

**PAGE CITY COUNCIL  
REGULAR MEETING MINUTES  
MAY 11, 2016**

A Regular Meeting of the Page City Council was held at 6:32 p.m. on May 11, 2016, in the Council Chambers at City Hall in Page, Arizona. Mayor Bill Diak presided. Vice Mayor John Kocjan, Councilors Mike Bryan, Scott Sadler, Levi Tappan, Korey Seyler and Dennis Warner were present. There was a moment of meditation. Vice Mayor Kocjan led the Pledge of Allegiance.

Mayor Diak called the meeting to order.

Staff members present: City Manager, J. Crystal Dyches; City Attorney, Joshua Smith; Interim IT Director, Gene Martel; Finance Director, Linda Watson; Public Works Director, Cliff Linker; Community Development Director, Kim Johnson; Fire Chief, Jeff Reed; Police Chief, Frank Balkcom; Deputy City Clerk, Sue Kennedy; and City Clerk, Kim Larson.

**PRIORITY LIST**

Discussion and possible action by the City Council pertaining to the City Council Strategic Priorities

Councilor Tappan referred to the City Council Strategic Priorities, Community Development Objective 1.3, *Research incentives to encourage new home construction*. He presented the idea to City Council, that the permit fee be waived for new construction of stick built homes on mobile homes lots, in an effort to clean up the cities neighborhoods.

There was discussion that this was a good idea and that it could be looked into.

Councilor Sadler stated that Jeff Hayes, Rural Development Coordinator, from the USDA (United States Department of Agriculture) was at the Economic Development Conference, and that he offered to come to Page and to do a presentation on how the USDA could help with development.

City Manager Crystal Dyches stated that there are plans to meet with Mr. Hayes in the near future.

Discussion and possible action by the City Council pertaining to the City Councilors individual priorities

There was no discussion by the City Council

**MINUTES**

Work Session Meeting – April 27, 2016

Regular City Council Meeting – April 27, 2016

Motion made by Vice Mayor Kocjan to approve the minutes. The motion was duly seconded and passed upon a vote.

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**CONSENT AGENDA**

**MINUTES**

City of Page Subdivision Committee – January 19, 2016

Community Center Advisory Board – March 2, 2016

Community Development Advisory Board – March 29, 2016

Planning and Zoning Commission – April 5, 2016

Parks and Recreation Advisory Board – April 11, 2016

**INFORMATION**

Proclamation – Municipal Clerks Week

Mayor Diak moved the Proclamation – Municipal Clerks Week to the first item of New Business.

Motion made by Vice Mayor Kocjan to approve the consent agenda, with the exception of the Municipal Clerks Week Proclamation. The motion was duly seconded and passed upon a vote.

**PUBLIC HEARINGS**

None

**HEAR FROM THE CITIZENS**

No citizens addressed the City Council.

**UNFINISHED BUSINESS**

None scheduled

**NEW BUSINESS**

Municipal Clerks Week Proclamation

Mayor Diak stated that it was Municipal Clerks Week, National Police Week, Police Officers Memorial Day, and Emergency Medical Services Week, and read each proclamation in its entirety.

PROCLAMATION  
MUNICIPAL CLERKS WEEK

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

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WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, I, William R. Diak , Mayor of the City of Page, do recognize the week of May 1 through May 7, 2016 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Kim L. Larson and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Discussion and possible action by the City Council pertaining to a Proclamation designating May 15<sup>th</sup> through May 21<sup>st</sup>, 2016 National Police Week, and May 15<sup>th</sup>, 2016 Peace Officers Memorial Day

In 1962, President John F. Kennedy signed a proclamation which designated May 15<sup>th</sup> as Peace Officers Memorial Day and the week in which that date falls as Police Week. Currently tens of thousands of law enforcement officers from around the world converge on Washington, DC to participate in a number of planned events, which honor those that have paid the ultimate sacrifice. The Memorial Service began in 1982 as a gathering in Senate Park of approximately 120 survivors and supporters of law enforcement. Decades later the event, more commonly known as a National Police Week, has grown to a series of events which attracts thousands of survivors and law enforcement officers to our Nation's Capital each year.

**PROCLAMATION**

**RECOGNIZING NATIONAL POLICE WEEK AND PEACE OFFICERS' MEMORIAL DAY**

To recognize National Police Week 2016 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, the Congress of the United States of America has designated the week of May 10<sup>th</sup> to be dedicated as "NATIONAL POLICE WEEK" and May 15<sup>th</sup> of each year to be "POLICE MEMORIAL DAY"; and

WHEREAS, the law enforcement officers are our guardians of life and property, defenders of the individual right to be free, warriors in the war against crime and dedicated to the preservation of

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life, liberty and the pursuit of happiness; and

WHEREAS, the City of Page desires to honor the valor, service and dedication of its own police officers; and

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, new names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C. this spring, including 123 officers killed in 2015; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half staff, and

THEREFORE, BE IT RESOLVED that the City of Page formally designates May 15-21, 2016 as Police Week in Page, Arizona and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Discussion and possible action by the City Council pertaining to a Proclamation designating May 15<sup>th</sup> through May 21<sup>st</sup>, 2016 Emergency Medical Services Week

In 1973, President Gerald Ford authorized Emergency Medical Services Week; a time to celebrate Emergency Medical Service (EMS) providers and acknowledge the important work they do in our communities. On any given day, EMS practitioners help save lives by responding to medical emergencies, including heart attack, difficulty breathing, a fall or accident, drowning, cardiac arrest, stroke, drug overdose or acute illness. Members of the Page Fire Department provide both basic and advanced medical care at the scene of an emergency and while en-route to the hospital. They provide care for the patients' medical needs with professionalism and compassion. We celebrate all EMS providers who daily risk their own lives and health to protect the well-being of others.

May 15<sup>th</sup> through May 21<sup>st</sup>, 2016 was been set aside to give thanks to all the selfless men and women of our community who provide emergency medical services to many of our loved ones during their greatest hours of need without hesitation or concern for themselves.

PROCLAMATION  
EMERGENCY MEDICAL SERVICES WEEK

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery

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rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, firefighters, educators, administrators, emergency nurses, emergency physicians, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

NOW THEREFORE, the Mayor and City Council of the City of Page, Arizona, in recognition of this event do hereby proclaim the week of May 15<sup>th</sup> – 21<sup>st</sup>, 2016 to be:

**EMERGENCY MEDICAL SERVICES WEEK**

Mayor Diak presented the proclamations to City Clerk Kim Larson, Page Fire Chief Jeff Reed, and Police Chief Frank Balkcom, along with staff present from each department.

Councilor Bryan gave recognition to three high school students in attendance, as officers from the Learning for Life Career Exploring Program. The students were attending with the Page Police Department.

Motion made by Councilor Sadler to approve the Proclamation regarding Municipal Clerks Week. The motion was duly seconded and passed upon a vote.

Motion made by Councilor Sadler to approve the Proclamation for National Police Week and Peace Officers Memorial Day. The motion was duly seconded and passed upon a vote.

Motion made by Councilor Sadler to approve the 2016 Emergency Medical Services Proclamation. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to setting a public hearing date for Page Utility Enterprises commercial sewer and electric rates for June 8, 2016

Pursuant to Page City Code, Section 2-8-6, the Page Utility Enterprises Board held a Public Hearing on May 10, 2016 at 4:30 p.m. at City Hall, pertaining to a decrease in electric rate and an increase in commercial sewer rate, and City Council shall set a Public Hearing date (set for June 8, 2016)

Mayor Diak stated that the Page Utility Enterprises (PUE) Board approved forwarding the proposed rate change to City Council, and this agenda item is a call for a Public Hearing by City Council pursuant to the City Code.

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Motion made by Korey Seyler to schedule a Public Hearing date for June 8, 2016 at the Regular City Council Meeting. The motion was duly seconded.

There was discussion pertaining to the PUE Board Public Hearing, and Councilor Tappan asked if any citizens spoke at the hearing.

Councilor Warner stated that he had spoken at the Public Hearing. He stated that the PUE Board took the recommendation from Council, because that is what they thought Council wanted, and therefore made that recommendation. The PUE Board had a hearing, and immediately after the hearing voted to move the recommendation onto City Council. He stated that his understanding of a Public Hearing was to gather information from the public and to take that information and do something with it.

He went on to state that more needed to be done with the water and sewer rate adjustment than what was brought forward from the PUE Board. The PUE Board needs to take a more comprehensive look at the sewer rate study recommendations from the consultant, and bring forward what else needs to be done to make the sewer fund whole.

He also pointed out that the Commercial sector has been burdened with 100% of the rate hike. He stated that he did a side-by-side comparison of a sewer bill from another city/town, and the base rate fee of the other community was \$13.00 a month and the City of Page is charging \$4.00 per month, plus the City of Page has a provision that the base rate is based on the usage of three winter months, December, January and February. Therefore the commercial users with a 2" pipe will see an increase in their base amount from \$48.00 a year to \$50.00 a month, with the flowage fee remaining the same. Councilor Warner stated that there are two things that need to be looked at: 1) is the City of Page in line with a residential rate structure? 2) remedy the classification problem, where commercial businesses are classified as residential. Example – a vacation home rental that operates during the summer and closes in the winter, the rates are based on the usage during the lowest three winter months.

There was discussion pertaining to the portion of the rate study that was being proposed for the commercial sewer rate change.

Councilors Warner and Tappan stated that they hoped that citizens will attend the June 8, 2016 Public Hearing and that Council will take the information and do something with it, and not just have the next item on the agenda be to approve the rate structure.

Vice Mayor Kocjan stated that he made the motion based on the rate structure study, to bring something forward, and he thought that there would be further discussion.

Mayor Diak stated that a recommendation has been made by the PUE Board. At this time Council needs to respond by setting the Public Hearing, pursuant to Page City Code, Section 2-8-6.

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Discussion continued.

Councilor Seyler stated that there was a recommendation for an increase with residential and it was set aside, and this was a good start and Council should continue at this time.

The motion passed unanimously upon a vote.

Discussion and possible action by the City Council pertaining to the purchase of a John Deere X740 Mower for Public Works

Parks and Cemetery staff recommend the purchase of a John Deere X740 Mower. The mower is a 60 inch mower that will replace two old mowers, a 1987 John Deere 430 mower and a 1994 John Deere 455 mower. A bid has been received from A to Z Equipment which is available through Arizona State Contract ADSP013-035803.

Public Works Director Cliff Linker presented the agenda item.

Motion made by Councilor Warner to authorize staff to purchase a John Deere X740 Mower. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an Agreement for Services between the City of Page and the John Wesley Powell Memorial Museum for Visitor Center Operations

The John Wesley Powell Museum & Visitor Center acts as the “face” of tourism with their knowledgeable employees and volunteers who provide helpful information, regional brochures and even trip planning for tourists. These services greatly assist the City’s tourism efforts. The Agreement for Services outlines specific expectations from both parties to continue the partnership, and is renewable on an annual basis, expiring on June 30, 2016.

The current agreement provides for reimbursement to the Powel Museum on a quarterly basis as follows:

July \$15,000, October \$7,500, January \$7,500, April \$15,000, for a total of \$45,000.

At the March 2016 Community Development Advisory Board meeting, Billie Wright, Museum Director, and John Mayes, Museum Board President-elect, presented a proposal to increase the hours of operation during the months of May through October. This proposal included a request for additional funding of \$15,000 for a total annual reimbursement of \$60,000 as follows:

July \$15,000, October \$15,000, January \$15,000, April \$15,000 for a total of \$60,000.

Ms. Wright indicated that in the last year, Museum and Visitor Center hours were reduced slightly in an effort to control labor costs. With reduced hours, Visitor Center operations have become the primary facility function, causing Museum operations to suffer. The new service agreement proposal increases the hours of operation from April-October to 9 a.m. to 5 p.m. Monday through Saturday, and increases the stipend to cover additional labor, provide for

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maintenance and improvements related to operations, and allow preservation and building of a reserve fund for major projects in the future.

The Board discussed the number of days the Visitor Center was open at various times during the year, space issues, and visitor numbers. Ms. Wright was asked to bring additional information back to the next meeting for further discussion, including a calculation of costs associated with opening the museum seven days per week from 9 a.m. to 5 p.m. April-October.

At the April 2016 Community Development Advisory Board meeting, additional information was brought forward for consideration, including labor costs associated with being open seven days per week April through October. The final funding request was for an increase of \$25,000, for a total stipend of \$70,000.

At the April meeting, the Community Development Advisory Board voted to recommend that the City Council enter into a Professional Services Agreement with the John Wesley Powell Museum for Visitor Center services with a stipend of \$70,000 for the 2017 fiscal year.

Community Development Director Kim Johnson presented the agenda item. She reviewed the suggested changes to the agreement set out on the Professional Service Agreement attached hereto and by this reference made a part of herein.

There was lengthy discussion.

Motion made by Councilor Sadler to approve updated Agreement for Services between the City of Page and the John Wesley Powell Memorial Museum, Historical and Archaeological Society for Visitor Center operations and authorizes the City Manager to execute the contract. The motion was duly seconded.

There was discussion pertaining to the number of hours of business the Visitor Center would be open, and how to increase revenue on the Museum's portion of the business.

Discussion continued.

Bubba Ketchersid, 864 Driftwood spoke in favor of the Professional Service Agreement and the increased hours of operation.

Further discussion continued.

The motion passed unanimously upon a vote.

**BID AWARDS**

Discussion and possible action by the City Council pertaining to an award of bid for the Crack Seals, Seal Coats, and Slurry Seals for City Streets Project

The City of Page schedules streets to be surface sealed as a preventative maintenance measure to

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extend their useful life and reduce long-term maintenance costs to the City. The City solicited a bid to Crack Seal Scenic View Road, Clubhouse Drive, and Coppermine Road (Lake Powell Boulevard to SR 98); Seal Coat City Hall Parking Lots, and Public Safety Facility Parking Lot, and Slurry Seal (Type II Slurry Seal – a course aggregate to treat existing pavement that exhibits raveling due to aging) Coppermine Road (Lake Powell Boulevard to SR 98), 4<sup>th</sup> Avenue (Date Street to North Navajo Drive), Elm Street (6<sup>th</sup> Avenue to North Navajo Drive), Fir Street, and Gum Street.

The bid documents were evaluated by staff and found to be in order. The low bid was received from Morgan Pavement Maintenance in Clearfield, Utah 84089.

Public Works Director Cliff Linker presented the agenda item.

There was discussion pertaining to the crack seal jobs, and that the City of Page owns the equipment to make the repairs. Mr. Linker explained that he does not have the staffing to complete the amount of crack seal that needs to be done.

Vice Mayor Kocjan stated that Coppermine Road was in bad shape, and it is one of the newest roads that were redone. He stated that some of the asphalt is only 3/4 inch thick, and that this is a result of not having a City Engineer.

Mr. Linker stated that at the time Coppermine Road was done there was no quality control. A consultant, Landmark Testing and Engineering, St. George, UT, was hired to test and inspect the streets that were done last year.

Councilor Warner questioned the bid from Morgan Pavement. He read a portion of the bid, Scope of Services - "also providing crack seals on a per ton basis on Coppermine Road and Scenic View Road." His concern was that the bid was for a lump sum, and that the tonnage for crack seal was not included in the bid.

There was discussion pertaining to having the material amount itemized.

Mr. Linker stated that he would review the bid with the contractor.

City Attorney Joshua Smith stated that the City can ask for an itemization instead of a lump sum.

There was further discussion.

Motion made by Vice Mayor Kocjan to have staff obtain a written itemization of the bid. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an award of bid for the Antelope Avenue French Drain

Last year staff was contacted by neighbors in the 200 block of Antelope Avenue. There was

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concern regarding standing water on their properties at Antelope Avenue near Rustic Road. The standing water lead to deterioration of the street pavement, concrete sidewalk, and curb and gutter system. Staff contacted Mr. Brose, Principal of Four Corners Environmental Incorporated, who concluded that “The seepage appears to follow a pre-existing surface channel extending beneath the residential development. The channel was apparently blocked by the more recent residential development to the east of the seepage discharge location. The blockage resulted in groundwater intercepting and discharging to the ground surface. The discharge resulted in shallow saturated conditions that are adversely impacting the roadway and adjacent residential areas.”

Mr. Brose recommended a remedial strategy to mitigate the seepage conditions associated with the shallow groundwater. “The most effective initial solution would include the installation of a French drain extending from the western property line of 229 Antelope Avenue easterly to the storm drain located near the southwestern corner of Sage Road and Antelope Avenue, trenched along the south side of the roadway.

The City solicited a bid for the installation of a French Drain located on the south side of Antelope Avenue from Sage Avenue to 229 Antelope Avenue. The drain will tie into an existing City storm drain system at the intersection of Antelope Avenue and Sage Avenue and proceed west along the edge of the asphalt to the west side of 229 Antelope Avenue. The drain line will serve two purposes: 1) It will provide somewhere for groundwater to go instead of sit under the road and surface up through cracks in the concrete and asphalt, prolonging the life of the road and sidewalks; and 2) It will allow the property owners at 233 and 229 Antelope Avenue the opportunity to, at their cost, connect a personal drain system to remove the ground water on their property. The project will include lateral lines at these two properties installed to the back of sidewalk.

The bid documents were evaluated and found to be in order. There were four bids submitted:

Construction & Mining Services Inc. - \$46,935.00 Cedar City, Utah  
Barco, LLC - \$52,889.88 Washington, Utah  
Apache Underground & Excavating, LLC - \$53,740.00 Lakeside, Arizona  
JDM Sand and Rock, Inc. - \$72,119.00 Fredonia, Arizona

City Manager Crystal Dyches presented the agenda item.

Motion made by Vice Mayor Kocjan to award the Antelope Avenue French Drain Bid to Construction & Mining Services, Inc. The motion was duly seconded and passed upon a vote.

### **BUSINESS FROM THE MAYOR**

None scheduled

### **BUSINESS FROM THE MANAGER**

None scheduled

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**BUSINESS FROM THE COUNCIL**

None scheduled

**BOARDS & COMMISSIONS**

Discussion by the City Council pertaining to reports by Board Liaisons

There was no discussion by the City Council.

**DEPARTMENTS**

Discussion and possible action by the City Council pertaining to an appointment to the Zoning Code Task Force

At the March 9, 2016 Regular City Council Meeting, the City Council authorized Staff to enter into a Professional Services Agreement with Michael Baker and Associate to update the City of Page Zoning and Zoning Map. As part of the Zoning Code update process, staff recommended a Zoning Code Task Force be appointed to carry out the primary work of review and discussion of proposed language and the digital zoning map.

The Task Force should be comprised of seven to nine individuals that represent the viewpoint of various elements of the community, as they will be in a strong position to offer constructive ideas during drafting of the new code.

Over the past few months Staff reached out to the public in various ways to solicit members for the Zoning Code Task Force. The outreach resulted in one additional individual, Holly Helme who has expressed a desire to serve on the board. Ms. Helme brings a real estate background as well as long-time resident perspective to the Task Force

Motion made by Councilor Warner to appoint Holly Helme to serve on the Zoning Code Task Force. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an Agenda Management Program

To streamline the agenda process, the City Clerk's Department requested the purchase of the following items: Agenda management program, twelve iPads, and two televisions for City Council Chambers.

The City of Page is one of the few cities/towns in Arizona that prepares the City Council agenda and agenda packet manually. There are agenda management programs available that will save hours of staff time preparing the agenda, along with paper and toner.

The agenda management programs available include electronic submission of agenda items and supporting files, and tracking of item status and approval process. The program will provide City Council with immediate access to the agenda packet on their iPad, where they will be able to add comments and bookmark the agenda; the public would have immediate access on the City of Page website; the Boards and Commission would be able to utilize the agenda management program; and, the agenda management programs will post on the website, which would save the

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City Clerk's Department several hours a week in website posting.

City Clerk Kim Larson presented the agenda item.

There was discussion.

Motion made by Vice Mayor Kocjan to approve the purchase of an agenda management program, twelve iPads and two televisions. The motion was duly seconded and passed upon a vote.

**CLAIMS**

None scheduled

**BUSINESS FROM THE CITY ATTORNEY**

**EXECUTIVE SESSION**

Pursuant to A.R.S. 38-431.03(A)(3) Discussion and consultation with the City Attorney to seek legal advice regarding the Public Hearing on the Cable One franchise transfer to South Central Communication. The Council may vote to discuss this matter with the City Attorney in Executive Session.

Motion made by Councilor Sadler to enter into Executive Session at 8:25 p.m. The motion was duly seconded and passed upon a vote.

Mayor Diak reconvened the Regular City Council Meeting at 8:34 p.m.

**ADJOURN**

The meeting was adjourned at 8:35 p.m.



Kim L. Larson  
City Clerk



William R. Diak  
Mayor

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CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the City Council Regular Meeting, held on the 11<sup>th</sup> day of May, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 25<sup>th</sup> day of May, 2016



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Kim Larson, City Clerk

**AGREEMENT FOR SERVICES BETWEEN THE CITY OF PAGE &  
THE JOHN WESLEY POWELL MEMORIAL MUSEUM**

This Agreement, made by and between the City of Page, AZ a Municipal Corporation (hereafter the "City") and the John Wesley Powell Memorial Museum, Historical and Archaeological Society, a non-profit corporation, (hereafter the "Museum").

The purpose of this Agreement is to establish a framework and understanding for communications and reference between the City and the Museum concerning the continued operation of a visitor information services at the Museum (the "Visitor Center").

WHEREAS, the City has a need for a Visitor Center to provide the visiting public a destination location at which they can receive accurate up to date information concerning area attractions, recreational opportunities, business services, special events and other information related to the City and the local area; and

WHEREAS, the City does not currently possess a facility that lends itself to such Visitor Center type activities; and

WHEREAS, the City is not currently interested in developing or operating a Visitor Center; and

WHEREAS, the Museum has been engaged in providing local area information to the visiting public since 1969; and

WHEREAS, the Museum facility is in the heart of the business district, and has been designed to accommodate visitors seeking information services such as would be provided by a Visitor Center; and

WHEREAS, the Museum has experienced and knowledgeable staff members trained to provide accurate and detailed visitor information as well as creative vacation planning; and

WHEREAS, the Museum has a nationally and internationally recognized name and location which is published in hundreds of travel articles, brochures, and guidebooks;

NOW THEREFORE, the Museum and the City enter into this Agreement for the purpose of further promoting and providing visitor information services at an established and designated Visitor Center and do hereby agree as follows:

1. The City and the Museum agree to an initial term not to exceed one year, which will start on July 1, 2016 and terminate on June 30, 2017 in conjunction with the City's annual fiscal cycle.
2. The Museum and/or the City shall give notice, no less than three (3) months prior to the expiration of this Agreement, should either party desire to terminate or modify the Agreement.

In order to meet the obligations defined by the City, the Museum agrees to establish a formal Visitor Center and provide public visitor information services, for which the City will pay an annual payment stipend through the City of Page's Tourism Board. The amount of the annual stipend will be \$70,000 and paid accordingly:

Date	Amount
July 2016	\$15,000
October 2016	\$7,500
January 2017	\$7,500
April 2017	\$15,000

3. Any requests by the City for extended hours of service at the Visitor Center will be negotiated annually during the budget formulation process. The City agrees to budget and pay costs associated with any request on their part for expanded hours and/or additional days of Visitor Center accessibility. Current hours of operation\* are:

~~November 1 – March 31~~ ~~Feb. 28~~ The Visitor Center will be open a minimum of ~~28~~ hours per week, (10 a.m. – 2 p.m.) The Museum may be closed a maximum of 10 days for holidays and maintenance.

~~April 1~~ ~~March 4 – October 31~~ ~~May 15~~ The Visitor Center will be open a minimum of ~~25~~ 56 hours per week, with operating hours of 9:00 a.m. to 5:00 p.m. seven day per week. During this period, the Visitor Center's hours expand to approximately 35 hours per week. Beginning in April the museum will be open on Saturdays.

~~May 15 – Sept. 15~~ The Visitor Center will be open from 8 a.m. – 6 p.m. Monday through Friday; Saturdays from 8 a.m. – 5 p.m., and Sundays from 8 a.m. – 2 p.m.

~~Sept. 16 – Oct. 31 — The Visitor Center will be open a minimum of 45 hours per week, including half day on Saturdays.~~

Please note\*: Dates of operation approximate and dependent on visitation and museum income.

4. The Museum agrees to provide quarterly reports to the City concerning actual visitation to the Museum, and as much information concerning the demographics and points of origin of the visitors as can be compiled without intrusion or disruption of the Museum's information services.
5. When enabled and operating, the Museum will provide information concerning social media inquiries made to the Museum and Visitor Center.
6. The Museum agrees to reproduce, procure and stock for free distribution brochures, maps, pamphlets, and magazines that promote and advertise the features and attributes of the City and local community.
7. The Museum agrees to prepare and package requests for media mail services and compile a report of all media materials distributed.
8. The Museum agrees to provide to the City with information media materials for use and distribution at City sponsored or Tourism supported events. Additional information and media distribution services such as information packet preparation for distribution at conventions, travel shows, festivals, or other one-time type events will be provided at a cost of \$20 per hundred. Requests by the City for mass mailings will be factored into the Visitor Center staff availability and when acceptable, prepared at a cost of \$25 per hundred. Copy and printing services provided by the Museum at the request of the City will be at of cost of \$.05 per single sided copy and \$.07 per double sided copy. The City agrees to pay all costs associated with shipping of visitor information responses and bulk media materials.
9. The Museum agrees to meet periodically with the City's Tourism Executive Director for the purposes of discussing observable trends in visitation, and Visitor Center operations.
10. The Museum agrees to acknowledge the City as a major sponsor of the Visitor Center component of the Museum's business.
11. The City agrees to endorse the Museum as the "official" Visitor Center for the City of Page.
12. Any additional services not identified herein must be pre-approved by City and will be billed directly to the City.
13. The City acknowledges that the Museum has multiple missions and is not solely operated for the convenience of the City.
14. The City understands that additional services provided by the Museum to the City, such as archival and collection services, and Museum exhibits concerning the history of the City, are not a part of this Agreement or the annual negotiated stipend.
15. ~~15. — The Museum agrees to assume the handling answer of the Tourism phone line, previously the responsibility of the City. The City will be billed directly by the telephone line provider for the cost of the line and is solely responsible to pay those phone bills. agrees to pay for the costs of maintaining the phone line.~~
16. This Agreement is subject to cancellation for a conflict of interest pursuant to A.R.S. §38-511, the pertinent provisions of which are incorporated into this Agreement by reference.
17. The Museum warrants compliance with all Federal immigration laws and regulations relating to employees and subcontractors and warrants its compliance with A.R.S. § 41-4401 including the E-verify program. A breach of this section shall be deemed a material breach of the Agreement that is subject to penalties up to and including termination of the Agreement. The City retains the legal right to inspect the papers of the Museum or any subcontractor employee who works under the Agreement to ensure compliance with this provision.

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This Agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2016~~5~~ and approved by the below listed representatives of the City and the Museum.

\_\_\_\_\_  
J. Crystal Prentice, City Manager

\_\_\_\_\_  
Billie Wright, Museum Director

| **ATTEST:** Kim Larson, City Clerk

\_\_\_\_\_  
~~John Mayes~~ Viki Wainwright, Museum President

\_\_\_\_\_  
**APPROVED AS TO FORM:** City Attorney