



MINUTES¹

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Tuesday, April 9, 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 5:00 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

COUNCIL MEMBER ANDREW ALDAZ – Present

VICE MAYOR GREG BRUSH – Present

COUNCIL MEMBER JOSH COLLET – Present

COUNCIL MEMBER KATHRYN KANALLAKAN – Present

3. ADOPT THE AGENDA

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

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.

John Thurston, via Zoom, announced his presence since his name did not appear on the screen.

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**
- B. Ratification of Electronic and Automatic Payable Accounts and Spending Limit Pre-authorization**
- C. Minutes of Council Meetings held on February 13, 2024; February 26, 2024; and March 12, 2024**
- D. Approval of Resolution 2024- 05 Authorizing a Citizen Participation Plan for the 2034 General Plan**
- E. Authorizing Town Manager to pursue certain grant opportunities.**
- F. Approval of Resolution 2024-07 Appointing Layperson Advisor on Tourism**

Mayor Vail announced there was one item from which she wished to recuse herself.

Town Manager Hendrix advised the Council that on Item 6.F., on the resolution and on the Agenda Item, it reads 'layperson' – there was a late correction. She explained that they felt like the language 'volunteer' was more appropriate, so the actual language in the resolution is 'volunteer.'

Vice Mayor Brush moved to approve the Consent Agenda, and Council Member Collet seconded the motion. Motion Carried. Aye: Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan; Mayor Vail recused herself because of the appearance of Item 6.F.

7. ACTION ITEMS - STAFF REPORTS

- A. PUBLIC HEARING – Conduct Public Hearing and consider recommendation of the Foodie Club Application for a Permanent Extension of Premises/Patio Permit to the Arizona Department of Liquor Licenses and Control. (5 mins.)**

Mayor Vail recused herself from this Item because of the appearance of a conflict with Foodie Club, and she left the dais.

Vice Mayor Brush opened the Public Hearing.

No one in the audience wished to comment.

Vice Mayor Brush closed the Public Hearing.

Council Member Collet asked if any complaints or negative comments had been received, and Town Manager Hendrix replied they had not.

Vice Mayor Brush moved to approve the Foodie Club Application for a Permanent Extension of Premises/Patio Permit; it is a permit to the Arizona Department of Liquor Licenses and Control, and Council Member Collet seconded the motion. Motion Carried. Aye: Vice Mayor Brush,

Council Member Collet, Council Member Aldaz, Council Member Kanallakan; Mayor Vail, recused herself.

B. Consideration, discussion, and possible action regarding budget update and start of season spending requests. (5 mins.)

Town Manager Hendrix commented that in the packet, the Council would notice that they had the updated budget sheets from the last Council meeting. She asked them to take a look to see if it looked correct. She noted that there are also a couple of staff requests listed in her list of goals. She stated this is what we have based on the conversation from last month, and we have already shipped these to Johanna, and in May, she should have a draft budget for the Council with some cash flow projections. She asked that the Council let her know if there was anything they would like to add or subtract.

Mayor Vail commented that with all the APS rate increases that were put in the Town Manager's Report, she did not think we increased APS enough in the budget.

Town Manager Hendrix responded that she would make sure Johanna includes that.

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

Town Manager Hendrix directed attention to her Report and commented that we have been working on a video production for the Town which would be kind of like a commercial. Although the final procurement is not done, we are hoping that they will be able to come up for the Cinco de Mayo weekend and take video of those events and video around Town that weekend. She requested authorization or approval of up to a set amount so that if the procurement comes back, we can go ahead and have them come that weekend.

Mayor Vail commented that we do have that in the budget.

Council Member Collet moved to authorize Charlie to spend up to \$20,000 on procuring the video production services, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Town Manager Hendrix next spoke about the Explore Tusayan Campaign. She explained that in order to keep our foothold in the marketplace, we really feel like we are going to have to raise our visibility in the market. She noted we have been doing a multi-channel campaign; part of that has been billboards which have been working very well for us. For this year, we have wanted to do summer in Las Vegas, and it has been suggested that we use several sites in Las Vegas. She displayed the Town of Tusayan Las Vegas Campaign Summer from Clear Channel Outdoor on the TV screens. She noted we are looking at an ad spend that matches what we have spent in Phoenix.

There was a discussion of the map of routes (on the TV screens) and the associated traffic. The Council wanted billboard placements up to Las Vegas along the freeways except for the one south of the 215 and I-15 Interchange.

Town Manager Hendrix next commented on the idea of adding radio advertising in the Phoenix market, and it is within the budget. She directed attention to the Agenda Packet for information on the Phoenix market. She explained that the concept is to advertise the Cinco de Mayo

weekend, May 3rd, 4th and 5th and the overall goal is to raise name recognition and name ID for planning upcoming summer vacations. There were three different proposals, A, B, and C. She noted that she is leaning toward B and C; Plan B in particular to aim at the demographic we want. She explained that this is an exploratory to see how it goes and to see what feedback we get.

Mike Scerbo of the Grand Canyon Watchdog, in the audience, commented that Radio and Records has a website that tells the overall listenership of radio stations.

Mayor Vail commented that this is definitely more about getting our name out there, and the events are the excuse to get our name out there.

Town Manager Hendrix added that she also looks at social media and the number of followers they have as well as the number of streaming listeners they have.

Council Member Collet moved to approve Charlie to pursue Plan B for the radio spots, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

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

This is a duplicate Agenda Item - see Item 7.C.

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

Town Manager Hendrix noted that the biggest thing in the Agenda Packet is the permission slip for this year's Summer Youth Program. She explained that the proposed field trips will cost about \$1,000 without transportation costs. The total grant funds which remain are about \$2,500. She commented that she wanted to make sure the Council was comfortable with this. She added that the Council has already approved this, and she did not need a vote, just direction to staff.

The Council directed her to carry on.

Town Manager Hendrix next noted that the Table Reservation form for Fourth of July could also be found in the Agenda Packet. She asked for some conversation on the theme for Fourth of July.

Mayor Vail noted that the charge for a food table had been lowered from \$300 (to \$150) in the effort to attract more food vendors.

Mayor Vail commented that they need to not only come up with a theme, but also pick and decide how we are going to do the Grand Marshal as well.

It was decided that the Fourth of July Committee would consist of Mayor Vail, Council Member Kanallakan and Town Manager Hendrix to come up with a theme and bring it back to the Council.

Town Manager Hendrix commented that for Cinco de Mayo, most everything is done; we will go over and meet with the Squire next week and walk the property. She asked that everyone take

flyers, post them and hand them out. She noted that the Vice Mayor has been working with us and the drone show company to get the custom light show done. She noted that the Council approved the Cinco de Mayo light show a couple of months ago. She showed the proposed presentation on the TV screens.

Vice Mayor Brush gave a shout out to the National Park Service, especially Rader. It will be a learning experience about the traditions behind the constellations – the traditions of the people who have lived here for so long. He noted that there will be telescopes afterward as well.

There was discussion of the Town purchasing some red lights, perhaps with the Town logo for marketing purposes.

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

Town Manager Hendrix announced that the working group on this Item is trying to get a meeting together, hopefully, on Friday, the 19th at 10:00 a.m.

G. 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 the documents for the Smart Fund Grant have now been uploaded. ADOT requested of us the signing documents, and now that we have been awarded the grant, we have had to sign certain documents so that they could get it in their system. Those documents have been uploaded to the website. We are currently working with them on the particulars of how that grant will be administered. We will probably have some stakeholder meetings with ADOT. She added that it is important that all our stakeholders be brought to the table and that these contracts go out to public bid.

Town Manager Hendrix commented that we have been working with Morning Dew to develop a quote for the second half of the Highway 64 landscaping so that we can get that on the budget request for this next year. She noted that one question has been how much gopher wire we should have for the second half. She added that it is early for the gophers and so we do not have a good idea yet as to how effective the first half has been.

Town Manager Hendrix suggested holding off to see what the Council thinks because in one spot, the gophers have already come through the gopher wire. Town Manager Hendrix suggested that we observe it for a while.

Mayor Vail commented that once we see how some stuff comes in, extra plants in the areas that Morning Dew has already done – she thinks that we should consider doing that in-house where it will not be elk salad. She noted that for the IGA with ADOT, we need to put some more plants in, especially at the roundabout.

Mayor Vail referred to the After-Action Plan that was in the Agenda Packet and noted that some of the updates the Town Manager has done are not in there. She asked if the Town would get a final one that shows the updates.

Town Manager Hendrix replied that she has reported it to them; she will go back and see if we can get a complete version.

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

Town Manager Hendrix advised that this Item would come forward with the May budget; Johanna is still working on the mid-year budget adjustments. She explained that all our projects will have their own line items now.

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.

9. TOWN REPORTS

A. Town Manager and Department Reports

Town Manager Hendrix referred the Mayor and Council to her Action Report. She advised that the April 23rd meeting has been delayed to May 28th because of some health issues for the General Plan Consultant.

Town Manager Hendrix let the Council know that the Annual League Conference has now been announced for August 27th through August 30th. She asked that they let us know if they have an interest in attending.

Town Manager Hendrix noted that there are two RFQs currently posted; one is for the Residential Internet Services which will close on May 6th, and the other is for the Community Garden.

Mayor Vail commented that on the Internet RFQ, some companies with housing were not listed but the correction will be made.

Mayor Vail referenced the copy of the Forest Service Easement noting that Pete, Matt the Superintendent, the School Board President, the Forest Service, Charlie and she met regarding it, and they have proposed some logical solutions back to the Forest Service and we are waiting on that answer. She explained that it will still come back to the Council to make any decisions, but we have asked the Forest Service about if it could work out the simplest of what that group came up with and then we will hear back.

It was noted that some bankruptcy documents were in the Agenda Packet because the Town received the notice. It was conjectured that the Town may have had a contract.

Town Manager Hendrix commented that we do not show any outstanding business with the company.

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

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

5. *Elections*

6. *Engineering*

B. 2024 Meeting Schedule

1. *Annual Town Calendar*

2. *Annual Budget Calendar*

C. Council Members

D. Mayor

Mayor Vail commented that Charlie and she were talking about some banking items and quite some time ago, we had talked about keeping our two banks, Chase and Alliance Bank. They also talked about that maybe in the future, we would get rid of Chase and move everything to Alliance Bank. She explained that they still think it is a good idea to keep them both and keep the ACHs only coming out of Chase as well as setting up some more of the stricter approvals that we have done with Alliance. She explained that some time in the close to near future, we will have to start funding that account again because we have only been withdrawing from the Chase account. She further explained that we have the authority within the Financial Policies to do that, but she wanted to keep everyone informed. She asked that anyone with different opinions please share them with her.

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

Bob Petzoldt of the Tusayan Sanitary District had nothing to report.

G. Tusayan Justice Court

H. NACOG – Northern Arizona Council of Governments

Mayor Vail had no updates on NACOG.

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

No comments or reports were made on this Item.

10. FUTURE AGENDA ITEMS

None.

11. MOTION TO ADJOURN

At 6:01 p.m., Council Member Collet moved to adjourn, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Clarinda Vail 6/11/24
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 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 APRIL 9, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Tina M. Abriani 06-11-24
Town Clerk Date