

CITY OF WILLCOX  
Council Action Form

Agenda Item: 8  
Tab Number: 1

**Meeting Date:**

December 1, 2016

**Action:**

Resolution  
 Ordinance  
 Other

**Subject:** Election of Mayor

**To:** Mayor and City Council

**From:** City Manager, Ted Soltis

**Discussion:** Per Willcox Municipal Code 1.05.010, "At the first meeting after their election and qualification, the council shall elect a mayor from among their number." Note that this is different from finding a replacement for a vacant council seat which states that Council is to "fill by appointment."

**Recommendation:** Although details are not provided as to how an election is to take place, I recommend Council follow some type of election process as required per Municipal Code.

For the last election, the following process was used:

1. Councilmembers desiring to serve as mayor are placed on a ballot.
2. Ballots are passed out for voting.
3. Ballots are collected and tabulated.
4. If a councilmember does not receive a majority vote, new ballots are passed out for a re-vote.
5. The councilmember with the highest number of votes is elected mayor.

**Fiscal Impact:** \$0

**Submitted by:**

  
\_\_\_\_\_  
Ted Soltis, City Manager



CITY OF WILLCOX  
Council Action Form

Agenda Item: 9  
Tab Number: 2

**Meeting Date:**  
December 1, 2016

**Action:**  
 Resolution  
 Ordinance  
 Other

**Subject:** Election of Vice Mayor

**To:** Mayor and City Council

**From:** City Manager, Ted Soltis

**Discussion:** Per Willcox Municipal Code 1.05.020, "At the first meeting after their election and qualification, the council shall elect a vice-mayor from among their number." Note that this is different from finding a replacement for a vacant council seat which states that Council is to "fill by appointment."

**Recommendation:** Although details are not provided as to how an election is to take place, I recommend Council follow some type of election process as required per Municipal Code.

For the last election, the following process was used:

1. Councilmembers desiring to serve as vice-mayor are placed on a ballot.
2. Ballots are passed out for voting.
3. Ballots are collected and tabulated.
4. If a councilmember does not receive a majority vote, new ballots are passed out for a re-vote.
5. The councilmember with the highest number of votes is elected mayor.

**Fiscal Impact:** \$0

**Submitted by:**   
Ted Soltis, City Manager



CITY OF WILLCOX  
Council Action Form

Agenda Item: 10  
Tab Number: 3

**Meeting Date:**

December 1, 2016

**Action:**

Resolution  
 Ordinance  
 Other

**Subject:**

Councilmember Seating

**To:** Mayor and City Council

**From:** City Manager, Ted Soltis

**Discussion:** Councilmember seating - With new councilmembers, seating may change.

**Recommendation:**

To guide the decision on where councilmembers are seated, I have the following recommendation:

As is presently the case, the mayor takes center seat. Should the mayor not be present, the vice-mayor will assume the mayor's seat.

As is presently the case, the vice-mayor will be seated to the right of the mayor.

Councilmembers will select where they wish to sit on the basis of length of continuous service on the council. Most senior members choose first with the least senior choosing last. Those with the equivalent years of service will choose depending on the highest votes received in the most recent election.

**Fiscal Impact:** \$0

**Submitted by:**

  
Ted Soltis, City Manager



**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ HELD ON THIS 3<sup>rd</sup> DAY OF NOVEMBER 2016**

**CALL TO ORDER** - Mayor Robert Irvin called the meeting to order at 6:30 p.m.

**ROLL CALL** - City Clerk Virginia A. Mefford called the roll.

**PRESENT**

Mayor Robert A. Irvin  
Vice Mayor Earl Goolsby  
Councilman Gerald W. Lindsey  
Councilman Elwood A. Johnson  
Councilman William "Bill" Nigh  
Councilman Timothy A. Bowlby  
Councilman Michael J. Laws

**STAFF**

City Manager Ted Soltis  
City Clerk Virginia A. Mefford  
City Attorney Ann P. Roberts  
Finance Director Crystal Hadfield  
Police Chief Jose Rios

**PLEDGE OF ALLEGIANCE TO THE FLAG** - Led by Mayor Irvin

**CALL TO THE PUBLIC** - None

**DECLARATION ON CONFLICT OF INTEREST** - None

**ADOPTION OF THE AGENDA**

**MOTION:** Councilmember Lindsey made a motion to adopt the agenda.

**SECONDED:** Councilmember Goolsby seconded the motion.

**MOTION CARRIED**

**APPROVAL OF MINUTES OF THE REGULAR MEETING OF OCTOBER 20, 2016**

**MOTION:** Councilmember Laws made a motion to approve the minutes as presented.

**SECONDED:** Councilmember Bowlby seconded the motion.

**MOTION CARRIED**

**APPOINT KATHY KLUMP TO THE WILLCOX MUNICIPAL PROPERTY CORPORATION**

**MOTION:** Councilmember Johnson made a motion to approve the appointment of Kathy Klump to the Willcox Municipal Property Corporation.

**SECONDED:** Councilmember Lindsey seconded the motion.

**MOTION CARRIED**

**1<sup>ST</sup> QUARTER FINANCIAL REPORT**

Crystal Hadfield gave the 1<sup>st</sup> quarter financial report for fiscal year 2016/2017. She stated the audit is on the way, and they will give an update when it is finished. Councilmembers asked questions and they were answered by Crystal.

**CITY MANAGER'S REPORT**

- He gave an update on Railroad Park sidewalks; they have been repaired, installed, and are now ADA compliant.
- He provided an update on the skate park; a new ramp is being set up.
- He attended the mayor/managers' meeting along with the Mayor and Councilmember Lindsey. He got some ideas from other communities on possible new events for Willcox.
- City staff, the Chamber of Commerce, and representatives from the wine festival had a meeting to discuss how to improve the wine festival. It was a productive meeting.
- He attended a Next Generation Leadership Conference in Tucson. It was attended by other City Managers from around the state. They helped mentor potential city managers.
- He provided an update on the shooting range. They are in the process of cleaning up lead and will implement an annual clean-up.
- He provided an update on the bid opening for the Waste Water Treatment Plant (WWTP) which was held on October 28, 2016. The City received 6 bids, and the bids did come in over budget which has lately been a

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 3<sup>rd</sup> DAY OF NOVEMBER 2016**

usual occurrence. They are discussing where additional funds will come from. He is hoping to have contractor approval on the next meeting agenda.

- The City received a pre-scoping grant from ADOT to evaluate sidewalks from I-10 to Maley Street for handicap accessibility improvement. He will keep Council up-to-date on the results. He added that this study will hopefully lead to an additional grant to cover the cost of improvements.

**COMMENTS NOT FOR DISCUSSION FROM MAYOR AND COUNCIL MEMBERS.**

- Councilmember Bowlby stated that 300+ people attended the Halloween event at Keiller Park. He announced that the next event coming up is the Veterans Day parade; he hopes to see all attending this.
- Councilmember Laws would like to see the officers back to work soon and thanked Chief Rios and his officers for all they do.
- Councilmember Goolsby announced this will probably be his last meeting. He thanked everyone for everything and encouraged all to keep doing what they're doing. He congratulated Ms. Rowden and Ms. Garza. He was disappointed he did not get re-elected, but not sorry. He told a story of his premonitions that he would not get re-elected.
- Councilmember Lindsey stated he enjoyed working with Vice Mayor Goolsby, and he will miss his participation on the Council. He thanked WASA and the participants for all their work.
- Mayor Irwin also expressed appreciation for everything Vice Mayor Goolsby brought to the Council.

**ADJOURN**

With no further business before the Mayor and Council, the meeting was adjourned at 6:54 p.m. by Mayor Irvin.

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of the City of Willcox held on the 3<sup>rd</sup> day of November 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

**Dated this 3<sup>rd</sup> day of November 2016**

\_\_\_\_\_  
City Clerk Virginia A. Mefford, CMC

**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of December 2016.

\_\_\_\_\_  
Mayor Robert A. Irvin

**ATTEST:**

\_\_\_\_\_  
City Clerk Virginia A. Mefford, CMC



**THE MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ HELD ON THIS 10<sup>th</sup> DAY OF NOVEMBER 2016**

**CALL TO ORDER** - Mayor Robert Irvin called the meeting to order at 6:30 p.m.

**ROLL CALL** - City Clerk Virginia A. Mefford called the roll.

**PRESENT**

Mayor Robert A. Irvin  
Vice Mayor Earl Goolsby  
Councilman Elwood A. Johnson  
Councilman Timothy A. Bowlby  
Councilman Michael J. Laws

**STAFF**

City Manager Ted Soltis  
City Clerk Virginia A. Mefford  
City Attorney Ann P. Roberts

**ABSENT**

Councilman Gerald W. Lindsey - Excused.  
Councilman William "Bill" Nigh.

**PLEDGE OF ALLEGIANCE TO THE FLAG** - Led by Mayor Irvin

**DECLARATION ON CONFLICT OF INTEREST** - None

**ADOPTION OF THE AGENDA**

**MOTION:** Councilmember Johnson made a motion to adopt the agenda as presented.  
**SECONDED:** Councilmembers Bowlby and Goolsby seconded the motion.  
**MOTION CARRIED**

**RESOLUTION 2016-19 - A RESOLUTION APPROVING THE SETTLEMENT AGREEMENT AND RELEASE PURSUANT TO LITIGATION, CITY OF WILLCOX VS. KLUMP RANCHES, L.L.C., CASE NO. CV201500571, COCHISE COUNTY SUPERIOR COURT, BISBEE, ARIZONA**

**MOTION:** Councilmember Johnson made a motion to approve Resolution 2016-19.  
**SECONDED:** Councilmember Bowlby seconded the motion.  
**DISCUSSION:** City Manager summarized the agreement between the City of Willcox and Klump Ranches L.L.C. He stated it is a good agreement for both parties.  
**MOTION CARRIED**

**APPROVE DEED OF EASEMENT - KLUMP RANCHES, L.L.C.**

**MOTION:** Councilmember Johnson made a motion to approve the Deed of Easement - Klump Ranches, L.L.C.  
**SECONDED:** Councilmember Bowlby seconded the motion.  
**DISCUSSION:** City Attorney summarized the Deed of Easement and will have the easement sent in to have it recorded at the recorder's office once all parties have signed it.  
**MOTION CARRIED**

**ADJOURN**

With no further business before the Mayor and Council, the meeting was adjourned at 6:43 p.m. by Mayor Irvin.

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of the City of Willcox held on the 10<sup>th</sup> day of November 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

**Dated this 10<sup>th</sup> day of November 2016**

\_\_\_\_\_  
City Clerk Virginia A. Mefford, CMC

**THE MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 10<sup>th</sup> DAY OF NOVEMBER 2016**

**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of December 2016.

\_\_\_\_\_  
**Mayor Robert A. Irvin**

**ATTEST:**

\_\_\_\_\_  
City Clerk Virginia A. Mefford, CMC

CITY OF WILLCOX  
Council Action Form

Agenda Item: 13  
Tab Number: 10

**Meeting Date:**  
December 1, 2016

**Action:**  
 Resolution  
 Ordinance  
 Other

**Subject:** Street Closure for  
Christmas Light Parade

**To:** Mayor and City Council

**From:** Galovale Galovale, P.E., Director, Public Services and Works

**Discussion:** The Willcox Chamber of Commerce is requesting Railroad Avenue to be closed on December 3, 2016, from 5:30 p.m. to 7:00 p.m. for the Christmas Light Parade. The closure will begin at the intersection of Stewart St. and Railroad Ave. and end at the intersection of Maley St. and Railroad Ave.

**Recommendation:** Close Railroad Avenue from Stewart Street to Maley Street for the Christmas Light Parade.

**Fiscal Impact:** \$0.00

**Submitted by:**



Galovale Galovale, P.E. Director, Public Services and Works

**Approved by:**



Ted Soltis, City Manager



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/12/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

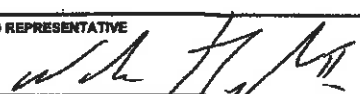
<b>PRODUCER</b> Huachuca Mountain Insurance Agency P.O. Box 2976 Sierra Vista, AZ 85636	520.226.4944 888.908.4982	<b>CONTACT NAME:</b> Wade Temple <b>PHONE (A/C No. Exp):</b> 520.226.4944 <b>E-MAIL ADDRESS:</b> huachucamtn@gmail.com <b>PRODUCER CUSTOMER ID #:</b>	<b>FAX (A/C No.):</b> 888.908.4982																					
<b>INSURED</b> Willcox Chamber of Commerce & Agriculture 1500 Circle I Road Willcox, AZ 85643	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> The Hartford Casualty Insurance Company</td> <td></td> <td></td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> <td></td> </tr> </table>			INSURER(S) AFFORDING COVERAGE		NAIC #	<b>INSURER A:</b> The Hartford Casualty Insurance Company			<b>INSURER B:</b>			<b>INSURER C:</b>			<b>INSURER D:</b>			<b>INSURER E:</b>			<b>INSURER F:</b>		
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**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDS INSR	SUBSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		59SBRU2242	01/01/16	01/01/17	EACH OCCURRENCE \$ 2,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 10,000.00 PERSONAL & ADV INJURY \$ 2,000,000.00 GENERAL AGGREGATE \$ 4,000,000.00 PRODUCTS - COM/POP AGG \$ 4,000,000.00
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> City of Willcox 101 S. Railroad Ave. Suite B Willcox, AZ 85643	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Street Closure Request Form

Willcox Chamber of Commerce & Agriculture  
Name of Applicant

4 NOV 2016  
Date

1500 N Circle I Rd  
Address

520 384 2272  
Phone

Christmas Lighted Parade  
Event - Event Sponsor

3 December, 2016 5:30  
Start Date - Time

3 December 2016 7pm  
End Date - Time

Street(s) to be closed - Beginning and ending points

Rail Road Ave at the intersection of Stewart  
to the intersection of Mayle

The applicant understands that a certificate of liability insurance for one million dollars (\$1,000,000) naming the City of Willcox as "additionally insured" must be supplied with this application in order for the request to be fully executed and processed. Additionally, the City of Willcox requests that all adjacent property owners be notified of the intent to close the street and be offered an opportunity to make comments. Comments may be submitted to the City Clerk prior to the Council meeting or may be stated in the public meeting.

[Signature]  
Applicant Signature

4 NOV 2016  
Date

Received By

Date

Petition to Close Railroad Avenue

3 Dec 2016 5:30PM  
Start Date - Time

3 Dec 2016 7PM  
End Date - Time

Christmas lighted parade  
Event - Event Sponsor

Businesses' Signature

Flying Leap: [Signature]

Friends of Marty Robbins: Juanita Buckley

Gallery 94: [Signature]

Keeling Schaefer: [Signature]

Rex Allen Museum: [Signature]

Rodney's: [Signature]

Willcox Historic Theater: [Signature]

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