

**MAYOR AND COUNCIL PUBLIC MEETING NOTICE  
REGULAR MEETING - OCTOBER 11, 2023 AT 6:00 PM**



**Minutes**

The City of Douglas Mayor and Council met in a Regular Meeting on Wednesday, October 11, 2023, at 6:00 p.m., at City Hall Council Chamber, 425 10<sup>th</sup> Street. The Honorable Mayor Huish called the meeting to order.

1. **CALL TO ORDER.** 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE.** By Council
3. **INVOCATION.** Pastor Luis Aguilar – Iglesia Bautista Amistad.
4. **ROLL CALL.**

	<u>PRESENT</u>	<u>ABSENT</u>
MAYOR, DONALD C. HUISH	X	
MAYOR PRO TEMPORE, MARGARET MORALES	X	
COUNCILMEMBER, MITCH LINDEMANN	X	
COUNCILMEMBER, DANYA ACOSTA		X (excused)
COUNCILMEMBER, RAY SHELTON	X	
COUNCILMEMBER, MICHAEL BALDENEGRO	X	
COUNCILMEMBER, JOSE GRIJALVA	X	
CITY MANAGER, ANA URQUIJO	X	
CITY ATTORNEY, DENIS FITZGIBBONS	X	
CITY TREASURER, LUIS PEDROZA	X	
CITY CLERK, ALMA ANDRADE	X	

**5. READING OF PROCLAMATIONS.**

**A. EXTRA MILE DAY.**

Mayor Huish read the proclamation and stated that the following individuals made a difference in the community by going the extra mile:

• **ABE VILLARREAL**

Abe Villarreal serves as Campus Cean at Cochise College where he sits as a member of the president's council and administrator of record for the Douglas campus. Abe leads community engagement efforts, connecting the campus with the Douglas community. Outside of his work, Abe volunteers with several organizations including the C.A.M.E. migrant center in Agua Prieta, Kiwanis international, and the Douglas Historical Society. He serves as a board member with Canyon Vista Medical Center and the Center for Academic Success. He is also a volunteer with Casa of Arizona as a court appointed special advocate.

Abe is a proud Douglas native, a graduate of Douglas High School, and alum of Cochise College.

• **ALEX BONEO**

Alexandra Boneo is from Douglas, Arizona, and Agua Prieta, Sonora border communities. She has over 15 years of experience in community development in the non-profit sector. As a Douglas Coalition Substance Abuse Coordinator, she was able to serve her border community directly by coordinating local efforts to address substance abuse prevention, underage drinking, and prescription drug abuse. This has also provided her the opportunity to network with other grass roots organizations, government agencies, and other non-profit organizations to collaborate and partner in almost every prevention event in the community. She has made a significant impact in the community through her prevention efforts over the years.

Alexandra also serves on the Legacy Foundation Board representing Cochise County. Volunteering for her community is her passion. In the last 10 years, she has volunteered for several efforts and organizations including the Binational Health Council (Cobina), St. Vincent De Paul, Douglas Area Food Bank, Douglas for Stronger Families' Council, City of Douglas Budget Council, City of Douglas Library Council, Leaders Across Borders, and

many others. Her mission is to serve and make her community a better place in every possible way through passion and action.

- **MARI SNYDER & JULIA PINTO**

Julia Pinto and Mari Snyder are lay missionaries with the Franciscan Mission Service who have served nearly two years at the US-Mexico Border in Douglas and Agua Prieta. Working with Father JoJo, head of the catholic community of Douglas-Pirtleville, they established Douglas' welcoming center for asylum seekers, where mostly young families can have a homemade meal and rest before proceeding to Tucson, then onward to their sponsors.

Julia and Mari are actively recruiting volunteers beyond Douglas' faith community. They welcome donations of food, paper goods and cleaning supplies for this very active, every-day-of-the-week community effort that serves an average of 45-50 people, largely women and children each day.

They are very honored to receive this award and warmly thank the City of Douglas, its leadership and community members for the wonderful welcome, experiences and opportunities they have been given in this lovely community.

The Mayor and Council presented certificates to the Extra Mile honorees and posed for a photo with them.

**B. 22nd ANNUAL ARIZONA CITIES & TOWNS WEEK.**

Mayor Huish read the proclamation and encouraged everyone that if you see a city employee to please offer them your thanks.

**C. DOMESTIC VIOLENCE MONTH.**

Mayor Huish read the proclamation and emphasized the importance of reporting any signs of abuse if you encounter someone who may be a victim. He stressed the significance of erring on the side of caution and not ignoring potential cases. He also condemned abuse, stating that it should have no place in the community. He encouraged the community to come together, stay vigilant, and engage in prayer to work collectively to eliminate this issue from the community.

**6. PERSONS WISHING TO ADDRESS THE COUNCIL IN WRITING OR VERBALLY ON ANY ITEM NOT ON THE AGENDA.**

Mr. Richard Dodge of 1345 9<sup>th</sup> Street, commented on the following:

- Speeding in the 9<sup>th</sup> Street neighborhood and other city areas.

Mayor Huish introduced and extended a warm welcome to Mr. Dave Nevins, the new Tourism Coordinator.

In response, Mr. Nevins expressed gratitude to Mayor Huish for the introduction and for the warm reception he received. Mr. Nevins, originally from the Tucson area, shared that he has been a part of the community for five weeks and was genuinely impressed by the wonderful people in the area.

During the meeting, Mayor Huish also took the opportunity to introduce Miss Colleen Mulvey, who joined via Zoom. Ms. Mulvey, serving as the Region 8 Director of the International Institute of Municipal Clerks, briefly outlined the significant effort required to complete two certification programs: the Certified Municipal Clerk (a three-year endeavor) and the Master Municipal Clerk (a three-to-four-year journey). Ms. Mulvey highlighted that clerks must dedicate approximately 120 hours to university-level training classes.

Ms. Mulvey commended the council and city management for their forward-thinking approach, which supports employees' continuing education and professional development. She emphasized the importance of this, especially in the complex field of bookkeeping, where laws are continually evolving. Furthermore, Ms. Mulvey celebrated Alma Andrade's recent attainment of the Master Municipal Clerk designation, underscoring its significance.

Ms. Mulvey expressed the International Institute of Municipal Clerks' excitement and pride in Alma Andrade's achievement, thanking the council for their support in facilitating her education and professional growth.





In response, Mr. James clarified that the site does feature a customer service area for people to visit and wait, but it does not embrace a hub concept.

## **9. DISCUSSION/DECISION on APPROVALS.**

A. **RESOLUTION NO. 23-1567**, a Resolution of the Mayor and Council of the City of Douglas, Cochise County, Arizona, **AUTHORIZING** the intent to grant a **UTILITY EASEMENT** to **ARIZONA PUBLIC SERVICE (APS)** for the construction of future **SOLAR PANEL PARKING STRUCTURES** at two city-owned sites through the Solar Communities program.

Daritzza Villalobos provided background information.

**Motion by Council Member Lindemann, second by Council Member Shelton to approve Resolution No. 23-1567.**

Council Member Baldenegro inquired about the potential inclusion of electric vehicle (EV) charging stations in the solar parking lots.

Ms. Villalobos replied that currently, EV stations were not part of the plan, but they were actively exploring funding options for EV charging infrastructure. She explained that the parking structures primarily consist of covered parking with solar panels on the roof, and the city would receive a bill credit for the energy generated.

Council Member Baldenegro further asked, seeking clarification on whether this arrangement was solely intended for city employees.

In response, Ms. Villalobos clarified that these solar parking structures would be available on both the east and west sides of the city. At the golf course, there would be a parking lot accessible to the public.

Council Member Baldenegro sought confirmation that anyone would be able to park there.

Ms. Villalobos affirmed that it would indeed be open to the public.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton, Michael Baldenegro, and Jose Grijalva. Voted Against: None.**

B. **AUTHORIZING** the **APPROVAL** to request budget authority to fund \$68,000 from unrestricted fund balance to update the **CITY of DOUGLAS 2002 GENERAL PLAN**.

William Osborne provided background information.

**Motion by Council Member Lindemann, second by Council Member Baldenegro to approve the budget request to fund \$68,000 from unrestricted fund balance to update the City of Douglas 2002 General Plan.**

Council Member Lindemann asked whether the plan was lagging behind by 20 years, considering it should be updated every 10 years.

Mr. Osborne agreed.

Council Member Shelton sought confirmation regarding the cost, specifically if it would be \$78,000.

Mr. Osborne agreed.

Ms. Urquijo emphasized that the quoted figure was the lowest among several received and explained that the city's general plan was overdue for an update. She pointed out that developments like the commercial port of entry and the council's policy priorities, which included annexation and new infrastructure, made it crucial to address the general plan's updates. Additionally, Ms. Urquijo mentioned that staff had initially budgeted \$10,000 for this project, not fully realizing the extent of the work and the associated timeline. She clarified that the services



provided by the consultant couldn't be broken down within the current budget, and according to the fiscal policy, expenditures exceeding \$20,000 required council approval. Therefore, the city manager had the authority to approve anticipated expenditures up to \$20,000, but this case warranted bringing it back for discussion. The recommendation was to use the unassigned fund balance for this one-time cost, which aligned with its intended purpose, primarily for one-time capital expenditures.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton and Michael Baldenegro. Voted Against: Council Member Jose Grijalva.**

**C. AUTHORIZING the ACCEPTANCE of a proposed Scope of Work from STANTEC CONSULTING SERVICES in the amount of \$325,215.49 for a portion of the Preliminary ENGINEERING 60% design for the WEST EXPANSION AREA for DOUGLAS, ARIZONA and surrounding project areas.**

Elise Moore provided background information.

**Motion by Council Member Morales, second by Council Member Shelton to approve the proposed scope of work from Stantec Consulting services for a portion of the preliminary engineering 60% design for the west expansion and surrounding areas project in the amount of \$325,215.49.**

Council Member Lindemann asked whether this grant was eligible for reimbursement.

Ms. Moore confirmed this and explained that the initial scope of work sent to Stantec included sections that the North American Development Bank deemed ineligible for reimbursement. These aspects were reviewed and found to fall within the bank's program, thus needing a technical assistance agreement to be presented to the council.

Mayor Huish stressed the importance of meeting deadlines for the new commercial port of entry, noting the urgency of the matter.

Ms. Moore agreed.

Ms. Urquijo mentioned that she had provided the council with a timeline for reference, which would also be included in the online packet by the clerk.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton, Michael Baldenegro, and Jose Grijalva. Voted Against: None.**

**D. AUTHORIZING the APPROVAL of the ASSIGNMENT of DEED of TRUST and other loan documents from the DOUGLAS HOUSING CORPORATION I (Assignor) to the CITY OF DOUGLAS (Assignee).**

Xenia Gonzalez provided background information and stated that the Douglas Housing Corporation I was established and ratified by the City of Douglas by Resolution No. 13-936 to have decision making authority on the operation of Casas Esperanza. In 2015 Casas de Esperanza was sold to COI Pacific Associates and the Douglas Housing Corporation I entered into a partnership agreement with Cochise Pacific to provide resident services facilitator and to provide them the non profit status for tax exemption purposes. Since then, the Douglas Housing Corporation I board has been relatively inactive and because the City of Douglas Housing Corporation I board stands to gain from this note, residual receipts note that they have in the amount of \$500,000, it has been determined that it is in the best interest to transfer the note to the City of Douglas because the board has become inactive since the sale of Casas Esperanza.

**Motion by Council Member Shelton, second by Council Member Baldenegro to approve the Assignment of Deed of Trust and other loan documents from Douglas Housing Corporation I (Assignor) to the City of Douglas (Assignee).**

Council Member Lindemann asked for clarification on how the city's takeover of the mentioned portion, which had been sold, would operate.

In response, Ms. Gonzalez explained that if Cochise Pacific were to sell the property before the note's maturity date, the city holds a position in line with other debtors to potentially benefit financially from the sale. The city is eighth in line for cash distribution prior to dissolution, and third in line for the distribution of capital proceeds. However, it's important to note that the distribution of capital proceeds refers to a scenario where Casas Esperanza or Cochise Pacific starts generating significant revenue from Casas Esperanza, and in such a case, the city stands to gain a share of 0.0002% of those revenues.

Mayor Huish inquired whether Casas Esperanza would continue to function as government-assisted lower-income housing.

Ms. Gonzalez confirmed that it would indeed remain as lower-income government assistance housing.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton, Michael Baldenegro, and Jose Grijalva. Voted Against: None.**

**E. AUTHORIZING the GRANT ACCEPTANCE in the amount of \$2,500, from the LEGACY FOUNDATION of SOUTHERN ARIZONA to fund the HEALTHY CHOICES AT YOUR LIBRARY, A STEAM BASED HEALTH LITERACY PROGRAM.**

Daritz Villalobos provided background information.

**Motion by Council Member Shelton, second by Council Member Baldenegro to approve the grant acceptance from the Legacy Foundation of Southern Arizona in the amount of \$2,500 to fund the Healthy Choices at Your Library, a STEAM-based health literacy program.**

Council Member Grijalva expressed appreciation to Ms. Villalobos and the Library for addressing one of the survey findings. The survey revealed that people are interested in learning how to eat healthy, particularly in the context of Mexican culture, which often involves cooking with ingredients like lard and other less healthy options.

Council Member Grijalva acknowledged the importance of helping the community adapt to healthier eating habits and thanked Ms. Villalobos for her efforts in understanding the community's needs.

Council Member Shelton inquired about the duration of Ms. Villalobos's tenure with the city.

In response, Ms. Villalobos indicated that she had been in the city for a year and a half.

Council Member Shelton then inquired about the approximate amount of grant funding she has secured for the city.

Ms. Villalobos responded that it amounted to approximately seven million dollars.

Council Member Shelton expressed gratitude for the guidance and assistance Ms. Villalobos has provided to the city since she started.

Council Member Grijalva added to Council Member Shelton's remarks, emphasizing that the seven million dollars were a valuable addition that the city did not have prior to Ms. Villalobos's arrival and extended his appreciation to her.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton, Michael Baldenegro, and Jose Grijalva. Voted Against: None.**

**F. AUTHORIZING the APPROVAL of a Change Order from SUNLAND ASPHALT for the continuation of the AIRPORT RUNWAY REHABILITATION PROJECT.**

Elise Moore provided background information.



Ana Urquijo added on the funding for this project and clarified that regarding this change order the city has not paid for the amount and authorized the word to move the project along. Ms. Urquijo stated that the city has the anticipated funding coming in the ADOT Aeronautics 5-year CIP plan and the total expected from the sale of the land surrounding the airport could be something to cover the cost. Ms. Urquijo commented that initially it would come from budgeted capital with a hope to end up with a net neutral position with some of these grants or sale proceeds it is her recommendation.

**Motion by Council Member Baldenegro, second by Council Member Shelton to approve the change order from Sunland Asphalt for the continuation of the airport runway rehabilitation project.**

Council Member Baldenegro inquired about the adequacy of the sub floor or subbase for the runway and whether this project could pose a financial burden on the city.

Ms. Moore responded that the project would provide the city with a temporary solution, allowing for the re-laying of two and a half inches of the runway, making it usable once more. The city lacked the necessary funds for a complete reconstruction of the entire runway from its base. Therefore, this project represents a repair, not a full reconstruction. It will result in a functional runway with a quality surface, but vigilance will be required as cracks may reappear over time.

Council Member Baldenegro sought clarification on the extent of the area being addressed.

Ms. Moore explained that the contractor selected specific sections for repair, focusing on areas deemed too soft for repaving. The stabilization efforts are limited in scope to ensure the city's functionality.

Council Member Baldenegro inquired about the warranty.

Ms. Moore indicated that the contractor would be responsible for all the work, while city staff would monitor and perform maintenance as needed, including filling in any recurring cracks. She expressed hope for another five to eight years of runway use before any major projects became necessary.

Council Member Shelton expressed satisfaction with the warranty, acknowledging that significant issues could arise in just a year.

Ms. Moore concurred and noted that Sunland had been transparent and professional in their approach, providing photos and support to help address these issues.

**Motion PASSED by a vote of 6-0. Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton, Michael Baldenegro, and Jose Grijalva. Voted Against: None.**

**G. AUTHORIZING the APPROVAL of the City of Douglas SURPLUS VEHICLE and EQUIPMENT AUCTION.**

Alejandro Martinez provided background information.

**Motion by Council Member Morales, second by Council Member Baldenegro to approve the City of Douglas surplus vehicles, equipment and auction date of 11/04/2023 with a back-up date of 11/18/2023.**

Council Member Baldenegro inquired about the possibility of determining whether online auction items were being sold to city employees or appointed officials.

Mr. Martinez explained that he hadn't had the opportunity to conduct an auction and deferred the question to Mr. Pedroza.

Mr. Pedroza acknowledged the challenge and mentioned that he would communicate with all employees regarding the city charter's restrictions. According to the city charter, employees, officials, and their family members are prohibited from bidding on these items. He emphasized the need for monitoring employees and their families to ensure compliance.

Council Member Shelton highlighted the close-knit nature of the Douglas community and suggested that any such activity would likely become widely known.

Council Member Lindemann inquired whether such situations had occurred previously and what the penalties would be.

Mr. Pedroza confirmed that such incidents had occurred in the past, resulting in personnel actions being taken.

Ms. Urquijo added that the agenda item was prepared to inform employees and the public about the restrictions outlined in the city charter. The staff would work on updating policies to ensure that every employee is trained and acknowledges receipt of this information, with adherence to the merit system discipline.

Ms. Urquijo also pointed out that while in-person auctions had mechanisms to prevent such occurrences, the transition to online auctions required ongoing vigilance. It was crucial to maintain the city charter's provisions and ensure that employees remained aware of the policy.

Mayor Huish inquired about the destination of the proceeds from these auctions.

Mr. Pedroza explained that the proceeds would be returned to the general fund.

**Roll call: Voted in Favor: Mayor Donald Huish, Council Members: Margaret Morales, Mitch Lindemann, Ray Shelton, Michael Baldenegro, and Jose Grijalva. Voted Against: None.**

## 10. CITY MANAGER REPORTS.

Ms. Urquijo shared the following updates:

- The community calendar items are now available on the website.
- On October 13, there will be a trick or treat bag decorating event at the library, with provided bags.
- On October 20, there will be an all-age Halloween costume party featuring free games, candy, and prizes. On this day, the library will close at 2pm, and the party will take place from 5 to 7pm.
- October 27 will see a Halloween costume story time and cookie decorating event at the library.
- A Ward 6 Block party will be held on October 19 from 5 to 7pm in front of the Coronado Courts Office on 18th Street between A and Bonita Avenues. Ms. Urquijo said that this is the first of more such events and that the city will collaborate with council members to organize similar gatherings in their wards.
- On October 21, there will be a First Responders barbecue and chili cookoff on G Avenue from 11am to 6pm.
- An Energize Douglas event is scheduled for October 27 with street closures from 9th to 10th Streets.
- On October 28, there will be a Shreddathon and prescription drug takeback event from 10am to 2pm at Raul Castro Park.
- October 31 will feature a Trunk or Treat event from 4 to 7pm at Copper King Stadium.
- The second annual Dia de los Muertos event will take place on November 2 & 3 on G Avenue between 9th and 12th Streets from 5 to 9pm.
- There are updates regarding the Planning and Zoning Commission meeting scheduled for Tuesday, October 24 at 5:30 p.m. in the Council Chamber.
- Several city divisions are transitioning to winter hours, including the water division, streets and facilities of public works, fleet, sanitation, cemetery, and parks. Ms. Urquijo mentioned that these hours will be published on the website and social media.
- Staff are developing a plan for the purchase of the next asphalt plant and currently operating the existing one proactively.
- Chino Road work is in progress, with the city addressing current conditions on a short-term basis. The plan involves in-house efforts, utilizing the existing asphalt plant, and possibly renting necessary equipment. The goal is to complete this project in November, and a detailed timetable will be distributed as soon as it's available.



- The issue of lining or striping on streets recently chipped and sealed was raised by a community member. The city is exploring the next steps, possibly in collaboration with Cochise County.
- The city will also address safety and speeding issues with the police department's staff.

#### **11. INFORMATIONAL ITEMS AND REPORTS FROM COUNCIL AND FUTURE AGENDA ITEM REQUESTS.**

Council Member Grijalva reminded everyone about the upcoming Commodities Day scheduled for the following Monday. He mentioned a mechanical issue with the food bank's garage door, preventing them from storing food. He expressed gratitude to the staff for expediting road closures since without them, food distribution wouldn't be possible.

Council Member Grijalva extended his appreciation to the Loretto student council, Mr. Moreno, the DHS senior class, and Mr. Hoffman for inviting him to meet with them. The meetings involved discussions about fundraising, and they were also invited to participate in fundraising at the Block Party. Council Member Grijalva emphasized how much their support was valued.

In a gesture of thanks to Senator Sinema, Senator Kelly, Senator Stanton, and Representatives Ciscomani and Grijalva, Representative Grijalva inquired if the city could send him a bulldog shirt since the Pumas had sent him one. On behalf of the city, Council Member Grijalva took the liberty of sending bulldog shirts to all of them to express gratitude for taking time out of their busy schedules to meet with city staff.

Council Member Grijalva further expressed appreciation to the American Legion and Scott Babicky, Arizona at Work, Ms. Norma Lynn Galindo, as well as all the vendors and individuals who contributed to the success of the Veterans Resource Fair. He hoped for a potential partnership with them next year and thanked everyone who played a role, including Cochise College. Council Member Grijalva also announced a Kiwanis pancake breakfast fundraiser for youth programs on October 21, with tickets available for \$5. Interested individuals can contact Council Member Grijalva, Abe Villarreal, or Diego Guerrero for tickets.

Council Member Grijalva informed about the Ward Six Block Party scheduled for October 19 from 5 to 7pm, which will feature free food, music, games, and entertainment. Council Member Grijalva stressed the importance of reaching out to homebound and low-income individuals who might lack transportation to downtown events and encouraged staff to consider bringing events to these communities.

Council Member Baldenegro acknowledged Mr. Jose Medina, who is leaving the City of Douglas for a new opportunity in the Fort Huachuca area. He wished Mr. Medina well and expressed gratitude for his service to the city.

Mayor Huish added that Mr. Medina is a proud graduate of the University of Arizona.

Council Member Lindemann mentioned that it was his privilege of attending the Mexican Baseball Game, expressing appreciation for the efforts involved in organizing such events. He hoped that the city would continue to host the events in the future.

#### **12. ADJOURNMENT.**

**Motion by Council Member Morales, second by Council Member Lindemann to adjourn the meeting at 7:17 p.m.**

Prepared by:

  
Alma Andrade, City Clerk