



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
December 17, 2020 AT 7:00 PM  
COUNCIL CHAMBERS  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

## AGENDA

### **A. Call to Order – Mayor 7pm**

- 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.*

### **Roll Call.**

**Present:** Johann Wallace, Donna Johnson, Cynthia Butterworth, Christy Hirshberg, Jean Post, Suzanne Harvey (Not voting), Brandye Thorpe (Not voting), Thomas Benavidez, Attorney: By Phone (Not voting).

**Absent:** Debbie Trate.

**Invocation was led by Elder Thomas.**

### **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.

### **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 held on December 03, 2020, and the Work Session held on December 03, 2020.
- C.2** Consider approval of the Payment Approval Report.

**Motion:** Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**Motion:** Items on the Consent Agenda, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.  
Motion passed unanimously.

### **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 [Spencer Forsberg]:** Mr. Forsberg will review the Town's finances for the months of October and November.

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

Mr. Forsberg: We have October's numbers, for November we are waiting on bank statements so we don't have this ready. October still has a few outstanding items. There are some issues that we are working out. We are still getting some issues squared away. There was an invoice that we did find today and has been paid but was coded wrong. Another issue is payroll taxes, they are not matching up. The revenue for October is here, we had some surplus sales. There was the dump truck that was the big one at \$46,000.00. We also received our annual tower lease payment, which was \$62,000.00. We are still behind on what our budget would reflect on revenue. We have \$257,000.00 of revenue for October. Total expenses were: \$164,000.00. We were in the black by \$92,000.00. The Water fund was in the black by \$10,840.00. The Sewer was in the red by \$1,000.00 and I haven't had a chance to look into that and see what caused it. Garbage fund had sales of \$12,039 and \$0 expenses. We identified what it looks like in the system that it will line up with just a little bit of revenue. This goes back to earlier and the wrong coding. Landfill fund had a good solid month with \$19,000.00 in the black. Outside of the Garbage fund PO issues, the Audit has some outstanding items that Suzanne has been working with the auditors on. We are hoping to wrap up the Audit sometime soon. A little more forensic accounting will be happening in the next several weeks as the three of us go through the office to see what PO's have been paid and what is still outstanding.

Manager Harvey: On the positive side, a lot of what we are seeing is that these things are being paid late, but they are being paid. We are going to catch up and then we will have a more accurate picture of where we are. Sometimes things were being coded to the wrong place and once we can discover that and correct it we will be better able to see where we are.

Mayor Wallace: I just want to say, I'm afraid of what I don't know. What hasn't been paid. If it's in here, we are accounting for it, it just may not be in the right spot. It's what is stacked in that office that we don't know if it's been paid or not. That Sewer thing that you mentioned is very alarming to me because I am not aware of any major repairs or expenses for that fund. The only way that could have happened is things being charged and coded to the wrong account.

**E.2 Discussion and/or Action [Manager Harvey]:** Manager Harvey will recommend a temporary increase in pay for Town Clerk Thorpe, while she performs duties of the finance clerk position.

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

Manager Harvey: This is a lot of work and if you have stopped in the past few days you have seen the amount of paperwork that we are dealing with. Brandye is taking on the bulk of the work and I don't think that it is fair for her to continue to do that at her rate of pay, which is for the Town Clerk. In the past we have given temporary raises to people who were doing more than one job and I think it would be appropriate to do that in this case.

Mayor Wallace: What is your recommendation?

Manager Harvey: At least \$4/hour more.

Mayor Wallace: When was the start of the pay period?

Manager Harvey: The pay period started on Sunday.

Councilmember Butterworth: Is it in your budget to pay it?

Manager Harvey: We won't be paying a Finance Clerk at this time so we will actually still have savings.

Mayor Wallace: So the start of the pay period was this past Sunday, the 13<sup>th</sup>.

**Motion:** A temporary pay increase for Brandye Thorpe, to increase her rate of pay by \$4/hour effective Sunday, December 13, 2020, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Motion passed unanimously.

**E.3 Discussion and/or Action [Mayor Wallace]:** Mayor Wallace will seek approval of the assignment of Town representatives to the Sierra Vista Metropolitan Planning Organization [SVMPO], with the Mayor as the primary representative and Councilmember Butterworth as the alternate.

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

Mayor Wallace: Previously Joy was filling this and this is just to appoint myself as primary and Cindy as alternate.

**Motion:** Assignment of myself as the primary and Councilmember Butterworth as the alternate in the SVMPO, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Motion passed unanimously.

**E.4 Discussion and/or Action [Mayor Wallace]:** Mayor Wallace will present the winners of the Christmas Parade float entries with their prizes.

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

Mayor Wallace thanks all of the participants.

Mayor Wallace thanks the winners and presents them with plaques and handmade ornaments made by the Town Clerk's children. First Place went to the Lohse Family. Second Place to Whetstone Fire. Third Place to the Huachuca City Lions Club.

**E.5 Discussion and/or Action [Suzanne Harvey]:** Director Harvey will present a construction services contract amendment for Council's approval which would extend the date for Mountain Power to complete the work on the Emergency Vehicle Preemption Signal project. The amendment will extend the completion date to February 26, 2021.

**Motion:** Item E.5, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Donna Johnson.

Mayor Wallace: Again?

Manager Harvey: Again. It is already functional and we are using it but there are still things that they owe us like diagrams and a box and additional controls. Since this money is passthroughs of Hurf money through the SVMPO, we cannot close out the contract until everything is completed.

**Motion:** The amendment to the services contract with Mountain Power Electric to February 26, 2021., **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg. Motion passed unanimously.

#### **F. Department Director Reports**

Jim Halterman: We worked on water repairs at the school meter for 2 days. There is some road work we have been doing to protect our sewer lines.

Jay Howe: We will be fully staffed on the 26<sup>th</sup>. I would like to publicly thank Mr. Halterman and his staff for helping when and where they were needed while we have been short staffed.

Manager Harvey: Brandye did a wonderful job with the parade. The tree lighting was amazing. Polar express didn't have a lot of people but it was awesome. Public Works, the Police Department and Library staff all worked together to make that happen. Due to COVID we will be going back to curbside only at the Library and Town Hall will be closed as well. This is just to be prudent. Along those lines, we were going to have a potluck but we cancelled that. The WIFA loan is going forward. Holiday gift baskets, we had 22 applicants. We are working to get all the food put together and we got great support with toys. Safeway will be giving us all of the fixings for a Holiday dinner. The manager of Safeway is Dustin and he is from Huachuca City and he really does support us.

Clerk Thorpe: Thanks to everyone who helped with the tree lighting and parade. The Police Department did an amazing job with traffic control.

#### **G. Items to be placed on future agendas**

#### **H. Reports of Current Events by Council**

Councilmember Hirshberg: Another shoutout to Dustin at Safeway, he donated the hot chocolate and cookies for after the parade.

Mayor Pro Tem Johnson: Thank you to everybody. You've done a great job this year.

Councilmember Butterworth: I've never seen a parade that long. Fantastic job with that. Tomorrow is the Salvation Army food distribution.

Mayor Wallace: Thanks to everyone involved in the Christmas Parade. Looking forward to starting the SVMPO meetings. This is our last meeting of 2020, everyone have a Merry Christmas and Happy New Year.

#### **I. Adjournment**

**Motion:** , **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg. Motion passed unanimously.

Approved by Mayor Johann R. Wallace on January 14, 2021.

\_\_\_\_\_  
Mr. Johann R. Wallace  
Mayor

Attest: \_\_\_\_\_  
Ms. Brandye Thorpe,  
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 03, 2020. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
Ms. Brandye Thorpe,  
Town Clerk