

REGULAR MEETING  
DUNCAN CITY COUNCIL  
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA  
OCTOBER 24, 2023  
5:15 P.M.

INVOCATION            Pastor Ray Calger, True Gospel Tabernacle Church

FLAG SALUTE           Councilman Nick Fischer

ROLL CALL            Mayor Robert Armstrong                    Interim City Manager Kenzie Wheeler  
                                 Vice-Mayor Patty Winger                    City Attorney David Hammond  
                                 Councilman Nick Fischer                    Deputy City Clerk Christina Johnson  
                                 Councilman Jimmy Peters  
                                 Councilman Gene Brown

Proclamation by Mayor Robert Armstrong proclaiming October 23-31, 2023, as "Red Ribbon Week".

Mayor Robert Armstrong read aloud the Proclamation proclaiming October 23-31, 2022 as "Red Ribbon Week".

Brian Webb read aloud the history of Red Ribbon Week.

ITEM #1:            Consider approval of consent agenda.  
                         a)        Minutes of October 10, 2023.  
                         b)        Minutes of October 18, 2023. (Special Meeting)  
                         c)        List of Claims.  
                         d)        Financial Advisor Engagement Letter with Crawford and Associates for the year ending December 31, 2024.

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

AYE: Fischer, Peters, Brown, Winger, Armstrong

NAY: None

ITEM #2:            Consider approving a contract for services with Main Street Duncan, Inc. for the 2024 Calendar Year.

This item was presented by Interim City Manager, Kenzie Wheeler, who advised that Main Street Duncan, Inc. has requested the Contract for Services be approved and signed by the City of Duncan City Council.

Mrs. Wheeler advised that Main Street Duncan was established on February 28, 1986 when council passed a Resolution allowing the City Manager to proceed with an application that was submitted to the Department of Economic and Community Affairs to establish a local main street program.

Mrs. Wheeler noted that since that time, the City of Duncan has reviewed and renewed the Contract for Services with the City of Duncan Main Street Program.

Councilman Fischer asked if there were representatives present at the meeting.

Loisdawn Jones, President Main Street Duncan introduced Brandi Johnson, Executive Director of Main Street Duncan.

Councilman Fischer asked about events for 2024.

Mrs. Jones explained that Main Street Duncan will continue with their annual events, as in the past, but there are many events still needed for 2024 as well as volunteers. She advised she would have more information regarding the newly added events for 2024 after the Main Street Duncan Board Meeting.

Councilman Fischer asked about Main Street Duncan expanding their area east of the railroad tracks.

Mrs. Johnson explained that in order to do so the buildings must be a certain age to be added to the Historical Program. She noted that there is possibly a section of Willow Street that could be added in the future.

A motion was made by Councilman Brown, seconded by Vice-Mayor Winger to approve a contract for services with Main Street Duncan, Inc. for the 2024 Calendar Year. Upon roll call:

AYE: Brown, Winger, Fischer, Peters, Armstrong

NAY: None

**ITEM #3:** Consider the purchase of a bolt up engineered building kit for a 40 X 50 metal building from Taylor Building Systems of Chickasha Oklahoma in the amount of \$27,135.00 as the lowest and best bid.

This item was presented by Interim City Manager, Kenzie Wheeler, who advised that Currently, the Duncan Police Department uses the old Rip Mayes building south of the police department. This building is used to store items that are too big to go into the property room. The building is also used to process vehicles used in a crime for evidence. The building has leaks, has no heat or air conditioning and no lighting. The new building would be used for the same purpose but would be weather and rodent proof. The new building will have many lights, air conditioning, and heating. This new building will also house a secure storage bay to place vehicles temporarily for evidence collection purposes. This storage bay will be treated just like our evidence storage inside the police department with access allowed to only the same 3 personnel to preserve the chain of custody. This new building will also house all case files from the last 10 years and major crimes indefinitely.

Vice-Mayor Wininger asked who would install this building and if it would be secured.

Mrs. Wheeler advised that separate bids would be requested for the installation of the building and that it would be secured.

Vice-Mayor Wininger asked if the building would have cameras.

Joe Shoemake, Duncan Police Department, advised that the building would be secured with video cameras. He noted the building would be equipped with climate control as well.

Councilman Fischer asked if the building would be installed on a new concrete slab.

Mr. Shoemake advised that the building would be installed on a new slab where the current building is located. He noted that the current building would be torn down. Mr. Shoemake explained the need for the building due to the age and deterioration of the old building.

A motion was made by Councilman Fischer, seconded by Councilman Brown to approve the purchase of a bolt up engineered building kit for a 40 X 50 metal building from Taylor Building Systems of Chickasha Oklahoma in the amount of \$27,135.00 as the lowest and best bid. Upon roll call:

AYE: Fischer, Brown, Peters, Wininger, Armstrong

NAY: None

**ITEM #4:** Consider presentation and acceptance of the 2022 audit and financial statements from Anne Elfrink, MS, CPA.

Anne Elfrink, MS, CPA, presented the 2022 audit and financial statements to the Mayor and Council.

She advised that her firm's opinion was unmodified.

Mrs. Elfrink briefly outlined the financial highlights.

Councilman Fischer asked how the City looked overall.

Mrs. Elfrink stated that overall, the general fund looked healthy. She explained the pull down is with the unfunded pension plan.

Councilman Fischer asked if putting more money into the pension plan was the solution.

Mrs. Elfrink stated that at one point the City Council had approved putting an extra \$500,000.00 into the plan.

Councilman Fischer asked Mrs. Elfrink what she recommended.

Mrs. Elfrink explained that there is always room for improvement, but making recommendations is not within the financial scope of the audit.

Vice-Mayor Wininger asked what the deadline for the ARPA funds were.

Mrs. Elfrink advised that the funds had to be spent by the end of 2025.

Mayor Armstrong advised that the audit did not show any deficiencies.

Mrs. Wheeler advised that there would be a new actual study in the future regarding the pension plan.

Frank Burch asked how many years Mrs. Elfrink had conducted the audit and how many cities or towns she audited.

Mrs. Elfrink explained that this would be her 5<sup>th</sup> year conducting the audit and the City will go out for bids after this year. She advised that all together her firm audits about 34 cities and towns across Oklahoma.

ITEM #5: 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-There were none.

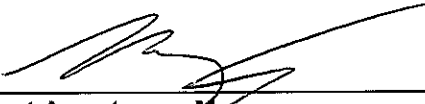
c) By the City Manager-There were none.

ITEM #6: Adjournment

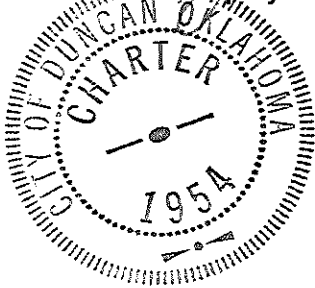
A motion was made by Councilman Fischer, seconded by Councilman Brown to adjourn the meeting. Upon roll call:

AYE: Fischer, Brown, Peters, Winger, Armstrong

NAY: None

  
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Robert Armstrong, Mayor

  
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Christina Johnson, Deputy City Clerk



REGULAR MEETING  
DUNCAN PUBLIC UTILITIES AUTHORITY  
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA  
OCTOBER 24, 2023  
5:15 P.M.

ROLL CALL                      Chairman Robert Armstrong                      Interim City Manager Kenzie Wheeler  
   Vice-Chairwoman Patty Winger                      Authority Attorney David Hammond  
   Trustee Nick Fischer                                      Deputy Secretary Christina Johnson  
   Trustee Jimmy Peters  
   Trustee Gene Brown

ITEM #1:                      Consider approval of consent agenda.  
   a) Minutes of October 10, 2023.

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, Armstrong

NAY: None

ITEM #2:                      Consider Sunrise Construction Pay Request No. 8 in the amount of \$41,484.84 for services rendered in conjunction with the 28<sup>th</sup>/29<sup>th</sup> Street Water Line Replacement Project.

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

Mrs. Wheeler noted that this pay request represents services through September 11, 2023 and is the final pay application.

A motion was made by Trustee Fischer, seconded by Vice-Chairwoman Winger to approve Sunrise Construction Pay Request No. 8 in the amount of \$41,484.84 for services rendered in conjunction with the 28<sup>th</sup>/29<sup>th</sup> Street Water Line Replacement Project. Upon roll call:

AYE: Fischer, Winger, Brown, Peters, Armstrong

NAY: None

ITEM #3:                      Consider Freese and Nichols Pay Request No. 17 in the total amount of \$18,000.02 for services rendered in conjunction with the Clear Creek Lake Dam Phase II Embankment Project.

This item was presented by Interim General Manager, Kenzie Wheeler, 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. Wheeler noted that this pay request is for professional services rendered through September 30, 2023.

A motion was made by Trustee Fischer, seconded by Trustee Peters to approve Freese and Nichols Pay Request No. 17 in the total amount of \$18,000.02 for services rendered in conjunction with the Clear Creek Lake Dam Phase II Embankment Project. Upon roll call:

AYE: Fischer, Peters, Brown, Winger, Armstrong

NAY: None

ITEM #4:                      Consider Weeks Farms, LLC Pay Request No. 3 in the total amount of \$372,458.97 for services rendered in conjunction with the Settling Pond Improvements Project.

This item was presented by Interim General Manager, Kenzie Wheeler, who advised that on June 13, 2023, Mayor and Council approved a contract with Weeks Farms, LLC to provide services for the Settling Pond Improvements Project.

Mrs. Wheeler noted that this pay request is for construction services rendered through September 25, 2023.

Vice-Chairwoman Winger asked how much of this project has been complete.

Buddy Hokit, Public Works Director, advised that 72% of the project has been complete and is expected to be completed in the next couple of weeks.

A motion was made by Trustee Peters, seconded by Trustee Brown to approve Weeks Farms, LLC Pay Request No. 3 in the total amount of \$372,458.97 for services rendered in conjunction with the Settling Pond Improvements Project. Upon roll call:

AYE: Peters, Brown, Fischer, Winger, 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.*

Frank Burch, 1011 Paul, addressed the Mayor and Council asking if there would be a capability of monitoring usage on the new meters with an app.

Buddy Hokit, Public Works Director, advised that there will be a monitoring ap on the new meters when they are all installed, and the project is complete.

Faith Sanchez, 517 North "A" addressed the Mayor and Council asking when the meter project will be complete.

Mr. Hokit advised that the meter project is expected to be complete in another year.

Lori Walls, 515 North "A" addressed the Mayor and Council advising that she is continuing to have issues with her utility bill. She noted that a new meter has been installed, but her bill is reading zero. She advised that she contacted City Hall and was advised that her mediation date would remain the same date.

David Hammond, City Attorney, stated he would look into the situation and follow-up with Mrs. Walls regarding her utility billing issues and mediation date.

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


ITEM #6: Adjournment

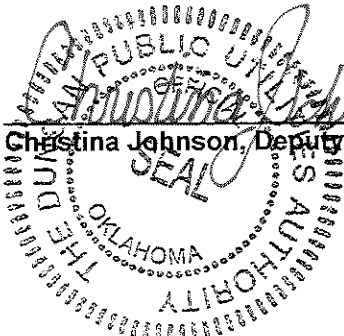
A motion was made by Trustee Fischer, seconded by Trustee Peters to adjourn the meeting. Upon roll call:

AYE: Fischer, Peters, Brown, Winger, Armstrong

NAY: None

  
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Robert Armstrong, Chairman

  
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Christina Johnson, Deputy Secretary

  
THE OKLAHOMA PUBLIC UTILITIES AUTHORITY  
SEAL