

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
FEBRUARY 28, 2023
5:15 P.M.

INVOCATION Pastor Chris Deal, Duncan Rescue Mission

FLAG SALUTE Councilman Nick Fischer

ROLL CALL Mayor Robert Armstrong City Manager Kimberly Meek
 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 February 14, 2023.
 - b) List of Claims.
 - c) Consulting Services Agreement between the City of Duncan and C.H. Guernsey & Company for a rate study analysis.
 - d) Appointment of John Byers to serve on the Main Street Duncan Board of Directors.

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

AYE: Fischer, Hayes, Peters, Wininger, Armstrong

NAY: None

- ITEM #2: Swearing in of Assistant Police Chief, Major, Brian Attaway by Municipal Judge Joe Enos.

Municipal Judge Joe Enos performed the swearing in ceremony of Assistant Police Chief, Major, Brian Attaway.

Police Chief, Bo Walker, read aloud and presented Assistant Police Chief, Major, Brian Attaway with a Certificate of Promotion.

Major Attaway's Captain bars were changed to Major bars by his wife, Kate Attaway.

- ITEM #3: Signing Oath(s) of Office by Assistant Police Chief, Major, Brian Attaway.

Assistant Police Chief, Major Brian Attaway signed the Oath of Office as well as the Constitutional Oath of Office and the Statutory Oath of Office.

- ITEM #4: Consider adjourning into Executive Session to discuss the semi- annual performance evaluation of the City Manager, Kimberly Meek with the City Manager, Mayor, City Attorney, and City Council as authorized by 25 O.S. Sec 307(B) 1.

A motion was made by Vice-Mayor Peters, seconded by Councilwoman Hayes to adjourn into Executive Session to discuss the semi- annual performance evaluation of the City Manager, Kimberly Meek with the City Manager, Mayor, City Attorney, and City Council as authorized by 25 O.S. Sec 307(B) 1. Upon roll call:

AYE: Peters, Hayes, Fischer, Wininger, Armstrong

NAY: None

- ITEM #4A: Consider reconvening the Regular Meeting of the Duncan City Council.

A motion was made by Vice-Mayor Peters, seconded by Councilman Fischer to reconvene the Regular Meeting of the Duncan City Council. Upon roll call:

AYE: Peters, Fischer, Hayes, Wininger, Armstrong

NAY: None

- ITEM #5: 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 Winger commented on the 2-26-23 storms that went through Duncan. She stated she was thankful for no injuries and was sorry for the damage that occurred due to the storm.

Councilwoman Winger thanked the agencies, and everyone involved for their work. She stated that there is still work ahead for the community, but Duncan will rebuild from the storm and come back stronger.


c) By the City Manager-There were none.

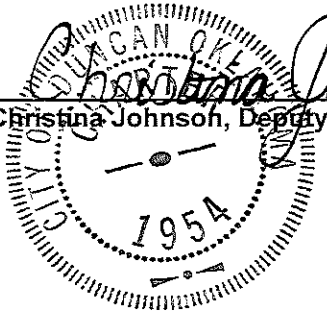
ITEM #6: Adjournment

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

AYE: Fischer, Peters, Hayes, Winger, Armstrong

NAY: None


Christina Johnson, Deputy City Clerk




Robert Armstrong, Mayor

REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
FEBRUARY 28, 2023
5:15 P.M.

ROLL CALL	Chairman Robert Armstrong Vice-Chairman Jimmy Peters Trustee Patty Winger Trustee Lindsay Hayes Trustee Nick Fischer	General Manager Kimberly Meek Authority Attorney David Hammond Deputy Secretary Christina Johnson
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ITEM #1: **CONSIDER APPROVAL OF CONSENT AGENDA**
 a) Minutes of February 14, 2023.

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, Winger, Armstrong

NAY: None

ITEM #2: **Consider Pay Request No. 1 to Hope Equipment and Construction in the total amount of \$116,900.00 for services rendered in conjunction with the Abe Raizen Restroom Improvements Project.**

This item was presented by General Manager, Kimberly Meek, who advised that on February 26, 2022 Mayor and Council approved a contract with Hope Equipment and Construction Inc. for the Abe Raizen Restroom Improvement Project.

Mrs. Meek noted that this pay request represents services through February 17, 2023.

Trustee Winger asked if this project was complete.

Buddy Hokit, Public Works Director, stated that the project is 46% complete.

Trustee Fischer asked if someone was monitoring this project.

Mr. Hokit advised that the project is being monitored by himself and Larry Jones.

A motion was made by Vice-Chairman Peters, seconded by Trustee Winger to approve Pay Request No. 1 to Hope Equipment and Construction in the total amount of \$116,900.00 for services rendered in conjunction with the Abe Raizen Restroom Improvements Project. Upon roll call:

AYE: Peters, Winger, Fischer, Hayes, Armstrong

NAY: None

ITEM #3: **Consider Pay Request No. 8 to Freese and Nichols in the total amount of \$73,634.29 for services rendered in conjunction with the Water Project FY 2022.**

This item was presented by General Manager, Kimberly Meek, 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. Meek noted that this pay request is for professional services rendered through January 31, 2023.

A motion was made by Trustee Fischer, seconded by Trustee Hayes to approve Pay Request No. 8 to Freese and Nichols in the total amount of \$73,634.29 for services rendered in conjunction with the Water Project FY 2022. Upon roll call:

AYE: Fischer, Hayes, Peters, Winger, Armstrong

NAY: None

ITEM #4: **Consider Pay Request No. 9 to Freese and Nichols in the total amount of \$33,148.13 for services rendered in conjunction with the Clear Creek Lake Dam Phase II Embankment Evaluation.**

This item was presented by General Manager, Kimberly Meek, 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.

Mrs. Meek noted that this pay request is for professional services rendered through January 31, 2023.

Trustee Winger asked about the borrowing of dirt along the lake rim.

Buddy Hokit, Public Works Director, advised that the borrowing of dirt along the lake rim will not be enough dirt to complete the project. He noted that Freese and Nichols is working with the City to identify other close sources of dirt that can be used.

A motion was made by Vice-Chairman Peters, seconded by Trustee Winger to approve Request No. 9 to Freese and Nichols in the total amount of \$33,148.13 for services rendered in conjunction with the Clear Creek Lake Dam Phase II Embankment Evaluation. Upon roll call:

AYE: Peters, Winger, Fischer, Hayes, Armstrong

NAY: None

ITEM #5: Consider Pay Request No. 9 (Final) to PM Construction & Rehab, LLC in the total amount of \$82,603.35 for services rendered in conjunction with the Sanitary Sewer Rehabilitation Project.

This item was presented by General Manager, Kimberly Meek, who advised that on March 23, 2021 Mayor and Council approved a contract with PM Construction & Rehab LLC to provide construction services for the Sanitary Sewer Rehabilitation Project (Phase 1B).

Mrs. Meek noted that this pay request is for services rendered through July 31, 2022. This pay request includes release of retainage.

Trustee Winger asked if this was the final payment to PM Construction & Rehab, LLC.

Buddy Hokit, Public Works Director, advised that this is the final payment to PM Construction & Rehab, LLC for Phase 1 of the project. He noted that they were 90% complete with Phase 1B.

A motion was made by Trustee Fischer, seconded by Trustee Winger to approve Pay Request No. 9 (Final) to PM Construction & Rehab, LLC in the total amount of \$82,603.35 for services rendered in conjunction with the Sanitary Sewer Rehabilitation Project. Upon roll call:

AYE: Fischer, Winger, Hayes, Peters, Armstrong

NAY: None

ITEM #6: Consider approving an Agreement with Tetra Tech, Inc. for Engineering Services for the Sewer Rehabilitation Design Phase II in the amount of \$295,000.00 and authorize the Chairman to execute the agreement.

This item was presented by General Manager, Kimberly Meek, who advised that the City of Duncan has completed the Sewer Rehabilitation Phase I at this time and wishes to proceed with the Sewer Rehabilitation Design Phase II.

Mrs. Meek noted that this agreement with Tetra Tech is for the Sewer Rehabilitation Design Phase II and preparation of construction plans to repair creek crossings.

Mrs. Meek noted that the proposed agreement is included in the council packet for the Chairman and Trustee to review.

Trustee Winger asked about the creek crossings.

Buddy Hokit, Public Works Director, stated that there are about twelve (12) locates where sewer lines cross the creeks. He stated the lines are sagging and are not strong and need to be repaired.

Trustee Fischer asked if they were still in the design phase of this project.

Mr. Hokit stated that they were still in the design phase of this project.

A motion was made by Trustee Fischer, seconded by Trustee Hayes to approve an Agreement with Tetra Tech, Inc. for Engineering Services with Tetra Tech, Inc. for Engineering Services for the Sewer Rehabilitation Design Phase II in the amount of \$295,000.00 and authorize the Chairman to execute the agreement. Upon roll call:

AYE: Fischer, Hayes, Peters, Winger, Armstrong

NAY: None

ITEM #7: Consider Pay Request No. 30 to Tetra Tech, Inc. in the total amount of \$2,019.91 for services rendered in conjunction with the Sewer Rehabilitation Design Phase I Project.

This item was presented by General Manager, Kimberly Meek, who advised that on February 25, 2020 Mayor and Council approved a contract with Tetra Tech, Inc. to provide Sewer Rehabilitation Design and preparation on construction plans.

Mrs. Meek noted that this pay request is for construction and inspection services for sewer rehabilitation for services through January 27, 2023.

Trustee Wininger asked if this project was part of the Oklahoma Water Resources Board (OWRB) Loan.

Mrs. Meek advised that this project is part of the OWRB loan.

A motion was made by Trustee Hayes, seconded by Trustee Wininger to approve Pay Request No. 30 to Tetra Tech, Inc. in the total amount of \$2,019.91 for services rendered in conjunction with the Sewer Rehabilitation Design Phase I Project. Upon roll call:

AYE: Hayes, Wininger, Fischer, Peters, Armstrong

NAY: None

ITEM #8: Consider awarding the contract for advanced metering infrastructure to Ferguson Enterprises LLC dba Ferguson Waterworks based on the adjusted scope of work and pay items in the amount of \$8,830,556.00 and an additional \$132,422.00 per year for operating fees.

This item was presented by General Manager, Kimberly Meek, who advised that on November 17, 2022 Council approved a proposal from Ferguson Waterworks for \$11,035,169.00 for the replacement of the existing water meters to serve the City of Duncan. After review and clarification of the proposal, the total cost of the project has been reduced.

Trustee Wininger asked why the cost was reduced and if Ferguson Waterworks is an Oklahoma based company.

Buddy Hokit, Public Works Director, advised that some automation was taken out of the meters that were not needed that resulted in a cost reduction. He noted that Ferguson Waterworks is a large company with an office located in Broken Arrow, Oklahoma.

A motion was made by Trustee Fischer, seconded by Trustee Hayes to award the contract for advanced metering infrastructure to Ferguson Enterprises LLC dba Ferguson Waterworks based on the adjusted scope of work and pay items in the amount of \$8,830,556.00 and an additional \$132,422.00 per year for operating fees. Upon roll call:

AYE: Fischer, Hayes, Peters, Wininger, Armstrong

NAY: None

ITEM #9: 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.

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

c) By the General Manager-There were none.

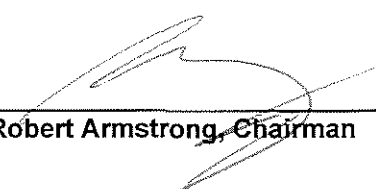
ITEM #10: Adjournment

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




Robert Armstrong, Chairman