MINUTES

TUSAYAN TOWN COUNCIL SPECIAL MEETING MINUTES

PURSUANT TO A.R.S. § 38-431.02 & §38-431 .03
Wednesday, May 26, 2021 at 3:00 p.m.
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, May 26, 2021, 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 meeting.

Persons with a disability may request 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 devices, we ask that you silence it to minimize disruption of today's meeting.

TOWN COUNCIL SPECIAL MEETING MINUTES

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Clarinda Vail called the meeting to order at 3:06 PM and led the group in the Pledge of Allegiance.

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

Council Members were present, and a quorum was declared.

MAYOR CLARINDA VAIL
VICE MAYOR BRADY HARRIS
COUNCILMEMBER ROBB BALDOSKY
COUNCILMEMBER BECKY WIRTH
COUNCILMEMBER GREG BRUSH

Present: Mayor Clarinda Vail; Council Member Becky Wirth; Council Member Robb Baldosky; Vice Mayor Brady Harris

Council Member Greg Bush was not present until 3:14 PM due to an emergency.

Staff Present: Town Manager Charlie Hendrix; Town Clerk Dalia Lopez, Interim Clerk Marla Wortmann

3. **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.

No comments from the public

4. **WORKSHOP ITEMS**

A. Presentation and Discussion regarding Draft Working Budget. (60min)
Town Manager Charlie Hendrix presented the early working budget for the 2021-2022 fiscal year. In the presentation, which is available to the public on the Town's website, Town Manager gives a quick rundown of the red block line items that need council consideration. Town Manager explained the need for items to be added from a staff perspective by adjusting staffing to reflect the return of non-covid conditions, phasing out those budgets and plan for programming as the Town works with the Chamber of Commerce to assist on funding some of their programs. Town Manager introduced Bernie Weigandt, present via zoom, and who assisted the Town on the proposed working budget.

Town Manager directed council to begin review of the first budget items under "Mayor & Council" section, Community Action Grants, Kaibab Learning Center, and Chamber of Commerce.

"Mayor & Council"

Chamber of Commerce- ($80,000)
Town Manager stated that the amount proposed to the Chamber of Commerce section was due to the possibility of funding four events for them next year, 2022 Fourth of July, a bike marathon event, a "winter event", and a car show event. Town Manager noted that the amount added is a bulk amount for these future events. Town Manager returned the floor to council to begin a conversation relating the budget draft.

Councilmember Gregg Brush enters the meeting at 3:14 PM

Mayor Vail asked for clarification on the amount stated and wanted to be clear that she believed there was an amount left over due to not having a fourth of July event last year. She would like to know if the figure is more relating to a marketing figure and not on events. Mayor Vail stated that the event costs would be lower than the marketing cost and concluded that $100,000 would be sufficient. Vice mayor agrees while councilmember Wirth stated that $80,000 would be sufficient. Council discussed the amounts to be considered and agree with $80,000.

Kaibab Learning Center- ($40,000)
Town Manager asked council if they wanted to carry the $40,000 for this year based on last year when they declined for an agreement due to the gift clause concern or take the amount out of the budget. Councilmember Becky Wirth claimed that the whole purpose of the agreement with Kaibab Learning Center was because the Town would be paying the tuition for the students of Tusayan and would like to see an estimate of what the tuition figure would be. Councilmember Wirth added that the town has previously assisted with paying Kaibab Learning Center's employee salaries but emphasized the importance of the tuition payment and an additional amount as "cushion" for any new students that become part of the Town of Tusayan. Mayor Vail inquired about whether an agreement was ever put in

place last year, Town Manager stated that the last time she spoke with Kaibab Learning Center, they declined discussion at that time. Mayor Vail stated she would like to continue to help them and have something in writing so that once a budget is established and a discussion can be made in the future regarding an agreement. Councilmembers discuss the breakdown of costs, including tuition, and decide to carry over the $40,000 from last year's budget.

Community Action Group- ($40,000)
Town Manager directed council to the Community Action group item and stated that it is uncertain where or when the funds were expended in the past and believed it may have been a placeholder in case the Town would want to issue grants out. Councilmember Wirth mentioned the funds being used for community events or school events where a representative went to council asking for assistance in funding and named it as a community grant for those reasons. Town Manager advised that the Town attorney may struggle with that type of verbiage relating to this item, but for budgeting she asked council if they would like to earmark an amount now and discuss with the town attorney later. Councilmember Wirth asked if Kaibab LC does not want to get into an agreement with the Town, could they have the community grant and have the Tusayan Community apply for their schooling through the community action group (community grant). Town Manager stated that for the purpose of budgeting, she would like to earmark an amount now and would touch base with some feedback. Councilmembers agree with leaving the amount the same.

Town Manager asked councilmembers to take a minute to review the rest of the line items they would like to discuss before moving forward. Mayor Vail stated that she would like the bank fees item to be larger because of the ACH items that have been set up. Vice Mayor agreed and proposed an even $1,000 which council concurred. Mayor Vail added that she heard insurance coverage rates in general would be going up exponentially would like to ensure the coverage. Town Manager mentioned that next month newly added insurance coverage will be presented, and the amount could increase about $6,000. Town Manager advised that she and Bernie will go through the coverage and see what the best route would be. Councilmember Wirth wanted to know what the insurance coverage under "Mayor & Council" consisted of and Town Manager stated that it's a risk pool insurance in the manager and support level. Town Manager stated that she will set up a meeting with those companies for further information in case of significant increase in health insurance.

Bank Service Charges- ($1,000)

"Manager & Support"

Public Relations & Events- ($500,00)
Covid 19 expenses ($300,00)
Covid Contingency Reserve- ($1,700,000)

Town Manager suggested $125,000 as an amount for "Public Relations & Events" as the Town is working with other groups at the Chamber of Commerce and other entities within the Town. The amount also includes marketing efforts and the amounts are beginning to add up. Mayor Vail and council agreed to add the amount as a placeholder, but that the amount suggested is reasonable. Town Manager continued with the next line item relating to Covid 19 expenses and the Covid-19 reserve under "contingency". Town Manager suggested council have the amount under Covid-19 reserve roll over to next year just in case. Councilmember Wirth believed that the amount in the reserve was too much and should be allocated elsewhere. Town Manager reminded council that some of the monies have already been allocated to Covid-19 expenses and the total amount will be adjusted as the accounts are transferred to the new accounting software and some expense items need to be properly coded. Town Manager agreed that the amount in expenses does exceed the projected $200,000 but is nowhere near the million-dollar mark. Councilmembers discuss the amounts for the covid 19 reserve and expenses categories and agree to allocate $300,000 to expenses, leaving the Covid-19 reserve at $500,000 and moving $1.7 million to contingency reserve.

Other Consulting- ($20,000)

Town Manager reminded council that although there are no new consulting contracts, it would be best to allocate some monies in that category for any future cause. Mayor Vail suggested to add $10,000 while Vice Mayor believes an average of $20,000 could cover any possible expenses as he looks back to the 2019-2020 budget. Mayor Vail and other councilmembers agree with $20,000 for other consulting.

Before moving on to the next line item, Town Manager mentioned to council members to keep in mind that a project has been put in place to move staffing salaries out of HURF and reserving HURF for capital projects only but will be discussed in the next budget hearing.

Salaries & Wages – ($240,011)
Vice Mayor reviewed the "salaries and wages" proposed budget for 2021-2022 and asked whether the amount was enough considering the 2019-2020 actual budget and the possibility of needing more staff. Town Manager mentioned adjustments were made this year regarding staff and reminded council of a previous meeting relating to "office of tourism" that would assist in public outreach. Town Manager advised if council would like to add funds for an additional staff member, it would be best to mention it now. Councilmember Wirth and Baldosky both agree that increasing funds for staff is not necessary as this year is still uncertain regarding tourism. Vice Mayor mentioned he would like to see the marketing efforts done last year be utilized by "in-house" staff for more public outreach. Mayor Vail proposed the possibility of a split from the "Public Relations & Events" funds and Councilmember Wirth mentioned that funds could also be allocated from contingency to staff payroll if needed. Mayor Vail stated any outreach efforts could be taken from other budget items and further discussion would need to ensue for staffing consideration in the future. Town Manager confirmed with council that the $240,000 amount for current budget for staff is anticipated to change in the next meeting.

"Legal Services"

Special Council-($0)
Town Manager directed council to the Legal Services section, advised that adjustments were made to general council and discussion is needed relating to special council due to considerable changes to made regarding that section. Town Manager clarified that special council related to the Brownstein matter and requested direction on adding further funds for possible upcoming projects or leave the amount at zero. Councilmember Baldosky asked for clarification on whether the contingency fund could be used for legal funds as well. Mayor Vail added that she would be fine leaving "Special Counsel" at zero if it is confirmed that the contingency funds can be used for any future legal needs or else it would be best to have a fund in place just in case. Town Manager will investigate further and provide confirmation at the next budget meeting.

Litigation Allowance- ($10,000)
Town Manager then presented the litigation allowance item and advised it would be best to leave "as is" in case of any future litigation issues. Mayor and councilmembers agree and leave the litigation allowance at the amount stated in the budget.

"Court & Prosecutor"

Contract Prosecutor/Defender-($45,000)
Town Manager then presented the next budget section, "Court & Prosecutor", and advised to keep the budget amount the same since Covid shut them down for many months which is why the current budget is lower than expected, but in anticipation for future needs, it would be best to leave the same budget allowance. Town Manager noted the amount is also in anticipation with the new recreational marijuana rules and what that will do to the court budget in the future. Law enforcement also estimates a higher count of infractions relating to "disturbing the peace" and "DUI's" which in turn will impact the justice court. Mayor Vail and Town manager discussed reimbursement items relating to the agreement with the courts. Although the Town has been funding the court with a per diem this fiscal year, it may not do so for the next fiscal year. Mayor Vail stated the possibility of amending the agreement depending on what reimbursement items are already in place such as mileage and per diem.

"Planning & Studies"

General Engineering- ($147,000)

"Development & Permits"
All category item amounts stay the same.

Town Manager's recommendation is to keep the amounts consistent for "Planning & Studies" and "Development & Permits" and would like to note that there will be very significant changes to those sections moving forward. Town Manager stated that they were instructed to work on the Coconino County IGA to enable the permit process to be done through them. However, it will take some time for the changes to be implemented as the department cannot take on the responsibility at this time. They will need consultation from the Town engineer or Code enforcement officer and brings the questions as to whether to add funds to the General Engineering section to prepare for future hires. Councilmember Baldosky mentioned that funds could also be taken out of contingency which Town Manager stated she would have a concrete answer to that in the next meeting. Councilmember Wirth proposed $147,000 to the General Engineering budget to avoid continuously taking monies out of the contingency budget. Mayor Vail agreed and moved on to the next line item regarding Public Safety.

"Public Safety"

Animal Control-($2,500)
Town Manager stated that the amounts are a fixed cost. Animal Control is by animal basis and a contract was signed with them last year and when the Town tried to find a different company for the service, all declined. Animal Control sends an accounting at the end of the year, but it is not a lot.

Sheriff- ($444,150)
Sheriff's office contract is a fixed cost and discussion can be tabled to the June meeting.

Councilmember Gregg Brush recuses himself from any discussion pertaining to the Tusayan Fire District.

Fire District Subsidy ($250,000)
The Fire District Subsidy budget is for salaries. Councilmember Wirth asked if an IGA has been implemented yet, Vice Mayor stated they are still in talks, but that Tusayan Fire District proposed amount of $450,000 and the Town has countered with $200,000. Discussion commenced relating to budgeting for salaries and equipment for TSD. Mayor proposed that an amount $250,000 be put in the proposed budget amount as a placeholder until the IGA is finalized and put a different amount for equipment.

Council took a recess from the meeting at 4:24pm
Council reconvened meeting at 4:37pm

Mayor Vail commenced meeting and asked if anyone had any further questions on the previous items. No comment from public or council and moved on to the next line item in the budget working draft. Town Manager suggested moving forward to "Capital Project Fund" due to time.

Town Manager suggested to move forward to Capital Project Fund for purposes of time.

Town Manager requested confirmation with the suggested amount of $100,000 for Sanitary. Councilmember Baldosky mentioned that the IGA can move forward if the town agrees with paying for half which will be voted on once an IGA is finalized. Mayor Vail confirms that it is best to leave the amount as is for now.

"Capital Project Fund"

Expenditures:

Misc. Capital Projects- ($tabled)
Town Manager explained that the amount is carryover from last year. Town Manager advised that it helps to have these placeholders to use during this fiscal year and clarified that the category name was for uniformity purposes and that the amount would drop off. Mayor Vail asked for any recommendation from Town Manager and Town accountant on whether the amount should be set at. Town Manager recommended to think about realistic expenses. Mayor Vail noted that the amount will be reduced before publishing, but the amount is unknown at the moment.

Sports Complex-($ 1,700,000)
Town Manager mentioned that the amount is subject to change as she received a cost for $1.2 million recently and additional change orders. Vice Mayor asks if this is part of the master plan or a separate category, Town manager mentioned that there will be subcategories, and some are going to be separated line items. Vice Mayor explained there are two subcategories under capital project and one of the categories is the ramada and outdoor classroom. Council agreed to add $1.5 million to the sport complex; $1.5 million for the ramada and $200,000 to the outdoor classroom.

Tusayan affordable housing project
Council agreed to leave as a line item for now and add funds should the need arise from other budgets.

Flood Study/Model Update
Discussion continued and moved to change the following amounts:
Forest Basins-($87,000)
Flood Study/LOMR-($earmarked)
Mitigation-($earmarked)
Rain Gauge-($258,000)
Flood Protection- ($110,000)
Town Manager suggested to earmark an amount similar to the Sanitary District sections. Councilmember Baldosky claimed that the forest basins would probably be more than $87,000 and suggested that the flood protection should be in the amount of $110,000 because the clovar lomar would be done as half of what the district just moved forward with.

Trail system and improvements-($120,000)
Town manager proposed finish the ADOT just under $100,000. Vice Mayor stated that the EA will be done in 6-8 months as the survey will need to be done in August. Vice Mayor proposed $100,000-120,000 and Mayor Vail agreed to $120,000.

Street light project-($25,000)
Councilmembers discussed the amount of work needed to maintain the streetlights and the material for the poles. Mayor Vail believed that as long as they meet code and approval of the sanitary district, she proposed an amount of $20,000-$25,000 to the budget.

Fire department-($500,000)
Councilmember Brush recuses himself in the discussion.
Councilmembers were in agreement to budget $500,000 to the Fire Department. Town Manager clarified to Councilmember Baldosky that the Town Manager cannot change the town budget, but council can until it is published.

Water Company Purchase- ($100,000)
Discussion commenced on whether to keep the item in the budget. Mayor Vail would like the item to be taken out due to other budget projects that are being dealt with at the moment. Vice Mayor Harris and Councilmember Baldosky believed it would be best to keep for now and ask for a vote from the

community. Councilmember Wirth would like to keep it just in case that everything falls in place and have a chance to take action. Council decides to keep the item on the budget.

Bernie explained that the reason for the misc. was placed there to be able to expend for items such as loans proceeds. If the expenditure wasn't there, you would have to wait until the coming year to do so. You need to be sure to have enough budget expenditure levels to have the funds to move forward. Councilmembers discuss the statement made by Bernie, and Town Manager points out the need to be careful about over inflating the budget to make it look like the Town has enough monies to fund projects themselves and make it difficult to apply for grants in the future.

Mayor Vail asked for any further questions or comments before moving forward.

No questions or comments.

B. Discussion regarding updated 2021 Facilitation Guide/Projects list. (10 min)

Mayor Vail suggested to go over the guide on their own time so that everyone is using it with regards to budget.

5. REPORTS

A. Town Manager Report.

Town Manager noted that ADOT has sent over the approval of the special use permits for the signage and for the traffic test. Mayor Vail commented that about 40 people come through to the garden and Coconino County will be arriving at the garden to do classes to learn how to garden. Mayor Vail will be sending out a newsletter with more information.

6. CALL TO THE PUBLIC

No comments from the public

7. MOTION TO ADJOURN

Moved by Mayor Clarinda Vail, seconded by Councilmember Becky Wirth. Motion to adjourn the meeting at 5:35PM. Vote: 5-0 Passed Unanimously.

Clarinda Vail, Mayor 6/22/21 Date

ATTEST:

Dalia M. Lopez
Town Clerk

CERTIFICATION

STATE OF ARIZONA)
)ss
COCONINO COUNTY)

I, Dalia Lopez, do hereby certify that I am the Town clerk of 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 26, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 12th day of July 2021.

Dalia M. Lopez
Town Clerk