



MINUTES¹

TUSAYAN TOWN COUNCIL SPECIAL MEETING

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

Monday, February 26, 2024, at 3:00 p.m.

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan, Arizona

TOWN COUNCIL SPECIAL MEETING MINUTES²

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Vail called the meeting to order at 3:06 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

COUNCIL MEMBER JOSH COLLET – Present

VICE MAYOR GREG BRUSH – Present

COUNCIL MEMBER ANDREW ALDAZ – Present

COUNCIL MEMBER KATHRYN KANALLAKAN – Took her seat at 3:16 p.m.

3. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. *Swearing in new Council Member Kathryn Kanallakan. (3 mins.)*

This Item was skipped as Council Member Kathryn Kanallakan had not yet arrived at the Meeting.

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. *Ratification of payable accounts*

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.

As the Payable Accounts Report was not attached to the Agenda, Town Manager Hendrix read it into the record. The report, captured below, was uploaded to the Agenda moments later.

Check Payable to Antelope Tours: \$600

Check Payable to Bright Event Rentals: \$15,873.35

Check Payable to Squire Resort at the Grand Canyon: \$7,057.40

Check Payable to Express Mini-Mart: \$1,090.33

Check Payable to Valley Hardware Feed and Supply: \$1,279.71

Vice Mayor Brush moved to approve the Consent Agenda, and Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Kanallakan

5. **WORKSHOP ITEMS**

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 noted that she had posted a copy of the 2024 Annual Planning Presentation to the Agenda.

Highlights of the presentation included the following:

- 2023 Year in Review
- 2024 Things to Consider
- Strategic Plan/Facilitation Guide
- Budget Priorities
- 2034 General Plan
- Projects in Process
- Review of Grants the Town has Received in 2023 and those Expected in 2024
- Key Deadlines Coming Up
- Staffing
- Facilitation Guide Process

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

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.*

Here, the Mayor directed attention to Item 3.A, *Swearing in new Council Member Kathryn Kanallakan.*

Council Member Kathryn Kanallakan took the Oath of Office.

Town Manager Hendrix commented that the Strategic Planning and Budgeting document is reviewed annually. She briefly reviewed the Focus Areas in the 2023 Facilitation Guide. She explained they would next discuss strategies to accomplish the Vision Statement.

Town Manager Hendrix listed the challenges the Town Council faced in 2023.

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

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

Mayor and Council reviewed and updated each Project/Policy in the Facilitation Guide, as well as adding to the list. (The Facilitation Guide is attached to the minutes.)

The Council took a break at 4:50 p.m. and continued the Meeting at 4:55 p.m.

C. Presentation, discussion and possible direction to staff regarding General Plan Update.

Jason Sanks of Sanks and Associates, LLC, the Town's Planning Consultant for the General Plan Update, gave a presentation on the status and plans for the General Plan Update. Highlights included:

- The Public Participation Plan and its Adoption in March
 - Includes, on the Town's website, a link to 2034 General Plan, GP, information, posting of the plan draft(s), listing of meeting dates and times, and staff phone and email contact information.
 - Also includes posting of occasional updates for the 2034 GP on the Town's Facebook Page with similar information on the Town's website.
 - Also includes Stakeholder Outreach: talking with community leaders, including people that direct a variety of private, public and government organizations. Interviews include finding out what needs, goals, and projects each organization has on their agenda in the short-, medium-, and long-term and how these may influence the Town's planning needs.
 - Also includes Council Work Sessions – Staff anticipates using the Council's regularly schedules hearing on the second Tuesday of the month as an opportunity for technical review of the GP draft progress as well as an open house for the public comment. This will effectively provide a monthly citizen input opportunity.
 - Also includes 60-Day Agency Review - Once a baseline draft of the new plan is ready for distribution, it will be transmitted to approximately a dozen partner agencies such as the Forest Service, NACOG, AZ State Land Department, and so on. As required by State statute, the Town will provide these agencies with at least 60 calendar days of review prior to a Planning and Zoning Commission formal citizen review meeting.
 - Also includes newspaper ads for public notice of required public meetings in the Williams-Grand Canyon News / Grand Canyon News
 - Also includes Public Posting of Hearings outside of Town Hall – As required by State law, notices of the General Plan public hearings will be publicly posted, including outside of Town Hall.

- Also includes Public Hearings – As the General Plan process wraps up, the Planning and Zoning Commission will hold a public hearing and make a recommendation on the 2034 General Plan to the Town Council. The Town Council will then consider the PZ recommendation and consider adoption of the plan by Resolution. Opportunities for final public input will be available at each hearing.
- The Projected Schedule for the Plan Development and Adoption
 - October 8, 2024 is the suggested Town Council Hearing for the prospective 2034 General Plan Adoption.
- An Overview of General Plan Components
 - The first three chapters cover the Town's regional and local context, history, demographics, and an inventory of its public services and facilities
 - Transportation/Circulation Element
 - Housing Element
 - Open Space, Recreation and Trails Element
 - Land Use Element
 - Impacts on Land (Environment Resources)
 - Consider new Community Character Element
- Review of Maps with Various District Boundaries
 - Regional Context Map
 - Planning Area Map
 - Public Service and Utilities
 - Sanitary District Boundary Map
 - Core Area Shuttle Stops Shuttle Map
 - Transportation & Circulation Map
 - Community Park Map
 - Parks and Trails Maps
 - Land Ownership Map
 - Land Use Map
 - Topography, Hydrology, Geology Map

At 5:47 p.m., Vice Mayor Brush left his seat at the dais and returned at 5:49 p.m.

Mayor Vail directed attention to Agenda Item 5.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.*)

The FY 2024 Capital Budget was reviewed and discussed as were possible FY 2025 Capital Budget items.



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



"Help is on the way"
BridgeGroup LLC
Management Consultants



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		Finance Group	2024-2025 Ongoing
Look at ALL potential long term funding options for ALL Town Projects	4,6	1	Everyone w/Finance Group focus	2024-2025 Ongoing

Focus Area: Safe, Healthy and Emergency Prepared Community

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Flood Drainage Masterplan (Tusayan Forest Basins) (Storm Water/Rain Gauges)	5,6	1	County, Council/ ADOT/ Staff/ and other Key Stakeholders	2024-2025
Refine Disaster Relief Preparedness/Readiness Plan Implementation Refine power outage/ event/traffic coordination plan	5, 1	3	Council and Manager	2024-2025 And then ongoing





Town Council Workshop Facilitation Guide

Hazard Mitigation Plan (FEMA directed)	5,1	3	Manager	2024-2025 reviewed yearly (in cooperation w/County led effort)
Tusayan Sanitary District Projects	1,5,6	2	Council/Manager/Staff	2024-2025 And then ongoing
Coconino County Sherriff's Office Contract/IGA - closer monitoring of contractual language leading into renewal	4,5,7	1	Council/Manager	2024-2025 And then ongoing

Focus Area: Culture and Recreation

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Sports Complex Masterplan	5,1	1	Work Group(s) / Council Staff/Manager	2024-2025 Ongoing
Sports Complex Masterplan Execution	5,6,1,7	2	Work Group/Council Staff/Manager	2024-2025 Ongoing
Trails System	1,5,6,7	1	Council/Manager	2024-2025 Ongoing





Town Council Workshop Facilitation Guide

Cookout Site	1,5,6,7	1	Council/Manager and Contractors	2024-2025
Community Awareness Group	1,5,6,7	2	Everyone	2024-2025 ongoing
Community Programing Events	1,5,6,7	2	Council/Manager	2024-2025 Ongoing
Community Health Nurse	1,5,6,7	1	Council/Manager	2025 Ongoing
Community Garden Expansion	5,3,7	2	Council/Manager	2024-2025
Land Use Agreement/IGA Update	1,5,7	1	Council/Manager	2024





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	1	Everyone	2024-2025 Ongoing
Highspeed/Fiber Internet Franchise Agreement and/or review options	1,3,5,6,7	2	Council/Manager	2024-2025 Ongoing
Town Property Leases/Purchases	1,4,5,6,7	1	Council/Manager Legal	2024-2025 Ongoing

Focus Area: Economic, Tourist and Market Growth

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Designated Marketing Organization (DMO)	1,4, 6,	2	Council/Manager	2024-2025 Ongoing
Tusayan Transportation Options	1,5,6,7	3	Council/Manager Legal	2024-2025 Ongoing
Employee/Resident Payment	4,6,7	2	Mayor/Manager Legal	2024-2025





Town Council Workshop Facilitation Guide

Monument Baaj Nwaavjo I'tah Kukveni – Ancestral Footprints of the Grand Canyon	6,7	3	Mayor and Everyone	2024-2025 Ongoing
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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	2024-2025 Ongoing
General Plan Updates	1,2,3,4,5,6,7	1	All	2024-2025 Ongoing
Engineering Department (ongoing review)	1,2,6	3	Manager/ Town Engineer	2024-2025 Ongoing

Focus Area: Sustainability and Infrastructure

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Water Resource Monitoring	5,6,7	3	Mayor and Everyone	2024-2025 Ongoing

Notes:





Town Council Workshop Facilitation Guide

