

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

June 22, 2017
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 George Glen offered the invocation.
- C. Roll Call Mayor John W. Moore, Vice Mayor Don Dent, Councilmember Bernie Hiemenz, Frank McNelly, Dawn Trapp (arrived late: 8:30) and James Wurgler were present and constituted a quorum. Councilmember Lee Payne was absent. Present from City Staff were City Manager Skylor Miller, Finance Director Keith Buonocore, and City Clerk/HR Director Pamela Galvan.
- D. Approval of Minutes: June 8, 2017 Councilmember Vice-Mayor Dent made a motion to approve the Minutes of June 8, 2017 as presented. Councilmember Hiemenz seconded the motion, and it carried 4-0.
- E. Adopt Agenda Councilmember McNelly made a motion to adopt the Agenda as presented. Councilmember Wurgler seconded the motion, and it carried 4-0.

II. PRESENTATIONS-

Kai McKinstry from Southwest Fair Housing Council presented the Fair Housing 7 protected classes and HUD update.

Ms. McKinstry introduced herself and briefly explained her reason for presentation. She covered the basic 7 protected classes; listing them each. It was asked of Ms. McKinstry “What is “Protected” exactly?” Ms. McKinstry explained and gave examples. Councilmember Wurgler inquired on veterans and whether they have preference for housing. Ms. McKinstry was unsure of their status in the City of Williams, it depends on the agreement. It was also asked of Ms. McKinstry, what if a “protected class” has a felony; how is that handled? Ms. McKinstry presented a scenario on how the Housing Council might resolve that issue. Mayor Moore confirmed that the Southwest Fair Housing Council researches complaints that are filed with them.

The following updates will be taking place in Williams:

- Effective July 20, 2018, will be a no smoking inside dwellings put into effect; no exceptions. Shall be evicted.
- You can no longer have “will not rent to felons” on rental applications. You must set-up rental criteria. (Sex offenders may be denied.)

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

June 22, 2017
COUNCIL ACTION

- Protection added to: Sexual orientation, gender identity and sex. Tenant on tenant harassment is not acceptable. The housing provider must take action to resolve or be held accountable as well as the harassers.

III. PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS

A. Approval of Purchase Orders: None

V. NON-CONSENT AGENDA ITEMS

Convene to Public Hearing-7:25

A request by Kathryn Maassen, Kampgrounds Enterprises Inc., DBA Circle Pines KOA, for review and consideration of a liquor license application at 1000 Circle Pines Way.

Pursuant to ARS §38-431.02, a Public Hearing will be held on the Fiscal Year 2017-2018 Budget so the public will be informed and has an opportunity to ask questions and offer input.

Reconvene to Regular Hearing-7:26

B. Council will discuss and may approve a recommendation to the AZ Department of Liquor Licenses and Control for a Series #10 Beer and Wine Store license for Circle Pines KOA.: P. Galvan

The clerk reported that the application posted the required 20 days without comment from the public.

Councilmember McNelly made a motion to approve a recommendation for a Series #10 Beer and Wine Store license for Circle Pines KOA to the AZ Department of Liquor Licenses and Control. Councilmember Wurgler seconded the motion, and it carried 4-0.

C. Council may adopt Resolution 1347 which provides for the adoption of the final budget for Fiscal Year 2017-2018.: K. Buonocore

Councilmember McNelly made a motion to adopt Resolution 1347, the final budget for Fiscal Year 2017-2018. Councilmember Wurgler seconded the motion, and a roll call vote was taken. It passed unanimously in favor, 4-0. It is noted that Mayor Moore would have voted in favor, as well. The motion carried.

D. Council may approve Resolution 1348 for Expenditure Limitation of \$21,220,580 in Fiscal Year 2017-2018.: K. Buonocore

Vice-Mayor Dent made a motion to have Resolution 1348 be read by number and title only. Councilmember Hiemenz seconded the motion.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

June 22, 2017
COUNCIL ACTION

The Clerk read Resolution 1348 by number and title only.

Vice-Mayor Dent made a motion to approve Resolution 1348 as read. Councilmember Hiemenz seconded the motion and a roll call vote was taken.

It passed unanimously in favor, 4-0. It is noted that Mayor Moore would have voted yes, as well. The motion carried.

E. Council will determine how many readings will be required for Ordinance No. 957, levying upon the assessed valuation of the property within the Williams Community Facilities District. Council may adopt Ordinance No. 957 after its first reading or schedule additional readings.: J. Moore

Councilmember Wurgler made a motion to have Ordinance No. 957 be read by number and title only. Councilmember Hiemenz seconded the motion.

The Clerk read Ordinance No. 957 by number and title only.

Mayor noted a motion was made and seconded, and asked for a roll call vote to be taken. A vote was taken and it passed unanimously in favor, 4-0. It is noted that Mayor Moore would have voted yes, as well. The motion carried.

F. Council will determine how many readings will be required for Ordinance No. 958, levying the assessed valuation of the property within the City of Williams. Council may adopt Ordinance No. 958 after its first reading or schedule additional readings.: J. Moore

Vice-Mayor Dent made a motion to have Ordinance No. 958 be read by number and title only. Councilmember Hiemenz seconded the motion.

The Clerk read Ordinance No. 958 by number and title.

Vice-Mayor Dent made a motion to adopt Ordinance No. 958 as read. Councilmember Hiemenz seconded the motion and a roll call vote was taken.

It passed unanimously in favor, 4-0. It is noted that Mayor Moore would have voted yes, as well. The motion carried.

G. Council will discuss and may approve the renewal of contract with Front Burner Media.: S. Miller

Skylor Miller noted our working relationship with Heather Herman, Front Burner Media over the last year and said she has done a wonderful job promoting the city. The marketing has also improved greatly.

Council was presented with a 3 year contract with optional 2 year addition. The first year stays the same as far as overall cost and budget. There is a proposed increase beginning July 1, 2019 which would increase Front Burners compensation for the remainder of the agreement.

Quarterly meetings have been incorporated into the agreement where Ms. Herman will come and present to Council the progress of marketing she is providing. Along with the first addendum from our legal counsel, providing legal language recommend; typical contract language.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

June 22, 2017
COUNCIL ACTION

- Vice-Mayor Dent confirmed the 1 year monthly cost to be \$4,000.00, and beginning July 1, 2019, it will increase to \$4,700.00 for the remainder 2 years.
- The last time Heather was before Council was June of 2016.
- There is a Tourism Committee that meets monthly comprised of a City Council representative, Councilmember Wurgler, business owners and the City Manager who receive updates. She does public presentations to explain some of her initiatives.
- Mayor Moore stated he has seen her quarterly updates in writing. He also pointed out what an outstanding job she does.
- Vice-Mayor Dent mentioned he has spoken to those on the committee and they express that she is fabulous. She listens to the Committee and gets things done.

Councilmember Wurgler made a motion to approve the contract with Front Burner Media. Councilmember McNelly seconded the motion, and it carried 4-0.

Skylor Miller asked for clarification if it was to include the addendum?

Vice-Mayor Dent made a motion to attach addendum to the agreement. Councilmember Hiemenz seconded the motion, and it carried 4-0.

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

H. Mayor and Council

- Mayor Moore noted that the 4th of July celebrations are moving forward. Assistant Fire Chief Moede said the event is forging ahead and scheduled with a drop-dead date of the 2nd of July 10:00 a.m. The stakeholders had a meeting on Monday, the 19th to go over logistics, identifying problems. He is very proud of the way the fire department is moving in coordination with the Forest Service, regional partners, weather service and various agencies action plans. Weather will be the biggest component based on fuel moisture in the area and projected weather conditions whether we will make it a “go” or “no go” with the fireworks.

I. Staff Reports

- Skylor Miller noted that at the recommendation of Pat Carpenter, the water and wastewater operator, we have pulled the equipment and plan to camera the Santa Fe Well. We want to evaluate its usefulness to the City and believe there is value there to supplement water to the 3rd Street tank. Currently the equipment has been pull and Pat is looking at it and he has also recommended to brush and bail at a cost of \$3,500 for each process. Once it is cleaned out we can evaluate the quality of the well pipe and do a test pump. Pump Tech did the initial work, and we would like to use them to perform the brush and bail. Skylor would like to move forward with it and treat them as independent projects. If anyone has additional questions please contact him, we can hold off until the July 10th meeting, otherwise, he is going to push forward.
- George Glen (public) asked that he report on the Hospital Board. They have selected a contractor; PEC out of Flagstaff after a very tight analysis. They are anticipating a ground-breaking ceremony in July 2017 and an 18-month

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

June 22, 2017
COUNCIL ACTION

construction period; allowing for adverse weather, otherwise, they could be done before the 18 months are up.

- Assistant Fire Chief Moede wants to thank the Williams Community Fund. They selected them for a grant to buy new helmets and flash hoods from them and just wanted to say “thank you”.

Also, we have had a busy week and want to thank the Forest Service for their supper support of us on the boarder and in town. They have been terribly supportive of us.

A motion was made to convene to executive session, was seconded, and carried 4-0.

VII. CONVENE TO EXECUTIVE SESSION-7:32

Pursuant to ARS §38-431.03A.1, Council will review annual performance evaluation for City Manager Skylor Miller.

RE-CONVENE TO REGULAR SESSION-8:32

(Councilmember Trapp arrived at 8:30 joining the Executive Session in process.)

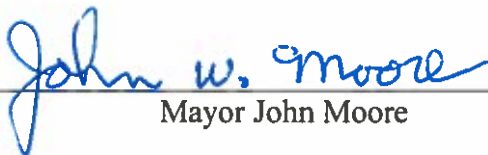
J. Council may make decisions related to the matter discussed in Executive Session.: J. Moore

Councilmember Wurgler made a motion to have an evaluation and make a decision in five weeks. Councilmember McNelly seconded the motion, and it carried 5-0.

VIII. ADJOURN

Councilmember Hiemenz made a motion to adjourn. Vice-Mayor Dent seconded the motion, and it carried 5-0.

The meeting adjourned at 8:34 p.m.



Mayor John Moore

ATTEST:



City Clerk