



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
May 26, 2022 AT 6:00 PM  
COUNCIL CHAMBERS  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

## AGENDA

### **A. Call to Order – Mayor 6:00pm**

- a. Pledge of Allegiance

**Mayor Wallace.**

- b. Roll Call and Ascertain Quorum

**Roll Call.**

**Present: Johann Wallace, Jean Smelt, Jeffrey Ferro, Cynthia Butterworth, Keith Settlemyer, Christy Hirshberg, Attorney Thomas Benavidez (not voting), Manager Harvey (not voting), Clerk Brandy Thorpe (not voting).**

**Absent: Debra Trate.**

- c. Invocation  
**Elder Thomas**

*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.*

### **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.

Mayor Wallace recognizes Julian Barkley of Huachuca City. Mr. Barkley advises that he would like to see more bulletin boards placed around Town to assist with public education of the happenings in Huachuca City. He specifically requests that one be placed at the Community Center in Lower Huachuca City, and that one be placed near school drive and at another location in Upper Huachuca City.

Mayor Wallace directs staff to look into this, especially the one at the Community Center.

### **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 Regular Council Meeting held on May 12, 2022.

C.2 Consider approval of the Payment Approval Report.

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

**Motion:** Items listed 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 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 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]: Recognition of Spc. Taylor of the National Guard for her service to the Town.**

**Motion: Item E.1, Action: Open for Discussion Only, Moved by Johann Wallace, Seconded by Christy Hirshberg.**

**Gerri Sullivan expresses the gratitude of the Police Department for the assistance of Spc. Taylor and her willingness to help with anything asked of her.**

**E.2 Discussion and/or Action [Spencer Forsberg]: Presentation of the Town's financial reports for the month of April.**

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

Mr. Forsberg presents the finances for the month of April. He advises that everything is on track with the budget. Some more issues have been identified and are in the process of being fixed, such as wage allocations being taken from only one department that should be getting allocated to multiple departments. This specifically has an impact on Public Works.

Water Fund was in the black \$3593.00.

Sewer Fund was in the red \$9432.00 due to the reallocation of the Public Works wages. For the year in the black \$93250.00.

Garbage Fund zeroed out.

Landfill was in the black \$8472.

**E.3 Discussion and/or Action [Suzanne Harvey]: Approval of 4<sup>th</sup> of July fireworks purchasing; Approval of an intergovernmental agreement ["IGA"] with Whetstone Fire District for execution of the fireworks display. Discussion may also include other 4<sup>th</sup> of July events/plans.**

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

**Manager Harvey presents two quotes for fireworks. One is the same show as last year, but it costs \$1000.00 more than it did last year. One is a smaller/shorter show, but costs the same as the one last year. She advises that either way we will be within budget, we just would have to seek more donations this year for the rest of the festivities and the food, as the higher priced quote would mean the entire budget was spent.**

**Whetstone Fire District provided two options for them to set off the fireworks for us. The first would involve the Town doing the digging and Whetstone doing the rest, and would cost less. The second is for them to do the digging manually that needs to be done and would cost more.**

**Motion: Proposal two for a total of 374 fireworks shells, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.**

**Motion passed with one Nay.**

**Motion: Option two of the IGA with Whetstone Fire, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.  
Motion passed unanimously.**

**E.4 Discussion and/or Action [Suzanne Harvey]: Status update for the preparation of the fiscal year 2023 budget.**

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

**Manager Harvey advises that great progress has been made and the revenue has been figured out. We will be reviewing tomorrow, revisions will be done next week before the Work Session.**

**E.5 Discussion and/or Action [Suzanne Harvey]: Council will be asked to set planning, zoning and code enforcement priorities/focus areas for the Town's Building Official, Dr. Jim Johnson.**

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

**Priorities are set based on the top ten previously provided and approved by Council.**

**Motion: 1. Review Town Code and update as necessary.  
2. Implement the Vacant Building Registry.  
3. Consolidate the departments of building, planning, zoning and code enforcement into one department  
4. Initiate a grant program to assist in removal of mobile homes in Huachuca City , Action: Set Priorities, Moved by Johann Wallace, Seconded by Christy Hirshberg.  
Motion passed unanimously.**

**The Police Department will be the next to be reviewed.**

**E.6 Discussion and/or Action [Suzanne Harvey]: Approval of emergency purchase order for P&M Construction Services, Inc., for equipment rental and dirt hauling services in the amount of \$14,500.00.**

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

**Mayor Wallace advises that equipment is down and getting fixed but we need dirt hauled in the meantime. Manager Harvey suggests that we keep this equipment for an additional week.**

**Motion: The emergency purchase order for P&M Construction Services, Inc. for equipment rental and dirt hauling services in an amount not to exceed \$25,000.00, Action: Approve, Moved by Johann Wallace, Seconded by Jeffrey Ferro.  
Motion passed unanimously.**

**E.7 Discussion and/or Action [Mayor Wallace]: Second Reading- The Town's Building Official, Dr. Jim Johnson, is recommending that the Town update the following building and related codes.**

**E.7.1 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-01- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 "BUILDINGS AND CONSTRUCTION" BY REPLACING THE CURRENT BUILDING CODE OF THE TOWN, CODIFIED AT CHAPTER 15.05, WITH THE INTERNATIONAL BUILDING CODE, 2018 EDITION, WITH APPENDICES AND AMENDMENTS; AND UPDATING PENALTY PROVISIONS.**

**E.7.2 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-02- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 "BUILDINGS AND CONSTRUCTION," CHAPTER 15.40 "ENERGY CONSERVATION CODE," SECTIONS 15.40.010 AND 15.40.020 TO ADOPT THE 2018 EDITION OF THE INTERNATIONAL ENERGY CONSERVATION CODE WITH AMENDMENTS.**

**E.7.3 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-03- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 "BUILDINGS AND CONSTRUCTION," CHAPTER 15.20 EXISTING BUILDING CODE," SECTIONS 15.20.010 AND 15.20.020, TO ADOPT THE 2018 EDITION OF THE INTERNATIONAL EXISTING BUILDINGS CODE WITH AMENDMENTS.**

**E.7.4 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-04- AN ORDINANCE AMENDING THE TOWN CODE TITLE 2 "ADMINISTRATION AND PERSONNEL," CHAPTER 2.65 "VOLUNTEER FIRE DEPARTMENT" AND TITLE 15 "BUILDINGS AND CONSTRUCTION," CHAPTER 15.50 "FIRE CODE" TO ADOPT THE INTERNATIONAL FIRE CODE 2018 EDITION WITH AMENDMENTS.**

**E.7.5 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-05- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 "BUILDINGS AND CONSTRUCTION," CHAPTER 15.35 "MECHANICAL CODE," SECTIONS 15.35.010 AND 15.35.020 TO ADOPT THE 2018 EDITION OF THE INTERNATIONAL MECHANICAL CODE WITH AMENDMENTS.**

**E.7.6 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-06- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 "BUILDINGS AND CONSTRUCTION," CHAPTER 15.25 "PLUMBING CODE," SECTIONS 15.25.010 AND 15.25.020 TO ADOPT THE 2018 EDITION OF THE INTERNATIONAL PLUMBING CODE WITH APPENDICES AND AMENDMENTS.**

**E.7.7 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-07- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 "BUILDINGS AND CONSTRUCTION," CHAPTER 15.10 "RESIDENTIAL CODE," SECTIONS 15.10.010 AND 15.10.020 TO ADOPT THE 2018 EDITION OF THE INTERNATIONAL RESIDENTIAL BUILDING CODE WITH APPENDICES AND AMENDMENTS.**

**E.7.8 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-08- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 "BUILDINGS AND CONSTRUCTION," CHAPTER 15.15 "ELECTRICAL CODE," SECTIONS 15.15.010 AND 15.15.020 TO ADOPT THE 2020 EDITION OF THE NATIONAL ELECTRICAL CODE WITH AMENDMENTS.**

**E.7.9 Discussion and/or Action [Dr. Johnson]: Ordinance 2022-09- AN ORDINANCE AMENDING THE TOWN CODE TITLE 15 “BUILDINGS AND CONSTRUCTION,” TO REMOVE THE INTERNATIONAL PROPERTY MAINTENANCE CODE FROM CHAPTER 15.55 AND REPLACE IT WITH THE INTERNATIONAL CODE COUNCIL’S STANDARDS FOR ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES 2017 EDITION.**

**Motion: Item E.7, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.**

**Dr. Jim Johnson advises that the costs of books have been reviewed and it has gone from \$5000.00 to under \$2000.00.**

**Motion: Ordinances 2022-01 through 2022-09, Action: Adopt, Moved by Johann Wallace, Seconded by Jeffrey Ferro.**

**Motion passed unanimously.**

**E.8 Discussion and/or Action [Mayor Wallace]: Proclamation 2022-11 declaring the month of June, 2022, as “PTSD Awareness Month” in the Town of Huachuca City.**

**Motion: Item E.8, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Jeffrey Ferro.**

**E.9 Discussion and/or Action [Mayor Wallace]: Proclamation 2022-12 declaring the month of June, 2022, as “Pollinators Month” in the Town of Huachuca City.**

**Motion: Item E.9, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Cynthia Butterworth.**

## **F. Reports of Current Events by Council**

**Councilmember Ferro advises he volunteered at the food distribution.**

**Councilmember Settlemyer mentions the closing of Camino Café, and that we need to do what we can to keep businesses here.**

**Councilmember Butterworth advises the food distribution was Thursday. SVMPO hasn’t had a meeting yet, there will be one in June.**

**Mayor ProTem Hirshberg advises of an event and that businesses do giveaways and stuff.**

**Maybe we should reach out and see if anyone wants to come to our 4<sup>th</sup> of July event.**

**Mayor Wallace advises that on Wednesday he attended the Mayor Manager Luncheon.**

**Manager Harvey attended as well. A lot of good information was put out. He also advises that the pool is opening this weekend.**

## **G. Adjournment**

**Motion: 7:26pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.**

Approved by Mayor Johann R. Wallace on June 9, 2022.

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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 May 26, 2022. I further certify that the meeting was duly called and a quorum was present.

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Ms. Brandye Thorpe,  
Town Clerk