

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
JULY 25, 2023
5:15 P.M.

INVOCATION Associate Pastor Andrew Benton, Grace Chapel Pentecostal Church

FLAG SALUTE Councilman Nick Fischer

ROLL CALL Mayor Robert Armstrong City Manager Kimberly Meek
Councilman Nick Fischer City Attorney David Hammond
Councilman Jimmy Peters Deputy City Clerk Christina Johnson
Councilman Gene Brown

ABSENT Vice-Mayor Patty Winger

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA.
a) Minutes of July 11, 2023.
b) List of Claims.
c) Lease Agreement between the City of Duncan and Duncan Regional Hospital, Inc. to use a portion of the City of Duncan Municipal Building and authorize the Mayor to execute the agreement.

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

AYE: Brown, Peters, Fischer, Armstrong

NAY: None

ITEM #2: Consider authorizing the purchase of labor and materials to install a fire hydrant at the Water Treatment Plant from Howard Construction in the amount of \$35,500.00.

This item was presented by City Manager, Kimberly Meek, who advised that currently the Water Treatment Plant does not have a fire hydrant within 400 feet of the wooden structures on site. The installation of a fire hydrant has been recommended by the Fire Chief. Bids were received as follows:

Howard Construction – \$35,500.00
Jacobs – \$59,302.40
Miller Construction – no bid

A motion was made by Councilman Fischer, seconded by Councilman Peters to authorize the purchase of labor and materials to install a fire hydrant at the Water Treatment Plant from Howard Construction in the amount of \$35,500.00. Upon roll call:

AYE: Fischer, Peters, Brown, Armstrong

NAY: None

ITEM #3: Consider authorizing the purchase of three (3) ZD1200 series zero turn mowers for the Parks Department from Great Plains Kubota in the amount of \$51,125.16.

This item was presented by City Manager, Kimberly Meek, who advised that the FY 2023 Budget includes funds to purchase mowing equipment.

Mrs. Meek noted that these units will be used at all the city parks for routine mowing.

Mrs. Meek advised that the units will be purchased on Sourcewell Government Contract #031121. Two mowers are immediately available, and the remaining mower will arrive within 7-10 days of placing the order.

Councilman Fischer asked if the mowers would come with a shade cover.

Larry Jones, Public Works, advised that these three (3) mowers would not have shade covers due to mowing under trees.

A motion was made by Councilman Fischer, seconded by Councilman Peters to authorize the purchase of three (3) ZD1200 series zero turn mowers for the Parks Department from Great Plains Kubota in the amount of \$51,125.16. Upon roll call:

AYE: Fischer, Peters, Brown, Armstrong

NAY: None

ITEM #4: Consider awarding bid to Diversified Construction for the El Rancho Pump Station Project in the amount of \$91,700.00.

This item was presented by City Manager, Kimberly Meek, who advised that Bids were solicited and opened on June 14, 2023 for the El Rancho Pump Station Project; A Bid tabulation and Recommendation for Award is attached for your review.

A motion was made by Councilman Peters, seconded by Councilman Fischer to award the bid to Diversified Construction for the El Rancho Pump Station Project in the amount of \$91,700.00. Upon roll call:

AYE: Peters, Fischer, Brown, Armstrong

NAY: None

ITEM #5: Consider an Ordinance to rezone property located at 201 N. 6th Street, Duncan, Oklahoma from I-3 (Industrial) to R-3 (Residential).

This item was presented by City Manager, Kimberly Meek, who advised that on Tuesday, July 18, 2023, the City of Duncan Planning Commission met for a public hearing discussing an application filed by Mr. and Mrs. Hernandez seeking to rezone a property located at 201 N 6th Street from I-3 (industrial) to R-3 (residential).

Mrs. Meek noted that the applicant indicated that the structure sitting on the property has been used for residential purposes in the past, and recently purchased the property to reinvest in as a rental property.

Mrs. Meek advised that currently, the industrial classification does not allow for residential uses and therefore this use of the property is classified as a legal non-conforming use of the land. It will better serve the applicant by bringing the property into a "legal conforming" classification for insurance purposes.

Mrs. Meek advised that The Planning Commission noted the residential properties to the east and hearing no additional comments from citizens pertaining to this request, voted 4-0 to send a favorable recommendation to the City Council for consideration.

A motion was made by Councilman Fischer, seconded by Councilman Peters to approve an Ordinance to rezone property located at 201 N. 6th Street, Duncan, Oklahoma from I-3 (Industrial) to R-3 (Residential). Upon roll call:

AYE: Fischer, Peters, Brown, Armstrong

NAY: None

ITEM #5A: Consider declaring an emergency in relation to the previous item.

A motion was made by Councilman Fischer, seconded by Councilman Peters to declare an emergency in relation to the previous item. Upon roll call:

AYE: Fischer, Peters, Brown, Armstrong

NAY: None

ITEM #6: 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.

Matt Setters, 19 N. 8th, addressed the Mayor and Council with concerns of Duncan Public Schools using the old middle school as a bus barn. He advised that this type of daily use by the weight of the buses would wear upon the streets in the area.

Mr. Setters noted that this type of use was not disclosed by Duncan Public Schools and was not brought before the Duncan City Council for consideration.

Mayor Armstrong asked that Mr. Setters provide his contact information after the City Council meeting.

Michael Yokley, 1704 Clover Circle, addressed the Mayor and Council stating that the drainage ditch behind his house is an issue and is impossible to maintain due to the rough conditions and water.

Mayor Armstrong asked that Mr. Yokley provide his contact information after the City Council meeting.

b) By the Council

Councilman Fischer asked that the thirty-five (35) plus streetlights that have been out be addressed. He noted the LED lights are running and looking good.

Councilman Fischer asked about the parking lot lighting at the Senior Citizens Center.

Larry Jones, Public Works, advised that David Yeager, Electric Department Director, is currently working on the parking lot lighting at the Senior Citizens Center.

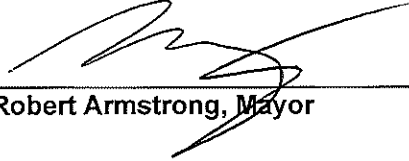
c) By the City Manager-There were none.

ITEM #7: Adjournment


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

AYE: Fischer, Peters, Brown, Armstrong

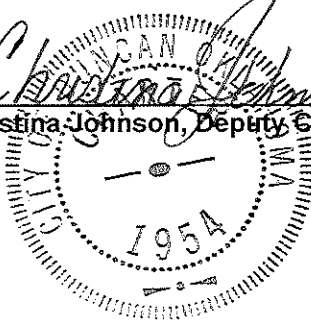
NAY: None



Robert Armstrong, Mayor



Christina Johnson, Deputy City Clerk



REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
JULY 25, 2023
5:15 P.M.

ROLL CALL Chairman Robert Armstrong General Manager Kimberly Meek
 Trustee Nick Fischer Authority Attorney David Hammond
 Trustee Jimmy Peters Deputy Secretary Christina Johnson
 Trustee Gene Brown

ABSENT Vice-Chairwoman Patty Wininger

ITEM #1: **CONSIDER APPROVAL OF CONSENT AGENDA**
 a) Minutes of July 11, 2023.

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

AYE: Brown, Fischer, Peters, Armstrong

NAY: None

ITEM #2: Consider Freese and Nichols Pay Request No. 14 in the total amount of \$4,747.81 on the Clear Creek Lake Dam Phase II Embankment Evaluation.

This item was presented by General Manger, 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 June 30, 2023.

Trustee Peters asked what the percentage of completion was and when the next phase of this project would begin.

Buddy Hokit, Public Works Director, stated that this phase of the project is 79% complete and the next phase should begin in approximately sixty (60) days.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approve Freese and Nichols Pay Request No. 14 in the total amount of \$4,747.81 on the Clear Creek Lake Dam Phase II Embankment Evaluation. Upon roll call:

AYE: Fischer, Peters, Brown, Armstrong

NAY: None

ITEM #3: Consider approving Change Order No. 2 for the time extension request for the completion of Remote Meter-reading System Housing and Analytics from AriesPro until November 30, 2023 with an additional cost of \$29,980.00.

This item was presented by General Manger, Kimberly Meek, who advised that An "Invitation to Bid" dated June 20, 2022 was mailed out to three (3) approved bidders. Bids were opened on July 11, 2022 and the Chairman and Trustees of awarded the Bid to AriesPro. The original completion date was to have been 150 days after the Purchase Order was issued.

Mrs. Meek noted that on January 24, 2023, the chairman and trustees granted a change order to the contract between the City of Duncan and Aries Pro that included a time extension but at no additional cost.

Mrs. Meek advised that Aries Pro has continued working diligently on their work items since their contract extension was issued on January 24, 2023. However, they have been experiencing delays to their work beyond their control by other vendors that are an integral part of their work for us and due to a few time delays on our end. After consulting with staff, other vendors, and their own internal teams. They are requesting a time extension and a change in the price in the amount of \$ 29,980.00. Please see attached.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approve Change Order No. 2 for the time extension request for the completion of Remote Meter-reading System Housing and Analytics from AriesPro until November 30, 2023 with an additional cost of \$29,980.00. Upon roll call:

AYE: Fischer, Peters, Brown, Armstrong

NAY: None

ITEM #4: Consider Pay Request No. 35 to Tetra Tech, Inc. in the amount of \$8,651.25 for services rendered in conjunction with the Sewer Rehabilitation Design Phase I Project.

This item was presented by General Manger, 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 of construction plans.

Mrs. Meek noted that this Pay Request is for construction and inspection services for sewer rehabilitation through June 30, 2023.

A motion was made by Trustee Peters, seconded by Trustee Fischer to approve Pay Request No. 35 to Tetra Tech, Inc. in the amount of \$8,651.25 for services rendered in conjunction with the Sewer Rehabilitation Design Phase I Project. Upon roll call:

AYE: Peters, Fischer, Brown, Armstrong

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.

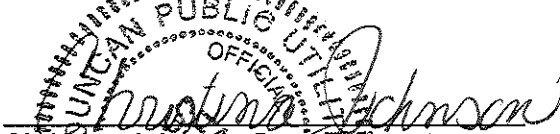
c) By the General Manager-There were none.

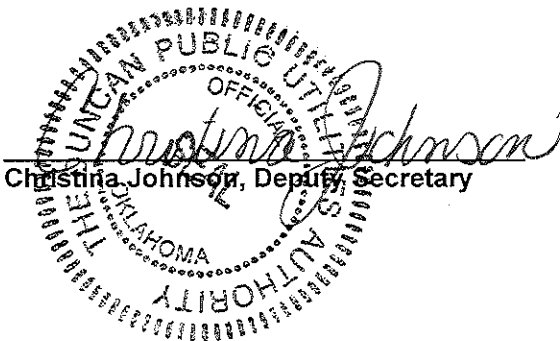
ITEM #6: Adjournment

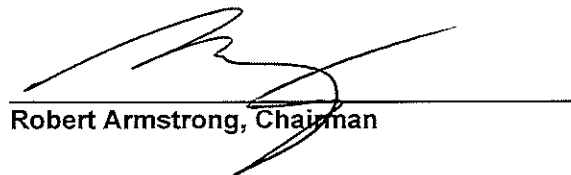
A motion was made by Trustee Fischer, seconded by Trustee Brown to adjourn the meeting. Upon roll call:

AYE: Fischer, Brown, Peters, Armstrong

NAY: None


Christina Johnson, Deputy Secretary




Robert Armstrong, Chairman