

MINUTES

Regular Meeting of the
Nichols Hills City Council
Tuesday, March 10, 2020 at 5:30 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

**Original agenda filed in the Office of the City Clerk at 2:40 PM on
the 6th day of March, 2020.**

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

Attendee Name	Title	Status	Arrived
Sody Clements		Present	
Steven J. Goetzinger		Present	
E. Peter Hoffman		Present	

3. Minutes
 - a. February 11, 2020 City Council Minutes

MOTION: Clements moved to approve the February 11, 2020 minutes as presented. Hoffman seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sody Clements
SECONDER:	E. Peter Hoffman
AYES:	Clements, Goetzinger, Hoffman

4. Departmental Reports

Discussion, consideration, and possible approval or acceptance of the following:

- a. Police Department Report
- b. Municipal Court
- c. Fire Department
- d. Public Works Report
- e. Risk Manager Report

- f. New Resident List
- g. Treasurer's Report
- h. Finance Director's Report
- i. Information System Manager's Report
- j. Engineer's Report
- k. ACOG Report

Councilman Hoffman reported that ACOG discussed the importance of the 2020 Census and encourages everyone to complete their 2020 Census form. Mr. Hoffman also reported that as communities are having a difficult time with recycling, he encourages citizens to reduce and reuse. Mr. Hoffman reported that there is available money from the Volkswagen settlement and from the Oklahoma Department of Environmental Quality to fund grants for potential alternative power vehicles for cities. The list of grants will be available in the fall. Mr. Hoffman suggested that the City research these grants to possibly receive an electric vehicle for police or another department.

City Manager Shane Pate gave an overview of how the City is looking at the Coronavirus. The City has posted a link on our website for individuals to obtain up to date information on the Coronavirus from the Oklahoma State Department of Health, the Center for Infectious Disease Research and Policy, and The City of Oklahoma City-Emergency Management. Mr. Pate stressed the importance of washing your hands regularly, avoiding touching your face, maintaining a 3-6 feet distance when talking with people, and avoiding travel out of the country. People that feel like they have symptoms should contact their primary care physician and not go to the Emergency Room. The City has taken steps to keep from spreading the virus by installing Sneeze Screens at City Hall and regularly sanitizing the offices. The Police, Fire, and Public Work Departments have gloves, eye protection, and masks at their disposal. Also, staff have the ability to work remotely in some departments if self-quarantine is needed. The City has mutual aid agreements with The Village and with The City of Oklahoma City should the virus spread through the City.

MOTION: Hoffman moved to approve the February 2020 departmental reports as presented. Clements seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Peter Hoffman
SECONDER:	Sody Clements
AYES:	Clements, Goetzinger, Hoffman

5. Total Warrants & Claims \$826,275.01
 a. Discussion, consideration, and possible approval of the following:
 Claims List for 2019-2020

a. General Fund	\$172,795.80
b. Designated Funds – Public Works	46.70
c. Nichols Hills Municipal Authority	82,281.63
d. General Fund Capital Improvement	33,079.16
e. General Obligation Bond Funds	536,071.72

MOTION: Clements moved to approve the total warrants and claims as presented. Hoffman seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sody Clements
SECONDER:	E. Peter Hoffman
AYES:	Clements, Goetzinger, Hoffman

6. Consent Docket - Construction

Discussion, consideration, and possible approval or action with respect to the following:

- a. Change Order No. 1 for Project No. WW-1703 Water Well #10 with Layne Christensen Co. in the amount of \$3,618.00.

BACKGROUND: The change order increases the contract amount to \$723,145.00. The original contract amount was \$719,527.00

- b. Pay Estimate No. 4 for Project No. WW-1703 with Layne Christensen Co., for Water Well #10 in the amount of \$121,289.08.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2017 GO Bonds and other funds.

- c. Pay Estimate No. 4 for Project No. FC-1701, PC-1803, PC-1804, PC-1901 & PC1902 with Rudy Construction Co. for Public Works Facility Phase III, 1700 Block of Windsor Place, Sidewalk along Stratford between Grand Boulevard and Wilshire Boulevard, 1100 Block of Hempstead Place, and Trenton Road between Fenwick and Tedford in the amount of \$137,521.86.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2018 GO Bonds and other funds.

- d. Pay Estimate No. 8 for Project No. PC-1704, PC-1705 & PC-1802 with CGC, LLC., for 6700 and 6800 Blocks of West Grand Boulevard, 6500 Block of West Grand Boulevard, and 1200 Block of Sherwood Lane, in the amount of \$133,755.18.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2017 and 2018 GO Bonds and other funds.

- e. Payment for Invoice #20-4 for Project No. SC-2001 with Urban Contractors, Inc. for CCTV Work for City-Wide Sanitary Sewer Improvements in the amount of \$2,400.00.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2020 GO Bonds and other funds.

MOTION: Hoffman moved to approve item 6a - 6e Consent Docket Construction as presented. Clements seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Peter Hoffman
SECONDER:	Sody Clements
AYES:	Clements, Goetzinger, Hoffman

7. Consent Docket - General

Discussion, consideration, and possible approval or action with respect to the following:

- a. Discussion, consideration, and possible approval or disapproval of a resolution declaring certain supplies, materials, and equipment owned by the City to be surplus ("Surplus Property"); directing the City Manager to sell such Surplus Property at public auction; and directing the City Manager to dispose of any such Surplus Property which does not receive a successful bid.
- b. 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.
- c. Request from Fire Chief Kevin Boydston to purchase (1) K-12 firefighting saw not to exceed \$2,500.00, as approved in the FY 2019-2020 CIP budget, to be paid from CIP fund and other funds.

MOTION: Clements moved to approve item 7a - 7c Consent Docket General as presented. Hoffman seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sody Clements
SECONDER:	E. Peter Hoffman
AYES:	Clements, Goetzinger, Hoffman

8. Citizens desiring to be heard

The purpose of this time is to allow members of the public to speak to the City Council on any matter that is not otherwise set for consideration on this Agenda.

No one expressed a desire to be heard.

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

Items listed in this section of this Agenda are usually discussed, considered, and voted on individually by the City Council.

Discussion, consideration, and possible approval or action with respect to the following:

- a. Introduction of Spencer Brown, Community Relations Manager for OG&E serving Nichols Hills.

Shane Pate, City Manager, introduced Spencer Brown, Community Relations Manager for OG&E to the City Council. Mr. Brown will be serving the City of Nichols Hills.

- b. PUBLIC HEARING: An ordinance amending Chapter 50 of the Nichols Hills City Code concerning the Nichols Hills Building Commission and the Building Demolition and Construction Guidelines, Criteria, Procedures, and exceptions; repealing all conflicting ordinances, or parts of ordinances; providing for severability; and declaring an emergency.

Shane Pate, City Manager, and Carla Sharpe, legal counsel for the City, reviewed the amendments to the ordinance amending Chapter 50 of the Nichols Hills City Code concerning the Nichols Hills Building Commission and the Building Demolition and Construction Guidelines. Following discussion among City Council members and staff, Mayor Goetzinger opened the public hearing.

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

MOTION: Hoffman moved to approve agenda item 9b as presented. Clements seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Peter Hoffman
SECONDER:	Sody Clements
AYES:	Clements, Goetzinger, Hoffman

- i. Consider, discuss, and approve or disapprove the emergency section of the foregoing ordinance.

MOTION: Clements moved to approve agenda item 9b(i) - Emergency clause of the foregoing ordinance. Hoffman seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sody Clements
SECONDER:	E. Peter Hoffman
AYES:	Clements, Goetzinger, Hoffman

- c. PUBLIC HEARING: An ordinance amending Chapter 50 of the Nichols Hills City Code by enacting and adopting by reference the Nichols Hills Building Commission Building Demolition, Design, and Construction Guidelines; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

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

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

MOTION: Hoffman moved to approve agenda item 9c as presented. Clements seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Peter Hoffman
SECONDER:	Sody Clements
AYES:	Clements, Goetzinger, Hoffman

- i. Consider, discuss, and approve or disapprove the emergency section of the foregoing ordinance.

MOTION: Clements moved to approve agenda item 9c(i) - Emergency clause of the foregoing ordinance. Hoffman seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sody Clements
SECONDER:	E. Peter Hoffman
AYES:	Clements, Goetzinger, Hoffman

- d. Presentation of 2020 Sales Tax Rate Study and possible direction to staff to review further.

Shane Pate, City Manager, presented a sales tax rate study to City Council. The study reviewed the revenue received by sales tax currently, the surrounding municipalities sales tax rate, and the projected sales tax revenue with an increased rate of .5%. Mr. Pate provided options the additional revenue could be used for, including competitive salaries in the future and for future operational expenses associated with water treatment.

10. Adjournment

MOTION: There being no further business, Hoffman moved to adjourn the meeting. Clements seconded the motion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Peter Hoffman
SECONDER:	Sody Clements
AYES:	Clements, Goetzinger, Hoffman



Mayor
City of Nichols Hills, Oklahoma



City Manager
City of Nichols Hills, Oklahoma



City Clerk
City of Nichols Hills, Oklahoma