



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
July 27, 2023 AT 6:00 PM  
COUNCIL CHAMBERS  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

**A. Call to Order – Mayor**

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

**B. Roll Call.**

**Roll Call.**

**Present: Johann Wallace, Christy Hirshberg, Cynthia Butterworth, Danielle Cardella, Jeffrey Ferro, Debra Trate, Town Manager Suzanne Harvey (Not voting), Town Attorney Thomas Benavidez (Not voting).**

**Absent: Jean Smelt, Town Clerk Brandye Thorpe (not voting)**

- a. 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.*

**C. 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.*

## **D. 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 July 13, 2023.
- C.2 Consider approval of the Payment Approval Report.

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

**Motion:** Approve Items on the Consent Agenda., **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.  
Motion passed unanimously.

## **E. 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]: Swearing in of Peace Officer Josefina Sabori and Animal Control Officer Rebecca Sizemore.**

**Motion:** Swearing in of Peace Officer Josefina Sabori and Animal Control Officer Rebecca Sizemore, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Chief Thies had both Josefina Sabori and Rebecca Sizemore stand before the Council and swore them in. He then congratulated them both.

Peace Officer Sabori had her family pin her badge on her.

Mayor Wallace welcomed them to the team.

### **E.2 Discussion and/or Action [Spencer Forsberg]: Mr. Forsberg will review the Town's finances for the month of June.**

**Motion:** Mr. Forsberg will review the Town's finances for the month of June, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mr. Forsberg greets the Council and tells them he's reporting on June's numbers, which is 100% of the Town's fiscal year. He tells them that these are final numbers but there will still be adjustments over the next few weeks. For the month of June, in the General Fund they had a revenue for the month of \$211,641 with expenses of \$266,523. Next, he talked about the Enterprise Funds.

The Water Fund had a large expenditure in June, but its revenue was \$36,506 and its expenses came to \$53,623. Mr. Forsberg shows the Council the expenditure of \$36,000 and explains what exactly it was, a fuel tank. He goes on to explain that for the month the Town was in the red for this fund but year – to – date the Town is \$69,000 in the black.

The Sewer Fund had a revenue of \$24,147 and its expenses came to \$11,005. Year – to – date this Fund is \$37,186 in the black.

The Garbage Fund had a revenue of \$12,572 and its expenses came to \$13,424. Making this Fund in the red by \$852 for the month of June but year- to – date it is in the black by \$629. It is believed that it will become more of what was pictured when they went this route for Garbage when all the billing is finished being collected/ paid.

The Landfill Fund had a revenue of \$142,909 and its expenses came to \$128,527. This puts the Town in the black for the month with \$14,382 and year- to- date in the black with \$8,755. He mentions that the big thing that was spent beyond what was budgeted was for machine maintenance and there's only so much you can do for that.

He asks if the Council has any questions.

Mayor Wallace answers that he wants to take a thorough look through the numbers so for now he doesn't have any questions but let Mr. Forsberg know he may be in contact with him later with questions. He also asks that Mr. Forsberg bring back the "bottom line" numbers for the Council when they have them finished.

### **E.3 Discussion and/or Action [Suzanne Harvey]: Approval to update the authorized Town personnel on the Edward Jones account.**

**Motion:** Approval to update the authorized Town personnel on the Edward Jones account, **Action:** Discussion and/or Action **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Manager Harvey informs the Council that this is at the request of Edward Jones. They want the Town to update all the signatures. She tells them that in their packets are who they propose so that it matches other bank documents. They are recommending two staff members and two Council members. The Recommendations being Manager Harvey, Town Clerk Thorpe, Mayor

Wallace, and Mayor Pro Tem Hirshberg. She tells the Council they just need approval to sign it. Once they have approval, then after the meeting they can sign it and fax it back to them.

**Motion:** Approve the update to the authorized Town personnel on the Edward Jones account

**Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Debra Trate.

Motion passed unanimously.

#### **E.4 Discussion and/or Action [Suzanne Harvey]: After Action Review of the Town's 4<sup>th</sup> of July event.**

**Motion:** After Action Review of the Town's 4<sup>th</sup> of July event, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Manager Harvey lets the Council know that the Town had another successful event and like always this is when they go over everything to see if there is anything that can be done better for next time. First, she goes over what went well immediately listing the cake walk and pie eating contest as those are favorites of the community. She mentions the sprinkler thing that Jim Halterman built several years ago and how it is still enjoyed by the kids of the community. Mayor Wallace comments that he also enjoyed it.

Manager Harvey tells the Council that they have asked Jim to make it a little longer for next year.

The band RockUs played great, and everyone enjoyed it. Snow cones and popcorn were offered this year in the Activity Center and that was a big hit.

She tells the Council that they had moved the big sears trailer from behind the fire station. Doing this made setting up and cleaning up the fireworks so much easier. She briefly went over what the process would usually be and how it would involve so many people and how with the trailer over there now it made everything so much faster and easier.

The Fireworks went well and while it was a bit of a struggle to find pyrotechnicians to do the fireworks, once we did, they were amazing. Manager Harvey takes a moment to thank Mayor Pro Tem Hirshberg's for her help in finding them.

Councilmember Ferro asks if we can leave the trailer where it is now, or will we have to move it back?

Manager Harvey replies that they're leaving it there forever and ever, unless they decide to belt that area.

Manager Harvey then begins talking about where they need to improve.

The first thing she mentions is that they ran out of food. They purchased the same amount as the previous year so they will need to plan to buy more for next year's event. She mentions how they had more people this year and she believes that the weather played a role in that. Last year it rained during the event and this year it didn't so more people came out.

There was no watermelon. So next year we will include watermelon.

There were propane issues. She says, to her knowledge, that one of the propane tanks was empty, but she was not cooking so that could be wrong.

Mayor Wallace replies that it wasn't empty, but it couldn't make a good seal and they weren't going to use one that was leaking gas near an open flame. He said that it ended up being okay and they had enough to get everything done, it just caused it to take longer.

Manager Harvey replies that this will be something that they have staff test before they get there to cook next year.

Manager Harvey tells the Council that the Town had great participation from outside agencies but there did seem to be some communication issues that arose. Part of it was that the people doing the fireworks for us were supposed to come down on a certain day and talk to Public Works, but they had a fire they had to respond to and were unable to. Those things do happen, but she suggests that we can schedule a meeting further in advance next year. This way there is time to reschedule if something like this happens again. The communication of whose doing what, she believes caused some confusion. Particularly with the fireworks because it was the first time we've done it this way, so we'll need to clear that up. The Town needs a good chain of command, this is often talked about for police and fire, but the Town needs to have someone designated who is in charge in case something happens, and she doesn't think that was clear either.

Some minor adjustments to the games, mostly just adjusting stuff that the kids really liked. They loved the squirt guns, so we'll try to get more of those for next year. Make that sprinkler bigger/longer. Minor things like that.

This year the Town had snow cones and popcorn inside the Senior Center, now the Activity Center, but people didn't seem to know that, so we'll need to figure out how to publicize that. Manager Harvey said she was telling everyone she saw but she wants to find a way to make that a part of the whole event so people will know.

Advertise the Pet Parade better and decorate the parade area. Manager Harvey informs the Council that a lot of people didn't know about the Pet Parade until late. It was a great thing, and she wants to be able to decorate the area for it a little more. It was done in the afternoon but it was on the grass so it wouldn't be too hot for the animals. It just needs to be more publicized so people will know about it and maybe do the advertising further in advance.

There were no catastrophes or disasters. There were two small fires, but they were quickly spotted and extinguished. That is what caused the big loll during the firework show, they had to extinguish those before continuing.

Manager Harvey went over some of the groups that contributed to the event, starting with Girl Scouts Troop 480 who presented the colors this year for the Town. RockUs came and played for the event, but she mentions how they really seem to like coming and being a part of the event. She thanks the Council for cooking and serving the food.

Manager Harvey happily announces that the Pet Parade is here to stay and that she hopes it will get even more participation next year. She shows the Council the winners.

She mentions once more how great the sprinkler Jim built is and how grateful she was for it with this year's heat.

She mentions how for next year they will need to get more pies for the pie eating contest. How it's such a community favorite that they must separate the kids and adults because it can get pretty crazy up there and running them as separate cake walks seemed to help them run smoother.

The Town had beautiful fireworks thanks to the Wilcox Fire Department.

There are many people to thank from our community, groups from our community, and the Arizona Rangers. But truly we couldn't do it without our staff. Our Town staff really do work hard and while we try to work in shifts some of them are out there from noon to nine o'clock. We actually finished at 10:30 this year because we did an after-action review after the event. So, she really wants to thank them.

The new transit department came out and really worked. Fry Fire, Mr. Shed, The Arizona Rangers, The City of Willcox, and Willcox Fire Department thanks to them we had fireworks. And they want to come back next year. Though we do want to get some of our own people trained.

Manager Harvey now asks for the Councils input on what they can do better. What they would like to see changed for next year's event.

Councilmember Butterworth jokingly suggests they turn the heat down or let it rain.

Manager Harvey replies she wished they could.

Councilmember Butterworth said she had no complaints, just that it was hot.

Councilmember Cardella replied that she was on vacation with her family and missed it but is looking forward to being a part of it next year. She mentions the importance of the traditions in small towns like cake walks and mentions one from her hometown growing up.

Councilmember Ferro had a few questions. He asked about Fry Fire if they were still talking about having some people trained for fireworks.

Manager Harvey answered they are still looking into it.

Councilmember Ferro replied that if they do it then we would have people with the training available for next year. He then mentioned that the incident/site commander thing came up last year too and said that this is something they need to make happen. He cautions that there will come a time when they need this figured out, so they really need to figure it out soon.

Councilmember Trate said that this year had a different vibe. She's unsure if it was good or bad but this year just seemed more stressful. She felt people were stressed. She didn't participate in any of the games, she didn't visit any of the things, she was just there to listen to the music. To her it just didn't feel like previous years.

Manager Harvey commented that maybe it was the heat.

Mayor Pro Tem Hirshberg commented that the lack of watermelon was the first she noticed and then they ran out of food. Both being things manager Harvey has addressed. She did notice that a lot of people were bringing their own chairs and the Town didn't have chairs set up. She suggests that for future events the Town provide some chairs. She mentions how a lot of people were sitting at the games when they should have been at other places.

Councilmember Butterworth commented that they were probably sitting there for the shade.

Mayor Wallace also commented on the lack of watermelon. Saying how they've already had some discussions about how to ensure what happened to cause no watermelon doesn't happen again. He suggests that we should switch to vegetarian chili, saying they had several people come up and ask if the chili had meat in it and he wants to make sure everyone has the ability to eat at the event. Addressing the shade issue, he wants to look at available funds closer to the event next year and see about the Town purchasing shade structures for the park. He agrees with Mayor Pro Tem Hirshberg that it's nice to have chairs and everyone was grouping around the shade as much as possible. He mentions how people were enjoying the skatepark, the new play equipment, and were using the walk path. How we had a lot of happy and smiling people.

Both Mayor Wallace and Manager Harvey happily commented about being able to provide free food and games and the joy they received every time they answered that it was all free to the public.

Mayor Wallace talked about having people come up to him and comment about how nice the event was and how they were excited for next year then days afterward about the

fireworks being great. Next, he mentions something the Town used to do when he was a kid. He said they would have music playing at the Tennis Courts for the kids and have a dance after the fireworks until the park closed at 10pm. He thinks that could be something easy we could look into doing. He said they did contests, like a break-dancing contest.

Mayor Wallace reiterates how happy the Community was and says that as far as things needing to be done/improved it would just be like what Councilmember Ferro was saying, determining the Event Coordinator/ person in charge. He comments about how it's been talked about before, but it just needs to be done and how it doesn't necessarily have to be Manager Harvey or Chief Thies. It has to be a member of Town staff, but it could be any member of staff. They would basically walk around and if anything happens or goes wrong that's who you'd go to. He wants to make sure that gets figured out.

Manager Harvey comments to the Council that she believes that having the big shade structure over by the new play equipment enhanced the 4<sup>th</sup> of July event. So, the Town had both a playground for the kids and shade for the parents.

Mayor Wallace commented that one thing he noticed and really likes about that area is that it is wheelchair accessible. Something that is also new to this park. He got to see individuals in wheelchairs get to come and participate and enjoy this year when in past years they didn't really have much option.

Mayor Pro Tem Hirshberg commented that maybe the Town could ask some businesses and organizations about shade structures, saying she knows that the Town has some.

Manager Harvey answers that the Town only has one. A blue canopy that isn't very large. The Town had another until the wind got ahold of it.

Mayor Wallace comments that he wants to look into permanent structures. Not ones they would have to set up and secure.

Councilmember Ferro commented more ramadas essentially.

Mayor Wallace agrees and asks Manager Harvey to see about looking into slowly upgrading more areas of the parks in this way. Saying this is the whole point of what they're doing with the budget.

Manager Harvey replies that they still have funds they can set aside for things to spend on.

Mayor Wallace replies that these are things he wants to look into for Leffingwell and Hunt Park.

## **E.5 Discussion and/or Action [Mayor Wallace]: Proclamation 2023-13 - A PROCLAMATION OF THE MAYOR AND THE TOWN OF HUACHUCA CITY, DECLARING THE MONTH OF AUGUST, 2023, AS "DROWNING AWARENESS MONTH".**

**Motion:** Proclamation 2023-13 – A Proclamation of the Mayor and the Town of Huachuca City, declaring the month of August, 2023, as "Drowning Awareness Month", **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

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

**Councilmember Trate** mentioned the Upper San Pedro meeting coming up on August 5<sup>th</sup>.

**Councilmember Butterworth** they had the food distribution last Friday and she says they had cars backed up all the way down to Skyline. For the last hour of which she was directing traffic and acting as a stop sign. There isn't another SVMPO meeting until next month but Lampton, Suzanne, and Jim Halterman have been preparing for the expenditure on the Skyline Road Project. So that's progressing.

**Councilmember Cardella** is excited for the Back-to-School event at the Library and National Night Out and then the Open House at Huachuca City School on Wednesday.

**Mayor Pro Tem Hirshberg** They had a fun event at the pool trying to get more residents out and to learn about the pool. They handed out a lot of free food. Hot dogs, chips, water bottles, and capri suns. There were fun games. The library staff and the Lions Club pitched in and so there were lots of prizes and the kids had a great time.

**Mayor Wallace** Next week is the MAC luncheon and Mayor Pro Tem Hirshberg is going to cover that. The 8<sup>th</sup> is Sunrise Breakfast in Sierra Vista and Suzanne is going to cover that. School is starting next week. Our National Night out is tomorrow. He is going to start having monthly meetings with the Principal of Huachuca City School, Mr. Beaman. The intent being just to make sure that the Town and the local School are on the same page. Saying "What are we working on here, what are they working on there and how we can work together or help each other. There's a lot of potential to strengthen the relationship between the town and the school.". Cox is starting to accept installs and setting up install dates for residents in areas 1,2, and 3 while they continue to finish the set up for areas 4, and 5. He suggests that if you got a door hanger from Cox to call the number on there and promises to get the number advertised so people have it to call. He said that after talking to the service manager, they really want people to call and not sign up online, so they can get the discounts being offered. They aren't available online. For the Skyline Project, all the paperwork has been signed. He comments it's a very busy month coming up.

### **G. Adjournment**

**Motion:** To Adjourn, **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on August 3rd, 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 April 27, 2023. I further certify that the meeting was duly called and a quorum was present.

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Ms. Brandye Thorpe,  
Town Clerk