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#### OUR MISSION

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

#### AGENDA REGULAR CITY COUNCIL MEETING 6:00 P.M. MAY 28, 2019

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. 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) CANVASS OF GENERAL ELECTION: (pg 3)
- 5) SWEARING IN OF MAYOR AND COUNCILMEMBERS:
- 6) ELECTION OF VICE-MAYOR:
- 7) PUBLIC ANNOUNCEMENTS/PRESENTATION:
- 8) 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.
- 9) CONSENT AGENDA:
  - A. Claims/payment approval for April 18, 2019 thru May 22, 2019:  
Documentation for claims is available at City Hall. (pg 4)
  - B. Minutes of the regular meeting held on March 26, 2019.(pg 60)
  - C. Minutes of the regular meeting held on April 23, 2019. (pg 79)
  - D. Special event liquor license Holbrook Elks-June 1, 2019.(pg 83)

- E. Special event liquor license-Holbrook Chamber of Commerce-August 10, 2019. (pg 88)
- F. Special event liquor license-Holbrook Chamber of Commerce-October 5, 2019. (pg 92)

10) SUMMARY OF CURRENT EVENTS:

Mayor:  
Council Members:  
City Manager:  
Police Chief:

11) NEW BUSINESS:

- A. Appointment of Council Representative and Alternate to NACOG Council-Manager Soltis.
- B. Discussion/possible action regarding the purchase of a water well pump from Willis Pump as a sole source provider in an amount not to exceed \$24,466.95-Finance Director/Water/Wastewater Supervisor Sullivan. (pg 96)
- C. Discussion/possible action regarding Intergovernmental agreement with Arizona Department of Revenue for Transaction Privilege Tax Administration-Finance Director Sullivan.(pg 97)

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

The City Council welcomes public comment 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 FOR ITEMS NOT ON THE AGENDA:

Requests to have an item discussed on the Agenda should be 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 a response will be given within 31 days per the Holbrook City Charter Article II, Section 2.18.

14) ADJOURNMENT:

Dated this 21st day of May 2019.

  
Cher Reyes, CMC, CPM, City Clerk

According to the Arizona Open Meeting Law, the City Council may only discuss matters listed on the 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. 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 meeting. Individual members of the public body may respond to criticism made by those who have addressed the public body.

1  
2  
3 MINUTES OF THE REGULAR MEETING OF THE  
4 HOLBROOK CITY COUNCIL HELD ON MAY 28, 2019  
5

6 CALL TO ORDER:

7  
8 Mayor Cobb called the meeting to order at 6:00 p.m.

9 ROLL CALL:

10 Mayor Phil Cobb, Mayor-Elect Merrill Young, Vice-Mayor Richard Peterson,  
11 Councilmembers, Adam Marsh, Mike Nilsson, Tim Dixon, Earl Kester and Francie  
12 Payne.

13 PLEDGE OF ALLEGIANCE/INVOCATION:

14 The pledge was led by Mayor Cobb and the invocation was given by Rod Gish of the  
15 Assembly of God Church.

16 CITY STAFF:

17 City Manager Ted Soltis, Finance Director/Water/Wastewater Supervisor Randy  
18 Sullivan, Chief of Police Nathan Christensen and City Clerk Cher Reyes.

19 PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

20 CANVASS OF GENERAL ELECTION:

21 Mayor Cobb read into the minutes the canvass of the General Election:

22 Total Ballots cast-456

23 Proposition 19-102-Primary Property Tax

24 Yes-271 No-178

25 Proposition 19-103-Charter Amendment-Police Department cannot be dissolved without going to the  
26 voters

27 Yes-311 No-137

1 Vice-Mayor Peterson made a motion to accept the Canvass of the General Election.  
2 Councilmember Dixon seconded. The motion carried with the following vote, Mayor  
3 Cobb, "aye", Vice-Mayor Peterson "aye", Councilmember Dixon, "aye", Councilmember  
4 Kester, "aye", Councilmember Payne, "aye", Councilmember Marsh, "aye" and  
5 Councilmember Nilsson, "aye".

6 SWEARING IN OF MAYOR:

7 City Clerk Reyes swore Merrill Young in as Mayor and he took his place on the dais.

8 SWEARING IN OF COUNCIL:

9 City Clerk Reyes swore Tim Dixon, Francie Payne, Adam Marsh and Mike Nilsson in as  
10 Councilmembers and they took their place on the dais.

11 ELECTION OF VICE MAYOR:

12 City Clerk Reyes passed out ballots for Vice-Mayor that were prepared by Manager  
13 Soltis with the names of Council who stated that they would like to be Vice-Mayor.  
14 Ballots included the following names: Tim Dixon, Francie Payne, Richard Peterson and  
15 Mike Nilsson. Discussion was held about whether the ballots could be voted as secret.

16 Vice-Mayor Peterson stated they could not and Manager Soltis stated he thought they  
17 could be. City Clerk Reyes stated that in the past Council has always had to indicate  
18 their name on vote. Votes were cast and tabulated by Clerk Reyes, Francie Payne was  
19 named Vice-Mayor receiving 4 votes out of 7. Council voting for Ms. Payne included:  
20 Councilmember Marsh, Mayor Young, Councilmember Payne and Councilmember  
21 Nilsson.

22 CONSENT AGENDA:

23 Councilmember Dixon made a motion to approve the consent agenda Claims/payment

1 approval for April 18, 2019 thru May 22, 2019, the minutes of the regular meeting held  
2 on March 26, 2019, the minutes of the regular meeting held on April 23, 2019, a special  
3 events liquor license for the Holbrook Elks-June 1, 2019, Special event liquor license for  
4 the Chamber of Commerce-August 10, 2019 and a Special event liquor license for the  
5 Chamber of Commerce-October 5, 2019. Councilmember Marsh seconded. The  
6 motion carried with the following vote, Mayor Young, "aye", Vice-Mayor Peterson "aye",  
7 Councilmember Dixon, "aye", Councilmember Kester, "aye", Councilmember Payne,  
8 "aye", Councilmember Marsh, "aye" and Councilmember Nilsson, "aye"

9 SUMMARY OF CURRENT EVENTS:

10 Mayor:

11 Mayor Young thanked everyone for entrusting him with the position of Mayor.

12 Mayor Young reported that former Mayor Cobb, Clerk Reyes, Manager Soltis and  
13 himself had recently attended the groundbreaking ceremony for the La Quinta. Mayor  
14 Young stated that the new owners are team players and that they want to see Holbrook  
15 grow.

16 Mayor Young thanked those who donated time and money to the Grad Night  
17 celebration.

18 Councilmembers:

19 Councilmember Dixon reported that school is out and that we need to watch for kids.

20 Councilmember Nilsson commended the Grad night committee for an excellent job on  
21 the Grad Night celebration.

22 Vice-Mayor Payne echoed everyone's comments regarding Grad Night.

23 Councilmember Marsh thanked everyone who came out to vote.

1 Councilmember Marsh thanked "Matt", a resident of Holbrook, for sweeping the  
2 sidewalks and gutters on 8<sup>th</sup> Avenue.

3 Councilmember Peterson stated that he believes the voters have shown their  
4 confidence in the Council and the City.

5 Manager:

6 Manager Soltis reported that he is looking at apartments and that he has stayed in  
7 several motels in Holbrook and we are lucky to have many nice motels and restaurants.

8 Manager Soltis reported that Holbrook hosted the Mayor's and Councilmember's  
9 Association meeting.

10 Manager Soltis reported that he had attended the Manager's Association Meeting and  
11 that the Cities and Towns are collaborating and working together.

12 Manager Soltis reported that EMS had conducted CPR training for Staff and the job  
13 was very professional and well done.

14 Manager Soltis reported that there was a punch list of 21 items which needed to be  
15 completed at the airport and thanks to Staff all 21 are finished.

16 Manager Soltis reported that he had attended a brief meeting with members of the  
17 Pilot's Association.

18 Manager Soltis reported that due to the graffiti and vandalism that has been an ongoing  
19 problem, cameras will be set up in several locations to hopefully catch whoever is doing  
20 this.

21 Manager Soltis reported that the complaint about sewer smell in the Lewis Subdivision  
22 area has been taken care of.

23 Manager Soltis reported that the merry go round at Hunt Park was removed as it was

1 dangerous.

2 Manager Soltis reported that trash can lids have been replaced at the parks and that  
3 trees will be trimmed.

4 Manager Soltis reported that Staff is replacing light bulbs with LED bulbs.

5 Manager Soltis reported that there is no update on the Magnuson at this time.

6 Manager Soltis thanked Staff for completely removing the remaining portion of the  
7 Knights Inn.

8 Manager Soltis reported that the swimming pool was not properly winterized and there  
9 were 12 leaks in the building. Manager Soltis stated that a better job will be done this  
10 year.

11 Manager Soltis offered congratulations to Staff for the 4.7 million dollar grant for the  
12 Airport. Manager Soltis stated that the runway was on the FAA grant cycle in 2 years  
13 but the City would have had to match that grant and the grant that was received has a  
14 zero match.

15 Manager Soltis reported that expenses are up, Sales Tax is down and the budget work  
16 session will be held on June 11 at 5 p.m.

#### 17 Chief of Police

18 Chief Christensen reported that Mark Saxton will graduated from the academy on Friday at  
19 10 am ceremony to be held at Snowflake High School Auditorium.

20 Chief Christensen reported that Officer Hunsaker finished her FTO on March 20 and on  
21 April 5 she disarmed an armed subject for which he commended her.

22 Chief Christensen also commended Sargent Patterson for arresting a subject at a  
23 house that the Police Department was watching. Chief Christensen stated that the

1 subject was wanted in connection with a burglary in Flagstaff and that Sargent  
2 Patterson was able to recover all the items stolen except for a set of golf clubs.

3 Chief Christensen reported that the leads to the Tom and Suzie's fire have dried up and  
4 asked if the public has any information to please let the Police Department know. Chief  
5 Christensen stated that there was fire yesterday which was caused by faulty wiring.

6 Chief Christensen reported that he is receiving complaints regarding the no parking  
7 zones on Navajo Blvd. by the bank and other businesses. Chief Christensen stated  
8 that when vehicles park in this area is cause obstruction of views. Chief Christensen  
9 reported that 61 warnings have been issue and 2 citations. Chief Christensen stated  
10 that it is a safety issue not a money making plan. Chief Christensen then presented  
11 factual information regarding accidents in this two block area: 80 accidents with 70  
12 being injury accidents.

13 Chief Christensen reported that all the Police Department has been trained in CPR.

14 Chief Christensen reported that the County remains cleaning their facility and they do a  
15 good job.

16 Chief Christensen reported that ARS 28-914 has been enacted and it excludes Police  
17 Officers for the use of mobile devices but all the departments vehicles have been  
18 equipment with Blue Tooth devices so the officers may remain hands free. Chief  
19 Christensen stated that it is a good law and no citations will be issued for offenders until  
20 2020.

21 **NEW BUSINESS:**

22 A. Manager Soltis stated that a representative needs to be appointed to the NACOG  
23 Council as the changes in previous council left the City without a representative.



1 Councilmember Nilsson volunteered to be the Representative and Councilmember  
2 Peterson volunteered to be the alternate.

3 B. Water/Wastewater Supervisor Sullivan gave a brief history on Well # 5 pump saying  
4 that the pump was replaced by Willis Drilling 5-6 years ago and it is one of the three  
5 main wells. Water/Wastewater Supervisor Sullivan stated that this pump went out  
6 again about a year ago and since that time we have been fighting with Grundfos to  
7 warranty the pump. Water/Wastewater Supervisor Sullivan stated that Staff has been  
8 exchanging information with Grundfos such as when well runs, how much it pumps, etc.  
9 Water/Wastewater Supervisor Sullivan stated that it has never really ran correctly and  
10 Staff has been working with Grundfos nonstop to get the situation figured out.  
11 Water/Wastewater Supervisor stated that Grundfos has agreed to warranty the motor.  
12 Water/Wastewater Supervisor Sullivan stated that Staff has determined that they would  
13 like to replace the pump with a Franklin High Temp pump and not with a Grundfos as  
14 the Franklin that was installed in Well #3 is operating so much better.  
15 Water/Wastewater Supervisor Sullivan stated that after all the data and research which  
16 he appreciates Willis Pump for assisting with, Staff is recommending purchasing the  
17 Franklin Motor which will cost \$24,466.95 which includes the amount being refunded  
18 from Grundfos of \$11,619.00. Water/Wastewater Supervisor Sullivan stated that the  
19 increased cost is to upgrade to the high temp pump. Councilmember Kester made a  
20 motion to purchase the pump in the amount of \$24,466.95 from Willis Drilling.  
21 Councilmember Dixon seconded. Water/Wastewater Supervisor Sullivan stated that  
22 there will be a shroud placed on it to help reduce the heat and a sensor will be installed  
23 to determine water level so that when it gets too low it will automatically shut off the

1 well. Councilmember Dixon asked if we are looking at replacing Well #7 with a Franklin  
2 Motor. Water Wastewater Supervisor Sullivan stated that Well #7 the other main well  
3 has a turbine motor and this will be the only one that is different and you want to get as  
4 much use out of them as you can. Water/Wastewater Supervisor Sullivan stated that  
5 you cannot determine when a pump will go out but if Well #7 runs 3 or 4 days in a row  
6 he would be concerned. Water/Wastewater Supervisor Sullivan stated that the last  
7 pump for Well #3 lasted 11 years. Water/Wastewater Supervisor Sullivan stated that  
8 everything will be new for Well #5 when this is complete it will be warranted for one  
9 year. Water/Wastewater Supervisor Sullivan stated that the funds for this pump will be  
10 taken from the Capital Improvement line item. Mayor Young called for the question and  
11 the motion carried with the following vote: Mayor Young, "aye", Vice-Mayor Peterson  
12 "aye", Councilmember Dixon, "aye", Councilmember Kester, "aye", Councilmember  
13 Payne, "aye", Councilmember Marsh, "aye" and Councilmember Nilsson, "aye".

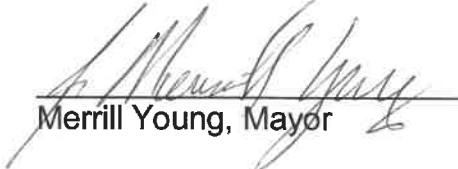
14 C. Finance Director Sullivan informed the Council that the Arizona Department of  
15 Revenue has always collected the City's Sales Tax and by Statute they are official tax  
16 collectors. Finance Director Sullivan stated that this is a revised IGA. Finance Director  
17 Sullivan stated that if an audit needs to be conducted the City would contact  
18 Department of Revenue to do such. Finance Director Sullivan recommended entering  
19 into the IGA as there really is no other choice. Vice-Mayor Payne made a motion to  
20 enter into the Intergovernmental agreement with the Arizona Department of Revenue.  
21 Councilmember Marsh seconded and the motion carried with the following vote: Mayor  
22 Young, "aye", Vice-Mayor Peterson "aye", Councilmember Dixon, "nay",  
23 Councilmember Kester, "aye", Councilmember Payne, "aye", Councilmember Marsh,

1 "aye" and Councilmember Nilsson, "aye".

2 ADJOURNMENT:

3 There being no further business to come before the Council at this time Councilmember  
4 Kester made a motion to adjourn and Councilmember Nilsson seconded. The meeting  
5 was unanimously adjourned at 6:59 p.m.

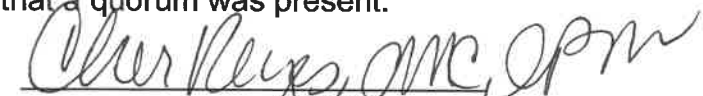
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Merrill Young, Mayor

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I hereby certify that the foregoing minutes are a true and correct copy of the minutes of  
the regular meeting of the Holbrook City Council held on May 28, 2019. I further certify  
that the meeting was duly called and held and that a quorum was present.



Cher Reyes, GMC, CPM, City Clerk