

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
MINUTES OF MAY 9, 2023
5:15 P.M.

INVOCATION Given by Senior Pastor Bryan Pain

FLAG SALUTE Led by Councilman Nick Fischer

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

- ITEM #1: **CONSIDER APPROVAL OF CONSENT AGENDA.**
- a) Minutes of April 25, 2023.
 - b) Minutes of May 1, 2023 (Special Meeting)
 - c) List of Claims.
 - d) Ground Maintenance Agreement between the City of Duncan and the Simmons Center to use a portion of Abe Raizen Park from March 28, 2023, through December 31, 2023, and authorize the Mayor to execute the agreement.
 - e) Agreement between the City of Duncan and the Simmons Center for operations of the municipal swimming pool for the 2023 pool season running from May 26, 2023, to August 13, 2023, and authorize the Mayor to execute the Agreement.
 - f) Approval of the 2023 South Central Oklahoma Consortium and authorize signature by the Mayor.
 - g) Extend the closing date until May 24, 2023, for the purchase of real property located at Highway 81 and Camelback consisting of approximately 3.67 acres.

A motion was made by Vice-Mayor Wininger, seconded by Councilman Fischer to approve the Table Item D. Upon roll call. Unanimous in Favor.

A motion was made by Councilman Peters, seconded by Councilman Fischer to approve the Consent Agenda with Item D Tabled. Upon roll call.

AYE: Unanimous in Favor.

NAY: None

- ITEM #2: Consider awarding the traffic control bid to Custom Products Corporation as the best bid in the amount of \$25,612.96 for the Street Department.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that Duncan Power administers the Good Cents Program which is designed to reduce energy costs and add value to residential and commercial Customer's structures. A major part of the Good Cents program is to encourage and reward the installation of high efficiency heat pump systems.

Mrs. Wheeler noted that the need for changes now comes from advances in residential electrical appliances for the modern home and the U S Department of Energy has raised the minimum efficiency Standards on condensers and compressors for electrical appliances. The Department of Energy program is called Energy Star and it has found its way into most products for the home. The more efficient systems have a greater capability for controlling the rise of Duncan Power's summer peak demand.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Wininger to award the traffic control bid to Custom Products Corporation as the best bid in the amount of \$25,612.96 for the Street Department. Upon roll call:

AYE: Unanimous in Favor.

NAY: None

- ITEM #3: Consider authorizing the purchase of Circuit Switcher Vacuum Interrupters from S&C Electric Company for Plato Substation in the total price increase amount of \$55,470.00.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that on April 12, 2022, Mayor, and Council approved purchase of three Circuit Switchers for Plato Substation from S & C Electric Co. Staff contacted S & C late last fall and was informed that the Switches were on backorder. When Staff contacted S and C again in April 2023 to ask about a delivery date S & C had claimed they had never received a purchase order and would not honor last year's price. Duncan Power is still in need of the switches. The new total for these Circuit Switches is \$55,470.00.

Vice-Mayor Wininger asked for the expected time of arrival and would the sub-station operate until the parts were received? David Yeager, DPUA Director, replied the expected arrival is 18 weeks and the substation should be okay until the parts arrive.

A motion was made by Councilman Peters, seconded by Councilman Fischer to authorize the purchase of Circuit Switcher Vacuum Interrupters from S&C Electric Company for Plato Substation in the total price increase amount of \$55,470.00. Upon roll call:

AYE: Unanimous in Favor.

NAY: None

ITEM #4: Consider awarding the bid for Electrical Distribution System Improvements in the Duncan Power electric distribution system by underground cable injection treatment to Novinium Inc. in an amount not to exceed \$357,690.00.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that This project consists of furnishing all required material, supplies, equipment, tools, and plant to perform all necessary installation and labor for the restoration of Underground Distribution Electric Lines located in the Westgate Addition, located in West Duncan, OK. The Project Specifications are by unit and turn-key with the Contractor providing all work involved with the injection of a dielectric enhancement fluid. Duncan Power crews switch power off and on as required by the repair Crews.

Mrs. Wheeler 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. Due to the unknowable types of cable installed in the Addition over 40 years and as the project has now commenced, there have been discovered short sections of cable encountered that limit the ability to effectively rejuvenate all cable runs.

Mrs. Wheeler noted that the new assembly item list will include the part number 3M 5411R, the cost estimate for the work has not changed.

Vice-Mayor Wininger confirmed that this was the process to rejuvenate older cables which would lessen outages and power blinks – has it been successful. David Yeager, DPUA Director, confirmed that there has been improvement where the process has been completed.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Wininger to award the bid for Electrical Distribution System Improvements in the Duncan Power electric distribution system by underground cable injection treatment to Novinium Inc. in an amount not to exceed \$357,690.00. Upon roll call:

AYE: Unanimous in Favor.

NAY: None

ITEM #5: Consider authorizing the Mayor of the City of Duncan to sign the “Section 102 Disclosure Report” as required as part of the 2023 Community Development Block Grant (CDBG) Small Cities Program application.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that The Department of Community Development been gathering required information that is necessary to complete the 2023 CDBG Small Cities Program grant application. As part of this process, it is necessary to have the Mayor of Duncan, being the chief elected official, to sign documents that are part of the grant application.

Mrs. Wheeler noted that the “Section 102 Disclosure Report” is a form that provides applicant/grantee information as well as threshold determinations of the community back to the Oklahoma Department of Commerce.

Vice-Mayor Wininger inquired as to whether or not enough surveys had been received in order to proceed. 51%? Nate Schacht, Community Development Director, replied that they were very close, three more favorable surveys would wrap the process up. He stated that there had been outstanding participation with the survey responses.

A motion was made by Councilman Fischer, seconded by Councilman Peters to authorize the Mayor of the City of Duncan to sign the “Section 102 Disclosure Report” as required as part of the 2023 Community Development Block Grant (CDBG) Small Cities Program application. Upon roll call:

AYE: Unanimous in Favor.

NAY: None

ITEM #6: Consider authorizing the completion, signing, and submitting of the Leverage Verification Form for the Community Development Block Grant (CDBG)-Small Cities Set-Aside Program for FY 2023.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that The Department of Community Development has been working closely with the Oklahoma Department of Commerce on the procedural items associated with the Community Development Block Grant (CDBG) – Small Cities Set-Aside Program for the FY 2023.

Mrs. Wheeler noted that this program, if approved, will allow funds to be granted to the City of Duncan to make repairs and improvements to the City of Duncan road network and infrastructure in an area of our community that falls below "Low to Moderate Income Standards."

A motion was made by Councilman Peters, seconded by Councilman Fischer to authorize the completion, signing, and submitting of the Leverage Verification Form for the Community Development Block Grant (CDBG)-Small Cities Set-Aside Program for FY 2023. Upon roll call:

AYE: Unanimous in Favor.

NAY: None

ITEM #7: 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-

Vice-Mayor Winger acknowledged First Baptist Church as they held a service project called: SERVE DUNCAN. First Baptist Church visited 21 homes assisting the residents with clean-up/yard needs. The Mayor inquired how many roll-offs of materials were produced from their efforts? Vice-Mayor Winger replied: three (3).

Councilman Fischer commented that he appreciated the efforts made by Code Enforcement on compliance issues that had been previously raised. He presented a new issue to consider: mud erosion into the streets.

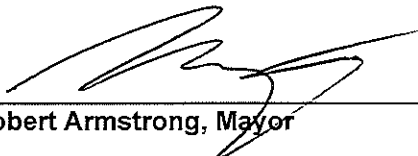
c) By the City Manager-There were none.

ITEM #8: Adjournment

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

AYE: Unanimous in Favor.

NAY: None



Robert Armstrong, Mayor

SPECIAL MEETING MINUTES

DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS,
POLICE DEPARTMENT COMPLEX
18 SOUTH 7TH
DUNCAN, OKLAHOMA
MAY 16, 2023
5:15 P.M.

INVOCATION Pastor Melvin Sanders, Zoe Christian Center

FLAG SALUTE Councilman Nick Fischer

ROLL CALL Mayor Robert Armstrong City Manager Kimberly Meek
Vice-Mayor Patty Wininger City Attorney David Hammond
Councilwoman Nick Fischer City Clerk Rebecca Contreras
Councilman Jimmy Peters

ITEM #1: Consider approval of the May 9, 2023, City Council Minutes.

A motion was made by Councilman Fischer, seconded by Vice-Mayor Wininger to approve the May 9, 2023, City Council Minutes. Upon roll call:

AYE: Unanimous in favor.

NAY: None.

ITEM #2: Consider appointing a Councilmember to fill the vacancy of Ward Four for a term to expire in May 2025.

A motion was made by Councilman Peters to consider approving Gene Brown as councilman to Ward Four, seconded by Councilman Fischer.

AYE: Unanimous in favor.

NAY: None.

ITEM #3: Consider ratifying the actions of the General City Manager in the purchase of Utility Meter Data Sync & Meter Reader Interface through Tyler Tech in the amount of \$21,900.00.

City Manager Meek reminded the council that originally there would be no charge for the two metering systems to connect to Tyler. Now that the project is fully underway, that has changed, and the charge is what is now required to complete the integration with Tyler.

A motion was made by Councilman Peters to ratify the actions of the City Manager for the purchase of the Utility Meter Data Sync & Meter Reader Interface through Tyler Tech in the amount of \$21,900.00, seconded by Vice-Mayor Wininger.

ITEM #4: Consider adjourning into executive session to discuss confidential communications between the city attorney, and retained counsel, concerning a potential cause of action between the Duncan Area Economic Development Foundation and the Duncan Economic Development Trust Authority in which the City of Duncan is the beneficiary as authorized as an exception to the Open Meeting Act pursuant to 25 O.S. Sec. 307 B(4).

A motion was made by Councilman Peters to adjourn into executive session, seconded by Councilman Fischer.

ITEM #5: Consider reconvening the regular meeting of the City of Duncan, City Council Special Meeting.

A motion was made by Councilman Peters to adjourn into executive session, seconded by Councilman Fischer.


ITEM #6: Other Comments:

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.


- a) By the Public – there were none.
- b) By the Council – there were none.
- c) By the City Manager – there were none.

ITEM #7: Adjournment

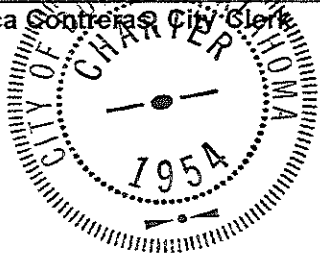
A motion was made by Councilman Fischer, seconded by Vice-Mayor Winingger to adjourn.



Robert Armstrong, Mayor



Rebecca Contreras, City Clerk



REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
May 9, 2023
5:15 P.M.

ROLL CALL Chairman Robert Armstrong Personnel Director Kenzie Wheeler
 Vice-Chairwoman Patty Wininger Authority Attorney David Hammond
 Trustee Nick Fischer Secretary Rebecca Contreras
 Trustee Jimmy Peters

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA
 a) Minutes of April 25, 2023.
 b) Entering into lease agreements with Duncan Regional Hospital, Duncan Public Schools, and the on The Chisholm Trail Association (Heritage Center) for the land used for the development of the Heritage Trails.

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

AYE: Unanimous in Favor.

NAY: None

ITEM #2: Consider amending the "Good Cents Rebate Program" to encourage higher efficiency levels by increasing the minimum standards effective July 1, 2023.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that Duncan Power administers the Good Cents Program which is designed to reduce energy costs and add value to residential and commercial Customer's structures. A major part of the Good Cents program is to encourage and reward the installation of high efficiency heat pump systems.

Mrs. Wheeler advised that the need for changes now comes from advances in residential electrical appliances for the modern home and the U S Department of Energy has raised the minimum efficiency Standards on condensers and compressors for electrical appliances. The Department of Energy program is called Energy Star and it has found its way into most products for the home. The more efficient systems have a greater capability for controlling the rise of Duncan Power's summer peak demand.

Vice-Chairwoman Wininger inquired as the number of participants. David Yeager, DPUA Director, replied that there is not a lot of new home construction yet; but 50% of new homes generally participate. Vice-Chairwoman Wininger noted that there was new construction going up in the Mallard area.

A motion was made by Trustee Peters, seconded by Trustee Fischer, to approve amending the "Good Cents Rebate Program" to encourage higher efficiency levels by increasing the minimum standards effective July 1, 2023. Upon roll call:

AYE: Unanimous in Favor.

NAY: None

ITEM #3: Consider ratifying the actions of the General Manager in the purchase of electric cable from Arkansas Electric in the amount of \$38,400.00.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that Duncan Power is under construction on two large commercial services that need 15 kV Primary Cable to complete. There is only enough cable on hand at our warehouse to service existing Customers. This cable is needed now to keep these projects from being delayed.

Mrs. Wheeler advised that quotes were sent to Arkansas Electric, Anixter, Techline and Irby on April 10th. The only Vendor to submit a quote and have it in stock was Arkansas Electric at \$38,400.00

Vice-Chairwoman Wininger inquired if this purchase was to have on stock or? David Yeager, DPUA Director, responded that the purchase had been made and some already installed.

A motion was made by Trustee Fischer, seconded by Vice-Chairwoman Wininger, to ratify the actions of the General Manager in the purchase of electric cable from Arkansas Electric in the amount of \$38,400.00. Upon roll call:

AYE: Unanimous in Favor.

NAY: None

ITEM #4: Consider approving Sunshine Construction Change Order No. 1 for the 28th/29th Street Waterline Replacement Project and authorize the Chairman to execute the Change Order.

This item was presented by Personnel Director, Kenzie Wheeler, who advised that on January 24, 2023 Chairman and Trustees approved the 28th/29th Street Waterline Replacement Project contract with Sunrise Construction.

Mrs. Wheeler noted that Change Order No.1 will overrun the contract by \$4,410.00 due to breaks in the existing waterline that needed to be repaired.

A motion as made by Trustee Peters, seconded by Trustee Fischer, to approve Sunshine Construction Change Order No. 1 for the 28th/29th Street Waterline Replacement Project and authorize the Chairman to execute the Change Order. Upon roll call:

AYE: Unanimous in Favor.

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

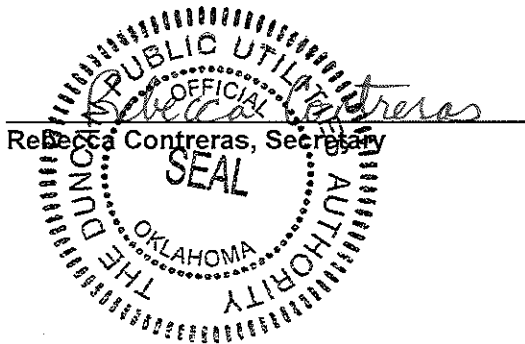
A motion was made by Trustee Fischer, seconded by Trustee Peters to adjourn the meeting. Upon roll call:

AYE: Unanimous in Favor.

NAY: None



Robert Armstrong, Chairman



REGULAR MEETING
DUNCAN ECONOMIC DEVELOPMENT TRUST AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
APRIL 25, 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 Nick Fischer

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

A motion was made by Trustee Fischer, seconded by Vice-Chairman 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.

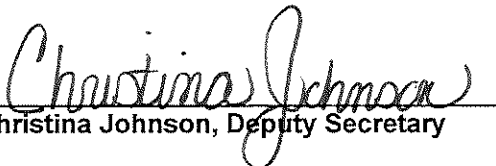
- b) By the Chairman and Trustees-There were none.
- c) By the General Manager-There were none.

ITEM #3: Adjournment

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

AYE: Fischer, Wininger, Peters, Armstrong

NAY: None


Christina Johnson, Deputy Secretary


Robert Armstrong, Chairman