

TUSAYAN REGULAR TOWN COUNCIL MEETING

Wednesday, December 15, 2010, 6:00 p.m.
Best Western Squire Inn, Zuni Conference Room
74 State Route 64, Tusayan

MINUTES OF TOWN COUNCIL MEETING

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:02 p.m. and the Pledge of Allegiance was recited.

2. ROLL CALL

Council Members Present: Mayor Greg Bryan, Vice Mayor Cecily Maniaci, Bob Blasi, Al Montoya, John Rueter

Also present: Cynthia Seelhammer, Interim Town Manager, and Pam Parsons, Town Clerk.

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

A. The Honorable William Sutton, Justice of the Peace and Municipal Court Judge of Williams, addressed the Council about his work as a consultant for the Town investigating options for police services and court services, and said he hopes to eventually create a municipal court in Tusayan. He reported on the first two weeks of his work and distributed a written report (Attachment "A"). He intends to report back at the second Council Meeting each month.

B. Aaron Hall, an attorney with Shorall, McGoldrick & Brinkmann out of Flagstaff, introduced himself as representing Red Feather Properties. He stated that his client, the owner of property adjacent to a property that was subject to a zoning action, had wished to comment on the zoning case at the last Council Meeting and was not able to do so. He noted that the Town has implemented a process for public comment that makes it clearer when comment will be made. He also complimented Judge Sutton.

C. Sam Bova, 395 S.R. #2, Grand Canyon AZ, member of the Ad Hoc Committee on Housing, spoke on his impressions of the firms that responded to the Town's request for proposals to conduct a Housing Study. After reviewing the written proposals, he believes that the EPS submittal was most concise and broad-based.

4. CEREMONIAL AND INFORMATIONAL MATTERS

A. Grant Anderson and Roger Brooks from Willdan and Associates were introduced. Willdan is the company providing building services to the Town of Tusayan.

B. Presentation on the Alliance for Innovation was given by Pamela Muse, the western regional representative of the Alliance. The Alliance office is located at Arizona State University. She described the resources available through the Alliance, including sample documents, information on municipal solutions to current problems, webcasts, and conferences. She introduced her colleague Brandi Allen.

5. CONSENT AGENDA

A. Consideration and possible approval of Previous Meeting Minutes

- a. December 1, 2010

B. Consideration and possible approval of Administrative/Treasurer's Report

- a. Acceptance of the Finance Report
- b. Approval of the Payment of Bills.

Mayor Bryan pointed out the addition of payments to Coconino County for Sheriff's services to the bills to be paid (Attachment "B"). Council Member Montoya moved to approve the items on the Consent Agenda and

Vice Mayor Maniaci seconded the motion. Motion passed unanimously.

6. COMMITTEE REPORTS

- A.** Ad Hoc Housing Committee – Appointment of Joseph Fortenberry to fill the vacancy on the Ad Hoc Housing Committee.

Council Member Montoya moved, and Council Member Rueter seconded the motion to appoint Joseph Fortenberry to the Ad Hoc Housing Committee. Motion passed unanimously. The Mayor reminded Mr. Fortenberry to arrange to meet with the Town Clerk to take the Oath.

7. PUBLIC HEARINGS

No public hearings.

8. ITEMS FOR ACTION

- A.** Approval of contract for on-call services with Willdan and Associates – discussion and possible action.

Town Manager Seelhammer presented the staff report and recommended approval of the contract with Willdan and Associates (Attachment “C”). Council questions were in regard to responsiveness and turn-around times. Roger Brooks from Willdan responded. Council Member Rueter moved and Council Member Montoya seconded the motion to approve the contract with Willdan. Motion passed unanimously.

- B.** Approval of contract for on-call services with Woodson Engineering – discussion and possible action

Ms. Seelhammer asked that this item be continued until the next Council Meeting.

- C.** Purchase of a modular for use as a Town Hall – discussion and possible action

The Town Manager reported that the upgrade of a modular with a 20-pound roof is possible, but information is being gathered about the cost of new modulares. She distributed copies of a floor plan for both a double wide and a triple wide modular including a large meeting room and several small offices (Attachment “D”/“D-1”). She asked for reactions to the floor plans and explained the need to follow a fair procurement process. Council Member Rueter will continue working with Town Manager Seelhammer in the modular unit research.

- D.** Lease on a site for use as a Town Hall – discussion and possible action

Ms. Seelhammer reviewed the staff report and explained the lease amount of \$400 a month (Attachment “E”). No start date has been decided yet, but will depend on the delivery of the modular to be used as a Town Hall. Airport Director Mike Halpin offered to answer questions. Council Blasi moved and Council Member Rueter seconded to approve the lease with the airport for a parcel to be used as a location for a Town Hall. Motion passed unanimously.

- E.** Approval of an Intergovernmental Agreement (IGA/JPA 10-024-I) between the Town of Tusayan and the State of Arizona through its Department of Transportation to improve State Route 64 within the Town of Tusayan – discussion and possible action

The Town Manager reported that ADOT Engineer George Wallace requested that the Town Council wait until the next Council Meeting to act on the two IGA's.

- F.** Approval of an Intergovernmental Agreement (IGA/JPA 10-052-I) among the State of Arizona, the National Park Service and the Town of Tusayan to participate in a State Department of Transportation enhancement project along State Route 64 including the construction of a shared-use path, landscape, and four permanent bus shelters — discussion and possible action.

The Town Manager reported that ADOT Engineer George Wallace requested that the Town Council wait until the next Council Meeting to act on the two IGA's.

- G.** Review of a position description and ad for part-time, contract Town Clerk – discussion and possible action

Along with the Staff Report on the Town Clerk, Town Manager Seelhammer distributed a draft copy of a job description for Part-Time Town Clerk (Attachment “F”, “F-1”). The position has outgrown the ability of a volunteer to do and it is estimated that it’s taking approximately 20 hours a week in order to complete the Clerk duties. Mayor Bryan stated that as moving forward as a town and as the Town has the funding, hiring staff is part of the growing. In no means is the Town Council dissatisfied with Pam Parsons or with the previous volunteer clerk, Teresa Weigel. Housing benefits, pay rate, hours, benefits, and office space were briefly discussed.

Council Member Blasi moved to direct the Town Manager to advertise and collect applications as a first step to hiring a Clerk for \$15/hour or negotiate on a per meeting basis. Council Member Rueter seconded the motion. Motion passed unanimously.

- H.** Review of a position description and ad for part-time/contract Bookkeeper/Treasurer – discussion and possible action

Along with the Staff Report on the Town Clerk, Town Manager Seelhammer distributed a draft copy of a job description for Part-Time Bookkeeper/Treasurer and briefly described the basic job duties (Attachment “G”, “G-1”). Council Member Blasi moved to direct the Town Manager to advertise and collect applications for bookkeeping services as a first step to hiring a contract Bookkeeper/Treasurer. Council Member Rueter seconded the motion. Motion passed unanimously.

- I.** Review and possible approval of a contest for a Town logo – discussion and possible action

Town Manager Seelhammer submitted the Staff Report for Town Logo Contest (Attachment “H”). She mentioned that Cities and Town create logos to visually represent their municipality. The logo is used on signage, letterhead, newsletters, website, business cards, etc. Discussed whether to advertise locally, nationally, hiring a firm/individuals, and partnerships within the community.

Mayor Bryan asked the Council to bring back suggestions and ideas at the next meeting.

- J.** Approval of purchase of 32 street lights for APS for new lighting along state highway – discussion and possible action.

Town Manager Seelhammer stated that the Council has been investigating methods to install new, energy efficient streetlights. APS has provided options as to how 32 poles and 64 luminaires could be acquired. She briefly described the three scenarios that APS has provided in regards to the lights (Attachment “I”). Kevin Hartigan with APS was in attendance to answer any questions concerning the project.

Mayor Bryan informed the Council and public that there is approximately \$62,000 in the Tusayan Lighting District and that the Town Manager is in the process of looking at how to receive that money to assist with the project. Mayor Bryan also stated that as of today the town has received \$40,929.24 of HURF funds (Highway Urban Revenue Funds) that can only be used in highway related projects, giving the town the \$100,000 to purchase the poles and lights.

Council Member Comments – Timeframe with County to access the Lighting Funds; Town Council to front the funds and repay when money when funds are received from the Lighting District; lead time in ordering; placement of poles correct the first time; bracket size; banner brackets on 4 poles (2 at each end of town); poles reinforced; separate poles at each end of town for banners.

Council Member Rueter moved and Council Member Blasi seconded to approve the purchase of 32 street lights and 64 luminaires using the first option, and direct the Town Manager to work with APS to complete this purchase in time to coordinate the installation with the ADOT improvements. Motion passed unanimously.

9. ITEMS FOR DISCUSSION

- A.** Provision of Planning and Development Services, and current issues in Planning

Town Manager Seelhammer reminded the Council that the Town will need to create and adopt a General Plan, as required by state law. Willdan and Associates has the ability to provide planners. In the next year, there will be a variety of planning activities that are necessary in the coming year, most of those however will probably be project driven. Town Manager Seelhammer recommended to the Council that they consider the start of the Tusayan General Plan process which is a very lengthy community wide involved process to create a document that is a vision of what the Town wants the community to become. If it's done properly, it will involve everyone in the community, everyone participates, and everyone is equally happy or equally unhappy with the results. The Plan will clearly define how development will occur and how the community will look like in the future. State law does require that this is completed every certain number of years and as a new town.

Mayor Bryan stated that the Tusayan Area Plan and the County Zoning Ordinances was adopted by motion by the previous Town Council. Therefore there is coverage in place in regards to measuring against those items.

Council Comments – Is it required to have a General Plan for Tusayan population level; timeline for a new town to complete.

B. Discussion of letter from Barry Baker of Hydro Resources Inc

Council Member Rueter stated that he has a conflict of interest in this matter, as he is an officer of Hydro Resources, and excused himself from the Council Table and left the room at 8:06 p.m. Mayor Bryan read the letter from Barry Baker of Hydro Resources, Inc (Attachment “J”). The point of the letter is to let the town know that they are open to discuss the options of the transfer of assets and ownership to the Town of Tusayan.

Council Comments – Nice to see Hydro willing to transfer assets; recommend that Hydro give a presentation; need more information; transferred to the Town, ACC is out of the equation.

Mayor Bryan directed Town Manager Seelhammer to contact Hydro Resources and schedule a time to give a presentation before the Council and to begin the process of discussing options that exist with regard to the pros and cons of acquisition of the water company.

Council Member Rueter returned to the Council Chambers at 8:16 p.m.

C. Town Manager’s Report

a. Council Members Training Modules update

Town Manager Seelhammer reminded the Council of the Budget Workshop scheduled for Thursday, Dec. 16 at 8:00 a.m. Drafted a Rules and Procedures booklet on how items are to be put on the agenda, how meetings are to run, what order items happen, how speakers are to behave, etc. Suggested a discussion take place at a workshop concerning the booklet and when is that possible.

b. Policies and Procedures

Town Manager Seelhammer is gathering information on purchasing, investment, and travel policies. Any ideas of other policies the Council would like to see let Town Manager Seelhammer know and she will continue to gather information on them.

c. Update on Proposition 203

No update available on Proposition 203, Medical Marijuana. Town Manager Seelhammer will continue to check with the AZ League of Cities and Towns.

D. Report on the Greater Arizona Mayors Association (GAMA) Meeting by Mayor Bryan

Mayor Bryan updated the Council on the GAMA meeting held in Sedona last week. In attendance were several past Legislators from the Tusayan district. The content of the meeting was to try to figure out ways on how to be more proactive as cities and towns in the rural Arizona in impacting and effecting what

the Legislature does. Creating an atmosphere of a willingness to work not to attack and acknowledging of what things are already being done in the rural areas.

A Day at the Capital, assisted and coordinated by the Arizona League of Cities and Towns, will take place on January 18th. Area representatives and State Senators will be invited to attend. Legislature will be in session however, there will be an opportunity for members to be on the floor to see how things work. Mayor Bryan will not be able to attend, therefore Vice-Mayor Maniaci will attend the meeting.

E. Set Agenda and Action Items for Next Meeting

Mayor Bryan reminded the Council that the next meeting will be held on January 5, 2011. Town Manager Seelhammer will work from Phoenix, Christmas through New Years.

Follow-up with the Housing Committee to remind them they need to set up a meeting; follow-up with ADOT regarding the street wide banner; get information on the General Plan (requirements for a town of Tusayan size); begin discussions with Hydro Resources; distribute information for the Day at the Capital; modular units for town hall; town logo; Alliance for Innovation membership; snow removal provisions especially on sidewalks; job positions (town clerk, bookkeeper/treasurer, town manager, town attorney); two IGA's; Woodson Engineering

10. MOTION TO ADJOURN INTO EXECUTIVE SESSION

- A.** Discussion and consultation with the Town Attorney for legal advice regarding regulation of land uses of other governmental jurisdictions, A.R.S. 38-431.03(A)(3)(4)

Mayor Bryan adjourned the regular Council Meeting at 8:28 p.m. to move into the Executive Session.

Mayor Bryan adjourned the Executive Session at 9:26 p.m. and moved into the regular Council meeting.

11. ADJOURNMENT

Council Member Montoya moved and Council Member Rueter seconded the motion to adjourn the regular Council meeting at 9:27 p.m. Motion passed unanimously.

Respectfully submitted,

Dated: _____

Pam Parsons, Town Clerk

Council member Bob Blasi

Mayor Greg Bryan

Council member Al Montoya

Vice Mayor Cecily Maniaci

Council member John Rueter