

# **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, August 17, 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 Rueter called the meeting to order at 6:03pm and the Pledge of Allegiance was recited.

### **2. ROLL CALL**

**MAYOR JOHN RUETER  
VICE MAYOR BECKY WIRTH  
COUNCILOR AL MONTOYA  
COUNCILOR JOHN SCOPPMANN**

Also present were:

Eric Duthie, 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. Introduction and orientation to the Head Start program (10 minutes)**

Elsa Peters, NACOG Headstart Center Director, spoke to the Council about the services and programs offered by Headstart.

#### **B. Report from Coconino County Sheriff Department (10 minutes)**

Lieutenant Brian Tozer from the Coconino County Sheriff's Department spoke to the Council and updated them on the activities of the Department in the Town of Tusayan over the last several months. He also stated that they are still working on finding a deputy to live in Town. The Department is currently down 12-13 positions overall.

**Mayor Rueter announced that Item 7.A. will be removed from the Agenda and will be discussed at a later date.**

### **5. CONSENT AGENDA**

#### **A. Minutes of the Town Council Meeting on August 1, 2016**

#### **B. Accounts Payable Billings**

- C. Approve and adopt the Arizona Mutual Aid Compact with the Arizona Department of Emergency and Military Affairs**
- D. Approve and adopt the Intergovernmental Agreement for Regional Emergency Operations Management and Disaster Services between Tusayan and Coconino County**
- E. Approve Resolution 2016-08 approving a modification to the Intergovernmental Agreement with the Arizona Department of Revenue**
- F. Approve support of the 2016 Resolutions for legislative action at the League of Cities and Towns Conference**

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

## **6. ACTION ITEMS**

- A. Consideration, discussion, and possible acceptance of Councilmember John Schoppmann's resignation from the Town Council**

Manager Duthie noted the e-mail in the packet from Councilor John Schoppmann resigning his position. Manager Duthie thanked Councilor Schoppmann for his service on the Council.

Mayor Rueter made a motion to accept Councilmember Schoppmann's resignation. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

- B. Consideration, discussion, and possible approval to fill Council vacancy of the unexpired term (ends 2018) of the seat vacated by the resignation of Craig Sanderson**

Councilor Montoya made a motion to nominate John Schoppmann. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

Clerk Drake issued the Oath of Office to Councilor John Schoppmann and he took a seat on the Council.

- C. Consideration, discussion and possible approval of amending the Tusayan Fiscal Policy Section 2.A Access; Adding Section 2. B Online Security; Amending Section 2.C Transfer of Funds; Adding Section 2. D Sub-Account; Amending Section 4. C Procedures; Amending Section 8. D Check Signers; and Amending all reference to Purchasing Agent with Purchasing Manager; and Direct renumbering of pages to accurately reflect changes**

Manager Duthie discussed the policy changes recommended. Mayor Rueter discussed security concerns and his desire to make changes to require all transfers be made in person, and not electronically. He would also like a working account for the Town Manager to manage and sign checks as needed.

Councilor Montoya suggested that the Town Manager should not sign checks to himself and that we should continue to require 2 signatures, not necessarily a Councilmember, but possibly the Clerk or the finance person.

Manager Duthie stated that requiring 2 signatures is always a good idea. He also suggested that Councilmembers set electronic alerts for all checks and payments.

The Council discussed options for these changes. The Council determined that a second signature on the working account (subaccount) could be the Town Clerk.

Mayor Rueter made a motion to modify the Town of Tusayan Fiscal Policy as discussed. The motion died for lack of a second.

Manager Duthie will produce a clean copy for the next meeting for Council approval.

**D. Consideration, discussion and possible approval of Resolution 2016-07 and adoption of an Intergovernmental Agreement (IGA) between the Town of Tusayan and the Housing Authority for the Town of Tusayan**

Manager Duthie stated that the correct Resolution number is 2016-09, not 2016-07.

He stated that this item is "housekeeping" to create an official relationship between the Town and the Housing Authority. He recommended that the Council approve the resolution and IGA.

Mayor Rueter made a motion to approve Resolution 2016-09 and the IGA with the Housing Authority. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

Councilor Montoya made a motion to correct the typographical error on the Resolution number to 2016-09, not 2016-07. Mayor Rueter seconded the motion and it passed on unanimous vote.

**E. Consideration, discussion and possible ratification of the Articles of Incorporation of the non-profit Grand Canyon Housing Foundation; and possible approval of 501c3 application for the non-profit Grand Canyon Housing Foundation**

Manager Duthie gave an overview of the documents in the packet creating the 501c3, Grand Canyon Housing Foundation, and noted that Town Attorneys have prepared these documents. He stated that this Foundation is set up to aid community members purchasing housing through the Housing Authority with down payments, closing costs, education, etc.

Mayor Rueter made a motion to ratify the Articles of Incorporation of the non-profit Grand Canyon Housing Foundation and approve the 501c3 application for the non-profit Grand Canyon Housing Foundation. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

Councilor Montoya thanked the Halvorson Family and Stilo Group for donating \$250,000 each to the Foundation. The Council joined him in thanking those groups.

**Mayor Rueter recused himself from Items 6.F., 6.G., 6.H., 6.I., and 6.J. due to his employment at Camper Village. He left the meeting and Vice Mayor Wirth presided over those items.**

**F. Consideration, discussion and ratification of the legal description and depiction of the Second Town Housing Parcel to be attached as Exhibit B to the Second Amendment to the Pre-Annexation Development Agreement between the Town of Tusayan and Stilo Development Group USA, LLC, that was approved on June 1, 2016**

Manager Duthie described and presented a map of the Ten X area and the Town's Second Housing Parcel.

Vice Mayor Wirth made a motion to ratify the legal description and depiction of the Second Town Housing Parcel to be attached as Exhibit B to the Second Amendment to the Pre-Annexation Development Agreement between the Town of Tusayan and Stilo Development Group USA, LLC. Councilor Montoya seconded the motion and it passed on unanimous vote.

**G. Consideration, discussion and authorization of staff to assemble the final execution copy of the Second Amendment to the Pre-Annexation Development Agreement between the Town of Tusayan and Stilo Development Group USA, LLC, and to deliver the document to Stilo Development Group USA, LLC**

Manager Duthie stated that this item starts the process as described.

Councilor Montoya made a motion to authorize staff to assemble the final execution copy of the Second Amendment to the Pre-Annexation Development Agreement between the Town of Tusayan and Stilo Development Group USA, LLC, and to deliver the document to Stilo Development Group USA, LLC. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

**H. Consideration, discussion and approval to authorize the Mayor, or designee, to sign the Escrow Instructions with the new Second Town Housing Parcel depiction and legal description and instruct staff to commence and continue the due diligence as required by the Escrow Instructions**

Councilor Montoya made a motion to authorize the Mayor, or designee, to sign the Escrow Instructions with the new Second Town Housing Parcel depiction and legal description and instruct staff to commence and continue the due diligence

as required by the Escrow Instructions. Councilor Schoppmann seconded the motion and it passed on unanimous vote.

**I. Consideration, discussion and possible approval to request Stilo Development USA, LLC submit an updated Camper Village Limited Commercial Development Site Plan**

Carolyn Oberholtzer, attorney for Redfeather Properties, stated that in 2011, plans included access on her clients' property and was later changed. She reiterated that the alternate location should be used as her clients' property is still not available for access.

Manager Duthie stated that this item is a formal request for a site plan from Stilo Development.

Councilor Montoya asked about the definition of "Limited." Manager Duthie stated that the definition will be determined by the Planning and Zoning Commission and the Town Council as long as it complies with zoning and agreements in place.

Vice Mayor Wirth made a motion to request Stilo Development USA, LLC submit an updated Camper Village Limited Commercial Development Site Plan. Councilor Montoya seconded the motion and it passed on unanimous vote.

**J. Consideration, discussion and possible approval to obtain an updates letter agreement whereby Logan-Luca LLC and Tusayan Ventures LLC authorize the Town's processing of the updated Camper Village Site Plan and the Second Amendment to the Pre-Annexation Development Agreement between the Town of Tusayan and Stilo Development Group USA. LLC.**

The Council discussed this item with the Town Manager. Manager Duthie stated that this item is a request from the Town Attorney. Councilor Montoya requested that the Town Attorney send the Council a note to better explain the need for this item.

Councilor Montoya made a motion to obtain an updates letter agreement whereby Logan-Luca LLC and Tusayan Ventures LLC authorize the Town's processing of the updated Camper Village Site Plan and the Second Amendment to the Pre-Annexation Development Agreement between the Town of Tusayan and Stilo Development Group USA. LLC. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

**7. DISCUSSION ITEMS**

**A. Discussion of revised concept plan in preparation for Logan-Luca LLC and Tusayan Ventures LLC to submit an updated Camper Village Site Plan**

This Item was removed from the Agenda.

**B. Discussion of possible height restriction text amendment to the Tusayan Zoning Code, inclusive of all zones**

Manager Duthie stated that the issue of height restrictions existed before he began as Manager and there have been at least 2 requests since he has been here to increase the limitations. Since Tusayan is restricted in growth outward, growth up may be an option. He has had Willdan Engineering investigate FAA and other restrictions.

**Mayor Rueter returned to the meeting at this point.**

Councilor Montoya stated that height restrictions were originally implemented to keep the small town feel in Tusayan.

Mayor Rueter stated his opinion that it is time to revisit this issue since there is no room for growth outward. This would also potentially increase tax income.

Councilor John Schoppmann suggested contacting the FAA. Mayor Rueter asked former Mayor Sanderson about his knowledge in this area since he is a pilot. Former Mayor Sanderson stated that there is a published standard.

Mayor Rueter requested that this item be on the next meeting agenda.

**9. REPORTS**

**A. Town Manager**

Manager Duthie deferred until the next meeting.

**B. Council Members**

Councilor Schoppmann thanked the Council for accepting his resignation and reappointing him to the Council.

**C. Mayor**

Mayor Rueter thanked Fann Construction for their work on the Highway 64 shoulder project and the dirt work at the Sports Complex. He also noted the upcoming annual League conference.

**9. FUTURE AGENDA ITEMS**

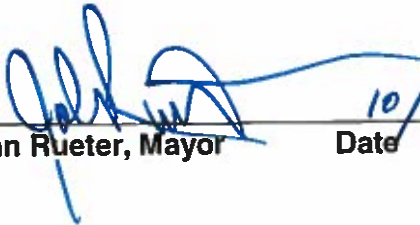
Mayor Rueter stated that he would like to move the next meeting to September 1<sup>st</sup>. The Council agreed.

The following items were added to the list for future agendas:

- September 1 – Height restrictions
- September 1 – Flood Plain Administration
- September 1 – Long Jim Loop repair

**10. MOTION TO ADJOURN**

Councilor Schoppmann made a motion to adjourn the meeting at 8:17pm. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

  
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John Rueter, Mayor                      Date 10/6/16

**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 August 17, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 26<sup>th</sup> day of September, 2016

  
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Town Clerk