

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, February 3, 2016 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public on Wednesday, February 3, 2016 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

TOWN COUNCIL REGULAR MEETING AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL *One or two Council Members may attend by telephone*

MAYOR CRAIG SANDERSON
VICE MAYOR JOHN RUETER

COUNCILMEMBER AL MONTOYA
COUNCILMEMBER JOHN SCHOPPMANN
COUNCILMEMBER BECKY WIRTH

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

Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.

Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

Update from Tusayan Fire District on operations and budget

5. CONSENT AGENDA

Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. Members of the council or staff may ask the mayor to remove any item from the consent agenda to be discussed and acted upon separately.

A. Minutes of the Town Council Meetings on 1/6/16 and 1/20/16

B. Accounts Payable Billings

6. WORK GROUP AND COMMITTEE REPORTS

A. Update on the Sports Complex Work Group

B. Update on the Planning and Zoning Commission

C. Update on Affordable Housing

7. ACTION ITEMS

- A. Consideration, discussion, and possible approval of Coconino County Multi-Jurisdictional Hazard Mitigation Plan**
- B. Consideration, discussion, and possible approval of 2016-2017 Tusayan budget preparation calendar**

8. DISCUSSION ITEMS

Update on broadband feasibility study and related issues

9. TOWN MANAGER'S REPORT

10. FUTURE AGENDA ITEMS

11. COUNCIL MEMBERS' REPORTS

12. MAYOR'S REPORT

13. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 28 day of January 2016, at 2:30 am / pm in accordance with the statement filed by the Tusayan Town Council.



Signature of person posting the agenda

ITEM NO. 5A

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, January 6, 2016 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 Sanderson called the meeting to order at 6:06pm and the Pledge of Allegiance was recited.

2. ROLL CALL - All present

**MAYOR CRAIG SANDERSON
VICE MAYOR - VACANT
COUNCILMEMBER JOHN RUETER
COUNCILMEMBER AL MONTOYA
COUNCILMEMBER JOHN SCHOPPMAN**

Also present were: Eric Duthie, Town Manager

3. CEREMONIAL AND/OR INFORMATIONAL MATTERS

The Tusayan Town Council will acknowledge the assumption of the Office of Mayor by the Vice Mayor pursuant to Chapter 2 of the Town Code, Section 2.2.2

Manager Duthie was asked to explain the process of Vice Mayor advancement to Mayor, in compliance with Town Code, Section 2.2.2. Upon completion Manager Duthie administered the Oath of Office to the position of Mayor to Craig Sanderson.

Mayor Sanderson expressed appreciation for the public support he had received and reaffirmed his commitment to improving the quality of life for Tusayan residents.

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

None

5. CONSENT AGENDA

A. Minutes of the Town Council Regular Meetings on 11/18/15

B. Accounts Payable Billings

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

6. PUBLIC HEARING ON LIQUOR LICENSE APPLICATION FOR NATIONAL GEOGRAPHIC VISITOR CENTER

Mayor Sanderson called the public hearing to order at 6:13pm.

There was no public comment. Councilmember Rueter expressed support for providing additional services to tourists.

Mayor Sanderson closed the public hearing at 6:15pm.

7. WORKGROUP AND COMMITTEE REPORTS

A. Update on the Sports Complex Work Group

Manager Duthie noted that a meeting has not been held.

B. Update from the Planning and Zoning Commission

Manager Duthie noted that a meeting has not been held.

C. Update on Affordable Housing

Manager Duthie stated that a Project Manager and a surveyor had been engaged.

8. ACTION ITEMS

A. Consideration, discussion, and possible recommendation of approval or disapproval of liquor license application for National Geographic Visitor Center

Center Director Janet Rosener explained the purpose of the application, which is to sell beer and wine. Council discussed the application and the provision of this service to tourists and guests. Manager Duthie reported that all public postings had been appropriately completed.

Councilmember Reuter made a motion to recommend approval of the liquor license application for the National Geographic Visitor Center. Councilmember Montoya seconded the motion and it passed on unanimous vote. (4-0)

B. Consideration, discussion, and possible call for the next possible election to fill the position of Mayor

Manager Duthie was asked to outline Ordinance 2015-01, which identifies the Vice-Mayor to succeed the Mayor, upon the Mayor's resignation.

Town Attorney Sims and staff were directed to contact Coconino County to inquire about the process of calling an election and how the Ordinance compared to Arizona Statute. Town Attorney Sims and staff were directed to report the findings to the Town Council at the next Council meeting.

C. Consideration, discussion, and possible approval to fill, or determine a process to fill, the Council vacancy

Manager Duthie told Council that they have no statutory limitation on the process of filling a Council vacancy. He described the most recent process used, as a pattern for potentially filling of the vacancy.

Councilmember Montoya expressed that he understood there were individuals within the community who had expressed in interest in filling the Council position and recommended Council establish a process similar to a letter of interest or application and interview, as was most recently conducted.

Councilmember Rueter "respectfully disagree(d)" with Councilmember Montoya and encouraged Council to fill the position immediately, as the agenda had properly posted the potential of filling the position, as well as the desire to have someone in place before the upcoming Council Planning Retreat. Councilmember Rueter invited Becky Wirth to the podium and asked her if she was supportive of developing housing for Tusayan residents. Mrs. Wirth replied that she was and Councilmember Rueter recommended she be appointed to immediately fill the Council vacancy.

Mrs. Wirth introduced herself at the podium and provided a brief biography and introduction, during which she said she decided to pursue the vacancy because housing promises had been made and she had not seen any visible action on fulfilling those promises. Mrs. Wirth was asked several questions by Council and she responded to each question, some of which concerned the ability to be objective, be free from special interests, support of public safety, and act in support of Council decisions.

Upon completion of the questioning, Mayor Sanderson asked if anyone else in the audience had an interest in filling the position. Mrs. Anavon Harris was acknowledged and was asked to approach the podium. Mrs. Harris introduced herself and provided a brief biography, as well. She expressed that she was expecting Council to initiate a process for the filling of the vacancy, but she was supportive of Becky Wirth to fill the position. Mrs. Harris was asked similar questions by Council and responded similarly to Mrs. Wirth. Mrs. Harris was additionally asked if she would be willing to run for the Council in the upcoming elections and she said she would. Mrs. Harris was thanked for her willingness to serve and returned to her seat.

Mayor Sanderson asked Council how they wished to proceed. Councilmember Rueter motioned for Becky Wirth to fill the vacant position of town councilmember, Councilmember Montoya seconded the motion and the vote was unanimous to appoint Becky Wirth to the Town Council.

Mayor Sanderson administered the Oath of Office to Mrs. Wirth and she was seated with the Council.

D. Consideration, discussion, and possible selection of a Vice Mayor

Mayor Sanderson opened the floor for nominations for the position of Vice Mayor. Councilmember Montoya nominated Councilmember Rueter for the

position of Vice Mayor. Councilmember Wirth seconded the nomination. Councilmember Rueter accepted the nomination.

Mayor Sanderson asked if there were further nominations and received none.

Mayor Sanderson closed the nominations for Vice Mayor and called for a vote on the nomination of Councilmember Rueter to serve as Vice Mayor. The nomination was unanimously approved by vote.

9. DISCUSSION ITEMS

Update and Discussion of CDBG Project

Manager Duthie presented a power point showing the delivery, setting, and final preparation of the Restroom on December 23, 2015. The project is continuing and is anticipated to be completed before the grant extension deadline of May 2016.

10. TOWN MANAGER'S REPORT

Manager Duthie stated the following:

- Zoning code enforcement has improved, but is ongoing;
- Kotzin Housing Development has retained Spaulding Engineering to perform as project manager, effective January 1; Alpha & Omega Engineering and Surveying has been retained to survey for preliminary and final plat preparation;
- Arizona Auditor General noticed town of late reporting, however on further research, the reports had been filed and misplaced by State;
- Various complaints had been received from tourists and were evaluated and resolved satisfactorily;
- Promotional materials have been received to better familiarize residents with the Town;
- Maintenance workers have been outfitted with cold weather safety gear.

11. FUTURE AGENDA ITEMS

1/12/16 – Council Retreat

1/20/16 – Council Meeting

- Housing Authority
- GCNP presentation on the Centennial Celebration
- Quarterly Finance Report
- Dark Skies Credentialing timeline report

1/26/16 – Planning and Zoning Commission meeting

2/3/16 – Council Meeting

- Tusayan Fire District update
- Coconino County Sheriff Department update
- Justice Court Long Term Plan update
- Preliminary Budget priorities draft
- Shuttle bus extension
- Broadband fiber feasibility study report/update

12. COUNCIL MEMBERS' REPORTS

None

13. MAYOR'S REPORT

Mayor Sanderson stated the following:

Senator McCain

The Senator recently requested an endorsement for the Senatorial election. During the discussion, the Senator was reminded of the reimbursement funding still due to the Town from the federal shutdown of the GCNP in 2013. The Senator will be discussing the resolution directly after our respective staffs have reviewed the issue again.

Housing Authority

The revised Housing Authority Guidelines are being reviewed and may be ready at the Retreat. The completed Articles of Incorporation for the Grand Canyon Housing Foundation, a 501c3, non-profit organization, were submitted to the State. The Federal 501c3 application is considerably more complex and is being prepared by staff and the Town Attorney. The GCHF has received an Employer Identification Number as the first step in the application process

Chase Bank issues

Authority has been transferred as directed by Council. All Council members should have individual passcodes to view the bank accounts.

Council Retreat

The Retreat is Tuesday and all Councilmembers should participate.

Broadband

The Fiber Feasibility study is continuing with an anticipated deadline of February 2016.

Kotzin Resident Preference Survey

Responses are still being received and the review has yet to occur. Staff will coordinate the review when it is determined the responses have slowed significantly.

14. MOTION TO ADJOURN

Councilmember Montoya made a motion to adjourn the meeting at 7:45pm. Vice Mayor Rueter seconded the motion and it passed on unanimous vote.

Craig Sanderson, Mayor Date

ATTEST:

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Eric A. Duthie, do hereby certify that I am the Town Manager 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 January 6, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 20th day of January, 2016

Town Manager

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, January 20, 2016 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 Sanderson called the meeting to order at 6:05pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR CRAIG SANDERSON
VICE MAYOR JOHN RUETER – via phone
COUNCILMEMBER AL MONTOYA
COUNCILMEMBER JOHN SCOPPMANN
COUNCILMEMBER BECKY WIRTH

Also present were:

Eric Duthie, Interim Town Manager
Melissa M. Drake, Town Clerk

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

Sandi Angat spoke about the Food Bank distribution today. She stated that Manager Duthie participated and she thanked him. She stated that they fed 100 families today and have 14 food boxes left over if anyone needs them.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

Grand Canyon Centennial presentation – Concessionaire Chief Doug Lentz, NPS

Doug Lentz introduced Vanessa Ceja, Community Outreach Assistant with Grand Canyon National Park. She gave a presentation to the Council regarding the National Park Centennial this year.

She stated on Founder's Day, February 26 at 4pm, a carnival will be held at Grand Canyon School and this is a great event for the Town of Tusayan to get involved in.

5. CONSENT AGENDA

- A. Minutes of the Town Council Workshop on 1/6/16 and the Town Council Retreat on 1/12/16**
- B. Quarterly Financial Report**
- C. Accounts Payable Billings**

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

6. WORKGROUP AND COMMITTEE REPORTS

A. Update on the Sports Complex Work Group

None

B. Update from the Planning and Zoning Commission

Manager Duthie stated that the Planning and Zoning Commission met earlier this evening for a design review for remodeling the exterior of We Cook Pizza and Pasta and approved the design. He presented the front elevation design for Council.

C. Update on Affordable Housing

None

Manager Duthie stated that things are behind due to the medical leave of Town Clerk Melissa Drake. He stated that she has returned to work and expects to catch up soon.

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of request for funding assistance for the Kaibab Learning Center. Director Michelle Pahl will address Council

Manager Duthie introduced Michelle Pahl, Director of the Kaibab Learning Center (KLC). She gave an overview of the KLC services stating that they are the only licensed daycare in a 50 mile radius. Ms. Pahl discussed their non-profit status, their finances, donors, and a request to the Council for a \$30,000 donation.

The Council discussed the request with Ms. Pahl covering past finances, future budgeting, and management of the business.

Clarinda Vail, a previous KLC Board Member, gave the Council additional information on past funding issues. Kari Fischer, current KLC Board Member, also spoke about changes that are occurring and plans for the future.

Mayor Sanderson took a break on Item 7.A. and moved to Item 7.D. due to the availability of the Town Attorney.

7.D. Consideration, discussion, and possible call for the next possible election to fill the position of Mayor

Town Attorney Bill Sims (via phone) advised the Council that the next possible election is August. He stated that he is following the guidelines of the League of Arizona Cities and Towns and their interpretation of state Consolidated Election Statutes.

Town Clerk Drake noted the standard call of election process initiated by Coconino County and the deadlines for the Town's response.

Councilmember Rueter made a motion to direct staff the call the election for August 30 2016 (the date of the consolidated Primary Election) for direct election on the Mayor. Councilmember Schoppmann seconded the motion and it passed on unanimous vote.

Mayor Sanderson returned to Item 7.A.

The Council continued discussions with Ms. Pahl on the request for funding from KLC and how a donation from the Town could benefit the residents of Tusayan and employees who work in Tusayan.

Councilmember Wirth made a motion to fund the Kaibab Learning Center with \$30,000 for operating expenses with an additional \$10,000 expressly for 10% discounts for children of residents of Tusayan and employees of Tusayan businesses with quarterly financial reporting requirements. Councilmember Montoya seconded the motion and it passed on unanimous vote.

B. Consideration, discussion, and possible approval of renewal of Certificate of Deposit (CD)

Manager Duthie noted an e-mail in the packet from the Town's investment banker listing the Town's CDs. One CD is maturing next week and the request is to renew that CD with \$248,000 for 36 months. This would continue the plan of having CDs maturing on a staggered basis.

Councilmember Montoya made a motion to approve the renewal of the CD for 36 months as recommended by staff. Councilmember Schoppmann seconded the motion and it passed on unanimous vote.

C. Consideration, discussion, and possible approval of removal of former Mayor Greg Bryan, and former Councilmember Bill Fitzgerald as authorized signers to Town financial accounts

Mayor Sanderson stated that these changes came out of a meeting with the Town's banker at Chase Bank.

Mayor Sanderson made a motion to approve the removal of former Mayor Bryan and former Councilmember Fitzgerald as authorized signers on the Town's financial accounts. Councilmember Montoya seconded the motion and it passed on unanimous vote.

D. Consideration, discussion, and possible call for the next possible election to fill the position of Mayor

This item was covered earlier in the meeting.

8. DISCUSSION ITEMS

None

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 January 20, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 28th day of January, 2016

Town Clerk

ITEM NO. 7A



Eric Duthie <tusayantownmanager@gmail.com>

Coconino County Multi-Jurisdictional Hazard Mitigation Plan

1 message

Christian, Mark <mchristian@coconino.az.gov>

Wed, Jan 27, 2016 at 2:06 PM

To: Mark Gaillard <mgaillard@flagstaffaz.gov>, "tusayantownmanager@gmail.com"

<tusayantownmanager@gmail.com>, "townclerk@fredonia.net" <townclerk@fredonia.net>, "jmoore@williamsaz.gov"

<jmoore@williamsaz.gov>, "firechief@cityofpage.org" <firechief@cityofpage.org>

Cc: "kchristiansen@williamsaz.gov" <kchristiansen@williamsaz.gov>, Blake Bowen <bbowen@williamsaz.gov>

Our Coconino County Multi-Jurisdictional Hazard Mitigation Plan (CCMJHMP) has been updated and successfully passed Federal Emergency Management Agency (FEMA) standards. We received notification from FEMA on January 21, 2016, that our plan is now "approvable pending adoption". I am mailing a packet to each of you today that contains information you will need for the formal adoption process. You can view the documents loaded onto the enclosed DVD.

Each participating jurisdiction must now formally adopt the FEMA approved Mitigation Plan as a condition to receive non-emergency Public Assistance, Fire Management Assistance Grants, or Hazard Mitigation Assistance Grants. Each participating jurisdiction must now present the FEMA approved plan to their respective governing bodies to seek formal adoption. The date of the first formal adoption regardless of adopting jurisdiction will establish the beginning of the five year period for all jurisdictions.

Please forward to our office a copy of your formal adoption process (signed resolution). I must document and then forward proof of adoption to the State Hazard Mitigation Officer. Thanks in advance for your help on this final process for the Hazard Mitigation Plan.

Please call me if you have any questions.

679-8322 or cell of 607-2367

Mark Christian MPA

WB8VWC

Emergency Management Program Coordinator

Coconino County Emergency Management

Tel 928 679 8322

ITEM NO. 7B

Tusayan Town Council
2016-2017 budget preparation schedule

March 2, 2016 – Contract Services

- Justice Court / Prosecution / Indigent Defense
- Law Enforcement
- Fire Service
- Legal services (Town Attorney)
- Planning & Studies (Engineering)
- Development & Permits (Zoning)

April 6, 2016 – Operations

- Mayor, Council, Manager & Support
- Facilities & Grounds
- Parks & Recreation
- Community Activities & Investments
- Contingency

May 4, 2016 – Capital Improvement Projects

- Housing
- Broadband
- Sports Complex
- Flood Plain
- Grants

June 1, 2016 – Public Hearing

- Adopt Tentative Budget
- Publish Tentative Budget for two consecutive weeks

July 6, 2016 – Public Hearing

- Adopt Final Budget