

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

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**JULY 22, 2010
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Patrick Whitehurst led the pledge of allegiance and Glenn Cornwell offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent (Vice-Mayor), Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Assistant City Manager/Finance Director Joe Duffy, Public Works Director Glenn Cornwell, Water Superintendent Ron Stilwell, and Joanna Pettit (taking minutes).
- D. Approval of Minutes Councilman Dent moved to approve the minutes of July 8, 2010. Councilman Wurgler seconded and the motion carried 6-0.
- E. Adoption of Agenda Councilman McNelly moved to adopt the agenda. Councilman Hiemenz seconded and the motion carried 6-0.

II. PRESENTATIONS:

- A. Williams District Update: Martie Schramm, Williams District Ranger
Williams Forest District has several projects underway. They include fencing and weeding projects that the summer youth crew is handling. The District has thinned trees over 138 acres. The Travel Management Plan has been signed and released. This has resulted in 380 miles of road closures. The City of Williams was thanked for its support.

III. PUBLIC PARTICIPATION: NONE

IV. CONSENT AGENDA ITEMS:

- B. Approval of Purchase Orders: J. Duffy

Councilman Miller moved to approve the consent agenda items. Councilman Payne seconded, and the motion carried 6-0.

V. NON-CONSENT AGENDA ITEMS:

- C. Discussion and decision on Ordinance No. 914 regarding the levying of taxes on the assessed valuation of property within the City of Williams for the fiscal year 2010-2011: J. Duffy
Joe Duffy read Ordinance No. 914 by Name and Title Only.
Councilman Hiemenz made a motion to approve this Ordinance.
Councilman McNelly seconded, and the motion carried 6-0.
- D. Discussion and decision on Ordinance No. 915
Joe Duffy read Ordinance No. 915 by Name and Title Only.
Councilman Dent made a motion to approve this ordinance.

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regarding the primary property tax rate and levy for Fiscal Year 2010/2011 (roll call vote required): J. Duffy

Councilman Wurgler seconded the motion, and a roll call vote was taken. The motion carried, 6-0.

- E. Discussion and decision from CDM regarding update on Waste Water Treatment Plant, including status of pending warranty items, status of facility closure plan, aquifer protection permit, and approval of change order for \$94,455.00: R. Stilwell

CDM is conducting a clean closure of the old waste water treatment facility. When they are paid the balance of \$94,455.00 for the Change Order, the balance of proceeds from the loan to complete this project will be approximately \$350,000.

Councilman McNelly made a motion to approve the change order to CDM for \$94,455.00, and it was seconded by Councilman Payne. The motion carried 6-0.

- F. Discussion and decision regarding authorizing Mangum, Wall, Stoops and Warden to review and revise the City of Williams Personnel Policy and Procedure Manual: K. Peterson

Attorney Kellie Peterson can create a new employee policy manual, producing a first draft within two weeks and a final draft within 90 days. The manual should be 80-100 pages.

She can work with the Human Resources Director on the manual and on training.

Councilman Heimenz made a motion to authorize the City Attorney to produce an employee policy manual for the City. Councilman Payne seconded the motion, and it carried 6-0.

- G. Discussion, review, and update on department project list: J. Duffy

Joe Duffy stated that the project list began with 90 projects, and 51 have been completed, leaving 40. Some projects may be contracted out. He asked Council members for their input or addition of projects. One addition will be adding lighting to the Gateway Arch on Grand Canyon Boulevard. Councilman McNelly noted that the upgrade for the roping chutes at the Rodeo Grounds has been completed.

VI. REPORTS AND INFORMATION ITEMS:

- A. Mayor and Council

Councilman Hiemenz asked Staff to gather figures on street lights. Councilman Miller mentioned three projects: Possible camping for Cataract Park; building hangars at the Airport; and working with Coconino Community College on their building.

Councilman Payne asked Joe Duffy to add to the Projects List the cleaning and upgrading of ballfields.

- B. Staff Reports

Joe Duffy reported that the Sales Tax Report shows we are 6% up. That means that sales tax revenues are currently \$100,000 over that projected.

VII. ADJOURN:

Councilman Wurgler made a motion to adjourn, seconded by Councilman McNelly. The meeting adjourned at 8:05 p.m.

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Mayor John Moore

City Clerk

ATTEST

DRAFT