

## FINAL MINUTES

### TUSAYAN TOWN COUNCIL SPECIAL MEETING

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

Monday, April 30, 2012 @ 5:00 P.M.

TUSAYAN TOWN HALL BLDG

845 Mustang Drive, Tusayan Arizona

### TOWN COUNCIL SPECIAL MEETING MINUTES

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

The Mayor called the meeting to order at 5:01pm and the Pledge of Allegiance was recited.

#### 2. ROLL CALL

Upon roll call, the following were present:

**MAYOR BRYAN**  
**VICE MAYOR MONTOYA**

**COUNCILMEMBER FITZGERALD**  
**COUNCILMEMBER RUETER**  
**COUNCILMEMBER SANDERSON**

Also Present: Town Attorney Sims  
Assistant Town Clerk Garver

#### 3. ACTION ITEMS

##### A. Consideration, discussion and possible approval of possible changes to the Town Manager Contract.

The Town Attorney stated that the Town Manager was in agreement and rendered his resignation with a 15 day paid leave of absence ending on May 15, 2012. Town Attorney Sims is negotiating a separation agreement as there are questions about the State Retirement plan and a couple of other items. He will negotiate the terms and bring it back to the Council.

Council Member Rueter moved to accept the Town Manager's resignation pending the Town Attorney negotiating a separation agreement. Vice Mayor Montoya seconded the motion. All were in favor. Motion passed.

The Council agreed for the Mayor to proceed with some interim staff.

##### B. Consideration, discussion and possible approval of a process for interviewing and hiring either a temporary or permanent Town Clerk.

The Mayor has contacted Tim Pickering to locate an interim Town Clerk. Council Member Fitzgerald and the Mayor will interview the candidate who has considerable experience and is willing to work on an interim basis. The Council expressed a desire to find someone who would be willing to work at least 4 days a week so that the office is staffed and manned. The Town phone number will be

forwarded to the Mayor for the time being. A permanent Town Clerk would still be sought out in the near future.

Council Member Rueter moved to authorize the Mayor and Council Member Fitzgerald to interview and hire an interim Town Clerk.

Council Member Sanderson seconded the motion. All were in favor. Motion passed.

**C. Consideration, discussion and possible approval of reaffirming terms of contract with Interim Public Management for staffing.**

The contract with Tim Pickering's company was never closed out. Tim has confirmed that he would be will to provide ongoing services of an interim Town Clerk and an interim Town Manager. The Mayor asked the Council if they would like to reaffirm the contract.

Council Member Rueter moved to reaffirm the contract with Interim Public Management and to have the Mayor and Vice Mayor to interact with Tim in the selection of an interim Town Manager.

Vice Mayor Montoya seconded the motion.

Mr. Pickering had provided the Town with the services of the two earlier interim managers and helped with interviewing applicants. He had also assisted with the Stilo negotiations. Mr. Pickering's company is a group of retired town managers that help out municipalities in these areas until a permanent applicant is found. They are seasoned and experienced managers who give their experience and are not looking for permanent positions. The Mayor and Vice Mayor will interview the most in the shortest amount of time and bring back the best applicants to the Council for final approval.

All were in favor. Motion passed.

**D. Consideration, discussion and possible approval of changing next regular Council meeting dates.**

The Mayor asked the Council if the next regular Council meeting scheduled for May 2, 2012, needed to be delayed until more staff became available. The budget work shop, scheduled for May 1, 2012, is cancelled. The Council suggested a couple of items be moved off the draft agenda as they needed staff to accumulate information and give them a recommendation but that there should be no problem with the balance of the agenda items.

**4. DISCUSSION ITEMS**

**A. Schedule of work for completion of Town Hall needs**

The dais has a couple of issues prior to full completion and as soon as the additional work is done, the Mayor suggested that the Town Hall be rekeyed. A scope of work for identifying sidewalks and signage still needed to be done and the airport had notified the Mayor requesting that the westerly road be used to keep the dust down. Council Member Rueter said he would work with the airport manager on signage.

**B. Schedule of work for staffing housing project at airport**

The staff housing project will need to be placed in a scope of work.

**5. SET ADDITIONAL ACTION/DISCUSSION ITEMS FOR NEXT REGULAR MEETING**

The agenda items would stay the same as listed on the draft agenda with no finance report. Approval for meeting minutes for April 24<sup>th</sup> and 25<sup>th</sup> would be listed. The Mayor will try to function as the Town Manager to keep things moving forward

**6. MOTION TO ADJOURN**

Council Member Sanderson moved to adjourn the meeting at 5:55pm. Vice Mayor Montoya seconded the motion. All were in favor. Motion passed.

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**ATTEST:** On this date, May \_\_\_\_\_, 2012.

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Greg Bryan, Town Mayor

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Town Clerk