

DRAFT MINUTES

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

December 7, 2011 @ 6:00 P.M.

Best Western Squire Inn, Zuni Conference Room

74 State Route 64, Tusayan Arizona

TOWN COUNCIL REGULAR MEETING DRAFT MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:01 pm and the Pledge of Allegiance was recited after Mayor Bryan reminded the Council that it was December 7th and to honor those who have served and died for our country.

2. ROLL CALL

Upon roll call, the following were present:

**MAYOR BRYAN
VICE MAYOR MANIACI**

**COUNCILMEMBER MONTOYA
COUNCILMEMBER RUETER
COUNCILMEMBER FITZGERALD**

Also present:

Town Manager Ochoa
Town Clerk Sutton
Office Assistant Garver

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

No public comments were made.

4. CEREMONIAL AND INFORMATIONAL MATTERS

Brian Tozer of the Sheriff's department presented the Sheriff's quarterly activity report. He compared it to last year, same quarter, and in some areas of criminal activity, speeding, alarms call, etc. there was an increase in activity and lower in others. He was asked to do a year in review when he returned in March of 2012.

5. CONSENT AGENDA

Consideration and possible approval of Administrative/Treasurer's Report

Approval of the Payment of Bills
Approval of Minutes

Council Member Rueter motioned to approve the consent agenda.
Vice Mayor Maniaci seconded the motion. All voted in favor.

6. COMMITTEE REPORTS

Town Manager said that John Dillon had resigned from the Housing Committee.

7. ACTION ITEMS

Consideration, discussion and possible approval of IGA between the Grand Canyon School District and the Town of Tusayan for construction, management and use of a Community Park on school owned property.

Sharyl Allen was asked which date was correct in the IGA and she stated it was 2021. The Mayor requested that the IGA be run by the insurance company to get quotes after the date is corrected in the document. There are new designs which will be presented to the Council. The fencing will keep the balls within the sports arena.

No action was taken.

Consideration, discussion and possible approval of an Ordinance authorizing Special Election(s) for the Town of Tusayan.

The Town Manager informed the Council that they are granted the right to authorize Special Elections. Council Member Montoya asked if the Town of Tusayan would be responsible for reproducing the pamphlets and the Town Clerk said he would look into it.

Council Member Montoya moved to approve the Ordinance 2011-12-07-01 to authorize Special Elections for the Town of Tusayan.

Council Member Rueter seconded the motion. All voted in favor and was signed by the Mayor.

Consideration, discussion and possible approval of the cancellation of the Town Council Regular Meeting of December 21, 2011.

Council Member Montoya said that if needed, the Council could call a special meeting during the month of December.

Council Member Montoya moved to cancel the regular meeting on December 21, 2011.

Council Member Rueter seconded the motion. All voted in favor.

8. DISCUSSION ITEMS

A. Council Policies and Procedures

1) Identification of Action Item originator on Agenda

Council Member Fitzgerald suggested that Action Items have the initials of the originator be listed by it to eliminate confusion. Town Manager Ochoa said that Councils generally do not practice this policy but other legislative bodies, like the legislature, does. Council Member Rueter agreed that this should be examined further. Town Manager Ochoa said that language could be drafted and be voted on by the Council.

2) Requiring Action Items to be Discussion Items on prior meeting agenda

Council Member Fitzgerald requested that all action items be required to be a discussion item first. He thought that there have been times when last minute action items have been voted on and the Council had not been given enough time to review and research prior to a decision being made. Council Member Montoya suggested that a vote of no support could be made. Council Member Rueter was not prepared to give up the Council's ability to move quickly when needed. Mayor Bryan suggested that this could be resolved with all agenda items to be finalized the Friday prior to the meeting and there could be a policy change which will take that direction.

Town's Self Taxation requirements

The Town Manager commented that the Town Attorney has confirmed that the Town is required to self-taxation even if the fund goes back in to the general fund.

Zoning Code Workshop

The workshop will be on December 14, 2011 at 6:00pm. Richard Turner will be facilitating the meeting.

IGA with County re Judicial Services

The Town Manager informed the Council that a final meeting needed to be scheduled for the Town Clerk, Interim County Manager and himself prior to the finalization of the IGA with the County. The Interim County Manager Mike Townsend has some questions about the IGA and has the County Attorney's office reviewing it again. Mayor Bryan asked Town Clerk Sutton to try to expedite the process as much as possible.

Snow Removal RFQ

Town Manager Ochoa has contacted some additional contractors for snow removal services and there has been either no response or they don't work in the Tusayan area. Universal has given the same quote as last year. Council Member Rueter suggested that part of the contract states what types of equipment are allowed to be on the sidewalks, awareness of the landscaping and whether the whole sidewalk would be cleared. Council Member Fitzgerald suggested guideposts be placed along the sidewalks and whether cinders or salt be required and alternative solutions to areas that cannot be snow blown. Mayor Bryan requested that detailed procurement laws be reviewed at the retreat.

Holiday Decorations Report

Council Member Montoya stated that the holiday decorations are to arrive the following day and they will be put up as soon as possible. Pete Shearer said that he was going to put up the brackets and the decorations could be put up at the same time. Some poles that are too close to the road will have the decorations on the opposite side.

Office Modular Update

The Town Manager has forwarded pictures of the modular. It has arrived and some modifications have to be made. Council Member Rueter recommended that the electrical board that services the building be placed in a cabinet and mounted on a pad rather than placing it on the side of the building. It could cause delays due to additional inspections that could be needed if it is not in place by the time Wildan and the State Manufactured Homes come through. Council Member Fitzgerald recommended the Council have an Open House and a picture taken when the Council has its' first meeting in the new building. Town Manager Ochoa said that he believes that there will be a January 2012 meeting in the new building.

Application and Nomination Process for P&Z

The Town Manager has spoken to Richard Turner on the requirements and a description of qualifications for P&Z committee members. Council Member Rueter requested that the upcoming work session be advertised so that the community can participate in it.

9. TOWN MANAGER'S REPORT

A. Community Activities

The Town Manager attended a conference in Peoria, Az and its main focus was community engagement. He was encouraged as the Town of Tusayan is already moving in the direction.

B. Professional Activities

Town Manager Ochoa requested that he be able to attend a Liquor Board training that would take place the following day. It is needed as the Town just received an application for a new liquor license for new restaurant in Tusayan.

C. Report on Model Homes at Camper Village

Stilo is moving forward to get two modular homes up on Camper Village.

D. Update on Budget Spreadsheet

The Town Manager has met with the Financial Consultant and she is finalizing the last piece of needed information to a spreadsheet with details on what agenda items the Council has approved financial expenditures and what was actually spent to date. The Town is still waiting for the final approval by the Federal Government to begin Social Security for Town employees. Unemployment has sent a document that there will be no penalties due to no-payment as the Town is just getting set up.

E. Update on Council Retreat Planning

The Town Manager is looking into additional facilitators as he has not heard back from the original contractor.

10. SET ADDITIONAL ACTION ITEMS FOR NEXT REGULAR MEETING

Discuss whether the Town needs to provide a cemetery or if an IGA needs to be made with the County. BF

New Construction Inspections by Wilden – schedule. BF

Office Modular Update JR

Time line for Zoning adoption & policies GB

Applications & nominations for P&Z Commission. JR

Report on CUPS from County GB

Townsite Act & application GB

Lots & modulars at airport for Town Staff JR

Snow Removal CM

IGA with School regarding park JR

County Judicial IGA update GB

Initialing of Agenda items JR

Action items to be a discussion item prior to voting JR

Report on P&Z workshop and recommendation of changes CM

11. COUNCIL MEMBERS' REPORTS

Council Member Montoya advertised that there is a blood drive on January 5, 2012 and requested many to participate as possible.

12. MAYOR'S REPORT

The Mayor met with the Town Manager and it was decided that all agenda items are to be in the Friday prior to a Council meeting with the Monday as a final for any changes. The Mayor also requested that the Town office have regular office hours once the building is finished. The Mayor also said that Staff time off be pre-approved whenever possible.

13. MOTION TO ADJOURN INTO EXECUTIVE SESSION for the following purpose:

The Council did not go into executive session.

14. ADJOURNMENT OF REGULAR COUNCIL MEETING

Council Member Rueter moved to adjourn the meeting.
Vice Mayor Maniaci seconded the motion. All voted in favor.

The meeting adjourned at 7:48pm.