

## CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

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FEBRUARY 9, 2012  
COUNCIL ACTION

### **I. PROCEDURES:**

- A. Call to Order Mayor Moore called the meeting to order at 7:00 p.m.
- B. Pledge and Invocation Lee Payne led the pledge of allegiance, and Ruth Sanzari offered the invocation.
- C. Roll Call Mayor John Moore and Councilmen Don Dent, Bernie Hiemenz, Frank McNelly, Bill Miller, and Lee Payne were present and constituted a quorum. Councilman James Wurgler was absent due to illness.  
Present from City Staff were Brandon Buchanan, City Manager, Herman Nixon, Police Chief, and City Clerk/HR Director Susan Kerley. City Attorney Kellie Peterson, Gioia Goodrum, President/CEO Williams-Grand Canyon Chamber of Commerce, and Jim Winbourn, Chairman of the Williams-Grand Canyon Chamber of Commerce were present.
- D. Approval of Minutes: January 26, 2012 Councilman Miller made a motion to approve the minutes as presented. Councilman Dent seconded the motion, and it carried 5-0.
- E. Adoption of Agenda Councilman Miller made a motion to adopt the Agenda as presented. Councilman McNelly seconded the motion, and it carried 5-0.

### **II. PRESENTATIONS - NONE**

### **III. PUBLIC PARTICIPATION**

Jim Winbourn, Chairman of the Board, Williams-Grand Canyon Chamber of Commerce addressed Mayor and Council, explaining that his purpose was to clear up an erroneous item that appeared in the local newspaper. He said it was indicated that there was no communication between the City and the Chamber of Commerce. He said this is simply not true; the two entities have open communication and great cooperation.

Teresa Stevens, owner of the Canyon Club, along with two of her managers, said that she was here tonight to address parking tickets issued at the Canyon Club. She thanked Judge Krombeen and Chief Nixon who have been helpful in getting resolutions. She has been gone for a month-and-a-half and doesn't have first-hand experience; she just knows what her managers have told her. Last summer, she had the noise ordinance to deal with and now has parking issues to deal with. The parking signs that are in place send contradictory messages: *Public Parking/ No Parking Between 2:00 a.m. and 6:00 a.m.* Her employees encourage customers who may have had too much to drink to get drivers and leave their cars parked. Then, the cars are ticketed. One manager said that last Saturday she left her position behind the bar to move vehicles to the Public Parking lot so they wouldn't get ticketed. In her absence a fight broke out in the Canyon Club, and she had to call 911 for only the third time in three years. The second manager said that national signage standards are not being met with the existing signs. She wants the City to have legal signs. Mayor Moore said that this was not an Agenda item. He will head up a group to make signs legal. He asked Councilman McNelly, Chief Nixon, and Brandon Buchanan to work with him on this issue.

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**IV. CONSENT AGENDA ITEMS**

- A. Approval of Purchase Orders: J. Duffy In Joe Duffy's absence, Brandon Buchanan explained that the purchase order for archeological consulting represents part of the lead remediation required periodically at the shooting range. It is part of the use permit from the Forest Service.
- B. Approval of Check Register for month ending January 31, 2012: J. Duffy Councilman McNelly made a motion to approve the purchase orders and check register as presented. Councilman Payne seconded the motion, and it carried 5-0.

**V. NON-CONSENT AGENDA ITEMS**

- C. Council will consider Kiwanis Club's request for use of the City property west of the Justice Building on Railroad Avenue for the flea market for 2012 and may make a decision on this matter. Councilman McNelly said that the Kiwanis Club does a great job with their work there. It was suggested that the Kiwanis advise vendors about picking up their trash and not camping overnight. Councilman Dent made a motion to approve the Kiwanis' request. The motion was seconded by Councilman Hiemenz, and it carried 4-0. Councilman Miller recused himself for this item; therefore, he did not vote.
- D. *This item was tabled on January 26, 2012:* Council will review and make a decision on the Babbitt-Polson Event Space (Stage Park): B. Buchanan Mayor Moore said that plans for this project are still being tightened up, and more time to complete them is needed. Councilman Hiemenz made a motion to table this item until February 23, 2012. The motion was seconded by Councilman Miller, and it carried 5-0.
- E. *This item was tabled on January 26, 2012:* Council will review applications for the vacant Planning and Zoning Commission position and may make an appointment: J. Moore Council reviewed three applications from Richard Reese, Jeremy Hassen, and Gregory Brooks. Two of the applicants were present. Jeremy Hassen said that he has a good deal of experience, including 12 years as an architectural draftsman, working on extensive planning projects. Gregory Brooks said that he was a property maintenance inspector with the City of Richmond, Virginia, and he is now a zoning inspector in Flagstaff. He has great knowledge of the law and the spirit of the law. Richard Reese appeared at the last Council meeting, but he was not present for this one. Mayor Moore thanked all three applicants, pointing out that it is good to have three qualified applicants who are willing to serve in a volunteer position. Councilman Dent asked for the date of Gregory Brooks' initial application for this Commission. City Clerk Susan Kerley excused herself to retrieve that application. It was date-

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stamped April 17, 2011. This was significant because Council members wanted to consider the order in which the applications were received. Mayor Moore explained that no vacancy existed when Mr. Brooks applied initially. He was appointed to the Historic Preservation Commission; however, he could not accept the appointment because he works in Flagstaff and this Commission meets monthly during his working hours. His application was filed away. In January he completed a new application for Planning & Zoning that appeared in Council's documentation.

Mayor Moore moved to the next item while Ms. Kerley retrieved Mr. Brooks' initial application.

*Return to Item E:*

It was noted that Gregory Brooks' initial application was received on April 17, 2011, considerably earlier than the other two received in the last two months of 2011. Councilman Dent made a motion to appoint Gregory Brooks to the Planning & Zoning Commission. Councilman McNelly seconded this motion, and it carried 5-0. Mayor Moore thanked the other applicants, saying that their applications would be kept on file to be considered for future vacancies.

- F. Council will review an application for the vacant Parks & Recreation Commission position and may make an appointment: J. Moore

Police Sergeant Tad Wygal said he is interested in this position because of his experience in the community.

Councilman Frank McNelly made a motion to appoint Tad Wygal to the Parks and Recreation Commission. The motion was seconded by Councilman Hiemenz. It carried 5-0.

*Mayor Moore returned to Item E.*

- G. Council will review and may approve a revised Vacation Leave Policy for City employees: B. Buchanan

Brandon Buchanan s proposed a revised Vacation Leave Policy for City employees that will clean up and clarify the current policy. It will eliminate a loophole that allows employees to continue accruing additional vacation time when they are over the allowable limit. The hours employees have accrued over their limits comes to quite a bit of money.

Kellie Peterson added that the form of the revision is good, and it just tightens up the policy a bit. It still contains a provision that if an employee cannot take time off because of departmental responsibilities, they can continue to accrue vacation leave time if it is approved by the City Manager.

A motion to approve the revised Vacation Leave Policy was made by Councilman Miller. It was seconded by Councilman McNelly, and it carried 5-0.

**VI. REPORTS AND INFORMATION ITEMS:**

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- H. Mayor and Council None
- I. Williams City Court Monthly Report:  
Judge Rob Krombeen  
Judge Krombeen explained that the kiosk to be installed at the Court will allow the public to make payments and have access to records for research and to forms they need to complete. It will be used by City Court and Magistrate Court for research and forms, but only the Justice Court will use it for payments at this time. These EZ Track kiosks will be available at Wal Marts nationwide. In addition, EZ Track sends out notices automatically on late payments of fees. This should help with collections.  
Councilman McNelly asked the Judge if he would be available to the appointed committee to answer questions about parking. The Judge replied that he would be happy to be of assistance. He noted that each case is different; however, the Court has been suspending charges if drivers left their cars parked and walked home after having alcoholic drinks.
- J. Staff Reports  
Brandon Buchanan commented on his Manager's Report, saying that due to various issues, the amount of money available through NACOG for repaving Rodeo Road is not adequate. An ADOT representative said this is not a mill and fill project – it is too far gone and needs replacement rather than repair. About \$300,000 was available, but the cost of repaving could be well over \$1 million. There may be issues of rights-of-way that were not accumulated according to NACOG standards. Next year about \$700,000 will become available for the extension of Grand Canyon Blvd. He is currently working with staff to identify possible options that would be feasible and will have options to look at for the next meeting.  
He also explained that one of his biggest concerns is the purchasing system. It is unnecessarily complicated and leads to problems of late payments and vendors refusing to sell to the City because of late payments. We have a limited staff with one member doing Accounts Receivable, Accounts Payable, and utility billing. He is looking into bringing on someone to be responsible for Accounts Payable. This would bring a lot more control to expenditures.  
He was directed to write a job description and bring it to Council.  
Brandon Buchanan said that the current water sales system can service only one customer at the time, Staff is working with the vendor to look at a pre-paid system that represents cost savings and lower maintenance. This project will be brought to Council in late spring/early summer for a decision.
- X. **ADJOURN:**  
Councilman McNelly made a motion to adjourn the meeting, and it was seconded by Councilman Miller. The motion carried 5-0. The meeting adjourned at 7:49 p.m.

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Mayor John Moore

ATTEST:

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City Clerk

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