

## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, June 4, 2014 at 6:00pm  
TUSAYAN TOWN HALL BUILDING  
845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

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

Mayor Bryan called the meeting to order at 6:05pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

**MAYOR GREG BRYAN**  
**VICE MAYOR AL MONTOYA**  
**COUNCILMEMBER BILL FITZGERALD**  
**COUNCILMEMBER JOHN RUETER – via phone**  
**COUNCILMEMBER CRAIG SANDERSON**

Also present were: Will Wright, Town Manager  
Melissa M. Drake, Town Clerk

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Julie Aldaz spoke about the landscaping in Town. She stated that the weeds all over Town are terrible and that 2 dead trees still have not been replaced. Whoever is responsible, the Town or ADOT, needs to care for the landscaping.

Mrs. Aldaz also gave her opinion on crosswalk safety improvements stating that all crosswalks should have lights, not just a few.

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

##### **A. Update from the Williams Justice Court, Judge Robert Krombeen**

Judge Krombeen spoke about a business skills training offering in Williams for the Chamber Members. An overwhelming response of 130 business people have gone through the training. A similar training will be offered to the Chamber of Commerce here in Tusayan.

They recently entered into an IGA with Coconino County for supervised probation for the City of Williams. (This may need to be addressed for the Town of Tusayan also.) The Court received an informal A- from the Supreme Court audit. Security has been improved in the Court.

Judge Krombeen also spoke about the future of the Court's services to the Town. He stated that they would be pleased to continue service as-is or there may be a possibility of providing some services in the Town. Currently all Tusayan cases are handled 1 morning per month.

## **B. Update from Coconino County Sheriff's Department, Lieutenant Jim Coffey**

Lieutenant Coffey gave an overview of Sheriff's Department cases in Tusayan over the last 6 months and discussed the following:

- A new officer has been trained with a dog to find drugs and they have been made available to the Town as needed
- Officers have been directed to spend more patrol time in neighborhoods
- Officers try to encourage compliance instead of issuing citations for every stop
- The tabletop drill here was very helpful in preparing for a possible fire incident and the actual plane crash (no injuries) 2 weeks ago at Grand Canyon National Park Airport
- There is no tolerance for fires in the National Forest
- Working on hiring an officer specifically for Tusayan
- Jail work crew is available to the Town
- Staffing issues
- Town vehicle was down temporarily but should be around with greater visibility soon
- Half marathon was a good event but there should be a special process for preparing for this type of event

Mayor Bryan asked Lieutenant Coffey for his expertise on enforcing cell phone laws. Lieutenant Coffey stated that generally it is the behavior of distracted driving that is observed by law enforcement and there are already laws on the books which are enforceable.

## **C. Kaibab National Forest Stage II Fire Restrictions**

Mayor Bryan and Manager Wright noted that Stage II fire restrictions have been implemented in the national Forest which therefore enacts the Town Ordinance for the same restrictions.

## **5. CONSENT AGENDA**

Vice Mayor Montoya asked for clarification of a check to Valle Hardware and Feed. Manager Wright stated that supplies for the work on the shed at the park have been purchased there.

### **A. Minutes of the Town Regular Meeting on 5/21/14**

### **B. Accounts Payable Billings**

Vice Mayor Montoya made a motion to approve the Consent Agenda. Councilmember Sanderson seconded the motion. Mayor Bryan recused himself on an item of payment to himself. The motion passed on unanimous vote.

## **6. COMMITTEE REPORTS**

### **A. Update from the Community Park Committee**

Manager Wright stated that the Park Committee met last week with the School Board looking at a possible south access route to the Town Housing Parcel at

Kotzin Ranch. The majority of the group supported using the existing right-of-way of Long Jim Loop and then goes to the North of the School property

Former Mayor Pete Shearer (and School Board Member) stated that the School Attorney has stated that there may be issues with the use and should be further researched. Mr. Shearer plans to request that the School Board consider the Attorney's statement. Mr. Shearer stated that as a member of the Park Committee he is opposed to this option for the access.

The Mayor and the Council discussed the road easement concerns with Mr. Shearer.

Manager Wright stated that the performance bid for dirt work will come to the Council at the next meeting or in July.

#### **B. Update from the Planning and Zoning Commission**

Manager Wright stated that there have been no meetings since the last Council meeting. To date, 1 letter and 4 e-mails have been submitted from candidates/commissioners interested in serving on the Commission.

### **7. ACTION ITEMS**

#### **A. Consideration, discussion, and possible approval of co-sponsoring Resolutions for the Arizona League of Cities and Towns**

Manager Wright gave an overview of the resolutions under consideration. Mayor Bryan stated that the Town of Tusayan and been requested to co-sponsor 3 resolutions: (1) restoring Heritage Park funds (2) developing a study committee to consider alternatives to HURF, and (3) state-wide ordinance regarding texting and cell phone usage while driving.

Mayor Bryan made a motion to have the Town co-sponsor all 3 resolutions and Councilmember Rueter seconded the motion. The Council discussed the resolutions. The motion passed on unanimous vote.

#### **B. Consideration, discussion, and possible approval of Resolution No. 2014-06 opting out of Coconino County Ordinance 2014-03 regulating portable communication devices and texting while operating a motor vehicle**

Manager Wright gave a brief introduction of the resolution. He stated that the Town Attorney has requested additional time to review this issue and possible liabilities and that the Council act on it at a later date. He also stated that the City of Flagstaff is working on an Ordinance but it is not yet available.

The Council discussed the issue and took no action.

#### **C. Consideration, discussion, and possible approval of Intergovernmental Agreement (IGA) with Coconino County for Elections Services**

Manager Wright gave a brief introduction of the IGA with the Coconino County Elections Department for the Home Rule election and Council seat elections.

Vice Mayor Montoya made a motion to approve the IGA and Councilmember Sanderson seconded the motion. Mayor Bryan asked for confirmation that the election will not be a "mail-in only" election and Manager Wright confirmed. The motion passed on unanimous vote.

**D. Consideration, discussion, and possible approval of expenditure of \$2,000 to cover consultant costs for Grand Canyon Chamber and Visitors' Bureau (CVB) Town Hall Meeting regarding possible Town name change**

Mayor Bryan stated that the president of the CVB has approached him requesting funds to cover the costs of consultants for the meeting to be held on June 11, 2014.

Vice Mayor Montoya made a motion to approve the costs of consultants for the Town Hall meeting. Councilmember Sanderson seconded the motion.

Councilmember Fitzgerald stated that he twice previously proposed spending Town funds on marketing the Town but the Mayor wanted to require the CVB to develop a plan before approving the money. Councilmember Fitzgerald stated that only the Mayor has been talking about changing the name of the Town. The CVB came through the Mayor requesting the money, not to the Council. He stated that rebranding was not part of previous discussions involving the CVB. He stated that he is not in favor of spending the money without a plan.

Mayor Bryan stated that "rebranding" is the term the marketing profession uses in reference to a name change. He stated that 2 years ago the Council approved \$8,000 for a branding study which never came to fruition. He stated that this CVB Town Hall meeting will bring in professional information regarding a possible name change and would start the process of developing a plan.

Former Mayor Pete Shearer stated that he was opposed to spending the money on this. He believes we should give the \$2,000 to ADOT for improving the landscaping & appearance instead.

John Thurston spoke in opposition of spending money on this Town Hall.

Councilmember Sanderson stated that he was not necessarily in favor of the name change at this point but he is in favor of spending the money on the consultants to get additional information on pros and cons for the better of the community.

Vice Mayor Montoya spoke in favor bringing in "fresh eyes" on the topic and he believes the issue of the landscaping should be on a future agenda.

Councilmember Fitzgerald stated that there should be a branding study first, not promote a name change. The CVB still has not come forward with a plan.

The motion passed on a vote of 4 to 1 with Councilmember Fitzgerald voting "No."

**E. Consideration, discussion, and possible action on ADOT letter and invoice regarding water leak**

Manager Wright gave a review of the history of the water leak issue and introduced a new memo from himself to the Council and a new letter from ADOT introducing new fees. He also stated that ADOT is trying to make unilateral changes to water fees to the Town Housing Units on 10 year leases.

Former Mayor Pete Shearer (member of the Sanitary District Board) stated that the Board waived 50% of the fees from the Sanitary District on this issue.

Mayor Bryan asked if there have been previous waivers issued. Mr. Shearer stated that there have been a few credits issued in the past when it could be proven that some of the water used did not enter the sanitary sewer.

Manager Wright stated that he disagreed with the characterization in the ADOT letter of the Sanitary District's decision that the Town should pay the remainder of its bill. He stated that the Sanitary District's statement was that ADOT should bear some responsibility since they were not reading the meters for several months. Mr. Shearer agreed with Manager Wright's recollection of the Sanitary District's opinion.

The Council further discussed the issue, continuing questions surrounding it, and possible actions.

The Council directed Manager Wright to proceed with requesting answers to the continuing questions and continue trying to negotiate with ADOT on the issue. Mayor Bryan stated that he would work with Manager Wright to that end. They will also involve the Town Attorney.

Councilmember Rueter stated that the water system keeps a constant pressure and water delivery to the storage tank would not affect it. He also suggested the Town Attorney look at the State Statute quoted by ADOT to determine if it also applies to the Town.

**F. Consideration, discussion, and possible approval of Cost of Living Adjustment (COLA) and employee costs**

Manager Wright re-introduced his memo concerning this matter. He asked the Council to consider a one-time 3% COLA for Town employees and review overall employee costs for the next fiscal year.

The Council discussed the possible COLA, how it was determined, etc. Mayor Bryan stated that there are several issues at hand: COLA, increases in salaries based on ASRS & negotiations during the hiring process with the clerk (and covering the Clerk's portion of the contribution to ASRS), changes in the job description for the maintenance worker, and a possible increase for the Manager after a performance review.

Mayor Bryan stated that the prior agreement with the Clerk needs to be honored even though it did not come to the Council before hiring. He also stated that the concern is that the COLA sets an expectation of an increase every year.

Manager Wright stated that in many municipalities, a COLA may be approved but not executed if there are not funds available.

The Council and Manager Wright discussed the issues at length.

Mayor Bryan made a motion to approve:

- a merit increase of 3% for the Clerk and the Maintenance Worker for FY 2014-2015 (as of July 1 2014)
- an additional increase for the Clerk equivalent to her portion of the required ASRS contribution (as of the date the Town joins ASRS)
- an increase to \$16/hour for the Maintenance Worker when he becomes the Manufactured Home Inspector for the Town
- a review for the Manager which may or may not result in a salary increase

Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

**The Council took a 5 minute break from 8:45pm to 8:50pm.**

#### **G. Consideration, discussion, and possible approval of Tentative FY2015 Budget**

Manager Wright stated that no changes have been made to the budget since the last meeting and that the forms included in the packet will be published prior to the June 25<sup>th</sup> Public Hearing.

Vice Mayor Montoya made a motion to approve the tentative budget for Fiscal Year 2015. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

### **8. DISCUSSION ITEMS**

#### **A. Discussion of Local Government Investment Pool**

Manager Wright stated that he attended a meeting with the Deputy Director of the State Treasury and learned about possible changes in investing by the Town. He also spoke with Mr. Tomlinson of Chase Bank about possible investments there. There is more research to be done.

#### **B. Update on crosswalk improvement status**

Manager Wright stated that we are getting pricing on the flag system and working on the encroachment application for ADOT.

Former Mayor Pete Shearer stated that there is much more foot traffic in town since the shuttle service has started up again and stated that this safety topic should have the highest priority.

The Council requested that Manager Wright complete the encroachment permit application in a way that ADOT considers both the flag system and the light system. They also noted the need for an opinion of the Town Attorney on liability related changes to the crosswalks. Manager Wright stated that the Attorney is considering it.

## 9. TOWN MANAGER'S REPORT

Manager Wright stated that applications for the bookkeeper position are due by June 9<sup>th</sup>. He also stated that his memo regarding the Engineering RFP and 2 proposals have been distributed to the Council.

He also stated that J2 Engineering has not yet provided the report that was promised at the end of May.

## 10. FUTURE AGENDA ITEMS

- June 25<sup>th</sup> - Woodson & Shephard-Wesnitzer presentations on Engineering Services
- June 25<sup>th</sup> - interview Mr. Schoppmann for the P&Z
- June 25<sup>th</sup> - update on landscaping
- June 25<sup>th</sup> - update on crosswalks
- When available - streaming audio
- Park plans for the summer

## 11. COUNCIL MEMBERS' REPORTS

Vice Mayor Montoya and Manager Wright attended the Arizona Corporation Commission hearing regarding the water case today. The date for a final decision has not been determined.

## 12. MAYOR'S REPORT

- The Mayor received a letter from the Arizona State Board of Geographic and Historic Names regarding the possible name change of the Town. They stated that they may have some jurisdiction over a name change. The Mayor informed them that state statute defines how a name change of a Town may occur.
- There are a couple of seats available to the Town at a Community Health Meeting on June 12<sup>th</sup> in Phoenix. The Intel Corporation has paid for the seats.
- There was a NACOG meeting today to begin the process of determining goals and a vision for economic development in the NACOG region.

## 13. MOTION TO ADJOURN

Vice Mayor Montoya made a motion to adjourn the meeting at 9:29pm. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

ATTEST:

  
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Melissa M. Drake, Town Clerk

  
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Greg Bryan, Mayor

  
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Date

CERTIFICATION

State of Arizona        )  
                                  ) ss.  
Coconino County        )

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the 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 of the Town of Tusayan held on June 4, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 18<sup>th</sup> day of June, 2014

                  Melissa M. Drake                    
Town Clerk