



"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. December 10, 2020

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
 - a. November 12, 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. Appoint Krista Wilkinson to fill the balance of Evelyn Marez's term as City Magistrate. Tab 2
 - b. Police Department Annual Report - Nathan Christensen
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 3rd day of December 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.

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
November 12, 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, and Mike Nilsson appeared in Council Chambers. Vice Mayor Francie Payne and Councilmember Adam Marsh participated via conference call.

CITY STAFF: City Manager Ted Soltis, Facility/Airport Manager Tim Kelley, Park Employee Mike O'Dell and Deputy City Clerk Lisa Hunt.

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

CONSENT AGENDA:

October 22, 2020 meeting minutes

MOTION: Councilmember Dixon

SECONDED: Councilmember Jackson

MOTION CARRIED

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

NEW BUSINESS:

- a. Resolution 20-17: A Resolution regarding a memorandum of understanding with the Navajo County Public Health Services District for use of the Holbrook Fire Department – Mayor Young read Resolution 20-17 by heading.

MOTION: Councilmember Nilsson

SECONDED: Councilmember Kester

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"

DISCUSSION HELD: Holbrook Volunteer Fire Chief Alex Baker stated that partnering with Navajo County Health Services District for the use of the Fire House will bring the City of Holbrook "in line" with the rest of Navajo County. Kym O'Farrell from the Navajo County Health Services District approached the podium next. Councilmember Dixon asked Ms. O'Farrell several questions. Ms. O'Farrell answered the questions.

- b. Approve the purchase of a new heat pump for the wastewater plant. – Facility/Airport Manager Tim Kelley stated that he tried to get quotes from several vendors. One vendor did not respond, another vendor stated that they were not able to give a quote at this time. AZE Electric gave a quote of \$13, 574 and Rim Country Mechanical gave a quote of \$12, 985. Mr. Kelley recommended that the Council approve the purchase and installation of a Lennox KHA07254BN 6-ton heat pump from Rim Country Mechanical for \$12,985.

MOTION: Councilmember Kester

SECONDED: Councilmember Nilsson

DISCUSSION HELD

MOTION CARRIED

- c. Petroglyph site and bird viewing area update: Park Employee Mike O'Dell presented a slide show and shared information about the Petroglyph Park.

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young gave his condolences to the families of Wendall Larson, Charley Lewis and Trinidad Salazar.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

*Councilmember Kester shared that his brother passed away, but he was not able to attend the funeral because of the quarantine period.

*Councilmember Marsh thanked Mr. O'Dell for his presentation and suggested that the Council plan a field trip to visit the Petroglyph Park.

*Vice Mayor Payne also thanked Mr. O'Dell for his presentation. She shared that the winter/holiday season has arrived and that there have been 40 new cases of COVID over the last month in Holbrook. She asked that everyone please be careful.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

*Mr. Soltis shared that at the last meeting he talked about working with APS to ensure that all the streetlights in the City of Holbrook are working properly. He said that anyone can report streetlight outages directly to APS. If there is a streetlight out in your neighborhood, you can use the following procedure to report it: Go to www.aps.com/en/business/home; click on "Report an outage;" click on "Report streetlight outage or issue;" the follow the instructions. Reporting a streetlight outage directly to APS will quicken the streetlight repair process. After-all if APS staff are unaware a streetlight is not working properly, it will not get repaired.

*Mr. Soltis said that there have been questions on the 8th Avenue water leak project. He said that COVID has put a damper on this project by delaying training and leak detection assistance. The leak found during the initial training proved to be wrong. Recently the leak detection equipment provider returned to assist again with locating the leak. This time he was unable to locate the leak. The problem is that the lines were put in many years ago and the maps are not always accurate. The City water crew will have to re-start potholing to locate lines. Once the leak is repaired, the sidewalk will be reinstalled.

*Mr. Soltis shared that phase two of the Fitness Center upgrades has begun. City staff will be replacing old carpet and planking in the restrooms and hallway with tile. Much of the tile is left over from the recent upgrade projects.

*Finally, with the cooler weather the City Street crew will start crack sealing. Once streets are crack sealed, they will be overlaid with sealant. The type of sealant and which roads will be sealed will depend on the condition of the road.

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

ADJOURNMENT:

MOTION: Councilmember Dixon

SECONDED: Councilmember Nilsson

MOTION CARRIED

Meeting adjourned at 7:13 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 November 12, 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 10th day of December 2020.

J. Merrill Young, Mayor

**City of Holbrook
Council Action Form**

Meeting Date: December 10, 2020

Tab: _____

To: Mayor and City Council

From: Ted Soltis

Subject: City Manager

Discussion: Evelyn Marez is currently the City Magistrate. She has tendered her resignation and has recommending Pro Tem, Krista Wilkinson to serve the remaining 2 years of her term.

Fiscal Impact: N/A

Recommendation: Appoint Krista Wilkinson to fill the balance of Evelyn Marez's term as City Magistrate.

Approved by: 

Ted Soltis, City Manager