



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
January 27, 2021 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor Pro Tem 6:00pm

- a. Pledge of Allegiance

Led by Mayor Pro Tem Hirshberg.

- b. Roll Call and Ascertain Quorum

Roll Call.

Present: Jeffrey Ferro, Cynthia Butterworth, Keith Settlemyer, Christy Hirshberg, Debra Trate, Attorney Thomas Benavidez (not voting), Manager Harvey (not voting).

Absent: Johann Wallace, Jean Smelt, Clerk Brandye Thorpe

- c. Invocation

Led by 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.

C. Consent Agenda - Mayor

C.1 Consider approval of the Minutes of the Regular Council Meeting held on January 13, 2022.

C.2 Consider approval of the Payment Approval Report.

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

Motion: Items listed on the Consent Agenda, **Action:** Approve, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Motion passed unanimously.

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.

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]: Direction to staff regarding the equipment maintenance plans submitted by each Department Head.

Mayor Pro Tem Hirshberg advises that since this is Mayor Wallace’s item and he can’t be here tonight, this will be moved to the next meeting.

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 and/or Action [Chief Thies]: Farewell and Presentation of Plaque to Town Employee Paul Dunn.

Motion: Item E.1, **Action:** Open for Discussion and/or Action, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Chief Thies honors Paul Dunn for his years of service to the Town and the Police Department. Paul Dunn expresses his gratitude.

E.2 Discussion and/or Action [Suzanne Harvey]: Approval of a Grant Agreement with the Arizona Department of Forestry and Fire Management for improvements to the Veterans' Memorial Park to create the "Huachuca City Community Forest."

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

Manager Harvey advises that this is a standard grant agreement and she just needs approval to sign it to accept the grant.

Councilmember Ferro asks if the Town Attorney has reviewed this. It is confirmed that he has.

Motion: a Grant Agreement with the Arizona Department of Forestry and Fire Management for improvements to the Veterans' Memorial Park, **Action:** Approve, **Moved by** Christy Hirshberg, **Seconded by** Debra Trate.

Motion passed unanimously.

E.3 Discussion and/or Action [Suzanne Harvey]: Administration and Animal Control Officer staffing in the Police Department.

Mayor Pro Tem Hirshberg advises that the Mayor asked that this item be pulled for the next meeting as well.

E.4 Discussion and/or Action [Suzanne Harvey]: Establishing priorities for all of the Town's departments.

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

Manager Harvey advises that based on prior Council direction, these have been revised and brought back. She would like feedback via email specific to each department so that these can be finalized for the second meeting in February.

E.5 Discussion and/or Action [Mayor Pro Tem Hirshberg]: Direction to staff to establish a process for welcoming new residents and/or businesses to the Town.

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

Mayor Pro Tem Hirshberg would like to have Council go with a card or something to visit new residents.

Councilmember Butterworth advises that they were going to do this through the Senior Center previously.

Manager Harvey states that Marta at the Library was putting together something like this previously.

Councilmember Trate advises of a packet that she provided when there was discussion of Business Licenses that provides a lot of information.

E.6 Discussion and/or Action [Suzanne Harvey]: Appointment of Ashley Pietro to the Public Safety Personnel Retirement System [PSPRS] Local Board; and appointment of a police officer selected by the police department to serve on the PSPRS Local Board.

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

Mayor Pro Tem Hirshberg advises that Officer Olivas has been selected by the Police Department through secret ballot and that Ashley Pietro is currently serving and needs to be sworn in for a 4 year term.

Motion: selection of Ashley Pietro for a 4 year term on the PSPRS local board, **Action:** Approve, **Moved by** Christy Hirshberg, **Seconded by** Jeffrey Ferro.
Motion passed unanimously.

E.7 Discussion and/or Action [Suzanne Harvey]: Approval of a Facility Use Agreement with the County Elections Department to allow the County to set up a "Vote Center" at the Huachuca City Community Center for the primary and general elections in 2022.

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

Manager Harvey advises that they sent a standard form, we do it each election year.

Motion: The Town Manager to sign the Facility Use Agreement with the County Elections Department, **Action:** Authorize, **Moved by** Christy Hirshberg, **Seconded by** Jeffrey Ferro.
Motion passed unanimously.

F. Reports of Current Events by Council

Councilmember Trate was at the Hispanic Mixer.

Councilmember Settlemeyer has served as Councilmember for one year now.

Councilmember Butterworth had the food distribution last Friday. The numbers are going down, not sure why.

G. Adjournment

**Motion: 6:21pm, Action: Adjourn, Moved by Christy Hirshberg, Seconded by Jeffrey Ferro.
Motion passed unanimously.**

Approved by Mayor Johann R. Wallace on February 10, 2022.

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 January 27, 2022. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk