

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

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**JUNE 9, 2016
COUNCIL ACTION**

I. PROCEDURES:

- A. Call to Order Mayor Moore called the meeting to order at 7:11 p.m.
- B. Pledge and Invocation Police Chief Nixon led the pledge, and George Glen offered the invocation.
- C. Roll Call 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 Police Chief Herman Nixon, Fire Chief Chase Pearson, Public Works Director Kyle Christiansen, Finance Director Keith Buonocore, and City Clerk/HR Director Susan Kerley. Attorney Brandon Kavanagh from Mangum, Wall, Stoops, and Warden was present.
- D. Approval of Minutes May 26, 2016 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 McNelly 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 Requisitions: K. Buonocore ***NONE***
- B. Approval of Check Register for Month Ending May 31, 2016 Councilman Wurgler made a motion to approve the check register, and Councilman McNelly seconded the motion. It carried 6-0.

V. NON-CONSENT AGENDA ITEMS

- C. Council will make a decision regarding Route 66 Auto parking agreement and related title issues involved in the transfer of a turn lane to the City as discussed in Executive Session: J. Moore Mayor Moore noted that Council needs more information before completing this property exchange. Mayor and Council directed Staff (Interim City Manager) to contact the other party to seek resolution. Vice Mayor Dent made a motion to request this action, and Councilman Hiemenz seconded the motion. It carried 6-0.
- D. Council will make a decision regarding the status of contract Mayor Moore said that the City had received a Memorandum of Understanding from the Chamber of

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with the Williams-Grand Canyon Chamber of Commerce as discussed in Executive Session: J. Moore

Commerce, and, basically, everything in it is covered by the Termination of Existing Agreements and Release prepared by Attorney Duane Weston. Councilman Wurgler made a motion that the existing Agreement with the Chamber be terminated by this Termination Agreement. Councilman Hiemenz seconded the motion, and a roll call vote was taken:

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

The motion carried unanimously, 6-0.

E. Council will accept resignation of City Clerk/HR Director Susan Kerley, effective July 1, 2016: J. Moore

Vice Mayor Dent made a motion to regretfully accept this resignation. Councilman Fritsinger seconded the motion, and it was approved 6-0.

F. Council may make an appointment of City Clerk/HR Director as discussed in Executive Session: J. Moore

Mayor Moore recommended that Pamela Galvan, Deputy City Clerk/HR Administrator, be appointed City Clerk/HR Director. Susan Kerley has practiced succession planning, giving Pamela opportunities for formal training for clerks, election officials, and human resources specialists, along with on-the-job training.

Vice Mayor Dent made a motion to appoint Pamela Galvan to this position, effective July 1, 2016. Councilman Hiemenz seconded the motion, and it carried 6-0.

G. *(Tabled from May 26, 2016)*
Council will discuss and determine whether tourism marketing services will be provided under contract with the Chamber of Commerce or with Front Burner Media: J. Moore

Mayor Moore said this had been discussed a month ago and at the last Council meeting. He offered his suggestions on how to approach and handle tourism marketing: Have Heather Hermen work with some community members, including a representative from Grand Canyon Railway, Bearizona, Elephant Rocks Golf Course Pro, one Council member (Dr. Jim Wurgler), and one business owner, John Holst. He suggested that this be an ad hoc committee (advisory, working with Heather Hermen.)

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Councilman McNelly added that he would like to include two people from the business community, adding Mike Cowen to the Committee. Vice Mayor Dent said that the City needs a Tourism Marketing Ad Hoc Committee for the expertise of its members.

Mayor Moore noted that Heather Hermen would still report to the City Manager and Mayor/Council.

Heather Hermen noted that Arizona Office of Tourism has limited the level at which we can participate to \$50,000, which is equal to a \$100,000 ad investment. She will come up with an additional buy. There could be some initial meetings of the Committee to share ideas.

Jim Wine asked if \$220,000 is still a good number to which Heather Hermen replied "yes," she would like to make a great deal, like *USA Today* for one-half page twice a year.

Councilman Wurgler made a motion to engage Front Burner Media (Heather Hermen) to manage and execute the City's tourism marketing, going to contract as soon as possible in order to meet the AOT deadline for their co-op program. Councilman Hiemenz seconded the motion, and it carried 6-0.

- H. Council may adopt Resolution No. 1332, authorizing support of USS Arizona and Medal of Honor Memorials: J. Moore

Rodger Ely said that the veterans have been planning for a while to honor Frederick Platten (1849-1939), a Medal of Honor recipient. He showed an artist's rendering of the memorial made of indigenous stone. They would like to add the memorial to the west side of Monument Park with minor illumination.

Susan Kerley read Resolution No. 1332, authorizing support of the U.S.S. Arizona and Medal of Honor memorials.

Councilman Fritsinger made a motion to adopt this Resolution, and Councilman Payne seconded the motion. It carried, 6-0.

- I. Council will review and may approve an IGA with Coconino County Elections Department to conduct the 2016 Primary and General Elections: S. Kerley

Susan Kerley explained that the cost per voter would be \$2.00 for the Primary Election and that funds have been budgeted for both the 2016 Primary and General Elections.

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Councilman Payne made a motion to approve the IGA with Coconino County Elections Department to conduct the 2016 Primary and General Elections. Councilman McNelly seconded the motion, and it carried 6-0.

- J. Council will discuss and will determine whether an Amendment will be added to the lease agreement with Save - MTR animal rescue group: J. Wine

Jim Wine pointed out that the last page of the documents related to this item shows a map with the one-acre parcel. Because some flood plain, retention, and detention issues would be triggered if they use the whole parcel, they want to lease an area smaller than the whole acre.

Vice Mayor Dent suggested splitting the acre into three parcels and leasing one parcel to this organization. Later, if needed, the other two parcels could be leased to them. This will save them around \$30,000. They have been working with Tim Pettit, Chief Building Inspector. Initially, they will build a shell in order to open the facility. This is one way that will allow them to get this done. Vice Mayor Dent went on to suggest that their architect get with Tim. The facility would not be open to the public initially. However, once the shell is built, a number of funding sources may be available.

Mayor Moore instructed City Clerk Susan Kerley to follow up with Attorney Brandon Kavanagh to create an appropriate amendment to the current agreement and to place this item on the Agenda for the June 23rd Council Meeting.

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

K. Mayor and Council

- None

L. Staff Reports

- Fire Chief Chase Pearson said there was a record turnout exceeding 140 golfers for the Department's annual golf tournament last Saturday. The partnership with the Forest Service is working well. They have helped with a fire in the City and will be helping in getting rid of trash by the Airport.
- Police Chief Nixon said that with several events going on at the same time, June 17th through

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June 19th, including Cowpunchers' Rodeo, he will provide Jim Wine with an update on their planned coverage.

VII. ADJOURN:

Councilman Hiemenz made a motion to adjourn. Councilman Fritsinger seconded the motion, and it was approved 6-0. The meeting adjourned at 7:44 p.m.

Mayor John Moore

ATTEST:

City Clerk

DRAFT