

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
AUGUST 8, 2023
5:15 P.M.

INVOCATION Reverend Mark Jardine, Pastor First United Methodist Church

FLAG SALUTE Councilman Nick Fischer

ROLL CALL Mayor Robert Armstrong City Manager Kimberly Meek
 Vice-Mayor Patty Wininger City Attorney Jeff Archer
 Councilman Nick Fischer Deputy City Clerk Christina Johnson
 Councilman Jimmy Peters
 Councilman Gene Brown

- ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA.
- a) Minutes of July 25, 2023.
 - b) List of Claims.
 - c) Contract renewal to provide two (2) School Resource Officers to the Red River Technology Center for the 2023-2024 school term.
 - d) Contract renewal for providing two (2) School Resource Officers to the Independent School District I-1 Stephens County for the 2023-2024 school term.
 - e) Contract renewal allowing the Police Department to supply off-duty Police Officers to work at extra-curricular activities sponsored by the Independent School District I-1 Stephens County for the 2023-2024 school term.
 - f) Purchase of sixty (60) desktop computers with dual monitors and seven (7) workstation computers with single monitors from Dell Inc. in the total amount of \$104,935.66.
 - g) Purchase of a washer and dryer from Freeman's Appliance for Fire Station #2 in the total amount of \$2,446.13.

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

AYE: Fischer, Brown, Peters, Wininger, Armstrong

NAY: None

- ITEM #2: Consider authorizing the purchase of forty (40) picnic tables and twenty (20) benches for the City Parks from Global Industrial in the amount of \$33,169.80.

This item was presented by City Manager, Kimberly Meek, who advised that the FY 2023 Budget includes funds to purchase picnic tables and benches for the city parks. Bids were solicited and received as follows:

Global Industrial	\$33,169.80
Belson Outdoor	\$57,367.59
Play by Design	\$62,650.00
Noah's Park	\$53,760.00

Vice-Mayor Wininger asked if blue was the only color available and which parks the benches and tables would be located.

Larry Jones, Public Works, advised that there are different colors available. He advised it was undetermined at this time where the benches and tables would be placed due to having to place concrete mounting pads under the benches and tables. He advised that the pads may have to come from next year's budget.

Vice-Mayor Wininger asked if the old wood tables would be replaced.

Mr. Jones advised the old wood tables and benches would be replaced.

Vice-Mayor Wininger asked about being able to move the tables and benches in Fuqua Park due to events.

Mr. Jones advised that the tables and benches would be able to be moved, but the concrete pad would remain.

A motion was made by Councilman Wininger, seconded by Councilman Fischer to authorize the purchase of forty (40) picnic tables and twenty (20) benches for the City Parks from Global Industrial in the amount of \$33,169.80. Upon roll call:

AYE: Wininger, Fischer, Brown, Peters, Armstrong

NAY: None

ITEM #3: 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, 812 W. Elm, addressed the Mayor and Council stating that she had not received a call back from the City regarding dogs running at large in City Limits. She stated she had given her contact information at a prior Council Meeting regarding this issue.

Mayor Armstrong asked Mrs. Jackson to provide her information after the City Council Meeting.

b) By the Council-There were none.

c) By the City Manager-There were none.

ITEM #4: Adjournment

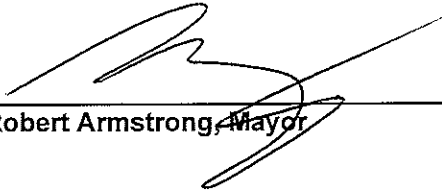
A motion was made by Councilman Fischer, seconded by Councilman Brown to adjourn the meeting. Upon roll call:

AYE: Fischer, Brown, Peters, Winingger, Armstrong

NAY: None



Christina Johnson
Christina Johnson, Deputy City Clerk



Robert Armstrong, Mayor

REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
AUGUST 8, 2023
5:15 P.M.

ROLL CALL Chairman Robert Armstrong General Manager Kimberly Meek
 Vice-Chairwoman Patty Wininger Authority Attorney Jeff Archer
 Trustee Nick Fischer Deputy Secretary Christina Johnson
 Trustee Jimmy Peters
 Trustee Gene Brown

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

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

AYE: Fischer, Peters, Brown, Wininger, Armstrong

NAY: None

ITEM #2: Consider Freese and Nichols Pay Request No. 1 in the total amount of \$1,600.00 for services rendered in conjunction with the Advanced Metering Infrastructure Replacement Project.

This item was presented by General Manager, Kimberly Meek, who advised that on April 11, 2023, Mayor and Council approved a contract with Freese and Nichols, Inc for professional services in conjunction with the AMI installation Project.

Mrs. Meek noted that this pay request represents services through June 30, 2023.

A motion was made by Trustee Fischer, seconded by Trustee Brown to approve Freese and Nichols Pay Request No. 1 in the total amount of \$1,600.00 for services rendered in conjunction with the Advanced Metering Infrastructure Replacement Project. Upon roll call:

AYE: Fischer, Brown, Peters, Wininger, Armstrong

NAY: None

ITEM #3: Consider Freese and Nichols Pay Request No. 6 in the total amount of \$35,540.44 for services rendered in conjunction with the EI Rancho Water Tower Replacement Project.

This item was presented by General Manager, Kimberly Meek, who advised that On December 13, 2022, Mayor and Council approved a contract with Freese and Nichols, Inc for professional services for the EI Rancho Water Tower Replacement project.

Mrs. Meek noted that this pay request represents services through June 30, 2023.

Vice-Chairwoman Wininger asked if the City Logo would be placed on the EI Rancho Water Tower.

Mrs. Meek advised that the City Logo will be placed on the EI Rancho Water Tower.

A motion was made by Trustee Fischer, seconded by Trustee Wininger to approve Freese and Nichols Pay Request No. 6 in the total amount of \$35,540.44 for services rendered in conjunction with the EI Rancho Water Tower Replacement Project. Upon roll call:

AYE: Fischer, Wininger, Brown, Peters, Armstrong

NAY: None

ITEM #4: Consider Freese and Nichols Pay Request No. 13 in the total amount of \$98,193.94 for services rendered in conjunction with the Water Project FY 2022.

This item was presented by General Manager, Kimberly Meek, who advised that On June 14, 2022, Mayor and Council approved a contract with Freese and Nichols, Inc. to provide professional services for the FAP-22-2022-L Water Project FY 2022.

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

Vice-Chairwoman Wininger asked if there would be cameras installed.

Mrs. Meek advised she would check to see if there will be cameras installed.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approve Freese and Nichols Pay Request No. 13 in the total amount of \$98,193.94 for services rendered in conjunction with the Water Project FY 2022. Upon roll call:

AYE: Fischer, Peters, Brown, Wininger, Armstrong

NAY: None

ITEM #5: Consider Pay Request No. 4 to Tetra Tech, Inc. in the amount of \$9,277.00 for services rendered in conjunction with the Sewer Rehabilitation Design Phase I Project.

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

Mrs. Meek noted that this Pay Request is for design services for sewer rehabilitation (phase 1D).

Mrs. Meek advised that this pay request represents services through June 30, 2023.

A motion was made by Trustee Fischer, seconded by Trustee Brown to approve Pay Request No. 4 to Tetra Tech, Inc. in the amount of \$9,277.00 for services rendered in conjunction with the Sewer Rehabilitation Design Phase I Project. Upon roll call:

AYE: Fischer, Brown, Peters, Wininger, Armstrong

NAY: None

ITEM #6: Consider Sunrise Construction Change Order No. 3 for the 28th/29th Street Waterline Replacement Project and authorize the Chairman to execute the Change Order.

This item was presented by General Manager, Kimberly Meek, who advised that On January 24, 2023 Chairman and Trustees approved the 28th/29th Street Waterline Replacement Project contract with Sunrise Construction.

Mrs. Meek noted that Change Order No.3 will overrun the contract by \$7,350.00 due to the contractors having to make repairs to multiple breaks in the waterline.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approve Sunrise Construction Change Order No. 3 for the 28th/29th Street Waterline Replacement Project and authorize the Chairman to execute the Change Order. Upon roll call:

AYE: Fischer, Peters, Brown, Wininger, Armstrong

NAY: None

ITEM #7: Consider Pay Request No. 6 to Sunrise Construction in the amount of \$54,636.47 for services rendered in conjunction with the 28th/29th Street Water Line Replacement Project.

This item was presented by General Manager, Kimberly Meek, 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. Meek advised that this pay request represents services through July 25, 2023.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approve Pay Request No. 6 to Sunrise Construction in the amount of \$54,636.47 for services rendered in conjunction with the 28th/29th Street Water Line Replacement Project. Upon roll call:

AYE: Fischer, Peters, Brown, Wininger, Armstrong

NAY: None

ITEM #8: 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-

Vice-Chairwoman Wininger asked how the first day of the meter project went.

City Manager, Kimberly Meek, advised that the first day of the meter project went well. She advised that it is understood that if there are issues, the project will be halted, and everyone would regroup to get back on track. She advised that procedures were in place for unseen events.

Vice-Chairwoman Winger thanked Mrs. Meek for the update.

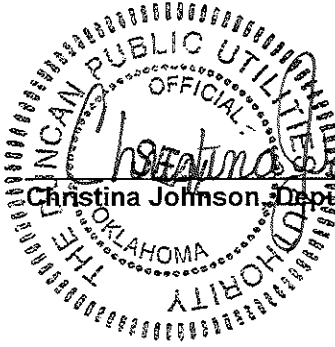
c) By the General Manager-There were none.

ITEM #9: Adjournment

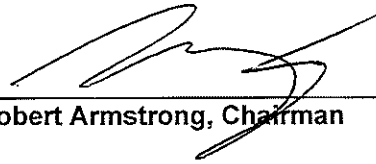
A motion was made by Trustee Fischer, seconded by Trustee Brown to adjourn the meeting.
Upon roll call:

AYE: Fischer, Brown, Peters, Winger, Armstrong

NAY: None



Christina Johnson
Christina Johnson, Deputy Secretary



Robert Armstrong, Chairman

REGULAR MEETING
DUNCAN ECONOMIC DEVELOPMENT TRUST 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 June 27, 2023.

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

AYE: Fischer, Peters, Brown, Armstrong

NAY: None

ITEM #2: Consider approving the Duncan Area Economic Development Foundation (DAEDF) request to commit to sales tax funds pursuant to contract with Duncan Area Economic Development Foundation (DAEDF) which provides for setting aside job creation incentive funds. This request is being made for a reservation of sales tax dollars in the sum of \$200,000.00 to provide funding for a job incentive program for Model 1 Commercial Vehicles, Inc.

This item was presented by General Manager, Kimberly Meek, who advised that the Duncan Area Economic Development Foundation Board meet on June 19, 2023 and approved the proposed incentive program with Model 1 Commercial Vehicles, inc. This job creation incentive represents fifty (50) jobs at \$4,000.00 per job. These incentivized jobs will be salaried at a minimum of \$40,000.00 annually and will be paid to Model 1 Commercial Vehicles quarterly as base don OESC report data. Mrs. Meek noted that a request letter from DAEDF is included in the Council packet for review.

Trustee Fischer asked if the board members would receive the incentive funds.

Lyle Roggow, President of the Duncan Area Economic Development Foundation (DAEDF), advised no.

A motion was made by Trustee Peters, seconded by Trustee Fischer to approve the Duncan Area Economic Development Foundation (DAEDF) request to commit to sales tax funds pursuant to contract with Duncan Area Economic Development Foundation (DAEDF) which provides for setting aside job creation incentive funds. This request is being made for a reservation of sales tax dollars in the sum of \$200,000.00 to provide funding for a job incentive program for Model 1 Commercial Vehicles, Inc. Upon roll call:

AYE: Peters, Fischer, Brown, Armstrong

NAY: None

ITEM #3: 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.

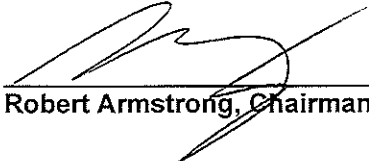
ITEM #4: Adjournment

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