

TUSAYAN TOWN COUNCIL SPECIAL MEETING

September 27, 2010, 10:00 a.m.
Best Western Squire Inn, Zuni Conference Room
74 State Route 64, Tusayan Arizona

MINUTES

1. Call to Order

Mayor Shearer called the Special Meeting to order at 10:19 a.m.

2. Roll Call

Council members present: Mayor Pete Shearer, Vice-Mayor Greg Bryan, Council member Al Montoya, Council member Ann Wren, and Council member Clarinda Vail

3. Town Manager Recruitment Process – discussion and possible action

Vice Mayor Bryan received a call from Mike Hutchinson who is part of the Arizona League Range Riders which is a group of former town managers and clerks. In their discussion on how the League could assist the Town on the town manager application process. He informed him the League has a recruitment service they provide. Mr. Hutchinson informed Vice Mayor Bryan that the cost was reasonable and sent him the information that was forwarded out to each Council member, about their service. Speaking to Ken Strobeck he indicated they do have the service and could provide it to the Council. The normal fee is \$5,000 plus travel expenses and any advertisements placed, but since the Council has received multiple applications the cost would be around \$2,500. They would handle all the screening of the applications, get it down to a workable number and then the council discuss which of those they wanted to actually interview, and that is typically 3 or 4 applicants. They also handle all the background checks for the final group. They have a lot of resources so when they get to the screening process; they know their background, any issues with previous employers, etc. He also informed Vice-Mayor Bryan that could start anytime, what they would like to do is come meet with the Town Council to establish a profile of what they Council is looking for in terms of a town manager.

Vice-Mayor Bryan informed the Council that as of yesterday, there have been 25 applications submitted for the town manager position. He would like permission from the Council to engage the League to move forward to help the Council with this process. Mr. Hutchinson has also offered to help find an interim town manager that would work as the Council agrees. The process of hiring the best qualified Tusayan town manager could take between 2 – 4 months and it would be worth the Councils time to bring an interim manager on staff to help guide and move forward. Vice-Mayor Bryans guess is that it would cost around \$3,000 - \$5,000 a month for a person to come in to provide the Council with their expertise.

Vice-Mayor Bryan asked the Council for permission to engage the League to provide the recruitment services, and second to follow-up and research the concept of an interim town manager.

Council member Vail asked if the League expected the Council to extend due date of the town manager applicant submission or start with the applicants already received; and if extended, would the cost go up. Vice-Mayor Bryan responded by stating that the maximum cost is \$5,000 and as he feels that the work to screen the 35 applicants, the maximum price would be well worth it. Council member Vail agreed and Council member Wren agreed and stated that the council would be foolish not to except the Leagues help and guidance.

John Thurston, 291 RP Drive, Tusayan AZ, wanted to know why there wasn't a call to the public item on the agenda. Mayor Shearer responded that it was a Special Meeting and it didn't get put on the agenda.

Mayor Shearer stated that he had set on committees searching for a school superintendent, and narrowing the field down to five applicants, there still is a tremendous amount of work so he would concur, as well, that it would be foolish if the Council didn't accept this offer from the League.

Council member Vail responded that it is a tremendous amount of work as well as tremendous amount of mistakes that could be made with asking the wrong questions, not asking the correct questions and it would be nice to have people with experience in this matter on board.

Vice-Mayor moved that the Town Council engage the Arizona League of Cities and Towns management recruitment services at an estimated cost of \$2,500 plus expenses to help with the town manager recruitment.

Council member Montoya seconded the motion. Council members agreed unanimously.

Vice Mayor Bryan asked the Council for permission to continue to work with the AZ League Range Riders. He has had several conversations with Mike Hutchinson who is the head of the group and he could see if there was a person who would be interested in working as an interim town manager over the 2 to 4 months. Ask approval to continue to work with the process with the Range Riders and bring back any proposals to the Council for approval. Town Council agreed unanimously to continue this process.

4. RFP Housing Needs Assessment Proposal's – discussion and possible action

A phone call was made to Attorney, Russ Kolsrud regarding a couple of questions on the RFP's. Mayor Shearer asked that Addendum B on the D&H Consulting proposal indicated that they could meet the 90 day time frame. Legal Counsel responded saying that the Council could accept their proposal contingent upon their acceptance of the schedule required by the RFP. The other option could be negotiated with both RFP's to make sure they can make the 90 day time period.

Kuehl Enterprises did not resubmit according to the requirements from the revised RFP. Could they be contacted and asked if they wanted to revise the time frame. Attorney Kolsrud stated no since they didn't resubmit per the revised RFP. Attorney Kolsrud sent a letter and a copy of the revised RFP to Kuehl Enterprises. Attorney Kolsrud will send a copy of the letter that was sent to Kuehl Enterprises. If council wants to reopen the RFP and extend the timeline for one company, then it has to be open to all companies. If there was confusion by Kuehl, the RFP would have to be amended, revised and republish again.

Council member Wren asked Attorney Kolsrud if he specifically requested a response by letter or phone in the letter. At this time, Legal Counsel read the letter to the Council that was mailed to Kuehl Enterprises. The letter did not request a response from Kuehl.

Vice Mayor Bryan asked Attorney Kolsrud if the Town Council wanted to republish the RFP, what actually needed to be done to it? All that would be required is to extend the time line and even give other companies an opportunity to submit a proposal.

Mayor Shearer stated that there were two valid proposals submitted; D&H Consulting, LLC and Economic & Planning Systems, Inc to consider (see Attachment "A" & "B"). Legal Counsel suggested that if the Town Council wanted to contact the person who did the bid with Kuehl to see if they were confused about the resubmission clause, they could do that without extending the time line.

Executive Session

Council member Vail moved to adjourn into an Executive Session at 10:45 a.m. to discuss the RFP Housing Needs Assessment Proposal's with Council. Vice-Mayor Bryan seconded the motion. Council members agreed unanimously.

Vice-Mayor Bryan moved to adjourn the Executive Session and return to the special meeting at 11:09 a.m. Council member Wren seconded the motion. Council members agreed unanimously.

Continued – RFP Housing Needs Assessment Proposal's – discussion and possible action

Based on the Councils review of the two RFP proposals, D&H Consulting, LLC and Economic & Planning Systems, Inc, Vice-Mayor Bryan moved to reject both RFP's, one based upon cost exceeding budgeted funds and the second RFP was lacking substance to where Council could make a qualified decision upon their ability to perform. Secondly, to repost new RFP's with some adjustments to be made. Council member Wren seconded the motion. Council members agreed unanimously.

5. Adjournment

Council member Wren moved to adjourn the meeting at 11:13 a.m. Vice-Mayor Bryan seconded the motion. Council members agreed unanimously.

Respectfully submitted,

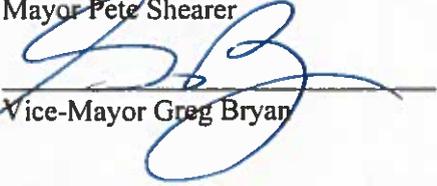
Dated: 10/13/10



Pam Parsons, Town Clerk



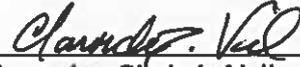
Mayor Pete Shearer



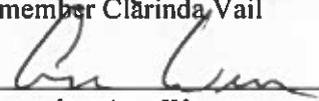
Vice-Mayor Greg Bryan



Council member Al Montoya



Council member Clarinda Vail



Council member Ann Wren