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OUR MISSION

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

AGENDA

REGULAR CITY COUNCIL MEETING

DECEMBER 11, 2018

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.

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)
 - A. Navajo County Public Health Services District Community Health Assessment/Community Health Improvement Plan. (pg 4)
 - B. Proclamation "Healthy Holbrook Month" (pg 25)

- 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 November 15, 2018 thru December 5, 2018:
Documentation for claims is available at City Hall. (pg 26)
- B. Minutes of the Regular Meeting held on November 13, 2018. (pg 65)
- C. Minutes of the Work Session held on November 13, 2018. (pg 74)
- D. Minutes of the Special Meeting held on November 20, 2018. (pg 77)
- E. Minutes of the Regular Meeting held on November 27, 2018. (pg 82)

7) SUMMARY OF CURRENT EVENTS:

Mayor:
Council Members:
Interim City Manager:
Police Chief:
Chamber of Commerce:

8) OLD BUSINESS:

9) NEW BUSINESS:

- A. Discussion/possible action regarding request to expend funds not to exceed \$8,998.00 for Flygt Pump from JCH as a sole source provider-Interim Manager Reyes. (pg 97)
- B. Discussion/possible action regarding request to expend funds not to exceed \$19,100.00 for UV lamps from UV Doctor as a sole source provider-Interim Manager Reyes. (pg 103)
- C. Discussion/possible action regarding adoption of The City of Holbrook Pavement Preservation Plan for FY 2019-2023-Interim Manager Reyes. (pg 107)
- D. Discussion/possible action regarding renewal of agreement with Loni Hatch for dance instruction at the Community Building-Interim Manager Reyes. (pg 114)
- E. Discussion/possible action regarding renewal of agreement with Evelyn Marez for Magistrate services-Interim Manager Reyes. (pg 117)
- F. Discussion/possible action regarding adoption of the City Council Travel Policy-Interim Manager Reyes. (pg 120)
- G. Discussion/possible action regarding suggested updates to salaries in the City of Holbrook Classification and Compensation plan-Interim Manager Reyes. (pg 122)

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.
- B. Pursuant to ARS 38-431.03 (A)(1), the Council may adjourn into executive session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee-Meet with Recruitment Consultant regarding City Manager Position.

11) POST EXECUTIVE SESSION:

12) 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.

13) 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.

14) ADJOURNMENT:

Dated this 5th day of December 2018.


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.

1 MINUTES OF THE HOLBROOK CITY COUNCIL MEETING HELD ON
2 DECEMBER 11, 2018
3

4 CALL TO ORDER:

5 Mayor Cobb called the meeting to order at 6:00 p.m.

6 Roll Call:

7 Mayor Phil Cobb, Vice-Mayor Richard Peterson, Councilmember's Tim Dixon, Earl
8 Kester, Adam Marsh, Mike Nilsson and Francie Payne.

9 CITY STAFF:

10 Interim City Manager Cher Reyes, Director of Administration Pat Nichols, Street
11 Manager Patrick Serna, Chief of Police Nathan Christensen, Police Sergeant Dave Hall,
12 Animal Control Officer Paul Saiz, Treatment Plant Manager Julie Harris, Water/Waste
13 Water Supervisor Lance Spencer and Administrative Assistant Lisa Maestas.

14 PLEDGE OF ALLEGIANCE/INVOCATION:

15 The Pledge of Allegiance was led by Councilmember Kester. The invocation was given
16 by Councilmember Mike Nilsson.

17 PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

- 18 A. Jeff Flake from Navajo County Public Health Service District presented the
19 Community Health Assessment (CHA) and Community Health Improvement Plan
20 (CHIP). Mr. Flake discussed the survey results of the top 5 priorities in Navajo
21 County. These priorities include Mental Health, Substance Abuse, Poverty,
22 Chronic Diseases and Sexually Transmitted Diseases. Mr. Flake explained that
23 the Community Health Assessment and Community Health Improvement Plan
24 will be taken to the community, it will have self-directed teams to move the plan

1 into action with PHSD oversight and assistance. The Health District will host
2 semi-annual meetings to report the progress of the plan.

3 B. Mayor Phil Cobb read the Proclamation for Healthy Holbrook Month. January
4 2019 was Proclaimed as "Healthy Holbrook Month".

5 CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA

6 None

7 CONSENT AGENDA:

8 Vice-Mayor Peterson requested that item E (Minutes of the Regular Meeting held on
9 November 27, 2018) on the Consent Agenda be removed. Councilmember Payne made
10 a motion to accept the Consent Agenda with item E. removed. Councilmember Dixon
11 seconded the motion. The motion passed with the following results: Councilmember
12 Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye",
13 Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-Mayor Peterson
14 "Aye" and Mayor Cobb "Aye". Vice-Mayor Peterson stated that he was misquoted in the
15 Minutes of the Regular Meeting held on November 27, 2018. Vice-Mayor Peterson
16 requested that a revision be made on page 114 of the minutes. About 1/3 of the way
17 down the page, the sentence reading "Vice-Mayor Peterson also stated that the
18 Charter, itself, states that it should be reviewed every 4 years", should actually read
19 "Vice-Mayor Peterson also stated that the Charter suggests that it should be reviewed
20 at least every 4 years".

21 SUMMARY OF CURRENT EVENTS:

22 *Mayor Cobb said that the Parade of Lights and the Festival of Trees went well. Mayor
23 Cobb said that the decorations around town look festive. Mayor Cobb also said that

1 there will be a lunch with Santa on Saturday at the Elks Lodge. Mayor Cobb wished all
2 the citizens of Holbrook and the City staff a very Merry and safe Christmas and a Happy
3 New Year.

4 *Councilmember Kester said that he missed the Holbrook Parade of Lights but he did
5 attend the Showlow Parade. Councilmember Kester said that he talked with some of the
6 Parade sponsors in Showlow and requested that Showlow have their parade the week
7 after Holbrook so that some of the participants can ride in both parades.

8 *Councilmember Nilsson said that the Parade of Lights and the Festival of Trees were
9 both very fun. Councilmember Nilsson also commended the Chamber of Commerce on
10 all of their hard work.

11 * Councilmember Dixon said that he attended the Parade of Lights and the Festival of
12 Trees and was impressed.

13 *Vice-Mayor Peterson shared that the Historical Society is trying to raise funds to repair
14 the roof on the old Courthouse by having a Rifle Raffle. The cost of the raffle tickets are
15 \$10.00 each or 4 for \$25.00.

16 *Councilmember Marsh said that this was the first year he marched/walked in the
17 Parade of Lights and that it was a lot of fun. Councilmember Marsh thanked the
18 Chamber of Commerce and the City for putting on the Parade and cleaning up
19 afterword. Councilmember Marsh shared that this Saturday will be the 12 Homes of
20 Christmas from 3:00 p.m. to 7:00 p.m. Tickets are on sale by Kiwanis for \$15.00 per
21 person or \$25.00 for a couple.

1 *Councilmember Payne reminded everyone that the Chamber of Commerce is having a
2 Holiday Decoration Contest. The judging will be on December 13, 2018 and there is a
3 list of the homes that are in the contest on face book.

4 *Interim Manager Reyes:

5 -Interim Manager Reyes ordered 2 lights for Mission Lane which could be installed
6 sometime this week if everything goes as planned. They are going to add \$24 per
7 month to the City's APS bill.

8 -The City of Holbrook has contracted with Precision Sweeping to get the chips swept off
9 Anita, Encanto, E. Florida and Mariana. They will begin on Monday afternoon.

10 -Interim Manager Reyes has bid on a new Street Sweeper for a 7 year lease. It will be
11 brought to Council for approval on Jan. 8, 2019.

12 -Council packets are available and must be turned in by 5 p.m. tomorrow. Three 4 year
13 Council positions, 1-3 year Council position and the Mayor position is open for the
14 election to be held on March 12, 2019.

15 -Interim Manager Reyes has bid the Romero property as well and will be bringing that to
16 Council on Jan. 8.

17 -Staff are replacing the roof on Cemetery Shop and have also started scraping City Hall
18 for new paint on the outside.

19 -Just a reminder City Hall will close at Noon on December 24 and re-open on the 26th.
20 Also, there is no Council meeting on Dec. 25.

21 *Chief Christensen shared that the recruit will be graduating from the academy on
22 Friday at 3:00 p.m. at NPC in Snowflake. Chief Christensen presented Merrill Young
23 with a plaque for his retirement. Chief Christensen then introduced the new Animal

1 Control Officer Paul Saiz. Chief Christensen presented Jack Arend and Tim Dixon with
2 retirement plaques and certificates.

3 *Chamber of Commerce report presented by Interim Manager Reyes. Interim Manager
4 Reyes shared that Holbrook will have its first inaugural Ark Walk on December 14, 2018
5 from 4:00 p.m. until 7:00 p.m. It is a luminary walk that runs from Nakai Art Center to the
6 Roxy Theater. The Art walk will include activities, local artists, music, dancing and will
7 end with a classical Christmas movie at the Roxy Theater. Interim Manager Reyes also
8 shared that December 14th will also begin the 12 Shopping Days of Christmas event.
9 Interim Manager Reyes read the flyer which highlights all of the shopping discounts and
10 events.

11 OLD BUSINESS:

12 NONE

13 NEW BUSINESS:

14 A. Discussion/possible action regarding request to expend funds not to exceed
15 \$8998.00 for Flygt Pump from JCH as a sole source provider: Interim Manager
16 Reyes explained that the pump in the lift station on Romero went out in October
17 and the backup pump was installed. The damaged pump was taken to JCH to
18 get repair estimates. The cost of repair is going to be \$8117.00 and the cost of a
19 new pump will be \$8998.00. Interim Manager Reyes recommended that the City
20 purchase the new pump. Interim Manager Reyes stated that the pumps not only
21 have the normal stuff go through them but they also have trash go through too.
22 Interim Manager Reyes introduced Water/Waste Water Supervisor Lance
23 Spencer and let the Council know that he would be available for questions.

1 Interim Manager Reyes asked the Council to allow the City of Holbrook to spend
2 no more than \$8998.00 for a new Flyght pump. Councilmember Kester made a
3 motion to spend no more than \$8998.00 for a new pump. Councilmember Marsh
4 seconded the motion. Councilmember Dixon asked Mr. Spencer if he did any
5 monthly maintenance on the pumps. Mr. Spencer replied saying that the
6 Department does a regular check on the pumps, but the main problem is that the
7 County uses this lift station and that they allow a lot of trash to enter the lift
8 station pumps. Councilmember Dixon asked Mr. Spencer how he knew the trash
9 was coming from the County. Mr. Spencer said that most of the trash they find
10 are plastic containers that the County uses in their kitchen. Councilmember
11 Dixon asked Interim Manager Reyes if she could talk to the County about this
12 issue and educate them on how to help the City to maintain the pumps. Interim
13 Manager Reyes said that the City has talked to the County in the past but that
14 she would be willing to go talk to them again. Councilmember Dixon suggested
15 charging the County for the use of the lift station. Interim Manager Reyes also
16 stated that the County has been a great partner to the City and have helped the
17 City with many things, she said that she would have a talk with them to try to
18 educated them on the maintenance of the Lift Station. Councilmember Dixon
19 asked how old the pump that went out is. Mr. Spencer said that it is probably
20 about 5 years old. Councilmember Dixon asked if that was average. Mr. Spencer
21 replied "Yes". Mayor Cobb said that historically speaking the Lift Stations have
22 been a thorn in the City of Holbrook's side for decades. Councilmember Kester
23 asked Mr. Spencer if there is a way to put a filter in to prevent this from

1 happening again. Mr. Spencer said that the County does have their own waste
2 management system to separate the solids but he is not sure how it works.
3 Councilmember Marsh asked how old the backup pump that is operating now is.
4 Mr. Spencer said that the backup pump is about 10 years old. Councilmember
5 Marsh asked if the City gets a new pump will they use the backup pump until it
6 goes out or will they start using the new pump right away. Mr. Spencer stated
7 that they would use the new pump because it has a wider opening. Mr. Marsh
8 asked if it would be wise to get 2 pumps right now. Mr. Spencer said that he is
9 just requesting 1 for now. Mayor Cobb called for a vote on the motion to spend
10 no more than \$8998.00 on a new pump. The motion passed with the following
11 results: Councilmember Dixon "Aye", Councilmember Kester "Aye",
12 Councilmember Marsh "Aye", Councilmember Nilsson "Aye", Councilmember
13 Payne "Aye", Vice-Mayor Peterson "Aye" and Mayor Cobb "Aye".

14 B. Discussion/possible action regarding request to expend funds not to exceed
15 \$19,100.00 for UV lamps from UV Doctor as a sole source provider: Interim

16 Manager Reyes explained that these lights are very special and can only be
17 purchased from certain vendors. Interim Manager Reyes explained that there are
18 2 banks of lights that hold 64 bulbs each and the operating manual states that
19 half of the bulbs should be replaced at a time. Interim Manager Reyes stated that
20 the City is requesting to purchase 32 bulbs and that this should be done
21 annually. Mayor Cobb informed the Council that the UV bulbs are required at the
22 Waste Water Treatment Plant. Councilmember Dixon asked if the UV bulbs were
23 in addition to Chlorine. Mr. Spencer stated that they do not have a backup

1 system of Chlorine. Vice-Mayor Peterson asked if they replace all 32 bulbs at
2 one time. Mr. Spencer stated that they try to replace them as they burn out.
3 Councilmember Dixon asked Interim Manager Reyes if the UV bulbs were
4 budgeted and that he would like to make sure that these are budgeted for in the
5 future. Councilmember Payne referred to the backup document for this item. The
6 backup document states that each bank holds 64 UV bulbs. Interim Manager
7 Reyes stated that the backup document is incorrect and that each bank actually
8 holds 32 bulbs. Councilmember Marsh asked if the operating manual discusses
9 just the bulbs or if it discusses the bulbs and the ballasts. Mr. Spencer stated that
10 this quote includes both. Councilmember Dixon made a motion to purchase the
11 UV bulbs and ballasts in an amount not to exceed \$19,100.00. Councilmember
12 Marsh seconded the motion. The motion passed with the following results:
13 Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember
14 Marsh "Aye", Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-
15 Mayor Peterson "Aye" and Mayor Cobb "Aye"

16 C. Discussion/possible action regarding adoption of The City of Holbrook Pavement
17 Preservation Plan for FY 2019-2023: Interim Manager Reyes reported that after
18 doing the recent Chip Seal Project and Fog Sealing, she asked the Streets
19 Supervisor Patrick Serna to come up with a 5 year Pavement Preservation Plan.
20 Mr. Serna came up with a Plan that includes all of the Streets in the City of
21 Holbrook. The Streets that were the done the longest time ago will be the first
22 Streets done. Interim Manager Reyes said that the last time a Pavement
23 Preservation Plan was done was in 2003. Interim Manager Reyes said that she

1 has already contacted the County to see if the City of Holbrook can piggyback
2 with them on any pavement projects that they may have. Interim Manager Reyes
3 stated that there are some streets that need to be completely redone but she
4 does not want to use concrete. Interim Manager Reyes stated that the Chip Seal
5 and Fog Seal will make the Streets look cleaner and fresher. Interim Manager
6 Reyes stated that Street Supervisor Patrick Serna is here to answer any
7 questions. Councilmember Kester asked if the City of Holbrook can contact
8 Sante Fe and see if they will help with West Joy Nevin, because they drive a lot
9 of equipment on that road. Interim Manager Reyes said that the City can try but
10 in the past it has been hard to get Sante Fe to help with this type of project.
11 Councilmember Nilsson asked Interim Manager Reyes what her objection is to
12 concrete. Interim Manager Reyes stated that it doesn't ride well and it is more
13 expensive. Councilmember Dixon stated that the concrete streets that the City
14 has now are cracking. Interim Manager Reyes said that concrete is harder to dig
15 up if there is a water break. Councilmember Dixon asked Mr. Serna to explain
16 what Fog Seal is. Mr. Serna explained that it is a thin coat of oil that is sprayed
17 over the top of the Chip Seal. Mr. Serna said that the Fog Seal makes the road
18 last longer. Councilmember Dixon asked Interim Manager Reyes if she had
19 checked in to the cost of milling the top layer of the streets. Interim Manager
20 Reyes stated that it is expensive and that the City does not have the equipment
21 to do that. Councilmember Kester asked if the City can get millings from the
22 State. Mr. Serna said that the City can but if the millings aren't fresh they won't
23 have any oil left in them and will be useless for the streets. Councilmember

1 Marsh thanked Mr. Serna for putting the Pavement Preservation Plan together.

2 Councilmember Marsh said that the Pavement Preservation Plan is a good
3 investment of the City time to start thinking strategically about this.

4 Councilmember Marsh also said that he thinks that once we get a street sweeper
5 it will be very important to see that the streets get swept after the chip sealing
6 and fog sealing as many citizens have been complaining about the recent project
7 having too many loose pebbles. Councilmember Dixon asked if the City uses
8 HURF funds for these projects. Interim Manager Reyes replied "yes".

9 Councilmember Dixon asked how much the City has in HURF funds. Interim
10 Manager Reyes said that there is about \$165,000.00 for materials and about
11 \$5,000.00 for equipment repairs. Councilmember Payne stated that in the past
12 the State has taken a lot of the HURF funds and given them to DPS, but it is her
13 understanding that a measure passed that will not allow them to do that
14 anymore. Interim Manager Reyes said that she is not sure until the City gets the
15 numbers in February or March. Councilmember Marsh made a motion to adopt
16 the City of Holbrook Pavement Preservation Plan. Councilmember Dixon
17 seconded the motion. The motion passed with the following results:

18 Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember
19 Marsh "Aye", Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-
20 Mayor Peterson "Aye" and Mayor Cobb "Aye".

21 D. Discussion/possible action regarding renewal of agreement with Loni Hatch for
22 dance instruction at the Community Building: Interim Manager Reyes stated that
23 Loni Hatch has had an agreement with the City of Holbrook to provide dance

1 instruction at the Community Building since 2011. The current agreement expires
2 in January 2019 and Interim Manager Reyes is requesting that it be renewed for
3 another 2 year term. Ms. Hatch provides her insurance information, pays her rent
4 on time, she is an excellent renter and she cleans the building. Councilmember
5 Kester made a motion to extent the agreement with Loni Hatch for the use of the
6 Community building for another 2 years. Councilmember Marsh seconded the
7 motion. The motion passed with the following results: Councilmember Dixon
8 "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye",
9 Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-Mayor
10 Peterson "Aye" and Mayor Cobb "Aye".

11 E. Discussion/possible action regarding renewal of agreement with Evelyn Marez
12 for Magistrate services: Interim Manager Reyes asked the council to renew the
13 contract for Magistrate Services with Evelyn Marez for the next 2 years. Interim
14 Manager Reyes also asked if the City could change the contract to read that the
15 City can terminate the contract with a 60 day notice. Vice-Mayor Peterson made
16 a motion to approve the renewal of the contract for Magistrate Services with
17 Judge Marez for a period of 2 years with the requested changes. Councilmember
18 Dixon seconded the motion. The motion passed with the following results:
19 Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember
20 Marsh "Aye", Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-
21 Mayor Peterson "Aye" and Mayor Cobb "Aye".

22 F. Discussion/possible action regarding adoption of the City Council Travel Policy:
23 Interim Manager Reyes explained that during the review of the Personnel Policy,

1 it was discovered that the City Council Travel Policy is in the middle and it
2 doesn't belong there. Vice-Mayor Peterson requested that in the first sentence of
3 the City Council Travel Policy the word "overnight" be crossed out and also that
4 the last section of that sentence be crossed out "when personal contact is
5 considered the most economical and practical method of conducting official City
6 business." Councilmember Peterson also suggested that the portion in
7 parenthesis also be crossed out, "(the Mayor or Vice-Mayor may make
8 exceptions to this rule in the case of emergency travel.)". Councilmember Payne
9 requested that the sentence reading "All overnight Council trips must receive the
10 authorization at least one day prior to the intended travel" also be crossed out.
11 The Council agreed to amend the City Council Travel Policy to read, "All Council
12 travel to be pay or compensated by the City of Holbrook must be authorized by
13 the City Council". This item was table until Interim Manager Reyes can make the
14 suggested amendments and bring it back to the next Council Meeting.

15 G. Discussion/possible action regarding suggested updates to salaries in the City of
16 Holbrook Classification and Compensation plan: Interim Manager Reyes
17 explained that the last time the Classification and Compensation Plan was
18 updated was in 2013. Interim Manager Reyes reminded the Council that in
19 September the Council increased the low end of the Classification and
20 Compensation Plan so that it was in compliance with the new minimum wage.
21 Interim Manager Reyes explained that the minimum compensation wage was
22 changed to \$13.00 per hour because in 4 years the minimum wage will be raised
23 to \$13.00 per hour. Interim Manager Reyes said that this change should take the

1 City through until 2023 if there are no changes in the law. Councilmember
2 Nilsson asked how the wages in the City of Holbrook compare to the neighboring
3 communities. Director of Administration Pat Nichols explained that in 2003 a firm
4 was hired to help with the Classification and Compensation Plan. This firm
5 compared 18 cities and towns that compare with the size and population of
6 Holbrook and averaged them out and that is what the Classification and
7 Compensation Plan is based on. Mr. Nichols also stated that the changes that
8 are being requested include a 12% increase on the low end, a 6% increase on
9 the midpoint and a 2% increase on the high end. Mr. Nichols said that the
10 changes will bring the Classification and Compensation Plan up to where it
11 needs to be. Interim Manager Reyes stated that at the current time there are 15
12 employees who exceed the maximum pay range. Interim Manager Reyes stated
13 that once the Plan is updated there will only be 3 employees who exceed the
14 maximum pay range. Councilmember Payne asked Interim Manager Reyes if the
15 City of Holbrook has budgeted for this. Interim Manager Reyes explained that
16 staff salaries are not going to be increased at this time, that this just changes the
17 Classification and Compensation Plan. Councilmember Dixon asked about the
18 job positions that are on this Plan that are not actual positions at this time in the
19 City of Holbrook. Council agreed to leave the positions in the Plan.
20 Councilmember Marsh made a motion to approve the changes in the Holbrook
21 Classification and Compensation Plan. Councilmember Payne seconded the
22 motion. The motion was passed with the following results: Councilmember Dixon
23 "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye",

1 Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-Mayor
2 Peterson "Aye" and Mayor Cobb "Aye".

3 EXECUTIVE SESSION:

4 Vice-Mayor Peterson made a motion to adjourn to executive session.

5 Councilmember Dixon seconded the motion. The motion passed with the following
6 results: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember
7 Marsh "Aye", Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-
8 Mayor Peterson "Aye" and Mayor Cobb "Nay". Council entered executive session at
9 7:22 p.m.

10 POST EXECUTIVE SESSION:

11 Councilmember Kester made a motion to return to regular session. Councilmember
12 Kester seconded the motion. The motion passed with the following results:
13 Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh
14 "Aye", Councilmember Nilsson "Aye", Councilmember Payne "Aye", Vice-Mayor
15 Peterson "Aye", and Mayor Cobb "Aye". Council reconvened into regular session at
16 10:08 a.m.

17 CALL TO THE AUDIENCE FOR ITEMS NOT ON THE AGENDA:

18 None.

19 ADJOURNMENT: Councilmember Kester made a motion to adjourn the meeting.
20 Councilmember Payne seconded the motion. The motion was carried with the following
21 results: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember
22 Marsh "Aye", Councilmember Payne "Aye", Vice-Mayor Peterson "Aye" and Mayor
23 Cobb "Aye". (Councilmember Nilsson excused himself from the meeting)

1 There being no further business to come before the Council, the meeting is

2 Adjourned at 10:09 p.m.

3



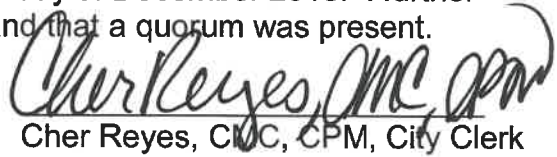
4

Phil Cobb-Mayor

5 **CERTIFICATION:**

6 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
7 the Holbrook City Council Meeting held on the 11th day of December 2018. I further
8 certify that the meeting was duly called and held and that a quorum was present.

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Cher Reyes, CMC, CPM, City Clerk

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