

**THE MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND  
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ  
HELD ON THIS 5<sup>TH</sup> DAY OF FEBRUARY 2010**

**CALL TO ORDER**-Mayor Gerald W. Lindsey called the special meeting to order on Friday, February 05, 2010 at 5:05 p.m.  
The Mayor and Council and appreciates the public being here with us.

**ROLL CALL**-City Clerk Cristina G. Whelan, CMC called the roll

**PRESENT**

Mayor Gerald W. Lindsey  
Vice Mayor Larry N. Schultz  
Councilman Elwood A. Johnson  
Councilman Jimmy L. Norris-5:08 p.m.  
Councilwoman Monika Cronberg  
Councilman Stephen Klump  
Councilman Christopher Donahue

**STAFF**

City Manager Pat McCourt  
City Attorney Hector Figueroa  
City Clerk Cristina G. Whelan, CMC

**PLEDGE OF ALLEGIANCE TO THE FLAG**-Mayor Lindsey.

**DECLARATION ON CONFLICT OF INTEREST**-There was no response from the Mayor and Council members or staff.

**ADOPTION OF THE AGENDA**

**MOTION:** Vice Mayor Schultz moved to adopt the agenda as presented.

**SECONDED:** Councilman Johnson seconded the motion. **CARRIED.**

**\*DISCUSSION/DECISION REGARDING THE ADOT LICENSING CLOSURE AND OPTIONS**

Mayor Lindsey asked the City Manager to make his recommendations. City Manager Pat McCourt reported the City Council received response to their December 2009 letter on January 29<sup>th</sup> and it was received too late to include in last Monday's Council agenda. Arizona Department of Transportation (ADOT) has announced it will be closing the Motor Vehicle Department (MVD) office here in Willcox on Friday, February 12, 2010. We have several options available and there are four (4) potential sites that have been offered. Kempton Motors, NCCH, the City could make site available and also Shotton Insurance building which is currently the site of the MVD office. The City Manager felt that the easiest transition is to stay at the current location. Ms. Jan Kortsen is working on becoming the Third Party Provider and is in the process to do that. After talking to her she indicated she would be very interested in being the Third Party Provider and ADOT coming down two (2) times/week to provide services that the Third Party could not provide. A draft letter has been prepared which is usually easier to edit than to create another drafted letter to work from. Mr. McCourt strongly suggested that the Mayor and Council immediately respond to ADOT. The City Manager has Mr. Don Cassano fax number too. Mr. McCourt talked to him today to expect correspondence from us today on his fax machine.

Mayor Lindsey said he would like to hear from Ms. Kortsen and her proposed plan. Ms. Jan Kortsen reported she has been working with Raul Macias as a Third Party Provider for about two (2) months since she heard the Willcox office would be closing. Ms. Kortsen explained the process and the requirements set by the State. She is hoping one (1) ADOT person will stay and bring in another from Benson and hopes the transition will be smooth. Plans are potentially to shadow them to get on the job training to help during the transition for a couple of months before taking over. There are several items they would not be able to do here in Willcox and if they come 2/times/week then public would know when to come back. The equipment and machines are already here and hopes they will leave them. Ms. Kortsen plans to do a little remodeling to meet their requirements i.e., walls to ceiling, storage capacity, cameras, motion detector, dedicated line, and new license to not interrupt service. Intent as Third Party Provider has been accepted by the State along with a \$100,000 Bond and she has 30 days to provide her business plan. Anna Kortsen, her daughter from Tucson, was brought in to help. On Monday she received letter from ADOT to terminate in 60 days and plans to open office then. When she received the visit from City Manager McCourt she stepped up plans although she does not think she can meet the February 12 deadline. Ms. Kortsen is hoping that together we can keep some pressure with the State to ask to possibly to keep it open 2/days/week during transition until she can open. Offered to continue to pay the utilities and if there is anything she can do to help them cut there expenses to encourage them to continue to have couple people here 2/days a week. Wants to work with them to keep some of their furnishing, computers, and things on list she was told she needed like a dedicated line. Also she thought about having her potential employees shadow the State workers

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during the transition. Councilman Johnson thanked her for stepping up. The City did have a Third Party Provider and she let it expire. Ms. Kortsen said it was Monika Hogue and she is her mentor and she was the first person she called. Councilman Johnson also talked with them several times and there are lots of hoops and paperwork to go through. The State is still paying her rent for 60 days and if that is biggest expense willing to negotiate although they did not come to her about that and it is advantageous to her insurance business for them to be continue to be there. Councilman Johnson stated they told them we do have two (2) places rent free. Vice Mayor Schultz stated said when talked to them in Phoenix about that they thought it would not make a difference so long as lease business. He talked to liaison person with legislatures and he did not sound encouraging for keeping it open full time but thought workable with Third Party Provider. Mayor Lindsey reported that an agreement was made in St. Johns to keep their office open 2/days/week.

Councilman Norris asked if office is shut down will her office do driver license. Ms. Kortsen explained she did not choose that as option and MVD called her to help fill out the form and things she could offer. Was told she would be able to do some Driver License processing although she does not think she can do road test but thinks some processes she can but does not know exactly. Vice Mayor Schultz stated if keep the MVD office here they can do the road test during the 2/days/week they are here. Vice Mayor is expecting a call from Representative Stevens and will try to put pressure. Councilman Johnson also asked them to come down to see the face-to-face impact on community and they are affecting 20,000 people in a 30 mile radius. The State offered to do a Conference Call and Councilman Johnson will respond after this meeting. Ms. Kortsen wants to open as Third Party and the State come down 2/days we will pull customers from other communities. Willcox office has 1,100 people/month and Benson about 1,500/month that walk in those doors. We can then count those dollars through Carter's Drive in or what ever else they do here. Councilwoman Cronberg agrees this looks like the most viable option and the best one for all and Ms. Kortsen has already done so much work to step up. Thank You.

Councilman Johnson stated one of the requirements for Kiosk is two (2) 10'x10' rooms and she already has that. Ms. Kortsen read the list she is require to have such as a store room for 3-years of records, a safe, motion detector camera, walls to ceiling and more. Councilwoman Cronberg said if that is in fact the direction we go she asked Ms. Kortsen to provide listing to include in transition proposal. Ms. Kortsen said appreciates all their help. Vice Mayor Schultz stated for awhile did not know working on same thing and needed to meet and hash it out. A Copy of draft letter was given to Ms. Kortsen to review.

City Manager McCourt stated Mayor and Council may want to beef up letter and understand Ms. Kortsen request they stay in facilities and she has agreed to pay utilities during the 60 day and immediately implement the 2/days/week and request that immediately while process is going on. Ms. Kortsen said rather than the State removing equipment and store that it remains. She will pay for dedicated line and not have to pay for new license will pay for it and not interrupt service. Mayor Lindsey at this point should entertain motion to peruse options #3 or what we what to call it working through Shotton Insurance.

**MOTION:** Councilwoman Cronberg moved to accept the recommendation from the City Manager to continue working with ADOT to maintain the current MVD location and support Ms. Kortsen working as the Third Party Provider and to revise the letter drafted to add the language she is providing.

**SECONDED:** Councilman Donahue seconded the motion. **DISCUSSION:** Mayor Lindsey asked staff how we want to get letter rewritten and still get all council members signatures. City Manager McCourt suggested if the Mayor and Council are okay with basic form of letter and allow staff a little bit of latitude and work with Ms. Kortsen to finish the letter and get it faxed in. If the Mayor and Council comfortable with that staff had prepared a signature page and the members could sign the signature sheet and staff will attach it to the final letter. The Mayor and Council members will receive a copy of the final letter on Monday.

**CARRIED.**

**ADJOURN**

There being no further business before the Mayor and Council, Mayor Lindsey adjourned the meeting at 5:25 p.m.

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**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the City Council of the City of Willcox held on the 5<sup>th</sup> day of February 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

**Dated this 11<sup>th</sup> day of February 2010**

/s/ Cristina G. Whelan, CMC  
City Clerk Cristina G. Whelan, CMC

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of FEBRUARY 2010.

/S/ GERALD W. LINDSEY  
MAYOR GERALD W. LINDSEY  
Signed: February 16, 2010

ATTEST:

/s/ Cristina G. Whelan, CMC  
City Clerk Cristina G. Whelan, CMC