

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

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**APRIL 8, 2021
COUNCIL ACTION**

I. PROCEDURES

- A. Call to Order 7:00 PM
Mayor Moore called the meeting to order.
- B. Pledge of Allegiance and Invocation
The pledge of allegiance was recited, and Kerry-Lynn Moede provided the invocation.
- C. Roll Call
Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger, Councilmember Frank McNelly. Absent: Councilmembers Mike Cowen, and Lee Payne. Present from City Staff, Finance Director Barbara Bell, Police Chief Herman Nixon, Public Works Director Tim Pettit, Public Works Manager Aaron Anderson and City Clerk/HR Director Pamela Galvan. Also present is City Engineer Mike Janes of Woodson Engineering.
- D. Approval of Minutes for March 11, 2021
Motion: To approve the March 11, 2021 as presented.
Action: Approved
Moved by Councilmember Fritsinger, Seconded by Councilmember Hiemenz.
Motion passed unanimously.
- E. Adopt Agenda
Motion: To approve the agenda as presented.
Action: Adopted
Moved by Councilmember Hiemenz, Seconded by Councilmember Fritsinger.
Motion passed unanimously.

II. PRESENTATIONS – Heather Herman of Front Burner Media is here to provide marketing updates.

Heather began her presentation addressing Route 66 magazine, our full-page ad and a feature story done on Mayor John W Moore. The story has a summary of the City of Williams, questions about Route 66, and some personal notes on John Moore. She noted the wide circulation of the magazine especially throughout Europe.

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She reflected on last year at this time, Covid and its effects that it might have. Also noting how there are visitor centers throughout Arizona that are just now beginning to open, where as we were one of the very few visitor centers that continued to stay open to service and welcome those visitors that were coming to our community.

They are continuing to take advantage of advertising options that have come their way because a lot of destinations are still not advertising and promoting so they've gotten some pretty incredible deals. Specifically noting the billboards in Las Vegas, a deal that we will not likely be able to take advantage of again in the future because of its cost; we have 10 billboards in Las Vegas right now, for 3 months. Also going on right now is an ABC 15 three-minute travel segment the travel segment is something that's going to be picked up and put in the San Diego and Las Vegas markets. We just signed an agreement with Arizona Golf Insider magazine for full page ad with them featuring Elephant Rocks.

They have two media visits this month, both on assignment: Visit USA Parks is custom content with images to add to their library. There will be translated stories in German, and French, as well as English. With targeted advertising in Germany, France and the US.

Travel shows are being slowly added back into the mix. IPW (International Pow-Wow) wasn't held last year, which typically took place in June, this year will be held in September. They have a whole new format, and Front Burner will be there ready to start pitching Williams, keeping connections with their international representatives.

Mayor Moore asked if Heather had heard from Arizona highways and them coming to Williams. She had not and will follow up with them.

III. PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS -

- A. Approval of check register for month ending March 31, 2021.
- B. Approval of PO.

Councilmember Hiemenz asked about the APS regulator cost. It was explained that this regulator is separate, needed right now, from the conversion that is still coming.

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Motion: To approve the consent agenda items as presented.

Action: Approved

Moved by Councilmember McNelly, Seconded by Councilmember Fritsinger.

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

- C. Council will hear its first reading of Ordinance No 982 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties.

The City Clerk read the Ordinance No. 982 by number and title only.

- D. Council may discuss and take action regarding a Conditional Use Permit for 1900 E. Rodeo Rd; Kevin Young.

Tim Pettit explained that Mr. Young has 2 acres in front of his existing RV Park and it is zoned rural residential and Mr. Young would like to use it for dry storage, for RVs. Most of it is going to be for seasonal use, it's just for dry storage.

Vice Mayor Dent confirmed that it was posted and that there were no comments either way; yes, it was, and there were no comments.

Motion: To approve the Conditional Use Permit for 1900 E. Rodeo Rd.

Action: Approve

Moved by Councilmember Hiemenz, Seconded by Councilmember Fritsinger.

Motion passed unanimously

- E. Council will discuss and take action regarding the awarding of the Homestead Road Improvements project bid to the lowest responsive and responsible bidder Scholz Contracting.

Woodson check out the bid documents, references and everything is in order to proceed.

Councilmember Hiemenz inquired on a timeline; Mike Janes expressed it is 180 days, finishing up at the end of October mid-November.

Mayor expressed that this will be a major improvement not only for that area for the water flow in general.

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Motion: To award the Homestead Road Improvements Project bid to Scholz Contracting for \$1,149,841.00.

Action: Approve

Moved by Councilmember McNelly, Seconded by Councilmember Hiemenz.

Roll Call Vote:

Councilmember McNelly	Yes	Councilmember Hiemenz	Yes
Councilmember Fritsinger	Yes	Vice Mayor Dent	Yes

Motion passed unanimously

If the Mayor were voting, his vote would be yes.

- F. Council will discuss and take action with a (#12 Restaurant) liquor license for John Francis Kennelly, business location 730 W. Route 66.

The question was posed regarding the #12 licensing, what covered. Beer, Wine and Spirits, unpackaged, on-site consumption; Restaurant.

Motion: To approve the liquor license for John Francis Kennelly, business location 730 W. Route 66.

Action: Approve

Moved by Vice Mayor Dent, Seconded by Councilmember Fritsinger

Motion passed unanimously

- G. Council will discuss and take action regarding the renewal of the City's property and casualty insurance policy with Intact, formerly Beacon One, for Fiscal Year 2021/2022. Tracey Robinson, NFP Property & Casualty Services, Inc.

Mayor Moore noted that Mr. Tracy Robinson was scheduled to be here to talk to us, report on it, and to answer questions, but was an able to attend due to a mishap.

Mayor asked Ms. Galvan to explain. She explained that the city has currently paid the first quarter because of timing. The renewal began April 1, 2021 and we had to have coverage. She noted that it is her understanding, from reading the policy, that the city has a 30-day window, being a public entity, to cancel and change carriers if necessary. She is speaking with another firm to see what they may be able to provide us, both for the Casualty & Property, as well as the Workers Comp policies.

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The city clerk explained, "It is my understanding, that part of the reason for the 12%-line increase is possibly do to the fact that last year's policy (2020 2021) was written based on the previous year's (2019 2020) fiscal budget, as they said they did not have access to the 2020 2021 budget at the time of renewal". My concern is that we were not even approached until March 3rd about our renewal.

It was agreed that perhaps it is a good time to look to another firm.

The clerk will continue to pursue other avenues to resolve as quickly as possible.

H. Council will discuss staff report on budgeting.

Not our pay scale is not caught up to 2021, the budget committee will continue reviewing it.

Vice Mayor Dent noted, "The Council is not going to approve the update of pay grades right now, this is something they will continue to review and bring back in two weeks".

We have some positions that we put off filling and are going to fill, fire inspector, part-time library aid, and (2) interns. We have opened up the recreation center on a limited schedule, Friday and Saturday. When school's out for the summer, we will have the summer program from June 7 through July 23. There are no plans to open the pool this year.

There are purchases that we need to make this year as councilmember Hiemenz had mentioned the APS regulator at \$91,000. We have hired a video company coming to perform a deviation on the Sweetwater well. We are hopeful that money will be coming in for the city's infrastructure allowing us to put equipment in the well, deal with the arsenic and run the line to tie that in and that line would run towards Loves tying into our system. In order to do that we need to video and figure out the deviations so that we know we are ready to go with the equipment. We're going to purchase golf carts; if we purchased will used, we do not have to go out to bid, but if they are and new, we will go out to bid. With regards to our streets, we are going to seal the main street through town especially on the east end. Followed up by stripping as quickly as we get the sealing done which will be about \$20,000. Finance director Barbara Bell noted that there is an additional \$17,000 for the other area.

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Those are all the things they want to move forward with right now, and as we get into budget time and talks, we will look into additional items.

It turns out our revenues have fared fairly well this past year in comparison to other cities and towns.

We are also working on in anticipation of possible infrastructure money from the state we are preparing the numbers the cost of equipment, the arsenic treatment system based on the volume of water that we project we would need. We believe to do it and run the line may be approximately \$550,000. Then the last two phases of our 12 K conversion for the electric system, we just got the numbers from APS. The one on the northeast end of town will be approximately \$180,000, the last piece which will likely be the toughest piece, will be the main running through town, approximately \$550,000 is their estimate. We would likely go back to Westend, because they came in and did it for less than APS.

Councilmember Hiemenz noted that the Arizona league of cities and towns is intending to have their annual conference this year in downtown Phoenix at the Biltmore, August 31 through September 3rd.

The Mayor asked for a motion instructing the mayor to move forward with all that the committee has outlined. He would like to get this thing started as early as tomorrow or Monday.

Motion: To that council approve the budget committee's recommendation on the expenditures.

Action: Approve

Moved by Councilmember McNelly, Seconded by Councilmember Fritsinger
Roll Call:

Councilmember McNelly	Yes	Councilmember Fritsinger	Yes
Councilmember Hiemenz	Yes	Vice Mayor Dent	Yes

Motion passed unanimously

If the Mayor were voting, his vote would be yes.

Mayor thanked the committee for all their work that they have been doing overseeing the budget. They spent quite a bit of time doing this in our staff and engineering staff and Tim and Aaron, they work hard and they take notice of what's going on.

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- I. Council may discuss opportunities to enhance revenues and decrease expenditures.

Mayor noted that they have done a pretty good job of that tonight; likely expended more than decreased, but we are moving forward.

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

Mayor and Council

- J Mayor noted the 2018 proclamation for cleanup in the first week of May. We are going to add to it in that it will be bigger and better than before, because we have The Moving Wall Vietnam, Veterans Memorial, also the Remembering the Fallen, National Memorial both will be here the first weekend in June. Following those we will have a car show followed by other events so we want to make doubly sure everything is cleaned up. So, he will be calling on the community, businesses and staff to assist in accomplishing this.
- J Street striping will come along during this time hopefully get it all done together the same time so that our town will look presentable when our guests arrive.
- J He mentioned a couple councilmembers that have been overseeing the airport: councilmember Hiemenz and councilmember Trapp, and since the replacement of councilmember Trapp he asks that councilmember Fritsinger fill that spot and work with councilmember Hiemenz on the airport. Would like them to get busy and build additional hangers built one way or another either private money or partnership, because not only do the hangers help the airport but the airport brings more people to town to spend money. Councilmember Hiemenz noted that he spoke to the FBO today and they have 50 individuals on a waiting list for hangers.
- J Councilmember Dent mentioned infrastructure monies, Mayor noted they have not funded that program yet, and he has asked them for \$1 million dollars; with \$1 million dollars we can do our water well, as well as apply it to electric work. It may not work at all but he will be continue talking to them and pushing hard to get the funds.
- J Councilmember Hiemenz inquired if they have started on the million-gallon tank yet. Mike Janes of Woodson engineering they reported to him next Wednesday, but so far that they keep moving. The more we move in the summer the longer it will take to fill.

Staff

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- J The City Clerk Pam Galvan mentioned as councilmember Hiemenz mentioned earlier that the Arizona league of cities and towns is intending to hold an in person annual conference this year August 31 through September 3. She will need to obtain a headcount of those that anticipate to attend. Mayor commented on how important it is for the city to participate and for the council. It's good to be there in attendance representing the city overall.
- J She also noted that she has essentially taken over the city's community calendar on our website in an attempt to keep it current and up-to-date going forward.
- J Mayor added that the Human Resources Director is currently reviewing an updated Employee Policy Handbook that should be presented not too long off.
- J Police Chief Herman Nixon noted that they have another truck coming and the COVID numbers are 2 in the city and 0 in the zip code. Our numbers are going down.
- J Mike Janes Woodson engineering noted that before will be coming into town on the 19th they are going to start at the Cataract Creek pump station. They will be working on the east part of railroad shutting down parking, and that will open up once they get past. At that same time, they're going to start a second crew at the Bearizona and Garland Prairie. The reason for them want to start the two areas now is because they wrote the project to be done in seven different sections so they don't tear the whole thing at once; once section at a time then moves onto the next. They want to hit Railroad and part of Rodeo Drive.

VII. ADJOURN – 7:51PM

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 Meeting of the Council of the City of Williams held on April 8, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 9th day of April 2021.

City Clerk Pamela Galvan

DRAFT