

**CITY OF WILLIAMS CITY COUNCIL**

**ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 1**

**JANUARY 28, 2016  
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 Boy Scouts led the pledge of allegiance, and Barbara Brutvan offered the invocation.
- C. Roll Call Mayor John Moore, Vice Mayor Don Dent, and 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, Police Chief Herman Nixon, Public Works Director Kyle Christiansen and Deputy City Clerk/HR Administrator Pamela Galvan.
- D. Approval of Minutes January 14, 2014 Councilman Fritsinger made a motion to approve the minutes as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.
- E. Adopt Agenda Councilman Payne made a motion to adopt the Agenda as presented. Councilman Fritsinger seconded the motion, and it carried 6-0.

***II. PRESENTATIONS***

*None*

***III. PUBLIC PARTICIPATION***

*None*

***IV. CONSENT AGENDA ITEMS***

- A. Approval of Purchase Orders: K. Buonocore

Councilman McNelly questioned the invoice from Woodson Engineering. They billed at the rate of \$185.00 an hour for a principal. He asked the meaning of "principal." Brandon Buchanan explained that the principal is a partner within the firm. Councilman Fritsinger asked if this is a not to exceed contract. Brandon Buchanan confirmed that this is not to exceed \$12,000.00. This is not the final bill; it is a progress payment at this point. Brandon Buchanan went on to explain that this is a tentative design with numbers for the Sweetwater Well, and it will be broken down

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 2

JANUARY 28, 2016  
COUNCIL ACTION

in phases.

Councilman McNelly made a motion to approve Consent Agenda Item A as presented. Councilman Fritsinger seconded the motion, and it carried 6-0.

V. *NON-CONSENT AGENDA ITEMS*

- B. Council will review and may approve a proposal for replacement of old and unsafe pump station parts at Elephant Rocks: M. Yerian

Councilman Fritsinger asked if the pump is currently working. Marty Yerian replied that it was before the season closed. Councilman Fritsinger asked Brandon Buchanan if we have the monies to fix this in our budget. Brandon Buchanan replied that we've budgeted \$30,000.00 for it. Councilman McNelly asked if the upgrade will be efficient. Marty Yerian answered "Yes." Marty added that in order to keep costs down, the City will be doing a lot of the demolition work inside the pump house.

Councilman Payne made a motion to approve the proposal from Enviro Tech Solutions, and it was seconded by Councilman McNelly. It carried 6-0.

- C. Council will discuss and may direct City Staff on the recruitment of a permanent City Manager.

Mayor Moore pointed out that there are basically two ways the Council can go about hiring: One, to do the search themselves as they have in the past, or two, consider getting a headhunter to recruit applicants for them. The Mayor doesn't feel it will be difficult to get applicants as it has not been in the past. Brandon Buchanan has offered to assist in the process of deciding on whether to use a headhunter or not. Councilman McNelly feels the Council did well in the past in their hiring, and would not mind doing it again. Councilman Dent agreed with Councilman McNelly in their success and would like to bring in the top ten to meet and interview, then discuss as a group until they find the one they need. Councilman Dent mentioned there is a western region publication that they used previously that goes out to a wide audience across the US. Councilman Wurgler spoke of his experience with headhunters and being left underwhelmed by their effectiveness. Based on how the Council succeeded last time, Councilman Wurgler likes the idea of performing the search in-house.

Mayor Moore stated that he will get with Brandon,

**CITY OF WILLIAMS CITY COUNCIL**

**ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 3**

**JANUARY 28, 2016  
COUNCIL ACTION**

Susan and Pam and will start to work on a plan to bring back to Council's next meeting.

**VI. REPORTS AND INFORMATION ITEMS:**

- D. Mayor and Council We have contacted the League of Town and Cities. There is a gentleman they referred us to who assists you in picking interim City Managers. There is a \$1,500.00 cost for his services, but will be recouped out of the salary of the interim. Would like to have someone on board by the middle of next week if possible.

Councilman McNelly mentioned at the last Council meeting they created a committee to look at the snow plow policy. They discussed how it went last time, the size of the snow storm, and perhaps some sort of resolve for parking. It is an ongoing development.

Mayor Moore asked the Scouts to come forward and introduce themselves. The Scout Master began by explaining the process of merit badges and their purpose for advancement within the organization. Tonight's attendance earns them their Citizenship with the Community badge. Community service is a part of Scouts' requirements. Mayor Moore invited the Scouts to come back anytime and thanked them for coming.

Councilmen Payne mentioned redoing the horse stalls. He hopes to meet with the renters soon.

- E. Staff Reports Brandon Buchanan went over his staff report regarding an APS O&M contract and where we are in its process. He mentioned he had an informal discussion with the City Attorney regarding the wear and tear of Garland Prairie Road, and how to resolve it. Finally, a possible joint venture between the City of Williams and the Baptist Church regarding two new sports fields.

**VII. ADJOURN:**

Councilman Fritsinger made a motion to adjourn, and it was seconded by Councilman Wurgler. The motion carried 6-0, and the meeting adjourned at 7:28 p.m.

---

Mayor John Moore

ATTEST:

**CITY OF WILLIAMS CITY COUNCIL**

**ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 4**

**JANUARY 28, 2016  
COUNCIL ACTION**

---

Deputy City Clerk

DRAFT