

MINUTES

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, November 8, 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, November 8, 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 SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Craig Sanderson called the meeting to order at 6:02 p.m. and led in the 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

Present were Mayor Sanderson, Vice Mayor Wirth, Councilors Montoya and Schoppmann. Attending telephonically was Councilor Chavez.

Staff members present included Town Manager Eric Duthie, Interim Town Clerk Susan Kerley, and Administrative Assistant Zijun Liang.

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

Fire Chief Greg Brush noted that in this week's election, there was some confusion about the two issues on the ballot. He thanked the Mayor for clarifying the two questions to citizens in person and online.

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

Kaibab Learning Center presentation

Director Michelle Pahl presented a crystal plaque as a token of appreciation to the Town for its unconditional commitment to the Learning Center. She noted they now have a single-wide trailer and have housing for three people. Their recent event at The Grand Hotel resulted in raising \$6,000. She thanked The Grand Hotel for donations of their dining room and food.

Staff recognition

Manager Duthie expressed his appreciation to Interim Town Clerk Susan Kerley for serving in that capacity for the last four months. Mayor Sanderson read and presented a Proclamation expressing appreciation for her competent, honorable and distinguished service. This is her last Town Council meeting as Interim Town Clerk. A new Town Clerk starts on Monday. Susan Kerley announced she has accepted an offer from the Grand Canyon School District to work with its Superintendent and Board.

6. CONSENT AGENDA

A. Accounts Payable Billings

B. Minutes of the Town Council Meeting on 10/11/17 (Regular Meeting)

Vice Mayor Wirth made a motion to approve the Accounts Payable Billings and the Minutes from 10/11/17. Councilor Montoya seconded the motion, and it carried unanimously, 5-0.

7. ACTION ITEMS

A. Consideration, discussion, and possible ratification of auditor engagement letter

Manager Duthie explained that the firm of Hinton Burdick is well known for auditing in northern Arizona. We respect the job they have done. It is time to get ready for another audit. The cost will not exceed \$8,240 for the Town's audit and \$2,500 for a single audit (Housing Foundation). While the Foundation will have few or no transactions, the firm will prepare the Arizona Corporation Commission report and review the necessity of completing other documents. They will provide guidance on segregation of duties and ensure that we are using Generally Accepted Accounting Principles (GAAP). Councilor Montoya made a motion to approve and ratify the auditor engagement letter, and it was seconded by Vice Mayor Wirth. The motion carried unanimously, 5-0.

B. Consideration, discussion, and possible scheduling of Council Retreat

Manager Duthie suggested Council confirm that they want to have a retreat, when they want to have it, and whether it will be one-half or one day. The Agenda can be determined at December's Council meeting. Council responded with January 18, 2018, as their first choice of date and January 25, 2018, as their second one. Ideas for locations included Sedona, Page, Las Vegas and Laughlin. Councilor Schoppmann made a motion to hold the Council Retreat on January 18, 2018, or January 25, 2018, in Laughlin, Nevada. Vice Mayor Wirth seconded the motion, and it carried unanimously, 5-0.

8. DISCUSSION ITEMS

A. Discussion of preliminary election results

Susan Kerley reviewed the Unofficial Final Election Results from the Coconino County Elections Department:

YES	60	45.8%
NO	71	54.2%

Out of 262 registered voters, 132, or 50.4%, voted in this election.

Manager Duthie added that, as a Town, we recognize and respect due process. The election was an example of the process being done fairly, properly, and according to the rules. The Canvass of Votes should be done at the December Council meeting.

Mayor Sanderson read the Public Statement Concerning Election Results, issued on November 8, 2017 (attached to minutes).

B. Discussion of Community Development Block Grant (CDBG) cycle, schedule and public hearing

Manager Duthie explained that the CDBG has been used once in Tusayan. The funds helped create the restrooms and sidewalks at the Sports Complex. We are eligible once every four years to be in the cycle. It is the Town of Tusayan's turn to be eligible to receive \$323,896 in grant funds. A Public Hearing will be required at December's Council meeting. CDBG funds can be used for:

- 1. Public infrastructure*
- 2. Community Facilities*
- 3. Housing*
- 4. Public Services*
- 5. Economic Development*

The purpose of the Public Hearing is to get ideas for projects from citizens. These funds can be dedicated to a project being done with a partner, like the Fire Department, as well. The Mayor recalled some parameters for the projects, like those affecting low-income families or areas with blight or slums.

C. Discussion of internet improvement projects

Manager Duthie met with representatives of ComNet about options and possibilities and where E-Rate stands with the School. Mayor Sanderson added that Internet and housing are the Town's two top priorities. As technology changes, solutions we had are no longer acceptable. Fiber seems like the only solution at this point.

Manager Duthie spoke with John with APS. It is not a dead discussion to run fiber with them. It is still on the table to talk about how to accomplish this.

Bill Bolin was here at Grand Canyon School District to assist them with a new application for E-Rate for next year.

We should get a response from the Forest Service soon on an easement to be able to access underground for fiber optic.

D. Discussion of Ten X affordable housing project

Manager Duthie said there was a meeting today for 2.5 hours with Westland about preliminary designs for utilities and how to generate electricity. They verbally approved some funding to bring in a solar energy specialist. We will be moving a ConEx box to this property with a banner that identifies what the property will be used for.

The Mayor said that they spoke with a team of five that was looking at wastewater versus a potable water solution. Councilor Schoppmann said they are considering two different options for wastewater, one of which will be less expensive to operate.

Mayor Sanderson has given direction to Councilor Schoppmann and the Town Manager to work out the details and bring a final product to Council for review. The current timeline is to break ground on the infrastructure no later than mid-March.

E. Discussion of Community Wellness meeting issues

These meetings are open to anyone who is interested. Meeting notes and flyers regarding upcoming activities are included in Agenda packets.

9. REPORTS

Forest Service Deputy District Ranger Kendall Civanek apologized for the smoke that was in Tusayan about three weeks ago. They are continuing to reduce the risk of smoke in town.

A. Town Manager

i. Planning and Zoning Commission

The Commission met on October 17th to begin a comprehensive review of the Zoning Code. This process involves meeting regularly and working through sections of the

Code with no requests for resolutions or actions from P & Z or Council until the end of the process. Commissioners expressed their appreciation of getting payment for each meeting they attend.

ii. Administrative actions and issues

The Floodplain Ordinance is required to be reviewed by the Arizona Department of Water and Resources. It is close to resolution.

Met with representatives from ADOT to talk about crosswalk options. They agreed to review the far north crosswalks where the sign blocks being able to do a flashing light. They will remove this sign, and we will add a new one. ADOT has had some issues with inset lighting. The option they presented is to take a large, high-intensity, yellow light and place it above the existing signs.

The School computer lab has been very active every Friday with average attendance of four to six students. The instructor assigned to the lab has created an opportunity on her own. She will lead an English immersion program, sponsored by the Town, beginning on Monday, November 13th from 6:00 to 7:00 p.m. Ideally, they will meet for an hour each Monday and Thursday.

Manager Duthie attended a meeting in Phoenix that focused on water needs and solutions in common between Arizona and Israel. It came down to reclaiming water and water harvesting.

He attended a federal land managers' forum (second in series) along with representatives from BLM, Coconino and Kaibab National Forests.

He received a call from the Parks Service reaching out to the community to meet on Monday, December 11th.

He received an invitation from the Park Service to attend a lunch meeting with Secretary of Interior Zinke. Manager Duthie and Vice Mayor Wirth attended. The Secretary was aware of our issues and shared resolutions of similar issues.

Trunk or Treat was well-attended on Halloween. Thanks to the Chamber of Commerce for their efforts.

Met with the Town's insurance provider to update our insurance policies.

Met with a representative of the Park Service yesterday on transportation and shuttle service. There is potential for a shuttle stop at the airport, but there could be pushback from some local businesses. This was an opportunity to discuss the shuttle on a year-round basis.

Next Tuesday, a number of stakeholders in partnership with the Park Service will have a facilitator and representatives from Gateway communities in Utah.

Some concern has been expressed about lighting. Manager Duthie read the applicable ordinances which state that lights may remain up two weeks before and after any holidays. So, winter lights may remain up from October 27th until March 5th without being in violation. Everyone understands we are a tourist town, and the lights are aesthetically pleasing.

B. Council Members

- *Councilor Schoppmann attended the Community Wellness meeting and found it to be insightful. He plans to go back.*
- *Councilor Montoya – Nothing*
- *Vice Mayor Wirth - Nothing*
- *Councilor Chavez still wants to have a discussion with the Town Manager about fairness in the permitting processes. He would also like for the Town Manager to check with the School to see if I-pads have been distributed. He is looking forward to welcoming a new resident in early December, a baby they will name Nicole Josephine Chavez.*

C. Mayor

The Mayor asked if we are ready for snowplowing. Manager Duthie said that a blade for the front of the truck has just been purchased.

10. FUTURE AGENDA ITEMS

- *CDBG Public Hearing*
- *Floodplain Ordinance*
- *Possible Discussion of Uranium Mining*
- *Possible setting of Agenda for Council Retreat*
- *Update on maturing of funds*
- *Sheriff's Report (January)*

11. MOTION TO ADJOURN

Councilor Montoya made a motion to adjourn, and it was seconded by Councilor Schoppmann. It carried unanimously, 5-0. The meeting adjourned at 8:10 p.m.

Craig Sanderson, Mayor

Date

ATTEST:

Susan Kerley, Interim Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Susan Kerley, do hereby certify that I am the Interim 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 October 11, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 13th day of October 2017

Interim Town Clerk