



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
October 27, 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, Christy Hirshberg, Debra Trate, Town Manager Suzanne Harvey (Not voting), Town Clerk Brandye Thorpe (Not voting), Town Attorney Thomas Benavidez (Not voting).

**Absent:** Keith Settlemeier, Jean Smelt.

#### **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 October 13, 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** Jeffrey Ferro.

**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 Cynthia Butterworth.**

**Mr. Forsberg advises he is reporting on the first quarter of the fiscal year. General Fund revenue for the month of September was \$165,581.00 and expenditures of \$96,070.00 leaving the**

*General Fund in the black \$69,511. There is a payment coming up for Fire next month that will bring us in line for the first four months of the year. He also advises that the unrealized gain portion of the revenue is not favorable right now. We would be in the red \$11,433 if we were to sell the assets that we hold right now. This could change for the worse or the better. Even with this unfavorable loss right now, the General Fund is right on track for what was budgeted. Water Fund had revenue of \$65,178 and expenses of \$24,429 so in the black \$40,748. Year to date for the first quarter also in the black.*

*Sewer Fund had revenue of \$45,247 and expenditures of \$23,432 in the black \$21,815. Year to date in the red due to the WIFA payment which came through this first quarter which should balance out.*

*Garbage Fund had revenue of \$23,735 and expenditures of \$13,105. In the black right now but we are working on sorting out some details on this fund. There is some customer billing we are trying to get worked out.*

*Landfill Fund had revenue of \$125,853 and expenditures of \$128,601. Fund is in the red \$2,748. Year to date in the black \$37,000. There was a larger than normal expenditure for the month related to diesel fuel. \$25,000 hit this month. We are expecting some reimbursement on that as well. He also points out that the maintenance has been lower than it was in the last fiscal year. Mr. Forsberg also mentions that they are working to close out the audit of the prior fiscal year audit so we can begin this past fiscal years. It was scheduled to start this week but has been pushed to December.*

**E.5 Discussion and/or Action [Manager Harvey]:** Installation Management Command (IMCOM) Intergovernmental Support Agreement (IGSA) Partnership Program Presentation – Representatives from the U.S. Army’s IMCOM IGSA consultant team will present an overview of the program and its benefits. Opportunities for the Town to cooperate with the Army under the program may be discussed.

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

*Mayor Pro Tem Hirshberg excuses herself due to her being a part of IMCOM.*

*James Mace gives a presentation which describes the potential benefits to the Town if one or more of the potential IGSA’s were to be obtained by the Town. He shares some examples of cities/towns that have already been awarded these agreements and the benefits to both the cities/towns and the military.*

*Motion: Go forth, do great things and see what you can do to get us something and if you find something, if you're going to apply for something bring it back to Council, Action: Direct Staff, Moved by Johann Wallace, Seconded by Jeffrey Ferro.*

*Motion passed with Mayor Pro Tem Hirshberg remaining outside.*

*Mayor Pro Tem Hirshberg returns to the meeting.*

**E.2 Discussion and/or Action [Brandye Thorpe]:** Review of the plans for the Town’s Thanksgiving meal and approval of an agreement with the Huachuca City Lion’s Club for use of their facility.

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

**Mayor Pro Tem Hirshberg excuses herself due to her activities as President of the Lions Club.**

**Clerk Thorpe gives a presentation which highlights no changes to this from the prior year. There will be delivery service to homebound and senior residents again. Applications are already out. She asks for Council to approve the use of the Lions Club facility to provide this meal again and advises that the Lions Club has agreed to allow the use with no cost to the Town. She also asks that anyone with an electric roaster or crock pot who is willing, allow its use for this meal. Council is asked to volunteer at the event as well. She further advises that she will be getting a food handlers license and asks for at least one volunteer from Council to get theirs.**

**Mayor Wallace states that he will get a food handler's license. Councilmember Ferro asks for the link to get a food handler's license as well.**

**Motion: The plan and the agreement with the Lions Club for the use of their facility for our Thanksgiving meal this year, Action: Approve, Moved by Johann Wallace, Seconded by Debra Trate.**

**Motion passed with Mayor Pro Tem Hirshberg remaining outside.**

**Mayor Pro Tem Hirshberg rejoins the meeting.**

**E.3 Discussion and/or Action [Mayor Wallace]: Approval of renewal of the Microsoft 365 subscription for the town.**

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

**Mayor Wallace explains that this is for the Town's email accounts and other Microsoft programs. He advises that he has still not received a quote, but he does not see it exceeding \$10,000.00.**

**Motion: Up to \$12,000.00 for the renewal of the Microsoft 365 subscription, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.**

**E.4 Discussion [Mayor Wallace]: Clarification of the Council's policy on the "call to the public" agenda item. Members of the public are welcome to attend Council meetings to address the Council on any issues within the jurisdiction of the Council. Individuals with disabilities who need reasonable accommodations to attend or communicate at a Council meeting, may contact the Town Clerk to make their needs known. With the abatement of the COVID pandemic, the Town is no longer offering an online opportunity to address the Council.**

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

*Mayor Wallace advises that it is exactly how the item reads. Call to the Publics can be done in person. The pandemic is over. Unless someone has a reasonable accommodation we are not accepting emailed or called in Call to the Public slips anymore. We are going back to this way.*

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

*Mayor Pro Tem Hirshberg went to the Mayor and Manager Luncheon with Suzanne. There was talk of a possibility of a jail tax due to the need for a new jail for the county. There was also talk of the grocery tax going away. There was a big announcement about Camp Naco, which used to be ours. We sold it to Bisbee, and they just today got a grant for \$4.6 million to restore that.*

*Councilmember Butterworth attended the SVMPO meeting yesterday. A lot of things are going on up in Phoenix right now, while waiting on the elections. Currently the state has \$1.7 billion in excess revenue. There is a decrease in HURF funds because of the higher gas prices, people aren't driving as much so we can expect less in HURF, but she is unsure how much less. There are potential grant opportunities for transportation projects. These are in the works. These grants would be for our town streets. Walk Healthy Huachuca Sundays at 8am. Healthy Huachuca meetings on the first Wednesday of the month at 5:30pm in the Library. Mayor Wallace speaks on the jail tax a bit further. He is excited to hear about Camp Naco. Hispanic Chamber Mixer was last Friday. Saturday is the Town Hall for residents. Only two more meetings left in this year.*

**G. Adjournment**

**Motion: 6:43pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg. Motion passed unanimously.**

Approved by Mayor Johann R. Wallace on November 10, 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 October 27, 2022. I further certify that the meeting was duly called and a quorum was present.

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Ms. Brandye Thorpe,  
Town Clerk