

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

JANUARY 12, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Patty Williams led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Police Chief Herman Nixon, Finance Director Joe Duffy, Bill Pruett and Kathy Fuller, Water Department, and City Clerk/HR Director Susan Kerley.
City Attorney Kellie Peterson was present.
- D. Approval of Minutes: December 8, 2011 Councilman McNelly made a motion to approve the minutes as presented. Councilman Miller seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Hiemenz made a motion to adopt the Agenda as presented. Councilman Miller seconded the motion, and it carried 6-0.

II. PRESENTATIONS

- A. For Williams Folklorico Dancers, Armando Padilla will request a contribution of \$500 to purchase three Folklorico dresses.
Mr. Padilla has been teaching the Folklorico Dancers for the past 18 years. They have focused on the Jalisco Region in the past, and they are now focusing on the Vera Cruz Region. They have dresses for the more mature girls but need three for the younger girls. Mayor Moore said that this group does a lot of events around the City. However, Council cannot take action on a presentation item. They will give him an answer by tomorrow.
- B. Williams' Lion's Club follow-up report on 2011 Mountain Man Run and request for support for the 2012 event: Patty Williams
President Patty Williams, Secretary George Wallace, and member Marilyn were in attendance. Ms. Williams said that, last year, entrants from as far away as California participated in the Mountain Man Run. Last year they raised enough money to help 20 people with vision care. They are now planning for September 2012. In 2012 they will be adding some kind of challenge run or loping-the-loop event for younger runners. They are asking the assistance of the Street Department again. Ms. Williams thanked the City for its support. Mayor Moore said he is asking City Manager Brandon Buchanan and County Supervisor Matt Ryan to run in 2012.

III. PUBLIC PARTICIPATION

Patty Williams said that she asked for a sign on Route 66, pointing to the public parking lot on Railroad Avenue, four years ago. At that time she was told a traffic study was being done. She added that a sign would be very helpful to local businesses and asked that the City erect one.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

JANUARY 12, 2012
COUNCIL ACTION

IV. CONSENT AGENDA ITEMS

- C. Approval of Purchase Orders
- D. Approval of Check Register for month ending December 31, 2011

Councilman Hiemenz asked that the Finance Department put the department making the expenditure on each purchase order. Joe Duffy said they can write this information on each one. Councilman Dent, referencing P. O. #8079, asked why this machine shop work was done in Chino Valley. Joe Duffy said that Shop Superintendent Sheldon Johnson checked prices thoroughly in the area, and this vendor offered the lowest price. Councilman Wurgler made a motion to approve the Consent Agenda items. The motion was seconded by Councilman Dent, and it carried 6-0.

E. RECESS TO BOARD OF ADJUSTMENTS

Councilman Miller made a motion to recess to Board of Adjustments. The motion was seconded by Councilman Payne, and it carried 6-0.

A Public Hearing on the Request from Greg Papas, owner of Jessica's Restaurant, 525 W. Route 66 (APN 201-04-008), for a Variance to allow a detached garage/storage facility in the rear of his property was held on December 8, 2011.

This decision item was tabled from December 8, 2011.

The Board of Adjustments will make a decision whether or not to approve the Variance to allow a detached garage/storage facility in the rear of Jessica's Restaurant, Greg Papas' property at 525 W. Route 66 (APN 201-04-008), and this decision will be determined by a roll call vote.

Councilman McNelly observed that the Board of Adjustments offers a hearing for things that are not readily given. A Variance is required for a matter that is not an easy decision, usually representing a conflict between parties. Councilman Hiemenz said that the City Attorney recommends not passing this Request for Variance. City Attorney Kellie Peterson added that her

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

JANUARY 12, 2012
COUNCIL ACTION

recommendation was made because there is no hardship inherent to the property itself.

Councilman McNelly made a motion to deny or disapprove this Request for Variance for Jessica’s Restaurant. Councilman Hiemenz seconded the motion, and a roll call vote was taken:

- Councilman Dent: Yes with the motion
- Councilman Hiemenz: Yes with the motion
- Councilman McNelly: Yes
- Councilman Miller: Yes with the motion
- Councilman Payne: Yes
- Councilman Wurgler: Yes
- Mayor Moore: (Yes if voting)

The motion carried 6-0.

RECONVENE TO COUNCIL MEETING

Councilman Miller made a motion to reconvene to Council meeting, and it was seconded by Councilman Hiemenz. The motion carried 6-0.

V. NON-CONSENT AGENDA ITEMS

- F. Council may make a decision after discussion regarding the purchase of reporting software and computers by the Williams Volunteer Fire Department: Jeff Dent and/or Kevin Schulte
 Mayor Moore said this is important to the City to help its insurance ratings.
 Fire Chief Jeff Dent explained that these purchases would allow the Fire Department to keep better track of required records, and it fits within their budget. The budget for 2011-2012 included purchase of a repeater system, but the appropriated funds were not enough to purchase and install the whole system. They want to do it all at once. This frees the budgeted funds for purchase of the reporting software and computers for the Fire Department.
 Brandon Buchanan said he is comfortable with these purchases.
 Councilman Miller made a motion to approve the purchase of reporting software and computers by the Fire Department.
 Councilman Hiemenz seconded the motion, and it carried 6-0.
- G. *This item was tabled from December 8, 2011*
 Council may make a decision regarding the use of the Airport by Embry-Riddle Aeronautical University’s Golden
 Andrew Nelson, Co-Captain of the Golden Eagles, and three other Team members appeared to request Council’s approval of their use of the Airport for practice. He said that they practice year round every Saturday with the entire Team participating. Starting in 1979, they have competed twice a year. They have won regional competitions for 26 years and national competitions seven times. They use three 1965 Cessna 150s. The Williams’ Airport has the right characteristics they need for their Saturday practices. They must be able to put down chalk markings for a landing box that would be a total of 300’ long in the center of the runway. They

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

JANUARY 12, 2012
COUNCIL ACTION

Eagles precision flight team for training purposes: Walt Eastland, Chairperson, Airport Committee

always carry identification. They will give seven days' notice of planned usage. They will use the terminal for ground events and testing. One team member will always be on the ground with a handheld radio. They will back off to allow other pilots to land. They view use of the Airport as an opportunity for them, and they will respect the property and clean up after themselves. The Airport will issue notification to other pilots that their practices are taking place.

The FAA has no regulations prohibiting these activities.

Councilman Miller said the Airport Committee has been trying to build a relationship with Embry Riddle for a number of years. They toured the ER facility and were impressed with their safety program. He believes that their activities will encourage more use of the Airport and locals to go out to watch. Walt Eastland will be the liaison.

City Attorney Kellie Peterson said she has reviewed the final contract and finds it acceptable.

Councilman Wurgler made a motion to approve the Agreement with Embry-Riddle. The motion was seconded by Councilman Payne, and it carried 6-0.

H. Council may make decisions after discussion regarding two issues with the Coconino County Humane Society: B. Buchanan

1. Does Council wish to revise the Agreement with the Humane Society and continue working with them?

2. Does Council wish to instruct Staff to pay the two outstanding bills from the Humane Society?

Brandon Buchanan noted that he has given his report on this item to Mayor and Council, and he has no definitive recommendation. Joe Duffy said he and Herman Nixon have been working on this issue with no positive outcome.

City Attorney Kellie Peterson's recommendation was to sign the current agreement subject to rates from the Humane Society and to approve payment for prior years.

Councilman McNelly added that he had a discussion with Robyn Eckels. Her group is trying to raise money to put a facility at the Rodeo Grounds so we can take care of stuff locally and be in more control of the situation. She spoke with the City Manager today. It would be good to continue our relationship with the Humane Society until we can get straightened out.

Police Chief Nixon added that, at this point, we have to continue our relationship with the Humane Society even though there is a big lack of communication with them. Our Animal Control Officer does a great job with not taking animals over there.

Councilman Payne said that the problem is that we are responsible for all animals taken to the Humane Society with a Williams' address - we are being charged for them. Councilman Miller asked Chief Nixon if he has enough staff time to figure out the cost of travel time, etc., versus running our own shelter.

Chief Nixon said that there are so many costs that there is no way we can run a shelter, and Robyn Eckels' facility would only be

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

JANUARY 12, 2012
COUNCIL ACTION

able to deal with adoption-friendly pets.

Councilman McNelly made a motion to pay the bill from the Humane Society up to date, including the \$6,000 not yet billed, and renew their contract through June 30th. Councilman Wurgler seconded the motion, and it carried 6-0.

- I. Council may make two decisions after discussions regarding the following election matters: S. Kerley

1. Decision on whether the May 15, 2012, election will be a polling place election or a vote-by-mail election

2. Request for approval of contract with Coconino County Elections

Department to provide election services for the May 15, 2012, Consolidated Election.

- J. Council may make a decision regarding the transfer of approximately \$14,400 from the now defunct Main Street Association to Williams'

Clean and Beautiful for specific projects after discussion: B. Buchanan

Susan Kerley explained that a separate contract is required for the May 15th General Election, even though Council already approved one for the March 13th Primary.

Councilman Dent made a motion for the General Election to be a polling place election and to approve the contract for the County's election services. Councilman Miller seconded the motion, and it carried 6-0.

Brandon Buchanan said he had met with representatives of the Chamber of Commerce and Clean and Beautiful. MainStreet Association's final action before disbanding was to vote to give their remaining funds to Clean and Beautiful for specific projects, including Monument Park and the Babbitt- Polson Community Stage park area.

Yvette Hudson, Chairperson of the Historic Preservation Commission, conveyed its request, proposing using these funds for turning the Babbitt-Polson Warehouse into a museum. They requested that a decision on this matter be tabled until January 26th when they will make a presentation to Council regarding the museum project.

Ms. Hudson said that in 1994 a group of architects suggested what to do with the Babbitt-Polson Warehouse. It is on the National Historic Register and is the last of its kind in Williams. Williams is the only city on Route 66 with no museum. She requested that this item be tabled until after she makes the museum presentation on January 26th.

She added that staffing would mostly be done by volunteers, and

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 6

JANUARY 12, 2012
COUNCIL ACTION

she can be the volunteer director. She can apply for grants and match them in-kind, although very few grants are available. She believes a lot of people would be able to contribute their expertise. Brandon Buchanan said he thinks the museum is a viable project, and other money should be available at a future date. He believes the stage project should be completed now, and the plans for completion will be available at the next Council meeting. The newer project could be discussed at budget time.

Councilman McNelly made a motion to table this item until January 26th. This motion died for lack of a second.

Mayor Moore added that the \$14,000 in MSA funds were budgeted to the Chamber. MSA was an organization under the auspices of the Chamber, and Clean & Beautiful is a Chamber committee.

Joe Duffy said that the funds can only be used for recreational facilities, economic development, or tourism promotion.

Councilman Wurgler made a motion to approve the transfer of the remainder of the Main Street funds to Clean & Beautiful to be used on specific projects, completion of Monument Park and the Stage Park. The motion was seconded by Councilman Hiemenz, and it carried 6-0.

- K. Council may make a decision on policies and procedures involved in Water Department employees acquiring certifications: B. Buchanan

Brandon Buchanan explained that he is tightening up some financial matters and is putting departmental policy controls in place. This policy addresses reduction in compensation for employees who receive certifications. While supporting staff and encouraging them to sit for tests, they are also encouraged to prepare for the tests. We definitely want to encourage certification because it improves our quality of service.

Bill Pruett added that the City has to have a Grade IV at the WWTP, and now the closest to him (he has all four Grade IV certifications) is a Grade II. It costs \$80-\$100 to take each test. This would encourage them to study and prepare for tests.

A motion was made by Councilman Miller to adopt this Water Department policy as presented. The motion was seconded by Councilman Wurgler, and it carried 6-0.

Mayor Moore added that he hopes Brandon will do policies for other departments.

VI. REPORTS AND INFORMATION ITEMS:

- L. Mayor and Council Councilman Dent said he thought this would be a good year for having a one-day retreat in February. Brandon Buchanan and Susan Kerley were directed to put one together.
- M. Magistrate Court Mayor and Council had no questions on the written report.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 7

**JANUARY 12, 2012
COUNCIL ACTION**

Report: Judge Rob
Krombeen

- N. Staff Reports Brandon Buchanan: He is working with NACOG and ADOT staff on Rodeo Road and will report in two weeks.
- X. **ADJOURN:** Councilman Wurgler made a motion to adjourn, and Councilman Dent seconded the motion. The meeting was adjourned at 8:05 p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

JANUARY 26, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Gene Owens led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Joe Duffy, Finance Director, Herman Nixon, Police Chief, Gene Owens, Maintenance Superintendent, Kathy Fuller, Water Department, and City Clerk/HR Director Susan Kerley. City Manager, Brandon Buchanan, was absent due to illness. City Attorney Kellie Peterson and Gioia Goodrum, President/CEO Williams-Grand Canyon Chamber of Commerce were present.
- D. Approval of Minutes: January 12, 2012 Councilman McNelly made a motion to approve the minutes as presented. Councilman Miller seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Miller made a motion to adopt the Agenda as presented. Councilman Wurgler seconded the motion, and it carried 6-0.

II. PRESENTATIONS

- A. Historic Preservation Commission will present the Babbitt-Polson Museum Project: Yvette Hudson
Ms. Hudson reviewed her handout, "Babbitt-Polson Warehouse Museum." She made the following points:
- The Community Stage has enhanced the Babbitt-Polson Warehouse.
 - Now is the time to make the Warehouse into a museum.
 - In 1994 an historical assessment was done by an architectural and engineering firm. One of the recommendations was to rehabilitate the building to be used as an interpretive display space, storage, or office.
 - It is not going to be an easy project to accomplish. The interior and exterior will need upgrading. It will need plumbing, electrical, maintenance and staffing. Most importantly it will need money that the Historic Preservation Commission hopes to obtain through grants.
 - Community fundraising projects and events, citizen participation in completing the construction, plumbing and electrical work, and volunteers preparing and staffing the museum once it is completed will be needed.

Mayor Moore suggested that this project should start with the Historic Preservation Commission and involve others for volunteer work.

III. PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

JANUARY 26, 2012
COUNCIL ACTION

- B. Approval of Purchase Orders: J. Duffy Joe Duffy said that, overall, sales tax revenues are up by 5%. The City is slowly but surely digging out of the hole. The brown water situation hurt, but sales of water almost covered the losses. We budgeted so tightly with departments that they will be over budget by some amount. Vacant rentals in town are responsible for the decrease in water revenues.
- C. Approval of the fiscal mid-year Financial Report for December 31, 2011: Joe Duffy Councilman Miller made a motion to approval Items B. and C. The motion was seconded by Councilman Wurgler. The motion carried 6-0.

V. *NON-CONSENT AGENDA ITEMS*

- D. Council will review applications for Planning and Zoning Commission and may make an appointment: J. Moore Councilman Miller made a motion to table making an appointment until the next Council meeting on February 9, 2012. The motion was seconded by Councilman Wurgler, and it carried 6-0.
- E. Council may adopt Ordinance No. 925, which amends Ordinance No.819, increasing the amount of purchases that can be approved by the City Manager from \$2,500 to \$5,000: B. Buchanan Mayor Moore explained that the City Manager has lots of little projects under \$5,000, and it costs more in time to delay payments until Council meetings when they can be approved. Councilman Miller made a motion to read Ordinance No. 925 by name and title only. Joe Duffy read the name and title. Councilman Miller made a motion to adopt Ordinance No.925, amending Ordinance No. 819 to increase the amount of purchases that can be approved by the City Manager from \$2,500 to \$5000. Councilman Wurgler seconded the motion, and it carried 6-0.
- F. Council will review and make a decision on the Babbitt-Polson Event Space: B. Buchanan In Brandon Buchanan's absence, Jim Winbourn, Chairman of the Board, Williams-Grand Canyon Chamber of Commerce, reviewed the drawing of the proposed improvements to the Event Space. He explained that to improve drainage, the area will be filled in and the elevation upgraded. He suggested using compressed granite closer to the stage and cinders for the areas where there will be little walking traffic. Gene Owens added that there will be power around all the perimeters to the north, east and south. He said the area has been blue-staked, but they need to really study the drainage and lighting. Councilman McNelly requested that the Santa Fe Railroad approve the plans before any work is started. Councilman Dent suggested that if the City is spending money to get people downtown, then it should spend the money to light the area properly. It is easier and cheaper to do it now.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

JANUARY 26, 2012
COUNCIL ACTION

Do it right the first time.

Councilman McNelly said he has concerns regarding the drainage from the pool on down to the east. He would also like to see some all-year, good restrooms put in.

Jim Winbourn noted that restroom facilities were not included on the plan, but they are needed. East of the Recreation Center would be a good location. He pointed out that there is nothing to hinder emergency vehicles, and a fire hydrant is nearby.

Councilman Dent directed Staff to make small drawings available for Council members and the public to get additional ideas.

Councilman McNelly made a motion to table this item until the next Council meeting on February 9, 2012, for further review. Councilman Payne seconded the motion, and it carried 6-0.

- G. Council will review a request for a loader bucket and may approve its purchase: B. Buchanan

The loader bucket is for a recently-purchased 2001 John Deere with only 1,200 hours on it.

Councilman McNelly made a motion to approve the purchase of the loader bucket. The motion was seconded by Councilman Hiemenz, and it carried 6-0.

- H. Council will review the City Hall Duct Work Project and may approve or reject bids: J. Duffy

Joe Duffy explained that three bids, ranging from \$53,000 to \$59,000 were received. This much money is not available in the grant funds for this project. However, the material can be changed from metal to flex ducting. His suggestion was to reject all three bids and to re-write the bid using flex ducting.

Councilman Miller made a motion to reject all three bids and to issue a new request for proposals. Councilman McNelly seconded the motion, and it carried 6-0.

VI. REPORTS AND INFORMATION ITEMS:

- I. Mayor and Council Mayor Moore met with people who inspected the pool to determine the feasibility of using solar energy to heat the pool. They thought it would be a strong possibility to make that work. Mike Dulay, Friends of the Aquatic Center President, has done research on available grants for energy projects.

The Smithsonian magazine did an article on Route 66 that does not show Williams, AZ, on its map nor does it mention Williams in its article. Mayor Moore will contact the Smithsonian to express his disappointment.

The Mayor has received questions about the Winchester Steak House. A group will operate tour buses to the South Rim and will serve meals. The restaurant will be open to the public. The group already operates in Las Vegas and Wickenburg. They will have show events at 1:00 p.m., 4:00 p.m., and 7:00 p.m. They should be up and

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

**JANUARY 26, 2012
COUNCIL ACTION**

running by mid-February.

- J. Staff Reports
- X. ***ADJOURN:***

None

Councilman Wurgler made a motion to adjourn the meeting, and it was seconded by Councilman Miller. The motion carried 6-0. The meeting adjourned at 8:54 p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

FEBRUARY 9, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Lee Payne led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, and Lee Payne were present and constituted a quorum. Councilman James Wurgler was absent due to illness.
Present from City Staff were Brandon Buchanan, City Manager, Herman Nixon, Police Chief, and City Clerk/HR Director Susan Kerley. City Attorney Kellie Peterson, Gioia Goodrum, President/CEO Williams-Grand Canyon Chamber of Commerce, and Jim Winbourn, Chairman of the Williams-Grand Canyon Chamber of Commerce were present.
- D. Approval of Minutes: January 26, 2012 Councilman Miller made a motion to approve the minutes as presented. Councilman Dent seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Miller made a motion to adopt the Agenda as presented. Councilman McNelly seconded the motion, and it carried 5-0.

II. PRESENTATIONS - NONE

III. PUBLIC PARTICIPATION

Jim Winbourn, Chairman of the Board, Williams-Grand Canyon Chamber of Commerce addressed Mayor and Council, explaining that his purpose was to clear up an erroneous item that appeared in the local newspaper. He said it was indicated that there was no communication between the City and the Chamber of Commerce. He said this is simply not true; the two entities have open communication and great cooperation.

Teresa Stevens, owner of the Canyon Club, along with two of her managers, said that she was here tonight to address parking tickets issued at the Canyon Club. She thanked Judge Krombeen and Chief Nixon who have been helpful in getting resolutions. She has been gone for a month-and-a-half and doesn't have first-hand experience; she just knows what her managers have told her. Last summer, she had the noise ordinance to deal with and now has parking issues to deal with. The parking signs that are in place send contradictory messages: *Public Parking/ No Parking Between 2:00 a.m. and 6:00 a.m.* Her employees encourage customers who may have had too much to drink to get drivers and leave their cars parked. Then, the cars are ticketed. One manager said that last Saturday she left her position behind the bar to move vehicles to the Public Parking lot so they wouldn't get ticketed. In her absence a fight broke out in the Canyon Club, and she had to call 911 for only the third time in three years. The second manager said that national signage standards are not being met with the existing signs. She wants the City to have legal signs. Mayor Moore said that this was not an Agenda item. He will head up a group to make signs legal. He asked Councilman McNelly, Chief Nixon, and Brandon Buchanan to work with him on this issue.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

FEBRUARY 9, 2012
COUNCIL ACTION

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders: J. Duffy In Joe Duffy's absence, Brandon Buchanan explained that the purchase order for archeological consulting represents part of the lead remediation required periodically at the shooting range. It is part of the use permit from the Forest Service.
- B. Approval of Check Register for month ending January 31, 2012: J. Duffy Councilman McNelly made a motion to approve the purchase orders and check register as presented. Councilman Payne seconded the motion, and it carried 5-0.

V. NON-CONSENT AGENDA ITEMS

- C. Council will consider Kiwanis Club's request for use of the City property west of the Justice Building on Railroad Avenue for the flea market for 2012 and may make a decision on this matter. Councilman McNelly said that the Kiwanis Club does a great job with their work there. It was suggested that the Kiwanis advise vendors about picking up their trash and not camping overnight. Councilman Dent made a motion to approve the Kiwanis' request. The motion was seconded by Councilman Hiemenz, and it carried 4-0. Councilman Miller recused himself for this item; therefore, he did not vote.
- D. *This item was tabled on January 26, 2012:* Council will review and make a decision on the Babbitt-Polson Event Space (Stage Park): B. Buchanan Mayor Moore said that plans for this project are still being tightened up, and more time to complete them is needed. Councilman Hiemenz made a motion to table this item until February 23, 2012. The motion was seconded by Councilman Miller, and it carried 5-0.
- E. *This item was tabled on January 26, 2012:* Council will review applications for the vacant Planning and Zoning Commission position and may make an appointment: J. Moore Council reviewed three applications from Richard Reese, Jeremy Hassen, and Gregory Brooks. Two of the applicants were present. Jeremy Hassen said that he has a good deal of experience, including 12 years as an architectural draftsman, working on extensive planning projects. Gregory Brooks said that he was a property maintenance inspector with the City of Richmond, Virginia, and he is now a zoning inspector in Flagstaff. He has great knowledge of the law and the spirit of the law. Richard Reese appeared at the last Council meeting, but he was not present for this one. Mayor Moore thanked all three applicants, pointing out that it is good to have three qualified applicants who are willing to serve in a volunteer position. Councilman Dent asked for the date of Gregory Brooks' initial application for this Commission. City Clerk Susan Kerley excused herself to retrieve that application. It was date-

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

FEBRUARY 9, 2012
COUNCIL ACTION

stamped April 17, 2011. This was significant because Council members wanted to consider the order in which the applications were received. Mayor Moore explained that no vacancy existed when Mr. Brooks applied initially. He was appointed to the Historic Preservation Commission; however, he could not accept the appointment because he works in Flagstaff and this Commission meets monthly during his working hours. His application was filed away. In January he completed a new application for Planning & Zoning that appeared in Council's documentation.

Mayor Moore moved to the next item while Ms. Kerley retrieved Mr. Brooks' initial application.

Return to Item E:

It was noted that Gregory Brooks' initial application was received on April 17, 2011, considerably earlier than the other two received in the last two months of 2011. Councilman Dent made a motion to appoint Gregory Brooks to the Planning & Zoning Commission. Councilman McNelly seconded this motion, and it carried 5-0. Mayor Moore thanked the other applicants, saying that their applications would be kept on file to be considered for future vacancies.

- F. Council will review an application for the vacant Parks & Recreation Commission position and may make an appointment: J. Moore

Police Sergeant Tad Wygal said he is interested in this position because of his experience in the community.

Councilman Frank McNelly made a motion to appoint Tad Wygal to the Parks and Recreation Commission. The motion was seconded by Councilman Hiemenz. It carried 5-0.

Mayor Moore returned to Item E.

- G. Council will review and may approve a revised Vacation Leave Policy for City employees: B. Buchanan

Brandon Buchanan s proposed a revised Vacation Leave Policy for City employees that will clean up and clarify the current policy. It will eliminate a loophole that allows employees to continue accruing additional vacation time when they are over the allowable limit. The hours employees have accrued over their limits comes to quite a bit of money.

Kellie Peterson added that the form of the revision is good, and it just tightens up the policy a bit. It still contains a provision that if an employee cannot take time off because of departmental responsibilities, they can continue to accrue vacation leave time if it is approved by the City Manager.

A motion to approve the revised Vacation Leave Policy was made by Councilman Miller. It was seconded by Councilman McNelly, and it carried 5-0.

VI. REPORTS AND INFORMATION ITEMS:

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

FEBRUARY 9, 2012
COUNCIL ACTION

- H. Mayor and Council None
- I. Williams City Court Monthly Report:
Judge Rob Krombeen
Judge Krombeen explained that the kiosk to be installed at the Court will allow the public to make payments and have access to records for research and to forms they need to complete. It will be used by City Court and Magistrate Court for research and forms, but only the Justice Court will use it for payments at this time. These EZ Track kiosks will be available at Wal Marts nationwide. In addition, EZ Track sends out notices automatically on late payments of fees. This should help with collections.
Councilman McNelly asked the Judge if he would be available to the appointed committee to answer questions about parking. The Judge replied that he would be happy to be of assistance. He noted that each case is different; however, the Court has been suspending charges if drivers left their cars parked and walked home after having alcoholic drinks.
- J. Staff Reports
Brandon Buchanan commented on his Manager's Report, saying that due to various issues, the amount of money available through NACOG for repaving Rodeo Road is not adequate. An ADOT representative said this is not a mill and fill project – it is too far gone and needs replacement rather than repair. About \$300,000 was available, but the cost of repaving could be well over \$1 million. There may be issues of rights-of-way that were not accumulated according to NACOG standards. Next year about \$700,000 will become available for the extension of Grand Canyon Blvd. He is currently working with staff to identify possible options that would be feasible and will have options to look at for the next meeting.
He also explained that one of his biggest concerns is the purchasing system. It is unnecessarily complicated and leads to problems of late payments and vendors refusing to sell to the City because of late payments. We have a limited staff with one member doing Accounts Receivable, Accounts Payable, and utility billing. He is looking into bringing on someone to be responsible for Accounts Payable. This would bring a lot more control to expenditures.
He was directed to write a job description and bring it to Council.
Brandon Buchanan said that the current water sales system can service only one customer at the time, Staff is working with the vendor to look at a pre-paid system that represents cost savings and lower maintenance. This project will be brought to Council in late spring/early summer for a decision.
- X. **ADJOURN:**
Councilman McNelly made a motion to adjourn the meeting, and it was seconded by Councilman Miller. The motion carried 5-0. The meeting adjourned at 7:49 p.m.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 5

**FEBRUARY 9, 2012
COUNCIL ACTION**

Mayor John Moore

ATTEST:

City Clerk

DRAFT

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

FEBRUARY 23, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation The pledge of allegiance was recited, and Alyson Fritsinger offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Police Chief Herman Nixon, Gene Owens, Maintenance Supervisor, Tim Pettit, City Building Inspector and Administrative Assistant Pamela Galvan.
Also present was City Attorney Kellie Peterson.
- D. Approval of Minutes February 9, 2012 Councilman McNelly made a motion to approve the minutes as presented. Councilman Dent seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Dent made a motion to adopt the Agenda with an adjustment of Section V; moving item V. C to follow Item V. D. Councilman Hiemenz seconded the motion, and it carried 6-0.

II. PRESENTATIONS

- A. Big Brothers/Big Sisters of Flagstaff
Christine Boyd, Program Director addressed the Council explaining the organization and its function with schools.
 - The program is looking for volunteers, i.e. businesses, etc., with a one-year commitment.
 - Ms. Boyd addressed a question, "how could the city assist?" Her response was for them to encourage their employees.

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- B. Approval of Purchase Orders

Councilman Dent made a motion to approve the purchase orders as presented. Councilman Wurgler seconded the motion and it carried 6-0.

V. NON-CONSENT AGENDA ITEMS

- C. Council may adopt Resolution No. 1274, declaring as a public record the 2010-2011 Amendments to the Tax Code: J. Duffy
 - Kellie Peterson explained the amendments to the Tax Code mostly dealing with the changes to the Medical Marijuana clause.Councilman McNelly made a motion to adopt the 2010-2011 Amendments to the Tax Code. Councilman Hiemenz seconded the motion and it carried 6-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

FEBRUARY 23, 2012
COUNCIL ACTION

D. Council may adopt Ordinance No. 926 relating to the privilege license tax, that adopts the 2010-2011 amendments to the tax code of the City of Williams by reference: J. Duffy

Councilman Dent made a motion to read the Ordinance by reference and title only. Councilman McNelly seconded the motion. Mayor Moore requested Pamela Galvan to read the Ordinance by reference and title only.

Councilman Dent made a motion to approve Ordinance 926. Councilman McNelly seconded and it carried 6-0.

E. Council may make a decision regarding the bids for the City Hall Duct Work Project II after discussion: Brandon Buchanan

After the item was read by Mayor Moore, Councilman Miller recused himself from the council.

- Mr. Buchanan proceeded to go over the consideration process in choosing the contractor.
- Staff recommends accepting the bid from 1 Source Mechanical.
- Mr. Owens explained the process that will take place once the City accepts the bid.

Councilman McNelly made a motion to accept 1 Source to do the duct work at City Hall. Councilman Payne seconded the motion and it carried 6-0.

F. Council will review and may make a decision on the Babbitt-Polson Event Space (Stage Park): B. Buchanan
(This item was tabled on February 9, 2012)

- Issues still outstanding.

Councilman McNelly made a motion to table this item until next meeting. Councilman Hiemenz seconded the motion, and it carried 6-0.

G. Council may approve an Intergovernmental Agreement (IGA) between the City and Coconino County Parks Department on Cataract Lake Park: B. Buchanan

- Mayor Moore stated that everything looks good with this IGA with one exception: the County wants the City to agree that if we decided we don't want this park at some point within the 50 year lease, that we would have to pay them money back that they put into it.
- The Mayor recommended that Council meet with the County Supervisor before accepting the Agreement; table the item.
- Councilman McNelly and Councilman Dent are to meet with county supervisor, Matt Ryan.

Councilman Wurgler made a motion to table this item until after a meeting with the County Supervisor. Councilman Miller seconded the motion, and it carried 6-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

FEBRUARY 23, 2012
COUNCIL ACTION

VI. REPORTS AND INFORMATION ITEMS:

- A. Mayor and Council
- Mayor Moore met with NACOG on February 23, 2012.
 - Councilman Payne met with the Wild Land Fire Advisory Council recently.
 - Councilman Miller met with the Airport Advisory Committee.
 - Councilman Dent noted the Golf Course is to open in March.

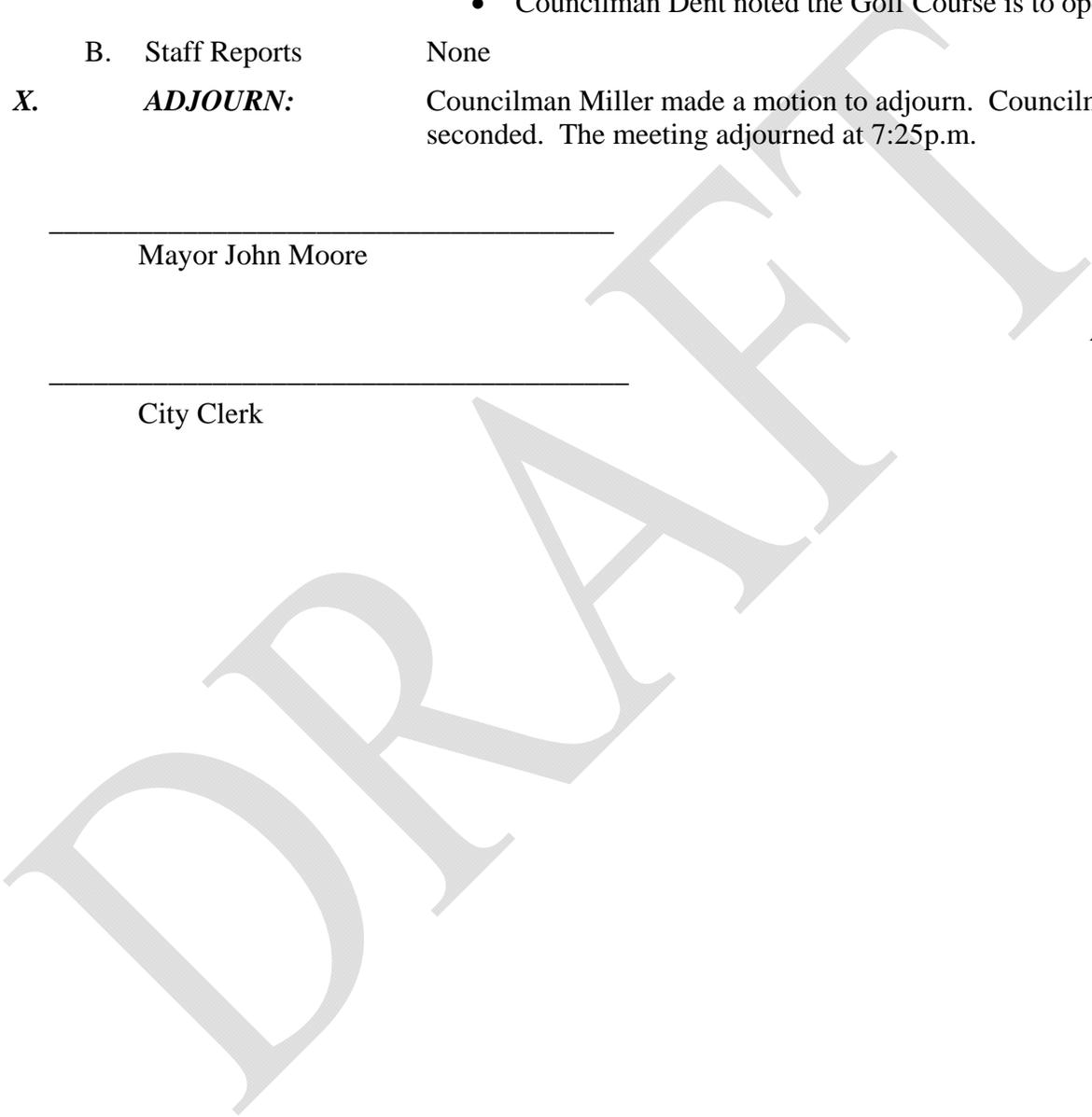
B. Staff Reports None

X. ADJOURN: Councilman Miller made a motion to adjourn. Councilman Heimenz seconded. The meeting adjourned at 7:25p.m.

Mayor John Moore

City Clerk

ATTEST:



CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**MARCH 8, 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Judy Weiss led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne and James Wurgler were present and constituted a quorum. .
Present from City Staff were Brandon Buchanan, City Manager, Lt. Darrell Hixson and Sgt. Tad Wygal of the Police Department, Gene Owens, Maintenance Superintendent, Hoch Ortiz, Street Superintendent, and City Clerk/HR Director Susan Kerley. City Attorney Kellie Peterson , Gioia Goodrum, President/CEO Williams-Grand Canyon Chamber of Commerce, and Jim Winbourn, Chairman of the Williams-Grand Canyon Chamber of Commerce were present.
- D. Approval of Minutes: February 23, 2012 Councilman Miller made a motion to approve the minutes as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Wurgler made a motion to adopt the Agenda as presented with one change: Removal of Item I. Councilman Hiemenz seconded the motion, and it carried 6-0.

II. PRESENTATIONS - NONE

III. PUBLIC PARTICIPATION

Greg Brooks spoke to visitors driving around town. They were from Phoenix and were impressed with the City. They plan to return.

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders: J. Duffy Councilman Dent made a motion to approve the purchase orders and check register. Councilman Miller seconded the motion, and it carried 6-0.
- B. Approval of Check Register for month ending January 31, 2012: J. Duffy

V. NON-CONSENT AGENDA ITEMS

- C. Council will review, discuss, and may make a decision on new terms for the renewal of the Footeworks lease: B. Buchanan Ken Foote, who has operated the private MVD office for the past two years, requested that Council waive his rent for one year. Before moving into the City-owned MVD building in March 2010, he paid for some of the renovations, and the City spent around \$7,500 on repairs. Over two years, he has paid \$11,500 in rent, which was reasonable, based on his initial numbers. These projections included the expectation that the

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

MARCH 8, 2012
COUNCIL ACTION

State would authorize private, third-party firms to do drivers' licenses along with their other services. About 60% of his projected revenues would have come from this source. The State has had two test programs in Phoenix and Tucson since 1998 but has not yet authorized drivers' license services to be done by third-party firms. His hope is that the legislature will pass this authorization within the next year.

Councilman Dent said that he has heard from customers that they like having this service here in town. But he has a problem with the City giving rental space to a private business. This creates a precedent that we may not need.

Councilman Wurgler offered another perspective: This business could be looked at as providing a governmental function. The MVD as a governmental agency paid no rent for the building. He suggested renegotiating to a minimum rent, since the business is a semi-governmental agency, until they get the ability to dispense licenses. He hopes the City can work out something.

Mr. Foote said that he paid the January rent of \$500 and asked that it be distributed over the remainder of 2012.

Councilman Miller and McNelly spoke to the convenience this firm offers and their desire for it to remain in town.

Mayor Moore added that, while the convenient service is appreciated, it is more far-reaching: It brings people in from Ash Fork, Seligman, and other areas, and they buy gas and groceries while in town.

Attorney Peterson will review the numbers with Joe Duffy and come back to Council on March 22nd with a recommendation.

- D. *This item was tabled on February 23, 2012:*
Council may approve an Intergovernmental Agreement (IGA) between the City and Coconino County Parks Department on Cataract Lake Park: B. Buchanan

Judy Weiss from Coconino Parks and Recreation appeared. The City Attorney has approved the Agreement.

Councilman Wurgler made a motion to approve the IGA between the City and Coconino County Parks and Recreation. The motion was seconded by Councilman Payne, and it carried 6-0.

- E. *This item was tabled on February 9, and 23, 2012:*
Council will review and may make a decision on the Babbitt-Polson Event Space (Stage Park): B.

Mayor Moore introduced this item by saying that about three different plans have been drawn. Joe Duffy is here tonight to talk about BBB funds that will cover the expenses.

Joe Duffy explained that, while the City is not out of the woods in the General Fund, the BBB fund started the year with about \$289,000. We have been keeping a buffer of \$250,000.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 3

**MARCH 8, 2012
COUNCIL ACTION**

Buchanan

Monies from this fund can only be used in three areas: tourism promotion, economic development, and recreational facilities. If monies from three other sources (Main Street Association \$10,000, savings on Event Coordinator \$15,000 - \$18,000, and funds left from the Stage project \$7,000) are used,, then less would be required from the BBB fund. It is up to Council to decide which option to choose. 40% of BBB funds are to be used for recreation and 60% on tourism promotion.

Councilman Payne said he appreciates all the hard work done on the plans. While it seems like Council has dragged its feet, they want to be very thorough. He likes the idea of asphaltting the area so it could serve multiple purposes.

Councilman Wurgler noted that when the subject was first broached, he thought of it as a piece of ground ideal for parking. The basic numbers to pretty it up a bit were around \$20,000. He can just barely swallow \$60,000 for paving it.

Councilman Hiemenz added that, if it were black-topped, it would be a really nice facility.

Councilman Wurgler said it is hard for people to understand that the BBB money must be used for certain projects. He doesn't think this is a justifiable expense.

Councilman Miller said the Stage was built by community members on a shoestring. He believes we can increase the ambience. We might be able to pave the area in two to three years if the usage merits it. Like Doc (Wurgler), he can't see using the money no matter where it comes from, particularly with closing the pool and having ball fields that need work. He believes that we should prepare the ground to handle traffic.

Larry Pittenger , L. P.'s Excavating, was asked if the infrastructure was put in and cinders used now, how would that affect paving later. Mr. Pittenger said that if drainage were done, rip-rap used along with eight inches of AB, it should hold up.

Jim Winbourn said he doesn't believe we have a parking problem and doesn't believe we should invent a problem that doesn't exist.

Gene Owens clarified that a new plastic sewer line comes from the skate park.

The Mayor suggested that if it is being looked at as an entertainment area, then restrooms need to be considered.

Councilman Wurgler asked if it were penny-wise and pound-foolish to not put asphalt in now.

Mr. Pittenger said his prices are good until the end of March.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

MARCH 8, 2012
COUNCIL ACTION

Prices are going up because of fuel increases.

Councilman Dent stated that we do have a parking problem when town is busy. If people can't find parking space, they keep on driving out of town. Paid parking would cover the cost of public bathrooms. People would be willing to pay to park because the area would be well lit, and bathrooms would be available. The Downtown Improvement District would benefit so they should help by paying something.

Greg Brooks commented that it would be bad to use money for parking not needed and parking not be available when needed because the area was being used for an event.

Bobby Patricca said that lots of events fill up the current City parking lot, and this would free up that parking area during events.

Jim Winbourn said that, to get events there, we need a park-like atmosphere rather than a parking lot.

Councilman McNelly noted that the Chamber of Commerce will manage the area with the City doing the maintenance. Can they deny usage to some and not to others?

Mayor Moore said an agreement with the Chamber will be coming before Council.

Attorney Peterson said she has a draft of the agreement and asked that comments be sent to her.

Councilman Hiemenz made a motion to move forward with putting on the black top immediately. The motion was seconded by Councilman McNelly, and a roll call vote was taken:

Vice Mayor Dent	Yes
Councilman Hiemenz	Yes
Councilman McNelly	Yes
Councilman Miller	No
Councilman Payne	Yes
Councilman Wurgler	No

The motion passed 4-2.

Brandon Buchanan added that it will take some time to get bids and clear the project with BNSF.

F. Council will review possible street projects to

After some discussion, Council members tended to agree that Project #3 – East Rt. 66 and Railroad Avenue to Old Rt. 66

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

MARCH 8, 2012
COUNCIL ACTION

determine where NACOG funds should be used and may make a decision on which street project to pursue: B. Buchanan

(Plum Street to the ADOT Yard) was the highest priority with Project #4 – Edison Avenue to Rodeo Road-Airport Road to I-40 coming in second.
Councilman Dent preferred completing Project #3 and as much of Project #4 as money would allow.
Councilman McNelly recused himself because of property ownership along Airport Road.
Councilman Wurgler made a motion to proceed with Project #3 and apply money left for Project #4 (Airport at Edison going north). Councilman Miller seconded the motion, and it carried 5-0.

G. Council may authorize going out to bid on Drainage Improvement Projects that have engineering/bidding documents already prepared: B. Buchanan

Brandon Buchanan explained that 9th Street could be fixed as early as this summer along with Route 66 to Grant with four additions. These are ready to go out for bid. A base will be bid, and we can pick and choose items that will fit the budget.
Councilman Dent made a motion, authorizing Staff to go out to bid on five portions of the roadway. The motion was seconded by Councilman Hiemenz, and it carried 6-0.

H. Council may approve Resolution 1275, authorizing the Williams Police Department to submit projects to be considered for funding of reimbursable grants from the National Highway Traffic Safety Administration: H. Nixon

In the absence of Police Chief Nixon, Lt. Darrell Hixson explained that the Department was successful in getting funding for night vision last year. This year they will apply for funding for ATVs. This Resolution is needed to complete their grant.
Councilman Dent clarified with the City Clerk that the correct number of this Resolution is 1275.
Councilman Dent made a motion to approve Resolution No. 1275, and it was seconded by Councilman Hiemenz. The motion carried 6-0.

I. Council may authorize the addition of a full-time, full benefits position of Support Services Specialist to handle accounts payable and to assist the City Manager: B. Buchanan

Removed from Agenda before Agenda was adopted.

VI. REPORTS AND INFORMATION ITEMS:

J. Mayor and Council

Mayor Moore attended the annual AAED (Arizona Association of Economic Development). The Winchester Steak House will have an Open House on Saturday from 1:00 till 3:00. He asked the City Clerk to post a Notice of Possible Quorum.
Councilman Miller tooted the horn of the Chamber of Commerce. They are bringing 39 participants for their Career Expo, now in its

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 6

MARCH 8, 2012
COUNCIL ACTION

second year.

Councilman Wurgler announced that there will be a pancake breakfast at the Senior Center on Saturday from 9:00 till 11:00.

- K. Williams City Court Monthly Report:
Judge Rob Krombeen

No comments were made.

- L. Staff Reports

None

VII. ADJOURN:

Councilman Payne made a motion to adjourn the meeting, and it was seconded by Councilman Wurgler. The motion carried 6-0. The meeting adjourned at 8:16 p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

MARCH 22, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Bobby Patricca led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne and James Wurgler were present and constituted a quorum. .
Present from City Staff were Brandon Buchanan, City Manager, Joe Duffy, Finance Director, Lt. Darrell Hixson of the Police Department, and City Clerk/HR Director Susan Kerley. City Attorney Kellie Peterson and Gioia Goodrum, President/CEO Williams-Grand Canyon Chamber of Commerce, were present.
- D. Approval of Minutes: March 8, 2012 Councilman Miller made a motion to approve the minutes as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Wurgler made a motion to adopt the Agenda as presented. Councilman Payne seconded the motion, and it carried 6-0.

II. PRESENTATIONS - NONE

III. PUBLIC PARTICIPATION - NONE

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders: J. Duffy Councilman Dent asked if the City could not accept the bid for tires on a fire truck from a local provider. Joe Duffy explained that the local bidder was higher than the accepted bid. Councilman McNelly questioned invoices for waste water testing. Brandon Buchanan explained that they were for some quarterly tests that are mandated by the State.
Councilman McNelly made a motion to approve the purchase orders. Councilman Payne seconded the motion, and it carried 6-0.

V. NON-CONSENT AGENDA ITEMS

- B. TIAA-CREF will present a proposal to offer in conjunction with ASRS a 457 (B) Deferred Compensation Plan to employees. Council may make a decision regarding this proposal: Kurt Ritter, Kurt Ritter noted that TIAA-CREF was founded in 1918 with a grant from Andrew Carnegie. Arizona State Retirement System (ASRS) selected TIAA-CREF on a statewide basis to offer a supplemental savings plan to employees participating in ASRS. Because of their affiliation with ASRS, ASRS provides oversight for this program. The program is for employee contributions only – employers do not participate. It encourages supplemental savings for employees.
Councilman Wurgler offered that he has had involvement with

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

MARCH 22, 2012
COUNCIL ACTION

this company through another organization and believes they enjoy an unblemished reputation. Mr. Ritter said the company has AAA ratings from three rating agencies.

Councilman McNelly asked if TIAA-CREF's program is endorsed, would employees still be able to contribute to Security Benefit. The response was affirmative: Employees can continue to make contributions to Security Benefit. Kurt Ritter said they will work with employees to determine if it would be beneficial for them to roll over their 457-B accounts to TIAA-CREF or to leave them with Security Benefit or other companies. Councilman Payne asked if there are penalties for cashing out early. Mr. Ritter said that there are certain IRS guidelines under which employees must meet hardship requirements to withdraw funds. This is a pre-tax savings vehicle.

Councilman Wurgler made a motion to adopt the TIAA-CREF SSDP (Supplemental Salary Deferral Plan). Councilman Miller seconded the motion, and it carried 6-0.

- C. Council may approve Resolution 1276, authorizing the Williams Volunteer Fire Department to submit projects to be considered for funding of reimbursable grants from the National Highway Traffic Safety Administration: J. Dent

Jeff Dent, Fire Chief, pointed out that the Fire Department tries to get 95% of their extrication equipment with this grant. They want to get new cutters and a new strut system for vehicle stabilization. Also, they would like to send four firefighters to extrication training in Prescott Valley.

Councilman McNelly made a motion to approve Resolution No. 1276, and it was seconded by Councilman Hiemenz. The motion carried 6-0.

- D. Request for Liquor License Extension of Premises Permit for Arizona HOG Rally June 7th-11th by John Peasley for Cruiser's: B. Buchanan

Councilman McNelly asked Mr. Peasley if he would be hiring off-duty police officers for the event this year. Mr. Peasley replied that they do plan to use the officers. Lt. Hixson added that they had absolutely no problems last year. Councilman Dent said that having their stage facing north worked much better to decrease the volume of music in neighborhoods to the south of the restaurant.

Councilman Dent made a motion to approve this request. Councilman Payne seconded the motion, and it carried 6-0.

- E. Council may make a decision after discussion regarding liability, property, and vehicle insurance renewals due on April 1, 2012: S. Kerley

Susan Kerley noted that the City's insurance broker, Rick Stephens, and two of his associates met with Brandon, Joe, and her last week to review the proposal for renewal. She explained that the 8.1% increase in premiums is due to a general rate increase by Travelers and to the City's high loss ratio over the last seven years.

Councilman Dent, an insurance agent, said he is surprised that

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

MARCH 22, 2012
COUNCIL ACTION

- the increase is not higher because for every \$1 we've paid in premiums over the last seven years, Travelers has paid out \$2.18 in claims. He believes they do a good job for the City, and he recommended accepting the proposal.
- Councilman Dent made a motion to accept the proposal for insurance renewal. The motion was seconded by Councilman Wurgler, and it passed 6-0.
- F. Council will review, discuss, and may make a decision on new terms for the renewal of the Footeworks lease: B. Buchanan and Kellie Peterson
- Attorney Kellie Peterson reported that they looked at the cost of running the building and at the market rate rent and benefits from Footeworks maintaining the restrooms. The lowest monthly rent they could recommend is \$250 without violating gift laws. Brandon Buchanan has had no response from Ken Foote. Attorney Peterson added that it comes down to getting the benefit to the public for what you've expended. His is a for-profit agency, and the City cannot make the same concessions as if it were a non-profit organization.
- Mayor Moore said that, if City Council makes a decision to do this, the owner needs to open up the business.
- Councilman Miller suggested going for a one-year's lease with the option to renew it for a second year.
- Councilman McNelly added that he paid attention to Brandon Buchanan's report that mentioned setting a precedent. He does not want to get into that situation.
- Councilman Dent said he agrees with Staff's report, and he believes Staff did its due diligence. \$250 per month seems fair to him, and he likes Councilman Miller's suggestion about the one-year's lease and renewal option.
- Councilman Dent made a motion to follow Staff's recommendation to allow a rent reduction from \$500/month to \$250/month for one year and then negotiate a renewal. The motion was seconded by Councilman Miller, and it carried 6-0.
- Councilman Dent asked Brandon Buchanan to contact legislators concerning the passage of the bill to allow third-party agencies to issue and renew drivers' licenses.
- Mayor Moore wanted to go on record to present a letter from City Council to the MVD and legislators requesting they take action on this matter.
- G. Council may approve after discussion a quotation for the concrete portion of the Recreation Park to finish up that project: B. Buchanan
- Brandon Buchanan said that \$35,000 was budgeted for this project, but they plan to finish it up for around \$20,000.
- Councilman Dent noted that this will help to alleviate Rose's (Rose Newbold, Recreation Director) concerns for safety around the playground equipment. Joe Duffy said that Brandon had a great idea – to have the kids place their

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

MARCH 22, 2012
COUNCIL ACTION

handprints in the wet concrete.

Councilman McNelly made a motion to award the finishing of the concrete project. It was seconded by Councilman Wurgler, and it carried 6-0.

- H. Report from Task Force and request for direction from Council regarding downtown parking and signage: B. Buchanan

Brandon Buchanan reported that the City is trying to appease some conflicting groups and to make everyone possible happy. Parking that obstructs snow removal and street sweeping was a concern. Snow removal falls under an ordinance, and sweeping can skip areas where cars are parked. The Police Department's goal is to reduce the number of citations because of having to pay overtime to officers going to Court to defend the citations. The recommendation of the Task Force is to reduce the prohibition on overnight parking from every night to just Tuesday and Thursday nights. This will reduce the periods for possible violations, the number of citations issued, and the amount of time officers spend in Court.

He said that three signs per block could be used with one at each end of the block and one in the middle.

Mayor Moore added that the key is enforcement.

Council directed Brandon to work with Kellie Peterson to draft an ordinance and to bring it to Council at their next meeting.

VI. REPORTS AND INFORMATION ITEMS:

- I. Mayor and Council Mayor Moore thanked Brandon Buchanan and the Street Department for doing a fantastic job of snow removal. He will be out of town for a short trip.

Councilman Payne said that Johnny Hatcher did come up with sets of plans for the sports complex if anyone would like to see them.

Mayor Moore requested that Mr. Hatcher bring his plans before Council as they are developed.

- J. Staff Reports

Gioia Goodrum announced that the Chamber of Commerce now has an Events Coordinator, Carollan Zanot.

Jeff Dent announced that Firefighter Anthony Mendoza will be graduating from Firefighter Training I and II.

VII. ADJOURN:

Councilman Wurgler made a motion to adjourn the meeting, and it was seconded by Councilman Payne. The motion carried 6-0. The meeting adjourned at 7:41 p.m.

ATTEST:

Mayor John Moore

City Clerk

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**APRIL 12, 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Mac McNelly, son of Councilman Frank McNelly, led the pledge of allegiance, and Judge Rob Krombeen offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Joe Duffy, Finance Director and City Clerk/HR Director Susan Kerley. Gioia Goodrum, President/CEO of the Williams-Grand Canyon Chamber of Commerce was present.
- D. Approval of Minutes March 22, 2012 Councilman Wurgler made a motion to approve the minutes as presented. Councilman Miller seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Miller made a motion to adopt the Agenda as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.

II. PRESENTATIONS - None

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders
- B. Approval of Check Register for Month Ended March 31, 2012: J. Duffy Councilman McNelly made a motion to approve items A. and B. as presented. The motion was seconded by Councilman Wurgler, and it carried 6-0.

V. NON-CONSENT AGENDA ITEMS

- C. Council may decide after discussion whether or not to pay for shipping on cantilevers from New Mexico that may be used for an additional arch for one entrance into the City: Al Richmond Al Richmond explained that he has spent the past five months down at the Legislature in Phoenix. Last Thursday, the Governor signed the bill that will be effective on July 4th. He said that it was successful because of the support from a lot of people in this town. BNSF signalmen from New Mexico contacted him last week about the last three cantilevers available. Two of them could be used for another arch leading into town, and one could go to the Museum. He said that up to \$5,000 is needed for shipping the cantilevers from New Mexico to Williams by truck. He would like to be authorized to spend up to \$5,000.
Joe Duffy added that \$5,000 was budgeted last year for matching grants. Only about \$400 of these funds have been used.
Mayor Moore asked how long it would take to fabricate and install the archway.
Al Richmond replied that the other archway was a cooperative effort of the community. Getting grant money would determine when it

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

APRIL 12, 2012
COUNCIL ACTION

could be put up.

Councilman Dent said he believes the east end of town would be a good location.

Brandon Buchanan said that the City has jurisdiction up to the State's maintenance yard.

Councilman Miller made a motion to put \$5,000 toward shipping the cantilevers from New Mexico. Councilman Dent seconded the motion, and it carried 6-0.

- D. Council may adopt Resolution No. 1277, a Canvass of Votes for the primary election held March 13, 2012: S. Kerley

Susan Kerley introduced this item by saying that Resolution No. 1277 reflects the votes from the March 13, 2012 Primary Election as tallied by the Coconino County Elections Department.

Councilman Dent made a motion to read Resolution No. 1277 by name and title only. Councilman Payne seconded the motion, and it carried 6-0.

Joe Duffy read the Resolution by name and title only.

Councilman Dent made a motion to adopt Resolution No. 1277. The motion was seconded by Councilman Payne, and it carried 6-0.

- E. Presentation of Certificates of Election to Mayor John W. Moore, Councilman James Wurgler and Councilman Frank McNelly: S. Kerley

Susan Kerley presented Certificates of Election to Mayor John W. Moore, Councilman Frank McNelly, and Councilman James Wurgler.

- F. Presentation of Certificates of Nomination to Craig Fritsinger and Bobby Patricca, candidates for the remaining Council seat in the May 15th General Election: S. Kerley

Susan Kerley presented Certificates of Nomination to Craig Fritsinger and Bobby Patricca, stating that they have been nominated to run for the remaining City Council seat in the May 15th General Election.

- G. Council may discuss and offer their approval/disapproval regarding liquor license application by Opal Brown for Winchester Steak House, 301 N. 7th Street, Williams: S.

Susan Kerley stated that proper notice was posted at this place of business for the legally required time. No response from the public was received.

Councilman McNelly made a motion to recommend approval of this liquor license application. Councilman Payne seconded the motion, and it carried 6-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

APRIL 12, 2012
COUNCIL ACTION

Kerley

- H. Council may award a bid for the drainage project that includes 9th Street and improvements on Rt. 66: B. Buchanan
- Brandon Buchanan reported that there were three responsive bidders. LP's Excavating was the low bidder by quite a lot. This was the base bid for 9th Street directly south of Route 66. It will extend the repairing of 9th all the way to Sherman and will add drainage by Old Smokey's and the yellow house by Safeway.
- Councilman Wurgler made a motion to approve awarding the bid to LP's Excavating. The motion was seconded by Councilman Payne, and it carried 6-0.

VI. REPORTS AND INFORMATION ITEMS:

- I. Mayor and Council
- Mayor Moore said that it looks like the town is doing well. It seems busier than last year.
- Councilman Miller announced a spaghetti dinner sponsored by the Kiwanis at the Methodist Church tomorrow at 5:00 p.m.
- Councilman McNelly reported that Kaibab Forest is going through a plan revision. The draft that is out now deals with almost everything in the Forest except the Travel Plan. It has a 90-day window for review. He thinks the City should review the Plan and make comments. A Forest Service representative will call the City Manager to schedule a presentation before Council. Mayor Moore directed Brandon Buchanan to advise him if a work session is needed to review the Plan.
- A letter in Council's Packet from Campfires Limited asked for support of permanent enactment of Stage I fire restrictions from May 1 through July 15. Council will not offer support of this enactment.
- Councilman Payne reported that repairs are need at the ball park, including a ragged fence.
- J. Magistrate Court Report
- Judge Krombeen said that his intent is to slowly increase rates over time. Councilman McNelly asked if the Court should break even or be a money maker. Judge Krombeen said his hope is to pass the costs to offenders rather than to the taxpayers.
- K. Staff Reports
- Susan Kerley noted that interviews will be conducted for three seasonal, part-time positions next week and for a seasonal, part-time library aide position in two weeks.
- Brandon Buchanan added updates to his written report:
- NACOG approved reprogramming for the Route 66 project. There is a two-year timeline before laying concrete.
 - He met with Flagstaff on items where we might save money on services.
 - Yesterday he received BNSF's approval on plans for the Stage Park. We will advertise next week for contractors.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

APRIL 12, 2012
COUNCIL ACTION

Joe Duffy asked Council to leave May 15th and May 17th open in their schedules for budget hearings.

Gioia Goodrum announced that the Visitors' Center has a new staff person, Reagan Lienhard, starting on Sunday. He will take the position being vacated by Linda Czech, who is retiring.

X. **ADJOURN:**

Councilman Miller made a motion to adjourn, seconded by Councilman Hiemenz. The meeting adjourned at 7:29 p.m.

Mayor John Moore

ATTEST:

City Clerk

DRAFT

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

APRIL 26, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Buck Williams led the pledge of allegiance, and Susan Kerley offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum. Councilman Frank McNelly was absent.
Present from City Staff were Brandon Buchanan, City Manager, and City Clerk/HR Director Susan Kerley. City Attorney Kellie Peterson was also present.
- D. Approval of Minutes April 12, 2012 Councilman Wurgler made a motion to approve the minutes as presented. Councilman Dent seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Miller made a motion to adopt the Agenda as presented. Councilman Payne seconded the motion, and it carried 5-0.

II. PRESENTATIONS

- A. Annual update from Greater Williams Community Fund: Kris Vasquez and Donna Eastman Liddle
Kris Vasquez said that Donna Eastman Liddle could not attend because her 103-year-old grandmother in Maine is ill, and Donna is with her.
- Chuck and Linda Eaton began the Greater Williams Community Fund.
 - In 2011 GWCF awarded \$7,200 to nonprofits that included Friends of the Aquatic Center, Camp Civitan, Inspirations, Parks Little League, Save M-T-R, Williams PTSA, Food Bank, Senior Center, and Yes I Can.
 - One goal for this year is to increase community awareness.
 - Thermometers at local businesses and in City Hall's lobby will show the progress of donations.
 - GWCF's goal is to earn \$10 million in the next 10 years.
 - Mrs. Vasquez ended by saying she hopes that all will give to the Fund.
- B. Kaibab Forest Service Review of *Draft Land and Resource Management Plan for the Kaibab National Forest* and *Draft Environmental Impact Statement (DEIS)*.: Ariel Leonard, Forest Planner
- District Ranger, Marty Schramm, appeared along with Ariel Leonard.
 - Kaibab National Forest has released its Draft Land and Resources Management Plan and Draft Environmental Impact Statement (DEIS) for a 90-day public comment period.
 - Comments will be reviewed and evaluated, and the proposed Forest Plan and DEIS will be reviewed and adjustments made. The Plan in its final form will replace the current Kaibab Forest Plan, signed in 1988.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

APRIL 26, 2012
COUNCIL ACTION

- The increased restoration activity may disrupt some visitors' experiences, but this is a trade-off for benefits achieved.
- The Forest Service will be hosting a public meeting on Wednesday, May 16th, from 5:00 to 7:00 p.m. at the Williams Ranger District Office.
- Marty Schramm said that this is an overall plan, and the EIS for Bill Williams Mountain is now going through the internal review process.
- Marty Schramm explained that the closing of several hundred miles of roads was done under the Travel Management Plan. The intent was to eliminate cross-country travel.
- She stated that the 30' rule was put in place because law enforcement needed specific distances. Travel trailers must park no more than 30' from the edge of the road. Also, there are some spur roads open for camping. Disbursed camping is still available.
- Ariel Leonard explained the thoughts behind the "no snow making" policy on Bill Williams Mountain: Availability of water, legislation that went to the Supreme Court, and endangered species of owl adjacent to the ski area.
- Marty Schramm added that there is a recent bill passed last year that allows some ski areas to offer various opportunities during the summer months.
- When asked what it would take to change the 30' limit in the National Travel Plan, Marty Schramm said that she will work with the national organization, continuing to show how unreasonable the 30' limitation is.
- Mayor Moore suggested that everyone go with a Forest Service staff member, if possible, to see Bill Williams Mountain and to hear their planned activities

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

C. Approval of Purchase Orders

Mayor Moore questioned the purchase of street light pot holders (p.o. #8215). Brandon Buchanan explained that these are for a project of the Community Facilities District, paid from the funds that District collects.

Councilman Dent made a motion to approve the purchase orders as presented. The motion was seconded by Councilman Hiemenz, and it carried 5-0.

Brandon Buchanan noted that staff has changed the purchasing process – City Council will see purchase orders before payments are made. This should begin as

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

APRIL 26, 2012
COUNCIL ACTION

early as next Council meeting.

V. *NON-CONSENT AGENDA ITEMS*

- D. Council may approve a Volunteer Service Agreement for Natural Resource Agencies that will allow members of the Mayor's Youth Advisory Group to adopt the Bill Williams, Clover Spring, and Buckskinner Trails on Bill Williams Mountain: Amanda Wamble
- Amanda Wamble, chairperson of the Mayor's Youth Advisory Group, explained that an on-going project selected by the Group is to work as volunteers with the Forest Service, receiving training and practicing trail maintenance. They plan to adopt the Bill Williams, Clover Spring, and Buckskinner Trails on Bill Williams Mountain. Councilman Wurgler made a motion to approve the Volunteer Service Agreement for Natural Resource Agencies. The motion was seconded by Councilman Miller, and it carried 5-0.
- E. After discussion, Council may adopt Resolution No. 1279, authorizing a transportation enhancement application for matching funds for artifact acquisition for the Arizona State Railroad Museum: B. Buchanan:
- Brandon Buchanan pointed out that one concern is committing \$42,000 when times are so tight. One program is looking at putting some BBB money toward street improvements. That would reduce availability of those funds. Councilman Wurgler asked if the matching money of \$42,700 would have to be paid in one lump sum. Al Richmond replied that it would drag out over a couple of years. He is still working on the last \$35,000 of grant money. Grants are now coming out every two years instead of each year. He said that he is applying now, and the grant finalizes in October. \$5,000 of the matching funds would be required up front and the rest as needed. When asked what happens to the artifacts if the Museum doesn't go through, Al Richmond said they would be sold off for their scrap value which is at least what we paid for the items. Mayor Moore said the key is the last sentence of Brandon Buchanan's Staff Report: "If the Council does support this application, I would insist on Council retaining final approval before any actual purchases are made and City funds are committed on every single purchase." Councilman Dent made a motion to read Resolution No. 1279 by name and title only. The motion was seconded by Councilman Wurgler. Susan Kerley read Resolution No. 1279 by name and title only. Councilman Dent made a motion to adopt Resolution No. 1279, and it was seconded by Councilman Miller. It carried 5-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

APRIL 26, 2012
COUNCIL ACTION

RECESS TO BOARD OF ADJUSTMENTS

Councilman Hiemenz made a motion to recess to Board of Adjustments, and it was seconded by Councilman Payne. It carried 5-0.

- F. Discussion of Mayor Moore introduced this item by saying that the Planning and amendments to the Zoning Commission met and recommended changes to the blue permitting and signs. Buck Williams, Chairperson of the Planning and Zoning regulation of off-site signs. Commission, was on hand to answer any questions. He said that the ordinance in effect requires a distance of 300' between these signs. Some were out of compliance at 100' apart.

RECONVENE TO REGULAR SESSION

- G. Council may Councilman Wurgler made a motion to waive the three readings of approve the first this Ordinance. It was seconded by Councilman Dent, and it carried reading of Ordinance 5-0. No. 928, permitting Councilman Dent made a motion to read Ordinance No. 928 by name and regulating Off- and title only. It was seconded by Councilman Payne, and it carried Site signs: B. 5-0. Susan Kerley read the Ordinance by name and title only. Buchanan Councilman Dent made a motion to adopt Ordinance No. 928. Councilman Wurgler seconded the motion. It carried 5-0.
- H. Council may adopt Susan Kerley said that in order for the Rural Arizona Group Health Resolution No. 1278, Trust (RAGHT) to continue, 2/3 of the governing bodies of its approving the member entities must approve the Amendments to the Agreement and Amendments to the Declaration of Trust. Rural Arizona Group Health Trust Councilman Wurgler made a motion to read Resolution No. 1278 by (RAGHT) name and title only. The motion was seconded by Councilman Agreement and Hiemenz, and it carried 5-0. Susan Kerley read the Resolution by Declaration of Trust: name and title only. S. Kerley Councilman Dent made a motion to approve Resolution No. 1278, and it was seconded by Councilman Wurgler. It carried 5-0.

VI. REPORTS AND INFORMATION ITEMS:

- I. Mayor and Council Mayor Moore reported that he was at a NACOG meeting today where they voted to give the City the right to transfer overlay money that was originally designated for Rodeo Road to Route 66. The Mayor said that the folks at NACOG say that Brandon Buchanan is great to work with. Councilman Dent reminded that Council will have a Work Session on Monday, April 30th at 7:00 p.m. Chuck Holinka will be presenting information on potential funding for the Museum project and District formation. Mayor Moore encouraged the public to attend as it will be the only

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

APRIL 26, 2012
COUNCIL ACTION

opportunity for a while to ask questions about one of the biggest undertakings we have made in a long time.

J. Staff Reports

Brandon Buchanan and Susan Kerley asked Council's preference in the time for budget meetings that are scheduled for May 15th and 17th. It was determined that the meeting on May 15th will begin at 5:00 p.m., and the one on May 17th will begin at 7:00 p.m.

VII. ADJOURN:

Councilman Hiemenz made a motion to adjourn, seconded by Councilman Miller. The meeting adjourned at 7:59 p.m.

Mayor John Moore

ATTEST:

City Clerk

DRAFT

CITY OF WILLIAMS CITY COUNCIL

WORK SESSION

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

APRIL 30, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, and James Wurgler were present. Absent were Councilmen Bill Miller, Frank McNelly, and Lee Payne.
Present from City Staff were Brandon Buchanan, City Manager, and City Clerk/HR Director Susan Kerley.
- C. Adoption of Agenda Councilman Hiemenz made a motion to adopt the Agenda as presented. The motion was seconded by Councilman Dent, and it carried 4-0

II. WORK SESSION ITEM

- A. Council will hear presentation and will discuss the Railroad Museum Project and District Formation.
- Al Richmond introduced Chuck Holenka.
 - The 2012 legislature has approved changes to the original legislation passed in 2005 and its two subsequent amendments.
 - Chuck will see Phoenix City Council members tomorrow, and they will then decide what Bond Counsel to go to.
 - The process was outlined:
 - Formation of the District
 - Formation of the Board
 - 1 member from Williams City Council
 - 2 members from Phoenix City Council
 - 1 member at large – resident of Coconino County
 - 1 member at large – resident of Maricopa County
- Once Board members are appointed, the Bond Counsel can be chosen.
- There will be no costs to the City. Once Board members are appointed, funding should be available to get through the bond process.
 - They may use Dana Fernandez as attorney.
 - Right now HB 2358 is available online along with the changes to the 2005 legislation. However, the recent changes won't be found in the same place. After July 4th, it becomes law and the whole document will be available online in its most recent form.
 - Councilman Dent asked Brandon Buchanan to find the link and current changes and email this information to Council members.
 - Mayor and Council members posed the following questions:
 - Councilman Wurgler asked how important it is that the person from Williams appointed to the Board be from City Council rather than from the public at large.

CITY OF WILLIAMS CITY COUNCIL

WORK SESSION

ANNOTATED MINUTES AGENDA ITEM

PAGE 2

APRIL 30, 2012
COUNCIL ACTION

- Mayor Moore asked who the “we” is that was mentioned by Al Richmond. Al Richmond replied that he meant the Museum.
- Mayor Moore asked where the Theme Park plays into this.
- Chuck Holenka said the whole point of the piece of legislation is that until such a time as a Board is formed, anybody can use it. Forming a Board takes advantage of the Tax District. He made two points:
 - From a process standpoint, the Board directs the geographic area that will encompass the District. The Board and City would establish that area.
 - There is an administrative component with each entity. The Board is responsible for compliance with contract and getting periodic financial reviews.
- Councilman Hiemenz asked if the Board would have access to legal advice. “Absolutely,” was Chuck Holenka’s response.
- Mayor Moore asked what the City’s function would be. Al Richmond said it would be oversight and coming up with one individual and to make certain they are always available over the years. Board members are not compensated.
- Councilman Dent asked if the Board would fix or name locations that will become part of the District and if the City would have some say in this. “Absolutely,” was Chuck Holenka’s response. Councilman Dent also asked if Xanterra said they wanted to turn their property into a District, could they? Chuck Holenka said that on the surface it would seem possible. Councilman Dent sees a Council person as a Board member having a conflict representing the Council and the Board. Al Richmond noted that this is why he read it as a person-at-large. Councilman Dent asked if the City would be able to protect itself from losing revenue from sales taxes and could it be compensated from the entity. Al Richmond said that the City would not lose sales tax, but District entities don’t pay property taxes. So if entities paid anything to the City, it would be in lieu of property taxes.
- Councilman Wurgler noted that, while it is fine to sit around and talk, but until there’s an attorney to interpret, no one will understand the complexities.
- Chuck Holenka said he does not work for the Theme Park people, and he is not engaged to do anything with the Theme Park.
- Brandon Buchanan said he understands the concept of a general Board that would hear applications from entities, like the Museum, etc.
- Chuck Holenka reviewed additional information:
 - The District has a 25- to 30-year life when bonds are retired.
 - The property tax exclusion goes away when the bonds are retired.
 - Bonds are project-specific. The revenue stream of 9% tax would be used to make bond payments.

CITY OF WILLIAMS CITY COUNCIL

WORK SESSION

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

APRIL 30, 2012
COUNCIL ACTION

- The success of the project depends upon the sales of bonds, including multiple bond offerings that would include non-taxables, tax-exempts, and taxable bonds.
- Once the City received a legal opinion about a member of Council serving on the Board and drafted an Agreement that would meet District requirements, it would present Agreement to the Board.
- The possibility was raised that City Council might appoint an *ex officio* member specifically to serve as a Board member. Mayor Moore suggested having the City's Attorney look at the legality of this possibility.
- The Board would probably alternate its quarterly meetings between Phoenix and Williams. The Board would have little to do unless it had a project to review.
- While there would be no legal liability for Board members, Councilman Dent said it would make sense to get Errors and Omissions (E & O) coverage.
- Councilman Dent noted that it would not be inappropriate for the City's Attorney to call Phoenix's attorney. Gary Verburg is the lead attorney for Phoenix.

ADJOURN

Councilman Wurgler made a motion to adjourn. It was seconded by Councilman Dent, and it carried 4-0.

Mayor John Moore

City Clerk

ATTEST:

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**MAY 10, 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation John Kennelly led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum. Councilman Frank McNelly arrived late.
Present from City Staff were Brandon Buchanan, City Manager, Joe Duffy, Finance Director, and City Clerk/HR Director Susan Kerley. City Attorney Kellie Peterson was present.
- D. Approval of Minutes April 26, 2012, and April 30, 2012 Councilman Dent made a motion to approve the minutes as presented. Councilman Miller seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Miller made a motion to adopt the Agenda as presented. Councilman Hiemenz seconded the motion, and it carried 5-0.

II. PRESENTATIONS - NONE

III. PUBLIC PARTICIPATION - NONE

IV. CONSENT AGENDA ITEMS

- B. Approval of Purchase Orders
- C. Approval of Check Register for Month Ended April 30, 2012: J. Duffy Councilman Wurgler made a motion to approve the purchase orders and check register as presented. Councilman Payne seconded the motion, and it carried 5-0.

V. NON-CONSENT AGENDA ITEMS

- D. Council may discuss and offer their recommendation for approval/disapproval regarding liquor license application by John Kennelly for The Grand Canyon Winery, 238 W. Route 66, Williams: S. Kerley Susan Kerley reported that the legal requirements for posting had been met; however, there was one irregularity. She posted the Notice poster at eye level (approximately 6' from ground) to the left of the main entrance. When she returned to remove the poster, it had been moved up to about 9' from ground.
Edward Duke, owner of Quilter's Mercantile, next door to subject property at 226 W. Route 66, objected to the application.
- He's currently in litigation with the Masonic Temple, landlord for both businesses.
- (Mayor Moore recused himself because he is a member of the Masonic Lodge. Vice Mayor Dent led the meeting.)
- On March 31st, he and his wife received an eviction notice so they retained legal counsel.
 - They tried to negotiate a settlement, but the Masons declined their overtures.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

MAY 10, 2012
COUNCIL ACTION

- They went to court seeking a permanent injunction, and the Court ruled in their favor.
- The Masons made it abundantly clear to Mr. Duke and the previous owner that they object to alcohol on the premises. This falls under the morals clause of the lease. So he can't understand how the Kennellys can obtain a liquor license with the Masons prohibiting alcohol in their lease.
 - John Kennelly said they have approximately 2 years left on their lease.

Councilman Hiemenz pointed out that the business between Mr. Duke, Danny Harness, and the Masons is not Council's concern.

Councilman Dent added that Council cannot make a decision on the personal situation with the Masons. The decision is not Council's. Their only concern is recommendation of approval or disapproval by the Liquor License Board.

Councilman Wurgler added that he felt Mr. Duke's pain, but Council has no jurisdiction in this matter.

- John Kennelly added that their application does allow serving wine by the drink and bottle. They will be doing this with the permission of their landlords. They will need a bigger building so they can distribute wine as well.

Councilman Miller urged Mr. Duke to follow the advice of his legal counsel.

Councilman Hiemenz made a motion to recommend approval of this liquor license. The motion was seconded by Councilman Wurgler, and it carried 5-0.

(Mayor Moore was called back into Council Chambers and led the remainder of the meeting.)

- E. Council may discuss and determine whether to instruct Staff to proceed with disposing of a parcel of City-owned property on S. Torrey Pines Drive: B. Buchanan
The Worthingtons explained that the whole triangle-shaped parcel is larger than they need. They just want to purchase a 60' section. This is part of the tract given to the City by Highland Meadows when Elephant Rocks was built.
Councilman Miller made a motion to instruct Staff to request bids for this 60' section. The motion was seconded by Councilman McNelly, and it carried 6-0.
- F. Council may discuss and determine whether to instruct Staff to proceed with working out the
Mayor Moore introduced this item by saying that the City had started a conversation with Waste Management a long time ago about picking up our trash. They had not discussed dumping our solid waste at a Waste Management location.
Brandon Buchanan has done the calculations and has determined that

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

MAY 10, 2012
COUNCIL ACTION

terms of a long-term contract with Waste Management to dispose of the solid waste we collect at their transfer station near Flagstaff as an alternative to using the City of Flagstaff landfill: B. Buchanan

the City would save approximately \$60,000 per year on tonnage fees, dump fees, and transportation costs.

Councilman Hiemenz asked how long it would be locked in.

One of the two Waste Management representatives said they could do a long-term agreement or whatever Council prefers. Their transfer stations are cleaner, paved and pose less risk to trucks than landfills. The in and out times are shorter than those at a landfill. They have other city partnerships.

Mayor Moore confirmed with Brandon Buchanan that Flagstaff expressed understanding of our looking elsewhere for service and would let us come back to them if necessary.

The second WM representative mentioned that Holbrook has the same exact service. WM has an enclosed facility on Flagstaff Ranch Road, and they take the waste to the landfill at St. Joseph City. Recycling would come over to WM in segregated streams. They will teach the Staff how to avoid contamination as much as possible. Education is the key to a successful recycling program.

In response to a question regarding a contingency plan in the event their facility broke down, the representative said they move about 10,000 tons of trash daily in Arizona so they are pretty good at moving trash. They have the benefit of two different facilities and have never turned a municipal customer away.

Approximately 140 years of dumping at St. Joe City remain.

Mayor Moore said he has checked with several towns, including Holbrook, Show Low, and Snowflake. All are well-pleased with Waste Management's services.

Councilman Wurgler made a motion to have Staff work out the terms of an Agreement with Waste Management. Councilman Hiemenz seconded the motion, and it carried 6-0. Mayor Moore asked if that could be ready by the next Council meeting, and Brandon Buchanan said we would try.

- G. Council may discuss and determine whether to award a bid for paving the Stage Parking Lot: B. Buchanan

Only one bid was received, and that was from L.P.'s Excavating. After asking for the components included in the \$78,426 plus tax bid, Councilman Hiemenz made a motion to accept the bid on paving the Stage Parking Lot at the corner of Grand Canyon Blvd. and Railroad Avenue from L. P.'s Excavating. Councilman Payne seconded the motion, and it carried 6-0.

VI. REPORTS AND INFORMATION ITEMS:

- A. Mayor and Council

Mayor Moore noted that the Yavapai Land Exchange can be removed from the update of the General Plan for 2013. He commended Clean & Beautiful and the Street and Maintenance crews on the good jobs

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

MAY 10, 2012
COUNCIL ACTION

they're doing.

Councilman Wurgler inquired about the lighting at the new parking lot. Brandon Buchanan replied that he has taken a look at the lighting by the railroad tracks on Grand Canyon Blvd. He believes that for safety and security, the City will have to put in additional lights.

B. Staff Reports

Joe Duffy said that Brandon Buchanan would pass out budget books to Council. Also, the Purchase Order Report at the back of the book will appear in each Council packet.

VII. *ADJOURN:*

The meeting was adjourned at 7:53.p.m.

Mayor John Moore

City Clerk

ATTEST:

DRAFT

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 1

MAY 15, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Joe Duffy, Finance Director, and City Clerk/HR Director Susan Kerley. City Council Candidate Craig Fritsinger was present.
- C. Adoption of Agenda Councilman Wurgler made a motion to adopt the Agenda as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.

II. WORK SESSION ITEM:

- B. Fiscal Year 2012/2013 Budget Review
Brandon Buchanan suggested reviewing the budget quickly and answering questions, then discussing major issues.

(Page numbers are noted only if comments were made.)

17. Fund Balances

Brandon Buchanan: The goal is to increase the General Fund. One long-term goal is to build reserve accounts.

Craig Fritsinger: Are there any reserves built into the budget now?

Buchanan: There are some small contingency funds, like \$10,000 or \$30,000.

Joe Duffy: Fund Balances on the electric system will increase. We have started to build cash again. At the end of the fiscal year, we are projecting \$2 million in cash. We are obligated to WIFA to build reserves. We need to keep expenses flat. The General Fund needs to be watched carefully. It will start with \$166,000 next fiscal year, but this includes BBB, the Forest Service Building, Community Facilities District, revolving loan, and JCEF loan. The General Fund itself is \$210,000 in the hole. The BBB Fund has a positive balance.

Fritsinger: Even though the electric fund is being built up, it's shown in the budget?

Duffy: Yes, in Enterprise Funds.

18. Summary of Changes in Expenditures within Each Fund

There is a net cut of \$424,121 from last year's budget.

19. Personnel

Mayor Moore: Have you made a judgment yet about personnel?

Buchanan: We can talk about right-sizing departments. This stems from a purely operational view, supported by a tight budget.

20 Revenues

Duffy: There's no property tax increase. The total levy will be the same.

22. Revenues – General Fund

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 2

MAY 15, 2012
COUNCIL ACTION

Duffy: This breaks down revenues in the General Fund. They have been adjusted to actual historical figures with revenues low and expenses high. We can talk about City Sales Tax later.

23. BBB, Forest Service Building and Community Facility District

Buchanan: The BBB has been reduced, but the rest stays pretty level.

25. Highway User Revenue Fund and Grants Fund

Duffy: The HURF estimate was given by the State. Auditors asked that we schedule the grant funds more specifically.

26. Revenues – Enterprise Funds

Duffy: We restated the budget year 2012. This shows how money is moved from bucket to bucket

Buchanan: We can do a quick review of Departmental Budgets:

34 Magistrate

Buchanan: In the Magistrate Court, we are looking at prosecuting services from Mangum, Wall, Stoops and Warden. We asked, and they proposed to reduce their fee by \$15,000. We are also looking at staff issues.

Frank McNelly: They changed their fine scheme, but he believes the City shouldn't count on an increased revenue stream.

Duffy: We just left it flat.

Buchanan: The budget increase in General Administration reflects Brandon Buchanan's salary and the 2013 General Plan Update.

41. Maintenance

Buchanan: We've cut two part-time seasonal positions. The rest of the crew is working harder.

Bill Miller: Does this include additional maintenance for Cataract Lake Park?

Buchanan: The regular maintenance will just be trash and dragging the paths occasionally.

43. Library

Duffy: Part of the Aquatic Coordinator's salary is budgeted for the library.

47. Swimming Pool

Buchanan: Most of the change is the reallocation of part of the Aquatics Coordinator's salary.

49. Police Department

Buchanan: We are still working on animal control costs. We'll talk about P.D. personnel later.

Duffy: \$20,000 is projected for the match for Robyn's facility.

Moore: A vet is moving into town. This may be a reason to not have to go anywhere else.

51. Fire Department

Buchanan: There's a little bit of a reduction.

53. Building Inspection

Duffy: There was a payroll increase when the Building Inspector took over planning duties.

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 3

MAY 15, 2012
COUNCIL ACTION

57. Airport

Buchanan: There's an increase to anticipate grant-matching funds for capital projects. These are all through the FAA and the State. We have some expenses from the lightning strikes.

Duffy: The biggest will be the repair of cracks on the runway and apron.

61. Community Facilities District

Duffy: They increased their self-imposed tax from \$5,000 to \$7,500 each.

71. Street Department

Buchanan: A theme that runs throughout is tackling street improvements. One person will be retiring at the end of 2012, but this position will be filled only seasonally. The Street Department is slow in the winter, and help with snow removal can be gotten from other departments. We may fill two part-time seasonal positions – we will talk about this in the Personnel section.

73. Grant Funds

Buchanan: Construction up Route 66 probably won't happen until 2014. The process of environmental, etc., will take this long.

76. Electric System

Duffy: For about \$150,000, APS' Kent Jones has one project that will shift the load near Safeway. This is the only short-term capital project planned for the year.

78. Water Department

Duffy: The capital project is to upgrade the Cataract pump house.

Buchanan: We plan to upgrade the water dock and the effluent dock to allow multiple users with card readers at both points. We are starting to address some mechanical meters that should have been replaced years ago. There are approximately 1,300 meters in the system, so working on a 10-year cycle, we can replace 130 each year. Because of the inefficiency of the old meters, we have no estimate on what we're losing in revenues. Hopefully, the water revenues will go up.

Don Dent: Are we not being short-sighted by not having more in the contingency fund?

Duffy: We've completed remediation for the brown water at the water plant.

Buchanan: The Wastewater Plant is relatively stable. Landfill tipping fees will be reduced by using Waste Management. We are repairing the de-chlorination system, and that should reduce chemical usage. The tank cleaning program was started this year.

Lee Payne: Are we repainting?

Buchanan: We would need to come up with \$120,000 per year to do that, and we just don't have that next year.

82. Sanitation

Buchanan: We should have a big reduction on tipping fees with going to Waste Management, and we may have a reduction in gas, too.

84. Golf Course

Buchanan: This reflects a \$75,000 reduction.

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 4

MAY 15, 2012
COUNCIL ACTION

Duffy: Marty is doing a good job watching expenses. We left some for used equipment.

Buchanan: We will talk about the Golf Course later.

87. Capital Projects Fund

Duffy: We have allowed for new accounting software that should get us up to at least 2000 technology. We want to leave the \$524,600 that is left as a cushion for now and hold it as a cash buffer for another fiscal year.

90. Bonded Indebtedness

Buchanan: This is like the 900-lb. gorilla – it's a huge number for a City our size.

Duffy: We have a reserve fund. Using the reserve fund, we could pay off the MDA 2002 Bond of \$1,045,000 on January 1 and save the future interest.

Dent: Are you adding other people to the MDA Board since some have died?

Duffy: We've asked Mike Besler and Mike Vasquez. Mike Cowen is still on it. The first WIFA loan pays off in 2017.

94. Lease Purchase Debt

Duffy: There are two leases outstanding: Fire Engine and carts for the Golf Course.

95. Northside Sewer District #2

Duffy

: The Fund will have about \$165,000 after the last two bills are paid by the property owners. Then it will be time to rehabilitate all the lift stations in the District.

Sales Tax Rate Analysis (separate handout)

Buchanan: We have some major issues: The Current state of disrepair of the streets needs rehabilitation. The budget is not sufficient to do anything. We are looking at another year of throwing cold mix in the potholes. Our proposal is to reduce BBB tax by .5% and increase sales tax by the same .5%. There are shops downtown that sell tourist items but are not subject to BBB tax. Other than something like this, there's no money to do the streets.

Dent: What numbers can we get from the Department of Revenue to see where sales tax comes from?

Duffy: He gets numbers each month and can do a sales tax analysis

Dent: What is 1% difference on food tax?

Bernie Hiemenz: We already have food tax at 2%.

Dent: Maybe we should decrease the food tax and increase the retail tax.

Moore: People may be willing to pay an extra .5% to get the roads paved.

McNelly: As a resident, he would be in agreement with that, but he would ask how he would know that the money would be used for streets.

Buchanan: \$1 spent now will save \$8 to protect the investment in streets.

Dent: We need to be able to answer the public's questions. One thing that is critical is to show immediate results.

Miller: It will take a marketing program to make it work. We will need information sheets.

Moore: If we have a program that works well for the community, we will not have any trouble explaining it to the public. It will only cost them \$.50 on every \$100.00 purchased.

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 5

MAY 15, 2012
COUNCIL ACTION

It was the consensus of Mayor and Council that Staff should follow through on this item.

Fritsinger: He thinks this will be a great program if the City shows results.

Impact Fees:

Buchanan: Our hand has been forced by the State: We must do a study or do away with Impact Fees. Trying to get money up front is detrimental to the long term. This cuts out sales and property taxes for years down the road. He would like to just cut them out.

Moore: He's never been an advocate. Not having them might help to get some development.

Dent: He questioned how bills would be paid. Everybody in the community would pay for new infrastructure. All their costs will go up.

Buchanan: Impact fee funds are designed to pay for increased usage, but we have an oversized wastewater plant and adequate water. We could build 50 houses at Highland Meadows and not tax our infrastructure.

Dent: We need a fire station – money we don't have. If there is no new construction, no new infrastructure is needed.

Moore: He agrees on fees for construction but not for building that has no impact on infrastructure.

Dent: If no new fire station is built in the next five years, we will be re-rated, and everybody will pay.

Miller: He believes fees impact commercial development more than anything. We don't have a good housing inventory.

Dent: Can we discount commercial like we did residential? We could cut out areas the State now disallows, and we can change formulas in a study, but how much is a study?

Duffy: A study must be done by August 2014. How about if we reduce commercial fees by 50% in the meantime and start a study in January 2013?

Dent: That would cut it way down, but at least we would have some money to pay for infrastructure.

Duffy: Based on the old impact fee rates, the Railway has about a \$600,000 credit. It has been taken off the books at the recommendation of the auditors.

Personnel

Buchanan: We want to make some strategic changes. In the Street Department we will lose one employee to retirement at the end of 2012. We can hire three to four seasonal workers, utilizing different departments for snow removal. The goal is to do things more efficiently. We could save around \$100,000 per year through strategic changes to staffing levels.

Payne: You would spend money on contracts as more street work is done.

Buchanan: Newer equipment can increase efficiency. The work we hope to accomplish with \$400,000 will not be additional labor for the City. It will be contracted.

Moore: Staffing decisions are up to the City Manager.

Buchanan: We must balance employment with providing service to the community as efficiently as possible.

Duffy: The Police Department needs five full-time dispatchers to cover all their shifts.

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 6

MAY 15, 2012
COUNCIL ACTION

Buchanan: He has oversight over all the City's employees and its dollars, but not over Herman.

Moore: The organization chart shows the Police Department under the City Manager. He agrees with Bernie (Hiemenz) that it should be put back under the City Manager.

Dent: Are you talking about laying off right now? Are we budgeted to eliminate two positions?

Buchanan: If sales tax does not rebound, we may have to look at staffing.

Buchanan: The last item is the Golf Course management contract. He has serious concerns. He's (Brent Redman) addressed enough to meet the requirements of the contract. Revenues have not reached their potential, and we don't have the luxury to allow that. The contract can be terminated for failing to meet its terms. It also allows for a general termination with a three-month notice. We can start next year, bringing in house as much as possible. We will look at it as more of a business. He sees real potential in rental of the facilities and restaurant and bar usage.

Dent: Other public golf courses are struggling. High-end resorts dropped their rates and municipal courses had to decrease theirs in order to remain competitive. Ideally, a Golf Pro runs the course and shop and an F & B person runs the food and beverage areas.

Miller: Would we give notice at the end of the season?

Buchanan: Yes, if that were the decision.

Duffy: This is an accounting issue. When he arrived, people hated the Golf Course. The decision was made that the Golf Course would pay back a \$1,876,000 loan to the City. He recommends that this be reclassified as contributed capital – a standard accounting practice. He recommends transferring this liability to equity. This will better reflect the reality of the financials. First he needs to know if the Golf Course will pay this back. Is there no expectation of repayment?

Hiemenz: This will never get paid back?

Dent: Most of it is not cash – it's depreciation of the asset. If it is operated right, it should make \$200,000 - \$300,000 per year. There will be a push for a new clubhouse, but it should not even be discussed.

Duffy: We will put reclassification as an Agenda item.

Wurgler: He is troubled by the situation at the Golf Course. It should be a really significant asset to the community. The business is being allowed to go into the bucket. Is there any way to hold his (Brent Redman's) feet to the fire?

Moore: Brandon, Don, Doc Wurgler, and I will get together and discuss this issue.

Dent: You will see the numbers jump pretty fast now that the weather is better. The greens are in the best shape possible.

Buchanan: We will meet Thursday at 7:00 p.m. for a short meeting on sales tax.

VII. ADJOURN: Councilman Wurgler made a motion to adjourn. It was seconded by Councilman Miller, and it carried 6-0. The meeting was adjourned at 7:55.p.m.

CITY OF WILLIAMS CITY COUNCIL

**BUDGET HEARING
AGENDA ITEM**

PAGE 7

**MAY 15, 2012
COUNCIL ACTION**

Mayor John Moore

ATTEST:

City Clerk

DRAFT

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 1

MAY 17, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:03 p.m.
- B. Roll Call Mayor John Moore and Councilmen Don Dent, Frank McNelly (late), Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Joe Duffy, Finance Director, and City Clerk/HR Director Susan Kerley. Gioia Goodrum, President/CEO Williams-Grand Canyon Chamber of Commerce was present.
Newly-elected City Councilman Craig Fritsinger was present.
- C. Adoption of Agenda Councilman Miller made a motion to adopt the Agenda as presented. Councilman Dent seconded the motion, and it carried 4-0.

II. WORK SESSION ITEM:

A. Fiscal Year 2012/2013 Budget Review

Gioia Goodrum reviewed briefly the Chamber of Commerce budget which included a cut of \$26,000 in City funds. She said that the AOT (Arizona Office of Tourism) has once again begun a program for cooperative marketing. \$26,000 has been set aside for this. AOT will pay 50% of ads. \$159,000 has been cut to \$140,000 for tourism marketing. The Chamber needs opportunities for non-dues revenue, like an LED board, to reduce its dependence on the City. She believes their projection of \$47,000 for Events Income is high. She is good with breaking even, but is not willing to lose money on events. This doesn't take into account the expenses of Chamber Staff, etc. She thanked Council for its continued support.

Mayor Moore added that the City spends quite a bit, too, and that we need to look at the actual costs of producing events.

Joe Duffy introduced the sales tax issue by explaining his methodology: He took the last two fiscal years' sales tax, divided that number in half and came up with an average. Then he broke sales taxes down by categories. Even motels and restaurants with retail sales could be broken out. The *Local Retail* category includes Family Dollar, Old Trails, Circle K, etc. The *Utilities* category includes Quest, the City, Unisource, and Superior Propane. The Food category includes Safeway. *Other Retail* includes numerous people paying sales tax on Internet purchases, leasing a car, etc., often \$25 - \$100 apiece. This breakdown proves that tourism accounts for about 65% of the City's sales tax collections. If the food tax were reduced by .5%, there would be about a \$44,000 reduction in food tax collections. The projected annual number would be about \$471,000 with a .5% decrease in food tax.

Mayor Moore said he likes the idea of getting .5% off the food tax.

Councilman Dent thinks it's a good idea to pass it back to the locals who have to buy here.

Councilman Miller believes there should be some increase in BBB tax with the Bistro and the Winchester opening.

Mayor Moore noted that there was a consensus of Council members to ask Staff to draft an ordinance on the .5% decrease in food tax and the .5% increase in retail tax. He reiterated the three main points:

CITY OF WILLIAMS CITY COUNCIL

BUDGET HEARING
AGENDA ITEM

PAGE 2

MAY 17, 2012
COUNCIL ACTION

- Improve roads
- Reduce food tax
- Increase retail tax

To make certain the increase in retail sales will be used on streets, **Joe Duffy** will transfer the tax money to the streets account each month. He added that the auditors have asked him to amend the budget for any department that has exceeded its budgeted amount.

III. ADJOURN: Councilman Payne made a motion to adjourn. It was seconded by Councilman Wurgler, and it carried 5-0. The meeting was adjourned at 7:32.p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

MAY 24, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:01 p.m.
- B. Pledge and Invocation Everyone said the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Vice Mayor Don Dent, Councilmen Bernie Hiemenz, Frank McNelly, Lee Payne, and James Wurgler were present and constituted a quorum. Councilman Bill Miller was absent.

Present from City Staff were Brandon Buchanan, City Manager, Joe Duffy, Finance Director, Police Chief Herman Nixon and City Clerk/HR Director Susan Kerley.

City Attorney Kellie Peterson was present.
- D. Approval of Minutes Councilman Wurgler made a motion to approve the three sets of May 10, May 15, and May 17, 2012 minutes as presented. Councilman McNelly seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Hiemenz made a motion to adopt the Agenda as presented. Councilman Dent seconded the motion, and it carried 5-0.

II. PRESENTATIONS - NONE

III. PUBLIC PARTICIPATION

Ruth Sanzari posed several questions:

- *In the past Council approved road repairs on Airport Road and Route 66.. When are they scheduled?*
- Brandon Buchanan said that the repairs to Route 66 will be done with NACOG funds so we are probably looking at summer after next.
- *What happened to the \$350,000 from water sales from the wind farm?*
- Joe Duffy said these funds were spent on wells and the brown water situation last year.
- *There was a purchase order last year for purchase of a pump for a Dogtown well. Has it been purchased?*
- Joe Duffy replied that it was purchased and installed.
- *Has a liquor permit been issued for this week's concert?*
- Brandon Buchanan said that the promoters hold a county-wide license.
- *Why not use our own vendors rather than those from 35 miles away?*
- Mayor Moore said he was disappointed in the car show vendors last weekend that sneaked in under the radar. They must have proper licenses and tax numbers.

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders

Vice Mayor Dent made a motion to approve the purchase orders as presented. The motion was seconded by Councilman Hiemenz, and it carried 5-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

MAY 24, 2012
COUNCIL ACTION

V. *NON-CONSENT AGENDA ITEMS*

- B. Council will hear and decide upon a request for donation to Terri Beeson for her Rough Stock Rodeo: B. Buchanan
- Bill Beeson appeared, asking the City to donate use of the Rodeo Grounds for the Memorial Weekend Rodeo. He noted that they are a for-profit organization, but it will take all their proceeds to bring the Rodeo to town. They are using the Little League and High School organizations as vendors.
- Mayor Moore asked if Council could change the current policy. Attorney Peterson recommended not moving from the policy. Councilman Dent pointed out that the fee was waived last year to help the Beesons get the Rodeo started. The issue died for lack of a motion.
- C. Council may appoint members of Municipal Development Authority (MDA): J. Moore
- Councilman Wurgler made a motion to appoint volunteers Michael Vasquez and Mike Besler to serve on the Municipal Development Authority along with current member, Mike Cowen. Councilman Payne seconded the motion, and it carried 5-0.
- D. Council may approve an Agreement with the Williams-Grand Canyon Chamber of Commerce to manage the Community Stage and Events Plaza: B. Buchanan
- Mayor Moore said that, while the Chamber Board of Directors has had a chance to review the Agreement, not all Council members have done so. He asked that this item be tabled until June 14, 2012.
- Councilman McNelly made a motion to table this item, and Councilman Hiemenz seconded the motion. It carried 5-0.
- E. Fiscal Year 2012/2013 Budget Review and Update on Sales Tax Item from Budget: J. Duffy
- Joe Duffy said that Council and Staff are talking about reducing the food tax and BBB by .5% and increasing sales tax by .5%. He explained that HURF revenues have been declining year after year. The street overlay program stopped because of the decrease in these funds. He believes there's been some confusion about the recommended tax cuts. According to City Code, BBB funds are earmarked for tourism promotion, recreational facilities, and Economic Development. The City has tried with recreational facilities to make capital improvements. Funds were used as matching funds for the aquatic center, to put covers on the bleachers, and to purchase materials for the Community Stage. Recreational facilities would take the major hit. How much it will affect the direct payment to the Chamber under the contract for tourism promotion is shown on the spreadsheet (distributed to Council and attendees and attached).
- The intent of the change in taxes is to generate an extra \$540,000

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 3

**MAY 24, 2012
COUNCIL ACTION**

each year directly to put on roads. Council wants a minimum of \$400,000 in street work each year.

Doug Wells, member of the Chamber's Executive Committee, asked what categories a retail tax increase would cover.

Joe Duffy replied that retail tax covers retail items sold at Family Dollar, gift shops, etc.

Mayor Moore added that, on a \$100 bill, the increase in sales tax would represent an increase of \$.50.

Councilman Hiemenz asked if the food tax were decreased by .5% what effect it would have. Joe Duffy said it would equal \$40,000 to the community.

Doug Wells asked what position that would put us into in the State.

Joe Duffy replied that this would put us in the top communities in the State for sales tax rates.

Doug Wells said that, most importantly, he doesn't want to jeopardize the relationship between the City and the Chamber. Streets are important, and the Chamber wants to be a partner in figuring this out. He thinks transparency in government is important. He knew nothing about the tax discussion until last Friday.

His research on the BBB shows that it is a self-imposed tax designed to bring more people to town. In 2004 it was revised to go to the Visitors' Center and to a Special Events Coordinator. There was a commitment to recreational facilities, staffing the Visitors' Center, and promoting the town. Despite the partnership, there has been no dialogue.

Mayor Moore pointed out that transparency in government is present. This issue has been talked about in three public meetings.

Doug Wells said he would retract his statement about transparency but would like a dialogue. He believes the Chamber and the City have enjoyed a unique partnership since 1989. He believes these entities ought to be looking at what they're doing and keep doing it.

He said that the dollars spent are well spent. Because Flagstaff wants to go head-on with Mountain Village Holiday and Tusayan is spending lots of money on tourism, now is not the time to cut efforts in marketing.

Councilman Dent said this is not cut-and-dried. There was enough discussion to ask Staff to provide more information and numbers. The problem you get into is that the sales tax number will almost have to happen because we need \$400,000 to \$500,000 each year for roads. It will not happen any other way. We are bonded out. There can be no road projects except for grants without an increase in sales tax.

Doug Wells said the Chamber would like to be part of the dialogue.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

MAY 24, 2012
COUNCIL ACTION

Kent Jones said he wanted to reiterate what Doug Wells said. He expressed his gratitude to partner and for the opportunity to promote the town. The Chamber is looking at the situation as advocate to business owners. They do need to look at reductions in direct payments to the Chamber because of the budget and would like to continue this dialogue in a continued work session on how reducing the BBB will impact continued funding. He recognizes that the Chamber is late in coming to the table.

Mayor Moore said that he and the Council members welcome input. He added that streets are part of tourism and related his experiences with tourists in neighborhoods in town, walking around taking pictures.

Sean Casey of Bearizona and member of the Chamber's Executive Committee said that no one is benefitting more than Bearizona. \$26,000 cut out is not a big issue; however, it's 2014 and further out that may shrink the bucket of tourism.

Mayor Moore asked Joe Duffy for the budget approval schedule.

Joe Duffy said that approval of the tentative budget is scheduled for June 14th. Then there are 30-60 days to finalize the budget.

Vice Mayor Dent said that, since the budget meetings, he has sent his questions to Staff: *Can funds from BBB be diverted to streets? Can that tax be expanded to include other classifications?*

Mayor Moore asked Doug Wells if the newspaper could publicize another public meeting to get all questions answered.

Doug Wells said yes, they could. The base of development is tourism. We should keep promoting and have special events.

Jeff D'Arpa of Grand Canyon Railway and member of the Chamber's Executive Committee said that he appreciates the input. Parks and Recreation is taking a big hit. The Railway and Xanterra have committed millions of dollars on promotion over the next few years. Competition will be fighting for dollars. Xanterra truly believes in promoting tourism. If the tax rate were to be changed in the middle of the year, it would wreak havoc on their reservations.

Brandon Buchanan said that Thursday, June 7th at 7:00 p.m. is available for a work session to address the tax issue. A work schedule will be scheduled for that time.

VI. REPORTS AND INFORMATION ITEMS:

- F Mayor and Council Mayor Moore thanked the Staff for completing the paving of the Events Plaza and the hanging of the flowers in the downtown area. He also thanked John Peasley for his efforts with the flowers. He asked Kent Jones with APS and Past Chairman of the Chamber of Commerce to make an announcement.

Kent Jones announced that he has accepted a position in Cottonwood

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 5

**MAY 24, 2012
COUNCIL ACTION**

to finish his career with APS. He said it has been a pleasure to work with the Council and the Chamber, and he will be leaving soon. Mayor Moore said, "Back at you!"

G Staff Reports None

H. Purchase Order Report

VII. ADJOURN:

Vice Mayor Dent made a motion to adjourn. It was seconded by Councilman Hiemenz and carried 5-0. The meeting adjourned at 7:49 p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

WORK SESSION
AGENDA ITEM

PAGE 1

JUNE 7, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Roll Call Mayor John Moore, Vice Mayor Don Dent, Councilmen Bernie Hiemenz, Frank McNelly, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Joe Duffy, Finance Director, and City Clerk/HR Director Susan Kerley. Gioia Goodrum, President/CEO Williams-Grand Canyon Chamber of Commerce was present.
Newly-elected City Councilman Craig Fritsinger was present.
- C. Adoption of Agenda Councilman McNelly made a motion to adopt the Agenda as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.

II. WORK SESSION ITEM:

A. Fiscal Year 2012/2013 Budget Review and Update on Sales Tax Item from Budget

Joe Duffy noted that Mayor and Council asked Staff to come up with ways of getting road work done. While Tourism would have a reduction of \$26,000, recreation facilities would take a major hit. An additional \$540,000 in revenues could be generated and another \$400,000 to put on streets. Seven to eight years ago an overlay program was in place. With decreasing revenues from HURF, we are looking for a way to repair and maintain streets. The Sales Tax Rate Change Comparison (attached) examines four scenarios: Reduce BBB .5% and Increase Sales Tax .5%; Reduce BBB .5%, Reduce Food Tax .5%, and Increase Sales Tax .5%; No Decrease in BBB, Reduce Food Tax 1.0%; and Increase Sales Tax .5%; and No Decrease in BBB, Eliminate Food Tax, and Increase Sales Tax .5%. If there are no changes, \$35,000 will be available for streets next year including snow removal. He noted that the City needs at least \$300,000 for material for streets and \$500,000 per year to show any significant increase in street conditions.

Jeff D'Arpa of Grand Canyon Railway and the Chamber of Commerce asked what will happen to our parks. He doesn't see a dire situation with the streets. He doesn't see a dire need to pull money from parks and recreation. He believes Council might want to reconsider.

Councilman Dent volunteered to take Jeff D'Arpa for a ride to areas where you could lose a Volkswagen in potholes. He was not talking about the main streets because we can use federal monies for those. Improvements are needed in residential areas.

Jeff D'Arpa asked if \$400,000 would make the City spectacular.

Councilman Dent replied that \$400,000 would improve it somewhat. \$5,000,000 today would not make the streets perfect. There's not enough HURF money to even run the Street Department now.

Sean Casey of Bearizona and the Chamber of Commerce asked if Council could guarantee that the money would be used for streets.

City Attorney Kellie Peterson noted that current ordinances direct BBB usage.

CITY OF WILLIAMS CITY COUNCIL

WORK SESSION
AGENDA ITEM

PAGE 2

JUNE 7, 2012
COUNCIL ACTION

Sean Casey distributed a handout that included a letter to Mayor and Council along with graphs showing 1.5% BBB Tax Revenue (on BBB sales of \$44,000,000) and the distributions to Tourism/Marketing and Recreation Facilities and 1% BBB Tax Revenue with projected distributions.

Joe Duffy said that Williams has historically had one of the higher sales tax rates in the state. All of our State revenues from State funds are based on a population of 3,000, not on hotel rooms and guests.

Councilman Dent added that the cost of our government has to build infrastructure for 13,000, including tourists. Our water plant size was dictated by the State. We have to produce enough water for tourists – one million gallons per day – plus enough for our fire structure. Similar in size, a town like Safford has infrastructure needs that are half of ours. We don't have large sales tax producers like big box stores or car dealers.

Sean Casey said he was quoting City Manager Brandon Buchanan who told him that the City has three times the Staff as in the Kansas town where he was formerly the City Manager. He asked why the City's staff was not being reduced.

Kellie Peterson reviewed the State statute that says if a tax taxes hospitality more, the first 2% that is more than the other tax must be used for non-tourism promotion. The City Code says that 1.25% of BBB tax will be used for tourism promotion. More could be used if a change were made to City Code.

Councilman Wurgler asked Brandon Buchanan how many employees should be working for the City. **Brandon Buchanan** said that it would be a five-year process to reduce staff.

Councilman Dent established that in the Kansas and South Dakota towns that were referenced, property taxes were considerably higher. He said that the plan this year is not to increase property taxes. They have been kept low, and this is a benefit of living here.

Sean Casey ended by expressing his hope that the BBB rate will stay at 1.5%.

Councilman McNelly noted that the whole discussion with the Chamber had been about the potential cut to their funding. He asked if the Chamber has planned to have ways of increasing their revenues to exist without the City's financial support.

Jeff D'Arpa replied that, if this were the case, the focus of the Chamber would have to shift to making money.

Bobby Patricca, Parks and Rec Commissioner, said he is concerned with the possibility of the recreation budget getting cut in half. Already the staff is minimal, the skate park is open only when a staff member is available, and the pool is not open very much. He asked that Council leave BBB alone and not negatively impact recreation so that it will not affect the kids.

Brandon Buchanan explained two things:

- There is a difference between the maintenance budget – which increases by \$6,500 for next year – and the capital budget.
- The pool not being open longer has nothing to do with the pool pak, it's the \$240,000 per year in expenses.

Councilman Miller added that the newest subdivision has potholes on streets with custom home lots that folks won't purchase. The streets need to be maintained in an attractive fashion.

CITY OF WILLIAMS CITY COUNCIL

WORK SESSION
AGENDA ITEM

PAGE 3

JUNE 7, 2012
COUNCIL ACTION

Councilman Dent proposed considering No Decrease in BBB, Eliminate Food Tax, and Increase Sales Tax .5% and making the following distributions:

Tourism/Promotion	\$454,000
Recreational Facilities	\$120,000
Visitors' Center	\$ 40,000
Roads	\$386,500

He said that we are one of the few communities in the State to tax food. This would put an extra \$35,000 into recreational facilities. He would like to see \$20,000 - \$25,000 each year put aside to build ball fields in a few years.

As **Mayor Moore** asked if this proposal would work for the Chamber, he reminded members to be thankful for having a City that supports the Chamber.

Councilman Dent said that, if we increase sales tax, we need to get rid of the food tax. Increased tax revenues need to stay in roads.

Mayor Moore asked Kellie Peterson that, when an ordinance is created, reserves for streets and ball fields be specified.

Mayor Moore ended the work session by reminding everyone that all Council can do is to make good faith decisions.

- III. ADJOURN:** Councilman Wurgler made a motion to adjourn. It was seconded by Councilman Hiemenz, and it carried 6-0. The meeting was adjourned at 7:59.p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**JUNE 28 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Paul led the pledge of allegiance, and Alyson Fritsinger offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Craig Fritsinger, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, and Administrative Assistant Pamela Galvan.
President/CEO of the Williams-Grand Canyon Chamber of Commerce Gioia Goodrum was present.
City Attorney Kellie Peterson was not present.
- D. Approval of Minutes June 14, 2012 Councilman McNelly made a motion to approve the minutes as presented. Councilman Fritsinger seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Fritsinger made a motion to adopt the Agenda as presented. Councilman Dent seconded the motion, and it carried 6-0.

II. PRESENTATIONS

None

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders It is noted that back-up to the city purchase orders were missing; specifically orders 10204, 10219 and 10229. It will be looked into.
Councilman Fritsinger made a motion to hold back the three purchase orders until we get back-up, approving the rest of them. Councilman Dent seconded the motion. The motion carried 6-0.

- B. Swearing-in of Councilman Jim Wurgler Mayor Moore swore-in James Wurgler at 7:04 p.m.

V. NON-CONSENT AGENDA ITEM

- C. Council will discuss and may approve a JPA for Route 66 NACOG project: B Buchanan
- Councilman Dent confirmed that this will just start the process; construction work would likely not begin until next year. Brandon Buchanan noted that it may begin next summer; it just depends on the funding of it, but design work will start sooner.
 - Councilman McNelly verified the location and spoke of Mr. Purdy and his project.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**JUNE 28 2012
COUNCIL ACTION**

- Scope of project is Pine to ADOT yard; we still need to obtain environmental clearance for the area, then depending on the bids that come back, we can adjust the actual scale of the project to stay within budget.
- Councilman McNelly inquired if there is the possibility to change the proposal to do something else. Brandon Buchanan noted that this JPA is specifically for the Route 66 project.

Councilman Dent made a motion to approve the IGA between the City of Williams in the State of Arizona for the Route 66 project. Councilman Hiemenz seconded the motion. It carried 6-0.

D. Council will review and may approve an Agreement with the Chamber of Commerce for Events Plaza management: B Buchanan

- Councilman McNelly questioned use of the stage for political rallies, public protest.
- Gioia Goodrum stated, "Probably not". The purpose of the stage is for the community, i.e., not for profits, like Kiwanis, BBQ competitions, and concerts. The Chamber does not endorse political groups, activities or candidates.
- It is noted that the City may have policy in place that speaks on political issues. It will be reviewed.
- There was additional discussion on the stages use.
- Councilman Fritsinger inquired on insurance liability. Gioia noted that the City and Chamber are named as additionally insured.
- Councilman McNelly brought up fees and the possibility of waiving them.
- Gioia explained the fees: \$300.00 stage rental, \$50.00 water and electrical. There was further discussion of fees and the need to discuss them further.
- Mayor Moore brought up the possibility of individuals coming in and just playing.
- McNelly inquired if the Chamber intended to make money.
- Gioia does not feel that it would be a money maker.
- Councilman Fritsinger clarified the fees: stage fee, water fee and electrical fee; stage fee is variable.
- Gioia went over trash collection.
- Mayor Moore asked to run through the rental process.
- Gioia noted fees: \$300.00 dollars for the rental of the stage, a \$100.00 dollar deposit along with paperwork and provide them with an certificate of insurance naming the Chamber and the City as additionally insured. Trash removal, police, and alcohol distribution/licenses could be other items discussed.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

JUNE 28 2012
COUNCIL ACTION

- It was noted that the Mark Chestnut concert promoters paid for police security; paid them directly. The trash and clean up afterwards are bundled into service we provide knowing that we are not going to make-up the monies.
- Mayor Moore brought up the lack of term in the contract; Brandon will have it read “one” year term.
- Gioia noted how well the coordination went with the promoters and that they would like to return next year.
- A question regarding the “possibility that one evening a group comes, jumps on stage, begins playing (no electrical used) and a crowd develops, are they going to be run off?” Gioia noted the liability issues. Councilman Wurgler confirmed that then in fact they would be run off. Councilman Dent noted, “That if it is not an organized event, we would be held liable regardless, just like kids playing ball on the ball field when there is no league game going on.”
- There was extensive discussion on the intent of the stage and that it was built to mirror another in Texas that has musicians playing all day long.
- Gioia brought the attention back to liability issue.

Councilman Wurgler made a motion to approve the agreement with the Chamber of Commerce for Events Plaza management.

Councilman Fritsinger seconded the motion. The motion carried 6-0.

E. Council will review and may approve an agreement with Waste Management for depositing solid waste at their west Flagstaff facility: B Buchanan

- Mayor Moore briefly went through the description.
- Terra Posthumus from Waste Management spoke on the rates and the discussion that had taken place. Transfer station rates are generally always higher than landfill rates; in this case, theirs are still lower than the landfill rates at Cinder Lakes. There is a lot of cost involved in transporting trash to the landfill, which is part of the reason for only being able to go down to \$40.00 dollars per ton; they provided the best possible rate that they could. Terra continued to explain the rates and benefits to the Council.
- Bill Day noted when you see our facility right off the highway, that is where the drop off is, that is an 18- mile savings to the city. He offered us a card reader to gain 24-hour access to the facility. He noted the everyday savings with travel time. Also, the current gate rate is \$42.00 a ton, plus 27% fuel and environmental fees which brings it to \$52.00 to \$53.00 dollars a ton. He went on to explain that they have run the numbers and really believe that with the use of their facility we would see the benefit of using a much closer facility. We may try their facility on a temporary basis

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

**JUNE 28 2012
COUNCIL ACTION**

if we like. They are offering a long-term rate to the city.

- Mayor Moore brought up the recyclables trash.
- Terra went over solid waste vs. acceptable recyclables and how it is handled at their facility.
- Bill Day spoke of their mining operation/scavenging and how the facility handles recyclables that make their way into the trash. Also, he spoke of their other locations and length of time service would be available.
- Councilman Hiemenz asked Brandon Buchanan if we could go back to the county in a year.
- Brandon noted that it is a non-exclusive contract. Flagstaff's door is always open.
- Budget was brought into question and how it would be affected.

A motion was discussed.

Councilman McNelly made a motion to enter into the agreement with Waste Management for refuse disposal. Councilman Wurgler seconded the motion. The motion carried 6-0.

F. Council may appoint a City Council member as City representative to the Theme Park District Board of Directors: J Moore

- Mayor Moore said it is time to appoint someone in the tax district. One from the City of Williams council, one from the State Senate and two from the City Council in Phoenix. It is beneficial to us and Mayor recommends Craig Fritsinger be appointed to the Theme Park District Board of Directors.

Councilman Wurgler made a motion to appoint Craig Fritsinger to the Theme Park District Board of Directors. Councilman Hiemenz seconded the motion. The motion carried 6-0.

G. Discussion and possible decisions regarding the recruiting process for the Finance Director position: B Buchanan

- Mayor Moore noted that it is pretty self-explanatory and would like a motion and to move forward.
- Councilman Dent mentioned who would be sitting in on the interview.
- Mayor Moore suggested that Brandon Buchanan narrow down the candidates to five or six because the individual will work with and report to him.
- Councilman Dent likes the idea of sitting in on the interviews.
- When Brandon schedules the interview he will let Council know a week ahead of time; not more than 4 to 6 candidates are expected to be interviewed.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

JUNE 28 2012
COUNCIL ACTION

VI. **REPORTS AND INFORMATION ITEMS:**

- H. Mayor and Council
 - Mayor had nothing to report with the exception that at NACOG they knew we are going to be in need of a Finance Director.
 - Mayor Moore noted that he sees more people in this town than he has in the past.
 - Councilman Payne asked that Brandon Buchanan commend Gene Owens and his staff as they did a great job getting the 9&10 year olds' all-star tournament here; it was packed. They have heard nothing but compliments on how nice it is up here and how they want to come back.

- I. Staff Reports
 - Brandon Buchanan emailed out his report.
 - Gioia Goodrum thanked the City for its help with the BBQ and reminded Council of the parade this Wednesday at 4:00 p.m. Vintage baseball league will play at 1:00 and an ice cream social will be held at the Methodist Church at 2:00 p.m. on the 4th of July.
 - Councilman Dent confirmed that the tractor drivers for the parade are coming back and noted he was glad to have them back.

J. Purchase Orders Report None

X. **ADJOURN:** Meeting adjourned at 7:47 p.m.

Mayor John Moore

ATTEST:

Administrative Assistant for City Clerk

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**JULY 12, 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Eric Brunner led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Lee Payne, and James Wurgler were present and constituted a quorum. Councilman Craig Fritsinger was absent. Present from City Staff were Brandon Buchanan, City Manager, and City Clerk/HR Director Susan Kerley.
- D. Approval of Minutes: June 28, 2012 Councilman Wurgler made a motion to approve the minutes as presented. Councilman Payne seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman McNelly made a motion to adopt the Agenda as presented. Councilman Payne seconded the motion, and it carried 5-0.

II. PRESENTATIONS - NONE

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders Councilman Dent made a motion to approve both Items A. and B. Councilman Hiemenz seconded the motion, and it carried 5-0.
- B. Approval of Check Register for Month Ended June 30, 2012

V. CONVENE TO PUBLIC HEARING

Pursuant to A.R.S. 42-6053, the public will be heard on its comments regarding the proposed increase in general retail sales tax and the elimination of the current food tax. The proposed change will increase general retail sales tax by .5% and will eliminate the current food tax of 2%.

There were no comments from the public.

RE-CONVENE TO REGULAR SESSION

VI. NON-CONSENT AGENDA ITEMS

- C. Council may approve Ordinance No. 929, amending Section 4-460 of the Williams City Tax Code, relating to the increase in retail sales tax and excluding taxation of retail sales of food: B. Buchanan Councilman Dent made a motion to read Ordinance No. 929 by name and title only. The motion was seconded by Councilman McNelly, and it carried 5-0. Susan Kerley read the Ordinance by name and title. This was the first reading of the Ordinance, and the second reading will occur on July 26, 2012.
- D. Council may discuss Councilman Wurgler made a motion to read Resolution No 1282

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

JULY 12, 2012
COUNCIL ACTION

and approve Resolution No. 1282, adopting the City's budget for fiscal year 2012/2013: B. Buchanan

by name and title only. The motion was seconded by Councilman Hiemenz, and it carried 5-0. Susan Kerley read the Resolution by name and title.

Councilman McNelly made a motion to adopt Resolution No. 1282, and Councilman Payne seconded the motion. It carried 5-0.

E. Council may discuss and approve Resolution No. 1283, setting the Expenditure Limitation of \$18,038,800 in fiscal year 2012/2013: B. Buchanan

Councilman Dent made a motion to read Resolution No. 1283 by name and title only. Councilman Payne seconded the motion, and it carried 5-0. Susan Kerley read the Resolution by name and title.

Councilman Payne made a motion to adopt Resolution No. 1283, and the motion was seconded by Councilman Dent. It carried 5-0.

VII. REPORTS AND INFORMATION ITEMS:

F. Mayor and Council

Mayor Moore said that at the next meeting or the first meeting in August, commissions and committees will be discussed.

Councilman Wurgler mentioned three items:

- He thanked the Vice Mayor and Councilman Hiemenz for alleviating discomfort with the change in tax rates.
- He paid the City Manager due respect: Last Tuesday he saw more City employees out working on streets than he has ever seen.
- He expressed thankfulness for the 1" of rain we received.

G. Staff Reports

Susan Kerley reminded Council Members that any cancellations for the 2012 AZ League Conference must be made by the end of July.

H. Purchase Orders Report

X. ADJOURN:

Councilman Payne made a motion to adjourn, and it was seconded by Councilman McNelly. The motion carried 5-0. The meeting adjourned at 7:12 p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**JULY 26, 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Police Chief Nixon led the pledge of allegiance, and Judge Rob Krombeen offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, and James Wurgler were present and constituted a quorum. Councilman Lee Payne was absent.
Present from City Staff were Brandon Buchanan, City Manager, Police Chief Herman Nixon and City Clerk/HR Director Susan Kerley.
- D. Approval of Minutes: Councilman Dent made a motion to approve the minutes as presented.
July 12, 2012 Councilman Fritsinger seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Hiemenz made a motion to adopt the Agenda as presented.
Councilman Wurgler seconded the motion, and it carried 5-0.

II. PRESENTATIONS - NONE

III. PUBLIC PARTICIPATION

Eric Brunner, representing Dakota Territory Tours, an aviation firm that operates from Sedona Airport, was here to request Council to address zoning in the City to allow for helipads within the City limits for commercial purposes.. He has sent a letter to Brandon Buchanan stating what they intend to do. He plans to come back to the table with specific plans of what the firm wants to do in their first phase.

Mayor Moore advised that Council cannot discuss the issue at this time. The proper procedure is to go to the City Manager, and he will direct it to the Planning & Zoning Commission if appropriate.

Brandon Buchanan suggested that Mr. Brunner put together his proposal and submit it. Then, following procedure, it will be taken to Planning & Zoning and, if necessary, to City Council.

Councilman McNelly added that the Airport is important to the City and, although the process may sound complicated, everyone is easy to work with.

IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders

Councilman Fritsinger, referencing P.O. 10266, asked if there were any tax associated with the total of \$9,360. Brandon Buchanan replied that this is as close an estimate as possible, based on last purchases. Numbers at the end of the month will reflect the tax and freight. Councilman Fritsinger said he sees purchase order amounts as the "guaranteed maximum." Brandon Buchanan said that we will put "not to exceed" on the purchase orders if this is the case.

Councilman Fritsinger made a motion to approve the purchase orders, seconded by Councilman Hiemenz. The motion carried 5-0.

V. NON-CONSENT AGENDA ITEMS

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES AGENDA ITEM

PAGE 2

JULY 26, 2012
COUNCIL ACTION

- B. Council may approve Ordinance No. 929, amending Section 4-460 of the Williams City Tax Code, relating to the increase in retail sales tax and excluding taxation of retail sales of food: B. Buchanan
- Mayor Moore introduced the next three items by asking for motions for Ordinance No. 929 to be read twice and Ordinances No. 930 and 931 once. He said they are all related to taxes and have had a lot of discussion.
- Councilman Fritsinger made a motion to read Ordinance No. 929 twice, by number and title only. Councilman Wurgler seconded this motion, and it carried 5-0. Susan Kerley read Ordinance No. 929 by number and title only.
- Councilman Dent made a motion to adopt Ordinance No. 929 on its second and final reading. Councilman Hiemenz seconded the motion, and it carried 5-0.
- C. Council members may discuss and approve Ordinance No. 930, regarding the primary property tax rate and levy for Fiscal Year 2012/2013 (roll call vote required): B. Buchanan
- Councilman McNelly made a motion to read Ordinance No. 930 once, by number and title only. Councilman Hiemenz seconded this motion, and it carried 5-0. Susan Kerley read Ordinance No. 930 by number and title only.
- Councilman McNelly made a motion to adopt Ordinance No. 930 on its first and final reading. Councilman Hiemenz seconded the motion, and it carried 5-0.
- D. Council members may discuss and approve Ordinance No. 931, regarding levying upon the assessed valuation of the property within the Williams Community Facilities District: B. Buchanan
- Councilman Dent made a motion to read Ordinance No. 931 once, by number and title only. Councilman Wurgler seconded this motion, and it carried 5-0. Susan Kerley read Ordinance No. 931 by name and title only.
- Councilman Dent made a motion to adopt Ordinance No. 931 on its first and final reading. Councilman Hiemenz seconded the motion, and it carried 5-0.
- E. Council may discuss and authorize the purchase of a new server for the City's computer network: B. Buchanan
- Councilman Dent noted that we had only a single quote but assumed someone had checked prices. Brandon Buchanan said he discussed with Counsel the need for an RFP. We can do whatever Council wants. Councilman Dent said he only asks that we go online and check prices.
- Councilman Wurgler made a motion to approve the purchase of a new server for the City's computer network. Councilman Hiemenz seconded the motion, and it carried 5-0.

VI. *REPORTS AND INFORMATION ITEMS:*

- F. Mayor and Council
- Mayor Moore** reported that he and Don Dent met with a representative of Horizon Bank, Mr. Ernst, down in Lake Havasu City some months ago. If Mr. Ernst' Board approves, he would like to come to Williams and start loan processing. If this venture is successful, they would then apply to the FDIC for full banking services. If things go well, they may be able to have a bank here within a year.
- Councilman Dent** added that he was impressed by Mr. Ernst, and Mr. Ernst was very impressed with Williams. Mr. Ernst has done several

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

JULY 26, 2012
COUNCIL ACTION

start-ups, and he has done everything he's said he would do.

Councilman Hiemenz suggested to Staff that they hire temporary help for Julie in the Finance Department if needed. He said Julie is a hard worker, and we don't want to burn her out.

Councilman Wurgler shared that he had an opportunity to learn that the sales tax rate in Prescott is 11.35%

G. Staff Reports

Susan Kerley mentioned to Council that we will need to cancel any reservations for the AZ League Conference by August 1st. She asked if anyone wanted her to RSVP APS for their August 28th dinner at the League Conference. Councilmen Fritsinger and Hiemenz and Mayor Moore asked for reservations to be made. Councilman Wurgler asked that their declining be reported.

Brandon Buchanan reported that the groundbreaking at Cataract Lake Park today was successful.

Gioia Goodrum reported that at the recent AOT Conference Williams was mentioned four times in the keynote address, Williams was mentioned as having the best stretch of Route 66, and the Grand Canyon Railway won AOT's Green Award.

H. Magistrate Court Report

I. Purchase Orders Report

X. **ADJOURN:**

Councilman Wurgler made a motion to adjourn, and it was seconded by Councilman Hiemenz. The motion carried 5-0. The meeting was adjourned at 7:25 p.m.

Mayor John Moore

City Clerk

ATTEST:

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**AUGUST 9, 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Sheldon Johnson led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Vice Mayor Don Dent, Councilmen Craig Fritsinger, Bernie Hiemenz, Frank McNelly, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Sheldon Johnson, Shop Superintendent, and City Clerk/HR Director Susan Kerley
- D. Approval of Minutes: July 26, 2012 Councilman Fritsinger made a motion to approve the minutes as presented with one change: Under "Roll Call" delete "Bill Miller" and add "Craig Fritsinger." Councilman Hiemenz seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Hiemenz made a motion to adopt the Agenda as presented. Councilman McNelly seconded the motion, and it carried 6-0.

II. PRESENTATIONS

- A. NONE

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- B. Approval of Purchase Orders
- C. Approval of Check Register for Month Ended July 31, 2012: B. Buchanan

After questions relating to purchase orders issued to Mangum, Wall, Stoops, and Warden and Blue Cross/Blue Shield and payment to Jim Winbourn were answered, Councilman McNelly made a motion to approve both Consent Agenda Items, and the motion was seconded by Councilman Fritsinger. It carried 6-0.

V. NON-CONSENT AGENDA ITEMS

- D. Discussion and possible decision regarding purchase of used snow blower: B. Buchanan/S. Johnson Councilman McNelly thinks this is a good idea that should be expedited because it would decrease loading time. He asked if the machine under consideration could handle tall wind rows. Brandon Buchanan replied that it would work on rows up to 5 feet tall, and a loader would probably have to be used on tall rows at major intersections. Councilman Dent asked Sheldon Johnson if the machine has a shear pin system. Sheldon Johnson said that it has a clutch and is a single-stage snow blower. It is as simple as you can get mechanically. Mayor Moore asked how much time the machine

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

AUGUST 9, 2012
COUNCIL ACTION

would save the Street Department. Brandon Buchanan said he has seen it take a two-three day process down to three-four hours. He sees the problem being that we may not have enough trucks to keep up with the blower. Sheldon Johnson added that it is a CAT loader and a Root blower with approximately 1,000 hours on it. Parts can be fabricated if they can't be ordered.

Councilman McNelly made a motion to approve the purchase of this snow blower for approximately \$12,500. Councilman Payne seconded the motion, and it carried 6-0.

- E. Discussion and possible decision regarding Committees & Commissions: J. Moore

Mayor Moore wanted to give Council an opportunity to discuss what Susan Kerley has researched. All current members of the Commissions and Committees want to continue to serve. In the past, Council has appointed people living outside the City to the Historic Preservation Commission. It has never become an issue until recently when a member resigned, and a citizen looked at members and where they live. These appointments have been made because, in the past, it has been hard to get qualified people to serve. His suggestion was that Council members look over the information provided and come back to the next meeting ready to discuss the matter.

Councilman Hiemenz said it appears the choices may be to appoint new HPC members or change the portions of the Code that require Commission members to be City residents.

Councilman McNelly made a motion to table this matter until the next Council meeting on August 23, 2012. Councilman Fritsinger seconded the motion, and it carried 6-0.

VI. CONVENE TO EXECUTIVE SESSION

Councilman Wurgler made a motion to convene to Executive Session. It was seconded by Councilman Payne, and it carried 6-0.

Council will receive report from City Manager and HR Director regarding the status of the Finance Director search and alternative possibilities, pursuant to Arizona Revised Statute 38-431.03.A.1.

No final action shall be taken in Executive Session

RECONVENE TO REGULAR SESSION

- F. Council may make a decision regarding the Finance Director position and whether or not to consider appointment of an Interim: J. Moore

Councilman McNelly made a motion to appoint Julie Walker, Accountant, to be Interim Finance Director, effective August 20, 2012, for a period of six months. The motion was seconded by Councilman Wurgler, and it carried 6-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

AUGUST 9, 2012
COUNCIL ACTION

VII. REPORTS AND INFORMATION ITEMS:

- G. Mayor and Council Mayor Moore noted that things are going well, and it is amazing how many people are in town.
- H. Staff Reports Brandon Buchanan said he has received a rough draft of the Court Staff IGA from the County for review.
- I. Purchase Orders Report

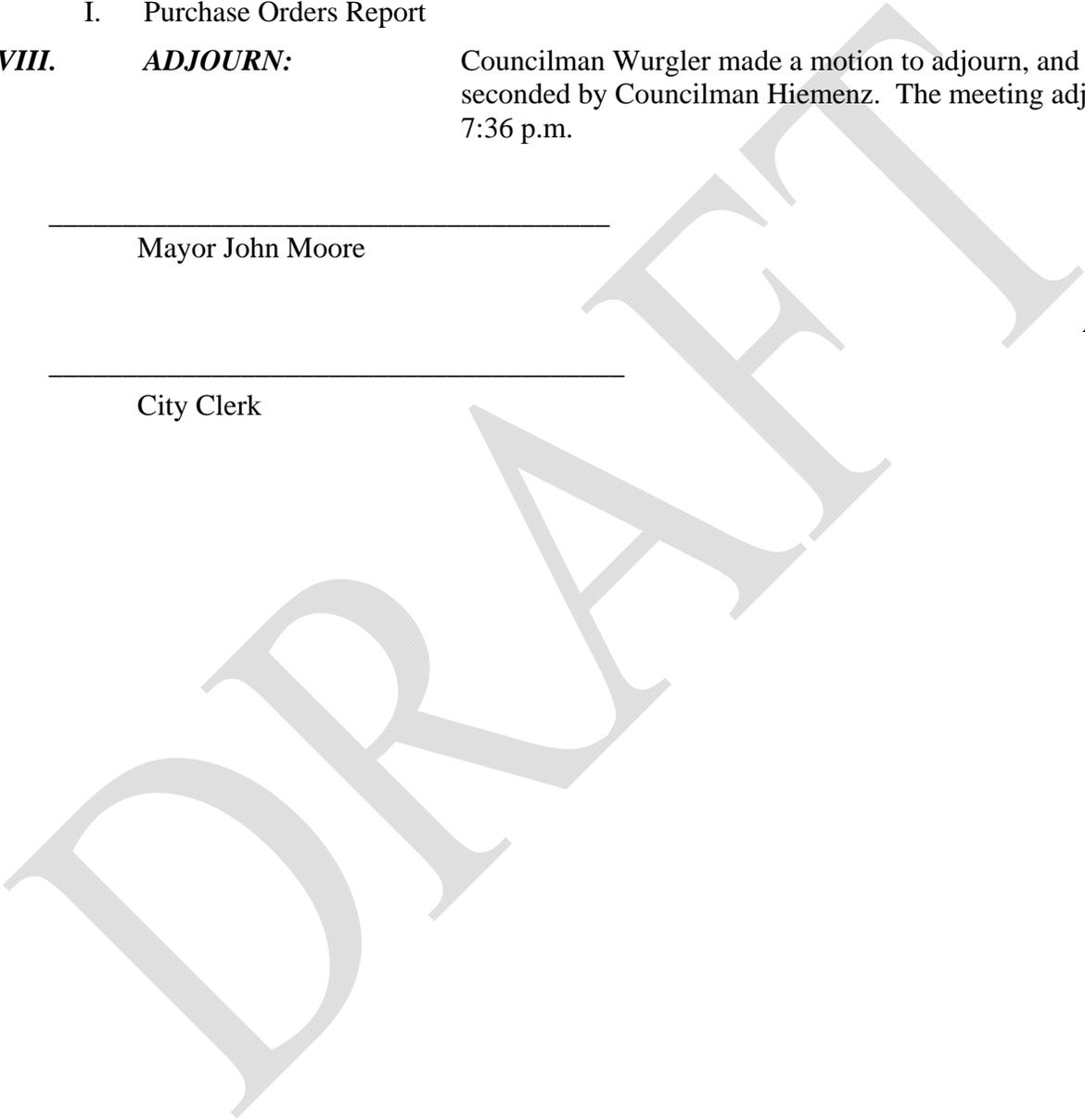
VIII. ADJOURN:

Councilman Wurgler made a motion to adjourn, and it was seconded by Councilman Hiemenz. The meeting adjourned at 7:36 p.m.

Mayor John Moore

City Clerk

ATTEST:



CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**AUGUST 23, 2012
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Chief Herman Nixon led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Vice Mayor Don Dent, Councilmen Craig Fritsinger, Frank McNelly, Lee Payne, and James Wurgler were present and constituted a quorum. Councilman Bernie Hiemenz was absent.

Present from City Staff were Brandon Buchanan, City Manager, Herman Nixon, Police Chief, Tim Pettit, Building Inspector, Julie Walker, Interim Finance Director, Shari Pippin, Account Clerk, and City Clerk/HR Director Susan Kerley..
- D. Approval of Minutes: August 9, 2012 Councilman Dent made a motion to approve the minutes as presented. Councilman Payne seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Payne made a motion to adopt the Agenda as presented. Councilman Fritsinger seconded the motion, and it carried 5-0.

II. PRESENTATIONS

- Mayor Moore asked Interim Finance Director, Julie Walker, to introduce herself. She introduced herself and thanked Mayor and Council for the opportunity to serve as Interim Finance Director. She introduced the newest employee, Account Clerk Shari Pippin, who will be handling utility billing, customer service, and accounts receivable.
- Dan from Camdan Recycling presented the City with a check for \$850.00 for scrap metal removed from January through July. He has removed seven tons of scrap from the City along with 237 appliances.

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- A Approval of Purchase Orders

Councilman Fritsinger made a motion to accept the purchase orders as presented. The motion was seconded by Councilman Wurgler, and it carried 5-0.

CONVENE TO PUBLIC HEARING

Councilman McNelly made a motion to convene to Public Hearing. The motion was seconded by Councilman Payne, and it carried 5-0.

The public will be heard on its comments regarding the extension of CBD zoning for Parcels 200-02-039, 200-02-040, and 200-02-041 requested by owner, William T. Baker.

Mayor Moore explained that these parcels are on the corner of Grand Canyon Blvd. and

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

AUGUST 23, 2012
COUNCIL ACTION

Franklin Avenue in a commercial area. There was no comment from the public.

RECONVENE TO REGULAR SESSION

Councilman Wurgler made a motion to return to Regular Session, and it was seconded by Councilman Payne. The motion carried 5-0.

V. NON-CONSENT AGENDA ITEMS

- B. Council may make a decision on an extension for the approved CBD zoning for Parcels 200-02-039, 200-02-040, 200-02-041 (as discussed during the Public Hearing): J. Moore
- Councilman McNelly asked Mr. Baker if he were still intending to do the same project as before. Mr Baker replied, "no." Councilman Dent noted that if the extension of zoning were approved, the conditions of Ordinance No. 903 would still apply. Councilman Wurgler made a motion to approve the request for extension of the CBD zoning. Councilman McNelly seconded the motion, and it carried 5-0.
- C. Discussion and possible decision regarding IGA with Coconino County for Court Services: B. Buchanan
- Mayor introduced this item by saying that the Agreement between Coconino County and the City will save the City money by using County employees to run the administrative part of City Court.
- Councilman McNelly wanted to make certain the County and City Courts would remain separate entities with separate paperwork from each Court.
- Judge Rob Krombeen replied that the filing and administration of cases will be done by County employees. This will benefit both Courts, and, most of all, the City Court will benefit in improved service to its customers. They will still maintain a separation of Courts. If any issues arise with County employees, Brandon Buchanan would address them with the City Magistrate. Some procedures may be changed to those the County follows for consistency and ease of use.
- Councilman McNelly made a motion to approve the IGA with Coconino County for Court Services. Councilman Payne seconded the motion, and it carried 5-0.
- D. Council may review and adopt Resolution No. 1284, appointing HR Director as Trustee and City Manager as Alternative Trustee to represent Williams on the governing board of RAGHT (Rural Arizona Group Health Trust): S. Kerley
- Councilman Dent made a motion to read Resolution No. 1284 by number and title only. Councilman Payne seconded the motion, and it carried 5-0.
- Susan Kerley read the Resolution by number and title only.
- Councilman Fritsinger made a motion to adopt Resolution No. 1284. The motion was seconded by Councilman Dent, and it carried 5-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

AUGUST 23, 2012
COUNCIL ACTION

- E. Council may review and adopt Resolution No. 1285, adopting a Fair Housing Policy: S. Kerley
- (This is a Resolution that needs to be adopted annually and copied to NACOG for grant administration purposes.)
- Councilman Dent made a motion to read the Resolution by number and title only. Councilman McNelly seconded the motion, and it carried 5-0.
- Susan Kerley read the Resolution by number and title.
- Councilman Wurgler made a motion to adopt Resolution No. 1285. The motion was seconded by Councilman Payne, and it carried 5-0.
- F. Council may accept bid for Plum Street paving project (CDBG funded); B. Buchanan
- Brandon Buchanan said he had nothing to add to all the information contained in his Staff Report.
- Councilman Wurgler made a motion to accept the low bid submitted by LP's Excavating. Councilman Payne seconded the motion, and it carried 5-0.
- Councilman Fritsinger made a motion to approve the construction contract with LP's Excavating. Councilman Dent seconded the motion, and it carried 5-0.
- G. Discussion and possible decision regarding Committees & Commissions (*Tabled from 8.09.12*): J. Moore
- Mayor Moore explained that commissions make decisions, and committees make recommendations to Council.
- Councilman McNelly made a motion to reappoint all current commissioners to the Planning and Zoning Commission. Councilman Dent seconded the motion, and it carried 5-0.
- Councilman Dent made a motion to reappoint the six current members of the Parks and Recreation Commission. Councilman McNelly seconded the motion, and it carried 5-0.
- Councilman McNelly made a motion to reappoint the five current members of the Airport Advisory Committee. It was seconded by Councilman Payne and carried 5-0.
- Mayor Moore pointed out that City Code states that members of the Historic Preservation Commission must live in the City. Currently, some members do not, yet they are active and/or have business interests in the City. The recommendation was to ask the current commissioners to continue to serve until Council figures out where to go with this. Commissioner Mike Besler said that all will be happy to continue to serve.
- Councilman Dent asked Brandon Buchanan to ask the City's attorney if a commission can be changed to a committee. This would allow very active Historic Preservation members to serve the community.
- Public participant Mike Cowen pointed out that lots of decisions, regarding exterior colors, signs, etc., that are currently made by

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

AUGUST 23, 2012
COUNCIL ACTION

the HPC would be brought to Council if the Commission were changed to a Committee.

Mike Cowen related some history of Williams. Professor Charlie Hoffman from Northern Arizona University spoke to the HPC. He did research on our historic district, and a survey on each building was done by NAU students. This is how buildings got put onto the National Register and how the Historic District was formed. Williams has one of the most unique "museums" along Route 66 that includes late 19th century to 1930's buildings, neo-classical, Romanesque, and Victorian architecture. An archeologist from the Forest Service, Terry Cleveland, was also very active with the HPC. It is hard to find qualified people who really care to serve on the HPC.

Councilman Dent made a motion to replace Ed Czech and Brent Redman on the Golf Committee, appointing Rick Shipley and Andy Worthington and asking Marci Freshour if we might hold her application until there's another opening on this Committee. Councilman Payne seconded the motion, and it carried 5-0.

VII. REPORTS AND INFORMATION ITEMS:

- H. Mayor and Council None
- I. Staff Reports None

VIII. ADJOURN:

Councilman Wurgler made a motion to adjourn, and it was seconded by Councilman Payne. The meeting adjourned at 7:40 p.m.

Mayor John Moore

City Clerk

ATTEST:

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

SEPTEMBER 13, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Bud Parenteau led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Craig Fritsinger, Bernie Hiemenz, Frank McNelly, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Police Chief Herman Nixon, Interim Water Superintendent Bill Pruett, Interim Finance Director Julie Walker and City Clerk/HR Director Susan Kerley. Volunteer Fire Chief Jeff Dent was also present.
- D. Approval of Minutes: August 23, 2012 Councilman McNelly made a motion to approve the minutes as presented. Councilman Fritsinger seconded the motion, and it carried 6-0.
- E. Adoption of Agenda Councilman Dent made a motion to adopt the Agenda as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.

II. PRESENTATIONS

- A. Introduction of Williams Unified School District 2 Leadership Team, its changes and improvements, goals and priorities, and community connections and trust: Rachel Savage
- Rachel Savage introduced Melissa Ellico, Business Manager for WUSD2. She noted that the District has an all new, young leadership team. This is the first time in a long time that all administrators live in Williams and have children attending schools in WUSD. So, for them, this is not just a job.
 - With funds provided by the School Facilities Board, two structural improvement projects have been completed:
 - The refurbishing of the High School gym ceiling
 - The replacement of the roof system at the Elementary-Middle School
 - The third project, in conjunction with the City of Williams, will be funded by a Safe Route to School Grant. It will pave a new lane to the north side of the Elementary-Middle School to allow a safe area for loading and unloading of students. The work on this project will take place in the spring.
 - The District earned a C that was upgraded to a B. Since the appeal date was missed, it may not be updated on the State's website.
 - The three goals for the District include:
 - High levels of achievement for every kid
 - Commitment to a collaborative culture with regularly scheduled collaborative time
 - Actually using the results from collected data.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**SEPTEMBER 13, 2012
COUNCIL ACTION**

- Melissa Ellico added that WUSD wants to interact with the community:
 - Through building relationships with the people in Williams
 - Inviting volunteers into the schools
 - Making automated calls to parents and citizens to update on events
- An important measure will appear on the November ballot:
 - The School District Override is soon to expire. It has been in effect for five years and will decline over its last two of seven years.
 - It is not an additional tax. It allows the District to keep going with what it already has.
 - It will allow full-day kindergarten
 - If the override is not passed, WUSD will lose \$375,000 from its budget
- Because of the more than \$2 million received for emergency safety repairs, a bond will not come up this year.

Mayor Moore explained that as a body, City Council cannot encourage the override for WUSD; however, as individuals, Council members may encourage citizens to vote for the override. Secondly, he has heard many say after the last bond was defeated that WUSD needed to clean house, and that has happened.

III. PUBLIC PARTICIPATION

Michael Cowen, 801 W. Route 66, brought a letter of appreciation to Mayor and City Council Members for “allowing the tradition of placing the Christmas tree in the heart of Williams for the past Holiday Seasons.” It contained 134 signatures. It suggested that placing the Christmas tree in the downtown area helps those businesses in that area by pulling business in from those riding the Polar Express. It “has attracted not only tourists and locals, but has drawn members from surrounding communities to visit Williams during a time of year when visitation was normally down.” It encouraged placement of the tree on Second Street in the heart of Williams.

IV. CONSENT AGENDA ITEMS

- B. Approval of Purchase Orders
- C. Approval of Check Register for Month Ended August 31, 2012:

After several questions were answered, Councilman Fritsinger made a motion to approve Consent Agenda Items B. and C. Councilman McNelly seconded the motion and it carried 6-0.

V. NON-CONSENT AGENDA ITEMS

- D. Council will discuss and may approve Plan for Railroad Display in Glassburn Park: Al Richmond

Al Richmond explained that with the \$36,000 remaining from the Transportation Enhancement Grant Funds, he was asked to build something. \$10,000 was used for the Gateway Arch on Grand Canyon Blvd. that adds a railroad flavor in town. He asked Council’s approval for placing a box car and a tanker car on display at the east end of Glassburn Park. ADOT has taken about five months for its approval, and approval is needed from BNSF because the Glassburn Park property belongs to them. He said the plan is rigidly flexible. It will include

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

SEPTEMBER 13, 2012
COUNCIL ACTION

rocks, foliage, gravel pads with rails and the cars on top of them. If Council approves, the Railroad Museum can move ahead and have it completed before the end of October. All expenses will come out of the Transportation Enhancement Fund. The pieces could be change out, and maintenance of the area will be done by the City. Liability for the display will fall under the City's general liability policy. This did not appear as an Agenda item for the Parks & Rec Commission; however, but the Commission's consensus was "Yes."

Councilman Dent made a motion to approve the Plan for Railroad Display as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.

- E. Council may approve Acceptance of FAA grant offer for Apron Rehabilitation project: Brandon Buchanan
Councilman McNelly asked if there will be future grants to take care of the Airport. Brandon Buchanan said they are scheduled out five years in advance.
Councilman Wurgler made a motion to approve the Acceptance of the FAA grant offer for the Apron Rehabilitation project. It was seconded by Councilman McNelly, and it carried 6-0.
- F. Council may award bid for Apron Rehabilitation project: Brandon Buchanan
Councilman Wurgler made a motion to award the bid for the Apron Rehabilitation project to L.P.'s Excavating. The motion was seconded by Councilman McNelly, and it carried 6-0.
- G. Council may approve Acceptance of bid for replacement of Recreation Center floor: Rose Newbold
Mayor Moore and Councilman Payne saw the floor today and have no doubt it needs replacement. Councilman Payne made a motion to approve acceptance of the bid for replacement of the Recreation Center flooring from the lowest bidder, Tic Tac Tile. The motion was seconded by Councilman Hiemenz, and it carried 6-0.
- H. Council may approve Acceptance of bid for de-chlorination Brandon Buchanan
Brandon Buchanan provided Council members with an updated proposal from Vertech. The price is higher resulting from meetings with them to make sure that the entire problem is fixed. A Consent Order was issued a year ago because we were sending out water with too much chlorine. Since the equipment has not worked, we have used too many chemicals by hand feeding. This plus about a \$1,000 for miscellaneous expenses should address the Consent Order. Vertech is sure this will fix the problem.
Councilman McNelly made a motion approving acceptance of Vertech's bid for \$18,700. Councilman Fritsinger seconded the motion, and it carried 6-0.
- I. Council may approve expense for
Moving to narrow band radios and equipment has been mandated by the government. Some of the funds have been budgeted and funds from the

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

SEPTEMBER 13, 2012
COUNCIL ACTION

narrow-banding of
radio repeater and
tower for Fire
Department:
Brandon
Buchanan/Jeff Dent

sale of surplus equipment in May will be used for this project. Ritchie Bros. Auctions estimates that our four large pieces of equipment should bring in around \$90,000.
Councilman Hiemenz made a motion to approve this expenditure, and Councilman Payne seconded the motion. It carried 6-0.

VI. REPORTS AND INFORMATION ITEMS:

A. Mayor and Council

Mayor Moore reported that every day someone tells him how impressed they are with Williams.
Councilman Wurgler observed on his travels from Kingman on Route 66 that a new mileage sign has been erected that includes "Williams 97 miles."

B. Staff Reports

Julie Walker distributed a Sales Tax Analysis to Council members and noted that year-to-date Sales Tax is up 1% and BBB tax is up 4%.
Mayor Moore said he appreciated the graph she provided along with the tax table.

X. ADJOURN:

Councilman Fritsinger made a motion to adjourn, and it was seconded by Councilman Dent. The motion carried 6-0.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

SPECIAL MEETING ANNOTATED MINUTES AGENDA ITEM

PAGE 1

SEPTEMBER 25, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Roll Call Mayor John Moore and Councilmen Craig Fritsinger, Bernie Hiemenz, Frank McNelly, and Lee Payne were present and constituted a quorum. Councilman Wurgler joined telephonically for the first part of the meeting, and Vice-Mayor Dent was absent. Present from City Staff were Brandon Buchanan, City Manager, Julie Walker, Interim Finance Director, and City Clerk/HR Director Susan Kerley. City Attorney Kellie Peterson was present.
- C. Adoption of Agenda Councilman Hiemenz made a motion to adopt the Agenda as presented. Councilman Payne seconded the motion, and it carried 4-0

II. SPECIAL MEETING AGENDA ITEM

- A. Council will discuss and may make a decision to instruct the City Clerk to rescind Ordinance No. 929 due to insufficient notice:
B. Buchanan/K. Peterson
- Brandon Buchanan reported that there are two issues related to the passing of the sales tax Ordinance in July. The intent was to increase the entire bundle of privilege taxes, including construction, telecommunications, etc. Budget numbers reflect the intent to increase the whole bundle. The budget was produced based on the entire bundle. Only the sales tax portion of the bundle was increased. This means collection projections are inaccurate. Along with this issue is insufficient notice given that differed from part of the State statute posted in an obscure location, requiring that tax change ordinances be posted on the website *home page* 60 days before a vote is taken. We posted the Ordinance for 35 days, not 60 days. We did not meet the strict requirements of the law. This would invalidate the Ordinance that was passed. So the sales tax rates that are supposed to go into effect on Monday, October 1st are invalid. Because of the issue of notifying the public with 60 days' notice before Council votes on the Ordinance, March 1st would be the first we could begin collecting the comprehensive tax. The shortage is about \$350,000. The lion's share can be made up through the Street Department. If we take the \$272,000 from the HURF budget, there will still be about \$76,000 we have to make up from the general budget. \$272,000 is a big chunk we were planning to spend on streets. Even at \$138,500 in street funding, we are almost double where we were last year. Street work continues on Route 66 and Plum Street through grant funding. Kellie Peterson spoke with the Department of Revenue about notifications they require and their plan to make certain no penalties are assessed for those who miss collecting the appropriate taxes.

CITY OF WILLIAMS CITY COUNCIL

SPECIAL MEETING
ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

SEPTEMBER 25, 2012
COUNCIL ACTION

Brandon Buchanan added that there was an error in nomenclature: "privilege tax" should have been used to cover all categories. So, the food tax will be in effect until March 1, 2013, and the retail sales tax will remain @ 3% until March 1, 2013.

Councilman McNelly made a motion to approve Resolution No. 1286 which rescinds Ordinance No. 929. Councilman Fritsinger seconded the motion, and a roll call vote was taken:

Councilman Fritsinger	Yes
Councilman Hiemenz	Yes
Councilman McNelly	Yes
Councilman Payne	Yes
Mayor Moore	Yes

The motion carried 5-0.

B. Council may direct Counsel and Staff to create and post a notice to the City's website that will start a 60-day clock as soon as possible and to create another ordinance regarding the tax rates in lieu of Ordinance 929.

Councilman McNelly made a motion, instructing Staff to make a new ordinance to reflect the true meaning of what we intend. Councilman Payne seconded the motion, and a roll call vote was taken.

Councilman Fritsinger	Yes
Councilman Hiemenz	Yes
Councilman McNelly	Yes
Councilman Payne	Yes
Mayor Moore	Yes

The motion carried 5-0.

III. ADJOURN: Gioia Goodrum volunteered to send an email to Chamber members if Brandon Buchanan would provide one regarding the tax rate changes.

Councilman Payne made a motion to adjourn, and it was seconded by Councilman Fritsinger. The meeting adjourned at 7:20 p.m.

Mayor John Moore

ATTEST:

City Clerk

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

SEPTEMBER 27, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Buck Williams led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Craig Fritsinger, Bernie Hiemenz, Frank McNelly, and Lee Payne were present and constituted a quorum. Absent were Vice-Mayor Don Dent and Councilman Jim Wurgler.
Present from City Staff were Brandon Buchanan, City Manager, Herman Nixon, Police Chief, Tim Pettit, Building Inspector, Julie Walker, Interim Finance Director and City Clerk/HR Director Susan Kerley.
City Attorney Kellie Peterson was present.
- D. Approval of Minute: September 13, 2012 Councilman Fritsinger made a motion to approve the minutes as presented. Councilman Hiemenz seconded the motion, and it carried 4-0.
- E. Adoption of Agenda Councilman McNelly made a motion to adopt the Agenda as presented. Councilman Fritsinger seconded the motion, and it carried 4-0.

II. PRESENTATIONS

- A. Jason Engelke will offer a presentation on his desired use of H. A. Clark Memorial Field.
Mr. Engelke was unavailable so no presentation was given.

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- B. Approval of Purchase Orders

Councilman Fritsinger made a motion to approve the purchase orders as presented. Councilman Hiemenz seconded the motion, and it carried 4-0.

V. PUBLIC HEARING

CONVENE TO PUBLIC HEARING

The public will be heard on its comments regarding the application for a Conditional Use Permit by Cannabis Research Group/Tim Moore for 341 E. Route 66

Mayor Moore introduced this item by saying that Council members find themselves in a tough spot. They must make a decision based on the laws presented by the State. The State gave guidelines, and the City made them tougher. The decision must be made based on the law, not what we feel about it. We must think of this as a legal issue not a moral issue.

- Ruth Sanzari: She asked if the City can collect sales tax from a dispensary. Kellie Peterson replied, "no," because it is a non-profit. She then stated that it seemed like P & Z put the cart before the horse by including Route 66 before a Public Hearing. Mayor Moore said that we have to treat the dispensary like any other business, and

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

SEPTEMBER 27, 2012
COUNCIL ACTION

we cannot pick and choose where we want them.

- Ryan Schmitz: He understands we are addressing a zoning issue. He claimed that the majority of citizens are against this and resent the State mandating the presence of a facility in Williams. His biggest concern is communication of the facility as publicly acceptable. He believes the City Council is the gatekeeper for the community like he is for his family. He sees this as an ideological Trojan horse: the more exposure it gets, the more acceptable it is.
- Bill Sutton: He has been a judge here for 20 years, and he sent a letter to Council. If the whole situation is that it is a legal issue and a legal issue only, he will look around the State to see what other communities are doing. If they're responding differently, then there will be a lot of resentment from citizens. He understands how some people can be helped with marijuana, but thinks they can also go to Flagstaff. (A petition from Mr. Schmitz was passed to Council and then to City Clerk.)
- Chief Nixon: The problem without having a dispensary is that the law says that if you are a marijuana cardholder without a dispensary within 25 miles you can grow a specified number of plants. (There are 59 cardholders in this area.) Caregivers can grow plants for several people. The Police Department and the law enforcement point of view is that this location is an easy one to patrol and watch.
- Bill Miller: He was on City Council when Ordinance No. 916 was adopted. City Council did the best job it could. Looking at this from a cultural point of view, the location on Route 66 sort of carries on the historic tradition of opium dens, brothels, and now marijuana on Route 66. The applicant does not live here and doesn't know the culture. He would encourage the applicant to look for a different location.
- Laura Duncan: As a landlord, she is getting calls asking if plants can be grown on her rental properties by tenants. Her legal question was whether or not it is a Federal crime if she, as the property owner, allows cultivation or if she may risk the potential of having her property seized. Attorney Kellie Peterson said that she can't act as a personal attorney.
- Judy Givens: She asked Council what can be done to get communications to citizens to keep this from happening again. Mayor Moore said that the local newspaper may need to do more. Also, he wishes the community would get more involved.
- Patty Williams: It is up to us as citizens. This issue was published in the paper and had coverage on the Internet. It is up to citizens to find out what's going on in the community.
- Bobby Patricca had questions for the business owners. *What made you choose Williams?* Tim Moore said that numerous applications were put in and some were included in the lottery. Only one was chosen for this area. He's worked around Williams and Ash Fork for three years so he is familiar with the area. The next question was: *While you may have fulfilled legal obligations, are you concerned about the animosity from locals?* Tim Moore said he hadn't honestly expected a negative reaction. He had expected more open-mindedness.
- Barbara Brutvan: She comes to meetings because she wants to know what's going on, and she learns a lot of history. She liked the way the P & Z meeting was run.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 3

**SEPTEMBER 27, 2012
COUNCIL ACTION**

She supports the Conditional Use Permit because the applicants answered every question. She believes they are coming to Williams in a good way and in a good location. She believes this is a good idea.

- David Mechtly: He asked if the application fee was \$5,000 with \$150,000 in reserve. Tim Moore replied affirmatively and added that it is a not-for-profit business. David Mechtly said he believes this business will be using Williams as a front to get marijuana to Scottsdale and asked why we can't say no. Mayor Moore reiterated that State law does pertain to Williams.
- Joyce Mechtly: She has heard the rumor that there will be a dispensary in Ash Fork, too, even though she thought they were supposed to be 25 miles apart. Attorney Kellie Peterson said the locations are defined by service areas that are based on population and distance. They tried to locate them in the state so none would be farther than 25 miles from another. This service area goes from the other side of Ash Fork to just west of Flagstaff.
- Tim Moore spoke to Council regarding his application for a Conditional Use Permit, stating that he would keep to the facts before City Council. Medical marijuana is not going away. 17 states have passed laws allowing it with 7 others having pending legislation. The goal is to regulate marijuana, to make communities safe, and to keep it away from young people. Arizona has the most highly-regulated and thought-out policies. Without dispensaries, there is potential for diversion from those growing plants. On November 2, 2010, Proposition 203 passed in Arizona. On April 17, 2012, Arizona announced revised rules and had hearings on locations, etc. Williams' City Council passed Ordinance 916 on April 28, 2012. Cannabis Research Group won by lottery from the Department of Health Services the location in Williams. They have worked hard to comply with all the State's rules and regulations. Planning and Zoning agreed that they are complying with the local zoning rules and regulations. They plan to have little signage that will be low key. Their location is a secure one in a stand-alone building. Their work, primarily, will be with their cancer patients in Scottsdale.
- Councilman McNelly asked if cultivation is contemplated. Tim Moore said they do plan to cultivate, but not in Williams because there is no industrial property here. Councilman McNelly asked if they plan to do infusion. Tim Moore replied that they do not. Councilman Fritsinger asked if CRG had looked at other locations. Tim Moore said that there are not many available in town. The only other potential location was a gas station that was in such a state of disrepair that they could not consider it.

RECONVENE TO REGULAR SESSION

Councilman Hiemenz made a motion to reconvene to regular session, and it was seconded by Councilman Fritsinger. It carried 4-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

SEPTEMBER 27, 2012
COUNCIL ACTION

V. NON-CONSENT AGENDA ITEMS

C. Council may approve the issuance of a Conditional Use Permit to Cannabis Research Group/Tim Moore for the building located at 341 E. Route 66: Mayor Moore

Councilman Payne said that he has lost sleep. He has lived here 38 years and finds this to be a moral shock. He wanted to make sure people understand that voters voted in Arizona, allowing the State to mandate that Williams will have one of these. It is not a moral issue. It is a tough decision, but that is why they (Council members) were voted into these seats.

Councilman McNelly thanked P & Z for battling through this – a lot of good things came from that hearing. John Holst has a business next to the Canyon Club. A marijuana dispensary is nothing by comparison. It’s not an easy thing – he doesn’t want children to think it’s o.k. It means that if you are sick and need help, you can get it. Citizens of our State believed those with 13 ailments other than cancer needed help.

Mayor Moore mentioned that, if for some reason, State law is overturned, or if the owner doesn’t follow guidelines, the Conditional Use Permit can be revoked. Buck Williams said a Conditional Use Permit can be reviewed annually or at any time circumstances dictate.

Councilman McNelly made a motion to approve a Conditional Use Permit for Cannabis Research Group at 341 E. Route 66. The motion was seconded by Councilman Hiemenz, and a roll call vote was taken:

Councilman Fritsinger	Yes
Councilman Hiemenz	Yes
Councilman McNelly	Yes
Councilman Payne	Yes
Mayor Moore	Yes

The motion carried 5-0.

D. Council may award a bid(s) for narrow-band radios and system equipment: B. Buchanan

This change by the FCC affects all radios – Fire Department, Police Department and the Public Works Department. According to the Federal guidelines, the radios must be narrow-banded after January 1, 2013. The FCC controls wavelengths. To make more room, channels must be cut in half to make more room on radio waves. Some newer radios are reprogrammable, but the older ones must be replaced. The Staff Report shows what’s needed for compliance, and bids are available for all three areas. Brandon Buchanan’s recommendation was to accept the bid from Creative Communications for both the Public Works and the Police Department portions of the project and to accept the bid from Niles

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

SEPTEMBER 27, 2012
COUNCIL ACTION

Radio for the pager, portables, and professional fees portion of the bid.

Councilman Payne made a motion to accept the bids from Creative Communications and Niles Radio as recommended. Councilman Fritsinger seconded the motion, and it carried 4-0.

- E. Council may approve a waiver of penalties for 60 days from October 1, 2012, for those businesses that do not continue to collect and remit the 2% food tax to AZ State Department of Revenue: K. Peterson

Councilman McNelly made a motion to approve a waiver of penalties, and it was seconded by Councilman Hiemenz. The motion carried 4-0.

- F. Proclamation of Celebration of 100th Anniversary of St. John's Episcopal Lutheran Church: Mayor Moore

Mayor Moore asked Susan Kerley to read the Proclamation into the record. She read the Proclamation.

VI. REPORTS AND INFORMATION ITEMS:

- G Mayor and Council None
- H Staff Reports None

X. ADJOURN:

A motion to adjourn was made by Councilman McNelly and seconded by Councilman Payne. The meeting adjourned at 8:15 p.m.

Mayor John Moore

City Clerk

ATTEST:

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

OCTOBER 11, 2012
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 Judge Rob Krombeen offered the invocation.
- C. Roll Call Mayor John Moore and Vice Mayor Don Dent, Councilmen Craig Fritsinger, Bernie Hiemenz, Frank McNelly, and James Wurgler were present and constituted a quorum. Councilman Lee Payne was absent.
Present from City Staff were Brandon Buchanan, City Manager, Julie Walker, Interim Finance Director, and City Clerk/HR Director Susan Kerley. Gioia Goodrum, President/CEO, Williams-Grand Canyon Chamber of Commerce, was also present.
- D. Approval of Minutes September 25 and 27, 2012 Councilman Fritsinger made a motion to approve the minutes as presented. Councilman Hiemenz seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Dent made a motion to adopt the Agenda as presented. Councilman Hiemenz seconded the motion, and it carried 5-0.

II. PRESENTATIONS

- A. Kaibab National Forest Service will provide an update of the 2012 Prescribed Burnings and the: Bill Williams Mountain Restoration Project: Marty Schramm, District Ranger
Martie Schramm, District Ranger, brought with her Jeff Sanocki, Assistant Fuels Manager.
- Some units around the City are quite complex and need the right weather and proper staffing for prescribed burning.
 - Jeff explained that within the green, pink, and orange areas of the map (attached), the large green area of approximately 1,800 acres is the first priority and will be started next week. The second part is the green area near Buckskinner Park (Sheridan). They plan to burn the Frenchie Area (blue) that is a couple of hundred acres in Parks over a three-day weekend for the students at Parks School. They hope to burn 1,800 to 2,000 acres this season and will be starting as early as Wednesday. They will be lighting the fire with a helicopter because they can light it all up in one day. It will put up a lot of smoke, but it will clear fairly quickly. This Unit has already been thinned.
 - Councilman Fritsinger asked what a burn does to air quality. Martie Schramm said that before a burn is approved on the day before it is started, the ADEQ (Arizona Department of Environmental Quality) considers activities in the Coconino Forest, Grand Canyon area and the Verde Valley.
 - Another high priority Unit is the Sheridan Unit made up of 142 acres that borders the Ranger Station and Buckskinner Park. It will be the next one after the big green area.
 - Councilman McNelly asked how often burns are needed. Jeff replied that 5 to 10-year rotations are needed, depending on how good the initial burn is.
 - Mayor Moore asked if folks are more accepting of burns now. Martie Schramm said

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

OCTOBER 11, 2012
COUNCIL ACTION

they are for the most part; however, the burn of the Sheridan Unit may excite some folks because of seeing fire right off the road as well as a lot of smoke. Jeff added that they proceed with caution, starting a test fire and going by protocol to see how fires will burn.

- Martie Schramm commented on the Bill Williams Mountain Restoration Project. They have finished the Environmental Impact Statement and received only 13 comment letters of which five had significant comments that require analysis. She hopes to have the final Environmental Impact Statement and Record of Decision by the end of January. They will then have a 45-day appeal period. After that, the Forest Service responds to any appeals and the Regional Forester in Albuquerque makes a decision to uphold or to make adjustments to accommodate the appeal. They plan to begin implementation by summer of 2013.
- Councilman McNelly asked if commercial people make money from a reliable stream of product. Martie Schramm said that once the industry gets going and the mill is built in Winslow, she believes the industry will get up and running.
- Ranger Schramm has two staff members, Punky Moore and Christa Osborne, who will be leaving, and she is trying to get these jobs filled.

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- B. Approval of Purchase Orders: J. Walker
- C. Approval of Check Register for Month Ended September 30, 2012: J. Walker

After two questions were asked by Councilman Fritsinger and answered by Staff, Councilman Hiemenz made a motion to approve both Consent Agenda Items (B. and C.) Councilman Wurgler seconded the motion, and it carried 5-0.

V. NON-CONSENT AGENDA ITEMS

- D. Council may accept a mobile radio bid for the Fire Department: B. Buchanan

Brandon Buchanan reported that he has worked with the Fire Department, identifying the radios that will meet their needs and will be most cost effective. Originally they were around \$9,000 and are down to around \$6,000 if we go with the low bidder. Councilman Dent made a motion to approve purchase of the radios from Arizona Wireless for \$5,999.83. It was seconded by Councilman Hiemenz and carried 5-0.

- E. Council may approve purchase of 40-yard roll-off containers for the Sanitation Department: B. Buchanan

Councilman Dent asked Sanitation Superintendent Doug Owens if was happy with Rocky Mountain. Doug Owens said he has tried some others, but his preference is Rocky Mountain. Councilman Dent made a motion to approve the bid from Rocky Mountain Welding for \$10,001.00. Councilman Fritsinger seconded the motion, and it carried 5-0.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

OCTOBER 11, 2012
COUNCIL ACTION

- F. Council may approve purchase of 300-gallon refuse containers: B. Buchanan
 Doug Owens said the containers from Chino (Michael Brothers) are much better containers. They are still using some original containers from 1987, but all the products tend to get made more cheaply as time goes by.
 Councilman McNelly made a motion to award the bid to Michael Brothers for \$6,934.98 for 24 containers. Councilman Wurgler seconded the motion, and it carried 5-0.

VI. REPORTS AND INFORMATION ITEMS:

- G. Mayor and Council None
- H. Staff Reports
 - Brandon Buchanan reported that issues on Plum Street have been resolved. On grant projects, we are moving along on the Safe Route to School, and a kick-off meeting to start planning will be held within a couple of weeks. He is hoping for a start during the next construction season on the Route 66 repaving, but it may get pushed back.
 - Gioia Goodrum reminded everyone of the Scarecrow Contest. The Chamber's Board Retreat is scheduled for October 26th and 27th. The Chamber is working with the School District for a float in the Fiesta Bowl.
- I. Magistrate Report Judge Krombeen reported that the Court will be closing on November 7th for a teambuilding day at the ropes course at Young Life.

- X. **ADJOURN:** Councilman McNelly made a motion to adjourn, and it was seconded by Councilman Hiemenz. The meeting adjourned at 7:39 p.m.

Mayor John Moore

City Clerk

ATTEST:

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

NOVEMBER 8, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Vice Mayor Dent called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation The group said the pledge of allegiance, and Susan Kerley offered the invocation.
- C. Roll Call Vice Mayor Don Dent and Councilmen Craig Fritsinger, Bernie Hiemenz, Lee Payne, and James Wurgler were present and constituted a quorum. Mayor John Moore and Councilman Frank McNelly were absent.
Present from City Staff were Brandon Buchanan, City Manager, Police Chief Herman Nixon, Interim Finance Director Julie Walker, and City Clerk/HR Director Susan Kerley.
Judge Rob Krombeen was present.
- D. Approval of Minutes October 11, 2012 Councilman Fritsinger made a motion to approve the minutes as presented. Councilman Hiemenz seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Wurgler made a motion to adopt the Agenda with the deletion of Items H. and I. Councilman Hiemenz seconded the motion, and it carried 5-0.

II. PRESENTATIONS

- A. Update on Coconino Community College and its programs and activities: Dr. Leah Bornstein
Dexter Albert and Pat Nelson appeared on behalf of Dr. Bornstein. They narrated a Power Point presentation and answered questions.
- CCC does a survey in each community every two years. The next one in Williams will be done in 2013.
 - The College was established in 1991 so it has 21 years of experience.
 - It started with 1,000 learners in 1991 and now serves 10,000. 80% are from Coconino County.
 - Efficiencies were instituted that have made up about 50% of State cuts.
 - The College is a significant player in County education. It employs about 400 full-time and part-time faculty and staff members.
 - CCC's Educational Pipeline helps high school students navigate each decision and reveals the many paths to success.
 - CCC offers 60 academic or technology programs.
 - CCC's SMART Partnership Training is vital to a healthy workforce in Coconino County and includes partners Nestlé Purina, North Country HealthCare and the National Park Service among many others.
 - CCC provides \$10 million annually in student aid and supports vital community services, infrastructure, and generates millions of dollars through a broader tax base.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

NOVEMBER 8, 2012
COUNCIL ACTION

- Councilman Fritsinger asked what the chances are of getting the campus here opened. Dexter Albert said Dr. Bornstein continues to have conversations with the local school board on this subject.
- An attendee asked if CCC is responsible for GED classes. Dexter Albert said they have used the local facility for GED classes for the last couple of semesters.
- Councilman Fritsinger asked the criteria for dual enrollment. Pat Nelson said that any class can qualify if an instructor seeks approval. A student must be a high school junior or senior to participate.

B. Friends of the Aquatic Center: Update on Mission Statement Change: Mike Dulay

Mike Dulay read the new mission statement: *The FWAC mission is to improve the quality of life for the greater Williams community through aquatic programs. We seek to ensure that there is a place for the community to learn to swim, recreate, rehabilitate, and exercise.*

- The group was founded in 2010 and has been an advocate for the Williams Aquatic Center, raising about \$15,000 over the last three years. They were able to extend the swimming season last year and offered lessons to students.
- This year they would like to assess the Pool Pak. Another goal is to put a mural on the south wall to attract attention to the facility.
- They want to have the pool open year round to have rehabilitation access. Also, they would like a plan to develop lifeguards so they don't have to drive to Flagstaff to practice during the winter.
- He believes this is an attraction for people to live in town and would like Council to stop looking at the pool as a liability and see it as an asset. He asked Council to budget for repair of the Pool Pak and to open the pool year round.

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- C. Approval of Purchase Orders: J. Walker
- D. Approval of Check Register for month ending October 31, 2012: J. Walker

Councilman Wurgler asked the purpose of service to the horse barn for \$4,000, paid by check #72940. Brandon Buchanan explained that dead pigeons and waste became a health hazard so they had to be removed professionally. Councilman Wurgler made a motion to approve Items C. and D. of the Consent Agenda. Councilman Payne seconded the motion, and it carried 5-0.

V. NON-CONSENT AGENDA ITEMS

- E. Council may adopt Resolution No. 1287, recognizing Cindy Christman for her Susan Kerley read Resolution No. 1287 in its entirety. Councilman Wurgler presented a plaque to Cindy Christman and thanked her for her dedication to the community. Councilman Hiemenz made a motion to approve Resolution No.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

NOVEMBER 8, 2012
COUNCIL ACTION

- efforts in procuring healthcare providers for our community and declaring Friday, November 9, 2012, *Cindy Christman Day*: Vice Mayor Dent
1287. It was seconded by Councilman Payne and carried 5-0.
- F. Council may review and approve an Intergovernmental Agreement for the creation and participation in CART (Child Abduction Response Team): Police Chief Herman Nixon
- Police Chief Nixon recommended approval of this IGA because child abduction is increasing at an alarming rate. This IGA will bring specialized investigators together to solve these cases. Councilman Fritsinger made a motion to adopt the CART IGA, and it was seconded by Councilman Hiemenz. The motion carried 5-0.
- G. Council may consider and appoint Pro-Tem Judge(s): Judge Rob Krombeen
- Judge Rob Krombeen recommended that Judges Warren Sanford and Robert Rantz be appointed to the position of Associate Magistrate for the Williams Municipal Court. Councilman Wurgler made a motion to approve the appointment of these two Judges as presented. Councilman Payne seconded the motion, and it carried 5-0.
- H. Council may consider and appoint the application of Terri Sutton as a member of the Housing Authority Board: Vice Mayor Dent
- Item deleted before Approval of Agenda.
- I. Council may discuss and approve additional reconstruction work on Locust Street: B. Buchanan
- Item deleted before Approval of Agenda.

VI. REPORTS AND INFORMATION ITEMS:

- A. Mayor and Council
- Vice Mayor Dent welcomed Marissa, the new reporter for the Williams News. Councilman Fritsinger noted that the Economic Development Committee currently is under the Chamber of Commerce umbrella.

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

**NOVEMBER 8, 2012
COUNCIL ACTION**

He would like to investigate the possibility of its becoming a City Committee or Commission under the auspices of the Mayor and Council. He asked that this item be put on the Agenda for the meeting scheduled for December 13, 2012.

B. Staff Reports

Brandon Buchanan mentioned that the apron paving at the Airport should be done next week if the weather holds. Also, everything has been done in preparation for the MDA bond payoff, and it will be completed by the deadline in January.

Police Chief Nixon announced that the community Christmas tree will arrive on November 19th, and the lighting and parade will be held on November 24th.

X. ADJOURN:

Councilman Payne made a motion to adjourn, and it was seconded by Councilman Wurgler. The meeting adjourned at 7:41 p.m.

Mayor John Moore

City Clerk

ATTEST:

DRAFT

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

DECEMBER 13, 2012
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation The group said the pledge of allegiance, and Patty Williams offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Frank McNelly, Craig Fritsinger, Lee Payne, and James Wurgler were present and constituted a quorum.
Present from City Staff were Brandon Buchanan, City Manager, Julie Walker, Interim Finance Director, and City Clerk/HR Director Susan Kerley.
City Attorney Kellie Peterson and Chamber of Commerce President/CEO Gioia Goodrum were also present.
- D. Approval of Minutes Councilman Fritsinger made a motion to approve the minutes as November 8, 2012 presented. Councilman Payne seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman McNelly made a motion to adopt the Agenda as presented. Councilman Dent seconded the motion, and it carried 5-0.

II. PRESENTATIONS

- A. North Central Arizona Water Supply Feasibility Study: Ron Doba, CPWAC Coordinator
- Tom Wittmer, AZ Department of Water Resources, and Leslie Meyers and Deborah Towland, Bureau of Water Reclamation, appeared with Ron Doba.
 - Williams has been a member of the Coconino Plateau Water Advisory Council for many years but has not been an active participant since around 2006.
 - They were here to review alternative water sources and to talk about the interest Williams has or does not have in participating. If Williams participates, this will have an impact on the size of piping if the pipeline alternative were chosen.
 - The purpose of their Appraisal Study has been: 1) Identify the problem – determine if there will be future unmet demands for water; 2) Review alternatives; 3) Federal objective in staying involved in a higher level of the Study.
 - First they identified that there will be unmet demands for water projected to 2050. Then they identified six regional alternatives, three of which were viable. Then they established a short list of alternatives, including constructing a pipeline from Page to Flagstaff, using water from the aquifer, or extending the pipeline to the Grand Canyon and Williams.
 - They evaluated the alternatives with the four tests of viability: completeness, effectiveness, efficiency, and acceptability.
 - There is a Federal objective as well. P.L. 109-451 Rural Water Supply Act of 2006 calls for regional alternatives. WAC applied in 2010 and was accepted into the Federal program.
 - North Central Arizona Water Supply Feasibility Study:

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

DECEMBER 13, 2012
COUNCIL ACTION

- Cost share will be between the partners and the Federal government.
- They have about \$2.7 million of Federal monies in the project.
- Partners have contributed \$2.3 million, some of which are in-kind contributions.
- For Williams to continue as a participant, it will have a cost-share component as a buy-in. Williams' cost-share would increase, along with that of unincorporated County areas between Flagstaff and Williams, when the spur is built.
- The cost-sharing portion for Williams to stay in the process would be \$1,236.00. This would keep Williams in the game for sizing of the system to meet unmet demands of 2050. Later, a decision would have to be made regarding the spur off the main pipeline. All beneficiaries would cost-share.
- When asked why Flagstaff is putting so many eggs in the Red Gap Ranch basket, Ron Doba said that this alternative came up years before the Red Gap Ranch was purchased. It was purchased because of uncertainties regarding the pipeline from Page to Flagstaff. Tom Wittmer added that Red Gap Ranch also has a finite amount of water available to Flagstaff, so that is a short-term fix while the pipeline represents a longer-term fix.
- This would not be a new allocation of water from the Colorado River but the purchase of an existing allocation or a reallocation by the State.
- Mayor Moore suggested that it would be more direct to go from the Grand Canyon to Tusayan to Williams. Ron Doba said that it made more sense economically to go from Page to Flagstaff. The Grand Canyon is no longer interested in the pipeline.
- Mayor Moore asked Councilman Craig Fritsinger to attend the WAC meetings and to become better informed so that information might be shared with Council. City Manager Brandon Buchanan will also work with them. They meet the last Friday of every month in Flagstaff. They will contact Councilman Fritsinger with the specifics of time and place.
- The consensus of Council members was that paying the \$1,236 would not be an exorbitant amount to stay connected with this project.

III. PUBLIC PARTICIPATION - None

IV. CONSENT AGENDA ITEMS

- B. Approval of Purchase Orders: J. Walker
- C. Approval of Check Register for Month Ended November 30, 2012: J. Walker

Councilman Fritsinger made a motion to approve both Consent Agenda Items. The motion was seconded by Councilman Payne, and it carried 5-0.

V. CONVENE TO PUBLIC HEARING

Pursuant to A.R.S. 42-6053, the public will be heard on its comments regarding the proposed increase in privilege taxes and the elimination of the current food tax. The proposed change will increase privilege taxes by .5% and will eliminate the current food tax of 2%.

There was no public participation.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

DECEMBER 13, 2012
COUNCIL ACTION

RE-CONVENE TO REGULAR SESSION

VI. NON-CONSENT AGENDA ITEMS

- D. Council may approve Ordinance No. 932, amending Title 4-Chapter 4 of the Williams City Code, relating to the increase in privilege taxes and excluding taxation of retail sales of food: B. Buchanan

Councilman Dent made a motion to have Ordinance No. 932 read by name and title only. It was seconded by Councilman McNelly, and it carried 5-0.

City Clerk Susan Kerley read the Ordinance by name and title only. Councilman McNelly made a motion to approve Ordinance No. 932, and it was seconded by Councilman Payne. A roll call vote was taken:

Vice Mayor Dent	Yes
Councilman Fritsinger	Yes
Councilman McNelly	Yes
Councilman Payne	Yes
Councilman Wurgler	Yes
Mayor Moore	Yes

Ordinance No. 932 was adopted, 6-0.
- E. Council will consider and may direct Staff to prepare to move the Economic Development Committee from under the umbrella of the Chamber of Commerce to become a City Committee under the auspices of City Council: J. Moore

Mayor Moore introduced this item by saying that, while the Committee currently works under the Chamber of Commerce, there has been discussion about the City being better served if it works under City rules and regulations.

Gioia Goodrum said that the Chamber has no objection to this change, and it may be more effective as a group under the City. Hopefully, there will be a continued relationship between the Committee and the Chamber to help the business community. Carol Glassburn added that she supports continuing consideration of this move.

Councilman Wurgler made a motion to ask Staff to continue to work on drafting an Ordinance to present to Council. The motion was seconded by Councilman McNelly, and it carried 5-0.
- F. Council will consider and may approve an Amendment to Facility Use Agreement with Embry Riddle for Use of Airport Facilities: B. Buchanan

It was noted that this is a good group to have using the Airport. Councilman McNelly made a motion to approve extending the current Agreement with Embry Riddle for one year. Councilman Fritsinger seconded the motion, and it carried 5-0.
- G. Council will discuss and may decide to terminate the current

Bobby Patricca, who works with Friends of the Aquatic Center, has helped that group hold several golf tournaments. This year they experienced various communication problems with existing

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

DECEMBER 13, 2012
COUNCIL ACTION

Golf Course
Management
contract: B.
Buchanan

management. He believes other non-profits have also had problems. He would support getting someone who will be more helpful to non-profits.

Patty Williams, who is on Habitat for Humanity’s Board of Directors, said this group was unable to have their annual golf tournament fundraiser this year because of on-going scheduling problems with the current management.

Councilman Wurgler made a motion to terminate the current contract with Brent Redman. The motion was seconded by Councilman Dent, and it carried 5-0.

Mayor Moore asked Brandon Buchanan to handle the matter.

H. Council will
consider and may
approve a new fee
schedule for Parks &
Recreation: B.
Buchanan/Rose
Newbold

Council has asked the Parks & Recreation Commission to review the fee schedule every three years. P & R and Staff recommend accepting this fee schedule. Carol Glassburn noted that we need to look at whether an event is community-related or an individual function. She does not feel the fees have been raised too high to be prohibitive to anyone. They also recommend bringing back the season’s pass to the pool.

Councilman Fritsinger noted that fees for Buckskinner Park and Cataract Lake Park are exactly the same. Rose Newbold replied that they discussed the amenities at Cataract being so fantastic. However, the entire Park cannot be reserved – Lake access must be allowed. So, for beginning fees, they want to try them at the same rate as Buckskinner Park.

Councilman Dent added that the Park is primarily for locals to enjoy – it is not about fees.

Mayor Moore asked if, as Council requested several years ago, Park fees are going into funds to go back into the parks. Julie Walker said that park fees are going into the General Fund. She and Brandon Buchanan will look into this matter.

Councilman Dent made a motion to approve the Fee Schedule as presented. Councilman McNelly seconded the motion, and it carried 5-0.

VII. REPORTS AND INFORMATION ITEMS:

I. Mayor and Council

Councilman Fritsinger noted that the purchase order schedule and the check register are easy to read and suggested that all vendors use the A.I.A. forms.

J. Staff Reports

Brandon Buchanan said the narrowbanding of the radio system was completed today. After nine years, we finished 12 days before the deadline.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

DECEMBER 13, 2012
COUNCIL ACTION

VIII.

CONVENE TO EXECUTIVE SESSION(S)

EXECUTIVE SESSION(S)

Pursuant to A.R.S. 38-431.03 A.4., City Council will receive updates on the status of pending legal matters and will consider its position in pending litigation; and

Pursuant to A.R.S. 38-431.03 A.1., City Council will provide an annual appraisal of performance for the City Manager, Brandon Buchanan.

RE-CONVENE TO REGULAR SESSION

K. Council may make decisions related to the matters discussed in Executive Session(s): J. Moore

Councilman Wurgler made a motion to approve a 10% off-probation pay increase for City Manager Brandon Buchanan and to amend his employment agreement to include three months of severance pay in the event of termination without cause. The motion was seconded by Councilman McNelly, and it carried 5-0

IX.

ADJOURN

The meeting adjourned at 9:20 p.m.

Mayor John Moore

City Clerk

ATTEST:

