



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
December 12, 2019 AT 7:00 PM
HUACHUCA CITY TOWN HALL
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. 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: 7:16
The Pledge of Allegiance was led by: Mayor Wallace
The Invocation was offered by: David Carnes

Roll Call

Individual	Position	Present	Absent
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor	X	
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X	

Matthew Williams	Town Manager	X	
Janine Rustine	Town Clerk	X	
Thomas Benavidez	Town Attorney	X	

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.

Call to Public: Bill Stein, 207 Dragoon St. HC. : A mistake in the minutes C:3, from building to development.

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 Council Work session held on November 14, 2019.**
- C.2 Consider approval of the minutes of the Council meeting held on November 14, 2019**
- C.3 Consider approval of the minutes of the Special Council meeting held on December 5, 2019.**
- C.4 Consider approval of the minutes of the Executive Session held on December 5, 2019.**
- C.5 Consider approval of the Payment Approval Report in the amount of \$ 175,368.01**
- C.6 Council acceptance of Jean Post letter of resignation from Planning & Zoning Committee.**
- C.7 Consider approval of payment of \$5580.00 to Elite Sales for landfill equipment repair.**
- C.8 Consider approval of payment of \$6575.00 to K12 Handhelds for library digital history project.**
- C.9 Consider approval of payment of \$7520.23 to Elite Sales to repair scraper seat suspension.**
- C.10 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:**
 - A. 1983 Dodge 4x4 VIN 1B7LW34W0DS486119**

Motion C: Open Item for discussion and/or action		Action:
Moved by: Mayor Wallace	Seconded by:	

Motion C: Fix C.3		Action: Approves
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

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 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 [Mayor Wallace]: Swearing in of new Town Councilmember Jean Post.

Motion E.1: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Motion E.1:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.2 Discussion only [Mayor Wallace]: Presentation of plaques to Christmas Light Sponsors & parade collaboration

- Mr. Shed (Jim Goad)
- JD Rock & Sand
- Grasshopper
- Public Surplus
- Campstone Transfer (Parade Collaboration)

Motion E.2: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Butterworth	

Mayor Wallace: Thank you to all the businesses who donated

E.3 Discussion and or/Action [Mayor Wallace]: Recognition and welcome of Miriam Bear as new Town Police officer.

Motion E.3: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Chief Thies introduces the new Police office

E.4 Discussion and or/Action [Steve Haymore]: November 2019 Town Finance Report

Motion E.4: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Water: \$6,037.94
 Sewer: \$7,609.99
 Garbage:\$ 0
 Landfill: -\$25,592.53

E.5 Discussion and or/Action [Keith Dennis]: Discussion of 2020 Community Development Block Grant (CDBG) process

Motion E.5: Open item for discussion and/or action		Action:
Moved by: Mayor Wallace	Seconded by: Councilor Hirschberg	

Not needed

Motion E.5:		Action:
Moved by: Mayor Wallace	Seconded by:	

E.6 Discussion and or/Action {Mayor Wallace}: Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), for discussion and six month evaluation of the Town Clerk, Janine Rustine, job performance and salary. Any formal action to change employment terms would be taken in open session.

Motion E.6: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Motion to close by Mayor Wallace, seconded by Mayor ProTem Johnson, 7:39 pm

Motion to open by Mayor Wallace, seconded by Mayor ProTem Johnsons, 8:15 pm

The Council directs Manager Williams to fill out evaluation.

Manager Williams: There is a new law that goes into effect on January 1st, 2020, if a salaried employee makes less than a certain amount per year they qualify for overtime, raising the salary will keep this from going into affect.

Motion E.6: Approves pay Increase		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Butterworth	

E.7 Discussion only [Mayor Wallace]: Closing comments and photo with departing Town Manager, Matthew Williams

Motion E.7: Open Item for discussion and/or action		Action:
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: It's been a pleasure and an honor, and thank you for everything you have done for this town.

Manager Williams: I have enjoyed my time here. It has been fun to see the progress in the staff and town. Thank you for having the courage to make the changes you made. Thank you for being so welcoming. Your budget is on track keep on it. It has been a pleasure.

Mayor ProTem Johnson: Thank you for all you've done for us.

E.8 Discussion and or/Action [Jennifer Frank]: Presentation and Council consideration to accept the Town's Fiscal Year 2018-19 Audit.

Motion E.8: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Found in the actual report:

Independent Auditors Report (pg 1-3)

Unmodified or "clean opinion"

Report on Internal Control over Financial Reporting and on Compliance (pg 83-84)

One significant deficiency noted.

Two compliance items noted

State Legal Compliance Report (pg 85)

- Unmodified or "clean opinion"

We also submitted a letter to management communicating other items needing correction that are of less significance.

Government Wide Financial Highlights: Total net position (equity) was \$10,122,534 at June 30, 2019.

Over time, increases or decreases in net position are an indicator of whether the financial health of the Town is improving or deteriorating.

Government Wide Financial Highlights: Net position decreased by \$255,789 during fiscal year 2019. The net position of governmental activities decreased by \$165,788. The net position of business-type activities decreased by \$90,001.

Government Wide Financial Highlights: Total Business-Type long-term debt was \$3,539,667 at June 30, 2019.

- \$583,061 – Capital Leases
- \$17,447– Compensated Absences
- \$2,939,159 – Landfill Closure/Postclosure

The Town's Business-Type long-term debt increased by \$383,313.

Overall, the Town's long-term debt decreased by \$85,128.

The amount due to the Landfill Fund increased from \$2,434,614 to \$2,448,215. (We need to write this off, Manager Williams)

Fiscal year 2019 revenues included \$417,856 in capital asset sales.

Over time, revenues should approximate expenditures in the Highway Users Revenue Fund since revenues are required to be spent on roads.

Fiscal year 2018 revenues included \$231k of grant revenues for the water tank project.

Sewer Fund expenses exceeded revenues by \$94,429

Sanitation Fund expenses exceeded revenues by \$20,813

For fiscal year 2019 there was a gain on the sale of assets of \$322,981.

Reopened: Mayor Wallace, seconded Mayor ProTem Johnson

Motion E.8:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.9 Discussion only [Mayor Wallace]: Water/Sewer 3% utility rate increases effective January 1, 2020.

Motion E.9: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

Manager Williams: This was written in back in February.

E.10 Discussion and or/Action [Mayor Wallace]: Selection of contractor for the emergency signal installation project from the following bid options:

- A. Mountain Power \$158,551.12
- B. AJP Electric \$259,010.00
- C. Contractors West \$409,540.00

Motion E.10: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Banks	

Mountain Power the winner for the signal project

Councilor Post: Why are the engineers' estimates so much lower?

SVMPO Rep: These numbers are based off last year's numbers for labor and supplies.

Councilor Banks: These businesses were vetted by ADOT.

Motion E.10: Mountain Power		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Banks	

E.11 Discussion and or/Action [Mayor Wallace]: Approval of the Town's expense for the emergency signal project from the following bid options:

- A. Mountain Power \$15,120.63
- B. AJP Electric \$67,005.00
- C. Contractor's West \$132,270.00

Motion E.11: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Hirschberg	

Mayor Wallace: This is the Town's share of the signal.

Motion E.11: Mountain Power		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Trate	

E.12 Discussion and or/Action [Mayor Wallace]: Selection of contractor for Highway User Revenue Fund [HURF] construction projects from the following options. Council may also select which of the individually quoted projects to have completed.

- A. BNR Paving \$31,419.03 (to complete all six projects)
- B. KE&G \$88,950.18 (to complete all six projects)

The six projects under consideration are: 1) Project Location: South side intersection of Howard & McCray Streets, Project Description: Remove & Repave; 2) Project Location: Behind Huachuca City Fire Station, Project Description: Remove & Repave; 3) Project Location: Skyline Drive, Project Description: Remove and Repave section of Skyline leading to landfill entrance; 4) Project Location: City Hall parking Lot, Project Description: Seal Coating & Crack Filling; 5) Project Location: Huachuca City Library Parking Lot Behind Senior Center, Project Description: Remove and Repave small section of parking lot; and 6) Project Location: In front of Huachuca City Library, Project Description: Install Parking Lot Drainage Concrete Catch Basin.

Motion E.12: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Banks	

Manager Williams: We wrote this so you can pick to do all or some of the projects. I would recommend we do them all, it would be cheaper. The six projects under consideration are: 1) Project Location: South side intersection of Howard & McCray Streets, Project Description: Remove & Repave; 2) Project Location: Behind Huachuca City Fire Station, Project Description: Remove & Repave; 3) Project Location: Skyline Drive, Project Description: Remove and Repave section of Skyline leading to landfill entrance; 4) Project Location: City Hall parking Lot, Project Description: Seal Coating & Crack Filling; 5) Project Location: Huachuca City Library Parking Lot Behind Senior Center, Project Description: Remove and Repave small section of parking lot; and 6) Project Location: In front of Huachuca City Library, Project Description: Install Parking Lot Drainage Concrete Catch Basin.

Funds to come out of the State infrastructure funds

Motion E.12: BNR Paving		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.13 Discussion and or/Action [Mayor Wallace]: Adoption of Resolution No. 2019-35 approving a fee schedule for services related to the Town's Neighborhood Preservation and Vacant Property Registry Code.

Motion E.13: Open item for discussion and/or action		Action:
Moved by: Mayor Wallace	Seconded by: Councilor Trate	

Motion E.13:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.14 Discussion and or/Action [Mayor Wallace]: Legacy Foundation Innovation Grant award for the Town Bus Line and Community Garden.

Motion E.14: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Banks	

Mayor Wallace: The town got a \$50,000 grant to bring back the town bus line. The community Garden also received a \$50,000 grant for their garden.

E.15 Discussion and or/Action [Manager Williams]: Adoption of Resolution No. 2019-32 approving an Intergovernmental Agreement with the City of Sierra Vista for Emergency Signal Maintenance.

Motion E.15: Open item for discussion and/or action		Action: Open
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Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	
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Mayor Wallace: Sierra Vista has the means and resources to do it, we do not.

Motion E.15:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

E.16 Discussion and or/Action [Manager Williams]: Adoption of an agreement with the Sierra Vista Metropolitan Planning Organization [SVMPO] for annual Town matching funds.

Motion E.16: Open Item for discussion and/or action		Action:
Moved by: Mayor Wallace	Seconded by:	

Moved to January 9th meeting

E.17 Discussion and or/Action [Manager Williams]: Council consideration to continue using the current landfill cell or to begin the process of opening the new landfill cell.

Motion E.17: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilor Banks	

Manager Williams: With our landfill we can stay at the current cell for another 25 feet. In my opinion we should stay at the current cell. I would start looking getting things ready for the next cell while we stay in the current one.

Mayor Wallace: Do we want a work session before we make a decision?

Work session wanted by council and waiting till new manager is hired

E.18 Discussion and or/Action [Town Manager]: Council reconsideration of Resolution No. 2019-25, which approved installation of four stop signs at the intersection of Navajo & Mohave.

Motion E.18: Open Item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: After some discussion with the Chief of Police and our head of public works we looked into it and we think it isn't necessary to put the four signs up. We also found out that our main is out there and can't put signs out on two sides. So North and South we can change and leave the other two.

Change yield sign to stop sign 2 instead of 4, January meeting with new resolution

Motion E.18: resend resolution 2019-25		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

E.19 Discussion only [Mayor Wallace and Manager Williams]: The Town Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), to conduct Town Manager, Matthew Williams' exit employment interview.

Motion E.19: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councillor Butterworth	

Mayor Wallace: Reason for Leaving: took another position at Litchfield Park

Manager Williams: I'll be the assistant city manager at Litchfield Park. It's been a pleasure.

Mayor Wallace: I wanted to do this exit interview so we could look at what we can improve on and get employee feedback.

Town Managers Report: Manager Williams:

- Dusk till Dawn financing has been secured thru BBVA. The sales tax revenue bond will be on a 15 year term. Closing is anticipated for December 18. Town Manager Matthew Williams has submitted his resignation effective December 22, 2019. Williams will be starting as the Assistant City Manager for Litchfield Park, Arizona beginning December 30, 2019. Eric Duthie has been selected to serve as the Interim Town Manager for Huachuca City. Eric is expected to serve from December 15-April 15th. Eric has previously served as the Town Manager of Tusayan, St John's & Snowflake-Taylor, Arizona. The Town Manager's job has been posted to the League of Cities and Towns. The Town will be accepting applications thru February 7th which hopes to have a hire in place by late March 2020. New Town Councilmember Jean Post will be sworn in during the December 12th Council meeting. Thank you to our other Council applicants. The new Town Christmas lights have been installed. Thank you to our public works and our business sponsors: The Town has been awarded a \$50,000 Innovation Grant from the Legacy Foundation for the Town bus line. Once funding is received the Town bus line will be rebuilt connecting Huachuca City to Sierra Vista and Tombstone to Sierra Vista. Fees will be charged, bus stops will be built and the bus line will be rebuilt to 5310/5311 federal grant standards. Councilmember Debra Trate and Council appointee Jean Post attended Councilmember training in Phoenix, on Friday, December 6th. Town Christmas events, tree lighting, polar express, and parade. Effective January 1, 2020, Arizona's Minimum Wage and U.S. Department of Labor-Exemption Salary Basis Changes.

- F. Items to be placed on future agendas: Bill Stein: reestablishment of IDA, ASRS, Energy Savings Contract
- G. Reports of Current Events by Council: Mayor ProTem Johnson was a judge at the science fair.
- H. Adjournment

Motion: to Adjourn		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

Meeting Adjourned: 9:45 pm

Approved by Mayor Johann R. Wallace on January 9, 2020.


 Mr. Johann R. Wallace
 Mayor

Attest: 
 Ms. Janine Rustine,
 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 December 12. I further certify that the meeting was duly called and a quorum was present.



Ms. Janine Rustine,
Town Clerk