MINUTES[1]

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & § 38-431.03
Tuesday, October 8, 2024, at 5:00 p.m.
TUSAYAN TOWN HALL BUILDING
845 Mustang Drive, Tusayan, Arizona

TOWN COUNCIL REGULAR MEETING MINUTES[2]

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 JOSH COLLET*** – Present

VICE MAYOR GREG BRUSH – Present ***COUNCIL MEMBER ANDREW ALDAZ***– Present

COUNCIL MEMBER KATHRYN KANALLAKAN – Attended via Zoom – at 5:04 p.m.

3. ***ADOPT THE AGENDA***

Council Member Collet moved we adopt the agenda, and Council Member Aldaz 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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[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.*

Pete Shearer, speaking on behalf of the Tusayan Sanitary District Board, as the School Board President, and as a Member of the Fire District Board, commented that they have great concerns that with winter fast approaching, there will be nobody in charge of plowing maintenance for Long Jim Loop Road. He stated that the Sanitary District's lawyer recommends they no longer have any involvement in Long Jim Loop from the roundabout through Canyon Pines

Kate Johnson, of the public, commented on how critical access to the Town's Internet is for her and her children who attend school locally. She noted that she heard that the Internet may be shut off, and she hoped that residents would be given as much notice of a shut off as possible.

5. *CEREMONIAL AND/OR INFORMATIONAL MATTERS*

A. CCSO (Sheriff's Office) Quarterly Report

Lieutenant Brian Tozer presented the Coconino County Sheriff's Office Quarterly Report. He introduced Deputy Garcia who is now our local Resident Deputy residing here in Tusayan. He noted that Deputy Feldman is the Community Deputy for Tusayan and the Park. He pointed out that Deputy Garcia is bilingual and would play a different but supporting role to the Community Deputy.

Chief Deputy Bret Axlund thanked the Council and the Town Manager for helping to get the Resident Deputy.

John Thurston, of the public, noted he is a 60-year resident of Tusayan and that he is glad to see the Resident Deputy.

John Champagne, in charge of Business Development for Commnet Broadband Internet, on Zoom, commented that with all the fiber optic cable they have in Town, there is an opportunity for cameras and surveillance equipment for public safety.

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 August 13, 2024, and September 10, 2024

D. Endorsement of March 20, 2023 Notice from U.S. Board on Geographic Names

E. Authorization for Staff to finalize Intergovernmental Agreement (IGA) and Approval of Resolution No. 2024-18 regarding an Intergovernmental Agreement with ADOT (Arizona Department of Transportation) and Coconino County Flood Control District for Flood Mitigation.

F. Authorization for staff to finalize an Intergovernmental Agreement (IGA) and Approval of Resolution No. 2024-19 regarding an Intergovernmental Agreement with Coconino County Flood Control District for AZ Smart Grant Administration Services.

G. Authorization for staff to finalize and execute Broadband Internet Agreement with Commnet, AZ.

John Thurston spoke regarding Item 6.G. He commented that he will send out his email right after he has read it aloud. He read the email addressed to the Town Council and Commnet. The subject of his email was a private lease agreement. He listed concerns and asked that the Town and Commnet please respond.

Town Manager Hendrix suggested that we hold two payments from Item 6.A.; the first one being the two Access Parks payments, and the second one was the Master Plan payment. She asked that these be held until later in the evening for the Action Items that we will discuss. She commented that she was also suggesting that Item 6.G. be held until after the Executive Session conversation.

Mayor Vail moved to remove Item 6.A. and 6.G. from the Consent to be discussed and approving Items 6. B, C, D, E, and F. Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Mayor Vail explained that for 6.A., there are some things with the Master Plan that are not completed, and the Town Manager wants to hold that check. She continued that the other two checks are for Access Parks, and they would like a chance to review the contract before sending a payment.

Town Manager Hendrix reiterated that she would just like to hold them until after Executive Session, and then the Council can provide further direction.

Mayor Vail moved approval of the rest of the payments as presented minus the two checks to Access Parks and the two checks to the Master Plan (one check) that is actually to Orcutt Winslow. Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Mayor Vail explained that Item 6.G. would be discussed in Executive Session and revisited after Executive Session.

Town Manager Hendrix explained that since Item 6.E. and 6.F., two resolutions, were passed, there would be no need for Executive Session for 8.A.

Note: Approval of Item 6.D. entailed the endorsement of the March 20, 2023, Notice from U.S. Board of Geographic Names shall have the impact of the Town retaining Valle as the formal name of the community directly to the south of Tusayan.

7. *ACTION ITEMS - STAFF REPORTS*

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

Town Manager Hendrix directed everyone to her Action Report because there is a lot of detail in the report for review. She noted that the report talks about the trade shows and what our current Plan of Action is. She asked that the Council speak now if they wish to change the plan.

Town Manager Hendrix announced that the Town has received its first report from the social media campaign. She noted that the Council would get that report in detail next month. She shared highlights of the report including how successful the commercial was.

Town Manager Hendrix next announced that we have the very first drafts of the website refurbishment and that it would be discussed in depth next month.

Town Manager Hendrix next announced that the date the trade delegation from France will be in Tusayan is now January 24th. She noted it is an exciting hosting opportunity for the Town. She remarked that all the businesses in Town would be sent an invitation to participate. She commented that every year we schedule one or two astronomy nights throughout the year, and she and Vice Mayor Brush would like to schedule one for this night. She advised that she reached out to the drone show guys, and they could do our stellar drone show that night. She asked for direction to pursue having an astronomy night.

Mayor Vail and Council gave the direction.

B. Consideration, discussion, and possible action regarding Holiday Light Celebration, Astronomy Events, marketing and other Town Events.

Town Manager Hendrix advised that the Christmas Décor group that does the complicated hanging of lights at the Sports Complex has proposed a fairly large increase for this year, so she and Mike built in a compromise, and the group came back with an amount that decreased. It will actually be a savings for the Town this year. The group will remove the light arches which are a struggle to make work properly. The group would like to have a three-year service contract. Town Manager Hendrix stated that they are recommending this option. She added that we do not have the storage yet to be able to do this in-house.

The Council agreed to the three-year contract.

Council Member Collet moved that we accept the Christmas Décor proposal as presented, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

C. Consideration, discussion, and possible action regarding local community programming including Town of Tusayan (TOT) Pass Healthy Living Library Check-out Program, After-School Program, Fall Community Gathering, and Community Health Nurse.

Town Manager Hendrix noted that the major item is the Healthy Living Check-out Program. She suggested, after having worked with our community partners, that it would be best if we could do this on the Food Pantry Day. She commented that Council Member Kanallakan has agreed to help with the Program, and she noted that they would probably need the Vice Mayor's help as well. She also noted that the County is willing to come and do some cooking demonstrations to really make it a fun and educational evening for everyone. She clarified that they are suggesting November 20th from 5:00 p.m. to 6:30 p.m.

Town Manager Hendrix spoke about the After-School Program, noting the Town is working with the School on that. She advised that the School has reached out and asked if we would be willing to add Park students to the Program. She commented that after the Fall Break, those students will be attending.

Matt Yost, Grand Canyon Unified School District Superintendent, commented that they are happy we are continuing to work together.

D. Consideration, discussion, and possible action regarding the Sports Complex Master Plan.

Town Manager Hendrix commented that after last month's presentation, they took in feedback and have had some questions come in about the Master Plan. She noted that the Master Planners are adding some notes and some information to the Plan, and we are asking for all your questions and information now so that all the expectations are met when the final Plan is brought forward.

An extensive conversation took place concerning the Master Plan and how it feeds into the General Planning process, particularly in regard to utilities and easements.

Mayor Vail specifically spoke, for the record, about the need for the property to be annexed into the Sanitary District.

Town Manager Hendrix directed attention to the payment noting that if the payment that is on the AP List is made, that would put it at least 95% retention and 100% retention for some areas. She explained that it gives very little wiggle room to hold them accountable. She asked the Council if they were comfortable approving that payment.

Mayor Vail responded that we do not have the full Plan back from them yet. She asked if they were going to wait to get the full Plan back from them.

Town Manager Hendrix replied that was up to the Council.

Mayor Vail indicated they want to wait to provide payment until they see the final Plan. She explained that to keep it moving quickly, the Council could have a second meeting this month if they need to. She noted that last time, there were many changes right up to the end, so she would like to hold the check until we see the Plan.

Council Member Aldaz asked if there was anything that Mike or anyone else sees that raises questions.

Town Manager Hendrix responded that we have had questions, and there are some things that she could not really present in a public meeting, but there are some concerns that she and Council Member Aldaz discussed the other day.

Council Member Aldaz noted that is one of the things that he did not know if they could be discussed here or if the Council would have to wait and make sure they have the documentation to be able to say what needs to be changed.

Pete Shearer commented that the School actually owns the land, and he asked that be changed. He explained that the two easements they have must be honored by the School.

Mayor Vail responded that she thought the language on the ownership was already one of her comments that should be coming in the change.

Vice Mayor Brush asked if we had night sky compliance worked into that for the lighting.

Town Manager Hendrix replied that she thought there were notes on that in there.

E. Consideration, discussion and possible action regarding Development of Town Owned Parcels of Real Property.

Town Manager Hendrix noted that staff has encountered some ongoing vandalism at the Cookout Site. She encouraged the public to be vigilant in their use of the site. She stated it is by reservation only; it is open as a pass-through, but it is not open to the public for use. She also encouraged the public to please let the Town know if someone is misusing the site because it is a public asset. She commented that it takes a lot of resources to keep that going, and it is disheartening to see it misused, especially since it was purchased to preserve the history for this community. She shared that the Town is grateful that the Coconino County Sheriff's Office is working hard with us to protect it. She noted that the night before, someone had left an open and unattended fire.

Council Member Collet announced that we have received responses to our Q and A; they have been opened, graded, and scored. He explained that subject to a few verifications and reviews, those are all then ready to present to the Council next month and formally announced followed by starting to move forward.

In response to a question, he clarified that he was speaking of the demolition to the 7 Mile Lodge property.

Mayor Vail asked that we make sure we have the proper signage, including state statutes, at the Cookout Site.

John Thurston asked for clarification about having to keep the Cookout Site open, yet it has to be reserved. He asked if a chain could be used to close it off.

Town Manager Hendrix explained that there is a chain across it, but our Forest Service requires that we cannot completely restrict access because it is in the forest. It must be available so that if there are hikers in the area, they would be able to hike through it because it is in the National Forest.

Town Manager Hendrix commented that she has to work with the Forest Service to have the appropriate signage displayed there.

Mayor Vail announced they will move into Executive Session for Item 8.B.

Mayor Vail moved to go into Executive Session, and Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

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, A.4, and A.7. Discussion and legal advice regarding potential Intergovernmental Agreements (IGA) with the Arizona Department of Transportation (ADOT) and Coconino County Flood Control District.

This Item was discussed during the meeting, and Executive Session discussion was not required.

B. ***Pursuant to A.R.S. 38-431.03 A.3, A.4, and A.7, Discussion or consultations regarding Broadband Internet Agreement with Commnet.***

Mayor Vail called the meeting back to order at 6:29 p.m.

Council Member Collet moved that we direct staff to negotiate and execute the contract with Commnet Broadband. Council Member Aldaz seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Council Member Kanallakan could not be heard to vote

John Thurston, on Zoom, stated he could not hear the motion.

Council Member Collet repeated his motion that we direct staff to negotiate and execute the contract with Commnet Broadband.

Town Manager Hendrix asked Council Member Collet, just to clarify, if it was correct that the motion was as per the direction in Executive Session.

Council Member Collet stated that was correct.

Mayor Vail told John Thurston there is an RFQ that outlines what this contract would include and that he could get a copy of it. She explained that once the contract is fully negotiated and becomes final, then it would become public.

John Thurston commented that if the Town is going to execute the contract, they must be confident that the expiration of the tower contract should have no bearing on what they are doing with Commnet.

Town Manager Hedrix replied that she can only refer him to the RFQ and the dates that are posted in the RFQ.

Kate Johnson, on Zoom, asked if that motion means that Access Parks Internet will no longer be provided for the Town residents.

Mayor Vail responded no, because it exists currently; we do not have a done contract with Commnet, yet.

Kate Johnson asked if AccessParks were to end or when Commnet is offered to residents, would that be communicated to the residents.

Mayor Vail replied in the affirmative.

Town Manager Hendrix explained that currently the Commnet contract has no bearing or impact on the Access Parks contract. She commented that whatever is happening with Access Parks is happening independent of the Commnet contract. She further explained that is not something we have influence on, and we are not entirely sure what is going on with that. She noted that she believes there have been some directions to staff to research that issue.

Mayor Vail asked Kate Johnson if she has service currently.

Kate Johnson replied, yes, as of right now.

Mayor Vail explained that they know several people are being affected, and they will communicate as much as they know. She commented that they are doing what they can.

9. *TOWN REPORTS*

A. Town Manager and Department Reports

Town Manager Hendrix referred the Council to her Action Report. She reminded everyone of the Trunk or Treat at the end of the month, and later this week we have the Community Gathering.

Council Member Aldaz remarked that regarding the Strategic Planning Update, there were comments that we should allow some of the stakeholders to be able to comment. He noted that he thought some of the comments were important not only for the Ten-Year Plan, but also for the School Master Plan. He explained that a lot of it has to do with the infrastructure. He commented that when we start talking with the strategic planner, we should have a meeting with the stakeholders and have some roundtable discussions. He explained that way the Town would know what everyone's needs will be. He clarified that he was talking about infrastructure stakeholders for both the master planners and the strategic planner.

Council Member Aldaz suggested that we do some sort of an organizational chart, so everyone knows who does what and what role everyone plays because as people come into Town, they do not know how to get from point A to point B. He suggested some sort of mapping that people could follow with emails and phone numbers so they could figure out who they need to talk to in order to get the information they need.

Council Member Aldaz reminded everyone that the Community Gathering would be held on Thursday. He noted they have everything ready along with community and county entities to advise on what services they provide to our community with a drone show at the end.

Vice Mayor Brush gave an update on the trails and a shout-out to Kyle, the contractor. He thanked the Forest Service for being incredibly helpful, and he thanked Kevin for doing all the map work. He gave another shout-out to Kevin, Joe, and Marcella for helping to do the walk around and the surveyor flags. He commented that the contractor got the mile done of the trail system, and he is planning to come back up.

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 that they extended the deadline for the national monument committee to November 4th. She commented that Supervisor Horstman has put in for

the public representative. She explained there is only one public representative, and as the Mayor she wrote a letter of support for the Supervisor who in turn, wrote a letter of support for the Mayor. Mayor Vail noted that she will apply either for a business representative or an at-large representative. Mayor Vail commented that she will send the Town Manager the email of the list of committee seat openings to share with the Council.

5. *Engineering*

B. 2024 Meeting Schedule

1. *Annual Town Calendar*

2. *Annual Budget Calendar*

C. Council Members

Town Manager Hendrix advised that for the last couple of weeks, Mike and Alex re-nailed all the siding on the Town Hall building, and it saved the Town a lot of money.

D. Mayor

E. Tusayan Fire District

Chief Brush spread the word that they perform annual hydrant checks, and they have identified 11 hydrants with issues. He noted that he will be in contact with the various entities concerning the hydrants, and he will be at the Sanitary District Meeting tomorrow to talk about a couple of them.

F. Tusayan Sanitary District

G. Tusayan Justice Court

H. NACOG – Northern Arizona Council of Governments

Mayor Vail commented that she and Council Member Kanallakan were scheduled to attend the Tourism Forum that took place on the 9th and 10th. She noted they will not be attending due to scheduling conflicts.

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

10. FUTURE AGENDA ITEMS

None.

11. MOTION TO ADJOURN

At 6:50 p.m., Vice Mayor Brush moved to adjourn, and Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Clarinda Vail 11/12/24
Clarinda Vail, Mayor Date

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

CERTIFICATION

STATE OF ARIZONA §
§
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 OCTOBER 8, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Tina M. Abriani 11/12/24
Town Clerk Date