



MINUTES¹

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Tuesday, February 13, 2024, 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 5:01 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 ANDREW ALDAZ – Present

VICE MAYOR GREG BRUSH – Present

VACANT

COUNCILMEMBER JOSH COLLET – Present

3. ADOPT THE AGENDA

Vice Mayor Brush moved that we adopt the presented agenda, and Councilmember Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, 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.

Michael Scott, Manager of the Grand Canyon Food Pantry, thanked the Town for their support of the Tusayan Food Pantry over the last six months. He presented the Council with an official certificate of appreciation from St. Mary's Food Bank.

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

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 and after-payable accounts**
- B. Ratification of Electronic and Automatic Payable Accounts and Spending Limit Pre-authorization**
- C. Minutes of Council Meeting held on January 9, 2024.**
- D. Approval of Updated Contract (Amendment) with Westwood Professional Services (Jack Moody, Town Engineer).**

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

7. ACTION ITEMS - STAFF REPORTS

- A. Consideration, discussion, and possible action regarding Council vacancy, presentation of staff recommendations for addressing and filling the current Council vacancy. (10 mins.)**

Town Manager Hendrix noted that the one and only applicant is in attendance.

Mayor Vail asked the applicant if she would prefer her interview to be held in open session or executive session.

The applicant indicated that either way was fine.

Mayor Vail asked the applicant if she has been registered to vote in Tusayan for more than one year, noting it is a requirement.

The applicant replied yes definitely and shared that she had been here on and off all her life.

In response to a question, the applicant stated her first year here as an adult was 1972.

Mayor Vail moved approval to fill the current Council vacancy with Kathryn - to appoint Kathryn Kanallakan to the open vacancy on the Council, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Councilmember Collet, Councilmember Aldaz

Town Manager Hendrix stated that Council Member Kanallakan may abstain from voting on any matter with which she does not feel comfortable. She further stated that Council Member Kanallakan would be officially sworn in at the next Council Meeting.

B. Consideration, discussion, and possible action regarding Explore Tusayan Initiative, Designated Marketing Organization (DMO), and possible related projects. (10 mins.)

Town Manager Hendrix referenced her Action Report for information on several of the additional responsibilities the Town has assumed due to the Town's DMO (Designated Marketing Organization) designation. She commented that there have been several marketing articles in the paper and in different tourist publications. She explained that is important because we are expecting a really positive spring break this year. She noted we are working even harder with ADOT to get the lines painted.

Town Manager Hendrix announced that we have partnered with American Tourist International (ATI). She commented that they have already started marketing the community or highlighting the community on their website. She noted they are currently looking for vendors in the community to add to their portfolio. She added that she has reached out and encouraged local vendors to work with ATI to be one of their vendors.

Town Manager Hendrix noted that we have been working on our DMO ad buys to try to get more advertising for the community at large. She explained that they have taken their Explore Tusayan campaign and are gradually building up to bigger and bigger ad buys. She commented that we have been working since the World Series to try to capitalize on major events. She gave a report on the ad buys recently purchased, noting they are a combination of billboards, social media, some tag on to a radio, and drive guides. In addition, she commented that we are now seeking approval for ad buys to go with Spring Training and the Final Four. She noted there are two proposals in the Agenda Packet, one was the original proposal which was quite extensive, and they came back with a more targeted proposal which is a little bit smaller. She noted the latter is the one staff is suggesting that the Council approve. She mentioned that they also looked at Super Bowl ad buys and because of lack of available inventory, they shifted to ad buys to get the Las Vegas market in the summertime.

Town Manager Hendrix pointed out that this is really a multi-year approach designed to build name ID and name recognition over a long period of time. It is meant to raise visibility and keep market share over time.

In response to a question, Town Manager Hendrix clarified that she was asking for the proposal for around \$18,000.

Councilmember Collet moved that we direct staff to continue on this advertising course with the alternative option (the \$18,000) and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Councilmember Collet, Councilmember Aldaz, Councilmember Kanallakan

There was a discussion of the fitness routes map.

Town Manager Hendrix commented that we would like feedback on continuing with the Explore Tusayan message, including going to travel shows.

C. Consideration, discussion, and possible action regarding Holiday Light Celebration, Astronomy Events, Cinco de Mayo, July 4th Celebration, marketing, and other Town Events. (10 mins.)

Town Manager Hendrix advised the Council that we have started to gather information and quotes for the Fourth of July. She gave an update on the expected performers and stated we

are seeking permission to renew contracts with them for this year. She requested that the Council give her permission to renew Fourth of July contracts with people from last year.

Councilmember Collet moved that we authorize staff to begin contracting with vendors for the Fourth of July Celebration, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Vice Mayor Brush, Councilmember Collet, Councilmember Aldaz, Councilmember Kanallakan, and Mayor Vail abstained.

Town Manager Hendrix was looking for feedback regarding repeating the same options this year as last year.

Town Manager Hendrix commented that for Cinco de Mayo, we have received one quote back from the Squire. She stated we want to do a little more investigating, and what she would like is authorization to sign the contract pending some additional investigations. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Councilmember Collet, Councilmember Aldaz, Councilmember Kanallakan

Town Manager Hendrix shared the drone show light show story board for Cinco de Mayo on the TV screens.

The location of the take off for the drone show was discussed.

Town Manager Hendrix commented that we have come up with a plan based on where the astronomy evening would be. She noted it might be subject to change based on where we sign the contract for the event.

Town Manager Hendrix commented that the Vice Mayor has helped out a lot with the Astronomy Event.

Vice Mayor Brush gave a shout out to the National Park Service and commented that Rader was absolutely fundamental in all the presentations we have been doing as well as his guidance on this. He spoke of putting the constellations up in the sky with Native American stories behind the constellations. He shared there will be open telescope viewing later in the evening.

Town Manager Hendrix announced that IMAX has agreed to do another showing on the Friday. She recapped noting we will have a Friday night movie, Saturday night drone show, and a Sunday night party.

D. Consideration, discussion and possible action regarding Sports Complex Master Plan. (5 mins.)

Town Manager Hendrix commented that this is on the agenda primarily to remind the public that we have two strategic planning sessions and let everyone know that those surveys are still open. She encouraged everyone to take the survey.

Councilmember Aldaz shared comments from the public about the difficulty in using the QR code on Facebook to take the survey.

Town Manager Hendrix shared the various ways to take the survey, and she commented that the closing date of the survey has not yet been decided.

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 advised that Arizona Smart Fund Grant is going to be up before the Transportation Committee this Friday in Douglas, Arizona. She noted we want to make sure that we comment positively, and we want to reciprocate with the County because they are applying for grants as well.

Town Manager Hendrix noted we have been working with ADOT about striping the lanes on Highway 64. She added that she talked to them this week, and it looks like the Town will work directly with PMI, which is their contractor, to pay them. She commented that we will hopefully hold a meeting to try to get that done.

There was a discussion concerning working with the Park to change the messaging boards.

F. Consideration, discussion and possible action regarding mid-year budget adjustments. (10 mins.)

Town Manager Hendrix directed the Council's attention to the handout at their seats. She commented that is on the agenda for the Council to take a look at the reports as a preview and then we take action in future months.

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 and A.1 Discussion and Interviews regarding Council, Board and Commission Vacancies.

B. Pursuant to A.R.S. 38.431.03 A.3, A.4 and A.7, Discussion and legal advice regarding potential options to pursue and/or acquire real property in Town limits.

Mayor Vail announced that we will hold the Executive Session at the end of the meeting.

9. TOWN REPORTS

A. Town Manager and Department Reports

Town Manager Hendrix referred the Mayor and Council to her Action Report. She asked that any items for the next budget, from the Council or the public, be given to her by the deadline of March 6th.

Town Manager Hendrix announced that the Dark Sky Compliance flyer was available. She noted it will help the members of the public to understand our Zoning Code concerning Dark Sky compliance.

Town Manager Hendrix noted that we have adjusted the Finance Report so there is a section on there now that reports the bank balances.

1. Notices

2. **Finance**
3. **Strategic Planning Updates**
4. **Parks and Recreation**

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

Mayor Vail announced there is a new national monument employee. Marlin Avantyr, of the Forest Service, is the first official employee of the monument; he formerly worked for the Kaibab.

5. **Elections**
6. **Engineering**

B. 2024 Meeting Schedule

1. **Annual Town Calendar**

Town Manager Hendrix announced that we have two meeting dates we are hoping to adjust. She commented that we would like to adjust the February 27th Council Special Meeting to February 26th at 3:00 p.m., and move the Council Regular March Meeting date to March 20th at 5:00 p.m.

2. **Annual Budget Calendar**

C. Council Members

Vice Mayor Brush gave thanks to everyone from the Town that did the snow plowing and clearing.

Jan Balsom announced, via Zoom, that the APS transformer delivery and temporary road closures are scheduled for Friday.

D. Mayor

Mayor Vail reported on bills in the Legislature. She shared a handout with two bills for which she provided comment.

E. Tusayan Fire District

1. **Financial**
2. **Equipment**
3. **Other**

Chief Brush had no report other than the Monthly Report that is part of the Agenda Packet.

F. Tusayan Sanitary District

Pete Shearer, via Zoom, announced that their normal monthly meeting has been moved to next Wednesday, instead of tomorrow. He commented on pending legislation.

G. Tusayan Justice Court

H. NACOG – Northern Arizona Council of Governments

Town Manager Hendrix expressed concern about a new NACOG fee.

I. Grand Canyon National Park Airport, Arizona Department of Transportation (ADOT)

At 6:07 p.m., Mayor Vail noted that they would go back to Item 8, Executive Session. She announced that no action would be taken after Executive Session.

Mayor Vail moved that we enter into Executive Session, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Councilmember Collet, Councilmember Aldaz, Councilmember Kanallakan

At 6:26 p.m., the Council returned to open session.

10. FUTURE AGENDA ITEMS

None.

11. MOTION TO ADJOURN

At 6:26 p.m., Councilmember Aldaz moved to adjourn, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Councilmember Collet, Councilmember Aldaz, Councilmember Kanallakan

Clarinda Vail 4/9/24
Clarinda Vail, Mayor Date

ATTEST:
Tina M. Abriani
Tina M. Abriani, Town Clerk

CERTIFICATION

STATE OF ARIZONA

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COCONINO COUNTY

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 13, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Tina M. Abriani JA 04-09-24
Town Clerk Date