

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 19<sup>TH</sup> DAY OF APRIL 2018**

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

**ROLL CALL** - City Clerk Crystal Hadfield called the roll.

**PRESENT**

Mayor Michael J. Laws  
Vice Mayor Terry Rowden - Telephonically  
Councilman Elwood "Woody" A. Johnson  
Councilman Gerald "Sam" Lindsey  
Councilman Robert A. Irvin  
Councilman Timothy A. Bowlby  
Councilwoman Rachel D. Garza

**STAFF**

City Attorney Ann Roberts  
Interim City Manager Crystal Hadfield  
Public Safety Director Jose Rios  
Public Works Director Galo Galovale  
Library Director Tom Miner

**PLEDGE OF ALLEGIANCE TO THE FLAG** - Led by Mayor Laws.

**CALL TO THE PUBLIC** - None

**DECLARATION ON CONFLICT OF INTEREST** - None

**ADOPTION OF THE AGENDA**

**MOTION:** Councilmember Bowlby made a motion to adopt the agenda as presented.

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

**MOTION CARRIED**

**APPROVE THE APRIL 5, 2018 COUNCIL MEETING MINUTES**

**MOTION:** Councilmember Lindsey made a motion to approve the April 5, 2018 Council meeting minutes.

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

**MOTION CARRIED**

**RESOLUTION 2018-03 – A RESOLUTION APPROVING ADDITIONAL COMPENSATION FOR ACTING INTERIM CITY MANAGER CRYSTAL HADFIELD**

**MOTION:** Councilmember Bowlby made a motion to approve Resolution 2018-03 .

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

**DISCUSSION:** Councilmember Lindsey was concerned that at the last meeting we didn't discuss if it was going to be for the duration or until we got a new interim through the pool. Lindsey felt that it should've been discussed further and we should've specified what we were going to do. Councilmember Garza stated that her understanding was that Hadfield will be the interim until a new city manager is hired into the position; at that time, Hadfield will go back to her original salary but she is doing the work and should be compensated. Lindsey said that is exactly correct but I still think we should make it public that she is the interim manager until a new manager is selector or if we are going to appoint an interim from the risk pool. Mayor Laws stated that this was done at the last meeting when Hadfield was appointed as interim. Lindsey said that he didn't agree with that. Garza said that we will have vacancy savings if we had hired someone from the pool versus what we are adding to Hadfield's salary because it will still not be at the prior City Manager's salary. Councilmember Bowlby reminded the Council that we are still paying the prior City Manager. Garza said if a manager comes in at a lower rate than the prior Manager, there will still be vacancy savings. Lindsey said that will be dependent on qualifications of the new manager. Garza asked if there is a pay scale. Hadfield replied that was correct, we do have a pay scale in place. Vice Mayor Rowden said that we are discussing the salary because of the increase in work as interim manager. Councilmember Johnson said to reiterate Lindsey's question as to what is the plan and what steps do we take as a council to obtain a city manager or interim city manager and usually we had a conversation to do so. Bowlby said that at the last meeting we did have motion and time for discussion and no discussion was made and the Council just approved the minutes that say Hadfield was chosen as Interim Manager and the motion was carried. Johnson said that the item on tonight's agenda was compensation and he only had one question; is it compensation for a weekly rate and would retirement factor into that. Laws said that it is strictly a weekly rate. Garza said that it is susceptible to retirement and taxes etc. Johnson asked if we include that or not. Garza replied that we do not have a choice on that. Attorney Ann Roberts agreed that there isn't an option on that. Bowlby

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 19<sup>TH</sup> DAY OF APRIL 2018**

asked if a stipend is available. Roberts said that it is still subject to taxes and so forth. Garza said call it a stipend, but it would still total up and still be susceptible to retirement, etc. Lindsey and Bowlby agreed that it would still be the same. Johnson said if you separate it out it would be two different taxes and would hurt her at the end of the day. Bowlby said that we need to discuss what Hadfield's compensation should be. Laws said that we had a suggestion by Roberts that the manager in Benson is being paid an additional \$500 per week. Laws suggested \$400 per week. Lindsey said that if this is the direction that we want to go, her salary should be adjusted to 25% to 33% but he can't put that in a figure because he doesn't know what her salary is. Garza said that for audit purposes that it should be done as a different line item on check because it is a cleaner way of showing it. Laws said that we need to go with what other Interim City Managers are doing. Laws spoke to Gilbert Davidson and Roberts and they agree that \$400 weekly is a good number. Roberts said another way to handle it is to give a bank of extra vacation or comp time. She discussed it with Hadfield and because of her other duties, she would not be able to take the time off. Roberts said that we have to remember that we are halfway through the year and another 70 days will go quickly. Rowden said that we need to amend the motion or vote on it. Roberts said that when she put the Resolution together she left it blank so that Council could determine what they want to do so technically they need to amend the motion to whatever they have in the blank box. There was a suggestion by Laws to amend to \$400 per week. Lindsey asked what her current salary is. Roberts said that she is currently at \$33 per hour, \$70,000 per year. Laws said that it would raise it ten dollars an hour. Roberts said that it would raise her to about \$43 per hour. Lindsey said he had no problem with the figures. Bowlby amended the motion to include the \$400 per week. It was seconded by Lindsey.

**MOTION CARRIED**

**RESOLUTION 2018-04 – A RESOLUTION APPROVING AN ENGAGEMENT LETTER WITH HINTON BURDICK TO CONDUCT OUR FY18 FINANCIAL AUDIT**

**MOTION:** Councilmember Lindsey made a motion to approve Resolution 2018-04.

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

**DISCUSSION:** Hadfield gave a brief explanation of the Resolution. Hadfield said that we have had Hinton Burdick since 2004. They are giving us an engagement letter to continue services for one more year. Per A.R.S. Statute we do not have to go out to bid for an auditor; however, we have a good working relationship with them. It's preferable that we continue with Hinton Burdick for one more year and then next year go out to bid to make sure that we are comparable with prices and things of that nature with audit services. Bowlby inquired about the single audit. Hadfield explained that we will be required to have a single audit this year.

**MOTION CARRIED**

**APPROVE WILLCOX HISTORIC THEATER'S REQUEST FOR STREET CLOSURE FOR RAILROAD AVE BETWEEN STEWART ST AND MALEY ST FOR JUNE 16 FROM 2:00 PM TO 10:30 PM**

**MOTION:** Councilmember Garza made a motion to approve the street closure.

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

**DISCUSSION:** Lindsey asked why we close the street. Gary Clement said people driving through can run over people in the street. Laws said for safety reasons. Clement said it gives access for the roads to be used as art displays. Lindsey asked where do people park? Clement said on the sides and other parking areas. Lindsey said that you must not be expecting many people. Laws said that you must never have been to the wine festival. Lindsey agreed that the wine festival has considerably more people there. Garza said that there was a big turnout last year and it is a good event for kids. A lot of students and young children are there and closing the street gives them the freedom to go to different areas to do different activities. Lindsey said walk the extra two blocks if your wife is handicapped. I don't have any objections but it seems kind of silly to me if your activities are going to be inside. Clement stated that it is not inside and that it is in the park and it is a block party and it would be better to have the street closed. Bowlby said that we approved this last year.

**MOTION CARRIED**

**ELSIE S. HOGAN COMMUNITY LIBRARY YEAR IN REVIEW – TOM MINER**

Tom Miner gave an update on the Library. Miner thanked the participants of the recent survey. He showed statistics of the most recent survey and is satisfied with results. However, he is saddened by number of questions not answered on the survey. The survey period covered Jan 3<sup>rd</sup> – Mar 3<sup>rd</sup>, a 60 day period. The survey asked questions regarding the five year plan. Miner said it should be noted that one resource receiving comments is slower internet speed. We received highest remarks on staff for being friendly, courteous, and professional. 95% of patrons said the library is fulfilling their needs; however, there is always room for improvement and we will continue to strive to achieve this. 99% of patrons like the warm homey atmosphere of the library. Programs and activities are doing a great job for us. Miner then gave comments that were on the survey. Miner discussed the programming and weekly presentations. Miner

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 19<sup>TH</sup> DAY OF APRIL 2018**

gave an update on the current grants that have been applied for. The County has added book boxes around the county. Miner mentioned that the County is pushing for one library card to be issued that can be used County-wide. Lastly, Miner mentioned that we need Council's support on the new five year plan. Councilmember Johnson asked if his library card would work anywhere else or does he need a new card. Miner replied that he will be giving out information as soon as he knows. What he has gathered is that we can continue to use the card and it will be valid throughout the county and all be in one combined database. Johnson said it will make it easier to move books too to which Miner replied yes. Councilmember Garza asked if anyone remembers Elsie S. Hogan. Garza said she was a tough person and ran a tight ship. Tom said that he sits in Elsie Hogan's desk. He is proud to sit at that desk and they have other legacy items from her. Vice Mayor Rowden said having worked in several libraries, our library provides services that some of the bigger libraries don't have and we have personable people who care about their patrons. She then thanked Miner. Mayor Laws said it is good to have access to computers. Miner said we have 20 available for the public.

**CITY MANAGER REPORT**

- Galo Galovale, Public Works Director gave an update on the wastewater treatment plant. The construction with PCL is at 50% complete. In terms of the billing part of the construction we are at approximately 62% complete. All of the concrete work is completed. PCL will start the O & M building on the treatment plant. Two clarifiers are basically completed and they will start the hydrant testing soon and we are looking at 300,000 gallons of water for the testing. Once testing is completed then PCL will go back on the clarifiers. A lot of the cost is the dewatering system. The construction part is going well. Galo would be more than happy to take Council to see the progress. If nothing else is encountered, we are looking at November 16th for the completion date. Mayor Laws asked when dewatering, are you going to add water to before you start it up to add weight and to test the concrete for absorption. Galovale said that when Geotech went in there they did not encounter the ground water that PCL encountered. We had to go out for a contractor to help with this and were fortunate to find a local contractor. The dewatering system was pumped down 15 feet. Councilmember Lindsey asked where we are as far as the sewer rates are concerned. Hadfield explained that we have been working with USDA and we are going to have to raise rates and it will be on the next agenda as intent to raise rates then you have your sixty day period and then your public hearing and then go from there. City Attorney Roberts said that Hadfield is working on putting together that schedule to go with the Notice of Intent. Laws said that we were able to get the rates reduced by half of the original number. Laws said that the treatment plant will benefit from county sewage drop.
- Hadfield thanked the Council for their support of her as Interim Manager. Because of Council's support, Hadfield was able to meet Governor Doug Ducey and other City Managers and Mayors. It was a great experience and it was great to network.
- Hadfield said that a big "Thank you" goes out to the Willcox Junior Rodeo Association and Stronghold Feeds for donating a new chute for our rodeo grounds with an estimated cost between \$2,500 and \$3,000.
- Work on the trail is on track. KE & G has been out at the park completing the dirt work this week. They will be paving the week after next which should only take about one to two days to complete. We are on track to have a ribbon-cutting or a ceremony to celebrate the weekend before Memorial Day.
- On Fremont and Soto the chip sealing will take place on June 6-7. They have blue staked so they will begin the concrete work soon for the curbing.
- There is no update on the new fire truck yet. The last update we had was that they were working on the graphics. Hadfield will have an update at the next meeting.
- Hadfield is currently working on the budget and is at a point where we can have a work session soon. She would like to have an initial work session and then have as many work sessions as necessary to make sure that we have a balanced budget that everyone is pleased with.
- Hadfield said that because of the City keeping our insurance and workman's comp claims down, we were awarded a dividend from AMRRP in the amount of \$32,871.
- Sergeant Dale Hadfield discussed Mr. Beres, from Flying Leap Vineyards, who had concerns regarding the wine festival. The concern was having security outside of the winery. Through contact with the Arizona Liquor Board, tasting rooms are treated like bars where there is no state statute or laws that state a security guard must be posted outside the premise. Rangers do not have to be posted outside of the winery; it is up to the winery if they would like them posted there. The other concern was blocking off the sidewalk. Hadfield said that we don't need to block off the sidewalk. It is proposed that the barricades go across Railroad paralleling Maley and Chief would like the sign posted at that entrance stating no open containers coming in or going out. Chief spoke to Mr. Beres who was also concerned about the police parking vehicles on the corner which is now taken care of. Councilmember Lindsey said he spent about 45 minutes this morning with

**THE MINUTES OF THE REGULAR MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 19<sup>TH</sup> DAY OF APRIL 2018**

Chief Rios to clarify. Mayor Laws asked if we will have officers on duty. Hadfield replied that there will be someone on daytime duty as well as the Arizona Rangers.

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

Councilmember Lindsey said his only concern is the City. He has no questions about the ability of Hadfield and the Mayor; however, things need to be discussed. The park is really coming along nice. Lindsey said congratulations to our Library and Miner. Lindsey said he has been around the block a few times and he has knowledge from that. If I say something you don't like, I just want to make sure that we continue to move in the right direction.

Councilmember Bowlby said it looks like things have been running well. The IT side things are going well. VTC spent a few days at the library and fixed some of the issues. Bowlby thanked Miner for providing the Nursing Home non-profit group a meeting room. The Library has been there to help the community and will continue to do that.

Councilmember Garza told Lindsey that she agrees that you do learn a lot. By questioning we do learn a lot more. She thanked Chief Rios and the Police Department for their dedication in keeping our students safe. Things have been going well. Garza said we have wonderful service at the library. Garza told Hadfield that she is doing well and it is nice being informed.

Vice Mayor Rowden said thank you to Hadfield for being willing to take on extra duties. She said thanks to Mayor for stepping up for what needs to be done. Rowden told everyone to enjoy what life has to offer and value your family and friends. She looks forward to seeing you at the next meeting.

Mayor Laws said Congratulations to Hadfield, she has shown great statute. We did get to go meet the Governor and that was great. With Galovale, Hadfield, and the Council we have played some catch up. If we cannot see this through the Council will be the first to know. Laws said that he thinks we have this. On budget, we have always wanted more meetings. We will look at the budget as many times as we need to get it approved. We have the rodeo this weekend. Laws said the park is looking awesome. He gave thanks to the Library. Laws said it has been mentioned several times to put together a Library Advisory Committee. The same goes for Parks and Rec. We should look at it again and put it on the agenda at a later time. Laws congratulated Gary Clement on his next venture coming up. Laws assured the Council that we have this and not to worry.

**ADJOURN**

**MOTION:** Councilmember Garza made a motion to adjourn the meeting with no further business at 7:37 p.m.

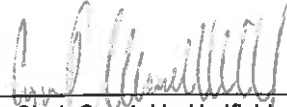
**SECONDED:** Councilmember Bowlby seconded the motion.

**MOTION CARRIED**

**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 19<sup>th</sup> day of April 2018. I further certify that the meeting was duly called and held, and that a quorum was present.


**Dated this 19th day of April 2018**

  
\_\_\_\_\_  
City Clerk Crystal L. Hadfield

**PASSED, APPROVED AND ADOPTED** this 3<sup>rd</sup> day of May 2018.

  
\_\_\_\_\_  
Mayor Michael J. Laws

**ATTEST:**

  
\_\_\_\_\_  
City Clerk Crystal L. Hadfield