

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
SEPTEMBER 13, 2022
5:15 P.M.

#1a

INVOCATION Philip Smothers, Youth Pastor First United Methodist Church

FLAG SALUTE Councilman Nick Fischer

ROLL CALL Mayor Robert Armstrong Personnel Director, Kenzie Wheeler
Vice-Mayor Jimmy Peters City Attorney David Hammond
Councilwoman Patty Wininger Deputy City Clerk Christina Johnson
Councilman Nick Fischer

ABSENT Councilwoman Lindsay Hayes

CERTIFICATE OF APPRECIATION PRESENTED BY MAYOR ROBERT ARMSTRONG TO THE DUNCAN STUDENT COUNCIL

Councilwoman Patty Wininger introduced the 2022-2023 Duncan High School Student Council Members as follows:

Hannah Harris- President
Jaycie Meadows-Vice-President
Anastasia Scott-Treasurer
Emersen Villagrana-Historian
Jessie Mendinghall-Parliamentarian
Ava Miller-Secretary
Raven Hunter-Sergeant of Arms
Cody Copeland-Advisor
Dawn Wainscott-Advisor

Mayor Robert Armstrong presented the Duncan Student Council with a Certificate of Appreciation.

- ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA.
- a) Minutes of August 23, 2022.
 - b) List of Claims
 - c) Renewal agreement between the City of Duncan and Chickasaw Telecommunications Services Inc. for Telecommunications Services Permit.
 - d) Renewal agreement between the City of Duncan and Chickasaw Telecommunications Services Inc. for Transport Telecommunications Services Permit.
 - e) Replacement of the vacancy on the Duncan Airport Commission Board with the Mayor's appointment of Walt Lentz to fill the vacant seat on the Board as a local representative.

A motion was made by Councilwoman Wininger, seconded by Councilman Fischer to approve the Consent Agenda as presented. Upon roll call:

AYE: Wininger, Fischer, Peters, Armstrong

NAY: None

- ITEM #2: Consider approving Pay Request No. 1 for services rendered in conjunction with the Fire Station #2 Renovation and Addition in the total amount of \$25,770.65 to Hope Equipment and Construction, Inc.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that on June 14, 2022 Mayor and Council approved a bid with Hope Equipment & Construction, Inc. for the addition and remodel of Fire Station #2.

Mrs. Wheeler noted that this pay request is for professional services rendered through August 10, 2022.

Councilwoman Wininger asked if this project was going well and on a timely manner.

Dayton Burnside, Fire Chief, advised that the project was going well and was on time.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Peters to approve Pay Request No. 1 for services rendered in conjunction with the Fire Station #2 Renovation and Addition in the total amount of \$25,770.65 to Hope Equipment and Construction, Inc. Upon roll call:

AYE: Fischer, Peters, Wininger, Armstrong

NAY: None

ITEM #3: Consider awarding the bid to Haynes Equipment as the best bid for the replacement of the Effluent Lift Station Pump and valves in the total amount of \$66,227.00.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the WWTP's current effluent lift station 50 hp pump is inoperable. The plant is currently leasing a portable pump to allow for adequate flow to other equipment. Haynes is a sole source for the check valves at the price of \$14,355.00. The estimated delivery is 18 weeks.

Mrs. Wheeler noted that bids for the pump replacement were received as follows:

Haynes Equipment \$51,872.00

Bertrem Products \$62,842.00

There were no other responsive bidders.

Mrs. Wheeler advised the estimated delivery is 26 weeks.

Councilwoman Wininger asked if Staff was comfortable with a portable pump until Effluent Lift Station Pump arrived.

Buddy Hokit, Public Works Director, advised that a portable pump was the only option available.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to award the bid to Haynes Equipment as the best bid for the replacement of the Effluent Lift Station Pump and valves in the total amount of \$66,227.00. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #4: Consider awarding the low bid of \$4,000.00 to Miller Construction to do demolition work on property located at 1208 S. 7th Street, Duncan, Oklahoma.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the Department of Community Development and Code Enforcement has attempted to contact the property owner of 1208 S 7th Street, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Wheeler advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Wheeler stated that the Department received four bids for demolition with Miller Construction being the lowest bid at \$4,000.00.

Councilman Fischer asked how long the Community Development Department has been addressing issues with these properties.

Nate Schacht, Community Development Director, advised that the Community Development Department has been addressing ongoing issues with these properties for 2-3 years. He stated that the Community Development Department takes extra steps to ensure that all legal requirements have been met.

Councilwoman Wininger asked if there are squatters at these properties.

Mrs. Schacht stated there have been squatters at these properties.

Vice-Mayor Peters asked about CDBG Grants being used in the past to remove dilapidated structures.

Mr. Schacht advised that CDBG Grant funding has been utilized in the past to remove dilapidated structures. He stated that there is a cost savings by not having to perform as many steps required in utilizing a CDBG Grant and that the CDBG Grant will be utilized in the future for other projects with less steps.

Councilwoman Wininger asked if this company has obtained the property insurance.

Mr. Schacht advised that each company has obtained the required insurance and bonding.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to award the low bid of \$4,000.00 to Miller Construction to do demolition work on property located at 1208 S. 7th Street, Duncan, Oklahoma. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #5: Consider awarding the low bid of \$4,500.00 to Miller Construction to do demolition work on property located at 109 W. Ash Avenue, Duncan, Oklahoma.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the Department of Community Development and Code Enforcement has attempted to contact the property owner of 109 W Ash Avenue, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Wheeler advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Wheeler stated that the Department received four bids for demolition with Miller Construction being the lowest bid at \$4,500.00.

A motion was made by Vice-Mayor Peters, seconded by Councilman Fischer to award the low bid of \$4,500.00 to Miller Construction to do demolition work on property located at 109 W. Ash Avenue, Duncan, Oklahoma. Upon roll call:

AYE: Peters, Fischer, Wininger, Armstrong

NAY: None

ITEM #6: Consider awarding the low bid of \$3,600.00 to Hunter McClure to demolition work on property located at 509 W. Hickory Avenue, Duncan, Oklahoma.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the Department of Community Development and Code Enforcement has attempted to contact the property owner of 509 W Hickory Avenue, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Wheeler advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Wheeler stated that the Department received four bids for demolition with Hunter McClure being the lowest bid at \$3,600.00.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to award the low bid of \$3,600.00 to Hunter McClure to demolition work on property located at 509 W. Hickory Avenue, Duncan, Oklahoma. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #7: Consider awarding the low bid of \$3,800.00 to Hunter McClure to do demolition work on property located at 317 N. D Street, Duncan, Oklahoma.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the Department of Community Development and Code Enforcement has attempted to contact the property owner of 317 N D Street, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Wheeler advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Wheeler stated that the Department received four bids for demolition with Hunter McClure being the lowest bid at \$3,800.00.

Councilwoman Wininger stated that the pictures of this property indicate there had been a fire. She asked if the owner has been contacted.

Nate Schacht, Community Development Director, advised that the property owner has been unable to be contacted.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to award the low bid of \$3,800.00 to Hunter McClure to do demolition work on property located at 317 N. D Street, Duncan, Oklahoma. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #8: Consider awarding the low bid of \$3,500.00 to Pollock Services to do demolition work on property located at 510 W. Oak Avenue, Duncan, Oklahoma.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the Department of Community Development and Code Enforcement has attempted to contact the property owner of 510 W Oak Avenue, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Wheeler advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Wheeler stated that the Department received four bids for demolition with Pollock Services being the lowest bid at \$3,500.00.

Councilwoman Winingar asked if the property located next door, to 510 W. Oak Avenue, has been contacted by Code Enforcement regarding the condition of the property.

Nate Schacht, Community Development Director, advised that the property owner has been contacted and is currently working on the roof and making improvements to the property.

A motion was made by Vice-Mayor Peters, seconded by Councilman Fischer to award the low bid of \$3,500.00 to Pollock Services to do demolition work on property located at 510 W. Oak Avenue, Duncan, Oklahoma. Upon roll call:

AYE: Peters, Fischer, Winingar, Armstrong

NAY: None

ITEM #9: Consider a Resolution accepting an Airport Improvement Program Grant for the Airport Engineering Hangar Project at Halliburton Field (Duncan Municipal Airport) and authorize the Mayor to execute the Grant Agreement.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the Mayor and Council originally authorized a contract with Parkhill, Smith, and Cooper for the Airport Engineering Hangar Development Plan on August 8, 2021. An application for grant funding was submitted, and the Federal Aviation Administration has responded with a Grant Offer.

Mrs. Wheeler noted that Staff was recently notified of the need to accept the grant offer, execute the appropriate documents, and return to FAA by September 15, 2022.

A motion was made by Councilwoman Winingar, seconded by Councilman Fischer to approve a Resolution accepting an Airport Improvement Program Grant for the Airport Engineering Hangar Project at Halliburton Field (Duncan Municipal Airport) and authorize the Mayor to execute the Grant Agreement. Upon roll call:

AYE: Winingar, Fischer, Peters, Armstrong

NAY: None

ITEM #10: OTHER COMMENTS:
a) By the Public

Per State Statute the Mayor and Council will not be able to respond to any issues brought forward during this part of the agenda. The City Manager or the Staff will take your information and address the situation then reconnect with you. The Council Members are available before and after the meeting to address concerns on an individual basis.

There were no comments from the Public.

b) By the Council-

Councilwoman Winingar congratulated the Duncan Fire Department on their recent training.

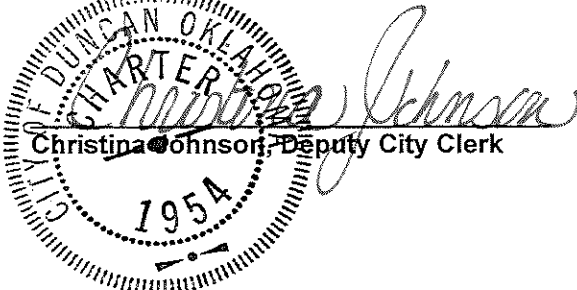
c) By the City Manager-There were none.

ITEM #11: Adjournment

A motion was made by Councilman Fischer, seconded by Vice-Mayor Peters to adjourn the meeting. Upon roll call:

AYE: Fischer, Peters, Winingar, Armstrong

NAY: None



Robert Armstrong, Mayor

#1a

REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
SEPTEMBER 13, 2022
5:15 P.M.

ROLL CALL Chairman Robert Armstrong Personnel Director, Kenzie Wheeler
 Vice-Chairman Jimmy Peters Authority Attorney David Hammond
 Trustee Patty Wininger Deputy Secretary Christina Johnson
 Trustee Nick Fischer

ABSENT Trustee Lindsay Hayes

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA
 a) Minutes of August 23, 2022.

A motion was made by Trustee Wininger, seconded by Trustee Fischer to approve the Consent Agenda as presented. Upon roll call:

AYE: Wininger, Fischer, Peters, Armstrong

NAY: None

ITEM #2: Consider ratifying the action of the City Manager in authorizing the Sanitary Sewer Main Repair as an emergency expenditure and authorize payment to Miller Construction in the estimated amount of \$10,000.00.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that on August 1, 2022 a critical sewer main break occurred at 2110 Crossgate. The Sanitary Sewer Collection Department does not have enough Staff to devote a full week for the repair.

Trustee Wininger asked if this project would take a week to complete.

Buddy Hokit, Public Works Director, advised that Miller Construction estimated the project to take a week to complete.

A motion was made by Vice-Chairman Peters, seconded by Councilwoman Wininger to ratify the action of the City Manager in authorizing the Sanitary Sewer Main Repair as an emergency expenditure and authorize payment to Miller Construction in the estimated amount of \$10,000.00. Upon roll call:

AYE: Peters, Wininger, Fischer, Armstrong

NAY: None

ITEM #3: Consider Pay Request No. 2 to Freese and Nichols in the total amount of \$43,495.21 for services rendered in conjunction with the Water Project FY 2022.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that on June 14, 2022 Mayor and Council approved a contract with Freese and Nichols, Inc. to provide professional services for the FAP-22-2022-L Water Project FY 2022.

Mrs. Wheeler noted that this pay request is for professional services rendered through July 31, 2022.

A motion was made by Trustee Fischer, seconded by Vice-Chairman Peters to approve Pay Request No. 2 to Freese and Nichols in the total amount of \$43,495.21 for services rendered in conjunction with the Water Project FY 2022. Upon roll call:

AYE: Fischer, Peters, Wininger, Armstrong

NAY: None

ITEM #4: Consider Pay Request No. 3 to Freese and Nichols in the total amount of \$24,986.00 for services rendered in conjunction with the Water Project FY 2022.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that on June 14, 2022 Mayor and Council approved a contract with Freese and Nichols, Inc. to provide professional services for the FAP-22-2022-L Water Project FY 2022.

Mrs. Wheeler noted this pay request is for professional services rendered through August 31, 2022.

A motion was made by Trustee Fischer, seconded by Trustee Winger to approve Pay Request No. 3 to Freese and Nichols in the total amount of \$24,986.00 for services rendered in conjunction with the Water Project FY 2022. Upon roll call:

AYE: Fischer, Winger, Peters, Armstrong

NAY: None

ITEM #5: OTHER COMMENTS:

a) By the Public

Per State Statute the Chairman and Trustees will not be able to respond to any issues brought forward during this part of the agenda. The General Manager or the Staff will take your information and address the situation then reconnect with you. The Chairman and Trustees are available before and after the meeting to address concerns on an individual basis.

There were no comments from the Public.

b) By the Chairman and Trustees-There were none.

c) By the General Manager-There were none.

ITEM #6: Adjournment

A motion was made by Trustee Fischer, seconded by Vice-Chairman Peters to adjourn the meeting. Upon roll call:

AYE: Fischer, Peters, Winger, Armstrong



Robert Armstrong, Chairman

REGULAR MEETING
DUNCAN ECONOMIC DEVELOPMENT TRUST AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
AUGUST 23, 2022
5:15 P.M.

#1a

ROLL CALL Chairman Robert Armstrong General Manager Kimberly Meek
 Trustee Patty Wininger Authority Attorney Jeff Archer
 Trustee Lindsay Hayes Deputy Secretary Christina Johnson
 Trustee Nick Fischer

ABSENT Vice-Chairman Jimmy Peters

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA
 a) Minutes of July 26, 2022.
 b) Budget Amendment

A motion was made by Trustee Wininger, seconded by Trustee Fischer to approve the Consent Agenda as presented. Upon roll call:

AYE: Wininger, Fischer, Hayes, Peters, Armstrong

NAY: None

ITEM #2: OTHER COMMENTS:
 a) By the Public

Per State Statute the Chairman and Trustees will not be able to respond to any issues brought forward during this part of the agenda. The General Manager or the Staff will take your information and address the situation then reconnect with you. The Chairman and Trustees are available before and after the meeting to address concerns on an individual basis.

There were no comments from the Public.


- b) By the Chairman and Trustees-There were none.
- c) By the General Manager-There were none.

ITEM #3: Adjournment

A motion was made by Trustee Fischer, seconded by Trustee Hayes to adjourn the meeting. Upon roll call:

AYE: Fischer, Hayes, Peters, Wininger, Armstrong

NAY: None


Christina Johnson, Deputy Secretary


Robert Armstrong, Chairman

#1b

SPECIAL MEETING
DUNCAN ECONOMIC DEVELOPMENT TRUST AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
SEPTEMBER 13, 2022
5:15 P.M.

ROLL CALL Chairman Robert Armstrong Personnel Director, Kenzie Wheeler
 Vice-Chairman Jimmy Peters Authority Attorney David Hammond
 Trustee Patty Wininger Deputy Secretary Christina Johnson
 Trustee Nick Fischer

ABSENT Trustee Lindsay Hayes

ITEM #1: Consider request from the Duncan Area Economic Development Foundation for withdrawal of sales tax dollars in the amount of \$1,162,817.51 for payment to WW Builders for services rendered in conjunction with the Two Commercial Lab Buildings Construction Project.

This item was presented by Kenzie Wheeler, Personnel Director, who advised that the Duncan Area Economic Development Foundation (DAEDF) Board of Directors met to discuss and approve Two Commercial Lab Buildings Construction Project. This project was approved by the Duncan Economic Development Trust Authority on October 26, 2021. The request letter from DAEDF and invoice are attached. This total amount includes both the third and fourth payment request for the project to WW Builders.

Trustee Wininger asked for the status of the structures.

Randy Wilson, WW Builders, advised that the structures are currently going up.

A motion was made by Trustee Fischer, seconded by Trustee Wininger to approve the request from the Duncan Area Economic Development Foundation for withdrawal of sales tax dollars in the amount of \$1,162,817.51 for payment to WW Builders for services rendered in conjunction with the Two Commercial Lab Buildings Construction Project. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: Armstrong

ITEM #2: OTHER COMMENTS:

a) By the Public

Per State Statute the Chairman and Trustees will not be able to respond to any issues brought forward during this part of the agenda. The General Manager or the Staff will take your information and address the situation then reconnect with you. The Chairman and Trustees are available before and after the meeting to address concerns on an individual basis.

There were no comments from the Public.

b) By the Chairman and Trustees-There were none.

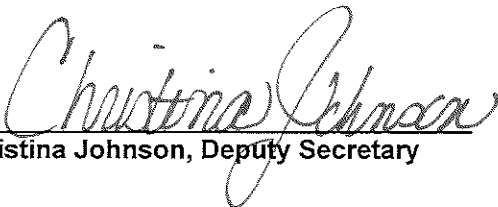
c) By the General Manager-There were none.


ITEM #3: Adjournment

A motion was made by Trustee Fischer, seconded by Vice-Chairman Peters to adjourn the meeting. Upon roll call:

AYE: Fischer, Peters, Wininger, Armstrong

NAY: None


Christina Johnson, Deputy Secretary


Robert Armstrong, Chairman