



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
June 24, 2021 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

SPECIAL NOTICE: BY NEW PROCLAMATION OF THE MAYOR, DUE TO SIGNIFICANT PROGRESS IN THE BATTLE AGAINST THE COVID-19 PANDEMIC, THE MAYOR AND COUNCIL WILL RESUME IN-PERSON PUBLIC MEETINGS, BUT WILL CONTINUE TO OFFER A REMOTE ACCESS FORMAT. MEMBERS OF THE PUBLIC MAY COME TO TOWN HALL TO ATTEND THESE MEETINGS OR THEY MAY ATTEND BY GOING TO [OR CALLING TO]: <https://www.facebook.com/HuachucaCityAZ> or 520-844-2096. IN ADDITION, THE MAYOR HAS RESUMED IN-PERSON CALLS TO THE PUBLIC AT THESE MEETINGS. HOWEVER, MEMBERS OF THE PUBLIC MAY STILL CHOOSE TO SUBMIT WRITTEN COMMENTS TO THE TOWN CLERK TWENTY-FOUR HOURS IN ADVANCE OF THESE MEETINGS.

ADVANCE NOTICE OF ALL 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 6:00pm

- a. Pledge of Allegiance

Led by Mayor Wallace.

- b. Roll Call and Ascertain Quorum

Roll Call.

Present: Johann Wallace, Keith Settlemyer, Cynthia Butterworth, Christy Hirshberg, Debbie Trate, Jean Smelt, Suzanne Harvey (Not voting), Brandye Thorpe (Not voting), Thomas Benavidez, Attorney (Not voting).

- c. Invocation

Led by Elder Thomas.

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.

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 June 10, 2021 and the Work Session held on June 9, 2021.

C.2 Consider approval of the Payment Approval Report.

C.3 Consider approval of the disposal of a 2005 Ford Explorer Vin# 1FMZU73K55UA34013, a 2004 Ford Crown Vic VIN #2fafp74w24x148080 and a 2003 Ford Escape Vin# 1fmyu03133kc05487 through Public Surplus.

Motion: Approval of the items on the Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Debbie Trate.

Motion: Items on the Consent Agenda, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.
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 [Chief Thies]: RESOLUTION NO. 2021-10 A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM [“PSPRS”] FUNDING POLICY.

Motion: Item E.1, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Manager Harvey advises this is something we have to do every year. We budgeted to make double payments to help reduce some of the indebtedness. Mayor Wallace clarifies that in the funding letter, we do have to have some specific numbers, we don't have to specify how much we are going to pay because that can change for a number of reasons.

Motion: Resolution 2021-10, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.2 Discussion and/or Action [Suzanne Harvey]: The Town has partnered with the Sierra Vista Metropolitan Planning Organization [SVMPO] to conduct a Roadway Inventory and Assessment study in the greater Huachuca City area. The SVMPO Administrator, Karen Lamberton, AICP, will brief the Town Council on the status of this study, the study's goals, and the schedule for completion.

Motion: Item E.2, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Karen Lamberton gives a presentation about the Roadway Study and its progress. She advises that during the study, it did not show that there was a high percentage of speeding on our roads, with the exception of the Highway. This study can help the Town plan for future repairs and maintenance and also provide information regarding the roads in the part of lower Huachuca City that is not within town limits. Should we attempt annexation, this could be important. She would like to schedule a Work Session for Wednesday, August 11, 2021 so that Council can speak with the consultant on this project and ask any questions they may have. Mayor Wallace advises that this is a process to go through to get access to federal funds. We have to have this information to get that access.

E.3 Discussion and/or Action [Mayor Wallace]: Second reading of ORDINANCE NO. 2021-01 AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY,

COCHISE COUNTY, ARIZONA, CHANGING THE ZONING OF 143.55 ACRES OF PROPERTY OWNED BY HAYHOOK, L.L.C., AND GENERALLY SITUATED AT THE WEST END OF PATTON STREET (TAX PARCELS #106-52-005C & 106-52-001B), WEST OF STATE ROUTE 90, SOUTH OF MUSTANG ROAD, FROM "R-1" ("RESIDENTIAL DISTRICT") TO "C-3" ("HEAVY INDUSTRIAL AND MINING").

Motion: Item E.3, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Debbie Trate.

Dr. Jim Johnson advises there have been no negative responses to this re-zoning and he reads two statements from neighboring property owners in support. He also asks that the minutes include that there are only 30 days after this second reading for it to go into effect, not 60 days as stated in the previous meeting.

Councilmember Butterworth asks if one of the property owners who submitted statements in support was the gentleman from the Public Hearing that had a lot of questions. Dr. Johnson advises they were not. That property owner did go out with the owner of Hayhook LLC and look at the property after the Public Hearing.

Councilmember Trate asks where Mustang Road is. Dr. Johnson shows her on a map.

Councilmember Settlemeyer asks if there was an impact study done regarding access and the traffic that will be coming and going. Dr. Johnson advises that Patton Road is a private road, and that ADOT had no concern about the impact to their Highway.

Motion: Ordinance number 2021-01, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.4 Discussion and/or Action [Brandye Thorpe]: Approval of Council meeting schedule for the months of July thru December 2021.

Motion: Item E.4, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Cynthia Butterworth.

Clerk Thorpe proposes the following schedule for the Council meeting through December 31, 2021:

July 8

July 22

August 12

August 26

September 9

September 23

October 14

October 28

November 18

December 9

Motion: Council Meeting schedule for the months of July thru December 2021., Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.5 Discussion and/or Action [Suzanne Harvey]: Approval of the proposed tentative budget for fiscal year 2022. All town revenues and expenses may be discussed, along with budget priorities, budget adoption timeline and process, anticipated taxes and fees, capital improvements, and personnel and equipment costs in all town departments.

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

Manager Harvey presents the changes made according to Council's direction at the Work Session last night. The Town's accountant will finalize the changes in Caselle when he is in next week.

Motion: The budget as discussed for fiscal year 2022, **Action:** Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 6).

Yes: Johann Wallace, Keith Settlemyer, Cynthia Butterworth, Christy Hirshberg, Debbie Trate, Jean Smelt.

E.6 Discussion and/or Action [Suzanne Harvey]: RESOLUTION NO. 2021-11 A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, DESIGNATING FINANCE CLERK, KRISTY RAMIREZ, AS THE CHIEF FISCAL OFFICER ["CFO"] OF THE TOWN FOR PURPOSES OF SUBMITTING THE TOWN'S ANNUAL EXPENDITURE LIMITATION REPORTS ["AELR"].

Motion: Item E.6, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Debbie Trate.

Mayor Wallace advises that this is a formality, we have to have a person designated. Previously this was Brandye, now it should be Kristy.

Motion: Resolution 2021-11, **Action:** Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.7 Discussion and/or Action [Suzanne Harvey]: RESOLUTION NO. 2021-12 A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, IDENTIFYING THOSE OFFICERS LEGALLY EMPOWERED TO PROVIDE INSTRUCTIONS AND SIGN DOCUMENTS ON BEHALF OF THE TOWN RELATING TO THE TOWN'S ACCOUNTS WITH WELLS FARGO BANK AND WELLS FARGO ADVISORS.

Motion: Item E.7, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Debbie Trate.

Mayor Wallace advises a current resolution is needed to make sure the appropriate people are listed.

Motion: Resolution 2021-12, Action: Approve, Moved by Johann Wallace, Seconded by Jean Smelt.

Motion passed unanimously.

E.8 Discussion and/or Action [Suzanne Harvey]: Approval of contract documents with SJ Anderson Company to complete the sewer pond closure project.

Motion: Item E.8, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Manager Harvey advises that Attorney Benavidez helped draft this contract and has reviewed it. Once this is signed by ourselves and SJ Anderson Company we can begin the project.

Motion: The contract documents with SJ Anderson Company to complete the sewer pond closure project, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

E.9 Discussion and/or Action [Suzanne Harvey]: Retroactive approval of Juneteenth National Independence Day as a new authorized Town Holiday.

Motion: Item E.9, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Mayor Wallace advises this is a new national holiday celebrating when the last of the slaves were finally freed.

Motion passed unanimously.

Manager Harvey advises that this is a new federal holiday and would like it to be approved retroactively and for the future.

Councilmember Butterworth asks if it will effect the budget that was just approved. Manager Harvey advises it will have very minimal if any effect.

Motion: Retroactive of Juneteenth, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

E.10 Discussion and/or Action on the Vacant Council Seat [Mayor Wallace]: The Council might interview applicants and vote to fill the vacant seat, and/or the Council might direct staff to engage in further recruitment efforts.

Motion: Item E.10, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Mayor Pro-Tem Hirshberg asks that we extend this for two more weeks, she knows someone who would like to apply but could not attend tonight.

Councilmember Butterworth asks that this be scheduled for the first meeting in July, on the 8th. She believes that is sufficient time. Mayor Wallace does not wish for this to be extended past that. He states that applicants must have their applications submitted by 4pm on July 7th to be considered at the July 8th meeting. Councilmember Trate asks that all applicants be advised they must be present at the July 8th meeting for an interview.

Motion: This out to our next Council meeting, applicants must have their application submitted by 4pm on July 7th and be present at the meeting on July 8th at 6pm., **Action:** Extend, Moved by Johann Wallace, Seconded by Cynthia Butterworth.
Motion passed unanimously.

F. Department Director Reports

Dr. Jim Johnson advises that the building at 302 Howard Street was dropped today. Plans just came in today for another building.

Jim Halterman states he is preparing for the 4th.

Matthew Doty advises the fuel pump just went out on the D6. The good news is that the compactor will be delivered Monday.

Stephanie Fulton advises next week will be the end of session one of Summer Splash. She has had to fill in for the coordinator three times because he hurt himself. She is hopeful that Staples will be donating school supplies for the back to school event.

Manager Harvey advises we have published a request for bids for the old animal shelter property. Bids will be opened the first week in July. Mayor ProTem Hirshberg got a band so thank you to her. Councilmember Smelt has secured some donations as well. Tonight during this meeting we certified two more lifeguards for the pool, so we are hopeful that we can get a schedule and stick to it now.

Sam Foster gives a report on calls from Whetstone Fire. They have been struggling with staffing, however the one staffer who has been out due to an injury is now allowed back. They are also moving one from part time to full time. They are also in the process of hiring more. They will also be doing a lot of training in the near future. He advises they are down a Tinder at the moment, but they do have alternate plans in place in case the need arises. The fireworks for the 4th of July should go off without a hitch. He also advises of the fire danger, and recommends that Council review the ordinance on fires and fireworks. He will provide the information to Council.

G. Items to be placed on future agendas

H. Reports of Current Events by Council

Councilmember Smelt went to the jail and the new name of the board she is a representative on is now the Community Advisor Board with Law Enforcement. The jail is 32 years old. There are talking about building a new jail as the space is completely full and the building is very old. There is talk of a half cent sales tax across Cochise County to help with the funding. She also applied for a Hometown Grant from Lowe's for the paint for the buildings. A decision will be made on that on July 20th.

Councilmember Trate attended a Chamber meeting on Friday. There is a new CEO who wanted to meet with local community leaders to see what the area is lacking. She advised them that better internet was needed.

Councilmember Butterworth states there was a food distribution on Friday. Numbers were down.

Mayor Wallace advises he went to the SVMPO meeting. They readjusted the priority categories during that meeting.

I. Adjournment

Motion: 7:12pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

Approved by Mayor Johann R. Wallace on July 8, 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 June 24, 2021. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk