



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
March 28th, 2024 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, Cynthia Butterworth, Jeffrey Ferro, Debra Trate, Jean Smelt, Town Manager Suzanne Harvey (Not voting), Town Clerk Brandye Thorpe (not voting), Town Attorney Thomas Benavidez (Not voting).

**Absent:** Danielle Cardella.

**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 March 14, 2024 and the Work Session held on March 21, 2024.

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** Christy Hirshberg.

**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 [Suzanne Harvey]: Approval to submit a Congressionally Directed Spending Request for mapping information technology and a needs assessment of the Town's water system.**

**Motion:** Approval to submit a Congressionally Directed Spending Request for mapping information technology and a needs assessment of the Town's water system, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Jean Smelt.

Town Manager Harvey reminds the Council that last year the Town submitted a Congressionally Directed Spending Request and was lucky enough to get it. They will be purchasing a Class six (6) Fire engine Brush Truck and a Brush Hog in the near future. This round Manager Harvey thought about what the needs of the city were, and it seems to her that our Water Infrastructure is one of the greatest things that we have. So, with Council approval, she plans to submit a Congressionally Directed Spending Request for mapping. She explained that while we have a general idea of where our Water Mains are, we are sometimes surprised, and we don't always know which valves shut off which part of the water. So, when we have a water break, we have to figure that out. It would be good to get it mapped out and at the same time get an assessment of what our infrastructure needs are going to be in the next five (5) to ten (10) years so that we can be working on getting those improvements done. She explained that they would like to hire an outside company to come and do these two (2) things for us if we get the funding. If we don't get the funding, it's still good for us to get an idea of what this is going to cost so that we can start planning for it in our budget. It will take us longer to get there but we would get there.

Mayor Wallace commented for clarification on where it says mapping, information, and technology. This is really talking about the mapping technology for the water meters. Not anything from the I.T. side He explained that there are companies that can actually do an assessment of your water lines by taking these ball sensors and other things down the mains it will actually go through the water and it will tell you what the statues and state of your pipes is. He reminds the Council that they have had some pretty big and decent water breaks, some due to age, others due to construction, but this could, if we could get it, be really huge for the Town to be able to effectively be able to determine the status of our water mains and water lines so that we could proactively get after them and correct them. With this technology they can find small cracks, things that haven't turned into anything big but that could turn into a big problem. Mayor Wallace expressed that he's all for it. He asked if there were any questions. Council had no questions.

Mayor Wallace asked if Councilmember Cardella, having dialed into the meeting, had any questions.

Councilmember Cardella had no questions.

**Motion:** Approve staff to go ahead and submit the Congressionally Directed Spending Request for the mapping and of and the assessment of the Town's water system, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

## **E.2 Discussion and/or Action [Suzanne Harvey]: Approval to submit a Congressionally Directed Spending Request for replacement and upgrade of water meters throughout the Town.**

**Motion:** Approval to submit a Congressionally Directed Spending Request for replacement and upgrade of water meters throughout the Town, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Town Manager Harvey tells the Mayor and Council that this is the same exact process, but she can submit more than one. She would like to submit a second one for upgrade of all of the water meters so that we can not only read the water meters more accurately and quickly with

fewer errors, which will help the people who live here, but it would also help us to help them to conserve water. It would count to the hundred gallons instead of the thousand gallons, we would be able to identify leaks more easily because we would be getting automated information about the water usage. She tells the Council that we could get information, depending on what we actually get funded on, we could get information down to the hour of water usage for individual addresses. So, a person that comes in and says, "why is my water bill so high?" we would be able to tell them the peak times that they are using water which will then help them determine what they might be using the water on. This is a great opportunity for the Town to upgrade the water meters, which helps us do our job more efficiently, which saves money for the Town. This will also allow residents to have more information and us to have more information so that we can work on conserving water. There is a lot of attention on this as we are in Arizona and water is a precious resource. She reiterates that she plans to submit two (2). She doesn't know that we'll get either one, but she's going to ask. She tells the Council that she does already have some quotes for this one.

Mayor Wallace asked if there were any questions.

Council had no questions.

**Motion:** Approve staff to submit a Congressionally Directed Spending Request for replacement and upgrade of the water meters throughout the Town, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Jean Smelt.

Motion passed unanimously.

### **E.3 Discussion and/or Action [Jim Halterman]: Approval of the purchase of a Tarp Roller in the amount of \$46,936.20.**

**Motion:** Approval of the purchase of a Tarp Roller in the amount of \$46,936.20, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Public Works Director Jim Halterman started by asking if everyone know what a Tarp Roller is.

Mayor Pro Tem Hirshberg answered no sir.

Mayor Wallace commented that some might, and some might not.

Public Works Director Halterman tells the Council that it is a machine that you use to cover your trash instead of dirt, so you can save on dirt. You get them 30 foot wide or 40 feet, but we can't get the 40 foot one because we don't have big enough machinery to handle that. But our 8-16 packer and our D-6 dozer can handle a 30 foot one. He tells the Council that we had an older one that they tried to bring it back to life. It was bought like 15 years ago. The bid they got, there aren't to many companies that make them. What it is, is basically you can put up to 428 feet of tarp on it by about 100 feet long. With the tarp on it, it seems like 8,000 pounds. So, at the end of the day instead of using dirt you pick it up with either the packer or the dozer at the end. The operator doesn't even have to get out of the equipment, it's all remote. You just start unrolling the tarp and you work it all the way out and you cover the trash. We can do it at the end of the day or the weekend. That way we can save on dirt because then you're not covering and then pushing the dirt back off because with none of them when you cover trash, we are moving at least six (6) inches out of the way. In the long run it will save on air space because as you pack, the difference between the trash and the dirt will lend a longer life to the landfill. We're able to make the purchase for more dirt but what happens when we run out of that dirt. They have

received about three bids for a 40 foot to be able to show the Council the cost, which is about \$103,000. A 30 foot from the same company was \$99,000. The company that we currently work with and are established with, we have net 30 credit. They work with us and have sent us techs before without even charging us. Is that price also.

Mayor Wallace commented that he has questions and he's not sure if they're answerable. He asked how often are we buying dirt. Everyday?

Director Halterman answered that we don't buy dirt. We're digging dirt, but if we run out of dirt, we'll have to buy it.

Mayor Wallace replied that we're pulling dirt everyday out of the big pit. Where is, do we have the money for this budgeted for.

Director Halterman answered that yes it was put into this year's budget. We had actually budgeted for \$52,000.

Mayor Wallace asked if, based on the last report, the landfill was still year-to-date in the black. Manager Harvey answered yes.

Councilmember Smelt asked if this includes the tarp.

Director Halterman answered yes. It includes everything, the remote and everything all in one big package. He then shows the Council a picture.

Mayor Wallace asked if there were any more questions.

Council had no questions.

Councilmember Butterworth commented that it's going to save on dirt and covering it and if it's easier than pushing dirt.

Councilmember Trate asked if this would save man hours?

Director Halterman answered yes, it'll save hours from getting dirt.

Mayor Wallace commented that Director Halterman hit on an important point, it kind of protects that air space. Every time that you cover trash with dirt it's slowly building it up. So, if we have a tarp, we can go a couple days, there's more compaction there before we have to cover it with dirt. He had no other questions, but he wants to make sure that we're still tracking good for the landfill. We're almost through this fiscal year and as long as we budgeted for it, we're good. He asked if there were any other questions.

Council had no questions.

**Motion:** Approve the purchase of a Tarp Roller in the amount of \$46,936.20, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

#### **E.4 Discussion and/or Action [Suzanne Harvey]: Approval to waive fees for the swimming pool, except for rental fees.**

**Motion:** Approval to waive fees for the swimming pool, except for rental fees, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Mayor Wallace explained that he had asked Manager Harvey when they met last week, since he knows that we're getting into that pool season, what was the impact on our budget for not charging. There really was no impact on our budget for not charging at the pool. So, he said let's put it on there again. Then last night he was thinking about it, and he doesn't know if we can do it. We might be able to because of the way it is worded but to, just so that we don't

have to bring the waiving minus the rental fees of the pool use fees every year. With the exception of the rental fee, to just take it out of our fee schedule and everything else like that. So just from here until the next Council decides to charge for it, we don't charge for the pool anymore. He asked what the Council thought.

Councilmember Ferro commented that it made sense.

Mayor Pro Tem Hirshberg commented that to charge makes the staff take more time away from the stuff that is really necessary.

Mayor Wallace commented that he noticed that there was a lot more use of the pool. He doesn't know if it was because the heat or because they had waived the fees.

Councilmember Smelt commented that was going to be her question. So, we're not charging, is there a limit to the number of people that can be in the pool at one time.

Manager Harvey answered that there is a limit. We've never reached it.

Councilmember Trate commented that the fees don't really end up paying for anything.

Mayor Wallace asked Attorney Benavidez if because of the way this item is worded is there any problem if the motion he makes involves changing the fee schedule to remove the fees on the swimming pool to exclude the rental fees?

Attorney Benavidez answered that he believes that it is fine, he doesn't have a problem with the agenda item.

Mayor Wallace asked if Councilmember Cardella had any questions.

Councilmember Cardella answered that she had no problems with it.

**Motion:** Go ahead and update the fee schedule to remove the fee associated with the swimming pool with the exception of their rental fees thereby making it a free, until someone on Council decides otherwise, **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

#### **E.5 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2024-06 A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY DECLARING THE WEEK OF APRIL 7 - 13, 2024, AS "LIBRARY WEEK."**

**Motion:** Proclamation No. 2024-06 A Proclamation of the Mayor of the Town of Huachuca City Declaring the week of April 7 – 13, 2024, as "Library Week", **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

#### **E.6 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2024-07 A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY DECLARING THE MONTH OF APRIL, 2024, AS "FAIR HOUSING MONTH."**

**Motion:** Proclamation No. 2024-07 A Proclamation of the Mayor of the Town of Huachuca City Declaring the month of April, 2024, as "Fair Housing Month", **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

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

**Councilmember Cardella** is looking forward to Saturday to take her kids to the Easter Egg Hunt at Huachuca City Park. It is from 10am to 12 pm.

**Councilmember Butterworth** comments that they had the Emergency Food Distribution with Salvation Army on the third Friday of the month. She worked on tagging the cars. They started tagging at seven (7) in the morning and they didn't stop until almost 8:30am. So, there were a whole lot of people and sometimes the cars had several households in them. It's definitely a needed item and they ran out of food shortly before 9 o'clock. They had that many people coming through. Yesterday, Karen from SVMPO had a meeting with an organization from Phoenix. She was there to greet them on behalf of the MPO, Caroline was also there. The ladies all had Four (4) five (5) inch binders and they were going to have a discussion as to Title six (6) and how it replies to contractors. She did not stay for that meeting. They are announcing that they are starting part of the state route 90 rehab. Starting it means they are doing the survey. When they're going to finish with that, we don't know. Then they apparently, supposedly, at this time allegedly are then going to do the concrete work on the bridges, weather permitting. And then at some point they are going to do the paving. The project is supposed to take one year, that's working Monday through Friday, not working the holidays and not working on rainy days, snowy days, whatever. So, the year actually translates to a year and a half to two (2) years probably. It's going to be kind of a mess for a while.

**Councilmember Smelt** read the article in the newspaper this week, yesterday, that is about the tiny houses. It's a huge article about Huachuca City. Doctor Jim Johnson was pictured on it. She said that it kind of confused her, so she came in and talked to Manager Harvey. They're saying it's going to be on the other side of the road, not this side. There's no water over there. They said that they own the water. Manager Harvey explained to her that if they want it to be part of Huachuca City, they'll have to give us the water. So, it was confusing because it was a big article that made no sense to her.

**Mayor Pro Tem Hirshberg** said the only thing that she has is that we had lost a member of the staff here, and we had a service, and it was a very nice service. Much attended and she thanked everybody that came out and supported the City.

**Mayor Wallace** begins by saying that March is almost over. We have a couple months left in the fiscal year and based on the last report everybody is doing really well with watching their spending habits. He appreciates that. He knows that we are also working on finishing the audit as well. As Councilmember Cardella mentioned, this Saturday there is going to be an Egg Hunt in the park. It happens every year through the Order of the Eastern Star. He has had a couple questions from the public asking which park it is going to be in. He commented that we need to be clear on our Facebook that it's here at Leffingwell park, over here by the library. Let's make sure that we're clear on that. April is shaping up to be a really busy month. He does have a meeting with the schools principal next week just to sit down and talk to her. He will be attending the Moonshot thing on the 4<sup>th</sup> as well that's being put on by Chamber. He explained that Moonshot is basically like Shark Tank but for local folks, for kids. They have the Moonshot thing next week. On the 19<sup>th</sup> of April is the Hispanic Chamber Mixer. Mayor McCaa is giving a State of the City address for Sierra Vista. He encourages the Council to go if they haven't been to one yet. He believes that he will be doing one for Huachuca City the following month. We're starting to get into the busy time. We got a few more in-services, a few more MAC lunches and everything happening and it's happening.

## 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 April 11th, 2024.

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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 March 28th, 2024. I further certify that the meeting was duly called and a quorum was present.

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Ms. Brandye Thorpe,  
Town Clerk