Stillwater OKLAHOMA
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TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA

JULY 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 June 27, 2024 meeting summary.	
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 an update on the status of current projects and timelines.	Candy Staring, Bill Millis, Travis Small

3. Public Comment on Items not Scheduled for Public Hearings

   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.

4. Reports from Committee Members and Staff

   Announcements and remarks of general interest may be made by Committee Members, City Manager or City Attorney. Items of City business that may require discussion or action including a vote or series of votes are listed below.

a.	Next scheduled meeting is Thursday, August 22, 2024.

5. Questions and Inquiries

6. 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.

Stillwater OKLAHOMA stillwaterok.gov	TRANSPORTATION PROJECTS ADVISORY COMMITTEE (TPAC) MEETING SUMMARY 723 S Lewis Street, Room 1112 B Stillwater, OK 74074 4:00 P.M.
	June 27, 2024

Members Present: Steve Whitworth, Tammy Brown, Roger Gose, Brad Rickelman and 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 Casi Jackson & Cindy Gibson as Recording Secretary.

1. Call Meeting to Order

Meeting is called to order at 4:00 p.m. with the following roll call:

Roll Call:	**Whitworth**	**Rickelman**	**Clark**	**Brown**	**Gose**
	Yes	**Yes**	**Yes**	**Yes**	**Yes**

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.

	Approval of May 23, 2024 meeting summary. Discussion is held regarding review and making edits/clarification to minutes prior being approved by the committee. Mr. Whitworth asks if there are any changes and/or edits for the meeting summary. Mr. Gose comments that on Page 3 of the meeting summary regarding the 3rd & Perkins project that he understood was going on, however, anyone that isn't familiar with the project might not be; therefore, asked for further clarification on the information reported. Mr. Travis Small, Transportation & Drainage Manager responds to clarify is that the meeting summary should reflect "the landowner adjacent to the project on the northwest corner of the bridge had concerns regarding the project to which staff worked out a solution. Travis continues in that staff negotiated the work to address said solution with contractor on the 3rd Avenue Bridge project; work has not been completed and staff is working to finalize the project. Mrs. Kimberly Carnley, City Attorney asked if this was how it was explained at the last meeting as the meeting summary shouldn't be word for word but a summary.	

Discussion is held about the wording that was used at the previous meeting; the landowner had a drainage issue; the work was extra to the scope but not extra to the project; suggested recommendation was to edit the wording to say needed address an issue with landowner; revision is up to the board; and not wanting to add more than what was discussed at the meeting.

Mrs. Carnley recommend that if the committee desires then they could request Travis to revise the language to more accurately reflect what happened so that it is not misleading and could still be approved with this amendment.

Mr. Gose moved to approve the meeting summary with this amendment. Mr. Whitworth asks if there is any further discussion; none respond. Mr. Clark seconded.

Roll Call:	**Whitworth**	**Rickelman**	**Clark**	**Brown**	**Gose**
	Yes	**Yes**	**Yes**	**Yes**	**Yes**

Transportation Sales Tax Fund financial report. — Christy Cluck

Mrs. Christy Cluck, Assistant City Manager, distributes the most recent monthly financial report and states that Sales tax is still on track to meet or exceed budget projections.

Christy comments on budget amendments that occurred:
Aspen Heights Sewer Development – Pertains to Transportation Sales Tax in that there was an easement acquisition in conjunction with that sewer project, but it was correcting or acquiring right of way for the street that we didn't already have.

Mrs. Candy Staring, Director of City Engineering, explains why this project is still labeled "Aspen Heights" in that this project moved along, and discovered that only half of Lewis ROW exists north of McElroy therefore, Water partnered with (at the time) Transportation (now they're both together) to acquire the full ROW for Lewis north of McElroy; and the reason it's labeled "Aspen Heights" is because this was done while staff were working on the Aspen Heights project; when the Aspen Heights apartments moved in a decade ago, they caused a flow to the sewer system that projected in a model to have overflows; we allowed them to move in; we added a project to the CIPs (Capital Improvement Projects) to resolve those overflows, and that interceptor replacement starts at what is now called Redbud, goes to McElroy and goes east a little bit across the railroad tracks and is a result of the Aspen Heights development. Candy comments that a project name is started and we just stick with it.

Christy continues the 2nd budget amendment was Rails to Trails which supports the City's match of $300,000 on the second phase of Rails to Trails.

	Christy comments on a line item referred to as Street markings; the budget is $350,000, and we have deployed about $55,000 for some striping equipment and materials, but it is not indicated in this report because it had not been encumbered as of May 31; it will be reflected next time. Christy states that the balance available to appropriate is $12.7 million; and list of coming projects will consume much of that balance. Mr. Whitworth asked where we are on closing out 3rd Avenue bridge and Husband Street bridge. Travis responds, for 3rd Avenue Bridge, that there are still some punch list items to finalize with contractor; and for Husband Street, had leftover funds and hasn't been closed out; and leaving it open in case we need those funds on Third. Candy comments that these two bridge projects have always been taken to the Council together. Mr. Gose asked how close we are to closing the Perkins Road project. Travis responds that he has walked the project and isn't for sure how close ODOT is to closing this out; and believe that the City shouldn't be spending any more on this project. Mr. Whitworth comments that in looking at the far-right column—the Unencumbered Balance—and see that Resources Over (Under) Uses is a negative $3.8 million; and asked if this rolls into somewhere, or how is that covered? Christy responds that the top part is just a snapshot of the current fiscal year; looking at the Unencumbered Balance column might be a bit confusing, but if you go back over to the budget column, you're going to see the same thing because the sales tax coming in during the current fiscal year is less than our planned expenditures for the fiscal year, therefore, the difference there is covered by our fund balance. No action is taken on this item.	
	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 an update on the status of current projects and timelines. 12th Ave Health Corridor Traffic Study. Candy asked Travis to speak on his document "Status of Various Transportation Projects." Travis comments on the following project updates:	Candy Staring, Bill Millis, Travis Small

- In Construction:
  - 7th Ave – In construction; tomorrow they should be placing the last of the concrete, minus the intersection; anticipate intersection of Lewis and 7th to be shut down as of July 8th; at that time, 7th Ave should be open; we dictated to contractor that they could not have both closed at the same time, so 7th Ave from Main to Lewis should be open by July 8, and intersection at Lewis will be shut down on July 8. Anticipate all pavement complete and open to traffic by August 1; there will still be some incidental work here and there outside the curbs.
  - 3rd Ave – Construction is essentially done; some punch list items remain.
  - Airport Rd – Concrete has been placed along Park; concrete has been placed on two north lanes on Airport starting at railroad and heading back east; two water line crossings have the hot tap completed at North Star and Airport; working on getting the water line crossing back teed and pressure tested; doing a cut-in of a valve on south side of Park on July 8; estimated completion date is still toward the end of this year.
  - Block 34 – Ultimate opening of project is set for June 2025; intersection at 8th and Husband has been placed and should be opened by July 3; at same time, they will shut down intersection at Duncan and 8th to complete paving on that side with estimated completion of Aug 1; before first OSU home game, 8th will be open between Duncan and Husband; working on storm sewer installation down near 12th and moving to the north; should be installed all the way up to Block 34 within next month; this project could come in ahead of schedule.
- On the Advertise for Bid list:
  - We have received the plans from the design engineer on McElroy, Manning, and Hall of Fame; working to finalize the checks on that and get the contract documents ready in order to advertise that for bid.
  - Monticello – We did receive some possible good news from AT&T; we believe that it will be moved here very shortly, and as soon as we can finalize the contract package to advertise, we should be going out with that very soon.
  - Full Depth Repairs – We spoke with the design engineer this week; they have finalized all the fuel work that they're doing and have gotten everything drafted up on their end and they're getting ready to send us the final package for our review; then we can determine exactly the package that we're going to advertise for bid; we want to make sure we stay within the dollar amount that we have provided, $1.9 million.
  - Joint & Crack Sealing (various locations) – We have not gotten that package completed as far as the package to advertise but we are working on that internally.

Mr. Gose asked what joints are being done, between curb and gutter and the main lines, cracks; Travis responds that it will be a little of both.

- In Design:
  - Knoblock – Anticipate having a contract before Council very soon for approval; we had a certain dollar amount that we were working with on that particular design contract; internally we've been changing our methodology and so we asked the design engineer to take on additional tasks that haven't typically been in their contracts and when they negotiated that, the construction administration was a little higher than the dollar amount we had overall so we wanted to trim that back and make sure we fit within the money we have now; working on final negotiations to get that contract before Council for approval.
  - Maple & West – In design; we're waiting for the 60% plans from the design engineer on that.
  - Deferred Maintenance (13+ locations) – In design; working with design engineers to finalize those plans.

To be determined

- 4th and Villa, Drury St, Orchard & 5th, Knoblock south of 6th – Working on getting a local surveyor so we can complete the designs.
- 7th Ave & Pecan Hill Addition – Sidewalk repairs that we've done some schematics, and we want to try to incorporate with some of this deferred maintenance when we advertise it to try to compile it together so we get the best bang for our buck.

- Good news on FY 25 Pavement Management Program: We received four submittals yesterday; we're working internally to review those and make a selection that we can bring to TPAC and to Council and start negotiating contract for that design work.

Mr. Clark asked Travis if he could add a column to this report to get the gist of all that you just shared; Travis responds yes. Mr. Clark comments Travis on the good job he is doing on reporting on the project updates. Mr. Whitworth also comments about how helpful that would be after the time gaps between the meetings as it would aid in tracking project statuses.

Further discussion is held regarding the Monticello project; coordination with AT&T to relocate their services; and the Monticello project will include some water line and a small portion of sanitary sewer as well.

Mr. Whitworth asked if staff could remind the committee what full-depth repairs are. Travis responds that when we refer to full depth, what we're talking about is excavating the entire pavement section that is existing and excavating below that to the sub-grade;

	taking the sub-grade down approximately 8 inches and either treating it with lime or cement, depending on the situation that we deal with. and recompacting that and then coming up with a depth of ag base; this is a typical section that we would utilize: 8-in subgrade that we would modify and then 8 inches of ag base and 8 inches of concrete or asphalt.; that's a general look at what a full-depth section would be. Travis continues stating that because of the soils we have, sometimes we utilize a geo grid which works with the aggregate; what happens is our soils expand and swell and shrink, and they're soft, so when loads are applied to them, they tend to try to shove out; the ag base and the geo grid interlock together and don't allow the ag base to spread out; and this helps spread the stress out, and it won't deform like Airport Rd did. Travis add that it depends on the situation, but sometimes we like to add that geo grid; a lot of the pavements we're dealing with didn't have ag base to them; and so its excavating below what's there and bringing it back up. Mr. Whitworth asked if there are any more questions or comments; none respond. No action is necessary	
	Discussion, consideration, and possible action to direct staff to research and provide a report on utilization of 2022 Transportation Sales Tax to fund the purchase of street maintenance materials (asphalt, striping, crack sealing, etc.) by the Public Works Department and to report on the department's capability to provide staff and labor to perform transportation asset maintenance. Mr. Gose states that he asked for this item to be on the agenda and invited Mark White to attend the meeting. Mr. Gose comments that he has been having conversation with Mark regarding funding, materials, staff and resolution to save funds; proposed that 7th Ave sidewalks and other small projects be done by Public Works with the new striping machine and have materials funded by Transportation Sales Tax fund. Mr. Whitworth states that the question before them is whether or not we can buy materials from the Transportation Sales Tax Fund and let Public Works perform the tasks. Kimberly Carnley, City Attorney offers guidance in that the resolution for this committee's duties requires that the full committee direct staff to do this type of research and report; hoping for the committee's discussion on this and if this is something the committee would like to entertain then today's action would be to say yes, we want to explore utilization of these tax funds for public works to buy equipment and materials and do that. Christy Cluck and Kimberly reviewed and agreed that this would be an appropriate use of these funds; it falls under asset management. Kimberly continues in that today's discussion should be do we think this is a good idea; is this something we want to discuss more and if so, staff will do the research, and get the information from their department	

as far as what that would look like; they would bring it back to the Committee at next meeting; and then at that meeting, Committee could take action to make a recommendation to the Council that you would like funds to be used for that purpose.

Kimberly comments that any discussion regarding this matter would be appropriate but the action that today could be to direct staff to bring a report back to the committee with its findings.

Further discussion is held regarding design, patching, patching where there is saturated subgrade after water leaks and how long the subgrade needs to dry out before patching; and coordination timing between water repair and street repairs.

Mr. Whitworth asked if there are any more comments or questions on this subject; none respond. Mr. Whitworth asked if there is a motion to have staff review possible approach for utilization of funds.

Mrs. Tammy Brown move to direct staff to research and provide feedback on the utilization of the transportation fund in support of minor projects including striping, asphalt or whatnot and that the sales tax fund would provide the materials for the projects to be performed by Public Works. Mr. Gose seconded.

Roll Call:	**Whitworth**	**Rickelman**	**Clark**	**Brown**	**Gose**
	Yes	**Yes**	**Yes**	**Yes**	**Yes**

3. Public Comment / Input on Transportation Projects

   No comments.

4. Reports from Committee Members and Staff

   a. Next scheduled meeting is Thursday, July 25th, 2024.

5. Questions and Inquiries

   No questions or inquiries.

6. Adjourn

   Mr. Gose moved; Mr. Clark seconded to adjourn.

Roll Call:	**Whitworth**	**Rickelman**	**Clark**	**Brown**	**Gose**
	Yes	**Yes**	**Yes**	**Yes**	**Yes**

Meeting adjourned at 4:45 PM.

City of Stillwater - Transportation Sales Tax Fund

For the period ending June 30, 2024

	FY23	FY24			
	Actual	Actual	Budget	Encumbrances	Unencumbered Balance
SOURCES OF FUNDS					
Sales Tax	$ 9,979,678.41	$ 8,435,324.00	$ 9,750,000.00	$ -	$ 1,314,676.00
Interest	373,418.82	-	-	-	-
Rent	20,531.75	4,000.00	-	-	4,000.00
Misc Revenue (house removal)	10,500.00	-	-	-	-
TOTAL SOURCES OF FUNDS	10,384,128.98	8,439,324.00	9,750,000.00	-	1,318,676.00
USES OF FUNDS					
Aspen Heights Sewer Development	-	79,960.00	79,960.00	-	-
FY18 Pavement Management	-	-	-	-	-
FY19 Pavement Management	-	-	-	-	-
3rd Street Bridge	892,424.13	1,065,829.07	1,601,817.00	375,642.37	160,345.56
Husband Street Bridge	1,320,358.93	630,384.49	1,037,114.00	12,941.32	393,788.19
FY20 Pavement Management	127,132.93	219,737.43	5,550,021.00	4,412,619.12	917,664.45
Street Markings	-	-	315,000.00	18,034.88	296,965.12
Duncan to Duck (CDBG)	104,326.56	118,711.44	118,712.00	-	0.56
FY21 Pavement Management	296,619.01	-	2,264,376.00	52,998.25	2,211,377.75
Deferred Maintenance	225.00	-	682,016.00	42,526.38	639,489.62
6th Street Land Acquisition	197,795.90	192,413.52	202,515.00	-	10,101.48
Pavement Assessment	104,876.00	17,829.00	41,299.00	23,470.00	-
Block 34 Area Improvements	140,093.55	1,500,065.05	4,536,811.00	3,036,542.32	203.63
Maple & West Street Replacement	31,402.50	8,548.75	61,598.00	53,048.75	0.50
Transportation Program Manager	9,615.32	158,181.13	305,385.00	147,203.55	0.32
3rd/Hester Paving	-	25,630.00	25,630.00	-	-
Monroe/Scott Sidewalk	-	3,432.00	4,750.00	-	1,318.00
6th/Perkins Stonework	-	24,634.00	24,634.00	-	-
4th Ave Improvements	-	15,795.29	20,000.00	4,204.71	-
Wright Drive ROW	-	17,686.00	17,700.00	-	14.00
12th Ave Health Corridor Study	-	19,575.00	87,500.00	67,925.00	-
Rails to Trails Grant Ph 1	-	-	300,000.00	-	300,000.00
Paint Machine		-	35,000.00	35,000.00	-
Perkins: McElroy - Lakeview	-	-	170,610.00	64,976.00	105,634.00
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	4,184,194.67	18,602,228.00	8,429,261.05	5,988,772.28
RESOURCES OVER (UNDER) USES	7,139,416.83	4,255,129.33	$ (8,852,228.00)	$ (8,429,261.05)	$ (4,670,096.28)
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	$ 20,562,230.89	25,850,933.67			
Plus: Uncollected Sales Tax Revenues		1,314,676.00			
Less: Unspent Budget Appropriations		(14,418,033.33)			
Balance Available to Appropriate		$ 12,747,576.34			

Future Projects/Funding Needs:	
Monticello (FY20 PM)	$ 2,600,000.00
Diamond Grinding (FY20 & FY21 PM)	1,100,000.00
Crack Sealing (FY20 & FY21 PM)	300,000.00
Patching/Deferred Maintenance (FY21 PM)	1,400,000.00
6th Street Land Acquisition	3,500,000.00
Knoblock/4th Ave. (FY21 PM)	2,000,000.00
TOTAL	$ 10,900,000.00

*** INTERIM REPORT IS UNAUDITED AND PROVIDED FOR MANAGEMENT PURPOSES ONLY ***