

**City of Enid**  
**Transportation Technical Committee of the Chisholm Trail Metropolitan**  
**Planning Organization**  
**Minutes**

The Transportation Technical Committee of the Chisholm Trail Metropolitan Planning Organization of the City of Enid, County of Garfield, State of Oklahoma, met in special session at 1:30 PM on Wednesday, November 6, 2024, in Room 403/404 of the Stride Bank Center, located at 301 South Independence Avenue, Enid, Oklahoma, pursuant to notice provided to the Clerk of the City of Enid no less than forty-eight hours prior to said meeting, and which notice was posted no later than 1:30 PM on the 5th day of November, 2024. The minutes for said meeting are as follows:

**1. CALL TO ORDER/ROLL CALL.**

Chairman Jerald Gilbert called the meeting to order with the following members present and absent:

PRESENT: Enid City Manager Jerald Gilbert, Enid City Engineer Jason Unruh, Treasurer of the Enid Public Transportation Authority Erin Crawford, Aviation Director of Enid Woodring Regional Airport Keston Cook, Executive Director of the Greater Enid Chamber of Commerce Jon Blankenship, Representative of NORTPO Brock Spencer, ODOT Government Affairs Planning Branch Manager Laura Chaney, and ODOT Multimodal Division Office of Mobility and Public Transit Designee Veronica Ross

ABSENT: Representative of the Town of North Enid Jason Dockins and ODOT District IV Rural Construction Engineer Ted Zachary.

Others present were Enid Assistant City Manager Scott Morris, Transportation Planner Taylor Massey, Enid City Attorney Carol Lahman, ODOT Transportation Manager Travis Rigdon, Enid City Clerk Summer Anderson, ODOT Multimodal and Planning Division Planning Coordinator Sarah McElroy, and City Manager Executive Assistant Jody Kuberskey.

**2. MINUTES.**

1. Consider approval of minutes of the September 18, 2024 Transportation Technical Committee Special Meeting.

Moved by Jon Blankenship, seconded by Brock Spencer, to approve minutes of the September 18, 2024 Transportation Technical Committee Special Meeting.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

**3. BUSINESS.**

1. Introduction of City of Enid's MPO Planner.

Taylor Massey was introduced as the new Transportation Planner for the City of Enid. Introductions were also given by all those in attendance.

2. Discuss and take action the 2025 Schedule of Regular Meetings.

Moved by Erin Crawford, seconded by Keston Cook, to approve the 2025 Schedule of Regular Meetings for the Transportation Technical Committee as follows:

- February 5, 2025
- March 5, 2025
- April 2, 2025
- May 7, 2025
- June 4, 2025
- July 2, 2025
- August 6, 2025
- September 3, 2025
- October 1, 2025
- November 5, 2025
- December 3, 2025

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

3. Discuss and make a recommendation on the Environmental Justice (EJ) Plan.

Moved by Brock Spencer, seconded by Keston Cook, to make a recommendation to the Transportation Policy Board to approve the Environmental Justice (EJ) Plan as presented.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

4. Discuss and make a recommendation on the Limited English Proficiency (LEP) Plan.

City Attorney Carol Lahman noted that amendments were needed on the LEP Plan, prior to presenting it to the Transportation Policy Board for approval. Under Section 5-A, the official language of the Marshallese should be referred to as "Marshallese" rather than "Ebon", and the footnote referring to "Ebon" should also be removed on the LEP Reporting Form.

Moved by Keston Cook, seconded by Jason Unruh, to make a recommendation to the Transportation Policy Board to approve the Limited English Proficiency (LEP) Plan, with the above amendments.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

5. Discuss and make a recommendation on the Title VI Complaint Process.

Moved by Brock Spencer, seconded by Jon Blankenship, to make a recommendation to the Transportation Policy Board to approve the Title VI Complaint Process as presented.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

6. Discuss and make a recommendation on the Title VI Assurances.

Moved by Erin Crawford, seconded by Keston Cook, to make a recommendation to the Transportation Policy Board to approve the Title VI Assurances as presented.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

7. Discuss and make a recommendation on the Title VI Plan.

Moved by Jon Blankenship, seconded by Keston Cook, to make a recommendation to the Transportation Policy Board to approve the Title VI Plan as presented:

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

8. Discuss and make a recommendation on a resolution approving the Chisholm Trail MPO's Adjusted Urban Boundary Map.

Moved by Erin Crawford, seconded by Jason Unruh, to make a recommendation to the Transportation Policy Board to approve a resolution adopting the Chisholm Trail MPO's Adjusted Urban Boundary Map as presented.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

9. Discuss and make a recommendation on a resolution adopting the Chisholm Trail MPO's Transportation Improvement Program (TIP).

Moved by Brock Spencer, seconded by Keston Cook, to make a recommendation to the Transportation Policy Board to approve a resolution adopting the Chisholm Trail MPO's Transportation Improvement Program (TIP) as presented.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

10. Discuss and make a recommendation on the Self-Certification Statement.

Moved by Jason Unruh, seconded by Erin Crawford to make a recommendation to the Transportation Policy Board to approve the Self-Certification Statement as presented.

Carried by the following votes:

Ayes: Jerald Gilbert, Jason Unruh, Erin Crawford, Keston Cook, Jon Blankenship, Brock Spencer, Laura Chaney, and Veronica Ross

11. Discuss the next steps of the MPO's efforts to meet federal and state objectives concerning transportation and transit planning, civil rights, safety and reporting.

Discussion was held regarding the next steps for the MPO. In addition to making sure the MPO website was fully up to date, documents approved by the MPO's Policy Board should be uploaded to the website. Additionally, they should begin preparing for the Metropolitan Transportation Plan (MTP), which would take a twenty to twenty-five year look into the future. Brief discussion was also held regarding training opportunities for the MPO Planner, as well as funding and invoicing for her time.

#### **4. ADJOURN.**

There being no further business to come before the Committee at this time, Chairman Gilbert adjourned the meeting at 2:14pm.