



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
May 25, 2023 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

A. Call to Order – Mayor

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

B. Roll Call.

Roll Call.

Present: Johann Wallace, Christy Hirshberg, Jeffrey Ferro, Cynthia Butterworth, Debra Trate, Town Manager Suzanne Harvey (Not voting), Town Clerk Brandye Thorpe (Not voting), Town Attorney Thomas Benavidez (Not voting).

Absent: Jean Smelt

- a. 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.

C. 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.

D. 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 11, 2023.
- C.2 Consider approval of the Payment Approval Report.

Motion: Approval of the items on the Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Jeffrey Ferro.

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

E. 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 and/or Action [Spencer Forsberg]: Presentation of the Town's financials for the month of April.

Motion: Presentation of the Town's financials for the month of April, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Standing in for Spencer Forsberg, Steve Haymore lead the Council through the finance report up to April 30th 2023. He lets the Council know that 80% of this financial year is over. In this report the Town's total Revenue Fund comes to \$159,380, and expenditures for the General Fund come to \$169,569. Making the Town in the negative by \$10,189 rounded off for the

General Fund. Next, he goes over Enterprise Funds. For the Water Fund it comes in at \$40,873 with the expenditures coming to \$2,292 rounded off. This fund has a positive of \$18,581. The Sewer Fund comes to \$22,671, with expenditures of \$13,230. This fund has a positive of \$9,401. The Garbage Fund revenue comes to \$11,895. He states that we're still short on the Garbage Fund, with expenditures of \$12,860 this fund has a negative of \$966. The Landfill has a revenue of \$121,599 and expenditures of \$112,109, leaving this account with a positive of \$9,489.

Mayor Wallace asked to find out more about why April has negative accounts. Asking Manager Harvey to get back to the Council about it.

Manager Harvey answers that she can investigate it and reminds the Council that some of the Town's revenue comes in at different times and that looking at it as an entire year it should balance out. Stating that there will be times when we're out of balance just based on when expenses hit verses when revenue comes in.

Mayor Wallace mentions checking and/or preventing obscure spending and unplanned expenditures.

Blank comments that it is a good idea to look over the year and date actuals because sometimes there are expenditures that hit and are not allocated across the 12 or 10 month period.

Mayor Wallace agrees that the Town has a lot of Ebb and Flow when it comes to finances and asks again just to have this investigated since we have some negatives in this report.

Manager Harvey mentions that they have discovered and stopped a payment that was made twice and that she believes that should provide \$10,000 back.

Mayor Wallace asks to have whatever is learned brought to the Council at the next meeting.

E.2 Discussion and/or Action [Jason Zibart]: Presentation regarding telehealth services to be offered by Benson Hospital.

Motion: Presentation regarding telehealth services to be offered by Benson Hospital, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Library Director Fulton talked to the Council as Jason Zibart was unable to attend. She happily let the Council know that we are able to start Telehealth services at the Library with Benson Hospital. They have produced for the Town little graphics for advertising. We have so far put them on Facebook and little leaflets at the library and senior center and people are taking them so hopefully the word will get out. It will also be highlighted in this month's newsletter. Services are going to start on Monday June 5th and it'll be on every first and third Monday of the month. The appointments will be from 9am to 1pm. Benson Hospital provides all the equipment, a certified medical assistant to be there, and handles all the scheduling. The library is closed on Mondays so privacy will be maintained. Library Director Fulton is the only one there on Mondays and tells the Council that the Maker's Space will be available if they need a private room. They are going to be offering basic care services, acute illness, and illness follow up to begin with. If there is demand for other services, they will see about getting a provider to do that.

Mayor Wallace asks if people can reach out to the library with questions so we can get them to the right place.

Fulton answers that they can but all that we can do is give them the phone number provided by Benson Hospital to call.

Mayor Wallace asks for the phone number.

Fulton replies with the number. (520) 720-6551.

Councilmember Ferro asks if the phone number is on the Town's Facebook and website as well as on the fliers?

Mayor Wallace and Fulton both answer that it isn't on the website, but it is on Facebook.

Mayor Pro Tem Hirshberg asks is there a charge for this or do they take insurance?

Fulton answers that they take all different kinds of insurance, otherwise she was unsure as to the cost. Stating that would be something the patient would have to discuss over the phone with Benson.

Mayor Wallace talked about how this was great for the town residents who aren't as mobile and asked if we were doing anything to help get people up to the library for this service.

Manager Harvey mentions how they hadn't considered that. With it being on a Monday the buses will be doing their regular route and that is something they can look into providing. The driver would be the thing to figure out and they can see about putting together something so the Post can call and we can figure out if there is a need.

E.3 Discussion and/or Action [Suzanne Harvey]: Announcement of the Arizona League of Cities annual conference.

Motion: Announcement of the Arizona League of Cities annual conference, **Action:** Discussion and/or Action **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Wallace Starts by saying it's League Conference time again. This year it's in Tucson at Star Pass. As it's within driving distance there's no reason to physically stay there. Everybody who wants to is able to go. He plans to look at the agendas and go for the things he's interested in.

Mayor Wallace asks what week it is?

Manager Harvey replies it is August 29th through September 1st and reminds the Council that they do have a registration fee. If they register by July 15th the fee is \$325. She asks that the Council lets her know who is planning on going before July 15th so they can get that early bird fee.

Mayor Wallace replies he is going.

Councilmember Ferro asks if that's \$325 per person?

Mayor Wallace answers yes \$325 per person, but since it's within driving distance and we won't need to book a hotel it benefits all of the Council as it allows more of them the ability to go.

Manager Harvey tells Council that the Town's Santa Fe can be made available if needed.

Mayor Wallace mentions how they haven't released the agenda yet, so no one knows what is scheduled to be talked about.

Mayor Pro Tem Hirshberg commented that it is always released late.

Mayor Wallace reiterates how nice it is that anyone who wants to go can this year and how not getting a hotel will help offset any registration fees. He asks that the members of council let Manager Harvey know if they want to attend before July 15th.

Manager Harvey lets the Council know that the fee increases by only \$25 between July 15th and July 30th if they really need/want extra time to decide and they can cancel if they decide not to attend.

E.4 Discussion and/or Action [Stephanie Fulton]: Update on the Summer Splash program and opening of the pool.

Motion: Update on the Summer Splash program and opening of the pool, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Library Director Fulton starts by talking about the pool. She informs the Council that all four (4) of the lifeguards have passed their physical test and will be doing the written test on Friday morning. Their trainer is very confident that they will all pass. After they pass, they will have orientation at the pool and be able to open on Saturday as planned. June 1st. they plan to start the Thursday, Friday, Saturday, and Sunday schedule. That will be the schedule for all of June and July. In August they'll go back to Saturdays and Sundays and then round it off with Labor Day weekend.

Fulton asks Council for Action and Approval to lower the entrance fee to \$1 for everyone over the age of three (3); three (3) and under still being free, and for seasonal pool passes to be \$25 for everyone who is over the age of three (3). She believes this will help to get more people to use the pool.

Mayor Wallace asks if he can interrupt.

Fulton replies yes.

Mayor Wallace asks the Council how they feel about having no charge for the pool this year? Councilmember Ferro states that given how little money the pool brings in it's not with the effort to charge.

The rest of the Council agrees.

Mayor Wallace clarifies that the only action needed from the Council is on the cost.

Fulton answers yes.

Motion: We do not charge for the pool this year, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

Fulton mentions to Council that the Tombstone pool is also free this year and that she has heard that we might be getting people from as far as Bisbee, as they aren't opening their pool this year.

Mayor Wallace recommends that we make sure to keep track of how many people are coming to the pool. Stating that those numbers will help us in finding grant funding.

Fulton tells the Council that they've kept track for as long as she's been here and she knows that Manager Harvey did as well before her.

Mayor Pro Tem Hirshberg suggests keeping track of where people are coming from, as that may also help with finding grants if we have a lot coming from out of town.

Mayor Wallace advises that Fulton checks that with Attorney Benavidez first as that could be a legal issue.

Mayor Pro Tem Hirshberg clarifies her suggestion by saying just ask if they're a resident or non-resident.

Library Director Fulton then goes to talk about the Summer Splash Program. Everything is all set, and the first session is set to begin on May 30th and go through June 23rd. Session two begins on June 26th and goes on through July 21st. There are currently 18 children enrolled in session one and 19 children enrolled in session two. Which is an increase from last year. We were able to give out 11 full scholarships, meaning for both sessions, thanks to the Lions Club, the Legacy Foundation, the Friends of the Library, one is from the vendors from the arts and crafts show, and individuals in our community. We have lots of fun programs planned for them including the Cooperative extension team each week, water wise twice a session, kids' yoga once a session, Kartchner Caverns will be coming in June and Coronado National Monument Rangers will be coming in July. The library will also be hosting crafts on Monday and Tuesdays depending on the age group and this will be open to the splash kids but also the general public. We asked the Cooperative extension this year to move down to the senior center instead of just going to the school so we could make it open to all kids instead of just the Splash kids. We're very excited to have Efrain as our Coordinator again, he knows the job inside and out and instead of hiring a separate aid we are utilizing our lifeguards and other staff to save costs for drug testing and background checks.

The Council had no questions about summer splash or the pool.

Mayor Wallace asked if anyone had bought a pass for the pool yet?

Fulton answered no that she had put up on Facebook a possible schedule but had not put anything about costs out yet. She informs the Council that after the lifeguard pass, she will be putting a confirmed schedule on Facebook.

E.5 Discussion and/or Action [Mayor Wallace]: Proclamation 2023-11 – proclaiming the month of June as “PTSD Awareness Month.”

Motion: Proclamation 2023-11 – proclaiming the month of June as “PTSD Awareness Month”,
Action: Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

E.6 Discussion and/or Action [Mayor Wallace]: Proclamation 2023-12 – proclaiming the month of June as “Pollinators Month.”

Motion: Proclamation 2023-12 – proclaiming the month of June as “Pollinators Month”, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Debra Trate.

E.7 Discussion and/or Action [Mayor Wallace]: Executive [closed] session, pursuant to A.R.S. 38-431.03 (A) (1), for the purpose of evaluating the performance of the Town Manager, Suzanne Harvey. Any formal action arising out of this matter will be taken in public [open] session.

Motion: Executive [closed] session, pursuant to A.R.S. 38-431.03 (A) (1), for the purpose of evaluating the performance of the Town Manager, Suzanne Harvey. Any formal action arising

out of this matter will be taken in public [open] session, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Wallace asks Attorney Benavidez if Manager Harvey was notified about this agenda item?

Attorney Benavidez answers yes.

Mayor Wallace Asks if Manager Harvey if she wants to go into an executive closed session at this time?

Manager Harvey answers yes.

Motion: Enter an Executive [closed] session, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

Motion: Close an Executive [closed] session and enter back into the public session, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously

Mayor Wallace informs the public that what they just did was the yearly evaluation of Manager Harvey. Ultimately Manager Harvey is doing a great job for the Town in identifying revenue streams for us and looking at issues and finding unique and creative solutions to those problems to help the town move forward. For that we thank her.

Motion: Continue employment of Suzanne Harvey for another year **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously

F. Reports of Current Events by Council

Councilmember Trate informed the Council that the Upper San Pedro meeting had been canceled. She listened to the Arizona Cities and Towns Transportation Public Parks and infrastructure. They talked about the issues Sedona is having with UTVs and ATVs being on the streets. They want to put a measure before the State Government because they don't have all of the same safety equipment as a car. That was shot down. She would like to see about the possibility of a red "looky light" light. She is going as a Councilmember to the SSVEC luncheon at the Benson golf course.

Councilmember Butterworth mentions the food distribution from the week before. She believes they had over 70 people and some walk-ins served. She reminds everyone of the Healthy Huachuca fund raiser at Mod Pizza that's coming up. The next SVMPO meeting isn't until June and she hopes to hear something more concrete about the spending for road improvements then.

Mayor Pro Tem Hirshberg went to the Hispanic Chamber of Commerce last weekend. Sheriff Daniels Spoke and it was awesome. She went to the Mayor Managers meeting last week. It was about Camp Naco and was in Bisbee. She tells the Council that they have the whole history of Camp Naco on a bookmark and she brought them all one. They talked about their plans to transform and update Camp Naco and they are just amazing.

Mayor Wallace Also mentions the Fundraiser happening on Sunday for Healthy Huachuca say those are his dinner plans. He also went to the Hispanic Chamber last Friday. He talked about Sheriff Daniels talk, how he covered a wide range of topics from what all he's doing to get things funded to what's honestly happening at the border. Mayor Wallace comments on how they're using social media to help with trafficking now and cautions parents to know where their kids are. He talked about Title 42 and how things are changing and how those changes might cause funds we thought we would get might to be diverted. He thanks Mayor Pro Tem Hirshberg for going to the Mayors and Managers meeting and speaking up and talking to the right people because that put us in contact with Wilcox who will be able to do fireworks for us this year.

G. Adjournment

Motion: To Adjourn, **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on May 11, 2023.

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 April 27, 2023. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk