

**MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9:00 A.M., THURSDAY, NOVEMBER 7, 2024
VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Brown, Heath – Chair, Town of Thatcher **(Zoom)**
Coxworth, Dan – Vice-Chair, Cochise County **(Zoom)**

MEMBERS PRESENT: Batty, Vernon – Town of Pima **(Zoom)**
Fulton, Stephanie – Town of Huachuca City **(In-Person)**
Hinton, Terry – Town of Duncan **(Zoom)**
Kirschmann, Robert – City of Willcox **(Zoom)**
Pauken, Stephen – City of Bisbee **(Zoom)**
Robinson, Ron – Town of Patagonia **(In-Person)**
Urquijo, Ana – City of Douglas **(Zoom)**
Volker, Greg – City of Benson **(Zoom)**

STAFF PRESENT: Curtiss, Dina – Accounting Manager **(In-Person)**
Dennis, Keith – Executive Director **(In-Person)**
Gibbons, Carrie – AAA **(Zoom)**
Merideth, John – GIS Analyst **(Zoom)**
Miller, David – Community Coordinator **(In-Person)**
Osborne, Will – Community Development Program Manager **(In-Person)**
Vasquez, Celeste – AAA Program Director **(In-Person)**
Vertrees, Chris – Transportation Program Manager **(In-Person)**

GUESTS: Kevin Adam – RTAC **(Zoom)**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Brown called the meeting to order at 9:04 a.m. At the request of **Chair Brown**, participants on Zoom were introduced first followed by In-person attendees.

II. MEMBER ENTITIES' DISCUSSION

Chair Brown provided an update for the Town of Thatcher. The town is currently under construction on the 8th Street project. **Chair Brown** called on Stephen Pauken for an update on the City of Bisbee. Mr. Pauken reported that the city is half way complete on the new City Hall. Mr. Pauken provided an update on the Hillcrest apartments; the city is currently working on cleanup which should be done in the next 4-5 weeks. Once the cleanup is complete the building will be up for sale. Mr. Pauken informed the Administrative Council that an Executive Director has been hired at Camp Naco. **Chair Brown** recognized Dan Coxworth with updates from Cochise County. Mr. Coxworth reported that the county's EPA Brownfields program is out of funds, but will be working on a revolving loan program. Mr. Coxworth spoke to the process of installing EV charging stations in the following areas Willcox, Sierra Vista and Bisbee. Mr. Coxworth reported that Cochise County is updating their Comprehensive Plan and that a website has been setup to collect surveys and will also be scheduling community outreach in the future. **Chair Brown** recognized Ana Urquijo for an update on the City of Douglas. Ms. Urquijo was pleased to announce that the city's general plan passed in the general election. Ms. Urquijo spoke to a few of the city's current projects; the streetscape project is currently undergoing the environmental process and will go out to bid March of 2025, the golf course master plan is in the design phase, the back nine is scheduled to be completed in the summer of 2025 and the front nine in the summer of 2026. Ms. Urquijo informed the Administrative Council that the city will be having a Land Donation signing at the Port of Entry December 4th. Ms. Urquijo was also excited to announce that the city is working with SEAGO to start their RAISE Grant kickoff and partnership with ADOT. **Chair Brown** called on Greg Volker from the City of Benson. Mr. Volker thanked SEAGO for their assistance with the

CDBG project to expand Lions Park. Mr. Volker announced that the Maverick gas station on Highway 90 will have a soft opening December 6th and grand opening December 9th. **Chair Brown** recognized Stephanie Fulton for updates on the Town of Huachuca City. Ms. Fulton reported on several projects which included Community Center upgrades, City Pool is out to bid and upgrades at Hunter Park. Ms. Fulton also mentioned upcoming projects for the Town which includes a request for bid for a fire fighting apparatus and upcoming upgrades to Veteran's Memorial Health Park. Ms. Fulton spoke to the Town's holiday celebrations, Halloween was a success and the town is looking forward to a community Thanksgiving, tree lighting and parade, as well as a donation drive with collection being made on police and fire vehicles. **Chair Brown** recognized Ron Robinson from the Town of Patagonia. Mr. Robinson stated that the town has started their CDBG project of McKewon Phase 5 road project. Mr. Robinson was also excited that the town has been awarded a Colonias set aside grant for a water line project. **Chair Brown** recognized Robert Kirschmann with the City of Willcox. Mr. Kirschmann provided an update on the pool, that project has been delayed but the city is hopeful that the pool will open next year. Mr. Kirschmann informed the Administrative Council that the city has several RFP's out for projects. Mr. Kirschmann was excited to share that the city is moving forward with a grant the city received for birding and to date the city has obtained 9 properties that total 8.5 acres for this project. Mr. Kirschmann expressed that the City of Willcox is also looking to hire both a Public Works Director and City Engineer.

III. CALL TO THE PUBLIC

No members of the public were present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the August 1, 2024 minutes

Chair Brown called for a motion to approve the Consent Agenda.

MOTION: **Robert Kirschmann**
SECOND: **Steve Pauken**
ACTION: **Unanimous**

2. Discussion and possible action to recommend approval of the proposed representatives for appointment to fill Advisory Council on Aging vacancies

Celeste Vasquez presented the Administrative Council with the nominations to fill the Advisory Council on Aging vacancies.

Chair Brown called for a motion to recommend approval of the nominations for the Advisory Council on Aging to the Executive Board.

MOTION: **Steve Pauken**
SECOND: **Ana Urquijo**
ACTION: **Unanimous**

3. Discussion and possible action to recommend approval of the proposed revised Advisory Council on Aging bylaws

Celeste Vasquez provided the Administrative Council an overview of the proposed changes to the Advisory Council on Aging bylaws.

Chair Brown called for a motion to recommend approval of the proposed revised Advisory Council on Aging bylaws to the Executive Board.

MOTION: **Steve Pauken**
SECOND: **Greg Volker**
ACTION: **Unanimous**

4. Discussion and possible action to recommend approval of the 2024 CDBG project applications

Will Osborne provided the Administrative Council an overview of the 2024 CDBG project applications.

Chair Brown asked if he was correct that Patagonia had two projects. Mr. Osborne informed the Administrative Council that he would have more information on that further in the agenda.

Chair Brown called for a motion to recommend approval of the 2024 CDBG project applications to the Executive Board.

MOTION: **Stephanie Fulton**
SECOND: **Robert Kirschmann**
ACTION: **Unanimous**

5. Discussion and possible action to recommend approval of the SEAGO Human Resources Policy Manual updates.

Keith Dennis provided the Administrative Council an overview of the SEAGO Human Resources Policy Manual.

Chair Brown asked which member entities observed Juneteenth as a holiday. These member entities include the Town of Huachuca City, Town of Patagonia and the City of Douglas.

Chair Brown called for a motion to recommend approval of the SEAGO Human Resources Policy Manual to the Executive Board.

MOTION: **Steve Pauken**
SECOND: **Ana Urquijo**
ACTION: **Unanimous**

6. Discussion and possible action to recommend approval of the SEAGO Policy Principles for Calendar Year 2025

Keith Dennis provided the Administrative Council with a copy of the SEGO Policy Principles and gave a brief overview on how SEAGO utilizes these principles.

Chair Brown called for a motion to recommend approval of the SEAGO Policy Principles for Calendar Year 2025 to the Executive Board.

MOTION: **Steve Pauken**
SECOND: **Ana Urquijo**
ACTION: **Unanimous**

V. INFORMATION ITEMS

- A. Future Meeting Dates

Executive Director Keith Dennis informed the Administrative Council that there will be a need for a combined Administrative-Executive Committee meeting December 5, 2024. Mr. Dennis also provided the Administrative Council with the 2025 meeting dates.

B. Quarterly Finance Report

Dina Curtiss provided a quarterly finance report and was available for questions.

C. Community Development Report

William Osborne gave an update on community development and was available for questions.

Chair Brown informed the Administrative Council that the Town of Thatcher recently completed two low-mod surveys. Executive Director Keith Dennis also expressed to the Administrative Council that ADA removal of architectural barrier removal projects are an alternative to projects requiring low-mod surveys.

D. Economic Development Report

Executive Director Keith Dennis gave an update on economic development and was available for questions.

E. AAA Area Plan on Aging Updates

Celeste Vasquez provided an update to AAA Area on Aging and was available for questions.

Stephanie Fulton mentioned that the Town of Huachuca City has seen an increase in scam texts to seniors.

F. AAA Program Updates

Celeste Vasquez gave an update on AAA updates and was available for questions.

G. Transportation Program Updates

Chris Vertrees gave an update on Transportation and was available for questions.

VI. RTAC REPORT

Kevin Adam provided the Administrative Council with an RTAC update and was available for questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

There were no staff announcements.

VIII. FUTURE AGENDA ITEMS

Executive Director Keith Dennis mentioned a few items that will be on upcoming agendas that include Highway Safety Plan, Classification plan and procurement of a consultant for economic development. He also thanked the Administrative Council for a great first year

IX. ADJOURNMENT

Chair Brown called for adjournment of the meeting at 10:30 a.m.