

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
SEPTEMBER 27, 2022
5:15 P.M.

INVOCATION Reverend John Wheeler, Pastor First Christian 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
Councilwoman Lindsay Hayes
Councilman Nick Fischer

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA.

- a) Minutes of September 13, 2022.
- b) List of Claims
- c) Renewal of the Lease Agreement between the City of Duncan and the Oklahoma State Bureau of Investigation (OSBI) to lease office space located at 44 South 7th Street in Duncan, Oklahoma effective January 1, 2023 through December 31, 2023 and authorize the City Manager to execute the agreement.
- d) Renewal of insurance for the Oklahoma Municipal Assurance Group (OMAG) Municipal Liability Protection Plan (MLPP) in the amount of \$191,782.00 and renewal of the Municipal Property Protection Plan (MPPP) in the amount of \$190,299.00
- e) Budget Amendment
- f) Confirm the Mayor's appointment of Chris Deal to the Board of Adjustment and reappointment David Leonard, Garrett Nelson, and Chris Deal to the Planning Commission.

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

AYE: Fischer, Peters, Hayes, Wininger, Armstrong

NAY: None

ITEM #2: Consider authorizing the purchase of two (2) ZD1200 series zero turn lawn mowers from Great Plains Kubota for the Lakes Department in the amount of \$37,517.44.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that the FY 2022 Budget includes funds to purchase mowing equipment. These units will be used at all the City Lakes for routine mowing.

Mrs. Wheeler noted that each unit will include a canopy and down draft fan accessories. These units will be purchased on Sourcewell Government Contract #031121. The expected delivery is by October 3, 2022.

Councilwoman Wininger asked when the mowers would be delivered.

Larry Jones, Public Works, advised that the mowers would be delivered by October 2, 2022.

A motion was made by Councilman Fischer, seconded by Councilwoman Hayes to authorize the purchase of two (2) ZD1200 series zero turn lawn mowers from Great Plains Kubota for the Lakes Department in the amount of \$37,517.44. Upon roll call:

AYE: Fischer, Hayes, Peters, Wininger, Armstrong

NAY: None

ITEM #3: Consider authorizing the purchase of two (2) ZD1200 series zero turn lawn mowers from Great Plains Kubota for the Parks Department in the amount of \$32,607.44.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that that the FY 2022 Budget includes funds to purchase mowing equipment. These units will be used at all the City Parks for routine mowing.

Mrs. Wheeler noted that each unit will include a canopy and down draft fan accessories. These units will be purchased on Sourcewell Government Contract #031121. These units are in stock and available now.

Vice-Mayor Peters asked why there was a price difference between the mowers for the Lakes Department and the mowers for the Parks Department.

Larry Jones, Public Works, advised that the mowers for the lakes Department are more expensive because they have tweels on the back and do not go flat as easily. He noted there was also a size difference.

Mr. Jones noted that a past order for lawn mowers had to be cancelled leaving those funds available.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Peters to authorize the purchase of two (2) ZD1200 series zero turn lawn mowers from Great Plains Kubota for the Parks Department in the amount of \$32,607.44. Upon roll call:

AYE: Fischer, Peters, Hayes, Wininger, Armstrong

NAY: None

ITEM #4: Consider approving the purchase of 2 Reclosers with Controls Distribution Automation Equipment from Southern States LLC, in the estimated amount of \$47,505.00.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that Duncan Power has several taps that have single-phase protection on 3-phase customers. The single-phase protection is designed as 2 sizes fits all. With the use of 3-phase reclosers that are capable of being set to protect the actual conditions they serve we would be able to enhance our level of service the Customers up-circuit and down-circuit of the se proposed devices.

Mrs. Wheeler noted that this type of equipment falls under the general description of Distribution Automation Equipment, in that it automatically operates to clear faults on a line without any operator intervention. This equipment improves our ability to restore power to critical loads in a timely manner, without the need of a Lineman at the site to take action and is a Budgeted Item for FY 2022.

Mrs. Wheeler noted that Staff received three (3) quotes for the equipment: Southern States LLC for \$47,505.00, Hi-Volt Specialties for \$50,505.00 and Preferred Sales Agency for \$55,554.00. Staff is recommending replacing both units at this time for a total of \$47,505.00. The Recloser Controller will be installed and programed by our employees and the winning quotation is attached.

Councilwoman Wininger asked if there was squirrel protection included in this purchase.

David Yeager, Electric Department Director, advised that this equipment does include additional squirrel protection.

A motion was made by Councilwoman Hayes, seconded by Councilwoman Wininger to approve the purchase of 2 Reclosers with Controls Distribution Automation Equipment from Southern States LLC, in the estimated amount of \$47,505.00. Upon roll call:

AYE: Hayes, Wininger, Fischer, Peters, Armstrong

NAY: None

ITEM #5: OTHER COMMETS:

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 Wininger asked if the tractor that was involved in the recent accident would be repaired or replaced.

Larry Jones, Public Works, advised that the mower is beyond repair and a new one would be purchased in the upcoming budget year.

David Hammond, City Attorney, noted that a claim has been filed against the responsible individual's insurance for replacement of the mower.

c) By the City Manager-

Kenzie Wheeler, Personnel Director, noted that 2nd City of Duncan newsletter will be available at the Library and City Hall the first week of October.

ITEM #6: Adjournment

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

AYE: Fischer, Hayes, Peters, Wininger, Armstrong

NAY: None

Christina Johnson, Deputy City Clerk

Robert Armstrong, Mayor

REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
SEPTEMBER 27, 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 Lindsay Hayes
 Trustee Nick Fischer

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA
 a) Minutes of September 13, 2022.
 b) Budget Amendment.
 c) Extend the review and evaluation period for the three (3) Advanced Metering Infrastructure Bids until November 22, 2022.

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

AYE: Fischer, Hayes, Peters, Wininger, Armstrong

NAY: None

ITEM #2: Consider Pay Request No. 2 to Blackburn Construction Co. LLC in the total amount of \$74,688.00 for services rendered on the 2022 Building Improvements Project.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that on February 8, 2022 Mayor and Council approved a contract with Blackburn Concrete Construction Co. LLC to provide contractor services for the 2022 Building Improvements Project.

Mrs. Wheeler noted that this pay request represents 100% of the contract.

Trustee Wininger asked if the Cemetery and Public Works buildings were complete and if Staff was satisfied with the work.

Buddy Hokit, Public Works Director, advised that the Cemetery and Public Works buildings were complete, and he was pleased with the work.

Trustee Fischer asked where Blackburn Concrete Construction Co. LLC was currently working on the streets.

Mr. Hokit advised that they are currently working at the Brookwood Office Park and Staff would be identifying other streets after completion of this location.

A motion was made by Vice-Chairman Peters, seconded by Councilman Fischer to approve Pay Request No. 2 to Blackburn Construction Co. LLC in the total amount of \$74,688.00 for services rendered on the 2022 Building Improvements Project. Upon roll call:

AYE: Peters, Fischer, Hayes, Wininger, Armstrong

NAY: None

ITEM #3: Consider Pay Request No. 7 to Freese and Nichols in the total amount of \$31,950.43 for services rendered in conjunction with the Clear Creek Lake Dam Phase II Embankment Evaluation.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that on January 11, 2022 Mayor and Council approved a contract with Freese and Nichols, Inc. to provide professional services for the Clear Creek Lake Dam Phase II Embankment Evaluation Project.

Trustee Wininger asked about sinkholes that were fixed and if this was subject to ARPA Funding.

Buddy Hokit, Public Works Director, stated that SEMA Construction made temporary repairs to the sinkholes. He advised that this project was not a candidate for ARPA Grant funding, but Staff is looking into Oklahoma Water Recourse Board (OWRB) Grants.

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

A motion was made by Trustee Fischer, seconded by Vice-Chairman Peters to approve Pay Request No. 7 to Freese and Nichols in the total amount of \$31,950.43 for services rendered in conjunction with the Clear Creek Lake Dam Phase II Embankment Evaluation. Upon roll call:

AYE: Fischer, Peters, Hayes, Wininger, Armstrong

NAY: None

ITEM #4: Consider authorizing RFIP Inc., to design a replacement Wireless Meter Data Collection System Project (Task 001) for a cost not to exceed \$20,000 and entering into a Master Services Agreement for this and future work.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that in 2011 Duncan had a TroPos brand wireless meter data collection system installed to transmit electric and water meter readings from the meter data collectors to City Hall. This system held up well for about 8 to 9 years. But in the last 3 years we have experienced regular failures and the equipment, now more than 10 years old, is no longer supported or sold and now the system must be replaced.

Mrs. Wheeler advised the replacement System and Products proposed must be able to deal with a reasonable level of urban RF Noise and support effective channel isolation but must also be cost competitive. The new System Design will be as "future proof" as possible and constructed in such a way that maintains the existing system until full implementation of the replacement project is complete.

Mrs. Wheeler noted that this project is a major undertaking for Duncan Power from an engineering and construction standpoint and our present Staff cannot complete this work without outside help. RFIP Inc., is committed to working with our Staff to hold down the cost of the project and keep as much of the total project expenses to a minimum.

Trustee Wininger asked how data is collected and received.

David Yeager, Electric Department Director, advised that there are 24 collectors that collect and send information to City Hall for billing. He noted this cuts down on re-reads, misreads, and provides better and faster internet.

Trustee Wininger asked why there are so many collectors and if other Cities used this service.

Mr. Yeager explained that the collectors are low power and do not broadcast far and that other cities, and state agencies use these services. He explained this company is a good company.

Mr. Yeager explained that this agreement will allow prices to be locked into place.

A motion was made by Trustee Fischer, seconded by Trustee Wininger to authorize RFIP Inc., to design a replacement Wireless Meter Data Collection System Project (Task 001) for a cost not to exceed \$20,000 and entering into a Master Services Agreement for this and future work. Upon roll call:

AYE: Fischer, Wininger, Hayes, Peters, Armstrong

NAY: None

ITEM #5: Consider ratifying the actions of the General Manager in the purchase of electric cable from Irby in the amount of \$34,575.00.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that on August 23, 2022 Chairman and Trustees approved the purchase of three (3) reels of 1/0 TR-XLPE primary underground cable in the amount of \$17,175.00.

Mrs. Wheeler noted that the wholesale distributor market for electric materials has, for the last 12 months, been so volatile that we have been unable to get firm quotes for longer than one or two days. As mentioned above we brought this 1/0 Tr-XLPE cable before council on August 23rd and received approval. Staff placed the order on the 25th but was later informed that the original vendor would not be able to fulfill our order. Their stock had been sold and prices had increased in the time that it took Duncan Power to go through the required purchasing procedures to place the order. Staff then requoted this needed cable.

Mrs. Wheeler advised that quotes were solicited from the original bidders list and Irby was the only bidder to have wire in stock; the cable in question from the attempted purchase on August the 23rd has since doubled in cost.

A motion was made by Trustee Fischer, seconded by Vice-Chairman Peters to ratify the actions of the General Manager in the purchase of electric cable from Irby in the amount of \$34,575.00. Upon roll call:

AYE: Fischer, Peters, Hayes, Wininger, Armstrong

NAY: None

ITEM #6: 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-

Trustee Wininger asked if raising the City Manager's authorization of spending be addressed. She noted due to rising costs associated with materials and labor this modification would allow more flexibility, cut out waiting periods and save money.

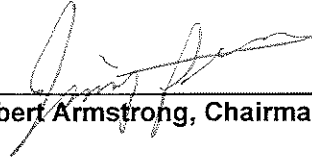
c) By the General Manager-There were none.

ITEM #7: Adjournment


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

AYE: Fischer, Peters, Hayes, Winger, Armstrong

NAY: None



Robert Armstrong, Chairman



Christina Johnson, Deputy Secretary

