



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA
DECEMBER 19, 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 November 21, 2024, regular meeting summary.
- b. Transportation Sales Tax Fund financial report. Christy Cluck
(No action will be taken on this item)
- 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 bids that opened Wednesday, December 11, 2024: Crack Sealing and Manning/McElroy/Hall of Fame. Candy Staring, Bill Millis, Travis Small
- d. Discussion, consideration, and possible action regarding sidewalks, including sidewalk maintenance and improvements currently included and budgeted for in the TR25 plan and other sidewalk projects that may be funded from the Transportation Sales Tax Fund.
- e. Discussion and consideration of adding a standing agenda item for discussion, consideration, and possible direction to staff on

proposed projects to be funded from the revenues generated by the 2022 Transportation Sales Tax.

3. Public Comment

Pursuant to Stillwater City Code, Section 2-53 and 2-112, taxpayers or residents of the city, or their authorized legal representatives, may address the Committee 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 provided at the meeting. Persons shall be entitled to speak one time only at the meeting on any item of business for three minutes.

4. Reports from Committee Members or Staff

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
THURSDAY, NOVEMBER 21, 2024**

Members present: Tammy Brown, Brad Rickelman, Gary Clark, and Roger Gose

Others present: Assistant City Attorney Ashlyn Garis, Interim City Manager Brady Moore, Assistant City Manager Christy Cluck, Accounting Manager Jared Thulin, Director of Engineering Candy Staring, Deputy Director of Engineering Bill Millis, Transportation & Drainage Manager Travis Small, City Councilor Tim Hardin, Administrative Manager Cindy Gibson as Recording Secretary

1. Call Meeting to Order

Vice Chair Tammy Brown called the meeting to order at 4:00 pm and asked for roll call.

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

- Quorum established.

2a. Election of Chair

Mr. Clark nominated Brad Rickelman; Mr. Gose seconded.

Roll Call:	Brown	Rickelman	Clark	Gose
	Yes	Yes	Yes	Yes

Motion passed 4-0.

2b. Election of Vice-Chair

Mr. Clark nominated Steve Whitworth; Mr. Gose seconded.

Roll Call:	Brown	Rickelman	Clark	Gose
	Yes	Yes	Yes	Yes

Motion passed 4-0.

2c. Review and approval of October 24, 2024, regular meeting summary.

Mr. Gose moved to approve amended schedule; Mr. Clark seconded.

Roll Call:	Brown	Rickelman	Clark	Gose
	Yes	Yes	Yes	Yes

Motion passed 4-0.

2d. Transportation Sales Tax Fund financial report – Christy Cluck

- Christy Cluck referred to attached report for period ending October 31, 2024, and reported that sales tax is at 34% of budget, which is right on track. Christy reported that there have been two changes since last month and referred to “Knoblock, Fourth, and Lincoln” and “Monticello” in Uses of Funds section and stated that those two items were formally appropriated by Council since the last meeting; therefore, the Monticello amount has come off Future Projects/Funding Needs section. She also reported that Transportation and Drainage Manager Travis Small took FY25 Pavement Management Plan to Council on Monday, November 25, and that will be reflected in next month’s financial report.
- Mr. Gose asked about the status of the closeout on 3rd Avenue bridge project, and Travis reported that he has not finished that yet.
- Mrs. Brown inquired about why 4th and Knoblock is still in Future Projects/Funding Needs, and Travis replied that this is the amount that the City had allotted when they took this to Council earlier in the year, and he does not believe that will cover all of that project.
- There was discussion about FY 21 Pavement Management Program funds and what work was covered in that program. There was also brief discussion about the work included in FY 22 Pavement Management Program, namely sidewalk repairs.

No action is necessary.

2c. Discussion and possible action to make recommendations to the City Council regarding...

- Candy stated that the Rails-to-Trails Phase 1 project is not part of the 260 transportation sales tax fund, so it should not be part of TPAC discussions.
- Referring to the attached status report spreadsheet, Travis reported that there are three projects being advertised:
 - 25TR05 (McElroy Rd, Manning St, Hall of Fame Avenue) – Advertised on Nov 2, and bids will open 12-11.
 - 25TR06 (Full depth repairs, 40+ locations) – Advertised on Nov 16, bids will not open until January
 - 25TR07 (Joint and crack sealing, various locations) – Bids will open 12-11
- Monticello (25TR08) pre-work meeting next week and hopefully start water and sewer work in December; the dollar amount listed on the report is the roadway portion of this project.
- FY 25 Pavement Management Program (25TR01) – Benham contract for Task Order #1 was approved at Council 11-18-24. Benham is putting together the numbers for Task Orders 2 and 3 so City can bring those to Council for approval.
- Rails-to-Trails Phase II (24TR08260) – City was awarded \$1.2 million grant and will have to match and then work with ODOT to select a design engineer before starting negotiations on the engineering contract.
- 12th Avenue Health Corridor Study (24TR06) – City has received the study and is reviewing it.
- Airport and Perkins Traffic Impact Analysis (TIA) (25TR03) – Report will be delivered to City Dec 6.
- Mrs. Brown inquired about the Airport Road construction (20TR06-B), and Travis reported that it should be opening the first week of December, if not sooner.

- Travis mentioned that plans to add sidewalks from Boomer Lake to the Hub are under consideration.
- Travis started discussion of the Drury drainage structure (25TR02):
 - The structure is located at the dead end of a narrow gravel road; the dead end is the Ag Barn and ag facility for the school system.
 - The existing pipes are corroding and starting to fail in the bottom and has very steep slopes.
 - There are safety concerns.
 - The roadway needs to be widened, and less drastic slopes need to be added to it. The drainage structures there need to be replaced and extended.
 - A requirement in design criteria states that if it's a dead-end road, you have to meet the 2% storm or the 50 year storm. The existing two 60" diameter pipes only pass the three year. In order to pass the 50 year, the structure needs dramatic upsize.
 - Options considered: multiple 60" or 72" polypropylene pipes; reinforced concrete boxes
 - Travis estimates the cost to be \$350,000 to \$500,000, which does not include necessary channel work up and downstream.
 - Since the only people that use this road are the schools, Candy explained that they are considering approaching the school system about a partnership.
 - Mr. Gose suggested going from Ag Barn north to McElroy to save money.
 - Mr. Clark expressed concern about how students who feed livestock would have access during a construction period.
 - Candy confirmed with the Committee that they agree that meeting the code is the right thing to do.

No action is necessary.

3. Public Comment on Items not Scheduled for Public Hearings

- Mr. Gose asked Travis if bid openings scheduled for 12-11 could be delayed via addendum. Travis stated that that is something that has been discussed.

4. Reports from Committee Members and Staff

- a. Next scheduled meeting is Thursday, December 19, 2024.

5. Questions and Inquiries

No questions or inquiries at this time.

6. Adjourn

Chairman Rickelman asked if there were any further comments or questions; none responded. Mr. Clark moved to adjourn; Mr. Gose seconded.

Roll Call:	Brown	Rickelman	Clark	Gose
	Yes	Yes	Yes	Yes

Motion passed 4-0.

- Meeting adjourned at 4:58 pm.

City of Stillwater - Transportation Sales Tax Fund

For the period ending November 30, 2024

	FY24	FY25			
	Actual	Actual	Budget	Encumbrances	Unencumbered Balance
SOURCES OF FUNDS					
Sales Tax	\$ 10,038,770.33	\$ 4,224,413.95	\$ 10,000,000.00	\$ -	\$ 5,775,586.05
Interest	834,680.32	-	-	-	-
Rent	4,000.00	1,000.00	-	-	(1,000.00)
Misc Revenue (house removal)	-	10,350.00	-	-	(10,350.00)
TOTAL SOURCES OF FUNDS	10,877,450.65	4,235,763.95	10,000,000.00	-	5,764,236.05
USES OF FUNDS					
Street Marking Materials	18,034.88	-	-	-	-
Concrete/Sand/Asphalt	-	2,440.81	200,000.00	33,709.19	163,850.00
Aspen Heights Sewer Development	79,960.00	-	-	-	-
3rd Street Bridge	1,051,596.69	-	467,419.00	307,072.72	160,346.28
Husband Street Bridge	598,690.76	-	406,730.00	12,941.32	393,788.68
FY20 Pavement Management	1,715,247.16	1,347,801.28	3,879,381.00	1,613,914.14	917,665.58
Duncan to Duck (CDBG)	118,711.44	-	-	-	-
FY21 Pavement Management	-	-	2,033,376.00	24,988.50	2,008,387.50
Deferred Maintenance Management	-	13,357.50	682,016.00	17,556.94	651,101.56
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	2,465,531.87	1,319,860.23	2,239,133.00	904,358.17	14,914.60
Maple & West Street Replacement	8,548.75	2,453.75	53,050.00	50,595.00	1.25
Transportation Program Manager	173,300.26	34,281.36	132,085.00	97,803.06	0.58
3rd/Hester Paving	25,630.00	-	-	-	-
Monroe/Scott Sidewalk	3,432.00	-	-	-	-
6th/Perkins Stonework	24,634.00	-	-	-	-
4th Ave Improvements	15,795.29	-	-	-	-
Wright Drive ROW	17,686.00	-	-	-	-
12th Ave Health Corridor Study	48,395.00	9,940.00	39,105.00	29,165.00	-
Rails to Trails Grant Ph II	-	-	300,000.00	-	300,000.00
Paint Machine	35,000.00	-	-	-	-
Pavement Management	-	-	294,420.00	-	294,420.00
Airport & Perkins Traffic Analysis	-	4,699.06	29,000.00	24,300.94	-
Knoblock, 4th Avenue, and Lincoln	-	-	664,510.00	-	664,510.00
Monticello	-	-	2,201,930.00	2,192,830.00	9,100.00
Perkins: McElroy - Lakeview	-	56,057.82	170,610.00	4,976.00	109,576.18
Airport: Lakeview - Washington	85,782.50	-	1,033,998.00	82,128.40	951,869.60
TOTAL USES OF FUNDS	6,696,219.12	2,790,891.81	14,860,335.00	5,419,809.38	6,649,633.81
RESOURCES OVER (UNDER) USES	\$ 4,181,231.53	\$ 1,444,872.14	\$ (4,860,335.00)	\$ (5,419,809.38)	\$ (885,397.76)
Beginning Cash Balance	20,562,230.89	26,725,912.25			
Change in Interest Receivable	40,298.26	-			
Change in Accounts Receivable	200.00	(400.00)			
Change in Due from General Fund	(18,223.62)	-			
Change in Accounts Payable	1,960,175.19	(2,414,061.28)			
Change in Due to (from) Self Insurance Fund	-	-			
Ending Cash Balance	<u>\$ 26,725,912.25</u>	<u>25,756,323.11</u>			
Plus: Uncollected Sales Tax Revenues		5,775,586.05			
Less: Unspent Budget Appropriations		(12,069,443.19)			
Balance Available to Appropriate		<u>\$ 19,462,465.97</u>			
Future Projects/Funding Needs:					
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			
FY25 Pavement Management Plan		9,705,580.00			
TOTAL		<u>\$ 18,005,580.00</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
	20TR06-A	7th Ave. from Main to Lewis	Full depth reconstruction	\$1,200,000.00	Construction complete.
In Construction	19TR04	3rd Ave. & Perkins Rd.	Bridge & roadway improvements	\$3,200,000.00	Sent Final Change Order #s to contractor, awaiting response. Working on final punch list items. 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	Airport Road is now 100% open to traffic. Park Drive is anticipated to be 100% complete and open by the end of December. Staff is projecting Harned Avenue paving to be complete by end of January 2025.
	25TR08 (20TR06-C)	Monticello from University to Admiral	Full depth reconstruction (with utility work)	\$2,300,000.00	<u>NTP to begin construction set for January 2nd, 2025.</u>
	23TR03	Block 34 (9th to 8th/Duncan to Husband)	Infrastructure improvements and community facility	\$4,500,000.00	All streets around the project are open to traffic (except Duncan between 9th & 8th). Vertical construction is currently underway for the pavillion while roof construction is on-going for the stage. Work on the water feature and rain gardens is also underway.
Advertise for Bid (Fall 2024)	25TR05 (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 Patching, diamond grinding, joint & crack sealing	\$2,119,900.00	Bids opened on 12/11/24. Apparent low bidder, Rudy Construction, price = \$1,887,172.75. Total estimated cost (including: construction, testing & contingency) = \$2,119,900.00. Current available funds = \$864,711.00. Original total estimate was \$1,900,000.00 and staff estimated \$1,100,000.00 additional needed from 260 funds for construction of project. Need from 260 funds as of bid opening = \$1,255,189.00 (+\$155,189 from original est.) for proposed recommended award.
	25TR06 (21TR09)	Full Depth Repairs (40+ locations)	Full depth pavement patching/panel replacement	\$1,900,000.00	Advertised for bid 11/16/24
	25TR07 (20TR01/21TR05)	Joint & Crack Sealing (various locations)	Pavement joint & crack sealing (various locations)	\$800,000.00	Bids opened on 12/11/24. Apparent low bidder, Scodeller Construction, price = \$720,400.00. Total estimated cost (including: construction, testing & contingency) = \$797,940.00. Current available funds = \$500,000.00. Original total estimate was \$800,000.00 and staff estimated \$300,000.00 additional needed from 260 for construction of project. Need from 260 funds as of bid opening = \$300,00.00 (as originally projected, but for five locations only) for proposed recommended award.
In Design	25TR04 (21TR14) & 25WL04	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 w/ waterline Partial or Full depth reconstruction w/ waterline Full depth reconstruction Patching and/or partial/full depth reconstruction Full depth reconstruction	\$6,500,000.00	Currently in design with survey underway.
	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	Plans submitted & currently under review by staff. (Includes sidewalks: University Circle, Miller & Lowry)
	25TR02	400 S. Villa Dr. Drury St., approx. 1800 feet north of 6th Ave. (SH51)	Repairs to existing drainage structure and roadway Repairs to existing drainage structure and roadway	TBD \$400,000.00	Survey rec'd, currently in design. Survey rec'd, currently in design.
	22TR10	Orchard St. & 5th Ave.	Repairs to existing drainage structure	TBD	Survey rec'd, currently in design.
	25TR02	Knoblock St., approx. 160 feet south of 6th Ave.	Repairs to existing drainage Inlet	\$35,000.00	Final plans received. Intend to package with 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. Video of sanitary sewer inconclusive. Potholing to be scheduled.
	24TR06	12th Ave. Health Corridor Study	Traffic study on 12th Ave. between Western & Duck	\$87,500.00	Final report has been submitted and is under review.
	25TR03	Airport & Perkins Traffic Impact Analysis (TIA)	Traffic study at Airport & Perkins	\$29,000.00	The preliminary report delivered 12/11/24 and currently under review.
	25TR01 25TR09/10	Task Order 1 (under FY25 PMP, 25TR09/10)	Mill & Overlay/Full Reconstruction/Surface Treatments	\$2,400,000.00 *	NTP given and currently in design.
	24TR08260	Rails-to-Trails (Phase II)	Trail design from 6th Ave. to McElroy	\$300,000.00	ODOT agreement on 12/16/24 CC for approval. Working on consultant selection. TA Grant, City 20% match.
FY25 Projects	25TR01 (Task Orders 2 & 3)	Sidewalks (various locations)	Sidewalks (various locations)	\$200,000.00	Consultant beginning development of Task Orders 2 & 3 for future City Council action.
		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)	\$300,000.00 *	
		Full Reconstruction (various locations)	Full Reconstruction (various locations)	\$2,400,000.00 *	
Planning/ Miscellaneous	N/A	Citywide	Sidewalk/trail connectivity (& requests from citizens)	N/A	Staff is working to identify and prioritize sidewalk and trail gaps throughout the City.
	N/A	Citywide	Functional Classification Maps	N/A	Comparing 2007 STEP/ODOT/IMS Functional Classification Maps and compiling revisions
	N/A	Citywide	Miscellaneous traffic requests from citizens	N/A	Addressing requests for: striping, signing, signals, speed bumps, etc.