



# TOWN OF HUACHUCA CITY

The Sunset City

## HUACHUCA CITY TOWN COUNCIL

### PUBLIC MEETING NOTICE

**March 12, 2020, at 7:00 pm**

### COUNCIL CHAMBERS

**500 N. GONZALES BLVD.**

**HUACHUCA CITY, AZ 85616**

## **AGENDA**

### **A. Call to Order – Mayor**

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. Invocation

*Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.*

### **B. Call to the Public – Mayor**

*A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

### **C. Consent Agenda - Mayor**

*All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.*

- C.1.** Consider approval of the minutes of the Council meeting held on February 27, 2020.
- C.2.** Consider approval of the minutes of the Council work session held on February 25, 2020.
- C.3.** Consider approval of the minutes of the Council work session held on February 26, 2020.
- C.4.** Consider approval of repair expense to the D8 of \$5,690.42
- C.5.** Consider approval of the Payment Approval Report in the amount of \$ 73,849.59

#### **D. Unfinished Business before the Council – Mayor**

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

**D.1 Discussion and/or Action [Mayor]:** The Council might vote to go into executive [closed] session, pursuant to A.R.S. 38-431.03 (A) (1), for the purposes of discussing hiring a town manager, and pursuant to A.R.S 38-431.03 (A) (3) & (4) for legal advice and consultation with the Town's Attorney, and to consider its position and instruct its attorney regarding a contract with a Town Manager candidate.

Following the executive sessions, the Council might take action to engage a new town manager and/or to direct staff regarding the search for a town manager.

#### **E. New Business Before Council - Mayor**

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**F. Items to be placed on future agendas**

**G. Reports of Current Events by Council**

**H. Adjournment**

Posted at March 9, 2020, 5:00 PM at the following locations:

<b>Town Hall Bulletin Board</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Town Hall Lobby</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Town Website</b> <a href="https://huachucacityaz.gov">https://huachucacityaz.gov</a>
<b>Huachuca City U.S. Post Office</b> 690 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Huachuca City Library</b> 506 N. Gonzales Blvd. Huachuca City, AZ 85616	<b>Huachuca City Police Department</b> 500 N. Gonzales Blvd. Huachuca City, AZ 85616

*Ms. Janine Collins*  
Town Clerk

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Committee Members, with the exception of material relating to possible executive session, are available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at [www.huachucacityaz.gov](http://www.huachucacityaz.gov)

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.





# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
February 27, 2020 AT 7:00 PM  
HUACHUCA CITY TOWN HALL  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

## **AGENDA**

### **A. Call to Order – Mayor**

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. Invocation

*Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.*

**The meeting was called to order at: 7:00 pm**  
**The Pledge of Allegiance was led by: Mayor Wallace**  
**The Invocation was offered by: Elder Thomas**

### **Roll Call**

<b>Individual</b>	<b>Position</b>	<b>Present</b>	<b>Absent</b>
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor	X	
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X	
Jean Post	Councilor	X	

Eric Duthie	Interm Town Manager	X	
Janine Rustine	Town Clerk	X	
Thomas Benavidez	Town Attorney	X	

## **B. Call to the Public – Mayor**

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

## **C. Consent Agenda - Mayor**

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1.** Consider approval of the minutes of the Council meeting held on February 13, 2020.
- C.2** Consider approval of the minutes of the Council work session held on February 13, 2020.
- C.3** Consider approval of the executive minutes of the Council meeting held on February 13, 2020.
- C.4** Consider approval of the minutes of the Council meeting held on January 23, 2020.
- C.5** Consider approval of the minutes of the Council work session held on January 23, 2020.
- C.6** Consider approval of the executive minutes of the Council meeting held on January 23, 2020.
- C.7** Consider approval of the minutes of the Council work session held on January 30, 2020
- C.8** Consider approval of the Payment Approval Report in the amount of \$57,746.80

<b>Motion C: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Butterworth</b>	

**Councilor Hlrshberg: The adjournment for the February 13<sup>th</sup> meeting is missing.**

<b>Motion C: fix February 13 meeting time of adjournment</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Butterworth</b>	

#### **D. Unfinished Business before the Council – Mayor**

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

- D.1. Discussion and/or Action [Mayor Wallace]:** The Council will terminate the appointments of the remaining Planning and Zoning Commission members, and will swear-in Dr. Jim Johnson as the Town's Hearing Officer, as contemplated by A.R.S. 9-461(4), *et seq*, to perform the duties of the planning and zoning commission as provided in Town Ordinance 2020-01.

<b>Motion D.1: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Banks</b>	

**Call to the Public:** Jim Goad, 2445 Mendocino Ct, Sierra Vista AZ: I'm really surprised you are doing away with the planning and zoning. What surprised me even more is that Dr. Johnson is taking over for the responsibilities for planning and zoning. I have read the contract between the Town of Huachuca City and Dr. Johnson. I read the contract that the Town has with Whetstone Fire Department. And Dr. Johnson's contract paragraph 86, it states Contractor, Dr. Johnson, to inspect existent properties to enforce adopted town codes and other construction projects as directed by the Town building official. A written report to be prepared and submitted to the Town building official for enforcement. So Dr. Johnson, the contractor, is to submit a written report to Dr. Johnson the building official for enforcement. We pay Dr. Johnson a base fee of \$49,200 a year for his services plus \$100 for every time he goes to a meeting or to court. I've seen many ordinances which are not being enforced, such as tall dry grass, signs on buildings that have been out of business for years, dilapidated buildings needing repair and paint, and many others, many other ordinances that are code that the Town has passed that are not being enforced. In the Whetstone Fire contract it states the department shall inspect all commercial properties once a year. They have a duty to perform contracting services but they are not doing so. The City pays for these services which are not done \$450,000 a year. Chief Thies costs the Town over \$100,000 a year. It is the duty of the police department to enforce this code and the laws of Arizona. If I was mayor the first thing I



would do is give Dr. Johnson, Chief Bideon and Chief Thies 90 days to fulfill their responsibilities or find other employment.

**Mayor Wallace:** The reason we are having to do this is because we cannot get anyone involved.

**Councillor Banks:** There were things that were not getting done because we didn't have a quorum. This is not permanent.

**Mayor Wallace:** We can set it back up if we had people come and want to be on the board. This allows things to get done.

**Councillor Hirshberg:** What do have we had in the hopper?

**Dr. Johnson:** We've had a property waiting for 5 months for a public hearing, I'm not sure if they are still interested at this point. There are other properties which are coming up that will need public hearings.

**Councillor Post:** I used to be on the board, I liked it very much. We never could do anything because we never had quorum.

**Councillor Hirshberg:** Can we wait two weeks?

**Councillor Banks:** I think this has been such a long time, we've had all this time. It's still the situation we have today.

**Councillor Butterworth:** We could turn around and reinstate the P&Z next council meeting if we got enough people wanting to be on it.

**Mayor Wallace:** This does not dissolve P&Z we can bring it back.

Motion D.1: Motion		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councillor Banks	5-1



## **E. New Business Before Council - Mayor**

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### **E.1 Discussion and or/Action [Spencer Forsberg]: January 2020 Town Finance Report**

<b>Motion E.1: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Banks</b>	

General Fund: -\$77,662.11

Water: \$12,896.06

Sewer: \$11,299.16

Landfill: -\$8,769.43 due to some equipment repair expenses

**Councilor Banks:** Why is the safe infrastructure fund less this month?

**Mayor Wallace:** That was the repairs to the parking lot for the library, fire station and town hall.

**Councilor Banks:** Firemen's retirement?

**Spencer Forsberg:** We paid some pensions.

**E.2 Discussion and or/Action [Mayor Wallace]:** Council might select a candidate to hire for the Town Manager position, or it might select candidates to invite for subsequent interviews.

<b>Motion E.2: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Butterworth</b>	

**Mayor Wallace:** I'm going to defer to Council. Do you guys want to proceed with a second interview or go with a selection?

**Councilor Butterworth:** selection

**Councillor Banks:** Second interview

**Councillor Post:** Second interview

<b>Motion E.2: Motion, second interview for the top 3</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councillor Butterworth</b>	

**E.3 Discussion and/or Action [Dr. Johnson]:** Brownfield rehabilitation projects identification for submission to Cochise County.

<b>Motion E.3: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councillor Butterworth</b>	

**Dr. Johnson:** My office sent out three packets to three properties owners which comes to 11 properties. We have not heard back from any of them. This grant is not to clean up these properties just to do the studies. The grant is first to Sierra Vista, Douglas, and Bisbee. It's strictly a volunteer basis. We will keep you posted when we hear back from the owners.

**E.4 Discussion and/or Action [Manager Duthie]:** Congressional appropriations projects identification for submission to Representative Kirkpatrick.

<b>Motion E.4: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councillor Banks</b>	

**Mayor Wallace:** I've looked further into this and we're not ready to submit. It is due tomorrow.

**E.5 Discussion and or/Action [Mayor Wallace]:** Resolution 2020-03 approving an Intergovernmental Agreement with the City of Tombstone for connector bus line services; and identification/approval of bus stop locations.

<b>Motion E.5: Open Item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Hirshberg</b>	

Mayor Wallace: There was some confusion about the grant paying for the fuel and maintenance. We fixed it, the grant is paying for fuel and maintenance. They are fine with housing a bus there.

<b>Motion E.5:</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Hirshberg</b>	

**E.6 Discussion and/or Action [Manager Duthie]:** Community Group Representatives - The Council will designate individual Councilmembers to serve different community groups in place of Councilor Banks.

<b>Motion E.6: Open Item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Butterworth</b>	

Councilor Banks: I attend the SVMPO which Councilor Butterworth is taking over. I also attend the Upper San Pedro Partnership meetings. The Partnership Advisory Committee is important agency. Sentential Landscapes Restoration Partnership has a giant footprint.

Mr. Benavidez: I think we need to lay these out in the agenda for next meeting.

**E.7 Discussion and/or Action [Manager Duthle]:** Sewer pond closure update

<b>Motion E.7: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councillor Butterworth</b>	

**Manager Duthle:** We've been trying to set up an appointment with ADEQ and we finally got one last Thursday. The difficulty has been with ADEQ and they admit that their project manager let abruptly. I was impressed with Mr. Halterman's record keeping. I tried to nail them down to a time table but was unable to. Right now the ball is in their court. I believe going forward the town is in very good standing.

**F. Town Manager's Report**

**G. Items to be placed on future agendas: Community representatives**

**H. Reports of Current Events by Council: Councillor Banks:** I went to the Healthy Cochise Summit, it was amazing. SVMPO had a work session I went to. Karen from the SVMPO said she found errors in our classification of roads. I went to the State Transportation Community, they over see ADOT. We are district three and we haven't had a representative in a few years. It was really fascinating. Dr. Duecy has awarded money for broadband for safety corridors. SEAGO is having a kickoff event March 4<sup>th</sup>, consolidated transit study which ADOT has asked them to do.

**I. Adjournment**

<b>Motion: to Adjourn</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councillor Hirschberg</b>	

**Meeting Adjourned: 8:01 pm**

Approved by Mayor Johann R. Wallace on March 12, 2020.

\_\_\_\_\_  
Mr. Johann R. Wallace  
Mayor

Attest: \_\_\_\_\_  
Ms. Janine Rustine,  
Town Clerk

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on February 27, 2020. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
Ms. Janine Rustine,  
Town Clerk





# TOWN OF HUACHUCA CITY

The Sunset City

## MEETING MINUTES OF THE HUACHUCA CITY TOWN COUNCIL WORK SESSION

**February 25, 2020 AT 6:00 PM**

**HUACHUCA CITY TOWN HALL**

**500 N. GONZALES BLVD.**

**HUACHUCA CITY, AZ 85616**

### **AGENDA**

#### **A. Call to Order – Mayor**

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

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**The meeting was called to order at: 6:00 pm**

**The Pledge of Allegiance was led by: Mayor Wallace**

#### **Roll Call**

<b>Individual</b>	<b>Position</b>	<b>Present</b>	<b>Absent</b>
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor		X
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X	
Jean Post	Councilor	X	
Eric Duthie	Interm Town Manager	X	
Janine Rustine	Town Clerk	X	



Thomas Benavidez	Town Attorney		X
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## **B. Call to the Public – Mayor**

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

None

## **C. New Business Before Council - Mayor**

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**C.1 Discussion and/or Action [Mayor]:** The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (1), for the purposes of interviewing Town Manager candidates.

<b>Motion C.1: Open item for discussion</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Butterworth</b>	

**Alan Baker Interview: executive session**

**Executive session started 6:02pm, motion made by Mayor Wallace, seconded by Mayor ProTem Johnson**

**Executive session ended 6:32 pm, motion made by Mayor Wallace, seconded by Mayor ProTem Johnson**

**Jeff McCormick interview: executive session**

**Executive session started 6:40pm, motion made by Mayor Wallace, seconded by Councilor Trate**

**Executive session ended 7:28 pm, motion made by Mayor Wallace, seconded by Councilor Butterworth**

**Phillip Cushman Interview: executive session**

**Executive session started 7:32pm, motion made by Mayor Wallace, seconded by Mayor ProTem Johnson**

**Executive session ended 8:23 pm, motion made by Mayor Wallace, seconded by Mayor ProTem Johnson**

**D. Adjournment**

<b>Motion: to Adjourn</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Mayor ProTem Johnson</b>	

**Meeting Adjourned: 8:23 pm**

Approved by Mayor Johann R. Wallace on March 12, 2020.

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Mr. Johann R. Wallace  
Mayor

Attest: \_\_\_\_\_  
Ms. Janine Rustine,  
Town Clerk

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on February 25, 2020. I further certify that the meeting was duly called and a quorum was present.

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Ms. Janine Rustine,  
Town Clerk



# TOWN OF HUACHUCA CITY

The Sunset City

## MEETING MINUTES OF THE HUACHUCA CITY TOWN COUNCIL WORK SESSION

**February 26, 2020 AT 6:00 PM**

**HUACHUCA CITY TOWN HALL**

**500 N. GONZALES BLVD.**

**HUACHUCA CITY. AZ 85616**

### AGENDA

#### **A. Call to Order – Mayor**

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

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**The meeting was called to order at: 6:00 pm**

**The Pledge of Allegiance was led by: Mayor Wallace**

#### Roll Call

<b>Individual</b>	<b>Position</b>	<b>Present</b>	<b>Absent</b>
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem		X
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor		X
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X	
Jean Post	Councilor	X	
Eric Duthie	Interim Town Manager	X	
Janine Rustine	Town Clerk	X	

Thomas Benavidez	Town Attorney		X
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## B. Call to the Public – Mayor

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

None

## C. New Business Before Council - Mayor

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**C.1 Discussion and/or Action [Mayor]:** The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (1), for the purposes of interviewing Town Manager candidates.

<b>Motion C.1: Open Item for discussion</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Butterworth</b>	

**Terry Weter Interview: executive session**

**Executive session started 6:01pm, motion made by Mayor Wallace, seconded by Councilor Butterworth**

**Executive session ended 6:38 pm, motion made by Mayor Wallace, seconded Councilor Butterworth**

**Harry Staven Interview:**

**Councilor Butterworth:** Summarize your background, explain how you feel your skills and experience qualify you for this job, and also why you are interested in Huachuca City's Town Manager position.

**Mr. Staven:** I'm a generalist in management, I'm not specialized in only one area. I like serving small communities, I like Arizona, and I like the diversity of the culture in the area.

**Councilor Banks:** Describe the experience you have had interacting with the public, elected officials, and management teams?

**Mr. Staven:** I've worked with tribal and multiple governments. I'm a people person and I like to work with people one on one. I like to work with people in small settings. I like to be part of the community and be accessible.

**Mayor Wallace:** Describe your experience related to governmental financial/budget management.

**Mr. Staven:** Half of my experience has been in the finance office.

**Councilor Trate:** Describe your approach to managing staff members and departments with competing needs and issues?

**Mr. Staven:** I like to focus on planning on what's going to be happening in the next fiscal year. The four elements that I have to have is 1. How is that employee improving his or her skill bank? 2. How is that person going to enhance the team? 3. How is that person is going to enhance the safety of the work environment? 4. How do you want to interact in the community?

**Councilor Post:** What is your experience working with enterprise funds and town utility rates?

**Mr. Staven:** I have worked in those myself. I have had enterprises like a motor vehicle department, a liquor store and common utilities.

**Councilor Butterworth:** What is your experience with solid waste/landfill management?

**Mr. Staven:** I have opened two landfills and closed three.

**Councilor Banks:** What are the main strengths and weaknesses you see that Huachuca City has today?

**Mr. Staven:** You are next to a military installation. Anytime you have a government installation that is an opportunity to get extra funds.

**Mayor Wallace:** What value do you see intergovernmental relations? How have you used these in the past in your organizations?

**Mr. Staven:** IGA's are positive.

**Councilor Trate:** Describe what you see as your strengths related to this job/position. Describe what you see as your weaknesses related to this job/position

**Mr. Staven:** I believe weaknesses are opportunities to improve. My greatest strength is I'm patience with people and like listening to what people have to say.

**Councilor Post:** This position is a full time position. If selected what would be your main goals?

**Mr. Staven:** Earn your trust on a day to day basis. Learn participants and their goals. In 4-6 years have a better community.

**Councilor Butterworth:** How do you handle time management and prioritizing Town/personal needs?

**Mr. Staven:** The key to time management is delegation and prioritizing tasks.

**Councilor Banks:** What questions do you have for us?

**Mr. Staven:** I don't have any questions. I would like to thank the Council for the opportunity.

**Jay Howe Interview: executive session**

**Executive session started 7:19pm, motion made by Mayor Wallace, seconded by Councilor Trate**

**Executive session ended 7:47 pm, motion made by Mayor Wallace, seconded by Councilor Butterworth**

#### **D. Adjournment**

<b>Motion: to Adjourn</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Post</b>	

**Meeting Adjourned: 7:49 pm**

Approved by Mayor Johann R. Wallace on March 12, 2020.

---

Mr. Johann R. Wallace  
Mayor



Attest: \_\_\_\_\_  
Ms. Janine Rustine,  
Town Clerk

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on February 26, 2020. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
Ms. Janine Rustine,  
Town Clerk



# ELITE & SALES SERVICE

Elite Sales And Service

ESTIMATE	#123
SCHEDULED DATE	Thu Feb 27, 2020 10:00am
TOTAL	<b>\$5,690.42</b>

TOWN OF HUACHUCA CITY

## CONTACT US

670 S. HIGHWAY 80  
BENSON, AZ 85602

(520) 586-3339

elitesalesandservice@gmail.com

## ESTIMATE

D8 - REPL CUTTING EDGES

UNIT #: D8

HOURS:

SEND TO JIM TO GET P O

\$750.00

REMOVE AND REPLACE CUTTING EDGES. TIME INLCUDES TRAVEL TO GET PARTS

### Materials

BIT END RH

\$540.05

RETAIL (QUOTE FROM EMPIRE)

BIT END LH

\$540.05

BOLT

\$358.56

WASHER

\$138.96

NUT

\$150.84

CUTTING EDGE

\$2,397.80

CUTTING EDGE

\$814.06

Subtotal

\$5,690.42

Total

**\$5,690.42**

Town of Huachuca City  
500 N. Gonzales Blvd.  
Huachuca City, AZ 85616  
Phone: (520) 456-1354  
Fax: (520) 456-2230

**Requisition/Purchase Order**  
(Submit completed form to Town Clerk for approval)

Vendor Name: Elite Sales  
Address: 670 S. Highway 80  
Benson, AZ 85602  
Phone: (520) 586-3339

Department: Landfill 55-40-610

Account Number:

Requisitioned:

Date: 20200228

PO #:

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	Replace Ware Blades / Parts		\$5,690.42
		D8R Track Bulldozer		
		Estimate #123		
		NEXT COUNCIL MEETING		
			SUBTOTAL	
			SALES TAX	
			SHIPPING & HANDLING	
			OTHER	
			TOTAL	\$5,690.42

 20200228  
Supervisor Date

  
Town Clerk

3/3/2020  
Date

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1022250</b>							
CopperPoint Mutual Insurance	1012514611	Workmans Comp	03/01/2020	2,846.00	.00		
Total 1022250:				2,846.00	.00		
<b>1022520</b>							
AFLAC	707763	Payroll Deduction	02/24/2020	293.32	293.32	02/25/2020	
Total 1022520:				293.32	293.32		
<b>1022540</b>							
Vision Service Plan	02182020	Vision Ins./30 049730 0001	02/18/2020	129.21	129.21	02/26/2020	
Total 1022540:				129.21	129.21		
<b>1043100</b>							
Interim Public Management, LLC	2439	Interim Town Manager	03/01/2020	4,950.00	.00		
Eric A. Duthie	292-363992	Interim Town Manager Hotel Reim	12/19/2019	131.60	131.60	02/26/2020	
Total 1043100:				5,081.60	131.60		
<b>1043271</b>							
AT&T	9001/03042020	Phone Service	03/04/2020	756.32	756.32	03/09/2020	
Total 1043271:				756.32	756.32		
<b>1043290</b>							
Pitney Bowes Inc	1016117995	Ink For Postage Machine	02/26/2020	367.16	367.16	03/09/2020	
Total 1043290:				367.16	367.16		
<b>1043340</b>							
Southwest Gas Corporation	03/04/2020	Utility Service-Gas	03/04/2020	134.67	134.67	03/09/2020	
Total 1043340:				134.67	134.67		
<b>1043360</b>							
AZ Department of Corrections	D06365620200	Inmate Transportation Cost	02/26/2020	21.02	21.02	02/26/2020	
AZ Department of Corrections	D06367420200	Inmate Transportation Cost	02/27/2020	20.60	20.60	02/27/2020	
AZ Department of Corrections	D06494820200	Inmate Labor	02/27/2020	16.00	16.00	02/27/2020	
Total 1043360:				57.62	57.62		
<b>1043440</b>							
Purchase Power	1630/02172020	Postage	02/17/2020	252.13	252.13	02/25/2020	
Total 1043440:				252.13	252.13		
<b>1043480</b>							
Clark Information Systems	135276	Internet Service	02/26/2020	89.95	89.95	02/27/2020	
Caselle, Inc	100622	Contract Support	03/01/2020	712.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1043480:				801.95	89.95		
1045250 Aaron Parr	022720	Alternate Magistrate Reimburseem	02/27/2020	145.00	.00		
Total 1045250:				145.00	.00		
1045480 AZ Supreme Court	2020-0000022	Computer Maintenance	02/13/2020	1,125.00	.00		
Total 1045480:				1,125.00	.00		
1048101 Sentinel Technologies, Inc.	M360968	IT-Managed Services Agreement	02/19/2020	1,987.50	1,987.50	02/26/2020	
Total 1048101:				1,987.50	1,987.50		
1051271 AT&T	9001/03042020	Phone Service	03/04/2020	147.49	147.49	03/09/2020	
Total 1051271:				147.49	147.49		
1051340 Southwest Gas Corporation	03/04/2020	Utility Service-Gas	03/04/2020	134.88	134.88	03/09/2020	
Total 1051340:				134.88	134.88		
1051380 AZ Department of Corrections	D08385820200	Inmate Transportation Cost	02/26/2020	21.03	21.03	02/28/2020	
AZ Department of Corrections	D08387420200	Inmate Transportation Cost	02/27/2020	20.59	20.59	02/27/2020	
AZ Department of Corrections	D08494820200	Inmate Labor	02/27/2020	16.00	16.00	02/27/2020	
Total 1051380:				57.62	57.62		
1051470 Gardner's Garage	03P1706	Vehicle Maint	02/28/2020	42.74	42.74	02/27/2020	
Gardner's Garage	03P1716	Vehicle Maint	02/28/2020	364.32	.00		
Total 1051470:				407.06	42.74		
1051475 Fleet Services	63910474	fuel expense	02/16/2020	1,101.91	1,101.91	02/25/2020	
Total 1051475:				1,101.91	1,101.91		
1051505 Garden Canyon Towing, LLC	34233	Vehicle Impound Tow Fee	02/24/2020	84.00	84.00	02/28/2020	
Mac's Towing LLC	5694	Vehicle Impound Tow Fee	02/22/2020	75.00	75.00	02/29/2020	
Total 1051505:				159.00	159.00		
1052340 AmeriGas	3103465937	Tank Rent-Fixed 500 Gallon	02/29/2020	12.50	.00		
Total 1052340:				12.50	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1052480</b>							
Ketchum Mfg. Co., Inc	22428	Dog Tags	02/27/2020	83.08	.00		
Total 1052480:				83.08	.00		
<b>1052483</b>							
Revival Animal Health	534273	Vaccine-Dog Bronchi Shield III	03/02/2020	171.73	.00		
Total 1052483:				171.73	.00		
<b>1052475</b>							
Fleet Services	63910474	fuel expense	02/15/2020	80.07	80.07	02/25/2020	
Total 1052475:				80.07	80.07		
<b>1053340</b>							
Southwest Gas Corporation	03/04/2020	Utility Service-Gas	03/04/2020	110.38	110.38	03/09/2020	
Total 1053340:				110.38	110.38		
<b>1054380</b>							
SW Building Inspection Service	9834	Contract Services	02/28/2020	4,400.00	.00		
Total 1054380:				4,400.00	.00		
<b>1057110</b>							
Cintas Corporation No. 445	4043530805	Uniform and Rentals/Public Works	02/24/2020	26.43	26.43	02/28/2020	
Cintas Corporation No. 445	4044154917	Uniform and Rentals/Public Works	03/02/2020	26.58	.00		
Cintas Corporation No. 445	4044820828	Uniform and Rentals/Public Works	03/09/2020	26.43	.00		
Total 1057110:				79.44	26.43		
<b>1057380</b>							
AZ Department of Corrections	D08385620200	Inmate Transportation Cost	02/25/2020	42.05	42.05	02/26/2020	
AZ Department of Corrections	D08387420200	Inmate Transportation Cost	02/27/2020	41.19	41.19	02/27/2020	
AZ Department of Corrections	D08511320200	Inmate Labor	02/27/2020	26.67	26.67	02/27/2020	
Total 1057380:				109.91	109.91		
<b>1057460</b>							
Fleet Services	63910474	fuel expense	02/15/2020	21.54	21.54	02/25/2020	
Total 1057460:				21.54	21.54		
<b>1057475</b>							
Senergy Petroleum LLC	616988	Diesel #2	03/03/2020	52.64	.00		
Total 1057475:				52.64	.00		
<b>1062271</b>							
AT&T	3001/03042020	Phone Service	03/04/2020	46.03	46.03	03/09/2020	
Total 1062271:				46.03	46.03		
<b>1062340</b>							
Southwest Gas Corporation	03/04/2020	Utility Service-Gas	03/04/2020	174.32	174.32	03/09/2020	



Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1062340:				174.32	174.32		
<b>1062368</b>							
AZ Department of Corrections	D06385620200	Inmate Transportation Cost	02/25/2020	42.05	42.05	02/26/2020	
AZ Department of Corrections	D06387420200	Inmate Transportation Cost	02/27/2020	41.20	41.20	02/27/2020	
AZ Department of Corrections	D06426420200	Inmate Labor	02/27/2020	28.00	28.00	02/27/2020	
Total 1062368:				111.25	111.25		
<b>1062476</b>							
Fleet Services	63910474	fuel expense	02/15/2020	10.88	10.88	02/25/2020	
Total 1062476:				10.88	10.88		
<b>1062705</b>							
Copygraphix	26533618	Copy Machine Lease/Library	02/21/2020	272.29	272.29	03/09/2020	
Total 1062705:				272.29	272.29		
<b>1068340</b>							
Southwest Gas Corporation	03/04/2020	Utility Service-Gas	03/04/2020	75.42	75.42	03/09/2020	
Total 1068340:				75.42	75.42		
<b>1069802</b>							
Tyler's Yard, Tree & Landscaping	3718	Trunk Removal From Garden Site	02/21/2020	400.00	400.00	02/27/2020	
Total 1069802:				400.00	400.00		
<b>1069810</b>							
CenturyLink	1486103530	ERATE	02/11/2020	1,490.37	1,490.37	02/25/2020	
Total 1069810:				1,490.37	1,490.37		
<b>2040200</b>							
Az State Treasurer	347	monthly conversions	03/03/2020	8,593.01	.00		
Cochise County Superior Court	349	court revenue/\$1 Assessment	03/03/2020	35.85	.00		
Cochise County Superior Court	349	Fill the Gap	03/03/2020	172.14	.00		
General Fund(Trust)	348	monthly court conversions	03/03/2020	12,202.69	.00		
Kassandra Young	348	Refund Overpayment	02/28/2020	403.41	.00		
Total 2040200:				21,407.10	.00		
<b>2940840</b>							
Herald Review Media	489184/233911	Use of CDBG Funds Ad	01/31/2020	4.36	4.36	03/09/2020	
Total 2940840:				4.36	4.36		
<b>5140110</b>							
Cintas Corporation No. 445	4043530605	Uniform and Rentals/Water	02/24/2020	26.42	26.42	02/26/2020	
Cintas Corporation No. 445	4044154917	Uniform and Rentals/Water	03/02/2020	26.57	.00		
Cintas Corporation No. 445	4044820628	Uniform and Rentals/Water	03/09/2020	26.42	.00		
Total 5140110:				79.41	26.42		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>5140360</b>							
AZ Department of Corrections	D08385620200	Inmate Transportation Cost	02/25/2020	42.05	42.05	02/26/2020	
AZ Department of Corrections	D08387420200	Inmate Transportation Cost	02/27/2020	41.20	41.20	02/27/2020	
AZ Department of Corrections	D08511320200	Inmate Labor	02/27/2020	28.67	28.67	02/27/2020	
Boise Tech LLC	2-2020	Contract Service-Water Site Inspe	03/01/2020	500.00	.00		
<b>Total 5140360:</b>				<b>609.92</b>	<b>109.92</b>		
<b>5140370</b>							
AZ Dept of Revenue	EFT02292020	Sales Tax	02/28/2020	2,200.81	2,200.81	02/28/2020	
<b>Total 5140370:</b>				<b>2,200.81</b>	<b>2,200.81</b>		
<b>5140440</b>							
Purchase Power	1630/02172020	Postage	02/17/2020	252.12	252.12	02/25/2020	
<b>Total 5140440:</b>				<b>252.12</b>	<b>252.12</b>		
<b>5140480</b>							
Ace Hardware	170305/1	Battery 6 Volts, Shovels, Mask	03/05/2020	130.62	.00		
Arizona Blue Stake, Inc.	2020-AA0271	Annual Assessment	01/01/2020	280.68	.00		
Gagnone Sand and Gravel	1070	Bedding Sand Patton Street Repa	02/03/2020	280.42	280.42	02/26/2020	
<b>Total 5140480:</b>				<b>691.62</b>	<b>280.42</b>		
<b>5140470</b>							
D&M Tire & Wheel	41047	Tire Repair PW2	03/08/2020	16.00	.00		
<b>Total 5140470:</b>				<b>16.00</b>	<b>.00</b>		
<b>5140475</b>							
Fleet Services	63910474	fuel expense	02/16/2020	166.73	166.73	02/26/2020	
Senergy Petroleum LLC	618998	Diesel #2	03/03/2020	412.29	.00		
<b>Total 5140475:</b>				<b>581.02</b>	<b>166.73</b>		
<b>5140510</b>							
Turner Laboratories, Inc	20C0019	Drinking Water Test	03/05/2020	60.00	.00		
<b>Total 5140510:</b>				<b>60.00</b>	<b>.00</b>		
<b>5140610</b>							
Empire Southwest, LLC	EPWK0478420	Generator-Battery For Water Dist	02/21/2020	801.95	801.95	02/26/2020	
Granger, Inc	9458021210	Howard Well Repair-235 PSI Sep	02/27/2020	295.19	.00		
<b>Total 5140610:</b>				<b>1,097.14</b>	<b>801.95</b>		
<b>5221350</b>							
Davonnte Payne	4001488/02262	Sewer Deposit Refund	02/26/2020	11.60	11.60	02/27/2020	
<b>Total 5221350:</b>				<b>11.60</b>	<b>11.60</b>		
<b>5240110</b>							
Cintas Corporation No. 445	4043530605	Uniform and Rentals/Sewer	02/24/2020	26.43	26.43	02/26/2020	
Cintas Corporation No. 445	4044154917	Uniform and Rentals/Sewer	03/02/2020	26.58	.00		
Cintas Corporation No. 445	4044820828	Uniform and Rentals/Sewer	03/09/2020	26.43	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5240110:				79.44	28.43		
<b>5240380</b>							
AZ Department of Corrections	D08385620200	Inmate Transportation Cost	02/25/2020	42.05	42.05	02/26/2020	
AZ Department of Corrections	D08387420200	Inmate Transportation Cost	02/27/2020	41.20	41.20	02/27/2020	
AZ Department of Corrections	D08511320200	Inmate Labor	02/27/2020	26.66	26.66	02/27/2020	
Valenzuela, Jr. Carlos S.	195650	Contract Labor	03/02/2020	400.00	.00		
Total 5240380:				509.91	109.91		
<b>5240440</b>							
Purchase Power	1630/02172020	Postage	02/17/2020	252.13	252.13	02/25/2020	
Total 5240440:				252.13	252.13		
<b>5240460</b>							
Ace Hardware	170306/1	Rakes, Shovels	03/05/2020	138.38	.00		
Arizona Blue Stake, Inc.	2020-AA0271	Annual Assessment	01/01/2020	280.59	.00		
Total 5240460:				418.97	.00		
<b>5240470</b>							
Gardner's Garage	03P1729	PW1 Truck Repair	03/02/2020	166.49	.00		
Total 5240470:				166.49	.00		
<b>5240475</b>							
Fleet Services	63910474	fuel expense	02/15/2020	166.73	166.73	02/25/2020	
Senergy Petroleum LLC	616998	Diesel #2	03/03/2020	412.29	.00		
Total 5240475:				581.02	166.73		
<b>5440360</b>							
WM Corporate Services, Inc.	0029512-1571-	Trash Service	03/02/2020	11,567.06	.00		
Total 5440360:				11,567.06	.00		
<b>5540110</b>							
Cintas Corporation No. 445	4043530605	Uniform and Rentals/Landfill	02/24/2020	83.61	83.61	02/26/2020	
Cintas Corporation No. 445	4044154917	Uniform and Rentals/Landfill	03/02/2020	84.23	.00		
Cintas Corporation No. 445	4044820826	Uniform and Rentals/Landfill	03/09/2020	83.61	.00		
Total 5540110:				261.45	83.61		
<b>5540340</b>							
AT&T	9001/03042020	Phone Service	03/04/2020	98.51	98.51	03/09/2020	
Lal Enterprises, Inc	28217	septic clean out scalehouse	02/29/2020	57.75	.00		
Total 5540340:				156.26	98.51		
<b>5540360</b>							
AZ Department of Corrections	D08385620200	Inmate Transportation Cost	02/25/2020	42.07	42.07	02/26/2020	
AZ Department of Corrections	D08387420200	Inmate Labor	02/27/2020	44.00	44.00	02/27/2020	
AZ Department of Corrections	D08387420200	Inmate Transportation Cost	02/27/2020	82.38	82.38	02/27/2020	
McCoy's Septic Pumping Service	4484	Clean Landfill Septic Tank	02/27/2020	190.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5540380:				358.45	168.45		
<b>5540440</b>							
Purchase Power	1630/02172020	Postage	02/17/2020	252.12	252.12	02/25/2020	
Total 5540440:				252.12	252.12		
<b>5540460</b>							
Sparkletts	117434460227	Water	02/27/2020	61.79	.00		
Total 5540460:				61.79	.00		
<b>5540475</b>							
Fleet Services	63910474	fuel expense	02/16/2020	48.38	48.38	02/25/2020	
Senergy Petroleum LLC	615012	Red Dyed Diesel #2	02/26/2020	802.59	802.59	02/27/2020	
Senergy Petroleum LLC	616988	Red Dyed Diesel #2	03/03/2020	1,162.64	.00		
Total 5540475:				2,043.61	850.97		
<b>5540480</b>							
TransWorld Network, Corp	14788722-049	Internet Services	02/22/2020	48.86	48.86	02/25/2020	
Total 5540480:				48.86	48.86		
<b>5540516</b>							
State of Arizona - ADEQ	0000321046X	Landfill Fee	03/02/2020	2,138.85	2,138.85	03/09/2020	
Total 5540516:				2,138.85	2,138.85		
<b>5540610</b>							
D&M Tire & Wheel	41046	Tire Repair D1 Dump Truck	03/06/2020	16.00	.00		
Elite Sales and Service, LLC	19380	Repair 613C Scraper-Oil Leak	02/27/2020	1,775.92	1,775.92	02/27/2020	
Empire Southwest, LLC	EMPS4882496	Filters For Repair Packer 616K	02/26/2020	388.15	.00		
Empire Southwest, LLC	EMPS4882497	Filters For Repair Packer 616K	02/26/2020	94.65	.00		
Empire Southwest, LLC	EMWK293574	D&T-Cat Track	03/02/2020	1,199.31	.00		
Sierra Vista Glass	103563	Install New Glass 616K	02/26/2020	689.97	.00		
Sierra Vista Glass	103564	Install New Glass D6 Track	02/26/2020	302.97	.00		
Total 5540610:				4,464.97	1,775.92		
Grand Totals:				73,849.59	16,582.63		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Dated: _____							
Mayor: _____							
City Council: _____							
_____							
_____							
_____							
_____							
_____							
City Recorder: _____							
City Treasurer: _____							

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.