



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA

MAY 23, 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 March 28, 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 to make recommendations to the City Council regarding the proposed sequence or timing of commencement, continuance, and/or completion of transportation projects for which revenues from the 2022 Transportation Sales Tax are to be used including a status update on current projects, the possible need for an updated functional classification map, Sangre Road Bridge inspection report and RFP for the FY25 Pavement Management Program.	Candy Staring, Bill Millis, Travis Small

3. Reports from Committee Members and Staff

a.	Next scheduled meeting is June 27th, 2024.
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4. Questions and Inquiries

5. Adjourn

On _____ at _____, 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

March 28, 2024
723 S Lewis Street
Room 1112 B
Stillwater, OK 74074
4:00 P.M.

Members Present: Steve Whitworth, Tammy Brown, Roger Gose, Brad Rickelman, Gary Clark
Others Present: Assistant City Attorney Ashlyn Garis, Deputy City Manager Brady Moore, Assistant City Manager Christy Cluck, Director of Engineering Candy Staring, Deputy Director of Engineering Bill Millis, Transportation and Drainage Manager Travis Small, City Councilor Tim Hardin, Administrative Assistant Angela David as Recording Secretary.

1. Call Meeting to Order

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 February 22, 2024, meeting minutes Motion by Gose, second by Clark to approve February 22, 2024, minutes as amended. Whitworth – yea, Brown – Yea, Gose – Yea, Rickelman – yea, Clark-yea. Motion carried 5-0.	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item) Assistant City Manager Christy Cluck presented the financial report. The sales tax projections were amended to show an increase and income was currently tracking a little ahead of the projections. An encumbrance balance was added to the report. It shows the funds under contract. Cluck announced that Finance was revamping the financial report to show project status updates.	Christy Cluck

	Gose asked if budget numbers from past years have been adjusted for inflation. Staring responded that they have made adjustments and that it was being addressed in the FY24 plan. Whitworth asked where the line-item “Unspent Budget Appropriations” comes from. Cluck responded that it was the sum of the encumbrance and the unencumbered balance. Staring stated that amounts listed for Block 34 do not show the true scope of the work being done because funds are coming from accounts other than 260. Whitworth asked if 20TR01 and 21TR05 were currently being bid. Small responded that they were not and that he would cover the information when he discusses the FY24 pavement plan.	
c.	Discussion and possible action on current and future transportation projects, including the following: 12th Ave Health Corridor Traffic Study Deputy City Manager Brady Moore reported that in an effort to tie multiple projects together and view the impact on 12th Ave as a whole, a traffic study is being done on 12th Ave from Western to Duck. This will incorporate the impact of the new YMCA, new ball parks, and hospital facilities. The study will encompass traffic, site layouts, design of entrances and exits and traffic lights. It is proposed to use 260 funds to help pay for this study. Small reported that Kimley-Horn was selected to do the study because of their expertise in traffic studies, geometric layout of roadways, and structural elements. Clark asked if Kimley-Horn had experience in pedestrian crossings. Small affirmed that they have the ability to handle pedestrian traffic. Hardin asked if the site layouts will be considered in the study. Moore confirmed that the site plans are included. There was a brief discussion about the importance of pedestrian crossings. Motion by Clark, second by Gose to recommend the 12th Ave Corridor Study. Whitworth – yea, Brown – Yea, Gose – Yea, Rickelman – yea, Clark-yea. Motion carried 5-0	Candy Staring

	Monticello Small reported that they were close to having final plans and had anticipated advertising in a week or two, but an on-site meeting revealed that AT&T and Optimum utilities were out of the roadway but were not out of the way of water lines. Engineering wants to delay advertising until utilities are moved to avoid complications. Estimate for the roadway portion is 2 million dollars. That amount does not include water and wastewater. Gose asked the length of the project. Small responded that it runs from University to Admiral. There was a brief discussion about the options for speeding the utilities relocated. Staring stated that implementing fines has worked well in the past. No action taken by the board on this item. Purchase of 2206 W 6th Ave. for required right-of-way. Moore reported that the house at 2206 W 6th Ave came on the market and the City was able to contract to purchase it for \$191,500. This is the last home that has a driveway that exits onto the new, expanded highway. Moore presented conceptual plans for the green space showing townhomes with rear-loaded garages. Gose asked if there were still easements to obtain from 524 S Ridge. Moore affirmed that there is still an easement to obtain, but the City has not attempted to purchase the property. Motion by Gose, second by Brown to recommend the purchase of 2206 W 6th Ave. Whitworth – yea, Brown – Yea, Gose – Yea, Rickelman – yea, Clark-yea. Motion carried 5-0 Remaining FY24 tentative plan for use of available cash. Small reported that there is approximately \$11,500,000 available in funding for FY24. He presented a list of projects that should be awarded and/or in construction by the end of the fiscal year. Those projects include: 20TR06-B Park/Harned/Airport 20TR06-C Monticello 20TR07/21TR06 HOF/Manning/McElroy (Diamond Grind) 20TR01/21TR05 Crack Sealing (Various Locations) 21TR09 Full Depth Patching- Deferred Maintenance	
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	23TR04 6th Ave ROW/Util. Relocations 21TR14 Knoblock/4th Projects Gose asked about sidewalks. Small reported that there are sidewalks in deferred maintenance. There was a brief discussion concerning sidewalks and backlogged projects. No action taken by the board on this item. FY18 PMP discussion Staring and Millis gave a report on the work done in FY 18 PMP and stated that all named projects were completed with \$658,000 left over. Millis described how money was saved, including in-house design services. There was a brief discussion about catching up on the backlog of projects. Motion by Clark, seconded by Gose to un-appropriate the funds and return to the Transportation Fund. Whitworth – yea, Brown – Yea, Gose – Yea, Rickelman – yea, Clark-yea. Motion carried 5-0 FY19 PMP discussion Staring gave a report on FY19 PMP spending and projects completed. She reported that there was approximately \$1.2 million remaining in the project. Clark asked if the Kameoka Trails project was completed. Gose mentioned that it was put on hold when Rails to Trails was introduced. There was a brief discussion on projects that were never brought back to council for appropriation. Motion by Gose, seconded by Brown to un-appropriate the funds and return to the Transportation Fund. Whitworth – yea, Brown – Yea, Gose – Yea, Rickelman – yea, Clark-yea. Motion carried 5-0 FY25 PMP There was a brief discussion about the FY25 PMP.	
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3. Public Comment / Input on Transportation Projects

Hardin commented that he found the “Status of Various Transportation Projects” very helpful.

4. Reports from Committee Members and Staff

a. Discussion and possible action on future meetings

April 25, 2024

Whitworth reported that he would not be attending the April 25th meeting. Brown confirmed that she would be attending.

5. Questions and Inquiries

Gose asked if the box culvert on S. Orchard had been turned over to Public Works. Small responded that Poe and Associates were working on a design for it and the Drury project.

Staring reported that work had begun on the pile of spoils and sidewalk at 520 S. Willis.

There was a brief discussion on “Your sales tax dollars at work” signs.

6. Adjourn

Motion by Clark, second by Gose to adjourn the March 28, 2024, TPAC meeting.

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

Motion carried 4-0.

TPAC meeting adjourned at 5:20 p.m.