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### **OUR MISSION**

***The City of Holbrook Government exists to provide ethical and responsible local government.***

### AGENDA

#### REGULAR CITY COUNCIL MEETING

AUGUST 22, 2017

6:00 P.M.

Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the general public, that a meeting, which is open to the public, will be held on above-mentioned date, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Some of the members of the City Council may choose to participate in this meeting telephonically. The City Council may adjourn into executive session, which will not be open to the public, to discuss certain matters in accordance with ARS 38-431.03. Electronic versions of this agenda can be found at [www.ci.holbrook.az.us](http://www.ci.holbrook.az.us).

The items on the following agenda are for discussion or consideration and possible action:

- 1) CALL TO ORDER:
- 2) ROLL CALL:
- 3) PLEDGE OF ALLEGIANCE/INVOCATION:
- 4) PUBLIC ANNOUNCEMENTS AND PRESENTATIONS (Please limit to 10 minutes).
- 5) CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA:

The City Council welcomes public comment at this time only for items listed on this Agenda. There is a five minute time limit per citizen.

6) CONSENT AGENDA

- A. Claims/payment approval for August 3, 2017 thru August 16, 2017:  
Documentation for claims is available at City Hall.
- B. Special Events Liquor License-Holbrook Elks Lodge, September 16, 2017.
- C. Minutes of the regular meeting held on August 8, 2017.

7) SUMMARY OF CURRENT EVENTS:

**Mayor:**  
**Council Members:**  
**Manager:**  
**Finance Director:**  
**Police Chief:**

8) OLD BUSINESS:

9) NEW BUSINESS:

- A. Discussion/possible action regarding a residential lease of the house at airport to Kathleen Gardner Smith-Manager Sullivan.

10) EXECUTIVE SESSION:

- A. Pursuant to ARS 38-431.03(A) (3), the Council may adjourn into executive session for discussion or consultation or legal advice with the City Attorney for any item listed on the agenda.

11) POST EXECUTIVE SESSION:

12) CLAIMS/PAYMENT APPROVAL-HOLBROOK TRIBUNE: \$0

13) CALL TO THE AUDIENCE FOR ITEMS NOT ON THE AGENDA:

The City Council welcomes public comment at this time for items not listed on this Agenda. There is a three minute time limit per citizen.

Citizens may complete one Request to Speak "Public Comment" card per night and submit it to the City Clerk before or during the Council meeting. During this time, any member of the public may come forward and address the City Council on any issue within the jurisdiction of the Council. Public Comment time is reserved for citizen comments regarding non-agendized items. **Speakers are limited to 3 minutes per speaker to address the Council during "Public Comment" time.** Members of the City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H), action taken as a result of public comment will be limited to directing City staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Items on the agenda will not be heard or discussed in Call to the Public. Video or audio tapes or other overhead visual aids are not allowed during these public appearances. All speakers should begin their remarks by stating their name and address for the record.

14) SUBMISSION OF WRITTEN PETITION TO THE COUNCIL FOR ITEMS NOT ON THE AGENDA:

Requests by citizens to have an item discussed on the City Council Agenda should be addressed to the Mayor and presented on the "Request & Petition of citizens to City of Holbrook Council form" during the Submission of Written Petition to the Council at a regular meeting. Once this form is

submitted, the Council will consider the petition and response shall be given within 31 days per the Holbrook City Charter Article II, Section 2.18.

15) ADJOURNMENT:

Dated this 17th day of August 2017.

  
Cher Reyes, CMC, CPM, City Clerk

According to the Arizona Open Meeting Law, the City Council may only discuss matters listed on the City Council agenda. Matters discussed by the public during public appearances cannot be discussed by the City Council unless they are specifically listed on this agenda. Speaker's visual aids or recorded tapes are not allowed. Members of the public shall refrain from making personal, impertinent or slanderous remarks and from becoming boisterous while addressing the City Council or while attending the meeting. Unauthorized remarks from the audience, clapping, stomping of feet, yelling or any similar demonstrations are also prohibited. Violations of these rules may result in removal from the City Council meeting. Individual members of the public body may respond to criticism made by those who have addressed the public body.

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2  
3                   MINUTES OF THE REGULAR MEETING OF THE  
4                   HOLBROOK CITY COUNCIL HELD ON AUGUST 22, 2017  
5

6   CALL TO ORDER:

7  
8   Vice-Mayor Carlisle called the meeting to order at 6:00 p.m.

9   ROLL CALL:

10   Vice-Mayor Wade Carlisle, Councilmembers C.J. Wischmann, Richard Peterson, Earl  
11   Kester and Francie Payne. Mayor Tyler was absent and excused due to his attendance  
12   at the League Conference.

13   PLEDGE OF ALLEGIANCE/INVOCATION:

14   The pledge was led by Councilmember Peterson and the invocation was given by  
15   Gloria Montoya of Daystar.

16   CITY STAFF:

17   Manager Randall Sullivan, Director of Administration/Human Resources Pat Nichols,  
18   Events Coordinator Kathleen Smith and City Clerk Cher Reyes.

19   PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

20   CALL TO THE AUDIENCE:

21   CONSENT AGENDA:

22   Councilmember Dixon made a motion to approve the consent agenda, claims/payment  
23   approval for August 3, 2017 thru August 16, 2017 and a Special Events Liquor License-  
24   Holbrook Elks Lodge, September 16, 2017 and the minutes of the regular meeting held  
25   on August 8, 2017. Councilmember Payne seconded and the consent agenda was  
26   approved unanimously.

1 SUMMARY OF CURRENT EVENTS:

2 Mayor:

3 Council:

4 1. Vice-Mayor Carlisle asked that everyone keep the Brad Turley family in their  
5 prayers.

6 2. Councilmember Kester reported that he had visited the Corral today and that they  
7 are now open for business...

8 3. Councilmember Wischmann commended Jeff Johnson and the Holbrook Kiwanis for  
9 Some Enchanted Evening show.

10 4. Councilmember Wischmann reported that City crews are filling potholes and that  
11 they have torn the trees down on East Carlos. Councilmember Wischmann also  
12 reported that he saw the street sweeper running.

13 5. Councilmember Dixon stated that we have good City crews and then reported that  
14 the 10 wheel dump truck is out of compliance as it does not have mud flaps.

15 6. Vice-Mayor Carlisle reported that he is running for Senate for the State of Arizona  
16 and that he decided to run for this position due to all the issues with HURF funds

17 7. Councilmember Peterson reported that the Mud Run was a very successful with  
18 over 160 people participating.

19 8. Councilmember Payne reported that citizens wanted to know if we could prevent  
20 persons from placing boxes or signs in Gillespie Park or ADOT right of way advertising  
21 yard sales, etc... Councilmember Payne asked that person not advertise here.

22 Manager:

23 1. Councilmember Sullivan thanked Councilmember Payne for her comments about

1 yard sale signs.

2 2. Manager Sullivan thanked Councilmember Dixon for making him aware of the mud  
3 flaps and that he will make sure they are replaced.

4 4. Manager Sullivan reported that 162 people had participated in the Mud Run.  
5 Manager Sullivan stated that for 3 years in a row there have been no injuries which is  
6 one thing Staff strives for.

7 5. Manager Sullivan reported that 8 city employees had attended an ADA compliance  
8 meeting put on by the Winslow Street Department.

9 6. Manager Sullivan reported that he is preparing for the Audit.

10 7. Manager Sullivan reported that he is trying to obtain an emergency grant for the  
11 repairs that are needed at Airport.

12 8. Manager Sullivan reported that they are working on new soccer field when they are  
13 not busy.

14 9. Chief of Police Jackson reported that all MTD's are on the road but they still need 4  
15 more so all vehicles have them.

16 10. Chief Jackson reported that he had re-secured the old Shell Building on the Hill as  
17 the transients were getting into it.

18 OLD BUSINESS:

19 NEW BUSINESS:

20 A. Manager Sullivan asked that the item be tabled as it has not been reviewed by the  
21 Attorney. Councilmember Wischmann stated that he is concerned about the way the  
22 agreement is worded and he believes it is an ethics issue. Manager Sullivan stated that  
23 it is the same agreement as has been used in the past and the Attorney will review to

1 make sure nothing improper is being done. Councilmember Wischmann stated that he  
2 does have a problem with any city employee getting rent free. Councilmember Peterson  
3 stated that he believes that part of the agreement is to provide security at Airport. Vice-  
4 Mayor Carlisle stated that in the past that was the purpose of have an employee in this  
5 house and the one at the Golf Course is to provide extra policing of the area.  
6 Councilmember Wischmann stated that the agreement does not state anything about  
7 providing security. Councilmember Dixon asked what process was used to determine  
8 who to lease the house to. Manager Sullivan stated that he was approached by an  
9 individual and that the security gate is not operating correctly, the employee who was  
10 living there moved out, the runway lights are not working and when asked about it he  
11 thought it would be a good idea until they get these things going. Manager Sullivan  
12 stated that this person could also help him out with pumping fuel and monitoring the  
13 amount of fuel on site. Councilmember Dixon asked if this was advertised and opened  
14 to other City Employees. Manager Sullivan replied that it was not. Councilmember  
15 Dixon asked if this was something that should be open to the public. Manager Sullivan  
16 stated not in his mind. Councilmember Dixon asked what utilities would they be  
17 responsible for and Manager Sullivan stated electric and gas. Vice-Mayor Carlisle  
18 stated that it needs to be noted in agreement regarding security and the other items.  
19 Councilmember Dixon stated that he had an issue that it was not fair that it was not  
20 advertised to all City Employees. Councilmember Payne stated that no one else  
21 approached the Manager and asked to lease the house and she felt that most City  
22 employees would have been aware that the house was vacant. Councilmember Kester  
23 stated that it should go out in a letter to all City employees. Councilmember

1 Wischmann asked that Staff find out how to determine fair market value for the house.  
2 Vice-Mayor Carlisle stated that the issues that need to be addressed are duties of  
3 person living there, the utilities and value of the house. Councilmember Wischmann  
4 made a motion to table. Councilmember Dixon seconded and the motion carried  
5 unanimously

6 EXECUTIVE SESSION:

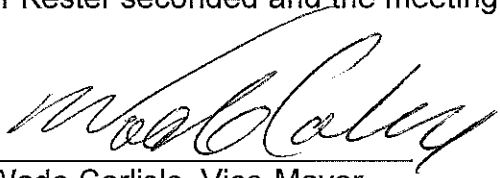
7 POST EXECUTIVE SESSION:

8 CLAIMS/PAYMENT APPROVAL FOR HOLBROOK TRIBUNE:

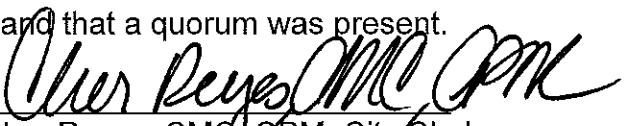
9 CALL TO THE AUDIENCE:

10 ADJOURNMENT:

11 There being no further business to come before the Council at this time Councilmember  
12 Dixon made a motion to adjourn. Councilmember Kester seconded and the meeting  
13 was adjourned at 6:32.

14   
15 Wade Carlisle, Vice-Mayor  
16

17  
18 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of  
19 the regular meeting of the Holbrook City Council held on August 22 2017. I further  
20 certify that the meeting was duly called and held and that a quorum was present.

21   
22 Cher Reyes, CMC, CPM, City Clerk  
23