



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
August 24, 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 Clerk Brandye Thorpe (not voting), Town Attorney Thomas Benavidez (Not voting).

**Absent:** Jean Smelt

- 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 August 10, 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** Christy Hirshberg.

**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 [Spencer Forsberg]: Presentation of the Town's financials for the month of July.**

**Motion:** Presentation of the Town's financials for the month of July, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Debra Trate.

Mr. Forsberg greeted the Council and told them they would be going over the month of July, the first month of the new fiscal year. This put the Town 8% through this fiscal year. He tells them that while it's a short time a lot has gone on.

He starts with the General Fund. Revenue for the General Fund for July came to \$219,984 with its expenditures coming to \$143,877. This means the General Fund is in the black with \$76,107 for the month of July.

Next, he talked about the Enterprise Funds.

The Water Fund had a revenue of \$36,627.20 with expenditures of \$17,272. Leaving this fund in the black by \$19,554 for July.

The Sewer Fund had a revenue of \$24,273 with expenditures of \$54,395. He brings to the Councils attention to the payment on the WIFA loan, which is the reason for such a large expenditure. This account is in the red by \$30,121 for the month of July.

The Garbage Fund had a revenue of \$12,338 with expenditures of \$12,980. This account is in the red by \$642 for the month of July.

The Landfill Fund had a revenue of \$136,718 with expenditures of \$149,078. This account is in the red by \$12,360 for the month of July. Mr. Forsberg brings to the Councils attention that equipment maintenance was a large expense for the month of July which put the Town in the red for this account.

Manager Harvey comments that she believes this is a break that happened and had funds obligated for it in June, she this will probably be charged back to the last fiscal year. She is going to investigate it further. She believes they just didn't get the invoice until July, but the break and funds were decided in June, and they just need to charge it back.

Mr. Forsberg brings to the Councils attention a large deposit made in July related to the Skyline Project. He just wanted to make sure the Council was aware of it. \$2,071,000 came in for that.

Mr. Forsberg asked if the Council had any questions.

Mayor Wallace asked for clarification if the WIFA payment was only once a year?

Manager Harvey replied that there's one large payment once per year and then a \$10,000 payment later in the year. She believes that \$10,000 payment is done in February.

Mayor Wallace asked if they were still working on finishing final numbers for last year?

Mr. Forsberg answered yes, but they still had some post-backs to get through and he was sure the number would change again after the auditors went through everything.

## **E.2 Discussion and/or Action [Suzanne Harvey]: Approval of the agreement with the Arizona Department of Emergency and Military Affairs [AZDEMA] to provide reimbursement to the Town for purchase of two new police vehicles and radio equipment in support of the Police Department's enforcement activities relating to border crimes.**

**Motion:** Approval of the agreement with the Arizona Department of Emergency and Military Affairs [AZDEMA] to provide reimbursement to the Town for purchase of two new police vehicles and radio equipment in support of the Police Department's enforcement activities relating to border crimes, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Chief Thies lets the Council know that this is a grant request he submitted and was approved for two more Dewey vehicles for \$148,693. He tells them that the AZDEMA grant is more targeted and easier to accomplish. All in total it would be four (4) vehicles, a lot of money that we are fortunate to get. He asks that the Council approves this so that he can move forward immediately with ordering the next two vehicles. Then they can be in the quo and the Town can have them by the end of the year.

Mayor Wallace asks if the \$148,693 covers the radios and stuff too.  
Chief Thies answers yes.  
Councilmember Trate praises Chief Thies for doing a good job on this.

**Motion:** Approve the agreement with AZDEMA for the reimbursement to the Town for police vehicles and stuff, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Debra Trate.  
Motion passed unanimously.

### **E.3 Discussion and/or Action [Suzanne Harvey]: Approval to pay Ruben A Villa & Associates, LLC, for budget development and related financial services rendered; and approval to contract with the firm for further services**

**Motion:** Approval to pay Ruben A Villa & Associates, LLC, for budget development and related financial services rendered; and approval to contract with the firm for further services, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Debra Trate.

Manager Harvey brings to the Councils attention the extra unexpected work that Mr. Via did for the Town and the benefit this partnership was able to bring to the Town. She tells the Council that there were many unexpected things that arose while they were creating the budget that had to be managed and that made Mr. Via work more than the hours he was contracted for. She informs them that with Mr. Via's help they've been able to fix things in the Town's budget that have been broken for many years, but no one had the knowledge or understanding to fix. One of these things being the inter-fund debt. This is now in the budget to be resolved and won't be an issue to be found by the auditors. The Town's audit wasn't finished and that hindered the budget making process. All of these things added up to more money, but he is discounting it for the Town.

Manager Harvey recommends that the Town pay him. She reminds the Council that he has a lot of expertise that he brought to the table, and she tells them that this is honestly the best budget since she's been here. It's very detailed and we had additional things that had to be added to the budget this year and it was done correctly.

Manager Harvey asks the Mayor and Council for the authorization to pay Mr. Via the remaining amount.

Councilmember Ferro asks if we have this money in an appropriate line item budgeted to pay him.

Manager Harvey answers yes. She tells the Council that the Town saved about \$12,000 because Kristy left. We've spent about \$8,000 of that. In addition, in the professional services line item there is still about \$13,000 left. Also, these are all from the last fiscal year because that's when the debt was incurred. We do have money in last year's budget to make this payment and from an appropriate place.

Councilmember Ferro states he has no problems with paying him then.

Councilmember Trate mentions how it says about contracting him for the future, but Manager Harvey hasn't mentioned that yet.

Manager Harvey answers that through speaking with Mr. Benavidez they would do the RFP process. The Town's contract with Mr. Via was very specific to the budget. We want to engage someone's services to oversee the Town's finances and budget that's doing a

monthly audit so that we're not surprised when we get to the end of the fiscal year. They will be doing an RFP and there's not a lot of places that provide these types of services, but we will send it out to all of them. She is sure Mr. Via will place a bid on it, but it is appropriate for the Town to do an RFP per our code.

Mayor Wallace comments that he has no problems paying anyone who provides us with a really good service. Funds, fund balances, and just the overall expertise that Mr. Via has is more than Mayor Wallace has every seen anyone in this town have in the entirety of his experience with the Town. Per our Town code it does have to go to a bid though.

**Motion:** approve the payment to Ruben Via and Associates, LLC, for his services rendered for the budget building services and related financial services to the Town and authorize the use of him for allocate services until we can publish an RFP and find a more long-term solution,

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

Motion passed unanimously.

#### **E.4 Discussion and/or Action [Suzanne Harvey]: Approval to earmark Highway User Revenue Funds [HURF] for potential Gila and School Drive improvement project.**

**Motion:** Approval to earmark Highway User Revenue Funds [HURF] for potential Gila and School Drive improvement project, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Mayor Wallace comments that he is excited about this. He has a meeting with Mr. Beaman on the 8<sup>th</sup>, part of monthly meetings they will have to talk about things the Town is doing and things the School is doing and what they might be able to do for each other. He mentions these are two major roads for the Town and for the School.

### **18:27**

#### **E.5 Discussion and/or Action [Chief Thies]: After Action Review of the Town's National Night Out event.**

**Motion:** Approval to earmark Highway User Revenue Funds [HURF] for potential Gila and School Drive improvement project, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** .

#### **E.6 Discussion and/or Action [Stephanie Fulton]: Approval of a grant from the Arizona Library Association and University of Arizona Center for Rural Health in the amount of \$4000.00 to begin a Huachuca City Library Diaper Bank.**

**Motion:** Approval of a grant from the Arizona Library Association and University of Arizona Center for Rural Health in the amount of \$4000.00 to begin a Huachuca City Library Diaper Bank, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** .

**E.7 Discussion and/or Action [Suzanne Harvey]: Approval to renew the agreement with Family Healthcare Amigos, an Arizona non-profit corporation, doing business as Lending Shed,” for cooperation in operating a community lending shed for distributing free durable medical equipment and incontinence supplies to seniors and low-income households.**

**Motion:** Approval to renew the agreement with Family Healthcare Amigos, an Arizona non-profit corporation, doing business as Lending Shed,” for cooperation in operating a community lending shed for distributing free durable medical equipment and incontinence supplies to seniors and low-income households, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** .

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

**Councilmember Trate**

**Councilmember Butterworth**

**Councilmember Cardella**

**Mayor Pro Tem Hirshberg**

**Mayor Wallace**

**G. Adjournment**

**Motion:** To Adjourn, **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** .  
Motion passed unanimously.

Approved by Mayor Johann R. Wallace on September 14, 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 August 24, 2023. I further certify that the meeting was duly called and a quorum was present.

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Ms. Brandye Thorpe,  
Town Clerk