

## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, July 23, 2014 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 6:05pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

**MAYOR GREG BRYAN**  
**VICE MAYOR AL MONTOYA**  
**COUNCILMEMBER BILL FITZGERALD**  
**COUNCILMEMBER JOHN RUETER** – via phone (6:08pm & lost at 6:45pm)  
**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**

None

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

##### **A. Presentation from J2 Engineering on Town Flood Study**

Jeff Holstmeister with J2 Engineering gave a presentation to the Council on drainage and flood issues within the Town of Tusayan. He summarized the flood study and report that J2 Engineering provided to the Town Council. He discussed possible improvements such as creating detention basins/stock tanks, increasing drainage pipe sizes in certain locations, diverting flow before it gets into Town, and creating additional drainage requirements on all new development.

#### **5. CONSENT AGENDA**

Councilmember Fitzgerald requested that the Accounts Payable be removed from the Consent Agenda.

##### **A. Minutes of the Town Regular Meeting on 6/25/14 and Special Meeting on 7/21/14**

Vice Mayor Montoya made a motion to approve the Minutes. Councilmember Sanderson seconded the motion. The motion passed on unanimous vote.

## **B. Accounts Payable Billings**

Councilmember Fitzgerald asked if payment to Willdan Engineering on the park development is the last they will do before turning over to Woodson Engineering. Manager Wright stated that it was for work on the SWPPP and would determine if any other work was outstanding.

Councilmember Fitzgerald made a motion to approve the Accounts Payable Billings. Councilmember Sanderson seconded the motion. The motion passed on unanimous vote.

## **6. COMMITTEE REPORTS**

### **A. Update from the Community Park Committee**

The new superintendent, Dr. Shonny Bria, sent the Council a letter informing them that the Grand Canyon School Board rescinded their decision on access to the Town Housing Parcel. Mayor Bryan stated that the Council will request a meeting with the School Board since we were not invited to discuss this at their meeting.

### **B. Update from the Planning and Zoning Commission**

No update

## **7. INTERVIEW OF JOHN SCHOPPMANN, APPLICANT FOR PLANNING AND ZONING COMMISSION**

Manager Wright introduced Mr. Schoppmann and he gave the Council an overview of his interest and qualifications for the Planning and Zoning Commission.

## **8. ACTION ITEMS**

### **A. Consideration, discussion, and possible appointment of John Schoppmann as Planning and Zoning Commissioner**

Mayor Bryan made a motion to appoint John Schoppmann to the Planning and Zoning Commission for a 2 year term. Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

### **B. Consideration, discussion, and possible approval of Contract with Woodson Engineering for Town Engineering Services**

Manager Wright gave a brief introduction of the contract. Mark Woodson stated that they reworked an existing contract with the City of Winslow to suit Tusayan.

Clarinda Vail stated that the draft contract does not preclude Woodson from taking on private work within the Town which could create a conflict of interest. Mayor Bryan stated that Paragraph 7, Item E addresses this issue.

The Council discussed the contract with Mr. Woodson.

Vice Mayor Montoya made a motion to approve the contract for Town Engineering Services with Woodson Engineering. Councilmember Sanderson seconded the motion it passed on unanimous vote.

**C. Consideration, discussion, and possible approval of Proposal with Woodson Engineering for Engineering Services for Community Park**

Manager Wright gave a brief overview of the Community Development Block Grant (CDBG) project and the proposal. He stated that the proposal is under the budgeted amount for this item. If identified alternate items are required, the amount could go over what is budgeted. Mr. Woodson stated that they intend to stay within the budget.

Rick Schuller, with Woodson Engineering spoke about the possible timeframe for the project and requirements for a survey to be provided by the Town. He stated that the bid package is scheduled to be complete by September 15, 2014 as long as the survey is available.

Councilmember Fitzgerald stated that the Town should pay for a LiDAR survey of the Town. Mr. Woodson stated that only an aerial topographic survey is required for this project. Woodson Engineering will provide quotes for a LiDAR survey and an aerial topographic survey.

Vice Mayor Montoya made a motion to approve the proposal for Engineering Services for the CDBG project at the Community Park with Woodson Engineering. Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

**D. Consideration, discussion, and possible approval of Proposal from Willdan Engineering or Woodson Engineering to Create Subdivision Regulations**

Manager Wright introduced both proposals and stated that there was an e-mail in the packet from Willdan Engineering describing their firm's experience in this area.

Mark Woodson gave an overview of his firm's experience in creating subdivision Regulations.

Clarinda Vail stated that Mr. Woodson just answered this question but asked the Council if Willdan Engineering has experience drafting Subdivision Regulations and with which entities. Mayor Bryan stated that they do have this information.

The Council discussed the proposals and asked Manager Wright if he had a recommendation. He stated that he believed both firms are highly capable.

Vice Mayor Montoya made a motion to approve the proposal from Woodson Engineering for creating Subdivision Regulations. Councilmember Fitzgerald seconded the motion it passed on unanimous vote.

**E. Consideration, discussion, and possible approval of Proposal from Willdan Engineering to Update Zoning Code to incorporate General Plan**

Manager Wright reviewed the proposal and the need for the update to the Zoning Code.

Councilmember Sanderson stated that Lawrence Tomasello should be the planner assigned to the project since he worked on the General Plan. He also stated that payment should be based on hourly billing.

Councilmember Sanderson made a motion to approve the proposal from Willdan Engineering for updating the Zoning Code to incorporate the General Plan with billing on an hourly basis and not to exceed a total \$19,500. Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

**F. Consideration, discussion, and possible approval of Contract with Willdan for Town Planning and Building Services**

Manager Wright introduced the agreement and discussed developing a new fee schedule determined by the Town and Willdan for permitting and inspections so he recommended removing Exhibit B-1, Schedules C & D from the contract. After new schedules are developed, they will be brought back to the Council for approval in August or early September.

Vice Mayor Montoya made a motion to approve the contract with Willdan Engineering for Town Planning and Building Services excluding Exhibit B-1, Schedules C & D. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

**G. Consideration, discussion, and possible approval of Intergovernmental Agreement (IGA) with Coconino County for Town Animal Control Services**

Manager Wright gave a brief overview of the IGA and stated that it has been reviewed and edited by the Town Attorney.

Councilmember Fitzgerald made a motion to approve the IGA with Coconino County for Animal Control Services. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

**9. DISCUSSION ITEMS**

**A. Update on landscaping along ADOT improvements**

Manager Wright gave an update on the walk-through with ADOT. They discussed all the line breaks due to bus shelter construction, communication problems, weeds, relief valve for sprinkler system. The Town now has full control of the landscaping and bus shelters.

Mayor Bryan stated that he and Manager Wright met on Monday with Steve Monroe with ADOT and expressed dissatisfaction with the sprinkler system and turnover process. Mayor Bryan asked Manager Wright to write a letter to Mr. Monroe to recap their meeting, request the parts list he promised, and ask why a relief valve hadn't been installed.

Mayor Bryan also requested Manager Wright to bring back a cost estimate for a fairly large fir tree to be placed in the north round-about for future Town use as a Christmas tree.

The Council and Manager Wright discussed additional work which is needed to continue weeding and pick up trash.

#### **B. Update on crosswalk improvement status**

Manager Wright stated that encroachment applications have been filed with ADOT and they have stated that the flag system is not allowed. The lighted system may be allowed but 4 signs would be required at each crosswalk.

Mayor Bryan suggested contacting Audra Merrick at ADOT to discuss the issue.

He requested Manager Wright determine costs for lighting 5 crosswalks and timelines, and determine if the lights are 2-sided.

The Council discussed the options.

#### **C. Update on Commercial Lease Tax**

Manager Wright gave an overview of a letter which will be sent out to businesses on July 24, 2014 as a follow-up to and clarification of a previous letter.

Mayor Bryan asked Manager Wright to check with the Town Attorney to see if it is legal to postpone collection of the tax until January 2015. Manager Wright stated that the Arizona Department of Revenue representative stated that the Council may choose to implement this tax at any time of their choice.

Mayor Bryan stated that the letter should go to land owners so we should get the parcel information from the County.

#### **D. Initiative I-2014-01**

Manager Wright stated that this item is on the agenda just to inform the Council of the initiative and the fact that it will be on the November ballot, not to discuss pros and cons.

Town Clerk Melissa Drake stated that the initiative seeks to have a directly elected mayor, limit the term to 2 years, and require a Council member resign his/her seat to run for mayor unless in the last year of his/her term. The Council has the option of adopting the proposed ordinance as is, referring the initiative to the voters, or not acting on it at all. If the Council does not act on it, it still goes to the voters.

She stated that if the Council adopts the proposed ordinance as is and there is opposition to it, it could be referred to the voters by petition.

The Council discussed timing and clarifications of the process. They did not request that the initiative/proposed ordinance be placed on a future agenda for action.

Clerk Drake stated that the next step is to solicit Pro and Con Arguments. The deadline is August 6<sup>th</sup>, 2014 and the solicitation will be published in the newspaper.

**Vice Mayor Montoya left the meeting at 9:11pm.**

#### **10. TOWN MANAGER'S REPORT**

Manager Wright highlighted a communication from Karen McCoy with GovNet requesting information.

#### **11. FUTURE AGENDA ITEMS**

- Discussion of possible Town Tourism Board
- Next steps on storm water issues, aerial survey costs, and costs of detention basins
- Update on the Forest Service access road
- Action item on crosswalk safety solution
- Action item on commercial lease tax start date
- Coconino County Board of Supervisors/Council joint meeting 9/30
- Cancel 10/1 meeting

#### **12. COUNCIL MEMBERS' REPORTS**

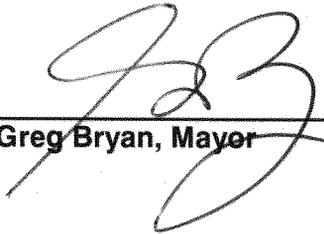
None

#### **13. MAYOR'S REPORT**

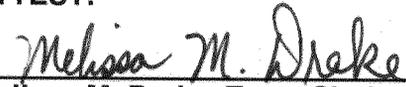
- The Mayor met with CenturyLink, the National Park Service, and the national park concessionaires to meet the new CenturyLink government affairs representative. He was surprised to hear that the consensus of the group was that CenturyLink was not cooperative or sympathetic to local concerns. The representative stated that federal funding of \$100,000 is available for rural communities with minimal broadband service.
- Met with the Southwestern Regional Forester to discuss the status of the access application.
- Senate Bills by Senator Flake are being heard by a Senate subcommittee. These bills, together, would require the Federal Government to allow a local entity to fund the reopening of National Parks, Monuments, etc., would require repayment to the local entities when a government shutdown is over, and would require the repayment of local entities for 2013 closure.
- The Arizona Tourism Conference honored Mayor Bryan with the Arizona Tourism Champion of the Year. It was a surprise as he did not even know that he had been nominated.

#### **14. MOTION TO ADJOURN**

Mayor Bryan made a motion to adjourn the meeting at 9:27pm. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

  
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Greg Bryan, Mayor      8/13/14      Date

ATTEST:

  
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Melissa M. Drake, Town Clerk

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 July 23, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 7<sup>th</sup> day of August, 2014

  
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Town Clerk