



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA

MARCH 28, 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 February 22, 2024 meeting minutes	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item)	Christy Cluck
c.	Discussion and possible action on current and future transportation projects, including the following: • 12th Ave. Health Corridor Traffic Study • Monticello • Purchase of 2206 W. 6th Ave. for required right-of-way • Remaining FY24 tentative plan for use of available cash • FY18 PMP discussion • FY19 PMP discussion	Candy Staring, Bill Millis, Travis Small

3. Public Comment/Input on Transportation Projects

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

4. Reports from Committee Members and Staff

a.	Discussion and possible action on future meetings
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5. Questions and Inquiries

6. Adjourn

On March 27, 2024 at 2:00 p.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 405.742.8243.

- 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.



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECTS ADVISORY COMMITTEE (TPAC) MINUTES

FEBRUARY 22, 2024

723 S Lewis Street

Room 1112 B

Stillwater, OK 74074

4:00 P.M.

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

Members Absent: Tammy Brown

Others Present: Assistant City Attorney Ashlyn Garis, Deputy City Manager Brady Moore, Assistant City Manager Christy Cluck, Travis Small-Engineering, Bill Millis-Engineering, City Councilor Tim Hardin, Patti Osmus-CMO, OSU Journalism students Emma Haley and Taylor Carroll

1. Call Meeting to Order

Meeting was called to order at 4:01 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 January 25, 2024 meeting minutes Motion by Gose, second by Rickelman to approve January 25, 2024 minutes as amended. Gose – yea, Whitworth – yea, Rickelman – yea, Clark-yea. Motion carried 4-0.	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item) Assistant City Manager Christy Cluck presented the financial report. She stated that project numbers were added to the Transportation Sales Tax Fund report. A budget amendment will be on the City Council agenda on 2/26/2024 increasing sales tax projections. Gose asked if FY18 & 19 funds will be reallocated and if so, what for.	Christy Cluck

	Millis stated he would report back at next month's meeting on FY18 & 19. After the close out of Husband Street & 3rd Avenue bridges the left-over funds will be returned to the Transportation Sales Tax Fund.	
c.	Discussion and possible action on current and future transportation projects, including the following: i. Review of FY25 draft Pavement Management Program Travis Small reported the FY25 PMP is in year 1 of 5 years. He stated he is working on IMS report to refine it to first year projects with construction costs only. • \$3.3 mil full reconstruction of asphalt • Asphalt reconstruction • \$1.4 mil mill & overlay asphalt • \$1.7 mil various surface repair • Min concrete repair Small stated that Airport/Park/Harned Roads project will be awarded before March 28, the next TPAC meeting date, so TPAC will not be able to make a recommendation to Council regarding this project. Gose stated there is no need for TPAC to make recommendation for this project to keep moving. Gose stated that Perkins to Richmond needs ODOT attention. Gose stated that sidewalk projects need to be added as promised in the bond and concentrate on routes around schools. Whitworth commented that recommendation can be made with sidewalk add-ons. Motion by Clark, second by Gose to recommend PMP as presented with sidewalk add-ons. Gose – yea, Whitworth – yea, Rickelman – yea, Clark-yea. Motion carried 4-0. Clark thanked Public Works for the pothole patching and Engineering for putting this PMP report together.	Candy Staring

3. Public Comment / Input on Transportation Projects
None.
4. Reports from Committee Members and Staff

- a. Discussion and possible action on future meetings

5. Questions and Inquiries

Councilor Hardin asked if there was a citizen committee for Hwy 51 project and the answer was no.

6. Adjourn

Motion by Clark, second by Gose to adjourn the February 22, 2024 TPAC meeting.

Gose – yea, Whitworth – yea, Rickelman – yea, Clark-yea. Motion carried 4-0.

TPAC meeting adjourned at 5:04 p.m.

DRAFT

City of Stillwater - Transportation Sales Tax Fund
For the period ending February 29, 2024

		FY23	FY24			
		Actual	Actual	Budget	Encumbrances	Unencumbered Balance
<u>Sources of Funds</u>						
Sales Tax		\$ 9,979,678.41	\$ 5,199,780.99	\$ 9,750,000.00	\$ -	\$ 4,550,219.01
Interest		373,418.82	-	-	-	-
Rent		20,531.75	3,200.00	-	-	3,200.00
Misc Revenue (house removal)		10,500.00	-	-	-	-
Total Sources of Funds		10,384,128.98	5,202,980.99	9,750,000.00	-	4,553,419.01
<u>Project No.</u>	<u>Uses of Funds</u>					
18TR01	FY18 Pavement Management	-	-	658,244.00	66,168.05	592,075.95
19TR01	FY19 Pavement Management	-	-	1,288,325.00	7,478.75	1,280,846.25
19TR04	3rd Street Bridge	892,424.13	1,065,829.07	1,601,817.00	375,642.37	160,345.56
19TR05	Husband Street Bridge	1,320,358.93	630,384.49	1,037,114.00	17,095.08	389,634.43
	FY20 Pavement Management:					
20TR01	Crack Sealing	-	-	200,000.00	-	200,000.00
20TR03	Deferred Maintenance	48,884.51	-	-	-	-
20TR05	Mill & Overlay	175.00	8,200.00	51,932.00	5,671.25	38,060.75
20TR06	Pavement Reconstruction	78,073.42	9,913.48	1,821,462.00	1,335,047.35	476,501.17
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	118,712.00	-	0.56
	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	122,339.20	440,660.80
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	11,201.00	95,001.00
21TR16	PM Contingency	-	-	385,674.00	-	385,674.00
22TR07	Deferred Maintenance	-	-	118,244.00	33,911.38	84,332.62
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	7,445.00	249,430.00
22TR13	University Circle Sidewalk	-	-	59,764.00	-	59,764.00
22TR14	Miller to Duck Sidewalk	-	-	88,958.00	1,117.50	87,840.50
22TR15	Lowry to Armory Sidewalk	-	-	61,222.00	-	61,222.00
22TR16	500 W University	225.00	-	32,338.00	52.50	32,285.50
22TR17	6th Street Land Acquisition	197,795.90	1,900.00	9,515.00	-	7,615.00
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	4,524,355.45	203.63
23TR06	Maple & West Street Replacement	31,402.50	4,123.75	61,598.00	57,473.75	0.50
23TR07	Transportation Program Manager	9,615.32	86,156.25	305,385.00	219,228.43	0.32
24TR01	3rd/Hester Paving	-	25,630.00	25,630.00	-	-
24TR02	Monroe/Scott Sidewalk	-	3,432.00	4,750.00	-	1,318.00
24TR03	6th/Perkins Stonework	-	-	31,750.00	31,750.00	-
24TR04	4th Ave Improvements	-	12,879.71	20,000.00	7,120.29	-
24TR05	Wright Drive ROW	-	-	17,700.00	17,686.00	14.00
STPW22	Perkins: McElroy - Lakeview	-	-	170,610.00	4,976.00	165,634.00
STPW27	Airport: Lakeview - Washington	19,842.32	85,782.50	1,119,780.00	82,128.40	951,869.10
	Total Uses of Funds	3,244,712.15	2,082,423.61	17,158,537.00	6,951,957.75	8,124,155.64
Net Income		7,139,416.83	3,120,557.38	\$(7,408,537.00)	\$(6,951,957.75)	\$(3,570,736.63)
Beginning Cash Balance		13,760,006.21	20,562,230.89			
Change in Interest Receivable		(40,941.06)	-			
Change in Accounts Receivable		(231.75)	-			
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		\$20,562,230.89	24,716,161.72			
Plus: Uncollected Sales Tax Revenues			4,550,219.01			
Less: Unspent Budget Appropriations			(15,076,113.39)			
Balance Available to Appropriate			\$14,190,267.34			