



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
June 25, 2020 AT 7:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

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

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

The meeting was called to order at: 7:00 pm
The Pledge of Ailegiance was led by: Mayor Wallace
The invocation was offered by: Officer Thompson

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	X	
Cynthia Butterworth	Councilor	X	

Jean Post	Councilor	X	
Philip Cushman	Town Manager	X	
Janine Rustine	Town Clerk	X	
Thomas Benavidez	Town Attorney	X	

B. Call to the Public – Mayor

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

C. Consent Agenda - Mayor

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

- C.1. Consider approval of the minutes of the Council meeting held on June 11, 2020.
- C.2. Consider approval of the minutes of the Council Work Session held on June 11, 2020.
- C.3. Consider approval of the Executive minutes of Council meeting held on June 11, 2020.
- C.4. Consider approval of K12 Handheld Inc (Digital History Project) amount of \$6,575.00
- C.5. Consider approval of the Payment Approval Report in the amount of \$54,814.77.

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

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

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.

E. Manager and/or Director reports: None

F. New Business Before 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.

F.1 Discussion and/or Action [Mayor Wallace]: Recognition of Midshipman Alan (AJ) Gardner.

Motion F.1: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Butterworth	

Mayor Wallace: A.J., a recent graduate from Benson High School, has had his eyes set on attending a service academy since he was 12. He spent his years in school tutoring peers, orchestrating and leading assemblies as the Senior Study Body Activities Director, playing guitar in talent shows, and participating in several clubs such as National Honor Society, Education Professions, Academic team, and Benson's City Youth Council, many of which he held leadership roles. He enjoys blacksmithing at home, competed in the Future Business Leaders of America (FBLA) organization for 3 years and at the national level twice, and currently holds a 3rd degree black belt in Taekwondo. He has been an assistant and lead instructor for the past few years. A.J. graduated as class salutatorian with honors, and was offered a total of 3 appointments to U.S. service academies, West Point, The Merchant Marine Academy, and The Naval Academy. He also received a 4-year Naval ROTC scholarship to Norwich University in Vermont. A.J. will be attending the U.S. Naval Academy and plans to major in Aerospace engineering. He hopes to become a Naval Aviator after commissioning as an Ensign. One thing that he has learned from being so active in high school is that you never can have too much time, and that you can and should always be a part of something larger than yourself. A.J. loves all of the communities that he has been a part of, and is thankful for their help in shaping him into who he is today.

AJ Gardner: I just want to say thank you for the recognition and all the love and support.

F.2 Discussion and/or Action [Chief Thies]: Officer Thompson promotion to Sergeant.

Motion F.2: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

Chief Thies: I have the upmost confidence that Officer Thompson will perform his duties to his highest ability.

Officer Thompson gets pinned by his mother and his wife

Sargent Thompson: We actually have something that we need Chief and Officer Bear up here for. This is our chance to represent veterans and we have three veterans to help pin. Myself, Chief and Officer Bear have all served and we have Manager Cushman, Suzanne and Ron to present the Veteran pins to the officers.

F.3 Discussion and /or Action [Spencer Forsberg]: June 2020 Town Finance Report

Motion F.3: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Butterworth	

Spencer Forsberg: Due to the transition of the finance department I don't have the report finished at this point but I will present both reports next month.

F.4 Discussion and /or Action [Chief Thies]: Approval of Road Closures for 4th of July.

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

Mayor Wallace: We will only be having Fireworks for the Fourth of July, this is going to be more of a traffic control not necessarily a closure.

Motion F.4:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

F.5 Discussion and/or Action [Manager Cushman]: Approval of Council Meeting Schedule for Fiscal Year 2020-2021.

Motion F.5: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

In accordance with municipal code, the following is the Town Manager's recommended meeting schedule for Town Council from July 2020 to June 2021. All proposed meetings are scheduled to convene at 7:00 PM on the second and fourth Thursday unless otherwise noted.

- Thursday, 9 July 2020
- Thursday, 23 July 2020
- Thursday, 13 August 2020
- Thursday, 27 August 2020
- Thursday, 10 September 2020
- Thursday, 24 September 2020
- Thursday, 8 October 2020
- Thursday, 22 October 2020
- Thursday, 5 November 2020 (Adjusted due to Thanksgiving Holiday)
- Thursday, 19 November 2020 (Adjusted due to Thanksgiving Holiday)
- Thursday, 3 December 2020 (Adjusted due to Christmas Holiday)
- Thursday, 17 December 2020 (Adjusted due to Christmas Holiday)
- Thursday, 14 January 2021
- Thursday, 28 January 2021
- Thursday, 11 February 2021
- Thursday, 25 February 2021
- Thursday, 11 March 2021
- Thursday, 25 March 2021
- Thursday, 15 April 2021
- Thursday, 29 April 2021
- Thursday, 13 May 2021
- Thursday, 20 May 2021
- Thursday, 10 June 2021
- Thursday, 24 June 2021

Motion F.5:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Butterworth	

F.6 Discussion and/or Action [Manager Cushman]: Adding performance modules to the Caselle accounting software license/agreement.

Motion F.6: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

Manager Cushman: We use this program currently and we would like to add the payroll module. This would free up a large amount of staff time which is used towards payroll every two weeks.

Clerk Rustine: I believe adding this module would be beneficial because of the financial issue which we just had.

Mayor ProTem Johnson: I can't see spending money on this.

Councilor Butterworth: It makes sense having a company do it instead of relying on one person.

Councilor Banks: So it would be \$825 per pay period. I don't see about spending that much money on this.

Councilor Trate: I think this is too much.

Councilor Post: I agree it is too much money.

Mayor Wallace: I think we could do this short term. How much time do you think you need Laura?

Director Wenc: With the end of the fiscal year and the audit coming up I would be comfortable with six months.

Councilor Hirshberg: I do think we should get someone to help for a short term.

Mayor ProTem Johnson: I think 6 months is too long.

Mayor Wallace: We will revisit this in 3 months.

Director Harvey: I think it is important to at least do this short term.

Chief Thies: I don't think convenience is the word I think efficiency is the word not convenience. I think you are investing in the city and the employee when the staff has more time to do other things they can do more.

Motion F.6: adding payroll module for three months		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

F.7 Discussion and/or Action [Clerk Rustine]: Approval of contracting the preparation, printing and mailing of election publicity pamphlets out to RunBeck Election Services.

Motion F.7: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

Clerk Rustine: This is for Home Rule publicity pamphlets, many other towns and counties use this company. RunBeck will take care of everything for the packets for the home rule.

Motion F.7		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

F.8 Discussion and/or Action [Director Harvey]: Prioritization of park improvement projects.

Motion F.8: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

Mayor Wallace: Based on the work session we will be having a work session next week to pick the projects.

F.9 Discussion and/or Action [Mayor Wallace]: Discussion on Council information request from Town Manager.

Motion F.9: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: We need to figure out what information we expect from Mr. Cushman.

Manager Cushman: This will help me figure out other than my weekly report what the Council is looking for from me.

Councilor Banks: I think this is a great idea. I would like more emails with information.

F.10 Discussion and/or Action [Mayor Wallace]: RESOLUTION NO. 2020-12 A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN AMENDED INTERGOVERNMENTAL AGREEMENT WITH TOMBSTONE UNIFIED SCHOOL DISTRICT # 1 TO RESOLVE AN EASEMENT DISPUTE

Motion F.10: Open item for discussion and/or action	Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg

Mayor Wallace: We never did finish this so we're bringing it back. This is the updated IGA which says the maintenance will be up to the city's maintenance plan.

Dr. Jim Johnson: I'll let Halterman talk about the maintenance portion of it. The concern has always been that the only part that is ours is the cake and we do take care of it. The school board wants the Town to take care of the rest of it.

Councilor Butterworth: The last time we were talking about this a concern was the drainage. Have they fixed the drainage?

Dr. Jim Johnson: No they have not and with the first good rain the rocks will end up on Third Street.

Jim Halterman: If we would maintain this and have to weed this we would be breaking a lot of windshields.

Mayor Wallace: Mr. Cushman you will need to get a hold of Mr. Devere.

Dr. Jim Johnson: I would recommend we stick to what we have now.

F.11 Discussion and/or Action [Manager Cushman]: Budget Preparation and Approval for Fiscal Year 2020-2021 – Staff will present a draft budget for Council discussion and/or direction to staff. All Town revenues and expenses may be discussed. The tentative budget will be adopted at this meeting.

Motion F.11: Open item for discussion and/or action	Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg

FUND/DEPARTMENT	BUDGETED EXPENDITURES/ EXPENSES " 2021
Council	60,550
General & Administrative	396,515
Magistrate	71,218
IT	64,295
Police	671,585
Animal Shelter	
Fire	425,200
Building Regulation	56,620
Public Works	71,602
City Pool	20,952
Summer Splash	4,950
Parks & Recreation	12,260
Library & Community Services	129,988
City Bus	2,700
Senior Center	7,000
Library Donaton Expense	3,000
Library Grants Expense	50,000
E-Rate Expense	150,000
Town Grants	3,153,491
Total General Fund	5,351,926
Police - DHS Grant - BP OT	185,000
Fire Truck	
Trust Fund	174,300
Vol Firefighters Fund	600
Road User Fund	167,777
State HURF	161,448
Holiday Fund	4,000
Back to School Fund	2,000
Total Special Revenue Funds	695,125
Water Fund	333,470
Sewer Fund	230,360
Garbage Fund	145,200
Landfill Fund	1,439,100
Total Enterprise Funds	2,148,130
TOTAL ALL FUNDS	8,195,181

Motion F.11: tentative budget		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

F.12 Discussion and/or Action [Manager Cushman]: Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), to interview applicants and discuss hiring a new Town Clerk. Following the executive session, the Council might take action to hire a new Town Clerk or it might direct staff concerning further recruitment activity.

Motion F.12: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

No one to interview

Councilor Banks: Can we amend the job description that was posted and go back to the job description from last year.

Mayor Wallace: I am not opposed to combining both job descriptions to match what we want.

G. Items to be placed on future agendas

H. Reports of Current Events by Council: Councilor Trate: I applied for Risk pool trustee position because they need little towns represented. Councilor Butterworth: I was unable to attend the SVMPO meeting because their site was having issues. Councilor Banks: I was at the meeting in person our representative Richard has finally been appointed to represent us. The signal project going and they will be doing the vertical boring tomorrow. Mayor Wallace: The wireless signal will be able to be pushed into the park.

I. Adjournment

Motion: to Adjourn		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

Meeting Adjourned: 8:47 pm

Approved by Mayor Johann R. Wallace on July 9, 2020.


Mr. Johann R. Wallace
Mayor

Attest: 
Ms. Janine Rustine,
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 June 25, 2020. I further certify that the meeting was duly called and a quorum was present.


Ms. Janine Rustine,
Town Clerk

