



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
February 11, 2021 AT 7:00 PM
COUNCIL CHAMBERS
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 CONDUCT PUBLIC MEETINGS IN A REMOTE ACCESS FORMAT. THESE MEETINGS WILL BE LIVE-STREAMED. MEMBERS OF THE PUBLIC MAY ATTEND THESE MEETINGS BY GOING TO [OR CALLING TO]: <https://www.facebook.com/HuachucaCityAZ> or 520-844-2096. 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 7:00pm

- 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.

Roll Call.

Present: Johann Wallace, Donna Johnson, Cynthia Butterworth, Keith Settlemyer, Christy Hirshberg, Debbie Trate, Jean Post, Suzanne Harvey (Not voting), Brandye Thorpe (Not voting), Thomas Benavidez, Attorney (Not voting).

Invocation led by Elder Thomas.

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 Special Session held on January 27, 2021 and the Regular Council meeting and the Council work session held on January 28, 2021.

C.2 Consider approval of the Payment Approval Report.

Motion: Items on the Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion: Items on the Consent Agenda, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.
Motion passed unanimously.

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 Wallace]: Presentation of Certificates of Appreciation to soldiers from C Company, 2-13th Aviation Regiment for their work at the Community Garden.

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

Mayor Wallace: As everyone knows, we do have a Community Garden, we have Anne Aust here with us tonight. A lot of work has been put in by the Regiment, in particular building out some mitigations to water run off from the Library itself and from the parking lot to make sure that we don't inundate the garden with water. That would not have been possible if not for the help from the Regiment. I know that the Community Garden is extremely grateful for all the labor put in by the men and women who volunteered their time. On behalf of the Town, myself and Council, thank you. The Community Garden provided about 3,500 pounds of fresh vegetables to people here in our community. Part of the work that was done, about 14 rain basins, capable of holding about 35 thousand gallons of rain water were designed to control that run off.

Anne Aust: We couldn't have done this without them. There was over 20 tons of rock that had to be carried and carefully placed, lining these basins. They came every Saturday and worked from 6am to noon. They always came back.

Mayor Wallace presents a letter of appreciation to Sgt. Block and Sgt. 1st Class .

E.2 Discussion and/or Action [Suzanne Harvey]: Manager Harvey will present the top unfunded needs of the Town. She may also request approval to expend funds for some or all of the following Town needs and projects: painting town buildings, purchasing a power washer, and purchasing software for interacting with the community. The Council might also consider other projects recommended by staff, including various upgrades to town buildings and equipment.

Motion: Item E.2, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Manager Harvey: Essentially, we have money that has been freed up in our budget thanks to the Cares Act money that we received for public safety. We used that money to pay two of our payments to Whetstone Fire, but we had already budgeted money to pay Whetstone. I asked every department to send me a list of things that they need but could not get. We then met all together and identified the top 3 things as a group. Those were the painting, the power washer and new software that will allow us to interact more with the public. The pressure washer would benefit every department. The painting appeared on many different department's lists, and this building has not been painted since the 1990's, when it was built. We need to lead the way in making our Town look better. I am asking for Council's approval to let us spend approximately

\$30,000.00 of that surplus to do those 3 things. Also asking Council to consider the other things on the list that were provided by the department heads.

Councilmember Post: Are you talking about interior or exterior painting, or both?

Manager Harvey: This was for the exterior.

Councilmember Trate: What's the manufactured home removal?

Dr. Johnson: There are many manufactured homes, especially in lower Huachuca City, that are abandoned and vacant. This would allow us to track the owner down and get it removed.

Councilmember Butterworth: How many are we talking about?

Dr. Johnson: There's probably about 25-30.

Councilmember Butterworth: How much to remove them?

Dr. Johnson: That's part of the program, figuring out the best way to deal with them. Demo on site or having a trucking company come and haul them off. It can run anywhere from \$500 to a couple thousand dollars per unit depending on which option we choose to use.

Councilmember Butterworth: How many of them would be able to be pulled away without falling apart?

Dr. Johnson: They would more than likely have to be dismantled on site.

Councilmember Post: Then we would sell it?

Dr. Johnson: No. We don't sell anything. It is personal property, there is an owner out there. It is their responsibility to deal with it. We just want to have a path where we can help those owners.

Councilmember Hirshberg: I don't have a problem with the \$28,000.00 for the painting and pressure washer and stuff, but I am against spending more on the other stuff. I say we save it.

Mayor Wallace: The one thing I would be interested in knowing is the cost to actually make our buildings ADA compliant, in particular the restrooms down at the Community Center. I would like to see that part come back. But the rest, I agree that we shouldn't spend any more on the other things.

Councilmember Settlemyer: The \$20,000.00 for exterior painting, do you have bids for that?

Manager Harvey: No. Mr. Halterman, our Public Works Director, gave me that estimate. He is planning, I believe, to paint it with staff. That is more for the purchase of necessary equipment and supplies.

Councilmember Butterworth: All of us can pitch in. We did it down in lower.

Mayor Pro Tem Johnson: I think we should have a work session once you find out the information on the ADA stuff so we can discuss it. But I do think we should save some of the money too.

Mayor Wallace: I'll be honest, I am not going to approve anything else on the want list except for the ADA.

Councilmember Trate: I think that in future years we should look at the manufactured homes thing.

Councilmember Settlemyer: Who gets to pick the colors?

Manager Harvey: I'll bring that to Council.

Mayor Wallace: The Go.gov thing would be an additional expense of about \$5,000.00/year if we decide to keep it. This is kind of to test it and see if we like it. If we don't like it, we don't have to keep it.

Motion: The expenditure of \$30,000.00 from the surplus funds for the use and execution of painting and exterior repairs of our buildings, purchase of a pressure washer and purchase of a go.gov app, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg. Motion passed unanimously.

E.3 Discussion and/or Action [Mayor Wallace]: Mayor Wallace will direct staff to begin the process of preparing a new budget for FY 2022. Council might discuss the budget preparation and adoption timeline, budget priorities, anticipated revenues and expenditures.

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

Mayor Wallace: Our fiscal year ends June 30th and we don't want to wait until the last minute to get this done. It's time to look at our budget and in particular staff, department heads, need to really start looking at their budgets and putting together what their next year's budget is going to be. Because I have some concerns with our budget right now, due to how poorly it was put together, I am going to be very eagle eyed when it comes to staff requests. If I see anyone asking for more money I am not going to support it in any way. I don't have confidence in our budget right now based on who and how it was developed. I want the starting point to be at the prior year's budget, not the one we are in now. We will obviously have to make some adjustments. I also want to see a long range purchase plan.

Manager Harvey: I would like to know when you would like us to come back and start work sessions with Council?

Mayor Wallace: When will you be able to have a draft budget for presentation to Council?

Manager Harvey: I would say at least 30 days, maybe 45 days.

Mayor Wallace: The week of our first meeting in April, let's have a work session.

Motion: Begin the budgeting process as discussed. , **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

E.4 Discussion and/or Action [Dr. Johnson]: Presentation concerning adopting regulations under State Proposition 207 authorizing limited cultivation and sale of marijuana for recreational purposes. Dr. Johnson will review the Town's existing regulations and potential new regulations for recreational and medical marijuana use, cultivation and sale.

Motion: Item E.4, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Dr. Johnson confirms details with Council in regard to how the regulations should be moving forward. Distance should remain at 1000 feet from schools/daycares/churches. Allowed operating hours between 10am and 6pm. Community Center will be added to the list of schools and daycares and such that require the distance. Also it is decided that the Town does not want to have a marijuana permit fee on top of the business license fee.

Motion: Proceed with the corrections and changes as discussed and move on to the next step , **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

E.5 Discussion and/or Action [Suzanne Harvey]: Manager Harvey will request Council direction regarding appointment of a representative to the Upper San Pedro Partnership, which concerns the long-term water needs of the Upper San Pedro River Basin. Council might take action to appoint a representative/s.

Motion: Item E.5, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Manager Harvey: For some reason they have myself and Brandye as part of this, but looking at the other members, it should be someone on Council. It would be more appropriate.

Motion: Mayor Wallace as the primary and Deb Trate as the alternate as the Town's representatives to the USPP, **Action:** Designate, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

F. Department Director Reports

Manager Harvey: We have 2 WIFA meetings next week, the loan process is progressing. Our ERATE contract is almost up, we will have to go out for bid on this. Last Council meeting there was question about a few items on the financial report. There was a miscode on the Police Department for their body camera equipment, there was a different line this should have been charged. We will do a line item adjustment on this. On the Miscellaneous section, we have a tower lease that we are only paid for every five years and that happened this year and so the money was put there. We completed 2 interviews for Library Director and have 2 more scheduled for next week. As Council is aware, we don't have inmates anymore for labor, so the landfill is going to hire 2 part time people to help with some of what used to be done with the inmate labor. They do have money in their budget to cover this.

G. Items to be placed on future agendas

Mayor Pro Tem Johnson: Do I need to put having the farmers market come to town looked into on there?

Mayor Wallace: Re-evaluate the business license fees

H. Reports of Current Events by Council

I. Adjournment

Motion: 7:45pm, **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on February 25, 2021.

Mr. Johann R. Wallace
Mayor

Attest: _____
Ms. Brandye Thorpe,
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 February 11, 2021. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk