



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
February 23, 2023 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: Jean Smelt**

#### **c. Invocation**

**Elder Thomas leads the 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.*

### **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 February 9, 2023.

C.2 Consider approval of the Payment Approval Report.

 **Motion:** Items listed on the consent agenda, **Action:** Open for 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** Debra Trate.  
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 [Mayor Wallace]: Recognition of Kristy Ramirez, Finance Clerk and her service to the Town.**


 **Motion:** Recognition of Kristy Ramirez, Finance Clerk and her service to the Town., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Compliments for all her work and efforts made for the Town, as well as wishes for a happy future were expressed. Kristy thanked Manger Harvey and the Council.


**E.2 Discussion and/or Action [Mayor Wallace]: Proclamation No. 2023-03 - PROCLAIMING MARCH 2, 2023, AS "READ ACROSS AMERICA DAY."**

 **Motion:** Proclamation No. 2023-03 - Proclaiming March 2nd, 2023, as "Read Across America Day"., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**E.3 Discussion and/or Action [Manager Harvey]: Resolution No. 2023-04 - AUTHORIZING THE TOWN TO PARTICIPATE IN THE STATE OF ARIZONA SURPLUS PROPERTY PROGRAM AND DESIGNATING ITS AUTHORIZED REPRESENTATIVES.**

 **Motion:** Resolution No. 2023-04 Authorizing the Town to participate in the state of Arizona Surplus Property Program and designating its authorized representatives., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.


**Mayor Wallace brought before Council, Manager Harvey, Clerk Thorpe, and Jim Halterman for representatives. Mayor Pro Tem Christy Hirshberg asked about adding Gerald Hursh.**


**RE**  **Motion:** To approve the resolution with the amendment to add Gerald Hursh as an authorized individual., **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**Motion passed unanimously.**


**E.4 Discussion and/or Action [Mayor Wallace/Dr. Johnson]: Second reading of Ordinance No. 2023-05 AMENDING THE TOWN CODE, TITLE 3 "**

**VENUE AND FINANCE," CHAPTER 3.05 "PROCUREMENT AND INVESTMENT," SECTION 3.05.180 "EMERGENCY PURCHASES," TO ALLOW THE TOWN MANAGER TO EXPEDITE PROCUREMENT OF IMMEDIATELY NEEDED REPAIRS TO TOWN FACILITIES AND EQUIPMENT UP TO \$20,000 WITHOUT PRIOR APPROVAL OF THE COUNCIL.**

 **Motion:** Second reading of Ordinance No. 2023-05 amending the Town Code, Title 3 "Venue and Finance", Chapter 3.05 "Procurement and Investment", Section 3.05.180 "Emergency Purchases", to allow the Town Manager to expedite procurement of immediately needed repairs to town facilities and equipment up to \$20,000 without prior approval of the Council., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Debra Trate.

 **Motion:** To approve Ordinance No.2023-05, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Debra Trate.  
**Motion passed unanimously.**

**E.5 Discussion and/or Action [Suzanne Harvey]: Approval of addendum to the contract for sale of the Town's property at 830 Arizona Street to provide for a survey of the property and to include additional contiguous property which has been used as part of the parking lot for the property.**

 **Motion:** Approval of the addendum to the contract for the sale of the Town's property at 830 Arizona Street to provide for a survey of the property and to include additional contiguous property which has been used as part of the parking lot for the property., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.


**Mayor Wallace lead the Council through a pre-prepared packet that showed the changes proposed to the agreement (before a survey has been conducted). Mayor Wallace asked Manager Harvey if the survey would need to come back to the Council. Manager Harvey made know that would be a question for Attorney Benavidez. Mayor Wallace asked Attorney Benavidez if they approve the addendum would they have to bring the approval of the survey back to Council before it could be recorded? Attorney Benavidez answered it would not need to come back to Council.**

 **Motion:** Approve the addendum to the contract for the sale of the property at 830 Arizona Street., **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg. **Motion passed unanimously.**


**E.6 Discussion and/or Action [Suzanne Harvey]: Resolution No. 2023-05 - AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE U.S. ARMY TO PROVIDE TRANSIT SERVICES FOR BASE PERSONNEL FROM THE FT. HUACHUCA ARMY GARRISON.**

*Item was pulled to be looked at on a future agenda.*


**E.7 Discussion and/or Action [Suzanne Harvey]: Authorizing the Town Manager to spend up to \$25,000 to acquire a passenger bus.**

 **Motion:** Authorizing the Town Manager to spend up to \$25,000 to acquire a passenger bus., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Jeffery Ferro.


**Mayor Wallace made clear the bus is needed for reasons that will be made clear when they go over Item E.6. Manager Harvey explained the funds would be in the proposal and contract.**

 **Motion:** To Author the Town Manager to spend up to \$25,000 to acquire a passenger bus. , **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Debra Trate. **Motion passed unanimously.**


**E.8 Discussion and/or Action [Suzanne Harvey]: Approval of contract with attorney Patrick Greene to provide criminal prosecution services in the Town's municipal court.**

 **Motion:** Approval of the contract with attorney Patrick Greene to provide criminal prosecution services in the Town's municipal court., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**Mayor Wallace stated it's a standard contract and any extra work or cost has to be pre-approved by the Town Manager. Manager Harvey made known it's already been drafted and agreed to by Mr. Greene.**

 **Motion:** To approve the contract with Attorney Patrick Greene to provide criminal prosecution services in the Town's municipal court., **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
**Motion passed unanimously.**


**E.9 Discussion and/or Action [Suzanne Harvey]: Approval to suspend the fares charged by the Town to ride the Town's circulator service.**

 **Motion:** Approval to suspend the fares charged by the Town to ride the Town's circulator service., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.


**Mayor Wallace expressed his belief that this is a great idea. Sierra Vista has done this. The goal is to increase ridership. Councilmember Ferro asked how long the suspension would last. Manager Harvey replied her intention is to have the suspension last until the next budgeting cycle and the Council could make a decision then.**

 **Motion:** To Approve the suspension of fares charged by the Town to ride the Town's Circulator Service., **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
**Motion passed unanimously.**

**E.10 Discussion and/or Action [Mayor Wallace]: Establishing a program for recognizing outstanding residents and businesses.**


 **Motion:** Establishing a program for recognizing outstanding residents and businesses., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**Mayor Wallace expressed his strong desire to have a way to recognize people and/or businesses, whether they live in town or not, that have had a positive effect on the Town and/or the community. A "Key to the City" type of thing. He wants to establish a program to be able to recognize these people. It wouldn't need to be a once-a-year thing. Councilmember Ferro stated he was happy it would be open to people and things outside of the Town.**


 **Motion:** Establishing a program for recognizing outstanding residents and businesses, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

*Motion passed unanimously.*

**E.11 Discussion and/or Action [Mayor Wallace]: Decision on whether to interview applicants for the vacant council seat or extend the deadline.**

 **Motion:** Decision on whether to interview applicants for the vacant council seat or extend the deadline., **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

**There were no applicants. Mayor Wallace really went over the wording of this item. Councilmember Ferro cautioned on only extending for a month.**

 **Motion:** To have no deadline for filling the vacant council seat., **Action:** Direct Staff, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
**Motion passed unanimously.**

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


**Councilmember Trate was ill and unable to attend the Hispanic Mixer.**

**Councilmember Ferro attended the SVMPO meeting. It was his first time attending and very interesting.**

**Councilmember Butterworth attended the SVMPO meeting. They decided the Chair and Co-chair. House Bill 25-43 Rural Transportation Projects cleared the House Appropriations committee and the Transportation committee. ADOT (probably in October) will be doing the upright changes on highway 90, from Kartchner Caverns all the way to Fry. Unknown where exactly they will start at. The Food Distribution was on Friday and had a good turnout. She will also be attending the Town Hall for Business meeting on Saturday. Mayor Pro Tem Hirshberg will also be attending the Town Hall for Business meeting on Saturday.**

**Mayor Wallace went the Hispanic Chamber Mixer and talked about a history project we did about digitizing the Town's history. Sierra Vista is interested in doing the same. He also mentions the Business meeting coming up and mentions a future COX meeting. He brings to attention the fact that fiber cables are starting to be seen around town and asks that you let anyone in the county part of Huachuca City know that COX will be available to them. Mayor Pro Tem Hirshberg really encourages everyone to go to the Cox meeting in March as it will have a lot to offer.**

**G. Adjournment**

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

Approved by Mayor Johann R. Wallace on March 9, 2023.

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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 February 23, 2023. I further certify that the meeting was duly called and a quorum was present.

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Ms. Brandye Thorpe,  
Town Clerk