



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA

AUGUST 22, 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 July 25, 2024, meeting summary.	
b.	Transportation Sales Tax Fund financial report (No action will be taken on this item.)	Christy Cluck
c.	Staff update and discussion on the Public Works department ability to assist with street and sidewalk repairs. (No action will be taken on this item.)	Brady Moore
d.	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 meetings is Thursday, September 26, 2024.
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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.

**TRANSPORTATION PROJECT ADVISORY
COMMITTEE MEETING MINUTES
JULY 25, 2024**

Members Present: Brad Rickelman, Tammy Brown and Roger Gose

Others Present: Assistant City Attorney Ashlyn Garis, Deputy City Manager Brady Moore, Assistant City Manager Christy Cluck, Deputy Director of Engineering Bill Millis, Transportation & Drainage Manager Travis Small, City Councilor Tim Hardin, Engineering Administrative Assistant Casi Jackson, Administrative Manager Cindy Gibson as Recording Secretary.

1. Call Meeting to Order

Vice Chair Tammy Brown calls meeting to order at 4:00 pm.

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

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.

Vice-Chair Brown asked if there were any edits or changes to the minutes.

Mr. Travis Small, Transportation & Drainage Manager comments that the word “Back teed” should be “bac-t’d” in third bullet point on page 3 of summary.

Mr. Roger Gose, Member, mentions the following needed edits:

- Remove “in” in fourth paragraph on page 1 of summary.
- Add “to” after “needed” in first paragraph on page 2 of summary.
- “Fuel” should be “field” in seventh bullet point on page 3 of summary.
- “Comments” should be “commends” in third paragraph from the bottom on page 4 of summary.

Vice-Chair Brown asks if there are any further edits; none respond.

Mr. Gose moved to approved with edits; Mr. Rickelman seconded.					
Roll Call:	Whitworth	Rickelman	Clark	Brown	Gose
	Absent	Yes	Absent	Yes	Yes
Motion passes 3-0.					
b.	Transportation Sales Tax Fund financial report. (No action will be taken on this item) Mrs. Christy Cluck, Assistant City Manager presents the following report: • This report is for June 2024. Fiscal year ends June 30, 2024, but we will continue to close out the fiscal year over the next 60 days; so these are not final numbers for the fiscal year, but they are final numbers as of the close of June 2024. ○ Sales Tax numbers will be adjusted; sales tax numbers lag by 60 days. • We are still on track to meet or exceed budget projections. • No budget changes under “Use of Funds” during June 2024. • Tammy Brown asks, “Will any of these numbers roll over to the new fiscal year?” ○ Yes, for the budget balances on the projects that are incomplete, we do “carry forwards” where we carry forward those funds, so those project balances will roll forward. City Council approved this request at the last Council meeting, so those projects will continue into the new year. • Tammy Brown asks, “What does the revenue projection look like for the new year?” ○ Our sales tax projection is \$10 million. No action 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. Travis Small refers to attachment and comments on the following project updates: ○ Complete: All projects in this section are complete, so there is nothing to report. ○ In Construction: ▪ 20TR06-A – 7th Ave from Main to Lewis				Candy Staring, Bill Millis, Travis Small

	• All paving has been completed, but we are waiting to attain strength on the concrete before we open it up to traffic. Hope to have intersection open by this time next week. • Tammy Brown asks if the whole street will be open at that time, and Travis says it will; however, in about 30 days after it attains strength, it will need to be closed briefly for striping. ▪ 19TR04 – 3rd Ave and Perkins Road • No change to update from last month. Contractor has not requested any additional pay. They still have some punch list items they have not addressed yet. Last month I mentioned that we had concerns we might need additional funds from Husband project; I’m hopeful that won’t be the case. • Roger Gose asks about discrepancy between Travis’s document, which lists Husband Street project at estimated cost of \$3.2 million, while Christy Cluck’s report lists it at \$1.6 million budget. Christy clarifies that what is reflected in FY24 Budget column is just the appropriations in fiscal year 24; if something was appropriated and spent in prior years, it is not reflected on that budget number. Travis states that the overall amount that this project was awarded was \$3.19 million, and he rounded up to \$3.2 million; based on the numbers from the contractors, we should come in under that. Roger refers to the \$1.2 million for Husband Street Bridge project on Travis’s document and asks if that’s where it finished at. Travis states that that number did not include the drill shaft issue. Roger states that he thinks that number should be included in the figure for the cost of the bridge, making it \$2.2 million bridge, which is not too bad. ▪ 20TR06-B – Airport Rd from Railroad Crossing to Perkins • Having an issue with the water line crossings on Airport. Have tried twice unsuccessfully to shut it down. Water line is lagging behind a little bit. Proceeding with the paving; north lanes on Airport Road are continuing to be paved. Paving along Park is also under construction. Don’t foresee this causing any issues with the timeline of the project overall, but it is causing an issue finishing the north lanes on Airport; working with contractor to address this. • Roger Gose asks if this project includes Harned and Park, and Travis clarifies that this project includes Park from Airport down to Harned and Harned from Park out to Perkins.	
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	• Brady Moore asks if the two Airport Road lanes that were ripped out were determined to have deteriorated because of poor subgrade or from the drainage off the hill. Travis states that he hasn't checked with them, but he does know that the subgrade was very poor and had a lot of moisture in it and promises to check into that. • Councilman Hardin asks if they are having to move the water line. Travis states that there are two crossings across Airport Road: one at Park and one at Northstar. For the one at Park, we are going to cut a valve in to shut the water off, and we're going to replace the water line exactly where it is in the same trench. For the one on Northstar, they've already installed the water line crossing, they just haven't been able to tie it in; they set it off to the side of the existing alignment. • Roger Gose asks where this project is in the Uses of Funds section in Christy Cluck's report. Travis states that it's in the FY20 Pavement Management section. ▪ 23TR03 – Block 34 (9th to 8th/Duncan to Husband) • All of the pavement is done except for the intersection at 8th and Duncan and the pavement between 9th and 8th on Duncan. They're working on the storm sewer installation as they move from the south to the north at 12th; currently they're at about 10th. We have a water line there we need to lower for that storm sewer to be completed. Foundations for the pavilion and the stage have been completed; they're starting to go up with the vertical construction on the stage, and there is also a water feature that is currently under construction. ○ On the Advertise for Bid list: ▪ 20TR07 & 21TR06 – McElroy Rd from Main to Jardot/Manning St from McElroy to Sunrise/Hall of Fame Ave from Washington to Knoblock • Has been submitted. Working with the design engineer to get the advertisement package put together to get it out to bid. ▪ 20TR06-C – Monticello from University to Admiral • AT&T has moved their lines, but they need to remove their old lines off the poles before electric company can remove those poles. ▪ 21TR09 – Full Depth Repairs (40+ locations) • Have received package; working through getting it advertised. ▪ 20TR01/21TR05 – Joint & Crack Sealing (various locations) • Have received package; working through getting it advertised. Hope to have two to three packages ready to	
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	advertise for bid in next month or so. ○ In Design: ▪ 21TR14 & TBD – Knoblock St from 4th to University/4th Ave from Hester to Duck/4th Ave from Orchard to Walnut/4th Ave from Garfield to Lincoln/Lincoln St from 6th to 4th • Have been going back and forth with the design engineer because of a couple tweaks to the language of the contract. Estimated that we will bring it to second Council meeting in August for approval. ▪ 23TR06 – Maple Avenue & West Street • Still waiting on the 60% plans from the consultant ▪ 22TR07 – Deferred Maintenance (13+ locations) • Waiting on final plans from consultant. Includes University Circle sidewalks. ▪ TBD – 400 S. Villa Dr. • Drainage project. Have gotten a surveyor onboard to get out and get the total graphic survey that we need so we can continue with design. ▪ TBD – Drury St., approx. 1800 feet north of Perkins Rd. • Drainage project. Have gotten a surveyor onboard to get out and get the total graphic survey that we need so we can continue with design. ▪ TBD – Orchard St. & 5th Ave • Drainage project. Have gotten a surveyor onboard to get out and get the total graphic survey that we need so we can continue with design. ▪ TBD – Knoblock St., approx. 160 feet south of 6th Ave. • Travis did not comment. ▪ TBD – 7th Ave. in Pecan Hill Addition • Travis did not comment. ▪ 24TR06 – 12th Ave. Health Corridor Study • Have received preliminary study on 12th Avenue between Western and Duck. Looking at concerns with future development and what might need to be done to make sure we don't cause major traffic jams. ▪ 24TR07 – 10th & Husband Area Parking • In preliminary design stage ▪ 25TR02 – Airport & Perkins Traffic Impact Analysis (TIA) • We've had several citizens reach out to us with concerns about the traffic at this intersection, how it can be dangerous and very difficult when you're on Airport trying to get out onto Perkins. These concerns plus added development in this area prompted us to do a study to determine if we need to consider a traffic signal at this intersection and see whether we can get ODOT on board with us. This study is to provide us information	
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about what the traffic looks like now and what it's going to look like with this development; what are the recommendations that might come from that; and since it's a State highway, we would need ODOT on board with us.

Roger Gose commented that there have been deaths at this intersection. Brady Moore commented that he pushed for this study to happen.

Brief discussion about how a detailed study could influence ODOT.

- FY25 Projects
 - 25TR01 – FY25 Pavement Management Program
 - Solicited six engineering firms to submit RFPs; Received four responses; created a committee from our staff members and reviewed the submittals; have selected a firm and are reaching out to that firm to begin negotiations for the contract.
 - Councilor Hardin asked if it would be one firm for all five projects, and Travis said yes; the firm that they have selected has a tremendous amount of staff in the vicinity. Bill Millis commented that they are doing the same thing with water projects: raising the level of expectation from consultant teams.
 - Roger Gose asked if Poe was involved in this process, and Travis stated that Poe has been helping with projects prior to FY25, and they were one of the four engineering firms that submitted RFP.
 - Roger Gose asked about the sidewalk repairs for 7th Avenue in Pecan Hill Addition (from the In Design portion of Travis's document) and wanted to know how big that project is and whether it is something the streets department could do. Travis stated that it would depend on their staffing and whether they have the capability; they can be stretched thin from time to time. Brady Moore commented that he had spoken with Mark White, who indicated that they have the capacity. He promised to get with Mark outside of this meeting and follow up. Gose pointed out that it is currently being held up in order to package it with other projects, but maybe we could knock it out without having to wait for bigger contracts.
 - Roger Gose recalled that last month there was discussion about using sales tax money for purchasing maintenance materials and having Public Works do some of the labor. Committee was told that they would research and report back, but there is not a report in this month's packet. Christy Cluck said that we moved forward with the striping machine and materials specific to striping, but beyond that there is not a report yet. Gose summarized discussion for Brady Moore and added that we are using general fund transportation money to

	repair water department street patches, and he thinks water department ought to be paying back to the general fund because the water department has a better source of income than the general fund. Brady promised to have a report for next month. No action taken on this item.	
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3. Public Comment on Items not Scheduled for Public Hearings

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No comments received.

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.
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5. Questions and Inquiries

6. Adjourn

Mr. Gose moved, Mr. Rickelman seconded to adjourn at 4:35pm.

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

City of Stillwater - Transportation Sales Tax Fund

For the period ending July 31, 2024

	FY24	FY25			
	Actual	Actual	Budget	Encumbrances	Unencumbered Balance
SOURCES OF FUNDS					
Sales Tax	\$ 8,435,324.00	\$ 812,516.00	\$ 10,000,000.00	\$ -	\$ 9,187,484.00
Interest	-	-	-	-	\$ -
Rent	4,000.00	200.00	-	-	\$ (200.00)
Misc Revenue (house removal)	-	10,350.00	-	-	\$ (10,350.00)
TOTAL SOURCES OF FUNDS	8,439,324.00	823,066.00	10,000,000.00	-	9,176,934.00
USES OF FUNDS					
Aspen Heights Sewer Development	79,960.00	-	-	-	-
3rd Street Bridge	1,134,398.72	-	467,418.00	307,072.72	160,345.28
Husband Street Bridge	630,384.49	-	406,729.00	12,941.32	393,787.68
FY20 Pavement Management	1,668,618.63	-	3,881,402.00	2,963,737.92	917,664.08
Duncan to Duck (CDBG)	118,711.44	-	-	-	-
FY21 Pavement Management	-	-	2,264,376.00	52,998.25	2,211,377.75
Deferred Maintenance Management	-	-	682,016.00	48,436.38	633,579.62
6th Street Land Acquisition	192,413.52	-	10,102.00	-	10,102.00
Pavement Assessment	17,829.00	-	23,470.00	23,470.00	-
Block 34 Area Improvements	2,297,678.97	-	2,239,133.00	2,238,928.40	204.60
Maple & West Street Replacement	24,943.75	-	36,654.00	36,653.75	0.25
Transportation Program Manager	173,300.26	-	132,085.00	132,084.42	0.58
3rd/Hester Paving	25,630.00	-	-	-	-
Monroe/Scott Sidewalk	3,432.00	-	1,318.00	-	1,318.00
6th/Perkins Stonework	24,634.00	-	-	-	-
4th Ave Improvements	15,795.29	-	4,205.00	4,204.71	0.29
Wright Drive ROW	17,686.00	-	14.00	-	14.00
12th Ave Health Corridor Study	32,000.00	-	55,500.00	55,500.00	-
Rails to Trails Grant Ph 1	-	-	300,000.00	-	300,000.00
Paint Machine	-	-	35,000.00	35,000.00	-
Airport & Perkins Traffic Analysis	-	-	29,000.00	29,000.00	-
Perkins: McElroy - Lakeview	-	-	170,610.00	64,976.00	105,634.00
Airport: Lakeview - Washington	120,782.50	-	998,998.00	47,128.40	951,869.60
TOTAL USES OF FUNDS	6,578,198.57	-	11,738,030.00	6,052,132.27	5,685,897.73
RESOURCES OVER (UNDER) USES	1,861,125.43	823,066.00	\$ (1,738,030.00)	\$ (6,052,132.27)	\$ 3,491,036.27
Beginning Cash Balance	20,562,230.89	25,850,933.67			
Change in Interest Receivable	-	-			
Change in Accounts Receivable	200.00	(200.00)			
Change in Due from General Fund	1,585,222.71	-			
Change in Accounts Payable	1,842,154.64	(1,180,716.34)			
Change in Due to (from) Self Insurance Fund	-	-			
Ending Cash Balance	<u>\$ 25,850,933.67</u>	<u>25,493,083.33</u>			
Plus: Uncollected Sales Tax Revenues		9,187,484.00			
Less: Unspent Budget Appropriations		(11,738,030.00)			
Balance Available to Appropriate		<u>\$ 22,942,537.33</u>			

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	<u>\$ 10,900,000.00</u>

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

STATUS OF VARIOUS TRANSPORTATION PROJECTS					
Status	Project #	Location	Description of Work	Estimated Cost	Update
Complete	19TR05	Husband St. & Franklin Ln.	Bridge & roadway improvements	\$2,373,400.00	Construction complete (\$1,273,400 for bridge project and \$1,100,000 for drilled piers project)
	21DS05	12th Ave. & Duncan St.	Drainage improvements	\$435,000.00	Construction complete
	24TR02	Monroe/Scott Sidewalk	Repairs to sidewalk	\$4,750.00	Construction complete
	24TR03	6th Ave. & Perkins Rd.	Repairs to decorative walls at intersection	\$31,750.00	Construction complete
	24TR04	4th Ave. & Lincoln pavement repairs	Repairs to pavement	\$20,000.00	Construction complete
In Construction	20TR06-A	7" Ave. from Main to Lewis	Full depth reconstruction	\$1,200,000.00	Striping planned for August 22-23 (Thursday night into Friday morning). Project will be complete after striping has been performed.
	19TR04	3rd Ave. & Perkins Rd.	Bridge & roadway improvements	\$3,200,000.00	Working on final punch list items. Hoping to be complete ASAP.
	20TR06-B	Airport Rd. from Railroad Crossing to Perkins Park Dr. from Harned to Airport Harned Ave. from Park to Perkins	Full depth reconstruction	\$3,100,000.00	Beginning Saturday August 24 the contractor will be working on two waterline crossings on Airport (at N. Park & N. Star). Airport Raod will be closed beginning Monday 8/26 through Thrusday 8/29 for competion of waterline crossing at N. Park. Paving underway on WB Airport and SB Park.
	23TR03	Block 34 (9th to 8th/Duncan to Husband)	Infrastructure improvements and community facility	\$4,500,000.00	All street paving complete except intersection of 8th/Duncan and Duncan from 9th to 8th. Working on storm sewer along Duncan from 12th northward. Foundations complete on pavilion & stage. Vertical construction proceeding on stage and water feature under construction.
Advertise for Bid (Summer/Fall 2024)	20TR07 & 21TR06	McElroy Rd. from Main to Jardot Manning St. from McElroy to Sunrise HOF Ave. from Washington to Knoblock	Patching, diamond grinding, joint & crack sealing Patching, joint & crack sealing	\$1,900,000.00	COS returned comments to consultant and are preparing bid package for advertisement ASAP.
	20TR06-C	Monticello from University to Admiral	Full depth reconstruction	\$2,600,000.00	<u>Will be advertised for bid ASAP.</u>
	21TR09	Full Depth Repairs (40+ locations)	Full depth pavement patching/panel replacement	\$1,900,000.00	Consultant preparing bid package fro review by COS. To be advertised ASAP.
	20TR01/21TR05	Joint & Crack Sealing (various locations)	Pavement joint & crack sealing (various locations)	\$800,000.00	Consultant preparing bid package fro review by COS. To be advertised ASAP.
In Design	21TR14 & TBD	Knoblock St. from 4th to University 4th Ave. from Hester to Duck 4th Ave. from Orchard to Walnut 4th Ave. from Garfield to Lincoln Lincoln St. from 6th to 4th	Full depth reconstruction Partial or Full depth reconstruction Full depth reconstruction Patching and/or partial/full depth reconstruction Full depth reconstruction	\$6,500,000.00	New contract language provided to consultant and awaiting revised final documents, Will take to council for approval ASAP.
	23TR06	Maple Avenue & West Street	Full depth reconstruction	\$2,200,000.00	Awaiting 60% plans from consultant.
	22TR07	Deferred Maintenance (13+ locations)	Misc. (i.e. storm sewer, sidewalks, bridges, etc.)	TBD	Awaiting final plans from consultant. (Includes University Circle sidewalk)
	TBD	400 S. Villa Dr.	Repairs to existing drainage structure and roadway	TBD	Working on survey for design.
	TBD	Drury St., approx. 1800 feet north of Perkins Rd.	Repairs to existing drainage structure and roadway	TBD	Working on survey for design.
	TBD	Orchard St. & 5th Ave.	Repairs to existing drainage structure	TBD	Working on survey for design.
	TBD	Knoblock St., approx. 160 feet south of 6th Ave.	Repairs to existing drainage Inlet	\$35,000.00	Working on design. Intent is to package other projects for bidding to get best "bang for the buck".
	TBD	7th Ave. in Pecan Hill Addition	Repairs to sidewalks	TBD	Working on design. Intent is to package other projects for bidding to get best "bang for the buck".
	24TR06	12th Ave. Health Corridor Study	Traffic study on 12th Ave. between Western & Duck	\$87,500.00	Preliminary study has been submitted and is being reviewed by staff.
	24TR07	10th & Husband Area Parking	Parking design along 10th between Husband & Main	\$22,000.00	Preliminary plan review comments provided back to consultant and awaiting final design submittal.
	25TR02	Airport & Perkins Traffic Impact Analysis (TIA)	Traffic study at Airport & Perkins	\$29,000.00	Working on traffic counts (in September after OSU is back in session).
FY25 Projects	25TR01	Sidewalks (various locations)	Sidewalks (various locations)	\$200,000.00	Currently in contract negotiations and contract documents provided to consultant for review/revisions. Striving to take to City Council for approval ASAP
		Various Surface Treatments (various locations)	Various Surface Treatments (various locations)	\$1,300,000.00	
		Patching (various locations)	Pavement patching/panel replacement	\$400,000.00	
		Mill & Overlay (various locations)	Mill & Overlay (various locations)	\$1,400,000.00	
		Full Reconstruction (various locations)	Full Reconstruction (various locations)	\$3,300,000.00	