

**CITY OF WILLIAMS CITY COUNCIL**

**REGULAR MEETING  
AUGUST 25, 2022  
7:00 P.M.**

**CITY COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

**AGENDA**

**PLEASE HELP THE CITY IN FOLLOWING THE CDC’S GUIDELINES BY LIMITING YOUR EXPOSURE.**

PURSUANT TO A.R.S. #38-431.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE CITY COUNCIL AND THE GENERAL PUBLIC THAT THE CITY COUNCIL WILL HOLD A MEETING OPEN TO THE PUBLIC **THURSDAY, AUGUST 25, 2022, AT 7:00 P.M.** IN THE CITY COUNCIL CHAMBERS, 113 S. FIRST STREET, WILLIAMS, ARIZONA. THE COUNCIL MAY, BY MOTION, RECESS INTO EXECUTIVE SESSION FOR (A) LEGAL ADVICE IN ACCORDANCE WITH A.R.S. §38-431.03(A)(3), OR (B) DISCUSSION OR CONSIDERATION OF RECORDS EXEMPT BY LAW FROM PUBLIC INSPECTION IN ACCORDANCE WITH A.R.S. §38-431.03(A)(2), TO DISCUSS AND CONSIDER ANY ITEM CONTAINED IN THIS AGENDA. THE COUNCIL WILL DISCUSS AND MAY TAKE ACTION ON THE FOLLOWING MATTERS:

**I. PROCEDURES**

- A. Call to Order
- B. Pledge of Allegiance and Invocation
- C. Roll Call
  - \_\_\_\_\_ Mayor Moore
  - \_\_\_\_\_ Vice-Mayor Dent
  - \_\_\_\_\_ Councilmember Fritsinger
  - \_\_\_\_\_ Councilmember McNelly
  - \_\_\_\_\_ Councilmember Cowen
  - \_\_\_\_\_ Councilmember Hiemenz
  - \_\_\_\_\_ Councilmember Payne
- D. Approval of Minutes for August 11, and August 15, 2022, Special Meeting.
- E. Adopt Agenda

**II. PRESENTATIONS –**

**III. PUBLIC PARTICIPATION**

The Council cannot act upon items presented during the public participation portion of the agenda. Individual Council members may ask questions of the public or may respond to any criticisms. Still, the open meeting law prohibits the members from discussing or considering the items among themselves until the matter is officially placed on the agenda. However, the open meeting law allows the City Council to ask staff to review a case or place it on a future Council agenda. A person has a five-minute time period to speak. If a person has a written presentation that requires more than five minutes to present verbally, they should indicate the estimated time required on the sign-up sheet. The presiding officer may grant additional time if the agenda for the meeting is not too full. A registered spokesperson for a recognized community organization shall be afforded ten minutes provided other members of the same organization agree beforehand to withhold their comments on the same subject.

*Certification of Posting*

The undersigned hereby certifies that a copy of this notice was duly posted at Williams City Hall interior board and exterior board in accordance with the statement filed by the City Council with the City Clerk.

Date: \_\_\_\_\_ Time: Before 5 p.m. By: \_\_\_\_\_  
City Clerk Pamela Galvan

**CITY OF WILLIAMS CITY COUNCIL**

**REGULAR MEETING  
AUGUST 25, 2022  
7:00 P.M.**

**CITY COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

**AGENDA**

***IV. CONSENT AGENDA ITEMS – None***

***V. NON-CONSENT AGENDA ITEMS***

- A. Council will hear its second reading of Ordinance No 993 regarding the amending of Chapter 32, §32.08 Parks and Recreation Commission.
- B. Canvas of Votes for primary election held August 2, 2022, and possible approval of Resolution No. 1427 adopting the canvased results.

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

Mayor and Council

Staff

***VII. ADJOURN***

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 1

AUGUST 11, 2022  
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 Craig Fritsinger, Councilmember Bernie Hiemenz, Councilmember Frank McNelly, and Councilmember Lee Payne.** Present City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, and City Clerk/HR Director Pamela Galvan.

**D. Approval of Minutes for July 14, 2022.**

**Motion:** *To approve the Minutes for July 14, 2022.*

**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 Cowen, Seconded by Councilmember Fritsinger*

**Motion passed unanimously.**

**II. PRESENTATIONS – Updates from Heather Herman of Front Burner Media.**

Heather began by explaining that this is the last year that AOT will be matching the \$75,000.00. Next year it will go back to \$50,000.00.

- She announced that the Experience Williams website has been redone effective July 5<sup>th</sup> this year.
- 2022-2023 they are now doing digital marketing, email marketing, content creation, and strategic targeting of visitors. She went on

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 2

AUGUST 11, 2022  
COUNCIL ACTION

to explain the process and how valuable it is to have this information to be able to target individual travelers.

- New brochure creation for 22/23 with content, images, and the ability to download from the website; this will help with shipping costs.
- International visitation is picking up and their focus will shift to targeting international visitors in a way that is affordable and manageable.
- International visitation is expected to recover to pre-pandemic numbers by 2025.
- She went over the Arizona Office of Tourism's goals for 2022/23: Outdoor recreation in a smart way, partnerships with forests, state parks, and communities. Destination stewardship across the state, Support group sales, and youth sports events across AZ
- Also, looking into partnership in marketing two Arizona train communities: Clarkdale & Williams.

There was additional discussion about international travelers and marketing.

Vice Mayor Dent inquired about focusing on weekday travel taking the pressure off the weekend for the locals.

Mayor spoke of comments he is receiving from the public on long lines, crowding, restrooms, etc. He noted that we can't find workers to take care of the crowds because there are no living accommodations for them.

**III. PUBLIC PARTICIPATION – None**

**IV. CONSENT AGENDA ITEMS –**

- A. Approval of check register for the month ending July 31, 2022.**
- B. Approval of Purchase Orders.**
- C. IGA for ADOA-GFR Arizona 911 Grant Program between Flagstaff and the City of Williams.**

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

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

**Motion passed unanimously**

**V. NON-CONSENT AGENDA ITEMS**

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 3

AUGUST 11, 2022  
COUNCIL ACTION

- D. Council will hear its first reading of Ordinance No 993 regarding the amending of Chapter 32, §32.08 Parks and Recreation Commission.**

*The City Clerk read Ordinance No 993 by number and title only.*

**CONVENE TO PUBLIC HEARING – 7:32 PM**

*Pursuant to A.R. S. #38-431.02, a Public Hearing will be held on the Tentative Fiscal Year 2022-2023 Budget so the public will be informed and has an opportunity to ask questions and offer input.*

**RECONVENE TO REGULAR MEETING – 7:32 PM**

- E. Consideration and take action regarding the adoption of Resolution No 1426, the Fiscal Year 2022/2023 Budget.**

**Motion:** *To adopt Resolution No. 1426 the Fiscal Year 2022/2023 budget.*

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

**Roll Call Vote:**

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

**Motion passed unanimously**

**RECESS TO EXECUTIVE SESSION – 7:34 PM**

*Pursuant to A.R.S. §38-431.03 (A) (2), Council will discuss a potential Finance Director.*

**RECONVENE TO REGULAR SESSION- 7:44 PM**

- F. Council may direct staff upon the results of the executive session.**

**Motion:** *To direct staff to hire Michael Prins as the city's new Finance Director.*

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

**Motion passed unanimously**

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 4

AUGUST 11, 2022  
COUNCIL ACTION

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

**Mayor and Council-**

- Mayor Moore mentioned that Head Start's new building is coming.
- Mayor Moore spoke of the need to repair Sherman St.

Earlier on:

- Mayor Moore introduced Debra Mollet, she is the Williams and Tusayan Ranger District of the Kaibab Forest Service, she is located at Clover Rd. station. Mayor expressed his thankfulness as she keeps him abreast of all things going on that affect the city.

**Staff –**

- Aaron Anderson noted that B4's job should be done in early January 2023.
- Police Chief Wygal noted they had a busy week with school back in session now.
- Mayor Moore asked, 'How are they handling the amount of tourism on the weekends, to which Chief replied, "It's nearly out of control."

**VII. ADJOURN 7:48 PM**

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Mayor John W. Moore

ATTEST:

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City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 5

AUGUST 11, 2022  
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 11, 2022. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 15th day of August 2022.

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

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CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 1  
SPECIAL MEETING

AUGUST 15, 2022  
COUNCIL ACTION

**I. PROCEDURES**

**A. Call to Order 3:00 PM**

Mayor Moore called the meeting to order.

**B. Roll Call**

**Present: Vice-Mayor Don Dent (arrived at 3:32 PM), Councilmember Mike Cowen, Councilmember Craig Fritsinger, and Councilmember Frank McNelly. Absent: Mayor Moore, Councilmember Bernie Hiemenz, and Councilmember Lee Payne.**  
Present City Staff, City Manager Tim Pettit, Finance Director Barbara Bell, Police Chief Tad Wygal, Public Works Director Aaron Anderson, Sanitation Supervisor Ron Howard and City Clerk/HR Director Pamela Galvan.

**C. Adopt Agenda**

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

**Action:** *Adopted*

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

**Motion passed unanimously.**

**D. Council will discuss and may approve Purchase Orders.**

**Motion:** *To approve purchase order number 409, Truck transport \$239,252.90, 410 Pup trailer \$89,975.00, and 413 Handguns \$13,425.00.*

**Action:** *Adopted*

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

**Motion passed unanimously.**

**VII. ADJOURN 3:03 PM**

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Mayor John W. Moore

ATTEST:

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City Clerk Pamela Galvan

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES  
AGENDA ITEM

PAGE 2  
SPECIAL MEETING

AUGUST 15, 2022  
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 15, 2022. I further certify that the Meeting was duly called and held and that a quorum was present.

Dated this 15th day of August 2022.

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City Clerk Pamela Galvan

**ORDINANCE NO. 993**

**AN ORDINANCE OF THE CITY COUNCIL OF THE  
CITY OF WILLIAMS, ARIZONA, AMENDING CHAPTER 32, §32.08 PARKS  
AND RECREATION COMMISSION**

**WHEREAS**, the City Council of the City of Williams amends Chapter 32, 32.08 of the City Code relating to Parks and Recreation Commission;

**WHEREAS**, the City Council of the City of Williams hereby dissolves the Parks and Recreation Commission;

**WHEREAS**, the City Council of the City of Williams finds that a Parks and Recreation Commission is no longer necessary or needed;

**WHEREAS**, the City Council of the City of Williams establishes a Parks and Recreation Committee to assist in an advisory capacity only;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLIAMS, ARIZONA, DOES ORDAIN AS FOLLOWS:**

Chapter 32, §32.08 is amended to read as follows:

- (A) There is hereby established a Parks and Recreation Committee of the City to serve in an advisory capacity to the Parks and Recreation Directors in the following areas:
- (1) Citizens' requests for park and recreation improvements, facilities, and programs;
  - (2) Necessary repairs or improvements for park and recreation facilities;
  - (3) Promotion of recreation facilities, programs, and activities.
- (B) The Mayor and Council shall strive to appoint members to the Committee who have a broad range of recreation interests and experiences such as golf, skiing, youth sports, and adult sports. The Parks and Recreation Directors shall be an ex officio member of the Parks and Recreation Committee.
- (C) The Parks and Recreation Committee shall establish its rules of procedure and shall establish regular meeting dates.

(D) The Committee shall elect a Chairperson and Vice-Chairperson from among its own members, who shall serve for one year and until their successors are elected and qualified. The Chairperson shall preside at all meetings and exercise all the usual rights, duties and prerogatives of the head of any similar organization. The Chairperson shall have the power to administer oaths and to take evidence. The Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence or disability. Vacancies created by any cause shall be filled for the unexpired term by a new election.

**PASSED, APPROVED, AND ADOPTED** by the Mayor and Council of the City of Williams, Arizona, this \_\_\_ day of \_\_\_\_\_, 2022 by a vote of \_\_\_ in favor and \_\_\_ opposed.

City of Williams, an  
Arizona Municipal  
Corporation

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

ATTEST:

\_\_\_\_\_  
Pam Galvan, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mangum, Wall, Stoops and Warden, P.L.L.C.  
City Attorney

**RESOLUTION #1427**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF WILLIAMS,  
COCONINO COUNTY, ARIZONA, DECLARING AND ADOPTING THE RESULTS OF  
THE PRIMARY ELECTION HELD ON AUGUST 2, 2022**

**WHEREAS**, the City of Williams, Coconino County, Arizona, did hold a Primary Election on the 2nd day of August 2022 for the nomination/election of a Mayor and three (3) Council members, and

**WHEREAS**, the election returns have been presented to and have been canvassed by the City Council;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Williams, Coconino County, Arizona as follows:

**SECTION 1.** That the total number of valid ballots cast at said Primary Election as shown by the poll lists was 825.

**SECTION 2.** That the votes cast for the candidate for Mayor were as follows:

Donald Dent	656
Write-in	25

**SECTION 3.** That the votes cast for the candidates for Council members were as follows:

John Calley	256
Michelle Campbell	327
Ken Edes	414
Bernie Hiemenz	380
Lee Payne	485
Write-in	9

**SECTION 4.** That it is hereby found, determined and declared of record that the following three (4) candidates are hereby issued Certificates of Election:

Mayor:	Donald Dent
Council Members:	Ken Edes
	Lee Payne

**SECTION 5.** That it is hereby found, determined, and declared of record that the following (2) candidates did receive the next greatest number of votes of the electors of the City of Williams voting at said election and shall have their names placed on the General Municipal Election Ballot of the City of Williams, Coconino County, Arizona, to be held on the 8<sup>th</sup> day of November 2022, and are hereby issued certificates of nomination:

Michelle Campbell

Bernie Hiemenz

**SECTION 6.** That the number of votes cast for the Home Rule Option (Proposition 440) was as follows:

**City of Williams – Home Rule**

Number of Precincts Reporting	2
Total Votes	720
YES	457
NO	263

**SECTION 7.** This resolution shall be in full force and effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Mayor and Council of the City of Williams, Arizona, this 25<sup>th</sup> day of August 2022, with    ayes, and    nays.

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John W. Moore  
Mayor

ATTEST:

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Pamela Galvan  
City Clerk

APPROVED AS TO FORM:

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City Attorney