



**MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
MEETING HELD  
THURSDAY, JUNE 13, 2019 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 7:00pm. The Pledge of Allegiance was led by Mayor Wallace. The invocation was offered by Elder Thomas.

Roll Call.

**PRESENT:** Mayor Wallace, Pro-Tem Johnson, Council Member Butterworth, Council Member Banks, Council Member Hirshberg, Council Member Trate, Town Manager Williams, Town Attorney Benavidez.  
**ABSENT:** Councilman Welsch.

**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.*

**Motion:** Open Item for discussion and/or action. **Action:** approved  
**Moved by** Mayor Wallace, **Seconded by:** Councilmember Butterworth

**Mayor:**

- C.1** Consider approval of the minutes of the Council meeting held on May 23, 2019.
- C.2** Consider approval of the minutes of the Council work session held on May 23, 2019.
- C.3** Consider approval of Payment Approval Report in the amount of \$85,883.04.
- C.4** Authorize the declaration as surplus property to be sold by auction or otherwise disposed of in accordance with Town Policy.
  - a. Deerskin animal control body Model ACS16G
  - b. 2006 Dodge Van Vin # 2D4GP44L36R860885
  - c. 1992 Mazda Pickup Vin# JM2UF1133N0300259
  - d. 2001 Dodge Caravan Vin# 1BFGP25B01B260692
  - e. 2007 Chevrolet Impala Vin# 2G1WB58K2793443554

**Motion:** Approve consent agenda. **Action:** approved  
**Moved by** Mayor Wallace, **Seconded by:** Councilmember Trate.

**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:** [Dr. Johnson] Approval of expenditure for work on Town Hall/Police/Fire Electrical Meters.

**Motion:** Open Item for discussion and/or action. **Action:** approved  
**Moved by** Mayor Wallace, **Seconded by:** Councilmember Banks

**Mayor:** Approval of expenditure for Town Hall/ Police/Fire electrical meters. Gives floor over to Dr. Jim Johnson.

**Johnson:** (Slide Presentation) They determined the power distribution between City Hall, the Police Station, and the Fire Department. Put in over 20 hours of review. Fire department is on a separate meter while Town Hall and Police Station share a meter. The IT/server room is sharing a meter with the Fire Department. Three options in fixing the problem

- \$15,000 to switch out current switch gear
- \$6,000 to separate Police Station
- \$1,743 to remove IT from Fire Department and add it to Town Hall

Removing the IT from the Fire would require 2 electricians, 2 electrician helpers and one police officer. The Police Department would be offline for about 15 minutes. Could also install a mini meter to allow in house monitoring of Police Department power consumption.

**Mayor Pro-Tem Johnson:** Does it need to be done?

**Johnson:** Recommended for accuracy of power consumption and ease for public works. Town Hall would be billed for the engineering review if none of the options are used.

**Jim:** Question about emergency generator if work is done

**Johnson:** They will make sure everything is correct for the emergency generator.

**Motion:** Approval to move IT from Fire Dept and add to Town Hall at the cost of \$1,743 **Action:** Approved  
**Moved by:** Mayor Wallace **Seconded by:** Mayor Pro-Tem Johnson

**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: Approval of Planning & Zoning Committee member candidates, Lonnie Brock and E. Jean Post**

**Motion:** Open Item for discussion and/or action. **Action:** approved  
**Moved by** Mayor Wallace, **Seconded by:** Councilmember Butterworth

**Jean Post:** Introduces herself and why she would like to be on the board

**Lonnie Brock:** Introduces himself and why he would like to be on the board

**Mayor Wallace:** Are they residents and have they been given a copy of over meeting law. Its required 24 hours before swearing in

**Motion:** Approve P&Z candidates Lonnie Brock & E. Jean Post. **Action:** Approved

**Motion: Mayor Wallace Seconded by: Councilmember Butterworth**

**E.2 Discussion and/or action: Updates on School Road Agreement with Tombstone Unified School District, which was adopted by the Town and then amended by Resolution 2019-13, in an effort to resolve and easement dispute with the District.**

**Motion: Open Item E.2 for discussion. Action: Approved**

**Motion: Mayor Wallace Seconded by: Councilmember Hirshberg**

**Williams: One and a half year discussion with the district over a piece of land on School and Gila. Town has been maintaining it since 1967. Discussed Trade with school for water/sewage bill credit but was rejected. Disagreement over the area which is used as a parking lot across from the school, between the school and trailer park. It is not designated a parking lot. Opinion: we are not responsible for the area. Three options**

- Send approval without clarification
- Send with clarification and not back down
- Put up barriers.

**Mayor: Send back with clarification as to maintenance as previously approved. Action: approved  
Moved by Mayor Wallace, Seconded by: Councilmember Butterworth**

**E.3 Discussion and/or Action: Council adoption of Resolution 2019-20 designation a Town Chief Fiscal Officer for the Auditor General's Office.**

**Motion: Open for discussion Action: Approved**

**Motion: Mayor Wallace Seconded by Mayor Pro-Tem Johnson.**

**Mayor Wallace: This is an annual requirement with the AELR. The Town can select annually who the Town CFO is.**

**Motion: Matthew Williams as Chief Financial Officer. Action: approved**

**Moved by Mayor Wallace, Seconded by: Councilmember Banks**

**E.4 Discussion and/or action: Update on Town Clerk Hiring process and possible direction to revise job requirements.**

**Motion: Open item for discussion and/or action. Action: approved**

**Moved by Mayor Wallace, Seconded by: Hirshberg**

**Williams: Lowering requirements for Town Clerk as there have not been any candidates with the necessary. Bringing it requirement down from a Bachelors to an Associate Degree. Those who applied under old requirements will be considered in hiring process.**

**Motion: Approve changes to Town Clerk's job description as presented. Action: Approved.**

**Motion: Mayor Wallace Seconded by: Councilmember Trate.**

**E.5 Discussion and/or action: Establishment of a policy requiring cash payment for landfill loads when accounts are in arrears.**

**Motion:** Open item for discussion and/or action. **Action:** Approved  
**Moved by Mayor Wallace Seconded by:** Mayor Pro-Tem Johnson

**Mayor:** Discussion on having haulers who have delinquent accounts pay cash after a certain amount delinquent.

**Williams:** Won't affect the larger companies that dump.

**Hirshberg:** Questions about the delinquent accounts that we have now. The amount owed?

**Ha:** Per memory it ranges from \$1,000 to \$40,000, some are making payments towards their continued bill.

**No action taken**

**E.6 Discussion and/or action: Clarification of policy and Town Code provisions concerning permissible councilmember communications with staff members other than the Town manager**

**Motion:** Open item for discussion and/or action. **Action:** Approved  
**Moved by Mayor Wallace Seconded by:** Councilmember Hirshberg

**Pro-Tem Johnson:** Clarification that as long as it is not town business, are council members free to talk to staff?

**Mayor:** As long as it is not town business they are free to talk to any of the staff. If you have the explicit intent of talking town businesses please let Mr. Williams know.

**Williams:** Councilmembers can speak with staff on regular conversation. However, Town business needs to go thru Town Manager before speaking with other employees. The Town Manager doesn't need to be there for the conversation, just aware that Councilmember is speaking with staff members.

**Councilmember Butterworth:** concerns were expressed about speaking with staff about Town business.

**Councilmember Banks:** when Council should speak with staff without the Town Manager's knowledge, he will let us know in advance.

**No action taken**

**E.7 Discussion and/or action: Approval of bids for Senior Center flooring project.**

**Motion:** Open Item for discussion **Action:** approved  
**Moved by Mayor Wallace Seconded by:** Councilmember Trate

**Dr. Johnson:** Cochise Flooring \$6799.89 complete take out and put in \$6238.01 if town would remove carpet  
Sierra Flooring and Design \$ 7741.40 complete take out and put in \$4298.90 if town removes carpet  
Sierra Vista Tile \$ 7453.00 complete take out and put in  
Would recommend the company to do it all, for experience purposes and warranty purposes.

**Councilmember Hirshberg:** Is Cochise Flooring a reputable company?

**Dr. Johnson:** Yes. Cochise Flooring and Sierra Vista Tile well known and good reputation.

**Motion:** Approval of quote for Cochise Flooring for \$6799.89. **Action:** approved  
**Moved by Mayor Wallace Seconded by:** Pro-Tem Johnson

**Note:** Councilmember Banks left at 8:17pm and returned at 8:20pm.

**Council took a break at 8:27pm. Council returned at 8:38pm**

**E.8 Discussion and/or action:** Executive closed session, pursuant to A.R.S. 38-430.03 (A) & (4), for discussion of the Town Manager, Mathew Williams', employment contract terms. Any formal action to amend the contract's terms will be taken in open session.

**Motion:** Open item E.8 for discussion and/or action. **Action:** Approved  
**Moved by Mayor Wallace, Seconded by:** Councilmember Hirshberg

**Motion:** Enter into closed session. **Action:** Approved  
**Moved by Mayor Wallace, Seconded by:** Councilmember Banks.

**Motion:** Enter back into open session **Action:** Approved  
**Moved by Mayor Wallace, Seconded by:** Mayor Pro-Tem Johnson.

**Motion:** To accept modified terms of contract to begin 7/1/19. **Action:** Approved.

**Motion:** Mayor Wallace **Seconded by:** Councilmember Hirshberg

- Special circumstance for take home car
- Section 9 newly elected member clause

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

- Will review E.5 arrears policy
- Something to keep track of Grants
- Chief Thies road closure request for 4<sup>th</sup> of July
- Update on ACO truck
- Schedule Executive Session regarding Dusk till Dawn

**G. Reports of Current Events by Council**

**Councilwoman Banks:-** Sierra Vista Metropolitan Planning Organization Open House, good turn out and hand outs.

**Mayor:** Grant through the legacy foundation for \$100,000 available that we're working on for Town bus line. Partnering with Sierra Vista and Tombstone. Letter of interest needs to be submitted. It is still a long process.

Shout out for Chief Thies for great job on radio program!

H. Adjournment

**Motion: to adjourn Action: approved**

**Moved by Mayor Wallace, Seconded by Councilmember Hirshberg.**

Meeting was adjourned at 9:37pm.

Approved by Mayor Wallace on June 27, 2019

Attest:



Mathew Williams, Town Clerk



Johann Wallace, Mayor

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 June 13, 2019. I further certify that the meeting was duly called and a quorum was present.



Mathew Williams, Town Clerk

