



# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: [ramstrong@huachucacityaz.gov](mailto:ramstrong@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL/EXECUTIVE SESSION AT 6:00<sup>PM</sup> TUESDAY, JANUARY 7, 2014

### Present:

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Gene McCullough  
Donna Johnson  
Walter Welsch  
Laura Wallace - Late  
Duane Brown - Late

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez

### Absent:

A. Call to Order, Pledge of Allegiance (6:00<sup>PM</sup>)

B. Roll Call

C. New Business

1. Discussion and/or Action [Mayor Taylor]: Executive session, pursuant to A.R.S. 38-431.03 (A) (3) & (4), for legal advice and to direct the Town's Attorney concerning a payment and services dispute with the Town's accounting services provider, Ruben Villa.

***Motion*** made by *Mayor Taylor* to enter executive session, seconded by *Mayor Pro-Tem Van Slyke*

***Motion Approved 5-0***

***Councilmember Wallace and Councilmember Brown not present for vote***

***Motion*** made by *Mayor Taylor* to close executive session, seconded by *Mayor Pro-Tem Van Slyke*

***Motion Approved Unanimously***

**2. Discussion and/or Action [Mayor Taylor]: concerning a payment and services dispute with the Town's accounting services provider, Ruben Villa, and future accounting services for the Town.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro-Tem Van Slyke*

Mayor Taylor questioned the pay increase to Mr. Villa. Mr. Villa advised that the former City Clerk and previous Mayor approved pay increase. Mayor Taylor stated that he needed something written regarding the increase. Mr. Villa stated that several emails had been sent regarding the increase and the audit done out of schedule. Mayor Taylor stated that the increase was done outside of the Town Clerk's power to authorize. Mr. Villa stated that the increase was done in June 2012 and was approved for \$85 per hour. Councilmember McCullough stated that any increase is to be approved by the council. Mr. Villa stated that he has been asking for a contract. Mayor Pro-Tem Van Slyke inquired about the 'Clarity' program. Mr. Villa stated there is no program that will replace an accountant. Mr. Armstrong stated that there has not been an invoice in months showing what the town is paying for services. Mr. Villa stated that there fees have not changed. It is a standard 20 hours per week. This fee is included in the payroll. Councilmember Johnson stated that they need to see an invoice every month for approval. Mr. Villa provided the council with a list of items performed by his firm. The added fees are due to the audit schedule. Mr. Villa asked that the council approve the fee of \$85 per hour. Mayor Taylor stated that he would like to see more of the accounting brought back in house. Mr. Villa stated he would resubmit his invoice to reflect \$65 per hour. For the record his rate is still \$85 per hour, but for the current invoice it will reflect \$65 per hour.

**Motion** made by *Mayor Taylor* to pay the invoice for 192 hours at \$65 per hour, and to retain service with Mr. Villa not to exceed 90 days. In that time renegotiate the terms of his contract, seconded by *Councilmember McCullough*.

**Motion Approved Unanimously**

**D. Adjourn (7:45 PM)**

**Motion** made by *Mayor Taylor* to adjourn the meeting, seconded by *Councilmember McCullough*.

**Motion Approved Unanimously**

Passed and Adopted this \_\_\_\_\_ of January, 2014

Approved by Mayor Taylor on \_\_\_\_\_

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Mayor Ken Taylor

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on January 7, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Ron Armstrong, Town Clerk/Administrator



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## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL/EXECUTIVE SESSION AT 7:00<sup>PM</sup> TUESDAY, JANUARY 7, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Laura Wallace  
Gene McCullough  
Donna Johnson  
Walter Welsch  
Duane Brown

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez

**Absent:** None

**A. Call to Order, Pledge of Allegiance (8:08 PM)**

**B. Roll Call**

**C. New Business**

- 1. Discussion and/or Action [Mayor Taylor]: Executive session, pursuant to A.R.S. 38-431.03(A) (3) for consultation and legal advice from the Town's Attorney concerning the Town's Audit Report.**

*Motion made by Mayor Taylor to enter executive session, seconded by Councilmember Brown*

*Motion made by Mayor Taylor to close executive session, seconded by Mayor Pro-Tem Van Slyke*

- 2. Discussion and/or Action [Mayor Taylor]: concerning engaging additional audit services from BeachFleischman, P.C.**

*Motion made by Mayor Taylor to open for discussion and/or action, seconded by Mayor Pro-Tem Van Slyke*

Mr. Armstrong decided to withdraw his offer to work with BeachFleischman. Mayor Taylor requested a proposal to be drawn up before the second meeting in January for the council to vote on. Mr. Lovelace recommended the Town to develop and organizational chart for finance and payroll.

**Motion** made by *Mayor Taylor* to authorize Mr. Armstrong to amend the agenda as sees fit to address the internal audit, seconded by seconded by *Mayor Pro-Tem Van Slyke*

**Motion Approved 5-2**  
**Council member Johnson and Councilmember Wallace vote Nay**

**D. Adjourn (9:30PM)**

**Motion** made by *Mayor Taylor* to adjourn the meeting, seconded by *Councilmember Brown*

**Motion Approved Unanimously**

Passed and Adopted this \_\_\_\_\_ of January, 2014

Approved by Mayor Taylor on \_\_\_\_\_

\_\_\_\_\_  
Mayor Ken Taylor

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on January 7, 2014. I further certify that the meeting was duly called, and a quorum was present.

\_\_\_\_\_  
Ron Armstrong, Town Clerk/Administrator



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## HUACHUCA CITY TOWN COUNCIL MINUTES REGULAR MEETING AT 7:00<sup>PM</sup> THURSDAY, JANUARY 9, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez – not required

**Absent:**

**A. Call to Order, Pledge of Allegiance (7:00<sup>PM</sup>)**

**B. Roll Call**

**C. Approval of Minutes of the Regular Meeting of Thursday, December 12, the Executive Session of December 12 and the Special Meetings of Thursday, December 19 and Saturday, December 21 (10:AM) and December 21 (12:10PM).**

**Motion** made by *Mayor Taylor* to approve the minutes of the Regular Meeting of December 12, 2013, the Executive Session of December 12, 2013, the Special Meeting of December 19, 2013 and the Special Meeting of December 21 (10:00AM and 12:10PM), 2013, seconded by *Councilmember Brown*.

**Motion Approved Unanimously**

**D. Call to the Public – Agenda items only – None**

**E. Reports by Officers:**

**Public Safety:** *Councilmember Brown* has reported that the Fire Department has picked up the trucks that were approved. Nothing else to report

**Library:** *Councilmember Welsch* reported that there have been 4 new library cards since last report. There were over 80 people at the Polar Express Night. There was an issue with the Santa Clause, but Kelly had acted quickly to find a replacement for the night. Kelly Ferguson has completed the first part of the Library Practitioner Certification. She would also like to attend Supervisor and Leadership Certification Court. It runs from February 3 – April 17.

Kelly received an email from Sierra Vista Transit wanting to know if we were interested in participating on a grant that would cover Sierra Vista, Bisbee, and Huachuca City.

**Senior Center:** *Councilmember Welsch* nothing to report at the moment

**Planning & Zoning:** *Councilmember McCullough* reported that all minutes are up to date for the Planning and Zoning Commission. They are determining when all the members got on the board so they can discuss terms of the commission

**Parks & Recreation:** *Councilmember Wallace* reported that the Parks and Recs did not have a meeting in December. The Christmas Tree Lighting was a success. The next meeting will be held on Monday January 13, 2013. One item that will be discussed is the Urda Award.

**Public Works:** *Councilmember Johnson* reported that the crews have been busy making sure that no one is digging through fiber optic lines in the city. She deferred to Larry Tysiac for continued reporting. Mr. Tysiac reported that the crews are doing a great job with Jim Halterman out on medical. He requested that a few agenda items be considered for the next meeting.

1. Tipping fees at the landfill
2. CDBG Projects

**Finance:** *Mayor Pro-Tem Van Slyke* stated that she does not have a financial report.

**Mayor:** *Mayor Taylor* reported that he has had some discussions with the Fort and Sierra Vista to establish relations with the communities again. He also reported that there are some Ordinance/Resolutions/and Minutes that are missing, so the council will have to re-approve certain items.

## **G. New Business:**

1. **Discussion and/or Action: [Mayor Taylor]: Second (Final) reading of Ordinance No.13-10 amending Town Code Chapter 1 to add definitions of “Right of Way” and “Easements”**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Ron Armstrong provided seconded reading

**Motion** made by *Mayor Taylor* to adopt Ordinance No. 13-10, seconded by *Councilmember Brown*

**Motion Approved Unanimously**

- 2. Discussion and/or Action: [Mayor Taylor]: Second (Final) reading of Ordinance No.13-11 amending Town Code Chapter 17 Sec.16-3-C to add (4) “Placement of Political Signs”.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro-Tem Van Slyke*

Ron Armstrong provided second reading

**Motion** made by *Mayor Taylor* to adopt Ordinance No. 13-11, seconded by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

- 3. Discussion and/or Action: [Mayor Taylor]: First reading of Ordinance No. 14-01 Adopting Consolidated Election Dates and amending Town Code Sec. 2 to update the changes.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Ron Armstrong provided first reading of Ordinance No. 14-01

No Further Action

- 4. Discussion and/or action: [Council Member Welsch]: First reading of Ordinance No. 14-02 adding to Town Code Sec. 2-4-6 Order of Business “Items to be placed on the next agenda” at the end of each council meeting agenda.**

**Motion** made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Mayor Taylor*

Ron Armstrong provided first reading of Ordinance No. 14-02

No Further Action

- 5. Discussion and/or Action: [Council Member Welsch]: Explore purchasing “green” receptacles for curbside recyclables and direct Mr. Tysiac to explore the feasibility and cost.**

**Motion** made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Mayor Taylor*

Councilmember Brown questioned who would recycle these materials. Councilmember McCullough stated that J&D Recycling would be able to help the town. Mr. Tysiac reported that he would speak with Sierra Vista and see how they handle their recycling program. This will help keep the landfill compliant. Mr. Welsch asked that Mr. Tysiac research the options.

No Action Taken

- 6. Discussion and/or Action: [Mayor Taylor]: Approve payment to the Town Accountant in the amount of \$12,480.00**



**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Johnson*  
Councilmember McCullough wanted to make sure that it's noted that the accountant volunteered the discounted invoice.

**Motion** made by *Mayor Taylor* to approve payment to the Town Accountant, seconded by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

**7. Discussion and/or Action: [Mayor Taylor]: Direct the Town Clerk to look into ways to meet the recommendations outlined in the audit report and to work with the auditor.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Mayor Taylor asked Mr. Armstrong if there was any specific direction that is needed. Mr. Armstrong stated that he is in communication with Mr. Lovelace. Mayor Pro-Tem Van Slyke asked if there are steps that are going to be taken. Mr. Armstrong stated that the first thing is to go back into the audit to verify separation of financial duties.

**Motion** made by *Mayor Taylor* for the Town Clerk to look into ways to meet the recommendations made in the audit report and to work with the auditor, seconded by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

**8. Discussion and/or Action: [Council Member Welsch]: Authorize a salary increase for the interim Library Director as was provided for at the October 24<sup>th</sup> Council meeting but was not included in the minutes (\$1.50 / hour effective 1/05/2014).**

**Motion** made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Mayor Taylor*

Councilmember Welsch indicated in the library contract there is provision for a raise at 3 months. Councilmember Johnson asked if there will be another raise at 6 months? She indicated that there are other employees in public works that haven't gotten a raise. Mayor Taylor stated that the council has to look at this in a director position. Mayor Pro-Tem Van Slyke stated that she feels that it is appropriate to wait until the 6 month time.

**Motion** made by *Councilmember Welsch* to give 1.50 raise because of the starting salary given, and comparing that salary to other similar positions in the state, seconded by *Mayor Taylor*

**Motion Defeated 4-3**

**Mayor Pro-Tem Van Slyke, Councilmember Wallace, Councilmember Johnson, and Councilmember Brown Voting Nay**

**9. Discussion and/or Action: [Council Member Welsch]: Include the salary for a cook at the Senior Center in budget line item 10-68-291 "Food Services".**

Motion made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Mayor Taylor*

Councilmember Welsch stated that there have been some questions raised with the line item. It was understood that a part time cook could be hired for the Senior Center. The hiring of a cook should be allowed under this line item.

Motion made by *Mayor Taylor* that we insure that any salary for a cook at the senior center be included in the line item 10-68-291 for the Budget Year '13-'14, seconded by *Councilmember Brown*

**Motion Approved 5-2**  
**Councilmember McCullough and Councilmember Wallace Voting Nay**

**H. Payment approval report in the amount of \$42,562.85.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

No Discussion

Motion made by *Mayor Taylor* to approve payment report in the amount of \$42,562.85, seconded by *Mayor Pro-Tem Van Slyke*.

**Motion Approved Unanimously**

**I. Call to the Public: Issues within the jurisdiction of the Huachuca City Town Council.**

1. Neil Josephson 306 Ridgeview spoke regarding utilizing Whetstone Fire District Ambulance Services. He also spoke on the 'flack' of the Toy Run. He saw Branson's Septic Service dumping into a manhole off of Hunt Rd.
2. Mr. Armstrong spoke regarding a letter from an employee thanking the council for the one time salary adjustment during Christmas

**J. Adjournment: (8:20<sup>PM</sup>)**

Motion made by *Mayor Taylor* to adjourn, seconded by *Mayor Pro-Tem Van Slyke*.

**Motion Approved Unanimously**

Passed and Adopted this \_\_\_ day of \_\_\_\_\_, 2014

Approved by Mayor Taylor on \_\_\_\_\_, 2014

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*Mayor Ken Taylor*

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on January 9, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Town Clerk/Administrator, Ron Armstrong

DRAFT



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**HUACHUCA CITY TOWN COUNCIL MINUTES  
REGULAR MEETING AT 7:00<sup>PM</sup>  
THURSDAY, JANUARY 23, 2014**

**Present:**

**Mayor: Ken Taylor**

**Mayor Pro-Tem:**

**Council Members: Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace**

**Town Clerk: Ron Armstrong**

**Town Attorney: Thomas Benavidez – not requested**

**Absent: Mary Van Slyke – excused**

**Packet Includes: Items 1 & 2: Ordinances 14-01 & 02  
Item 3: Salary info. on Sr. Center cook  
Item 8: Request for Landfill Feasibility Study**

- A. Call to Order, Pledge of Allegiance (7:00<sup>PM</sup>)**
- B. Roll Call**
- C. Approval of Minutes of the Regular Meeting of Thursday, January 9 and the Special Meetings of January 7 at 6:00 PM & 7:00 PM.**

**Motion** made by *Mayor Taylor* to open for discussion, seconded by *Councilmember Brown*

No Discussion

**Motion** made by *Mayor Taylor* to Approve the minutes from the aforementioned meetings, seconded by *Councilmember Wallace*

**Motion Approved 6-0**

**D. Call to the Public [3 minute limit] Agenda Items Only. (See below)**

1. Linda Jeffery – Elmer Urda Award. Stated that there are a lot of people/organizations that contribute a lot to the town.

**E. Reports by Council Members and Officers**

1. Fire and Police: *Councilmember Brown* reported on the inspection of the Fire Department from the ISO, there is one issue that needs to be resolved.
2. Public Works: *Councilmember Johnson* reported that we need to control who reads the meters. When the cover was replaced over the meter, it broke apart and caused a water leak.
3. Parks & Recreation: *Councilmember Wallace* reported the next meeting will be on February 10<sup>th</sup>. They will be looking over the applications for the Urda Award and the winner will be announced at the following Council Meeting.
4. Senior Center: *Councilmember Welsch* had nothing to report
5. Library: *Councilmember Welsch* indicated that the report did not make it into the packet
6. Town Clerk: Ron Armstrong stated he received the 6 month audit report. Advised that Councilmembers received 13 checks in 2013, there will only be 12 checks in 2014.
7. *Mayor Taylor* reported on the status of Mr. Elmer Urda.

**F. New Business**

1. **Discussion and/or Action [Mayor Taylor]: Second (Final) reading of Ordinance No.14-01 Adopting Consolidated Election Dates and amending Town Code Sec. 2 to update the changes.**

*Motion* made by *Mayor Taylor* for the final reading of Ordinance No. 14-01, seconded by *Councilmember McCullough*

Mr. Armstrong read Ordinance No. 14-01 by title only. Councilmember Wallace inquired when the Arizona Law went into place. Councilmember Brown stated it was after the last election.

*Motion* made by *Mayor Taylor* to accept Ordinance No. 14-01 into Town Code, seconded by *Councilmember Brown*

*Motion Approved 6-0*

2. **Discussion and/or Action [Mayor Taylor]: Second (Final) reading of Ordinance No.14-02 adding to Town Code Sec. 2-4-6 Order of Business**

**“Items to be placed on the next agenda” at the end of each council meeting agenda.**

Motion made by *Mayor Taylor* for the final reading of Ordinance No. 14-02, seconded by *Councilmember Johnson*

Mr. Armstrong read Ordinance No. 14-02

Motion made by *Mayor Taylor* to adopt Ordinance No. 14-02 into Town Code, seconded by *Councilmember Johnson*

**Motion Approved 6-0**

- 3. Discussion and/or Action [Council Member Welsch]: Set wage at \$8.50 to \$10.00 per hour to be paid for Senior Center cook and set a cap on the hours to be worked.**

Motion made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Councilmember Brown*

Councilmember Welsch stated he didn't know where the salary range came from. He is not willing to recommend that range. Mayor Taylor stated it is not up to the council to set the range. That is a personnel department issue. Mr. Armstrong stated that he feels that it is okay to set the starting at minimum wage and have a range set for the position. Councilmember Welsch inquired about supervision. Mr. Armstrong stated that Mr. Perry would be the best person to be in the supervisory role as he knows how many people are going to be there for a meal.

Motion made by *Councilmember Welsch* that a salary be established of minimum wage not to exceed ten dollar per hour, seconded by *Mayor Taylor*

**Motion Approved 4-2**

**Councilmember Brown and Councilmember McCullough voting Nay**

- 4. Discussion and/or Action [Council Member Welsch]: Direct the Town Clerk to include a list of information provided to Council in their packets in the minutes of each meeting.**

Motion made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Mayor Taylor*

Motion made by *Councilmember Welsch* to include a list by title of information in the council packets, seconded by *Mayor Taylor*

**Motion Approved 6-0**

- 5. Discussion and/or action [Council Member Welsch]: To have standard regarding “NetNanny” restrictions to adult access by the public (Veterans sites in particular).**

Motion made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Councilmember Brown*

Councilmember Welsch stated that he has had several complaints regarding the amount of restriction on the computers. Kelly got with Chris regarding a procedure to fix the problem. Mr. Armstrong stated that he spoke with both individuals regarding the fix for the program.

**Motion** made by *Councilmember Welsch* to allow Chris Hart to make changes as appropriate in the control of Net Nanny to reduce restriction problems on adult computers, seconded by *Councilmember Wallace*

**Motion Approved 6-0**

**6. Discussion and/or action [Council Member McCullough]: Recipient of the Elmer Urda Award must be a citizen of Huachuca City.**

**Motion** made by *Councilmember McCullough* to open for discussion and/or action, seconded by *Mayor Taylor*

Councilmember McCullough stated that this award should only be open to residents of Huachuca City. Councilmember Wallace stated that they want people who have benefited Huachuca City. This will open it up to individuals or organizations even if they don't live in the city. Councilmember McCullough stated that it is a Citizen award for Huachuca City. Mayor Taylor stated that he has no problem with creating a different award for outside people who have helped the community, but this award is to recognize a citizen. Councilmember Wallace stated that this is just the first step in 3 different awards. She would like to see the award go to someone who has helped the community regardless of where they live. Councilmember Johnson stated that she feels that Mr. Urda has done so much for this town as a citizen to have the award go to another party other than a citizen. Councilmember Welsch stated that the committee should have the right to say that no one receives the award this year.

**Motion** made by *Councilmember McCullough* that the council votes that the Elmer Urda Award be awarded to only a citizen of Huachuca City, seconded by *Councilmember Johnson*

**Motion Approved 4-2**

**Councilmember Brown and Councilmember Wallace voting Nay**

**7. Discussion and/or Action [Council Member Johnson]: Request by Mr. Tysiac for a three month extension of the \$35.00 tipping fee at the landfill.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Mr. Tysiac stated that the time limit on the tipping fee had expired, and felt it had to be brought before the council. The amount of tonnage from 2012 to 2013 is about 17% lower. Mr. Tysiac made the recommendation to extend this effort. Councilmember Johnson stated she disagrees with this due to the state of the landfill. She stated that the town is not making any additional money for the amount of trash that the landfill is receiving. Mr. Tysiac states that he agrees with Councilmember Johnson, but is requesting a 3 month extension. Mr.

Tysiac will be speaking with the County to find a solution that will benefit everyone.

**Motion** made by *Mayor Taylor* to vote of yes or no. A vote of yes will leave the fee at \$35.00, and a no will raise the fee back to \$45.00

**5 YES**  
**1 NO**

**Motion** made by *Mayor Taylor* to extend the reduced tipping fee to 3 months, seconded by *Councilmember Brown*

**Motion Approved 5-1**  
**Councilmember Johnson voting Nay**

**8. Discussion and/or Action [Council Member Johnson]: Request by Mr. Tysiac for Council approval for an engineering feasibility study to expand the landfill to the Hunt Road/sewer ponds area.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Wallace*

Mr. Tysiac presented the feasibility study. Mayor Taylor stated he would like to see the feasibility study include the Borrow Pit Area.

**Motion** made by *Mayor Taylor* to postpone the engineering study to allow Mr. Tysiac to look into rain diversion and the Borrow Pit, seconded by *Councilmember Johnson*

**Motion Approved 6-0**

**9. Discussion only [Town Clerk]: Distribute and/or collect annual Financial Disclosure Statements to/from Council Members to be returned by January 31<sup>st</sup>**

**Motion** made by *Mayor Taylor* to open for discussion, seconded by *Councilmember Johnson*

Mr. Armstrong stated he is collecting the statements and has extra copies

**G. Payment Approval Report in the amount of \$119,290.50.**

**Motion** made by *Mayor Taylor* to approve payment report in the amount of \$119,290.50, seconded by *Councilmember Johnson*.

**Motion Approved 6-0**

**G. Call to the Public: Issues within the jurisdiction of the Huachuca City Town Council.**

NONE



H. **Adjournment: (9:20<sup>PM</sup>)**

Motion made by *Mayor Taylor* to adjourn, seconded by *Councilmember Brown*.

*Motion Approved 6-0*

Approved by Mayor Taylor on \_\_\_\_\_

---

*Mayor Ken Taylor*

**Certification**

**I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on January 23, 2014. I further certify that the meeting was duly called, and a quorum was present.**

---

**Town Clerk/Administrator, Ron Armstrong**



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## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL/EXECUTIVE SESSION AT 6:00<sup>PM</sup> THURSDAY, JANUARY 23, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:**

**Council Members:** Laura Wallace  
Gene McCullough  
Walter Welsch  
Duane Brown – late  
Donna Johnson – late

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez – not requested

**Absent:** Mary Van Slyke – excused

**Packet Includes:** Copy of Revised Animal Shelter Volunteer Policy

**A. Call to Order, Pledge of Allegiance (6:00<sup>PM</sup>)**

**B. Roll Call**

**C. New Business**

- 1. Discussion and/or Action [Mayor Taylor]: Review and receive input on the revised Animal Shelter Policy**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Johnson*

Mayor Taylor inquired about the Police Department working with the volunteers from Sierra Vista to put a program together similar to what they have. Chief Gray reported that he will be meeting with the volunteers. He also stated that currently they have about 40 volunteers. They would like to see it limited to about 10. Councilmember Wallace stated that getting rid of volunteers is not the answer

No Action Taken

2. **Executive Session to discuss personnel issues pursuant to A.R.S. 38-431.03 A. 1. Address issues and concerns arising from the Animal Shelter Policy with the Chief of Police.**

Motion made by *Mayor Taylor* to enter Executive Session, seconded by *Councilmember Johnson*

3. **Discussion and/or Action: [Mayor Taylor]: Return into regular session. Any decisions or actions from the executive session.**

Motion made by *Mayor Taylor* to direct the Town Clerk to look into EEOC Training, seconded by *Councilmember Johnson*

Motion Approved 6-0

**D. Adjourn (6:30PM)**

Motion made by *Ken Taylor* to adjourn, seconded by *Councilmember Brown*

Motion Approved 6-0

Approved by Mayor Taylor on \_\_\_\_\_

\_\_\_\_\_  
Mayor Ken Taylor

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on January 23, 2014. I further certify that the meeting was duly called, and a quorum was present.

\_\_\_\_\_  
Ron Armstrong, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: [armstrong@huachucacityaz.gov](mailto:armstrong@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL SESSION AT 3:00 PM WEDNESDAY, FEBRUARY 5, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Laura Wallace  
Gene McCullough  
Donna Johnson  
Duane Brown

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez - not requested

**Absent:** Walter Welsch – excused

**A. Call to Order, Pledge of Allegiance (3:00<sup>PM</sup>)**

**B. Roll Call**

**C. New Business**

- 1. Discussion and/or Action [Mayor Taylor]: Consideration of contract proposal and the future relationship with the town's accountant regarding his services.**

**Motion** made by *Mayor Taylor* to open for discussion and or action, seconded by *Councilmember Brown*

**Motion** made by *Mayor Taylor* to terminate any business with Mr. Villa, seconded by *Councilmember Wallace*

**Motion Approved 6-0**

- 2. Discussion and/or Action [Town Clerk]: Any action that may be needed to be taken by the town clerk resulting from item 1.**

**Motion** made by *Mayor Taylor* for discussion and or action, seconded by *Councilmember Brown*

Ron Armstrong reported that there will be a need to put someone at the front desk. Staff will be stretched further with additional duties. One person to take in cash, and that person cannot do the deposit. The person that does the deposit cannot handle accounts receivables or payables. Mayor Taylor recommended a part time person be hired. Ron Armstrong stated that he believes that it should be a full time position. Councilmember McCullough stated that it should be a full time position and that it should be someone who is working for the town. Councilmember Brown stated that one big concern from residents is that there is not a dedicated person at the front desk. Mayor Taylor stated that with the savings from the salary that is no longer being paid for services, the town can afford a full time position.

Taylor asked what the council can approve today to ease the adjustment. Ron Armstrong requested that the council approve the creation of a full time front desk position. Ron Armstrong advised that it would be filling a position that already exists.

**Motion** made by *Mayor Taylor* to allow Mr. Armstrong to hire a full time front desk position in accordance with the salary schedule , seconded by *Councilmember Brown*

**Motion Approved 6-0**

Ron Armstrong also requested authorization to hire an interim CPA: Monica Patience works with Bisbee and Sunsites. Then in March go out for RFP's for the position. This person will work with the auditors to provide monthly reports for the council

**Motion** made by *Mayor Taylor* to allow Mr. Armstrong to contract with an Interim CPA and to obtain RFP within 60 days, seconded by *Mayor Pro-Tem Van Slyke*

**D. Adjourn (3:22pm)**

**Motion** made by *Mayor Taylor* to adjourn, seconded by *Councilmember Brown*.

**Motion Approved 6-0**

Approved by Mayor Taylor on February \_\_\_\_\_, 2014

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Mayor Ken Taylor

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on February 5, 2014. I further certify that the meeting was duly called, and a quorum was present.

DRAFT



# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

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## HUACHUCA CITY TOWN COUNCIL MINUTES REGULAR MEETING AT 7:00<sup>PM</sup> THURSDAY, FEBRUARY 13, 2014

### Present:

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez

### Packet Includes:

### Absent:

A. Call to Order, Pledge of Allegiance (7:00<sup>PM</sup>)

B. Roll Call

C. Approval of Minutes of the Regular Meeting of January 23 and the Special Meetings of January 23 and February 5.

*Motion* made by *Mayor Taylor* to approve the minutes of the Special Meeting of January 23, 2014, the Regular Meeting of January 23, 2014, seconded by *Councilmember Brown*.

*Motion Approved 6-0*

*Mayor Pro Tem Van Slyke abstained from vote for Minutes of January 23, 2014*

*Councilmember Welsch abstained from vote for Minutes of February 5, 2014*

D. Call to the Public – Agenda items only – None

E. Reports by Officers:

*Parks & Recreation:* Councilmember Wallace – Parks and Rec had a meeting discussing the Urda Award, chosen Lyn Braswell as recipient.

**Public Safety:** Duane Brown

**Senior Center:** Councilmember Welsch stated there is nothing to report

**Planning & Zoning:** Councilmember McCullough stated that the Planning and Zoning Commission is up to date on all minutes. William Barton will have to withdraw until he gets better. There was a violation on shed, the owner is fixing it.

**Library:** Councilmember Welsch stated that everyone received a Library packet regarding how the Library is doing. He stated that the interim director is doing a real good job.

**Public Works:** Donna Johnson

**Finance:** Mayor Pro Tem Van Slyke deferred to Ron Armstrong who reported a meeting with the interim CPA Monica Patience. The final audit is completed and asked if a copy was available for the community at the front desk.

**Mayor:** Mayor Taylor stated that baseball season is starting. He also stated that Campaign season as well city is not endorsing anyone in particular

**G. New Business:**

- 1. Discussion and/or Action [Mayor Taylor]: Direct the Town Clerk to advertise for the position of Public Works Director, and if approved, setting a salary range.**

**Motion** made by *Mayor Taylor* to open for discussion and or action, seconded by *Councilmember Brown*.

Mayor Taylor stated that it is time to fill the position full time. Ron Armstrong stated that the salary range that the town is operating on is not appropriate for the position. Current salary is 52,000 annually. Mayor Taylor recommended setting a range between 50,000 and 60,000. Councilmember Welsch stated that league of cities published a salary survey, have we reviewed our salary range to see if we are in line with the state? Ron stated we are not inline.

Councilmember Johnson stated that the salary is going to be higher due to the cost of benefits. Councilmember Welsch stated that they need to look at the duties of the position and then decide on a salary range.

**Motion** made by *Mayor Taylor* to direct the Town Clerk to advertise for a Public Works Director, seconded by *Councilmember McCullough*

**Motion Approved 6-1**  
**Councilmember Welsch voting Nay**

- 2. Discussion and/or Action [Town Clerk]: Approve the interim CPA's charges for services at \$50.00 per hour with a \$1,000.00 deposit.**

**Motion** made by *Mayor Taylor* to open for discussion and/or, seconded by *Councilmember Johnson*



**Motion** made by Mayor Taylor to approve the CPA charge of \$50.00 per hour with the \$1,000.00 deposit, seconded by *Councilmember Johnson*

**Motion Approved Unanimously**

- 3. Discussion and/or action [Town Clerk]: Consider raising the salary range for the Town Administrator/Clerk position or hiring an individual that does not meet the minimum qualifications, and having the interim clerk train one.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Johnson*

Mayor Taylor stated that at the current salary range, the town is having trouble attracting a qualified candidate. Ron Armstrong stated that he received 5 applications, none of which meet the minimum requirements of the position. Councilmember McCullough stated that raising the salary ranges will affect all employees. The town has very little money to work with. If you raise one salary, then it will end up causing other employees to lose full time status or benefits. Councilmember Wallace stated that she agrees with increasing the range. This doesn't mean that it will be hired at the top of the range; it will encourage people to apply for the position. Mayor Taylor made a suggestion to raise the salary range to \$60,000. Councilmember Welsch made a recommendation of up to \$65,000.

**Motion** made by *Mayor Taylor* to raise the salary range up to \$65,000.00, seconded by.

**Motion Approved 5-2**

**Mayor Pro-Tem Van Slyke and Councilmember Johnson Voting Nay**

- 4. Discussion and/or Action [Town Clerk]: Request by the Town Clerk to resume charging for insurance (Called "TULIP" coverage) for use of the Community Center**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Wallace*

Mayor Taylor stated that people that want to use the community center would not be covered by the city's insurance. Ron Armstrong stated that the fee has increased to \$100 over the last couple of years. There is a \$50 use fee, \$25 of which is refundable if the building is clean. There is \$50 rental fee plus an additional \$50 cleaning fee deposit. Anything that is a function of the town is covered by the insurance. Councilmember Wallace stated that after 2008, the number of events at the community center has dropped. There have been requests regarding a group using the center on a weekly basis, is there a work around for those groups? Ron Armstrong stated he can find an answer to that question.

**Motion** made by *Mayor Taylor* direct the Town Clerk to reaffirm the "TULIP" coverage and direct the staff to look for alternatives, seconded by *Councilmember Johnson*

**Motion Approved Unanimously**

- 5. Discussion and/or Action [Council Member McCullough] Presentation by Chief Grey on the need to name the access road behind town hall as a street (or alley etc.) and prepare an ordinance or a resolution if necessary.**

**Motion** made by *Councilmember McCullough* to open for discussion and/or action, seconded by *Mayor Pro-Tem Van Slyke*.

**Motion** made by *Mayor Taylor* to take a 10 minute recess, seconded by *Councilmember Wallace*

**Motion Approved Unanimously**

### **Meeting Called Back to Order**

Councilmember McCullough deferred to Police Chief Grey. Chief Grey stated that there have been several complaints about people speeding through the area. Chief Grey is requesting that the road be designated as a street for safety reasons. Councilmember Brown asked if the police can site within a parking lot. Chief Grey stated that there is no precedence to site in that area. Ron Armstrong stated that it doesn't have to be named as a street; it can be an alley, as long as it has a name. Mayor Taylor inquired if it could be controlled by ordinance. Councilmember McCullough stated that the posted speed limit in town limits is 20MPH. Chief Grey stated he would like to corner off the area for emergency vehicles only. Councilmember Wallace stated that it needs to be for emergency vehicles only. Councilmember Johnson made an amendment to the agenda item to make it a parking lot with a speed limit of 10 MPH in all city parking lots.

**Motion** made by Mayor Taylor to designate the access behind Town Hall as a parking area. To also direct staff to create an Ordinance designating with a speed limit of 10 MPH, and to make it look more like a parking lot, seconded by Councilmember Wallace

**Motion Approved Unanimously**

- 6. Discussion and/or Action [Council Member Johnson]: Request by Mr. Tysiac for Council approval for an engineering feasibility study to expand the landfill to the Hunt Road/sewer ponds area.**

**Item Pulled**

- 7. Discussion and/or Action [Town Clerk] Request from the Cochise County Children's Center for use of Leffingwell park for a fundraiser**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Johnson*

Ron Armstrong directed to letter in the council packet. Mayor Pro Tem Van Slyke stated because it is a public park, it cannot be reserved. She also requested the Town Clerk to verify with the Risk Pool in regards to any insurance requirements. Mayor Taylor stated that the question of insurance needs to be addressed.

**Motion** made by Mayor Taylor that as long as the insurance requirements are met that they be allowed to use the park, seconded by *Councilmember Wallace*

**Motion Approved Unanimously**

**H. Payment approval report in the amount of \$138,061.05.**

**Motion** made by *Mayor Taylor* to approve payment report in the amount of \$138,061.05, seconded by *Councilmember Wallace*.

**Motion Approved Unanimously**

**I. Call to the Public: Issues within the jurisdiction of the Huachuca City Town Council.**

1. Neil Josephson – spoke on Planning and Zoning Commission plans for the landfill.

**J. Adjournment: (8:50<sup>PM</sup>) Motion** made by *Mayor Taylor* to adjourn, seconded by *Councilmember Brown*.

**Motion Approved Unanimously**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

*Mayor Ken Taylor*

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on February 13, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Town Clerk/Administrator, Ron Armstrong



# TOWN OF HUACHUCA CITY

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## HUACHUCA CITY TOWN COUNCIL MINUTES WORKSHOP SESSION AT 2:30<sup>PM</sup> WEDNESDAY, FEBRUARY 19, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Laura Wallace  
Gene McCullough  
Donna Johnson  
Walter Welsch  
Duane Brown

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:** None

**A. Call to Order, Pledge of Allegiance (2:30PM)**

**B. Roll Call**

**C. Discussion only: Mr. Tysiac will provide information on landfill issues.**

Mr. Tysiac reported that there was a surprise visit from ADEQ regarding landfill. This was due to Mr. Josephson called the deputy director. They found issues with blowing paper. He stated that the town has 2 weeks to show we are in full compliance. These visits generally occur 2-4 times per year. Mr. Tysiac stated that he contacted Department of Corrections to get a special work crew of 20 people to police the landfill for next Friday (February 28, 2014). Councilmember Johnson stated that we have an employee who is supposed to pick up trash. Mr. Saska stated that the employee is performing this duty.

Councilmember Johnson inquired about selling old equipment. Mr. Tysiac said that equipment cannot be sold, it has to be auctioned. Mr. Tysiac stated the problem with loaders is the tires. The landfill ground wears out tires. He recommended a landfill track loader.

Councilmember Johnson brought up the subject of maintenance on machines. She stated that the Town has machines that are wearing out with no maintenance. Mr. Tysiac stated it is not a maintenance issue, it's a problem that the equipment is bought used and it is wearing out. He stated that the Town is spending \$60,000.00 per year on maintenance.

Tim Saska stated that the manufacturer recommendations have to be followed to keep the equipment in good working order. Mr. Tysiac stated he put out a memo for the minimum that would need to be done. The rest of the equipment can be auctioned off.

Councilmember Welsch asked about trading equipment. Mr. Tysiac stated that when Caterpillar was approached, the trade in value wasn't enough. Mr. Saska stated that Caterpillars' recommendation is \$6,000 to \$8,000 for maintenance of equipment.

Mayor Taylor asked about a closed bid auction. Mr. Tysiac stated that there aren't enough people in the area who would bid on equipment.

Mr. Tysiac stated that he was reluctant to bring these issues to council while the discussion of budget was in question. The equipment was in working order during that time, but parts are starting to break. Landfill employees are doing basic maintenance and fixing things that can be fixed. The Town is saving \$150,000 a year by not having an outside mechanic doing the work.

Councilmember Brown mentioned the bulldozer. The Town was to put a landfill package on the dozer. Mr. Tysiac stated that after the purchase of the machine, the mechanic realized that putting the package on the dozer was not feasible. Councilmember Welsh stated that the problem with going out for used equipment is that it will cost more in the end. Councilmember McCullough stated that the old equipment needs to be sold to make up some of the cost of the new equipment. He would like to see the old ones sold before purchasing new equipment.

Councilmember Wallace stated that the council has to rely on information given by people that are hired. If a bad decision is based on bad information, then the problem needs to be resolved.

Mr. Tysiac stated that due to it being government equipment, there are specifics that need to be followed. He stated that he doesn't have the knowledge to put together an auction legally. Mr. Tysiac stated that he needs help. Mr. Tysiac stated that holding an auction in Huachuca City may not be a good idea because of the type of equipment.

Mr. Tysiac provided the feasibility for the relocation of the landfill. He stated that Mr. Josephson's statement about the ground water level is unfounded because of the double lined landfill. Mr. Tysiac stated that it will be \$105,000 for the study.

Mr. Tysiac stated that if the landfill can be relocated, the Town can use employee labor to start closing the current landfill. Outside contractors will not be needed, which will save the Town money.

Councilmember Wallace inquired about leasing a Track Loader. Mr. Tysiac stated the Town would be looking at around \$5,000 per month. Mayor Taylor requested that Mr. Tysiac look into auction solutions.

**D. Adjourn (3:35pm)**

**Motion** made by *Mayor Taylor* to adjourn, seconded by *seconded by Councilmember McCullough*.

**Motion Approved Unanimously**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

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Mayor Ken Taylor

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Workshop for the Town of Huachuca City held on February 19, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Ron Armstrong, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

*The Sunset City*

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## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL SESSION AT 1:00<sup>PM</sup> MONDAY, FEBRUARY 24, 2014

### Present:

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Gene McCullough  
Walter Welsch

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:** Laura Wallace - Working  
Duane Brown - Working  
Donna Johnson - Working

**A. Call to Order, Pledge of Allegiance (1:00<sup>PM</sup>)**

**B. Roll Call**

**C. New Business**

- 1. Discussion and/or Action [Mayor Taylor]: Request by Mr. Tysiac to rent a scraper for the landfill for one month and/or consider other options.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro-Tem Van Slyke*

Mayor Taylor inquired if the 4,000 per month included delivery? Mr. Tysiac noted in the affirmative. Mayor Taylor inquired about hiring another company to move the dirt for the Town. Mr. Tysiac stated that the goal right now is to get enough dirt to last 6-9 months. The Town will want to get their money's worth while we have the equipment. Mayor Taylor stated he had a problem with other projects that have been approved not getting done. Mayor Taylor inquired about the maintenance that has to be done, is it getting done? Mr. Tysiac stated that between the employees and the inmates, filters are being changed, oil is being changed. There is only so much time that can be gotten out of used equipment. Councilmember McCullough asked about the rates

from Empire. Mr. Tysiac stated that they are government approved rates. He stated he sent a letter to KE&G for a quote. Mr. Tysiac stated this Friday there will be 25 inmates to police the landfill for blowing paper. Mr. Tysiac stated that the Town has 2 weeks to get enough dirt to cover the area that ADEQ stated needs to be covered. Councilmember Welsch inquired about getting different equipment to do the job correctly. Mr. Tysiac stated that the scraper will allow the Town's employees to move the dirt. A loader may also be useful. Mayor Pro-Tem Van Slyke inquired about rebuilding the scraper the Town already owns. Mr. Tysiac stated that rebuilding the scraper would not be cost effective. Mayor Pro-Tem Van Slyke asked about using a smaller scraper. Mr. Tysiac stated that to get the most out of the money being spent, a larger scraper would be more effective. Mr. Bernal (mechanic) shared his feelings on rebuilding equipment, renting equipment, or hiring outside help. He stated it would cost more to contract outside. This is due to overtime for employees, tires, maintenance on the vehicles, etc.

#### **5 Minute Recess Called**

Councilmember McCullough stated that the Town cannot afford to buy new equipment. The problems in the past have been dealt with on an as needed basis. He stated this is not what needs to be done now. All options must be looked at. Councilmember Welsch asked Mr. Bernal if he had contact names and numbers for other companies to assist Mr. Tysiac. Mr. Bernal advised he can obtain that information. He stated that if possible, these other companies can be looked at before the next council meeting. Mr. Armstrong asked after the meeting with ADEQ, the clerk's office was contacted. The compliance issues were primarily dealing with the blowing paper. ADEQ stated that the issue has to be addressed within two weeks. Mayor Taylor stated that during his conversations with the ADEQ representative, the blowing paper was the big issue, but the other problems are waste control and cover for the landfill. Councilmember Welsch asked if the money could be spent on bringing the existing scraper up to operational standards. Mr. Tysiac stated that the scraper is low on power. There will be further problems with the scraper that is not economical to repair. Mr. Armstrong stated that ADEQ wants the dirt cover addressed within two weeks. Mr. Tysiac stated that he can obtain quotes from different companies before the next meeting. Mayor Taylor asked about using a loader and truck to move dirt versus a scraper. Mr. Tysiac and Mr. Bernal agreed that the scraper will be more cost effective. Mr. Bernal stated that maintenance on a machine has to be done every day. A motor for the scraper will cost about \$10,000. He stated that to get the scraper going again will cost about the price of the rental, but the Town already owns it.

#### **5 Minute Recess Called**

Councilmember Welsch inquired about time frame for getting an estimate. Mr. Tysiac stated he could get Mr. Bernal to provide an estimate for time and cost.

Mayor Taylor suggested calling a Special Meeting for Thursday February 27, 2014 before the regular meeting. Mr. Tysiac stated he can have additional information and quotes for that meeting. He stated he will get quotes for 23/26 scrapers.



Mr. Armstrong stated three items for meeting:

1. Estimate for fixing current equipment
2. Quotes from other companies for rentals
3. Look for independent contractors for services

**No Action Taken**

**D. Adjourn**

**Motion** made by *Mayor Taylor* at **2:00PM** to adjourn, seconded by *Councilmember McCullough*.

**Motion Approved 4-0**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

Mayor Ken Taylor

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on February 24, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Ron Armstrong, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

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**HUACHUCA CITY TOWN COUNCIL MINUTES  
REGULAR MEETING AT 7:00<sup>PM</sup>  
THURSDAY, FEBRUARY 27, 2014**

**Present:**

**Mayor: Ken Taylor**

**Mayor Pro-Tem: Mary Van Slyke**

**Council Members: Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace**

**Town Clerk: Ron Armstrong**

**Town Attorney: Thomas Benavidez – Not Requested**

**Absent: None**

- A. Call to Order, Pledge of Allegiance (7:00<sup>PM</sup>)**
- B. Roll Call**
- C. Approval of Minutes of the Regular Meeting on February 13, Workshop on February 19 & Special meeting on February 24.**

**Motion** made by *Mayor Taylor* to approve minutes of Regular Meeting on February 13, 2014, **seconded** by *Councilmember Brown*

**Motion Approved 6-0**

**Mayor Pro-Tem Van Slyke abstained**

**Motion** made by *Mayor Taylor* to approve minutes of Workshop on February 19, 2014, **seconded** by *Councilmember Johnson*

**Motion Approved Unanimously**

**Motion** made by *Mayor Taylor* to approve minutes of Special Meeting on February 24, 2014, **seconded** by *Councilmember Wallace*

**Motion Approved 4-0**

**Councilmember Wallace, Councilmember Brown, and Councilmember Johnson abstained**

**D. Call to the Public [3 minute limit] Agenda Items Only. (See below)**

**E. Reports by Council Members and Officers**

Senior Center: Councilmember Welsch

Library: Councilmember Welsch

Police Department: Councilmember Brown

Public Works: Councilmember Johnson

Finance: Mayor Pro-Tem Van Slyke

Planning and Zoning: Councilmember McCullough

Parks and Recreation: Councilmember Wallace

Mayor: Mayor Taylor

**F. New Business**

**1. Discussion and/or Action [Mayor Taylor]: First Reading Ordinance No. 14-03: Speed Limits**

Motion made by Mayor Taylor to open for discussion and/or action, seconded by Councilmember Johnson

Motion made by Mayor Taylor to pull item as Ordinance is not ready, seconded by Councilmember Wallace

Motion Approved Unanimously

**2. Discussion and/or Action [Town Clerk]: Approve Magistrate's Contract**

Motion made by Mayor Taylor to open for discussion and/or action, seconded by Councilmember Johnson

Motion made by Mayor Taylor to approve Magistrate's Contract, seconded by Councilmember Johnson

**3. Discussion and/or Action [Mayor Taylor]: Fireworks for the 4<sup>th</sup> of July**

Motion made by Mayor Taylor to open for discussion and/or action, seconded by Councilmember Brown

No Action Taken

**4. Discussion and/or Action [Mayor Taylor]: Use of alcoholic beverages in Town Parks**

Motion made by Mayor Taylor to open for discussion and/or action, seconded by Councilmember Brown

Motion made by Councilmember Welsch to direct Town Clerk to obtain further information regarding the use of Alcoholic Beverages on Town Property, seconded by

Motion Approved Unanimously

**5. Discussion and/or Action [Mayor Taylor]: Authorize Little League use of Keeline Park for this year's season**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Councilmember Johnson* to Authorize the Little League use of Keeline Park, seconded by *Councilmember Brown*

*Motion Approved Unanimously*

**6. Discussion and/or Action [Council Member Johnson]: Request by Mr. Tysiac for Council approval to set date for the Public Hearing for utility rates increase.**

Motion made by *Mayor Taylor* to open for vote for intent, seconded by *Mayor Pro-Tem Van Slyke*

*Motion Approved Unanimously*

**7. Discussion and/or Action [Council Member Welsch]: Salary Survey**

Motion made by *Councilmember Welsch* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Mayor Taylor* to collect data from Arizona League of Cities and Towns for current positions, seconded by *Councilmember Brown*

*Motion Approved 6-1  
Councilmember Johnson Voting Nay*

**G. Payment Approval Report in the amount of \$122,613.77**

Motion made by *Mayor Taylor* to approve payment amount of \$122,613.77, seconded by *Councilmember Wallace*

*Motion Approved Unanimously*

**H. Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

**I. Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Mayor Taylor* to approve items to be placed on next agenda, seconded by *Mayor Pro-Tem Van Slyke*

*Motion Approved Unanimously*

**J. Adjournment**

Motion made by *Mayor Taylor* to adjourn at 9:00PM, seconded by *Mayor Pro-Tem Van Slyke*

*Motion Approved Unanimously*

Approved by Mayor Taylor on \_\_\_\_\_, 2014

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*Mayor Ken Taylor*

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on February 27, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Town Clerk/Administrator, Ron Armstrong



# TOWN OF HUACHUCA CITY

*The Sunset City*

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**HUACHUCA CITY TOWN COUNCIL MINUTES  
REGULAR MEETING AT 7:00<sup>PM</sup>  
THURSDAY, FEBRUARY 27, 2014**

**Present:**

**Mayor: Ken Taylor**

**Mayor Pro-Tem: Mary Van Slyke**

**Council Members: Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace**

**Town Clerk: Ron Armstrong**

**Town Attorney: Thomas Benavidez – Not Requested**

**Absent: None**

**A. Call to Order, Pledge of Allegiance (7:00<sup>PM</sup>)**

**B. Roll Call**

**C. Approval of Minutes of the Regular Meeting on February 13, Workshop on February 19 & Special meeting on February 24.**

**Motion** made by *Mayor Taylor* to approve minutes of Regular Meeting on February 13, 2014, **seconded** by *Councilmember Brown*

**Motion Approved 6-0**

**Mayor Pro-Tem Van Slyke abstained**

**Motion** made by *Mayor Taylor* to approve minutes of Workshop on February 19, 2014, **seconded** by *Councilmember Johnson*

**Motion Approved Unanimously**

**Motion** made by *Mayor Taylor* to approve minutes of Special Meeting on February 24, 2014, **seconded** by *Councilmember Wallace*

**Motion Approved 4-0**

*Councilmember Wallace, Councilmember Brown, and Councilmember Johnson  
abstained*

D. Call to the Public [3 minute limit] Agenda Items Only. (See below)

E. Reports by Council Members and Officers

*Senior Center*: Councilmember Welsch

*Library*: Councilmember Welsch

*Police Department*: Councilmember Brown

*Public Works*: Councilmember Johnson

*Finance*: Mayor Pro-Tem Van Slyke

*Planning and Zoning*: Councilmember McCullough

*Parks and Recreation*: Councilmember Wallace

*Mayor*: Mayor Taylor

F. New Business

1. Discussion and/or Action [Mayor Taylor]: First Reading Ordinance No. 14-03: Speed Limits

*Motion* made by Mayor Taylor to open for discussion and/or action, *seconded* by Councilmember Johnson

*Motion* made by Mayor Taylor to pull item as Ordinance is not ready, *seconded* by Councilmember Wallace

*Motion Approved Unanimously*

2. Discussion and/or Action [Town Clerk]: Approve Magistrate's Contract

*Motion* made by Mayor Taylor to open for discussion and/or action, *seconded* by Councilmember Johnson

*Motion* made by Mayor Taylor to approve Magistrate's Contract, *seconded* by Councilmember Johnson

3. Discussion and/or Action [Mayor Taylor]: Fireworks for the 4<sup>th</sup> of July

*Motion* made by Mayor Taylor to open for discussion and/or action, *seconded* by Councilmember Brown

*No Action Taken*

4. Discussion and/or Action [Mayor Taylor]: Use of alcoholic beverages in Town Parks

*Motion* made by Mayor Taylor to open for discussion and/or action, *seconded* by Councilmember Brown

Motion made by Councilmember Welsch to direct Town Clerk to obtain further information regarding the use of Alcoholic Beverages on Town Property, seconded by

Motion Approved Unanimously

**5. Discussion and/or Action [Mayor Taylor]: Authorize Little League use of Keeline Park for this year's season**

Motion made by Mayor Taylor to open for discussion and/or action, seconded by Councilmember Brown

Motion made by Councilmember Johnson to Authorize the Little League use of Keeline Park, seconded by Councilmember Brown

Motion Approved Unanimously

**6. Discussion and/or Action [Council Member Johnson]: Request by Mr. Tysiac for Council approval to set date for the Public Hearing for utility rates increase.**

Motion made by Mayor Taylor to open for vote for intent, seconded by Mayor Pro-Tem Van Slyke

Motion Approved Unanimously

**7. Discussion and/or Action [Council Member Welsch]: Salary Survey**

Motion made by Councilmember Welsch to open for discussion and/or action, seconded by Councilmember Brown

Motion made by Mayor Taylor to collect data from Arizona League of Cities and Towns for current positions, seconded by Councilmember Brown

Motion Approved 6-1  
Councilmember Johnson Voting Nay

**G. Payment Approval Report in the amount of \$122,613.77**

Motion made by Mayor Taylor to approve payment amount of \$122,613.77, seconded by Councilmember Wallace

Motion Approved Unanimously

**H. Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

**I. Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda**



**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Brown*

**Motion** made by *Mayor Taylor* to approve items to be placed on next agenda, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

**J. Adjournment**

**Motion** made by *Mayor Taylor* to adjourn at 9:00PM, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

\_\_\_\_\_  
Mayor *Ken Taylor*

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on February 27, 2014. I further certify that the meeting was duly called, and a quorum was present.

\_\_\_\_\_  
Town Clerk/Administrator, Ron Armstrong



# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: [ramstrong@huachucacityaz.gov](mailto:ramstrong@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL SESSION AT 12:00<sup>PM</sup> FRIDAY, MARCH 7, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Gene McCullough  
Walter Welsch  
Donna Johnson – Late due to Work (12:20)

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:** Laura Wallace – Excused due to Work  
Duane Brown – Excused due to Work

**A. Call to Order, Pledge of Allegiance (12:02<sup>PM</sup>)**

**B. Roll Call**

**C. New Business**

1. Discussion and/or Action [Town Clerk]: Approval for acceptance of Grant Funds in the amount of \$38,802.70 for a 2014 Ford Interceptor Police vehicle and approve the expenditure.

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember McCullough*

**Motion** made by *Mayor Taylor* to approve up to \$45,000.00, **seconded** by *Councilmember McCullough*

**Motion Approved 4-0**  
**Councilmember Johnson was not present to vote**

2. Discussion and/or Action [Mayor Taylor]: FY 2013 CDBG Procurement Issues.

**Motion** made by *Mayor Taylor* to open for discussion, **seconded** by *Mayor Pro Tem Van Slyke*

**Motion** made by *Mayor Taylor* to add agenda item to next council meeting as 'Old Business', **seconded** by *Councilmember Johnson*

**Motion Approved 5-0**

**D. Adjourn**

**Motion** made by *Mayor Taylor* at **12:33PM** to adjourn, seconded by *Mayor Pro Tem Van Slyke*

**Motion Approved 5-0**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

Mayor Ken Taylor

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on March 05, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Ron Armstrong, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

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E-MAIL: [rarmstrong@huachucacityaz.gov](mailto:rarmstrong@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES REGULAR MEETING AT 7:00<sup>PM</sup> THURSDAY, MARCH 13, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez

**Absent:** None

**A. Call to Order, Pledge of Allegiance (7:00<sup>PM</sup>)**

**B. Roll Call**

**C. Approval of Minutes of the Regular Meeting on 2/27 and the Special meeting on March 7, 2014**

**Motion** made by *Mayor Taylor* to open for discussion and/or action on the minutes of Regular Meeting on February 27 and the Special Meeting of March 7, **seconded** by *Councilmember Johnson*

**Motion** made *Mayor Taylor* to delay approving the minutes until the next meeting, **seconded** by *Councilmember McCullough*

**Motion Approved Unanimously**

**D. Call to the Public [3 minute limit] Agenda Items Only. (See below)**

1. Mr. Josephson

**E. Reports by Council Members and Officers**

**Senior Center:** *Councilmember Welsch*

**Library:** *Councilmember Welsch*

**Planning & Zoning:** *Councilmember McCullough*

**Parks & Recreation:** *Councilmember Wallace*

**Public Works:** *Councilmember Johnson*

**Public Safety:** *Councilmember Brown*

**Finance:** *Mayor Pro-Tem Van Slyke*

**Mayor:** *Mayor Taylor*

**F. New Business**

**1. Discussion and/or Action [Mayor Taylor]: Item 1 from the executive session.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Johnson*

**Motion** made by *Mayor Taylor* to continue to fill the position as a full time position and upon selection render Mr. Tysiac 30 days notice, **seconded** by *Councilmember McCullough*

**Motion Approved Unanimously**

**2. Discussion and/or Action [Mayor Taylor]: Item 2 from the executive session.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Brown*

**Motion** made by *Mayor Taylor* to continue to utilize Mr. Tysiac on a contract basis for engineering issues, **seconded** by *Councilmember Brown*

**Motion Approved 6-1**  
**Councilmember Johnson Voting Nay**

**3. Discussion and/or Action [Mayor Taylor]: Item 3 from the executive session.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember McCullough*

**Motion** made by *Mayor Taylor* to request the Town Attorney: Mr. Benavidez, to insure the Town Code reflects the Landfill and Public Works departments fall under the position of Director of Public Works, **seconded** by *Councilmember Johnson*

**Motion Approved Unanimously**

**4. Discussion and/or Action [Mayor Pro Tem Van Slyke] “Resolution N0. 2014-01 a Resolution of the Mayor and Town Council of the Town of**

**Huachuca City Adopting a Policy Concerning Employment of Relatives of Officials and Employees of the Town.”**

Motion made by *Mayor Pro-Tem Van Slyke* to open for discussion and/or action, seconded by *Mayor Taylor*

Motion made by *Mayor Pro-Tem Van Slyke* to postpone the Resolution until the next meeting, seconded by *Mayor Taylor*

*Motion Approved Unanimously*

- 5. Discussion and/or Action [Mayor Taylor]: Magistrate Contract – selection/appointment of alternate persons to serve in the Magistrate’s absence.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by **Councilmember Brown**

Motion made by *Mayor Taylor* to accept the list of alternates in accordance with the contract as approved, seconded by *Mayor Pro-Tem Van Slyke*

*Motion Approved Unanimously*

\*\*\*\*10 Minute Recess\*\*\*\*

- 6. Discussion and/or Action [Town Clerk]: Direction to staff concerning compliance with the terms offered by the Arizona Department of Housing to restart the Town’s 2013 Regional Account Application for the Town’s general plan.**

\*\*\*\*Meeting called back to order\*\*\*\*

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Mayor Taylor* to comply with the terms from the Arizona Department of Housing, seconded by *Councilmember Johnson*

*Motion Approved Unanimously*

- 7. Discussion and/or Action [Town Clerk]: First Reading Ordinance No. 14-03: Establishing a maximum Speed Limit for motor vehicles in Town-owned parking lots.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

*No Action Taken*

- 8. Discussion and/or Action [Town Clerk]: Report on needed repairs to the loader and direction on how to proceed.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember McCullough*

**Motion** made by *Mayor Taylor* to authorize repairs, **seconded** by *Councilmember Brown*

**Motion Approved Unanimously**

**9. Discussion and/or Action [Town Clerk]: Notice by the Town Clerk giving 10 days notice to terminate his employment agreement with the Town.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember McCullough*

**No Action Taken**

**G. Payment Approval Report in the amount of \$122,613.77**

**\*\*\*Correction of Amount to \$129,681.40\*\*\***

**Motion** made by *Mayor Taylor* to approve payment amount of \$129,681.40, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

**H. Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

1. Ms. Mote
2. Mr. Josephson
3. Mr. Smuda

**I. Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Brown*

1. Request from the Tombstone High School to use the City pool for Project Graduation
2. Information from Federal/State/County to address the Flood Plain Status
3. Verification from Mr. Tysiac regarding Waste Pipe from landfill
4. Salary Survey: Obtain information for individuals to perform survey
5. Post Internally for full Time Library Director applications
6. Bereavement Policy

**J. Adjournment**

**Motion** made by *Mayor Taylor* to Adjourn at **9:00PM**, **seconded** by *Councilmember Brown*

**Motion Approved Unanimously**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

*Mayor Ken Taylor*

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on March 13, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Town Clerk/Administrator, Ron Armstrong





# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

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E-MAIL: [ramstrong@huachucacityaz.gov](mailto:ramstrong@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL/EXECUTIVE SESSION AT 6:00<sup>PM</sup> THURSDAY, MARCH 13, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Laura Wallace  
Gene McCullough  
Donna Johnson  
Walter Welsch  
Duane Brown

**Town Clerk:** Ron Armstrong

**Town Attorney:** Thomas Benavidez

**Absent:** None

**A. Call to Order, Pledge of Allegiance (6:00<sup>PM</sup>)**

**B. Roll Call**

**C. New Business**

- 1. Discussion and/or Action [Mayor Taylor]: Executive session, pursuant to A.R.S. 38-431.03 (A) (1), (3) & (4), for consideration of appointment of the Town's Interim Public Works Director, Larry Tysiac, consideration of related contract matters and for legal advice.**

***Motion** made by Mayor Taylor to enter Executive Session on all agenda items, **seconded** by Councilmember Johnson*

***Motion Approved Unanimously***

- 2. Discussion and/or Action [Mayor Taylor]: Executive session, pursuant to A.R.S. 38-431.03 (A) (1), (3) & (4), for consideration of appointment of the Town's Interim Engineer, Larry Tysiac, consideration of related contract matters and for legal advice.**

3. **Discussion and/or Action (Mayor Taylor) Executive session, pursuant to A.R.S 38- 431.03 (A)(3), for legal advice concerning landfill operations.**

**C. Adjourn**

**Motion** made by *Mayor Taylor* at **6:53PM** to adjourn, **seconded** by *Councilmember Brown*

**Motion Approved Unanimously**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

Mayor Ken Taylor

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on March 13, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Ron Armstrong, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

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**HUACHUCA CITY TOWN COUNCIL MINUTES  
REGULAR MEETING AT 7:00<sup>PM</sup>  
THURSDAY, MARCH 27, 2014**

**Present:**

**Mayor: Ken Taylor**

**Mayor Pro-Tem: Mary Van Slyke**

**Council Members: Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown**

**Town Clerk: Ron Armstrong**

**Town Attorney: Thomas Benavidez – Not Requested**

**Absent: Laura Wallace - Excused**

- A. **Call to Order and Pledge of Allegiance (7:00pm)**
- B. **Roll Call**
- C. **Approval of Minutes of: the Regular Meeting on 2/27 - the Special Meeting on 2/27 - the Special meeting on March 7, - the Regular Meeting on March 13.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion** made by *Mayor Taylor* to accept the meetings as mentioned under item C, **seconded** *Councilmember Johnson*

**Motion Approved 6-0**  
**With Councilmember Brown Abstaining for Vote on March 7, 2014 Meeting**

- D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**

**None**

E. **Reports by Council Members and Officers**

**Public Safety** – *Councilmember Brown and Police Chief Grey*

**Public Works** – *Councilmember Johnson*

**Library** – *Councilmember Welsch*

**Senior Center** – *Councilmember Welsch*

**Finance** – *Mayor Pro-Tem Van Slyke and Town Clerk Ron Armstrong*

**Mayor** – *Mayor Taylor*

F. **Old Business**

1. **Discussion and/or Action [Mayor Pro Tem Van Slyke] Resolution N0. 2014-01 “A Resolution of the Mayor and Town Council of the Town of Huachuca City Adopting a Policy Concerning Employment of Relatives of Officials and Employees of the Town.”**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion** made by *Mayor Taylor* to adopt Resolution 2014-01, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion Approved 4-2**  
**Councilmember Johnson and Councilmember Brown Voting Nay**

G. **New Business**

1. **Discussion and/or Action [Council Member Welsch] Executive Session (If needed /or appropriate) pursuant to ARS 38-431.03 (A) (1): Appoint Kelly Ferguson as Library Director and set a salary range and periodic performance raises.**

**Motion** made by *Councilmember Welsch* to open for discussion and/or action, **seconded** by *Councilmember McCullough*

**Motion** made by *Mayor Taylor* to enter executive session, **seconded** by *Councilmember McCullough*

**Motion** made by *Mayor Taylor* to close executive session, **seconded** by *Mayor Pro Tem Van Slyke*

**Motion Approved 6-0**

**Motion** made by *Mayor Taylor* to appoint Kelly Ferguson as Library Director Department Head with a salary of \$35,000.00, **seconded** by *Councilmember Welsch*

**Motion Approved 5-1**  
**Councilmember Johnson Voting Nay**

**2. Discussion and/or Action [Town Clerk]: Ratification of the Special Meeting of 3/07**

*Motion* made by *Mayor Taylor* to open for discussion and/or action, *seconded* by *Councilmember McCullough*

*Motion* made by *Mayor Taylor* to ratify the Meeting of March 07, 2014, *seconded* by *Mayor Pro-Tem Van Slyke*

*Motion Approved 5-0*  
*Councilmember Brown Abstained from Vote*

**3. Discussion and/or Action [Town Clerk]: Ordinance No. 14-03 (Final Reading) establishing a maximum Speed Limit for motor vehicles in Town-owned parking lots.**

*Motion* made by *Mayor Taylor* to open for discussion and/or action, *seconded* by *Mayor Pro-Tem Van Slyke*

*Motion* made by *Mayor Taylor* to approve Ordinance No. 14-03, *seconded* by *Mayor Pro-Tem Van Slyke*

*Motion Approved 5-1*  
*Councilmember McCullough Voting Nay*

**4. Discussion and/or Action [Town Clerk]: Rental of the Swimming Pool to Tombstone School to be same as last year.**

*Motion* made by *Mayor Taylor* to open for discussion and/or action, *seconded* by *Councilmember Brown*

*Motion* made by *Mayor Taylor* that the Town sponsors part of Project Graduation by making the Pool and Town Personnel available for 3 hours during Project Graduation, *seconded* by *Councilmember Johnson*

*Motion Approved 6-0*

**5. Discussion and/or Action [Council Member Brown]: Request from Chief Grey for vacation time April 3 – 7.**

*Motion* made by *Councilmember Brown* to open for discussion and/or action, *seconded* by *Councilmember Johnson*

*Motion* made by *Councilmember Welsch* to approve vacation days from the 5<sup>th</sup> to the 11<sup>th</sup> of April, *seconded* by *Councilmember Brown*

*Motion Approved 6-0*

**6. Discussion Only [Council Member Welsch]: Bereavement Policy – Personnel policy Section 11-B. “Absence to attend Funeral . . .” has been provided to Council Members**

Discussion Only

H. **Payment Approval Report in the amount of \$100,903.17**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Mayor Taylor* to approve the amount of \$100,903.17, seconded by *Councilmember McCullough*

Motion Approved 6-0

I. **Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

1. Katrina
2. Donna Johnson

J. **Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

1. Mayor/Manager form of Government
2. Larry?

K. **Adjournment**

Motion made by *Mayor Taylor* to Adjourn at 8:15PM, seconded by *Mayor Pro-Tem Van Slyke*

Motion Approved 6-0

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

Mayor Ken Taylor

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on March 27, 2017. I further certify that the meeting was duly called, and a quorum was present.

---

Town Clerk/Administrator, Ron Armstrong



# TOWN OF HUACHUCA CITY

*The Sunset City*

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**HUACHUCA CITY TOWN COUNCIL MINUTES  
SPECIAL/EXECUTIVE SESSION AT 6:00<sup>PM</sup>  
THURSDAY, MARCH 27, 2014**

**Present:**

**Mayor: Ken Taylor**

**Mayor Pro-Tem: Mary Van Slyke**

**Council Members: Gene McCullough  
Donna Johnson  
Walter Welsch  
Duane Brown**

**Town Clerk: Ron Armstrong**

**Town Attorney: Thomas Benavidez – Not Requested**

**Absent: Laura Wallace – Excused**

**A. Call to Order and Pledge of Allegiance (6:00pm)**

**B. Roll Call**

**C. New Business**

- 1. Discussion and/or Action [Mayor Taylor]: Executive Session pursuant to ARS 38-431.03 (A) (1): Consideration of employment and appointment for applicants for Town Clerk position.**

**Motion** made by *Mayor Taylor* to enter Executive Session, **seconded** by *Councilmember Brown*

***(Return into open meeting)***

**Motion** made by *Mayor Taylor* to end Executive Session, **seconded** by *Councilmember Brown*

**Motion Approved 6-0**



2. **Discussion and/or Action [Mayor Taylor] Offer/Appoint an applicant to the position of Town Clerk and approve starting salary**

**Motion** made by *Mayor Taylor* to open for action and/or discussion, **seconded** by *Councilmember Brown*

**Motion** made by *Mayor Taylor* to offer the position of Town Clerk to Ms. Mitchell, **seconded** by *Councilmember Brown*

**Motion Approved 6-0**

**Motion** made by *Mayor Taylor* to offer a salary of \$48,500.00 with the option of getting an advance of \$2000.00 for moving expense, **seconded** by *Councilmember Welsch*

**Motion Approved 6-0**

D. **Adjournment (6:45PM)**

**Motion** made by *Mayor Taylor* to adjourn, **seconded** by *Councilmember Johnson*

**Motion Approved 6-0**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

Mayor Ken Taylor

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on March 27, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Ron Armstrong, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

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**HUACHUCA CITY TOWN COUNCIL MINUTES  
REGULAR MEETING AT 7:00<sup>PM</sup>  
THURSDAY, APRIL 10, 2014**

**Present:**

**Mayor: Ken Taylor**

**Mayor Pro-Tem: Mary Van Slyke**

**Council Members: Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace**

**Town Clerk: Ron Armstrong**

**Town Attorney: Thomas Benavidez – Not Requested**

**Absent: None**

- A. **Call to Order and Pledge of Allegiance (7:00PM)**
- B. **Roll Call**
- C. **Approval of Minutes of the Regular Meeting on 3/27 & the Special Meeting on 3/27**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Johnson*

**Motion** made by *Mayor Taylor* to approve the minutes of the Regular Meeting of March 27 and the Special Meeting on March 27, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

- D. **Call to the Public: Agenda Items Only. (See below)**

- 1. Neil Josephson

2. Monica Mote

E. **Reports by Council Members and Officers**

Public Safety – Councilmember Brown

Public Works – Councilmember Johnson

Finance – Mayor Pro-Tem Van Slyke

Parks and Recreation - Councilmember Wallace

Planning and Zoning- Councilmember McCullough

Library - Councilmember Welsch

Mayor - Mayor Taylor

F. **New Business**

1. **Discussion and/or Action [Town Clerk]: First reading of Ordinance 14-04: Water, Wastewater and Sanitation Fees Increases**

Motion made by Mayor Taylor to open for discussion and/or action, seconded by Councilmember Johnson

No Action Taken

2. **Discussion and/or Action [Mayor Pro Tem Van Slyke]: Resolution # 2014-02: Authorization of signatures to the Town checking account at Wells Fargo Bank.**

Motion made by Mayor Pro-Tem Van Slyke to open for discussion and/or action, seconded by Councilmember Wallace

Motion made by Mayor Pro-Tem Van Slyke to approve Resolution 201-02, seconded by Councilmember Brown

Motion Approved Unanimously

3. **Discussion and/or Action [Mayor Pro Tem Van Slyke]: Approve renewing the agreement with Beach-Fleishman as our Auditors for F/Y 2014-15**

Motion made by Mayor Pro-Tem Van Slyke to open for discussion and/or action, seconded by Councilmember Brown

Motion made by Mayor Pro-Tem Van Slyke to approve renewing the agreement with Beach-Fleishman as Town Auditors for F/Y 2014-15, seconded by Councilmember Brown

Motion Approved Unanimously

4. **Discussion and/or Action [Council Member Brown]: Approve purchase of an Ice Tender Truck in the amount of \$27,900.00 + tax from the Fire Truck Fund**

**Motion** made by *Councilmember Brown* to open for discussion and/or action, **seconded** by *Councilmember Johnson*

**Motion** made by *Councilmember Brown* to approve the purchase of an Ice Tender Truck in the amount of \$27,900 + Tax, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion Approved Unanimously**

5. **Discussion and/or Action [Mayor Taylor]: Direct the Town Clerk to have an agreement prepared to retain Monika Patience, CPA as the Town Accountant to be approved at the next meeting**

**Item Postponed**

6. **Discussion and/or Action [Mayor Taylor]: Babocomari Wash Floodplain joint venture with Cochise County.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Brown*

**Motion** made by *Mayor Taylor* to authorize an IGA, if necessary, or obtain one from the county, or to enter into a joint venture with the County regarding the Babocomari Floodplain, **seconded** by *Councilmember Brown*

**Motion Approved Unanimously**

7. **Discussion and/or Action [Mayor Taylor]: Proclamation declaring April 2014 as “Fair Housing Month”.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Brown*

*Mayor Taylor delivered Proclamation declaring April 2014 as “Fair Housing Month” and urged Huachuca City residents to comply with the Fair Housing Act in its entirety*

8. **Discussion and/or Action [Town Clerk] Approval or Denial of requests for purchases**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Brown*

**Motion** made by *Mayor Pro-Tem Van Slyke* that the council support the Town Clerks decisions on this matter, **seconded** by *Councilmember Johnson*

**Motion Approved Unanimously**

- G. **Payment Approval Report in the amount of \$64,883.63**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion** made by *Mayor Taylor* to approve the payment of \$64,883.63, **seconded** by *Councilmember Johnson*

**Motion Approved Unanimously**

**H. Call to the Public: Issues within the jurisdiction of the Town Council. (See Below)**

**None**

**I. Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Mayor Pro-Tem Van Slyke*

1. Councilmember McCullough – Inventory of town equipment

**Motion** made by *Mayor Taylor* to include the items on the next agenda, **seconded** by *Councilmember McCullough*

**J. Adjournment (9:20PM)**

**Motion** made by *Mayor Taylor* to adjourn, **seconded** by *Councilmember Wallace*

**Motion Approved Unanimously**

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

*Mayor Ken Taylor*

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on April 10, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Town Clerk/Administrator, Ron Armstrong



# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: [tmitchell@huachucacityaz.gov](mailto:tmitchell@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL/EXECUTIVE SESSION AT 6:00<sup>PM</sup> TUESDAY, APRIL 24, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Laura Wallace  
Gene McCullough  
Donna Johnson  
Walter Welsch  
Duane Brown

**Town Clerk:** Tammy J. Mitchell

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:** None

**A. Call to Order, Pledge of Allegiance (6:00<sup>PM</sup>)**

**B. Roll Call**

**C. New Business**

1. Discussion and/or Action [Mayor Taylor]: Executive session, pursuant to A.R.S. 38-431.3 (A) (1) & (3), Interview applicant for Public Works Director position.

***Motion*** made by *Mayor Taylor* to enter into Executive Session, seconded by *Councilmember Johnson*.

**D. Return to Open Session**

***Motion*** made by *Mayor Taylor* to make an offer to Terry Weter of Wisconsin for the position of Public Works Director. Instructed Town Clerk Mitchell to contact Mr. Weter and give him the employment offer of \$50,000 to \$55,000 salary, ***seconded*** by *Councilmember Brown*

***Motion Approved 6-1***  
***Councilmember Johnson voting Nay***

**E. Adjourn**

**Motion** made by *Mayor Taylor* at 6:50PM to adjourn, seconded by *Councilmember*

**Motion Approved Unanimously**

Approved by Mayor Taylor on May 8<sup>th</sup>, 2014

---

Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on April 24, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Tammy J. Mitchell, MMC, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

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E-MAIL: [tmitchell@huachucacityaz.gov](mailto:tmitchell@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES REGULAR MEETING AT 7:00<sup>PM</sup> THURSDAY, APRIL 24, 2014

### Present:

Mayor: Ken Taylor

Mayor Pro-Tem: Mary Van Slyke

Council Members: Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace

Town Clerk: Tammy J. Mitchell

Town Attorney: Thomas Benavidez – Not Requested

### Absent:

- A. Call to Order and Pledge of Allegiance (7:00PM)
- B. Mayor Taylor gave the Loyalty Oath to Town Clerk Mitchell
- C. Roll Call
- D. Approval of Minutes of the Regular Meeting on April 10, Special Meeting on April 17, 2014.

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Mayor Taylor* to approve the minutes of the Regular Meeting on April 10 and the Special Meeting on April 17, seconded by *Councilmember Brown*

*Motion Approved Unanimously*



E. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**

F. **Reports by Council Members and Officers**

**Senior Center:** *Councilmember Welsch*

**Library:** *Councilmember Welsch*

**Planning & Zoning:** *Councilmember McCullough*

**Parks & Recreation:** *Councilmember Wallace*

**Public Works:** *Councilmember Johnson*

**Public Safety:** *Councilmember Brown*

**Finance:** *Mayor Pro-Tem Van Slyke*

**Mayor:** *Mayor Taylor*

G. **Old Business**

1. **Discussion and/or Action [Mayor Taylor]: Direct the Town Clerk to have an agreement prepared to retain Monika Patience, CPA as the Town Accountant to be approved at the next meeting.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Brown*

**Motion** made by *Mayor Taylor* to have an agreement prepared to retain Monika Patience, CPA as the Town Accountant, **seconded** by *Councilmember McCullough*

**Motion Approved Unanimously**

H. **New Business**

1. **Discussion Only [Council Member Brown] Response from Fire Chief Allmon regarding questions raised about First Responders, Assisting other Departments and Misuse of Town Vehicles.**

**Motion** made by *Councilmember Welsch* to pull the agenda item, **seconded** by *Councilmember Brown*

**Motion Approved Unanimously**

2. **Discussion and/or Action [Town Clerk]: Second (Final) Reading of Ordinance 14-04 Water, Wastewater and Sanitation Fees Increases.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Mayor Pro-Tem Van Slyke*

**Motion** made by *Mayor Taylor* to adopt Ordinance 14-04, **seconded** by *Councilmember Wallace*

**Motion Approved Unanimously**

3. **Discussion and/or action [Councilmember McCullough] regarding Inventory of town equipment.**

**Agenda Item Postponed**

- I. **Payment Approval Report in the amount of \$150,711.73**

**\*\*Correction: Payment Approval Report in the amount of \$145,121.73\*\***

**Motion made by Mayor Taylor to open for discussion and/or action, seconded by Mayor Pro-Tem Van Slyke**

**Motion made by Mayor Taylor to approve the payments, seconded by Mayor Pro-Tem Van Slyke**

**Motion Approved Unanimously**

- J. **Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

- K. **Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda**

**Motion made by Mayor Taylor to open for discussion and/or action, seconded by Councilmember Welsch**

1. **[Councilmember Wallace] How to ask questions regarding department standards and operating procedures**
2. **[Councilmember Welsch] Salary Survey**

- L. **Adjournment (7:50PM)**

**Motion made by Mayor Taylor to Adjourn, seconded by Councilmember Brown**

**Motion Approved Unanimously**

Approved by Mayor Taylor on May 8<sup>th</sup>, 2014

---

Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting for the Town of Huachuca City held on April 24, 2014. I further certify that the meeting was duly called, and a quorum was present.

\_\_\_\_\_  
Town Clerk/Administrator, Tammy J. Mitchell, MMC



# TOWN OF HUACHUCA CITY

*The Sunset City*

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E-MAIL: [rarmstrong@huachucacityaz.gov](mailto:rarmstrong@huachucacityaz.gov)

HUACHUCA CITY TOWN COUNCIL MINUTES  
WORKSHOP SESSION AT 6:00<sup>PM</sup>  
THURSDAY, MAY 1, 2014

**Present:**

**Mayor:**

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Laura Wallace  
Gene McCullough  
Walter Welsch  
Duane Brown

**Town Clerk:** Tammy J. Mitchell

**Town Attorney:** Thomas Benavidez

**Absent:** Ken Taylor  
Donna Johnson

**A. Call to Order, Pledge of Allegiance (6:00<sup>PM</sup>)**

**B. Roll Call**

**C. Presentation from the League of Arizona Cities and Towns describing the Mayor Manager form of Government.**

Presentation was given by League of Arizona Cities and Towns representatives Ken Stobeck and Matthew Lore.

**D. Adjourn**

**Motion** made by *Mayor Pro Tem Van Slyke* at **7:05PM** to adjourn, seconded by *Gene McCullough*.

**Motion Approved 5-0**

Passed and Adopted this 23<sup>rd</sup> of August, 2012

Approved by Mayor Taylor on \_\_\_\_\_, 2014

---

Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on May 1, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Tammy J. Mitchell, MMC, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

*The Sunset City*

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HUACHUCA CITY TOWN COUNCIL MINUTES  
REGULAR MEETING AT 7:00<sup>PM</sup>  
THURSDAY, MAY 8, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace

**Town Clerk:** Tammy J. Mitchell

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:**

- A. Call to Order and Pledge of Allegiance
- B. Roll Call
- C. Approval of Minutes of the Regular Meeting on April 24, 2014 & the Special Meeting held on April 24, 2014

*Motion* made by *Mayor Taylor* to approve the Minutes of the Regular Meeting on April 24, 2014 and the Special Meeting held on April 24, 2014, *seconded* by *Mayor Pro Tem Van Slyke*

*Motion Approved Unanimously*

- D. Call to the Public [3 minute limit] Agenda Items Only. (See below)
- E. Reports by Council Members and Officers

**Library** – *Councilmember Welsch*  
**Senior Center** – *Councilmember Welsch*

**Planning and Zoning** – *Councilmember McCullough*

**Parks and Recs** – *Councilmember Wallace*

**Public Works** – *Councilmember Johnson*

**Public Safety** – *Councilmember Brown*

**Finance** – *Mayor Pro Tem Van Slyke*

**Mayor** – *Mayor Taylor*

F. **Old Business**

1. Discussion and/or Action [Mayor Taylor]: Direct the Town Clerk to have an agreement prepared to retain Monika Patience, CPA as the Town Accountant to be approved.

G. **New Business**

1. **Discussion and/or Action [Mayor Taylor]: For Employment of a Public Works Director.**

**Motion** made by *Mayor Taylor* to postpone hiring a Public Works Director, **seconded** by *Councilmember Johnson*

**Motion Approved Unanimously**

2. **Discussion and/or Action [Mayor Pro Tem Van Slyke]: Revision of Policy #1-2014 to include exemptions of Season Employees.**

**Motion** made by *Mayor Taylor* to approve the Revision of Policy # 1-2014 to include exemptions of Season Employees, **seconded** by *Mayor Pro Tem Van Slyke*

<u><b>Roll Call Vote</b></u>	
<u><b>Aye – Mayor Taylor</b></u>	<u><b>Nay – Mayor Pro Tem Van Slyke</b></u>
<u><b>Councilmember Brown</b></u>	<u><b>Councilmember Johnson</b></u>
<u><b>Councilmember Welsch</b></u>	<u><b>Councilmember McCullough</b></u>
	<u><b>Councilmember Wallace</b></u>

**Motion Defeated 4-3**

3. **Discussion Only [Town Clerk]: CDBG Grant for Sidewalks and Monument.**

**Discussion Only**

4. **Discussion and/or Action [Mayor Taylor]: Contract for Professional Accounting Services, Contract between the Town of Huachuca City and MG Patience, CPA an Arizona Sole Proprietorship, referred to as “Contractor” in this Contract.**

**Motion** made by *Councilmember Brown* to postpone approving the contract for Professional Account Services, **seconded** by *Councilmember McCullough*

*Motion Approved Unanimously*

**H. Payment Approval Report in the amount of \$77,500.90**

*Motion* made by *Mayor Taylor* to Approve Payment Approval Report in the amount of \$77,500.90, *seconded* by *Councilmember Brown*

*Motion Approved Unanimously*

**I. Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

**J. Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda.**

1. *Councilmember Johnson* – Discussion and/or action how long can a person be on the P&Z Commission?
2. *Councilmember McCullough* – Discussion and/or action Vehicle Inventory
3. *Councilmember Wallace* – Discussion and/or action regarding Normal Operating Procedures
4. *Councilmember Wallace* – Discussion and/or action regarding a policy for proper procedure for getting answers in the chain of command.

**K. Adjournment**

*Motion* made by *Mayor Taylor* to adjourn, *seconded* by *Councilmember Johnson*

*Motion Approved Unanimously*

Approved by Mayor Taylor on May 22, 2014

---

Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:



Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on May 8, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Tammy J. Mitchell, MMC, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

*The Sunset City*

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## HUACHUCA CITY TOWN COUNCIL MINUTES REGULAR MEETING AT 7:00<sup>PM</sup> THURSDAY, MAY 22, 2014

### Present:

Mayor: Ken Taylor

Mayor Pro-Tem: Mary Van Slyke

Council Members: Donna Johnson  
Gene McCullough  
Walter Welsch  
Duane Brown  
Laura Wallace

Town Clerk: Tammy J. Mitchell, MMC

Town Attorney: Thomas Benavidez – Not Requested

### Absent:

- A. Call to Order and Pledge of Allegiance (7:00pm)
- B. Roll Call
- C. Approval of Minutes of the Workshop on May 1, 2014 and the Regular Council Meeting on May 8, 2014.

Motion made by to Mayor Taylor to open for discussion and/or action, seconded by Mayor Pro Tem Van Slyke

Motion made by Mayor Taylor to approve the minutes of May 1, 2014 and May 8, 2014, seconded by Councilmember Brown

Motion Approved Unanimously

- D. Call to the Public [3 minute limit] Agenda Items Only. (See below)

None

E. **Reports by Council Members and Officers**

1. **Councilmember Welsh - Library/Senior Center**
  - i. Town Clerk to advertise for 2 part time Library Aids
2. **Councilmember McCullough – Planning and Zoning**
3. **Councilmember Wallace – Parks and Recreation**
  - i. Steve Settle was name the Summer Director; June 24, 2014 This & That will host a Karate class.
4. **Councilmember Johnson – Public Works**
5. **Councilmember Brown – Public Safety**
  - i. Chief Grey stated he is putting together a Sexual Harassment Class for the City Employees.
6. **Mayor Pro Tem Van Slyke – Finance**
  - i. Council Member Van Slyke wants to set the dates for the Budget Sessions.
7. **Mayor Taylor – Mayor’s Report**
  - i. Mayor Taylor stated the original application for the CDBG grant never meet the qualifications guidelines in the first place and because of the due process that the previous staff did not respond to, would have never meet the formal review. Therefore we did not receive the CDBG Grant.
8. **Tammy Mitchell – Town Clerk’s Report**
  - i. The Town was awarded the AMRRP Award for 0 Liability Claims during 2013

F. **New Business**

1. **Discussion and/or Action [Mayor Taylor]: Nomination of the Camp Naco Preservation Team for a 2014 Governor’s Preservation Honor Award**  
**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Johnson*  
Town Clerk Mitchell informed the mayor and council of the award ceremony for Camp Naco, held on June 13, 2014.

**No Action Required**

2. **Discussion and/or Action [Councilmember Wallace]: Normal Operating Procedures**  
**Motion** made by *Councilmember Wallace* to open for discussion and/or action, **seconded** by *Councilmember Johnson*

**Motion** made by *Councilmember Wallace* to have each department create Operating Procedures due in 3 months with the current procedures given to the department heads within 30 days, **seconded** by *Mayor Pro Tem Van Slyke*

**Motion Approved Unanimously**

3. **Discussion and/or Action [Councilmember Wallace]: Policy and/or Procedures in regards to obtaining answers in the Chain of Command**  
**Motion** made by *Councilmember Wallace* to open for discussion and/or action, **seconded** by *Councilmember Johnson*  
*Councilmember Wallace said she is fine with the procedure of going to the Town Clerk first.*

**No Action Required**

4. **Discussion and/or Action [Councilmember Johnson]: Updating Commission Term Limits and Oaths of Office**  
Motion made by *Councilmember Johnson* to open for discussion and/or action, seconded by *Councilmember Brown*  
*Councilmember Johnson would like for the Town Clerk to update the oaths of office for the P & Z and other commissions that are behind.*

*No Action Required*

5. **Discussion and/or Action [Councilmember McCullough]: Status of Vehicle Inventory**  
Motion made by *Councilmember McCullough* to open for discussion, seconded by *Mayor Taylor*  
*Councilmember McCullough stated he was happy with the documents presented to the council.*

*No Action Required*

6. **Discussion and/or Action [Councilmember McCullough]: \$10,000 Grant for Animal Shelter**  
Motion made by *Councilmember McCullough* to open for discussion, seconded by *Councilmember Brown*

Motion made by *Councilmember McCullough* to allow the Friends of the Sierra Vista Animal Shelter to move forward with the project, seconded by *Councilmember Brown*

*Motion Approved Unanimously*

7. **Discussion and/or Action [Town Clerk]: Updating of Procurement and Investment Policies**  
Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Mayor Taylor* to authorize the Town Clerk to create a rough draft to be presented at the next Council Meeting, seconded by *Councilmember Brown*

*Motion Approved Unanimously*

Motion made by *Mayor Taylor* to direct Town Clerk to work with the attorney and accountants draft an Investment Policy that the Council can approve and adopt, seconded by *Councilmember Brown*

*Motion Approved Unanimously*

8. **Discussion and/or Action [Mayor Taylor]: Contract for Professional Accounting Services, Contract between the Town of Huachuca City and MG Patience, CPA an Arizona Sole Proprietorship, referred to as “Contractor” in this Contract.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro Tem Van Slyke*

Motion made by *Mayor Taylor* to sign the contract for Professional Accounting Services, seconded by *Mayor Pro Tem Van Slyke*

Motion Approved Unanimously

9. **Discussion and/or Action [Town Clerk]: Updating The Town of Huachuca City Policy Book to reflect the creation of an Information Technology Admin / Administrative Assistant and/or Deputy Clerk**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Brown*

Motion made by *Mayor Taylor* to authorize the Town Clerk to draft an update of the policy, seconded by *Mayor Pro Tem Van Slyke*

Motion Approved

With Councilmember McCullough and Councilmember Welsch voting Nay

10. **Discussion and/or Action [Mayor Taylor]: First Reading of Ordinance No. 2014-05 An Ordinance of the Mayor and Town Council of the Town of Huachuca City, Cochise County, Arizona, Amending the Town Code Chapter 7 “Animals,” Article 7-7 “Exotic, Hybrids, and Wildlife,” by Adding Section 7-7-4 “Feeding and Attracting Wildlife Prohibited” To Prohibit Placing Water or Edibles Accessible to Wildlife.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Johnson*

First Reading Performed by Town Clerk

No Action Required

- G. **Payment Approval Report in the amount of \$76,679.87**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Welsch*

Motion made by *Mayor Taylor* to authorize the Payment Approval in the amount of \$76,679.87, seconded by *Councilmember Wallace*

Motion Approved Unanimously

- H. **Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

None

- I. **Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Mayor Pro Tem Van Slyke*

1. *Councilmember Welsch* – Discussion and/or Action regarding update report on process of bids for Library Roof.
2. *Councilmember Welsch* – Discussion and/or Action regarding signs going in Police Department Post Signs
3. *Councilmember Welsch* – Discussion and/or Action regarding progress of parking lot designation

J. **Adjournment (8:45pm)**

**Motion** made by *Mayor Taylor* to adjourn, **seconded** by *Councilmember Brown*

**Motion Approved Unanimously**

Approved by Mayor Taylor on June 12, 2014

---

Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on May 22, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Tammy J. Mitchell, MMC, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

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## HUACHUCA CITY TOWN COUNCIL MINUTES REGULAR MEETING AT 7:00<sup>PM</sup> THURSDAY, JUNE 12, 2014

**Present:**

**Mayor:**

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Donna Johnson  
Gene McCullough  
Walter Welsch  
Laura Wallace

**Town Clerk:** Tammy J. Mitchell, MMC

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:** Ken Taylor, Duane Brown Resigned

A. **Call to Order and Pledge of Allegiance (7:00pm)**

B. **Roll Call**

C. **Approval of Minutes of the Regular Meeting Minutes of May 22, 2014**

**Motion** made by *Mayor Pro Tem Van Slyke* to open for discussion and or action,  
**seconded** by *Councilmember Wallace*

**Motion** made by *Mayor Pro Tem Van Slyke* to approve the minutes of May 22,  
2014, **seconded** by *Councilmember McCullough*

**Motion Approved 5-0**

D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**

**NONE**

E. **Reports by Council Members and Officers**

1. **Councilmember Welsch - Library/Senior Center**

2. **Councilmember McCullough – Planning and Zoning**
3. **Councilmember Wallace – Parks and Recreation**
4. **Councilmember Johnson – Public Works**
5. **Public Safety**
6. **Mayor Pro Tem Van Slyke – Finance**
7. **Mayor Taylor – Mayor’s Report**
8. **Tammy Mitchell – Town Clerk’s Report**

F. **New Business**

1. **Action Only [Mayor Pro Tem Van Slyke]: Acceptance of Duane Brown’s Resignation from the Common Council of Huachuca City.**  
*Motion* made by *Mayor Pro Tem Van Slyke* to accept Duane Brown’s resignation from Council, *seconded* by *Councilmember Wallace*

*Motion Approved 4-1*  
*Councilmember Johnson voting Nay*

2. **Discussion and/or Action [Mayor Taylor]: Appointment of New Council Member.**  
*Item pulled due to Mayor Taylor’s absence*

3. **Discussion and/or Action [Councilmember Welsch]: City Council Members attendance of League of Arizona Cities and Towns Conference.**  
*Motion* made by *Councilmember Welsch* to open for discussion and or action, *seconded* by *Mayor Pro Tem Van Slyke*

*Motion* made by *Councilmember Welsch* that this year as a City not to pay for Council members to go to conference, but if members want to use their stipend to attend that the city advance the funds to cover it, *seconded* by *Councilmember Wallace*

*Motion Approved 3-2*  
*Councilmember McCullough and Councilmember Johnson voting Nay*

4. **Discussion and/or Action [Mayor Pro Tem Van Slyke]: FY 2014 – 15 Budget Calendar**  
*Motion* made by *Mayor Pro Tem Van Slyke* to open for discussion and/or action, *seconded* by *Councilmember Johnson*

*No Action*

5. **Discussion and/or Action [Councilmember Welsch]: Report on process of bids for Library Roof**  
*Councilmember Welsch Postponed until next meeting*

6. **Discussion and/or Action [Councilmember Welsch]: Police Department Post Signs**  
*Motion* made by *Councilmember Welsch* to open for discussion and/or action, *seconded* by *Mayor Pro Tem Van Slyke*



7. **Discussion and/or Action [Councilmember Welsch]: Process of parking lot designation around Town Hall and Police Department.**  
Item Pulled until next meeting

G. **Ordinances and Resolutions**

A. **First Reading**

1. **Discussion and/or Action [Mayor Pro Tem Van Slyke]: First Reading of Resolution 2014-03: A Resolution of the Mayor and Town Council of The Town of Huachuca City, Cochise County, Arizona, Approving the submission of a Gila River Indian Community Grant Application for Acquisition of information technology to support the Huachuca City Police Department.**

Motion made by *Mayor Pro Tem Van Slyke* to open for discussion and/or action, seconded by *Councilmember Wallace*

2. **Discussion and/or Action [Mayor Pro Tem Van Slyke]: First Reading of Resolution 2014-04: A Resolution of the Mayor and Town Council of the Town of Huachuca City, Cochise County, Arizona, Adopting Records Retention Schedules for the Town**

Motion made by *Mayor Pro Tem Van Slyke* to open for discussion and/or action, seconded by *Councilmember Johnson*

B. **Second Reading**

1. **Discussion and/or Action [Mayor Pro Tem Van Slyke]: Second Reading of Ordinance No. 2014-05 An Ordinance of the Mayor and Town Council of the Town of Huachuca City, Cochise County, Arizona, Amending the Town Code Chapter 7 “Animals,” Article 7-7 “Exotic, Hybrids, and Wildlife,” by Adding Section 7-7-4 “Feeding and Attracting Wildlife Prohibited” To Prohibit Placing Water or Edibles Accessible to Wildlife.**

Motion made by *Mayor Pro Tem Van Slyke* to open for discussion and/or action, seconded by *Councilmember Johnson*

Motion made by *Mayor Pro Tem Van Slyke* to adopt Ordinance No 2014-05, seconded by

Motion Approved 5-0

H. **Payment Approval Report in the amount of \$146,391.52**

Motion made by *Mayor Pro Tem Van Slyke* to approve the payment of \$146,391.52, seconded by *Councilmember McCullough*

Motion Approved 4-1  
Councilmember Johnson voting Nay

I. **Call to the Public: [3 min. limit] Issues within the jurisdiction of the Huachuca City Town Council. The Town Council may make an open call to the public**

**during a public meeting. Individual members of the Town Council may respond to criticism made by those who have addressed the Town Council, they may ask staff to review a matter, or they may ask that a matter be put on a future agenda. In order to speak during Call to the Public please specify what you wish to discuss when completing the Call to the Public form.**

Neil Josephson – Landfill concerns

Byron Robertson – Agenda Item G.B.1 & Landfill concerns.

**J. Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda**

**Motion** made by *Mayor Pro Tem Van Slyke* to open for discussion and/or action, **seconded** by *Councilmember Wallace*

1. *Councilmember Welsh* discussion and/or action regarding the sealing and striping of the parking lot
2. *Councilmember Wallace* discussion and/or action current operating procedures given to department heads

**K. Adjournment (8:00pm)**

**Motion** made by *Mayor Pro Tem Van Slyke* to adjourn, **seconded** by *Councilmember McCullough*

**Motion Approved 5-0**

Approved by Mayor Taylor on June 26, 2014

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Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on May 22, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Tammy J. Mitchell, MMC, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

*The Sunset City*

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: [titchell@huachucacityaz.gov](mailto:titchell@huachucacityaz.gov)

## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL MEETING AT 5:00<sup>PM</sup> SATURDAY, JUNE 28, 2014

### Present:

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Donna Johnson  
Gene McCullough  
Walter Welsch

**Town Clerk:** Tammy J. Mitchell, MMC

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:** Laura Wallace

- A. **Call to Order and Pledge of Allegiance (5:00pm)**
- B. **Roll Call**
- C. **Discussion and/or Action [Council]: To Interview for the Vacant Council Seat**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, *seconded* by *Donna Johnson*.

**Motion Approved 5-0**

Candidate's Interviewed:

Dave Perry – Carol Durbin – Joe Hebert – John Smuda

- D. **Discussion and/or Action [Council]: To Appoint an Individual to the Vacant Council Seat.**

**Motion** made by *Mayor Taylor* to open for discussion and/or action, *seconded* by *Mayor Pro-Tem Van Slyke*.

**Motion Approved Unanimously**

**Closed Ballot was taken:**

Dave Perry – 4  
Carol Durbin – 1  
Joe Hebert – 0  
John Smuda – 0

Motion made by Mayor Taylor to appoint Dave Perry, seconded by Mayor Pro-Tem Van Slyke.

**Motion Approved Unanimously**

Town Clerk, Tammy Mitchell administered the ‘Loyalty Oath’ to newly appointed Council Member Dave Perry.

E. **Adjournment (5:30<sup>PM</sup>)**

Motion to adjourn made by Mayor Taylor, seconded by Mayor Pro Tem Van Slyke.

**Motion Approved 5-0**

Approved by Mayor Taylor on July 10, 2014

---

Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Special Meeting for the Town of Huachuca City held on June 28, 2014. I further certify that the meeting was duly called, and a quorum was present.

---

Tammy J. Mitchell, MMC, Town Clerk/Administrator



# TOWN OF HUACHUCA CITY

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## HUACHUCA CITY TOWN COUNCIL MINUTES SPECIAL MEETING AT 5:00<sup>PM</sup> SATURDAY, JUNE 28, 2014

**Present:**

**Mayor:** Ken Taylor

**Mayor Pro-Tem:** Mary Van Slyke

**Council Members:** Donna Johnson  
Gene McCullough  
Walter Welsch

**Town Clerk:** Tammy J. Mitchell, MMC

**Town Attorney:** Thomas Benavidez – Not Requested

**Absent:** Laura Wallace

- A. **Call to Order and Pledge of Allegiance (5:00pm)**
- B. **Roll Call**
- C. **Discussion and/or Action [Council]: To Interview for the Vacant Council Seat**
- D. **Discussion and/or Action [Council]: To Appoint an Individual to the Vacant Council Seat**
- E. **Adjournment ()**  
**Motion** made by *Mayor Taylor* to adjourn, **seconded** by *Mayor Pro Tem Van Slyke*  
**Motion Approved**

Approved by Mayor Taylor on July 10, 2014

Mayor Ken Taylor

Attest: \_\_\_\_\_  
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on June 26, 2014. I further certify that the meeting was duly called, and a quorum was present.

\_\_\_\_\_  
Tammy J. Mitchell, MMC, Town Clerk/Administrator