The City of Durant encourages participation form all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT CITY COUNCIL

2:00 PM | **Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma** | **August 31, 2022**

SPECIAL AGENDA

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. Administration

a. Consider Approval of Mayoral Recommendation for Appointment of Kayla Mercer and Candy Horsley to the Keep Durant Beautiful Board

b. 1. Consider Removal of Former City Manager John Dean From the Durant Community Facilities Authority Board;

2. Consider Mayoral Recommendation for Appointment of Tim Briscoe to Replace Former City Manager John Dean on the Durant Community Facilities Authority Board.

c. Consider Approval of Mayoral Recommendation for Appointment of Ronald Davis to the Parks and Recreation Advisory Board

d. Consider Approval of Mayoral Recommendation for Appointment of Dan Moore and Eric Stuteville to the Airport Advisory Board

e. Consider Approval of Ordinance O-2022-20 Amending Title III, Administration, Section 37.022 Bidding Procedures, Declaring an Emergency

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 29th day of August, 2022 and that an agenda of said meeting was posted at the place of such meeting at 1:20 p.m. on the 29th day of August, 2022.

Cynthia J. Price

_____

Cynthia J. Price, City of Durant

The City of Durant

Memorandum

Date: 8/31/2022
To: Mayor and City Council
From:
Re: Administration

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

The City of Durant

Memorandum

Date:	8/31/2022
To:	Mayor and City Council
From:	Cynthia Price, City Clerk
Re:	Consider Approval of Mayoral Recommendation for Appointment of Kayla Mercer and Candy Horsley to the Keep Durant Beautiful Board

Kayla Mercer and Candy Horsley have each submitted an application for the Keep Durant Beautiful Board. These board positions are filled by mayoral appointment. Mayor Grube recommends Ms. Mercer and Ms. Horsley for appointment to the Keep Durant Beautiful Board.

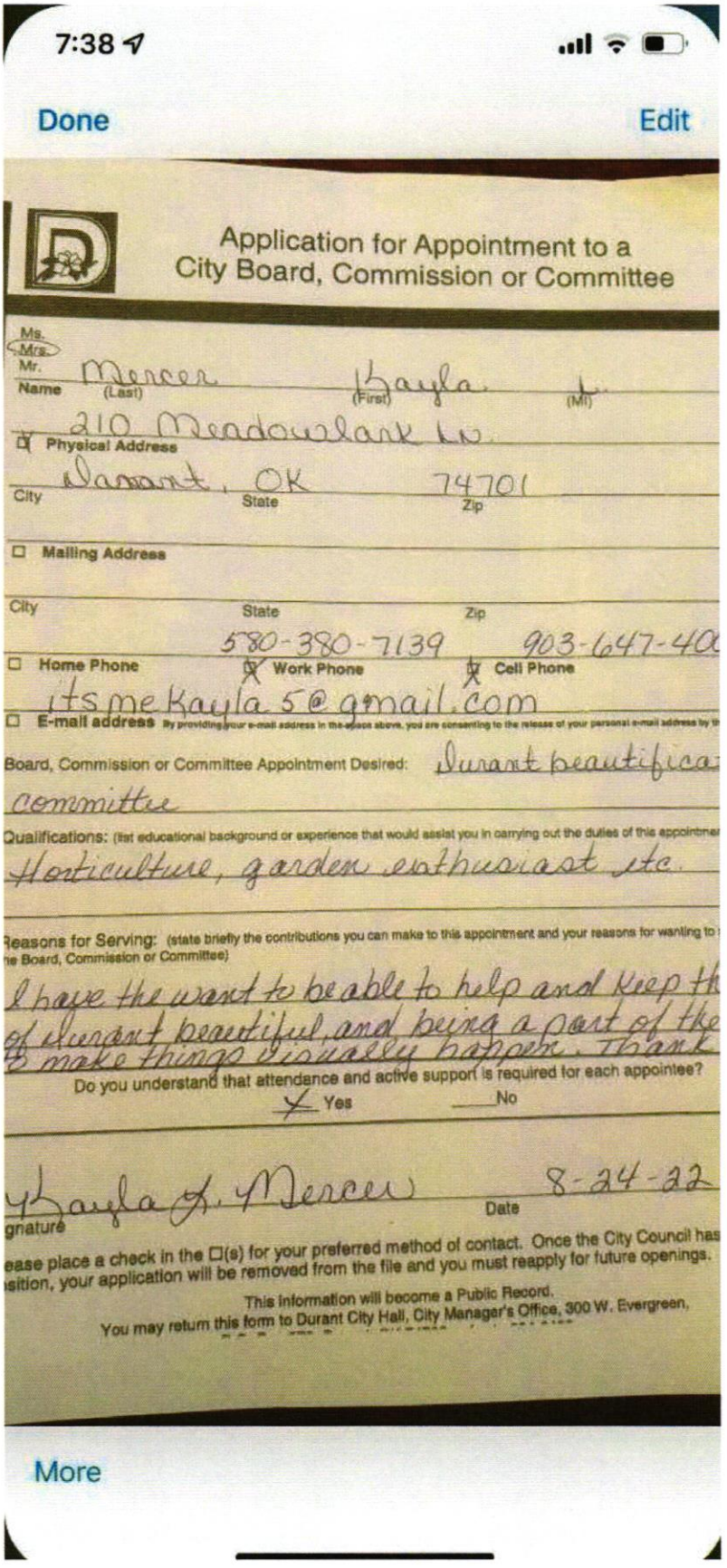
Council Information / Action Requested

Approval of Mayoral Recommendation for Appointment of Kayla Mercer and Candy Horsley to the Keep Durant Beautiful Board

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Kayla Mercer Application


7:38
Done
Edit
Application for Appointment to a
City Board, Commission or Committee
Ms.
Mrs.
Mr.
Name Mercer (Last) Kayla (First) L. (MI)
210 Meadowlark Ln.
Physical Address
Durant, OK 74701
City State Zip
Mailing Address
City State Zip
580-380-7139 903-647-40
Home Phone Work Phone Cell Phone
itsmekayla.5@gmail.com
E-mail address
Board, Commission or Committee Appointment Desired: Durant beautifica
committee
Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointme
Horticulture, garden enthusiast etc.
Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to
the Board, Commission or Committee)
I have the want to be able to help and keep th
of Durant beautiful, and being a part of the
to make things visually happen. Thank
Do you understand that attendance and active support is required for each appointee?
Yes
No
Kayla L. Mercer 8-24-22
Signature Date
Please place a check in the ☐(s) for your preferred method of contact. Once the City Council has
position, your application will be removed from the file and you must reapply for future openings.
This information will become a Public Record.
You may return this form to Durant City Hall, City Manager's Office, 300 W. Evergreen,
More

The City of Durant

Memorandum

Date: 8/31/2022
To: Mayor and City Council
From: Cynthia Price, City Clerk
Re: 1. Consider Removal of Former City Manager John Dean From the Durant Community Facilities Authority Board;

2. Consider Mayoral Recommendation for Appointment of Tim Briscoe to Replace Former City Manager John Dean on the Durant Community Facilities Authority Board.

Council Information / Action Requested

1. Removal of Former City Manager John Dean From the Durant Community Facilities Authority Board;

2. Approval of Mayoral Appointment of Tim Briscoe to Replace Former City Manager John Dean on the Durant Community Facilities Authority Board.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Tim Briscoe Application

City of Durant, OK

Application for Appointment to a City Board, Commission, or Committee

Applicant Information

Full Name: BRISCOE, TIM MR. Date: 8-25-22
Last First M.I. Suffix

Address: 1802 Radio Road
Street Address Apartment/Unit #

Durant OK 74701
City State ZIP Code

☑Phone: 580-920-8425 ☑Email timbriscoe81@gmail.com

Board, Commission, or Committee Appointment Desired: Durant Community Facility Authority

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

Durant High School (graduated 1975)
University of Oklahoma (1981) grad. Real estate investor

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission, or Committee)

I feel the need to get involved in making my community better. It's time I helped.

Have you ever been convicted of a felony, or entered a guilty or no contest plea thereto?

YES ☐ NO ☑

If yes, please give details of the conviction(s) and explain:

Do you understand that attendance and active support is required for each appointee? YES ☑ NO ☐

Signature

Signature: T-B Date: 8-25-22

Please place a check in the ☐(s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record.
You may return this form to Durant City Hall, City Clerk's Office
300 W. Evergreen, P.O. 578 Durant, OK 74701
Or Fax to (833) 994-0399

The City of Durant

Memorandum

Date:	8/31/2022
To:	Mayor and City Council
From:	Cynthia Price, City Clerk
Re:	Consider Approval of Mayoral Recommendation for Appointment of Ronald Davis to the Parks and Recreation Advisory Board

Ronald Davis has submitted an application for the Parks and Recreation Advisory Board. This board position is filled by mayoral appointment. Mayor Grube recommends Mr. Davis for appointment to the Parks and Recreation Advisory Board.

Council Information / Action Requested

Approval of Mayoral Recommendation for Appointment of Ronald Davis to the Parks and Recreation Advisory Board

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Ronald Davis Application

Application for Appointment to a City Board, Commission or Committee

Ms.
Mrs.
Mr. Davis | Ronald | Lynn

Name (Last) (First) (MI)

248 Summit Circle

☐ **Physical Address**

Durant | Oklahoma | 74701

City | State | Zip

210 West Evergreen

☐ **Mailing Address**

Durant | Oklahoma | 74701

City | State | Zip

580-924-0578 | 580-271-8429

☐ **Home Phone** ☐ **Work Phone** ☒ **Cell Phone**

RonnyDavis@outlook.com

☐ **E-mail address** By providing your e-mail address in the space above, you are consenting to the release of your personal e-mail address by the City.

Board, Commission or Committee Appointment Desired: Parks and Recreation Board

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

Bachelor's Degree From SOSU, State Licensed car Dealer and have owned DMC for 5 years

Oklahoma Certified Applicator, Owns Watkins Insurance that has served Durant for 70 years. Volunteer Firefighter

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission or Committee)

I want to serve the community and make a positive impact.

I have the experience and the education needed to be a great asset to the City of Durant.

Do you understand that attendance and active support is required for each appointee?

X Yes _____No

Signature

8-25-2022

Date

Please place a check in the ☐(s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record.
You may return this form to Durant City Hall, City Manager's Office, 300 W. Evergreen, P.O. Box 578, Durant, OK 74702 or fax to 924-3490.

The City of Durant

Memorandum

Date:	8/31/2022
To:	Mayor and City Council
From:	Cynthia Price, City Clerk
Re:	Consider Approval of Mayoral Recommendation for Appointment of Dan Moore and Eric Stuteville to the Airport Advisory Board

Dan Moore and Eric Stuteville have each submitted an application for the Airport Advisory Board. These board positions are filled by mayoral appointment. Mayor Grube recommends Mr. Moore and Mr. Stuteville for appointment to the Airport Advisory Board.

Council Information / Action Requested

Approval of Mayoral Recommendation for Appointment of Dan Moore and Eric Stuteville to the Airport Advisory Board

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Dan Moore Application
2. Eric Stuteville Application

DURANT
OKLAHOMA

City of Durant, OK

Application for Appointment to a City Board, Commission, or Committee

Applicant Information

Full Name: Moore Jimmy Don Date: 11 Apr 22
Last First M.I. Suffix

Address: 819 North Washington Av.
Street Address *Apartment/Unit #*

Durant OK 74701
City *State* *ZIP Code*

☐Phone: 580 920 8892 ☑Email wildmanmoore@gmail.com

Board, Commission, or Committee Appointment Desired: Airport Authority

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

BA SOSU. 6 years USMC
70+ hours in 3 types of aircraft.

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission, or Committee)

Attached

Have you ever been convicted of a felony, or entered a guilty or no contest plea thereto?

YES ☐ NO ☑

If yes, please give details of the conviction(s) and explain:

Do you understand that attendance and active support is required for each appointee? YES ☒ NO ☐

Signature

Signature: Don Moore Date: 11 Apr 22

Please place a check in the ☐(s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record.
You may return this form to Durant City Hall, City Clerk's Office
300 W. Evergreen, P.O. 578 Durant, OK 74701
Or Fax to (833) 994-0399

From: **Dan Moore** wildmanmoore@gmail.com
Subject: Airport Authority Bord
Date: April 12, 2022 at 10:10 AM
To: City Council

DM

Durant has been my home since 1964. My father selected this location because of what he could see as untaped potential. One of the assets he was keen on was Eaker Field. His vision was for the airport and surrounding properties to become an economic engine for Durant. This can happen with strategic planning and cooperation from community leaders. I would like to be a member of the team that helps define this pathway to the future growth of Durant.

DURANT
OKLAHOMA

City of Durant, OK

Application for Appointment to a City Board, Commission, or Committee

Applicant Information

Full Name: Stuteville Eric — Date: 1-7-22
Last First M.I. Suffix

Address: 3611 Berne Blvd
Street Address *Apartment/Unit #*

Durant OK 74701
City Stete ZIP Code

☒ Phone: 580 889-0121 Email eric@stutevilleauto.com

Board, Commission, or Committee Appointment Desired: Airport Advisory

Qualifications: (list educational background or experience that would assist you in carrying out the duties of this appointment)

25 year private pilot & Airport user

Reasons for Serving: (state briefly the contributions you can make to this appointment and your reasons for wanting to serve on the Board, Commission, or Committee)

Active pilot all across 5 state area, can provide helpful feedback based on experience

Have you ever been convicted of a felony, or entered a guilty or no contest plea thereto?

YES ☐ NO ☒

If yes, please give details of the conviction(s) and explain:

Do you understand that attendance and active support is required for each appointee? YES ☒ NO ☐

Signature

Signature: E Stuteville Date: 1-7-21

Please place a check in the ☐(s) for your preferred method of contact. Once the City Council has filled a position, your application will be removed from the file and you must reapply for future openings.

This information will become a Public Record.
You may return this form to Durant City Hall, City Clerk's Office
300 W. Evergreen, P.O. 578 Durant, OK 74701
Or Fax to (833) 994-0399

The City of Durant

Memorandum

Date:	8/31/2022
To:	Mayor and City Council
From:	Lisa Taylor, Interim City Manager/Economic Development Director
Re:	Consider Approval of Ordinance O-2022-20 Amending Title III, Administration, Section 37.022 Bidding Procedures, Declaring an Emergency

Council Information / Action Requested

Approval of Ordinance O-2022-20 Amending Title III, Administration, Section 37.022 Bidding Procedures, Declaring an Emergency

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. O-2022-20 Amending Title III, Administration, Section 37.022 Bidding Procedures, Declaring an Emergency Not Signed

ORDINANCE NO. O-2022-20

AN ORDINANCE AMENDING TITLE III, ADMINISTRATION, SECTION 37.022 BIDDING PROCEDURES, DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF DURANT, OKLAHOMA:

Section 1 – Section 37.022 of the Durant City Code shall be amended as follows:

PURCHASING SYSTEM

Section 37.022 Bidding Procedures

Section 37.022 BIDDING PROCEDURES

The following bidding procedures shall apply to those purchases that require a competitive bidding procedure.

A. Notice Inviting Bids

1. *City Website*. The Agent shall cause to be published notice inviting bids on the city website at least five days preceding the last day set for the receipt of bids or conducting an auction. The city website notice required herein shall include a general description of the services required or the articles to be purchased or sold and shall state where bid forms and specifications may be obtained and the time and place for opening bids or the public auction.– .

2. *Bidders' list*. The Agent shall also solicit sealed bids from all responsible prospective suppliers who have requested their names to be added to a bidders' list maintained by the Agent by sending a copy of such city website notice or such other notice as will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.

B. *Bid deposits*. When deemed necessary by the Agent, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of surety where it has been required. A successful bidder shall forfeit any surety required upon failure on his part to enter a contract within ten days after the award.

C. *Bid Opening Procedures*.

1. *Sealed.* Except in the case of public auctions, bids shall be submitted sealed to the office of the City Clerk and shall be identified on the envelopes as bids.

2. *Opening.* Bids for supplies, materials, equipment or contractual services shall be opened in public at the time and place stated in public notices.

3. *Tabulation.* A tabulation of all bids received shall be made by the Agent and the tabulation shall be available for public inspection in the office of the City Clerk at all reasonable times.

D. Rejection of Bids.

1. *Public interest.* The city shall have the authority to reject all bids, parts of any or all bids, or all bids for any one or more supplies or contractual services included in the proposed contract when the public interest will be served thereby. The city reserves the right to waive technicalities in bidding if such action is deemed to be in the best interest of the city. The ultimate authority to accept, reject or waive technicalities rests with the City Manager.

2. *Undue influence.* Bids shall be rejected if any bidder has attempted to exert undue influence over the results of the bid including:

a. The bidder or anyone subject to the bidder's direction or control attempts to pay, give or donate to any officer or employee of the city any money or other thing of value, either directly or indirectly, in procuring the bid;

b. The bidder or anyone subject to the bidder's direction or control attempts to influence the award of the bid by threat, force or intimidation; or

c. Any other contact by bidder to any officer or employee of the city other than the designated agent, which in the opinion of the Agent was an attempt to unduly influence the award of the bid.

3. *Bidders in default to city.* The city shall not accept the bids of a contractor who is in default on the payment of taxes, licenses or other monies due the city.

4. *Bidders not attending pre-bid conference.* The city shall not accept the bids of a contractor who did not attend a mandatory pre-bid conference.

5. *Late bids.* No bids shall be accepted after the stated time of the bid opening. Any bid received late shall remain unopened and returned to the bidder

E. Award of Contract.

1. *Authority in the City Manager.* The City Manager shall have the authority to award

contracts and make purchases in an amount established herein or by City Council by resolution, and shall have the authority to bind the city and its' agencies in that regard.

2. *Lowest and best bidder and best value bidder.* Contracts shall be awarded to the lowest and best bidder or the best value bidder meeting specifications. Bid specifications may include a point system for evaluating the bid. In addition to those factors established by state law, the following factors shall be considered:

a. The price,

b. The ability, capacity and skill of the bidder to perform the contract or provide the service required,

c. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference,

d. The character, integrity, reputation, judgment, experience and efficiency of the bidder,

e. The quality of performance of previous contracts or services,

f. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service,

g. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service,

h. The quality, availability and adaptability of the supplies or contractual services to the particular use required,

i. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract,

j. Where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award,

k. The number and scope of conditions attached to the bid, and

l. If a point system has been utilized in the bid specifications, the number of points earned by the bidder.

F. *Award to other than lowest secure bidder.* When the award is not given to the lowest secure bidder meeting specifications, such award must be approved by the City Council and a full and complete statement of reasons for placing the order with one other than the lowest secure bidder shall be entered in the minutes of the Council.

G. Tie bids.

1. *Local bidders.* If two or more bids received are for the same total amount of unit price, quality and service being equal, the contract shall be awarded to the local bidder.

2. *Bidders of equal status.* Where division (G)(1) above is not determinative, the Agent shall award the contract to one of the tie bidders by drawing lots in public.

H. *Change orders.* If a bid has been based on a unit price bid, change orders shall be allowed based on the bid unit price without additional advertisement or bidding.

I. *Performance bonds.* Before entering a contract, the Agent shall have the authority to require a performance bond in such amount as he shall find reasonably necessary to protect the best interests of the city.

J. *Prohibition against subdivision.* No contract or purchase shall be subdivided to avoid the requirements of this section.

K. *Open market procedure.* All purchases of supplies, materials, or equipment having an estimated cost less than $30,000, and all sales of personal property which has become obsolete and unusable, of less than the estimated value of $1,000, may be made on the open market, without newspaper city website advertisement and without observing the procedure prescribed in this section for the award of formal contracts.

1. *Minimum number of bids.* All open market purchases in excess of ~~$2,500.00~~ $5,000 shall, whenever possible, be based on competitive market quotation bids as set forth below, and shall be awarded to the lowest secure bidder in accordance with the standards set forth herein. For purchases from ~~$2,500~~ $5,000 to $29,999.99, buyer shall make at least three solicitations (written/telephone) for competitive market quotation bids.

2. *Recording.* The Agent shall keep a record of all open market orders and the bids submitted in competition thereon, and such records shall be open to public inspection at all reasonable times.

L. *Federal/state surplus and/or used.* The City Manager may authorize the purchase of used equipment and or items from federal or state surplus sites or from a dealer or auction site provided the item was budgeted and the purchase price does not exceed the budgeted amount for said item

M. *Waiver of competitive bidding.* The City Council may waive the requirement for competitive bidding for the purchase of supplies, materials, equipment or contractual services when some material feature or characteristic of the item or service sought to be purchased is unique and the Purchasing Agent has certified that to the best of his or her knowledge, after diligent inquiry, the item or service is available from only one source. The Purchasing Agent may require the department head or official requesting the bid waiver to submit an affidavit identifying the unique and material features or characteristics of the item or service. A full and complete statement of the reasons for approving each waiver of competitive bidding shall be filed with the City Clerk.

Section 2. DECLARATION OF EMERGENCY.

For the immediate preservation of the peace, health, and safety of the City of Durant, Oklahoma, and the inhabitants thereof, it is necessary that this Ordinance shall become operative and go into effect immediately upon its passage, approval and publication.

Passed and approved this 31st day of August, 2022, in special session of the Durant City Council.

CITY OF DURANT

_____
ODEN GRUBE, MAYOR
CITY OF DURANT, OKLAHOMA

ATTEST:

_____
CYNTHIA J. PRICE
CITY CLERK