



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA
DECEMBER 21, 2023

723 S Lewis Street
Room 1122B
Stillwater, OK 74074
4:00 PM

1. Call Meeting to Order

2. General Orders

The Transportation Project Advisory Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Transportation Project Advisory Committee unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Transportation Project Advisory Committee.

a.	Approval of October 26, 2023 meeting minutes	2023-838	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item)	2023-839	Christy Cluck
c.	Discussion and possible action on current and future transportation projects • Update on IMS results	2023-840	Candy Staring
d.	Approval of 2024 meeting schedule	2023-841	

3. Public Comment / Input on Transportation Projects

4. Reports from Committee Members & Staff

5. Questions and Inquiries

6. Adjourn

On December 19, 2023 at 9:30 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8209.

- Meetings are televised on AT&T U-verse channel 99 and Suddenlink channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.
- Go to [eNotifications](#) for email notices when an agenda is posted. Select each elected or appointed board or committee for which you would like to receive notices.

Strategic Priorities At A Glance



#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT

To provide effective services and accountable government by practicing fiscal responsibility, transparency and outstanding customer service.



#2 MOTIVATED MANAGEMENT

To serve with integrity and demonstrate proactive leadership, motivated management and smart planning skills needed to create a better community.



#3 SAFE COMMUNITY

To promote a safe and secure community for all residents through equitable services, enhanced relationships, and responsive care.



#4 CONNECTED SPACES

To develop a strong sense of place by providing opportunities and services, such as transportation, utilities, and parks to best meet the needs of the public.



#5 UNIQUE CULTURE

To cultivate partnerships that enhance the spirit of Stillwater with equal access to services and amenities, strong and connected neighborhoods, and a thriving economy.



#6 ENGAGED & INVESTED RESIDENTS

To encourage participation and an understanding of government through outreach and inclusive initiatives that inspire trust and pride in local government.



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECTS ADVISORY COMMITTEE (TPAC)
MEETING MINUTES
OCTOBER 26, 2023
723 S Lewis Street
Room 1112 B
Stillwater, OK 74074
4:00 P.M.

Members Present: Chair Steve Whitworth, Gary Clark, & Brad Rickelman

Members Absent: Roger Gose, Tammy Brown

Others Present: Interim City Manager Brady Moore, Assistant City Attorney Ashlyn Garis, Director of Engineering Candy Staring, Deputy Director of Engineering Bill Mill, & Assistant to City Manager Patti Osmus

1. Call Meeting to Order

The meeting was called to order at 4:00 p.m.

2. General Orders

The Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Committee unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Committee.

a.	Approval of August 31, 2023 special meeting minutes Clark motioned to approve the special meeting minutes as presented and Rickelman seconded. Clark – yea, Whitworth – yea, Rickelman – yea. Motion carried with 3 yea votes.	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item) Cluck reviewed the financials and reported that sales tax is on point and actually up a bit. There is \$18.2 million available for expenditures.	Christy Cluck
c.	Discussion and possible action on current and future transportation projects, including the following: i. Bid recommendation for Block 34 construction Staring reported that staff is still evaluating the bid and bid alternates received from Crossland, the lowest bidder.	Candy Staring

	The plan is to take recommendation to City Council on November 13, 2023. Motion from Clark to recommend to City Council the approval of the base bid plus alternates 1, 2, & 3 conditional on what donors are willing to commit to as far as funding. Rickelman seconded. Clark – yea, Whitworth – yea, Rickelman – yea. Motion carried with 3 yea votes. ii. Bid recommendation for 7th Avenue reconstruction Staring reported that the costs for this project have increased 40% to \$1.1 million. Bid were received from 4 contractors with Rudy Construction being the lowest and best bid. Motion from Clark to recommend the City Council accept the lowest and best bid in order to complete the project commitment made in 2020. Rickelman seconded. Clark – yea, Whitworth – yea, Rickelman – yea. Motion carried with 3 yea votes. Millis reviewed the status of several projects. He stated that staff is incorporating the recommendation from the committee to review and combine projects for economy of scale. Millis mentioned that progress is being made on the terminal project at the airport; Fire Station #2 project is moving along nicely, and that stormwater rates will be adjusted to help relieve allocation of budget dollars from other departments. Clark suggested putting signs at these projects such as “TIME Project”, or something similar.	
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3. Public Comment / Input on Transportation Projects

No action will be taken by the Committee on items presented by the public at this meeting.

None

4. Reports from Committee Members and Staff

a. Discussion and possible action on future meetings

Osmus asked for input on 2024 meeting schedule. No changes were suggested.

5. Questions and Inquiries

6. Adjourn

Clark motioned to adjourn and Rickelman seconded. Clark – yea, Whitworth – yea, Rickelman – yea. Motion carried with 3 yea votes. Meeting adjourned at 4:40 p.m.

City of Stillwater - Transportation Sales Tax Fund
For the period ending November 30, 2023

		FY23	FY24		
		Actual	Actual	Budget	Remaining
<u>Sources of Funds</u>					
	Sales Tax	\$ 9,979,678.41	\$ 2,677,505.74	\$ 9,375,000.00	\$ 6,697,494.26
	Interest	373,418.82	-	-	-
	Rent	20,531.75	2,600.00	-	(2,600.00)
	Misc Revenue (house removal)	10,500.00	-	-	-
	Total Sources of Funds	10,384,128.98	2,680,105.74	9,375,000.00	6,694,894.26
<u>Project No.</u>	<u>Uses of Funds</u>				
18TR01	FY18 Pavement Management	-	-	725,131.00	725,131.00
19TR01	FY19 Pavement Management	-	-	1,288,325.00	1,288,325.00
19TR04	3rd Street Bridge	892,424.13	728,371.63	1,601,817.00	873,445.37
19TR05	Husband Street Bridge	1,320,358.93	413,298.65	1,037,114.00	623,815.35
	FY20 Pavement Management				
20TR01	Crack Sealing	-	-	200,000.00	200,000.00
20TR03	Deferred Maintenance	48,884.51	-	-	-
20TR05	Mill & Overlay	175.00	350.00	51,932.00	51,582.00
20TR06	Pavement Reconstruction	78,073.42	8,091.00	1,821,462.00	1,813,371.00
20TR07	Diamond Grind	-	-	739,711.00	739,711.00
N/A	Street Markings	-	-	350,000.00	350,000.00
21DS05	Duncan to Duck (CDBG)	104,326.56	118,711.44	135,805.00	17,093.56
	FY21 Pavement Management				
21TR05	Crack Sealing	90.00	-	300,000.00	300,000.00
21TR06	Diamond Grind	-	-	205,000.00	205,000.00
21TR07	MicroSurface	-	-	390,000.00	390,000.00
21TR09	Deferred Maintenance	293,813.51	-	563,000.00	563,000.00
21TR13	Surface Treatment	-	-	83,500.00	83,500.00
21TR14	Full Reconstruction	-	-	231,000.00	231,000.00
21TR15	Engineering/Testing	2,715.50	-	106,202.00	106,202.00
21TR16	PM Contingency	-	-	385,674.00	385,674.00
22TR07	Deferred Maintenance	-	-	118,244.00	118,244.00
22TR08	Drop Inlet	-	-	30,000.00	30,000.00
22TR10	500 S Orchard RCB Repair	-	-	34,615.00	34,615.00
22TR12	Boomer Lake W Shoreline Revetment	-	-	256,875.00	256,875.00
22TR13	University Circle Sidewalk	-	-	59,764.00	59,764.00
22TR14	Miller to Duck Sidewalk	-	-	88,958.00	88,958.00
22TR15	Lowry to Armory Sidewalk	-	-	61,222.00	61,222.00
22TR16	500 W University	225.00	-	32,338.00	32,338.00
22TR17	6th Street Land Acquisition	197,795.90	-	9,515.00	9,515.00
23TR02	Pavement Assessment	104,876.00	17,229.00	41,299.00	24,070.00
23TR03	Block 34 Area Improvements	140,093.55	12,164.42	4,536,811.00	4,524,646.58
23TR06	Maple & West Street Replacement	31,402.50	4,123.75	61,598.00	57,474.25
23TR07	Transportation Program Manager	9,615.32	41,024.01	305,385.00	264,360.99
24TR01	3rd/Hester Paving	-	-	28,193.00	28,193.00
24TR02	Monroe/Scott Sidewalk	-	-	4,750.00	4,750.00
STPW22	Perkins: McElroy - Lakeview	-	-	170,610.00	170,610.00
STPW27	Airport: Lakeview - Washington	19,842.32	85,233.05	1,119,780.00	1,034,546.95
	Total Uses of Funds	3,244,712.15	1,428,596.95	17,175,630.00	15,747,033.05
Net Income		7,139,416.83	1,251,508.79	<u>\$ (7,800,630.00)</u>	<u>\$ (9,052,138.79)</u>
Beginning Cash Balance		13,760,006.21	20,562,230.89		
Change in Interest Receivable		(40,941.06)	-		
Change in Accounts Receivable		(231.75)	200.00		
Change in Due from General Fund		(795,944.66)	1,585,222.71		
Change in Accounts Payable		466,874.38	(551,849.26)		
Change in Due to (from) Self Insurance Fund		33,050.94	-		
Ending Cash Balance		<u>\$ 20,562,230.89</u>	22,847,313.13		
Plus: Uncollected Sales Tax Revenues			6,697,494.26		
Less: Unspent Budget Appropriations			(15,747,033.05)		
Balance Available to Appropriate			<u>\$ 13,797,774.34</u>		



**TRANSPORTATION PROJECTS ADVISORY COMMITTEE
2024 MEETING SCHEDULE**

DATE	TIME	PLACE
January 26, 2024	4:00 p.m.	1112B
February 22, 2024	4:00 p.m.	1112B
March 28, 2024	4:00 p.m.	1112B
April 25, 2024	4:00 p.m.	1112B
May 23, 2024	4:00 p.m.	1112B
June 27, 2024	4:00 p.m.	1112B
July 25, 2024	4:00 p.m.	1112B
August 22, 2024	4:00 p.m.	1112B
September 26, 2024	4:00 p.m.	1112B
October 24, 2024	4:00 p.m.	1112B
November 21, 2024 (3 rd Thursday due to Thanksgiving)	4:00 p.m.	1112B
December 19, 2024 (3 rd Thursday due to Christmas)	4:00 p.m.	1112B
Prepared by: Patti Osmus	Nov. 15, 2023	