

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

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WORK SESSION

NOVEMBER 14, 2019
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 6:11PM

Mayor Moore called the meeting to order.

B. Roll Call

Present: Mayor John W Moore, Vice-Mayor Don Dent, Councilmember Bernie Hiemenz, Councilmember Frank McNelly, Councilmember Lee Payne, Councilmember Dawn Trapp.

Present from City Staff, City Manager Chase Waggoner, and City Clerk/HR Director Pamela Galvan.

II. Council is to discuss current items they would like the new City Manager Chase Waggoner to address.

Vice-Mayor Dent opened by addressing Mr. Waggoner with concerns of the lack of communications, both internally and externally, and specifically from the City to the public.

He addressed the City's website and spoke of having visited other cities and town's sites. He noted how they have their council minutes on them, as well as copies of studies their city has done, department schedules, the ability to obtain permit applications, find meeting schedules and, how they even have agendas for their Council meetings posted, so that people can go and look at them. Our website is terrible and the public deserves better. Other items missing from the website were Councilmembers names, departments, and how to reach people in general.

He spoke of the phone system and individuals difficulty in reaching departments due to the way it is currently set up. That this too is a part of the communications issue, but feels that it can be fixed.

He spoke of our customer service and a review of how our customers are handled. Issues with individuals not receiving returned calls from the city when they have left a message for service.

Chase Waggoner noted that he would like to know of the good and not so good handling of our clients, so that he may commend them or assist them with alternative ways of handling things or situations.

Other items, so of them were listed on the City Manager's Report:

- Continue to move forward on the electric system conversion.

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- Road improvements and would like to see 7th street in front of the health care facility as quickly as possible.
- Dogtown water line needs to stay on the top of the list and water tank at the end of town.
- Wants the City Manager to move his office. You are the CEO of our operation and you should be right back up front somewhere where the City Manager was before. Where you are, it is not presentable as a City Manager that needs to be in the plan. You need to move the offices back where you have an office back up front. Councilmember Hiemenz would like to see the City Manager go back to the now Clerk's office, she go to her old office and that gal goes to the front office where she was. They agreed it would solve the problem. Councilmember Hiemenz thinks that is how it should go.
- Continue to work with the Fire Department. Also, would like to have 3-4 city employees on the volunteer department. Understands that employees have been told they cannot be on the volunteer fire dept. Chase Waggoner noted that we do have three city employees currently on the volunteer department. Continue to work on the Fire Inspector position
- The organization chart you put together, he would like it to be on the Council's agenda so that they can discuss it. In addition, reaffirmed that he is empowering the department heads as he said he like to.
- He wants to get to work on the downtown bathrooms.

Councilmember Dawn Trapp addressed the Recreation Department.

She wants it to change, because she feels, it is a poor representation of our city.

- Specifically the monthly calendars formatting, its appearance is archaic.
- Greater professionalism and to see more things coming out of that department.

Mr. Waggoner noted that there have been some staffing realignment done and he will be looking to add programs. Classes, sports activities, and activities the community might engage. He welcomes all ideas.

The department is under Tim Pettit, with Aaron Anderson as the direct report for Sylvia Lopez.

- Councilmember Trapp expressed concern for the hours of operation, as she noted one evening passing by at approximate 10pm the skate park area was open, it didn't seem well supervised, well lit, and feels it doesn't need to be open that late.

Mayor Moore addressed that we have made some changes but we need to make more changes. It is not working very well. Hears daily about one thing or another. Chase is looking at combining things, we are working on it, and we are going to fix it.

Mayor Moore addressed the city's website. He mentioned how we have had some issues with it, and how recently we had some minor litigation concerning it, and we will not

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owe any more funds through the remainder of the term; the term is through 2021 for hosting and maintenance. Chase Waggoner and Pam Galvan will be looking for a new vendor.

- Councilmember Hiemenz noted that Mr. John Patton will be in town tomorrow and invited Mr. Waggoner to meet to go through the town to look at lighting.
- Councilmember McNelly agrees with the others on their issues. He asks that Mr. Waggoner keep a sharp eye on the City's finances. The City's tax income for the past three months has been in the negative, in comparison to last year at this time. It is a wakeup call. Our monthly check register is usually one million a month and the last three months it has been almost 1.5 million. Feels we need to take a conservative approach to our spending.
- Councilmember Payne reiterated that we have a good staff. But an issue he has had for 8 years now is the city's performance evaluation process. It is still not done, he would like to see it done; a merit raises system.
- The back door key card access is an issue for him and other Council members. Would like to go back to a key pad.

Mayor Moore asked that Mr. Waggoner not take this meeting as a negative, these are outstanding items. He and Council feels that he is the one to get these items resolved. Since you have arrived, the employees seem happy and are grateful for your presence.

III. ADJOURN – 6:40 PM

Mayor John W. Moore

ATTEST:

City Clerk Pamela Galvan

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CERTIFICATION

State of Arizona,)
) ss.
Coconino County,)

I, PAMELA GALVAN, do hereby certify that I am the City Clerk of the City of Williams, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Work Session of the Council of the City of Williams held on November 14, 2019. I further certify that the Work Session was duly called and held and that a quorum was present.

Dated this 16th day of November 2019.

CITY CLERK

DRAFT