



MINUTES¹

TUSAYAN TOWN COUNCIL SPECIAL MEETING

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

Tuesday, February 28, 2023, at 9:00 a.m.

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan, Arizona

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 SPECIAL MEETING MINUTES²

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Vail called the meeting to order at 9:03 a.m. 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

VICE MAYOR GREG BRUSH – Present COUNCILMEMBER JOSH COLLET – Present

COUNCILMEMBER ANDREW ALDAZ - Present

3. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Swearing in of new Councilmember Andrew Aldaz. (3 min.)

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.

Judge Robert Krombeen issued the Oath of Office thereby swearing in Councilmember Andrew Aldaz.

4. **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. *Recommendation to approve pending application for liquor license(s) #220321, #220319, #220294 at the Squire Resort at the Grand Canyon for approval to the state liquor board.*

Motion to adopt the Consent Agenda as presented. First by Councilmember Wirth and seconded by Councilmember Collet. Motion carries 5-0, in favor.

5. **WORKSHOP SESSION**

- A. *Presentation from staff regarding Strategic Planning and Budgeting, including but not limited to facilitation guide, focus areas, strategies, and projects with one, three and five year focus.*

Town Manager Hendrix listed the challenges the Town Council faced in 2022. She advised that every major area was addressed; there are some ongoing matters, but they are being addressed.

Town Manager Hendrix commented that the full presentation was uploaded to the Agenda.

Town Manager Hendrix referred Mayor and Council to the presentation attached to the agenda. She reviewed projects in process and upcoming.

- B. *Discussion and possible direction to staff regarding Strategic Planning and Budgeting, including but not limited to facilitation guide, focus areas, strategies, and projects with one, three and five year focus.*

Town Manager Hendrix worked with the Town Council to establish priorities and areas of focus.

Vice Mayor Brush left the meeting at approximately 10:30 a.m., and he returned at 11:09 a.m.

Mayor Vail announced a break at 12:04 p.m.

Mayor Vail called the meeting back to order at approximately 12:20 p.m.

Mayor and Council discussed the priority items in the Capital Budget:
Sports Complex - \$1,500,000; Master Plan - \$250,000; Flood Study - \$100,000; Forest Basins - \$120,000; Rain Gauges - to be determined; Trails System - \$425, 000; Water Company Purchase - to be determined; Water

System Improvements - to be determined; Road Resurfacing - \$500,000; Rec. Center Program - \$25,000; Fire Equipment - Truck - \$500,000; Landscaping & Maintenance - \$100,000; Mouqui - to be determined; Property Lease - to be determined; Property Purchase - to be determined; Tutoring - to be determined; CDBG - \$400,000; ARPA Funds - to be determined; Payments to individuals - to be determined; New Staff Positions - to be determined; Pedal Bike Track - \$10,000; Dump Truck - \$800,000; Food Pantry - to be determined; Council Projects - to be determined; Utility Increase - to be determined; Inflater - Inflater - 15% across the board; Warning Siren to be determined; Staffing Needs - to be determined; LPR cameras - to be determined.

6. 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)(1) discussion and consideration of renewal of the Town Manager's Employment Contract.

This Executive Session Item was not held and will be listed on the March Town Council Regular Meeting Agenda.

7. REPORTS

- A. Town Manager Report.

No report given.

- B. Town Council Reports

Vice Mayor Brush announced a tentative vaccination clinic schedule for March 28, 2023.

8. CALL TO THE PUBLIC

No one spoke.

9. MOTION TO ADJOURN

Motion to adjourn at 1:08 p.m. First by Vice Mayor Brush and seconded by Councilmember Wirth. Motion carried 5-0 in favor.

Clarinda Vail 3/14/23
Clarinda Vail, Mayor Date

ATTEST:
Tina M. Abriani
Tina M. Abriani, Office Assistant

CERTIFICATION

STATE OF ARIZONA

§
§
§

COCONINO COUNTY

Office Assistant +A

I, *Tina M. Abriani*, 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 *FEBRUARY 28, 2023* I further certify that the meeting was duly called and held, and that a quorum was present.

Tina M. Abriani *03-14-23*
Office Assistant Date



Town Council Workshop Facilitation Guide

The Expectations of Town Manager and Council for Effective Relations

Expectation	Description
Respect the decisions of the Council.	Implement Council's policies by accurately interpreting direction given by the Council, carrying out their directives as a whole and supporting the actions of the Council after a decision has been made.

Focus Areas

Fiscal Stewardship

Tusayan will implement innovative and responsible policies and business practices to effectively manage its fiscal and human resources in accordance with statute and regulation. Tusayan will maintain a stable financial environment that is transparent and that maintains an outstanding quality of life for our citizens. Business practices will be efficient, business friendly and ensure exceptional customer service to all stakeholders and citizens.

Safe, Healthy and Emergency Prepared Community

The Town of Tusayan and our partners will seek an optimal quality of life for residents by cultivating and supporting opportunities for public health and safety. The Town recognizes that a key sense of community well-being comes through obtaining a level of emergency readiness and stakeholder communication.

Culture and Recreation

The Town of Tusayan will build a cultural identity that reflects and preserves its unique small-town character. This will be done through the responsible promotion of arts, education, recreation, programs, events, and other similar opportunities, that are reflective of our unique community and surrounding environments.





Town Council Workshop Facilitation Guide

Inclusive, Connected, and Sustainable Community

The Town of Tusayan will provide and/or promote programs, gathering places, and events where all members of the community can come together to participate in opportunities of learning and recreation. Connectivity within the community will be cultivated through engagement, excellent focused service, reliable and accessible communication.

Economic, Tourist and Market Growth

Tourism is the economic driver in the Town of Tusayan and surrounding communities. The Town of Tusayan will foster community investment and economic development through streamline processes, technology, safety, proper planning, economic resiliency, and an aesthetically attractive community appearance. This is supported by smart growth that respects the area's natural beauty, small town character, as well as both partner and residential need. In addition, the town understands the integral role that marketing plays as a communication device in the economic engine of tourism in the Town of Tusayan.

Community Focused Government of Integrity

The Town of Tusayan recognizes that a key (but often unseen) component of residential quality of life is providing ongoing innovation and outstanding government services that are transparent, accountable and professional. Employees will be provided the tools and resources for continuous personal and institutional improvements. The Town will strive to provide the community with resources necessary for optimal government engagement.

Sustainability and Infrastructure

The Town of Tusayan will meet our environmental, social, and economic needs without compromising future generations' quality of life. The Town will also maintain a sensitive posture towards the needs and sentiments of our partners and neighbors. The Town will take advantage of new technologies and learning opportunities to forge an innovative path forward. The Town will endeavor to plan and build infrastructure that is inclusive of our diverse community. We will strategically plan, implement, and maintain current and future infrastructure and facilities, using technology and learning, when possible, to support the community's quality of life, economic viability, and protect the environment.





Town Council Workshop Facilitation Guide

The proposed strategies were evaluated as part of the online survey.

Strategy 1: Customer Focus - Improves service to customers and their seamless interaction and accessing of services.

Strategy 2: Internal Process Focus - Internal processes are improved to enhance operation efficiency and effectiveness.

Strategy 3: Technology and Training Focus - Improves organization technology and/or enhances staff development.

Strategy 4: Financial Sustainability Focus - Reduces cost enhances and improves revenues; improve financial transparency, reserves, and credit rating.

Strategy 5: Community Well Being Focus - Improves community connectivity, safety, health, and sense of wellbeing.

Strategy 6: Economic Sustainability Focus - Improves the long-term economic viability of the community through employment and diversification, improved economic opportunities and support for continuing business operations.

Strategy 7: Employee First Focus - Improves and supports the ability to hire and focus on “Employee First “in delivering high quality and cost-effective services.

Focus Area: Fiscal Stewardship





Town Council Workshop Facilitation Guide

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Continued updating of financial accounting policies and investments	3,4,6,7		Staff- council Fiscal designee	2023-2024 Ongoing
Monitor Utility Rate Increase	1,2,5,6	1	Everyone	2023 (focus June)

Focus Area: Safe, Healthy and Emergency Prepared Community

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Flood Study Completion and Reach Resolution on Final Number	5, 6	1	Council and Manager	2023- And ongoing
Disaster Relief Preparedness/Readiness Plan Implementation Develop power outage/ event/traffic coordination plan	5, 1	1	Council and Manager	2023-2024 And then ongoing





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Hazard Mitigation Plan (FEMA directed)	5,1	3	Manager	23-24 reviewed yearly (in cooperation w/county led effort)
Tusayan Sanitary District Projects	1,5,6	2	Council/Manager/ Staff	23-24 And then ongoing
Cloud Seeding	4,5,6	3	Council/Manager/Staff	24-25
Coconino County Sherriff's Office Contract/IGA - closer monitoring of contractual language leading into renewal	4,5,7	1	Council/Manager	23-24 And then ongoing

Focus Area: Culture and Recreation

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year





Town Council Workshop Facilitation Guide

Sports Complex Masterplan	5,1	1	Work Group/Council Staff/Manager	2023-ongoing
Trails System	1,5,6,7	1	Council/Manager	2023-ongoing
Community Awareness Group	1,5,6,7	1	Everyone	2023-ongoing
Community Programing	1,5,6,	2	Council/Manager	2023-Ongoing
Community Health Worker	1,5	2	Council/Manager	2024-Starting Date





Town Council Workshop Facilitation Guide

Focus Area: Inclusive, Connected, and Sustainable Community

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Housing	1,5,6,7	2	Everyone	Starting in 2023 Ongoing
Highspeed/Fiber Internet Franchise Agreement and/or review options	1,3,5,6,7	1	Council/Manager	2023-24 Ongoing
Town Property Leases/Purchases	1,4,5,6,7	1	Council/Manager Legal	2023-24

Focus Area: Economic, Tourist and Market Growth

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Complete Advisory Tourism Committee	4,1, 6,	3	Council/Manager	2024-2025 Consider
Tusayan Marketing Plan/Program –	4,1,6	1	Council/Manager	2023-2024 Ongoing





Town Council Workshop Facilitation Guide

Explore Night Sky event etc.				
Tusayan Transportation Program	1,5,6,7	2	Council/Manager Legal	2023- Ongoing
Employee Stimulus Payments	4,6,7	2	Mayor/Manager Legal	2023-2024

Focus Area: Citizen Focused Government of Integrity

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Community Townhall and Stakeholder Engagement	1,5,7	1	All	2023- Ongoing
General Plan Updates	1,2,3,4,5,6,7	1	All	2023-2024 Ongoing
Engineering Department (ongoing review)	1,2,6	3	Manager/ Town Engineer	22-23 Ongoing





Town Council Workshop Facilitation Guide

Focus Area: Sustainability and Infrastructure

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Tusayan Forest Basins	5,6	2	Council/Manager Engineering Dept, Tusayan Sanitary District	2023- Ongoing
Storm Water/Rain Gauges	5,6	1	Council/Manager Engineering Dept, Tusayan Sanitary District	2023 Ongoing
Water Resources	5,6,7	2	All	22-23 Ongoing

Notes:



