

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, September 6, 2017. at 6:00 p.m.

TUSAYAN TOWN HALL BUILDING
845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Craig Sanderson called the meeting to order at 6:01 p.m.

2. MOMENT OF SILENCE

A moment of silence was observed.

3. ROLL CALL

MAYOR CRAIG SANDERSON - Present

COUNCILOR DAVID CHAVEZ - Present

VICE MAYOR BECKY WIRTH - Present

COUNCILOR AL MONTOYA - Present

COUNCILOR JOHN SCHOPPMANN – Excused Absence

Present from staff were Town Manager Eric Duthie, Interim Town Clerk Susan Kerley, and Administrative Assistant, Junjun Liang.

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

No Comments

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

None

6. CONSENT AGENDA

A. Accounts Payable Billings

Vice Mayor Wirth made a motion to remove this item from the Consent Agenda. It was seconded by Councilor Montoya and carried unanimously, 4-0.

B. Minutes of the Town Council Meeting on 8/9/17 (Regular Meeting)

A motion to accept the minutes as presented was made by Councilor Montoya and seconded by Vice Mayor Wirth. The motion carried unanimously, 4-0.

7. ACTION ITEMS

A. Item 6. A. Accounts Payable Billings

Mayor Sanderson questioned an item on page 3 of the Check Register for Brownstein, Hyatt, Farber, Schreck, LLP, for professional service. Manager Duthie explained that this will be the monthly charge for this firm's legal representation in Washington, D.C. Councilor Montoya made a motion to approve the Accounts Payable Billings that was seconded by Vice Mayor Wirth. The motion carried unanimously, 4-0.

8. DISCUSSION ITEMS

A. Discussion of Zoning Code enforcement procedures

This item was included by request, and Roger Brooks of Willdan Engineering was present by phone to offer information on the current procedures.

- *Applications and enforcement of Codes start with the general public. Some try to avoid getting permits and hope they don't get caught.*
- *The Town's process includes the application process, plan reviews (for structures), determination of compliance with codes, assignment of fees, and permit issuance. Four handouts, Building Valuation Table, Plan Review Submittal Process, Building Safety Permit Fees and 2017 Permit Numbers, were referenced.*
- *Everything is done electronically, including the applicant's completion of the application form on the Town's website.*
- *If a phone call is received from a citizen reporting construction proceeding without a permit, Willdan sends up an inspector. They rely on citizens.*
- *If building is begun without a permit, fees may be doubled, and demolition of the structure may or may not be required. This may be identified in the Zoning Code as a misdemeanor.*
- *The Town's authority includes collection of the doubled fees and/or enforcing demolition.*
- *On the zoning side, the process is the same with the additional requirement of a zoning plan.*
- *Roger Brooks serves as the Building Official for Tusayan, and one of Willdan's inspectors is here frequently.*
- *While the Zoning Code is online, building permits pulled, that is, when plans are reviewed and a permit issued, are not. However, they are a matter of public record so a citizen may request access to a permit by completing and submitting a public records request to the Town Clerk.*
- *There is no statute of limitations on building permits. A financial institution will not provide loans on buildings that have not been permitted.*
- *Permits are issued for specific projects. For example, the Starbucks under construction is adjacent to the General Store where interior remodeling is taking place. These projects each require separate permitting.*
- *The timeline for construction completion after permitting is 180 days; however, upon notification of delays to the Building Official, up to another 180 days' extension may be granted.*
- *The most important item to remember: The Codes are all about safety.*

B. Discussion of internet improvement projects

Manager Duthie said there has been no movement on this item. He and Bill Bolin, consultant from Phoenix, plan to meet on Friday with Coconino County to update them. The School District had a response to their Request for Proposals. They received different numbers than the Town had received because the proposal was just for basics to get service to the School, not to the Town, and did not include any bells and whistles.

C. Discussion of Ten X affordable housing project

The project is currently under utilities review. Draft plans of utility lines have been received, and the Town Manager will be having a conversation with the engineering company.

Manager Duthie traveled to Ten X with a representative of the Forest Service at their request. We are awaiting the Forest Service's next direction on this. It was a good visit, resulting in better understanding.

When asked if the Forest Service did not respond in a timely manner, would litigation be the next step, Manager Duthie noted that litigation is never the first choice.

D. Discussion of Community Wellness meeting issues

Manager Duthie has distributed notes electronically from the last three meetings, including the August 8th Town Hall meeting. Today's meeting was well-attended with 15 people on hand. A presentation by Park Service representatives focused on suicide prevention and the Park Service's potential recycling waste program. More information will be forthcoming.

There's been some discussion in the community about food service if there's a Federal Government shutdown. Arrangements may be made by St. Mary's Food Bank.

E. Discussion of issues identified and lessons learned from the 2017 League of Cities and Towns Annual Conference

- *Two delegates from the Youth Council and their parents attended the day-long Youth Program at the Conference, and Manager Duthie received a report from them.*
- *The League Conference provides an opportunity to renew contacts – a critical component of the Conference. For the first time, the Town hosted a booth at the Showcase, which includes lots of promotional materials from cities and towns of all sizes. The Town provided tote bags with sunscreens for car windshields that say, "Beat the Heat – It's Always Cooler at the South Rim." Another hit was the virtual reality headgear provided by the Chamber of Commerce. We learned that ten minutes is too long for each view. Laura Chastain is working on cutting them down to three to four minutes each. Kona Hawaiian Shaved Ice provided snow cones. Winners of our business card drawings for hotel stays, tours, and meals were the Mayor of Maricopa and a representative of Resolution Copper. Thanks to Susan Kerley for walking us through it. Next year we will get a larger booth.*
- *The Mayor attended the Resolutions Committee meeting on Tuesday where the only controversial item was sober living houses. He appreciated hearing and learning from other communities' challenges and experiences and their positive communications and transparency.*
- *Councilor Chavez really enjoyed breakfast with speed-networking on Friday. He was surprised to see how engaged and curious others were about Tusayan. He knew the enormity of the position, and the Conference made him proud to be a part of it.*

9. REPORTS

A. Town Manager

i. Planning and Zoning Commission

There will be a Special Meeting on October 17, 2017, and a Public Notice will be published in the newspaper.

ii. Administrative actions and issues

- *Interim Town Clerk, Susan Kerley, provided an elections update:*
 - *Election Notice Postcards were mailed in Phoenix on August 16th. 32 have been returned, which is 11.3% of 282 registered voters.*
 - *Arguments for and against amending the Town's Zoning Ordinance were received through August 31, 2017. Four Arguments for the Amendment and six Arguments against the Amendment were included in the Publicity Pamphlet which is being completed by a Spanish translator. Each household containing a registered voter must receive a pamphlet before they receive their ballot by mail. Ballots will be mailed on October 11, 2017. The last day to register to vote in the November 7, 2017, election is October 10, 2017*
- *A Veterans' Affairs representative will be here and in the Park on the 12th and 13th of September.*

- *The MOM (mobile on-site mammogram) unit will be at the Squire Inn on September 25th from 7:00 a.m. to 4:00 p.m.*
- *The Salmon Bake will be in Valle on September 13th at 6:00 p.m.*
- *On September 17th, the Grand Canyon Community Church will install its pastor, Bob Beaver, at 11:00 a.m.*
- *We hosted Congressman Tom O'Halleran for lunch and meetings and expressed the importance of having some discussions about the J1 program. Councilor Chavez added that he has worked with J-1 in Nevada and here for the last 17 years. It is a State Department program for cultural exchange, not a work program. It conducts extensive background checks, and mandates reasons for being part of the program. He finds it to be a great program that enhances the community.*

B. Council Members

Councilor Montoya – Nothing

Vice Mayor Wirth - Nothing

Councilor Chavez

- *The Best Western Squire Inn has been named by Trip Advisor as the most booked hotel in the world. Its CEO will be here to interview with MSNBC. Guests see the property and community as welcoming and inviting.*

C. Mayor

- *Mayor Sanderson found the Conference to be productive and enjoyable.*

10. FUTURE AGENDA ITEMS

- *A Tentative Future Agenda and Event Calendar is attached.*
- *Manager Duthie asked Mayor and Council Members a good time for them to meet with our advocates from D.C. and our Town Attorney to seek legal advice. A consensus was reached for 11:00 a.m. until 1:00 p.m. on Monday, September 25, 2017, with lunch at Town Hall.*
- *Regular Council meetings are scheduled for October 11th and November 8th.*
- *Planning & Zoning Commission will meet on October 17th.*
- *Councilor Montoya added that he would like to see on a regular basis what Council can do now. This would get us moving so constituents know we're doing something.*
- *Manager Duthie has been checking with contractors to abate Ten X. The plan is to move forward to abate outhouse, barbed wire, etc. We purchased a Con Ex box that is being painted and are ordering a large banner to display on it. Clearing the area of debris is underway.*
- *In response to Councilor Montoya's question about the progress in hiring a Town Clerk, Manager Duthie said that he has conducted preliminary interviews, and final interviews with the Mayor and Vice Mayor are scheduled for early next week. The part-time maintenance position remains unfilled.*

11. MOTION TO ADJOURN

Councilor Montoya made a motion to adjourn that was seconded by Councilor Chavez. The motion carried unanimously, 4-0. The meeting was adjourned at 7:49 p.m.

