



MINUTES¹

TUSAYAN TOWN COUNCIL REGULAR MEETING
 PURSUANT TO A.R.S. § 38-431.02 & § 38-431.03
 Tuesday, October 10, 2023, at 5:00 p.m.
 TUSAYAN TOWN HALL BUILDING
 845 Mustang Drive, Tusayan, Arizona

TOWN COUNCIL REGULAR MEETING MINUTES²

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Vail called the meeting to order at 5:00 p.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 JOSH COLLET** – Present
VICE MAYOR GREG BRUSH – Present **COUNCILMEMBER ANDREW ALDAZ** – Present
COUNCILMEMBER BECKY WIRTH – Present

3. ADOPT THE AGENDA

Mayor Vail moved that we adopt the Agenda as presented. Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Councilmember Wirth, Councilmember Collet, Councilmember Aldaz

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.

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.

No one spoke at the Call to the Public.

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

None.

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 September 13, 2023.**
- D. Ratification of checks disbursing anonymously donated funds for flood event victims.**
- E. Authorization for staff to pursue AZ Smart Fund Grant for purposes of Flood Planning/construction.**
- F. Approval of Placer Order Form/Contract**
- G. Approval of Grant Policy (Amendment 1)**
- H. Approval of Contract with Orcutt Winslow for Master Plan Services (Sports Complex)**
- I. Approval of Contract for General Plan Services**
- J. Authorization for staff to pay Gila River Grant Disbursement to Tusayan Fire District**
- K. Authorization to add Kroger Foods or associated gift card vendor to Town ACH List**
- L. Authorization to act as pass-through for Grand Canyon Food Pantry**
- M. Adoption of Resolution 2023-15 regarding 2024 Schedule of Town Council Meetings. (5 mins.)**

Councilmember Collet moved to adopt the Consent Agenda as presented, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Councilmember Wirth, Councilmember Collet, Councilmember Aldaz

7. ACTION ITEMS - STAFF REPORTS

- A. Consideration, discussion, and possible action to adopt Resolution 2023-14 regarding DMO (Designated Marketing Organization) Appointment. (5 mins.)**

Town Manager Hendrix commented that she and the Council have spoken in previous months about the DMO and revising it to enable the Town to be able to purchase DMO products as well as work with the state office of tourism on various projects. She explained that this was the most viable way to update the language in order to accomplish the goals. She noted this Item is on the Agenda for conversation and the Council's thoughts. She added that this allows us to continue to work with the Chamber; it allows them to continue to carry out the projects that they are working on and continue to do the activities they have under the DMO, and it also allows us to continue to work cooperatively.

Stoney Ward, President of the Chamber of Commerce, and Miranda Baldosky, Chamber Board Member, gave a presentation on the activities and financial situation of the Chamber.

Mayor Vail explained that the DMO Resolution does not take anything away; it allows the Town to have DMO status as well.

There was a discussion about the current and past Chamber financial documents.

Town Manager Hendrix explained that the DMO Resolution was the only way we could word it to give the Council DMO status, and it gives the Town the right to carry out the rest of the current contract with the Chamber.

There was a discussion concerning reviewing the financial documents submitted by the Chamber and the possible need for an executive session.

No action was taken.

B. Consideration, discussion, and possible action regarding Explore Tusayan Initiative and possible updates. (10 mins.)

Town Manager Hendrix referred the Council to her report, commenting that she and the Mayor met with the Chamber recently and covered most of those items in the presentation. She noted that the service sign has been delivered to Town, and the pieces that we have will be installed as soon as Mike, Maintenance Worker, has the availability to do it. She further noted that the Tusayan Sanitary District has been presented with a couple of proposed logos for their portion of the sign and she believes they will get back with us shortly on that piece.

Town Manager Hendrix commented that she and the Mayor are looking at marketing agents; they are reviewing some things and will get back to the Council with some proposals on it in the coming months.

C. Consideration, discussion, and possible action regarding Bike Your Park Day, Holiday Light Celebration, July 4th Celebration, marketing, and other Town Events. (10 mins.)

Town Manager Hendrix directed attention to the advertising for the Astronomy Events and the Marathon Event. She noted we are ramping up for the Holiday Lighting Event as well.

Town Manager Hendrix commented that we have worked with the Drone Show people for the Holiday Lighting Event, and they have sent us the contract. She explained there was a drone show budget for the year so that we would have the two main drone shows on July 4th, but then we would also have some mini drone shows this year. She specified that our first mini drone show will be in conjunction with our Holiday Lighting Event. She asked the Council for permission to sign the drone show contract because of her concern that if we wait until November, it will be too late. She commented that in order to get the custom light show for the Astronomy Days, the drone show folks are asking that we go up to \$115,000 instead of \$100,000, but then that show will be proprietary to us. She continued, they will agree, with that extra amount, to design that specific to us and they will not fly that show anywhere else in the nation.

At 5:35 p.m., Vice Mayor Brush left his seat on the dais.

Mayor Vail commented that she knows the Council wants the Holiday Lighting Drone Show.

There was discussion of possible locations for the Holiday Drone Show.

Town Manager Hendrix commented that the drone show people had at one point, said that the optimal place in Town to take off from would be the Grand Hotel.

There was some discussion of having the drones take off from the basketball court at the Sports Complex.

Town Manager Hendrix advised that the drone show people also noted they would prefer for the mini shows, not to provide sound. They would prefer we use our own sound, but they will provide it for an extra charge.

Councilmember Collet asked the Town Manager if it would be a motion to authorize the Town Manager to sign a contract for the Lighting Ceremony.

Councilmember Wirth added, 'and raise the cap to \$115,000.'

Mayor Vail said so moved (to authorize the Town Manager to sign a contract for the Lighting Ceremony and raise the cap to \$115,000), first by Councilmember Collet and second by Councilmember Wirth. Motion Carried. Aye: Mayor Vail, Councilmember Wirth, Councilmember Collet, Councilmember Aldaz

D. Consideration, discussion, and possible action regarding holiday distribution. (5 mins.)

Town Manager Hendrix commented that we had this conversation last month about whether to keep our Turkey Distribution based in the Emergency Services Program as we have done in the past. The proposal was to shift it more to our Library Services Program, and staff has done some research; she referred them to her report to see what was found. She noted that staff is recommending that we keep with the Library Services Program because it seems more viable this year, and we are asking the Council to set the actual gift card amount.

Councilmember Aldaz, the designee for the Holiday Distribution this year, commented that if there are two eligible family members, each individual would receive a card, thereby raising the amount for the family.

There was discussion of giving out gift cards to those over the age of 18, with proof of residency or employment in Tusayan.

The Council discussed the recommended amount for the card, and they decided on \$35.

Town Manager Hendrix explained that as a Library Services Program, we are not just providing a gift card, we are also providing a package consisting of educational materials including healthy dietary information.

In response to a question, Mayor Vail explained that if people are not enrolled in the TOT Pass Program, then they would have to fill something out.

Town Manager Hendrix commented that we still plan to have a form where you will have to check the boxes that commit you will not use this card for alcohol or tobacco, and you are 18 years of age or older.

Councilmember Collet moved that we approve the gift card amount at \$35, and Mayor Vail seconded the motion. Motion Carried. Aye: Mayor Vail, Councilmember Wirth, Councilmember Collet, Councilmember Aldaz

Town Manager Hendrix advised that the goal is to have the gift cards ready on November 17th, so that when you pick up your ARPA check, we will have Library Services available for people to check out.

E. Consideration, discussion, and possible action regarding Proclamation of local emergency and local recovery projects, including but not limited to landscaping. (5 mins.)

Town Manager Hendrix commented that we are still working to get a viable landscaping quote, and we did receive a non-viable landscaping quote for nearly 2 million dollars.

Councilmember Collet asked if we have considered just subbing it out to each individual property if we set an amount of, out of left field, \$20,000 as an allowance or an allotment to groom an area. He added that they would have to meet set guidelines.

Town Manager Hendrix commented that if they invoiced us and we could prove a value, that might work. She suggested they brainstorm that idea offline. She also commented that the ADOT piece is a hurdle.

Councilmember Wirth posed the option of hiring another employee for landscaping.

Town Manager Hendrix commented that the Town has been looking for a Maintenance Worker since July.

F. Consideration, discussion, and possible action regarding Proclamation of local Emergency and local recovery projects, including but not limited to landscaping. (10 mins.)

No comment was made on this item.

Mayor Vail recessed the Regular Meeting of the Tusayan Town Council at 5:57 p.m.

8. Annual Meeting Housing Authority Town of Tusayan

A. Call Meeting to Order

Director Vail called the Annual Meeting of the Tusayan Housing Authority to order at 5:57 p.m.

B. Attendance

The following Directors were in attendance: Clarinda Vail and Becky Wirth. Director Brush was absent.

Town Attorney Arnson asked if a quorum was present, and he learned that two of the three Directors were present.

C. Old Business

Director Vail stated there is no Old Business.

Director Vail explained, for the public, this entity exists as a Housing Authority only if things were built at Kotzen and at Ten X, and there is no building happening at those places. The meetings are held to keep the entity in existence.

D. New Business

Director Vail noted the Housing Authority has two new Directors to appoint: Josh Collet and Andrew Aldaz, as well as two Directors to remove from the ACC filings: Rob Baldosky and Brady Harris.

Director Vail moved that we appoint the two new Directors Josh Collet and Andrew Aldaz and remove, because they were past Councilmembers, Brady Harris and Rob Baldosky. Director Wirth seconded the motion. Motion Carried. Ayes: Director Vail and Director Wirth.

Director Vail commented that the motion includes direction to staff to handle and correct those things with the ACC.

Town Manager Hendrix replied yes.

E. Call to the Public

None.

F. Adjourn

Director Vail moved we adjourn, and Director Wirth seconded the motion. Motion Carried. Aye: Director Vail, Director Wirth, Director Collet, Director Aldaz

Mayor Vail called the Regular Meeting of the Tusayan Town Council back to order at 6:00 p.m.

9. 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.

Mayor Vail noted Councilmember Wirth had mentioned the thought of possibly talking about the Chamber in Executive Session. Mayor Vail asked Councilmember Wirth if she would like to do that now or look at the documents that have been submitted and have it scheduled for next month.

Councilmember Wirth replied that she agreed with the Mayor that looking over the documents first was a good idea.

10. TOWN REPORTS

A. Town Manager and Department Reports

Town Manager Hendrix referred the Council to her Staff Action Report. She noted that the Forest Service is still working on the NEPA documents for the trails.

1. Notices

2. Finance

3. Parks and Recreation

a. Ramada Construction Schedule

Town Manager Hendrix commented that we are excited that the Ramada should be finished by the end of the week.

Mayor Vail commented on the possibility of having a ribbon-cutting ceremony for the Ramada/Road.

b. Baaj Nwaavjo I'tah Kukveni Grand Canyon National Monument Status Update

Mayor Vail directed attention to the letter on the National Monument status in the Agenda Packet.

Councilmember Collet noted the letter was from Kaibab National Forest Service leadership and provided contact information.

4. Engineering

B. 2023 Meeting Schedule

1. *Annual Town Calendar*
2. *Annual Budget Calendar*
3. *Strategic Planning Updates*

C. Council Members

Councilmember Aldaz reported on the successful Fall Community Gathering noting people from the County, the School, and the Sheriff's Department were there. He commented that a lot of information was presented and given out. He further commented that three kids from the school played music.

Councilmember Wirth gave an overview of her financial report which she handed out. She noted that currently, the LGIP is a month behind, so the report is not 100% correct, but it is what we are working with. She commented that she has some concerns with LGIP, she thinks there is a discrepancy in the dollar totals, and we will get that taken care of. She added that she will report on that at the next meeting.

Councilmember Wirth thanked the Council for picking up the slack for her on community events during her need to travel.

D. Mayor

Mayor Vail thanked staff during such a busy time. She commented that our community is unique and wonderful things for our citizens are going on.

Mayor Vail proposed that the Council not have an October Work Session because of how busy Town Hall staff are, and the Council concurred.

E. Tusayan Fire District

1. *Financial*
2. *Equipment*

3. **Other**

No report was given in the Chief's absence.

F. **Tusayan Sanitary District**

1. **Long Jim Loop Road Update**

Bob Petzoldt, of the Sanitary District, thanked the Council for making the road update possible. He noted that the construction is underway; they broke ground on Monday. He commented that they had to do some survey work and measure soil densities, so there will be some additional costs. He noted they are hoping to approve replacing some of the speed bumps for the school. He stated the road will be open October 25, 2023.

There was a discussion of a ribbon-cutting for the Ramada and the road work completion.

G. **Tusayan Justice Court**

No report was given.

H. **NACOG – Northern Arizona Council of Governments**

Mayor Vail advised there is no update on NACOG. She commented that she attended the meeting with the rural water group that was invited to meet with the Governor. Mayor Vail noted that the Governor has formed another water group to look into things concerning wells and ground water as there are no guidelines or regulations for areas outside of developed areas.

10. **FUTURE AGENDA ITEMS**

Town Manager Hendrix gave an update on the Grand Canyon National Park Airport noting that yesterday and this morning they were doing testing on the runway because next year they will be replacing the runway. She commented that they will start a public campaign to provide the community with information and updates.

11. **MOTION TO ADJOURN**

At 6:24 p.m., Councilmember Wirth moved to adjourn, and Councilmember Josh seconded the motion. Motion Carried. Aye: Mayor Vail, Councilmember Wirth, Councilmember Collet, Councilmember Aldaz



Clarinda Vail, Mayor

11/19/23

Date

ATTEST:


Tina M. Abriani, Town Clerk

COCONINO COUNTY

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I, TINA 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 OCTOBER 10, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Tina M. Abriani 11-14-23
Town Clerk Date

