



**MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
MEETING HELD
THURSDAY, JANUARY 24, 2019 AT 7:00PM
HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,
AZ 85616**

AGENDA

A. Call to Order

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum
- Invocation

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

The meeting was called to order at 7:01pm. The Pledge of Allegiance was led by Mayor Wallace.

Roll Call.

Present: Johann Wallace, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Matthew Williams (not voting), Jennifer Fuller (not voting), Thomas Benavidez, Attorney.

Absent: Walt Welsch (excused).

The invocation was offered by Pastor Larry Whitney of the Mustang Mountain Cowboy Church.

B. Call to the Public

Mayor

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

There were no public comments offered.

C. Consent Agenda

Mayor

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

- C.1 Consider approval of the minutes of the Council Meeting held on January 10, 2019.
- C.2 Consider approval of the Invoice Payment Approval Report in the amount of \$ 181,105.85
- C.3 Consider acceptance of letter from Huachuca City Senior Center Management, LLC refusing recognition by the Town for their years of service.
- C.4 Consider acceptance of Harland Sexton's resignation from Council, effective 01/24/2019
- C.5 Authorize the declaration as surplus property the following item(s), to be sold by auction or otherwise disposed of in accordance with Town Policy:
 - a. 10 cans of diesel additive

Motion: Approve the Consent Agenda, Items C.1-C.5, Action: Approve, Moved by Johann Wallace, Seconded by Donna Johnson
Motion passed unanimously.

D. Unfinished Business before the Council

Mayor

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

- D.1 Discussion and/or Action [Dr. Jim Johnson]; Second required reading and adoption of Ordinance 2019-04, AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AMENDING THE TOWN CODE TITLE 18 "ZONING," CHAPTER 18.115 "MANUFACTURED HOME PARKS" BY REPLACING THE TOWN'S MANUFACTURED HOME PARKS REGULATIONS WITH THE NEW 2018 MANUFACTURED HOME PARKS REGULATIONS.

Motion: Open Item D.1, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Joy Banks.

Motion: Adopt Ordinance 2019-04, Action: Adopt, Moved by Johann Wallace, Seconded by Donna Johnson.

Motion passed unanimously.

- D.2 Discussion and/or Action [Councillor Welsch]: Consideration of using participating council members' stipends to help fund the Huachuca City Transit.

Mayor Wallace advised he would not open this item, however, there was a Call to the Public slip submitted for the item. Mayor Wallace asked Ms. Coonts if she would still like to address that Council, to which she stated she would.

Linda Coonts addressed the Council regarding the bus and presented the Town Clerk with a petition of supporters for the bus program.

Mayor Wallace advised this item will be postponed, as Mr. Welsch was absent.

- D.3 Discussion and/or Action [Councillor Welsch]: Discussion of the current use of the surplus funds, including a review of past authorizations and direction for future use.

Mayor Wallace advised this item will be postponed, as Mr. Welsch was absent.

- D.4 Discussion and/or Action [Manager Williams]: Consider approval of quote for purchase of roof repair or replacement for the Huachuca City Senior Center.

Motion: Open Item D.4, Action: Open Item for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Dr. Johnson presented the Council with several quotes for the replacement of the roof at the Senior Center. Council discussed the differences between the quotes.

Mayor Wallace explained he would make several motions; first he would make a motion for the quote from Berg's Heating and Cooling to remove the HVAC. Should that motion fail, he would move on to the quote from Mountain View Air. He would then do the same for the roof work quotes from Artistic Roofing Systems and Sun Valley Roofing.

Motion: approve and accept the quote from Berg's Heating and Cooling to remove the HVAC, Action: Approve, Moved by Johann Wallace, Seconded by Donna Johnson.

Motion passed unanimously.

Motion: approve and accept the quote from Artistic Roofing Systems for the replacement of the Senior Center roof, Action: Approve, Moved by Johann Wallace, Seconded by Donna Johnson.

Motion failed, 2-3.

Motion: approve and accept the quote from Sun Valley Roofing for the replacement of the Senior Center roof, Action: Approve, Moved by Johann Wallace, Seconded by Donna Johnson.

Motion passed, 4-1.

E. New Business before the Council

Mayor

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

- E.1 Discussion Only [Mayor Wallace]: Presentation of the Yard of the Month winners for February 2019, in coordination with the Friends of Huachuca City.**

Motion: open Item E.1, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Donna Johnson.

Mayor Wallace and Stuart Jantzen of the Friends of Huachuca City presented plaques and gift certificates to the Yard of the Month winners for February 2019. The winners were: Joey and Cathy Campbell, Lu Porter and Larry and Jackie Fairweather.

- E.2 Discussion and/or Action [Manager Williams]: Monthly Budget Update Report presentation by Spencer Forsberg of Haymore and Forsberg, C.P.A.**

Motion: open item E.2, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Donna Johnson.

Spencer Forsberg presented the Council with the Monthly Budget Update. For the second month in a row, the General Fund saw more revenue than expenditures.

No Council action or vote required.

- E.3 Discussion and/or Action [Director Harvey]: Update to the Council and Town regarding the E-rate library internet services project.**

Motion: open Item E.3, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Donna Johnson.

Library Services Director Suzanne Harvey presented the Council and the public in attendance with an update of the E-rate internet project. The Town has received \$154,000 which will fully fund the project. This will bring high-speed Internet to the Town library and may in the future be available to the residents in their homes.

No Council action or vote required.

- E.4 Discussion and/or Action [Manager Williams]: Consider approval of an Interim agreement between Mustang Mountain Church, Huachuca City Senior Center Management, LLC and the Town for Senior Center Services between 2/1/2019 and 6/30/2019.

Motion: open item E.4, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Joy Banks.

Mayor Wallace advised the Council that he had spoken to Pastor Whitney and, while the church still has some concerns, he feels confident that an agreement can be reached between staff and the church leadership.

Motion: direction to staff to work directly with the MMCC church leadership to come to an agreement, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg. Motion passed unanimously.

- E.5 Discussion and/or Action [Manager Williams]: Consider adoption of Resolution 2019-05, A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF SIERRA VISTA FOR ANIMAL CARE SERVICES.

Motion: open item E.5, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

The City of Sierra Vista and the Nancy J. Brua Animal Center are already assisting the town with the care of animals while the town's animal shelter is closed for repairs. This resolution and IGA only serve to formalize the agreement.

Motion: adoption of Resolution 2019-05, **Action:** Adopt, **Moved by** Johann Wallace, **Seconded by** Donna Johnson. Motion passed unanimously.

- E.6 Discussion and/or Action [Manager Williams]: Consider adoption of Resolution 2019-06, A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING CHANGES TO THE TOWN'S PERSONNEL POLICIES CONCERNING HOLIDAY PAY.

Motion: open item E.6, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

The previous Town Policy for Holiday Pay allowed employees to "cash out" some of their holiday pay as long as they met certain criteria. This change will do away with that policy entirely, while increasing the cap of earned hours to 240 and the inclusion of Christmas Eve as a paid holiday for staff.

Motion: adoption of Resolution 2019-06, **Action:** Adopt, **Moved by** Johann Wallace, **Seconded by** Donna Johnson. Motion passed unanimously.

- E.7 Discussion and/or Action [Chief Thies]: Consider adoption of Resolution 2019-07, A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE FEE SCHEDULE FOR THE ANIMAL SHELTER.

Motion: open item E.7, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

The public had been previously notified of the proposed increase and, while the animal shelter is currently closed, staff felt it appropriate to move forward with the increase in the event the shelter re-opens.

Motion: adoption of Resolution 2019-07, **Action:** adopt, **Moved by** Johann Wallace, **Seconded by** Donna Johnson. Motion passed unanimously.

- E.8 Discussion and/or Action [Manager Williams]: Update to the Council regarding the Town's Caterpillar equipment.

Motion: open item E.8, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Joy Banks.

Mr. Williams presented the Council and public in attendance with an update regarding the Town's Caterpillar equipment. The new equipment was delivered and is working perfectly. The landfill crew is operating the equipment correctly and there have been no problems. The new equipment is under warranty, uses less diesel fuel and the monthly payments are less than what the town was paying monthly for the old equipment.

No Council action or vote required.

- E.9 Discussion and/or Action [Manager Williams]: Request of authorization to purchase heavy equipment with the funds from the sale of the Caterpillar 836 Compactor.

Motion: open item E.9, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Joy Banks.

The sale of the 836 Caterpillar brought a profit of \$144,000. This money is Enterprise Fund money, meaning it has to stay in the landfill account. The town needs a scraper, a 10-wheel dump truck, a semi and low-boy trailer. Mr. Williams requested the Council's authorization to use part or all of the \$144,000 to purchase these items.

Motion: Authorize staff to spend the money, not to exceed \$144,000 to purchase a scraper, 10-wheel dump truck, semi and low-boy trailer for the landfill, **Action:** Approve, **Moved by**, Johann Wallace, **Seconded by** Donna Johnson. Motion passed unanimously.

- E.10 Discussion and/or Action [Manager Williams]: Request for approval and acceptance of a quote from Empire Cat for rental of a 613C Scraper.

Motion: open item E.10, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Joy Banks.

The landfill scraper is currently down and the town needs to rent one to continue operations at the landfill.

Motion: accept the quote for rental of a scraper for the landfill, Action: Approve, Moved by Johann Wallace, Seconded by Donna Johnson. Motion passed unanimously.

E.11 Discussion and/or Action [Clerk Fuller]: Announcement of Council vacancy and the timeline for applicants to submit.

Motion: open Item E.11, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Joy Banks.

Mr. Sexton is unable to take his Council seat due to a medical issue. Therefore, there is a vacancy on the Council. Ms. Fuller presented the Council with an application that interested members of the public may use to apply for the appointment. The deadline for submission of applications will be 5:00pm February 20, 2019. The Council will hold a work session on February 28, 2019 at 6:00pm to conduct interviews of applicants and, if one is chosen, that person will be sworn in and seated on February 28, 2019.

Motion: direction to staff to announce the vacancy and work on the timeline presented, Action: Approve, Moved by, Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

F. Town Manager Report

Town Manager Matthew Williams highlighted several points of his report.

G. Reports of Current Events by Council

Joy Banks reported from the SVMPO meeting. Donna Johnson reported from the Mayor/Manager Luncheon she attended earlier that day. Mayor Wallace reported he met with Senator Martha McSally.

H. Items to be placed on future agendas.

Future agenda items will include Mr. Welsch's items, when he is ready to bring them forward, and the possible agreement with MMCC for the Senior Center operations.

I. Adjournment


Motion: adjourn meeting, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

Meeting was adjourned at 8:49pm

Approved by Mayor Wallace on February 14, 2019.



Johann Wallace, Mayor

Attest: 

Jennifer A. Fuller, Town Clerk



Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on January 24, 2019. I further certify that the meeting was duly called and a quorum was present.



Jennifer A. Fuller, Town Clerk