



Sierra Vista City Council
Meeting Agenda
October 11, 2018

Call to Order

5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona

Roll Call

Invocation

Pledge of Allegiance

Item 1 Acceptance of the Agenda

Awards and Presentations

Proclamation declaring Official Celebration of the Sixtieth Anniversary of Sierra Evangelical Lutheran Church

Proclamation declaring Arizona Veterans' Hall of Fame

City Manager's Report: Upcoming Meetings, Bid Openings and Bid Awards

Item 2 Consent Agenda

Item 2.1 Approval of the City Council Special Meeting Minutes of September 25, 2018

Item 2.2 Approval of the City Council Meeting Minutes of September 27, 2018

New Business

Item 3 Resolution 2018-074, Acceptance of the Agreement between the City of Sierra Vista and the Sister Cities Association

Item 4 Resolution 2018-075, Approval to Dissolve the Sister Cities Commission

Call to the Public

Comments and Requests of the Council

Adjournment

Sierra Vista City Council
Special Meeting Minutes
September 25, 2018

Mayor Mueller called the September 25, 2019 Special City Council Meeting to order at 2:00 p.m., City Hall, City Manager's Conference Room, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call:

Mayor Rick Mueller – present
Mayor Pro Tem Alesia Ash – present
Council Member Bob Blanchard – present
Council Member Gwen Calhoun – present (arrived at 2:17 p.m.)
Council Member Rachel Gray – absent
Council Member Kristine Wolfe – present
Council Member Craig Mount – present

Others Present:

Chuck Potucek, City Manager
Nathan J. Williams, City Attorney
Jill Adams, City Clerk

Item 1 Acceptance of Agenda

Mayor Pro Tem Ash moved that the agenda for the Special City Council Meeting of September 25, 2018, be approved as written. Council Member Mount seconded the motion. The motion carried unanimously, 5/0.

New Business

Item 2 Request to adjourn into Executive Session in accordance with Arizona Revised Statute §38-431.03.A7, discussion or consultation for legal advice with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property located in Section 36, Township 21, Range 20 and a small parcel of real property located within Garden Canyon Linear Park.

Council Member Mount moved to adjourn into Executive Session in accordance with Arizona Revised Statute §38-431.03.A7 at 2:02 p.m. Council Member Wolfe seconded the motion. The motion carried unanimously, 5/0.

Item 3 Adjournment

Mayor Mueller adjourned the September 25, 2018 Executive Session of the Sierra Vista City Council at 2:36 p.m.

Mayor Mueller adjourned the September 25, 2018 Special Meeting of the Sierra Vista City Council at 2:36 p.m.

Mayor Frederick W. Mueller

Minutes prepared by:

Attest:

Maria G. Marsh, Deputy Clerk

Jill Adams, City Clerk



Sierra Vista City Council
Meeting Minutes
[September 27, 2018](#)

Mayor Mueller called the September 27, 2018 City Council Regular Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, AZ

Roll Call:

Mayor Rick Mueller – present
Mayor Pro Tem Alesia Ash – present
Council Member Bob Blanchard – present
Council Member Gwen Calhoun – present
Council Member Rachel Gray – absent
Council Member Craig Mount – present
Council Member Kristine Wolfe – present

Others Present:

Chuck Potucek, City Manager
Ron York, Fire Chief
Adam Thrasher, Police Chief
Laura Wilson, Leisure and Library Services Director
Sharon Flissar, Public Works Director
Matt McLachlan, Community Development Director
Jill Adams, City Clerk
Nathan J. Williams, City Attorney
Judy Hector, Marketing and Public Affairs Manager
Adam Curtis, Marketing Support Specialist
Mike Cline, Management Analyst
Brian Jones, Battalion Chief
Tina Moore, Planner
Jessica Vannoy, Code Enforcement Officer
Abe Rubio, IT Manager

Invocation – Pastor Greg Rowles, God is Good Church, conducted the invocation.

Pledge of Allegiance - Council Member Blanchard led the Pledge of Allegiance.

[Item 1](#) Acceptance of the Agenda

Council Member Wolfe moved that the agenda for the Regular City Council Meeting of September 27, 2018, be approved. Council Member Mount seconded the motion. The motion unanimously carried, 6/0.

Awards and Presentations

Council Member Calhoun presented the City Council Business for the Month of September to Gus and Linda Bock, owners of The Clothing Exchange. Ms. Bock thanked Council Member Calhoun for nominating her business and stated that it has been a pleasure to be in the

community for 31 years and is looking forward to the years ahead. She then thanked the Mayor and Council.

Mayor and Council presented Certificates of Appreciation to Bryant Sayers, Larry Powers and the representatives from the Military Intelligence Captains Career Course led by Company Commander Captain Tyler D. Schauer, who have been participating in weekly community clean ups within the City of Sierra Vista since September of 2017.

Mayor and Council presented a Proclamation to Fire Chief York, declaring October 7-13, 2018, as Fire Prevention Week. Fire Chief York stated that fire prevention week commemorates the Great Chicago Fire of 1871 and since this is a look, listen and learn, the Fire Department wants to educate that fire prevention works. He added that the National Fire Protection Association (NFPA) did a study and found that it takes three minutes for somebody to learn of a fire through a smoke alarm and to get out of the house; but it takes the fire departments six minutes on average to get to a fire. If people can self extricate, self evacuate the building, they will be saving three minutes because spending six minutes inside a structure fire with deadly smoke will kill.

City Manager's Report: Mr. Potucek announced the next City Council Work Session scheduled for October 9, 2018 at 3:00 p.m. in the City Council Chambers. He also reported that the Airport Planning Professional Services Contract has been tentatively awarded to Coffman Associates pending final negotiations. He added that the City has a history of working with Coffman Associates and they do a very good job for the City and staff is happy that they have been selected.

Item 2 Consent Agenda

[Item 2.1](#) Approval of the City Council Meeting Minutes of September 13, 2018

[Item 2.2](#) Approval of the City Council Special Meeting Minutes of September 19, 2018

[Item 2.3](#) Resolution 2018-072, Appointment of Salem Whalen to the Cultural Diversity Commission, said term to expire December 31, 2019

Council Member Mount moved that the Consent Agenda consisting of the City Council Meeting Minutes of September 13, 2018, Special Meeting Minutes of September 19, 2018 and Resolution 2018-072, appointment of Salem Whalen to the Cultural Diversity Commission, said term to expire December 31, 2019, be approved. Council Member Calhoun seconded the motion. The motion unanimously carried, 6/0.

Public Hearing

[Item 3](#) Resolution 2018-073, Annexation of Redmond Property

Mayor Pro Tem Ash moved that Resolution 2018-073, annexation of Redmond property, be approved. Council Member Mount seconded the motion.

Mr. McLachlan stated that this request pertains to the annexation of a two-acre property and adjoining County right-of-way located on the northwest corner of East Little Lane and South Bowser Lane, east of the Oakmont Subdivision. This is a voluntary request by the owners, Randy and Robin Redmond. They expressed that their primary interest in annexing is in being

able to receive City sanitation/recycling services. This property is part of a larger County enclave that is designated on the City's long term annexation map as a proactive annexation area. Per the usual practice, the Department contacted adjacent property owners to survey their interest and determined that there was not sufficient interest beyond the requestor.

Mr. McLachlan clarified that no other private properties beyond those illustrated on a map that he displayed to Council (on file with the City Clerk) are included in the annexation petition. He added that this is the second of three public meetings to consider the annexation and the blank petition has been filed and the City is now required to hold the public hearing within the last 10 days of the 30-day wait period. The Department anticipates the final ordinance hearing on this subject to take place at the first Council's meeting in November.

Mayor Mueller opened up the public hearing.

The Boys Scouts' Master asked for an explanation of what an annexation entails. Mayor Mueller explained that an annexation is when there is a property, home, house or business that is outside of the city limits and the property owner wants to move that property into the city limits and put that property on the tax rolls for the City to become a part of the City so that they can enjoy all of the great services that the City of Sierra Vista provides.

The motion unanimously carried, 6/0.

Andrae Newcomb asked if the annexation will be complete before the November 6th election. Mayor Mueller stated that he is not sure that it will be complete until the final ordinance gets passed and then there is a tax process that has to go through the County Assessor so it will probably be longer than the November 6, 2018 election.

Call to the Public

Andrae Newcomb talked about habeas corpus, probable cause and excessive punishment.

Comments and Requests of the Council

Council Member Blanchard had nothing to report.

Council Member Wolfe stated that she wants for everyone to know that if they go to the Library, there are certain rules that they will have to abide by and the Council appreciates those and they are done for the welfare of the community and that is why the City does them. She added that she did not know that fire safety was borne out of the Chicago Fire and shared that her great, great, great, great grandfather was a fire chief during the Great Chicago Fire and concurred with Fire Chief York's comments and asked people to be careful with their homes and families.

Council Member Calhoun voiced her appreciation at Fire Chief York's comments about having a plan on how to get out of the house and where they will meet afterwards because that makes a big difference in the safety of the family. She then reported on the Ribbon Cutting at the Wick Building and noted that she was not aware; but pleased to hear from Frances Wick that the main reason that they decided to take on the project of painting the very large building, was in trying to do their part for the revitalization of the West End. She added that she thinks that this was a major, wonderful activity for them to take part in and encouraged everyone to go by and look at it and see at what a difference it makes by putting a fresh and interesting coat of paint.

She further noted that she still hears, far too many times, people saying that they have not been over to the West End in a great deal of years; but it is true and she thinks that folks need to get out there and see the area and help the community revitalize that important part of the community. She also invited everyone to attend the Arizona Community Town Hall at Cochise College on October 4, 2018 from 5:00 p.m. until 8:00 p.m. and explained that this is an opportunity for people to be a part of a discussion about criminal justice in Arizona. In closing, she stated that the Boy Scouts should be aware of the Call to the Public, which is an opportunity for citizens to come before the Council and express their concerns about a matter that is generally of importance to the community. She stated that anybody can do this and explained that Council cannot respond to the comments; but they can, if it is a matter of interest to the community, have the issue put on the agenda for work session so that they can further discuss it and get more information about the topic. There is no age limit in speaking to the Council.

Council Member Mount congratulated Fire Chief York and stated that he will be sure to put the word out and practice the three minute evacuation drills. He then reported on the Historic Chamber of Commerce Multi-Chamber Mixer where Mayor Mueller was present as well and where he had the pleasure of sitting with Mr. Cline. He added that there are some good events/projects coming up with all of the Chambers as well as the Economic Development Department that he is looking forward to seeing come to fruition and having the public more involved. He further added that it is good to see all of the Boy Scouts present and echoed Council Members Wolfe and Calhoun's comments. In closing, he stated that the most important thing that people do in society, in his opinion, is the opportunity to elect representatives to represent them; although, they are not always perfect, they all work for the people regardless of age and who they are in the community. As the Boy Scouts go through and start to study civics, look for merit badges and see more of the Call to the Public that take place, they need to keep in mind the balancing act that comes into play with regard to ethics and morals. Lastly he thanked the Boy Scouts for attending the meeting and Ms. Whalen for being on the Cultural Diversity Commission.

Mayor Pro Tem Ash echoed the comments of her fellow Council Members and added that she hopes that some of the Boy Scouts consider running for local office someday and that they continue to stay engaged in things that are going on in the community, things that affect them and their school and generally things all around them. In closing, she thanked them for attending the meeting.

Mayor Mueller thanked the Boys Scouts for being present and showing an interest in government, thanked Council for covering all of the stuff that he normally goes and talks about to the Scouts with regard to the meeting. He then announced the opening of the Elks Club's Oktoberfest starting on September 28, 2018 as well as the Army Boxing Preliminary on the Post, a national competition that has boxers go on to the Olympics. There is National Night Out on October 2, 2018 at 5:00 p.m. as well as a Sponsored Forum by the Chamber at 5:30 p.m. at the new Performing Center. In closing he thanked the candidates for being present and reported that he met the recently-elected new mayors of Nacozari Sonora, Mexico and Naco Sonora, Mexico at the Hispanic Chamber Mixer and looks forward to continuing work with the Hispanic Chamber.

Adjournment

Mayor Mueller adjourned the September 27, 2018 meeting of the Sierra Vista City Council at 5:31 p.m.

October 25, 2018

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager
Victoria Yarbrough, Assistant City Manager

FROM: Laura Wilson, Director, Leisure and Library Services

SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT Resolution
2018-074 - Establishment of a Memorandum of
Understanding with the Sister Cities Association

RECOMMENDATION:

Council Member Gwen Calhoun recommends approval.
The City Manager recommends approval.

INITIATED BY:

Gwen Calhoun, Council Member

BACKGROUND:

The Sister Cities Commission has been an active City of Sierra Vista Commission for many years. They have been successful in coordinating a highly successful student exchange program which has provided incredible opportunities for our students and visiting students to experience other cultures.

According to the Sister Cities website "Sister city organizations promote peace through people-to-people relationships – with program offerings varying greatly from basic cultural exchange programs to shared research and development projects between cities with relationships." (<http://www.sistercities.org/what-sister-city>)

The Sierra Vista Sister Cities Commission has accomplished that mission successfully throughout the years and have recently established their own, independent 501c3 organization called the Sister Cities Association. This resolution would approve formalizing a partnership between the Sister Cities Association and the City of Sierra Vista by establishing a formal agreement, which permits the City to provide ongoing, defined amenities and support to the organization.

BUDGET APPROPRIATION: Not Applicable.

RESOLUTION 2018-074

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; ESTABLISHING AN AGREEMENT BETWEEN THE SISTER CITIES ASSOCIATION; AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, The Sister Cities Association of Sierra Vista Inc. 501(C) (3) ("SCA") and the City of Sierra Vista ("the City") have a strong partnership; and

WHEREAS, The SCA was previously known as the Sister Cities Commission, and was a sanctioned, working City Commission with all rights and amenities as provided to all City Commissions by the City; and

WHEREAS, The SCA was created as a nonprofit organization serving the same mission, vision, and goals as the former Sister Cities Commission; and

WHEREAS, together, the SCA and the City acknowledge that continuing a partnership for services would be beneficial to the community and further agree that approval of this Agreement defines the partnership, amenities, and services which the City will provide to SCA.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

That the Agreement between the two agencies is attached and hereby referenced as a part of this Resolution.

SECTION 2

That the staff, City Clerk, City Attorney, or their duly authorized officers and agents, are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution,

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF SIERRA VISTA, ARIZONA THIS 25th DAY OF OCTOBER, 2018.

FREDERICK W. MUELLER
MAYOR

ATTEST:

APPROVED AS TO FORM:

JILL S. ADAMS
CITY CLERK

NATHAN J. WILLIAMS
CITY ATTORNEY

PREPARED BY:
LAURA WILSON
Director, Leisure and Library Services

**AGREEMENT BETWEEN
SISTER CITIES ASSOCIATION AND THE CITY OF SIERRA VISTA**

The Sister Cities Association (SCA) and the City of Sierra Vista (City) agree to work together in good faith to provide services and opportunities in support of the City of Sierra Vista's Sister Cities mission.

A copy of the approved Resolution between Sister Cities International and the City of Sierra Vista shall be provided to the SCA for their records.

Whereas, the SCA share goals of international cooperation, mutual prosperity, and world peace with its sister cities located at Cananea, Mexico and Radebeul, Germany; and

Whereas, the City believes it to be a matter of public benefit to support the mission of SCA; and

Whereas, they place similar values on cultural understanding, youth leadership, exchanges to educate citizens, etc.; and

Whereas, the City is committed to supporting the goals and mission of the SCA, namely: cultural exchanges, youth leadership, educational opportunities, etc.; and;

Now, Therefore, We, the Mayor of the City of Sierra Vista and the Chairman of the Board of Directors of the SCA, do believe that this agreement will further contribute to the cause of world peace and to the development of friendly relations between the peoples of Mexico, Germany and the United States; and

NOW THEREFORE, the City of Sierra Vista Agrees to the following:

- A. The City will provide partnership amenities and services to the SCA to include, but not limited to:
- 1) Staff Support
 - 2) City Facilities
 - 3) Vehicles
 - 4) Fuel
 - 5) Drivers (if CDL required)
 - 6) Food Trailer
 - 7) Sister Cities International Annual Fee for the SCA
- B. The City will provide resources and services to the SCA in order to support the SCA's commitment to accomplish the goals and objectives as it directly relates to the City's established Sister Cities (Cananea, Mexico and Radebeul, Germany), subject to availability. Should the City deny a request for such services or resources, a reason for the denial will be provided to the SCA in writing.

- C. The City authorizes its Director of Leisure and Library Services, or his/her designee, to represent the organization in the oversight, negotiation, and implementation of this agreement to include approvals, fee waivers, support, and the resolution of conflicts and situations not specifically identified in this agreement.
- D. The Mayor's Office will provide policy, mission direction, and decisions regarding the Sierra Vista Sister Cities program to the SCA as needed.
- E. The City agrees to reimburse the SCA for student exchange insurance for approved student exchanges, up to \$1,000.00 per fiscal year. Policies are available through Sister Cities Travel Insurance:
<https://www.internationalinsurance.com/sistercities/>.

NOW THEREFORE, the Sister Cities Association Agrees to the following:

- A. The SCA agrees to conduct the City's Sister city Activities, which include the annual student exchange, participation in the Arizona Sister cities organization, liaison with counterparts in Radebeul and Cananea, and any other activities which are concomitant to full participation as a Sister City, subject to financial and personnel constraints within the SCA.
- B. The SCA is responsible for procuring its own liability insurance (General Liability, Directors and Officers, and Workers Compensation, as applicable) with respect to its activities under this Agreement, and shall indemnify the City against and hold the City harmless from any and all claims, including attorneys fees, arising out of the SCA's activities under this Agreement, unless such activities are undertaken as a direct result of or in conjunction with the City as part of an official City function or "event".
- C. Requests by the SCA for City amenities and services shall be made in writing to the Leisure Division Manager for consideration and approval by the Leisure and Library Services Director. Requests should be made as early as possible to avoid conflicts but no less than two weeks in advance.
- D. SCA members who wish to drive City vehicles must have an approved, completed City of Sierra Vista volunteer application on file with the Department of Leisure and Library Services.
- E. SCA authorizes its Board of Directors, or its designee, to represent the organization in the oversight, negotiation, and implementation of this agreement, to include resolution of issues not specifically identified in this agreement.

NOW THEREFORE, both parties agree to the following:

- A. Neither party shall conduct negotiations or conclude agreements with any other entity regarding the Sister Cities program without the full participation and consent of the other party.

- B. Both parties agree to provide the other a list of their key personnel and to advise the other regarding changes to personnel on a regular basis.

This agreement shall take effect on the date it is entered into below. It shall remain in effect in perpetuity unless bilaterally amended, terminated by either party by giving the other a minimum of 30 calendar days' notice, or superseded by a future agreement.

MISCELLANEOUS TERMS

1. It is mutually agreed upon and understood by and among the Parties of this Agreement that:
- a. In no way does this Agreement restrict the Parties from participating in similar agreements with other public or private agencies, organizations, and individuals.
 - b. Except as otherwise provided for herein, nothing in this Agreement shall obligate either Party to the transfer of funds. Any endeavor involving reimbursement or contribution of funds between the Parties will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the Parties involved and shall be independently authorized by appropriate statutory authority. This Agreement does not provide such authority.
 - c. This Agreement is not intended to and does not create any right, benefit, or trust responsibility.
 - d. This Agreement will be effective upon the signature of both Parties.

APPROVED THIS 11TH DAY OF OCTOBER, 2018

SUSANNE HIMSTEDT-GILBERT
CHAIR, BOARD OF DIRECTORS

FREDERICK W. MUELLER
MAYOR

ATTEST:

APPROVED AS TO FORM

JILL S. ADAMS
City Clerk

NATHAN J. WILLIAMS
CITY ATTORNEY

October 25, 2018

MEMORANDUM TO: Honorable Mayor and City Council

THRU: Charles P. Potucek, City Manager
Victoria Yarbrough, Assistant City Manager

FROM: Laura Wilson, Director, Leisure and Library Services

SUBJECT: REQUEST FOR AGENDA ITEM PLACEMENT Resolution
2018-075 – Dissolution of the Sister Cities Commission

RECOMMENDATION:

Council Member Gwen Calhoun recommends approval.
The City Manager recommends approval.

INITIATED BY:

Gwen Calhoun, Council Member

BACKGROUND:

Due to the establishment of the agreement between the Sister Cities Association to support the City of Sierra Vista's Sister Cities mission, approval of this resolution will dissolve the Sister Cities Commission.

BUDGET APPROPRIATION: Not Applicable.

RESOLUTION 2018-075

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; DISOLVING THE SISTER CITIES COMMISSION; AND AUTHORIZING AND DIRECTING THE CITY MANAGER, CITY CLERK, CITY ATTORNEY OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the Sister Cities Commission has established an independent 501c3 organization called the Sister Cities Association; and

WHEREAS, the City of Sierra Vista has established an agreement with the Sister Cities Association to support the mission of Sierra Vista's Sister City's; and

WHEREAS, the City of Sierra Vista wishes to dissolve the Sister Cities Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA VISTA, ARIZONA, AS FOLLOWS:

SECTION 1

That the Sister Cities Commission is hereby is dissolved.

SECTION 2

That the staff, City Clerk, City Attorney, or their duly authorized officers and agents, are hereby authorized and directed to take all steps necessary to carry out the purposes and intent of this resolution,

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF SIERRA VISTA, ARIZONA THIS 11th DAY OF OCTOBER, 2018.

FREDERICK W. MUELLER
MAYOR

ATTEST:

JILL S. ADAMS
CITY CLERK

APPROVED AS TO FORM:

NATHAN J. WILLIAMS
CITY ATTORNEY

PREPARED BY:
GWEN CALHOUN
Council Member