

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, December 18, 2013 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:02pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR AL MONTOYA - excused

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER JOHN RUETER

COUNCILMEMBER CRAIG SANDERSON

Also present were:

Will Wright, Town Manager

Melissa M. Drake, Town Clerk

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

Former Mayor Pete Shearer suggested that reflective paint could be added to crosswalks in town to help with visibility. Mayor Bryan stated that during the planning stages, reflective paint was discussed and the state determined that it would not hold up to snow plows. He said they could see if there have been improvements since that time.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

Update from Coconino County Sheriff's Department

Lt. Jim Coffey presented statistical information on calls for service from the Sheriff's Department in Tusayan from March through October 2013.

Lt. Coffey also presented information about RAIDS Online which is an online application which maps crimes in the area.

He highlighted and briefly discussed the following activities in the area for the Sheriff's Department:

- participation in the Angel Thunder disaster drill in early summer
- July 4th activities
- a bomb threat on Labor Day weekend involving the Grand Hotel
- the federal government shutdown including the peaceful protest and the governor's visit
- jail work crews' work in the Community Park

He showed a short video on preparedness for workplace violence and discussed a training to be held at the Grand Canyon National Park Airport in the spring.

The contract between the Town and the Sheriff's Department expires in June 2014.

5. CONSENT AGENDA

A. Minutes of the Town Council Regular Meeting on 12/4/13 and Special Meeting on 12/10/13

B. Accounts Payable Billings

Councilmember Sanderson made a motion to approve the Consent Agenda. Councilmember Rueter seconded the motion and it passed on unanimous vote.

6. COMMITTEE REPORTS

A. Update from the Community Park Committee

Manager Wright stated that a crew from the Coconino County Jail has done additional clearing and the Tusayan Fire District (TFD) did some burning today in the park.

Former Mayor Pete Shearer stated that TFD did some burning in the park earlier than planned due to good conditions which allowed the smoke to travel away from Tusayan.

B. Update from the Planning and Zoning Commission

Manager Wright stated that in the meeting on December 17, 2013, the Public Hearing on the General Plan and the design review for the temporary housing at Camper Village were continued until January 14, 2013. The design review for the new signage at Canyon Plaza was approved.

He also stated that Town Planner Richard Turner gave a 2-week notice of his retirement. His last day will be December 31, 2013.

The Council asked Manager Wright to express their appreciation for Mr. Turner's work for the Town.

Councilmember Fitzgerald stated that there was a request at the meeting last night to clarify the section on Water in the General Plan. He stated that there were Commission members who requested additional meetings and discussions to become more familiar with the Plan.

Manager Wright stated that the first draft of the plan was distributed in August and the majority of the changes which have been made since then (with the exception of the deletion of the water section due to the Arizona Corporation Commission ruling) were minor. He stated that a redline version of the Plan will be available on the Town website on 12/19/13 to help clarify the updates and he will hold a meeting of the Technical Review Committee to clarify the changes.

7. ACTION ITEMS

A. Consideration, discussion, and possible approval action to direct staff to proceed with the purchase of a truck

Manager Wright stated that the Town has joined the State Purchasing Cooperative and he has looked at new trucks there and used trucks at the State Surplus. The Council discussed the options and determined that Manager Wright should proceed with getting quotes on a new vehicle which is a 4-wheel drive, heavy duty pickup truck capable of handling a snow plow if needed, with regular cab instead of crew cab, and with good fuel economy ratings. They also stated that he should look at the option of utility boxes along the bed and rhino lining in the bed.

B. Consideration, discussion, and possible action to direct staff to proceed with the purchase of a storage building and choose a site to locate it

Manager Wright discussed a quote for a portable storage building to house the Toolcat and other maintenance equipment at the Community Park. The Council discussed options for a building and its expected uses.

Kevin Dickerson from the School District requested that all storage be in the building or fenced-in and not outside, that the temporary building be placed in a location that is not where a permanent structure will be built in the future, and that there is a small space reserved for the School District to store items. He requested a review of the IGA for storage buildings which may require an addendum.

The Park Committee will stake the location prior to the January 8th Council meeting.

C. Consideration, discussion, and possible action to direct staff to issue a request for proposal for Town Engineering services

Manager Wright discussed his letter to Willdan Engineering regarding federal guidelines for Engineering Services for the CDBG project which prompted this review of all engineering services. The Council discussed the situation and determined that the RFP should be for engineering services, construction services, and planning services; each as a separate contract.

Councilmember Rueter made a motion to authorize the Town Manager to begin the RFP process for engineering services, construction services, and planning services for the Town. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

D. Consideration, discussion, and possible approval of recognition for staff and volunteers

Manager Wright discussed a memo he sent to the Council regarding recognition of staff and volunteers for the year. He stated that other communities where he worked in the past had similar programs.

Mayor Bryan stated that he was in favor of the Council developing a recognition program. Councilmember Rueter was in favor of ongoing recognition of volunteers via certificates of appreciation but wanted more information on the legalities of "gifting" monetary items. Manager Wright stated that he spoke with the Town Attorney who said that there were no issues unless the monetary value was very high.

Councilmember Fitzgerald stated that if a program is developed, there should be 2 separate programs: 1 for staff and 1 for non-staff.

Mayor Bryan requested 2 Councilmembers work with the Town Manager to develop a program for recognition for staff and volunteers. Councilmember Fitzgerald volunteered to serve on a committee and Mayor Bryan suggested Vice Mayor Montoya be the second.

8. DISCUSSION ITEMS

A. Grand Canyon – Williams – Flagstaff Corridor Transit Study

Mayor Bryan introduced the Transit Study and stated that the major focus was to reduce traffic between Flagstaff and Williams and provide shuttle services. He attended the last meeting and invited other Councilmembers to attend future meetings in his place. Councilmember Rueter expressed his desire to attend future meetings.

B. Snowplay Area

Councilmember Rueter discussed 2 photos of a snowplay area north of Flagstaff. He stated that a snowplay area in Tusayan would require a north facing hill to maintain as much snow as possible. He suggested involving Lt. Coffey in the process since he has experience with issues in other snowplay areas.

Lt. Coffey spoke about traffic problems, injuries, signage, communications/language, access, parking, security, and sledding sales as related to snowplay areas.

Councilmember Rueter suggested that the Council keep a snowplay area location in mind this winter.

Former Mayor Pete Shearer stated that he supported a snowplay area and that locals have approached him asking for it. He also suggested that local high school students could help in researching snowfall statistics, etc.

9. TOWN MANAGER'S REPORT

Manager Wright highlighted the following from his report:

- the Town is now part of the State Purchasing Cooperative
- a Chase Bank representative stated that the local government investment pool offers the best investment opportunities top the Town
- he is requesting a meeting with ADOT for several issues

- The Council requested that Manager Wright research
- the specifics of the billing for the TFD, specifically around the hiring of administrative help for the district
 - the status of the J2 Engineering drainage study

10. FUTURE AGENDA ITEMS

- January 22
 - Discussion item for possible ordinance prohibiting approaching and feeding wildlife

11. COUNCIL MEMBERS' REPORTS

None

12. MAYOR'S REPORT

The Mayor stated that there was an interesting presentation at the Coconino Plateau Water Advisory Council meeting this week regarding the Hopi water wells. There was also a presentation about the Four Forest Restoration Initiative.

13. MOTION TO ADJOURN

Councilmember Rueter made a motion to adjourn the meeting at 9:05pm. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

ATTEST:

Melissa M. Drake
Melissa M. Drake, Town Clerk

Greg Bryan, Mayor 1/8/14
Date

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa M. Drake, do hereby certify that I am the 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 December 18, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 2nd day of January, 2014

Melissa M. Drake
Town Clerk