

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, June 14, 2017 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 public that the Tusayan Town council will hold a meeting open to the public on Wednesday, June 14, 2017 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. MOMENT OF SILENCE

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

MAYOR CRAIG SANDERSON
VICE MAYOR BECKY WIRTH

COUNCILOR DAVID CHAVEZ
COUNCILOR AL MONTOYA
COUNCILOR JOHN SCHOPPMANN

4. 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. 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. Comments will be limited to three minutes per person.

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Presentation, questions and answers from Coconino County Sheriff Jim Driscoll

B. Staff appreciation presentation

6. 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. Accounts Payable Billings

B. Minutes of the Town Council Meeting on 5/17/17

7. ACTION ITEM

Consideration, discussion, and possible approval of a revised Ten X land use concept for affordable housing development by Westland Resources

8. DISCUSSION ITEMS

- A. Discussion of Highway 64 landscaping, maintenance, and weed control**
- B. Discussion of agreement to construct fields and track and other necessary infrastructure for the Sports Complex**
- C. Discussion of fiber development projects**
- D. Discussion of Ten X affordable housing project**
- E. Discussion of status and next steps concerning receipt of petitions for a referendum concerning Town Ordinance 2017-01**
- F. Discussion of Community Wellness meeting issues**
- G. Presentation and discussion of FY 18 Tusayan Town Budget, in preparation for possible approval of tentative budget at the July Town Council meeting**

9. REPORTS

- A. Town Manager**
 - i. Update on the Planning and Zoning Commission**
 - ii. Update of Administrative actions and issues**
- B. Council Members**
- C. Mayor**

10. FUTURE AGENDA ITEMS

11. 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 _____ day of June, 2017, at _____ am / pm in accordance with the statement filed by the Tusayan Town Council.

Signature of person posting the agenda

ITEM 6B

TUSAYAN TOWN COUNCIL SPECIAL MEETING

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

Wednesday, May 17, 2017 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice Mayor Wirth called the meeting to order at 6:06pm and the Pledge of Allegiance was recited.

2. MOMENT OF SILENCE

Mayor Sanderson asked for a moment of silence.

3. ROLL CALL

MAYOR CRAIG SANDERSON arrived at 6:10pm

VICE MAYOR BECKY WIRTH

COUNCILOR DAVID CHAVEZ

COUNCILOR AL MONTOYA

COUNCILOR JOHN SCHOPPMANN

Also present were:

Eric Duthie, Town Manager

Melissa M. Drake, Town Clerk

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

Keith Sipes from Team Fishel introduced himself as the project manager on the current project in Town installing conduit for future use.

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

None

6. CONSENT AGENDA

A. Accounts Payable Billings

B. Minutes of the Town Council Meeting on 5/3/17

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

Manager Duthie requested that item 8.A. be moved to this point in the agenda. Vice Mayor Wirth moved to Item 8.A.

8.A. Discussion of Coconino County Sheriff response and associated issues

Lt. Brian Tozer of the Sheriff's Department discussed law enforcement issues with the Council. He stated that the Sheriff's Department is still trying to recruit a deputy to live in Tusayan.

Manager Duthie stated that the Sheriff contacted him yesterday to express his regrets that he was not able to attend the meeting tonight. He also stated that he will be at the next meeting on June 14th.

Lt. Tozer stated that his force's manpower is down by 42%.

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of Tusayan Fire District (TFD) request for subsidy for FY 2017-2018

Manager Duthie stated that budget preparations are in progress and full discussions will occur in upcoming meetings. He noted that TFD Chief Greg Brush will not be available for the next meeting so Manager Duthie requested that he attend tonight to discuss TFD's request.

Chief Brush gave a presentation about the status of the TFD and discussed their services over the past year. He thanked the Council for their financial support and requested that they continue that support.

Councilor Schoppmann recused himself from the discussion due to the fact that 2 of his family members work for TFD. The remaining Councilmembers discussed Chief Brush's presentation and issues they face, including the lack of housing for staff. Councilor Montoya requested a budget to show how the subsidy will be used.

The Council took no action.

B. Consideration, discussion, and possible approval of agreement to construct baseball/softball, soccer field, rubberized track, bleachers, lighting, fencing, roadway realignment, and other necessary infrastructure for completion of the Sports Complex

Manager Duthie noted drawings in the packet showing the layout of the Sports Complex. A representative of Hellas Construction attended a meeting of the Sports Complex Work Group which included representatives of the School District including its attorney. All their questions were addressed.

Manager Duthie discussed options in the quote and associated pricing.

Clarinda Vail stated that she is in favor of the project but has questions regarding flood control. Manager Duthie asked Andrew Aldaz, who attended the Work Group Meeting, to speak about the project. Mr. Aldaz stated that the meeting went well and he was pleased that representatives of the School District participated and their questions were answered.

Vice Mayor Wirth asked what assurances we have from the School that the Town can use the fields and facilities which will be on School property. Manager Duthie stated that the Intergovernmental Agreement (IGA) has not been finalized. The Town Attorney has stated that a new, comprehensive IGA must be worked out with the School's attorney. The Council expressed concerns regarding use of the facility and fears of being locked out by the School.

The Council further discussed the project with Manager Duthie.

Kevin Hartigan, School Board President, stated that the intention of the School Board is that the Sports Complex would be available for resident use but he felt that an IGA should be finalized to make sure insurance companies and attorneys have no objections.

The Council directed Manager Duthie to "fast track" the final IGA.

The Council took no action.

C. Consideration, discussion, and possible approval of a revised Ten X land use concept for affordable housing development by Westland Resources

Matt Cawley from Westland Resources, presented the Council with 2 concepts for the Ten X housing development.

The Council discussed the 2 concepts and options for a combination of the 2 with additional home types.

The Council took no action. Westland Resources will develop a second draft of concept plans.

D. Consideration, discussion, and possible approval to create a Deputy Town Clerk position

Manager Duthie noted a job description which was in the packet. This position would not come with housing but would be contributing to succession planning. The Council discussed options for different titles and salaries.

Councilor Montoya made a motion to authorize the Town Manager to create a new position of Assistant Town Clerk for 40 hours per week at \$15 per hour. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

E. Consideration, discussion, and possible ratification of the revised Town Council meeting calendar for 2017

Manager Duthie noted that the revised calendar was in the packet. Mayor Sanderson asked if there were any meeting days which were not acceptable.

Councilor Schoppmann made a motion to ratify the revised Town Council meeting calendar for 2017. Councilor Montoya seconded the motion and it passed on unanimous vote.

F. Consideration, discussion, and possible acceptance of resignation of Elizabeth Hearne from Tusayan Planning and Zoning Commission.

Councilor Chavez made a motion to accept Elizabeth Hearne's resignation from the Planning and Zoning Commission. Councilor Schoppmann seconded the motion and it passed on unanimous vote. Councilor Schoppmann thanked Ms. Hearne for her service.

G. Consideration, discussion, and possible approval to advertise and solicit letters of interest for the vacant Tusayan Planning and Zoning Commissioner position

Manager Duthie stated that he recommended the Council follow their previous method for filling the vacant position.

Vice Mayor Wirth to authorize the Town Manager to advertise and solicit letters of interest for the vacant Tusayan Planning and Zoning Commissioner. Councilor Montoya seconded the motion and it passed on unanimous vote.

8. DISCUSSION ITEMS

A. Discussion of Coconino County Sheriff response and associated issues

Discussed earlier

B. Discussion of USFS, Kaibab National Forest issues as related to the Town of Tusayan

Manager Duthie stated that the Mayor sent a letter to Senators McCain and Flake regarding the Town's issues with the Forest Service. Senator Flake responded. Manager Duthie had a phone conversation with Kaibab National Forest Service Supervisor, Heather Provencio. She stated that there was no reconsideration on the housing unit in the Forest Service compound and the Apex easement is still under consideration. There has been no response in the last 2 weeks since the phone conversation.

C. Discussion of fiber development

Manager Duthie stated that Team Fishel unfortunately blocked an entrance to a business which prevented a delivery. Team Fishel has apologized for this and confirmed that it will not occur again.

Manager Duthie stated that the School District issued an RFP for fiber installation and selected a vendor to forward to the State of Arizona for consideration on the E-rate grant. The rumor that a contract has been awarded and work is about to begin is not correct.

Councilor Chavez stated that he has recently made changes to his wireless internet connectivity with a new vendor at the hotel where he works which has increased the capacity by 8 times. He is not convinced that fiber is the best solution.

D. Discussion of Ten X affordable housing project

Discussed earlier

E. Discussion of Community Wellness meeting issues

Topics at the meeting included:

- Weekly movies at the Sports Complex
- Veterans services
- Community Church lunches for children through the summer

9. REPORTS

A. Town Manager

i. Update on the Planning and Zoning Commission

The meeting scheduled for May 16th was cancelled due to a newspaper printing error.

ii. Update of Administrative actions and issues

Manager Duthie highlighted the following:

- Town of Tusayan Youth Advisory Council formation is in progress
- The lunch meeting with Coconino County Supervisor Babbott on Monday has been posted so all Council members are invited.
- There is a Land Management Forum on May 25th in Flagstaff.
- There is a Grand Canyon National Park "sister park" presentation from China on May 23rd at Shoshone Point.
- Our National Park Service liaison, Don Curnutt, is retiring on Friday and will not be representing the Park any further. He thanked the Council for their work, vision, and desire for cooperation.

B. Council Members

None

C. Mayor

None

10. FUTURE AGENDA ITEMS

The following items were added

- Weed control
- Trash in the forest

11. MOTION TO ADJOURN

Councilor Montoya made a motion to adjourn the meeting at 9:29pm. Councilor Schoppmann 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, 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 May 17, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 17th day of May, 2017

Town Clerk

ITEM 7



Eric Duthie <tusayantownmanager@gmail.com>

2007.01 Alternate Layouts for Consideration

1 message

Matt Cawley <MCawley@westlandresources.com>

Thu, Jun 8, 2017 at 2:50 PM

To: "Eric A. Duthie (tusayantownmanager@gmail.com)" <tusayantownmanager@gmail.com>

Cc: Craig Cannizzaro <CCannizzaro@westlandresources.com>

Eric,

Please find attached two revised layouts that address a mixture of traditional lots combined with casita style units. I was not able to hit a 70/30 and 50/50 mix as intended but tried to come up with a couple of concepts that made reasonable use of the land. Option 1 is roughly a 80/20 mix and yields 43 total units. Option 2 is roughly a 60/40 mix and yields 46 total units. I could possibly hit a 50/50 if I delete lots 17-19 (Option 2) and add more casita style units in the existing cattle tank area. This would also potentially increase the yield a small amount as well.

Let me know your thoughts.

Matt Cawley, P.E.

WestLand Resources, Inc.

4001 E Paradise Falls Drive | Tucson, AZ 85712

Office: (520) 206-9585 | Fax: (520) 206-9518

2 attachments

 Exhibit 1-Combo.pdf
235K

 Exhibit 2-Combo 50-50.pdf
238K

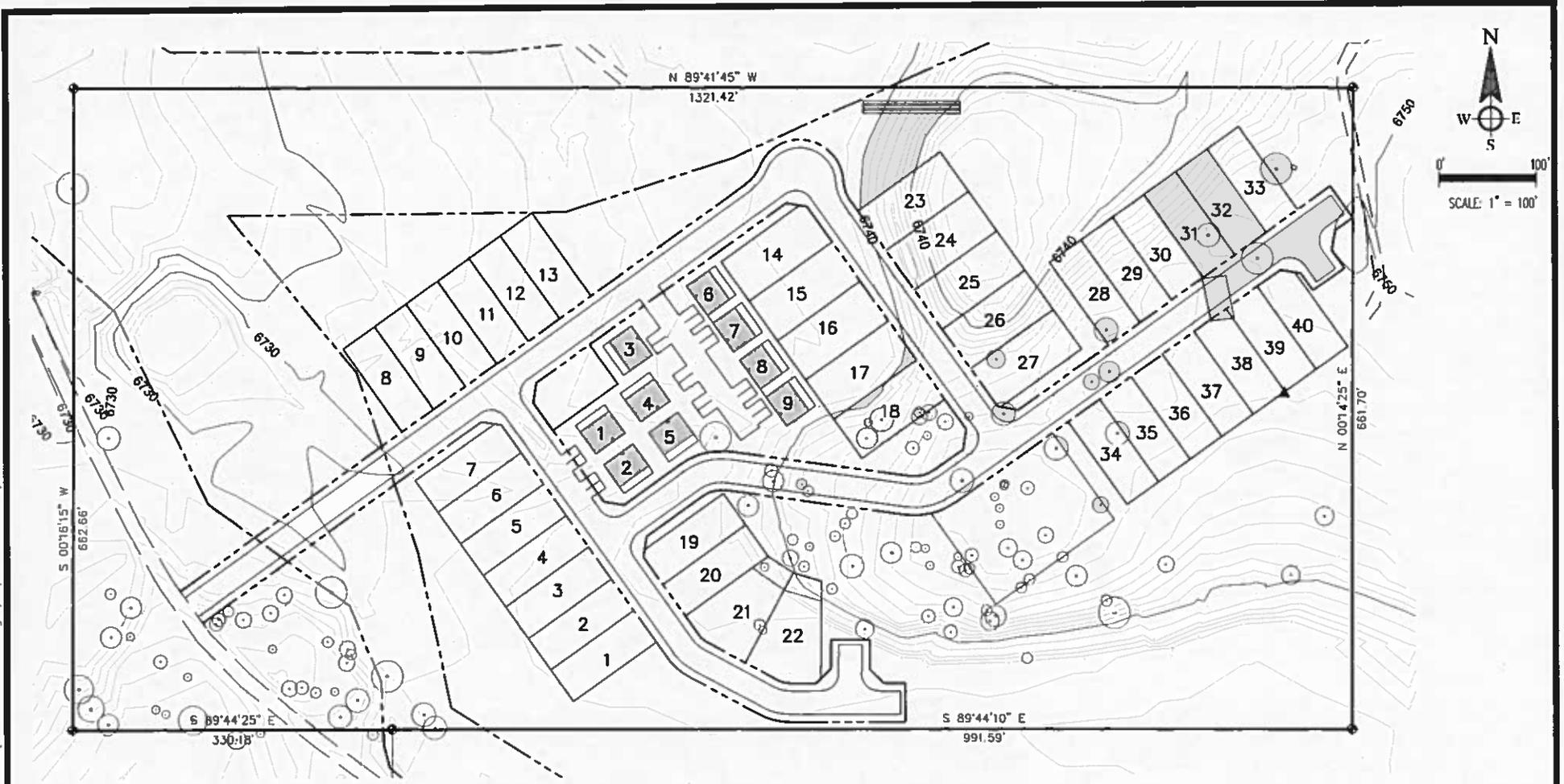
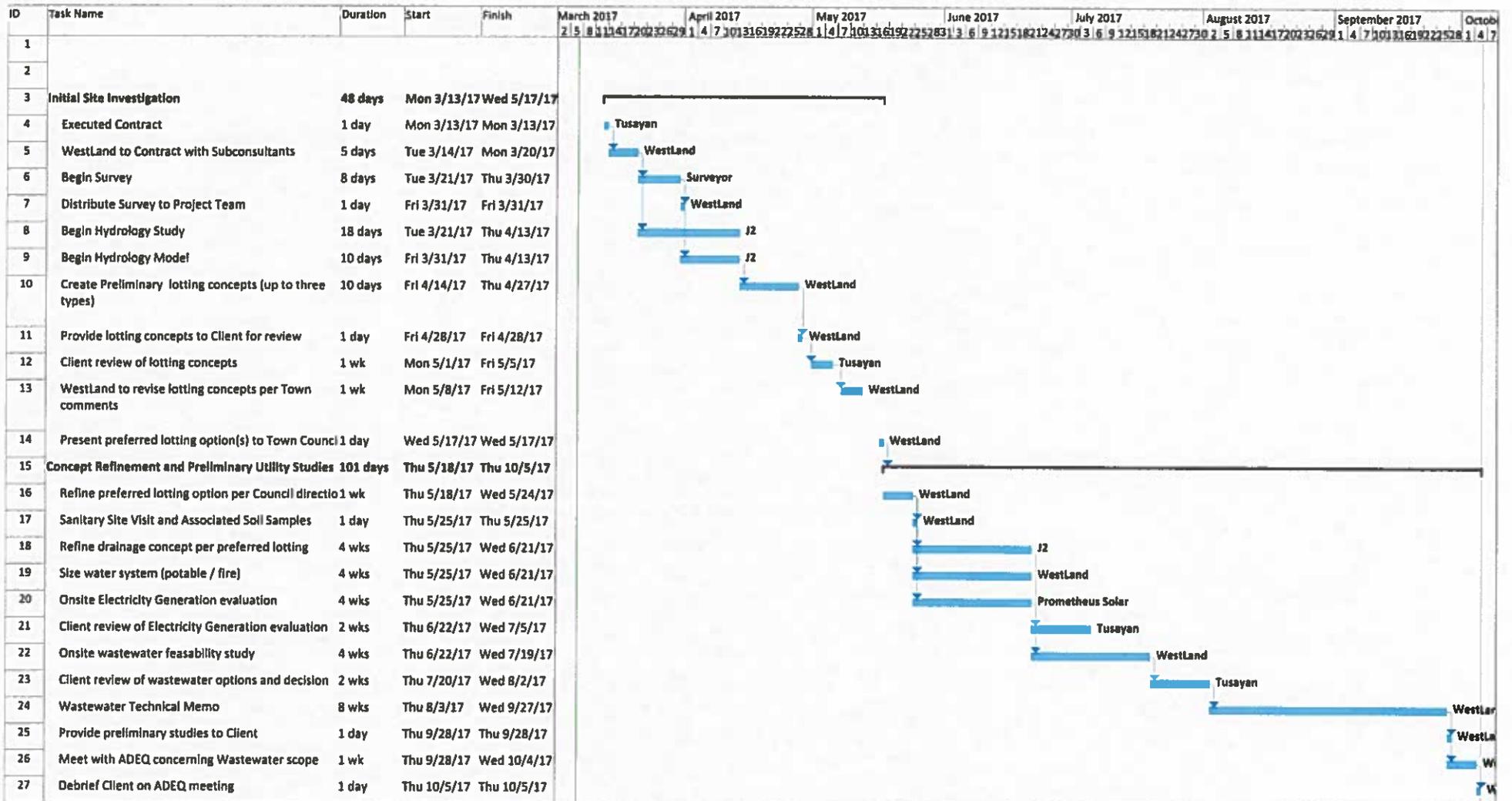


EXHIBIT 1

SINGLE FAMILY LOT LAYOUT
OPTION 1

JUNE 08, 2017



Project: Preliminary Schedule.mp Date: Tue 3/7/17	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			

ITEM 8G

REVENUES	Town of Tusayan	FY2017	FY2018 projected	
1-3110 · Urban Revenue Sharing		183,606.00	185,769.00	State provided numbers
1-3120 · City Sales Tax		4,100,000.00	4,600,000.00	Trend continues
1-3130 · State Sales Tax		53,678.00	55,427.00	State provided numbers
1-3200 · Business Licenses		1,500.00	1,500.00	No change
1-3210 · Permit Fees		50,000.00	100,000.00	Anticipated construction
1-3600 · Miscellaneous Income		150,000.00	50,000.00	Decreased trending
1-3610 · Interest Income		10,000.00	10,000.00	No change
2-3140 · HURF		60,476.00	66,412.00	State provided numbers
TBD - One Time HURF allocation		-	2,482.00	
2-3150 · Vehicle License Tax		25,332.00	28,191.00	State provided numbers
3-3650 · Receipts -Water Enterprise Fund	** 1	1,200,000.00	1,200,000.00	See Notes at end of report
3205 · Liquor License		750.00	750.00	No change
4-3650 · Receipts-StiloGroup Development	** 2	500,000.00	500,000.00	See Notes at end of report
5-3650 · Receipts - Grant	** 3	1,000,000.00	1,000,000.00	See Notes at end of report
TBD - Flood Plain Tax		37,000.00	38,000.00	Slight increase - collected by county
Carryover FY17		5,256,325.00	1,924,625.00	Projected
Transfers from Savings			4,614,776.00	Bank account
Available with CD maturity			2,040,000.00	CD maturity
TOTAL REVENUES		12,628,667.00	16,417,932.00	Increase of \$3,789,265

EXPENDITURES**Budgeted FY17 Budgeted FY18****11 · Mayor & Council**

11-4156 · Technology Stipend	5,000.00	5,000.00	No change
11-4500 · Mileage/Lodging/Meals	12,000.00	12,000.00	No change
11-4510 · Registration Fees	6,000.00	6,000.00	No change
11-4260 · Employee & Volunteer Program	2,500.00	2,500.00	No change
11-4310 · Public Notices and Advertising	10,000.00	10,000.00	No change
11-4380 · Office Supplies	5,000.00	5,000.00	No change
11-4390 · Insurance	40,000.00	38,000.00	Experiential decrease
11-4410 · Licenses, Permits, Fees	17,500.00	17,500.00	No change
11-4100 · Salaries & Wages	19,200.00	19,200.00	No change
11-5150 · Elections	3,500.00	3,500.00	No change
TBD · Community Action Grants	50,000.00	50,000.00	No change
Total 11 · Mayor & Council	170,700.00	166,700.00	Decrease of \$4,000

12 - Manager & Support

12-4500 · Mileage/Lodging/Meals	10,000.00	10,000.00	No change
12-4510 · Reistration Fees	6,000.00	6,000.00	No change
12-4165 · Public Relations & Events	2,500.00	2,500.00	No change
12-4360 · Marketing/Promotional Supplies	100,000.00	125,000.00	C of C effective marketing + Tourism shows
12-4440 · Postage and Delivery	5,000.00	5,000.00	No change
12-4380 · Office Supplies - Other	12,000.00	12,000.00	No change
12-4100 · Salaries & Wages	255,697.00	247,199.00	Personnel transitions; COLA 2.977%; Merit 2%;
12-4120 · Pension Expense	25,064.00	27,796.00	ASRS mandatory rate 11.34% (Reduced .16%)
12-4130 · Employee Benefits	40,119.00	36,000.00	Insurance subsidy (Previous year overestimation)
12-4150 · Payroll Taxes	30,096.00	65,587.00	Fed/AZ/SS/Med (Fed/State adjustments)
12-5010 · Audit	12,000.00	12,000.00	No change
12-5011 · Bookkeeping Services	20,000.00	20,000.00	No change
12-4443 · Part Time Staff	10,000.00	10,000.00	No change
12-5420 · Consulting Services - Misc.	5,000.00	5,000.00	No change
12-5400 · Telephone	5,000.00	5,000.00	No change
12-5410 · Internet/Web	22,000.00	22,000.00	No change
Total 12 · Manager & Support	560,476.00	611,082.00	Increase of \$50,606

13 · Legal Services

13-4420 · General Counsel	85,000.00	85,000.00	No change
13-4421 · Special Counsel	10,000.00	10,000.00	No change
13-4432 · Litigation Allowance	140,000.00	140,000.00	No change
Total 13 · Legal Services	235,000.00	235,000.00	No change

14 · Planning & Studies

Housing Needs Study	4,000.00	-	Completed
Parking Study	10,000.00	-	Completed
Planning & Design for Town Parcel	5,000.00	-	Included with Capital Projects
14-4413 · General Engineering	120,000.00	120,000.00	No change
14-4414 · Revise Zoning Code	-	20,000.00	Currently underway
14-4415 · Contract Planning Services	60,000.00	60,000.00	No change
Total 14 · Planning & Studies	180,000	200,000.00	Increase of \$20,000

15 · Court & Prosecutor

15-4421 · Contract Prosecutor/Defender	21,500.00	21,500.00	No Change
Total 15 · Court & Prosecutor	21,500.00	21,500.00	No Change

16 · Development & Permits

16-4414 · Advertising	-	2,500.00	
16-4415 · Supplies & Printing	2,500.00	2,500.00	No change
16-4412 · Building Permit Services	50,000.00	50,000.00	No change
16-4413 · Plan Review	50,000.00	50,000.00	No change
Fee Analysis	4,500.00	-	Completed
TBD - Flood Plain Administration	37,000.00	37,000.00	No change
Total 16 · Development & Permits	144,000.00	142,000.00	Reduction of 2,000

17 · Public Safety

17-4431 · Sheriff	497,505.00	517,405.00	Reflects 4% contract increase
Public Safety - Special Events	10,000.00	10,000.00	No change
17-4433 · Emergency Services study	-	40,000.00	Council may desire updated options review
17-4435 · Fire District Subsidy	325,000.00	325,000.00	No change
17-4436 · Animal Control - County Health	7,000.00	7,000.00	No change
17-4437 · Miscellaneous	3,000.00	3,000.00	No change
Emergency Management admin	** 4	7,000.00	See Notes at end of report
Total 17 · Public Safety	842,505.00	909,405.00	Increase of \$66,900

18 · Facilities & Grounds

18-4490 · Custodial & Supplies	6,000.00	6,000.00	No change
18-4700 · Maintenance Facilities	10,000.00	15,000.00	New facility
18-5421 · Telephone - Land Line	5,000.00	5,000.00	No change
18-5423 · Broadband	2,000.00	2,000.00	No change
18-5425 · Utilities Facilities & Grounds	12,000.00	12,000.00	No change
18-5426 · Utilities - Housing	6,000.00	6,000.00	No change
18-5427 · Utilities - Park	6,000.00	6,000.00	No change
18-6252 · ADOT Ground Rental	33,000.00	33,000.00	No change
18-7020 · Office Furniture	4,000.00	4,000.00	No change
18-7030 · Equipment	20,000.00	30,000.00	New facility needs
Total 18 · Facilities & Grounds	104,000.00	119,000.00	Increase of \$15,000

19-4710 · Maintenance Park	15,000.00	20,000.00	New facility potential
19-4720 · Maintenance Facilities	30,000.00	30,000.00	No change
19-4702 · Projects Planning	40,000.00	-	Included in capital projects
19-7040 · Vehicles/Equipment	10,000.00	40,000.00	Purchase of 4x4 vehicle
19-7041 · Vehicle/Equipment Operation	10,000.00	10,000.00	No change
Total 19 · Parks & Recreation	105,000.00	100,000.00	Reduction of \$5,000

20 · Capital Improvement Projects

20-4416 · Fiber Optic Implementation		2,000,000.00	1,000,000.00	Reduced infrastructure construction estimates
20-4701 · Park Development	** 5	500,000.00	5,300,000.00	See Notes at end of report
20-7056 · Town Hall Parking Improvements		30,000.00	80,000.00	Asphalt surfacing
20-7058 · Tusayan Affordable Housing	** 6	4,000,000.00	4,000,000.00	See Notes at end of report
20-7061 · Bus Stop Art Program/ Public Ar		-	15,000.00	Renewed interest
20-7062 - Trall system and improvements		50,000.00	200,000.00	Project initiated
Drainage study/Model update		100,000.00	-	Completed
Long Jim Loop rehabilitation	** 7		100,000.00	See Notes at end of report
Total 20 · Capital Improvement Projects		6,680,000.00	10,695,000.00	Increase of \$4,015,000 - No Complex construction in FY17

21 · Contingency

21-1000 · Contingency		221,500.00	150,000.00	Reduced
Total 21 · Contingency		221,500.00	50,000.00	Reduced by \$171,500

6100 · Bank Service Charges		-	-	No change
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2 · Street Fund

2-4484 · Maintenance - Sidewalk		10,000.00	10,000.00	No change
2-4485 · Maintenance - Landscape		30,000.00	20,000.00	No change
2-4486 · Bus Stop Maintenance		10,000.00	10,000.00	No change
Total 2 · Street Fund		50,000.00	40,000.00	Reduced by \$10,000

3-4650 · Disbursements -Water Enter Fund **	1,200,000.00	1,200,000.00	See Notes at end of report
4-4650 · Disbursements-StiloGroup Devel **	500,000.00	500,000.00	See Notes at end of report
5-4650 · Disbursements - Grant **	1,000,000.00	1,000,000.00	See Notes at end of report
TOTAL EXPENDITURES	12,067,486.00	15,989,687.00	Increase of \$3,922,201

TOTAL REVENUES	12,067,486.00	16,417,932.00
TOTAL EXPENDITURES	12,067,486.00	15,989,687.00
TOTAL +/-	0	458,245.00

- ** 1 Water system acquisition was discussed with previous Councils. Not discussed in last 2 years**
- ** 2 Stilo funds have not been received or spent since the USFS application was returned**
- ** 3 Although no grants are anticipated, it must be identified as revenue and expenditure, or cannot be accepted, received, or spent**
- **4 County proxying all Emergency Management administration in cooperation with Town**
- **5 Possible award of Sports Complex contract**
- **6 Pending final acceptance of Housing costs**
- **7 Long Jim Loop Rd rehabilitation, in collaboration with Sanitary District**