



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
April 9, 2020 AT 7:00 PM
HUACHUCA CITY Library/ Online
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

SPECIAL NOTICE: BY PROCLAMATION OF THE MAYOR DUE TO THE COVID-19 PANDEMIC, THE MAYOR AND COUNCIL WILL HOLD PUBLIC MEETING'S AT THE TOWN LIBRARY. THESE MEETINGS WILL BE LIVE-STREAMED. MEMBERS OF THE PUBLIC MAY ATTEND THESE MEETINGS BY GOING TO <https://www.facebook.com/HuachucaCityAZ>. IN ADDITION, THE MAYOR HAS TEMPORARILY SUSPENDED CALLS TO THE PUBLIC AT THESE MEETINGS. HOWEVER, MEMBERS OF THE PUBLIC MAY SUBMIT WRITTEN COMMENTS TO THE TOWN CLERK TWENTY-FOUR HOURS IN ADVANCE OF THE MEETING. ADVANCE NOTICE OF THESE MEETINGS CAN BE FOUND AT THE TOWN'S USUAL AGENDA POSTING LOCATIONS INCLUDING THE TOWN'S WEBSITE <https://huachucacityaz.gov/>

AGENDA

A. Call to Order – Mayor

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

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

The meeting was called to order at: 7:00 pm
The Pledge of Allegiance was led by: Mayor Wallace
The Invocation was offered by: None

Roll Call

Individual	Position	Present	Absent
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor	X	
Joy Banks	Councilor	By Phone	
Cynthia Butterworth	Councilor	X	
Jean Post	Councilor	X	
Eric Duthie	Interm Town Manager	By phone	
Janine Rustine	Town Clerk	X	
Thomas Benavidez	Town Attorney	By phone	

B. Call to the Public – Mayor TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK

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

C. Consent Agenda - Mayor

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

- C.1.** Consider approval of the minutes of the Council meeting held on March 26, 2020.
- C.2** Consider approval of the executive minutes of the Council meeting held on March 26, 2020.
- C.3.** Consider approval of the Payment Approval Report in the amount of \$ 222,853.07

Motion C: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Trate	

Mayor Wallace: Take note that the payment approval report is for \$222,853.07, this is because we have our SEACOM payment and our Whetstone Fire payment.

Motion C:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Post	

D. Unfinished Business before the Council – Mayor

Public comment **TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK** 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. New Business Before Council - Mayor

Public comment **TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK** 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 Pro Tem Johnson]: Direct staff to modify the employee manual to formalize oversight of required training for each department. Modifications should make department heads responsible and accountable for identifying necessary training within their departments, ensuring that the training is being completed and employees maintain any required certifications for their positions. In addition, make the town manager responsible and accountable for providing oversight to department heads to ensure they are completing required training for their positions, providing training oversight to their employees, and to ensure they are obtaining and maintaining appropriate required certifications for their positions. Modifications should include provisions for department heads to review training records within their departments at least annually and report findings to the Town Manager. Training

deficiencies and failures to maintain appropriate certifications should be part of employees' and department heads' annual evaluations.

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

Mayor Wallace: Training is important for our employees. It is something that has to happen and it's going to happen and if it doesn't happen the department heads will be responsible for their employees for their departments and for their training.

Mayor ProTem Johnson: That article did not help the town at all that. The whole town needs certificates. We're paying somebody to do stuff that we should not have to pay them, one of our employees should have the certificates. I want to make sure that every employee that has to have their certificates for their jobs get these certificates and to be held responsible for getting their certificates.

Mayor Wallace: I think we're going to have to go back and review every single job description or ask the manager to review the job description, because certain positions require certain certifications, certain requirements, and it should be a condition of their employment.

Mayor ProTem Johnson: Remember Walter was looking at the job descriptions and it just was never finished. I think it needs to be done.

Councillor Trate: I have a question, are they supposed to have these certifications when they get hired or ones that they have to keep maintaining?

Mayor Wallace: It all depends, a certain position may require a certain certification or level of education. When you hire somebody they can already have it or you can allow a grace period say six months to get the certifications.

Mayor ProTem Johnson: Right now we're paying over \$900 a month for two people to come in and do a job that one was hired to take care of and it's really a complicated situation.

Councillor Butterworth: I wasn't aware of the extent of other departments the only one that I know that we've been following up on was for our town clerk.

Mayor Wallace: Correct, because it's a condition of her employment as a matter of fact. I think the town clerk position and also the town manager position are the only two that this council has really looked at. Lower than the director level we don't really control those and that's where it's the department heads need to know what their department needs for training requirements and they're ultimately the ones that are responsible.

Councillor Trate: I agree with you the job description probably have to be reviewed they should be reviewed every so many years.

Attorney Benavidez: Did you want me to do this or the new town manager?

Mayor Wallace: I make a motion to direct the town manager to modify the employee manual and to formalize an oversight process to ensure the required training for all town employees based on position is established. Make department heads responsible and that these certifications will be part of the employee's annual evaluations.

Motion E.1:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

F. Items to be placed on future agendas:

G. Reports of Current Events by Council: Councillor Banks: From Karen at the SVMPO the meeting that was to be held on April 15th has been cancelled. She's also asking for someone from the town to be on the on call selection committee for on-call contractors that will be something that the SVMPO can use for procurement and not only are that all of the MPOs across the state. So what she's setting up is something that will be used statewide and The Town would have access to this list. Dr. Johnson has agreed to do this until Mr. Cushman is ready to take over.


Mayor Wallace: I had a great talk with Mr. Cushman and started getting him prepared to come in on Monday. On the COVID-19 front, keep an eye out on our Town site for new updates. Just a lot of information coming in from a lot of different angles, a lot of meetings a lot of phone calls with the governor's office with senator cinema a senator McSally Kirkpatrick just a lot of the you know the county so there's a lot of discussion going on right now a lot of information so listen to the CDC as much as you can.

H. Adjournment

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

Meeting Adjourned: 7:15 pm

Approved by Mayor Johann R. Wallace on April 23, 2020.


Mr. Johann R. Wallace
Mayor

Attest: 
Ms. Janine Rustine,
Town Clerk

Seal:



Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on April 9, 2020. I further certify that the meeting was duly called and a quorum was present.


Ms. Janine Rustine,
Town Clerk