



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

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HUACHUCA CITY TOWN COUNCIL MINUTES REGULAR MEETING AT 7:00^{PM} THURSDAY, MARCH 24, 2016

- A. The Meeting was Called to Order at 7:00 p.m. and the Pledge of Allegiance was said.
- B. Roll Call

Present:

Mayor: Ken Taylor

Mayor Pro-Tem: David A. Perry

Council Members: Walter Welsch
Donna Johnson
Anna Gonzales-Departed at 7:15 PM
Johann Wallace - Appointed

Town Clerk: Tammy J. Mitchell, MMC

Town Attorney: Thomas Benavidez

Absent: Christy Hirshberg

- C. Approval of Minutes from the Regular Council Meeting held on March 10, 2016.

Motion made by *Mayor Taylor* to open for discussion and/or action to approve the Minutes from the March 10, 2016, seconded by *Councilmember Gonzales*.

Motion made by *Mayor Taylor* to approve the minutes, seconded by *Councilmember Gonzales*.

5-0 Motion Carried

- D. Call to the Public [3 minute limit] Agenda Items Only. (See below)

1. Stuart Jansen, 132 Buffalo Drive, Thanked Mayor Pro Tem for attending the Friends meeting and putting this on the Agenda tonight to support the Police Dept.
2. Neal Josephson, 806 Ridgeview, commented he wanted to know how the mayor was going to vote. He wanted the mayor to vote one way or the other.

E. **Reports by Council Members and Officers:**

1. **Councilmember Welsch - Library/Senior Center-**. Councilmember Welsch reported that the Sign Language classes are going well. The Senior Center is still serving lunches to many seniors.
2. **Councilmember Gonzales– Planning and Zoning-** . Councilmember Gonzales reported the Planning and Zoning is working diligently on the General Plan and a few more projects. We do have a few ordinances on the agenda today.
3. **Parks and Recreation-** Clerk Mitchell reported that she put together a Bike Rodeo set for April 23, 2016 at 10:00 AM. Mayor Taylor said if you would like to get involved with different commission of the city please get with the Town Clerk Mitchell for the paperwork.
4. **Councilmember Johnson – Public Safety-**Councilmember Johnson, Niki Haines reported they have some dogs ready for adoption and now they have some small dogs (Chihuahuas) for adoption. The Shelter is also moving forward with the meet and greet house. Councilmember Johnson conveyed that the Fire Department is doing their training with Whetstone.
5. **Mayor Pro Tem Perry - Public Works-** Mayor Pro Tem Perry reported that PW is working on grass, weeds and the right-a-ways. Also, with the winds the land fill staff is working on keeping up with the blown refuse.
6. **Councilmember Hirshberg– Finance-**.Mayor Taylor conveyed that the Auditors will give a presentation tonight.
7. **Mayor Taylor-** Mayor Taylor said he has no report tonight.
8. **Tammy Mitchell – Town Clerk’s Report-**Clerk Mitchell reported that we are changing cell phone carriers from Verizon to T-Mobile and will save 547.00 a month.

F. **Unfinished Business: None**

G. **New Business:**

1. **Discussion and/or Action [Mayor Taylor]: Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A) (1), for Interview and Discussion of Candidate(s) for the Vacant Council Seat.**
Motion made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Johnson*. Mayor Taylor asked if the candidates would like to go into closed session or stay in open session. Both candidates decided to stay in open session. First interviewed were Johann Wallace and then Craig Smith.
2. **Discussion and/or Action [Mayor Taylor]: Acceptance of Resignation of Johann Wallace from his Seat on the Town’s Planning and Zoning Commission.**
Motion made by *Mayor Taylor* to open for discussion and/or action, **seconded** by *Councilmember Gonzales*.
Motion made by *Mayor Pro Tem Perry* to accept Mr. Johann Wallace’s resignation from the Planning and Zoning Commission, **seconded** by *Councilmember Johnson*.

5-0 Motion Carried

3. **Discussion and/or Action [Mayor Taylor]: Appointment of Candidate to the Vacant Council Seat.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro Tem Perry*.

Motion made by *Mayor Taylor* to appoint Johann Wallace to the vacant Council Seat, seconded by *Councilmember Gonzales*.

5-0 Motion Carried

4. **Discussion and/or Action [Mayor Taylor]: Assignment Changes to the Town's Appointed Commissions, including but not limited to: Finance, Parks and Recreation, and Planning and Zoning.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Gonzales*. Mayor Taylor made a motion to appoint Councilmember Gonzales to Finance, Councilmember Johann to Planning and Zoning and Councilmember Hirshberg to Parks & Recreation, seconded by Councilmember Gonzales.

5-0 Motion Carried

5. **Discussion and/or Action [Mayor Taylor]: Fiscal Year End 2015 Financial Audit (Auditors - BeachFleishman)**

Motion made by *Mayor Taylor* to open for discussion, seconded by *Councilmember Gonzales*. Mr. Jim Lovelace gave the power point presentation for the council and public. Anyone seeking to see the Audit Report can contact the Tammy Mitchell, Town Clerk/Administrator during normal business hours.

6. **Discussion and/or Action [Mayor Taylor]: Request for waiver of Facility Use fee's for Keeline Park by Little League Baseball, a non-profit organization, to promote community through youth activities.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember Gonzales*.

Motion made by *Mayor Taylor* to waive fees for the Little League Baseball, seconded by *Councilmember Johnson*.

6-0 Motion Carried

7. **Discussion and/or Action [Councilmember Gonzales]: Appointment of Taylor Watson to the Planning and Zoning Commission.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro Tem Perry*. Attorney Benavidez stated you cannot be an employee and on the Planning and Zoning Commission at the same time.

8. **Discussion and/or Action [Mayor Taylor]: Results of the CDBG Public Hearing Concerning Grant Funding Project Proposals.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Councilmember J. Wallace*. **CORRECTED** The council discussed the three option presented and thought that the water tank improvements would be the best at this time. Mayor Pro Tem mentioned that we may need to put some money of our own in to this project. It will go out for bid so we hope to get a bid that fits. Mayor Taylor stated that this process is going through SEAGO to make sure this is done properly this time around.

Motion made by *Mayor Taylor* to, seconded by *Mayor Pro Tem Perry* to direct

staff to begin the process for the CDBG Grant for improvements on our water tower system. 5-0 Motion Carried.

Resolution No. 2016-13 Read by Title Only

9. **Discussion and/or Action [Mayor Taylor]: Resolution No. 2016-13 - AUTHORIZING THE TOWN TO SUBMIT AN APPLICATION FOR FY 2016 STATE COMMUNITY DEVELOPMENT BLOCK GRANT [“CDBG”] FUNDS, CERTIFYING THAT THE APPLICATION MEETS THE TOWN’S PREVIOUSLY IDENTIFIED COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE CDBG PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY AND PROPER TO IMPLEMENT AND COMPLETE THE PROJECT DESCRIBED IN THE APPLICATION.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro Tem Perry*.

Motion made by *Mayor Taylor* to adopt Resolution No 2016-13, seconded by *Councilmember Welsch*.

5-0 Motion Carried

Resolution No. 2016-14 Read by Title Only

10. **Discussion and/or Action [Mayor Taylor]: Resolution No. 2016-14 - ADOPTING A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR FISCAL YEAR 2016, AS REQUIRED UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro Tem Perry*.

Motion made by *Mayor Taylor* to adopt Resolution No 2016-14, seconded by *Mayor Pro Tem Perry*.

5-0 Motion Carried

Ordinance No. 2016-14 Read by Title Only

11. **Discussion and/or Action [Mayor Pro Tem Perry / Town Attorney]: First Reading of Ordinance No. 2016-14 AMENDING THE TOWN’S CODE TITLE 2 “ADMINISTRATION AND PERSONNEL” TO ESTABLISH THE OFFICE OF TOWN MANAGER AND TO SPECIFY THE DUTIES AND RESPONSIBILITIES OF THE TOWN MANAGER.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded by *Mayor Pro Tem Perry*.

Ordinance No. 2016-15 Read by Title Only

12. **Discussion and/or Action [Zoning Administrator / Town Attorney]: First Reading of Ordinance No. 2016-15 - AMENDING THE TOWN CODE CHAPTER 18.105 “OFF-STREET PARKING AND LOADING REGULATIONS” SECTION 18.105.070 “PARKING LOT PLACEMENT REGULATIONS” CONCERNING PARKING LOT SURFACING AND OTHER PARKING LOT REQUIREMENTS.**

Motion made by *Mayor Taylor* to open for discussion and/or action, seconded

by Mayor Pro Tem Perry.

Ordinance No. 2016-16 Read by Title Only

13. **Discussion and/or Action [Zoning Administrator / Town Attorney]: First Reading of Ordinance No. 2016-16 - AMENDING THE TOWN CODE TITLE 18 “ZONING”, CHAPTER 18.10 “DEFINITIONS,” CHAPTER 18.35 “R-1 RESIDENTIAL DISTRICTS,” CHAPTER 18.105 “OFF-STREET PARKING AND LOADING REGULATIONS” ADOPTING PARKING RESTRICTIONS FOR TRAILERS AND ACCESSORY VEHICLES IN RESIDENTIAL AREAS.**

Motion made by Mayor Taylor to open for discussion and/or action, **seconded** by Councilmember Wallace.

Ordinance No. 2016-17 Read by Title Only

14. **Discussion and/or Action [Zoning Administrator / Town Attorney]: First Reading of Ordinance No. 2016-17 - AMENDING THE TOWN CODE TITLE 18 “ZONING,” CHAPTER 18.135 “AMENDMENTS,” SECTION 18.135.080 “FEES” AND CHAPTER 18.145 “BOARD OF ADJUSTMENT,” SECTION 18.145.100 “FEES AND NOTICE OF PUBLICATION,” CHAPTER 18.150 “FEES,” SECTION 18.150.010 “PLANNING AND ZONING FEES,” AND ADDING NEW CHAPTER 18.155 “VIOLATIONS AND PENALTIES,” TO CHANGE THE PLANNING AND ZONING FEES CHARGED BY THE TOWN AND ESTABLISHING A NEW PROCESS FOR HANDLING ZONING VIOLATIONS AND THE PENALTIES THEREFOR.**

Motion made by Mayor Taylor to open for discussion and/or action, **seconded** by Mayor Pro Tem Perry.

Ordinance No. 2016-18 Read by Title Only

15. **Discussion and/or Action [Mayor Taylor]: Executive [Closed] Session, Pursuant to A.R.S. 38-431.03 (A) (3) & (4) for Discussion and Consultation with the Attorney of the Council in Order to Consider its Position and Instruct its Attorney Regarding Claims Made Against the Town by Richard Miller, and in Pending or Contemplated Litigation or in Settlement Discussions Conducted in Order to Avoid or Resolve Litigation Related to Enforcement of the Town’s Building and Zoning Codes.**

16. **Discussion and/or Action [Mayor Pro Tem Perry]: Code Enforcement discussion.**

- H. **Payment Approval Report in the amount of \$83,689.16**

Motion made by Mayor Taylor to open for discussion and/or action, **seconded** by Councilmember Johnson.

Motion made by Mayor Taylor to approve the payment report, **seconded** by Councilmember Johnson.

5-0 Motion Carried

- I. **Call to the Public: [3 min. limit] ARS38-431-01 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.

None

J. Discussion and/or Action [Town Clerk]: Items to be placed on the next agenda.

K. Adjournment:

Motion made by *Mayor Taylor* to adjourn, seconded by *Councilmember Hirshberg*
Adjourned at 9:15 p.m. 5-0 motion Carried

Approved by Mayor Taylor on April 14, 2016

Mayor, Kenneth Taylor

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on March 24, 2016. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator