

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. December 9, 2021

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
 - a. November 11, 2021 meeting minutes. Tab 1
5. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:
*A three-minute time limit per individual is available at this time.
6. CALL TO THE PUBLIC FOR AGENDA ITEMS:
*A five-minute time limit per individual is available at this time.
7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Ordinance 21-14 - 1st Reading: Regarding Condominiums and Townhouses. Tab 2
 - b. Police Department Annual Report - Nathan Christensen.
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 December 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
November 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, Earl Kester, Mike Nilsson, and Kip Woolford. Vice Mayor Francie Payne and Councilmember Adam Marsh had excused absences.

CITY STAFF: City Manager Ted Soltis

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Dixon. The Invocation was given by Gloria Montoya from Day Star.

CONSENT AGENDA:

October 14, 2021 Meeting Minutes

MOTION: Councilmember Kester. SECONDED: Councilmember Woolford. MOTION CARRIED

CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA: None

NEW BUSINESS:

Approve Fire Department mini pumper purchase. Fire Chief Alex Baker gave a description of the vehicle and answered Council questions.

MOTION: Councilmember Dixon. SECONDED: Councilmember Nilsson. MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Young noted it was Veterans Day and thanked Veterans for their service. He also thanked those who performed a ceremony in honor of Veterans Day.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

Councilmember Woolford thanked Veterans for their service. He is a Navy Veteran.

Councilmember Dixon thanked the Veterans for their service. He is also a Navy Veteran.

Councilmember Nilsson mentioned that the local sake business was mentioned in the October issue of the *Smithsonian*. He added that the *Smithsonian* has petrified wood from Holbrook displayed. The Food Bank is looking for volunteers to help with putting together food baskets for their distribution on December 11. He also thanked the Fire Department volunteers; he noted they save the City money by volunteering and thereby decreasing insurance rates.

Councilmember Kester thanked the Veterans for their service.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

The City Manager thanked Veterans for their service. He is an Air Force Veteran.

The cemetery expansion is complete with approximately 300 new plots having been added. The next phase of enlargement will need to be completed within the next seven to ten years depending on plot sales. As time permits, staff will continue work on the next phase.

The removal of the old baseball fence in Hunt Park is finished. The new fence is scheduled to be installed sometime after the first of the year.

Supplies have been purchased for the concession building rebuild project at Lisitzky Park. Work is planned to begin next week.

The Water/Wastewater Department has nearly completed updating equipment on all of the lift stations. New pumps and equipment have been installed. The goal is to have back-up pumps and a SCADA connection on all of the lift stations. Only one of the lift stations remains to be completed.

We have had a number of conversations about PSPRS, the Public Safety Retirement System. We have been paying down the liability by adding additional revenue. To date we have added over one million in additional payments. We have also started to prepay the year's expenses in advance at the beginning of the fiscal year to save on interest. This has all had an impact on lowering our unfunded liability. We have another option available which will further lower our unfunded liability. The City can borrow money at a much lower interest rate and pay off the debt. By doing this we will be able to pay off the debt sooner by saving money in interest payments. I'll be scheduling a presentation to provide greater detail.

We will be receiving approximately \$170,000 for an Aeronautics Airport Pavement Management Systems grant from ADOT. The funds will be used for seal coating Taxiway A which will extend the life of the pavement. The City will only have to provide a 10% match.

Our zoning map update has been finalized and is available on the City's website. Having an updated, accurate map will assist those doing business in our community.

I have been appointed to the Northern Arizona Council of Governments (NACOG) Economic Development Council (EDC). The vision of the Council is to create a quality, sustainable regional economy while preserving our heritage and natural resources. The mission of the Council is to strengthen and elevate regional economic opportunities through a collaborative regional approach. The area of operation is Apache, Navajo, Coconino, and Yavapai Counties. This appointment will provide a good opportunity, through access to information and collaboration, to improve economic development in Holbrook.

We have obtained grant funds which will allow us to replace most of the equipment in our parks. In Hunt Park, the small baseball field fence, dugouts, and stands; the large baseball field dugouts; the tennis and basketball courts, the skate board park, and the playground equipment will all be replaced. At the pool, the tile and pool heater will be replaced and the interior floor will be resurfaced. A new ramada with picnic tables, pickle ball courts, and a trail around the park will be added. In Lewis Park the basketball court, playground equipment, and picnic tables will be replaced. In Lisitzky Park, the playground equipment and picnic tables will be replaced.

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

ADJOURNMENT:

MOTION: Councilmember Woolford. SECONDED: Councilmember Dixon. MOTION CARRIED

Meeting adjourned at 6:27 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 November 11, 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 9th day of December 2021.

J. Merrill Young, Mayor

ORDINANCE 21-14

AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, REGARDING CONDOMINIUMS AND TOWNHOUSES

WHEREAS, people are moving to Holbrook creating a scarcity of housing; and

WHEREAS, housing costs continue to rise; and

WHEREAS, condominiums and townhouses offer an option for those who are unable to find housing or may not be able to afford a single-family home; and

WHEREAS, although condominiums are defined in the City Code, condominiums and townhouses are not specifically listed in any zone; and

WHEREAS, it is the desire of the City Council to clarify that condominiums and townhouses are allowed to be built in the City.

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

SECTION 1: Holbrook City Code Section 6-1-3 Definitions, is modified as follows:

By modifying the following definition: APARTMENT HOUSE means a building **containing occupied or intended to be occupied as an abode by three (3) or more separate rented dwelling units** ~~families~~.

By modifying the following definition: MULTI-FAMILY STRUCTURE means a building located on one lot, containing three or more dwelling units. Also known as multi-dwelling structure ~~and apartment building~~.

By adding the following definition: TOWNHOUSE means an attached, privately owned single-family dwelling unit which is a part of, and adjacent to, other similarly owned single-family dwelling units that are connected to, but separated from, one another by a common party wall which extends from the foundation to roof having no doors, windows, or other provisions for human passage or visibility and with open space on at least two sides.

SECTION 2: Holbrook City Code Section 6-1-5 R-7, R-19 and R-14 Single Family Residential Zone C. Conditional Uses is modified by adding condominiums, duplexes, and townhouses.

SECTION 3: Holbrook City Code Section 6-1-5 R-7, R-19 and R-14 Single Family Residential Zone C. Conditional Uses is modified as follows: 4. Apartment Houses. ~~A rental apartment house for any number of families or housing units.~~

SECTION 4: Holbrook City Code Section 6-1-9 RM-1 Multi-Family Residential Zone B.1. Dwelling is modified as follows: Dwellings: single-family, duplex, ~~or~~ multi-family, **condominiums, and townhouses**.

SECTION 5: Holbrook City Code Section 6-1-9 RM-1 Multi-Family Residential Zone B.2. Apartment Houses is modified as follows: Apartment House. ~~A rental apartment house for any number of families or housing units.~~

SECTION 6: Holbrook City Code Section 6-1-13 R-C Residential-Commercial Zone B.1. is modified as follows: Residential, including **single-family and multifamily** dwellings, ~~and~~

apartments, **duplexes, condominiums, and townhouses.**

SECTION 7: The City Manager is authorized to carry out the terms of this Ordinance.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this January 13th 2022.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk