



MINUTES¹

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431 .03

Wednesday, September 14, 2022 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, September 14, 2022, 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 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 devices, we ask that you silence it to minimize disruption of today's meeting. Due to limited bandwidth capacity, we ask that you please turn off your Wi-Fi while at Town Hall and for those attending via Zoom, please turn off your video. This will provide for a better experience for all in attendance. Thank you.

TOWN COUNCIL REGULAR MEETING MINUTES²

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Vail called the meeting to order and led the Council and Public in the Pledge of Allegiance.

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

MAYOR CLARINDA VAIL - Present

COUNCILMEMBER BECKY WIRTH - Present

¹ For economy of space and ease of reading the minutes have been organized according to the agenda language. Items as they appear on the agenda have been italicized with the actual minute entries entered in plain type for reader convenience.

² Minutes are organized by agenda item in the order in which they were discussed.

VICE MAYOR BRADY HARRIS - Present

COUNCILMEMBER ROBB BALDOKSY - Present

COUNCILMEMBER GREG BRUSH - Present

2. ADOPT THE AGENDA

Motion to adopt the agenda as presented. First by Mayor Vail and seconded by Councilmember Wirth. Motion carries 5-0, in favor.

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

Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Comments will be limited to three minutes per person.

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

- A. Presentation of Bi-Monthly Law Enforcement Report, Lieutenant Jason Lurkins, Coconino County Sheriff's Office. (5 min)**

Town Manager Hendrix advised that no representative from the Sheriff's Office is present today, however, the report is attached to the agenda.

Mayor Vail advised that there is a federal pilot program to provide training for mental health crisis intervention and may be good to mention to Sheriff's office.

- B. Presentation regarding night skies, Radar Lane, Park Ranger. (10 min)**

Park Ranger, Rader Lane, Grand Canyon National Park's Dark Sky Coordinator. Spoke on how the Grand Canyon is in a unique position for dark skies due to the area's history, elevation, and infrastructure. He complimented Tusayan on being ahead of the curve with regard to dark skies as there is little light pollution in town. He spoke on the goals being to have dark skies not dark ground, and to try to keep the light on the ground for safety purposes and out of the sky. Additionally, he spoke on the steps the park has taken to mitigate light pollution.

Mayor Vail inquired about the narrow band amber lighting in Flagstaff.

Rader Lane advised that the best person to speak to regarding this would be Chris Luginbuhl of the Flagstaff Dark Skies Coalition. He offered the parks experience and resources to the Town to help out with applying for dark sky community status.

6. 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.

- A. *Ratification of payable accounts*
- B. *Ratification of Electronic and Automatic Payable Accounts and Spending Limit Pre-authorization*
- C. *Minutes of Council Meeting held on August 10, 2022, August 22, 2022 and August 24, 2022.*
- D. *Ratification of Contract for Professional Services with JE Fuller Engineering for Flow Monitoring and Modeling for Rain Gauge Project.*
- E. *Approval of Resolution 2022-16 regarding the setting of annual spending limit for the Tusayan Fire District.*
- F. *Authorization to staff to release complete hydrology and hydraulic study of Coconino Wash to the public upon request.*
- G. *Approval of proposed IT solution(s) for Town back-up, Firewall and VPN.*
- H. *Approval of annual Community Youth Program Back to School Night on September 22, 2022.*
- I. *Approval of Town Housing of CPWAC luncheon on September 30, 2022.*
- J. *Approval of Resolution 2022-17 Town of Tusayan Approval of Application for Formalized Non-Motorized or Motorized Trail Grant Application.*
- K. *Approval of Contract amendment for Interim Engineer, Jack Moody.*

Town Manager Hendrix advised that the August 24, 2022 meeting minutes have been drafted, but have not been finalized internally, and as such have been pulled from the agenda. The addendum for Town Engineer, is authorization to approve the addendum.

Motion to approve consent removing August 10, 2022 minutes and bring back for approval with revisions. First by Mayor Vall and seconded by Councilmember Wirth. Motion carries 4-0, in favor. Councilmember Brush abstained.

7. ACTION ITEMS - STAFF REPORTS

- A. *Consideration, discussion and possible action regarding approval/ratification of end-of-year budget adjustments (including budget adjustments). (5 min)*

Town Manager Hendrix advised that the budget adjustments are now attached along with physical copies provided to Mayor and Council. Staff has drafted a resolution for conciseness. The resolution allows for adjustments through the audit process and final numbers will be brought back for approval once the audit is complete.

Vice Mayor Harris inquired about the numbers for ARPA to ensure that the numbers reconcile.

Town Manager Hendrix advised Vice Mayor Harris that she will need to look into the discrepancy and get back to him after she discussed this matter with the Johanna, the Town Accountant.

Motion to approve resolution 2022-18. First by Vice Mayor Harris and seconded by Councilmember Brush. Motion carries 5-0, in favor.

- B. *Consideration, discussion and possible action regarding review of Town events and potential upcoming future events. (10 min)*

Town Manager Hendrix advised Mayor and Council that staff has looked into different holiday events and will have proposals for Mayor and Council to

consider. Staff is requesting that 7B and 7C be taken up concurrently. Christmas Décor is a proposal from a vendor to put together a winter walk through at the sportsplex. Vendor did a walkthrough the town and the sportsplex was deemed the optimal location for the event. The "holiday décor" items in 7B are being proposed for purchase and used year after year. The items in 7C would be rental items. Lastly, Mayor and Council requested that the drone show vendor present a proposal for a holiday show. Two different proposals were presented, 1) three-night option would total \$78,000.00- and 2) one-night show option would total \$39,000.00. Staff is recommending the stationary décor only or just the one-night show due to the cost. A Christmas tree is included in the holiday décor as this has been a want for quite some time.

Mayor Vail commented on any Christmas lighting/drone show that is done throughout the town should be as dark sky compliant as possible.

Vice Mayor Harris spoke in favor of some alternative to the drone show due to the pricing.

Councilmember Wirth advocated for a parade/ceremony that leads to the lighting and sports complex/winter walk.

Vice Mayor Harris spoke on bringing back hayride, caroling, and hot chocolate gatherings.

Mayor Vail confirmed the understanding of Council that as for now, the holiday décor and Christmas décor is something that Council agrees upon.

Motion to approve holiday décor and Christmas décor as presented by staff. First by Vice Mayor Harris and seconded by Councilmember Brush. Motion carries 5-0, in favor.

C. Consideration, discussion and possible action regarding approval of proposal(s) from Open Sky Productions and/or Christmas Decor. (5 min)

This item was discussed concurrently with item 7B. Please refer to the above for discussion that occurred regarding this matter.

D. Consideration, discussion and possible action regarding Town of Tusayan Marketing Plan. (10 min)

Town Manager Hendrix reminded Mayor and Members of Council of what was tasked of staff in previous meetings. This proposal includes community marketing survey/discovery meeting to include local business owners, the Chamber and stakeholders for input; potentially to be held first week in October (October 5th approximately 1 p.m. at Town Hall). After this meeting/survey, vendor would devise a 90-day marketing plan that would create marketing materials – logos, calendar, etc. This would not include the execution portion of the marketing strategy.

Mayor Vail spoke in favor of this proposal as a starting point.

Councilmember Wirth spoke in favor of the vendor and has been very pleased with her work in the past.

Motion to approve the Town of Tusayan Marketing plan as presented by staff. First by Mayor Vail and seconded by Vice Mayor Harris. Motion carries 5-0, in favor.

E. Consideration, discussion and possible action regarding American Rescue Plan Act - Recovery Funds (ARPA Funds) second tranche of funding usage. (10 min)

Town Manager Hendrix advised Mayor and Members of Council that this is on the agenda for a brainstorming session. The school has come forward to request that these funds be used for the free and reduced lunch program. There is approximately \$75,000.00 available – this is a conservative estimate that does not include administrative costs and reserves for potential non-profit. The request from the school is for \$5,000.00. However, to provide free and reduced lunch to every student would cost approximately \$30,000.00. If the Town provided \$5,000.00 in funding, the school has confirmed it would seek out the remaining costs from other sources. The previous two years of the program were funded by the federal government, but this year Congress did not approve the funding for all, only qualified families.

Councilmember Wirth spoke on potentially supporting families that are experiencing food insecurities and funding lunches for the entire year.

Town Manager Hendrix advised that in conjunction with the summer program, the town participated in the St. Mary's food bank program and have been able to provide lunches throughout the summer.

Councilmember Wirth spoke on providing fund to the school cafeteria to provide lunch for the entire year for children of Tusayan residents.

Mayor Vail cautioned that parsing that out may be difficult but would like to provide food to the students. She spoke in favor of providing the entire \$30,000.00 for school lunches.

Vice Mayor Harris spoke in favor of this endeavor to provide lunch and potentially perpetuate this type of funding into the future.

Mayor Vail spoke in favor of funding in perpetuity as long as the federal government does not fill the void of funding in the coming years.

Vice Mayor Harris spoke on the potential of establishing a volunteer fire fighter education fund through grants or actual education itself as another proposal for the usage of ARPA funds. He would like to see the Town assist in these efforts because it can help stabilize the community and businesses. Other communities throughout the state have utilized ARPA funds for education funding as well and he would like to see similar initiatives in Tusayan.

Councilmember Wirth spoke in favor of Vice Mayor Harris' proposal as it provide job training and opportunities to the young people of the community and provides a benefit to the community overall.

Councilmember Brush advised that costs to students going into EMT/firefighter training can be exorbitant.

Mayor Vail cautioned her Vice Mayor and Councilmembers that this proposal would need to fall within the ARPA guidelines.

Councilmember Wirth advocated for a program like the one Vice Mayor Harris proposed even if ARPA funds cannot be used.

Vice Mayor Harris spoke on the value of education to a community and his belief that it would provide lasting benefits to whereas direct cash payments would not.

Town Manger Hendrix advised that any resolution drafted for ARPA fund usage would layout the authorities and guidelnes for usage.

Direction to staff is to review ARPA guidelines for funding school lunch program in the full amount of \$30,000.00 and review the ARPA guidelines to establish a volunteer firefighter scholarship fund.

Vice Mayor Harris spoke on his research on "Mesa's Promise" that provides similar funding for educational purposes. He advised that staff look to Mesa as they have been able to navigate the gift's clause with their framework.

9. REPORTS

A. Town Manager

1. Town Manager Report

Town Manager Hendrix referred Mayor and Members of Council to her written report as it has quite a bit of information contained therein. The generator for Town Hall has arrived and the teams - Town Maintenance, Electricians, and Contractors have been coordinating to work on the installation. Vice Mayor Harris and Town Manager Hendrix spoke with NACOG and the striping project on highway 64 was chosen for funding. NACOG was interested in the Town's other project but requested supplemental information.

John Thurston inquired about the purpose of executive session.

Mayor Vail responded by reading the item as listed on the agenda.

1. Organization reports

1. Finance

2. Parks and Recreation

3. Engineering

2. 2022 Meeting Schedule

1. Annual Town Calendar

2. Annual Budget Calendar

3. Strategic Planning Updates

B. Council Members

Vice Mayor Harris advised that he and Town Manager Hendrix attended the League of Cities and Towns to network and meet likeminded individuals. Transportation was the main topic discussed mainly how to access and capture the funding available through the Federal and State Governments. Projects that get funded are the ones that are ready to go. The costs can be large and difficult for smaller communities to access these funds, so Vice Mayor spoke on the importance of regional partnerships.

C. Mayor

Mayor Vail spoke on TFD pursuing wild lands grant and advised that the Town will be providing a letter of support for TFD. A request from NPS came to us as well regarding a grant that they are working on and are requesting a letter of support. The musical festival in Town is wrapping up soon and would like to make the community aware of this event. School of rock is hosted at the Grand Canyon Unified School District and is an exciting event. Lastly, Mayor and TFD chief will be writing a letter to ADOT regarding weed height on highway 64 because it is a fire hazard.

D. Tusayan Fire District

TFD Chief Greg Brush updated the Town on the success of the vaccine drives and thanked everyone for taking the matter so seriously. He referred Mayor and Council to report regarding mass casualty incidents. Training events were held involving NPS, TFD and other partners. In addition, he referred everyone to TFD's checklist pertaining to evacuation and the importance of safety of all individuals in town. TFD will be having another volunteer academy and flyers are available for this.

Mayor Vail requested permission for the evacuation checklist be included in the town resource manual.

Chief Brush was happy to have the checklist included.

Josh Collett spoke on hosting a licensing frequency for emergencies.

Chief Brush spoke in favor of this idea.

- 1. Financial
- 2. Equipment
- 3. Other

E. Tusayan Sanitary District

F. Tusayan Justice Court

10. FUTURE AGENDA ITEMS

September workshop meeting to be held in October.

Motion to enter into executive session at 5:12 pm

11. MOTION TO ADJOURN

8. EXECUTIVE SESSION

If authorized by a majority vote of the Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Town Council may vote to go into executive session.

A. Pursuant to A.R.S. § 38-431.03 A.3., A.4. and A.7 Discussion regarding possible acquisition of the Hydro-Resources, Inc. Water System.

Clarinda Vall 10/12/22
Clarinda Vall/Mayor Date

ATTEST:

Logan Keel
Logan Keel, Town Clerk

CERTIFICATION

STATE OF ARIZONA

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COCONINO COUNTY

I, Logan Keel, 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 held on September 14, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Logan Keel Oct. 14, 2022
Town Clerk Date