

MINUTES

Regular Meeting of the
Nichols Hills City Council
Tuesday, September 12, 2023 at 5:30 PM
City Hall, 6407 Avondale Drive
Nichols Hills, OK 73116

**Original agenda filed in the Office of the City Clerk at 4:21 PM on
the 8th day of September, 2023.**

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

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

3. Minutes
 - a. August 8, 2023 City Council Minutes - Regular Meeting

MOTION: Hoffman moved to approve the August 8, 2023 minutes as presented. Clements seconded the motion.

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

4. Departmental Reports

Consideration of acceptance, rejection, and/or postponement of the following:

- 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 Clements thanked the Public Works department for their hard work in repairing the water main at Randel Road and NW 63rd Street.

Mayor Clements also thanked the Fire Department for helping the stranded car at NW 63rd Street and Western Avenue.

Vice Mayor Hoffman reported the City is proceeding with electrifying our fleet through grants with the help of ACOG. The City will be filing for several more grants that would allow the City to purchase a grapppler truck, a new charging station, and three EV trucks for Public Works.

MOTION: Hoffman moved to approve the August 2023 departmental reports as presented. Clements seconded the motion.

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

- 5. Total Warrants & Claims \$832,509.43
 - a. Consideration of acceptance, rejection, and/or postponement of the following: Claims List for 2023-2024

a. General Fund	\$266,117.39
b. Nichols Hills Municipal Authority	119,509.29
c. General Fund - CIP	33,327.06
d. Municipal Authority - CIP	83,439.70
e. General Obligation Bond Funds	330,115.99

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

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

6. Consent Docket - Construction

Consideration of approval, acceptance, rejection, amendment, and/or postponement of the following:

- a. Pay Estimate No. 12 (FINAL) with W.L. McNatt and Company for FC-2101 Public Works Improvements Phase III in the amount of \$82,977.70 and place maintenance bonds into effect.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from NHMA-CIP fund and other funds.

- b. Pay Estimate No. 20 (FINAL) with Jenco Construction for the Fire Station Addition and Renovation project in the amount of \$5,000.00 and place maintenance bonds into effect.

BACKGROUND: City Architect has verified quantities and recommends approval, to be paid from General Fund and other funds.

- c. Pay Estimate No. 2 for Project No. PC-2105 with Rudy Construction Co. for Paving Improvements to the 7600 Block of Dorset Drive in the amount of \$182,482.59.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2022 GO Bonds and other funds.

- d. Pay Estimate No. 1 for Project No. PC-2201 with SAC Services, Inc. for Paving Improvements to the 1700 & 1800 Blocks of Huntington Avenue in the amount of \$47,753.74.

BACKGROUND: City Engineer has verified quantities and recommends approval, to be paid from 2022 GO Bonds and other funds.

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

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

7. Consent Docket - General

Consideration of approval, acceptance, rejection, amendment, and/or postponement of the following:

- 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. Request from Police Chief Steven Cox to purchase 17 rifle suppressors. Total price not to exceed \$7,581.15, to be purchased from the General-CIP Fund and other funds.
- c. Request from Information Systems Manager Neil Gray to purchase a Replacement Wireless System for Public Works. The total will not exceed \$5,000.00, as approved in the 2023-2024 CIP budget.
- d. Request from Information Systems Manager Neil Gray to purchase an iPad for the Public Works Department. The total will not exceed \$2,000.00, as approved in the 2023-2024 CIP budget.
- e. Request from Fire Chief Kevin Boydston to purchase rescue/extrication equipment not to exceed \$13,780.00 as approved in the 2023-2024 CIP budget.

- f. 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.
- g. Recommendation from Court Clerk to write off uncollectible receivables of individuals who are deceased, in the amount of \$2,055.00.

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

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

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.

Mrs. Sue Hanna spoke to the City Council about various concerns she had with the City.

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

- a. Accept donation of a commercial water well from NBC Oklahoma.

City Manager Shane Pate thanked Vice Mayor Hoffman and H.K. Hatcher, President, and CEO of NBC Bank for their work in negotiating the gift of the water well.

Vice Mayor Hoffman thanked H.K. Hatcher and Ken Ferguson for this wonderful gift to the City that will help our City for so long.

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

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

- b. Approve Hazardous Household Waste & Recycling Event on September 23, 2023; authorizing and directing City Manager to make necessary plans.

City Manager Shane Pate thanked Nancy Herzel, Chairman of Nichols Hills Environment, Health and Sustainability Commission, for organizing the volunteers to help staff the 2nd annual Hazardous Household Waste & Recycling Event.

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, Hoffman
ABSENT:	Goetzinger

- c. Approve A Walk in the Parks Event on September 30, 2023; authorizing and directing City Manager to make necessary plans.

City Manager Shane Pate gave an overview of the family events that will be at “A Walk in the Parks Event” to celebrate the City’s new app that recognizes the art in the Nichols Hills parks. He thanked Nancy Herzel, Melissa Scaramucci, and staff for helping develop the new app.

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, Hoffman
ABSENT:	Goetzinger

- d. Discussion regarding requirements and restrictions for the use of golf carts on City streets.

City Council and staff discussed various options on regulations for golf carts driven by children on the City streets.

Police Chief Steven Cox stated that a state license plate or city tag or permit would be helpful for the police to enforce the laws and make record of the violations.

Ms. Mary Jane Southwick stated she has seen overloaded golf carts driven by children. She stated she would agree with an ordinance to help regulate the problem.

Mrs. Nancy Herzel reported that she has seen golf carts running stop signs. She stated that golf carts and the small scooters should be regulated. Mrs. Herzel thanked the Police Department for coming out and talking with the children.

Mrs. Adelaide Liedtke reported her husband has seen golf carts at night with no lights. Mrs. Liedtke suggested sending letters to residents to the families in Nichols Hills hoping that the children would also read the letters.

Mrs. Sue Hanna asked if the City has to abide by state law concerning golf carts. She also stated that not all golf carts are street legal.

City Council directed staff to work on options for rules and

regulations to include the small motor bikes and bring back their findings at the next City Council meeting.

- e. Discussion regarding exterior building material requirements for residential homes.

Following discussion among City Council and staff, City Council directed staff to prepare an agenda item for an ordinance requiring masonry, brick, stone, or real stucco on the 1st floor on residential homes.

- f. Discussion regarding corner lot building requirement plan.

City Council and staff discussed the City's corner lot building requirement plan that was created ten years ago. City Council directed staff to begin reviewing the existing plan. Staff will schedule a Public Hearing to repeal the provision allowing an owner to select an address and schedule further hearings as they arise.

- g. Request to seek bids for WW-2201 2022 G.O. Bond project Water Well #13 and receive and approve plans for the same.

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

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

- h. Budget adjustments for fiscal year 2023-2024 for the General Fund, Designated Funds- Police, and Designated Funds-Public Works.

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

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

i. Building Commission Appointment - Larry Herzel

MOTION: Hoffman moved to approve the appointment of Larry Herzel as a member of the building Commission. Clements seconded the motion.

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

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, Hoffman
ABSENT:	Goetzinger



Mayor
City of Nichols Hills, Oklahoma



City Manager
City of Nichols Hills, Oklahoma



City Clerk
City of Nichols Hills, Oklahoma