

"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. February 25, 2021

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
 - a. February 11, 2021 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. Approve the purchase a topdresser for the golf course - Steve Rutherford. Tab 2
 - b. Annual Financial Audit - Scott Graff.
 - c. Annual Financial Report - Randy Sullivan.
 - d. Interviews and selection of an individual to fill the vacant Council seat. 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 22nd day of February 2021.



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
February 11, 2021

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. Councilmembers Adam Marsh, Mike Nilsson, and Vice Mayor 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 Myers of Bread of Life Mission.

CONSENT AGENDA:

January 28, 2021 meeting minutes

MOTION: Councilmember Dixon

SECONDED: Councilmember Kester

MOTION CARRIED

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

NEW BUSINESS:

a. Public Hearing: Community Development Block Grant (CDBG). Mayor Young called a Public Hearing at 6:01 p.m. No Public comments were made. The Public Hearing was closed at 6:02 p.m.

b. Resolution 21-03: A Resolution regarding the submission of a Community Development Block Grant Application. Mayor Young read Resolution 21-03 by heading.

MOTION: Councilmember Dixon

SECONDED: Councilmember Kester

DISCUSSION HELD

ROLL CALL VOTE: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye", Councilmember Nilsson "Aye", Vice Mayor Payne "Aye" and Mayor Young "Aye".

c. Resolution 21-04: A Resolution increasing facility use fees. Mayor Young read Resolution 21-04 by heading.

MOTION: Councilmember Dixon

SECONDED: Councilmember Marsh

DISCUSSION HELD: Councilmember Dixon suggested that the proposed Gillespie Park Electrical fee of \$5.00 per day should be \$20.00 to \$25.00 per day. After discussion, the change to \$20.00 per day instead of \$5.00 was noted.

ROLL CALL VOTE: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye", Councilmember Nilsson "Aye", Vice Mayor Payne "Aye" and Mayor Young "Aye".

d. Arizona Department of Liquor Licenses and Control Owner Transfer for "The Corral" located at 865 Navajo Blvd. Jack Young thanked the Council and updated the Council of the happenings at the Corral.

MOTION: Councilmember Dixon

SECONDED: Vice Mayor Payne

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young gave condolences to the families of Jim Gray and Suzie Robinson.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

*Councilmember Marsh let the public know that there is a vacant Council seat. He encouraged interested persons to get their letter of interest in.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

*Mr. Soltis stated that crews are in the process of removing all of the tires from the reuse pond and replacing with rip-rap. For some reason, years ago, the process of installing rip-rap stopped and tires were used. Unfortunately, the tires did not work very well: they floated into piles.

*Mr. Soltis thanked the Church of Jesus Christ of Latter-Day Saints missionaries. They provided assistance removing some of the tires from the reuse pond. The City is fortunate to have a number of groups like this who provide volunteer assistance.

*Mr. Soltis thanked Barbara DeSpain. She keeps the East and West end rest stop tourist posters in good shape. She also makes sure that the old cemetery is kept clean and free of weeds. Barbara prefers her work not to be mentioned. Nevertheless, is important for the community to know about some of the great work our volunteers do.

*Mr. Soltis has written some additional grants and will be looking for different opportunities. One for picnic tables and a shelter structure at East End Dog Park and one for City Hall and Police Department computer servers.

*The Water Department has replaced all of the water meters at Sun Valley with remote read meters. This will significantly cut down on meter reading time. Meters will be automatically read as staff perform inspection rounds.

*Finally, as a reminder, there is a vacant seat on City Council. Letters-of-Interest should be sent or dropped off at City Hall by 5:00 p.m. on February 18, 2021. Interviews will be conducted by the City Council on February 25th. We have a great City Council and look forward to the addition of a new team member.

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 February 11, 2021. 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 25th day of February 2021.

J. Merrill Young, Mayor

**City of Holbrook
Council Action Form**

Meeting Date: February 25, 2021

Tab: 2

To: Mayor and City Council

From: Steve Rutherford, Golf Course Superintendent

Subject: Topdresser 2500

Discussion: A topdresser is used to smooth the course. This allows for better play and reduces damage to equipment. The golf course no longer has a topdresser and must borrow one.

This is a Mohave cooperative contract purchase discounted price at 21.80%.

Fiscal Impact: \$13,829.82


Recommendation: Approve the purchase of a Toro Topdresser 2500 from Simpson Norton Corporation.

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
sruther4d@gmail.com

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

Quote ID Q63698
 Quote Date 1/4/2021
 Quote Expire Date 3/5/2021
 Contract Mohave
 20E-SNC-0825

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	44507	Topdresser 2500	\$16,363.00	21.80%	\$12,795.87	\$12,795.87
1	T0000-3423	Sidewind Jack	\$88.34	21.80%	\$69.08	\$69.08

Topdresser 2500 - 25 cu.ft. (698 L) Capacity



Mohave 20E-SNC-0825 Contract Pricing, 4-6 Weeks for Delivery. Credit Card payments Not accepted on Turf Equipment.

Totals	
Equipment Total	\$12,864.95
Toro Protection Plus	\$0.00
Subtotal	\$12,864.95
Tax Estimate	\$964.87
Totals	\$13,829.82

Simpson Norton Corporation
 4144 S Bullard Ave
 Goodyear AZ, 85338

Manny Castro, CSE
 Sports Fields Grounds Acct Mgr
 (602) 803-9266
Manny.Castro@SimpsonNorton.com

www.SimpsonNorton.com

**City of Holbrook
Council Action Form**

Meeting Date: February 25, 2021

Tab: 3

To: Mayor and City Council

From: Ted Soltis

Subject: Council Vacancy

Discussion: On January 28th, City Council received Councilmember Jackson’s resignation. His term expires December 2022.

Per City Charter, “Section 2.12. Vacancies in Council and Office of Mayor, (b) In case of vacancy, for whatever reason, in the Council, the remaining members, including the Mayor, shall by majority vote, select a qualified person. The vacancy in the Council shall be filled within 31 days, but not less than 15 days from the date the Council receives notice of vacancy or accepts the resignation of one of its members. The appointed Council Member shall serve until the next general election or until a successor shall have been qualified.”

Per City Charter, “Section 2.06. Qualification of Mayor and Council, (b) Council Members, Council Members shall be qualified electors of the City. Council Members shall have physically resided in the City of Holbrook for at least two years preceding the date of such election of appointment. Council Members must reside within city limits during the term in office. If a Council Member shall cease to possess any of these qualifications, except as provided herein, or shall have been convicted of a felony or any offense in violation of official duties, the office shall immediately become vacant. No person is eligible to stand for election or serve as a Council Member while employed by the City.”

Fiscal Impact: N/A

Recommendation: Vote for candidate of your choice.

Submitted by: _____

Approved by: _____

Ted Soltis, City Manager

Public Notice

The Holbrook City Council will be accepting letters-of-interest for filling the Council seat vacated by Councilmember Jackson. The term will expire December, 2022.

Applicant must be a registered voter and have legally resided in the City of Holbrook for at least two years. Public interviews will be conducted by City Council on February 25, 2021. Letters should be sent to Deputy City Clerk, P.O. 970, Holbrook, 86025 by February 18, 2021 at 5:00 p.m.