at the last meeting, and we're probably expected to be paid by now.

Schlecht responded we did. We did.

Browns stated we're down to two attorneys and legal and both of them apparently are reviewing the 5303, I haven't quite figured that one out yet, but we're trying to get that back on track, and pull that back to the front so that we can get it sent back up to ODOT for final signatures.

Denham asked so it is in our court.

Brown responded yes.

Booker asked and we are keeping the lawyers reminded of deadlines?

Brown responded yes.

Booker asked reminding them daily.

Brown responded I have not been reminding them daily, but I will start reminding them daily.

Booker stated any questions on the Finances? Okay, thank you Susan. Let's move onto City of Lawton Engineering, Joe.

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Painter responded probably an update we have is lighting on Rogers Lane. Working on our grant for the Commerce Department. They say we get; we have the paperwork and we're working on getting an agreement for Fort Sill. It will be lighting down Rogers Lane at the intersections, it'll be lighting at the interchange at Rogers Lane and I-44 and lighting at Gore and I-44. Our obligation, which we haven't funded yet, is probably about \$1,000,000 the City of Lawton needs to come up with, we'll work on figuring out where we recommended, we budget that from. You know, kind of going on the assumption we don't want to pass up 2 million dollars of free money to do lighting we need to get done anyway. We are pursuing that. And they've also talked to us about some grant opportunities on Goodyear.

Booker asked can you go into any detail on there?

Painter responded I don't have much more on that right now.

Booker stated that's okay.

Akeem stated that reminds me there's several grant opportunities that are available currently. I'm not sure which ones, but there's been several notices of funding opportunities for those grants. Last time I brought a listing of the various grants online.

Painter stated we, like everybody else at the City of Lawton, have precious few staff.

Akeem responded yes, that is always a challenge.

Painter stated and we have reached out for some help to get that going, getting them up and running, and helping us full time. Also, to keep an eye out for all these grants and the all the supplies for these grants. If we had Jonathan come work for engineering, maybe we could.

Brown responded no; you can't have him.

Akeem responded I would like you to know there's a person on our staff who has that responsibility solely. So, if we need one person dedicated to pursuing, and following up on grants, all the grants that are coming to Federal Highway. I will be glad to share his information with you if you want to.

Painter stated sure, absolutely.

Akeem stated he maybe able to tell you some of the ones that are coming over now.

Painter stated I need to know his name, taking him to lunch, maybe a back rub.

Akeem responded he was in the office when I left today.

(cannot discern audio)

Booker stated I would like to kudos to Joe, he set meeting the other day in Oklahoma City the other day that looks like it is really going to be beneficial for us on Goodyear Boulevard. Helping us financially with that. I think the amount of money that it's costing us twice what we thought it was going to cause because the road deteriorated so fast. Which I'm sure is because all those semis but anyway and other grant opportunities and we'll leave that at that for now.

17. Comments from the public.

None

18. Adjournment

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

With no further business the meeting was adjourned at 11:32 am.