

**CITY OF WILLIAMS CITY COUNCIL**

**ANNOTATED MINUTES  
AGENDA ITEM**

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**MARCH 24, 2011  
COUNCIL ACTION**

***I. PROCEDURES:***

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Bob Herman led the pledge of allegiance, and Patty Williams offered the invocation.
- C. Roll Call Mayor John Moore, Vice-Mayor Don Dent, and Councilmen Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne (late), and James Wurgler were present and constituted a quorum.  
Present from City Staff were Interim City Manager/Finance Director Joe Duffy, Public Works Director Glenn Cornwell, Admin Assistant Pam Galvan, and City Clerk/Human Resources Director Susan Kerley. Kellie Peterson, City Attorney from Mangum, Wall, Stoops & Warden was present.
- D. Approval of Minutes Councilman Miller made a motion to approve the minutes of February 22 and 24, 2011, Councilman McNelly seconded, and the motion carried 5-0.
- E. Adoption of Agenda Councilman Hiemenz made a motion to adopt the agenda. Councilman McNelly seconded and the motion carried 5-0.

***II. PRESENTATIONS:***

- A. Friends of the Aquatic Center: Mike Dulay  
This group made a proposal to extend the swimming season at the Aquatic Center from August 9<sup>th</sup> through September 5<sup>th</sup>. Mike Dulay explained that this proposal would be valid only if the summer swimming season from May 28<sup>th</sup> to August 6<sup>th</sup> survives the City's budget process. This proposal shows the cost of extending the season to be \$7,300 with Friends of the Aquatic Center paying \$5,000 and the Greater Williams Community Fund (unsecured) paying \$1,500, leaving the City's contribution at \$800. Friends of the Aquatic Center has organized and held fundraisers to support the pool. However, their goal is to find a sustainable solution to keeping the pool open year round.
- B. Lions' Club: Patty Williams and Marvin Coolidge  
Patty Williams, President of Lions Club, said this group has planned a 5k/10k Fun Run on Labor Day on part of Route 66. They will need assistance from Public Works. They will host a pasta party the night before the race, and there will also be a rodeo in town that weekend. Registration is on-line only at [www.virtualregister.com](http://www.virtualregister.com)  
Marvin Coolidge indicated that they're hoping for 200-500 runners. They will use funds raised for eyeglasses. The event should last only 1.5 hours with a 5K walk and a 10K timed run. Patty Williams noted that collection containers for cell phones, hearing aids and ink toner cartridges are in the Senior Center and City Library.

***III. PUBLIC PARTICIPATION - NONE***

***IV. CONSENT AGENDA ITEMS:***

- C. Approval of Purchase Orders: J. Duffy Councilman McNelly

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D. Approval of Check Register for month ending February 28, 2011: J. Duffy

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

V. **NON-CONSENT AGENDA ITEMS:**

E. Council may approve the Golf Outing Contract for Elephant Rocks Golf Course after review: B. James

For the past 20 years, there has never been a formal contract that goes to participating groups. They have had groups drop in size the day before an event and cost Elephant Rocks money. While they could have a stronger contract, Brian James believes this is a good place to start to encourage groups. This contract would apply to every group, including non-profit groups.

Councilman Dent made a motion to approve this contract for use at Elephant Rocks for group events. Councilman Hiemenz seconded the motion, and it passed 6-0.

F. Council may make a decision after reviewing the discussion of impact fees from its February 22, 2011, Work Session. Such a decision may direct Staff to proceed with updating the current impact fee study. J. Moore

Mayor Moore said that if Council wants Staff to pursue the impact fee study, then they need to Direct staff accordingly.

Rich Gorney, Realtor, said this discussion of impact fees started when Joe Duffy came to local real estate agents to recommend doing a second home program. The group feels that impact fees are way out of balance. This is because population numbers were projected higher than reality (6,000 population). He believes some potential buyers back off because of impact fees. He thought that the study necessary to change impact fees was started the day after the February 22<sup>nd</sup> Council Work Session. However, when he came into City Hall to inquire, he learned that the process had not begun, and it will take 90-120 days, which will mean the real estate season will be lost. The local real estate agents have formed a web site, like a small MLS with just Williams:

[www.northernarizonarealestateagents.com](http://www.northernarizonarealestateagents.com)

They need for the City to get the impact fee study done as quickly as possible.

The Mayor said that a couple of things come into play, one of which is that we don't know what the State will do about impact fees.

Councilman Miller added that we have a lot of restraints to get through this project:

- The budget process is coming up.
- We don't know what the State will mandate.
- Once it's begun, the process will eat up time.

Joe Duffy stated that one major component is what capital needs will be. Prior expectations were unrealistic. This part of the process represents about one-third of the process. If Council can do this part, then Staff can take these numbers and do the public part of the process. It takes 60 to

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90 to 120 days to get the public portion of the process done. This will be the #2 priority behind budgets.

Councilman Miller suggested meeting to identify capital needs and speed up the process.

Mayor Moore noted that the rumor that Kingman had put a moratorium on impact fees was incorrect. Chino Valley did a one-year moratorium.

Councilman Wurgler would like to include in a Work Session discussion of the way impact fees are paid. Now, impact fees are paid when the building permit is pulled. Can payment be postponed until a mortgage is secured? Kellie Peterson replied in the affirmative. However if this change were made, the City would still have to go through the public part of the process.

Councilman Dent agreed with Councilman Miller, saying that the first part of the process is to project population and identify capital needs. Council has Work Sessions during the first 60-90 days. At the same time, Council can discuss when the payments can be made.

Councilman Miller made a motion that Council schedule a Work Session to start the impact fee process. Councilman Dent seconded the motion, and it carried 6-0

Mayor Moore asked City Clerk to post notice for a Work Session on Thursday, March 31, 2011, at 5:00 p.m. for discussion of possible zoning and an ordinance on Medical Marijuana and on impact fees.

- G. Council may make a decision regarding repairs needed at the Williams Aquatic Center after discussion. G. Cornwell  
Glenn Cornwell advised Council that there has been a pipe break at the Aquatic Center. White 2" x 4"s have turned gray and black with mold. Staff would like Council to agree to the direction they want to move. The professional advice and quotes they've received are outlined in their attached report on the Aquatic Center Attic Humidity and Mold. Councilman McNelly made a motion for Staff to move forward with the repairs. Councilman Wurgler seconded the motion, and it carried 6-0.

- H. Discussion and decision regarding liability, property, and vehicle insurance renewals on April 1, 2011: S. Kerley  
Susan Kerley explained that the April 1<sup>st</sup> renewal with Travelers would represent an 11% increase over the expiring policy for an annual total of \$233,175. Part of this increase is due to moving from a zero deductible from a \$1,000 deductible. Travelers now offers a \$2,500 or a \$0 deductible. Councilman Dent mentioned that changes in automobile liability fees may account for some of the premium increase as well. He believes it's a good renewal and agrees with the zero deductible. It may save some money over the year.

Councilman Dent made a motion to renew with Travelers at \$233,175 for the year. The motion was seconded by Councilman Hiemenz, and it carried 6-0.

- I. Council may make  
Councilman Dent explained that the idea for an outdoor, community

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a decision after discussion regarding the concept of a community stage and determination of potential locations for it: D. Dent

stage started with Dennis Johnson. The concept is to do the outside stage like the one in Luckenbach, Texas. This is not a project for the City to build but to go out and get donated labor and materials. He met with Kevin Young, President of Rotary to see if they might want to put their proposed gazebo in the same area. Maybe we could pave the area leased from the railroad. The idea is to get approval from Council so the project can be started.

Councilman Miller asked if a plot plan of the parking lot and stage is available to see the intended audience space. Glenn Cornwell will place a plan in Council members' mailboxes.

Councilman Dent suggested running underground wire and doing it right with electric and lights.

Councilman Miller said he would hope that Rotary will help make this a community project.

Chamber representatives believed this project to be a great idea. Jim Winbourn was asked by Mayor Moore if he would help with the landscaping. Mayor Moore believes we can get enough labor and materials donated to do the job and, hopefully, be able to pave the parking area. Councilman McNelly made a motion to develop the community stage. Councilman Wurgler seconded the motion, and it carried 6-0.

J. First reading of Ordinance No. 917, establishing a Court impact fee: S. Brownlee

Kellie Peterson advised Council that, according to Arizona Revised Statutes, the City must post a 60-day notice before Council can approve an ordinance that increases or establishes new charges. Council can do readings during the posting period, so Joe Duffy read Ordinance No. 917 in its entirety. It was suggested that the last paragraph be changed to just "operations," and the following line be added: "costs incurred due to credit card transactions."

K. Council may make a decision on adopting the Employee Handbook after reviewing the final changes: K. Peterson

Kellie Peterson said that this process was started about six months ago. Multiple meetings were held so that input from employees could be incorporated. Then, a draft was made available for any employee to review, and suggestions and questions were offered. A Work Session with Council members was held. At this point, she is ready to recommend adoption.

Mayor Moore said that all have done a lot of work. Councilman McNelly added that employees had the opportunity to review drafts and make comments so he believes we did due diligence.

Councilman McNelly made a motion to adopt the Employee Handbook, and the motion was seconded by Councilman Hiemenz. The motion carried 6-0.

**VI. REPORTS AND INFORMATION ITEMS:**

A. Mayor and Council **MAYOR:** On April 5<sup>th</sup> we will have a reception at the Holiday Inn and

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on April 6<sup>th</sup>, the Tourism Forum will be held at Lost Canyon.

**COUNCILMAN DENT:** He wanted to recognize Councilman Payne for being at this meeting: He just got back in town from fires and tonight is his wife's birthday.

**COUNCILMAN MCNELLY:** He has met a couple of times about the ballfields at Cureton Park. They've come up with a plan to make things better and then maintain them so they don't recede back into disrepair.

**COUNCILMAN WURGLER:** Tomorrow, there is a mixer at Pancho's. Meals on Wheels will be the beneficiary of the drawing. On Saturday, the Senior Center is putting on breakfast and a walk. For every dollar they raise, the national Meals on Wheels will contribute a matching dollar. Mayor Moore added that he had recently ridden with Meals on Wheels and finds it to be a great program.

B. Staff Reports

Joe Duffy mentioned that the Grand Canyon Railway requested a Work Session to discuss their next solar project.

Jan Shirley (Chamber of Commerce Executive Assistant) announced that Young Life at Lost Canyon is having a steak dinner and fundraiser on Sunday evening. Tickets are \$10.

VII. ADJOURN:

The meeting was adjourned at 8:06 p.m.

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Mayor John Moore

ATTEST

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City Clerk