

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 8, 2021

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
 - a. Discussion and possible action on June 24, 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. Public Hearing: Fiscal Year 2022 Primary Tax levy
 - b. Ordinance 21-06 - 1st reading: An ordinance levying a primary property tax upon the assessed valuation of property located within the City subject to taxation for Fiscal Year ending June 30, 2022. Tab 2
 - c. Public Hearing: Fiscal Year 2021-2022 Final Budget
 - d. Resolution 21-09: A resolution adopting Fiscal Year 2021-2022 Final Budget Tab 3
 - e. Resolution 21-10: A resolution awarding a contract for the transfer station waste hauling. Tab 4
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 6th day of July 2021.



Lisa Hunt, 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 REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
June 24, 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 and Deputy City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Dixon. The Invocation was given by Randolph Hollinsworth from St. Johns Baptist Church.

CONSENT AGENDA:

June 10, 2021, work session minutes

June 10, 2021, meeting minutes.

MOTION: Vice Mayor Payne

SECONDED: Councilmember Nilsson

MOTION CARRIED

CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA: None

NEW BUSINESS:

- a. Navajo County Historical Society annual report – Jolynn Fox was unable to attend the Council Meeting, but she did provide the Council with a copy of the Historical Society’s annual report.
- b. Navajo County Fair Grounds annual report—Mike Sample shared that the Fairgrounds have been acting as a boarding facility for the animals of fire evacuees. He also shared all the upcoming events that the Fairgrounds will be hosting, including upcoming barrel races, rodeos, the Navajo County Fair and the Annual Demolition Derby. Councilmembers Dixon and Woolford thanked the Fair Board for all of their hard work and for repairing some of the buildings.
- c. Holbrook Chamber of Commerce annual report – Cindy Tafoya reviewed the five (5) goals that The Chamber of Commerce has been working to achieve. She explained that many of these goals were put on hold last year because of Covid, but they are back on track now.
- d. Rezone 115 E. Hampshire Street from R-C Residential-Commercial to C-2 General Commercial Zone- Mike Sample stated that the Planning and Zoning Committee met on May 20th and that all criteria was met. The Planning and Zoning Commission recommended that the Council approve the requested Zone change.
MOTION: Councilmember Dixon
SECONDED: Councilmember Kester
MOTION CARRIED
- e. Resolution 21-07: A resolution adopting the Fiscal Year 2022 Tentative Budget- Mayor Young read Resolution 21-07 by heading.
MOTION: Councilmember Marsh
SECONDED: Councilmember Dixon
ROLL CALL VOTE: Councilmember Dixon “Aye”, Councilmember Kester “Aye”, Councilmember Marsh “Aye”, Councilmember Nilsson “Aye”, Vice Mayor Payne “Aye”, Councilmember Woolford “Aye” and Mayor Young “Aye”.

- f. Resolution 21-08: A resolution designating the Chief Fiscal Officer (CFO) for the purpose of submitting the Annual Expenditure Limitation Report (AELR)- Mayor Young read Resolution 21-08 in its entirety.
MOTION: Councilmember Dixon
SECONDED: Councilmember Marsh
ROLL CALL VOTE: Councilmember Dixon "Aye", Councilmember Kester "Aye", Councilmember Marsh "Aye", Councilmember Nilsson "Aye", Vice Mayor Payne "Aye", Councilmember Woolford "Aye" and Mayor Young "Aye"
- g. City Clerk Appointment- City Manager Ted Soltis appointed Lisa Hunt as the City Clerk. Council approved the appointment.
MOTION: Vice Mayor Payne
SECONDED: Councilmember Kester
MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:

Andrew and Jenny Kreighbaum introduced themselves as new residents in the area. They have 10 children. They shared that they were "drawn" to Holbrook and have a desire to bring hope to the town. They are interested in opening a new laundry-mat, as they feel that it is needed in the community.

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young thanked the Fair Board for the use of the Fair Grounds to help evacuees and community members. He also thanked the Coconino Humane Society and local businesses for helping those in need during the fire evacuations. Mayor Young encouraged citizens to pray for the safety of the 1000's of fire fighters who are putting their lives at risk. He also reminded the citizens that the Annual Firemen's BBQ will be held on the 4th of July and will offer dine-in or drive through.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

- *Vice Mayor Payne thanked everyone including the School District for all they did during the evacuations. She said she is grateful that the Wyrick Fire has calmed down and said to pray for rain.
- *Councilmember Marsh thanked everyone that helped our neighbors during the evacuations. He also shared that every acre of National Forest and State Lands is closed.
- *Councilmember Nilsson attended a virtual NACOG meeting. He said that there are grants for safety related highway projects.
- *Councilmember Woolford gave a shout-out to the community of Holbrook for the shelter that they gave animals and evacuees. Many donations were given. He shared that he was in the Rodeo-Chedeski Fire and knows what it feels like to be in need.
- *Councilmember Kester told Andrew and Jenny Kreighbaum that they will enjoy the Fireman's BBQ and the fireworks in Holbrook

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

City Manager Soltis stated that Holbrook is being used as an evacuation site for those fleeing fires. Thank you to all who helped the evacuees.

The small swimming pool is showing its age. Cracks have surfaced and unfortunately there are sharp edges that can be harmful. The City is in the process of resurfacing the pool to make it safer. He asked for patience.

The City replaced the swimming pool sink and shower boiler with an efficient heater system. Unfortunately, the pool heater is original equipment and will also need to be replaced. The City is in the process of researching our options.

The fourth of July is quickly approaching. City Hall will be closed on July 5th in honor of the holiday. Please have a safe and enjoyable break.

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

ADJOURNMENT:

MOTION: Councilmember Marsh

SECONDED: Vice Mayor Payne

MOTION CARRIED

Meeting adjourned at 6:55 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 June 24, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Lisa Hunt, City Clerk

PASSED, APPROVED AND ADOPTED this 8th day of July 2021.

J. Merrill Young, Mayor

ORDINANCE NO. 21-06

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, 2022

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 was held on July 8, 2021 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 \$0.5062 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 \$104,954 as required in the Fiscal Year 2021-2022 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 22nd day of July 2021.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk

CERTIFICATION

I certify that the forgoing Ordinance was duly passed, and adopted by the Holbrook City Council, at a regular meeting on July 22, 2021.

Lisa Hunt, Deputy City Clerk

RESOLUTION 21-09

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA ADOPTING THE FINAL BUDGET OF THE CITY OF HOLBROOK FOR THE FISCAL YEAR 2021-2022

WHEREAS, by Resolution 2021-07, the Mayor and City Council, passed and adopted the Tentative Budget for the City of Holbrook, Fiscal Year 2021-2022; and

WHEREAS, following due public notice, the Mayor and City Council held a public hearing on July 8, 2021 at which meeting, any taxpayer could appear and be heard in favor or against any of the proposed expenditures and expenses or tax levies; and

WHEREAS, expenditures do not exceed the spending limitation set forth in Article IX, Section 20 of the Arizona State Constitution.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, that the estimates of revenues and expenditures, as shown on the accompanying schedules, are adopted as the Final Budget of the City of Holbrook, Navajo County, Arizona for the Fiscal Year 2021-2022.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this 8th day of July, 2021.

APPROVED/EXECUTED:

APPROVED AT TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk

RESOLUTION 21-10

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA, AWARDING A CONTRACT FOR THE TRANSFER STATION WASTE HAULING

WHEREAS, the City of Holbrook contracts for transfer station waste hauling; and

WHEREAS, the City placed the contract out to bid; and

WHEREAS, Waste Management of Arizona, Inc. was the low bid.

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

Section 1: The Transfer Station waste hauling contract is awarded to Waste Management of Arizona, Inc.

Section 2: The Mayor is authorized to execute this Resolution.

Section 3: The City Manager is authorized to negotiate, modify, and execute the contract and take all necessary action to carry out the terms.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this 8th day of July 2021.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk

**City of Holbrook
Council Action Form**

Meeting Date: July 8, 2021

Tab: _____

To: Mayor and City Council

From: Ted Soltis, City Manager

Subject: Transfer Station Waste Hauling

Discussion: The transfer station waste hauling was put out to bid. Larson Waste and Waste Management of Arizona, Inc. bid on the hauling.

Blue Hills current rate: \$350.00 to swap two 40-yard units + \$24.00 per ton.

Larson Waste bid: \$850.00 to swap two 40-yard units + \$60.00 per ton.

Waste Management bid: \$94.00 to swap one 40-yard unit + \$40.25 per ton.

Cost example for 7.25 ton average per 40-yard (May 2021):

Blue Hills: $\$350.00 + \$348.00 = \$698.00$


Larson Waste: $\$850.00 + \$870.00 = \$1,720.00$

Waste Management: $\$188.00 + \$583.62 = \$771.62$.

Fiscal Impact: The lower bid will result in cost savings. As the Sanitation Fund has been running in the deficit, this will help in providing funds for much needed capital upgrades.

Recommendation: Approve the bid submitted by Waste Management of Arizona, Inc.

Approved by: _____


Ted Soltis, City Manager