

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
AGENDA ITEM

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MARCH 21, 2019
COUNCIL ACTION

I. PROCEDURES

A. Call to Order

8:00 A.M.

Mayor Moore called the meeting to order.

B. Roll Call

Present: Mayor John Moore, Vice-Mayor Don Dent, Council Member Bernie Hiemenz, Council Member Frank McNelly (arrived 8:04), Council Member Lee Payne, Council Member Dawn Trapp, Council Member James Wurgler.

Present from City Staff, City Building Inspector Tim Pettit, Police Lieutenant Darrell Hixson, Keith Buonocore Interim City Manager/Finance Director and City Clerk Pamela Galvan.

C. Adopt Agenda

8:03 AM Motion: to Approve the Agenda with the addition of the Parks and Recreation Department for discussion.

Action: Approved

Moved by Council Member Lee Payne

Seconded by Council Member Bernie Hiemenz

Motion passed unanimously.

II. SPECIAL AGENDA ITEMS

Council will discuss future planning for the City, which may include the following items:

8:05 AM

Mayor Moore opened by explaining the need to discuss the future plans for the City. He mentioned several previous plans made over the years with some projects being accomplished while others have not. As well as policies, they need updating with clarification for all.

A. Introduction and Overview Keith Buonocore

8:08 AM

Keith referenced the handout which included: Where we are now with General Funds, Enterprise Funds, and Cash & Investments. Monies put aside for projects. Money that is restricted, Cash, Enterprise/Fee based operations through March 21, 2019 for Electric, Water, Wastewater, Sanitation and the Golf Course.

He covered electric estimates to bring the entire City limits to 12K, as well as, 490 poles that need replacement. Closing with the City's Major Project list, those in design, construction and scope.

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- ***APS 8:36 AM***

Mayor mentioned the city is trying to get the billing portion turned over to us from APS. Keith noted that APS has been working on just one portion of the billing the actual usage by resident/commercial. We are working out the rate structure we want to use for our city, rather than using APS' complex rate structure. Mayor has directed staff to start looking at minor rate increases.

- ***Airport 8:40 AM***

Stantec is our current airport engineering firm. Staff put out an RFQ for engineering services and has provided Council with those received so they have some background on the other firms applying and can present questions, as staff provides their recommendation in the near future. Council member Bernie Hiemenz reported that the airport is experiencing greater traffic than before, and the mechanic based there is extremely busy. Keith Buonocore reported that the airport is holding its own. We are considering private investors to put in another private hangar who would provide turbo prop maintenance. Council member Dawn Trapp inquired on water at the airport. Keith Buonocore noted the utility is not in place now, but in the future that is possible. It just depends on the economy and development.

- ***Building 8:47 AM Abatement and Clean up***

Mayor Moore expressed great concern for the continued efforts of abatement, and how it is absolutely necessary, as well as general clean-up. We need to stay on top of it via notices/citations, along with the follow-up that it required; not losing sight of each because other issues arise. We need to make sure we are all behind what our ordinances are and what we say. If they are not going to be enforced and were not going to follow up on them, then they need to be removed. Mayor asked Tim Pettit, Dan Gordon and PD to drive this hard. He added cars, and a house that also need addressing. Tim Pettit explained the process is daunting in getting fines applied. The code allows 30 days and they seem to drag on from there.

Council member Dawn Trapp suggested an aggressive campaign. Mayor backs the department's efforts to go hard on this and agrees to an aggressive campaign. Council member James Wurgler inquired on a process to avoid the prolonged delay in fining. It was asked if there is a legal way to authorize clean up and then issue a bill. There were alternate ways of enforcement that were discussed.

Building Permits

Tim Pettit noted there have been 40 new home permits.

Development

He noted there is a new housing subdivision going in at the golf course. The Hampton Inn is talking with him daily and he expects something to happen soon with them. Grand Canyon Blvd work is beginning and the arch will be removed soon. The sawmill is still

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working on their site plan design. We are looking at the possibility of relocating the water tank or adjusting the current planned location.

Council member Dawn Trapp inquired on the ski area and water availability; Snowbowl is moving along.

Tim Pettit noted additional work scheduled throughout the city, i.e. curbs and gutters, sidewalks, Cureton Park electrical panel, Little League cost share for bleachers, shop drawings are done and ready to get bid docs out April 1, looking at single sided cover for the sanitation truck, and getting bids for the shop roof.

Sheldon is retiring in May, but we may contact him for special projects.

Parks and Recreation

There was extensive discussion on the Recreation position and filling it, as well as discussion on a Parks Superintendent position and what duties would fall under them, staffing and equipment usage. Mayor Moore noted that the way we need to look at this is where we are today, and where we need or want to go, with some sort of direction for our Parks and Recreation department (s). A list of ideas was mentioned, and appreciated, but the group was asked if this is what we want for our community, and is this what our community needs. Tim pointed out that the Parks and Recreation commission is the liaison to Council and Mayor stated they need to provide input. It was stated that there is a lack of help in ballfield preparation and a severe lack of adult and youth sports leagues. They would like to talk with Danny Neil and see if he could provide input or suggestions. Council member Dawn Trapp has a set of ideas or suggestions she would like to see happen in the department(s). They are clear in what they see as deficits, the direction we like to go and what we'd like to see come out of this. We are clear on what we want to see happen.

Mayor asked if we are to hire an Events Coordinator or a Parks and Recreation Director. It was stated that, that decision is up to staff.

Council member Dawn Trapp feels we need to develop stronger and better programs for the community and constantly be looking for new things to incorporate.

Functions of the Recreation department was discussed.

Vice-Mayor Don Dent noted that our programs need revamping for our children. Some children only attend if there is a trip somewhere because otherwise they are put outside to play, there are no direct activities they are involved with. We are not drawing the attendance that we used to. Cost cannot be a reason for children not attending our pool and obtaining lessons to swim.

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Council member Dawn Trapp says it's time to revamp our service making it new, fun and up-to-date. She is working on funding for Williams.

Kerry-Lynn Moede was asked to comment. She noted that the Parks and Recreation Commission has not be involved with this in any way, shape or form and feels they can be used to the City's advantage. She understands that they are advisors but because they have time and interest in the programs being discussed, not only for kids, but for adults. Not seniors, not kids, but for the retired, active individuals in our community; it would be a great asset. When you engage individuals in intergenerational programs it provides such a benefit for the quality of life here in Williams. Now is an opportune time for change.

Vice-Mayor Don Dent took a moment to spotlight the need for communication to the public of the programs we offer, and finding a way to reach them.

The two positions may be desirable, Recreation Director and Parks Superintendent.

Mayor Moore senses they need to take more time to discuss and has asked that Council members Lee Payne, Dawn Trapp, Don Dent, Tim Pettit, Danny Neil, a Parks and Recreation Commission Liaison are to meet and discuss what and where we are headed, define our goals, before creating a job description.

They will meet tentatively next Wednesday the 27th or Friday the 29th at 10:30 a.m.

Tim Pettit noted the City will be holding an auction on May 11, 2019.

We are moving forward with the Dark Sky Ordinance.

It was asked if we have another vehicle to provide (NAAS) Northern Arizona Aviation Services. It is noted that the City's insurance carrier is opposed to the arrangements we currently have with NAAS.

Vice-Mayor Don Dent will look into this.

BREAK /10:00-10:15

- ***Golf Course 10:15 AM Golf Course discussion was moved before City Hall*** Course Improvements, Increase Income

Vice-Mayor Don Dent mentioned that the Golf Committee would like to have a greater say in what the golf course needs are. The Committee is going to create a list of both small and large projects. They have increased fees on season passes and the prime weekend rates. The revenue is up almost \$40,000 last year.

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There was discussion of issues that arise in the hiring of seasonal workers for the golf course.

- **City Hall 10:25 AM City Hall followed Golf Course discussion** Staff, Offices Space, etc. Mayor Moore noted what generated this conversation was that some of you (Council) have been approached by staff. Staff who thinks it is not fair that the majority of staff works 4/10's, while their specific position works 5/8's. The HR Director looked into this, and confirmed it is legal to have a specific position performing a different schedule.

Mayor Moore asked if we want to have City Hall open 5 days a week, which we currently do and/or do we want to ask our staff to work 5 days a week, 8 am to 5 pm like a lot of other places do, or continue to do it differently.

Council member Hiemenz thinks we should get back to running it like a business, 5 days a week, 8 hours a day, with an hour lunch.

Council member Frank McNelly noted that customer service is what is important. Mayor Moore said it is "pretty good"; there is always someone here.

Vice-Mayor Don Dent asked if we have all of the departments covered during the week. The response was "yes".

Council member James Wurgler noted although there is an inherent issue with multiple work schedules, there are other municipalities and businesses that devise alternate work schedules for their organizations. He asked if we have tried to work out other arrangements and still meet our obligation in keeping the doors open for public 5 days a week. Keith Buonocore asked if our Police Department employees who currently work 4/10's and would also have to work 5/8's. Council member Hiemenz noted that we are talking about City Hall and it was stated that, they are a different department. Keith Buonocore stated you are talking about the whole city and Council member Hiemenz said no, just City Hall. Keith Buonocore reminded him that this discussion is about City employees as a whole and being fair. Discussion turn to different departments and how they work different hours on different schedules. Jennifer Carter from out court explained that all of her staff works different hours and schedules, not all work 4/10's some work 5/8's.

Council member James Wurgler noted that they asked staff to work out a schedule so that the City would be open to the public 5 days a week.

Pamela Galvan explained that they, staff, had gone through all possible scenarios in an attempt to keep everyone on the 4/10 schedule, but found the best solution for coverage at the front desk, would be to change the position to a 5/8 work week in order to oblige the public and Council's request. It was asked who makes those decisions, the

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scheduling and hours. It was confirmed that we are not being dictated to about who or which employee works which schedule; that we are given the responsibility to work them out. Pamela Galvan responded, "Yes" they have worked out the current schedules and hours.

Vice-Mayor Don Dent asked if it is equal and fair that two employees are not given the option of 4/10's for their positions that is what is happening right now. The response was yes.

Council members explained that we do what we are supposed to do, as long as the job gets done, that is what matters.

Mayor Moore stated, the only question we have here today, is do we want to ask staff to work 8 hours a day, 5 days a week or continue on as it is.

Council asked as to why this conversation is being brought before them. Is it that there is someone who is not happy being able to work the 4/10's? The response was yes. The current schedules are based on position within the department.

The history of how the 4/10's came to be.

It was asked if we are receiving complaints from the customers; most expressed, no. The Police Department noted that they used to get them, but no longer ever since City Halls changed to being open 5 days a week.

It was asked who makes the schedules. It was stated that each department head is responsible to set their employees work schedules.

Council member James Wurgler pointed out that it is not Council's job to tell staff their work hours, specifically, tell staff this is what you have to do: come in at 8, take a lunch at 12 for an hour, and then work 1 to 5:00; you have to do that.

Mayor Moore summarized that some employees come to work and work 4/10's, while others, in the same office, work 5/8's and the employees who work the 5/8's, they don't like it. This is where it makes a difference to them, as he has heard. "I work 5, 8 hour days and I am off Saturday and Sunday, I don't have time to go to appointments on Saturday or Sunday. The lady in the office next to me works 4/10's so she gets off Friday, Saturday and Sunday, and Monday, if there is a holiday". That is their basis of their complaint. One was hired knowing it is a 5/8 position, the other endured the position change.

After additional discussion, Council member James Wurgler noted that it is not Council's right or responsibility to hire or fire anybody; the Mayor concurred. That job

lies with those who run the departments and we are skidding on thin ice moving into dictating to staff members, who and how they are going to conduct the business. He would like to avoid that, I would like to be able to tell our staff that it is their right and responsibility to figure out a way to make it fair and equal. If people aren't willing to accept that, then staff needs to do what they have to do. Mayor Moore agreed wholeheartedly with Council member Wurgler's statement.

Vice-Mayor Dent expressed a bit of disagreement with Council member James Wurgler's statement. He noted that Council does have the authority to direct the hours everybody is to work, i.e. 5/8's, that is within their authority, but we don't have the authority to be picking on individual jobs, or hiring as long as it is fair and done correctly. It was confirmed it has to be everybody; yes.

There are times, based on scheduling, when the entire staff is not in the office. Most of the time there is always someone here.

The City will remain open 5 days a week, from 8:30 A.M. to 5:00 P.M.

- ***Magistrate Court 10:55 AM*** Forest Service Building

Council member Frank McNelly along with Council members Bernie Hiemenz and James Wurgler have done some research allowing them to provide recommendations and options to Council. Some questions they are addressing are: Who is going to be the magistrate? Where is the magistrate's court going to be located? What is our current cost, based on our current situation, versus what it would cost to go another route? He presented the background of the current lease with Coconino County. He spoke of the requirements for court. He mentioned the Forest Service building having space available that is ADA compliant.

Council member McNelly is not ready to make a recommendation. He wants to make sure we do the best we can for the community.

We have to provide a magistrate and he explained the difference between a pro-tem and magistrate, they must be an attorney, versus an associate who does not have to be an attorney. There are still some things to be looked into and they are still waiting to hear back from the County at this point.

He spoke of the City of Page and the difficulty they are experiencing in merging their two courts.

He noted how Jennifer Carter and her group have done a good job for us.

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Council member Bernie Hiemenz suggested that the magistrate be located where the Mayor is and suggested one of our current employees could act as court clerk and take payments because 99% of the people pay their speeding ticket to the court clerk and she is up there 5 days a week.

Mayor Moore would like to make a decision on whether or not we are going to separate our court from the existing building location or not. Second, who is going to serve as our City Magistrate? Third, if we stay at the existing location are we going to add another room onto the courtroom, are we going to get the County to assist financially. It was concurred they would not participate financially in a room addition.

Jennifer Carter can provide the city with the security requirements that need to be met in order to be located elsewhere.

Lt. Hixon noted that you need a bailiff and security that is required.

Jennifer Carter provided greater detail on the amount and types of business that the court currently handles for the city. She is going to provide us with requirements we would need to implement.

We have received three applications for the City Magistrate position.

Mayor Moore inquired on the number of cases the court has handled for the city today. Anywhere from 2 to 10 individuals daily. She was asked if she could provide us with actual numbers. She can get tickets filed per year and an average per batch court that they handle.

It was asked of Lt. Hixon if he had any comments. He referenced the citations they issue, noting, that those are real numbers and offences of what is going on in this town; we can use those.

Mayor Moore noted that Jennifer would like it to stay at the court and Lt. says leave things as they are. Bottom line is Council has to make the decision and yes we need a bailiff, but it can be a police officer. That brings in the fact that we don't have enough man power in PD and city staff thinks it will complicate things. We did it in here at City Hall for many years and it worked fine. All things discussed will work, we need to make a decision. We need to set a time frame on this.

Council member Lee Payne asked about the existing lease and what the terms might be after the current one expires.

Mayor Moore wants to add this to the second Council meeting in April 2019.

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- **Police 11:20 AM**

Lt. Hixon provided handouts to Council of things planned for this year. He pointed out that because of Chief Nixon and City Council and Keith Buonocore there have been great accomplishments over the years. He has been here for eleven year. He proceeded to explain how the police department had been in shambles, but because of wisdom, and people like Keith in finance, people like the Mayor Moore, we have a modern Police Department based on what we have been afforded. He compared our City to Las Vegas and what they have, noting we are not for want. On a Street level, because of your wisdom we are equipped. He covered the various improvements we have acquired. He spoke of the moving the CIS system from the County and how well it is working out, also, noting the computers in the cars and how they are able to see photographs of people, it is overall working great. The patrol cars are state-of-the-art, we have put in for laser radars and breathalyzers.

He noted that DPS has moved and is centralized in Phoenix now. He went over the line items beginning with DPS and charges they will start charging us if they have to process the scene. We used to have a full-time crime scene investigator, but no longer. It is something we need to consider. He continued to go through the items listed. He noted that April Zicopoulos is now our full-time Victim's Advocate for the City of Williams and will require an office. We will also need an additional patrol officer in the near future. Carpet needs replacement.

Mayor Moore spoke of the ballistic helmets and perhaps involving the public in a fundraiser; not that the City cannot afford them, it would just be nice to involve our community. Let's move on at least one of these items at the next Council meeting.

- **Street 11:32 AM** Develop Aggressive Street Overlay Program Develop Sidewalk Replacement Program

Mayor Moore thanked Aaron Anderson for all of his work on the streets.

Aaron went over the work they have performed. He provided them a list from Hoch Ortiz of the street department, the items needed for this up and coming budget year.

Mayor Moore spoke of the sidewalk replacement program asking if we want to proceed with this again with the public's assistance. We paid half the cost and the citizen paid the other half. We would have to resolve some previous concrete issues first before going forward with new ones.

Aaron feels they can take this on as long as it is scheduled; maybe 4 to 5 a year.

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As funds allow the City will move forward with the program. Notice can go out in the water bills. Keith will continue to work with Tim Pettit on this.

- **Water 11:44 AM** Water Treatment Plant and Wastewater Treatment Plant

Mayor Moore noted that the Water Operators RFP is due to close this Friday.

Pat Carpenter spoke first of the Wastewater treatment needs and then on to the Water Treatment plant. We need to pull the computers out of the ditch and replace them, they supply oxygen to the wastewater treatment process. The plant is 10 years old and is starting to require additional maintenance. The SCADA system needs upgrading and he has a couple of bids. Most of the lift stations have backup pumps. We have new flow meters. He continued with details of the plants and their needs. He would like to see the Sweetwater well going online. He spoke of the Rodeo well and we are unable to pull all that we can. Perhaps pull the equipment from the Rodeo well and install it in the Sweetwater well. He spoke of arsenic treatment.

They spoke of backwashing and work on Tabor tank as well as the million gallon tank. He will have prices for the budget meetings for the items he spoke about.

Council member Dawn Trapp asked about grant monies.

Do you have any data on our meter upgrades, how they are working? We can report that our water loss is down to the teens now.

Mayor Moore asked Keith to talk to Tim Pettit about running the pool year round and figuring the cost to do so. Some of the numbers for the water loss depends on the backwash, because some of it is not metered.

LUNCH /12:00-12:49

- **Fire Department 12:49 PM**

Fire Chief Kevin Schulte reported on proposals for the Fiscal year 2020 budget. Needs assessment, their strategic plan, Capital Replacement Program. He noted the need paid personnel and the difficulty in getting volunteers to respond to calls; sometimes there are very few who respond. He went through the needs assessment pointing out the need for a ladder truck. He feels we need to hire a Fire Chief, Fire Marshall and Operational Officer. He went over some costs as well possible grants to assist with costs. He gave scenarios as the why they need what they need.

It was asked what time during the day we receive most calls; 6 am. To 10:00 pm., half of the volume work is in town and the rest is out of town.

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Council member Payne asked if perhaps we are asked too much of a volunteer to keep current with technology, keep abreast of changes, while they also work their regular jobs. Mr. Schulte gave an example of his typical day working and performing volunteer time, and the hours he keeps.

It was asked if the volunteers here in town respond during the day or do we get a better response at night? We receive most calls between 6 am. To 10:00 pm. Most volunteers do not work for the City anymore. Maybe half of them work in town. It was noted that perhaps we need to do more recruiting.

It was asked where he thought the money to fund his proposals is going to come from. He is working on Grant funding, and currently is applying for a tinder truck, with Councils approval. Also, possibly taking it to the voters or perhaps joining a Fire District.

Mayor Moore we need to make something work. We are at a point that we need to take steps and move forward. He asked that Council members Dent, Payne because of past experience and McNelly to work with the Fire Chief and come up with a recommendation to Council.

III. Other Issues 1:19 PM

Mayor Moore discussed calls received regarding the state of our flags and how they should be flown, especially around holidays. He would like to see someone in charge of them on a regular basis.

He spoke of the floodplain area for the Railroad Museum and how he and Vice-Mayor Dent have spoken to legislature. There is discussion of "who" is in control of the floodplain; he believes that it is Williams.

He noted the Flagstaff Chamber of Commerce reached out to him and want the city to assist in funding their Chamber. They want to make Williams a satellite arm of their Chamber. Mayor is not in favor of their idea. He asked the question of Council for their input. They declined the idea as well.

He spoke of our sign ordinances. Since the time of its implementation, he notes there seems to be difference between our Historic District and outside of it, as to what may and may not be done. He would like to look at ordinances again with Tim Pettit. There was discussion of restrictions in and outside of the District, particularly banners. Vice-Mayor Dent noted that the city gets more complaints about banners than anything else. Sandwich boards was also metioned as an ongoing issue.

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An ambulance service was put on the table; if that is something the City would even want to consider operating ourselves. Life Line isn't performing as needed. He asked resident John Moede to comment on his previous experience with them. His understanding is that information was being documented, but he did not know where that information was.

Vice-Mayor Dent noted that it would create additional positions for young firefighters to work towards certification.

Mayor Moore would like to keep as much local as possible. The response times have not been good with Life Line. There was discussion about Life Line, and they transport some 500 individuals to Flagstaff.

He mentioned the ad for City Manager is ready for publishing.

Mayor Moore asked that they go around the table with a little time left for Council to discuss issues they have or see.

Council member Dawn Trapp began with a campaign on social media. Noted that the City itself does not have a social media campaign noting it takes time and energy to do this. There was discussion about social media and getting information out to the public.

Vice-Mayor Don Dent spoke of the need for greater communication with the community and Council. Would like to know what is going on in town on a daily, weekly and monthly basis, providing updates on legal as well. Things that happen within the Community, things that Council might get questioned on. He noted that Chief Herman Nixon does a good job letting them know what is going on. A suggestion to poll every citizen was made.

Dawn Trapp mentioned the need for a Grant Writer.

Mayor Moore recommend to Council and the Finance Director to find a Grant Writer, allow them one year to produce, if they don't, then let them go. Keith Buonocore noted that obtaining a grant is the easy part, it is the follow up, and managing them from beginning to end, that is where the work comes in.

Dawn Trapp spoke of the groups that come to Council asking for funding, she doesn't feel comfortable with the responsibility of granting funds. She feels there's a need for a Commission to handle the requests. She is going to bring additional information from other Cities that perform this function.

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Vice-Mayor Dent is not comfortable with other people giving us money to pass on to others.

Vice-Mayor Dent noted that he is aware we are updating the City Policies and wants to what is being worked on, to provide input. One in particular, is water leaks and sewer charges when they residents/commercial have a leak. We should not charge the sewer charge for the one-time leak. There was much discussion of the charge. It was directed that the City Manager be allowed to waive for incidental water leaks that happen.

It was asked if we are still making money with the Zip Line. Keith will review the contract.

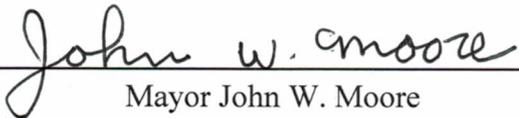
VII. ADJOURN - 2:18 PM

Motion: to Adjourn

Action: Adjourned

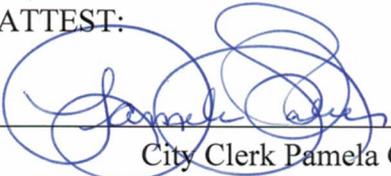
Moved by Council Member James Wurgler, **Seconded by** Vice-Mayor Don Dent.

Motion passed unanimously.



Mayor John W. Moore

ATTEST:



City Clerk Pamela Galvan

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CERTIFICATION

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

I, PAMELA GALVAN, do hereby certify that I am the City Clerk of the City of Williams, County of Coconino, State of Arizona, and that the above Minutes are a true and correct summary of the Meeting of the Council of the City of Williams held on March 21, 2019. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 22nd day of March 2019.



CITY CLERK