

Sierra Vista City Council  
Meeting Minutes  
January 11, 2024

Mayor McCaa called the January 11, 2024, City Council Regular Meeting to order at 5:00 p.m., City Hall Council Chambers, 1011 N. Coronado Drive, Sierra Vista, Arizona.

Roll Call:

Mayor Clea McCaa II – present  
Mayor Pro Tem Carolyn Umphrey – present  
Council Member William Benning – present  
Council Member Gregory Johnson – present (telephonically)  
Council Member Angelica Landry – present  
Council Member Marta Messmer - present  
Council Member Mark Rodriguez – present

Others Present:

Chuck Potucek, City Manager  
Victoria Yarbrough, Assistant City Manager  
Chris Hiser, Police Chief  
Brian Jones, Fire Chief  
Laura Wilson, Parks, Leisure, Library Services Director  
Sharon Flissar, Public Works Director  
Matt McLachlan, Community Development Director  
Nathan J. Williams, City Attorney  
Adam Curtis, Public Affairs and Communications Manager  
Elizabeth Wrozek, PIO  
Jill Adams, City Clerk  
David Felix, Chief Financial Officer  
Tony Boone, Economic Development Manager

Invocation – Charles Carlson, Sierra Vista Community Church, led everyone present in prayer.

Pledge of Allegiance – Council Member Messmer led the Pledge of Allegiance.

[Item 1](#) Acceptance of the Agenda

Council Member Rodriguez moved that the agenda for the Regular City Council Meeting of January 11, 2024, be approved. Mayor Pro Tem Umphrey seconded the motion. The motion unanimously carried, 7/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Benning, Johnson, Landry, Messmer, and Rodriguez voted in favor.

City Manager's Report: Mr. Potucek stated that City offices will be closed on Monday, January 15, 2023, in observance of Martin Luther King, Jr. Day, which means that refuse service for Monday will be on Tuesday and Tuesday's will be on Wednesday and going back to a regular schedule Thursday and Friday; however, there will be no special pickups on Wednesday. The work session for January 23, 2024, and the regular meeting for January 25, 2024 have been canceled; therefore, the next scheduled meetings will be on February 6, 2024 for the work session and February 8, 2024 for the next regular Council Meeting. He reported that out to bid are the RFP Feasibility Study for potential space re-entry port at the Sierra Vista Municipal Airport, which had to be rebid due to the costs that came in the first time, due on January 29,

2024, and the RFP for an energy consultant for Hoover Dam power allocations that are due January 12, 2024. The RFP for the Magistrate Court Feasibility Study was out, but unfortunately that was not in the budget that came in around \$65,000; however, staff believes that they can get that cost down if the RFP is redone. The preliminary designs for Roadrunner Park have been provided to the City by the firm of Wheat Design, contractor on the project; therefore, staff will proceed and get cost estimates on them and share that with the Council and get ideas on that once those cost estimates are in around March, April time frame. The November sales tax numbers are essentially flat year over year in terms of the City's revenues and year to date, the City is running about three percent ahead of the prior fiscal year. This is not a robust report that may cause staff to ratchet down the sales tax projections for the coming fiscal year if there are not any significant holiday improvement in those numbers.

In response to Mayor Pro Tem Umphrey, Mr. Potucek stated that the numbers were projected at four percent, running a little behind. Ms. Yarbrough noted that the City is not running behind the projection. The City is currently at three percent above projection, but currently flat. The City is not going to see growth above that.

Mr. Potucek reported that he attended the JPA Board meeting for SEACOM, where most of the items pertained to the extension of subscriber agreements for partner subscribers that were extended to June 2025. The primary discussion centered around a proposal from the County to amend the intergovernmental agreement with SEACOM to add the county administrator as a vote in addition to the sheriff's vote. He explained that currently there are six board members, Sierra Vista, Wilcox, Bisbee, Huachuca City, Fry Fire representing the fire districts and the Sheriff's Office that was appointed by the County Board of Supervisors. He further stated that he believes that the county administrator should be on the board, but it should be in an ex officio fashion so that they would not have a vote unless there was a compensating vote for the City to make up for that. Therefore, the item was tabled and will be brought up again. The Sheriff did request meeting with the Council in a work session to explain their position on February 6, 2024.

## Item 2 Consent Agenda

[Item 2.1](#) Discussion and Possible Action of the Work Session Meeting Minutes of December 12, 2023

[Item 2.2](#) Discussion and Possible Action of the Regular City Council Meeting Minutes of December 14, 2023

Council Member Landry moved that the Consent Agenda consisting of the City Council Work Session Minutes of December 12, 2023, and the Regular City Council Meeting Minutes of December 14, 2023, be approved. Council Member Rodriguez seconded the motion. The motion unanimously carried, 6/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Johnson, Landry, Messmer, and Rodriguez voted in favor. Council Member Benning recused himself because he was not in attendance at those meetings.

## New Business

[Item 3](#) Discussion and Possible Action of Resolution 2024-001, Application to the Arizona Game and Fish Department for an Archery Shooting Range Development Grant

Mayor Pro Tem Umphrey moved that Resolution 2024-001, an application to the Arizona Game and Fish Department for an Archery Shooting Range Development Grant, be approved. Council Member Benning seconded the motion.

Ms. Wilson stated that this item requests Council's support to apply for a grant that will help create an outdoor archery shooting range on City property located just north of the Domingo Paiz Sports Complex. Shortly before the holidays, staff was referred to the Arizona Game and Fish Department by Crockett Rose Archery, a local business, and Matthew Irlmeier, archery coach for the City's Archery Program, about the possibility of creating an archery shooting range for interested enthusiasts in the area. That referral led to a meeting with a representative from the Department of Arizona Game and Fish who came out to Sierra Vista and toured the location, saying that it was an ideal location for such an activity, and encouraging the City to consider applying for this next round of grants. The City's archery classes have been offered to the public for a well over 20 years and are currently held on a softball field behind the police station as scheduling permits. There is currently no location dedicated to the sport, and creating a space would help to remove the activity from its current location and provide a space for archery enthusiasts to use for classes, practices, and tournaments. The City has a local archery club, the Vista Shooters Archery, who participates in the County's only Junior Olympic Development Program and USA Archery Adult Level Development Program. Their teams currently travel for their competitions, and they look forward to the day where they may be able to host something at home to create a space that meets or exceeds all the requirements of the Shooting Ranges Development Policy in the Arizona Revised Statutes. The Department would be requesting a grant in the amount of \$35,000 and the City's match is 50 percent or \$17,500 which would be requested during the next fiscal year's budgeting process. Improvements would include shooting line shading, perimeter marking, safety signage and other improvements as the budget would allow. Council's support of this request would permit staff to create and submit the application by its due date of January 15, 2024.

The motion unanimously carried, 7/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Benning, Johnson, Landry, Messmer, and Rodriguez voted in favor.

#### Item 4 Discussion and Possible Action of Resolution 2024-002, Intergovernmental Agreement with the Arizona Department of Revenue for Tax Collection

Council Member Benning moved that Resolution 2024-002, Intergovernmental Agreement with the Arizona Department of Revenue for tax collection, be approved. Mayor Pro Tem Umphrey seconded the motion.

Mr. Felix stated that the City of Sierra Vista has always been in what is called a Program City. The state collects the City's sales taxes, privilege taxes, and remits them to the City weekly. In 2018, the State Law changed and required all cities to remit their taxes to the State and then the State would dole them back out. The County also has all their taxes go to the State as well, then get sent back to them, and that is the last time that the State asked for an updated intergovernmental agreement. This last year they worked with the League to update the agreements that are out there; therefore, this is the renewal they have requested to continue collecting and remitting our taxes to the City. The benefit to the City is the fact that as being partnered with the Department of Revenue, if the City needs a business the needs auditing, the City can request their assistance. The City does not need to have staff on hand to go out and do business audits. Also, if a person wishes to call in a question on another business, they can contact the Department of Revenue directly under this manner instead of having to go through the City with potential issues or concerns that word is getting out because the City has had

council members with their own businesses. This is also a benefit to the businesses because they remit one check to the State of Arizona for all their privileged taxes, and they are not sending a check to the City and a check to the State. Lastly, for the State to continue to do this, The City must approve this.

The motion unanimously carried, 7/0. Mayor McCaa, Mayor Pro Tem Umphrey, Council Members Benning, Johnson, Landry, Messmer, and Rodriguez voted in favor.

Call to the Public – There was no response.

#### Comments and Requests of the Council

Council Member Johnson thanked everyone for the well wishes for his recovery on his medical procedures.

Council Member Benning welcomed everyone to 2024 and hopes that everyone's New Year's resolutions are still in effect and go throughout the year and they can be accomplished, he cautioned everyone to be safe during the extended weekend and to be mindful of the speed limits and do the right thing like Martin Luther King said, "the time is always right to do what is right."

Council Member Landry wished everyone a Happy New Year, noted that it is a new year, the first Council Meeting of the year, a new moon, and she hopes that it is a very good year for everyone, whether they had to do resolutions or not. However, if people are looking to get out and get more active, there are a lot of things that the community offers. She noted that sometimes people say that there is nothing to do in Sierra Vista, but there are a lot of things to do. She encouraged people to ask around, especially if there is something that they are interested in that they might want to invite their friends and neighbors. She encouraged people to go ahead and reach out because Sierra Vista is a very loving and welcoming community; therefore, people should get out there, maybe push outside their comfort zone. She then reminded people that the weather is getting nasty with some wind, maybe some ice or snow, and asked everyone to be patient with each other while driving and noted that some people may be from out of town, might be a new driver, had a bad car accident, or is recovering from an illness, and a few extra seconds can make a big difference.

Council Member Messmer wished everyone a Happy New Year and hopes that everyone has a great year, announced the Martin Luther King celebration on January 15, 2024, that the NAACP is hosting at the Rothery Center from 10:00 a.m. until 3:00 p.m., and the City Council Meet and Greet on January 16, 2024, from 11:30 a.m. until 12:30 p.m. at the Sierra Vista Chamber of Commerce.

Council Member Rodriguez thanked Cochise County Sheriff Officers Harmon and Scott, who assisted with a broken-down RV in front of Veterans Memorial Park. The people reached out and wanted to make sure that all the supervisors knew that they did a great job. It was in a bad spot, but they made the best of the situation. He noted that Council Member Landry mentioned that people may be from out of town, birders, snowbirds, a lot of big rigs in town, and they made the best out of that situation to make sure that they could get home safely. He shared that Buena Sports are doing well, the Boys Basketball won, and they are playing soccer in Tucson in the current weather conditions; therefore, he wishes them good luck to JV and Varsity, announced that on Thursday, January 18, 2024, is the Veteran of the Year celebration at the VFW from 11:00 a.m. until 1:00 p.m., honoring Veteran Kathleen Bounocore. He added that it is

always good to recognize local veterans, and veteran of the year is a good award to get and shared that the City will see Kathleen Bounocore in the parade next year. He also announced Business at Twilight on Thursday, January 18, 2024 from 5:00 p.m. until 7:00 p.m. at Valor Hospice Care where all businesses get together to mingle and network, a good opportunity. On Friday, January 19, 2024, there will be a Hispanic Chamber Mixer at Garden Suites. Lastly, he encouraged people looking to make donations to get in touch with the Good Neighbor Alliance and thanked the business owners and people that reached out to him that wanted to donate to the Youth Commission to make sure that they get to DC. He noted that he will be partnering with a 501C to make all this legitimate and legal so that there are no concerns about a return on investment coming back to the City. Although, he believes this is priceless, the youth taking a trip like that, is the return on investment to him.

Mayor Pro Tem Umphrey had nothing to report.

Mayor McCaa wished everyone a Happy New Year and announced the MLK celebration with NETCOM on Wednesday, January 24, 2024 at 11:00 a.m. in Greely Hall auditorium, Fort Huachuca.

Adjournment

Mayor McCaa adjourned the January 11, 2024, meeting of the Sierra Vista City Council at 5:22 p.m.

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Clea McCaa II, Mayor

Minutes prepared by:

Attest:

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Maria G. Marsh, Deputy Clerk

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Jill Adams, City Clerk

A recording of the Council Meeting is available at:  
[https://www.youtube.com/channel/UC8PtUpIbkQsixlhSy-jeR\\_Q/videos](https://www.youtube.com/channel/UC8PtUpIbkQsixlhSy-jeR_Q/videos)