



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
August 27, 2020 AT 7:00 PM
COUNCIL CHAMBERS
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: 7:00pm
The Pledge of Allegiance was led by: Mayor Wallace
The invocation was offered by: Elder Thomas**

Roll Call.

Present: Johann Wallace, Donna Johnson, Cynthia Butterworth, Jean Post, Joy Banks (telephonically), Suzanne Harvey (Not voting), Thomas Benavidez (Not voting).

Absent: Christy Hirshberg

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.

Mayor Wallace recognizes Jeffrey Ferro. Mr. Ferro commends Mr. Halterman and his team for the work they did on a water line break two weeks ago in the vicinity of Grant and Third Street. He feels the damage was extensive and the Public Works department did a great job of getting water back on for the residents as quickly as possible.

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 Regular Council meeting, including the executive session, held on August 13, 2020.
- C.2** Consider approval of the Payment Approval Report in the amount of \$17,615.29.
- C.3** Consider approval of the disposal of surplus cell phones including 2 Verizon GZOne flips, 1 T-Mobile Nokia, 1 Verizon Motorola, 1 Sprint flip, 1 Sprint Samsung flip, 1 Samsung flip, 1 Verizon Nokia, 1 Verizon GZOne smart, 3 Verizon Samsung slides and 1 Kyocera plus miscellaneous charging cords and phone cases through Public Surplus.
- C.4** Consider approval of the disposal of an Easy Gate kit through Public Surplus.
- C.5** Consider approval of the disposal of 2 Infinity foot controls through Public Surplus.
- C.6** Consider approval of the disposal of 2 Lanier Healthcare Dictation Foot Controls w/ 1 power supply through Public Surplus.
- C.7** Consider approval of the disposal of a Bunker Hill Security System through Public Surplus.
- C.8** Consider approval of the disposal of a Panasonic KX-TS880 Phone (landline) through Public Surplus.
- C.9** Consider approval of the disposal of surplus file cabinet dividers through Public Surplus.
- C.10** Consider approval of the disposal of 1 front load bucket, 1 big front load bucket and 1 big vehicle axle through Public Surplus.
- C.11** Consider approval of the disposal of 1 large cat condo and 3 medium wire dog kennels through Public Surplus.
- C.12** Consider approval of the disposal of a 1969 Winnebago, VIN#6381931556 through Public Surplus.
- C.13** Consider approval of the disposal of 10 miscellaneous brands of bicycles through Public Surplus.

- C.14** Consider approval of the disposal of 1 Toshiba printer, 1 Brother J-4700W printer, 1 box of miscellaneous computer accessories (keyboards, mouse, cords) through Public Surplus.
- C.15** Consider approval of the disposal of a network server rack and network panel racks through Public Surplus.
- C.16** Consider approval of the disposal of an uninterruptable power box through Public Surplus.
- C.17** Consider approval of the disposal of 3 portable heaters through Public Surplus.
- C.18** Consider approval of the disposal of 1 pull up bar through Public Surplus.

Councilmember Butterworth requests that item C.2 be removed and further discussed.

Mayor Wallace wants item C.10 removed and further discussed as well.

Motion: Approve items C.1 through C.13 with the exception of items C.2 and C.10, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Debra Trate.
Motion passed unanimously.

Motion: Item C.2, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Debra Trate.

Councilmember Butterworth advises that the Payment Approval amount in the Agenda was \$17,615.29, however in the Payment Approval report provided to Council the amount is \$54,478.70.

Councilmember Trate requests that there not be two provided.

Mayor Wallace asks if changes can be made to the posted agenda amount.

Attorney Benavidez says that the dollar amount does not need to be on the agenda at all, just that the Payment Approval Report needs to be on there.

Motion: Change the Payment Approval amount to \$54,478.70, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.
Motion passed unanimously.

Motion: Item C.10, **Action:** Open for discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson

Mayor Wallace wants the buckets removed from this until it can be confirmed that we are legally able to dispose of them, since they were bought through GSA Surplus.

Motion: Item C.10 minus the two buckets, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth

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 [Suzanne Harvey]: Director Harvey will present Welcome Packets that have been designed by Library Staff for new residents.

Motion: Item E.1, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Janet Weir presents packets to Council that include many resources available through the Library. These are designed to be given to residents new to the Town. Information includes how-to's and advises of things like food boxes and the Community Garden. Mayor Wallace asks that this be made available digitally on the website as well.

E.2 Discussion and/or Action [Mayor Wallace]: Council will provide direction to staff regarding the hiring of a Town Clerk.

Motion: Item E.2, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Mayor Wallace asks that Council submit 3 questions to Suzanne Harvey and himself, that they would like to ask of the Town Clerk applicant. He would like them submitted by the middle of next week.

E.3 Discussion and/or Action [Mayor Wallace]: Council will discuss the proposed copy machine/service contract for Town facilities.

Motion: Item E.3, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Mayor Wallace states there is a contract with what used to be Copygraphix, but they changed the name. They are trying to get the Town to agree to a new lease. With how much the quote is, his recommendation is that staff be directed to collect quotes from other companies for the admin building, Library, Police Department and Fire Department.

Motion: Item E.3, **Action:** Direct staff to seek more quotes, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.
Motion passed unanimously.

E.4 Discussion and/or Action [Director Howe]: Authorization of needed repairs to a Caterpillar D8 tractor at the landfill.

Motion: E.4, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Jay Howe describes the repairs made to the Caterpillar D8 tractor. Mayor Wallace states that the repairs should never have been made to the equipment. Anything that is going to cost more than \$5,000.00 has to have authorization from Council prior to it being spent or the work being completed. Since the repairs have already been made, the repair bill needs to be paid.

Motion: E.4, **Action:** Authorize, **Moved by** Johann Wallace, **Seconded by** Jean Post.
Motion passed unanimously.

F. Department Director reports

Jim Halterman reports that there will be water main repairs on Tuesday of next week.

Jay Howe reports that the tires are gone from the landfill.

Chief Thies reports that new department vehicles will be on the next Agenda. Quote was not ready for tonight.

Laura Wenc is working on Accounts Payable and making adjustments due to the limited funds. She is also working on aging reports for the landfill. She is working with the accountant regarding the revenue/expense report.

Suzanne Harvey reports that ADOT has completed a traffic study regarding the 45mph speed limit on SR-90 and a crosswalk at Clark.

SVMPO is going forward with an assessment on roadways.

There is a big project in Sierra Vista regarding 3,500 tons of clean fill that we may be able to get for free, with the prospective contractor possibly paying \$10.00 per ton to dump it with us.

Also ADEQ just did a surprise inspection and were happy with the fence line cleanup.

Bus project is moving along, some fumigation was done on the one bus.

Jim Halterman has been working with WIFA regarding the sewer ponds.

Dusk til Dawn painting will be on the 5th of September.

Staff reports will be submitted on the 15th of each month.

We are confident that we can get better prices on copier services.

Phone service is being looked into because we are paying too much, we will be evaluating and trying to reduce costs.

Fort Huachuca landfill billing has been caught up by Laura.

G. Items to be placed on future agendas

Town Clerk

Xpressbill possibility for them to do Water/Sewer/Trash billing for the Town

Discussion about benefits

H. Reports of Current Events by Council

Cynthia Butterworth- SVMPO meeting, TIP is upcoming

Donna Johnson- has been going to staff meetings and learning a lot.

Joy Banks-Is glad that Suzanne has picked up the slack with SVMPO and dealing with them

Mayor Wallace- We are waiting for the easement stuff to come back regarding the Huachuca City School easement. The IGA with Tombstone regarding the buses needs modifications. We need to re-evaluate the Sierra Vista IGA regarding bus service as well.

I. Adjournment

Motion: Adjourn, Moved by Johann Wallace, Seconded by Donna Johnson.


Motion passed unanimously.

Meeting Adjourned: 8:02pm

Approved by Mayor Johann R. Wallace on August 27, 2020.


Mr. Johann R. Wallace
Mayor

Attest:


Ms. Suzanne Harvey,
Interim 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 June 11, 2020. I further certify that the meeting was duly called and a quorum was present.



Ms. Brandye Thorpe,
Office Manager

