

FINAL

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, April 25, 2012 @ 6:00 P.M.
TUSAYAN TOWN HALL BLDG
845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL REGULAR MEETING MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Mayor called the meeting to order at 6:05pm 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 Manager Ochoa
Assistant Clerk Garver
Attorney Sims
Consultant Sutton
Attorney Kiser
Attorney Huellmantel

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

No Public Comments were made.

4. CEREMONIAL AND INFORMATIONAL MATTERS

Grand Canyon School District Curriculum Changes, Agreement with Stilo Development Group U.S.A., Tusayan/School Community Park

Sheryl Allen clarified for the Council the agreement with Stilo and the School District. The first step included 1) \$30,000 for sponsored school programs upon signing the agreement which happened Feb 1, 2012, 2) on April 1, 2012, \$54,500 for foreign study abroad program, if there are cuts, the money can be used for normal budget. The second step includes 1) \$60,000 for High School Technology 60 days after signed agreement, 2) \$20,000 a year for 10 years to fund a grant writer, 3) \$54,500 every other year for 50 years starting 4/1/13 for the foreign exchange program or to backfill shortages, 4) Two lots in Camper Village for \$1.00 per lot per year. The third step which starts at ground breaking, includes 1) \$54,500 moves to per year for the foreign exchange program or to backfill shortages, 2) \$25,000 annual to school foundation for 50 years, 3) Five residential lots and 5 apartments at no cost to school, 4) Up to \$900,000 annually for 15 years to fund the small school gap should it be lost or 5) 4% of gross revenues of developer or developer related entity for 50 years, whichever is larger, to replace small school gap should it be lost.

David Reed, Debra Taylor and Brad Houston updated the Council on the new curriculum program that will be started in the next 3 years. It is self-directed learning, which allows more flex in the students schedule. There will be some flex built into the 6th-8th grades, and will become a total flex program in the 9th-12th grades.

5. CONSENT AGENDA

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

i. Acceptance of the Finance Report

iii. Approval of Minutes

a) April 4, 2012 Regular Meeting

b) April 3, 2012 Special Joint Meeting of Council and P&Z Commission

Vice Mayor Montoya moved to accept the finance report and approve the minutes as presented.

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

ii. Approval of the Payment of Bills

The Squire Inn bill was pulled out for approval to be done separately. The Willdan bills were discussed as most the bills have clear information on what work was done. The balance of bill is unclear and additional information is needed.

Vice Mayor Montoya moved to pay the balance of bills, except for the Willdan bill's that are in question.

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

Council Member Fitzgerald moved to vote on the remaining bill from Squire Inn
Council Member Rueter seconded the motion. All were in favor. Motion passed.

Mayor Bryan abstained from voting due to his affiliation to the Squire Inn.
There were four votes in favor of the motion. Motion passed.

6. COMMITTEE REPORTS

No Committee reports were presented.

7. ACTION ITEMS

A. Consideration, discussion and possible approval of Willdan Bills.

No action taken – discussion took place during payment of bills.

B. Consideration, discussion and possible approval of Affordable Housing Village Proposal and/or Agreement from John B. Young and Scott V. Brown.

The Council had a telephone conversation with Brown and Young earlier in the day. Brown and Young are qualified to do the work and would be able to give the town options and alternatives. The next workshop is scheduled for May 9th.

Vice Mayor Montoya moved to approve the Affordable Housing Village Proposal and agreement from John B. Young and Scott V. Brown for all three phases for a total of \$15,000 and travel expenses as provided for in the proposal. Council Member Sanderson seconded the motion. All were in favor. Motion passed. Staff was directed to work with the group to get a contract signed as submitted by the Town Attorney.

C. Consideration, discussion and possible approval of an Ordinance creating a Board of Adjustment for the Town of Tusayan.

Ordinance # 2012-04-25-01

The Town Attorney recommended that the Council create a Board of Adjustments. The Town Council can serve as the Board or delegate the authority to a hearing officer. The Town is no longer in immediate need of a Board as the zoning that was in question became affective.

Council Member Rueter moved to approve an Ordinance creating a Board of Adjustment for the Town of Tusayan.

Vice Mayor Montoya seconded the motion. All were in favor. Motion passed.

D. Consideration, discussion and possible approval of an Ordinance delegating authority from the Town of Tusayan Board of Adjustments to the Town of Tusayan Hearing Officer.

Ordinance #2012-04-25-02

The Town Attorney stated that the State Statutes acknowledges that the Board of Adjustment can appoint a hearing officer. Ray Jacobs is under contract for this position. The authority will be delegated to the Hearing Officer until such a time that the Board of Adjustment would like to function on its own.

Vice Mayor Montoya moved to approve the Ordinance delegating authority from the Town of Tusayan Board of Adjustment to the Town of Tusayan Hearing Officer.

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

E. Consideration, discussion and possible approval of an Ordinance establishing a Planning and Zoning Commission for the Town of Tusayan.

Ordinance #2012-04-25-03

The Town Manager said that the original Council had passed an Ordinance establishing a Planning and Zoning Commission and the current Council rescinded that Ordinance. The current Council needs to adopt an ordinance to re-establish a P&Z commission. The commissioners will not be empowered to make decisions until after the 30 day effective date required by law. The Council will re-appoint the members at the next Council meeting.

Council Member Sanderson moved to approve an Ordinance establishing a Planning and Zoning Commission for the Town of Tusayan.

Vice Mayor Montoya seconded the motion. All were in favor. Motion passed.

8. DISCUSSION ITEMS

A. Zoning Code and Design Review Overlay

When the P&Z Commissioners are appointed, they can call a public hearing on the Zoning Codes as long as it past 30 days from that evening. An advertisement for a 5th commissioner needs to be placed in the paper.

B. Council Policies and Procedures Workshop

A resolution is scheduled for the May 2, 2012 meeting.

C. Legislative report

The governor vetoed the State regulation of banning fire arms in Public Buildings. The mandate for all elections to be held in the fall every other year is before the House.

D. Broadband/Internet

The antenna at the airport is going to be remodeled by Verizon in June and the service will become a higher quality. Commnet is discussing work on another tower for expansion or remodel. A permit is needed to allow this work to go through with the Forest Service. Govnet.net has met with the Park Service as well and will be doing their work in the next 18 months.

E. Town Hall

The dais is not completed. There are temporary stairs on the back until the concrete is poured. Handicap parking is still needed, signage on the highway and on the streets is needed, the parking lot lights need to be larger, and furniture is still forth coming. The airport recommends a couple of large boulders on the corners of the building to protect it during the winter from vehicles sliding into it.

F. Town Credit Card

The Town Manager cannot locate copies of the incorporation papers and it is holding the process up.

G. Highway 64 Project

The Mayor passed out a time line and list of actions that will be taking place over the next few months.

9. TOWN MANAGER'S REPORT

A. General and Activities

The Town Manager had attended the Wildfire Protection Plan meeting.

B. Flags for Town Hall

The Town Manager thanked former Council Member Blasi for assisting in getting the Flags for the Town Hall.

C. CUP transfer from Coconino County to Town of Tusayan update

The Town Manager had sent out two emails to the County asking when they could begin copying again.

D. Southwest Risk Pool Law Enforcement Plan update

A workshop is scheduled for May 2, 2012 at 5:00pm with Branham and Irish.

E. Liquor License Process and Procedure update

Charles Huellmantel reported that he had completed the process and procedure manual. In it, he created two check lists: one for the Town and one for the applicant. On the applicant's check list and application is a list of websites with the State Statutes for the applicant to review.

F. Prosecutorial Services update

Aaron Kiser, the Town Prosecutor, updated the Council on the prosecutorial process. The city ordinance codes don't currently have fines attached to them. State Statutes are where most of violations occur and enforced. He suggested that the Camp Verde Codes be reviewed and to work off of those.

G. IGA for Judicial Services update

The IGA had been approved by the Coconino County. The original is still at the County's offices. Judge Rob Krombee greeted the Council. Most violations will be State Code violations.

H. Employee Housing property rental at the Airport

Mike Halpin met with the Town Manager. He will let the State know that the Town is interested in the two lots that are closest to the Town Hall.

The State will report back the exact square footage.

I. Budget Process plan and scheduling

Budget meetings will be scheduled in May and June.

J. Town Clerk recruitment and hiring plan update

The Town Manager will be interviewing a candidate on Friday. The applicant has many years of Clerk experience.

K. Tusayan Community Wildfire Protection Plan

Robbie Evans, Fire Chief, updated the Council on the Wildfire Protection Plan. The last review had been in 2003. The review included pushing the boundaries to comply with the town's boundaries, some wording changes and they will be able to apply for some grant money for thinning small ponderosa pines. It should be finalized next week.

10. SET ADDITIONAL ACTION ITEMS FOR NEXT REGULAR MEETING

P&Z reappointment – MB

Resolution for Liquor – MB

Staff & consultant's phone #'s & addresses – VMM

Adopt the Policy and Procedures - CF

11. SET ADDITIONAL DISCUSSION ITEMS FOR NEXT REGULAR MEETING

Community Park update – CF

Willdan Bill update – VMM

12. COUNCIL MEMBERS' REPORTS

No reports were given.

13. MAYOR'S REPORT

No report given

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

Council Member Rueter moved to go into executive session at 9:25pm.

Vice Mayor seconded the motion. All were in favor. Motion passed.

A. Town Manager Contract

The Council will consider this item pursuant to A.R.S. Section 38-431.03.A.4 for purposes of negotiation and/or of giving instructions regarding possible changes to the Town Manager's contract with the Town of Tusayan.

15. MOTION TO ADJOURN

Vice Mayor Montoya moved to adjourn the meeting at 10:45PM

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