

## TUSAYAN TOWN COUNCIL PUBLIC HEARING

6:00 pm  
August 11, 2010  
Zuni Room  
Best Western Squire Inn  
74 State Route 64, Tusayan, AZ

### Minutes

#### **Call to order**

by Mayor Pete Shearer at 6:00 pm and Pledge of Allegiance.

#### **Roll Call**

Members in Attendance:

Mayor Pete Shearer

Vice Mayor Greg Bryan

Council member Al Montoya

Council member Ann Wren

Council member Clarinda Vail

#### **3. Call to the Public**

Teresa Weigel read a note from Julie Aldaz of the Redfeather Lodge regarding signage on buildings that do not meet County Code.

#### **4. Approval of July 28, 2010 Meetings Minutes**

Vice Mayor Bryan moved that the minutes be approved. Councilmember Wren seconded. The motion passed unanimously.

#### **5. Discussion and possible action on Grand Canyon Marathon on November 6, 2010**

Jeannie Sharp requested direction on permitting for the Grand Canyon Marathon as to tents, drinks and food at the IMAX Theater for the runners and possible music at the finish line and an announcer. Ms. Sharp would also like banners to advise runners. Vice Mayor Bryan confirmed with Ms. Sharp that they have their own liability insurance and have consulted with ADOT. Council advised Ms. Sharp to obtain a Temporary Use Permit online from Coconino County and submit to Coconino County. Council advised Ms. Sharp that the Town of Tusayan will provide a letter to Coconino County waiving the fees.

#### **6. Discussion and possible action on results from Town Hall Meeting**

Clayann Cook provided a report and the survey results of the first Town Hall Meeting. The items discussed were ranked in the following order by the public:

- A. Planning and Zoning Committee
- B. Housing Plans and Committee
- C. Water Storage and Flood Retention

- D. Town Site Act
- E. Tusayan Town Park (maybe 2)
- F. Tusayan Street Lighting
- G. Community Garden

The next Town Hall Meeting will have breakout sessions and based on the survey from the public, the next Town Hall Meeting will be held on Wednesday, September 15, 2010 from 6 to 9 pm at the Best Western Squire Inn.

Mayor Shearer advised that since there was an interest in the Water Storage and Flood Retention there is money available from the Resource Advisory Committee to help protect forest health and he would like the town to work with the Sanitary District to further the flood retention.

Clayann will contact NPS and Forest Service to enlist professional moderators for next Town Hall meeting. RFP for housing is due August 17, 2010 and Council to choose a company at next council meeting on August 31, 2010. The winning company is to be present at next Town Hall Meeting.

Vice Mayor Bryan talked with Tim Jarrell from NPS about a new gas line coming through Tusayan. Tim Jarrell has requested a letter from the Council supporting the concept of a gas line which he will include with their letter to the Gas Company regarding expanded usage and customer base. Vice Mayor Bryan volunteered to prepare a letter to ADOT. Councilmember Vail volunteered to help with the letter.

Discussion was held whether the Council can appoint Housing Committee or whether Mayor can appoint Housing Committee. Legal counsel advised Council that either Mayor or Council can appoint Committees but either way Committees are subject to Open Meeting Law. Council decided to get more information out to the public regarding the appointment of a Housing Committee and have members of the public respond to the Council by Monday August 30, 2010 expressing their interest on being appointed to the Housing Committee. Vice Mayor Bryan would like to see a letter to the Editor soliciting names of people interested in being appointed to the Housing Committee. Vice Mayor Bryan volunteered to prepare the letter with the responses due on August 27, 2010. Councilmember Vail asked if the notice could be in the paper for two weeks.

#### **7. Discussion and possible action regarding the Townsite Act**

Mayor Shearer and Councilmember Vail met with Angela Parker to discuss the Townsite Act. There is a great need for additional housing to include Park Service Housing, School Housing and current employees living in Valle that would like to live in Tusayan. Legal Counsel Kolsrud discussed the appraised value of the forest service property and how the Town of Tusayan could purchase the land for a reasonable price to make the housing affordable. The question came up as to whether the Town of Tusayan needs a planner or will the Housing Committee be sufficient. It was put forth that a Town Manager could hire a planner on a temporary basis as needed. Councilmember Montoya asked if there is a time frame that could be put before the Council. Mayor Shearer has a message into the Flagstaff Planner to obtain a time frame. Legal Counsel Kolsrud believes that the RFP includes that information.

Joseph Fortenberry, 19 Buck Lane, Tusayan, Arizona, asked for clarification as to whether all private land has to be used up before the Townsite Act can come into play. Mayor Shearer responded that he believes the Townsite Act can compliment the private land use. Joseph Fortenberry asked if the Council can go to the land owners for possible purchase of land. The RFP would cover all the options for land available in the area to be used for both public projects and housing.

**8. Discussion and possible action regarding Town Manager/Town Clerk position**

Councilmember Vail brought the Town Manager/Town Clerk job description to the Council after review by Legal Counsel. The major changes from the last draft is that the Town Manager can be relieved of their duties by a majority vote instead of a four-fifths vote and that the Town Manager is the Treasurer.

Vice Mayor Bryan moved to approve the job description of the Town Manager/Town Clerk as presented. Councilmember Wren seconded the motion. The motion passed unanimously.

Vice Mayor Bryan asked the Council to prepare a job posting. Legal Counsel advised Council that they need an agenda item at the next meeting for an Ordinance under State Law to create the position of Town Manager.

Councilmember Vail to prepare an advertisement for the position on Craig's List and the Arizona League of Cities and Towns. Contact for advertisement will be new town email that Vice Mayor Bryan will create and Post Office Box 709. All applications will be due by 5 pm on September 7, 2011 for consideration at September 8, 2011 council meeting.

Vice Mayor Bryan brought up the issue of health insurance and asked Legal Counsel how to put benefits in the posting. Legal Counsel Kolsrud advised the ad could state benefits negotiable.

**9. Discussion and possible action on fire ordinances**

This item has been moved to next council meeting.

**10. Discussion and possible action on website options and state requirements compliance**

Vice Mayor Bryan advised we are currently complying with the State's requirements by using the League's website. Vice Mayor Bryan has contacted a few companies and is waiting for responses. Basic costs start at \$85 per year. Mayor Shearer asked if we could link with the Chamber site for the present and fulfill our legal requirements by donating some money to the Chamber. Vice Mayor Bryan suggested we continue using the League to fulfill our requirements and link to the Chamber.

**11. Discussion and possible action on Coconino County IGA beginning September 1, 2010**

Vice Mayor Bryan spoke with Carl about getting an extension of the current IGA with the County until October 1, 2010. The Board of Supervisors will be meeting on August 17, 2010 and will consider the extension. Councilmember Wren advised that the County will include all services, including the Sheriff's Office. Vice Mayor Bryan advised that the County would like specifics for future IGA's such as planning and zoning, health and Sheriff's Office. Picking the specific items will be on the next agenda. Vice Mayor Bryan motioned to approve an amendment to extend the IGA with the County until October 1, 2010. Mayor Shearer seconded the motion. The motion carried unanimously.

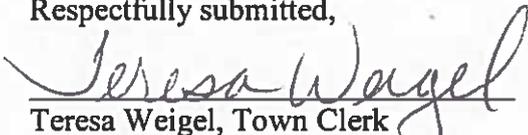
**12. Set Agenda Items for Next meeting**

Define for Planning and Zoning Committee and Housing Committee, list for permanent IGA, election canvas, add administrative approvals and report, Magistrate discussion, RFP report status, town hall, housing committee action, P&Z committee, staffing as discussion, website, Williams court facilities, council meeting times and length of meetings. Vice Mayor Bryan asked for approval of the expenditures for the elected county officials training session, council agreed they were approved. Vice Mayor Bryan asked for approval from the Council to order 150 checks, approval was granted. Mayor Shearer asked to have payment of bills on the agenda, and Minutes. Mayor Shearer will be preparing next agenda, will also need appointment of town clerk on next agenda.

13. Adjournment

Vice Mayor Bryan moved to adjourn the council meeting at 8:13 pm. Mayor Shearer seconded. The motion to adjourn passed unanimously.

Respectfully submitted,

  
Teresa Weigel, Town Clerk

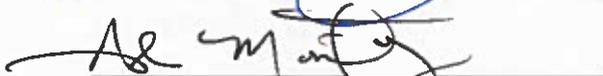
Dated: 8-31-10

  
Mayor Pete Shearer

  
Councilmember Clarinda Vail

  
Vice Mayor Greg Bryan

  
Councilmember Ann Wren

  
Councilmember Al Montoya

# A RUNNERS VIEW OF THE GRAND CANYON

**MAKE IT YOURS**  
**2010 GRAND CANYON MARATHON**  
**NOVEMBER 6, 2010**

Registration is open for the 2010 Grand Canyon Marathon. Limited to 300 total runners. The first 14 miles and the Half Marathon are along the rim of the Grand Canyon. Race proceeds benefit a student athletic scholarship program and the Community Recreation Center.

[www.GrandCanyonMarathon.com](http://www.GrandCanyonMarathon.com)  
[info@grandcanyonmarathon.com](mailto:info@grandcanyonmarathon.com)



**Grand Canyon Marathon  
Hermit Course**



Grand Canyon National Park, Arizona  
November 6, 2010



**A Community Event of Grand Scale**

- ▲ Full and Half Marathon starting on the South Rim of the Grand Canyon.
- ▲ Majestic scenery along the Hermit Course.

**[www.GrandCanyonMarathon.com](http://www.GrandCanyonMarathon.com)**  
[info@grandcanyonmarathon.com](mailto:info@grandcanyonmarathon.com)



# Grand Canyon Marathon

- ▲ Registration is open
- ▲ Registration limited to 300 total runners
- ▲ First 14 miles and the Half Marathon are along the rim of the Grand Canyon
- ▲ Lowest course elevation 6380'  
Highest course elevation 7137'
- ▲ Total ascent for the course is 2932'  
Total descent is 2960'
- ▲ Technical Shirts to all entrants
- ▲ Course orientation at National Geographic Visitor Center Friday night
- ▲ Pre-race dinner available Friday night
- ▲ Registration fee: \$90.00 (full marathon)  
\$70.00 (half marathon)
- ▲ Race proceeds will benefit a student athletic scholarship program and the Community Recreation Center
- ▲ Awards Ceremony following race

Grand Canyon Marathon  
Half Marathon Course



November 2010

A Grand Canyon Community  
Recreation Center Event



[www.GrandCanyonMarathon.com](http://www.GrandCanyonMarathon.com)  
[info@grandcanyonmarathon.com](mailto:info@grandcanyonmarathon.com)

Grand Canyon  
Community Recreation Center  
2 Mohave Street • P.O. Box 1429  
Grand Canyon AZ 86023  
Phone: (928) 638-3389 Fax: (928) 638-3388

# TUSAYAN TOWN HALL CITIZEN SURVEY - RECAP

Current Town Council Topics	LOWEST			MID				HIGHEST			# of Surveys	Weighted Total	Ranking of Importance
	1	2	3	4	5	6	7	8	9	10			
<i>Rate each topic in order of importance to you and your quality of life</i>													
Tusayan Town Park (Maybe 2 Parks)	1 3.1%	2 6.3%	4 12.5%	0 0.0%	8 25.0%	2 6.3%	3 9.4%	3 9.4%	1 3.1%	8 25.0%	32	203	6.3
Community Garden	8 25.0%	3 9.4%	2 6.3%	4 12.5%	5 15.6%	3 9.4%	2 6.3%	2 6.3%	1 3.1%	1 3.1%	32	128	4.0
Housing Plan & Committee	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 3.1%	3 9.4%	2 6.3%	2 6.3%	3 9.4%	21 65.6%	32	290	9.1
Water Storage & Flood Retention	0 0.0%	0 0.0%	0 0.0%	1 3.1%	1 3.1%	4 12.5%	6 18.8%	4 12.5%	7 21.9%	9 28.1%	32	260	8.1
Town Site Act	0 0.0%	0 0.0%	2 6.3%	1 3.1%	3 9.4%	3 9.4%	1 3.1%	3 9.4%	5 15.6%	14 43.8%	32	259	8.1
Planning & Zoning Committee	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2 6.3%	6 18.8%	23 71.9%	32	300	9.4
Tusayan Street Lighting	5 15.6%	1 3.1%	1 3.1%	1 3.1%	3 9.4%	5 15.6%	6 18.8%	6 18.8%	2 6.3%	2 6.3%	32	187	5.8
Town Council Meeting Times & Frequency	Morning Meetings		2 Yes 6.3%	12 No 37.5%	Evening Meetings		24 Yes 75.0%	2 No 6.3%					
What day of week is best for you to attend next Town Hall?	7 Mon 21.9%	7 Tues 21.9%	14 Wed 43.8%	7 Thurs 21.9%	2 Fri 6.3%	0 Sat 0.0%	0 Sun 0.0%						
What time of day is best for you to attend next Town Hall?	2 8-12 am 6.3%		0 12-4 pm		27 6-10pm 84.4%		1 other: 4pm to 8pm 3.1%						
Did you find the information and format of tonights meeting to be beneficial?					22 Yes 69%		0 No						

## **Tusayan Town Hall Recap –**

**Submitted by: Clayann Cook - Facilitator**

- There were approximately 40 in attendance. Some came and went and several that came later did not sign in or get a survey sheet. Need to post a person for next events.
- Gathered 29 names on sign in sheet – (will scan and add to this document)
- On Survey form not all had an opinion on every item.
- Will list those who wish to serve on committee's at end of this document
- Listing of comments as requested on survey form – unedited of course
- %'s are based upon total survey's turned in and then ranked..
- Total of 32 surveys turned in ( I have had people tell me that they had theirs to turn in.. but have not seen them yet...)

### **Comments from Surveys – “Other suggested Topics/Issues for our Town Council”:**

- Town volunteer committee
- Walking paths throughout town
- Community Center
- Access to 2-5 acre home lots
- Have council meetings at night – more people would attend which is viable
- The meeting was not announced very well, I was told 1 hour prior by a citizen in passing. A co-worker also mentioned that she had seen a flyer at the general store when picking up her mail.
- Rec Center
- How long will we be using the Sheriff's department and what ideas for law enforcement beyond that?
- Concern over lawyer expenses thus far and that the lawyers hired by town council are not Municipal lawyers. I feel as a young town, a lawyer experienced in this area is critical.
- Best time for next town hall is 6-10 pm
- Need to have a sign in town that tells tourists to kindly move to a parking spot when they see an elk or deer on the side of the road. Stopping in the middle of street is very dangerous to everyone
- Protection! Yes IAG with County is in motion, but we need Jail, more officers, etc. Also cameras & revenue source. Also – Marketing! Must be on short list of priorities to create tourism board & marketing plan to compete with GCW etc.
- Cross walk safety
- Short term housing – Don't need a study for this
- Fair water pricing
- RV trailer spaces
- Economic development – PR – DMO
- Partnering with agencies – Airport, NPS, NFS, ADOT, TWDA, TFD and Sanitary

### **Citizens that indicated interest in serving on Housing Committee:**

- |                      |              |                                                                                        |
|----------------------|--------------|----------------------------------------------------------------------------------------|
| ○ Craig Graves       | 928-255-2811 | <a href="mailto:jetmech1077@yahoo.com">jetmech1077@yahoo.com</a>                       |
| ○ Pam Parsons        | 928-707-0578 | <a href="mailto:canyonnana@yahoo.com">canyonnana@yahoo.com</a>                         |
| ○ Ginger Booth       | 928-380-6804 | <a href="mailto:wildroze1850@yahoo.com">wildroze1850@yahoo.com</a>                     |
| ○ Angela Parker      | 928-638-1107 | <a href="mailto:adparker@fs.fed.us">adparker@fs.fed.us</a>                             |
| ○ Rob Evans          | 928-638-3473 | <a href="mailto:tfdgc@msn.com">tfdgc@msn.com</a>                                       |
| ○ Joseph Fortenberry | 928-522-4811 | <a href="mailto:coachjoe2012@msn.com">coachjoe2012@msn.com</a>                         |
| ○ Mike Rock          | 928-638-3333 | <a href="mailto:mrock1@grandcanyongrandhotel.net">mrock1@grandcanyongrandhotel.net</a> |
| ○ Elizabeth Hearne   | 928-638-6421 | <a href="mailto:bvmcoronation@hotmail.com">bvmcoronation@hotmail.com</a>               |
| ○ Teresa Weigel      | 928-638-1123 | <a href="mailto:teresaweigel@yahoo.com">teresaweigel@yahoo.com</a>                     |
| ○ John Dillon        | 928-380-2633 | <a href="mailto:johncdillon@gmail.com">johncdillon@gmail.com</a>                       |
| ○ Shirley Park       | 928-380-3976 | <a href="mailto:gen2586@hotmail.com">gen2586@hotmail.com</a>                           |



- Housing Authority
  - Set appreciation annually with a restricted deed – a lot of communities do this to control housing for area residents
- Housing Assessment Team (HAT) and Housing Assessment Committee (HAC – local area folks) to work together...
- Is the City hiring a City Planner?
- The plan is to hire a Town Manager/Clerk
- ❖ **90 day Plan**
  - Hire Assessment Team by the 17<sup>th</sup> of August
  - Select local Housing Committee
  - Next Town Hall would be mid to late August with HAT attending and ability to go from room to room for individual breakout sessions.
  - HAT would then have a solid idea of area concerns, along with Tusayan Area Plan concerns from 14 years ago.
  - Council would like to have Housing Study complete and ready to go for public review and comment within 90 days of August 4<sup>th</sup>.
- ❖ Housing committee can be chosen from people outside of town limits that have a desire to participate. Was voted overwhelmingly by show of hands.
- ❖ **Townsite Act** could be accomplished within 2 to 3 years (Angela Parker)
  - Not exclusive or inclusive of other private land that could be used to support housing and needs of this town
  - Could be used for Town offices, park, community center, maintenance buildings etc.
  - Per Angela comment - All private land available for use would have to be exhausted before NFS would consider the Townsite act implementation and it would be at fair market value
  - Per Angela comment - Long term strategic plan in place to support need for the Townsite

TUSAYAN TOWN HALL - AUGUST 4TH, 2010

PRINTED NAME	MAILING ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
Marty Parsons	PO Box 3034	928-230-4225	Marty@parsons.com
Marty Parsons	" 3393	707-857-1111	Marty@parsons.com
AL Montoya	PO Box 3183	928-266-0705	almtusayan@hotmail.com
BOB BLAST	PO Box 3673	928-638-8942	blazy@yahoo.com
Tim Jarrall	P.O. Box 129	928-638-7730	tim_jarrall@nps.gov
Craig Graves	P.O. Box 3217	928-255-7811	justmachi1072@yahoo.com
Ginger Booth	PO Box 3385	928-390-8004	wildtree1850@yahoo.com
JOHN DILLON	PO BOX 1745	380-2633	JOHN.DILLON@GMAIL.COM
CELILY MANACI	PO Box 407		CELILYMANACI@YAHOO.COM
Brent Kok	PO Box 3309		BKOK@NAVY.COM
Robbie Evans	PO Box 3155		rfdgc@msn.com
Christi Mitchell	PO Box 1401		ChristiMitchell@earthlink.net
Yvonne Booth	PO BOX 158	380-9275	NBooth21@earthlink.net
John W. Vail	PO Box 1427	638-0124	EX2619@msn.com
Becky Wirth	PO Box 451	928-638-4029	BeckyWirth@earthlink.net
Teresa Wajzel	PO BOX 3655	928-638-1123	TeresaWajzel@yahoo.com
Becky Simpson	P.O. 2002		
Nikki Strand	PO 735 Park St	707-472-7345	nikkistrand@hotmail.com
Eul Buisa	PO Box 568	638-2151	
TOB KROMBEEN	1015 N. AIRPORT RD WILLOW PARK	635-0040	KROMBEEN@MSN.COM
Angela Parker	PO Box 3266	638-1107	angparker@fbi.gov
ALAN LARSEN	PO 530	638-2633	ALAN@AOL.COM
LOUIS STAMA			
Robert Petzold	PO Box 3004	380-0004	robertpetzold@yahoo.com
Josh Fortberry	PO Box 3243	928-522-4811	JoshFortberry@msn.com
Jon Baxter	PO Box 3061	928-266-9258	jbaxter11@earthlink.net
Beth HEARD	PO Box 3237	928-138-6481	bheard@earthlink.net

## TOWN OF TUSAYAN, ARIZONA

### Town Manager

A. Office created. The office of the manager is hereby created. The manager shall be appointed by a majority vote of the council for an indefinite term. The manager shall be chosen on the basis of his or her executive and administrative qualifications, prior municipal government service, financial management background, town planning and his or her knowledge of accepted practice with respect to the duties of his or her office as herein described. He or she shall hold office for and at the pleasure of the council.

B. Bond. The town manager shall furnish a corporate surety bond to be approved by the council in such a sum as may be determined by the council and shall be conditioned on the faithful performance of the duties imposed on the town manager as herein prescribed. The town shall pay the bond fee.

C. Eligibility. No member of the council shall be eligible to be appointed to the office of manager during the term for which the member shall have been elected.

D. Compensation. The manager shall receive such compensation, as the council shall fix from time to time.

E. Removal from office. The manager may be removed with or without cause by the council by a majority vote of the membership of the council. The action of the council in removing the manager shall be final.

F. Resignation. The manager shall give in writing a sixty (60) day notice of his intention to resign before leaving, resigning, or quitting the office of town manager.

G. Powers and duties. The manager shall be the chief administrative officer and head of the administrative branch of the town government. He or she shall be responsible to the council for the proper administration of all affairs of the town. In addition to the general powers of administrative head, and not as limitation there, the town manager shall have the authority and be required to perform the following duties:

1. Execute, on behalf of the council, general administrative supervision and control of the affairs of the town.

2. Personnel Duties.

- a. Appoint, suspend and/or remove, all officers and employees of the town not appointed by the town council pursuant to town personnel rules and regulations, this code, and ordinances of the town.

b. Supervise the work of the town clerk and provide for a written evaluation of each town employee on an annual basis to the town council for consideration. This subsection does not change the appointing, contracting or hiring procedures for the town clerk.

3. Consult with the town attorney and act as liaison between the council and the attorney.

4. Attend all meetings of the council unless excused there from and participate in discussion of all matters coming before the council.

5. Report to council on and/or discuss any matter concerning the affairs of the departments, board, services or activities under his or her supervision, upon which, in his or her judgment, the council should be informed.

6. Prepare the town budget annually and submit it to the council together with a description of its important provisions and be responsible for its administration after council adoption;

7. Prepare and submit to the council at the end of each fiscal year a complete report on the finances and administrative activities of the town during the proceeding year;

8. Advise the council of the financial condition and future needs of the town and make such recommendations, as he or she deems desirable;

9. Recommend to the council a standard schedule of pay for each employee and appointed office and its position in the town's service. Authorize the payments of overtime pay for such employees as may work in excess of a normal work period. Such rates of pay and periods of work shall be in conformance with wages and salaries enacted by the council.

10. Recommend to the council, from time to time, adoption of such measures which he or she deems necessary or expedient for the health, safety or welfare of the community or the improvement of administrative services.

11. Analyze and supervise the functions, duties, and activities of the various departments, boards, and services of the town government and of all employees thereof and be authorized to direct the activities of all employees, including department heads, except as otherwise provided by this code and to make recommendations to the council with reference thereto, as in his or her judgment will result, if adopted, in greater efficiency of the overall operation of the town government.

12. Consolidate or combine offices, positions, departments or units under his jurisdiction with the approval of the council. The manager may be the head of one or more departments, except as otherwise provided by this code.

13. Supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget and let contracts necessary for operation or maintenance of town services.

14. Receive sealed bids for purchases or contracts and present them to the council for approval, and advise the council on the advantages of the contract and bid proposals. The manager may issue such rules governing purchasing procedures within the administrative organization, as the council shall approve.

15. In case of accident, disaster, or other circumstances creating a public emergency, the manager may award contracts and make purchases for the purpose of meeting said emergency; but he or she shall file promptly with the council a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures.

16. Ensure that all laws and ordinances of the town are duly enforced and that all municipal, state, federal, and other policy issues affecting the Town are duly followed and enforced.

17. Investigate the affairs of the town and its departments and divisions. Investigate all complaints related to the administration of the town government and to services maintained by public utilities in the town, and ensure that all franchises, permits, and privileges granted by the town are faithfully observed.

18. Advise the council at periodic intervals in the creation and changes needed in the town code and execute the policies and procedures put forth by the Council.

19. Serve as town finance director and receive and safely keep all monies that come to the town and pay out the same when authorized by the council. The manager shall keep a separate record and account of each different fund provided by the council, apportion the monies received among the different funds as prescribed by the council, and keep a complete set of books showing every money transaction of the town, the state of each fund, from what source the money in each fund was derived and for what purpose expended, and he or she shall make monthly reports to the council of all receipts and disbursements and the balance in each fund. At the end of the fiscal year, he or she shall make a full and detailed statement of the receipts and expenditures of the town during the year, specifying the different sources of revenue and the amount received from each, all appropriations made by the mayor and council, and the object for which they were made, and the amount of interest due thereon, and the amount of cash on hand.

20. Devote as much time to the duties of the town manager as may be required by the interests of the town.

21. Operate and maintain a town web site and meet state required posting laws with that web site.

22. Perform the duties of town clerk, as described in the town clerk job position, until the manager and town fill the position.

23. Perform such other duties as may be required by the council which are not inconsistent with state law, town ordinances, town codes, the Tusayan Area Plan , the Design Review Overlay, or the Coconino County Comprehensive Plan as adopted and modified by the town.

**H. Council to Act Through Manager:**

Except for the purpose of inquiry, the council and its members shall deal with town employees solely through the manager. Neither the council nor any member thereof shall give orders to any subordinate of the manager, whether publicly or privately.

**I. Policymaking:**

The manager shall not exercise any policymaking or legislative functions, nor attempt to commit or bind the council to any action, plan or program requiring the official action of the council.

## TOWN OF TUSAYAN, ARIZONA

### TOWN CLERK

A. Records. The clerk shall keep a true and correct record of all business transacted by the council and any other records that either pertain to the business of the town or that the council directs. The clerk shall number, plainly label, and file separately in a suitable cabinet all resolutions, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders, and other documents of whatever nature.

B. Public Inspection of Records. The clerk shall keep convenient for public inspection all public records and public documents under his control, as provided by state statute.

C. Minutes. The clerk shall prepare or cause to be prepared all minutes of council proceedings and ensure their correctness and accuracy and in accordance with state law.

### ADMINISTRATION

D. Ordinances, Resolutions, Budgets and Notices. The clerk shall process, record, file, publish, and if required by state statute, post all ordinances, resolutions, budgets and notices that may be passed by the council.

E. Duties as Treasurer. The clerk shall hold the office of town treasurer and receive and safely keep all monies that shall come to the town and pay out the same when authorized by the council. He or she shall keep a separate record and account of each different fund provided by the council, apportion the monies received among the different funds as prescribed by the council, and keep a complete set of books showing: Every money transaction of the town, the state of each fund, from what source the money in each fund was derived and for what purpose expended, and he or she shall make monthly reports to the council of all receipts and disbursements and the balance in each fund. At the end of the fiscal year he or she shall make a full and detailed statement of the receipts and expenditures of the town during the year, specifying the different sources of revenue and the amount received from each, all appropriations made by the mayor and council, and the object for which they were made, and the amount of money expended under each, the evidences of indebtedness issued, and what portion remains thereof outstanding, with the rate and amount of interest due thereon, and the amount of cash on hand.

F. Election Official. The clerk shall be the town election official and perform those duties required by state statute.

G. Licenses. The clerk shall issue or cause to be issued all licenses that may be prescribed by state statute or town codes.

H. Administrative Duties. The clerk shall perform those administrative responsibilities and duties that are conferred upon him or her by the manager in addition to those specified in code or the town council.

TOWN OF TUSAYAN  
August 10, 2010

LIST OF OUTSTANDING INVOICES

Williams Grand –Canyon News	
Billing dated 5/31/10	\$770.02
Billing dated 6/30/10	<u>\$1,274.21</u>
Total Due 7/28/10	\$2,044.23
Paid 7/29/10	<u>(\$2,044.23)</u>
AZ Municipal Risk Retention Pool Insurance	
Billing 4/30/10	\$1,119.50
Billing 7/14/10	<u>\$1,119.50</u>
Total due 7/28/10	\$2,239.00
Paid 7/29/10	<u>(\$2,239.00)</u>
Moyes Sellers & Sims	
Billing through 5/31/10	\$42,697.62
Billing through 6/30/10	<u>\$ 4,907.50</u>
Total due 7/28/10	\$47,605.12
Clark Hill	
Billing through 4/30/10	\$33,968.00
Billing through 5/31/10	\$26,436.91
Billing through 6/30/10	<u>\$32,086.24</u>
Total due 7/28/10	\$92,491.15
Post Office Box rent – 1 year paid by G. Bryan	112.00
Printer cartridge for office printer pd by G. Bryan	16.41
One voice recorder – need receipt G. Bryan    Approx	<u>100.00</u>
	\$228.41
Elected Officials training 6/3-5/10	
Al Montoya Expenses	
Lodging 6/3-5/10 Tempe Mission Palms	\$239.70
Meals - 2 dinners Al & 1 dinner Greg	79.40
Registration – Town paid direct \$165.00	<u>0.00</u>
Total due Montoya	\$319.10

<b>Greg Bryan Expenses</b>	
Lodging 6/3-5/10 Tempe Mission Palms	\$203.44
Meals 1 dinner	25.82
Travel 500 miles @ \$.50 Mi	250.00
Registration	<u>165.00</u>
<b>Total due Bryan</b>	<b>\$644.24</b>

<b>Pete Shearer Expenses</b>	
Travel 500 miles @\$ .50 Mi	\$ 250.00
Registration	<u>165.00</u>
<b>Total due Shearer</b>	<b>\$ 415.00</b>

<b>Total Accounts Payable 8/10/10</b>	<b><u>\$141,703.02</u></b>
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Request to pay the following items:

1) League of AZC&T – Training Invoice for Montoya that was billed	\$165.00
2) Council member Montoya Training expense 6/3-5/10	319.10
3) Vice-Mayor Bryan Training Expenses 6/3-5/10	644.24
4) Mayor Shearer Training Expenses 6/3-5/10	415.00

TUSAYAN TOWN CHECK REGISTER

Town Account #711974089

Date	Ck #	Vendor	Inv #	Amount	Deposits	Balance
07/10/2010		DOR Urban Funds			\$12,166.62	\$12,166.62
07/26/2010		Business licenses			\$30.00	\$12,196.62
07/28/2010	999990	William/GC News	5/1-6/30/10	\$2,044.23		\$10,152.39
07/28/2010	999991	AZ Risk Pool	#6451	\$2,239.00		\$7,913.39
08/09/2010		Business licenses			\$20.00	\$7,933.39
08/10/2010		DOR Urban Funds			\$12,166.59	\$20,099.98
08/11/2010	999992	League of AZ Cities/Towns	Montoya Trng	\$165.00		\$19,934.98
08/11/2010	999993	AI Montoya	Trng Exp	\$319.10		\$19,615.88
08/11/2010	999994	G. Bryan	Trng Exp	\$644.24		\$18,971.64
08/11/2010	999995	P. Shearer	Trng Exp	\$415.00		\$18,556.64