MINUTES[1]

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & § 38-431.03
Tuesday, October 14, 2025, 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 ANDREW ALDAZ*** – Present

VICE MAYOR GREG BRUSH – Present ***COUNCIL MEMBER ELENA VILLANUEVA*** – Absent

COUNCIL MEMBER JOSH COLLET – Present

3. ***ADOPT THE AGENDA***

Mayor Vail moved that we adopt the Agenda as presented, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Villanueva

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.

No one spoke.

---

[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.*

5. *CEREMONIAL AND/OR INFORMATIONAL MATTERS*

A. Coconino County Sheriff's Office Quarterly Report

Coconino County Sheriff's Office Lieutenant Stephen McNerney presented the Coconino County Sheriff's Office Quarterly Report. (*Please see the Report in the Agenda Packet*)

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 September 16, 2025***
- ***D. Approval of Resolution 2025-10 Setting the 2026 Town Council Meeting Schedule***
- ***E. Approval of Resolution 2025-09 Reaffirming support for the Designation of the Baaj Nwaavjo I'tah Kukveni Grand Canyon National Monument.***
- ***F. Public Hearing and Authorization for Staff to Administratively Sign Permanent Extension of Premises/Patio Permit Liquor License Application for Drigo's Cafe & Bar.***
- ***G. Approval of Town Manager Candidate Recruitment Brochure.***
- ***H. Approval of an Employment Contract with Gregory Clifton to serve as Tusayan Interim Town Manager.***

Mayor Vail moved approval of the Consent Agenda as presented, with adding to Item G and its approval that we also allow for technical changes and adjustments as necessary with staff – I mean after this because they can still change it. Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Villanueva

7. *ACTION ITEMS - STAFF REPORTS*

A. Consideration, discussion, and possible action regarding presentation of Tusayan Drainage Master Plan Preferred Option(s), Lucinda Andreani Coconino County Flood Control District.

Lucinda Andreani, Flood Control District Administrator, gave a presentation on the Town of Tusayan Drainage Master Plan Update. (*Please see the Presentation in the Agenda Packet.*) She commented that she and other presenters would share a thorough update because we are at a key milestone in terms of identifying the preferred mitigation measures both above the Town and within the Town. She noted that this is a very complex and challenging drainage issue here in Tusayan, and because of the Town's foresight in securing this grant and now working in partnership, we can move the project forward to develop a real plan through construction drawings. She commented that this is going to be invaluable for the long-term health and public safety of Tusayan.

Ms. Andreani commented on the presentation slide showing the project's progress noting that we have gone through quite a process over the last several months to identify the potential mitigation measures. She noted that other speakers would go into a lot of detail as to how they arrived at the preferred mitigation measures.

Ms. Andreani advised that now we are leaving what we would call Phase One, per the grant, and moving into Phase Two, which is the preparation and design report. She explained that this decision on where we will focus attention in terms of the measures is critical because to get to construction drawings, we must focus. She added that we will now go into a very in-depth level of engineering.

Ms. Andreani further advised that they are meeting with the individual property owners who are impacted by potential measures within Town and out of Town. She noted they have been going through the proposed plan with the property owners, and they have had some good conversations. She clarified that she is not in those meetings, but the information she is getting back sounds like people are having the opportunity to ask the kinds of questions they need to be asking.

Ms. Andreani commented that they are responsive to the concerns and requests that the property owners have made. Responses included making slight modifications to the alignment or some other pieces that may play into the flood impacts to their specific property. She noted that will continue, and she emphasized that soon we will need to secure the rights of entry to be able to go in and do the actual specific studies.

Ms. Andreani commented that the geotechnical studies will test the soil to determine the soil characteristics which will influence the type of pipe that they use. She commented that another element is surveys in preparation for those construction drawings. She noted there are significant utilities through the Town, and they will need to locate those. She advised that they have been working really well with Ben Gomez at the Tusayan Sanitary District in looking at the water and wastewater systems. She explained that doing the utility locates is really important to really drill down on what the true cost is because if you have to start relocating some of the major utilities, which can increase the cost significantly. So, they will need to work hand in hand with the District and the other utilities in making sure that we are addressing those appropriately as we go through this process.

Ms. Andreani asked that the Town do a call-out to those property owners that are involved and that we are meeting with – we do need those rights of entry because we cannot enter a property and conduct that work without them. She explained that everything will be returned to the prior condition as part of the agreement. She commented that she knew that some have requests in terms of modifications to those agreements, and we are providing those to the attorney to review. She added that they will work with the Town to try to fashion that in a way so that they can move forward.

Ms. Andreani introduced Patrice Horstman, Chair of the Coconino County Board of Supervisors, on Zoom.

Supervisor Horstman explained that she could not attend the meeting because she had to attend a Board meeting. She commented that the Town has the A-Team up in Tusayan anyway with Lucinda, Joe, Nick, Jack, and Chris. She noted that she has had an opportunity to go over what is being shared in the presentation. She shared that she thought it was very exciting with the options and opportunities. She commented that she was looking forward to hearing back from the Town after they have had an opportunity to go through this and discuss it. She added that she looks forward to future discussions and meeting with the Council on this further.

Ms. Andreani noted that Chris Szusa was not able to attend the meeting.

Joe Loverich, Project Manager of JE Fuller Hydrology, presented the Watershed Improvements and Benefits of the Proposed Improvements portions of the Presentation. Highlights included:

- We have four distinct tributaries that join together in Town that lead out past the Sewer Treatment Plant as Coconino Wash.
- The four tributaries act differently, and they have different volumes of water and different times that they will inherently peak in flow at Town.
- Watershed down we want to look at what is the most effective way to attenuate flow.
- They looked at a lot of different basin options and 12 different locations in which one could potentially physically put a basin, but some are smaller, and some are larger just due to the topography and where they sit within the watershed.
- We have selected five main sites as our primary basins that we are pushing forward to feasibility and design.
- Three of these sites are on the tributaries Long Jim, Middlewash and Watertank which serve distinct purposes for those tributaries.
- The two additional sites on Coconino Wash are Tusayan Pines and Echo Basin which is up at Ten X. The purpose of these two is that they are very large basins which store a lot of water. By doing that, you can have effective attenuation of the flow rates as they are coming down through Coconino Wash.
- Little basins turn into ripples and do not do much for attenuation.
- Tusayan Pines is just a little way upstream of Town, and it is in the location of one of those existing basins that is cut into the ground.
- It will basically be formed by a 25-foot-tall flood retardant structure with an overflow spillway design and primary outlet design.
- Echo Basin up at Ten X would be a shorter embankment because it is so flat and so wide.
- All of these sites are being evaluated right now.

Nick Dusza, Civiltec Engineering, Inc., presented the Town Improvements portion of the Presentation. Highlights included:

- After Mr. Loverich builds the flood retardant structures on the Forest, Civiltec's job will be to try to get the water from one end of the Town through the other and past the wastewater treatment facility downstream.
- Mr. Loverich and the team were looking at 11 different alignment considerations to find out every combination and every which way we could potentially move the water from those washes through the Town to the other side.
- Each of the 11 considerations has an A and B option.
- The A options outlet at the meadow.
- The B options take it down RP Drive.
- They discovered, through their utility research, that most of the utilities are located within the meadow. Anything they would do out-letting into the meadow would require some grade work. So, that option became unfeasible.
- They narrowed it down to 11 alignments, and those were all going down RP Drive.
- They narrowed those alignments down using a selection matrix criteria.

Rick Shroads, Founder of Civiltec Engineering, presented Town Improvements Selection Matrix Criteria, how Alignment Concept 6B was selected, and its application. Highlights included:

- The selected alternative for the system that would pipe the flows through Town was chosen using the Selection Matrix.
- They looked at nine assigned criteria in the Selection Matrix.
    - Level of Mitigation (System Capacity)
    - Flood Depth Mitigation/Reduction
    - Total Cost

  - Number of Highway 64 Crossings
  - Business Disturbances during Construction and Future Maintenance
  - Number of Affected Parcels – May Need Easements to
  - Critical Facility Mitigation – Such as the Treatment Plant, Fire Station, Town Hall (both current and future)
  - Coordination with Other Projects
  - Operations and Maintenance Costs
- How did we apply all of these Criteria in the Matrix?
  - Scoring Matrix Workshop – July 29 – Attendees were:
    - Coconino County Flood Control District
    - Team Consultants
    - Town Engineer
  - During the Workshop, they crunched the numbers using a hybrid template used by the Flood Control District for their Initial Engineering Assessments that they do when they look at differing levels of needs throughout the County for drainage projects.
- They started with 11 alternatives which were whittled down to seven.
- In the Matrix, they ranked the seven alternatives.
- The four alternatives were dropped off because they included pipes through Forest Service property and would have had to be either bored or tunneled through – a difficult situation for construction; as such, they were eliminated from consideration.
- Each of the seven alternatives were ranked using the nine ranking categories (assigned criteria) to determine a score.
- The total possible score for all categories was 140, and the number one ranking alternative was Alignment 6B.
- All the B alternatives were considered, and no A alternatives were considered.
- Alignment 6B had 90 points; Alignment 5B had 69 points; Alignment 8B had 66 points.

Mr. Dusza spoke next. The highlights included:

- From the feedback that we received, 6B is the one that stuck out the most to most people as being the most feasible and was confirmed with their Selection Criteria Matrix.
- Alignment 6B is the simplest going through Town.
- The Middlewash Watershed – the northernmost, a six-foot diameter circular storm drain – then coming down to the middle Alignment which is the Coconino Wash – a dual arch pipe alignment – each arch pipe would be 102 inches wide by 71 inches tall side by side for a total footprint of around 19 feet – and the southernmost Alignment is the Watertank Wash
- These three Alignments will all join into one.
- One of the big benefits of doing a dual line down Coconino Wash is that we can join those other two Alignments into individual storm drains. So, if all of the washes were going at the same time, we would not necessarily stack all of the flows on top of each other; there will be some split there.
- The three Alignments will come down and cross Highway 64 about parallel with RP Drive, then they will continue down RP Drive keeping it in the middle of the road and outlet down on the other side of Long Jim.
- The other wash they were considering is Long Jim Loop. There is not a great way to do a storm drain from Long Jim down, so they are looking at doing a concrete low water crossing across the road to the Wastewater Treatment Plant – then down into the channel.
- The final piece of this big design is the channel down by the Wastewater Treatment Plant.

- They have spoken and coordinated with Ben Gomez of the Wastewater Treatment Plant.
- The biggest considerations for these Alignments and design were the number of sewer crossings. We do not want to come in contact with these, and they are very hard to locate. The other big thing is making slope on our storm drainpipe.
- We have really good grade coming down across Highway 64, but as soon as we get onto RP Drive, it really shallows out.
- In order to make these alignments work, we are going to have to redo the channel that is down by the Wastewater Treatment Plant, and that is going to involve dropping the outlet of the channel that is down there by the pond by several feet and grading it back all the way to Long Jim Loop where we are having our storm drain pipe's outlet.
- Doing that will increase the capacity of the channel and allow really good flow on all of our storm drainpipes.

Mr. Loverich next spoke concerning Benefits of the Proposed Improvements. Highlights included:

- The proposed improvements would provide 25-year mitigation through the Town of Tusayan.
- The flood events of two years ago equate to about a ten-year event. So, they are able to keep more water than that within the storm drain through Town.
- There is no overtopping of Highway 64 for up to the 25-Year Event for Coconino Wash.
- 100-Year Event Level of Mitigation for Middlewash
- 100-Year Event Level of Mitigation for Watertank Wash
- 100-Year Event Level of Mitigation for the Wastewater Treatment Plant

Ms. Andreani clarified that the channel along the Plant will not actually be dry; water will flow through there at 25-Year and be fully contained. In fact, the 100-Year will be fully contained by the channel; so, we are providing a 100-year flood mitigation to the Tusayan Sanitary District Plant. That supports the Plant with a lot of their objectives.

Ms. Andreani commented that the agreement with ADOT, the State Transportation Board, for the grant that the Town pursued, requires that the Town apply for a Federal Transportation Grant no later than September 2026, or the Town has to write a check back to ADOT.

Ms. Andreani stated that she has been working with MetroPlan in Flagstaff to track grant programs, along with others that are tracking that at the federal level. She noted that a grant has been released and is open for proposals; it is called Federal Lands Access Program, FLAP, through the Department of Transportation. She commented that a great deal of the funding that the FLAP grant is used for is to support transportation within and to major federal lands. She further commented that a significant number of assets that have been improved are very similar to what we see here with Highway 64. Where they have made improvements, they have also funded transit systems and other things as well. She added that the grant is now open and is due November 25th, and they made a decision at their last team meeting that they will pursue that grant. She noted that we are still fairly early in this process; we are just culminating Phase One, and it will be a competitive grant. She advised that the most important aspect is that they are able to apply for a federal grant and able to meet that requirement; so that takes the burden off the Town to have to repay that grant in the future.

Ms. Andreani commented that we are continuing with the process with the U.S. Forest Service who is continuing to work with us. She noted that the government shutdown could affect moving through the NEPA environmental process over the next several months. She also noted that we will keep feeding them the information that they need to ultimately make a decision.

Ms. Andreani commented that separate from this, they have been working with Jack, and she will come back November 4th to discuss a potential local floodplain. She noted that she thought we are moving toward putting that in place, and that is really driven by public safety and then how do we ensure that we are working effectively as properties develop in this area. She commented that they have a plan in terms of how they will communicate with everyone. She noted that will have to go to the Flood Control District Board of Directors for their consideration and approval – that will ultimately be their decision whether they want to move in that direction or not.

Mayor Vail asked if it was correct that the Flood Control District is the Board of Supervisors.

Ms. Andreani responded that they are the same people.

Jack Moody, Town Engineer, presented the Selection of Preferred Improvements portion of the Presentation. He also spoke about the Town's participation in the process. Highlights included:

- The Town, through himself and Town Manager Hendrix, has had a significant role in this process.
- Initially, the Town secured the SMART Grant – the monetary grant that allowed us to do this project. That was done between the Town grant writers, the Town Manager, and himself.
- The Town opted to utilize the expertise of the Coconino County Flood Control District to manage the project – they have a significant amount of expertise and have done this many times.
- He and Town Manager Hendrix attend the weekly meetings giving input to the process in order to have the Town's interests represented.
- They started with the hydrologic and hydraulic modeling results.
- Coconino County hired an outside consultant to do a validation review on the hydrologic modeling study.
- He agreed that it was a reasonable result – the results are what is required of us from not only FEMA but just general standard engineering practices.
- They look at the hydraulic modeling that is being done by Civiltec and JE Fuller as it progresses to verify that we are still in agreement that it is good modeling and represents good data.
- They have been involved in the development of the conceptual improvements.
- As the team is conceptualizing these and bringing that to the table, they are asking questions – both his and the Town Manager's input has gone into this process.
- The Town has helped coordinate the stakeholders – the Sanitary District, the water company, and landowners.
- The Town has been significantly involved in the selection of watershed improvements – improvements out in the Forest – by asking questions.
- For the improvements through Town, he was directly involved in the scoring matrix which he found to be extremely objective and was not reverse engineered. The whole group was involved in the scoring process.
- The slide of the results of the scoring process shows that they are going down the right path.
- The selected mitigation alternative really solves or helps with most of our problems. There are issues, but the selected alternative has the least issues.

Town Manager Hendrix commented on her role in the process, and her appreciation for the working group. She also noted that the public can have confidence in the chosen option.

Vice Mayor Brush asked what kind of a cycle exists for maintaining the system.

Ms. Andreani responded that typically, maintenance for these kinds of systems is pretty limited. She noted they have had a fairly extensive storm drainage system out in their post-wildfire flood area which is even more challenging because there is a lot more sediment. For that storm drain system, they have done virtually no maintenance, and they have it routinely inspected. She explained that they will create, as far as this process, the O & M standards that should be met to make sure that we are clear. She advised that the greatest piece of maintenance will be the flood retarding structure because it will accumulate a certain amount of sediment over time. She added that we will have to budget accordingly for that maintenance.

Mayor Vail commented that she did not think that ADOT came out to look at their storm drains. The Town had to figure out how to look at it.

Ms. Andreani advised that the ADOT improvements that are here now will remain, and they will address what we would call a localized rainfall because that is what they are designed for now. She noted they are really designed to manage the water from the road itself, and they will remain and stay ADOT's responsibility. She commented that the system that gets constructed will be owned and managed by the District. She added that does not mean they may not need some support for ongoing maintenance; that will be a conversation we will have to have in the future.

Ms. Andreani commented that the good thing about the FLAP Grant is that there is no grant match required. She explained that the Town could provide grant match to enhance its competitiveness, but it is not required – it can be done through in-kind or direct cash.

Council Member Aldaz commented that we need to keep that funding at the forefront because we have many projects we are looking at. He further commented that it is important to protect the Town and the community.

Town Manager Hendrix advised that this month, the option is on the Agenda; next month this will be on the Consent Agenda for the Council to adopt as their preferred option.

Devon White, Associate Attorney at the Law Firm of Boyle, Pecharich, Cline, Whittington & Stallings in Prescott, Arizona, on Zoom, explained that he is giving this public comment tonight on behalf of his clients John and Bess Thurston as to their individual properties within the Town. He commented that his clients wanted to express their strong support for the mitigation measures discussed tonight and their appreciation for the Town and the District for their work in advancing the project. Mr. White stated that his clients' position is simple, they are willing to cooperate but not donate. He explained that they have heard that the Town and the District may be expecting donations as to easements and access without budgeting for just compensation.

Mr. White asked that the following questions be answered for the record. First, does the Town or the District intend to pay property owners for permanent and temporary easements? Second, have the Town or the District budgeted funds for that purpose? If yes, how much and from what sources? If not, why not? He requested clarification on the schedule for the acquisition of the necessary properties, easements, and access rights. He asked if this is something the Town and the District plan to resolve in 2025, by the end of 2026, or if they are just not sure on the timeline there. Mr. White continued, as to valuation, will independent appraisals be obtained? As to construction impacts, will assurances of restoration be provided? As to property rights, they would like confirmation that no construction will occur without executed contracts or a court order. He concluded noting that his clients have a Constitutional right to just compensation.

Ms. Andreani commented that it is important to understand where we are in the process. She explained that to answer those questions in terms of payment, donation is premature at this stage. She shared the District's history relative to major projects they have undertaken. One such project was the completion of a 100-million-dollar post-wildfire flood mitigation, in that effort they requested that people provide/donate the easements. The reason they did that was because they had a set amount of District funding to contribute toward the match of the federal grants they received. She noted that it was an equation of whether they either spend money on the property or on the mitigation, and then it was up to the property owners to decide. To that end, they ended up reaching agreement with 3 - 4 property owners and close to 100 easements that were donated. She commented that there is always a limitation to the funding.

Ms. Andreani commented that access to property will be part of the discussion that goes on with both the Flood Control District Board and the Council – what can we afford to do with the mitigation. She noted that is a conversation that goes on in the community. She shared her view that ultimately the community, through the Council and the Board, will decide how much mitigation they want to support.

Ms. Andreani noted that in terms of following all the processes, that is why we are advocating to get the rights of entry because we will not go on someone's property and do anything without a right of entry to do those engineering tasks and then ultimately for construction. She commented that she appreciated the clarity provided about the Thurstons' position; it is important for the Council and the Board to understand. She noted that it may well be the position of most of the property owners here. She commented that this is something we will have to work through, as a group, as a community.

Ms. Andreani expressed that we want to continue to work with everyone to ultimately reach the situation where the community is safer; that is the motive – public safety. She commented that they were good questions, and they know they have to answer those questions.

Mayor Vail commented that public safety is where she is at too. She noted that we had a lot of homes flooded, and this mitigation may make some parcels more developable and increase values.

Ms. Andreani explained how mitigating increases property values. She commented that the Flood Control District had filed in court one time for condemnation and reached settlement within about two weeks. Their philosophy is to try to work with property owners, and they have independent third-party appraisers that are qualified to do this type of valuation.

Mr. White asked if it is possible that the plan (Option 6B) would change if the easements could not be obtained.

Ms. Andreani responded that it could potentially, but the community will ultimately decide what is best.

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

Town Manager Hendrix referred everyone to her report. She noted that we are still doing lots of campaigning because of the closures, and we have several print, radio, and social media advertising going on. She announced that Jessica, Marketing Coordinator, is planning to attend a travel trade trip in Mexico next month; so, this is a speak now or forever hold your piece moment.

Mayor Vail asked if the Route 66 campaign was done or if it is still editable.

Town Manager Hendrix responded that if there is anything else, let her know right away because it is going to print as we speak. She noted that we went out to all the businesses to give them a chance to make final corrections.

C. Consideration, discussion, and possible action regarding Astronomy Events, Holiday Lighting Festival, Indigenous Peoples' Day, marketing, and other Town Events.

Town Manager Hendrix referred everyone to her report.

Council Member Aldaz spoke about Indigenous Peoples' Day noting that he thought it was a great event, and he listed several participants. He commented that we had quite a few people from the community come out; the Native American dancers' performances were stellar; people who attended really enjoyed themselves. He shared that he hopes we will keep having this event.

Mayor Vail commented that it would be great to stay on Indigenous Peoples' Day whatever day that is. She suggested that next year we have a microphone and Hopi dancers.

Town Manager Hendrix announced that the next upcoming event is the Holiday Lighting Event. She noted there is a sample flyer in the Agenda Packet, and we are suggesting that we get Santa Shack donations at that event because of storage.

Town Manager Hendrix asked the Council to authorize staff to contract with Big E because they were the only ones to have put in an estimate for the Holiday Lighting Event, and it is roughly the same amount as last year.

Vice Mayor Brush moved for staff to work with Big E for the Lighting Ceremony food arrangements, and Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Villanueva

Mayor Vail noted that the next event is the Marathon on the 25th with a full marathon option this year. She noted that with that addition, we will need a lot of volunteers.

D. Consideration, discussion, and possible action regarding local community programming including Town of Tusayan (TOT) Pass Healthy Living Library Check-out Program, Santa Shack, and Community Health Nurse.

Town Manager Hendrix announced that we are going to do Santa Shack this year, but it will be just one weekend in the terminal. It will be the weekend of Friday and Saturday, December 12th & 13th with set up on December 11th.

Council Member Aldaz commented that we need to make sure that we have enough people to be able to support the Santa Shack. He noted that the Town Manager has some people who could possibly help from the Town, and we need to make sure there are enough staff to make it a success.

Town Manager Hendrix clarified that the Town will need to have a big crew come in and set up on December 11th, and then people to watch it the 12th & the 13th and then to take it down the evening of the 13th.

Town Manager Hendrix reminded everyone of Trunk or Treat October 31st.

E. Consideration, discussion, and possible action regarding Development of Town Owned Parcels of Real Property, including presentation of the Preliminary Plan Set/Floor Plans for the proposed Townhall property located at 200 State Route 64.

Town Manager Hendrix announced that we have our Architect, Michael Taylor, attending tonight to present the architectural plans for Town Hall. *(Please see the Preliminary Site Plans attached to the Agenda Packet.)*

Michael Taylor noted that what he was presenting are not finished designs; they are just concepts of what we might be able to fit on the site. He noted they were given a pretty exhaustive list of spaces that we need to consider, and activities that we would like to consider in this building. He commented that he thought they had done a good job working with Town staff and the stakeholders to achieve that and get as much on the site as we can while still meeting the codes and the needs of the actual construction of the building.

Mr. Taylor reviewed the site plan orienting State Route 64 to the right of the design displayed. Highlights of the presentation included:

- The front of the building with the main entrance was on the far right of the plan.
- To the left was the parking level – we are calling this the first floor – the ground level floor. They have been gleaning information from Jack concerning flood issues.
- The black squares indicate columns – they are looking at podium construction where there would be concrete columns, concrete Ts to create that level construction platform for the floors above.
- There is a fire separation between the vehicle areas and the occupied areas.
- On the south side of the property, there is a pretty significant amount of land between the building and the property line.
- Generally, a building of this size needs ladder access for fire protection, so they provided a nice fire lane, and it gives us a spot for the dumpster.
- They have been looking at the possibility of an emergency egress onto the Squire property to the south. His team has had discussions with the Squire, and it seems like a win-win.
- The floor plan area to the right of the parking area is the main entry into the building. It would be the immediate two-story foyer.
- On the north end, there is an elevator and a staircase wrapping around.
- On the far southwest corner, there is another staircase which gives us our dual access up above.
- The second floor is a little more of a public space where many more community members would come. It would not be the offices and things like that; it would be gathering spaces.
- There is a variety of sizes because they were given a pretty significant list of different activities that needed to occur in this building.
- In the middle of the second floor there is a bathroom core with men's, women's, a family restroom, and a janitor's closet in the center. This allowed for as many windows as possible.
- We have actually pulled back from the north and west property lines so we would be allowed to have windows. Had they gone all the way to the property lines, windows would have been excluded. It also provides a buffer for maintenance and drainage from the building.

- The gathering spaces are sized for just about any activity because they have movable walls.
- There is a small commercial kitchen in the northwest corner with a walk-in cooler and freezer for food service for the various events.
- Some of the gathering spaces have storage which can be locked.
- From the second floor, one can look down into the lobby space.
- The list of space considerations was:
    - Study Rooms
    - Special Services
    - Sheriff
    - Small Group
    - Dr. and Exam
    - Meeting Rooms
    - Visitation
    - Town Offices
    - Records
    - Tusayan Justice Court
    - Council Chambers
    - Food Pantry
    - Community Thrift Store
    - Gathering Space
    - Youth Program
    - Voting
    - Library
    - Parks and Recreation
- In addition, they had a list of about 50 activities that may occur in these various spaces – many of these will be shared spaces.
- The second floor was intended to be a more public area.
- The third floor is more private with offices, workspaces, and records storage.
- Some walls are expandable on the third floor.
- There is a workspace with copiers and things like that, as well as a breakroom.
- On the third floor, there is the same bathroom core in the middle of the building – just like on the second floor.
- The main level entry is assumed to be about two feet above the curb out at Highway 64, and then two feet down into the parking deck with a nine-foot ceiling.
- The ceilings on the second and third floor will be 10-foot and 9-foot.

Town Manager Hendrix addressed the Council commenting that when they are done with their general questions, there are three exemptions that the architects seek for this property. She advised that they would like to consider two of the exemptions tonight. She noted she was going to walk Mr. Taylor through a conversation about those.

The Council did not have questions, so Town Manager Hendrix stated that the first exemption is for a setback. She asked Mr. Taylor to describe the setback exemption.

Mr. Taylor commented that the property line for this property – the old 7 Mile Lodge - is out at the right-of-way for State Route 64. We have a setback of 20 feet from that right-of-way to our building line. We have filled the bulk of the building, the three-story portion of the building, right to that setback. He explained that they are asking for an exemption not for the building itself, but just for an entry structure. That entry structure could be a canopy with braces off the building; it could be columns and a roof structure – it is just a minimal exemption into that setback.

Council Member Collet, one of the Council Designees on this, commented that he thought it was one that they should grant. He commented that any intrusion is minimal; they are not pouring foundations, and nothing would inhibit traffic.

Town Manager Hendrix asked how this compares to other neighbors on Highway 64.

Council Member Collet responded that there are plenty of examples up and down 64 of places occupying the same area.

Mayor Vail commented that some were pre-building code.

Council Member Collet replied that the boundary grew to it, and they were not malicious or intentional in any way, but there is precedent.

Town Manager Hendrix commented that they are similarly situated.

Council Member Collet agreed.

Mr. Taylor recalled that the 7 Mile Lodge was in that 20-foot category.

Mayor Vail asked if we were sure that it would be fine with ADOT.

Town Manager Hendrix replied that we have to design it, and ADOT has said, "up to the encroachment line, they do not care."

Mr. Taylor requested that if the Council grants this exemption, they set a parameter. He noted that he would ask for 10 feet. He explained that it is a 20-foot setback, then we have the right-of-way which is still behind the actual curb line.

The Council was fine with 10 feet.

Council Member Collet asked if that direction needs to be in the form of a resolution.

Town Manager Hendrix advised that the Council will not take action tonight; she will take this back to the attorneys, and they will formulate it. She noted that if the attorneys do not agree, she will let the Council know.

Mr. Taylor commented that for the nine-foot ceilings to the podium, they have allowed four feet for that podium construction with roughly ten-foot ceilings on the second floor, and then nine-foot ceilings upstairs. With parapets, mechanical screening, and everything, that gets us up to a little over 43 feet in height overall. He stated they are asking for an exemption to 45 feet max, and the Town Code talks about how we measure the height of a building. He noted it is interesting because it talks about the pre-existing natural grade; so, that is something we need to determine where that actually is – how that height would be measured from.

Council Member Collet commented that he would ask the Council to approve this. He noted that he worked with staff and actually obtained empirical evidence – went up and measured the buildings. He also noted they have empirical proof of similarly situated buildings of similar size. If we allow this to go up to 45 feet, it will not stand out; it would not appear to be towering over any of its accompanying structures next to it. He added that he thought it would be a very viable exemption for us to make.

Mr. Thurston of the audience asked how many feet over allowed it will be.

Council Member Collet responded that current code says 35 feet, so approximately 10 feet.

Mr. Thurston asked about future developments wanting to have the same thing.

Council Member Collet replied that strictly speaking, we will be following along the exact same format that almost all of the buildings in Town have followed – a three-story format. There is not a fourth story being added, all we are adding is a few extra inches here and there to accommodate the height. The building will have the same general look and appearance; it will be sticking with tradition. He explained that we are trying to keep this within the realm of a governmental exemption instead of a variance, so that we do not actually inadvertently create a channel for someone else to make an end-run around the policy. He added that this building is strictly pursuant to government function; there is no commercial aspect.

David Reffner, Grand Canyon National Airport Manager, asked if the Town has considered doing a 7460 Airspace Study just because of the building height and it being in line with the landing path of the runway.

Mr. Taylor responded that they would do a 7460 Study as part of this.

Mr. Taylor noted that Council Member Collet commented that the other buildings to both sides are three stories, and we determined they were forty-two feet tall. He explained that as hotels, they have a very slender floor profile because their HVAC is typically down in PTAC units in the wall. He stated this is a commercial building, and we need a bit more interstitial space to be able to run ductwork and things like that, so that is why our three-story ends up being just a little bit taller.

Mayor Vail reminded everyone that pre-Building Code, the IMAX is way taller.

Mr. Taylor, in response to a question, noted that the first floor has a 10-foot ceiling for the Council Chambers to provide a feeling of more volume or space when you are full of people for a gathering.

Town Manager Hendrix commented that because it is for a government purpose, you want that extra height.

Mr. Taylor responded that he would say it is because it is an assembly space; you are going to have a number of people in a small space.

Mayor Vail commented that she is fine with moving forward with that. She added that for this discussion for the record, she is the one who did a height referendum when the Town tried to go ten stories plus because she thought it was terrible. She stated that for this incidence, she was fine with us continuing to move forward but she feels like three stories in Tusayan is very important.

Council Member Collet commented that we have adhered to the format of everyone else, we just need to get a little extra room to make all the 'partridges and pear trees' fit.

The Council agreed to move in that direction.

Town Manager Hendrix advised that the last piece of this, now that we have the exemptions done, is for the Council to go back and sign off on the concept or the site plan, and that we would probably want the Council to vote on it. She explained that will take us into the next step where

we can negotiate the final contract with Michael and start moving into some of the final phasing of the planning process.

Council Member Collet moved that we adopt the site plan, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Villanueva

F. THE TUSAYAN TOWN COUNCIL SITTING AS THE BOARD OF ADJUSTMENTS

Consideration, discussion, and possible action regarding Town Application for Front Setback and Building Height Variance(s) for the proposed Townhall property located at 200 State Route 64.

G. Presentation of Service Awards to outgoing Town Representatives, Employees and/or Volunteers

This Item took place after the Reports Section.

Mayor Vail commented that this is the last known meeting with our Town Manager, Charlie Hendrix.

Mayor Vail presented Town Manager Charlie Hendrix with a plaque that states, "A great Town Manager is hard to find, difficult to part with, and impossible to forget. In recognition and appreciation of outstanding service, dedication and community growth to our community."

Vice Mayor Brush commented that it is amazing what Charlie has accomplished.

Ms. Andreani commented that while working with Charlie through many things, but mostly since the big flood event in 2023, she has seen Charlie's communication. Ms. Andreani commented that Charlie's communication shows her values along with her efforts to lead. She thanked Charlie for all the support she provided moving through the process efficiently.

Mayor Vail announced there will be an Interim Town Manager starting November the 3rd. She noted that he was the Town Manager in Flagstaff, he is retiring, and he will work with us in the interim. His name is Greg Clifton.

Town Manager Hendrix thanked the Mayor and Council, and she commented that it has been a real honor to work with them.

AT THE END OF THE MEETING THE COUNCIL WILL ADJOURN AND INVITE THE PUBLIC AND INVITED GUESTS TO REMAIN FOR A MEET AND GREET. NO PUBLIC BUSINESS WILL BE CONDUCTED.

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 Council to her Report. She noted that in the Report, the Council received several yellow reports including the Five-Year Conceptual Plan. She commented that she believed that one of our Council Members wanted to speak to that plan.

Council Member Aldaz commented that in looking at the reports on yellow paper and looking at our guide, he put those numbers together. He advised that we have to take into consideration everything that we want to be able to do, and there are a lot of projects that are out there. He noted that as we are moving along, he just wants to make sure that we consider everything and try not to move too fast on how much money we are spending. He recommended that they be conscious of what the people would like to see done and built. He noted that he wanted to caution on how we move forward with the funds that we have.

Mayor Vail agreed.

Vice Mayor Brush thanked the Airport Manager for all his help when Stephen Hummel, Dark Skies Initiative Coordinator, came to Town the other day and visited the Airport.

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. *Engineering*

B. 2025 Meeting Schedule

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

C. Council Members

D. Mayor

E. Tusayan Fire District

F. Tusayan Sanitary District

G. Tusayan Justice Court

H. NACOG – Northern Arizona Council of Governments

Mayor Vail commented that NACOG has upcoming meetings that will be in person. There will be a dinner happening in Clarkdale.

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

David Reffner, Grand Canyon National Park Airport Manager, commented that they are wrapping up construction from the runway. They have been delayed for three weeks because of the weather; they just need to make some lines on the asphalt. He commented that they have begun preparations for future projects, and grant applications are kind of up in the air at the moment.

Council Member Aldaz thanked Mr. Reffner for helping out the Town by providing space for the Santa Shack.

Mayor Vail asked that all Council Members be emailed the letter that she and Vice Mayor Brush wrote for the Board of Supervisors Meeting tonight.

Mayor Vail commented that concerning the action they took supporting the Monument, Representative Gosar now has a bill to dismantle the Monument status.

10. FUTURE AGENDA ITEMS

None.

11. MOTION TO ADJOURN

At 6:52 p.m., Mayor Vail moved to adjourn, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz; Absent: Council Member Villanueva

Clarinda Vail, Mayor 12-9-25 Date

ATTEST:

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 14, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Tina M. Abriani 12-09-25
Town Clerk Date