



**MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
MEETING HELD  
THURSDAY, JUNE 14, 2018 AT 7:00PM  
HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,  
AZ 85616**

**AGENDA**

**A. Call to Order**

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum
- 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.*

The meeting was called to order at 7:01PM. The Pledge of Allegiance was led by Mayor Taylor. The Invocation was offered by Elder James Thomas.

**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. There were no public comments offered.*

**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 Town Council Regular Meeting held on May 24, 2018.

C.2 Consider approval of the Payment Approval Report in the amount of \$161,094.57.

*7-0 Motion Carried*

**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 [Chief Thies]: Council Decision Request authorizing the closure of Town streets for the July 4<sup>th</sup> Celebration. Potential closures include, but are not limited to: Gila Street from School Drive to Skyline Drive, and Skyline Drive from Gonzales Blvd. to Edgewood Street.

*Mayor Taylor made a motion to open the item for discussion and/or action, seconded by Mayor Pro Tem Johnson.*

A question was asked regarding the time set for the street closures. The streets will be closed from 1:00pm to about 9:30pm on July 4<sup>th</sup>. Chief Bidon explained that once the explosives are transported to the firing site, the streets will need to be closed for safety reasons.

*Mayor Taylor made the motion to approve the road closures as outlined in the request for the time set by Chiefs Thies and Bidon. Motion was seconded by Mayor Pro Tem Johnson.*

*7-0 Motion Carried*

**E. New 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.1 Discussion and/or Action [Manager Williams]: Allyne McFalls, Director of Cultural Arts and Humanities, Sierra Vista African American Community Coalition (SVAACC) is requesting use of Camp Naco for a Pow Wow July 14-16 2018.

*Mayor Taylor made a motion to open item for discussion and/or action, seconded by Councilor Banks.*

Ms. McFalls was unable to attend and requested she be listed on the next agenda. Chief Bidon presented the Council with photos taken from his visit to Camp Naco earlier that day. Chief Bidon has serious concerns about the fire danger and the safety of any participants at the Pow Wow. Several Council members expressed similar opinions with concerns ranging from fires to snakes to the structural integrity of some of the buildings. There was also a concern that, although the Town could demand the group refrain from building a fire, there would be no way to enforce it.

*Mayor Taylor motioned to deny Ms. McFalls' request at this time. Mayor Pro Tem seconded the motion.*

*7-0 Motion Carried*

- E.2 Discussion Only [Mayor Taylor]: After Action Review of Little League's use of Town Facility. Motion to open item for discussion only was made by Mayor Taylor, seconded by Councilor Hirshberg.**

Mike Estrada spoke to the Council regarding the fact that the Little League had been told they could use the Keeline Field for 6 months. When the complaint regarding the state of the concession stand was made, the 6 months was not over. Mr. Estrada also felt that Town had not prepared the field as it should have. Supervisor Halterman responded that due to the Water Tank Project and the temporary tank that was in use at the time, none of the fields were watered as we would have liked. Mayor Taylor commented that he felt that although there were some issues that could have probably been addressed better, overall he felt the season had been a very smooth one and that things would only improve.

*No Action Required*

- E.3 Discussion and/or Action [Chief Thies]: Resolution 2018-09, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AMENDING THE SCHEDULE FOR ANIMAL SHELTER FEES.**

*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Hirshberg.*

Discussion had already been held on this matter during the budget work sessions held the previous week.

*Motion to adopt Resolution 2018-09 was made by Mayor Taylor, seconded by Councilor Wallace.*

*7-0 Motion Carried*

- E.4 Discussion and/or Action [Clerk Fuller]: Resolution 2018-10, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE FEE SCHEDULE FOR BUSINESS LICENSES.**

*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Banks.*

Rates have not been adjusted since 2001. Mayor Taylor asked if the Town would be prorating business licenses. Councilor Wallace commented that the State of Arizona does not prorate. Councilor Banks agreed, adding that other local jurisdictions don't prorate either. Councilor Welsch commented that in other jurisdictions he had been a part of previously, they had prorated and had stopped the policy of prorating because some business owners take advantage of the system. Mayor Taylor advised staff could research it and bring it back before Council. Mayor Taylor asked Clerk Fuller if the Town still allowed for peddlers' licenses to which she replied it does.

*Motion to adopt Resolution 2018-09 was made by Mayor Taylor, seconded by Councilors Butterworth and Hirshberg.*

*7-0 Motion Carried*

- E.5 Discussion and/or Action [Director Harvey] Resolution 2018-11, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ESTABLISHING A LIBRARY FEE SCHEDULE.

*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilors Butterworth and Hirshberg.*

Councilor Welsch inquired if unification would affect the library's fees. Director Harvey advised that mostly, the unification of the library services throughout the county will not affect the fees. There may be some changes but probably not. Most of the prior discussion regarding these fees had been held in the previous budget work sessions.

*Motion to adopt Resolution 2018-11 was made by Mayor Taylor, seconded by Councilor Butterworth.*

*7-0 Motion Carried*

- E.6 Discussion and/or Action [Manager Williams]: Resolution 2018-12, A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING CHANGES TO THE TOWN'S PERSONNEL POLICIES CONCERNING HOLIDAY PAY.

*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Mayor Pro Tem Johnson.*

Manager Williams presented to the Council his reasons for requesting the changes to the Personnel Policies regarding holiday pay. Councilor Welsch suggested offering an employee who would miss out on the holiday a "floating" holiday to be used by the employee at another time. This holiday would not be paid out upon separation. Councilor Banks advised the Council that would likely mean 6 floating holidays per year.

*Mayor Taylor motioned to postpone this item for it to be reintroduced with the suggested changes. Councilor Welsch seconded the motion.*

*7-0 Motion Carried*

- E.7 Discussion and/or Action [Manager Williams] Resolution 2018-14, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, APPROVING PARTICIPATION IN A JOINT LAND USE STUDY IN COOPERATION WITH THE CITY OF SIERRA VISTA AND FORT HUACHUCA.

*Mayor Taylor motioned to open item for discussion and/or action, seconded by Councilor Butterworth.*

Manager Williams presented to the Council his reasons for supporting the town's participation in the joint land use study. Councilor Banks asked if there would be meetings and Mr. Williams advised her there would be.

*Motion to adopt Resolution 2018-14 made by Mayor Taylor, seconded by Councilor Wallace.*

*6-0 Motion Carried\**

*\* 8:03PM Councilor Welsch left the Council Chambers, returning at 8:05PM*

- E.8 Discussion and/or Action [Manager Williams]: Approval of Huachuca City Fiscal Year 18-19 Tentative Budget. All Town revenues and expenses may be discussed and acted upon. The Town's tax rate may also be discussed.

*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Banks.*

Mayor Taylor asked if anything had changed since the budget work sessions of last week. Mr. Williams advised the Mayor nothing had changed yet. Councilor Welsch brought it to the Council's attention that transitional costs were not considered and should have been. Mr. Williams clarified by asking Councilor Welsch if he was talking about a Contingency fund. Mr. Williams advised the Council that a Contingency fund of even 5% would put the budget more into the red. Councilor Welsch commented that we don't have to spend it, but we absolutely can't spend it if it isn't budgeted. Mayor Pro Tem asked where the money would come from. The money would come from savings and would only be spent if absolutely necessary. Councilor Wallace advised he would want it so that Council would have to approve any expense, no matter the size, out of that fund.

*Motion to approve the tentative budget for Fiscal Year 18-19 made by Mayor Taylor, seconded by Mayor Pro Tem Johnson.*

*7-0 Motion Carried*

- E.9 Discussion and/or Action [Supervisor Fernandez] Council Decision Request authorizing staff to begin the process of locating a Roll-Off Truck to purchase for use by the Huachuca City Landfill.

*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Wallace.*

Mr. Williams advised the Council that the town has sold over \$45,000 worth of items. We are currently paying \$1500 a month to another garbage company to empty our own roll off dumpsters. We also are paying another company to haul our scrap metal, which cuts into the money made by selling the scrap metal. Councilor Wallace asked if this item would be paid out of this year's budget or the next. Mr. Williams advised it would be the next. Councilor Wallace advised we need a line item top bill against in the new budget. Mayor Pro Tem Johnson mentioned the money came from impounded vehicles from the police department and wanted to know if the police department was going to get the money back. Mr. Williams advised that in the future that will be the case but right now it can't be done. Councilor Wallace advised we will have to buy the truck out of General Fund and then "sell" the truck to the Enterprise Fund. Mayor Taylor advised the Council that staff is already working on an item for the next agenda regarding leasing of town land and equipment to the Enterprises. *Motion to approve the request to authorize staff made by Mayor Taylor, seconded by Mayor Pro Tem Johnson.*

*7-0 Motion Carried*

*8:14PM Councilor Banks left the Council Chamber, returning at 8:17PM.*

- E.10 Discussion and/or Action [Manager Williams]: Council Decision Request authorizing staff to obtain quotes to procure Municipal Rate Study for the Water and Sewer Utility.

*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Wallace.*

Mr. Williams advised the Council the Town's utilities are grossly underfunded and in order to raise rates to where they need to be, Arizona State Law requires a rate study.

*Motion to approve the request authorizing staff to obtain quotes made by Mayor Taylor, seconded by Councilor Wallace.*

*7-0 Motion Carried*

- E.11 Discussion and/or Action [Manager Williams]: Council Decision Request authorizing staff to hire a Town Landfill Director.**  
*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Mayor Pro Tem Johnson.*  
 Mr. Williams presented his reasons for the need to hire a qualified landfill director. The successful candidate will have a minimum of a Bachelor's Degree in Environmental Management or a related field and a MOLO (Manager of Landfill Operations) certification.  
*Motion to approve the request of staff to begin process of hiring a Town Landfill Director made by Mayor Taylor, seconded by Mayor Pro Tem Johnson.*  
**7-0 Motion Carried**
- E.12 Discussion and/or Action [Manager Williams]: Council Decision Request authorizing approval of bid and payment for landfill and Fort Huachuca refuse clean up.**  
*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Banks.*  
 The Town received only two quotes to clean up the trash that has blown over to Fort Huachuca's East Range. Councilor Butterworth wanted to know how the problem would be prevented in the future. The Town is currently investigating plans for the future, including moving the trash catching fences and possible netting. Mayor Pro Tem Johnson wanted to know what the cost would be if the job took longer than the eight days estimated by J&D Roll Off and Hauling. The Council was advised that the quote included the clause that if it took longer, the Town would not be charged. Councilor Wallace commented that the Town may want to consider putting J&D Roll Off and Hauling on a retainer, to guard against this same problem in the future.  
*Motion to approve quote by J&D Roll Off and Hauling for \$13,240 made by Mayor Taylor, seconded by Mayor Pro Tem Johnson.*  
**7-0 Motion Carried**
- E.13 Discussion and/or Action [Manager Williams]: Council Decision Request authorizing staff to prepare a proposal on a city sales tax increase.**  
*Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Banks.*  
 Currently, Huachuca City's sales tax rate is 1.5%. Sierra Vista's sales tax rate is 1.95%. By raising the rate for Huachuca City to 1.9%, the Town could potentially see an increase of \$45,000. Councilor Banks wanted to know what the rates are for the surrounding areas. The study would include that information.  
*Motion to approve staff's request to prepare a study for a sales tax increase was made by Mayor Taylor, seconded by Mayor Pro Tem Johnson.*  
**7-0 Motion Carried**
- E.14 Discussion and/or Action [Manager Williams]: Authorize staff to declare as surplus the following item(s) to be sold by auction or otherwise disposed of in accordance with Town Policy:**
- Landfill
- a. Mack Truck Axle
- Motion to open item for discussion and/or action made by Mayor Taylor, seconded by Councilor Butterworth.*

*Motion to approve the item(s) for surplus made by Mayor Taylor, seconded by Councilor Butterworth.*

*7-0 Motion Carried*

**F. Reports by Commission Liaisons and Officers**

**Mayor**

F.1	Library	Councilor Welsch
F.2	Planning & Zoning	Councilor Banks
F.3	Finance	Councilor Wallace
F.4	Public Safety	Councilor Butterworth
F.5	Parks & Recreation	Councilor Hirshberg
F.6	Public Works & Landfill	Mayor Pro Tem Johnson
F.7	Mayor's Report	Mayor Taylor
F.8	Town Manager's Report	Manager Williams
F.9	Town Clerk's Report	Clerk Fuller

**G. Items to be placed on future agendas.**

**H. Adjournment.**


*Mayor Taylor motioned to adjourn the meeting, seconded by Councilor Butterworth.*

*7-0 Motion Carried*

Meeting was adjourned at 9:09pm.

Approved by Mayor Taylor on June 28, 2018

Attest:

  
Jennifer A. Fuller, Town Clerk

  
Kenneth Taylor, Mayor

  
Donna Johnson, Mayor Pro Tem



**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 June 14, 2018. I further certify that the meeting was duly called and a quorum was present.

  
Jennifer A. Fuller, Town Clerk

