

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
JUNE 13, 2023
5:15 P.M.

INVOCATION Pastor James McDowell

FLAG SALUTE Councilman Nick Fischer

ROLL CALL Vice-Mayor Patty Winger Human Resources Director Kenzie Wheeler
 Councilman Nick Fischer City Attorney Jeff Archer
 Councilman Gene Brown Deputy City Clerk Christina Johnson
 Councilman Jimmy Peters

ABSENT Mayor Robert Armstrong

Recognition of Retirement and Presentation of plaque for Buddy Armstrong

Human Resources Director, Kenzie Wheeler, presented Buddy Armstrong with a plaque of recognition for his 20 years of service with the City of Duncan.

- ITEM #1: **CONSIDER APPROVAL OF CONSENT AGENDA.**
- a) Minutes of May 23, 2023.
 - b) List of Claims.
 - c) Emergency rental and installation of a 120-ton chiller unit for City Hall from Saker.
 - d) Renew contract for services between the City of Duncan and the Foreman Prairie House Foundation for the continuation of touristic benefits and utility assistance.
 - e) Approve the Final Airport Hangar Development Plan
 - f) Appointment of Billie Struffon to serve on the Main Street Duncan Board of Directors.
 - g) Sale of individual season pool passes for the 2023 season in the amount of \$65 for a child and \$75 for an adult.
 - h) Budget Amendment

Vice-Mayor Patty Winger commented on Item #1(e) Approve the Final Airport Hangar Development Plan. She noted that there were two alternatives to choose from and Alternate #2 was being recommended.

Vice-Mayor Patty Winger commented on Item #1(g) Sale of individual season pool passes for the 2023 season in the amount of \$65 for a child and \$75 for an adult. She asked where the season passes could be obtained.

Buddy Hokit, Public Works Director, advised that 2023 season pool passes could be obtained at the Simmons Center during business hours.

A motion was made by Councilman Fischer, seconded by Councilman Brown to approve the Consent Agenda, Upon roll call:

AYE: Fischer, Brown, Peters, Winger

NAY: None

- ITEM #2: Consider awarding the bid for the Museum Roof Repair/Replacement Project to Heritage Hills Commercial Roofing in the amount of \$141,221.00.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that on May 31, 2023, City Staff received and opened sealed bids for the museum roof repairs/replacement project. A bid tabulation is included in the Council packet for review.

Councilman Nick Fischer asked if the Museum was used for any other purpose such as City storage.

Buddy Hokit, Public Works Director, advised that the building is only used for the museum and is totally full.

Vice-Mayor Winger asked when the roof project would be complete.

Mr. Hokit advised that the roof is scheduled to be completed by July 17th.

A motion was made by Councilman Fischer, seconded by Councilman Brown to award the bid for the Museum Roof Repair/Replacement Project to Heritage Hills Commercial Roofing in the amount of \$141,221.00. Upon roll call:

AYE: Fischer, Brown, Peters, Winger

NAY: None

ITEM #3: Consider awarding the bid for various Street Department road materials as indicated on the bid tabulation.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that Street Department materials and supplies bids are good for a 6-month period. Bids were opened on May 31, 2023. A copy of the bid tabulation is attached for your information and consideration. Low bids are highlighted.

A motion was made Councilman Fischer, seconded by Councilman Brown to award the bid for various Street Department road materials as indicated on the bid tabulation. Upon roll call:

AYE: Fischer, Brown, Peters, Wininger

NAY: None

ITEM #4: Consider awarding the bid for the Settling Ponds Improvements Project to Weeks Farms, LLC in the amount of \$939,000.00.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that bids were solicited and opened on May 10, 2023 for the Settling Ponds Improvements Project; A Bid tabulation and Recommendation for Award is attached for your review.

Councilman Fischer asked who would conduct the final inspection of this project.

Buddy Hokit, Public Works Director, advised that the engineering firm and City Staff would be involved in the final inspection of this project.

Vice-Mayor Wininger asked where the settling ponds were located.

Mr. Hokit advised that the settling ponds are located at the Wastewater Treatment Plant.

A motion was made by Councilman Peters, seconded by Councilman Fischer to award the bid for Settling Ponds Improvements Project to Weeks Farms, LLC in the amount of \$939,000.00. Upon roll call:

AYE: Peters, Fischer, Brown, Wininger

NAY: None

ITEM #5: Consider signing a Land Lease Agreement with USCOC of Greater Oklahoma LLC for use of property located along Library Land (southwest corner of Library property) for the use of a wireless communication tower.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that The Department of Community Development and City of Duncan City Council have been working with USCOC of Greater Oklahoma LLC regarding lease of ground for a wireless communication tower on city owned property.

Mrs. Wheeler noted that the City of Duncan Legal Team has reviewed documents and discussed with staff about lease agreement, and it was determined to be a fair monthly lease payment for the proposed activity on the city owned property.

Vice-Mayor Wininger asked Community Development Director, Nate Schacht, if this was the same property that she had previously toured with him.

Mr. Schacht noted that this was the same property that they had previously toured on Library Lane.

Councilman Brown asked if the residents in the area had been notified.

Mr. Schacht advised that the surrounding neighbors were notified of the public hearing and that no citizens attended the meeting. Therefore, the Planning Commission sent a favorable recommendation to the City Council.

Vice-Mayor Wininger advised that the Library Staff and the surrounding neighbors were given due diligence regarding the proposed site.

A motion was made by Councilman Fischer, seconded by Councilman Brown to approve signing a Land Lease Agreement with USCOC of Greater Oklahoma LLC for use of property located along Library Land (southwest corner of Library property) for the use of a wireless communication tower. Upon roll call:

AYE: Fischer, Brown, Peters, Wininger

NAY: None

ITEM #6: Consider the proposal for construction of 4 tall structures in the vicinity of Halliburton Field Airport.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that the Federal Aviation Administration (FAA) received a request for permit for increasing the height of transmission towers to be constructed south of the airport. After discussion, the Airport Commission recommends that the City Council reject the proposals and requests that no extra height be added to maintain a safe approach to the airport.

Floyd Winger, Airport Commission Chairman, addressed the Mayor and Council. Mr. Winger noted that Walt Lenz, Airport Commission Member, and several pilots were present at the City Council Meeting.

Mr. Winger explained the proposed towers will cause pilots to lose 79 feet when landing. He explained this makes a big difference when a pilot is trying to find the runway in the clouds or severe weather. He explained that this could cause the pilots issues if they were taking off from the south and needed to make an emergency landing.

Mr. Winger asked that the City Council consider deny this proposal and consider using wood poles.

Tim Hushbeck, PSO, advised that metal poles were being proposed due to the durability.

Councilman Fisher asked if the metal poles could be lowered.

Mr. Hushbeck stated he would investigate the possibility of the metal poles being lower.

Vice-Mayor Winger asked about the June 15th timeline for the permitting by the FAA.

Buddy Hokit, Public Works Director, advised that he has contacted the FAA regarding the height issues and concerns.

Councilman Fischer asked if the poles could be moved to the south.

Mr. Hokit advised that the utility easements are already in place.

Cody White, Pilot, addressed the Mayor and Council asking if underground lines would be possible.

Mr. Hushbeck advised that unground lines are not feasible.

Walt Lentz, Airport Commission Member, addressed the Mayor and Council asking that this proposal be denied. He explained that this could cause issues with future expansion of the runway.

Councilman Brown thanked the Airport Commission for looking at all the safety concerns.

A motion was made by Councilman Peters, seconded by Councilman Fischer to approve the proposal for construction of 4 tall structures in the vicinity of Halliburton Field Airport. Upon roll call:

AYE: None

NAY: Peters, Fischer, Brown, Winger

ITEM #7: Consider awarding the Chiller Replacement Project to Saker Mechanical, Inc. in the amount of \$369,000.00.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that on June 8, 2023, City Staff received and opened sealed bids for the Chiller Replacement Project. Mrs. Wheeler noted that a bid tabulation is included in the Council packet for review.

A motion was made by Councilman Brown, seconded by Councilman Fischer to approve awarding the Chiller Replacement Project to Saker Mechanical, Inc. in the amount of \$369,000.00. Upon roll call:

AYE: Brown, Fischer, Peters, Winger

NAY: None

ITEM #8: Consider approving Pay Request No. 4 to Hope Equipment & Construction, Inc. in the amount of \$209,950.00 for services rendered in conjunction with the Fire Station #2 renovation and addition.

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

Mrs. Wheeler noted that this pay request is for professional services rendered through June 6, 2023. The project is approximately 70% completed.

Councilman Peters noted that he drives past Fire Station #2 daily and the progress looks good. He noted his grandchildren are excited to see the additional truck at the station.

A motion was made by Councilman Fischer, seconded by Councilman Peters to approve Pay Request No. 4 to Hope Equipment & Construction, Inc. in the amount of \$209,950.00 for services rendered in conjunction with the Fire Station #2 renovation and addition. Upon roll call:

AYE: Fischer, Peters, Brown, Winger

NAY: None

ITEM #9: 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.

Sandra Jackson, Ward 4, Elm Street, addressed the Mayor and Council regarding problems with loose dogs in the area. She advised that she has had several incidents with dogs running in the area that are causing safety concerns with the elderly and children. She also noted that many individuals have more animals than allowed by ordinance. She ask that the City Council look into the issues with dogs running at large and the number of animals be regulated.

Ms. Jackson provided Ms. Wheeler with her contact information.

Jimmy Bruner asked if there was a family discount as a lot of children walk across town to use the pool and with cost increases, they may not be able to do so now. She asked about the possibility of business and private sponsorships to help cover costs for children.

Human Resources Director, Kenzie Wheeler, advised Mrs. Bruner that there would be some exciting news coming soon.

b) By the Council-

Councilman Fischer stated he would like to visit with Larry Jones, Assistant Public Works Director and Nate Schacht, Community Development Director after the meeting.


c) By the City Manager-There were none.

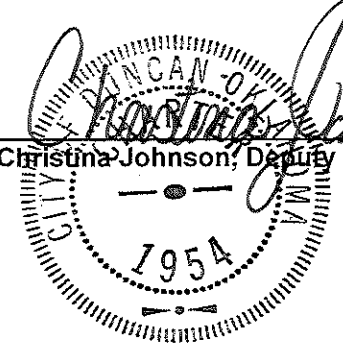
ITEM #10: Adjournment

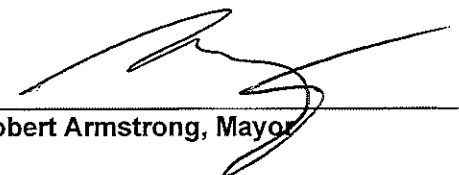
A motion was made by Councilman Fischer, seconded by Councilman Brown to adjourn the meeting. Upon roll call:

AYE: Fischer, Brown, Peters, Winger

NAY: None


Christina Johnson, Deputy City Clerk




Robert Armstrong, Mayor

**REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
JUNE 13, 2023
5:15 P.M.**

ROLL CALL Vice-Chairwoman Patty Winger Human Resources Director Kenzie Wheeler
 Trustee Nick Fischer Authority Attorney Jeff Archer
 Trustee Gene Brown Deputy Secretary Christina Johnson
 Trustee Jimmy Peters

ABSENT Chairman Robert Armstrong

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA
 a) Minutes of May 23, 2023.
 b) Invoice dated June 1, 2023 to HM Design for door knockers in the
 amount of \$1,555.00 for services rendered in conjunction with the
 2021B AMI Project.

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

AYE: Fischer, Brown, Peters, Winger

NAY: None

ITEM #2: Consider approving Pay Request No. 4 to Sunrise Construction in the amount of \$15,506.66 for services rendered in conjunction with the 28th/29th Street Water Line Replacement Project.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that on January 24, 2023, Mayor and Council approved a contract with Sunrise Construction for replacement of the 28th/29th Street water line.

Mrs. Wheeler noted that this pay request represents services through May 31, 2023.

A motion was made by Trustee Peters, seconded by Trustee Fischer to approve Pay Request No. 4 to Sunrise Construction in the amount of \$15,506.66 for services rendered in conjunction with the 28th/29th Street Water Line Replacement Project. Upon roll call:

AYE: Peters, Fischer, Brown, Winger

NAY: None

ITEM #3: Consider approving Pay Request No. 4 to Freese and Nichols in the amount of \$36,132.84 for services rendered in conjunction with the El Rancho Water Tower Replacement Project.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that on December 13, 2022, Mayor and Council approved a contract with Freese and Nichols, Inc for professional services for the El Rancho Water Tower Replacement project.

Mrs. Wheeler noted that this pay request represents services through April 30, 2023.

A motion was made by Trustee Fischer, seconded by Trustee Brown to approve Pay Request No. 4 to Freese and Nichols in the amount of \$36,132.84 for services rendered in conjunction with the El Rancho Water Tower Replacement Project. Upon roll call:

AYE: Fischer, Brown, Peters, Winger

NAY: None

ITEM #4: Consider approving Pay Request No. 11 to Freese and Nichols in the total amount of \$51,755.92 for services rendered in conjunction with the Water Project FY 2022

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

Mrs. Wheeler noted that this pay request is for professional services rendered through April 30, 2023.

A motion was made Trustee Fischer, seconded by Trustee Brown to approve Pay Request No. 11 to Freese and Nichols in the total amount of \$51,755.92 for services rendered in conjunction with the Water Project FY 2022. Upon roll call:

AYE: Fischer, Brown, Peters, Winger

NAY: None

ITEM #5: Consider Pay Request No. 33 to Tetra Tech, Inc. in the amount of \$1,921.25 for services rendered in conjunction with the Sewer Rehabilitation Design Phase 1 Project.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that on February 25, 2020, Mayor and Council approved a contract with Tetra Tech, Inc. to provide Sewer Rehabilitation Design and preparation of contraction plans.

Mrs. Wheeler noted that this pay request is for construction and inspection services for sewer rehabilitation services through April 28, 2023.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approve Pay Request No. 33 to Tetra Tech, Inc. in the amount of \$1,921.25 for services rendered in conjunction with the Sewer Rehabilitation Design Phase 1 Project. Upon roll call:

AYE: Fischer, Peters, Brown, Wininger

NAY: None

ITEM #6: Consider approving Ferguson Waterworks Change Order No. 1 for the Advanced Metering Infrastructure (AMI) Project and authorize the Mayor to execute the Change Order.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that on March 14, 2023, Mayor and Council approved the AMI Project contract with Ferguson Waterworks.

Mrs. Wheeler noted that Change Order No. 1 will overrun the contract by \$127,050.00 due to replacing all metal lids with polymer lids in the best interest of the project.

Trustee Peters asked if the meter lids were sturdy and if they would have sensors that could be easily caught by lawn mowers.

Buddy Hokit, Public Works Director, advised that the lids are sturdy, and traffic rated. He explained that there would not be sensors that lawn mowers could easily be caught on.

A motion was made by Trustee Fischer, seconded by Trustee Brown to approve Ferguson Waterworks Change Order No. 1 for the Advanced Metering Infrastructure (AMI) Project, and authorize the Mayor to execute the Change Order. Upon roll call:

AYE: Fischer, Brown, Peters, Wininger

NAY: None

ITEM #7: Consider approving a time extension request for completion of the work designing a replacement wireless meter data collection system project (Task 001, Change Order No. 2) without any change in the overall cost.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that On September 27, 2022 the Chairman and Trustees awarded the Bid to RFIP, INC to design a replacement Wireless Meter Data Collection System

Mrs. Wheeler noted that the original completion date has passed but the work is still needed. RFIP has been delayed in their work because of data collection delays on our end.

Trustee Fischer asked if this project went hand in hand with the previous item.

David Yeager, Electric Director, advised that this project did go hand in hand with previous item. He explained that this was the electric side of the project.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approving a time extension request for completion of the work designing a replacement wireless meter data collection system project (Task 001, Change Order No. 2) without any change in the overall cost by FRIP, Inc. Upon roll call:

AYE: Fischer, Peters, Brown, Wininger

NAY: None

ITEM #8: Consider awarding various 6-month materials and supplies low bids for Water Distribution as indicated on the bid tabulation.

This item was presented by Human Resources Director, Kenzie Wheeler, who advised that Bids were opened May 31, 2023. A copy of the bid tabulation is attached for your review.

Mrs. Wheeler noted that Staff recommends awarding all bids as indicated. Items will be purchased from the low bidder. However, where only one or two items (in a group or from one vendor) are low, the item(s) may be purchased from the low bidder of the majority of like items. This not only makes ordering more efficient, but the City should realize savings in freight costs as well.

A motion was made by Trustee Fischer, seconded by Trustee Brown to award various 6-month materials, and supplies low bids for Water Distribution as indicated on the bid tabulation. Upon roll call:

AYE: Fischer, Brown, Peters, Winger

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.

There were no comments from the Public.

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


c) By the General Manager-There were none.

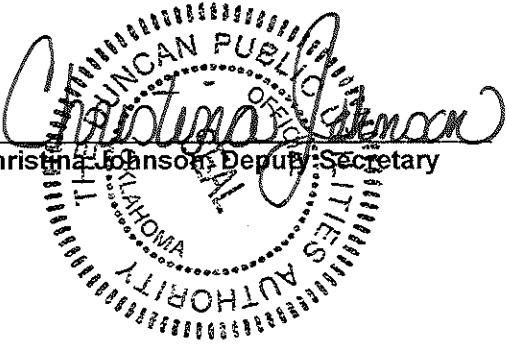
ITEM #10: Adjournment

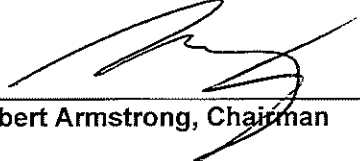
A motion was made by Trustee Fischer seconded by Trustee Brown to adjourn the meeting. Upon roll call:

AYE: Fischer, Brown, Peters, Winger

NAY: None


Christina Johnson, Deputy Secretary




Robert Armstrong, Chairman

REGULAR MEETING
DUNCAN ECONOMIC DEVELOPMENT TRUST AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
May 23, 2023
5:15 P.M.

ROLL CALL Chairman Robert Armstrong General Manager Kimberly Meek
 Vice-Chairwoman Patty Winger Authority Attorney David Hammond
 Trustee Gene Brown Deputy Secretary Christina Johnson
 Trustee Jimmy Peters

ABSENT Trustee Nick Fischer

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA
 a) Minutes of April 25, 2023.

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

AYE: Winger, Peters, Brown, 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.

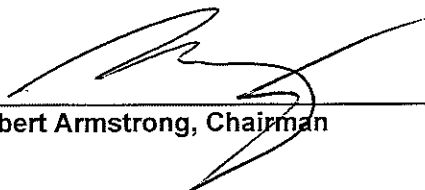
ITEM #3: Adjournment

A motion was made by Vice-Chairwoman Winger seconded by Trustee Brown to adjourn the meeting. Upon roll call:

AYE: Winger, Brown, Peters, Armstrong

NAY: None


Christina Johnson, Deputy Secretary


Robert Armstrong, Chairman