

**"HUB OF THE SOUTHWEST"**

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. July 22, 2021

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
  - a. July 8, 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. Ordinance 21-06 - 2<sup>nd</sup> 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
  - b. Approve the purchase of a fringe mower for the golf course - Steve Rutherford. Tab 3
  - c. Approve the purchase of a gator for the golf course - Steve Rutherford. 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 19<sup>th</sup> 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](http://www.holbrookaz.gov).

MINUTES OF THE REGULAR MEETING  
OF THE HOLBROOK CITY COUNCIL HELD ON  
July 8, 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, Finance Director Randy Sullivan and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Woolford. The Invocation was given by Barbara Blythe from the Bread of Life Mission.

CONSENT AGENDA:

June 24, 2021, meeting minutes.

MOTION: Councilmember Dixon

SECONDED: Councilmember Nilsson

MOTION CARRIED

CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA: None

NEW BUSINESS:

- a. Public Hearing: Fiscal Year 2022 Primary Tax Levy—A Public Hearing was called at 6:04 pm. Mayor Young noted a correction that was made in Ordinance 21-06. In Section 1 the rate was changed from the incorrect rate of \$0.5062 to the correct rate of \$0.4866. Finance Director Sullivan explained the nature of the error, referring to the “Truth in Taxation” rate. No public comment was made. The Public Hearing was closed at 6:06 pm.
- b. Ordinance 21-06 -1<sup>st</sup> 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 – 1<sup>st</sup> reading of Ordinance 21-06 was read in its entirety by Mayor Young.
- c. Public Hearing: Fiscal Year 2021-2022 Final Budget – A Public Hearing was called at 6:07 pm. Finance Director Randy Sullivan was present to answer any questions regarding the budget. No public comments were made. The Public Hearing closed at 6:08 pm.
- d. Resolution 21-09: A resolution adopting the Fiscal Year 2021- 2022 Final Budget- Mayor Young read Resolution 21-09 in its entirety.  
MOTION: Councilmember Dixon  
SECONDED: Councilmember Kester  
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”.
- e. Resolution 21-10: A resolution awarding a contract for the transfer station waste hauling- Mayor Young read Resolution 21-10 in its entirety.  
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”.

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young said “Yeah” to the Phoenix Suns and “Yeah” to Holbrook. Mike Budenholzer, the coach for the Milwaukee Bucks, went to school in Holbrook. This is his first Championship run. Mayor Young also shared that Jerry Young had passed away. Jerry was a lifetime member of the Elks Lodge and dedicated 40+ years to the Hashknife. He sent warm wishes to Jerry’s wife and kids.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

- \*Councilmember Dixon shared that the weather is hot and encouraged people to stay hydrated.
- \*Councilmember Marsh said that State Route 77 had been closed for an accident. He encouraged drivers to offer grace and patience to other drivers. He said to not drink or smoke pot and drive.
- \*Councilmember Nilsson said he was sorry to hear about Jerry Young. He shared that Mr. Sullivan in Joseph City had also passed away. Councilmember Nilsson said that the pool and the parks are looking great.
- \*Councilmember Woolford sent his condolences to the Young family and he thanked City Manager Ted Soltis for transparency on the budget.
- \*Councilmember Kester sent his condolences to the Young family. He shared that Jerry was one of the finer dancers in Holbrook.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

City Manager Soltis stated that with the recent unusual hot weather, sidewalks have expanded creating trip hazards. City crews will be repairing them soon. In the meantime, please be careful.

The annual League of Arizona Cities and Towns Conference is scheduled for August 31 – September 3 in Phoenix at the Arizona Biltmore Resort. If any of you are interested in attending, please let me know, and we will make arrangements.

Thank you to the Fire Department for all of the work that went into the 4<sup>th</sup> of July celebration. The food was great and many enjoyed the fireworks.

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

ADJOURNMENT:

MOTION: Councilmember Nilsson

SECONDED: Vice Mayor Payne

MOTION CARRIED

Meeting adjourned at 6:18 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 July 8, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

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Lisa Hunt, City Clerk

PASSED, APPROVED AND ADOPTED this 22nd day of July 2021.

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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 \$0.4866 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 22<sup>nd</sup> 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, City Clerk

**City of Holbrook  
Council Action Form**

**Meeting Date:** July 22, 2021

**Tab:** 3

**To:** Mayor and City Council

**From:** Steve Rutherford, Golf Course Superintendent


**Subject:** Fringe Mower

**Discussion:** The golf course fringe mower needs to be replaced. It is old and unreliable. The recommended purchase is a preowned unit at the Mohave cooperative discounted rate.

**Fiscal Impact:** \$16,125

**Recommendation:** Approve the purchase of a preowned Toro RM3100-D mower 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:  
 City of Holbrook, AZ  
 Steve Rutheford  
 465 1st Ave  
 Holbrook, AZ 86025  
 (928) 241-0954  
[Srutherford@holbrookaz.gov](mailto:Srutherford@holbrookaz.gov)

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

Quote ID COH-URM3100  
 Quote Date 7/14/2021  
 Quote Expire Date 8/28/2021  
 Mohave Contract 20E-SNC-0825  
 Payment Terms COD  
 Delivery 6-8 Weeks

I am pleased to submit a quotation on the following equipment for your consideration.

Quantity	Model #	Product Name		Extended Award Price
1	U03170 /400957801	PREOWNED TORO RM3100-D, Fixed Decks	< 900 Hours	\$15,000.00
		<a href="#">Reelmaster 3100-D Traction Unit</a>		



The product images shown are for illustration purposes only and may not be an exact representation of the product quoted.

All pre-owned Toro equipment will go through the shop to have the Engine and Hydraulics fully serviced an no leaks, 50% or better Tires and Reels, good seats, sharpened and ready to Mow.

Purchasing Contract: Omnia/National IPA 2017025 Mohave Contract 20E-SNC-0825 pricing, Check or Wire Transfer Payments Accepted. Simpson Norton Corporation does not accept Credit Card Payments for Equipment purchases.

Totals	
Equipment Total	\$15,000.00
Toro Protection Plus	\$0.00
PM Service Contract	\$0.00
Subtotal	\$15,000.00
Tax Estimate	\$1,125.00
<b>COD Totals</b>	<b>\$16,125.00</b>

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](mailto:Manny.Castro@SimpsonNorton.com)

[www.SimpsonNorton.com](http://www.SimpsonNorton.com)

**City of Holbrook  
Council Action Form**

**Meeting Date:** July 22, 2021

**Tab:** 4

**To:** Mayor and City Council

**From:** Steve Rutherford, Golf Course Superintendent


**Subject:** Gator

**Discussion:** The current Gator is not strong enough to pull the new topdresser. This is discounted Mohave cooperative pricing.

**Fiscal Impact:** \$10,974.34

**Recommendation:** Approve the purchase of a 2021 John Deere Gator HPX615E from Stotz Equipment.

**Submitted by:**   
Steve Rutherford, Golf Course Superintendent

**Approved by:**   
Ted Soltis, City Manager





**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**  
 Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**  
 Stotz Equipment  
 9659 N. Tiffany Loop  
 Tucson, AZ 85743  
 520-887-4121  
 xx3669@stotzeq.com

**Quote Summary**

**Prepared For:**  
 CITY OF HOLBROOK  
 120 E BUFFALO ST  
 HOLBROOK, AZ 86025

**Delivering Dealer:**  
**Stotz Equipment**  
 Tyler Ryan  
 9659 N. Tiffany Loop  
 Tucson, AZ 85743  
 Phone: 520-887-4121  
 tylerryan@stotzeq.com

Customer agrees to read Operator's Manual before operation of equipment.

**Quote ID:** 24406858  
**Created On:** 12 May 2021  
**Last Modified On:** 13 July 2021  
**Expiration Date:** 30 July 2021

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE GATOR™HPX615E (Model Year 2021) <b>Contract:</b> AZ Mohave Contract 20E-DEER-0825 (PG 3V CG 22) <b>Price Effective Date:</b> November 6, 2020	\$ 10,152.03 X	1 =	\$ 10,152.03
<b>Equipment Total</b>			<b>\$ 10,152.03</b>

\* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 10,152.03
Trade In	
SubTotal	<b>\$ 10,152.03</b>
Sales Tax - (8.10%)	\$ 822.31
Est. Service Agreement Tax	\$ 0.00
Total	\$ 10,974.34
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 10,974.34</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_