



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. March 11, 2021

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
  - a. February 25, 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. Swear in new councilmember Kip Woolford.
  - b. Sheriff's Department Annual Recap - Sheriff David Clouse and Chief Deputy Swanty.
  - c. COVID update - Navajo County Health Director Janelle Linn and Emergency Manager Catrina Jenkins.
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 9<sup>th</sup> day of March 2021.

  
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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 REGULAR MEETING  
OF THE HOLBROOK CITY COUNCIL HELD ON  
February 25, 2021

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

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

CITY STAFF: City Manager Ted Soltis, Finance Director Randall Sullivan, Golf Course Superintendent Steve Rutherford and Deputy City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Vice Mayor Payne. The Invocation was given by Councilmember Tim Dixon.

CONSENT AGENDA:

February 11, 2021 meeting minutes

MOTION: Councilmember Nilsson

SECONDED: Councilmember Dixon

MOTION CARRIED

CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA: Kathleen Smith spoke in support of voting for Kip Woolford to fill the vacant Council position. She stated that he is a great asset for our community.

NEW BUSINESS:

- a. Approve the purchase of a topdresser for the golf course: Golf Course Superintendent, Steve Rutherford asked the counsel to approve the purchase of a topdresser for the golf course in the amount of \$13,829.82. Council asked questions of Mr. Rutherford.

MOTION: Councilmember Dixon

SECONDED: Councilmember Kester

MOTION CARRIED

- b. Annual Financial Audit: Scott Graff of Colby and Powell outlined the audit that was performed on the City of Holbrook in 2020. He reviewed the 3 findings with members of the Council and public.
- c. Annual Financial Report: Finance Director Randall Sullivan reviewed the budget revenues and expenditures through January 31, 2021.
- d. Interviews and selection of an individual to fill the vacant Council seat: Two candidates applied for the vacant Council seat, Kip Woolford, whom appeared via conference call, and Kirby Myers. The Council asked the applicants the same four questions during the interview process. After the interview was complete a vote was taken, with the following results: Councilmember Dixon "Kirby Myers", Councilmember Kester "Kip Woolford", Councilmember Marsh "Kip Woolford", Councilmember Nilsson "Kirby Myers", Vice Mayor Payne "Kip Woolford", and Mayor Young "Kirby Myers". There was discussion held on how to break the tie. It was decided that a final question would be asked of the applicants, then a re-vote would be done. If the second vote resulted in a tie, then it would have to go to Special Election. The applicants each answered the question, and a second vote was held with the following results: Councilmember Dixon "Kirby Myers, Councilmember Kester "Kip Woolford", Councilmember Marsh "Kip Woolford", Council Member Nilsson "Kirby Myers", Vice Mayor Payne "Kip Woolford" and Mayor Young "Kip Woolford". Kip Woolford won the vote 4-2 and will fill the vacant Council seat.

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young thanked the candidates for applying for the vacant Council seat and stated that he wished more people would get involved. Mayor Young also thanked the Holbrook Volunteer Fire Department for the clean-up that they did on February 20<sup>th</sup>.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

\*Councilmember Nilsson shared that he attended a virtual NACOG meeting and that they are looking to resume to normal activities soon. He also shared that the Emergency Food Bank needs volunteers, as Carla Gabaldon has been in the hospital. Please contact Lisa Salazar if you would like more information.

\*Councilmember Kester thanked Kip Woolford and Kirby Myers and stated that he wished more people would have applied.

\*Vice Mayor Payne thanked “both Kips” and told Kip Myers that she would like to reach out to him for ideas. She also shared that she has know Kip Woolford for many years and that he is reliable. Vice Mayor Payne is glad that things are loosening up from the pandemic. She also thanked the Holbrook Volunteer Fire Department for the cleanup that was done.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

\*Mr. Soltis thanked the Holbrook Volunteer Fire Department. They had a community clean-up day this past Saturday. Well done-our community looks a lot cleaner.

\*The next scheduled clean-up day – “Healthy Holbrook Community Clean-up” will be March 27<sup>th</sup> from 8:00 am to noon. Check in is at the Old Court House beginning at 7:30 am.

\*The City is working on trying to, once again, recycle cardboard. It still costs the City money to recycle. However, it may be less expensive to recycle than hauling it away as trash. We will soon have an experimental run to Phoenix. Hopefully, all will go well.

\*The Street Department will wrap up their annual street crack sealing this month. The next step will be overlaying streets that have been crack sealed. Overlays will be budgeted in the FY22.

\*New basketball poles and rims were installed at Lisitzky Park. Thank you staff for completing the project.

\*Finally, the City received \$4,000.00 from APS for two picnic tables and a shelter to be installed at the east end dog park. This was part of the original plan for the dog park. Thank you, APS, for the donation.

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

ADJOURNMENT:

MOTION: Vice Mayor Payne

SECONDED: Councilmember Nilsson

MOTION CARRIED

Meeting adjourned at 7:31 pm

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 25, 2021. 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 11<sup>th</sup> day of March 2021.

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J. Merrill Young, Mayor