

MINUTES

Regular Meeting of the
Nichols Hills City Council
Tuesday, June 14, 2016 at 5:30 PM
Public Works, 1009 NW 75th
Nichols Hills/OKC, OK 73116

**Original Agenda Filed in the Office of the Municipal Clerk at 4
PM on the 10th day of June, 2016.**

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

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

3. Minutes
 - a. March 8, 2016 Minutes

Agenda item 3a was pulled from the agenda.
 - b. March 15, 2016 Minutes
 - c. April 26, 2016 Special Meeting Minutes
 - d. April 27, 2016 Minutes - Special Joint Meeting
 - e. May 10, 2016 Minutes
 - f. May 10, 2016 Minutes - Special Joint Meeting
 - g. May 19, 2016 Minutes

Clements moved to approve agenda items 3b - 3g minutes as presented. Hoffman seconded the motion.

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

4. Departmental Reports for May 2016

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

- a. Police Department Report
- b. Court Report
- c. Fire Department
- d. Public Works Report
- e. Risk Manager
- f. New Resident List
- g. City Treasurer's Report
- h. Finance Director's Report
- i. Information System Management Report
- j. Engineers Report

Hoffman moved to approve the May 2016 departmental reports as presented. Clements seconded the motion.

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

5. Total Warrants & Claims \$889,098.82
- a. Discussion, consideration and possible approval of the following:

a. General Fund	151,533.53
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b. Street & Alley	0.00
c. Designated Funds	300.00
d. Nichols Hills Municipal Authority	64,013.02
e. General Fund Capital Improvement	9,930.69
f. 9-1-1 Fund	0.00
g. Nichols Hills Municipal Authority - Capital Improvement	68.15
h. Architect, Engineer & Design Fund	27,588.00
i. General Obligation Bond Funds	635,655.43

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:	Goetzinger, Clements, Hoffman

6. Consent Docket - Construction

Discussion, consideration and possible approval of the following:

- a. Pay Estimate No. 2 with Jenco Construction, for Project No. CH-1601, Town Hall Renovation in the amount of \$157,757.00, to be paid from the 2016 GO Bonds and other funds.
- b. Change Order No. 5, for Project No. FC-1302 with Pillar Contracting, Inc., in the amount of \$49,225.38 for the Public Works Facility Expansion. This increases the original contract amount to \$1,102,981.76, to be paid from the 2014 GO Bonds and other funds.
- c. Change Order No. 1, for Project PC-1401 with Petroleum Marketers Equipment Co., LLC, in the amount of \$8,765 for the Public Works Fueling Station. This increases the original contract amount to \$143,765 to be paid from the 2014 GO Bonds and other funds.

- d. Amendment No. 1 – Change order No. 1, for Project WC-1301 with Southwest Water Works in the amount of \$<352.50> and \$49,888, respectfully for the City Wide Waterline Replacement. This increases the original contract amount to \$690,270.50 to be paid from the 2011-2012 GO Bonds and other funds.
- e. Pay Estimate No. 12 for Project No. FC-1302 with Pillar Contracting, Inc., for the Public Works Facility Expansion in the amount of \$45,790, to be paid from the 2014 GO Bonds and other funds.
- f. Pay Estimate No. 2 for Project No. FC-1401 with Petroleum Marketers Equipment Co., LLC, for the Public Works Fueling Station in the amount of \$36,914.55, to be paid from the 2014 GO Bonds and other funds.
- g. Pay Estimate No. 1 for Project No. PC-1501 with SAC Services, Inc., for the Paving Improvements to Dorchester Drive in the amount of \$69,974.32, to be paid from the 2014 GO Bonds and other funds.
- h. Pay Estimate No. 7 for Project No. WW-1401 with Layne Christenson Co., for Water Wells #2, #5, & #8 in the amount of \$90,366.85. City Engineer has verified quantities and recommends approval to be paid from the 2013 GO Bonds and other funds.
- i. Pay Estimate No. 7 (Final) for Project No. WC-1301 with Southwest Water Works, LLC for the City Wide Waterline Replacement project in the amount of \$67,429.33. City Engineer has verified quantities and recommends approval, to be paid from the 2011 and 2012 GO Bonds and other funds, and place maintenance bonds into effect.

Hoffman moved to approve Item 6a - 6i Consent Docket Construction as presented. Clements seconded the motion.

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

7. Consent Docket - General

Discussion, consideration and possible approval of the following:

- a. Accept the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2016. This is the 20th consecutive year for the City of Nichols Hills to receive this award.
- b. Accept the award of financial reporting achievement for the fiscal year ended June 30, 2016, awarded to Finance Director Kristi Hort and the City of Nichols Hills.

Clements moved to accept agenda items 7a and 7b as presented.
Hoffman seconded the motion.

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

8. Citizens Desiring to be heard

Except as noted in the Public Hearing(s) below, no one expressed a desire to be heard.

9. Items for Separate Vote - General

Discussion, consideration and possible approval of the following:

- a. Discussion, consideration and possible approval or disapproval of re-appointment of Gerald R. Marshall as City Treasurer effective July 1, 2016, and authorizing Mr. Marshall to take all actions necessary and appropriate to fulfill office of City Treasurer, approval of all necessary documents in furtherance of the foregoing, and further authorize Mayor to sign and certify all necessary documents in furtherance of the foregoing.

Hoffman moved to approve the reappointment of Gerald R. Marshall as City Treasurer effective July 1, 2016 and authorize Mr. Marshall to take all actions necessary and appropriate to fulfill the office of City Treasurer, approval of all necessary documents in furtherance of the foregoing, and further authorize the Mayor to sign and certify all necessary documents. Clements seconded the motion.

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

- b. Receive update regarding the Grand Boulevard Redevelopment Committee.

Grand Boulevard Redevelopment Committee Co-Chair Peter Hoffman updated fellow council members of the committee's plan to move forward with the construction and redevelopment process within the next few months.

No formal action was taken.

BOARD APPOINTMENTS - ENVIRONMENT, HEALTH & SUSTAINABILITY COMMISSION

- c. Environment, Health & Sustainability Commission - Ward Three

Steve Goetzinger, council member from Ward 3 nominated and appointed Carlene Burger of Ward 3 as a member of the Environmental, Health and Sustainability Commission, for a term expiring in June 2019.

Clements moved to approve the nomination and appointment of Carlene Burger as a member of the Environmental, Health and Sustainability Commission. Hoffman seconded the motion.

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

BOARD APPOINTMENTS - PARK COMMISSIONERS

- d. Board of Park Commissioners Appointment - At Large

Steve Goetzinger, council member from Ward 3 nominated and

appointed Rainey Williams as an At-Large member of the Board of Park Commissioners, for a term expiring in June 2019.

Hoffman moved to approve the nomination and appointment of Rainey Williams as a member of the Board of Park Commissioners. Clements seconded the motion.

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

e. Board of Park Commissioners Appointment - Ward One

No action taken.

BOARD APPOINTMENTS - PLANNING COMMISSION

f. Planning Commission Appointment for Ward Three.

Steven Goetzinger recommended the appointment of Larry Savage as Ward 3 member of the Planning Commission, for a term expiring in June 2019.

Clements moved to approve the recommendation and appointment of Larry Savage as a member of the Planning Commission. Hoffman seconded the motion.

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

g. Request from Oklahoma County Medical Society Alliance to install 20 banners along Pennsylvania Avenue and Grand Boulevard within the City of Nichols Hills between October 3, 2016 and October 16, 2016.

Ms. Natasha Newman spoke to members of the council regarding the request from Oklahoma County Medical Society Alliance to install banners along Pennsylvania Avenue and Grand Boulevard

between October 3, 2016 and October 16, 2016. This is in support of the annual Kitchen Tour to include five homes within Nichols Hills.

Hoffman moved to approve the Oklahoma County Medical Society Alliance banner request in support of the 2016 Kitchen Tour. Clements seconded the motion.

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

- h. Acknowledge donation of \$4,000 from Redbud Classic and Redbud Foundation Board of Directors to Nichols Hills Parks Inc. In appreciation of the City of Nichols Hills support of the 2016 event.

Clements moved to acknowledge the \$4,000 donation from the 2016 Redbud Classic to Nichols Hills Parks Inc. Hoffman seconded the motion.

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

- i. Workers Compensation Plan Renewal for July 1, 2016 to June 30, 2017. Risk Manager Lindy Stormont recommends approval of the renewal and the escrow credit of \$123,512.00 to be applied to next year's premium.

Hoffman moved to approve the Workers Compensation Plan Renewal for July 1, 2016 to June 30, 2017 and applying escrow credit to the premium for the upcoming fiscal year. Clements seconded the motion.

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

- j. Renewal of general liability, automobile, property, inland marine, law enforcement, employment practices, public entity management liability, commercial crime, excess errors and omissions liability, umbrella liability and terrorism insurance policies with Travelers Insurance for the 2016-2017 policy term, and authorizing the first payment of \$74,759. Risk Manager Lindy Stormont recommends approval.

Clements moved to approve the renewal of general liability, automobile, property, inland marine, law enforcement, employment practices, public entity management liability, commercial crime, excess errors and omissions liability, umbrella liability and terrorism insurance policies with Travelers Insurance for the 2016-2017 policy term, and authorizing the first payment of \$74,759. Hoffman seconded the motion.

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

- k. Request to award the bids received for Project TC-1604 - Traffic Signs, Sign Frames and Post.

Public Works Director Randy Lawrence provided the details of the bids received for this project. He requested the awarding of the bid be split between Pelco Products and Custom Products Corporation.

Hoffman moved to award bid TC-1604 Traffic Signs, Sign Frames and Post as follows: award the bid for frames to Pelco Products and award the remainder of the items on this bid to Custom Products Corporation. Clements seconded the motion.

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

- l. Declare 2014 Ford Taurus 4-door sedan (VIN# 1FAHP2MK8EG107419) with approximately 80,000 miles, as surplus and approval to trade or sell to the highest and best bidder.

Clements moved to declare the wrecked 2014 Ford Taurus (VIN#1FAHP2MK8EG107419) as surplus and approve the trade or sell to the highest and best bidder. Hoffman seconded the motion.

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

- m. Recommendation from Court Clerk to write off uncollectible receivables of individuals who are deceased, in the amount of \$2,781.25.

Hoffman moved to approve writing off uncollectible receivables of individuals who are deceased in the amount of \$2,781.25. Clements seconded the motion.

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

- n. Recommendation from Court Clerk to write off uncollectible receivables for citations, in the amount of \$26,928.

The city manager and city clerk reported to council members the list of uncollectible receivables in the amount of \$26,928, is an accumulation of “lost or misplaced” citations; plus, remaining balances of citations which were dismissed or reduced in municipal court, however the process was not completed correctly

in the software. All citations in this group date as far back as the early 1990's.

Clements moved to approve writing off uncollectible receivables in the amount of \$26,928. Hoffman seconded the motion.

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

- o. Concerning a budget adjustment for fiscal year 2015-2016.

Hoffman moved to approve the FY 2015-2016 budget adjustment provided in agenda item 9o. Clements seconded the motion.

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

10. Items for Separate Vote - Ordinances, Resolutions and Related Matters

Discussion, consideration and possible approval of the following:

- a. PUBLIC HEARING: Resolution approving and adopting budgets for Fiscal Year 2016-2017 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 and General Obligation Funds.

City Manager David Poole advised this is the proposed final act to approve and implement the budget for FY 2016-2017. Mayor Goetzinger opened the public hearing. Seeing no one present expressing a desire to be heard, the public hearing was closed.

Clements moved to approve the budget for all funds for FY 2016-

2017. Hoffman seconded the motion.

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

- b. Resolution of the City of Nichols Hills City Council establishing the Nine-One-One Emergency telephone rate for calendar year 2017.

Hoffman moved to approve the resolution establishing the Nine-one-one emergency telephone rate for calendar year 2017. Clements seconded the motion.

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

- c. PUBLIC HEARING: Discussion, consideration and possible approval or disapproval of an ordinance amending the Nichols Hills City Code regarding procedures for approval on deeds; repealing all conflicting ordinances or parts of ordinances; providing for severability; and declaring an emergency.

This item was pulled from the agenda. - No action taken.

- d. PUBLIC HEARING: Discussion, consideration and possible approval or disapproval of the lot split application submitted by Tim Hughes Construction for the property located at 1610 W Wilshire Boulevard, Nichols Hills, Oklahoma.

Council members were advised the applicant has withdrawn their request for a lot split.

- e. PUBLIC HEARING: Discussion, consideration and possible approval or disapproval of the rezoning application submitted by Tim Hughes Construction for the property located at 1610 W Wilshire Boulevard, Nichols Hills, Oklahoma, from current zoning of E-1 to R-1-75.

Council members were advised the applicant has withdrawn their request to rezone the property at 1610 W Wilshire Buolevard.

11. Adjournment

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

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



Mayor
City of Nichols Hills, Oklahoma



City Manager
City of Nichols Hills, Oklahoma



City Clerk
City of Nichols Hills, Oklahoma