

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

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DECEMBER 08, 2016
COUNCIL ACTION

PROCEDURES:

I.

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Chief Nixon led the pledge, and George Glen offered the invocation.
- C. Roll Call Mayor John W. Moore, 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 City Manager Skylor Miller (arrived late), Finance Director Keith Buonocore, Public Works Director Kyle Christiansen and City Clerk/HR Director Pamela Galvan.
- D. Adopt Agenda Councilman Fritsinger made a motion to adopt the Agenda as presented. Councilman Hiemenz seconded the motion, and it carried 6-0.
- E. Approval of Minutes November 10, 2016 Councilman McNelly made a motion to approve the minutes with the following revised to item D. The motion is to read: *Motion to approve the SAVE-MTR site with preliminary grading and the digging of a utility line ditch only. This is a \$1.00 a year lease with the stipulation that it is to be a save dog facility, and if that ceases to happen, it will revert back to the City of Williams with no recourse.* Councilman Hiemanz seconded the motion, and it carried 6-0.
- F. Canvass of Votes for general election held November 8, 2016, and possible approval of Resolution No. 1338, adopting the results. P. Galvan Pamela Galvan reported the Canvass of Votes to Council and the public. George Otero received 544 votes, 47.72% and Dawn Trapp received 577 votes, 50.61%. Mayor Moore declared Dawn Trapp as the new Councilmember. Councilman Payne made a motion to accept the Canvas of votes for November 8, 2016 results. Councilman Wurgles seconded the motion, and it carried, 6-0.

Pamela Galvan read the Resolution No. 1338 by title and number only.

We have a motion and second, all those in favor say Aye, all opposed, 6-0.

II. G. Adjournment Sine Die at 7:05 p.m.

Pamela Galvan swore in Councilmembers Frank McNelly and Dr. James Wurgler; followed

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by the swearing in of Mayor John Moore for their new terms. Councilmember Dawn Trapp will be sworn in at a later date.

Exiting Councilmember Fritsinger asked to address the Mayor and Council; he told them what an honor it was to serve with them over the past four and one-half years, and thanked them.

Mayor Moore presented Mr. Fritsinger a Certificate of Appreciation for the City of Williams for his years of service on the City Council.

A. Call the meeting back to Order

Roll call: Mayor John W. Moore, Vice-Mayor Don Dent, Councilmember
7:10 p.m. Bernie Hiemenz, Frank McNelly, Lee Payne and James Wurgler were present and constituted a quorum. Councilmember Dawn Trapp was absent. Present from City Staff were City Manager Skylor Miller (arrived late), Finance Director Keith Buonocore, Public Works Director Kyle Christiansen and City Clerk/HR Director Pamela Galvan.

B. Adopt Agenda Councilmember Heimenz made a motion to adopt the Agenda as presented. Vice-Mayor Dent seconded the motion and it carried, 5-0.

C. Appointments of Vice-Mayor and Theme Park Tax District Representative. J. Moore Mayor Moore appointed Don Dent to continue as the Vice-Mayor and asked for a motion. Councilmember Payne made a motion to approve Don Dent as Vice-Mayor. Councilmember McNelly seconded the motion, and it carried, 5-0. Mayor thanked Vice-Mayor Dent for his participation. Mayor Moore made an appoint to the Theme Park Tax District Board asked Councilmember Wurgler to hold that position replacing Mr. Fritsinger. State law requires us to have someone on the board. Mayor Moore asked for a motion. Councilmember McNelly made a motion to appoint Councilmember Wurgler to the Theme Park Tax District Board. Vice-Mayor Dent seconded the motion, and it carried, 5-0.

PRESENTATIONS

III. PUBLIC PARTICIPATION

Kerry-Lynn Moede addressed the Mayor and Council. She presented an update of the Communities, more specifically, individual's involvement with the Christmas Nativity Pageant. The performance will be on Friday, December 23rd at 6:30 p.m. held at the Community Stage.

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IV. CONSENT AGENDA ITEMS

- A. Approval of Purchase Orders: *K. Buonocore*
- Councilmember Payne asked of the payment to Drill Tech.
 - Councilmember McNelly asked about the FDC Rescue Products: Halo Carbon Fire Hood cost of \$9,369.67. (for the Fire Dept. probably for turn-outs) He also inquired on payments to The Computer Guys asking for clarification of expenses paid to them.
 - Councilmember Payne inquired on the APS transformers refurbish cost of \$13,316.00; asking for the schedule of charges it referred to.
- B. Approval of Check Register for Month Ending November 30, 2016.: *K. Buonocore*
- Councilmember McNelly made a motion to approve the Purchase Orders and check register ending November 30, 2016. Councilmember Payne seconded the motion, and it carried 5-0.

V.

NON-CONSENT AGENDA ITEMS

- C. Council may adopt Resolution No.1339 prescribing of revised standards of financial disclosure for local elected officials effective January 1, 2017.
- Mayor Moore explained this is required by State Elections. These are completed at the beginning of each year. The reporting has changes and we need to adopt those changes.
- Pamela Galvan read the Resolution by title.
Vice-Mayor Dent made a motion to approve Resolution 1339 as read. Councilmember Hiemenz seconded the motion, and it carried 5-0.
- D. Discussion and decision on waiver of fees for Habitat for Humanity.: *J. Moore*
- Mayor said this will be the forth house they have built on Herbert. It has always been the City's desire to waive all building fees for them. He told Habitat he would present this today for them and it was not necessary for them to be here.
- Councilmember Wurgler made a motion to approve the waiver of fee to Habitat for Humanity. Councilmember McNelly seconded the motion, and it carried 5-0.

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E. Williams' Folklorico Dancers will request a monetary donation (\$500) for the purchase: Armando Padilla

- Mayor Moore explained this is something the City assists with each year in appreciation of their involvement with the City's youth.

Vice-Mayor Dent made a motion to approve the \$500.00 donation the Williams' Folklorico Dancers. Councilmember McNelly seconded the motion, and it carried 5-0.

F. Discussion and possible decision for a contract to apply chip sealing on Airport Road. K. Christiansen

- Kyle Christiansen explained that the City has done some reclamation of Airport Road with the use of a reclamation machine. The goal is to seal the road. This is an opportunity to secure the contract so that if in the event we get into warm temperatures between now and spring, we will be ready to apply.
- The 1,600 feet of road that has been reclaimed is just north of the Eckles property. One cattle guard to the next which includes the underpass of the BNSF railroad.
- Councilmember Hiemenz noted on LP's bid it states the temperature needs to be 70 degrees and rising.
- There was discussion of the material that had currently been milled; cinders that have turned into wind rows and pot holes. It was asked if the chip seal will fix it?
- Kyle said we will prepare the surface beforehand. We have treated it with a base binder product. We will go through and compact it again to get surface smooth and will do a double layer of chip seal.
- Mayor asked if that particular section of Airport Road was any better or worse than the rest of Airport road. Airport Road is pretty bad, if we chip seal maybe we should wait until the summer so that we can do more or are we doing this for the purpose of experimenting to see how it turns out.
- Ideally yes, we have an opportunity to have a demonstration of a piece of equipment they may be valuable to the community; something he would like to discuss at a future Council meeting. If this trial works well it would allow us the ability to improve our roads.
- Skylor Miller interjected that they wanted to show a finished product before they present a new piece of

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equipment for possible purchase. He is pleased with the asphalt zipper product. It not only does the asphalt, but the base reclamation. He went on to explain the process and its benefits.

- Councilmember McNelly spoke of the cake make-up of the current road. There was further discussion of the materials that currently exist.
- Vice-Mayor Dent expressed his concern with doing this during the winter because of temperature would rather wait until spring.

Vice-Mayor Dent made a motion to table this until the weather is 70 degrees and rising; July the 15, 2017 or sooner.

Councilmember McNelly seconded the motion, and it carried, 5-0.

G. Discussion and possible decision on choice of vendor to paint the interior of Forrest Service building. K. Christiansen

- Mayor pointed out that this is a part of our contract with the Forest Service. It is what we are required to do.
- Most of the cost is for moving furniture and fixtures on the walls. It is our responsibility (in the contract) to move everything.
- We receive a significant revenue from them annually in the range of \$175,000.00 plus.
- The contract is up for renewal in February 2017.

Councilmember McNelly made a motion to approve painting of the Forest Service building. Councilmember Wurgler seconded the motion.

Mayor inquired with Skylor Miller if we are ok with making the motion because this is already a part of the contract; painting the building. We are approving the painting, but normally we approve an amount. The contract states we have to paint; agreed. Mayor asked why this is before us. Skylor explained it is because of procurement. Even though we have contractual obligations there is the other requirement that anything over \$5,000.00 we must get approval from Council on the expenditure.

Councilmember Wurgler addressed the agenda item description noting that they are to discuss and possibly make a decision on the choice of vendor to do the work; that is his understanding of this item, not whether or not we do it.

Skylor Miller said we recommend the approval of the contract to CertaPro quote for \$18,500.00.

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Councilmember Wurgler asked if it is the Council's responsibility to determine which vendor is chosen.

Skylor said it is on because of the procurement rules that we have for the City; that cost still has to be approved.

Councilmember Wurgler is stuck on the notion that it is brought to Council with the responsibility of them choosing. The contract says we will pay regardless of the contract. Feels we are talking of two different things.

Pamela Galvan read back the original motion made.

Councilmember Wurgler said that it is not responsive to the item on the agenda which is to say which bid are we going to accept, so either the motion needs to be altered.

Councilmember McNelly asked to remove his previous motion and make a motion to award CertaPro Painting in the amount of \$18,500 to paint the Forest Service building.

Councilmember Wurgler seconded the motion, and it carried, 5-0.

H. Discussion and decision on a contract agreement between the City of Williams and Robert Krombeen, City Magistrate. J. Moore

- The Judge had contacted the Mayor a few days back and asked about his contract. Mayor had it put onto the agenda and welcomed him to come. Mayor was informed later by Skylor that there was something added and changed, that required discussion. One was his pay/compensation on the second page, and the other item was compensation for time off.
- There was extensive discussion of the Judges compensations.
- Council will look at this during the next budget session. Possibly review, amend and possibly update it at budget time.

Councilmember Wurgler made a motion to renew the current contract as it is written with the salary of \$17,305.00 that currently ends December 2016. Vice-Mayor Dent seconded the motion, and it carried, 5-0.

I. Discussion and possible decision regarding rental facilities rate increase. S. Miller

- Skylor said the Parks and Recreation Commission met with Rose and is recommending an update to the fee schedule. They have not increased prices in over four years. He went over the recommendation of the Commission.

Councilmember Wurgler made a motion to approve the fee

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schedule increase for Parks and Recreation. Councilmember McNelly seconded the motion, and it carried, 5-0.

J. Council may recommend approval of the issuance of a bingo license to Vern McElwain-VFW from the Arizona Department of Revenue: P. Galvan

- Councilmember McNelly likes bingo and asked if inspections are performed.
- Mr. McElwain explained that he reports monthly their gains. 2.5% tax is paid to the state. The license is renewed annually. This is for the citizens of the area. They will operate nine months of the year.

Councilmember McNelly made a motion to recommend approval to the state for issuance of a bingo license to the VFW. Councilmember Hiemenz seconded the motion, and it carried, 5-0.

K. Discussion and possible action to arrange payments to APS for the Garland Prairie Project.: S. Miller

- John Haro from APS introduced himself to each of the Councilmembers. He is the Division Manager of Northeast Flagstaff.
- Mayor pointed out that Councilmembers Dent, McNelly, he and City Manager Skylor Miller have been working on this.
- Skylor noted that in order to facilitate the next item we need to review some of the grant dollars.
- John passed out an itemized list of cost to Council, and proceeded to go over it with them.
- They did not have the accurate numbers in the first place. After physical review of the site the amount increased to the \$1,210,247.00, but they have made adjustments and absorbed some of the cost for various reasons; bringing the amount back to \$968,860.00 to perform the project.
- Councilmember McNelly noted that this is a summary of project cost list and asked if there is a greater detailed one. Mr. Haro affirmed there is one on a excel spreadsheet and is available to them.
- Vice-Mayor Dent asked if Mr. Haro could understand our concern, because the numbers have changed again, even up to today. We did not have the detail and would like to get additional information from him.
- Vice-Mayor Dent suggested that we are not ready to sign the finance agreement until we have a chance to review, but would like to suggest to Council is to authorize the initial payment of \$350,000.00 which is what we originally agreed to pay and we need to so that we can get reimbursed on the grant. Skylor said

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as soon as the check is cut we will receive \$250,000.00 from ACA. Vice-Mayor Dent added that once we get the information and we have a chance to digest it, then we can move forward in signing the agreement.

Vice-Mayor Dent made a motion to authorize payment for the Garland Prairie project of the initial payment of \$350,000.00. Councilmember Payne seconded the motion, and it carried, 5-0.

L. Discussion and possible direction of staff regarding electrical conversion projects: S. Miller and APS representatives Brenda Hazlett , John Haro

- Skylor Miller is looking to receive direction from Council.
- There are conversion needs on our electrical system right now. Project A is waiting on final numbers; one from an outside body.
- John explains Project A to the Council (conversion will gain 1MW of power at Grand Canyon Blvd.) and its location in Downtown, Edison and Franklin.
- The cost of \$285,000.00 includes 24 transformers and 9 poles with an additional 3 to 4 poles requiring attention.
- The brewery and its load requirement were discussed.
- The desire to move along with this project was expressed.
- Project A is to keep up with the City's growth; it is a temporary fix toward the City's future electric needs.
- Mayor feels this is a premature discussion with Council, but that we need to continue to peruse this. Vice-Mayor Dent asked if APS can outsource and save us money, it is to our benefit.
- We need to do this project as quickly as we can.
- John's suggestion is move on Project A and while he has the crew here, do the Ellen Way project as well, that will save on mobilization costs so they won't have to pay a separate contractor to do it. Ellen Way is relatively small job and it will save a ton of money, upwards of 20% of the \$40,000.00.
- Skylor would like staff to proceed with bidding this out. He would like to see a final bid with a "not to exceed" number on it brought back to Council for authorization, and then work can begin the next day.
- John said it can happen first of next week.
- Outsourcing was discussed.

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- Councilmember Payne asked if the conversion is a band-aid or does it assist us in the future growth? John's reply was that this is a band-aid; our system is outdated and our load is growing.
- Skylor interjected that he does not see this as a band-aid; he sees it is a phase to a permanent fix. The conversion is taking us from the single phase to three phases. It is not the whole picture; it is Project A of a permanent fix. This is the fix for this particular area.
- Councilmember Wurgler asked if we could call this a stepping stone. Yes, in a multimillion dollar project.
- Long term cost \$3.5 to \$4,000,000.00 in cost.
- Vice-Mayor Dent said we to work on this over the next 4 to 5 years. We need to get this lined up with financing.
- Vice-Mayor Dent addressed the public regarding the City's increases on water and sewer rates. We have been over the past 10 years, while looking for water; we have been subsidizing those systems with monies that should have gone into our electrical system, which have never paid their own way. Those systems need to pay their own way.
- John agreed with Vice-Mayor Dent that this is a multimillion dollar project to be done over many years.
- The numbers were originally estimated with a margin of 40%.
- Mayor asked the staff to peruse the conversion project and if we need we will call a special meeting.

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

- M. Mayor and Council:
- None
- N. Staff Reports:
- Kyle Christiansen went over his water report.
 - Skylor mention Doug Kobruck with Hassen Engineering firm he has been assisting us on a volunteer basis; he helped us secured a \$35,000.00 study grant from WIFA. 100% grant.

VII. CONVENE TO EXECUTIVE SESSION- CITY MANAGER EVALUATION at 8:56 p.m.

Pursuant to A.R.S. § 38-43 1 .03(A) (l) for discussion or consideration of assignments and

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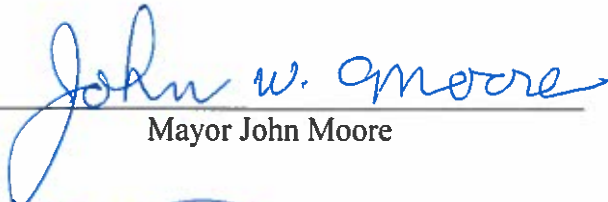
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evaluation of City Manager Skylor Miller.

RE-CONVENE TO REGULAR SESSION at 10:15 p.m.

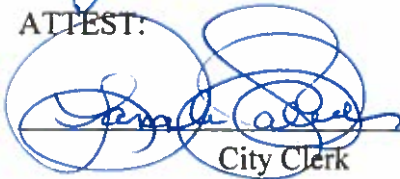
VIII. ADJOURN

Mayor Moore adjourned the meeting at 10:17 p.m.



Mayor John Moore

ATTEST:



City Clerk