

"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. June 24, 2021

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
 - a. June 10, 2021 work session minutes. Tab 1
 - b. June 10, 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 (DISCUSSION AND POSSIBLE ACTION):
 - a. Navajo County Historical Society annual report - Jolynn Fox.
 - b. Navajo County Fair Grounds annual report - Mike Sample.
 - c. Holbrook Chamber of Commerce annual report - Cindy Tafoya.
 - d. Rezone 115 Hampshire Street from R-C Residential-Commercial to C-2 General Commercial Zone - Mike Sample. Tab 2
 - e. Resolution 21-07: A resolution adopting the Fiscal Year 2022 Tentative Budget. Tab 3
 - f. Resolution 21-08: A resolution designating the Chief Fiscal Officer (CFO) for the purpose of submitting the Annual Expenditure Limitation Report (AELR). Tab 4
 - g. City Clerk Appointment - Ted Soltis. Tab 5
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 June 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 generally not discuss items that are not specifically identified on the agenda, except in certain circumstances. 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 may not be presented 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.

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 comments made by others who have addressed the public body.

The Holbrook City Council may discuss or take legal action on any item listed on the Agenda.

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 any matter listed on the agenda in accordance with A.R.S. 38-431.03. The Holbrook City Council may vote to hold an executive session for the purpose of obtaining legal advice from the Council's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

Electronic versions of this agenda can be found at www.holbrookaz.gov.

MINUTES OF THE WORK SESSION
OF THE HOLBROOK CITY COUNCIL HELD ON
June 10, 2021

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

ROLL CALL: Mayor Merrill Young, Vice Mayor Francie Payne, Councilmembers Tim Dixon, Earl Kester, Adam Marsh, Kip Woolford and Mike Nilsson.

CITY STAFF: City Manager Ted Soltis.

DISCUSS FISCAL YEAR 2021-2022 BUDGET: City Manager Ted Soltis reviewed the Preliminary Annual Budget for Fiscal Year 2021-2022 with the City Council. Discussion was held. Councilmember Dixon complimented the City Manager on the organization of the budget. The Tentative Budget will be presented at the next Council Meeting on June 24, 2021.

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 10, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Ted Soltis, City Manager

PASSED, APPROVED AND ADOPTED this 24th day of June 2021.

J. Merrill Young, Mayor

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
June 10, 2021

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

ROLL CALL: Mayor Merrill Young, Vice Mayor Francie Payne, Councilmembers Tim Dixon, Earl Kester, Adam Marsh, Mike Nilsson, and Kip Woolford.

CITY STAFF: City Manager Ted Soltis.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Vice Mayor Payne. The Invocation was given by Randolph Hollingsworth from St. John's Baptist Church.

CONSENT AGENDA:

May 13, 2021 meeting minutes

MOTION: Councilmember Dixon

SECONDED: Councilmember Kester

MOTION CARRIED: Vice Mayor abstained.

CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA: None

NEW BUSINESS: None

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:

Michelle Ralston, the outreach and constituent services consultant from Senator Kelly's office, introduced herself and relayed a message from the senator.

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young announced that Ed Jones and Isidro Baca passed away. He offered condolences to the families. He thanked staff for all the hard work getting the splash pad and swimming pool up and running. He also mentioned vandalism at Lisitzky Park restrooms. He asked the public to contact the City if they see someone vandalizing.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

*Councilmember Woolford also offered condolences to the Jones and Baca families. He thanked Michelle for coming. He suggested that a message be posted on Facebook related to vandalism.

*Councilmember Marsh announced that we are under phase two fire restriction. He requested that the public be mindful of the restrictions.

*Vice Mayor Francie Payne announced that this weekend the fire and police department would be hosting the annual Guns and Hoses events. She suggested that residents come out and support them.

*Councilmember Dixon offered condolences to Jones and Baca families.

*Councilmember Nilsson thanked the library for the excellent summer programs. He thanked the Reids for helping with Little League. He thanked staff for the work on the splash pad and swimming pool.

*Councilmember Kester offered condolences to the Jones and Baca families.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

Manager Soltis noted that he has been working on the budget, and thanked Council for their input at the budget work session.

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

ADJOURNMENT INTO EXECUTIVE SESSION: Pursuant to A.R.S. 38-431.03(A)(2) and (3), the Council adjourned into executive session for consultation for legal advice and discussion with an attorney, including possible direction, regarding open meeting law issues, the City's Charter, and A.R.S. § 16-204.01.

Council adjourned into Executive Session at 6:16 p.m.

Council return from Executive Session at 7:40 p.m.

ADJOURNMENT:

MOTION: Councilmember Kester

SECONDED: Councilmember Dixon

MOTION CARRIED

Meeting adjourned at 7:40 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 10, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Ted Soltis, City Manager

PASSED, APPROVED AND ADOPTED this 24th day of June 2021.

J. Merrill Young, Mayor

**City of Holbrook
Council Action Form**

Meeting Date: June 24, 2021

Tab: _____

To: Mayor and City Council

From: Jason Foutz, Planning and Zoning Administrator


Subject: Rezone

Discussion: Spartan Inc. owns and operates Super Fuel located at 866 Navajo Boulevard. They plan to expand operations onto an adjacent lot located at 115 Hampshire Street. To do so, a rezone is required. All applicable procedures were followed for this rezone. The Planning and Zoning Commission approved the rezone on May 20, 2021.

Fiscal Impact: N/A

Recommendation: Approve rezone of 115 Hampshire Avenue from RC to C2.

Submitted by: _____


Jason Foutz, Planning and Zoning Administrator

Approved by: _____


Ted Soltis, City Manager

C/2

City of Holbrook Zone Change Permit

Name: SPARTAN INC
 Phone: 928.587.2028 Email: papa.ross.rogers@yahoo.com
 Address: ~~115 HAMPSHIRE~~ 115 E HAMPSHIRE ST
 Site Address: _____ Parcel No. 109-18-135
 Current Zone: R2 / RC
 Requested Zone: C2

[Signature]
 Applicant Signature

3-29-21
 Date

Spot Zoning - The rezoning of a small parcel of land within the limits of another zone that is illegal when not done in accord with a comprehensive zoning plan or when arbitrary or discriminatory.

Official Use Only

Fee: \$150.00

Date Paid: 3/29/21 #9680T139

Is the zone change request spot zoning?

Yes No

Meeting Date: 5/20/21

Approved Denied

Landowners within three (300) feet were notified. mailed 4/15/21
 Public Hearing was posted.
 Notice was mailed to interested parties.

Yes No
 Yes No
 Yes No

If approved, a recommendation was sent to City Council.

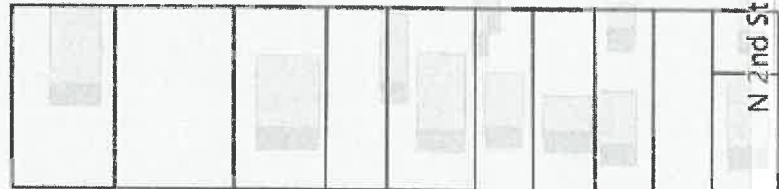
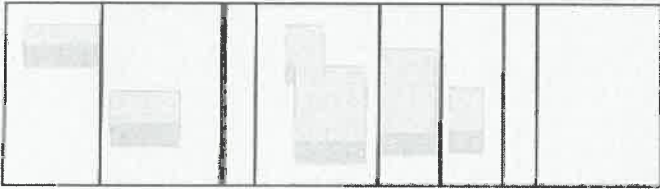
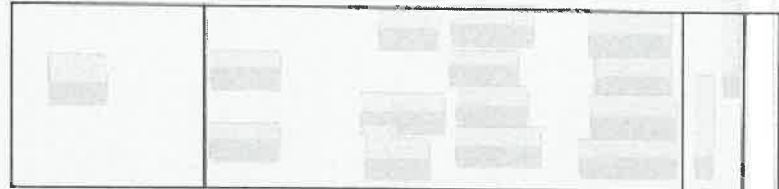
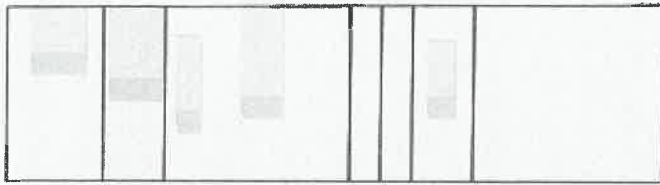
Yes No

Notes: _____

W Iowa St

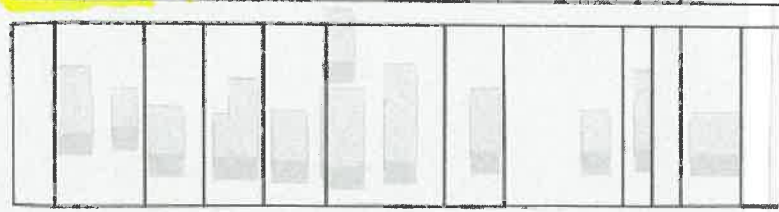
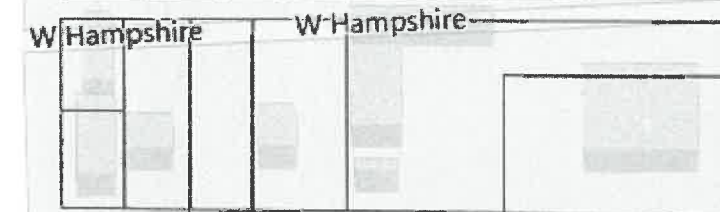
(77)

E Iowa St



W Hampshire St

E Hampshire St



W Florida St

Navajo Blvd

E Florida St

E Florida St

N 1st Ave

N 2nd St

RESOLUTION 21-07

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA ADOPTING FISCAL YEAR 2022 TENTATIVE BUDGET

WHEREAS, in accordance with the provisions of A.R.S. 42-17, Articles 1-5, the Mayor and City Council of the City of Holbrook have conducted a public work session on June 10, 2021 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 1st 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.holbrookaz.gov.

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 2021-2022.

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 8, 2021.

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 24th day of June 2021.

APPROVED/EXECUTED:

APPROVED AT TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, Deputy City Clerk

RESOLUTION 21-08

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 24th day of June, 2021.

APPROVED/EXECUTED:

APPROVED AT TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, Deputy City Clerk

**City of Holbrook
Council Action Form**

Meeting Date: June 24, 2021

Tab: _____

To: Mayor and City Council

From: Ted Soltis, City Manager


Subject: City Clerk Appointment

Discussion: Per City Charter, Section 4.02 City Clerk, “The Manager, with the approval of Council, shall appoint an officer with the title of City Clerk, who shall be responsible to the Manager.”

I appoint Lisa Hunt to the position of City Clerk effective June 29. She has been in the position of Deputy City Clerk since December 28. She has passed her probationary period and has completed additional training to upgrade her skills in preparation for the clerk position.

Fiscal Impact: N/A

Recommendation: Approve the City Manager’s selection of Lisa Hunt as City Clerk.

Approved by: 
Ted Soltis, City Manager