

**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, Council member Mike Cowen, Council member Bernie Hiemenz, Council member Frank McNelly, Council member Lee Payne, and Council member Dawn Trapp.**

Present from City Staff, Finance Director Barbara Bell, Police Chief Herman Nixon, and City Clerk/HR Director Pamela Galvan.

**D. Approval of Minutes for July 20, 2020 Emergency Budget Meeting and July 23, 2020 Regular Meeting.**

**Motion:** *To approve the Minutes of July 20, 2020 Emergency Budget Meeting and July 23, 2020 regular Meeting as presented.*

**Action:** *Approved*

**Moved by** *Council member McNelly, Seconded by Council member Payne.*

**Motion passed unanimously.**

**E. Adopt Agenda**

**Motion:** *To adopt the agenda as presented.*

**Action:** *Adopted*

**Moved by** *Vice Mayor Dent, Seconded by Council member Hiemenz.*

**Motion passed unanimously.**

**II. PRESENTATIONS – None**

**III. PUBLIC PARTICIPATION – Robin Begay of Victim Witness Service for Coconino County came to inform the City Council of her departure back to Flagstaff due to the resignation of a colleague, and to announce the search for her replacement here in Williams.**

*Annie Shumway gave a synopsis of her attendance. Concerns with the manner in which our Public Works Director handled a situation with a senior resident; water draining onto her property causing destruction, being told it is a civil matter in which we do not handle. Would like to have the city take better care of its senior residents.*

**IV. CONSENT AGENDA ITEMS –**

- A. Approval of check register for month ending July 31, 2020.**
- B. Approval of a PO.**

**Motion:** *To approve consent agenda items.*

**Action:** *Approved.*

**Moved by** *Council member Cowen, Seconded by Council member McNelly.*

**Motion passed unanimously.**

**V. NON-CONSENT AGENDA ITEMS**

**RECESS TO PUBLIC HEARING- 7:12P.M.**

Pursuant to A.R.S. #38-431.02, a Public Hearing will be held on the Tentative Fiscal Year 2020-2021 Budget so the public will be informed and has an opportunity to ask questions and offer input.

*No public comments presented.*

**RECONVENE TO REGULAR SESSION- 7:13 P.M.**

- C. Council may discuss and take possible action regarding Resolution No 1406 in adopting the Budget for Fiscal Year 2020-2021.**

Council member Cowen noted how Council needs to continue to watch the budget and watch expenditures. He noted how we need to watch the county's usage of water in lieu of plowing a road out by the airport. Also, the sanitation fund it shows hundred \$191,000 transferred out of the general fund into the sanitation department we need to really monitor that; when we have to subsidize that amount of money and our rates have not changed for many years and 90% of the fees that go through that transfer station are County. We cannot afford to be subsidizing the county.

***The City Clerk read Resolution No 1406 by number and title only.***

**Motion:** *To approve Resolution No 1406 adopting the Budget for Fiscal Year 2020-2021.*

**Action:** *Approved*

**Moved by** *Vice Mayor Dent*, **Seconded by** *Council member Hiemenz*

**Roll Call Vote:**

Vice Mayor Dent	Yes	Council member Hiemenz	Yes
Council member Cowen	Yes	Council member McNelly	Yes
Council member Payne	Yes	Council member Trapp	Yes

*If Mayor had been voting his vote would be yes.*

**Motion passed unanimously.**

**D. Council may discuss and take possible action regarding a Lease Agreement with NACOG / Head Start Division, they are seeking a 15-year lease, and this would increase their current lease for another 10 years.**

**Motion:** *To table until the next Council meeting to address concerns within the lease. (Items 4 and 5)*

**Action:** *Approved*

**Moved by** *Council member McNelly*, **Seconded by** *Council member Hiemenz*.

**Motion passed unanimously.**

**E. Council may discuss and take possible action regarding an IGA between the City of Williams and the Williams Unified School District for Provision of a School Resource Officer.**

Councilmember McNelly expressed concern that the lease specified Sgt. Wygal as the resource officer. Chief Herman Nixon explained that we can go back and change the name. Councilmember Trapp noted that it stated it could be modified by written agreements by both parties; number 10 within the agreement.

**Motion:** *To approve the IGA between the City of Williams and WUSD for provision of a School Resource Officer.*

**Action:** *Approved*

**Moved by** *Council member Payne*, **Seconded by** *Council member Cowen*.

**Motion passed unanimously.**

**F. Council will discuss and may take action regarding appointment of an Interim City Manager.**

Mayor asked Council what direction Council would like to go at this point.

Staff at Council's request, obtained information for an executive search for a city manager. Pam explained the executive search firms would need to know the councils criteria of exactly what they were looking, i.e. job description, for their new hire. Vice Mayor Dent believes the job description that we currently possess provides a lot of detail but there's no question what they're looking the description is accurate.

Chief Herman Nixon explained his experiences with them stating they need to know exactly what you're looking for so they know what kind of applications to obtain. Prices based on what you're looking for essentially, how much work is going to be involved; that is how they base their prices.

Councilmember Cowen expressed, with the uncertainty of revenues at this time, and the city having qualified staff, that they can take some of the responsibility for a while.

Mayor believes things are going relatively well right now.

Vice Mayor Dent expressed his concerns with open communication between staff and Council, and the importance of it needing to take place. Mayor Moore said that he would make sure that information was relayed to Council.

Council was in agreement to postpone the hiring of an interim or permanent city manager at this time.

**G. Council may discuss and take possible action regarding city staff scheduled work hours.**

Mayor Moore began reminding Council that this is a subject that they have spoken about in the past. He had more or less made the decision with input from the Council that they go to 5 days a week, 8 hours a day for all of our City Hall employees. He spoke of running into a little pushback, but the city attorney told him he could simply do it, however, he would like to talk to the city employees and get their input. He is requesting direction from the Council on the 8 hours a day 5 days a week schedule asking exactly what did they want to do? Council member Hiemenz asked if Mayor wanted a motion. Mayor responded with, "A motion or some input." Councilmember Cowen expressed

that he doesn't want to be involved in the scheduling and dictating to the city employees how to do things. He believes it should be left up to the city administrator. Councilmember Trapp expressed that City Hall has to be open, *(current hours are 7:30am to 5pm, 5 days a week)*. Council member Trapp said they hear a lot of people say that the doors aren't open or they can't get something done on a certain day because, "they" *(not specified who)*, are not here. That is the feedback Council has heard. Finance Director Barbara Bell went through the finance department schedule and daily processes, and recent changes they have made.

Councilmember Payne asked about scheduling and a concern for coverage.

Vice Mayor Dent expressed his concern that not only that window be open for business, because we are business, but they've had days, a number of them recently, where the city may not have a city clerk, and we have two of them, and we're supposed to have one of them here all of the time. We've had a number of days were that hasn't happened. Or an HR person, that service is not only here for any of Council if may need something, but our employees if they have a question or need something taken care of, no one is here for them. He still believes we are to provide service like a business, and ours is not known for being very good. He gets more complaints from the public about the service, about the city staff, more than anything else. Because the hours we're open, the need for appointments to see somebody; building department is doing a very good job, but that doesn't happen in all the other areas so it's been a concern. We need to go to an 8a.m. to 5p.m schedule. He believes our service is slipping. He would like it to go back to 8 to 5, have it open like a regular business, and be done with it.

**Motion:** *To have the city office open from 8 to 5, 5 days a week, and all employees work 8 to 5, 5 days a week.*

**Action:** *Approved*

**Moved by** *Vice Mayor Dent, Seconded by Council member Hiemenz.*

**Roll Call Vote:**

Vice Mayor Dent	Yes	Council member Hiemenz	Yes
Council member Cowen	No	Council member McNelly	Yes
Council member Payne	No	Council member Trapp	Yes

*If Mayor had been voting his vote would be yes.*

**Motion passed 4/2.**

**VI. REPORTS, CURRENT EVENTS AND INFORMATION ITEMS**

**Mayor and Council**

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

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AUGUST 13, 2020  
COUNCIL ACTION

- *Mayor spoke of a company that was interested in purchasing the parcel on which the cell tower on Ellen way exists. Pam explained that the offer was for \$300,000, and that offer was with the city attorneys for review. Mayor added that this property is located in a floodplain and that he is spoken to several individuals about it. Unless he is told otherwise he's going to continue to pursue it. While on the subject Mayor was approached for the sale of the cell tower property located on the east end of town but didn't feel that the city was interested in selling it.*
- *On September 12 there's going to be a Patriots' Day parade and stand-down. We will have the Marine color guard here as well. That same weekend we have a junior rodeo taking place, it will be very busy here.*
- *Mayor Moore is in agreement with holding off on the hiring of the city manager right now. He says City Hall quite often keeping things coordinated and agrees with Vice Mayor Dent with the communications it has to improve and he will work to improve that if someone is not getting the facts out with the correct communications he will work on that. He speaks to the departments almost daily, PD, the clerk's office, finance, and will try to work to get that information out to them as it needs to be. Sometimes it's difficult, but he will make it a personal effort.*
- *Councilmember McNelly noted that the U.S. Forest Service has completed the environmental assessment for the waterline with approval.*
- *Mayor noted the loan for the Dogtown waterline project is complete and ready for closing on Friday. He thanked Pam Galvan, Tim Pettit and Barbara Bell for the work they did in getting this processed.*
- *Councilmember Cowen noted that and with that brings payments that's why we need to look at all the expenditures.*

**Staff**

- *Chief Nixon noted that school will be open beginning Monday children back in the classrooms.*
- *Pat Carpenter commented on the reclaim water, he agrees with Council member Cowen to look at the agreement that we have with the county, there is a sixty-day clause in it to renegotiate. In regards to the Dogtown well line project it is one of the important projects for the city next to drill the wells. In his performing his work for the city, he requests council to let him know to whom he should go to, to obtain authorization for the purchase of large equipment in an emergency. Mayor Moore directed him to contact the mayor first, Vice Mayor second, and so on.*

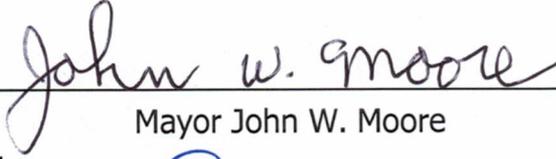
**II. ADJOURN – 7:54 PM**

CITY OF WILLIAMS CITY COUNCIL

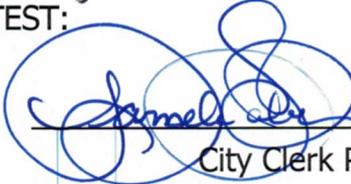
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AUGUST 13, 2020  
COUNCIL ACTION

  
\_\_\_\_\_  
Mayor John W. Moore

ATTEST:

  
\_\_\_\_\_  
City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
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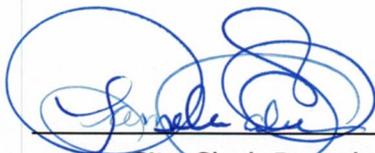
AUGUST 13, 2020  
COUNCIL ACTION

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 13, 2020. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 14TH day of July 2020.



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City Clerk Pamela Galvan