



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA

JANUARY 25, 2024

723 S Lewis Street
Room 1112B
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 December 21, 2023, meeting minutes	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item)	Christy Cluck
c.	Discussion on current and future transportation projects (No action will be taken on this item)	Candy Staring, Travis Small, Bill Millis

3. Public Comment on Items Listed on Agenda

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Council at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers prior to meetings.

4. Reports from Committee Members & Staff

5. Questions and Inquiries

6. Adjourn

On January 24, 2024, at 7:55, 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.



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECTS ADVISORY COMMITTEE (TPAC)
MEETING MINUTES
DECEMBER 21, 2023

Members Present: Chair Steve Whitworth, Gary Clark, Brad Rickelman, Roger Gose, Tammy Brown

Others Present: Assistant City Attorney Ashlyn Garis, Director of Engineering Candy Staring, Deputy Director of Engineering Bill Millis, Engineer Travis Small, Finance Director Christy Cluck

1. Call Meeting to Order

Chair Whitworth called the meeting 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 October 26, 2023 meeting minutes Clark motioned to approve the October 26, 2023 minutes as presented and Gose seconded. Clark – yea, Whitworth – yea, Rickelman – yea, Gose – yea, Brown - yea. Motion carried with five yea votes.	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item) Cluck reviewed financials and noted added numbers for cross reference. Block 34 has been awarded since last report. The budgeted amount for B34 is \$4.5M for infrastructure, of which \$140,000 has been spent.	Christy Cluck
c.	Discussion and possible action on current and future transportation projects Millis presented a forecast for upcoming project costs. • Update on IMS results Small presented on the pavement management approach and the IMS report. ➤ IMS was used to determine/assess pavement conditions ➤ Members stated the need to look at local roads because citizens use those every day. ➤ Gose mentioned the idea of paving districts	Candy Staring

	➤ Small reported the IMS PCI rating is 63; ideally would like it to be 70. To get to that point would take \$13.4M per year. ➤ A minimum of \$6.08M is required to maintain the rating of 63. ➤ Gose requested General Fund numbers for last 5 years that went to transportation projects. ➤ Small gave status of several projects that have been completed, are in construction, advertised for bid, and currently in design. ➤ Clark mentioned placing signs stating “sales tax dollars used here” at project sites. No action was taken.	
d.	Approval of 2024 meeting schedule Clark motioned to approve the proposed 2024 meeting schedule and Gose seconded. Clark – yea, Whitworth – yea, Rickelman – yea, Gose – yea, Brown - yea. Motion carried with five yea votes.	

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

None

5. Questions and Inquiries

None

6. Adjourn

Gose motioned to adjourn and Brown seconded.

Clark – yea, Whitworth – yea, Rickelman – yea, Gose – yea, Brown - yea.

Motion carried with five yea votes.

Meeting adjourned at 5:08 p.m.

City of Stillwater - Transportation Sales Tax Fund
For the period ending December 31, 2023

		FY23	FY24		
		Actual	Actual	Budget	Remaining
<u>Sources of Funds</u>					
Sales Tax		\$ 9,979,678.41	\$ 3,547,160.49	\$ 9,375,000.00	\$ 5,827,839.51
Interest		373,418.82	-	-	-
Rent		20,531.75	2,800.00	-	(2,800.00)
Misc Revenue (house removal)		10,500.00	-	-	-
Total Sources of Funds		10,384,128.98	3,549,960.49	9,375,000.00	5,825,039.51
<u>Project No.</u>	<u>Uses of Funds</u>				
18TR01	FY18 Pavement Management	-	-	655,681.00	655,681.00
19TR01	FY19 Pavement Management	-	-	1,288,325.00	1,288,325.00
19TR04	3rd Street Bridge	892,424.13	1,058,947.37	1,601,817.00	542,869.63
19TR05	Husband Street Bridge	1,320,358.93	630,384.49	1,037,114.00	406,729.51
	FY20 Pavement Management:				
20TR01	Crack Sealing	-	-	200,000.00	200,000.00
20TR03	Deferred Maintenance	48,884.51	-	-	-
20TR05	Mill & Overlay	175.00	437.50	51,932.00	51,494.50
20TR06	Pavement Reconstruction	78,073.42	8,178.50	1,821,462.00	1,813,283.50
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	12,251.92	4,536,811.00	4,524,559.08
23TR06	Maple & West Street Replacement	31,402.50	4,123.75	61,598.00	57,474.25
23TR07	Transportation Program Manager	9,615.32	56,539.43	305,385.00	248,845.57
24TR01	3rd/Hester Paving	-	-	28,193.00	28,193.00
24TR02	Monroe/Scott Sidewalk	-	-	4,750.00	4,750.00
24TR03	6th/Perkins Stonework	-	-	31,750.00	31,750.00
24TR04	4th Ave Improvements	-	-	20,000.00	20,000.00
24TR05	Wright Drive ROW	-	-	17,700.00	17,700.00
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	1,992,036.45	17,175,630.00	15,183,593.55
Net Income		7,139,416.83	1,557,924.04	<u>\$ (7,800,630.00)</u>	<u>\$ (9,358,554.04)</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>	<u>23,153,728.38</u>		
Plus: Uncollected Sales Tax Revenues			5,827,839.51		
Less: Unspent Budget Appropriations			(15,183,593.55)		
Balance Available to Appropriate			<u>\$ 13,797,974.34</u>		