



# TOWN OF HUACHUCA CITY

The Sunset City

## MEETING MINUTES OF THE HUACHUCA CITY TOWN COUNCIL WORK SESSION

**September 29, 2022 AT 6:00 PM**

**COUNCIL CHAMBERS  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

### AGENDA

#### **A. Call to Order – Mayor 6:00pm.**

##### **a. Pledge of Allegiance Mayor Wallace**

##### **b. Roll Call and Ascertain Quorum**

##### **Roll Call.**

**Present: Johann Wallace, Jeffrey Ferro, Cynthia Butterworth, Keith Settlemeyer, Christy Hirshberg, Debra Trate, Jean Smelt, Town Manager Suzanne Harvey (Not voting), Town Clerk Brandye Thorpe (Not voting), Town Attorney Thomas Benavidez (Not voting).**

##### **c. Invocation**

##### **Mayor Wallace calls for a moment of silence.**

*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 September 8, 2022.

C.2 Consider approval of the Payment Approval Report.

**Motion:** Items listed on the consent agenda, **Action:** Open Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**Motion:** Items listed on the consent agenda **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion approved 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.**

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

**Mr. Forsberg is unable to attend tonight so Kristy Ramirez presents the financials for the month of July.**

*The General Fund is in the black for the month of July by \$24,155 dollars. She would like to point out that our first payment for fire will be in September, which will balance out the year to date profit of the General Fund.*

*Water had a revenue of \$35,329 compared to expenditures of \$18,089.*

*Sewer shows revenue of \$23,105.00 and expenditures of 55 fifty \$5135 on page 21.*

*I would highlight the WIFA loan payment that posted in July causing the higher than normal expenditures for the month so I expect it will balance out later.*

*The garbage fund shows a revenue of \$11,852 for the month of July compared to the expenditures of \$0.00. This was a timing difference with regards to billing from our subcontractor, which should fall back in line next month.*

*The landfill fund showing revenue of \$125,273 compared to the expenditures of \$131,103.00. This results in a loss for the month of July 5829 dollars.*

*Councilmember Butterworth: Is that because of the repairs?*

*Kristy Ramirez: I know that we've had a lot of equipment issues and we had the scraper that was down.*

**E.2 Discussion and/or Action [Councilmember Butterworth]:** *Healthy Huachuca City representative Julian Barkley will present a proposal to establish a Farmer's Market in town. Staff will seek direction from Council to develop a memorandum of agreement with Healthy Huachuca City.*

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

*Mr. Barkley gives a presentation on the proposed farmer's market and the research and information already gathered. Healthy Huachuca City would be able to manage this project with minimal involvement of town staff and would just need free or low cost space at Leffingwell Park to host it. They would like permission to work with town staff in preparation of a farmer's market via a MOA.*

**Motion:***To develop a memorandum of agreement with Healthy Huachuca City to establish a Farmer's Market in Huachuca City Action:Direct Staff , Moved by Johann Wallace, Seconded by Cynthia Butterworth.*

*Motion approved unanimously.*

**E.3 Discussion and/or Action [Stephanie Fulton]:** *Review of plans for the Town's Annual Creepy Candy Cruise.*

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

*Stephanie Fulton provides plans for the Creepy Candy Cruisel, which includes pros and cons for possibly holding it at the Community Center instead of the Senior Center this year.*

**Motion: Holding the Creepy Candy Cruise at the Community Center this year and then rotating its location between the Community Center and Senior Center in the following years Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.**  
**Motion approved unanimously.**

**E.4 Discussion and/or Action [Mayor Wallace]: Proclamation 2022-13- A PROCLAMATION OF THE MAYOR DECLARING OCTOBER, 2022, AS “DOMESTIC VIOLENCE AWARENESS MONTH” IN THE TOWN OF HUACHUCA CITY.**

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

**E.5 Discussion and/or Action [Mayor Wallace]: Proclamation 2022-14- A PROCLAMATION OF THE MAYOR DECLARING OCTOBER 9 THROUGH 15, AS “FIRE PREVENTION WEEK” IN THE TOWN OF HUACHUCA CITY.**

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

**E.6 Discussion and/or Action [Mayor Wallace]: Proclamation 2022-15- A PROCLAMATION OF THE MAYOR DECLARING OCTOBER, 2022, AS “HISPANIC HERITAGE MONTH” IN THE TOWN OF HUACHUCA CITY.**

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

**Manager Harvey asks that we move up either E.8 or E.9 as Mr. Weaver is not quite ready yet.**

**E.9 Discussion and/or Action [Suzanne Harvey]: Authorization to issue a request for qualifications/proposals for management/operation of the Town’s solid waste landfill.**

**Motion: Item E.9, Action: Open Discussion and/or Action, Moved by Johann Wallace, Seconded by Jeffrey Ferro.**

**Manager Harvey details the reasons behind this, including the major equipment failures and extreme costs to the Town. Once bids are received it will be brought back to Council for approval.**

**Motion: To develop and issue a RFQ for management/operation of the Town’s solid waste landfill and bring it back when you’ve got something Action: Direct Staff , Moved by Johann Wallace, Seconded by Cynthia Butterworth.**  
**Motion approved unanimously.**

**E.8 Discussion and/or Action [Mayor Wallace]:** The Town Manager, Suzanne Harvey's, employment agreement is due to expire in November, 2022. The Council might consider making changes to the agreement and extending it for another term.

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

No concerns mentioned by Council.

**Motion:** To develop a final version of the Town Manager's employment contract and extend it for another term **Action:** Direct the Town Attorney , Moved by Johann Wallace, Seconded by Cynthia Butterworth.

Motion approved unanimously.

**E.7 Discussion and/or Action [Suzanne Harvey]:** Caleb Weaver of Borderlands Restoration Network will give a presentation on the Veterans Memorial Wellness Park project.

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

Manager Harvey, Caleb Weaver and Ann Aust all present a portion of the update that was provided to the Forestry Department last week.

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

Councilmember Smelt went to the Southwestern Border Sheriff's Coalition meeting. She advises it was very interesting.

Councilmember Trate thanks everyone for their help with the Spotlight on Speakers event. She advises that SEACAP has programs that could help our residents. She also was part of a meeting regarding getting interns for the Town.

Councilmember Settlemyer advises he stopped in at the upcoming haunted house.

Councilmember Butterworth advise of the Healthy Huachuca meetings on the first Wednesday of the month at 5:30. Everyone is invited. Also there is the Walk Healthy Huachuca City every Sunday at 7:30am. Food distribution was last week.

Mayor Pro Tem Hirshberg enjoyed meeting some of the people and the meeting was informative.

Mayor Wallace attended the Hispanic Chamber Mixer. He received a presentation of a Hispanic heritage proclamation from the Governor's office. He also gave an update about the town on Good Morning Sierra Vista.

#### **G. Adjournment**

**Motion:** 7:09pm, **Action:** Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.

Approved by Mayor Johann R. Wallace on October 13, 2022.

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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 September 8, 2022. I further certify that the meeting was duly called and a quorum was present.

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Ms. Brandye Thorpe,  
Town Clerk