



Together, Investing in Municipal Excellence

TRANSPORTATION PROJECT ADVISORY COMMITTEE MEETING AGENDA
APRIL 24, 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 March 27, 2025, regular meeting summary.

b. Transportation Sales Tax Fund financial report (No action will be taken on this item)	Christy Cluck, Jared Thulin
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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.	Candy Staring, Bill Millis, Brady Moore
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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.	Candy Staring, Bill Millis
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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
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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 Committee at a regularly scheduled meeting on **any item of business listed on the meeting agenda**.

4. Reports from Committee Members or Staff

- a. Next regular meeting is May 22, 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.

- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.

TRANSPORTATION PROJECT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
THURSDAY, MARCH 27, 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, Assistant City Manager/Director of Finance Christy Cluck, Accounting Manager Jared Thulin, City Councilor Tim Hardin, Deputy Director of Engineering Bill Millis, The Stillwegian founder Chris Peters, OSU student Baylor Bryant, 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 February 3, 2025, special meeting summary.

Mr. Gose moved to approve meeting summary; Mr. Clark 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 February sales tax collection was \$803,928 year-to-date, which is on track for the year at 68% of the budget.
- There were no major payments made.
- The only budget amendment was the \$585,004 for the airport terminal roundabout, which was discussed at the last meeting.
- Two POs were issued: \$750,000 to Rudy Construction for full-depth repair and \$800,000 to Scodeller for crack sealing.
- Deputy Director of Engineering Bill Millis reported that the City has submitted a claim to BKL for about \$750,000 (for Husband Street Bridge project 19TR05).
- Bill reported that the recent work on Husband Street bridge was warranty work and is planned to be finished this week.

No action was taken.

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:

- 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.
- City Manager Brady Moore led a discussion on potential changes to the 10th and Main roundabout, including converting it to a four-way stop. Various redesign options included adding better lighting and markings.
 - Brady proposed converting stop lights on Main Street to four-way stops, starting with intersections at 7th, 8th, and 9th Streets, with the idea of creating a grid of four-way stops to slow down traffic and improve pedestrian safety.
 - There was discussion about the potential impact of this change on traffic flow and safety. Brady suggested testing the new stop signs with flashing red lights for 30 or 60 days to see their effect on traffic.
 - The committee members expressed opinions about the roundabout, and there was discussion about the benefits and drawbacks of the roundabout, including its role in pedestrian and driver safety as well as facilitating U-turns for parking.
 - Referring to the attached “Status of Various Transportation Projects” spreadsheet, Bill provided updates, including the addition of sidewalks to Airport Road (20TR06-B).
 - Bill reported that the Engineering Department keeps a calendar of community events to minimize the impact of city projects on community and campus events.
 - Mr. Gose inquired about the Windsor Street crosswalks (25TR11), and Bill explained that this \$50,000 project was generated by a disabled citizen in the area that cannot get to the mailbox, so the City is adding accessible crosswalks.
 - Mrs. Brown asked for a status on the Rails-to-Trails project (24TR08). Bill reported that this project, which is Phase II, is the second mile, McElroy to Main, and it is in the scoping phase. The City interviewed consultants in January and made recommendations to ODOT. There will be a scoping meeting with the consultant in the next two weeks. He further explained that Phase I is Lakeview to McElroy, but that is not being funded from the Transportation Sales Tax fund.

No action was taken.

2d. 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:

- i. Campus Corner to Downtown sidewalk connection.
- Referring to several handouts, Bill led a discussion about previous studies and master plans which recommend a walkable connection between Campus and Downtown.
 - Bill presented two corridor options: one that utilizes Husband Street and Third Avenue and one that utilizes 7th Avenue, Duck Street, and Fourth Avenue; the group discussed pros and cons of each option.
 - The committee decided that they would like to see the Sidewalk Request Spreadsheet each month even if there are not many updates.

No action was taken.

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 was taken.

3. Public Comment on Items not Scheduled for Public Hearings

- Councilor Tim Hardin shared that he took an unofficial survey about the roundabout and asked people if they would like to “keep it or kill it,” and while he was expecting a majority of people would want it removed, that was not the feedback he received, which included:
 - He asked the Police Department how many times it has been hit and was told there have been three or four accidents over a bunch of years.
 - One person commented that people do not know how to navigate a roundabout.
 - One person said that there is very poor lighting at night.
 - One person said that unless he is shopping on Main Street, he does not drive Main Street because of all the traffic lights.
 - A lot of people said they like the U-turn aspect of the roundabout when looking for parking.
- The Stillwegian founder Chris Peters shared that he is a fan of keeping some version of the roundabout.
- OSU student Baylor Bryant shared that he does like the U-turn aspect of the roundabout. He prefers stop signs to stop lights because the stop lights are a little hard to see.
No action was taken.

4. Reports from Committee Members and Staff

- Next scheduled meeting is April 24, 2025.
No action was taken.

5. Adjourn

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

Roll Call:	Rickelman	Whitworth	Clark	Brown	Gose
	Yes	Yes	N/A	Yes	Yes

Motion passed 4-0.

- Meeting adjourned at 5:09 pm.

City of Stillwater - Transportation Sales Tax Fund

For the period ending March 31, 2025

	FY24	FY25			
	Actual	Actual	Budget	Encumbrances	Unencumbered Balance
SOURCES OF FUNDS					
Sales Tax	\$ 10,038,770.33	\$ 7,585,164.49	\$ 10,000,000.00	\$ -	\$ 2,414,835.51
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	7,596,714.49	10,000,000.00	-	2,403,285.51
USES OF FUNDS					
Street Marking Materials	18,034.88	-	-	-	-
Concrete/Sand/Asphalt	-	28,180.70	200,000.00	34,823.05	136,996.25
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	2,312,962.51	3,019,670.00	560,265.12	146,442.37
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	1,400.00	23,470.00	22,070.00	-
Block 34 Area Improvements	2,465,531.87	1,730,251.38	2,239,133.00	493,967.02	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	75,917.09	282,085.00	206,167.33	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	1,869,420.00	25,000.00
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	-	-	2,184,900.00	2,184,900.00	-
Monticello	-	91,651.20	2,201,930.00	2,110,278.80	-
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	4,400,670.97	17,466,764.00	9,211,778.18	3,854,314.85
RESOURCES OVER (UNDER) USES	\$ 4,181,231.53	\$ 3,196,043.52	\$ (7,466,764.00)	\$ (9,211,778.18)	\$ (1,451,029.34)
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>27,508,094.49</u>			
Plus: Uncollected Sales Tax Revenues		2,414,835.51			
Less: Unspent Budget Appropriations		(13,066,093.03)			
Balance Available to Appropriate		<u>\$ 16,856,836.97</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. Roadway 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. Final punch list items pending.
	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 with Contractor on punch list 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 and all waterlines have been installed ; contract final completion 12/11/2025.
	23TR03	Block 34 (9th to 8th/Duncan to Husband)	Infrastructure improvements and community facility	\$4,500,000.00	Duncan between 9th & 8th is being prepared for paving. 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; Work Order 4 started 4/22.
	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	Project kicked off 4/15/2025. Work underway with patching on McElroy ; contract final completion October 2025.
	25TR07 (20TR01/21TR05)	Joint & Crack Sealing (various locations)	Pavement joint & crack sealing (various locations)	\$800,000.00	Project kicked off 3/31/2025. Contract has been executed; pre-construction meeting to be scheduled.
Pre Construction	25TR11	Windsor Drive Crosswalk Improvements	Infrastructure improvements to walks and ramps	\$58,270.00	CC Awarded 4/21/2025, Pre-Work meeting and Notice to Proceed to be scheduled.
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	30% submittal review held 4/2/2025. Engineer now working on 60% set.
	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	Final Plans returned 4/18/2025, to be reviewed by staff. Will begin preparing bid docs.
	25TR02	400 S. Villa Dr.	Repairs to existing drainage structure and roadway	TBD	Preliminary plans submitted and currently under review by staff.
	22TR10	Drury St., approx. 1800 feet north of 6th Ave. (SH51)	Repairs to existing drainage structure and roadway	\$400,000.00	Engineer working on final plans.
	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	Staff has returned review comments.
	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	Halff has been selected as the Design Engineer. Scoping meeting held 4/7/2025. Engineer working on scope/fee proposal.
	N/A	Downtown-Campus Pedestrian Connection	New sidewalk	\$800,000.00	Staff working to determine a route that will provide the greatest benefit to citizens.
FY25 Projects	25TR01 (Task Orders 2 & 3)	Sidewalks (various locations)	Sidewalks (various locations)	\$200,000.00	Task Orders 2 & 3 being negotiated with consultant 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 control requests	N/A	Addressing requests for: striping, signing, signals, speed bumps, etc.
	N/A	Downtown	Downtown Intersection Modifications	N/A	