



**MINUTES OF THE  
 HUACHUCA CITY TOWN COUNCIL  
 MEETING HELD  
 THURSDAY, JULY 11, 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: 7:00 pm**  
**The Pledge of Allegiance was led by: Mayor Wallace**  
**The Invocation was offered by: Mr. Thomas**

**Roll Call**

<b><u>Present:</u></b>		<b><u>Absent:</u></b>	
Johann Wallace - Mayor	Christy Hirshberg – Council Member	Matthew Williams – Town Manager	Walt Welsch – Council Member
Pro Tem - Donna Johnson		Thomas Benavidez – Town Attorney	Debra Trate – Council Member
Joy Banks – Council Member			
Cynthia Butterworth – Council Member			

<b>Motion C:</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Hirshberg</b>	

**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.*

**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 [Dr. Johnson]: Approval of Conditional Use Permit Application (CUP2019-1). Applicant Southwest Motor Services Group LLC proposes to add Auto Services/Repairs to their auto dealership and install a 100 foot Communications Tower at their property located at 209 S. Huachuca Blvd (Parcel 106-58-027).**

<b>Motion E.1: Open item for discussion and/or action</b>		<b>Action: open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Banks</b>	

**Dr. Johnson:** The CUP which is being applied for would allow Southwest Motor Services Group to provide auto mechanic services and allow them to install a communications tower. Huachuca City P&Z have recommended the approval of CUP with conditions. The Polit's have agreed to the conditions of the CUP, which included no service time after 7pm and that if services should cease for a year that the CUP would be revoked. P&Z have asked that the tower be lighted with a solid red light at 50 and a flashing red light at 100 feet. We were concerned about the frequencies of the tower interfering with Army communications but we sent the frequencies to the instillation and were given the OK.

Mayor Wallace: No action being taken and not going into executive session. Further action will be taken when we get approval for them to pay for half.

Matthew Williams: We have received quotes from two companies, Enviro Assessment and Terracon for

Dr. Johnson: Both companies were the top two for phase one of the project and are reputable firms. Leaning towards Terracon as they are closer. Enviro is out of Idaho while Terracon is out of Tucson. The increase in the quote from Enviro is due to them having to bring everything down from Idaho.

Phase Two which includes boreholes for soil testing.

Enviro's estimate was \$15,884 with 12 testing holes discussed

Terracon was \$9,655 with 24 testing holes discussed and deeper for soil samples

<b>Motion E.3: Bid with Terracon Approved Pending Cost Split</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Hirshberg</b>	

E.4 Discussion and/or Action [Chief Bidon]: Update on Fire Insurance Rating (ISO) in Huachuca City

Item was not discussed due to the fact that the Whetstone Fire Department representative had to leave during the meeting.

E.5 Discussion and or/Action [Manager Williams]: Approval of purchase of soil boring study for sewer pond project by Terracon.

<b>Motion E.5: Open Item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Hirshberg</b>	

Mayor Wallace: This is another step in closing the sewer ponds down correctly.

Matthew Williams: We have submitted this plan to ADEQ and they have approved it. Soil boring plan needs to be done to see if we need to dig out the sludge or not.

<b>Motion E.5: Approval for soil testing by Terracon</b>		<b>Action: Approved</b>
<b>Moved by: Wallace</b>	<b>Seconded by: Johnson</b>	

**E.9 Discussion and/or action [Manager Williams]: Review of Town employee grievance policy and discussion regarding the employee evaluation process within the Towns' Council/Manager form of government and relation to the employee job evaluation process.**

<b>Motion E.9: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Wallace</b>	<b>Seconded by: Johnson</b>	

**Matthew:** Just a review, we recently finished employee evaluations. A number rating system of 1-5 is used. 2.4 means needs improvement, 3 is average. Employee evaluations haven't been in done in a while. We do have a grievance policy in place. If there are any questions I will be happy to answer it.

**Mayor Wallace:** If there are any questions please go to Mr. Williams.

**Banks:** Are these the actual forms for evaluations

**Matthew Williams:** Yes there are different hourly forms.

**F. Items to be placed on future agendas: ISO rating will be discussed**

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

**Pro Tem Johnson:** Thank you to everyone who helped out with the Fourth of July. Thank you to everyone it was awesome.

**Mayor Wallace:** I went to the TUSD school board meeting. They approved our Easement agreement with the clarification of maintenance which will be the Town putting down rock. TUSD is looking at doing a bond for 10 million to make improvements throughout their district, I asked them to give me a time line.

**H. Adjournment : 7:39 pm**

<b>Motion: to Adjourn</b>		<b>Action: Approved</b>
<b>Moved by: Wallace</b>	<b>Seconded by: Hirshberg</b>	