

"HUB OF THE SOUTHWEST"

465 1st 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 23, 2020

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
 - a. July 9, 2020 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. Public Hearing: Fiscal Year 2021 Primary Tax Levy
 - b. Ordinance 20-01 - 1st reading: An ordinance levying a primary property tax upon the assessed valuation of property located within the City subject to taxation for the Fiscal Year ending June 30, 2021 Tab 2
 - c. Golf Course greensmower purchase approval Tab 3
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 20th 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 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.

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
July 9, 2020

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

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

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

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

CONSENT AGENDA:

June 25, 2020 work session minutes; June 25, 2020 meeting minutes; and July 1, 2020 special meeting minutes

MOTION: Councilmember Dixon

SECONDED: Councilmember Kester

MOTION CARRIED.

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

NEW BUSINESS:

- a. Resolution 20-09: A resolution pertaining to the Water and Wastewater fee CPI increase date. The resolution was read in it's entirety by Mayor Young.
MOTION: Councilmember Kester
SECONDED: Councilmember Dixon
DISCUSSION HELD
ROLL CALL VOTE: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye", Vice Mayor Payne "Aye", Mayor Young "Aye".
- b. Resolution 20-10: A resolution adopting Fiscal Year 2021 Tentative Budget. The resolution was read by heading by Mayor Young.
MOTION: Councilmember Dixon
SECONDED: Councilmember Kester
ANNOUNCEMENT: Public Hearing on the FY2021 Budget will be held on July 23, 2020 at 6:00 P.M.
ROLL CALL VOTE: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye", Vice Mayor Payne "Aye", Mayor Young "Aye".
- c. Resolution 20-11: A resolution designating the Chief Fiscal Officer (CFO) for the purpose of submitting the Annual Expenditure Limitation Report (AELR). The resolution was read by heading by Councilmember Dixon. Designating Randall Sullivan as CFO.
MOTION: Councilmember Dixon
SECONDED: Councilmember Marsh
ROLL CALL VOTE: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye", Vice Mayor Payne "Aye" and Mayor Young "Aye"

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: Shane Smith, a member of Boy Scout Troop 7156 addressed the Council. Mr. Smith would like to paint the Fire Department located on East Buffalo as his Eagle Scout project. Mr. Smith asked the Council if they could donate half of the cost of the project which would be \$281.05. Councilmembers asked several questions of Mr. Smith, which he answered. Mr. Smith was directed to meet with City Manager Ted Soltis after the meeting to see if funds are available.

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young stated that the Annual Holbrook Fire Department BBQ was a huge success. He said that 2500 lbs. of meat was cooked and that they sold out. Mayor Young also stated the Fire Work Display was excellent but not as many people as usual attended.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

- *Councilmember Dixon stated that July has been hot and encouraged everyone to stay hydrated.
- *Councilmember Kester said that he attended a program at the Navajo County Fairgrounds featuring children and animals. He stated that it is a great program.
- *Vice Mayor Payne said “kudos” to the Holbrook Fire Department. She really enjoyed the Fireworks. She also stated that there were fewer people attending as in past years. Vice Mayor Payne thanked the Holbrook Foundation and the Gardner Family for organizing and directing the Bike Parade. She also asked that everyone take care of themselves in these times that we are facing. The Corona Virus is worse in Arizona than anywhere else in the world.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

- *Mr. Soltis reported that this week the City transitioned from Larson Waste to Waste Management for trash pick-up. There were a few glitches which are common during a change. Overall, the City is very pleased with Waste Management staff and believe this is a good partnership.
- *With Monsoon Season upon us, staff have been cleaning drainage ditches. Mr. Soltis wanted to mention one in particular that staff will be working on. The ditch at the end of Buffalo Street out to LaRue Wash. Over the year’s material has built up in the ditch and the water is not flowing as good as it used to. Material will be removed to enable water to flow better.
- *The Sanitation Department is in the process of replacing an aeration motor. The Plant is getting older. Equipment is wearing out.
- *The vacuum truck recently had some repairs. The City will be adding a replacement into the Capital Improvement Plan Budget.
- *The Fire Department holding tank has been resurfaced. Per ADEQ requirements, special material was applied to the concrete to seal the tank.
- *On the 21st the Water Department staff will finally receive training on the leak detection equipment. Hopefully, they will be successful in finding the leak on 8th Avenue.
- *A wheel completely disconnected from one of the City’s backhoes. We are researching a replacement. Good timing on budgeting for a backhoe.
- *The Street Department has nearly completed replacing the sidewalk and curbing in front of the County building on West Buffalo Street. The County will be doing some landscaping on their side of the sidewalk.
- *The City is researching options for street sweeping. The company that the City has been working with has raised its rates and we only had the street sweeper four times a year. This is not enough. The City needs to have access to a street sweeper for other projects.
- *The shoulders were recently bladed on McLaws Road.
- *The potholes in the Hunt Park parking lot have been filled.
- *Weeds have been removed from the soccer field. Grass will be planted in the fall.
- *The cemetery expansion is complete. The new sprinkler line is working well. The grass is coming in nicely.
- *Most of the property between the cemetery and the hospital has been cleaned up. The remaining material, mostly scrap metal, will be recycled.
- *Weeds are being removed from alleys and various City properties.
- *Finally, a number of letters have gone out to property owners who also need to clean up their property.

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

ADJOURNMENT:

MOTION: Councilmember Kester
SECONDED: Councilmember Dixon
MOTION CARRIED
Meeting adjourned at 6:25 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 July 9, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Lisa Hunt, Deputy Clerk

PASSED, APPROVED AND ADOPTED this 23rdth day of July 2020.

J. Merrill Young, Mayor

ORDINANCE NO. 20-01

AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, LEVYING A PRIMARY PROPERTY TAX UPON THE ASSESSED VALUATION OF PROPERTY LOCATED WITHIN THE CITY SUBJECT TO TAXATION, FOR THE FISCAL YEAR ENDING JUNE 30, 2021

WHEREAS, in 2019 residents of the City of Holbrook passed a primary property tax; and

WHEREAS, the City Council has the authority to levy and collect taxes for the general expenses of the City and all lawful municipal purposes per Holbrook City Charter Section 6.02(a); and

WHEREAS, a public hearing will be held on July 23, 2020 to discuss the budget; and

WHEREAS, pursuant to State law, an ordinance levying taxes is required to be adopted no later than the third Monday in August; and

WHEREAS, Navajo County is the assessing and collecting authority for the City of Holbrook.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK:

SECTION 1: There is hereby levied a rate of \$0.5022 on each one hundred dollars (\$100.00) of assessed valuation of all property located within the corporate limits of the City of Holbrook, except such property as may be exempt by law from taxation, a tax rate sufficient to raise the amount of \$101,315 as required in the Fiscal Year 2020-2021 budget.

SECTION 2: Per State law, this ordinance shall become effective upon adoption.

SECTION 3: The City Clerk is directed to transmit a certified copy of this Ordinance to the County Assessor and the Board of Supervisors of Navajo County, Arizona.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this 13th day of August 2020.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, Deputy City Clerk

CERTIFICATION

I certify that the forgoing Ordinance was duly passed, and adopted by the Holbrook City Council, at a regular meeting on August 13, 2020.

Lisa Hunt, Deputy City Clerk

City of Holbrook
Council Action Form

Meeting Date: July 23, 2020

Tab: _____

To: Mayor and City Council

From: Steve Rutherford, Golf Course Superintendent

Subject: Golf Course Greensmower

Discussion: The Golf Course greensmower needs to be replaced. It is very old, unreliable, and we are not able to purchase replacement parts. The greensmower is vital to keeping the course open and functioning.

We have an opportunity to purchase a used TORO greensmower at a significant savings. We have found TORO equipment to be reliable and long-lasting. Preowned equipment is inspected, and repairs are completed as needed.

Fiscal Impact: \$13,975


Recommendation: Approve the purchase of a preowned 2014 Toro GR3400 TriFlex greensmower from Simpson Norton Corporation for \$13,975.

Submitted by:



Steve Rutherford, Golf Course Superintendent

Approved by:



Ted Soltis, City Manager



Quotation



Simpson Norton Corporation
 4144 S Bullard Ave
 Goodyear, AZ 85338
 (623) 932-5116

Prepared For:
 Hidden Cove GC, City of Holbrook
 Steve Rutherford
 1500 Golf Course Rd
 Holbrook, AZ 86025
 928.241.0954
srutherford@gmail.com

Prepared By:
 Manny Castro, CSE
 Sports Fields & Grounds Acct Mgr
 (602) 803-9266
manny.castro@simpsonnorton.com

Quote ID HCGC-UGR3400
 Quote Date 6/2/2020
 Quote Expire Date 7/2/2020
 Contract Mohave
 15G-SNC-0824

I am pleased to submit a quotation on the following equipment for your consideration.

Quantity	Model #	Product Name	Unit Award Price	Extended Award Price
1	U04520	PREOWNED Toro GR3400 TriFlex Kubota® D902, Tier 4i, 24.8 HP (18.5 kW) @ 3600 rpm, 3-cylinder, liquid cooled, diesel engine 2 units available, 2907 and 3149 Hours Greensmaster® TriFlex™ Series Toro	\$13,000.00	\$13,000.00



Mohave 15G-SNC-0824 Contract Pricing, 4-6 Weeks for Delivery. Preowned Toro Equipment will go thru the shop for inspection and needed repairs, tires > 50%, good seats, Engine and Hydraulics serviced and in good working order with no leaks. Reels sharp or replaced ready to

Totals	
Equipment Total	\$13,000.00
Toro Protection Plus	\$0.00
Subtotal	\$13,000.00
Tax Estimate	\$975.00
Totals	\$13,975.00