

MINUTES

Regular Meeting of the
Nichols Hills City Council
Tuesday, June 11, 2024 at 5:30 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

Original agenda filed in the Office of the City Clerk at 3:30 PM on the 7th day of June, 2024.

1. Call to Order and Pledge of Allegiance
2. Roll Call

Attendees Present	Arrived
Mayor E. Peter Hoffman	5:30
Vice-Mayor Steven J. Goetzinger	5:30
Council Member Sody Clements	Absent

3. Minutes

- a. April 12, 2024 Minutes
- b. May 14, 2024 Minutes

MOTION: Steven J. Goetzinger moved to approve the April 12, 2024 and May 14, 2024 minutes as presented. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger

4. Departmental Reports
 - a. Police Department

- b. Municipal Court
- c. Fire Department
- d. Public Works
- e. Risk Manager
- f. New Resident List
- g. City Treasurer
- h. Finance Director
- i. Information System Manager
- j. Engineer
- k. ACOG Report

Mayor Hoffman reported that the City continues to work with ACOG on possible grants to benefit the City of Nichols Hills.

Vice-Mayor Goetzinger thanked the City Council for their actions for Ward 3 that took place last month in his absence.

MOTION: Steven J. Goetzinger moved to approve the May 2024 departmental reports as presented. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger

5. Total Warrants & Claims

- a. Consideration of approval, disapproval, and/or postponement of the following: Claims List for 2023-2024
- i. Warrants & Claims

MOTION: Steven J. Goetzinger moved to approve the total warrants and claims as presented. E. Peter Hoffman seconded

the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger

6. Consent Docket - Construction

- a. Pay Estimate No. 4 for Fire Training Tower Project with Landmark Construction Group, LLC in the amount of \$127,530.13.

BACKGROUND: City Architect has verified quantities and recommends approval, to be paid from 2023 GO Bonds and other funds.

- b. Pay Estimate No. 2 for Project No. WC-2101 with Landmark Construction Group LLC for Arsenic Removal Treatment Plant in the amount of \$43,766.01.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2021 GO Bonds and other funds.

- c. Pay Estimate No. 3 for Project No. PC-2301 with Rudy Construction Co. for Paving Improvements to the 1600 & 1700 Blocks of Randel Road in the amount of \$195,897.71.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2023 GO Bonds and other funds.

- d. Pay Estimate No. 1 for Project No. PC-2302 with Rudy Construction Co. for Paving Improvements to the 1100 Block of Bedford Drive, 7000 Block of Waverly Avenue, and 6800 Block of Trenton Road in the amount of \$106,132.39.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2023 GO Bonds and other funds.

- e. Amendment No. 1 for the Grand Boulevard Channel Repair project with Cimarron Construction Company in the amount of (\$32,672.00).

BACKGROUND: The amendment decreases the contract to \$265,478.00. The original contract was \$298,150.00.

- f. Pay Estimate No. 1 (FINAL) for Project No. FC-2302 with Cimarron Construction Company in the amount of \$265,478.00 and place maintenance bonds into effect.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2021 GO Bonds and other funds.

- g. Invoice No. 8436A with Howard-Fairbairn Site Design, Inc for Redbud Park & West Grand Boulevard Trail Expansion Project, in the amount of \$23,500.00, to be paid from Park Designated Fund and other funds.
- h. Invoice No. 20067 with Frankfurt-Short-Bruza Associates, PC for Fire Training Tower in the amount of \$2,490.00, to be paid from the 2022 GO Bond Fund and other funds.
- i. Pay Estimate No. 5 for Fire Training Tower Project with Landmark Construction Group, LLC in the amount of \$38,641.83.

BACKGROUND: City Architect has verified quantities and recommends approval, to be paid from 2023 GO Bonds, and other funds.

MOTION: Steven J. Goetzinger moved to approve item 6a - 6i Consent Docket Construction as presented. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger

7. Consent Docket - General

- a. A resolution authorizing the disposal and destruction of certain original records and papers of records prior to the retention period for such records established in the Revised Records Retention Manual, 2015; and directing the City Manager to take all actions necessary to provide for the disposal and destruction of such records.
- b. A resolution renewing, adopting, and approving an annual agreement with Tyler Technologies, Inc. for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.
- c. State Auditor's Certificate and Order to County Clerk and County Treasurer regarding the City Treasurer, approval of all necessary documents in furtherance of the foregoing, and further authorizing Mayor to sign and certify all necessary documents in furtherance of the foregoing.
- d. Finley & Cook, PLLC, Audit Engagement letter and Compilation Engagement letter for the fiscal year end June 30, 2024.
- e. Accounting & Financial Consulting Contract with Crawford and Associates, PC.
- f. Automatic Aid Agreement between The City of the Village and the City of Nichols Hills for Fiscal Year 2024-2025.
- g. Minor Repairs and Maintenance on Streets Agreement with Oklahoma County for Fiscal Year 2024-2025.
- h. Renewal of Solid Waste Disposal Agreement with Republic Services for Fiscal Year 2024-2025.
- i. Renewal of Solid Waste Collection Agreement with Republic Services for Fiscal Year 2024-2025.
- j. Renewal of Section 125 Cafeteria Plan and Section 105 HRA Plan Fiscal Year 2024-2025.
- k. Landscape Maintenance Contract with Northwest Lawn for Fiscal Year 2024-2025.
- l. Custodial Services Agreement with Aspen Building Services for

Fiscal Year 2024-2025.

- m. Fire Equipment Agreement with Board of County Commissioners of Oklahoma County for Fiscal Year 2024-2025.

MOTION: Steven J. Goetzinger moved to approve item 7a - 7m Consent Docket General as presented. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger

8. Citizens Desiring to Be Heard

No one expressed a desire to be heard.

9. Items for Separate Vote - Ordinances, Resolutions, and Other Matters

- a. Request from Christ the King Catholic School Parent - Teacher Organization to hold the 2024 "CK RUN," to be held on October 5, 2024.

Ms. Lauren Ridener presented the request of the parent-teacher organization of Christ the King Catholic School to host their ninth annual "CK Run" to be held on October 5, 2024.

MOTION: Steven J. Goetzinger moved to approve agenda item 9a as presented. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	Steven J. Goetzinger, E. Peter Hoffman

- b. PUBLIC HEARING: An affidavit combining two lots generally located at 1812 Huntington Avenue and 1814 Huntington Avenue in Nichols Hills, Oklahoma.

Mr. Scott Spradling, representing 1814 Huntington Ave, LLC, presented the application to the City Council.

Following discussion among City Council members, staff, and the applicant, Mayor Hoffman opened the public hearing.

Seeing no others expressing a desire to be heard, the public hearing was closed.

MOTION: Steven J. Goetzinger moved to approve subject to removing the residence presently located at 1814 Huntington Avenue and replacing it with a landscaped yard with a pool, and burying the overhead powerlines. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger

- c. PUBLIC HEARING: A General Warranty Deed combining lots generally located at 1208 Sherwood Lane in Nichols Hills, Oklahoma.

Mr. Rhett Wiseman, property owner, presented the application to the City Council.

Following discussion among City Council members, staff, and the applicant, Mayor Hoffman opened the public hearing.

Seeing no others expressing a desire to be heard, the public hearing was closed.

MOTION: Steven J. Goetzinger moved to approve agenda item 9c as presented. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger

- d. PUBLIC HEARING: An Ordinance adopting and enacting the Nichols Hills City Code 2024; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an

emergency.

City Manager Shane Pate presented the proposed ordinance to the City Council.

Following discussion among City Council members and staff, Mayor Hoffman opened the public hearing.

Seeing no others expressing a desire to be heard, the public hearing was closed.

MOTION: Steven J. Goetzinger moved to adopt the Nichols Hills City Code 2024 book and the erratum dated June 11, 2024. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- i. Consideration of approval or disapproval of the emergency section of the foregoing ordinance.

MOTION: Steven J. Goetzinger moved to approve agenda item 9d(i) - Emergency clause of the foregoing ordinance. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- e. A Resolution directing the City Clerk, upon publication of the "Nichols Hills City Code 2024," to notify the public of the Code; and further directing the City Clerk, after receipt of the publication of the Code, to file certified copies of this resolution and of the code with certain designated governmental entities.

MOTION: Steven J. Goetzinger moved to approve agenda item 9e as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)

MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- f. Budget adjustments for fiscal year 2023-2024 for General Fund, Sinking Fund, Park Fund, and Health Insurance Fund.

MOTION: Steven J. Goetzinger moved to approve agenda item 9f as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- g. PUBLIC HEARING: Resolution approving and adopting budgets for Fiscal Year 2024-2025 for General Fund, Nichols Hills Municipal Authority, Street & Alley Fund, General Fund Capital Improvements, Nichols Hills Municipal Authority Capital Improvements, 911 Funds, Designated Account Funds, Sinking Fund, Police Impound Fund, Water Impact Fee Fund, Sewer Impact Fee Fund, Drainage Fee Fund, Health Insurance Fund and Park Fund.

Following discussion among City Council members, Mayor Hoffman opened the public hearing.

Seeing no others expressing a desire to be heard, the public hearing was closed.

MOTION: Steven J. Goetzinger moved to approve agenda item 9g as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- h. Employee Benefit plans for the 2024-2025 fiscal year, concerning health, dental, vision, and life insurance, the Keystone flex plan, HRA, and American Fidelity Worksite Benefits, as proposed and to

be serviced by Montgomery Integra Insurance; and authorizing the City Manager to sign all documents necessary to execute the agreements.

MOTION: Steven J. Goetzinger moved to approve agenda item 9h as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- i. Purchase of insurance policies for property, liability, business interruption, Umbrella, bonds for City Manager, City Clerk/Finance Director, City Treasurer, Assistant City Clerk/Finance Director, and public employee faithful performance blanket position bond for FY 2024-2025.

MOTION: Steven J. Goetzinger moved to approve agenda item 9i as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- j. A resolution awarding contract to the lowest responsible bidder for SC-2401 2024 GO Bond Issue City-Wide Sanitary Sewer Improvement Project, and authorizing execution of the contract, bonds, and related instruments; or alternatively reject all bids.

MOTION: Steven J. Goetzinger moved to reject all bids. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- k. Request to seek bids for PC-2401 2024 GO Bond Issue 6600, 6700 & 6800 Blocks of East Grand Boulevard Project and receive and approve plans for the same.

MOTION: Steven J. Goetzinger moved to approve agenda item 9k as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- I. An ordinance amending Chapter 3 of the Nichols Hills City Code regarding the City Fee Schedule; repealing all conflicting ordinance or parts of ordinances; providing for severability; and setting an effective date.

MOTION: Steven J. Goetzinger moved to approve agenda item 9l as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- i. Consideration of approval or disapproval of the emergency section of the foregoing ordinance.

MOTION: Steven J. Goetzinger moved to approve agenda item 9l(i) - Emergency clause of the foregoing ordinance. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- m. Adoption of the Nichols Hills Public Arts Commission Public Art Policies and Guidelines.

Mrs. Carla Sharpe, attorney for the City, presented the proposed Nichols Hills Public Arts Commission Public Art Policies and Guidelines.

MOTION: Steven J. Goetzinger moved to approve agenda item 9m as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- n. An Ordinance amending Chapter 34 of the Nichols Hills City Code related to Works of Art in the City's parks; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

Mrs. Carla Sharpe, attorney for the City, presented the proposed ordinance to the City Council.

MOTION: Steven J. Goetzinger moved to approve agenda item 9n as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- i. Consideration of approval or disapproval of the emergency section of the foregoing ordinance.

MOTION: Steven J. Goetzinger moved to approve agenda item 9n(i) - Emergency clause of the foregoing ordinance. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman

- o. A Resolution appointing a Nichols Hills Centennial Committee to plan events for the United States 250th year in 2026 and the Nichols Hills Centennial in 2029.

MOTION: Steven J. Goetzinger moved to approve the Resolution appointing Nolan Coyle and Bond Payne to the Nichols Hills Centennial Committee. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- p. Approve Ann Taylor 4th of July Parade Event on July 4, 2024; authorizing and directing City Manager to make necessary plans.

MOTION: Steven J. Goetzinger moved to approve agenda item 9p as presented. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

10. Board Appointments

- a. Planning Commission Appointment - Ward One.

RESULT: TAKE NO ACTION

- b. Planning Commission Appointment - Ward Two.

MOTION: Steven J. Goetzinger moved to approve the appointment of Tim Cheek as a member of the Planning Commission. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- c. Planning Commission Appointment - Ward Three.

MOTION: Steven J. Goetzinger moved to approve the appointment of Doug Franklin as a member of the Planning Commission. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman

AYES: E. Peter Hoffman , Steven J. Goetzinger

d. Board of Adjustment Appointment - Ward One.

RESULT: TAKE NO ACTION

e. Board of Adjustment Appointment - At-Large Appointment.

MOTION: Steven J. Goetzinger moved to approve the appointment of Larry Herzl as a member of the Board of Adjustment. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)

MOVER: Steven J. Goetzinger

SECONDER: E. Peter Hoffman

AYES: E. Peter Hoffman , Steven J. Goetzinger

f. Environment, Health and Sustainability Commission - Ward One.

RESULT: TAKE NO ACTION

g. Environment, Health and Sustainability Commission - Ward Two.

RESULT: TAKE NO ACTION

h. Environment, Health and Sustainability Commission - Ward Three.

MOTION: E. Peter Hoffman moved to approve the appointment of Andrew Thomas as a member of the Environment, Health and Sustainability Commission. Steven J. Goetzinger seconded the motion.

RESULT: (UNANIMOUS)

MOVER: E. Peter Hoffman

SECONDER: Steven J. Goetzinger

AYES: E. Peter Hoffman , Steven J. Goetzinger

i. Board of Park Commissioners Appointment - Ward Two.

MOTION: Steven J. Goetzinger moved to approve the appointment of Pete Everest as a member of the Board of Park Commissioners. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- j. Board of Park Commissioners Appointment - At-Large Appointment.

MOTION: Steven J. Goetzinger moved to approve the appointment of Jamie Farha as a member of the Board of Park Commissioners. E. Peter Hoffman seconded the motion.

RESULT: (UNANIMOUS)
MOVER: Steven J. Goetzinger
SECONDER: E. Peter Hoffman
AYES: E. Peter Hoffman , Steven J. Goetzinger

- k. Board of Park Commissioners Appointment - Ward Three.

MOTION: E. Peter Hoffman moved to approve the appointment of Ryan Butts as a member of the Board of Park Commissioners. Steven J. Goetzinger seconded the motion.

RESULT: (UNANIMOUS)
MOVER: E. Peter Hoffman
SECONDER: Steven J. Goetzinger
AYES: E. Peter Hoffman , Steven J. Goetzinger

- l. Board of Park Commissioners Appointment - Ward Three.

MOTION: E. Peter Hoffman moved to approve the appointment of Blake Fitzgerald as a member of the Board of Park Commissioners. Steven J. Goetzinger seconded the motion.

RESULT: (UNANIMOUS)
MOVER: E. Peter Hoffman
SECONDER: Steven J. Goetzinger
AYES: Steven J. Goetzinger, E. Peter Hoffman

- m. Public Arts Commission Appointment - At Large Appointment.

RESULT: TAKE NO ACTION

11. Adjournment

MOTION: There being no further business, Steven J. Goetzinger moved to adjourn the meeting. E. Peter Hoffman seconded the motion.

RESULT:	(UNANIMOUS)
MOVER:	Steven J. Goetzinger
SECONDER:	E. Peter Hoffman
AYES:	E. Peter Hoffman , Steven J. Goetzinger



Mayor
City of Nichols Hills, Oklahoma



City Manager
City of Nichols Hills, Oklahoma



City Clerk
City of Nichols Hills, Oklahoma