

465 1<sup>st</sup> Avenue  
P.O. Box 970  
Holbrook, AZ 86025

**OUR MISSION**


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

**AGENDA**

Regular City Council Meeting  
6:00 p.m. July 9, 2020

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
  - a. June 25, 2020 work session minutes. Tab 1
  - b. June 25, 2020 meeting minutes. Tab 1
  - c. July 1, 2020 special meeting minutes. Tab 1
5. CALL TO THE PUBLIC FOR AGENDA ITEMS:  
\*A five-minute time limit per individual is available at this time for Agenda items.
6. NEW BUSINESS:
  - a. Resolution 20-09: A resolution pertaining to the Water and Wastewater fee CPI increase date. Tab 2
  - b. Resolution 20-10: A resolution adopting Fiscal Year 2021 Tentative Budget Tab 3
  - c. Resolution 20-11: A resolution designating the Chief Fiscal Officer (CFO) for the purpose of submitting the Annual Expenditure Limitation Report (AELR) Tab 4
7. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:  
\*A three-minute time limit per individual is available at this time for non-agenda items.
8. SUMMARY OF CURRENT EVENTS:  
Mayor:  
Council Members:  
City Manager:
9. SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:  
\*\*Requests to have an item discussed on the Agenda.
10. ADJOURNMENT

Posted the 6<sup>th</sup> day of July 2020.

  
Lisa Hunt, Deputy City Clerk

\*Individuals must submit a "Request to Address City Council" form to the City Clerk prior to the start of the meeting.

Anyone may address the City Council on any issue within the jurisdiction of the Council. 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.

\*\*Requests to have an item discussed on a future agenda should be presented on the "Request and Petition of citizens to City of Holbrook Council" form during the Submission of Written Petition for Items Not on the Agenda 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.

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.

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).

MINUTES OF THE WORK SESSION  
OF THE HOLBROOK CITY COUNCIL HELD ON  
June 25, 2020

CALL TO ORDER: Mayor Young called the meeting to order at 5:00 p.m.

ROLL CALL: Mayor Merrill Young, Councilmembers Tim Dixon, Mark Jackson, Earl Kester, Adam Marsh and Mike Nilsson appeared in Council Chambers. Vice Mayor Francie Payne participated via conference phone.

CITY STAFF: City Manager Ted Soltis, Finance Director Randy Sullivan and Deputy City Clerk Lisa Hunt.

DISCUSS FISCAL YEAR 2020-2021 BUDGET: City Manager Ted Soltis reviewed the Preliminary Annual Budget for Fiscal Year 2020-2021 with the City Council. Discussion was held. Council also asked the City Manager questions regarding the Public Safety Personnel Retirement System (PSPRS). The questions were answered by the City Manager. The Tentative Budget will be presented at a future City Council Meeting.

ADJOURNMENT:

The Work Session adjourned at 5:56 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Work Session of the Holbrook City Council held on June 25, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

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Lisa Hunt, Deputy Clerk

PASSED, APPROVED AND ADOPTED this 9<sup>th</sup> day of July 2020.

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J. Merrill Young, Mayor

MINUTES OF THE REGULAR MEETING  
OF THE HOLBROOK CITY COUNCIL HELD ON  
June 25, 2020

CALL TO ORDER: Mayor Young called the meeting to order at 6:00 p.m.

ROLL CALL: Mayor Merrill Young, Councilmembers Tim Dixon, Mark Jackson, Earl Kester, Adam Marsh and Mike Nilsson appeared in Council Chambers. Vice Mayor Francie Payne participated via conference call.

CITY STAFF: City Manager Ted Soltis and Deputy City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Dixon. The Invocation was given by Kip Meyers of the Bread of Life Mission.

CONSENT AGENDA: June 11, 2020 meeting minutes.

MOTION: Councilmember Dixon

SECONDED: Councilmember Kester

MOTION CARRIED.

CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA: None.

NEW BUSINESS:

- a. Navajo County Fairgrounds Annual Report – Mike Sample of the Navajo County Fair board shared the upcoming events that are scheduled at the Navajo County Fair Grounds. He stated that the Navajo County Fair board is a non-profit organization and that the events that they have are key to creating revenue for salaries, 4-H, and FHA. The next Navajo County Fair board meeting will be held at 7:00 p.m. on July 8, 2020, the public is invited to attend. Several questions from Councilmembers were answered of Mr. Sample.
- b. Chamber of Commerce Annual Report- Chamber Director Cindy Tafoya reviewed all the events that the Chamber of Commerce has hosted over the past year. She shared that the Chamber of Commerce is planning a Food Truck Social on August 8<sup>th</sup>. Ms. Tafoya shared the Chamber of Commerce’s budget and strategic plan and encouraged everyone to participate in the “Shop Local” campaign.
- c. APS Street Chip Seal Project Bid – This item was stricken from the agenda.
- d. Resolution 20-08 – A resolution pertaining to an AZCares grant expenditure – Mayor Young read Resolution 20-08 in full.

MOTION: Councilmember Dixon

SECONDED: Councilmember Jackson

Discussion held.

ROLL CALL VOTE: Councilmember Dixon “Aye”, Councilmember Jackson “Aye”, Councilmember Kester “Aye”, Councilmember Marsh “Aye”, Councilmember Nilsson “Aye”, Vice Mayor Payne “Aye” and Mayor Young “Aye”

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young discussed a picture that was posted on Facebook, showing a residence that was overgrown with weeds. He stated that he appreciates the people that defended the City of Holbrook and recognized Peggy and Thomas Sample for being good citizens and cleaning it up for the owner. He also recognized Randy Murph for hauling the weeds away. Mayor Young also spoke of the press conference that Governor Doug Ducey held in regard to face masks and shared that he believes that people should have a choice of wearing a mask or not. He feels that the Government does not have a right to infringe on people’s rights. Mayor Young thanked City Manager Soltis for creating such a well-organized budget.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

\*Councilmember Marsh stated that he attended the soft opening at the Holbrook Municipal Airport. He also announced that he will be requesting a Special Meeting to propose a temporary Resolution requiring that face masks must worn in public places.

\*Vice Mayor Payne stated that she also attended the “Fly in” at the Holbrook Municipal Airport and was very impressed with everything that City staff has done. Vice Mayor Payne also stated that she agrees with Councilmember Marsh that the City should adopt a temporary Resolution requiring face masks be worn in public places. She said that the Council was elected to find facts and do their best to protect the citizens.

\*Councilmember Jackson encouraged the community to call or email Councilmembers to state their opinion about having a temporary Resolution about wearing face masks in public places. He also sent prayers for the Navajo Nation for the recent deaths of officer Michael Lee and Officer Esther Charley. Councilmember Jackson feels that most people in Holbrook are taking COVID-19 seriously.

\*Councilmember Dixon was not able to attend the soft opening of the Holbrook Municipal airport because of work. Councilmember Dixon said that he thinks that the numbers regarding COVID-19 have been skewered, that deaths have been counted as COVID-19 when they are not. He said that all of the Councilmembers took the oath of office and he feels that the idea of Life, Liberty and the Pursuit of Happiness has been lost. He said that being forced to wear masks is infringing on the Constitutional Rights and that people’s freedom needs to be taken into consideration.

\*Councilmember Nilsson is impressed with the roof repairs on the Navajo County Historic Courthouse. He also stated the “Fly by” at Holbrook Municipal Airport was very nice. Councilmember Nilsson also shared that he feels that wearing or not wearing a face mask is a personal liberty and that it should not be mandated. He said that it is beyond the scope of the City Council to mandate that face masks be worn in public places.

\*Councilmember Kester stated that he does not think that the City Council has the right to mandate that face masks be worn in public.

#### SUMMARY OF CURRENT EVENTS-CITY MANAGER:

\*Mr. Soltis reported that maintenance work at the Recreation Center is nearly complete. Walls have been painted, the cracks in the flooring have been repaired, new LED lighting was installed, and the meeting room was expanded. The center will now be able to accommodate 80 people. The costs were minimized as staff did all the work. They really did a great job.

\*The City now has a cash register at the Swimming Pool. All transactions can now be tracked and recorded. The City is in the process of installing a computer and printer at the Transfer Station. A printer was added at the Golf Course providing print transactions.

\*The Splash Pad is now open. Unfortunately, the leak repairs did not work. The next leak repairs will require concrete work. Staff are hopeful the Splash Pad will be able to remain open with repair work completed at season’s end.

\*The Fly in/fundraiser at the Airport went very well. Thank you to the contractors for sponsoring the event.

\*And, finally, Mr. Soltis thanked the Youth Conservation Corp from the Petrified Forest National Park. They assisted with trail maintenance at the petroglyphs. The City is fortunate to have volunteer assistance.

#### SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA: None

#### ADJOURNMENT:

MOTION: Councilmember Kester

SECONDED: Councilmember Nilsson

MOTION CARRIED

Meeting adjourned at 7:04 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Holbrook City Council held on June 25, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

PASSED, APPROVED AND ADOPTED this 9<sup>th</sup> day of July 2020.

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Lisa Hunt, Deputy Clerk

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J. Merrill Young, Mayor

MINUTES OF THE SPECIAL MEETING  
OF THE HOLBROOK CITY COUNCIL HELD ON  
JULY 1, 2020

CALL TO ORDER: Mayor Young called the meeting to order at 6:00 p.m.

ROLL CALL: Mayor Merrill Young, Councilmembers Tim Dixon, Mark Jackson, Earl Kester, Adam Marsh and Mike Nilsson appeared in Council Chambers. Vice Mayor Francie Payne participated via conference phone.

CITY STAFF: City Manager Ted Soltis, Chief of Police Nathan Christensen and Deputy City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Nilsson. The Invocation was given by Kip Myers from Bread of Life Mission.

CALL TO THE PUBLIC FOR AGENDA ITEMS: A letter written by Debby Kester was read by Deputy City Clerk Lisa Hunt. Ms. Kester's letter was in favor of a proclamation requiring face masks be worn in public. The Deputy City Clerk also read a letter written by Pat Pogue of House of Originals. Ms. Pogue was against a proclamation requiring face masks be worn in public. A third letter was read by the Deputy City Clerk. The letter was written by Lois Hancock and was in favor of requiring face masks to be worn in public places. The following people addressed the City Council in person:

Stacy McKenzie- Spoke against required face masks in public.  
Cherise Myers- Spoke against required face masks in public.  
Trinity Leigh Autry- Spoke against required face masks in public.  
Cindy Percy- Spoke in favor of required face masks in public.  
Elizabeth Courteau- Spoke against required face masks in public.  
Gwen Kelley- Spoke in favor of required face masks with certain conditions in place.  
Beth Baloo- Spoke in favor of required face masks in public.  
Kirby Myers- Spoke against required face masks in public.  
Marsha Stoddard- Spoke against required face masks in public.  
Patricia Scott- Requested that the pool be re-opened. She was informed that it already was.  
Connie McPherson- Spoke against required face masks in public.  
Dr. Dorothy Karcheski- Spoke against required face masks in public.

NEW BUSINESS:

- A. Discussion and possible action on whether to require residents to wear face masks due to COVID-19.  
MOTION: Councilmember Marsh made a motion for the Council to enact a proclamation issuing a temporary mandate for wearing face coverings in public places and businesses to decrease the spread of COVID-19 in our community.  
SECONDED: Vice Mayor Payne  
Councilmember Marsh presented a Power Point. Discussion was held. Councilmember Marsh called for a roll call vote.  
Roll Call Vote: Councilmember Dixon "Nay", Councilmember Jackson "Nay", Councilmember Kester "Nay", Councilmember Marsh "Aye", Councilmember Nilsson "Nay", Vice Mayor Payne "Aye" and Mayor Young "Nay".  
MOTION FAILED

MOTION: Councilmember Marsh made a motion to enact a proclamation recommending the wearing of face coverings, social distancing practices, and through hand washing in public places and businesses to decrease the spread of COVID-19 in our community.  
SECONDED: Vice Mayor Payne.  
Discussion Held.

Roll Call Vote: Councilmember Dixon “Nay”, Councilmember Jackson “Aye”, Councilmember Kester “Nay”, Councilmember Marsh “Aye”, Councilmember Nilsson “Nay”, Vice Mayor Payne “Aye” and Mayor Young “Nay”.

MOTION FAILED

ADJOURNMENT:

The Special Meeting adjourned at 7:54 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Special Meeting of the Holbrook City Council held on July 1, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

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Lisa Hunt, Deputy Clerk

PASSED, APPROVED AND ADOPTED this 9<sup>th</sup> day of July 2020.

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J. Merrill Young, Mayor

**RESOLUTION 20-09**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA, PERTAINING TO THE WATER AND WASTEWATER FEE CPI INCREASE DATE**

**WHEREAS**, the City, per Resolution 19-05, implemented an automatic Consumer Price Index (CPI) increase to take effect each January 1<sup>st</sup> for the Water and Wastewater; and

**WHEREAS**, the City operates on a fiscal year budget - July 1<sup>st</sup> thorough June 30<sup>th</sup>; and

**WHEREAS**, for budgeting purposes, it is the desire of the City to have the CPI increase correspond with the fiscal year.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA:**

**Section 1:** The following will be used to calculate the Water and Wastewater fee increases: Commencing on July 1, 2021 and on each July 1<sup>st</sup> thereafter, the then-current rates shall be automatically adjusted by the average annual percent change in the Consumer Price Index (“CPI”) for All Urban Consumers (“CPI-U”), West Region, 1982-84=100, published by the United States Department of Labor, Bureau of Labor Statistics (“BLS”), during the prior 12 month period ending April 30<sup>th</sup>.

**Section 2:** The Mayor is authorized to execute this Resolution.

**Section 3:** The City Manager is authorized to take all necessary action to carry out the terms of this resolution.

**PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA**, this 9<sup>th</sup> day of July 2020.

**APPROVED/EXECUTED:**

**APPROVED AT TO FORM:**

\_\_\_\_\_  
J. Merrill Young, Mayor

\_\_\_\_\_  
Bradley A. Burns, City Attorney

**ATTEST:**

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Lisa Hunt, Deputy City Clerk



**RESOLUTION 20-10**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA ADOPTING FISCAL YEAR 2021 TENTATIVE BUDGET**

**WHEREAS**, in accordance with the provisions of Arizona Revised Statutes Title 42, Chapter 17, Articles 1-5, the Mayor and City Council of the City of Holbrook have conducted a public work session on June 25, 2020 to make an estimate of the different amounts required to meet public expenditures for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of the City of Holbrook; and

**WHEREAS**, the City Clerk is required to publish, the attached statements and schedules of the Tentative Budget, together with a copy of this Resolution and give Notice of Public Hearings of the City Council, for the purpose of conducting public hearings where any citizen may appear and be heard or submit written comments in favor or against any proposed use within the budget or tax levy. The proposed Budget may be examined on weekdays at the Holbrook City Hall located at 465 1<sup>st</sup> Avenue, Holbrook, AZ between the hours of 8:00 a.m. and 5:00 p.m., and at the Holbrook Library. It may also be viewed online at [www.ci.holbrook.az.us](http://www.ci.holbrook.az.us).

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA**, as follows:

**Section 1:** The estimates of expenses and revenues shown on the attached schedules are hereby adopted as the Tentative Budget of the City of Holbrook, Navajo County, Arizona for the Fiscal Year 2020-2021.

**Section 2:** The Clerk is hereby authorized and directed to publish, in the manner prescribed by law, the attached statements and schedules of said Tentative Budget, together with a copy of this Resolution and Notice of Public Hearings on said Budget and Property Tax Levy to be held on July 23, 2020.

**Section 3:** The Mayor is authorized and empowered to execute this Resolution.

**PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA**, this 9<sup>th</sup> day of July 2020.

**APPROVED/EXECUTED:**

**APPROVED AT TO FORM:**

\_\_\_\_\_  
J. Merrill Young, Mayor

\_\_\_\_\_  
Bradley A. Burns, City Attorney

**ATTEST:**

\_\_\_\_\_  
Lisa Hunt, Deputy City Clerk

**RESOLUTION 20-11**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA DESIGNATING THE CHIEF FISCAL OFFICER (CFO) FOR THE PURPOSE OF SUBMITTING THE ANNUAL EXPENDITURE LIMITATION REPORT (AELR)**

**WHEREAS**, Arizona Revised Statutes §41-1279.07(E) requires each city to annually provide to the Auditor General by July 31 the name of the CFO designated to submit the annual expenditure limitation report (AELR).

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF HOLBROOK** that Randy L. Sullivan Jr. is the CFO designated to submit the annual expenditure limitation report (AELR).

**PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA**, this 9<sup>th</sup> day of July, 2020.

**APPROVED/EXECUTED:**

**APPROVED AT TO FORM:**

\_\_\_\_\_  
J. Merrill Young, Mayor

\_\_\_\_\_  
Bradley A. Burns, City Attorney

**ATTEST:**

\_\_\_\_\_  
Lisa Hunt, Deputy City Clerk