



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
March 10, 2022 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor Pro Tem 6:00pm

- a. Pledge of Allegiance

Mayor Wallace.

- b. Roll Call and Ascertain Quorum

Roll Call.

Present: Johann Wallace, Jean Smelt, Jeffrey Ferro, Cynthia Butterworth, Keith Settlemeier, Christy Hirshberg, Debra Trate, Attorney Thomas Benavidez (not voting), Manager Harvey (not voting), Clerk Brandye Thorpe (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

C.1 Consider approval of the Minutes of the Regular Council Meeting held on February 24, 2022.

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 listed on the Consent Agenda with the one modification to the minutes of the last meeting as provided to the Town Clerk, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

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.

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 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.1 Discussion and/or Action [Brandye Thorpe/Jeff Stine]: Presentation of plans for the Community Development Block Grant [CDBG] park upgrade project; Council might propose changes to those plans and authorize staff to issue a request for proposals for contractor services.

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

Clerk Thorpe introduces Jeff Stine, architect for the project, and provides an update and presents the current plans for the upgrade to Leffingwell park. She advises that the funds awarded will not support all of the parks being done, however, Council has already set aside funds for Hunt park and Veterans Park is undergoing an upgrade covered under a recently acquired grant.

Council asks questions and suggests that perhaps things like benches and bike racks could be sponsored by businesses and individuals instead of being a cost of this project. They also would like Public Works to do some of the removal of equipment and shrubbery to cut costs. Mr. Stine answers any questions. Council prioritizes the projects, to include the irrigation system, grass, playground equipment and resurfacing of the skate park and basketball and tennis courts as top priorities.

Motion: staff to issue the RFP for contractor services leveraging the priority fund items as Council has discussed , **Action:** Authorize, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

E.2 Discussion and/or Action [Chief Thies]: Update on previously applied for Department of Homeland Security “Operation Stonegarden” Program grant for a new police vehicle.

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

Chief Thies advises the Police Department was awarded the grant for a new “Operation Stonegarden” SUV in the amount of \$125,325.00. This will be a fully equipped vehicle including a license plate reader.

E.3 Discussion and/or Action [Mayor Wallace]: Proclamation 2022-03- A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY DECLARING THE MONTH OF MARCH, 2022, AS WOMEN’S HISTORY MONTH.

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

E.4 Discussion and/or Action [Councilmember Butterworth]: Approval to put up blue and yellow lights on Town buildings in support of Ukraine.

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

Councilmember Butterworth advises that many federal buildings and foreign government buildings have been lit up in support of Ukraine and she believes this is something the Town should also show its support of.

Motion: , **Action:** Approve, Moved by Johann Wallace, Seconded by Jeffrey Ferro.
Motion passed unanimously.

E.5 Discussion and/or Action [Brandye Thorpe]: Presentation of proposed changes to business license policies and procedures and approval to draft changes to Town Code.

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

Clerk Thorpe gives a presentation including suggested changes to Town Code to improve the Business Licensing process. Council asks questions and suggests changes to what the Clerk has proposed.

Motion: The draft of an Ordinance to make changes to the Town Code for Business Licenses and to schedule a Work Session after that draft is complete, **Action:** Authorize, Moved by Johann Wallace, Seconded by Jeffrey Ferro.
Motion passed unanimously.

E.6 Discussion and/or Action [Mayor Wallace]: Direction to staff to look into hosting a Farmers' Market in Town.

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

Mayor Wallace advises that this came out of the Healthy Communities meeting a couple of weeks back. We want to see if we can bring a Farmer's Market here to Huachuca City on a Saturday when people are able to attend and buy fresh produce. Councilmember Trate advises of a potential \$50,000.00 USDA grant to help get this started. Manager Harvey advises that there are a lot of requirements to get this started, including licensing with the County and getting signed agreements with vendors. We do have a contact person now, who has helped other places set one up.

Motion: To go forth looking into hosting a Farmer's Market and consider adding some provisions to the update in Town Code addressing Farmer's Markets , **Action:** Direct Staff, Moved by Johann Wallace, Seconded by Christy Hirshberg.
Motion passed unanimously.

E.7 Discussion and/or Action [Mayor Wallace]: Approval to submit a letter to Dollar General corporate encouraging them to begin offering fresh produce at the Huachuca City store location, as part of the chain's "DG Fresh" initiative.

Motion: Item E.7, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Mayor Wallace advises that this was something else that came out of the Healthy Communities meeting a couple of weeks ago. They do already have stores where they have fresh produce. We would like to get them to offer that here as well. Initially the idea was for the Town to write a letter to Dollar General corporate. Now, the Building Healthy Communities initiative of the University of Arizona Cooperative Extension are trying to get the County to write the letter, and each municipality would write a letter in support.

Motion: Council approval for the Mayor to submit a letter in support , Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.8 Discussion and/or Action [Suzanne Harvey]: Appointment of a Councilmember to the Veteran’s Memorial Park project steering committee.

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

Manager Harvey shares that there are several Councilmembers interested in being appointed. The Mayor shares that he is one of the interested parties. Councilmember Butterworth states she is already part of a couple of things and so would like someone else to have the opportunity.

Motion: Councilmember Settlemeier as the primary and Councilmember Butterworth as alternate to the Veteran’s Memorial Park project steering committee , Action: Appoint, Moved by Johann Wallace, Seconded by Jeffrey Ferro.

Motion passed unanimously.

E.9 Discussion only [Gerald Hursh]: Update on the newly acquired Animal Control Truck.

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

Gerald Hursh advises that this truck was on Public Surplus and the Town had bid, but the purchase price got too high so lost. Later on, he was contacted by Pinal County staff to see if we were still interested, because the winner of the auction hadn’t paid. They suggested that they get it approved and sell it to us for \$1.00. We purchased it and it was just driven back recently. It is a 2005 and has 6 air conditioned and heated kennels.

Council shows their appreciation of how Gerald handled this and got us a vehicle for minimal expense.

E.10 Discussion and/or Action [Mayor Wallace]: Direction to staff concerning mitigation of rising fuel and energy costs.

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

Mayor Wallace advises that due to rising gas prices, measures need to be taken to prevent spending. Limits should be set about how many trips to town can be made each week. Vehicles should not be taken home unless on call status by employee. Basically we need to give the Town Manager the ability to take action to limit the spending on gas.

Motion: To look into mitigation efforts due to the rising cost of gas under the direction of the Town Manager, Action: Direct Staff, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

F. Reports of Current Events by Council

Councilmember Trate attended a meeting of the Upper San Pedro Partnership. This was a work session and the first time she has attended. She also advises we received an email from the people who do the Arizona Cities and Towns and they wanted input. She responded that everything is about large cities and towns and she would like some things that are more geared toward small towns.

Councilmember Smelt hosted the Seago meeting. Camino Café catered the event. She received a thank you note for hosting.

Councilmember Butterworth has been attending the Healthy Community meetings. Food distribution is coming up.

Councilmember Settlemyer did walk the Veteran's Memorial Park and is excited to get moving on that project.

Mayor Wallace reached out again to Century Link, and has not gotten a response. Cox has gotten some permits and is going full speed ahead. Next Friday is the Hispanic Mixer and I am the keynote speaker.

G. Adjournment

Motion: 7:35pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

Approved by Mayor Johann R. Wallace on March 10, 2022.

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 February 24, 2022. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk