



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA

MARCH 27, 2025

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 13, 2025, special meeting summary.
- b. Transportation Sales Tax Fund financial report
(No action will be taken on this item) Christy Cluck, Jared Thulin
- 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: Candy Staring, Bill Millis, Brady Moore
 - i. Conversion of 10th and Main Roundabout to 4-way stop signs, including discussion of modification or improvements to the existing roundabout.
 - ii. Conversion of Downtown stoplights to 4-way stop signs.
- d. Discussion, consideration, and possible action regarding sidewalks, including sidewalk maintenance and improvements currently included and budgeted for in the FY25 Annual Program, other sidewalk projects that may be funded from the Transportation Sales Tax Fund, and the following: Candy Staring, Bill Millis

- i. Campus Corner to Downtown sidewalk connection
- e. Discussion, consideration, and possible direction to staff on proposed projects to be funded from the revenues generated by the 2022 Transportation Sales Tax. Candy Staring, Bill Millis

3. Public Comment

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 or Staff

- | | |
|----|---|
| a. | Next regular meeting is April 24, 2025. |
|----|---|

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.

**TRANSPORTATION PROJECT ADVISORY COMMITTEE
SPECIAL MEETING MINUTES
THURSDAY, FEBRUARY 13, 2025**

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

Others present: City Manager Brady Moore, Assistant City Attorney Ashlyn Garis, Accounting Manager Jared Thulin, Airport Director Kellie Reed, City Councilor Tim Hardin, Director of Engineering Candy Staring, Deputy Director of Engineering Bill Millis, Administrative Assistant Casi Jackson as Recording Secretary

1. Call Meeting to Order

Chair Brad Rickelman called the meeting to order at 4:00 pm and asked for roll call.

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

Quorum established.

2a. Review and approval of January 23, 2025, regular meeting summary.

Mr. Clark moved to approve meeting summary; Mr. Gose seconded.

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

Motion passed 5-0.

2b. Transportation Sales Tax Fund financial report – Jared Thulin

- Accounting Manager Jared Thulin reported that sales tax collections for January were \$809,260, which, at 60% of the budget, is on track for the year.
- Major payments included \$147,454 for Airport/Park/Harned (20TR06-B) and \$243,870 for 7th Avenue (20TR06-A).
- Director of Engineering Candy Staring discussed the unencumbered balance and the need to update the financial report.
- Mr. Gose inquired about the status of the Third Street and Husband Street bridge projects.
 - Candy stated that she and Construction Manager Mike Stephenson have a meeting next week to discuss the file a claim against BKL. They will compare what the City should have paid per ODOT bid pricing to how much we actually paid because of the geotech issue and related delays. Candy stated further that the contract with BKL,

which dates back to 2013, shows a limitation of liability clause that says BKL is no more liable to the City than the total fee of the task order, which is about \$200,000.

- Deputy Director Bill Millis shared that former Transportation Lead Travis Small did prepare a draft change order for the Third Street bridge before he left, and Bill has reviewed it.

No action is necessary.

2c. 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:

- **Consideration and possible action to make a recommendation to City Council for the Wright Dr./Airport Rd./Airport Industrial Access Road Roundabout Project to be funded by revenues of the 2022 Transportation Sales Tax.**
- Candy began a PowerPoint presentation on the airport terminal project by explaining that the City hoped grants would fund this project completely. While FAA is giving a considerable amount of money to the project, the funds do not cover all of Work Package 3.
- In 2018 or 2019, the City Council approved a realignment of Hargis Road. During the environmental assessment phase, it was discovered that the Land and Water Conservation Fund Grant system had provided funding for the ballparks on Airport Road many decades ago. Although the grant amount was minimal, the terms of the grant stipulate that the City is forever obligated to maintain the land as a park. If the City wishes to repurpose the land, it must replace the parks with land of equal or greater value. The property appraisal value is quite high.
 - City Manager Brady Moore added that the National Park System says the City has to acquire new land for recreation, and it has to be one dollar more than the value of the current land, which is appraising around \$800,000.
- Because of the issue with the Land and Water Conservation Fund and potential delays to the Terminal Project, the parking access road could not be routed farther east that it is shown.
- The first phase of the project, which is the terminal itself, some parking, and the four-lane drop-off, was executed about six months ago, and the package cost is \$22 million.
- The second phase is work packages 2, 3, and 4. The City is currently considering award approval and amendment execution of work package 3, which includes the roundabout. Staff recommendation will be made to City Council on February 24th.
- The third phase is the north parking lot and is estimated at \$900,000; it will be funded with a grant and city match.
- The fourth phase is the south parking lot and lighting, and is estimated at \$1.4 million; it will also be funded with a grant and city match.
- The complete project totals about \$30 million.
- Candy provided state data regarding automobile accidents in the area, and she and Airport Director Kellie Reed discussed the need for a roundabout to ensure lower driving speeds and provide safe access to the new terminal. The roundabout bid price is \$585,452.
- Mr. Clark moved to recommend to City Council to use \$585,452 from the 2022 Transportation Sales Tax fund for the Wright Dr./Airport Rd./Airport Industrial Access Road Roundabout Project; Mr. Whitworth seconded.

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

Motion passed 4-0.

- Referring to the Status of Various Transportation Projects spreadsheet, Bill gave the following updates:
 - Airport/Park/Harned (20TR06-B) – Contractor believes roads will be open and substantially complete by the end of the month; working to include additional sidewalk along Airport Road.
 - Monticello (25TR08) – Water and sewer work underway.
 - Block 34 (23TR03) – On track to be completed this summer.
 - McElroy/Manning/Hall of Fame (25TR05) – Conducted pre-construction conference; anticipating notice to proceed mid-April. Bill requested that TPAC support a Task Order for \$65,000 with Poe and Associates to provide additional Project Management support.
 - Pavement Program Manager (23TR07) – Bill requested that TPAC support an amendment to Task Order 1, to supplement funding with an additional \$150,000 with Poe and Associates to provide additional Project Management support.
- Mr. Gose moved to recommend that City Council approve a task order for Poe and Associates to provide construction admin services for \$65,000 on 25TR05 project; Mr. Clark seconded.

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

Motion passed 5-0.

- Mr. Clark moved to recommend that City Council approve a \$150,000 task order increase for Poe and Associates to provide additional Project Management support on 23TR07 project; Mr. Gose seconded.

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

Motion passed 5-0.

- Full Depth Repairs (25TR06) – Estimated Cost on the spreadsheet has been updated to \$800,000 instead of the \$1.9 million that was listed before and that reflected both full depth repair and deferred maintenance. Contract has been executed; pre-construction meeting to be scheduled.
- Joint and Crack Sealing (25TR07) – Contract has been executed; pre-construction meeting to be scheduled.
- Fourth and Knoblock (25TR04) – Preliminary plans expected soon.
- Rails-to-Trails Phase II (24TR08260) – Consultant interviews earlier this week; ODOT to finalize the process.
- Bill referred to the proposed traffic signal system improvements that Public Works Director Mark White talked about at the January 2025 meeting and stated that the City is going to reach out to some consultants for advice on how to move forward with this process. No action is necessary.

2d. 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.

- Referring to Sidewalk Request Spreadsheet, Bill discussed the Sidewalk Connect program and explained the categories of sidewalk requests and stated that category three is going to be the core of this program.
- Mr. Clark asked if the City could perform something comparable to a traffic study to determine how many people would walk a certain area.
 - Bill replied that, while a formal study would likely be cost and/or labor intensive, this group's collective knowledge could prove resourceful.
 - Candy stated that OSU had recently been looking for a senior design project, and she suggested that they could create a system for the City.
- Brady asked if the group would be agreeable to proposing \$800,000 for sidewalks in FY 26; Mr. Gose suggested \$1,000,000, and the group was agreeable.
- Bill presented the idea of using a consultant to manage the design and construction of sidewalk projects, ensuring efficient and timely completion.
No action is necessary.

2e. Discussion, consideration, and possible direction to staff on proposed projects to be funded from the revenues generated by the 2022 Transportation Sales Tax.

- There was no discussion.
No action is necessary.

3. Public Comment on Items not Scheduled for Public Hearings

- Councilor Tim Hardin inquired as to whether there is a way to estimate the cost per foot of sidewalks in the five different categories.
 - Bill replied yes, but it would be very rough because there are many factors to consider in addition to only the sidewalk's length.
 - Councilor suggested using the engineering student project to look at the different sidewalks and identify what is necessary for each location.
No action is necessary.

4. Reports from Committee Members and Staff

- Next scheduled meeting is March 27, 2025.
No action is necessary.

5. Adjourn

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

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

Motion passed 5-0.

- Meeting adjourned at 5:16 pm.

City of Stillwater - Transportation Sales Tax Fund

For the period ending February 28, 2025

	FY24	FY25			
	Actual	Actual	Budget	Encumbrances	Unencumbered Balance
SOURCES OF FUNDS					
Sales Tax	\$ 10,038,770.33	\$ 6,807,313.42	\$ 10,000,000.00	\$ -	\$ 3,192,686.58
Interest	834,680.32	-	-	-	-
Rent	4,000.00	1,200.00	-	-	(1,200.00)
Misc Revenue (house removal)	-	10,350.00	-	-	(10,350.00)
TOTAL SOURCES OF FUNDS	10,877,450.65	6,818,863.42	10,000,000.00	-	3,181,136.58
USES OF FUNDS					
Street Marking Materials	18,034.88	-	-	-	-
Concrete/Sand/Asphalt	-	18,485.01	200,000.00	39,518.75	141,996.24
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	2,057,194.73	3,019,670.00	820,562.40	141,912.87
Duncan to Duck (CDBG)	118,711.44	-	-	-	-
FY21 Pavement Management	-	-	979,164.00	24,988.50	954,175.50
Deferred Maintenance Management	-	18,808.75	682,016.00	12,105.69	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	1,669,629.70	2,239,133.00	554,588.70	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	68,119.64	132,085.00	63,964.78	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	-	-	-	-
Terminal Roundabout	-	-	585,452.00	-	585,452.00
FY25 Pavement Management	-	-	1,894,420.00	1,894,420.00	-
Airport & Perkins Traffic Analysis	-	7,154.21	29,000.00	21,845.79	-
Knoblock, 4th Avenue, and Lincoln	-	65,893.56	664,510.00	598,616.44	-
McElroy, Man and Hall of Fame	-	-	2,119,900.00	2,119,900.00	-
Monticello	-	-	2,201,930.00	2,201,930.00	-
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	3,973,737.17	17,251,764.00	8,862,789.49	4,415,237.34
RESOURCES OVER (UNDER) USES	\$ 4,181,231.53	\$ 2,845,126.25	\$ (7,251,764.00)	\$ (8,862,789.49)	\$ (1,234,100.76)
Beginning Cash Balance	20,562,230.89	26,725,912.25			
Change in Interest Receivable	40,298.26	-			
Change in Accounts Receivable	200.00	200.00			
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>27,157,177.22</u>			
Plus: Uncollected Sales Tax Revenues		3,192,686.58			
Less: Unspent Budget Appropriations		(13,278,026.83)			
Balance Available to Appropriate		<u>\$ 17,071,836.97</u>			
Future Projects/Funding Needs:					
Deferred Maintenance (FY21 PM)		1,400,000.00			
6th Street Land Acquisition		3,500,000.00			
Knoblock/4th Ave. (FY21 PM)		4,300,000.00			
FY25 Pavement Management Plan		9,000,000.00			
Signal Systems		850,000.00			
Maple & West Construction		2,100,000.00			
Windsor Street Crosswalks		50,000.00			
Misc Drainage Improvements		750,000.00			
TOTAL		<u>\$ 21,950,000.00</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
	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	Project is substantially complete, working on final inspection and project closeout.
	25TR08 / 20TR06C	Monticello from University to Admiral	Full depth reconstruction (with utility work)	\$2,300,000.00	Water work is underway expected to be completed by September 2025, Sewer work is completed; contract final completion 12/11/2025.
	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 and Husband). Mechanical, Electrical and Plumbing is currently underway for the pavilion and stage. Work on the site amenities and play equipment is also underway. Expected project completion Summer 2025.
	25TR06 (21TR09)	Full Depth Repairs (40+ locations)	Full depth pavement patching/panel replacement	\$800,000.00	Project kicked off 3/18/2024 with Work Order 1.
Pre Construction	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	Kickoff meeting scheduled 4/8/2025. Anticipated NTP for 4/15/2025; contract final completion October 2025.
	25TR07 (20TR01/21TR05)	Joint & Crack Sealing (various locations)	Pavement joint & crack sealing (various locations)	\$800,000.00	Contract has been executed; pre-construction meeting to be scheduled.
	25TR11	Windsor Street Crosswalks	Modify and add accessible crosswalks	\$50,000.00	Request for quotes to be issued soon.
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; Preliminary plans and geotechnical report received and under review by staff.
	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	Comments returned to Engineer, awaiting completed plans.
	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	Preliminary plans submitted and currently under review by staff. Preliminary plans submitted and currently under review by staff.
	22TR10	Orchard St. & 5th Ave.	Repairs to existing drainage structure	TBD	Preliminary plans submitted and currently under review by staff.
	25TR02	Knoblock St., approx. 160 feet south of 6th Ave.	Repairs to existing drainage Inlet	\$35,000.00	Final plans received. Potential development to the site is the works, plan to coordinate repairs.
	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	Half has been selected as the Design Engineer. Scoping meeting scheduled in the coming weeks
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.