

REGULAR MEETING  
DUNCAN CITY COUNCIL  
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA  
APRIL 11, 2023  
5:15 P.M.

#1a

INVOCATION            Pastor Jerry Couch, Highland Park Baptist Church

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  
                                 Councilman Nick Fischer

ABSENT                Councilwoman Lindsay Hayes

Presentation of Employee Service Pins.

*This item was moved to the Regular Meeting of April 25, 2023.*

Presentation of Oklahoma Municipal League's "If I Were Mayor" essay contest entrants from Duncan Middle School.

Mayor Armstrong, read the following statement:

"Nineteen students in Mr. Derrick Miller's class at Duncan Middle School entered the "If I Were Mayor" essay contest sponsored by the Oklahoma Municipal League. Students were challenged to write about what they would do if elected Mayor. Their ideas were well thought out and considerate."

"The students wrote about homelessness and protecting our vulnerable citizens. They addressed the importance of taking care of our students by increasing school safety and providing more food choices for kids. They reported that a top priority would be listening to the youth and looking for resources to help other children who are struggling. They wanted to work on improving roads and bringing in more restaurants to Duncan. They addressed the importance of public safety and local fire and police departments. They wanted to help create more jobs and support small businesses. They stressed the value of volunteering. Another student noted the stress of being a city leader and the need to consider the pros and cons of every decision. The student said as Mayor, they would provide a community suggestion box. Several students said the main goal of the Mayor is to make the City better. If they were the Mayor, one student said that they would "Make a decision the majority would be happy with. I would do this because it is what I would want a Mayor to do for me. Being Mayor isn't about doing things for yourself. It's about doing things for the community."

"We have a good group of leaders in the Mayor and City Council for Duncan's youth to look up to. We have good teachers who encourage students to think about how they can make a difference. We have a great set of students who are looking to the future with big ideas and servant hearts. Duncan's future is bright."

The following students were recognized for their "If I Were Mayor" essay entrants:

- Jace Jackson
- Chesnee Roberson
- Peyton Waggoner
- Chasiti Brown
- Alexis Mejia
- Crew Budowsky
- Bladen Harper
- Eric Hernandez
- Devan Johnson
- Kaylee Miller
- Ava Scott
- Merrick Ivey
- Ava Simpson
- Avery Valdez
- Monse Esparza
- Amy Lopez
- Amber Lane
- Lucy Spoering
- Brant Stocking

- ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA.**
- a) Minutes of March 28, 2023.
  - b) List of Claims.
  - c) Resolution approving the Biannual Supplements to the permanent Code of Ordinances of the City of Duncan pursuant to 11 O.S. 14-109 and 11 O.S. 14-110.
  - d) Consideration of approval to participate in the 2022 global opioid settlements with CVS, Wal-Mart, Walgreens, Allergan, and Teva, including agreeing to the terms of the global settlements, the release of all claims against these entities, and the permissible uses of monies received pursuant to the settlements for opioid abatement and designation of Mayor Armstrong as an authorized representative to sign the subdivision participation forms to finalize participation in these settlements.

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

**AYE:** Fischer, Peters, Wininger, Armstrong

**NAY:** None

- ITEM #2:** Consider approving the lowest and best bid for demolition work to occur at 101 W. Walnut Avenue, Duncan, Oklahoma to Miller Construction for \$3,500.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 101 W. Walnut Avenue, Duncan Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on September 26, 2022, and November 28, 2022 for its dilapidated and unsafe condition.

Mrs. Meek advised that further photo evidence from the County Assessor's Office shows the property to be in a dilapidated state on May 1, 2018.

Mrs. Meek advised that Miller Construction provided the lowest and best bid of \$3,500.00 to remove the dilapidated structures from the subject property.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to approve the lowest and best bid for demolition work to occur at 101 W. Walnut Avenue, Duncan, Oklahoma to Miller Construction for \$3,500.00. Upon roll call:

**AYE:** Fischer, Wininger, Peters, Armstrong

**NAY:** None

- ITEM #3:** Consider approving the lowest and best bid for demolition work to occur at 317 N. D Street, Duncan, Oklahoma to Miller Construction for \$5,550.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 317 N. D Street, Duncan, Oklahoma. This property was slated for demolition in 2022, but the selected contractor failed to complete the work.

Mrs. Meek noted that the property was declared a public nuisance on March 22, 2021 for its dilapidated and unsafe condition and records show that the property has been dilapidated since November 16, 2020.

Mrs. Meek noted that Miller Construction provided the lowest and best bid of \$5,500.00 to remove the dilapidated structures from the subject property.

Councilman Fischer asked why the demolition of this property was bid more than the other properties. He asked if it was due to the size of the property.

Nate Schacht, Community Development Director, advised that the bid amount was more due to the size of the structure, more debris on the property and that the structure is located closer to homes.

Councilman Peters asked about the property located at 315 N. D Street. He stated the property is in poor condition.

Mr. Schacht advised that the property owner of 315 N. D Street came forward and has been replacing the windows on the structure and progress is being made to the property.

Councilman Peters asked how long the property owner has to make the necessary modifications to the property.

Mr. Schacht advised the permit is issued for six (6) months. He noted that Code Enforcement Staff will work with the property owner if progress is made to the property within that six (6) month time frame.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Peters to approve the lowest and best bid for demolition work to occur at 317 N. D Street, Duncan, Oklahoma to Miller Construction for \$5,550.00. Upon roll call:

AYE:

NAY: None

ITEM #4: Consider approving the lowest and best bid for demolition work to occur at 417 S. 12<sup>th</sup> Street, Duncan, Oklahoma to Miller Construction for \$3,500.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 417 S. 12<sup>th</sup> Street, Duncan, Oklahoma.

Mrs. Meek note that the property was declared a public nuisance on March 26, 2018 for its dilapidated and unsafe condition. Former property owners had expressed the desire to make repairs and Community Development tried to work with those owners.

Mrs. Meek advised that the Department discovered that the owners that Staff had previously worked with are no longer in the picture and a new owner has the property but has failed to improve the property.

Mrs. Meek stated that other records show the property has been dilapidated since December 3, 2012.

Mrs. Meek noted that Miller Construction provided the lowest and best bid of \$3,500.00 to remove the dilapidated structures from the subject property.

Councilwoman Wininger asked if the concrete slabs/foundations are removed from the properties as well.

Nate Schacht, Community Development Director, stated that normally the concrete foundations/slabs are removed due to their condition. He advised that the goal is to return the property back to its natural condition.

Councilman Wininger asked if there have been issues with squatters in the dilapidated structures listed.

Mr. Schacht noted that there have been issues with squatters in many of the dilapidated locations.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to approve the lowest and best bid for demolition work to occur at 417 S. 12<sup>th</sup> Street, Duncan, Oklahoma to Miller Construction for \$3,500.00. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #5: Consider approving the lowest and best bid for demolition work to occur at 509 W. Hickory Avenue, Duncan, Oklahoma to Miller Construction for \$3,500.00.

This item was presented by the City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 509 W. Hickory Avenue, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on April 11, 2022.

Mrs. Meek advised that further photo evidence gained from the County Assessor's Office shows the property to be in a dilapidated state on April 24, 2018.

Mrs. Meek noted that Miller Construction provided the lowest and best bid of \$3,500.00 to remove the dilapidated structures from the subject property.

Councilwoman Wininger asked how long it normally took to complete the removal of the structures after the bidder is notified that they won the bid.

Nate Schacht, Community Development Director, advised that the complete removal and cleanup of the property normally takes three (3) months or less with weather permitting.

Councilman Peters asked if this was a customary time frame to make repairs.

Mr. Schacht noted that it normally takes three (3) months or less to completely return the property back to its natural environment. He advised that once the bid is awarded the contractor tries to begin the work as soon as possible because the dilapidated structures bring down property values of the surrounding properties.

Mayor Armstrong asked if the fences on the properties were removed.

Mr. Schacht advised that the fences are normally removed. He advised that the bidder is given a list of criteria of items to remove such as fencing, trees, sheds, etc. He noted the goal is to return the property to a natural environment.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Peters to approve the lowest and best bid for demolition work to occur at 509 W. Hickory Avenue, Duncan, Oklahoma to Miller Construction for \$3,500.00. Upon roll call:

AYE: Fischer, Peters, Wininger, Armstrong

NAY: None

ITEM #6: Consider approving the lowest and best bid for demolition work to occur at 601 N. K Street, Duncan, Oklahoma to Miller Construction for \$3,250.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 601 N. K Street, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on October 24, 2022 and further photo evidence gained from the County Assessor's Office shows the property to be in a dilapidated state on September 24, 2021.

Mrs. Meek noted that Miller Construction provided the lowest and best bid of \$3,250.00 to remove the dilapidated structures from the subject property.

A motion was made by Vice-Mayor Peters, seconded by Councilwoman Wininger to approve the lowest and best bid for demolition work to occur at 601 N. K Street, Duncan, Oklahoma to Miller Construction for \$3,250.00. Upon roll call:

AYE: Peters, Wininger, Fischer, Armstrong

NAY: None

ITEM #7: Consider approving the lowest and best bid for demolition work to occur at 185 W. Walnut Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$2,960.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 185 W. Walnut Avenue, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on November 7, 2022 for its dilapidated and unsafe condition and further photo evidence from the County Assessor's Office shows the property to be in a dilapidated state on May 1, 2018.

Mrs. Meek advised that the owner of the property previously indicated that they would like to tear the property down on their own and obtained a demolition permit on December 1, 2022 but due to date no work has been done to the property.

Mrs. Meek noted that Pollock Services LLC provided the lowest and best bid of \$2,960.00 to remove the dilapidated structures from the subject property.

Weldon Harms, 5425 Country Estates, addressed the Mayor and Council in relation to the property located at 185 W. Walnut Avenue, Duncan, Oklahoma.

Mr. Harms stated that he had purchased demolition permits from the City of Duncan in November of last year. He stated he had talked to an individual to help with the cleanup of this property, but the individual had health issues as well as the weather delaying work on the property. He advised he intended to start the clean up of the property "whenever" the weather permits.

Nate Schacht, Community Development Director, advised that a demolition permit had been purchased at the end of November last year. He noted that there has been no visible action taken on this property since that time. He noted that he did not have an issue with granting another six (6) months to allow the property owner time to make improvements to the property.

Councilman Peters asked Mr. Harms when he could begin work and how long it would take for the work to be complete.

Mr. Harms advised that work could begin the 1<sup>st</sup> part of April or the 1<sup>st</sup> part of May after the interior was cleaned out. Mr. Harms noted that he wanted to break the structure down and remove it by sections.

Councilman Peters asked Mr. Harms if he was recycling the materials from the structure.

Mr. Harms advised that that he was attempting to reuse what he could from the structure.

Councilman Fischer asked about the roof being a safety issue and how the structure would be secured while being removed.

Mr. Harms explained that he would remove the shingles then the roof frame. He advised the frame was in decent shape and only the shingles were rotting and falling.

Mayor Armstrong asked how the structure would be secure during this process to keep individuals and kids out of the structure to ensure safety.

Mr. Harms stated he was not sure how to secure the structure while tearing it down. He asked the Mayor what he could do to secure the location. He advised that it does no good to call the Duncan Police Department to help with the kids as the Police Department does not do their jobs.

Mayor Armstrong explained that due to safety reasons the property would need to be properly secure the structure. He stated that construction fencing is one way of securing the premises.

David Hammond, City Attorney, advised that due to safety concerns with homeless and kids, the City Council would need a plan for how Mr. Harms would be able to secure the site. He explained that it was not the Duncan Police Departments responsibility to make sure the structure and premises are secure.

Mr. Harms stated that he could put "No Trespassing" signs out and "Mickey Mouse" construction fencing would not keep anyone out unless it was 14 foot tall.

Mayor Armstrong stated that Mr. Harms would need to make an effort to make sure that no one was hurt, and that safety was the main concern of the City Council.

Mr. Harms asked in a loud manner, several times, what kind of security fence he needed to put up.

Mayor Armstrong asked Mr. Harms to please take a seat, or he would have to be removed from the meeting.

Mr. Harms advised he was not sitting down and continued to speak above the Mayor.

Mr. Harms was asked to leave the meeting by the Police Chief, Bo Walker, and Officer Conner Newman.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Peters to approve the lowest and best bid for demolition work to occur at 185 W. Walnut Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$2,960.00. Upon roll call:

AYE: Fischer, Peters, Wininger, Armstrong

NAY: None

ITEM #8: Consider approving the lowest and best bid for demolition work to occur at 109 S. 2<sup>nd</sup> Street, Duncan, Oklahoma to Pollock Services, LLC for \$2,960.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 109 S. 2<sup>nd</sup> Street, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on March 28, 2022 for its dilapidated and unsafe condition and further photo evidence gained from the County Assessor's Office shows the property to be in a dilapidated state on June 12, 2018.

Mrs. Meek advised that the owner of the property indicated that they would like to tear the property down on their own and the Department of Community Development put their trust in this statement from the owner. Since that time, the owner has failed to begin any demolition work.

Mrs. Meek noted that Pollock Services LLC provided the lowest and best bid of \$2,960.00 to remove the dilapidated structures from the subject property.

A motion was made by Vice-Mayor Peters, seconded by Councilman Fischer to approve approving the lowest and best bid for demolition work to occur at 109 S. 2<sup>nd</sup> Street, Duncan, Oklahoma to Pollock Services, LLC for \$2,960.00. Upon roll call:

AYE: Peters, Fischer, Wininger, Armstrong

NAY: None

ITEM #9: Consider approving the lowest and best bid for demolition work to occur at 302 W. Willow Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 302 W. Willow Avenue, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on November 28, 2021, for its dilapidated and unsafe condition and further evidence shows that the property was in a dilapidated state on April 1, 2019.

Mrs. Meek noted that Pollock Services LLC provided the lowest and best bid of \$3,500.00 to remove the dilapidated structures from the subject property.

A motion was made by Councilman Fischer, seconded by Councilwoman Winger to approve the lowest and best bid for demolition work to occur at 302 W. Willow Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00. Upon roll call:

AYE: Fischer, Winger, Peters, Armstrong

NAY: None

ITEM #10: Consider approving the lowest and best bid for demolition work to occur at 310 W. Willow Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 310 W. Willow Avenue, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on November 29, 2021 for its dilapidated and unsafe condition and further photo evidence from the County Assessor's Office shows the property to be in a dilapidated state on June 12, 2018.

Mrs. Meek advised that Pollock Services LLC provided the lowest and best bid of \$3,500.00 to remove the dilapidated structures from the subject property.

Councilwoman Winger asked if the swing set would be removed from the property and if this is the most properties that have been declared a public nuisance in the past few years.

Nate Schacht, Community Development Director, stated that the swing set will be removed from the property and that this is the most properties to be considered at one time.

A motion was made by Councilman Fischer, seconded by Councilwoman Winger to approve the lowest and best bid for demolition work to occur at 310 W. Willow Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00. Upon roll call:

AYE: Fischer, Winger, Peters, Armstrong

NAY: None

ITEM #11: Consider approving the lowest and best bid for demolition work to occur at 314 W. Willow Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 314 W. Willow Avenue, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on November 29, 2021 for its dilapidated and unsafe condition and further photo evidence gained from the County Assessor's Office shows the property to be in a dilapidated state on June 12, 2018. Other records show the property to have been dilapidated since June 2, 2014.

Mrs. Meek advised that the owner of the property has expressed a desire to fix the property up but to date has done little to show that work will be done. Recently, a representative of the owner obtained a roofing permit, issued March 29, 2023, and the representative was instructed to attend the City Council Meeting with an action plan to save the structure.

Mrs. Meek noted that Pollock Services LLC provided the lowest and best bid of \$3,500.00 to remove the dilapidated structures from the subject property.

Paul Mueller, 1430 N. 13<sup>th</sup>, Duncan, addressed the Mayor and Council in relation to the property located at 314 W. Willow Avenue, Duncan, Oklahoma. He noted that he was a representative of the property owner Mr. King.

Mr. Mueller stated that he had obtained a roofing permit on March 29, 2023. He advised that he trimmed the trees, cleaned up all the trash and debris and secured the windows and doorways. He stated he is in the process of repairing the roof and replacing the roof and windows. He noted that he still needs to paint around the frame of windows. He advised that the perimeter is secure to avoid access to children and homeless.

Councilwoman Winger asked what the property owner, Mr. King's, plans were for the property.

Mr. Mueller advised that Mr. King lived out of State and the intent was for him to move his family to the residence after the improvements were completed.

Vice-Mayor Peters stated he did not have an issue with giving Mr. Mueller an extension to make the necessary repairs to the structure as he had already begun making major renovations to the property.

Councilwoman Wininger stated that due to the homeless issues and kids that the repairs would need to be complete in a timely manner. She asked Mr. Mueller for a completion date.

Mr. Mueller stated that he hoped to have all repairs done by the end of the year. He noted that the property has been properly secured.

Vice-Mayor Peters asked if the status of the property has been recently checked.

Mr. Schacht stated that he had been to the property that day and that the structure seemed to be secure. He stated that he had spoken with Mr. King, the property owner, and that Mr. King's intent was to fix the property up to move back to Oklahoma to reside in. He stated that Mr. Mueller has remained in close contact with his department and has obtained a roof permit to continue making the necessary repairs.

A motion was made by Councilman Fischer, seconded by Councilwoman to approve the lowest and best bid for demolition work to occur at 314 W. Willow Avenue, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00. Upon roll call:

AYE: None

NAY: Fischer, Wininger, Peters, Armstrong

ITEM #12: Consider approving the lowest and best bid for demolition work to occur at 1008 W. Stephens, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development sent out bid packets to three qualified contractors for demolition work to be done at 1008 W. Stephens, Duncan, Oklahoma.

Mrs. Meek noted that the property was declared a public nuisance on September 19, 2012 and further photo evidence gained from the County Assessor's Office shows the property to be in a dilapidated state on July 8, 2022.

Mrs. Meek advised that Pollock Services LLC provided the lowest and best bid of \$3,500.00 to remove the dilapidated structures from the subject property.

Councilwoman Wininger asked if the mailbox will be removed from the property.

Nate Schacht, Community Development Director, stated that the mailbox will be removed as the goal is to return the property back to a natural condition.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Peters to approve the lowest and best bid for demolition work to occur at 1008 W. Stephens, Duncan, Oklahoma to Pollock Services, LLC for \$3,500.00. Upon roll call:

AYE: Fischer, Peters, Wininger, Armstrong

NAY: None

ITEM #13: Consider approving a Professional Services Agreement with Freese and Nichols, Inc (FNI) in the amount of \$189,392.00 and authorize the Mayor to execute the Contract.

This item was presented by City Manager, Kimberly Meek, who advised that on February 28, 2023 Council approved a contract with Ferguson Waterworks for the Advance Metering Infrastructure Project.

Mrs. Meek noted that Freese and Nichols Inc. shall provide engineering, inspections, progressive reports, project documentation, and pay request services for the project.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to approve a Professional Services Agreement with Freese and Nichols, Inc (FNI) in the amount of \$189,392.00 and authorize the Mayor to execute the Contract. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #14: Consider expanding Electrical Distribution System Improvements by underground cable injection treatment to include additional areas of the distribution system.

This item was presented by City Manager, Kimberly Meek, who advised that on April 12, 2022 the Mayor and City Council approved system improvements by Novinium Inc using a proprietary cable injection treatment process in an amount not to exceed \$1,100,000 for all Housing Additions in the Electric Department's 5-year Budget. Then on November 8<sup>th</sup>, 2022 the Mayor and Council extend the completion date for the expanded Electrical Distribution System Improvements 2022 contract with Novinium until May 31, 2023.

Mrs. Meek noted that Unit pricing was requested by Staff so that as each section is tested, the appropriate treatment can be applied resulting in the longest-lasting cable injection remedy being applied. Because of this testing methodology and its associated unit pricing schedule, Duncan Power can get more areas of our Underground Distribution System treated than was previously approved.

Mrs. Meek advised that expanded authorization is being asked for those Housing Additions with the most UG Primary failures and unreliable Commercial Service sections. Including Creekside Apartments, Twilight Beach area, Millrun Court, Willow's Apartments, Elm Terrace Apartments, Harville Road, Duncan Village Apartments, The Winds of Oak Forest Apartments, Stageland Addition, and the Red River Technology Center.

Mrs. Meek noted that Staff recommends expanding these system improvements to other areas with no change to the total previously approved cost of \$1,100,000.00.

A motion was made by Councilman Fischer, seconded by Councilwoman Winger to approve expanding Electrical Distribution System Improvements by underground cable injection treatment to include additional areas of the distribution system. Upon roll call:

AYE: Fischer, Winger, Peters, Armstrong

NAY: None

**ITEM #15:** Consider ratifying the actions of the City Manager in the purchase of a 2000 kVA Padmount Transformer from UTB in the amount of \$84,900.00.

This item was presented by City Manager, Kimberly Meek, who advised that on January 31<sup>st</sup>, 2023 staff sent out bids for a used three phase, 1500 kVA, Padmount transformer. Bids were mailed out to four different vendors and bids were opened on February 21<sup>st</sup>, 2023.

Mrs. Meek noted that Staff received only two bids back. One from Emerald Transformer and the other from Techline / Preferred Sales. Emerald Transformer's bid was received after the bid opening date and was disqualified. Techline / Preferred Sales submitted the only bid at \$ 92,883.00 with the stipulation of subject to prior sale (First come first serve basis). By the time the purchase order had been created the transformer had been sold to another customer.

Mrs. Meek advised that Staff continued to search for a suitable transformer and have obtained a quote for a rebuilt 3 phase, 2000 kVA, Padmount transformer in the amount of \$ 84,900.00. Approval was obtained from the City Manager as this transformer would not be held by the vendor without a purchase order. The transformer was ordered on 3/30/23 with a two-week delivery from Utah.

Councilwoman Winger asked if the higher KVA would be a problem and where this padmount transformer would be located.

Mrs. Meek noted that the higher KVA would not be a problem and that the padmount transformer would be a replacement for the one located at the hospital.

A motion was made by Vice-Mayor Peters, seconded by Councilman Fischer to approve ratifying the actions of the City Manager in the purchase of a 2000 kVA Padmount Transformer from UTB in the amount of \$84,900.00. Upon roll call:

AYE: Peters, Fischer, Winger, Armstrong

NAY: None

**ITEM #16:** Consider the purchase of wood poles to be used in the Duncan Power Electric System from Stella Jones in the amount of \$30,209.99.

This item was presented by City Manager, Kimberly Meek, who advised that On February 27, 2001, the Duncan Public Utilities Authority approved Resolution No. 75 participating in the OMPA Joint Purchasing of Electrical Materials Program. Prior to adopting the resolution, it was determined through examination of State Statutes that OMPA is authorized by legislation to undertake a Joint Purchasing Program on behalf of its members. We are continuing to utilize this program. The Program is marketed as Power Partners, also known as Your Gov Shop.

Mrs. Meek noted that Staff will be purchasing Southern Yellow Pine (SYP) Poles in various sizes to replenish Duncan Power stock. These poles will be delivered to Plato Substation on a self-unloading truck.

Class Three 60' SYP wood poles	2 @ \$1,316.00 each for a total of
\$2632.00	
Class Three 50' SYP wood poles	3 @ \$980.00 each for a total of
\$2,940.00	
Class Two 45' SYP wood poles	2 @ \$853.00 each for a total of
\$1,706.00	
Class Three 40' SYP wood poles	10 @ \$613.00 each for a total of
\$6,130.00	
Class Two 35' SYP wood poles	4 @ \$790.39 each for a total of
\$3,161.00	
Class Four 35' SYP wood poles	10 @ \$428.00 each for a total of



\$4,280.00	
Class Six 30' SYP wood poles	10 @ \$253.00 each for a total of \$
2,530.00	
Freight/Shipping Charge	
<u>\$6,830.00</u>	
	TOTAL \$ 30,209.99

Councilwoman Wininger asked if the poles would be located behind the wall at Plato Substation.

Mrs. Meek advised that the poles will be located behind the secure wall at Plato Substation.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to approve the purchase of wood poles to be used in the Duncan Power Electric System from Stella Jones in the amount of \$30,209.99. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #17: Consider the purchase of forty-seven (47) sets (coats, pants, boots) from PGI Dual-Purpose Wildland and Rescue Firefighting Gear for the Duncan Fire Department from Casco Industries, Inc. utilizing the Oklahoma Statewide Contract #SW17241 in the total amount of \$73,602.00.

This item was presented by City Manager, Kimberly Meek, who advised that the PGI Dual-Purpose Wildland and Rescue firefighting gear is replacing the current gear that is ten (10) years old and has reached its end-of-life service time. The new gear has an estimated delivery time of four (4) months. The gear consists of pants, coats, suspenders, boots, and goggles. This gear is designed to protect the firefighters for wildland firefighting and rescue operations. It is essential in providing proper approved protection to firefighters.

Councilwoman Wininger asked if forty-seven (47) sets would allow for extra sets and what would be done with the old sets.

Dayton Burnside, Fire Chief, advised that the forty-seven (47) sets would allow each Fireman to receive one (1) set each. He noted that the Fire Department is currently fully staffed. He advised that the old sets would be declared surplus for the Council to do with them as they see fit.

Mayor Armstrong asked if the old sets can be donated to other Fire Departments. Chief Burnside advised that they could be donated to other Fire Departments if the City Council deems fit.

Councilwoman Wininger asked why these sets were black in color.

Chief Burnside explained that these sets were black in color to distinguish them from the other gear.

A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to approve the purchase of forty-seven (47) sets (coats, pants, boots) from PGI Dual-Purpose Wildland and Rescue Firefighting Gear for the Duncan Fire Department from Casco Industries, Inc. utilizing the Oklahoma Statewide Contract #SW17241 in the total amount of \$73,602.00. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

ITEM #18: Consider the purchase of two (2) complete Wildland Up-fit Package beds and equipment to be installed on the customer provided cab & chassis from Casco Industries, Inc. utilizing the Oklahoma Statewide Contract #SW17241 in the total amount of \$267,892.26.

This item was presented by City Manager, Kimberly Meek, who advised that the Wildland Upfit Package beds and equipment will be installed on the F-550 Super Cab 7 Chassis that the City authorized the purchase of on November 8, 2022 and will be a complete turn-key operation. This will complete the primary wildland brush attack units for Fire Station #2 & #3 and will be used to replace the 2008 Chevy Kodiak Brush Units # 2 & #3. The 2008 Unit has exceeded its service life as a front-line emergency response vehicle and can no longer meet the demands required of it. The apparatus bed design, build & installation has an expected delivery timeframe of December 2023. It is imperative that the Fire Department have reliable, properly functioning, safe vehicles to respond in. The new vehicle will have an expectant life span of 12-15 years.

Councilman Fischer asked if this amount was turn-key for the vehicle as well.

Dayton Burnside, Fire Chief, explained that this turn-key amount included two (2) cabs and chassis.

A motion was made by Vice-Mayor Peters, seconded by Councilman Fisher to approve the purchase of two (2) complete Wildland Up-fit Package beds and equipment to be installed on the customer provided cab & chassis from Casco Industries, Inc. utilizing the Oklahoma Statewide Contract #SW17241 in the total amount of \$267,892.26. Upon roll call:

AYE: Peters, Fischer, Wininger, Armstrong

NAY: None

ITEM #19: 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 Wininger stated that she appreciated the work that Nate Schacht, Code Enforcement Director, and the Code Enforcement Staff has done to work towards making Duncan a safer and cleaner place to live. She advised that this was the goal of the Duncan City Council as well.

Councilwoman Wininger thanked Mr. Mueller for his work and input.

Councilwoman Wininger explained that it takes the Fire, Police, City Staff, and the Community to all be involved in making Duncan a better, cleaner, and safer place to live. She noted that when going through town she has noticed City Staff as well as Citizens making efforts to make Duncan a more attractive place to live.

Councilwoman Wininger thanked the City Manager and the Duncan Legal Team for striving to make Duncan a better City to live in and by leaving a legacy for future generations.

Mayor Armstrong noted that the Duncan City Council wants to give property owners time to repair nuisance properties and to speak to the City Council in a professional and respectful way to resolve their issues.

Mayor Armstrong advised that Ward 4 Councilwoman Lindsay Hayes has resigned, due to moving, leaving a vacancy on the Duncan City Council. He encouraged interested individuals living in Ward 4 to complete and submit an application to the City Clerk's office located at City Hall, 1600 S. Hwy 81, or online at [cityclerk@duncanok.gov](mailto:cityclerk@duncanok.gov).


c) By the City Manager-There were none.

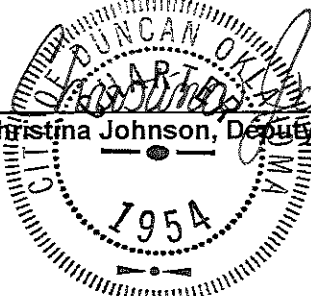
ITEM #20: Adjournment

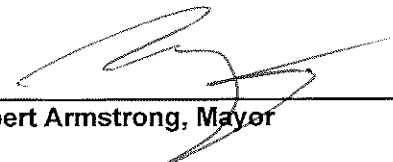
A motion was made by Councilman Fischer, seconded by Councilwoman Wininger to adjourn the meeting. Upon roll call:

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None

  
Christina Johnson, Deputy City Clerk



  
Robert Armstrong, Mayor

#1a

REGULAR MEETING  
DUNCAN PUBLIC UTILITIES AUTHORITY  
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA  
APRIL 11, 2023  
5:15 P.M.

ROLL CALL                      Chairman Robert Armstrong                      General Manager Kimberly Meek  
   Vice-Chairman Jimmy Peters                      Authority Attorney David Hammond  
   Trustee Patty Wininger                              Deputy Secretary Christina Johnson  
   Trustee Lindsay Hayes  
   Trustee Nick Fischer

ABSENT                              Trustee Lindsay Hayes

ITEM #1:                      CONSIDER APPROVAL OF CONSENT AGENDA  
   a) Minutes of March 28 2023.

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

AYE: Fischer, Wininger, 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-  
Trustee Fischer asked if the lighting at the Senior Citizens Centers could be looked into as the lighting was very dim at night.

c) By the General Manager-There were none.

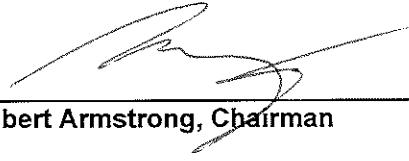
ITEM #3:                      Adjournment

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

#1a

REGULAR MEETING  
DUNCAN ECONOMIC DEVELOPMENT TRUST AUTHORITY  
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA  
MARCH 28, 2023  
5:15 P.M.

ROLL CALL                      Chairman Robert Armstrong                      General Manager, Kimberly Meek  
   Trustee Patty Wininger                      Authority Attorney David Hammond  
   Trustee Nick Fischer                      Deputy Secretary Christina Johnson

ABSENT                      Vice-Chairman Jimmy Peters  
   Trustee Lindsay Hayes

ITEM #1:                      CONSIDER APPROVAL OF CONSENT AGENDA  
   a) Minutes of February 28, 2023.  
   b) Minutes of March 14, 2023. (Special Meeting)  
   c) Budget Amendment

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

AYE: Fischer, Wininger, 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.

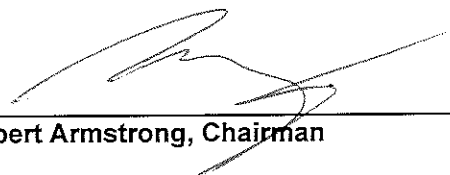
ITEM #3:                      Adjournment

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

AYE: Fischer, Wininger, Armstrong

NAY: None

  
Christina Johnson, Deputy Secretary

  
Robert Armstrong, Chairman

SPECIAL MEETING  
DUNCAN ENHANCEMENT TRUST AUTHORITY  
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA  
MARCH 8, 2022  
5:15 P.M.

#10

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

ABSENT                              Trustee Lindsay Hayes

ITEM #1:                      CONSIDER APPROVAL OF CONSENT AGENDA  
   a) Minutes of October 12, 2021.  
   b) Acknowledge the appointment of Ben Doyle and Kim Whaley to  
   the Duncan Enhancement Trust Authority for terms that expire  
   March 11, 2025.

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

AYE: Fischer, Peters, Wininger, 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.

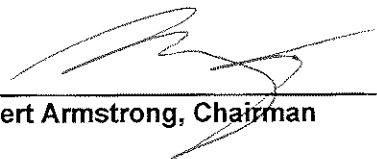
ITEM #3:                      Adjournment

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

AYE: Fischer, Peters, Wininger, Armstrong

NAY: None

  
Christina Johnson, Deputy Secretary

  
Robert Armstrong, Chairman