



## MINUTES<sup>1</sup>

### TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Tuesday, May 14, 2024, at 5:00 p.m.

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan, Arizona

### TOWN COUNCIL REGULAR MEETING MINUTES<sup>2</sup>

#### 1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Vail called the meeting to order at 5:05 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 5:34 p.m.

#### 3. **ADOPT THE AGENDA**

Mayor Vail moved that we approve the Agenda as presented except for moving Item 9.I, the Grand Canyon National Park Airport, ADOT Presentation to right after Item Number 4, Call to the Public. Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: 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.*

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<sup>1</sup> 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.

<sup>2</sup> 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

Item 9.I. Grand Canyon National Park Airport, Arizona Department of Transportation (ADOT) was held here.

Warren Smith, Airport Manager, gave an update on the runway rehabilitation project that is still slated for next summer in 2025. He announced that the first public outreach meeting is estimated to be July 29<sup>th</sup>. He noted he had sent the Town Manager links to their new webpage and subscription page for the runway project. He asked that she feel free to share the links.

In response to a question, Mr. Smith advised that it is the runway that will be closed not the whole airport.

## 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 March 20, 2024, and April 9, 2024**
- D. Approval of Amended Job Description Marketing Assistant**
- E. Approval of Mission Linen Agreement**
- F. Approval of RFQ for Trail Building Services**

Town Manager Hendrix announced that she had a comment for Item F.

Town Manager Hendrix noted that she was not able to review the April 9<sup>th</sup>'s minutes, so she asked that they be held until next month.

Mayor Vail moved approval of the Consent Agenda as presented but excluding April 9<sup>th</sup> minutes on Item C and to pull Item F for discussion. Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Kanallakan

Town Manager Hendrix noted that as for Item F, it indicates in the Agenda Packet and in her report, that the Council will be approving this RFQ but subject to some late editions after the fact. She commented that she received this RFQ late, and Vice Mayor Brush and she have been working to fill in the gaps. She noted that we have sent it to our consultant who is also working on it, but it has not been completely filled in yet. She explained that she did not want to wait another month, so she asked for the Council's approval with permission to fill in the gaps which are not substantive.

Council Member Collet moved that we approve the RFQ with the changes that staff feel are necessary, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Kanallakan

**7. ACTION ITEMS - STAFF REPORTS****A. Consideration, discussion, and possible action regarding Public Hearing concerning Extension of Alternative Expenditure Limitation, Home Rule Option (10 mins.)**

Town Manager Hendrix explained that a website provider crashed some months ago and that may be the reason the Agenda Packet has some older extra attachments. She apologized.

Town Manager Hendrix advised that this is on the Agenda today for a Public Hearing. She noted that several months ago, the Council approved this Item for staff to prepare it to go to election in November. She explained the process is to have two public hearings followed by a final decision to send it to the ballot in November. She added that we have started working on our calendar; we have done some rough calculations, and we have discovered that if the Expenditure Limitation is not passed this year, we will be limited to about \$1.8 million in spending each year. She noted that in a good year, we take in about \$4 million in revenue; so, that would be a limit to spending about half of what we take in in revenue. She explained that Expenditure Limitation has nothing to do with raising taxes or raising revenues, it is only about spending. It just enables the Town to spend revenues it already takes in.

Mayor Vail opened the Public Hearing regarding the Extension of Alternative Expenditure Limitation, Home Rule Option.

She closed the Public Hearing and there were no comments.

**B. Consideration, discussion and possible action regarding Resolution 2024-06 concerning Extension of the Alternative Expenditure Limitation, Home Rule Option (5 mins.)**

Town Manager Hendrix commented that this Item is on the Agenda so that the Council can start considering the resolution, and it is not for action this month. She noted this will be the resolution the Council will be asked to approve next month after the second public hearing.

Mayor Vail noted that she had a couple of questions for the Town Manager regarding the dates; she explained those are the dates that they were adopted. Minor typos will be corrected.

**C. Consideration, discussion, and possible action regarding 2024-2025 draft Presentation of Budget. (5 mins.)**

Town Manager Hendrix commented that this is the first glance at the budget; we have already identified some things that need to be corrected in it. She displayed the Draft Budget on the TV screens. She explained this is essentially the things we have been talking about for the last several months. She reviewed the document pointing out changes they have already identified that need to be made; these changes are listed below.

- The 70-1000 Category – that is where all the Capital Projects or all the Council Projects are listed – Land Purchase #2 needs to be amended.
- Project 70-0008 needs to be updated to reflect the Grant Award that the Town received.
- 70-0018 has a typo.
- 70-0016 reflects last year's Equipment spending.
- 70-0013 reflects last year's spending.
- The project payments to individuals have not been added to the list.
- The Debt Service Number – the Proceeds of Debt Number needs to be updated.

- The DMO title change from last year to this year needs to be corrected.

She asked the Council if they saw any other needed changes.

Town Manager Hendrix commented that there have been additions made here for inflation; there has been an inflator added across the board.

Mayor Vail asked if we upped APS more than the inflator, and Town Manager Hendrix responded yes.

Town Manager Hendrix commented that this year, there will be additional categories, specifically grants. Grant and event categories are broken out this year, to give us more control and more transparency, particularly to the auditor and to our grantors so that they can see that their money is being separated and spent according to our pledge for its use.

Bob Petzoldt, of the Sanitary District, noted the Council helped with the road project last year, and there were some outstanding issues. He noted they were talking about possibly chip sealing the new portion and that they had already taken care of the seal coating which will happen sometime soon.

There was a discussion about what entity owns the road, and Town Manager Hendrix stated it is going to ADOT.

Mr. Petzoldt commented that he wanted to bring it back to the Council to reevaluate the chip sealing and striping of the new road. He explained that if the Town could not do it, it would not get done.

Mr. Petzoldt noted the District has aging equipment, and they were thinking they would like help with the equipment and trucks which need to be replaced. He commented that the District is planning to refurbish the old original plant sometime within the next three or four years, and it looks like they need to move that timeframe up. The initial parts' estimate is about one-half million dollars, and with other needed things it is more like \$750,000 that they do not have. He explained that the District would need to raise rates if they could not get assistance or even cost share from the Town because they would have to take out a loan.

In response to a question, Mr. Petzoldt explained that the plant needs to be refurbished from top to bottom, and the new plant is in excess of 20 years old already. There was discussion of redundancy, and that wastewater is a critical infrastructure.

There was a discussion about acquiring grants and using the Town's Grant Writer to look into it.

Council Member Kanallakan arrived at 5:34 p.m. and took her seat on the dais.

Mr. Petzoldt recapped the discussion for Council Member Kanallakan.

Mayor Vail opened discussion about the road for chip seal coating, and striping.

In response to a question, Mr. Petzoldt noted that last year, the price to chip seal the road was \$20,000.

Town Manager Hendrix commented that she did not have an issue putting that in the budget, but there are some procedural and administrative issues that should be resolved before we go much further. She added that she thought putting the money in the budget is wise.

There was a discussion concerning the Town's many commitments and the possible need for a bond. Also discussed was the probable need for a rate increase for refurbishing the plant.

Council Member Collet brought up the idea, as far as the need for a truck, of having the plowing be the Town's responsibility and contracting it out.

There was a discussion of the possibility of the District bidding for a contract (within the current IGA). Reimbursing billable hours was also discussed to help offset the cost of the plowing.

Town Manager Hendrix commented that the Head Maintenance Technician has already said he is willing to plow that section of the road. She added that she has asked him multiple times and he said he is happy to do it – just tell him where to start and where to stop.

It was clarified that they were discussing South Long Jim Loop.

Mr. Petzoldt asked if ADOT would be plowing the rest of the road since it is their road. He stated we are here 24/7 and we plow 24/7. He commented that he did not know if the Town wanted that level of service, but they keep the roads open 24/7.

Council Member Collet commented the Town could not take over and mirror exactly what the District is doing because we lack the equipment, the personnel, and everything else.

Mayor Vail mentioned the issue of insurance for plowing the roads.

Council Member Collet asked if in the Procurement Code and the IGA there is a way to help out.

Mayor Vail commented that it is very open on what we can do back in forth, and she would be open to doing something such as cost sharing. She mentioned truck prices.

Mr. Petzoldt commented that if that is the case and it is not even the Town's road either, the Sanitary District is probably not the entity that should be doing any of the plowing on the public roads. He noted the District is asking for whatever consideration the Council could give.

Mayor Vail spoke of the possibility of the Town helping as a pass-through entity if funds were acquired through a grant.

Town Manager Hendrix stated we have \$5 million budgeted in Additional Projects, and it is not as large of an amount as it usually is, but we do still have a little bit of a buffer. She noted that she will talk to our Grant Writer.

Town Manager Hendrix explained that most of our projects gear up over time, so it is hard to add that big of a project in a short time. She restated that she will talk to our Grant Writer.

There was a discussion of replacing one of the District's trucks and how best to help with that. Various ideas were shared.

Town Manager Hendrix commented that she thought we would need to talk to legal counsel about helping the Sanitary District to purchase a truck. She noted that when we purchased equipment for the Tusayan Fire District, it was part of a very specific IGA, but they provide services to the Town in exchange for the things that we give them. She explained that we are going to have to structure this somehow where the Sanitary District provides us services in exchange for what we give them. She stated that we cannot just give them a truck.

There was discussion regarding invoicing for services received and paying with HURF funds.

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

Town Manager Hendrix noted that last month, the Council directed staff to work on a Las Vegas billboard campaign. She brought back what is proposed, and she wanted to make sure it was correct and receive any feedback.

Town Manager Hendrix announced that two other static billboards have become available off Highway 69, and these become available fairly rarely. She noted they are through a different company, and they are basically in the same spot but facing different directions; she added that she would like to get at least one of them.

The Council directed to leave Number 6, Number 3, and Number 2 for the Las Vegas billboards.

Bob Petzoldt asked a clarifying question about the selection, and the Mayor replied.

The Council suggested trying the static board for six months with Item 2 or Option 2.

***E. Consideration, discussion, and possible action regarding Astronomy Event(s), Cinco de Mayo, July 4th Celebration, marketing, and other Town Events. (10 mins.)***

Town Manager Hendrix displayed a video from the Cinco de Mayo Event.

Mayor Vail spoke about asking for themes for the Fourth of July and suggested that next year, we have some kind of sweepstakes or competition. She shared the theme idea 'Small Town - Big Heart.'

Council Member Kanallakan suggested the theme 'American Summer.'

The Council agreed the theme should be American Summer for this Fourth of July.

Mayor Vail asked that it be put on the calendar for next year, to create a contest with a prize for ideas for the Fourth of July theme.

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

Town Manager Hendrix directed attention to the yellow item in the Council Agenda Packet, the Scored Tusayan Asset Prioritization Matrix. She explained it was on yellow paper because we have not been able to collaborate with our partners at the school, and we want to make sure

that they are part of this before we share it with everyone else. She noted that the master planners were asked to create a list of amenities for the Master Plan based on objective criteria.

Town Manager Hendrix directed attention to the last page of the packet for the summary of the rankings from the survey, the Asset Prioritization Summary. She reviewed these and noted that the master planners want some input from this group and from the Master Plan Group on how to rank these amenities for the feasibility plan and then to put them into the Master Plan.

Council Member Aldaz commented that he and Town Manager Hendrix looked at the rankings that they gave us; he reviewed the priorities listed on the Asset Prioritization Summary. He spoke of the amenities the school would prefer, including track and field, the multipurpose field, and the baseball/softball field. He explained the master planners are looking at putting all these amenities in the Plan, but we will not be able to fund all of them at the same time. He indicated they will approach it with the different tiers of priority.

Town Manager Hendrix noted that the six categories are what the RFQ required.

It was noted that the Council's input and opinions would be taken to the Working Group.

Mayor Vail commented that the multipurpose field, the baseball/softball field, and track and field, for her, are Tier 1 amenities. She explained that she would push everything else – amphitheater, dog park, biking/pump track – down and keep them in the same order that they are. The Council agreed.

There was a discussion about a dog park.

Town Manager Hendrix commented that the dog park came as a request from Maintenance because they consider it to be a maintenance issue. She explained that people lock their dogs in the basketball court area or in the children's playground area, and it is a problem.

**G. Consideration, discussion, and possible action regarding 2034 General Plan Update. (5 mins.)**

Town Manager Hendrix shared that she has been in touch with Jason, our General Plan Consultant. She noted we are going to move the first open house to July, and he is going to start to reach out to stakeholders to do initial interviews and to start formulating draft portions of the Plan. She noted that he has provided the Council with a list of prospective stakeholders, and he has asked that the Council add to the list anyone thought to be missing. She noted the Council can remove anyone they think is not appropriate, and to please name any points of contact for the entities.

In response to a question, Town Manager Hendrix stated Jason formulated this list himself.

Mayor Vail pointed out the following corrections to be made: Number 2 is Tusayan Sanitary District, not South Grand Canyon; it is the Grand Canyon National Park Airport versus the Grand Canyon Airport; Numbers 6 and 7 – there are not two entities for the Chamber – the name is the Grand Canyon Chamber of Commerce – they added Grand Canyon Visitors Bureau – but there are not two; Tusayan Water Development Corporation does not exist; Century Link is there but we do not have any of the Internet providers listed – Commnet, Access Parks, and Triad; the Sports Complex may not need to be there because it is not a separate entity; North Country's name is not exactly correct; Guardian Medical should be there – remove the question mark.

Mayor Vail asked if we have to consider landowners who would get their own letters about meetings.

Town Manager Hendrix replied that she had talked with Jason about that, and he was very clear that this stakeholder list is different. She commented that she will make sure to point out that question was asked.

Town Manager Hendrix explained that this part of the process is statutorily mandated but there is a place where landowners will be included.

Further mentioned for the list were: Arizona Game and Fish, Arizona DPS, ADOT, FAA, US Forest Service/Monument Employee, ADEQ, and NACOG.

Town Manager Hendrix advised that Jason plans to put up a link to communicate with him and that should be going up soon.

**H. 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 there is no action on this item.

**I. Consideration, discussion, and possible action regarding Mid-Year budget adjustments. (5 mins.)**

Mayor Vail commented that Town Manager Hendrix advised that we do not have all the information and it will come back at the next meeting.

**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.

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 noted that all we have heard on the renaming of the Ten X Campground to the Tusayan Montane Campground is that they are working on agreements with Tribes. She explained that from last August, they have two years to get the Management Plan done.



5. *Elections*
6. *Engineering*

**B. 2024 Meeting Schedule**

1. *Annual Town Calendar*
2. *Annual Budget Calendar*

**C. Council Members**

Council Member Aldaz commented that he thought the Cinco de Mayo event was awesome; there were a lot of people there and they enjoyed themselves; it was a successful event. He noted we had the Garden Clean Up last week which was also successful. He added that he had heard the Astronomy Event was great. He thanked everyone for their hard work.

Vice Mayor Brush thanked everyone for all the work and echoed what Council Member Aldaz commented.

Council Member Kanallakan commented that she has heard nothing but great things and thanked everyone.

**D. Mayor**

Mayor Vail thanked everyone and noted the Clean Up was amazing. She gave special thanks to Vice Mayor Brush on the narration for the Drone Show.

Mayor Vail commented that she received an email a few days ago from the Grand Canyon Railway, specifically from Jeff D'Arpa, the General Manager. She read the email aloud. The email shared that they are working on a project to acquire partial funding through the DOT CRISI Grant Program to convert all their diesel locomotives over to regenerative battery electric. The project would essentially remove the diesel engine and install a bank of lithium-ion batteries in its place. This bank of batteries, the fishbowl shape of the track, and the higher elevation in Williams would make this a zero emissions locomotive.

Mayor Vail noted she was provided with a template letter of support to sign and submit. She commented that the Grand Canyon Railway brings no one to Tusayan. She commented that the request went to the City of Williams and the Town of Tusayan.

**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**

