

#1a

REGULAR MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
APRIL 26, 2022
5:15 P.M.

INVOCATION Will Kelly, Youth Pastor First Christian Church

FLAG SALUTE Mayor Robert Armstrong

ROLL CALL Mayor Robert Armstrong City Manager, Kimberly Meek
Councilman Jimmy Peters City Attorney David Hammond
Councilwoman Patty Wininger Deputy City Clerk, Christina Johnson
Councilwoman Lindsay Hayes

ABSENT Vice-Mayor Nick Fischer

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA.

- a) Minutes of April 12, 2022.
- b) List of Claims
- c) Purchase of an excess Workers' Compensation Stop Loss Insurance Policy with Arch Insurance from Whitten Insurance in the annual amount of \$135,887.00.
- d) Resolution concerning Coronavirus Local Fiscal Recovery Funds for non-entitlement units of Government (ARPA Funds) authorizing the acceptance of the funds, the appropriate budget amendments, and the execution of all necessary agreements and related documents.
- e) Acknowledge the correction made to the Wilkinson Addition Part Five subdivision plat and sign newly provided drawings and the final plat accordingly.

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

AYE: Peters, Hayes, Wininger, Armstrong

NAY: None

ITEM #2: Consider approving the purchase of Police Ammunition from GT Distributors Inc. at a total cost of \$51,755.34.

This item was presented by City Manager, Kimberly Meek, who advised that a request for a quote for police ammunition was sent to GT Distributors for the purchase of practice and duty ammunition. GT Distributors sent back a quote for the total of \$51,755.34. This quote was made via the Oklahoma State Contract SW0220. The expected delivery in full is more than twelve (12) months and no more than fifteen (15) months.

A motion as made by Councilman Peters, seconded by Councilwoman Wininger to approve the purchase of Police Ammunition from GT Distributors Inc. at a total cost of \$51,755.34. Upon roll call:

AYE: Peters, Wininger, Hayes, Armstrong

NAY: None

ITEM #3: Consider Pay Request No. 2 and No. 3 in the total amount of \$112,670.95 to D. Owen Construction LLC for the Claridy Creek Drainage Improvements Project.

This item was presented by City Manager, Kimberly Meek, who advised that on October 12, 2021, the City Council approved the bid for drainage improvements to Claridy Creek in Memorial Park. The work consists of placing Gabion Baskets in arrest to protect the parking lot, bridge, and sidewalks from erosion.

Mrs. Meek noted that this pay request represents 68.6% of the total contact.

A motion was made by Councilwoman Hayes, seconded by Councilwoman Wininger to approve pay requests no. 2 and no. 3 in the total amount of \$112,670.95 to D. Owen Construction LLC for the Claridy Creek Drainage Improvements Project. Upon roll call:

AYE: Hayes, Wininger, Peters, Armstrong

NAY: None

ITEM #4: Consider awarding bid to Kay Electric in the amount of \$24,767.37 for the repair of the grit pond pump at the Wastewater Treatment Plant.

This item was presented by City Manager, Kimberly Meek, who advised that the Wastewater Treatment Plant (WWTP) operates one 12" – 75" horsepower submersible pump that is approximately twenty (20) years of age. Presently the pump is out of service and the WWTP is using a portable pump until repairs are complete. It is critical that the pump be repaired as soon as possible.

Mrs. Meek noted that a new pump costs \$69,048.00.

Mrs. Meek advised that the prices were quoted as:

Global Energy Solutions:	\$26,750.86
Automated Engineering Group	\$22,900.30
Pioneer Industrial Corp.	\$22,481.84
Capital Electric Motors	\$25,305.84
Kay Electric	\$42,767.37

Mrs. Meek advised that the estimated delivery date is seven (7) to nine (9) weeks.

A motion was made by Councilwoman Wininger, seconded by Councilman Peters to award the bid to Kay Electric in the amount of \$24,767.37 for the repair of the grit pond pump at the Wastewater Treatment Plant. Upon roll call:

AYE: Wininger, Peters, Hayes, Armstrong

NAY: None

ITEM #5: Consider awarding bid to Diverse Industrial/Commercial in the amount of \$3,474.00 for demolition work on property located at 109 South 2nd Street, Duncan, Oklahoma.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development and Code Enforcement attempted several times to work with the property owner of 109 S. 2nd Street, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Meek advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Meek noted that the Department received five bids for demolition with Diverse Industrial/Construction being the lowest bid at \$3,474.00.

Councilwoman Wininger asked if there was a problem with squatters and what the timeline was to demolish this structure.

Nate Schacht, Community Development Director, stated that there is currently a problem with squatters, but not at this location. He advised that if approved, work would begin immediately to demolish the structure.

A motion was made by Councilman Peters, seconded by Councilwoman Wininger to award the bid to Diverse Industrial in the amount of \$3,474.00 for demolition work on property located at 109 South 2nd Street, Duncan, Oklahoma. Upon roll call:

AYE: Peters, Wininger, Hayes, Armstrong

NAY: None

ITEM #6: Consider awarding bid to Miller Construction in the amount of \$3,000.00 for demolition work on property located at 203 South 2nd Street, Duncan, Oklahoma.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development and Code Enforcement attempted several times to work with the property owner of 203 S. 2nd Street, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Meek advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Meek noted that the Department received five bids for demolition with Miller Construction being the lowest bid at \$3,000.00.

A motion was made by Councilwoman Wininger, seconded by Councilwoman Hayes to award the bid to Miller Construction in the amount of \$3,000.00 for demolition work on property located at 203 South 2nd Street, Duncan, Oklahoma. Upon roll call:

AYE: Wininger, Hayes, Peters, Armstrong

NAY: None

ITEM #7: Consider awarding bid to Miller Construction in the amount of \$3,500.00 for demolition work on property located at 207 South 2nd Street, Duncan, Oklahoma.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development and Code Enforcement attempted several times to work with the property owner of 207 S. 2nd Street, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Meek advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Meek noted that the Department received five bids for demolition with Miller Construction being the lowest bid at \$3,000.00.

Councilwoman Winger asked if other properties were being considered as well.

Nate Schacht, Community Development Director, stated with the bids coming in low for the five (5) properties being considered, he would be looking at five (5) more properties soon.

A motion was made by Councilwoman Hayes, seconded by Councilwoman Winger to award the bid to Miller Construction in the amount of \$3,500.00 for demolition work on property located at 207 South 2nd Street, Duncan, Oklahoma. Upon roll call:

AYE: Hayes, Winger, Peters, Armstrong

NAY: None

ITEM #8: Consider awarding bid to Pollock Services LLC in the amount of \$5,850.00 for demolition work on property located at 507 South 2nd Street, Duncan, Oklahoma.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development and Code Enforcement attempted several times to work with the property owner of 507 S. 2nd Street, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Meek advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Meek noted that the Department received five bids for demolition with Pollock Services LLC being the lowest bid at \$5,850.00.

A motion was made by Councilman Peters, seconded by Councilwoman Winger to award the bid to Pollock Services LLC in the amount of \$5,850.00 for demolition work on property located at 507 South 2nd Street, Duncan, Oklahoma. Upon roll call:

AYE: Peters, Winger, Hayes, Armstrong

NAY: None

ITEM #9: Consider awarding bid to Hunter McClure in the amount of \$6,400.00 for demolition work on property located at 806 North 12th Street, Duncan, Oklahoma.

This item was presented by City Manager, Kimberly Meek, who advised that the Department of Community Development and Code Enforcement attempted several times to work with the property owner of 806 N. 12th Street, Duncan, Oklahoma for the ongoing dilapidated condition of the structures. The current state of the property is an attractive nuisance to the community that causes blight and lower property values.

Mrs. Meek advised that several attempts over the years have been made to contact the property owner to address the violations, the City of Duncan is now in a position that immediate action is needed for the welfare of the community.

Mrs. Meek noted that the Department received five bids for demolition with Hunter McClure being the lowest bid at \$6,400.00.

Nate Schacht, Community Development Director, advised he was contacted by the family of this property asking for additional time to secure this structure as they were currently going through probate. He advised that the property owner was given until May, 2,2022 to secure the structure and replace the windows

Councilwoman Hayes asked if the structure would be torn down if the roof was not complete by May 2, 2022.

Mr. Schacht advised that the structure would be demolished if the improvements have not been made.

Mayor Armstrong asked how long the Community Development Department has been working with the property owner.

Mr. Schacht advised they have been working with the property owner for over eighteen (18) months with no improvements being made to the property at this time.

Councilwoman Wininger asked if there was a problem with squatters on this property.

Mr. Schacht advised he was unaware of any squatters on this property as is uninhabitable and is a fire danger.

A motion was made by Councilwoman Hayes, seconded by Councilwoman Wininger to award the bid to Hunter McClure in the amount of \$6,400.00 for demolition work on property located at 806 North 12th Street, Duncan, Oklahoma contingent on the conditions agreed upon with Code Enforcement until May 2, 2022.

AYE: Hayes, Wininger, Peters, Armstrong

NAY: None

ITEM #10: Consider approving an Ordinance to rezone property located at 2506 Country Club Road, Duncan, Oklahoma from R-1 (Residential) to C-2 (Commercial Office) that would allow the continuation of office space uses.

This item was presented by City Manager, Kimberly Meek, who advised that at a regularly scheduled City of Duncan Planning Commission Meeting on Tuesday, April 19, 2022, members heard a request to rezone the property located at 2506 Country Club from R-1 to C-2.

Mrs. Meek advised the C-2 classification is commercial office zoning district designation.

Mrs. Meek advised the Planning Commission members noted that the subject property has always been used for office space. Previously a surveyor's office and before that an appraisal office.

Mrs. Meek noted that Staff shared that the property is surrounded by residential classifications. Members noted that a school, several Churches, and an apartment complex are all located nearby.

Mrs. Meek noted that hearing no discussion from the public, a 3-1 vote to send a favorable recommendation for rezoning was made to City Council.

Councilwoman Wininger asked if there were issues with parking from the school across the street.

Nate Schacht, Community Development Director, advised that there were no issues from the school in relation to the parking.

A motion was made by Councilman Peters, seconded by Councilwoman Wininger to approve an Ordinance to rezone property located at 2506 Country Club Road, Duncan, Oklahoma from R-1 (Residential) to C-2 (Commercial Office) that would allow the continuation of office space uses. Upon roll call:

AYE: Peters, Wininger, Hayes, Armstrong

NAY: None

ITEM #10A: Consider declaring an emergency in relation to the previous item.

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

AYE: Wininger, Peters, Hayes, Armstrong

NAY: None

ITEM #11: Consider approving an Ordinance to rezone property located at 1614 West Jones Avenue, Duncan, Oklahoma from C-1 to C-4 that would allow the redevelopment of property into a dance studio.

This item was presented by City Manager, Kimberly Meek, who advised that at a regularly scheduled City of Duncan Planning Commission Meeting on Tuesday, April 19, 2022, members heard a request to rezone the property located at 1614 W Jones Avenue from C-1 to C-4.

Mrs. Meek advised that the Planning Commission members noted the surrounding properties to the south and east were already zoned C-4 and the property to the west is zoned C-2.

Mrs. Meek noted that members were made aware of an inquiry about traffic generated by the possible change in zoning. Members determined that with existing C-4 already in this area the traffic generated should not be increased.

Mrs. Meek noted that hearing no other public comments, the City of Duncan Planning Commission voted 4-0 to send a favorable recommendation to approve the change in zoning to City Council.

Councilwoman Winger asked if there was adequate parking for this location.

Nate Schacht, Community Development Director, advised that there as adequate parking behind as Duncan Reginal Hospital is private parking.

A motion was made by Councilwoman Hayes, seconded by Councilwoman Winger to approve an Ordinance to rezone property located at 1614 West Jones Avenue, Duncan, Oklahoma from C-1 to C-4 that would allow the redevelopment of property into a dance studio. Upon roll call:

AYE: Hayes, Winger, Peters, Armstrong

NAY: None

ITEM #11A: Consider declaring an emergency in relation to the previous item.

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

AYE: Winger, Peters, Hayes, Armstrong

NAY: None

ITEM #12: 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.

a) By the Council-There were none.

b) By the City Manager-There were none.

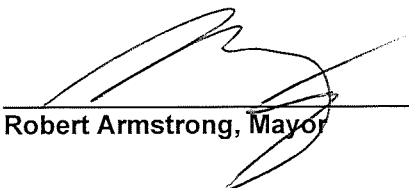
ITEM #13: Adjournment

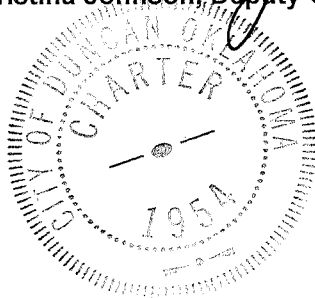
A motion was made by Councilwoman Hayes, seconded by Councilwoman Winger to adjourn the meeting. Upon roll call:

AYE: Hayes, Winger, Peters, Armstrong

NAY: None


Christina Johnson, Deputy City Clerk


Robert Armstrong, Mayor



SPECIAL MEETING
DUNCAN CITY COUNCIL
CITY COUNCIL CHAMBERS, POLICE DEPARTMENT COMPLEX
18 SOUTH 7TH
DUNCAN, OKLAHOMA
MAY 2 2022
7:30 P.M.

INVOCATION Mayor Robert Armstrong

FLAG SALUTE Mayor Robert Armstrong

ROLL CALL Mayor Robert Armstrong City Manager, Kimberly Meek
 Councilman Jimmy Peters City Attorney David Hammond
 Councilwoman Patty Winger Brian Kriss, Assistant City Clerk
 Councilwoman Lindsay Hayes

ABSENT Vice-Mayor Nick Fischer

ITEM #1: SWEARING IN OF COUNCILWOMAN PATTY WININGER BY MUNICIPAL JUDGE, JOE ENOS.

Municipal Judge Joe Enos performed the swearing in ceremony Councilwoman Patty Winger.

ITEM #2: SWEARING IN OF COUNCILWOMAN LINDSAY HAYES BY MUNICIPAL JUDGE, JOE ENOS.

Municipal Judge Joe Enos performed the swearing in ceremony Councilwoman Lindsay Hayes.

ITEM #3: SIGNING OF OATH(S) OF OFFICE BY COUNCILWOMAN PATTY WININGER AND COUNCILWOMAN LINDSAY HAYES.

Councilwoman Patty Winger and Councilwoman Lindsay Hayes each signed the Oath of Office as well as the Constitutional Oath of Office and the Statutory Oath of Office.

ITEM #4: ELECTION OF VICE-MAYOR FOR 2022-2023.

A motion was made by Councilwoman Winger, seconded by Councilwoman Hayes to elect Councilman Jimmy Peters as the Vice-Mayor for the 2022-2023 term. Upon roll call:

AYE: Winger, Hayes, Peters, Armstrong

NAY: None

ITEM #5: SIGNING CODE OF ETHICS AND CONDUCT BY ALL COUNCIL MEMBERS.

Each Councilmember signed the Code of Ethics except for Councilman Nick Fischer who was absent.


ITEM #6: OTHER ITEMS TO BE CONSIDERED:
a) By the Public-There were none.
b) By the Council-There were none.
c) By the City Manager-There were none.

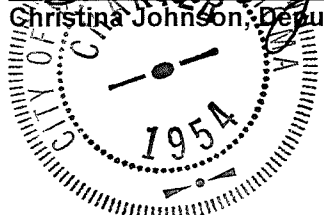
ITEM #7: ADJOURNMENT


A motion was made by Councilwoman Winger, seconded by Councilwoman Hayes to adjourn the meeting. Upon roll call:

AYE: Winger, Hayes, Peters, Armstrong

NAY: None


Christina Johnson, Deputy City Clerk




Robert Armstrong, Mayor

#1a

REGULAR MEETING
DUNCAN PUBLIC UTILITIES AUTHORITY
CITY COUNCIL CHAMBERS, DUNCAN, OKLAHOMA
APRIL 26, 2022
5:15 P.M.

ROLL CALL Chairman Robert Armstrong General Manager Kimberly Meek
 Trustee Jimmy Peters Authority Attorney David Hammond
 Trustee Patty Wininger Deputy Secretary, Christina Johnson
 Trustee Lindsay Hayes

ABSENT Vice-Chairman Nick Fischer

ITEM #1: CONSIDER APPROVAL OF CONSENT AGENDA
 a) Minutes of April 12, 2022.

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

AYE: Wininger, Hayes, Peters, Armstrong

NAY: None

ITEM #2: Consider approving Pay Request No. 2 to Freese and Nichols in the total amount of \$7,827.14 on the Clear Creek Lake Dam Phase II Embankment Evaluation.

This item was presented by General Manager, 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 March 31, 2022.

A motion was made by Trustee Peters, seconded by Trustee Peters to approve Pay Request No. 2 to Freese and Nichols in the total amount of \$7,827.14 on the Clear Creek Lake Dam Phase II Embankment Evaluation. Upon roll call:

AYE: Peters, Wininger, Hayes, Armstrong

NAY: None

ITEM #3: Consider approving Pay Request No. 34 to Freese and Nichols in the total amount of \$9,795.26 on the Clear Creek Lake Spillway Project.

This item was presented by General Manager, Kimberly Meek, who advised that on March 26, 2019 Mayor and Council approved a contract with Freese and Nichols, Inc. to provide design services for the Clear Creek Lake Spillway.

Mrs. Meek noted that this pay request is for Project Management, and Construction services rendered through March 31, 2022.

A motion was made by Trustee Hayes, seconded by Trustee Wininger to approve Pay Request No. 2 to Freese and Nichols in the total amount of \$7,827.14 on the Clear Creek Lake Dam Phase II Embankment Evaluation. Upon roll call:

AYE: Hayes, Wininger, Peters, Armstrong

NAY: None

ITEM #4: Consider approving Pay Request No. 21 to Tetra Tech, Inc. in the total amount of \$53,069.73 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 advised that this pay request is for construction and inspection services for sewer rehabilitation services through April 1, 2022.

A motion was made by Trustee Peters, seconded by Trustee Wininger to approve Pay Request No. 21 to Tetra Tech, Inc. in the total amount of \$53,069.73 for services rendered in conjunction with the Sewer Rehabilitation Design Phase I Project. Upon roll call:

AYE: Peters, Wininger, Hayes, Armstrong

NAY: None

ITEM #5: Consider approving Pay Request No. 8 to Portland Utilities Construction Co. LLC in the total amount of \$389,759.73 for services rendered in conjunction with the Sanitary Sewer Rehabilitation Project.

This item was presented by General Manager, Kimberly Meek, who advised that on March 23, 3031, Mayor and Council approved a contract with Portland Utilities Construction Co. LLC to provide construction services for the Sanitary Sewer Rehabilitation Project (Phase 1A).

Mrs. Meek advised that this pay request is for services rendered through March 26, 2022.

A motion was made by Trustee Winger, seconded by Trustee Hayes to approve Pay Request No. 8 to Portland Utilities Construction Co. LLC in the total amount of \$389,759.73 for services rendered in conjunction with the Sanitary Sewer Rehabilitation Project. Upon roll call:

AYE: Winger, Hayes, Peters, Armstrong

NAY: None

ITEM #6: 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.

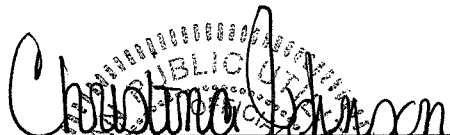
c) By the General Manager-There were none.

ITEM #7: Adjournment


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

AYE: Hayes, Peters, Winger, Armstrong

NAY: None


Christina Johnson, Deputy Secretary




Robert Armstrong, Chairman