

MINUTES
LAWTON METROPOLITAN PLANNING ORGANIZATION POLICY BOARD
3RD FLOOR CONFERENCE ROOM
August 1, 2023

Minutes of the Lawton Metropolitan Planning Organization Policy Board meeting held August 1, 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 11:02 am by Mayor Stan Booker.

ROLL CALL

MEMBERS PRESENT: David Denham
 Stan Booker
 Jay Earp
 Allen Hampton
 Robert Weger
 Sarah McElroy

MEMBERS ABSENT: Johnny Owens
 David Madigan

ALSO PRESENT: Madison Aust, Recording Secretary
 Jonathan Stone, Senior Transportation Planner
 Candace Smith, Transportation Planner I
 Susan Schlecht, Accountant Finance Department
 Shivani Rani, City of Lawton Engineering
 Debra Porter, Director of Public Works Fort Sill
 Tracy Terrill, ODOT

2. Verify posting of meeting.

The meeting was posted on July 28, 2023 at 8:26 am by Kobe Humble.

3. Introductions

4. Approval of minutes of the June 27, 2023, meeting.

Motion by Hampton, **Second** by Earp, to approve the minutes with the needed title correction. **Aye:** Denham, Booker, Weger, Earp, McElroy, Hampton **Nay:** None **Motion Passed.**

5. Consider selecting a member of the Policy Board to serve on the Steering Committee for the 2050 Land Use Plan.

Stone stated the 2050 Land Use Plan we are currently in discussions with our consultant and part of that process is a Steering Committee that will meet multiple times, probably about 5 or more times, over the process. It would be about 18 or more-month process and the Steering Committee will consist of some staff, members of the Technical Committee, Policy Board, City Council, and City Planning Commission. There might be some other committees adding in there as well, but the number of slots is limited on the Steering Committee. I think it's about 15 people. Right now, Tech has nominated 2 people Barbara McNally and Sarah McElroy.

Booker stated if anyone would like to make a motion for a nomination.

Hampton asked Jonathan is there a member of CPC on there?

Stone responded at a future CPC meeting, CPC will select a member or members and the Council as well, but they have not been selected yet.

Booker stated which doesn't mean that a member of the CPC or City Council can't be nominated today to represent this board.

Stone stated and just note that the Land Use Plan is more city and not regional or state so having local members on the Steering Committee would be somewhat preferred.

Denham stated I see myself serving on it as the role of the City Planning Commission and if I can get another person from CPC too. Do we have two slots?

Stone responded I think they are 15 total. I'm not sure how they have been divvied up, but I do know Tech has two, Policy has one, but I think Charlotte will be recommending that but there's not a set number.

Denham stated if I could wear two hats it would be one position. So, I would be on Planning Commission and on Policy.

Stone stated than that will take up another slot.

Denham stated I can get another Planning Commission member as well.

Stone stated I would assume we would have multiple Planning Commission members because.

Denham stated that is our baby.

Stone responded yes.

Hampton stated I want to nominate David. I think it would be good for you to be on this committee.

Booker stated that's do it in a form of a motion.

Hampton stated I make a motion to put David Denham on there.

Booker asked is there a second?

Earp responded second.

Booker stated we have a motion and a second. Any discussion or debate? Please vote.

Motion by Hampton, Second by Earp, to nominate David Denham to serve on the Steering Committee for the 2050 Land Use Plan. **Aye:** Denham, Hampton, Earp, Weger, McElroy, Booker **Nay:** None **Motion Passed**

BUSINESS

6. Consider approving a Resolution adopting Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization.

Stone stated the changes to this amendment are under element three we did receive the fund amount for that. For the next three years we have roughly \$180,000 and we have already budgeted \$50,000 for the grant on preplanned items. A little over \$50,000 for this grant under element three and we have put about \$50,000 into this element three. Under element seven we did reduce the hours slightly to move the budgeting for the website hosting fees and the domain registration fees from the supply budget out of element one to element seven because it is part of our public participation.

Booker stated okay a little clarification on page thirteen those items we passed were TBD, right?

Stone responded correct.

Booker stated so now we have inserted the numbers and on page eighteen tell me what you amended those from. We see what you've put two but what were they before.

Stone responded we reduced the hours from a total of \$1,200 in man hours because that is the cost of the domain registration for each of our domains for our website and the posting fees.

Booker asked so you're not sure how many hours that is but.

Stone responded it totals \$1,200.

Booker stated so it totals \$1,200 okay. Does everyone understand that? And so, does anyone have questions?

Denham asked that would be under city match though, right? Since it's not technically.

Stone responded the grand total of the numbers did not change by more than a dollar or two. I don't think they changed at all actually I think I managed to find the right number of hours to

cut. It worked out that these numbers did not change on table 9 on page 19. The only number that changed was the number of hours worked on the projects.

Hampton asked does this also have to do with the updating and all the information updates.

Stone asked I'm sorry.

Hampton responded the updating of information.

Booker stated of the website.

Hampton responded yes, the website.

Stone stated the MPO's website the actual redesign of the website update is almost complete we just have some man hours in making sure all the items are on there and readable and we are still working on that.

Hampton asked after it's updated, we update information on that all the time, right? That's not part of this one?

Stone responded no, that is in Element 7. This is going to be under, we update it for public meetings, so it's under the public meetings.

Hampton stated okay, thank you.

Booker asked if there are no more questions, can I get a motion for approval?

Motion by Earp, Second by Hampton, to approve a Resolution adopting Amendment No. 1 to the Fiscal Year 2024 Unified Planning Work Program for the Lawton Metropolitan Planning Organization. **Aye:** McElroy, Booker, Denham, Earp, Weger, Hampton **Nay:** None **Motion Passed**

7. Reports or Comments

McElroy stated I don't have anything other than I mentioned in our Technical Committee that we are still waiting on some invoices January through June. Jonathan said those should be done later this week. That was my only question, I think.

Earp stated ODOT is nearing completion on the overlay from Highway 62 out to Cache. Our newer bridges over Highway 49 on I-44, we've got to do a one or two day, we call it a Silane Treatment, we put a treatment on the bridge deck to shed the salt that we put on there during the winter so you will have some traffic interruptions for a day or two but it's not very long. That will be next week, depending on if the contractor can get there this week, it would be this week, it be next week.

Booker stated they are out there today.

Earp responded they are out there today.

Booker stated they are marking things off I assume.

Earp responded okay that is what they are doing. At Elgin we are going from the off ramp of the turnpike kind by Braums going to the first traffic signal we are going to be three lane through Elgin. We're moving some utilities. That concludes my report.

Booker asked did I hear three lane?

Earp responded three lanes, yes sir.

Booker stated how about that!

Earp stated desirable would be the five lane, but we would have to buy half the town to put a five-lane highway through there. So, we are doing a three lane.

Booker responded okay, thank you. Did anyone have any questions? We will move onto Fort Sill, Debra?

Porter stated nothing to report this month but other than we are tentatively it keeps being pushed but we are looking to close the gate that is on Fort Sill Blvd, we are looking at shutting down September 10th or 11th to upgrade the vehicle barrier system. They have moved this date many times so maybe at the next month meeting I will have a permanent date.

Booker responded thank you. Do we have some here representing the airport.

Hampton stated we do not Mayor, but I am on the board. The things at the airport are moving along briskly if you have been out there our flights are full with the new bigger planes. I like the new bigger planes. I think they are nicer and have better ride. The terminal work is going along well it's really nice if you haven't been there, it's looking really good. I went over and looked at the wash bay and talked to those people over there, those are working out really well. They said they are trying to get more cars here. They run out of cars quite a bit. That's good for business, and they are working on a new parking contract. They are trying to make sure we have everything we need for all the long-term parking. But everything is going very well at the airport. I'll entertain any questions if anyone has any.

Booker responded that was a good report, thank you.

Hampton stated thank you, I appreciate that.

Booker stated and that was just off the cuff to wasn't it.

Hampton responded yes it was.

Booker stated LMPO Director Jonathan.

Stone responded we have nothing new on the LMPO side.

Booker asked have you heard anything about our traffic study?

Stone responded the traffic flow study should, I believe they are waiting on some collision data from ODOT but other than that they are on track. It might be early September instead of late August depending on when they receive the collision data, but not a significant delay.

Earp asked who is your consultant?

Stone responded EST.

Booker asked are there any other questions? I look forward to seeing how many lights we are going to take out. LMPO Finances.

Schlecht stated at the top of the page we have our bank deposits which we did receive several of the claims from the CMAQ and the FHWA PL for the month of September, October, November of 2022. The total amount of cash we have received is \$17,631.00. Below that we have receivables. Of course, we still have the 5303 grants receivables that are still on the books we're just waiting on that. I was going to ask him today but unfortunately; he is not here. I will give him a call and see where we are on that.

Denham asked that was held up in our legal.

Schlecht responded no, I think everything has been done now. We have a contract; we have everything in place I think something is going on on that side. I will have to ask him to find out what that is. The last I spoke to him, and he felt that the money would start coming in soon. I checked the bank this morning and there was nothing. Below that we have the December 2022 FHWA PL and CMAQ claims those are still outstanding those were sent out in late June. I would say about two or three weeks, does that sound about right?

McElroy responded they have been submitted. We are just waiting on Comptroller right now to process.

Schlecht stated alright, great. Below that we have several outstanding checks which is typically for this time of year. A total of \$48,196.00. The checks that have been cut have not been processed through the bank yet. So below that we have our bank balance as of July 31st at \$167,507.00. We take out those outstanding checks it gives us an adjusted cash balance of \$119,311.00. From that amount we removed our Encumbered Funds as of right EST we have encumbered still \$95,131.50. Those bills are paid up until the end of the fiscal year of 2022, so we should be getting another invoice here in a month or so. They're usually further behind. Our total cash available for our day-to-day activities \$24,179.50. Are there any questions?

Booker stated seeing none, we will move on to City of Lawton Engineering Shivani.

Rani responded we gave Phase 2B to MTZ construction for the ad valorem project, so there are like eight streets on that job, and they started construction on two of them. You make see a lot of trucks coming to and more for while they work on projects.

Booker stated okay, any questions? Tell us what is going on, on west Gore and what the hold up is?

Rani responded on west Gore we had a contract with Charlie's Backhoe do the water and sewer line work, that has been completed. Right now, we are relocating the utilities. We are trying to work with AT&T and the gas line, they are moving their utilities out of the way so last time I check they should be done maybe in two months. And then we will have ODOT coming back in and redo the street.

Earp stated her comment ODOT, you have some federal funds coming for that project, which you will have a match on that project. Right now, I believe the plans are almost done. They were complete enough to relocate utilities, I assume you've bought all of your right of way.

Rani responded yes; all the right of way acquisition is done. And the utility relocation is almost about to be completed and they are finalizing the design because we had to incorporate what it would take a waterline project into the road, so we are working on that. We are working with Dewberry to finalize the design and we are also working with Tammy to schedule the meeting to submit the plans and finalize the cost order. And schedule the meeting for over 95% complete.

Earp stated and I believe it is scheduled to let in 2024.

Rani responded yes.

Earp stated it sounds like it is going to.

Booker stated I will have some questions. Did you put that on the agenda to talk about? Seems like I saw an agenda item.

Weger responded yes.

Booker stated it seems like we will be discussing that at council. Do you have anything else Shivani?

Rani responded no.

8. Comments from the public.

None

9. Adjournment.

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