



"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. April 13, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
March 23, 2023 Regular Meeting
March 23, 2023 Work Session Tab 1
5. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:
*Three-minute time limit per individual.
6. CALL TO THE PUBLIC FOR AGENDA ITEMS:
*Five-minute time limit per individual.
7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Public Hearing - Zoning Change: Kevin Clancey, FTMSNYC LLC, DBA Veterans Services USA, Parcel 109-18-088, located at 700 - 720 N. Navajo Boulevard; change from C-2 General Commercial to R-C Residential Commercial - Mike Sample. Tab 2
 - b. General Plan Timeline and Discussion - Mayor Smith.
 - c. Budget Timeline and Priorities - Mayor Smith.
 - d. Charter Review Discussion and Timeline - Mayor Smith.
 - e. Proclamation: Fair Housing Month Tab 3
 - f. Proclamation: Happy Holbrook Month Tab 4
8. **SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
City Manager:
9. ***SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:
10. ADJOURNMENT

Posted on the 10th day of April 2023.



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.

**This portion of the agenda is for the Mayor, City Council, and the City Manager to provide a brief summary of current events. The public body does not propose, discuss, or take legal action on any matter brought up during this summary.

***Any citizen of the City may appear before the Council at any regular meeting and present a written petition. Such petitions shall be considered, and response given within 31 days in conformity with the requirements of the Charter, the Open Meeting Law, and other statutory and constitutional provisions per 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
MARCH 23, 2023

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

ROLL CALL: Mayor Kathleen Smith, Vice Mayor Francie Payne, Councilmembers Robert Black, Tim Dixon, Mike Nilsson, Arcenia Pacheco, and Karina Pack

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Pacheco. The Invocation was given by Gloria Montoya of the Faith Assembly of God Church.

CONSENT AGENDA:

March 9, 2023, Regular Meeting minutes

MOTION: Councilmember Pacheco

SECONDED: Councilmember Nilsson

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. Approve Agent and Controlling Person changes for Empty Pockets Saloon located at 2210 Navajo Blvd.
MOTION: Councilmember Pacheco
SECONDED: Councilmember Nilsson
MOTION CARRIED:
- b. Code enforcement progress (Councilmember Black) - Barbara Blythe. Barbara, the newly hired code enforcement officer, provided an update on code enforcement. She answered Councilmember questions.
- c. Street Plan (Councilmember Black). Manager Soltis provided a copy of the 5-year street plan that was approved by Council in 2018. He explained that due to a lack of funds and equipment the plan has yet to be implemented. He further explained how as the City's financial condition has improved over the last few years, that equipment has been purchased, funds have been and are being saved, and staff will be able to start on the plan in FY24. Councilmembers asked questions. It was agreed that the 2018 Council-approved street plan would be followed.

SUMMARY OF CURRENT EVENTS:

- Mayor Smith suggested that residents fill out the Navajo County Health survey. She also noted that next month is Happy Holbrook Month, and she requested that people nominate happy citizens.
- Vice Mayor Payne attended a Care First seminar announcing grants that are available. She noted that there is money available for people in need.
- Councilmember Black noted that he has been driving around Holbrook talking to residents about the community.
- Councilmember Dixon - No report.
- Councilmember Pack - No report.
- Councilmember Nilsson mentioned the statewide 988 crisis line and the senior center fundraising bingo event to be held on April 15th.
- Councilmember Pacheco - She enjoyed a meal at the Butterfield restaurant and recommended it to others. She provided information on the upcoming Little League season. She shared that the Victim Rights symposium is April 26th and the Wiffle Ball tournament is this weekend. She congratulated the Select Choir for their performance at Disney Land. MORP is this weekend. She complimented the Studio 66 sign. She also complimented Yvonne Larsen for reopening Wayside where she was once again able to enjoy a Maestas burger.
- City Manager: No Report

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

Executive Session: Pursuant to ARS 38-431.03(A)(3), the Council may adjourn into executive session for consultation for legal advice and discussion with an attorney regarding an investigation related to alleged employee misconduct. (Councilmember Black)

DISCUSSION: Council held a discussion prior to the vote.

MOTION: Councilmember Black

SECONDED: Mayor Smith

MOTION FAILED

ADJOURNMENT:

MOTION: Councilmember Pacheco

SECONDED: Councilmember Pack

MOTION CARRIED

Meeting adjourned at 6:50 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 March 23, 2023. 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 13th day of April 2023.

Kathleen Smith, Mayor

MINUTES OF THE WORK SESSION
OF THE HOLBROOK CITY COUNCIL HELD ON
MARCH 23, 2023

CALL TO ORDER: Mayor Smith called the meeting to order at 7:00 p.m.

ROLL CALL: Mayor Kathleen Smith, Vice Mayor Francie Payne, Councilmembers Robert Black, Tim Dixon, Mike Nilsson, Arcenia Pacheco, and Karina Pack

CITY STAFF: City Manager Ted Soltis

General Plan Update - Assistance Options

The City Manager researched the cost of contracting out the General Plan update. He found that it would be costly. He located the original compilers of Holbrook's 2005 General Plan, which was professionally done. The company agreed to supply the plan electronically. After discussion, Council agreed that it would be best to update the plan in-house. A brief discussion was held on next steps in the process.

ADJOURNMENT

The Work Session adjourned at 7:15 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 March 23, 2023. 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 13th day of April 2023.

Kathleen Smith, Mayor

**City of Holbrook
Council Action Form**

Meeting Date: April 13, 2023

Tab: _____

To: Mayor and City Council

From: Michael Young, Planning and Zoning Administrator

Subject: Zoning Change: Kevin Clancey, FTMSNYC LLC, DBA Veterans Services USA, Parcel 109-18-088, located at 700 - 720 N. Navajo Boulevard; change from C-2 General Commercial to R-C Residential Commercial.

Discussion: The Planning and Zoning Commission held a public hearing on April 6, 2023, and approved the requested zoning change.

Fiscal Impact: \$0.00

Recommendation: Approve the zone change for Kevin Clancey, FTMSNYC LLC, DBA Veterans Services USA, Parcel 109-18-088, located at 700 - 720 N. Navajo Boulevard; change from C-2 General Commercial to R-C Residential Commercial.

Submitted by: 

Michael Young, Planning and Zoning Administrator

Approved by: 

Ted Soltis, City Manager

**City of Holbrook
Zone Change Permit**

Name: FTMSNYC LLC (Kevin Clancey)

Phone: 954-479-0061

Email: kevin.clancey@vsusa.org

Address: 720 Navajo Blvd

Site Address: 720 Navajo Blvd Parcel No. 109-18-088

Current Zone: C-2

Requested Zone: R-C

Kevin M. Clancey
Applicant Signature

1/4/23
Date

Spot Zoning - The rezoning of a small parcel of land within the limits of another zone 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: 1-05-2023

Is the zone change request spot zoning?

Yes No

If yes, application is automatically denied.

Landowners within three (300) feet were notified.

Yes No

Letter Date: _____

Public Hearing was published at least fifteen days prior to hearing.

Yes No

Publication Date: 3-15-2023

Meeting Date: 4-6-2023

Approved Denied

If approved, a recommendation was sent to City Council.

Yes No

Notes: _____

MPD

RECEIVED
JAN 05 2023
BY: P.N.

Proclamation

Happy Holbrook Month

Whereas, on behalf of the citizens of Holbrook, we join in celebrating the month of “Happy Holbrook.”

Whereas, the Holbrook Council declares a “Month of Happiness” asking citizens to embrace exuberant behavior, a spirit of optimism and dedicate themselves to spending the 30 days soaking up happiness; and

Whereas, a Month of Happiness will help recognize simple pleasures, like a smile. The more in tune with one’s happiness, the more one is inspired to commit good deeds; and

Whereas, everyone coming together to honor happiness, will set a positive attitude for the future; and

Whereas, mental health is a worldwide issue, and happiness increases confidence and self-esteem, which leads to success and a healthy lifestyle; and

Whereas, this City is committed to working to support the welfare, happiness, and success of its citizens.

Now Therefore, be it resolved that the Holbrook City Council does hereby proclaim April to be “HAPPY HOLBROOK MONTH.”

In observance thereof, I Mayor Smith call upon the citizens of Holbrook to join in recognizing all those associated with making this endeavor a reality, and wishing them all the very best, and happiness in the future.

Kathleen Smith, Mayor

PROCLAMATION

FAIR HOUSING MONTH

WHEREAS, The National Fair Housing Law of 1986, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in housing and declares it a national policy to provide within constitutional limits, for fair housing in the United States; and

WHEREAS, the principle of Fair Housing is not only national law and national policy but a fundamental human concept and entitlement for all Americans; and

WHEREAS, April has traditionally been designated as Fair Housing Month in the United States.

NOW THEREFORE, I Mayor Smith proclaim April as “Fair Housing Month” in the City of Holbrook and urge all residents to comply with the letter and spirit of the Fair Housing Law.

Kathleen Smith, Mayor

Signed this 13th day of April 2023