



**MINUTES OF THE
 HUACHUCA CITY TOWN COUNCIL
 MEETING HELD
 THURSDAY, SEPTEMBER 12, 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: 7:00 pm

The Pledge of Allegiance was led by: Mayor Wallace

The Invocation was offered by: David Carnes

Roll Call

<i>Present:</i>		<i>Absent:</i>	
Johann Wallace - Mayor	Christy Hirshberg – Council Member	Matthew Williams – Town Manager	Walt Welsch – Council Member
Pro Tem - Donna Johnson	Debra Trate – Council Member	Thomas Benavidez – Town Attorney	
Joy Banks – Council Member		Janine Collins – Town Clerk	
Cynthia Butterworth – Council Member			

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.

Call to Public:

1. By Stuart Jantzen Address: 132 Buffalo Dr

About: Item E1. Will give speech for this item

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.

Motion C: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Hirshberg	

- C.1** Consider approval of the minutes of the Council meeting held on August 8, 2019.
- C.2** Consider approval of the Payment Approval Report in the amount of \$153,748.00.
- C.3** Consider appointment of Ashley Pietro to serve on the Town’s Public Safety Personnel Retirement System “PSPRS” Local Board.
- C.4** Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
 - A.** 2002 KIA SEDONA VIN # KNDUP131926213892
 - B.** 2002 CHRYSLER TOWN & COUNTRY VIN# 2C4GP44392R605939
 - C.** 1998 CHEVROLET SILVERADO VIN# 1GCEK14WXWZ140727
 - D.** 1995 PLYMOUTH VOYAGER VIN# 1P4GH54L8SX581813
 - E.** 2004 CHEVROLET IMPALA VIN# 1G1JF52F347316094
 - F.** 2003 DODGE DAKOTA VIN# 1D7HL38N43S382270

- G. 2001 FORD TAURUS VIN# 1FAP55U31A128491
- H. 2005 PONTIAC SUNFIRE VIN# 3G2JB12FX5S183952
- I. 2001 OLDSMOBILE ALERO VIN# 1G3NL52E81C174773
- J. 2013 DODGE AVENGER VIN# 1C3CDZAB1DN537205
- K. 2003 HONDA ODYSSEY VIN# 5FNRL186X3B105843
- L. 2001 CHRYSLER SEBRING VIN# 4C3AG42H81E104608
- M. 1988 LINCOLN TOWN CAR VIN# 1LNBM82FXJY704282

Mayor ProTem Johnson: I brought Ashley in so everyone could meet her.

Motion C:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

D. Unfinished Business before the Council

Mayor

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

D.1. Discussion and/or Action [Mayor Wallace]: Second Required Reading and Adoption of Ordinance 2019-15, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL" TO ADD PROVISIONS FOR ESTABLISHING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL BOARD IN TOWN CODE AND TO REFERENCE STATE STATUTORY REQUIREMENTS FOR PSPRS LOCAL BOARDS.

Motion D.1: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Motion D.1:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Council Member Trate	

D.2. Discussion and/or Action [Mayor Wallace]: Creation of a Review Board or Advisory Commission for the Town Police Department.

Motion D.2: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: I would like to have a work session on this topic. If everyone agrees we can see about setting one up.

Motion D.2: Works Session approved for later date		Action: Moved
Moved by:	Seconded by:	

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 and/or Action [Mayor Wallace]: Presentation of September yard of the month winners. The winners are: Phillip & Yvonne Johnston, Mirena Weber, and Nancy M. Miner.

Motion E.1: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

Mayor Wallace: We have a Call to the Public on this one.

Stuart Jantzen: This is the 33rd consecutive yard of the month and will be the last. Mr. Goad and myself feel it's time to close it down. We started this to thank the home owners who took pride in their properties; we have done that. I want to thank Mayor Wallace for the support, Mr. Goad for the support and financial support, the judges and the homeowners who took pride in their properties.

Mayor Wallace presents the awards: Nancy M. Miner and Mirena Weber, the Johnstons were not there

E.2 Discussion and/or action [Spencer Forsberg]: July 2019 and August 2019 Financial Statement Review including Town grant tracking.

Motion E.2: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Trate	

Spencer Forsberg: This is the first month of our new fiscal year. Auditors will be out next week. July numbers are very solid.

General Fund Revenue: \$ 161,222.96 Expenditures: \$ 261,878.11

Matthew Williams: We had three large payments that month, one was the fire department quarterly payment of about \$100,000, one was for SeaCom at about \$20,000, and one was for insurance at about \$24,000. There are months where there are large expenditures but then the next months it will recover.

Spencer Forsberg: Water: Revenue of \$33,531.48 Expenditure: \$26,943.78, positive revenue of \$ 6587.70

Sewer: Revenue of \$20,579.42 Expenditure: \$13,274.90, positive revenue of \$ 7304.52

Garbage: Revenue of \$ 11,628.33 Expenditure: \$10,910.20 positive revenue of \$718.13

Landfill: Revenue of \$120,175.43 Expenditure: \$112,222.71 positive revenue of \$7,952.72

E.3 Discussion and/or Action [Manager Williams]: Council Decision acceptance of Council member Walter Welsch's resignation from Council, Effective September 12, 2019.

Motion E.3: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Hirshberg	

Mayor Wallace reads the resignation letter of Walter Welsch

Motion E.3: Resignation effective Sept 12, 2019		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.4 Discussion and/or Action [Mayor Wallace]: Council recognition and presentation of plaque to Council member Walter Welsch for six years of service to the Town of Huachuca City.

Motion E.4: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: Walter wants Mayor ProTem Johnson and myself to accept the plaque on his behalf. We will drop off the plaque to him soon.

E.5 Discussion only [Clerk Collins]: Announcement of vacant seat on the Town Council and establishment of the timeline for applicants to submit application materials for appointment to it.

Motion E.5: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

Clerk Collins: Vacant Council Seat, Applications will be accepted September 15th through October 31st. Council will do interviews on November 14th, 2019.

Matthew Williams: We will be publishing an ad.

Council Member Trate: Can we put it in our newsletter

Mayor Wallace: We should see about putting it on the radio

Motion E.5:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

E.6 Discussion and/or Action [Mayor Wallace]: Recognition of Mayor Pro-Tem Donna Johnson’s sixteen year service award from the League of Arizona Cities and Towns.

Motion E.6: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Hirshberg	

Mayor Wallace: Donna Johnson has been on the Huachuca City council for 16 years. She has done a lot. She lives here and has family here, she listens. Her ideas are not something to not listen to. Here is to 16 years and to 16 more.

Mayor ProTem Johnson: Thanks everyone. I just try to do what’s good for the town.

E.7 Discussion only [Director Harvey]:Town 4th of July, 2019 event after-action report and Council approval to schedule the 2020 event for Friday July 3rd.

Motion E.7: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

Suzanne Harvey: Dunk the Mayor was one of the most popular events

- Excellent firework show – huge thanks to Whetstone Fire Department
- Served over 200 hotdogs – thanks Council! PD & Lifeguards were a huge help!
- Most popular activities:
 - Dunk tank – paid for itself
 - Facepainting – professional, went really well
 - Pie-Eating Contest – Last year’s winner did not defend his title
 - Snowcones
 - Jail- people could pay to put someone in jail and they had to pay to get themselves out
 - Presentation of Colors and National Anthem – Tombstone JROTC

THANKS TO ALL THE PARTICIPANTS:

- Tombstone High School JROTC
- Mr. Shed/Mr. Goad- a big help!
- Sparkletts Water
- Coca Cola
- Walmart
- Lectra-Serve
- Huachuca City Lions Club
- Huachuca City Community Garden
- Curtis Foster

- Whetstone Fire Department
- Healthy Huachuca Committee
- University of AZ, Cooperative extension
- Rowdy Johnson
- Council and staff

FOCUS AREAS FROM LAST YEAR'S AAR

IMPROVE:

EVENT LAYOUT

ADVERTISING

MORE ADULT ACTIVITIES

Ice cream truck – Invite one

Shorten the event: 3-8 pm is too long

AFTER ACTION REVIEW

What went well (or was improved FROM 2018)

- budget
- SCHEDULE OF EVENTS – National Anthem first
- EVENT LAYOUT
- Professional band
- food
- FACEPAINTING, pie eating contest, GAMES, horseshoes, jail, rodeo
- Presentation of colors

Fireworks!!

FOCUS AREAS FOR IMPROVEMENT FOR 2020

- Bowls for ice cream/Tubs for chips
- Family friendly playlist for band
- Look for sponsors to share costs/LABOR
- Purchase banner (with sponsor money)
- Advertise on radio
- Prescribed burn – advance notification
- Staffing
- Reconsider dunk tank

STAFFING CONCERNS

- Cost
- Availability of staff
- Inequitable distribution of labor because of cost
- Same staff every year– impacts their personal lives
- Council also impacted
- Could hold it on July 3rd next year. Will still be a town holiday but not national holiday

Motion E.7: 4th of July Celebration will stay on July 4th		Action: Denied
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.8 Discussion and/or Action [Clerk Collins]: Approval of Council Resolution 2019-adopting the Arizona State Library's public records retention and destruction schedules for the Town's records.

Motion E.8: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Hirshberg	

Clerk Collins: It is important for the Town to establish a Record Retention Policy, which will provide for the retention and destruction of documents and other records maintained by the Town. Over-saving records and storing them for an unlimited period can create unnecessary problems which could easily be avoided. Records can be paper files, electronic documents, correspondence (including letters, faxes and emails) and data.

Here are 7 reasons why every workplace should have a document retention policy from ShredIt.com

1. EFFICIENCY
2. COST SAVINGS
3. COMPLIANCE
4. CULTURE OF SECURITY
5. ACCESS CONTROL
6. DE-CLUTTERING
7. DESTRUCTION

Attorney Benavidez: The policy has been properly vetted and used for years

Mayor Wallace: You need to look into the Privacy act of 1974.

Motion E.8:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.9 Discussion and/or Action [Mayor Wallace]: First Reading of Ordinance 2019-14, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL," TO CHANGE THE DUTIES OF THE POLICE CHIEF, TOWN MANAGER, TOWN CLERK, FINANCE CLERK AND TOWN COUNCIL; REMOVE PROVISIONS FOR K-9 OFFICERS; HAVE POLICE OFFICERS' AND ANIMAL CONTROL OFFICERS' PAY RATES ESTABLISHED BY THE TOWN MANAGER; AND AUTHORIZE THE TOWN MANAGER TO HIRE POLICE OFFICERS AND ANIMAL CONTROL OFFICERS BASED ON NEED AND BUDGET AVAILABILITY.

Motion E.9: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Trate	

Mayor Wallace: I have some concerns, please look at the ordinance and get comments on it back to Mr. Williams. My biggest concern is the manager doing the hiring and firing.

Matthew Williams: There's so much in code that need to be fixed; in chapter two alone. Mayor and Council approves the budget every year and salaries are part of that. If you would like we could look at other cities and see how they do it.

Mayor Wallace: I'm a firm believer the department heads are the best qualified to do the hiring.

E.10 Discussion and/or Action [Manager Williams]: Council approval of Resolution 2019-29 to adopt an Intergovernmental Agreement (IGA) with the Arizona Department of Transportation [ADOT] to establish maintenance and installation responsibilities for an emergency vehicle pre-emption system ("evp system") in the right-of-way of state highway 90.

Motion E.10: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

Matthew Williams: This is for maintenance of our emergency signal that has been approved.

Mayor Wallace: Do we know what the finances will look like?

Council Member Butterworth: That's what I'm wondering.

Mayor Williams: What are the maintenance costs going to look like years from now?

Matthew Williams: I do not know I would have to ask some questions.

Mayor Wallace: I don't like the part where we're responsible for the maintenance.

Doc Johnson: ADOT does all the maintenance usually.

Matthew Williams: We can bring it back in two weeks.

Motion E.10: Moved to the next meeting		Action: Moved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.11 Discussion and/or action [Dr. Johnson]: Council approval for temporary closure of Skyline starting Monday September 30, 2019 & Hunt Road for repairs, and approval of expense of \$4997.04 for road repair plus a 10% contingency expense if needed.

Motion E.11: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Dr. Johnson: We originally had an agreement with the county to fix it but it fell apart. The asphalt from Skyline is slipping onto Hunt Rd. We are not paving the roads we are just fixing the slippage. BNR Paving gave us a quote of \$4997.04 to do the work. They're a great paving company and have done work for us before.

Mayor Wallace: Will Skyline be closed at the top?

Dr. Johnson: It will not be completely closed. People will still be able to use it.

Motion E.11:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.12 Discussion and/or action [Councilmember Banks]: Council approval of Resolution 2019-30 to recommend Chiricahua National Monument be made a national park. Council approval would also authorize Mayor Wallace to sign a letter of support.

Motion E.12: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

Mayor Wallace: Will this require an action?

Attorney Benavidez: No this just a letter of support, congress approves national parks.

Motion E.12:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Council Member Banks	

E.13 Discussion and/or action [Mayor Wallace]: Councilmember reports from the 2019 League of Arizona Cities and Towns' conference.

Motion E.13: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Council Member Trate: This was my first one and I really enjoyed it. Very informational and met a lot of new people. I attended economical development. I was disheartened that it was really geared for the larger cities and not small towns. We do not face the same issues as the large cities.

Council Member Hirshberg: I went to Transportation Investment funding. They are saying electric cars will soon be 20% of all cars on the road. The roads will not be sufficient soon. They are looking into long term funding. I also went to Arizona Broadband, who are looking into bringing broadband to the schools. On the way to the schools they are looking into stopping at city halls. Also found out that we need to be careful of people who are asking questions and filming. They will edit the films to make it look like what they need.

Mayor ProTem Johnson: Went to the PSPRS. I had questions I wanted to ask. They did not have any answers for the pay in questions. They said they don't know. They mostly talked about the fire department and all the equipment which the fire department uses.

Mayor Wallace: I only went up for one day; I went for the resolutions committee. This committee was for bills, for the state legislature to look at and try to pass. We were looking into changing open meeting law to make security plans to be able to be held in executive sessions for safety. Ransom ware insurance is something that was talked about that I found interesting. All the information was on their website.

F. Town Manager's Report: Matthew Williams: Invites all to the **Community Town Hall Meeting**, Tuesday September 24th at 6pm at the Huachuca City Community Center. Followed by, **Your Voice Meeting** at the community center at 7pm. We would like public input on what they would like to see done around the town with the CDBG money. Mayor/Manager meeting for October 10th at the senior center.

Dusk till Dawn- Phase 2 contract has been approved. Phase 2 environmental testing's have been completed and are within acceptable levels.

Sewer Pond boring- Sewer pond sampling has been completed.

Savings Accounts- A new savings account has been established for the state infrastructure fund. The state opted to pay all towns \$197,802 in FY 2019-20 for roads & bridges infrastructure projects. This money was received and is now available in the savings account.

Employee staffing- The Town is currently hiring for 1 position with the Public Works Department and 1 position with the Landfill. Both positions are full-time.

PSPRS Funding- The Town funding plan for the PSPRS unfunded liability has been submitted to the state.

Senior Center Programs- The Town Senior Center re-opened on Wednesday, August 21st from 8:30am-2:00pm. The Senior Center will also be open on Friday's from 10am-2pm.

Chiricahua Medical Clinic- The Chiricahua clinic returned to the Senior Center on Wednesday, August 21st from 8:30am-2:30pm.

Hwy 90 Flags program- Town staff is working with ADOT and SSVEC to place flags on the poles on hwy 90 (in Town limits) for the patriotic holidays. These will begin with Veterans Day (November 11th). Public Works department will be maintaining this program.

Christmas Lights sponsorship program-Town staff is working on a program to sale business sponsorships of Town Christmas lights to be installed on poles on Hwy 90. The Town will be paying for the electrical supplies with SSVEC installing the outdoor electrical receptacles needed. Watch for more information on this going forward.

Caterpillar water wagon- The 613 Caterpillar water wagon sold for \$15,000.

Bus Line LOI- The Town LOI (Letter of Interest) for the bus grant has been approved. Town staff will now be working on the grant application which is due to by 9/27/19.

Town Clerk-Going through old ordinances and making sure they have been published. While reviewing old ordinances it was discovered that not all were published as is required by law. (3) ordinances are now being published. All were approved by Council.

Any old ordinances which were not published are now getting published correctly.

Went to the Seacom meeting this morning and a 9th department has joined, Palominos Fire District. The Herald newspaper wrote an article regarding SEACOM on 8-11-2019. Sierra Vista PIO has requested comments from Matthew Williams and me. The responses were sent out as of 8-15-2019

G. Items to be placed on future agendas.

H. Reports of Current Events by Council


I. Adjournment

Motion: to Adjourn	Action:
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson

Meeting was adjourned at 9:04 pm.

Approved by Mayor Wallace on September 26, 2019

Attest:


Janine Collins, Town Clerk


Johann Wallace, Mayor

Seal:



Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on September 12, 2019. I further certify that the meeting was duly called and a quorum was present.



Janine Collins, Town Clerk

