

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

JULY 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 Cowen, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger, Councilmember Frank McNelly and Councilmember Payne. Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Herman Nixon, Public Works Director Aaron Anderson, and City Clerk/HR Director Pamela Galvan.

D. Approval of Minutes for June 24, 2021.

Motion: *To approve the June 24, 2021.*

Action: *Approved*

Moved by *Vice Mayor Dent, 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 –

III. PUBLIC PARTICIPATION – *Kerry-Lynn Moede expressed her disappointment with the lack of communication to the community regarding a 30-piece Military band performing at the stage downtown as she was speaking.*

Mayor inquired if anybody had spoken to the military band in arranging their performance; there was no reply. Mayor Moore invited Mrs. Moede to meet with him and go over this issue and that how she might help out via her Facebook and getting things out to the public.

IV. CONSENT AGENDA ITEMS

- A.** Approval of check register for month ending June 31, 2021.
- B.** Approval of a Purchase Orders.
- C.** Ratification of City Manager contract.

Mayor Moore asked if there were any items under the consent agenda items, (a, b or c) that anyone would like removed for further discussion.

Councilmember Fritsinger questioned a couple of checks that were drawn, as did Vice Mayor Dent.

Mayor Moore asked if there were any more questions regarding the consent agenda items or if anything needed to be removed.

Motion: *To approve the consent agenda items as presented.*

Action: *Approve*

Moved by *Councilmember Hiemenz, Seconded by Councilmember Fritsinger.*

Roll call vote:

Councilmember Hiemenz **yes**

Councilmember Fritsinger **yes**

Councilmember Cowen **yes**

Councilmember McNelly; *said he*

had a question, wanting to know if the consent agenda items were to include A, B and C. Mayor Moore confirmed, 'yes'. Mayor Moore asked if council member McNelly would like items C. removed.

(They proceeded with the voting; with Councilmember McNelly voting yes)

Councilmember Payne **yes**

Vice Mayor Dent **yes**

If the Mayor were voting he would vote, yes.

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

- D. Discussion regarding the Coconino County Health and Human Services adopted amendments to the (GCHHS) Unified Health Code, Ord No. 2021-09 at their May 25, 2021 meeting.**

Mayor Moore explained Coconino County Health and Human Services passed a new ordinance with amendments to their current ordinance; the brief is included in their packets.

Tim Pettit spoke to the county and it is his understanding it does not affect us they are just changing their processes. If we do nothing, we just carry on because we don't have our own health department. Things will be no different for us.

We have our own city ordinance regarding how we handle animals that we follow. We do our own enforcement.

There was additional discussion regarding the brief.

E. Discussion and action regarding a recommendation from the Christmas Committee for the 2021 Christmas decorations for the city.

Michael Vasquez from the Christmas committee explained all the bids that were presented and reviewed. The bids were as follows: Christmas light decorators, \$71,486.17, Northern Arizona Sign, \$68,000, and Christmas Décor, \$61,213. He recommended awarding the bid to Christmas Décor with the base price of \$61,213, but also offered add-ons for the city to consider at additional costs. He also recommended that the city consider a three-year contract which would allow the city a 7% discount to the base price reducing it to \$56,928 per year.

Mayor expressed that he wasn't sure that we can obligate the next councils to a three-year contract, didn't feel we can.

Adding city hall will be an additional \$3,118.

Motion: To award the bid to Christmas Décor, everything included, in the amount of, (not to exceed) \$66,000 for Christmas decorations including a 3-year contract.

Action: Approved

Moved by *Councilmember Payne*, **Seconded by** *Councilmember Hiemenz*.

Motion passed unanimously

F. Discussion regarding possible hiring of a custodian.

Tim Pettit said this individual is the next choice.

Motion: To approve the hiring for the custodial position, aware of the nepotism issue.

Action: Approved

Moved by *Vice Mayor Dent*, **Seconded by** *Councilmember McNelly*.

Motion passed unanimously

G. Discussion of an alternate date for fireworks display.

An alternate date was discussed to display the fireworks that were not used on 4th July due to weather conditions.

Don McKay with the Williams Volunteer Fire suggested to display the fireworks this coming Labor Day, creating a Labor Day weekend event. His only request is assistance from the city in setting everything up, and promotion.

The city has a 9/11 event scheduled for the weekend after Labor Day.

Roger Ely explained that this the 20th anniversary of the 9/11 attack in New York city, and it's been held on 9/11 each year since; this year happens to fall on a Saturday. It is an unofficial holiday called Patriots' Day. They had a stand down on Friday the day before for veterans if needed. On Saturday they had a parade with 82 entries. The day after that parade, it being so well received, they went ahead and planned for the next year 9/11. Both events were very well received and participated. This year they are referencing it as the Patriots' Day weekend, not a political event, but a Williams event. Fireworks that night would not be in any conflict.

The fire department feels this would be a good draw for the city Williams and he has discussed this with one of our local breweries and they expressed their agreement, in fact, doing whole fireworks show and bringing in other brewers to have a competition, and building a booth for the fire department to receive donations for the city.

Vice Mayor Dent likes the idea of having back-to-back weekend events.

Mayor Moore has instructed the fire department to move forward on the Labor Day fireworks event, with staff's support.

Kerry-Lynn Moede will post this event on her Facebook.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 5

JULY 8, 2021
COUNCIL ACTION

Councilmember Payne would like an article in the paper/social media explaining the process and time it takes, and all that goes into setting up and performing a fireworks display.

- H. **Council will discuss opportunities to enhance revenues and decrease expenditures.** -None

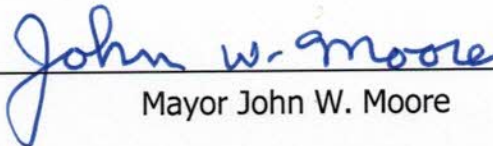
VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

Mayor and Council

- Mayor Moore mentioned our new city manager and how things seem to be going really well.

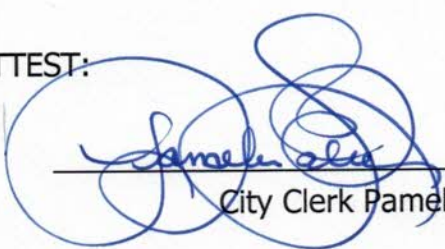
Staff

VII. ADJOURN – 7:48PM



Mayor John W. Moore

ATTEST:



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 6

**JULY 8, 2021
COUNCIL ACTION**

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 July 8, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 9th day of June 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1
Work Session

JULY 16, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 12:00 PM

Mayor Moore called the meeting to order.

B. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Cowen, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger, Councilmember Frank McNelly and Councilmember Payne.

Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Lt. John Romero, Public Works Director Aaron Anderson, and City Clerk/HR Director Pamela Galvan. Also, in attendance Volunteer Fire Chief Ian James.

C. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by *Vice Mayor Dent*, **Seconded by** *Councilmember Fritsinger.*

Motion passed unanimously.

II. Budget Work Session

A. Review and discuss the tentative Fiscal Year 2021/2022 budget.

Departments discussed: Volunteer Fire, Police, Administration, Airport, Street, Pool, Wastewater Treatment, Electric, Water, Senior Center.

Council was able to reduce the tentative budget from \$35,697,665.00, down to \$33,217,665.00.

B. Consider and take action regarding the adoption of the tentative Fiscal Year 2021/2022 budget.

Motion: *To adopt the tentative budget at \$33,217,665.00 for 2021/2022 Fiscal Year.*

Action: *Adopted*

Moved by *Councilmember Cowen*, **Seconded by** *Councilmember Hiemenz.*

Roll Call Vote:

Councilmember Cowen Yes

Councilmember Hiemenz Yes

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2
Work Session

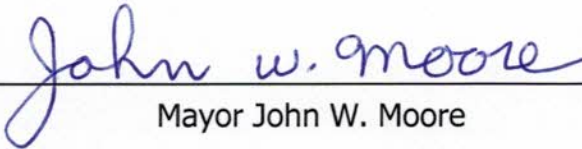
JULY 16, 2021
COUNCIL ACTION

Councilmember Fritsinger	Yes	Councilmember McNelly	Yes
Councilmember Payne	Yes	Vice Mayor Dent	Yes

If Mayor Moore were voting his vote would be yes.

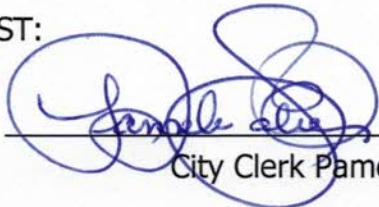
Motion passed unanimously.

III. ADJOURN – 1:38PM



Mayor John W. Moore

ATTEST:



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

**PAGE 3
Work Session**

**JULY 16, 2021
COUNCIL ACTION**

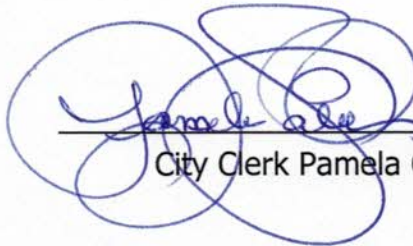
CERTIFICATION

State of Arizona,)
)
Coconino County,)

ss.

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 July 16, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 16th day of July 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

JULY 22, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:01 PM

Mayor Moore called the meeting to order.

B. Pledge of Allegiance and Invocation

The pledge of allegiance was recited, and moment of silence replaced the invocation.

C. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Cowen, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger, Councilmember Frank McNelly and Councilmember Payne. Present from City Staff, City Manager Tim Pettit, Police Lt. John Romero, and City Clerk/HR Director Pamela Galvan.

D. Approval of Minutes for July 8, 2021 and July 16, 2021 Budget Work Session.

Motion: *To approve the Minutes for July 8, 2021 and July 16, 2021 Budget Work Session with the correction of Item B's motion to read, "Moved by Councilmember Cowen", not Councilmember McNelly.*

Action: *Approved*

Moved by *Councilmember Fritsinger*, **Seconded by** *Councilmember Cowen*.
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 – None

III. PUBLIC PARTICIPATION – Jay Cook from AZ Game and Fish is here to introduce himself and formally invite Council to social gathering on Thursday, August 5, at South Rim Wine and Beer Garage, followed by a meeting on Friday, August 6, 8 a.m. at the Grand Canyon Railway Hotel.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

JULY 22, 2021
COUNCIL ACTION

Al Richmond from the Arizona State Railroad Museum Foundation is here to thank the Council for their support over the years. He went over the foundations accomplishments that transpired over the many years, the various locations of the artifacts, their value of 4.4 million dollars obtained with two grants, and how funds came about.

Councilmember Fritsinger inquired on a bill of sale and Mr. Richmond explained that a "deed of gift" is what is provided.

Councilmember Cowen asked about the artifacts being spread all over the place are there any strings attached? He knows they are to be displayed, what are the foundations plans for displaying. Al pointed out various locations some are currently displayed. He mentioned the need for additional funds to bring them altogether. Councilmember Cowen asked about ownership. The city has a 5.7% investment. The artifacts belong to the foundation.

Councilmember McNelly inquired on his recollection of requirements within the state funding in place with regards to artifacts having to be displayed at a certain time, deadline that this need to be displayed. Have we met them? Mr. Richmond responded, "the display they have provided is greater than any of the requirements", and "Yes, we have met the obligations, most certainly."

IV. CONSENT AGENDA ITEMS

- A.** Approval of a Purchase Orders.
- B.** Approval of RR Museum Grant Closure.

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.** **Consideration and action regarding Resolution No 1413 for the County Hazard Mitigation Plan.**

Mayor noted the county put this together, presents it to FEMA, FEMA approves it.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

JULY 22, 2021
COUNCIL ACTION

Vice Mayor Dent noted that Tim Pettit read through enough of the 300 plus page document and he did not locate any hidden language forcing us to have to fund parts of a project; to get FEMA monies we must be a part of this.

The City Clerk read Resolution No 1413 by number and title only.

Motion: *To approve Resolution No 1413 for the Coconino County Multi-Jurisdictional Hazard Mitigation Plan.*

Action: *Adopted*

Moved by *Councilmember Hiemenz*, **Seconded by** *Vice Mayor Dent.*

Motion passed unanimously

D. Consideration and action with the issuance of a liquor license (#12 Restaurant) to Amy Nations for Rodeo Restaurant, 950 N. Grand Canyon Blvd.

The application was posted the 20 days with no comments received "for" or "against".

Motion: *To approve the issuance of a liquor license #12 Restaurant to Amy Nations for the Rodeo Restaurant.*

Action: *Approved*

Moved by *Councilmember McNelly*, **Seconded by** *Councilmember Fritsinger.*

Motion passed unanimously

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

Mayor and Council

- Mayor noted our fire has obtained their 501 3(c) status and fireworks are moving forward for the Labor Day weekend.

Staff

- City Clerk/HR Director Pam Galvan noted the progress for the TextMyGov launch; its "go live" date of August 7, 2021.

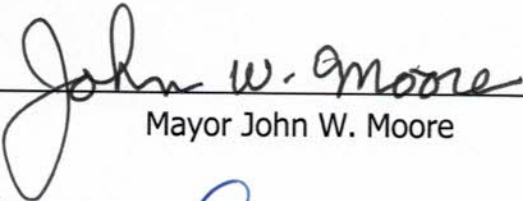
VII. ADJOURN – 7:43PM

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

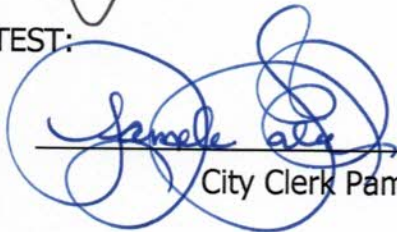
PAGE 4

JULY 22, 2021
COUNCIL ACTION



Mayor John W. Moore

ATTEST:



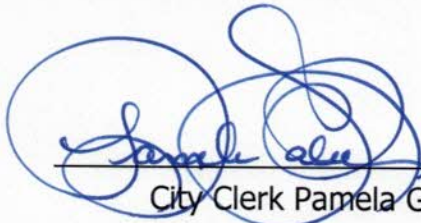
City Clerk Pamela Galvan

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 July 22, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 23th day of July 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1
SPECIAL MEETING

AUGUST 9, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:00 PM

Mayor Moore called the meeting to order.

B. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Cowen, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger, Councilmember Frank McNelly and Councilmember Payne. Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Herman Nixon, Public Works Director Aaron Anderson, and City Clerk/HR Director Pamela Galvan. Also, in attendance Volunteer Fire Chief Ian James.

C. Adopt Agenda

Motion: *To adopt the agenda as presented.*

Action: *Adopted*

Moved by *Councilmember Fritsinger, Seconded by Councilmember Hiemenz.*

II.

Convene to a Public Hearing – 7:02

Pursuant to A.R.S. #38-431.02, a Public Hearing will be held on the Tentative Fiscal Year 2021-2022 Budget so the public will be informed and has an opportunity to ask questions and offer input.

Mayor asked Finance Director Barbara Bell if she could present the total budget number. Finance Director informed the group that the total budget for the 2021-2022 budget year is \$33,217,666.00.

Cathy Balls asked if the pool grant funds are noted anywhere on this budget. Finance Director informed her that it is under the facilities, Barbara gave her a brief description of the location of this fund; under expenditures Schedule E under General Funds, Recreational Facilities budget of \$372,600. There is also a \$50,000 for any grants that come in.

Gina was inquiring about the General Pool budget for staff showing a short season as of last year, but you are looking at a 34% decrease in salary wages for the pool employees. Barbara stated that the salaries were only budgeted for half

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2
SPECIAL MEETING

AUGUST 9, 2021
COUNCIL ACTION

the season instead of the entire year. These numbers are contingent on pool pack, this will determine if we open the pool or not.

John Moede asked what is the Fire Department budget approved at. The Tinder is funded, modular home station #2, Engine 8 upgrades and monitors was all budgeted at \$829,892.00. John Moede also asked if the Senior Center received any additional funding this year. Mayor Moore is working on an agreement with County and they are working on Senior Center changes.

Reconvene to regular session – 7:10

D. Consideration and action regarding the adoption of Resolution No 1414 for the Fiscal Year 2021/2022 Budget.

Mayor Moore asked if Council had any further questions. Vice-Chair Dent asked regarding an email about the Federal Funding that the City received a check for is any of this amount included. Barbara stated the full amount is included, it is under General Administration as part of the contingency.

Mayor Moore asked for the reading of Resolution No.1414 by number and title only.

The City Clerk read Resolution No. 1414 by number and title only.

Motion: *To approve Resolution No.1414 adopting the Fiscal Year 2021/2022 Budget.*

Action: *Adopted*

Moved by *Councilmember Fritsinger*, **Seconded by** *Councilmember Hiemenz*.

Roll Call Vote:

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

Motion passed unanimously.

If Mayor Moore were voting his vote would be yes.

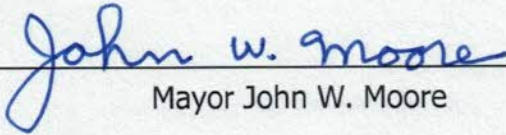
III. ADJOURN – 7:14PM

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3
SPECIAL MEETING

AUGUST 9, 2021
COUNCIL ACTION



Mayor John W. Moore

ATTEST:



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

**PAGE 4
SPECIAL MEETING**

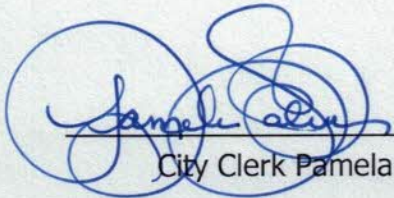
**AUGUST 9, 2021
COUNCIL ACTION**

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 August 9, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 10th day of August 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

AUGUST 12, 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 Mike Cowen, Councilmember Bernie Hiemenz, Councilmember Frank McNelly and Councilmember Lee Payne. Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Herman Nixon, and Deputy City Clerk/HR Administrator Sue Bennett.

Absent: Councilmember Craig Fritsinger

D. Approval of Minutes for July 22, 2021.

Motion: *To approve the July 22, 2021.*

Action: *Approved*

Moved by Vice Mayor Dent, **Seconded by** Councilmember Hiemenz.

Motion passed unanimously.

E. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by Councilmember McNelly **Seconded by** Councilmember Payne.

Motion passed unanimously.

II. PRESENTATIONS – None

III. PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS

A. Approval of check register for month ending July 31, 2021.

Council had a few questions regarding a check for a Jack Frisbie, Heather Herman addressed the Council and informed them that was the gentlemen she hired to take photos of Dogtown lake for the booth exhibit that the city is

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

AUGUST 12, 2021
COUNCIL ACTION

having at the Arizona League this year. We have a canoe photo contest and the photos were necessary for the Photo back drop. Also mentioned a check to Huntington National bank for a roller, Finance Director informed Council that this is a leased payment for our Street Roller.

Motion: *To approve the consent agenda items as presented.*

Action: *Approve*

Moved by *Councilmember Vice Mayor Dent* **Seconded by** *Councilmember McNelly*

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

B. Council will hear its first reading of Ordinance No. 985 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties.

Mayor Moore addressed the Council that this is the first reading and that we need to start discussing this issue and get together in establishing the proper regulations so that we address how the Police Department will handle the violations as well as the residents and Visitors. Councilmember McNelly had a few concerns and questions which he addressed with the Chief. The Police Department is mandated to honor the rules and laws of the State, McNelly stated that clarification on exact locations and specific guidelines will be necessary for our community as well as visitors. Chief agreed and stated he is working with Tim Pettit, staff and would like Council to address any items that they feel needs additional attention before the next reading of this Ordinance.

Councilmember McNelly stated it reads there will be no establishment selling marijuana in Williams, Chief informed Council that this is prohibited in City limits and he read this correctly. No establishments or testing facilities will be in the City of Williams. Councilmember Cowen asked how do you deal with school zones, Chief mentioned that if they are on the sidewalk this will not be permitted but if they are in front yard across the street, it is legal to partake, Chief will send an invitation to Council regarding Prop 207 3-hour meeting that is coming up in September that he would like Council to join.

C. Consideration and action regarding Destination Marketing Organization (DMO) for the city.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

AUGUST 12, 2021
COUNCIL ACTION

Heather Herman explained why this has come about, this is brand new from the Arizona Office of Tourism, they did by the way increase our ad amounts from \$50K to \$75K so that is a bonus. The reason for this Certificate is because of the Chamber of Commerce, their funding has been on hold and mostly turned over to the city. Destinations is trying to avoid being in the middle of Commerce and City and have decided to incorporate this Affidavit so that each City could assign their DMO for that location. City of Williams is different since we are the only ones where the City runs the funds and the Council determines where those funds are allocated, so the Council is officially our DMO for Williams. Heather would like to have the Affidavit back before the deadline in September.

Motion: To designate City Council as Destination of Marketing Organization (DMO) for the City of Williams

Action: Approved

Moved by *Councilmember Cowen*, **Seconded by** *Councilmember Payne*.

Motion passed unanimously

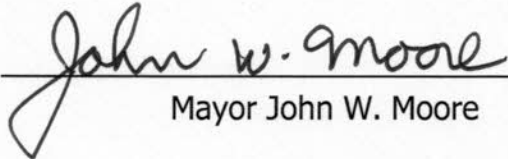
VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

Mayor and Council:

- Mayor mentioned the few events coming up along with Arizona League later this month and the Labor Day Fireworks, also the Patriots Day Parade. Mayor also mentioned that the road work east side of town is slightly delayed due to the weather.


Staff - None

VII. ADJOURN – 7:30pm



Mayor John W. Moore

ATTEST:



Deputy City Clerk Sue Bennett

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

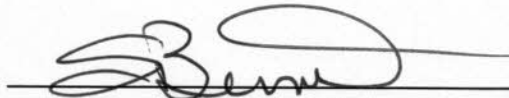
**AUGUST 12, 2021
COUNCIL ACTION**

CERTIFICATION

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

I, SUE BENNETT, do hereby certify that I am the Deputy 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 August 12, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 13th day of August 2021.



Deputy City Clerk Sue Bennett

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

SEPTEMBER 09, 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 George Glen provided the invocation.

C. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Mike Cowen, Councilmember Bernie Hiemenz, Councilmember Frank McNelly, Councilmember Lee Payne and Councilmember Craig Fritsinger. Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Herman Nixon, Aaron Anderson Public Works and Deputy City Clerk/HR Administrator Sue Bennett.

D. Approval of Minutes for August 9, Special and 12 Regular Meeting.

Motion: *To approve the Minutes for August 9, Special and 12 Regular Meeting.*

Action: *Approved*

Moved by Councilmember McNelly, **Seconded by** Councilmember Fritsinger.
Motion passed unanimously.

E. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by: *Vice Mayor Dent,* **Seconded by:** *Councilmember Payne.*
Motion passed unanimously.

II. PRESENTATIONS – Chief Herman Nixon announced that they have selected Tracy Cooper the Officer of the Year 2020 Award by the Fraternal Order of Police Lodge 13. Officer Cooper is on duty this evening and is unable to attend, Chief expressed that Officer Cooper is very deserving of this reward for her work as an Officer and all her assistant in obtaining grants.

Brenda Carter of APS presented the dock changes. She stated that they are having difficulty in obtaining crews, so with that, they are dispatching crews from Flagstaff. This will not affect the response time to Williams and allow APS more resources.

APS is currently conducting an inventory of materials that are based here in Williams, upon the results of that inventory, Williams will receive a decrease in their annual charges. Williams will continue to have two dedicated trouble men in Williams who are our first responders to any issues.

Councilmember Fritsinger asked about the reduction in the actually inventory, APS will leave the emergency inventory for any future issues, but any additional items will be done by Flagstaff personnel.

Councilmember McNelly asked about if Williams has any unique needs that would require particular equipment be stored here. APS will have emergency inventory here and if necessary, will have access to material in Flagstaff.

III. PUBLIC PARTICIPATION –

Don Mackay of the WVFD wanted to express his thanks for all the resources the city helped with in this Labor Day event and wanted input from Council on the feedback from the events. Don also would like to discuss the possibility of having the Labor Day Event as a recurring event in Williams and would appreciate the assistance from the City and Council. Mayor Moore would like to have more time to receive more input from the community before making any decisions at this time; would schedule a special meeting to discuss the details.

Roger Ely wanted to thank everyone with the City of Williams and presented a small token of his appreciation to the City Council. Vice-Mayor Dent accepted on behalf of Council. Roger also presented a plaque to Mayor Moore for his assistance.

IV. CONSENT AGENDA ITEMS

- A. Approval of check register for month ending August 31, 2021.**
- B. Approval of Purchase Orders**

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

SEPTEMBER 09, 2021
COUNCIL ACTION

Councilmember Cowen asked about the late fee for A1 Quality and the Caterpillar. Finance Director Bell stated the city was late in paying of A1 Quality and that the charge for Caterpillar was the paver. Councilmember McNelly wanted to ask about Coconino IGA amount, Finance Director Bell stated that this charge was for the court.

Motion: *To approve the consent agenda items as presented.*

Action: *Approve*

Moved by *Councilmember McNelly* **Seconded by** *Councilmember Hiemenz*

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

- C. Council will hear its second reading of Ordinance No. 985 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties.**

Deputy City Clerk read the Ordinance by number and title only.

Councilmember Cowen asked if we heard any further information regarding this ordinance since our first reading. Chief Nixon has not received any further information. Councilmembers discussed that the council and staff will need to sit down and address the concerns and issues and outline our specific rules so that the Police Department and staff can follow.

- D. Consideration and action with the issuance of a liquor license (#12 Restaurant) to Christopher Brainard for Dara Thai Twisters, 417 E. Route 66.**

Mayor Moore asked if the city has received any complaints or concerns from the public. The city has received no concerns or complaints from the public. Mayor Moore asked for a motion.

Motion: *To approve the liquor License issuance to #12 Restaurant to Christopher Brainard for Dara Thai Twisters, 417 E. Route 66.*

Action: *Approved*

Moved by *Councilmember McNelly*, **Seconded by** *Councilmember Cowen*.

Motion passed unanimously

E. Consideration and action with wastewater treatment plant hiring of consultant.

City staff has solicited a proposal from Woodson Engineering and Survey to conduct a study and preliminary design for the expansion of the Williams Wastewater Treatment Plant by Carrollo Engineering (Sub consultant). This study and design will evaluate the existing plant operation and capabilities and determine what improvements should be implemented to expand the plant's capacity.

Councilmember Hiemenz asked if it was going to be about 8 months to a year for this particular project, they anticipate it will.

Councilmember Cowen asked about how many years for final completion, at least 3 years. This service is just showing what we need to get to each phase of this project. This study is based on potential of growth in population or housing and its possible cost to the city to make that expansion.

Mayor Moore asked if Council had any further questions or concerns, if not, he asked for a motion.

Motion: *To approve the hiring of a wastewater treatment plant consultant.*

Action: *Approved*

Moved by *Councilmember Payne, Seconded by Councilmember Fritsinger*

Motion passed unanimously

F. Consideration and action for re-establishing late fees and shut off for utility customers.

Finance Director Bell informed the Council that since the Pandemic the late fees and shut off were discontinued, the delinquency of outstanding balances have increased dramatically and the Finance Director is recommending that the City return to establishing late fee and shut offs. This allows the city to work with the residents and show them that there are consequences in not paying their utility bills. Arizona State still offers assistance to those that meet the requirements and will assist them in paying their utility bills. The city staff will be sure that residents have access to the application for State assistance.

Motion: *To approve the re-establishing of late fees and shut off for utility customers.*

Action: *Approved*

Moved by: *Councilmember Fritsinger, Seconded by Councilmember McNelly*

Motion passed unanimously**G. Consideration and action of refuse collection and nonresidential trash rate in the city service area.**

The City has offered our city Residents a discounted rate on trash for the last 7 years for residents aged 62 and older. Recently there have been many customers challenging that the age was from 60 and older. The city is also receiving request from nonresidential customers requesting the discounted rate. Finance Director Bell is recommending that we establish a policy that all residents within the city limits are eligible for the discount. Nonresidential customers to be charged the County rate of \$66.60 and will not be eligible for the discount. Vice-Mayor Dent was concerned on charging the nonresidential customers the county rate, since they have been receiving the normal city refuse rate, this may be a difficult situation. Mayor Moore asked that we review these items separately. We deal with the discount now and maybe discuss the nonresidential rate increase at another time. Finance Director Bell stated that she was fine with that, she will do some researching and have some comparable charges available at the next discussion.

Mayor Moore asked that we make a motion on establishing a policy for the 62 and older discounted rate.

Motion: *To establish a policy for the 62 and older discounted rate.*

Action: *Approved*

Moved by: *Vice-Mayor Dent, Seconded by: Councilmember Payne.*

Motion passed unanimously

Vice-Mayor Dent stated that it is unfair to the city residents to give the nonresidential customers the same rate when they are not within city limits. When they were given the opportunity to be included into the city limits, they refused so now they are given Fire Department services free without paying taxes.

Motion: *To change the nonresidential customers on the established route of the city to the county rate of \$66.60*

Action: *Approved*

Moved by: *Vice-Mayor Dent, Seconded by: Councilmember Cowen.*

Motion passed unanimously

H. Consideration and action regarding the APS E-3 program, whether to continue or terminate.

The City has had APS contracted for years to administer the City's Electric

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 6

SEPTEMBER 09, 2021
COUNCIL ACTION

System. Staff has been working to clean up the customer database in order to move forward with possibly bringing this task in-house with the other utilities. In doing so, we have discovered that City of Williams customers have been offered APS programs established many years ago. The city has 65 customers on the E-3 Program. Of these accounts 11 are delinquent 30 days or more. This program is based on income and needs review every two years by staff for continuation. City staff nor APS has kept up with this requirement. City of Williams does not have the staff necessary to continue with this program once this system because the city responsibility and staff recommends, we terminate this program. APS has allowed a budget billing program to customer to pay the same amount through a 12-month period, which has a settle up balance which could be a debit or a credit, this is reviewed quarterly, which means they could fluctuate your bill. We currently have 37 customers on this program. Staff does not see this as too much of a concern. APS is changing their residential customer deposits, if a customer has been on the APS service for 5 to 10 years, they no longer need to pay additional deposits when they establish new accounts. Councilmember McNelly asked if electric bills still fall under the State assistance program, yes, they do. Vice-Mayor Dent stated that he feels we should hold off on making any changes right now. We hope to take over the Electric by the first of next year, so maybe we revisit this at that time. Councilmember Cowen stated since we do not have the manpower to assist with these programs, we may look into the software we were discussing earlier this year that would address manpower issues. Finance Director Bell informed Council that if we are able outsource the payroll portion then we would free up an employee to work directly with APS customers on these programs. Right now, we do not have any resources. We may also want to look into upgrading our software to handle all these new programs. We currently have a software that we make work for us, but need a software that works for us. Right now, we are at that point where we would need to look into updating anyway. Recommend that we open this discussion to Council and also recommends Deposit program should stay and the E-3 program should be phased out.

Motion: *To continue with the budget program and put off the E-3 program until we have more information later this year, and APS will continue to collect deposit.*

Action: *Approved*

Moved by: *Councilmember McNelly* **Seconded by** *Vice-Mayor Dent*

Motion passed unanimously

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

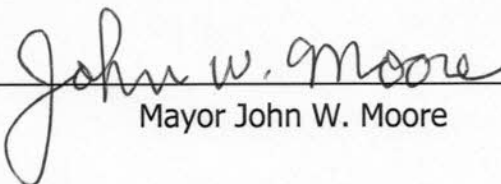
Mayor and Council:

- Mayor Moore introduced Tad Parker the newly appointed Fire Chief for Junipine Fire Department.
- Councilmember McNelly asked that we discuss rates at the rodeo grounds and discuss the maintenance responsibilities.
- Mayor would like to look into a work session next Thursday or Friday to discuss items addressed here tonight, sweet water well and our infrastructure. Council agreed to hold a Work Session on Thursday, 9/16/2021 at 7:00pm.

Staff -


- Chief wanted to let Council know that the Police department has been going through some challenges time the last few weeks.
- Aaron Anderson informed the group that the paving down town should be complete by end of October same as Garland Prairie.

VII. ADJOURN – 8:30pm



Mayor John W. Moore

ATTEST:



Deputy City Clerk Sue Bennett

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 8

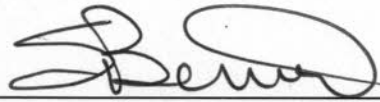
SEPTEMBER 09, 2021
COUNCIL ACTION

CERTIFICATION

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

I, SUE BENNETT, do hereby certify that I am the Deputy 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 August 12, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 13th day of August 2021.

A handwritten signature in black ink, appearing to read 'Sue Bennett', is written over a horizontal line.

Deputy City Clerk Sue Bennett

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1
Executive Session/Work Session

SEPTEMBER 16, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:00 PM

Mayor Moore called the meeting to order.

B. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Cowen, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger, Councilmember Frank McNelly (arrived at 7:02) and Councilmember Payne. Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Public Works Director Aaron Anderson, and City Clerk/HR Director Pamela Galvan.

C. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by *Councilmember Hiemenz, Seconded by Councilmember Payne.*

Motion passed unanimously.

Motion: *To enter into Executive Session.*

Action: *Entered*

Moved by *Councilmember Fritsinger, Seconded by Councilmember Payne.*

Motion passed unanimously.

EXECUTIVE SESSION 7:01PM

Pursuant to A.R.S. §38-431.03 (A)(4), discussion with legal regarding contracts and agreements and possible direction from attorney.

ADJOURN to Work Session- 7:35PM

II. Work Session

The City's Infrastructure, Sweetwater well, water and electric distribution etc.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2
Executive Session/Work Session

SEPTEMBER 16, 2021
COUNCIL ACTION

- Mayor noted the city has quite a bit of development currently taking place. He mentioned counsels' interest in moving forward with the Sweetwater well.
- Mayor invited Pat Carpenter a quality water company to open the discussion.

Mr. Carpenter began with reference to a memo dated March 21, 2019, William's city Council considerations. It noted projects completed at the wastewater treatment plant as well as projects at the water treatment plant.

There was considerable discussion regarding million-gallon tank and its operation: going online, it's elevation with relation to the other tanks, the equalization of tanks, and future development.

Pat Carpenter referred to the memo dated September 16, 2021, Williams Water/Wastewater meeting information. It noted the wells, the water treatment plants demand, total system demands, the wastewater treatment plant and its current demands, storage, and the suggestion of increasing the base meter charge to the residents.

- They discussed the costs for Sweetwater well, and a new pump for Rodeo well. Suggestions for swapping out the Rodeo well pump and placing, or using it in the Sweetwater well, and those costs associated with execution.
- Pat Carpenter was asked to bring city Council current numbers for performing swap and purchasing of a new pump for the wells, and at the request of councilmember Payne, a line break down of those costs as well as the timing or staging of the process.
- Vice Mayor Dent had a conversation with Brenda from APS discussing the next conversion. They spoke of Grand Canyon Blvd., east, to the subdivision, and the conversion is in the range of \$350,000. APS is looking at those numbers again to present a current cost, and indicated that it should be moved to his current budget year and not put it off as there is enough demand. Tim Pettit will talk with Power Contracting to see if they will perform the work; APS works well with them. Tim had gone over the budget and stated how we can shift the funds to get this going.
-

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3
Executive Session/Work Session

SEPTEMBER 16, 2021
COUNCIL ACTION

- Mayor spoke of the road out by Bearizona and the desperate need of repair. Aaron Anderson noted they can perform a skin patch at a cost of approximately \$85,000.00, noting that it would be a temporary fix.
- Vice Mayor asked Pat Carpenter about the capabilities of expansion at the water plant and suggested we should have someone take a look so we will know where you're at.
- Councilmember McNelly spoke of the rodeo grounds, and suggested a fee increase. Currently the daily cost is \$600 for both the large and small arenas, and it is suggested that they increase that by \$100; also, he suggested a deposit on the arena, as well as the other facilities the city manages. He is going to work with finance director Barbara Bell to bring numbers back to council for them to discuss and vote upon. Another area of concern at the rodeo grounds is the drainage. It is going to take some work to repair and ongoing upkeep.
- Councilmember Cowen inquired on the planning and fire departments. Tim Pettit noted how the fire department has been slow in responding to calls, medical calls and it is understood that we only have a couple of EMT's that could actually respond, the others are not certified and likely why they are not responding. Life Line was mentioned. The planning department is moving forward.
- Tim Pettit noted that he has had developers calling him interested in development but he has been relaying that they are going to have to wait, as we have reached or are reaching our capacity with our wastewater plant. We currently have 5 projects, 3 are permitted and 2 in review; we not in a position to allow for more at this time.
- Councilmember Payne asked about the trailer house for the fire department; not yet.
- The wastewater plant study will include development projections. The bio load and water flow must be reviewed. The plant project will take 4 to 5 years to complete.

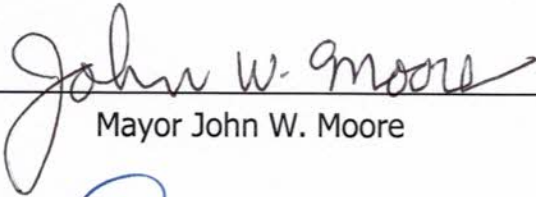
III. ADJOURN – 8:35M

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

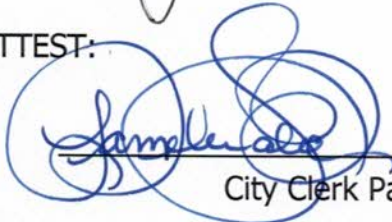
PAGE 4
Executive Session/Work Session

SEPTEMBER 16, 2021
COUNCIL ACTION



Mayor John W. Moore

ATTEST:



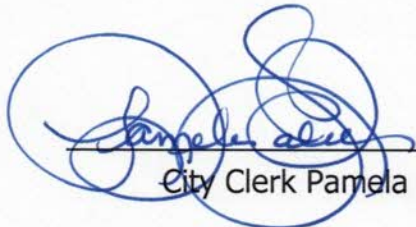
City Clerk Pamela Galvan

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 September 16, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 17th day of September 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

SEPTEMBER 23, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:01 PM

Mayor Moore called the meeting to order.

B. Pledge of Allegiance and Invocation

The pledge of allegiance was recited, and George Glenn provided the invocation.

C. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Mike Cowen, Councilmember Bernie Hiemenz, Councilmember Frank McNelly, Councilmember Lee Payne and Councilmember Craig Fritsinger. Present from City Staff, City Manager Tim Pettit, Police Chief Herman Nixon, Aaron Anderson Public Works and City Clerk/HR Director Pamela Galvan.

D. Approval of Minutes for September 9, Regular and 16 Special meetings.

Motion: *To approve the Minutes for September 9, Regular meeting, and September 16, 2021 Special meeting.*

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 *Vice-Mayor Dent, Seconded by Councilmember Payne.*

Motion passed unanimously.

II. PRESENTATIONS – Tina Burrell, Williams Victims Advocate is here to announce October's Domestic Violence Awareness month.

Tina Burrell, Victim Advocate for the city of Williams, and Barbara Vogel, Victim Advocate for the victim witness services for Coconino County, came tonight to request the approval of Williams City Council to place ribbons on

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

SEPTEMBER 23, 2021
COUNCIL ACTION

the light posts along Route 66 and Grand Canyon Blvd. Tina explained that domestic violence awareness month is identified by the color purple, and how these ribbons will include a laminated fact and/or quote from a victim or survivor of the domestic violence hotline number.

She explained how they will purchase supplies, put them up and take them down. They would like to begin placing the ribbons in the city the first week of October and will remove ribbons by October 30th.

In addition to the ribbons, they are planning on making flyers to promote healthy family relationships, and to give them to the local proprietors to post in their business if they wish to help support our efforts.

Mayor Moore, along with city Council expressed their gratitude for monies donated to the city to refurbish the tennis/pickle ball court, and commended staff on a job well done.

PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS -None

V. NON-CONSENT AGENDA ITEMS

- A. Council will hear its third and final reading of Ordinance No. 985 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties.**

Motion: Tabled the third and final reading of Ordinance No. 985 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties, for two (2) months.

Action: *Approved*

Moved by *Councilmember McNelly*, **Seconded by** *Councilmember Hiemenz*.

Motion passed unanimously

- B. Consideration and action regarding Resolution No 1415 amending the personnel policies and procedures, Policy No. 10.01 by recognizing and designating Juneteenth as a paid City holiday to be observed on June 19 of each year.**

Died for lack of motion.

- C. Discussion and consideration of funds for the 2022, 4th of July Fireworks show, and the Volunteer Fire Labor Day Fireworks show.**

Don Mackay of the Williams volunteer fire department came to discuss a couple things and ask for assistance. He noted how the department would like to lock in the Labor Day event as well as tentatively 4 July.

He noted that last year's fireworks show was \$35,000 the contract we had with that distributor is up and they are having to go out to find another source. They have located a reputable vendor but noted that we need to act now to obtain optimum pricing; for \$50,000 dollars, they can secure a larger Labor Day show, as well as a larger Fourth of July show. If for whatever reasons we cannot perform the 4th of July show, they can hold those fireworks over to the next year, up to five years as there is no shelf life.

If they wait until January the price will increase approximately \$9,000.00.

Mayor Moore confirmed that the fireworks can be held over/stored, as they have been told in the past they could not. Don Mackay said they can be kept in a Connex box safe and secure with weekly inspections.

The next item he brought forward was a device called a mongoose. They are used to ignite the fireworks. The department currently has 10, and they would like Council to authorize the purchase of another 10 units at \$1,000 each. This is a safer way of igniting the fireworks. It will cover the finale and about 1/3 of the hand lighting.

Mayor Moore asked if he should assume that they would need to pay this bill now. Mr. McKay said the sooner they move will ensure the pricing for all of the items.

Mayor Moore said that he would like to make a motion noting that this is something he seldom does, and that is the motion to authorize the purchase of fireworks immediately as well as 10 units of the mongoose.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

SEPTEMBER 23, 2021
COUNCIL ACTION

Motion: To approve the funds for the July 4th 2022, and maybe Labor Day fireworks shows, as well as the devices to set off fireworks.

Action: Approved

Moved by Mayor John W. Moore, **Seconded by** Councilmember Hiemenz
Motion passed unanimously

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

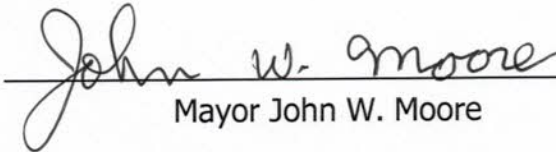
Mayor and Council

- Mayor Moore pointed out the Council had before them the scope of work and proposals for the pump prices Council approved last week and is instructing Tim Pettit to move forward.
- Mayor Moore expressed his appreciation for how City Hall looks and how staff has done a great job with painting.

Staff None

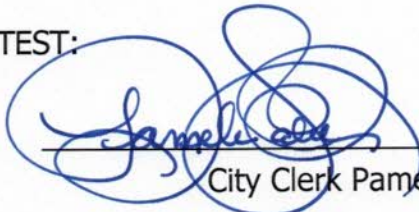
John Moede of Sherwood fire explained that they had lost a member last week. They were able to perform a very nice ceremony with the assistance of Williams fire and wanted to say thank you very much.

VII. ADJOURN – 7:33PM



Mayor John W. Moore

ATTEST:



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 5

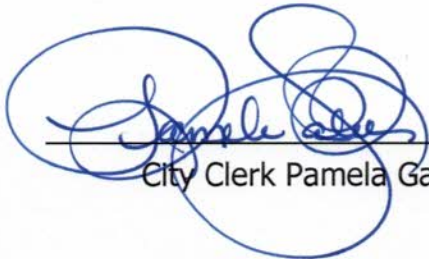
**SEPTEMBER 23, 2021
COUNCIL ACTION**

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 September 23, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 24th day of September 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

OCTOBER 14, 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 George Glenn provided the invocation.

C. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Mike Cowen, Councilmember Bernie Hiemenz, Councilmember Frank McNelly, Councilmember Lee Payne (arrived 7:01) and Councilmember Craig Fritsinger. Present from City Staff, City Manager Tim Pettit, Aaron Anderson Public Works and City Clerk/HR Director Pamela Galvan.

D. Approval of Minutes for September 23, 2021.

Motion: *To approve the Minutes for September 23, 2021.*

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 *Vice Mayor Dent, Seconded by Councilmember Fritsinger.*

Motion passed unanimously.

II. PRESENTATIONS –

III. PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS –

A. Approval of check register for month ending September 30, 2021.

B. Approval of PO.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

OCTOBER 14, 2021
COUNCIL ACTION

Motion: To approve the consent agenda items.

Action: *Approved*

Moved by *Councilmember McNelly*, **Seconded by** *Councilmember Hiemenz*.

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

- C.** Consideration and action with the development of a franchise agreement with Telcom West, a new fiber optic company.

Dee Dee Mahan from Telcom West provided an overview of the services they are intending to provide the city of Williams and its residents, as well as surrounding areas. She noted their plan to supply High Speed Internet, Phone, Video, and Data services connecting subscribers to the major communication hubs throughout the southwest and the world.

She went over the Right-of-Ways, Pole attachments and explained the steps, design and phases that are to take place.

Ed Godsell began by providing a brief background of his experience. He explained the technical setup and installation, and time line to connect.

There was discussion with questions regarding: broadband vs. fiber optics, costs, underground construction, and items to be included in the development agreement.

Motion: To approve city staff in moving forward in the development of a franchise agreement between the City of Williams and Telcom West.

Action: *Approved*

Moved by *Vice Mayor Dent*, **Seconded by** *Councilmember Hiemenz*.

Roll Call Vote:

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

Motion passed unanimously

Mayor Moore if he were voting would vote, yes.

VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

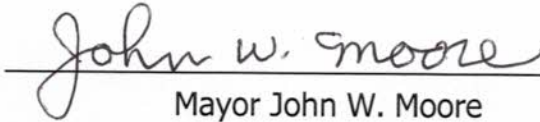
OCTOBER 14, 2021
COUNCIL ACTION

Mayor and Council -None

Staff

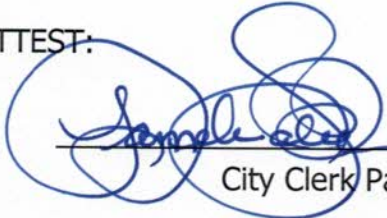
- November's meeting will be held on the 18th in lieu of the 11th due to Veteran's Day holiday.

VII. ADJOURN – 7:43PM



Mayor John W. Moore

ATTEST:



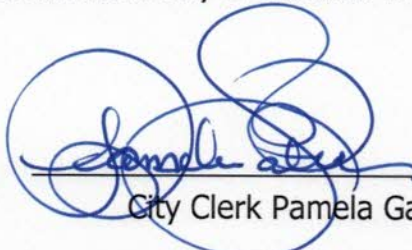
City Clerk Pamela Galvan

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 October 14, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 15th day of October 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

OCTOBER 28, 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 Mike Cowen, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger.

Absent: Councilmember McNelly and Councilmember Payne

Present from City Staff, City Manager Tim Pettit, Aaron Anderson Public Works, Lt. John Romero and Deputy City Clerk/HR Administrator Sue Bennett.

D. Approval of Minutes for October 14, 2021.

Motion: *To approve the Minutes for October 14, 2021.*

Action: *Approved*

Moved by *Vice Mayor Dent*, **Seconded by** *Councilmember Hiemenz.*

Motion passed unanimously.

E. Adopt Agenda

Motion: *To approve the agenda as presented.*

Action: *Adopted*

Moved by *Councilmember Fritsinger*, **Seconded by** *Councilmember Cowen*

Motion passed unanimously.

II. PRESENTATIONS – Lt. John Romero presented lifesaving awards to Officer Grace Dash and Daniel Ortiz, along with Fire Inspector Jason Moore. Officers were dispatched to a call on September 16, 2021 of a person in distress, when they arrived the individual was unresponsive, Officer Dash and Officer Ortiz and the assistance of Fire Inspector Moore administered resuscitation prior to the arrival of Life Line Ambulance. Life Line Ambulance thanked the Officers and Fire Instructor, without their assistance the individual would not have survived. Lt. Romero along with Chief and Council would

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

OCTOBER 28, 2021
COUNCIL ACTION

like to thank each of them for their professionalism and dedication to the residents of the City of Williams.

Jenna Stevenson and Kathy Bates of the Friends of Williams Aquatic Center stated that they dropped off a copy of the survey for Councils review and wanted to address some questions they had to Council as well as answer any questions the Council may have. The Survey was on a very positive note; the community wants the pool open. 92% of our new residents who have moved here since the pool has been closed have never seen the pool or experienced what the pool offers. Dave Remender was present and wanted to express his concern of the pool being closed, stated his concern was for the children who are not being trained in swimming. Dave also would volunteer to be a life guard as well as most of the people in the room that were here tonight to support the pool opening. Jenna stated that they hope to continue with the grant with the support of the City so that they may qualify for the \$50,000 funds that are available. Mayor informed presenters as well as the group, that the City Staff and Council has always supported the pool and it is our wish to see it reopened. It has been budgeted and if all goes well next year our hopes are to open the pool by spring.

III. PUBLIC PARTICIPATION – None

IV. CONSENT AGENDA ITEMS –

- A. Approval of Purchase Orders.**
- B. Approval of 2022 PSPRS Pension Funding Policy.**

Motion: To approve the consent agenda items.

Action: *Approved*

Moved by *Councilmember Hiemenz*, **Seconded by** *Councilmember Cowen*.

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

- C. Consideration and action with B-4 Dogtown Waterline change order in the amount of \$194,180.80.**

Councilmember Fritsinger asked if we have contingency monies to cover this change order, Tim stated yes we do. Mike Janes from Woodson

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

OCTOBER 28, 2021
COUNCIL ACTION

Engineering informed the Council that we have had very few Change Orders, and this was presented to Council since it was over the \$100,000 limit of authorization. Mike stated that we may have a few more in the future, since the project is only half way completed, but we have the monies available in the contingency fund. It is possible that we may request the change order increase to 200,000 dollars.

Motion: To approve the change order in the amount of \$194,180.80.

Action: *Approved*

Moved by *Councilmember Fritsinger*, **Seconded by** *Councilmember Hiemenz*.

Motion passed unanimously

Roll Call Vote:

Councilmember Fritsinger	Yes	Councilmember Hiemenz	Yes
Councilmember Cowen	Yes	Vice Mayor Dent	Yes

Mayor Moore if he were voting would vote, yes.

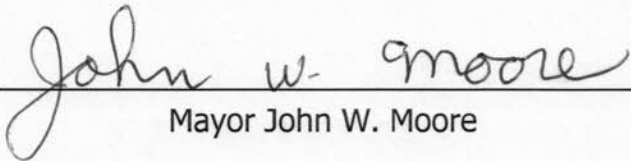
VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS

Mayor and Council

Mayor Moore attended the NACOG meeting and asked Staff and Council that we think about what areas we would like to apply for assistance.

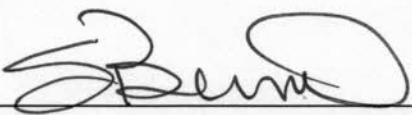
Staff None

VII. ADJOURN – 7:42 PM



Mayor John W. Moore

ATTEST:



Deputy City Clerk Sue Bennett

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

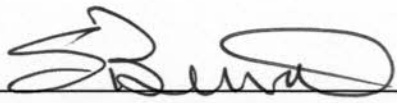
**OCTOBER 28, 2021
COUNCIL ACTION**

CERTIFICATION

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

I, SUE BENNETT, do hereby certify that I am the Deputy 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 October 28, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 29th day of October 2021.



Deputy City Clerk Sue Bennett

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1
SPECIAL MEETING

NOVEMBER 9, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:00 PM

Mayor Moore called the meeting to order.

B. Roll Call

Present: Mayor Moore, Vice Mayor Don Dent, Councilmember Bernie Hiemenz, Councilmember Craig Fritsinger, Councilmember Frank McNelly and Councilmember Payne. Councilmember Mike Cowen was absent. Present from City Staff, City Manager Tim Pettit, and City Clerk/HR Director Pamela Galvan.

C. Adopt Agenda

Motion: *To amend the agenda by removing the executive session and non-consent agenda item.*

Action: *Adopted*

Moved by *Vice Mayor Dent, Seconded by Councilmember Payne.*

6:01pm Councilmember Payne recused himself for the remainder of the meeting.

D. Consideration and action regarding the current US Forest Service lease Agreement at 800 S. 6th Street, and an Addendum recently received to modify it.

Mayor Moore explained Forest Service addendum states that our employees need to be vaccinated in order to come into their building.

Tim Pettit will respond to them that the city will not sign their amendment, but will offer them various options to it.

- The Forest Service needs a response by November 14.
- There was discussion about what the city might do with the building if the Forest Service were to leave.
- Their lease agreement is annual.

Motion: *The City will not sign the amendment to the current agreement but will offer them options.*

CITY OF WILLIAMS CITY COUNCIL

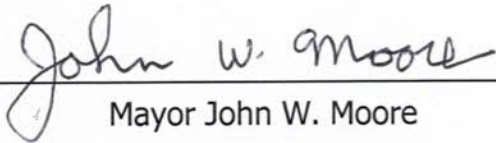
ANNOTATED MINUTES
AGENDA ITEM

PAGE 2
SPECIAL MEETING

NOVEMBER 9, 2021
COUNCIL ACTION

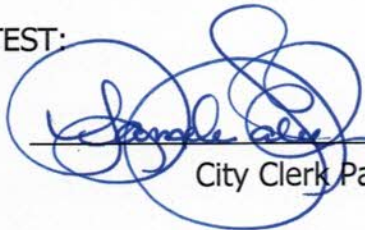
Action: *Approved*
Moved by *Vice Mayor Dent*, **Seconded by** *Councilmember xxx*.
Motion passed unanimously.

II. ADJOURN – 6:16PM



Mayor John W. Moore

ATTEST:



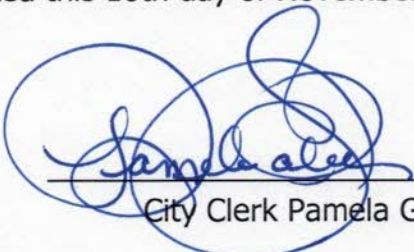
City Clerk Pamela Galvan

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 November 9, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 10th day of November 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

NOVEMBER 18, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:03 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 Mike Cowen, Councilmember Bernie Hiemenz, Councilmember Lee Payne, and Councilmember Craig Fritsinger.

Absent: Councilmember Frank McNelly. Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Herman Nixon, Public Works Director Aaron Anderson, and City Clerk/HR Director Pamela Galvan. Also, City Engineer Mark Woodson of Woodson Engineering.

D. Approval of Minutes for October 28 and Special Meeting November 9, 2021.

Motion: *To approve the Minutes for October 28 and Special Meeting November 9, 2021.*

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 Fritsinger*, **Seconded by** *Councilmember Payne.*

Motion passed unanimously.

II. PRESENTATIONS –

III. PUBLIC PARTICIPATION –*Mr. Keith Heimes and Chuck Corcoran from the Williams Sportsman's Club came and presented Police Chief Herman*

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

NOVEMBER 18, 2021
COUNCIL ACTION

Nixon with a plaque to show their appreciation for his dedication to their club.

IV. CONSENT AGENDA ITEMS –

A. Approval of PO.

B. Approval of check register for the month ending October 31, 2021.

Motion: To approve the consent agenda items.

Action: *Approved*

Moved by *Councilmember Cowen*, **Seconded by** *Councilmember Fritsinger*.

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

Consideration and action with Williams Utility Service Boundary Revisions.

Action: *Died for lack of motion.*

C. Consideration and action of the first reading of Ordinance No. 986 for the Williams Utility Service Boundary Refinement.

The City Clerk provided the first reading of Ordinance No 986 by number and title only.

Consideration and action with issuing a Series No. 18, Distillery liquor license to Camila Alarcon for Cruisers Café at 233 Route 66.

The Clerk confirmed the posting without issue.

Motion: *To approve the issuance of a Series No 18 Distillery license to Camila Alarcon for Cruisers Café at 233 Route 66.*

Action: *Approved*

Moved by *Councilmember Payne*, **Seconded by** *Councilmember Cowen*.

Motion passed unanimously

D. City Manager will recommend the appointment of the City's Police Chief.

Motion: *To approve the appointment of Tad Wygal as the City's Police Chief.*

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

NOVEMBER 18, 2021
COUNCIL ACTION

Action: *Approved*

Moved by *Councilmember Cowen*, **Seconded by** *Vice Mayor Dent*.

Roll Call Vote:

Councilmember Cowen	Yes	Vice Mayor Dent	Yes
Councilmember Fritsinger	Yes	Councilmember Hiemenz	Yes
Councilmember Payne	Yes		

Motion passed unanimously

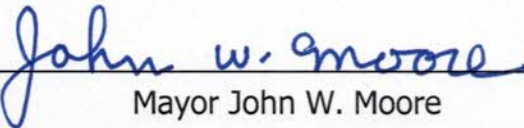
VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council

- Mayor was in a meeting in Flagstaff and finds he is always asked the same question how do you do what you do and keep your town always looks so good, always busy.

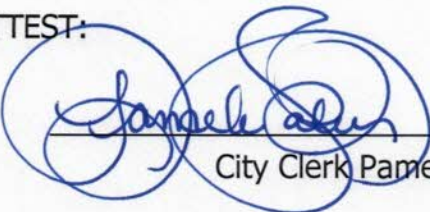
Staff

VII. ADJOURN – 7:24 PM



Mayor John W. Moore

ATTEST:



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

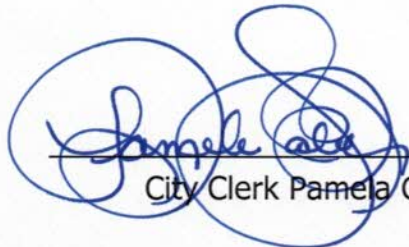
**NOVEMBER 18, 2021
COUNCIL ACTION**

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 November 18, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 19th day of November 2021.



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

DECEMBER 9, 2021
COUNCIL ACTION

I. PROCEDURES

A. Call to Order 7:00 PM

Vice Mayor Dent called the meeting to order.

B. Pledge of Allegiance and Invocation

The pledge of allegiance was recited, no invocation was provided.

C. Roll Call

Present: Vice Mayor Don Dent, Councilmember Mike Cowen, Councilmember Craig Fritsinger Councilmember Bernie Hiemenz, Councilmember Frank McNelly, and Councilmember Lee Payne.

Absent: Mayor Moore.

Present from City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Herman Nixon, Public Works Director Aaron Anderson, and City Clerk/HR Director Pamela Galvan.

D. Approval of Minutes for November 25, 2021.

Motion: *To approve the Minutes for November 25, 2021.*

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 – The City Council presented retiring Police Chief Herman Nixon with an award of appreciation for his years of service in the City of Williams.

Vice Mayor Dent presented retiring Chief Herman Nixon with a plaque expressing the City's gratitude for his years of service, a commemorative City Pen and Pencil set, and a paid membership for the 2022 season at Elephant Rocks Golf Course.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

DECEMBER 9, 2021
COUNCIL ACTION

Chief Nixon thanked the City Council for their relationship over the years and his relationship with the community.

III. PUBLIC PARTICIPATION – Robin Smith-Eckles asked that Council please come to the Airport Rd proposed development site to look and see what it is going to be.

IV. CONSENT AGENDA ITEMS –

A. Approval of PO.

B. Approval of check register for the month ending November 30, 2021.

Motion: *To approve the consent agenda items.*

Action: *Approved*

Moved by *Councilmember McNelly*, **Seconded by** *Councilmember Payne.*

Motion passed unanimously

V. NON-CONSENT AGENDA ITEMS

Item tabled from September 23, 2021, Council meeting.

C. Council will hear its third and final reading of Ordinance No 985 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties.

City Manager Tim Pettit went over the amendments to Ordinance No. 985.

Vice Mayor Dent asked the clerk for the third and final reading.

The City Clerk provided the third and final reading of Ordinance No 985 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties.

Motion: *To approve the amended Ordinance 985 relating to the regulation of recreational marijuana and setting forth violations, enforcement, and penalties.*

Action: *Approved*

Moved by *Councilmember McNelly*, **Seconded by** *Councilmember Payne.*

Roll Call Vote:

Councilmember McNelly Yes

Councilmember Cowen Yes

Councilmember Payne Yes

Councilmember Fritsinger Yes

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 3

DECEMBER 9, 2021
COUNCIL ACTION

Councilmember Hiemenz Yes

Vice Mayor Dent

Yes

Motion passed unanimously

D. Consideration and action of the second reading of Ordinance No. 986 for the Williams Utility Service Boundary Refinement.

Motion: *To read Ordinance No. 986 by number and title only.*

Action: *Approved*

Moved by *Councilmember Fritsinger*, **Seconded by** *Councilmember Payne*

The City Clerk provided the second reading of Ordinance No 986 by number and title only.

VI. REPORTS, CURRENT EVENTS, AND INFORMATION ITEMS

Mayor and Council

- Vice Mayor Dent noted a meeting he and the Mayor with Congressman O'Halleran regarding the passing of an infrastructure bill and how it will be allocated/applied. Congressman's staff will be getting back to the city with updates.
- Councilmember Cowen asked Pat Carpenter about water runoff. Pat spoke of us reaching maximum parameters at the wastewater plant. He went through some points on his water report, including equipment for upgrades and spare parts.

Staff

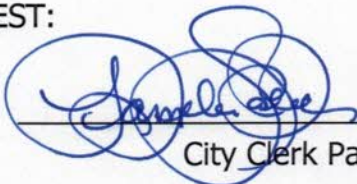
- Chief Nixon noted that Toys for Tots is going on right now at the station.

VII. ADJOURN – 7:36 PM



Vice Mayor Don Dent

ATTEST:



City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

PAGE 4

DECEMBER 9, 2021
COUNCIL ACTION

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 December 9, 2021. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 10th day of December 2021.



City Clerk Pamela Galvan