

TUSAYAN TOWN COUNCIL WORKSHOP AND REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, August 1, 2012 at 5:00 P.M.
TUSAYAN TOWN HALL
845 Mustang Drive, Tusayan, Arizona

TOWN COUNCIL SUMMARIZED MINUTES

WORKSHOP

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the Workshop to order at 5:03 p.m. and the Pledge of Allegiance was recited.

2. ROLL CALL

On roll call, the following were present:

**MAYOR BRYAN
VICE MAYOR MONTOYA**

**COUNCILMEMBER FITZGERALD
COUNCILMEMBER RUETER
COUNCILMEMBER SANDERSON**

Also present were:

Tami Ryall, Interim Town Manager
Laura Matthews, Interim Town Clerk

3. WORKSHOP ON DEVELOPMENT OF TOWN CODE

Interim Manager Ryall recommended that the Council use Camp Verde's Municipal Code as a template. She proposed tackling and adopting a small portion of the code at a time, perhaps two to four chapters at each workshop. Manager Ryall would also like the Council to consider setting aside or reserving chapters in their appropriate place for future needs. It was suggested that the Council repeal or incorporate any ordinances previously adopted as they come to them.

The Interim Manager proposed grouping sections to review together. Not necessarily in order, but to focus the discussions with like topics, or perhaps to review one small topic along with a more cumbersome subject to balance time.

To keep the momentum going, Ms. Ryall proposed having a workshop each month to discuss certain chapters, and to adopt the chapters that were agreed upon at the previous workshop. This would allow the Town's Attorney approximately three weeks to review.

Council was in consensus to take public input at the time of each workshop on the Town Code. The Town's community e-mail group will also receive the selected chapters two weeks prior to the workshop and will be asked to e-mail their comments to the Town Manager for compilation.

Council elected to hold special workshop sessions on the Tuesday before each first Wednesday Council Meeting. The workshops will begin at 5:00 p.m.

The following timeline was suggested:

Tuesday, September 4, 2012
Chapters 1, 3, and 14

Tuesday, October 2, 2012
Chapters 2, 4, and 15

Tuesday, November 6, 2012
Chapters 7 and 8

Tuesday, December 4, 2012
Chapters 13, 6, and 11

Tuesday, January 8, 2013
Chapter 9

Ms. Ryall will provide the Council with strike-out and underlined drafts of what is proposed to be changed from the Camp Verde Code. Sections for Town Marshall, Finance Director, etc. will have titles with the word "reserve" next to it.

The Council was in favor of Manager Ryall's proposed process, and instructed the Manager to move forward.

Councilmember Rueter moved to adjourn the workshop at 6:00 p.m. The motion was seconded by Vice Mayor Montoya and passed on unanimous vote.

REGULAR COUNCIL MEETING

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the Meeting to order at 6:05 p.m. and the Pledge of Allegiance was recited.

2. ROLL CALL

On roll call, the following were present:

**MAYOR BRYAN
VICE MAYOR MONTOYA**

**COUNCILMEMBER FITZGERALD
COUNCILMEMBER RUETER
COUNCILMEMBER SANDERSON**

Also present were:

Tami Ryall, Interim Town Manager
Laura Matthews, Interim Town Clerk

3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

None.

4. CEREMONIAL AND INFORMATIONAL ITEMS

A. Presentation by Tusayan Fire District

Fire Chief Robert "Robbie" Evans provided an in-depth power-point presentation on the activities and accomplishments of the Tusayan Fire District. Some of the highlights included:

- The Fire District is dispatched to all 911 calls in Tusayan by the National Park Service Dispatch.
- Medical calls are by far the largest volume of their calls, with approximately 255 calls annually.
- Standard Operating Guidelines are in place.
- A 5-year Strategic Plan has been adopted.
- Inspections of all commercial structures in Tusayan are completed with annual re-inspections scheduled.
- Since 1999, the Fire District has been awarded approximately \$400,000 in Federal and State grant monies.
- The District sponsored a free smoke detector and installation program, with annual fire awareness training at Grand Canyon Elementary School.
- The Fire District supports the U.S. Forest Service with personnel and apparatus in both their fuel reduction program and smoke management meetings.

The Council gave their thanks and appreciation to Fire Chief Evans, his staff and volunteers, for providing selfless service to the Tusayan community.

5. CONSENT AGENDA

A. Approval of the June 19, 2012 Budget Workshop Minutes, and the June 20, 2012 Regular Council Meeting Minutes.

B. Accounts Payable Billing.

Councilmember Rueter moved to approve the Consent Agenda. The motion was seconded by Vice Mayor Montoya and passed on unanimous vote.

6. ACTION ITEMS

A. Consideration, Discussion, and Possible Approval of IGA with Coconino County for Election Services.

Interim Manager Ryall presented the Council with an IGA between the Town and Coconino County for election services for the August 28, Primary Election.

Vice Mayor Montoya moved to approve the IGA, seconded by Councilmember Rueter. The motion passed on unanimous vote.

7. DISCUSSION ITEMS

A. Update on Participation in Arizona State Retirement System.

Because it is unknown what steps the former Town Manager took to enroll the Town of Tusayan in the Arizona State Retirement System (ASRS), it is unclear whether the Council will be able to vote on the issue as planned at their August 15, 2012 meeting. Staff will continue to research the matter and will report to the Council at their next meeting.

8. TOWN MANAGER'S REPORT

A. Audit Update.

Staff is preparing a letter agreement with Hinton Burdick, PLLC, who conducted the Town's audit last year. Their pricing is competitive, particularly because the Town is a returning client. The Manager's intention is to begin the audit process earlier than last year. The newly-hired bookkeeper will be able to watch the audit process and gain valuable training in maintaining proper financial statements.

B. Employee Housing Project.

Regarding the on-site employee housing project, all items are on track or ahead of schedule for occupancy by mid-December. The IGA with the Arizona Department of Transportation (ADOT) has been cleared by Town Attorney Sims with comments and is back with ADOT for their attorney's review. Manager Ryall will be bringing forth a lease agreement in the next few weeks. Permit fees are in the process of being paid in order to start the Sanitary District process. The electrical design is well underway, advanced by the Manager's meetings with ADOT.

C. Update on Graphics for Sheriff's Vehicle.

Interim Manager Ryall presented the Council with four mock-up graphic designs for the Tusayan Marshal's vehicle. Councilmembers gave varying opinions regarding the background views of the Grand Canyon, the size of the background, the color of the lettering, the contrast between the lettering and the background, the placement of the 911 symbol, and the placement of the Sheriff's star. Ms. Ryall noted the comments and will work with the County Sheriff's Department to incorporate them into a few more designs for the Council's consideration.

D. Report on Community Park Project Bids.

Interim Manager Ryall reported that the School District conducted a bid opening last week. With all alternates included, the bids came in at \$554,800. Regarding the Sports Court, the sidewalks, parking lot, power, lighting, fencing, and the ramada slab came to \$313,000. Add to that architect fees and project management fees, it came to \$347,000. The account for this item is \$340,000. However, Andrew Aldaz, Project Manager, believes another \$5,000 contribution from Coconino County will be forthcoming. What is not included in the bid is the site prep and grading for the Tot Lot.

Mr. Aldaz noted he has been tasked to call a meeting of the Community Park Committee to study the bid results. He will then come back to the Council with an update. He will provide a list of the items with the line-item costs.

9. FUTURE AGENDA ITEMS

Ms. Ryall requested to move the contract extension discussion with International Housing Solutions to the September 5, 2012 Council Agenda. There was no objection.

The Interim Manager was directed to add a discussion item to the August 15th agenda regarding the recruitment of a permanent Town Clerk and Town Manager.

10. COUNCILMEMBERS' REPORTS

Councilmember Fitzgerald announced he will not be in attendance at the August 15, 2012 Council Meeting; likewise, Mayor Bryan will not be in attendance on September 19th.

11. MAYOR'S REPORT

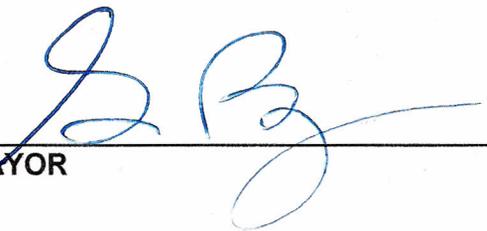
The Mayor noted that Com-Net is bringing an additional amount of broadband to the area in the next 8 to 12 weeks. The company is hoping to bring in much more broadband in 2013. Council will need to begin thinking about systems for distribution.

Mayor Bryan shared that he spoke with Gov-Net regarding possible assistance to the Tusayan Fire District regarding the enhancement of their radio and communication systems.

An Innovation Summit will be hosted by the Sustainable Economic Development Initiative (SEDI) in Flagstaff on October 9, 2012. There is a web site available for further information.

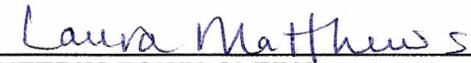
12. MOTION TO AJOURN

There being no further business to come before the Council, Councilmember Rueter moved to adjourn the meeting at 7:48 p.m. The motion was seconded by Vice Mayor Montoya and passed on unanimous vote.



MAYOR

ATTEST:



INTERIM TOWN CLERK

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Laura Matthews, do hereby certify that I am the Interim Town Clerk of the Town of Tusayan, 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 Town of Tusayan held on August 1, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 23rd day of August, 2012.



INTERIM TOWN CLERK