



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
April 23, 2020 AT 7:00 PM
HUACHUCA CITY Library/ Online
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

SPECIAL NOTICE: BY PROCLAMATION OF THE MAYOR DUE TO THE COVID-19 PANDEMIC, THE MAYOR AND COUNCIL WILL HOLD PUBLIC MEETING'S AT THE TOWN LIBRARY. THESE MEETINGS WILL BE LIVE-STREAMED. MEMBERS OF THE PUBLIC MAY ATTEND THESE MEETINGS BY GOING TO <https://www.facebook.com/HuachucaCityAZ>. IN ADDITION, THE MAYOR HAS TEMPORARILY SUSPENDED CALLS TO THE PUBLIC AT THESE MEETINGS. HOWEVER, MEMBERS OF THE PUBLIC MAY SUBMIT WRITTEN COMMENTS TO THE TOWN CLERK TWENTY-FOUR HOURS IN ADVANCE OF THE MEETING. ADVANCE NOTICE OF THESE MEETINGS CAN BE FOUND AT THE TOWN'S USUAL AGENDA POSTING LOCATIONS INCLUDING THE TOWN'S WEBSITE <https://huachucacityaz.gov/>

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: 7:00 pm
The Pledge of Allegiance was led by: Mayor Wallace
The Invocation was offered by: None

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	By Phone	
Cynthia Butterworth	Councilor	X	
Jean Post	Councilor		X
Philip Cushman	Town Manager	X	
Janine Rustine	Town Clerk	X	
Thomas Benavidez	Town Attorney	By phone	

B. Call to the Public – Mayor TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK

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.

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 meeting held on April 9, 2020.
- C.2.** Consider approval of the Payment Approval Report in the amount of \$ 42,363.61

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

Mayor Wallace: There is a payment to our Town Manager, due to an error on our side, during his interview he had to stay another night which was not his fault so The Town covered that expense.

Motion C:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

D. Unfinished Business before the Council – Mayor

Public comment **TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK** 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 **TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK** 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 [Spencer Forsberg]: April 2020 Town Finance Report

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

Water: \$9,473.09

Sewer: \$2,238.14

Landfill: -\$605.72

Mayor Wallace: You can see the grants have their own accounts. Taxes are over the expected which is good considering what is happening right now. Public works shows higher than their budgets, but that is understandable with the two large leaks we're had recently.

The ACO budget is over because it was not taken into account the second part time ACO. So we still need to watch what we're spending.

E.2 Discussion and /or Action [Chief Thies]: Clarification of Police radio purchase through Southeastern Arizona Communications "SEACOM" for mobile car radios; 8 each Motorola and Durham.

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

Chief Thies: I wanted to add this to clear anything up. There's two quotes both of them are around \$20,000. The goal is to have SEACOM buy for the radios and we pay them back yearly or get a legacy grant and get them purchased that way. It has become a bit of an issue and definitely a potential officer safety issue. We received the portable radios from SEACOM when we joined and it is on their channel. If the officer's portable radio doesn't work or they are in their cars our HCPD old radios don't talk to SEACOM.

Mayor ProTem Johnson: I have a question, do we need action tonight since we could see about getting the grant.

Chief Thies: No action needs to be taken tonight I just wanted to keep council informed.

Motion E.2: no action taken	Action:
Moved by:	Seconded by:

E.3 Discussion and /or Action [Chief Thies]: Council consideration of police handguns being converted from .40 caliber Glocks to 9 mm Glocks, and to sell the Department's shotguns.

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

Chief Thies: I'm going to hand it over to Corporal Arnett.

Corporal Arnett: I've been working at length with Chief Thies on ways to change our current duty weapons from 40 caliber Glock 22's to nine millimeters Glock 17 and 9 millimeter Smith & Wesson. The benefits of this change includes cheaper ammunition and less recoil; giving our officers better accuracy also reducing normal wear and tear on the weapons. Also, surrounding agencies are transitioning to nine millimeters also including CCSO, Sierra Vista PD and BPS. Meaning the same ammunition across the board if we were to assist other agencies with a call and need extra ammunition. Reason for the Smith & Wesson, they have a smaller grip, this will assist officers with smaller hands to better handle the weapon. To accomplish the above, I believe it is in the best interest that the department sells our current Mossberg 12-gauge shotguns and a .556 DPMS AR-15 . By selling the shotguns it will remove one caliber of ammunition that the department has to keep on hand. I've been speaking with a local gun shop they have quoted the department 350 to 450 dollars per shotgun depending on the current condition and amount of use. The shotguns would be put on consignment and the paperwork would be handled by them. The money would then be turned into new nine millimeters. The approximate cost of the new duty pistols would be \$408 for each of the Glocks and we would need 6 of them to start and \$459 for each of the Smith and Wesson which we would get two. If we get the maximum value for each shotgun, it would almost cover the cost of the six Glocks. We could then put the Glock 22 on consignment with a gun store and use the money to purchase the Smith & Wesson.

Mayor Wallace: I understand the reason we're looking at doing this just for the standardization across all the law enforcement agencies within Cochise County. I don't have any concerns my only concern is the money piece. Tonight they're asking for the go ahead to start the process.

Mayor ProTem Johnson: How many shot guns do we have to sell?

Chief Thies: We would sell six. Quick note any over that we would incur I'm prepared to pay for that without utilizing city funds. We could use the RICO funds. The goal is to do this without adding expense.

Councillor Banks: Can the shotguns be put up for consignment immediately?

Chief Thies: Yes.

Mayor Wallace: I don't have any concerns moving forward.

Councillor Butterworth: To my mind it would make it easier for training for the officers to train or cross train with any other departments.

Motion E.3:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councillor Butterworth	

E.4. Moved to the end of the meeting

E.5 Discussion and/or Action [Town Manager Cushman]: Approval of Resolution 2020-04 Designating Ha Vu as Chief Fiscal Officer for financial reporting requirements to the State on behalf of the Town.

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

Mayor Wallace: It's all for finance.

Motion E.5:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

E.6 Discussion and/or Action [Town Manager Cushman]: Approval of Resolution 2020-05 authorizing the submission of grant applications and other reimbursement requests associated with the COVID-19 pandemic and designating the Town Manager as the Town's agent for such applications and requests.

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

Mayor Wallace: We need this as the money comes down we can identify anything COVID related and can submit for reimbursement.

Manager Cushman: I just want to provide a little clarification. All grants are funneled through FEMA and this is what the resolution allows us to access it.

Motion E.6:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilor Hirshberg	

E.7 Discussion and/or Action [Town Manager Cushman]: Approval of the hiring of a Landfill Director.

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

Mayor Wallace: I asked for Mr. Cushman to put this on here. It will ultimately up to Mr. Cushman to hire someone for us.

Manager Cushman: We already have a position description put together, it's got some pretty high standards. I'll put this out and it will be open until filled.

Motion E.7:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.8 Discussion and/or Action [Town Manager Cushman]: Consideration of the request of Waste Management, the Town's trash removal service provider, for a contract modification to use a different metric for calculating the annual service rate increase; and direction to town staff to begin the public notice process regarding the annual trash service rate increase.

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

Mayor Wallace: We originally did the RFP for someone to provide trash service to the town there was a contract where the annual rate increase couldn't be more than the CPI. Waste Management wants to us a different metric given the current situation.

Manager Cushman: We received a letter saying that they would like to change it from the CPI to this other metric which is like a solid waste index. In the packet they sent we received the CPI but there was no data to compare it with the CPI. I requested more information and got more CPI stuff. My recommendation is not to change the contract at this point. I do recommend that we do raise the rates with the CPI and we start on that process.

Mayor ProTem Johnson: If we don't approve them to raise it can they stop doing service for us?

Manager Cushman: No they are bound by the contract.

Councilor Trate: How long is the contract?

Mayor Wallace: Five years. So my motion is going to be to deny the request to modify the contract using the new metric but approve the increase that is already in the contract.

Motion E.8: approve contract increase, deny modification		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.4 Discussion and /or Action [Mayor Wallace]: The Council might vote to go into executive [closed] session, pursuant to A.R.S. 38-431.03 (A)(1), to discuss employment-related matters with the new Town Manager, which might include his goals and priorities as well as the Council's expectations.

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

Mayor Wallace: We as a council need to know where we want the town to go and what direction we have for the manager. The Council has to task him during council meetings we cannot individually task him. Think about things you want him to do and we can bring that to the next council meeting.

Manager Cushman: one of the most important things between council and manger relationships is dialogue. I need feedback to make sure we are providing the services that the people deserve. I would like to give you the opportunity to sit down and talk to me so that I can better understand the details of the Town. I've included a manager evaluation handbook from the international City Managers Association. I reach out to different associations frequently to ask how we should do this and I also look at other communities. I think people are already noticing that I'm a bit different than other managers. One of the things I like to do coming in is to have a good assessment. I also like to do a high-performance organizational self-assessment once a year; this measures our progress. Sometimes things may change but this helps us see where we're at and have a good baseline understand of the

stat of the community and the Town staff. The next thing I want to do is the 360 degree evaluations, I have two town manager performance evaluations. The first is going to go to the directors and they'll evaluate me and then we'll sit down together and look through the data. This will give me good feedback about my leadership style. The second one is a little bit longer and this one will go to council, I'll probably pass this along to some of my peers as well. I would also like to be evaluated every six months instead of yearly. I would also like to have something once a quarter to get things from your perspective. I'm really impressed with the staff since I've been here, like public works, the Community services, which include the library and the police department. Huachuca City actually has the lowest crime rate in the county. I do see some emerging issues which we need to start looking at, the contract with Whetstone Fire, Legislative Calendar, Home Rule, Tax reporting.

Mayor Wallace: The Council, think about the things you want Mr. Cushman to start looking at.

Mayor ProTem Johnson: When will you be starting on the budget?

Manager Cushman: I've started, I've started training staff on how to prioritize our operations, how we measure our operations because each department is going to be different. I still need to make a deadline and we are going into this with the expectation of a 25% reduction in revenue, which after talking to some of my colleagues and peers seems to be a pretty common assessment. We are moving into uncharted territory. If we do the 25% and it happens then we'll be able to do our operations and if we have any surplus then it can go into a contingency or reserve fund so if those sort of situations comes up then we have it. If it gets worse then we may have to re-look at the budget again. A budget is an educated disciplined guess.

Mayor Wallace: The 25% is not because staff is doing something wrong it is because the current situation.

- F. **Manager's Report: Manager Cushman:** Reports will go directly to the council.
- G. **Items to be placed on future agendas:** Upper San Pedro Partnership Technical Committee had a Zoom meeting where we could actually see beavers on the San Pedro River. **Mayor ProTem Johnson:** Last Friday's food bank was busy. CoolFM did a live stream of the event and over a hundred cars were lined up down the street. It was really nice knowing we can help these people.
- H. **Reports of Current Events by Council:**
- I. **Adjournment**

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

Meeting Adjourned: 7:58 pm

Approved by Mayor Johann R. Wallace on May 14, 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 April 23, 2020. I further certify that the meeting was duly called and a quorum was present.


Ms. Janine Rustine,
Town Clerk