

"HUB OF THE SOUTHWEST"

465 1st Avenue
P.O. Box 970
Holbrook, AZ 86025

OUR MISSION

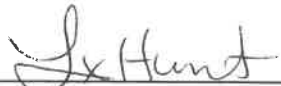
City of Holbrook Government exists to provide ethical and responsible local government.

AGENDA

Regular City Council Meeting
6:00 p.m. September 28th, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
August 24, 2023, meeting minutes. Tab 1
Check Register, 08/10/2023 – 09/20/2023.
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. Ordinance 23-04 Amending fees for Animal Control – 2nd Reading Tab 2
 - b. Resolution 23-11: Amending fees for commercial and non-commercial public records requests. Tab 3
 - c. Resolution 23-12: Adopting owner-occupied housing rehabilitation guidelines Tab 4
 - d. Well #7 pump repair award Tab 5
 - e. Barrow Field Little League Lights Tab 6
 - f. Budget amendment for Library staff Tab 7
 - g. Discussion possible action to appoint interim City Manager as City Manager – Mayor Smith
 - h. Discussion possible action Executive recruitment firm award Tab 8
8. SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
City Manager:
9. **SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:
10. ADJOURNMENT

Posted the 25th day of September 2023.


Lisa Hunt, CMC, 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.

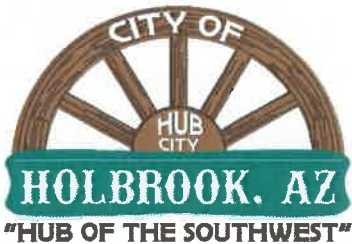
**Any citizen of the City may appear before the Council at any regular meeting and present a written petition. Such petitions shall be considered, and response given within 31 days in conformity with the requirements of the Charter, the Open Meeting Law, and other statutory and constitutional provisions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



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MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
August 24, 2023

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

ROLL CALL: Mayor Kathleen Smith, Vice Mayor Nilsson, Councilmembers Robert Black, Arcenia Pacheco, Karina Pack, and Teri Tafoya appeared in Council Chambers. Councilmember Tim Dixon appeared via telephone.

CITY STAFF: Finance Director Randy Sullivan, Animal Control Officer Brandon Smigiel and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Black. The Invocation was given by Gloria Montoya of Daystar.

CONSENT AGENDA:

August 10, 2023, meeting minutes

Check Register, 08/02/2023-08/09/2023.

MOTION by Councilmember Pacheco to approve the Consent Agenda with an amendment correcting the August 10, 2023, meeting minutes to read in the Summary of Current Events-Tim Dixon-Strike "not appropriate" and add "in violation of the Charter.

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:

-Mike Sample, Navajo County Fair Board President, reminded the Council that the Navajo County Fair is less than 3 weeks away. He reviewed the upcoming events and invited the Mayor and Council to attend the Opening Ceremonies on Wednesday, September 13th.

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

NEW BUSINESS:

- a. Family Dollar Liquor License officer and ownership changes: Tommy Jackson from Family Dollar Corporate Office appeared via telephone.
Discussion was held.
MOTION: Vice Mayor Nilsson
SECONDED: Councilmember Tafoya
MOTION CARRIED
- b. Resolution 23-09: 2022 CFO designation- Interim City Manager Randy Sullivan explained Resolution 23-09 to the Council. Mayor Smith read Resolution 23-09 by heading.
MOTION: Vice Mayor Nilsson
SECONDED: Councilmember Pack
MOTION CARRIED
- c. Resolution 23-10: 2024 CFO designation-Mayor Smith read Resolution 23-10 by heading.
MOTION: Councilmember Black
SECONDED: Councilmember Tafoya
MOTION CARRIED
- d. Possible action to cancel the September 14th meeting: Mayor Smith stated that it is the week of the Navajo County Fair, and many Councilmembers will be supporting and volunteering for the Fair.
Councilmember Dixon concurred.
MOTION: Vice Mayor Nilsson
SECONDED: Councilmember Tafoya
MOTION CARRIED

- e. Ordinance 23-04: Amending fees for Animal Control-1st Reading. Mayor Smith read Ordinance 23-04 in its entirety. Animal Control Officer Smigiel answered questions from the Council.
- f. Department Update: Animal Control- Animal Control Officer Smigiel gave an update on the Animal Control Department and answered questions from the Council.

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith attended the 2nd half of the Brownsfield Grant work group meeting, where they will be taking the ideas from the group and preparing a plan to be presented to the council hopefully within the next few months.

Mayor Smith, Vice Mayor Nilsson, and Councilmember Tafoya met with the new NE AZ Director for Unity Way and her team where they shared with us that youth services will be their strategic focus for the upcoming year, and they hope to do more in our community. They also shared that they have funded Catholic Charities for the first time, and they also support and help on funding for the Bread of Life Mission.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Nilsson attended the NACOG Meeting today. He shared that the Head Start program is falling apart mainly because of minimum wage being raised. It is now harder for families to qualify for the program. Vice Mayor Nilsson also shared that the Regional Transportation Board is looking for needs in the area for the next year. He also shared that the Holbrook Senior Center will be hosting a Wellness Fair and a couple of fundraiser Bingo games.

-Councilmember Black gave condolences to the family of Byron Shelendewa, he said that he was a great guy and will be missed. Councilmember Black shared that there is still asphalt debris on the road in the area of 8th Ave and W. Florida. He also directed Interim City Manager Soltis to check to see if the old Tate Building is in violation of the Code because of the boarded-up windows. Lastly, he shared that the cardboard bailer is not being used.

-Councilmember Pack- None

-Councilmember Dixon is looking forward to the Navajo County Fair. He said that the Navajo County Fair Board does a great job and every year it gets better and better. He also gave his condolences to the family of Byron Shelendewa.

-Councilmember Tafoya is looking forward to attending the League Conference next week. She said the Holbrook City Council will be raffling a basket representing Holbrook at the conference. Several Holbrook businesses donated items for the basket.

-Councilmember Pacheco gave condolences to the family of Byron Shelendewa. She also thanked the City for the Pickleball Court.

-Mayor Smith also gave condolences to the Baca family.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

-Interim City Manager Sullivan shared that the funeral for Byron Shelendewa will be held on September 2nd at 10:00 am at the Holbrook Fire House.

-He applied for an APS grant to help with the General Plan

-The Arizona Commerce Authority met 2 times. During the 2nd meeting they looked at the vacant buildings in town.

-He shared that Chief Christensen said that stop sign on 8th Ave and W. Florida is up and running but that he does have some safety concerns with people speeding in the area.

-An RFP has been sent out for recruitment services for a City Manager.

-Barbara Blyth is gathering the guidelines and will ask for a grant to help low-income homeowners rehab their homes.

-Work on the Cemetery wall is continuing. Work is slow but it is being done right.

- Barbara Blyth has a 6-month process for dilapidated building abatement. They were also able to get a trailer tore down on Mariana.
- Stantec is working on an area wide plan. They will come back with suggestions.
- In Sun Valley the second well was worked on by a well driller. Another well still needs to be drilled.
- The lights at Hunt Park are being addressed. Mr. Sullivan is getting quotes on LEDs. They are expensive.

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

ADJOURNMENT:

MOTION: Councilmember Tafoya

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

Meeting adjourned at 7:04 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 August 24, 2023. 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 28th day of August 2023.

Kathleen Smith, Mayor

Report Criteria:

Report type: Summary
Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/23	08/15/2023	31867	388	ADVANCED AIR SYSTEMS	0010002100	13,704.00
08/23	08/15/2023	31868	1060	APS- O&M - FINANCIAL SERVICES	0010002100	889.78
08/23	08/15/2023	31869	2461	BIOLYNCEUS	0010002100	2,992.50
08/23	08/15/2023	31870	3625	COMMERCIAL POOL REPAIR	0010002100	10,265.03
08/23	08/15/2023	31871	22018	DICKINSON WRIGHT, PLLC	0010002100	1,100.00
08/23	08/15/2023	31872	20779	GEORGE JR., ROBERT	0010002100	375.00
08/23	08/15/2023	31873	5891	HATCH CONCRETE INC.	0010002100	4,606.11
08/23	08/15/2023	31874	21380	HOLBROOK FIRST STEP	0010002100	163.75
08/23	08/15/2023	31875	6620	INGRAM	0010002100	980.73
08/23	08/15/2023	31876	7284	KNS TECH SERVICES	0010002100	95.00
08/23	08/15/2023	31877	7569	LIBDATA	0010002100	500.00
08/23	08/15/2023	31878	8270	MOHAVE ENVIRONMENTAL LAB	0010002100	3,690.00
08/23	08/15/2023	31879	8832	NEXTGEN Water Well Service	0010002100	14,179.96
08/23	08/15/2023	31880	20955	SOLOMON LAW OFFICES, P.C.	0010002100	9,301.50
08/23	08/15/2023	31881	22031	SPARKLIGHT BUSINESS 115938839	0010002100	1,995.54
08/23	08/15/2023	31882	3385	UNISOURCE NON-ENERGY BILLING	0010002100	82.42
08/23	08/15/2023	31883	12968	WHITE CAP	0010002100	964.52
08/23	08/15/2023	31884	21689	WILKINSON GRAPHICS & AUTO	0010002100	15.00
08/23	08/24/2023	31885	431	AETNA LIFE INSURANCE CO	0010002100	198.09
08/23	08/24/2023	31886	1060	APS- O&M - FINANCIAL SERVICES	0010002100	5,517.89
08/23	08/24/2023	31887	1340	ARIZONA PUBLIC SERVICE	0010002100	46,958.60
08/23	08/24/2023	31888	1390	ARIZONA SUPREME COURT	0010002100	2,069.65
08/23	08/24/2023	31889	2020	AZ SECRETARY OF STATE	0010002100	43.00
08/23	08/24/2023	31890	3721	COOR SPECIAL TEES	0010002100	1,047.36
08/23	08/24/2023	31891	4729	English, Latricia	0010002100	47.20
08/23	08/24/2023	31892	20045	Freightliner of Arizona	0010002100	742.42
08/23	08/24/2023	31893	3353	FRONTIER COM LONG DISTANCE	0010002100	162.13
08/23	08/24/2023	31894	5891	HATCH CONCRETE INC.	0010002100	767.68
08/23	08/24/2023	31895	5860	HATCH CONSTRUCTION &	0010002100	1,566.49
08/23	08/24/2023	31896	6260	HOLBROOK VOL FIRE DEPT	0010002100	5,203.67
08/23	08/24/2023	31897	6868	JAMES COOKE & HOBSON INC.	0010002100	10,249.67
08/23	08/24/2023	31898	7284	KNS TECH SERVICES	0010002100	2,517.50
08/23	08/24/2023	31899	10080	POWERPLAN OIB	0010002100	51.64
08/23	08/24/2023	31900	21780	REAL AZ DEVELOPMENT GROUP	0010002100	5,000.00
08/23	08/24/2023	31901	2590	Rhinehart Oil	0010002100	6,980.86
08/23	08/24/2023	31902	10840	SIMPSON NORTON	0010002100	1,320.64
08/23	08/24/2023	31903	11703	SPENCER, NIZHONII	0010002100	75.00
08/23	08/24/2023	31904	10603	THE SIGN MAN	0010002100	150.14
08/23	08/24/2023	31905	3380	UNISOURCE ENERGY SERVICES	0010002100	1,560.16
08/23	08/24/2023	31906	12815	WELDING SERVICES & SUPPLY	0010002100	47.18
08/23	08/24/2023	31907	12760	WM Corporate Services	0010002100	574.13
08/23	08/24/2023	31908	20806	YORK TECHNICAL RESOURCES	0010002100	1,220.52
09/23	09/06/2023	31909	1380	ARIZONA STATE TREASURER	0010002100	582.70
09/23	09/06/2023	31910	2160	BALAR EQUIPMENT CO	0010002100	174.52
09/23	09/06/2023	31911	2690	BROWN & BROWN LAW OFFICE	0010002100	22,307.36
09/23	09/06/2023	31912	3140	CASELLE INC	0010002100	1,659.00
09/23	09/06/2023	31913	3220	CHAMBER OF COMMERCE	0010002100	4,500.00
09/23	09/06/2023	31914	4071	DANA KEPNER CO.	0010002100	8,403.26
09/23	09/06/2023	31915	4771	ESSENTIAL DATA CONTROL SYSTEM	0010002100	5,386.89
09/23	09/06/2023	31916	5241	FUTURE TIRE	0010002100	707.56
09/23	09/06/2023	31917	20779	GEORGE JR., ROBERT	0010002100	1,850.00
09/23	09/06/2023	31918	5870	HATCH'S QUICK STOP	0010002100	239.08
09/23	09/06/2023	31919	20796	HOLBROOK VETERINARY CLINIC	0010002100	1,377.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/23	09/06/2023	31920	22694	Jose Villarreal	0010002100	300.00
09/23	09/06/2023	31921	7284	KNS TECH SERVICES	0010002100	2,375.00
09/23	09/06/2023	31922	8270	MOHAVE ENVIRONMENTAL LAB	0010002100	35.00
09/23	09/06/2023	31923	7939	MOORE D.C., MATHEW D.	0010002100	90.00
09/23	09/06/2023	31924	8720	NAVAJO COUNTY HISTORICAL	0010002100	4,500.00
09/23	09/06/2023	31925	8735	NAVAJO COUNTY SHERIFF OFFICE	0010002100	3,500.00
09/23	09/06/2023	31926	8750	NAVAJO COUNTY TREASURER	0010002100	2.00
09/23	09/06/2023	31927	21622	O'REILLY AUTO PARTS	0010002100	446.79
09/23	09/06/2023	31928	9990	QUILL OFFICE PRODUCTS	0010002100	731.17
09/23	09/06/2023	31929	10080	POWERPLAN OIB	0010002100	233.82
09/23	09/06/2023	31930	2590	Rhinehart Oil	0010002100	5,388.14
09/23	09/06/2023	31931	22672	SANGSTER, LINFORD	0010002100	50.00
09/23	09/06/2023	31932	10780	SHUMWAY INS	0010002100	78.50
09/23	09/06/2023	31933	10840	SIMPSON NORTON	0010002100	715.81
09/23	09/06/2023	31934	20955	SOLOMON LAW OFFICES, P.C.	0010002100	7,978.50
09/23	09/06/2023	31935	11122	Southwest Tank and Steel, Inc.	0010002100	25,981.08
09/23	09/06/2023	31936	11270	STANDARD ELECTRIC	0010002100	5,828.11
09/23	09/06/2023	31937	11995	THOMAS, CALEB	0010002100	66.21
09/23	09/06/2023	31938	21221	U.S. POSTMASTER	0010002100	600.00
09/23	09/06/2023	31939	3380	UNISOURCE ENERGY SERVICES	0010002100	130.07
09/23	09/06/2023	31940	12400	UNIVERSAL POLICE SUPPLY CO.	0010002100	285.26
09/23	09/06/2023	31941	530	VERIZON WIRELESS	0010002100	80.03
09/23	09/06/2023	31942	9700	WALT'S HARDWARE	0010002100	3,145.90
09/23	09/06/2023	31943	12760	WM Corporate Services	0010002100	31,782.64
09/23	09/13/2023	31944	290	ADEQ - WASTEWATER	0010002100	500.00
09/23	09/13/2023	31945	21086	AMRRP-INSURANCE	0010002100	62,813.21
09/23	09/13/2023	31946	2200	BANK OF THE WEST - CC	0010002100	17,077.89
09/23	09/13/2023	31947	2461	BIOLYNCEUS	0010002100	1,362.50
09/23	09/13/2023	31948	21527	CITY OF SHOW LOW	0010002100	196.30
09/23	09/13/2023	31949	3350	FRONTIER COMMUNICATIONS	0010002100	1,843.23
09/23	09/13/2023	31950	5891	HATCH CONCRETE INC.	0010002100	789.37
09/23	09/13/2023	31951	21380	HOLBROOK FIRST STEP	0010002100	207.50
09/23	09/13/2023	31952	6620	INGRAM	0010002100	810.95
09/23	09/13/2023	31953	7283	KONICA-MINOLTA	0010002100	114.22
09/23	09/13/2023	31954	8270	MOHAVE ENVIRONMENTAL LAB	0010002100	910.00
09/23	09/13/2023	31955	8832	NEXTGEN Water Well Service	0010002100	36,966.00
09/23	09/13/2023	31956	2590	Rhinehart Oil	0010002100	4,566.49
09/23	09/13/2023	31957	10005	Rural Arizona Group Health Trust	0010002100	60,454.94
09/23	09/13/2023	31958	10530	SAM'S CLUB/SYNC BANK	0010002100	265.50
09/23	09/13/2023	31959	10840	SIMPSON NORTON	0010002100	156.58
09/23	09/13/2023	31960	22031	SPARKLIGHT BUSINESS 115938839	0010002100	1,995.54
09/23	09/13/2023	31961	20058	STANDARD PRINTING CO	0010002100	775.28
09/23	09/13/2023	31962	3380	UNISOURCE ENERGY SERVICES	0010002100	255.39
09/23	09/13/2023	31963	22695	YESSLITH, ERIKA	0010002100	50.30
09/23	09/20/2023	31964	1340	ARIZONA PUBLIC SERVICE	0010002100	7,946.52
09/23	09/20/2023	31965	4071	DANA KEPNER CO.	0010002100	10,538.31
09/23	09/20/2023	31966	22018	DICKINSON WRIGHT, PLLC	0010002100	3,942.40
09/23	09/20/2023	31967	22696	Harrison, Melinda	0010002100	75.00
09/23	09/20/2023	31968	5860	HATCH CONSTRUCTION &	0010002100	1,282.76
09/23	09/20/2023	31969	22579	INDUSTRIAL COMMISION OF ARIZONA	0010002100	12,343.32
09/23	09/20/2023	31970	22698	JONES, SANDRA	0010002100	115.31
09/23	09/20/2023	31971	22697	KINLICHEENIE, LUCINDA	0010002100	75.00
09/23	09/20/2023	31972	7284	KNS TECH SERVICES	0010002100	8,063.75
09/23	09/20/2023	31973	20841	LARSON REPAIR	0010002100	174.56
09/23	09/20/2023	31974	8270	MOHAVE ENVIRONMENTAL LAB	0010002100	245.00
09/23	09/20/2023	31975	9000	NORTHLAND PIONEER COLLEGE	0010002100	347.00
09/23	09/20/2023	31976	2590	Rhinehart Oil	0010002100	3,632.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/23	09/20/2023	31977	11120	SOUTHWEST TRANSMISSION	0010002100	161.44
09/23	09/20/2023	31978	22147	SUMMIT HEALTHCARE	0010002100	467.12
09/23	09/20/2023	31979	6240	THE TRIBUNE OF HOLBROOK	0010002100	19.00
Grand Totals:						543,025.07

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

ORDINANCE 23-04

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, "CITY", NAVAJO COUNTY, ARIZONA, AMENDING CHAPTER 3, HEALTH AND SAFETY OF THE HOLBROOK CITY CODE, CHANGING ARTICLE 3-6 TO READ "DOGS AND CATS", AND AMENDING SECTION 3-6-4B FEES.

WHEREAS, it has been determined that the word "cats" should be added to Article 3-6 to allow for fees to be assessed; and,

WHEREAS, the expenses of operating an animal control facility need to be offset by the fees collected; and,

WHEREAS, the Mayor and Council have determined that it is in the best interest of the citizens to amend the fees.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA THAT THE HOLBROOK CITY CODE IS AMENDED AS FOLLOWS:

Chapter 3 of the Holbrook City Code, Article 3-6 to be amended to read:

ARTICLE 3-6: DOGS AND CATS

Chapter 3 of the Holbrook City Code, Article 3-6-4 Fees Section B as follows:

Adoptions	
Dogs	\$80
Cats	\$50
Kittens (under 5 months)	\$75
Puppies (under 5 months)	\$120
Small breed (under 20 lbs)	\$120

Reclaim Fees	
First	\$20
Second	\$50
Third	\$100
Fourth (doubles every time after the third)	\$200

* If an unsterilized and unlicensed animal is impounded the fee is the reclaim fee plus \$50 unless the pet is sterilized at owner's expense then fees are waived per State A.R.S. § 11-1022

City Tags

Sterilized	\$5
Unsterilized	\$20
Replacement	\$2

Daily Boarding Fee

After first 24 hours	\$10/day
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Surrender Fee

Surrender fee	\$25
Litter max	\$100

Bite Quarantine Fee

\$10 per day boarding fee plus \$50 impound

Trap Deposit

Trap deposit	\$60
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Microchip fee

Microchip fee*	\$5
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*Unless already microchipped all dogs/cats owner reclaim/adoption/bite hold receive a \$5 microchip fee

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, THIS 28th DAY OF SEPTEMBER, 2023.

APPROVED/EXECUTED:

Kathleen Smith, Mayor

ATTESTED:

Lisa Hunt, City Clerk

APPROVED AS TO FORM:

Bradley A. Burns, City Attorney

City of Holbrook
Council Action Form

Tab Number: 3

Meeting Date: September 28, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Amending the fees for commercial and non-commercial public information requests

Discussion: The City of Holbrook charges fees to process information requests. After the Council approved these updated rates, we found that Line B of Section 1 of Resolution #23-08 was not adequate because most reports need to be redacted. This would correct that issue.

Fiscal Impact: unknown

Recommendation: Approve rates for Commercial and Non-Commercial public information requests.

Approved by: Randall L Sullivan Jr
Randall L Sullivan Jr, Interim City Manager

RESOLUTION 23-11

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA, AMENDING THE FEES FOR OBTAINING PUBLIC RECORDS FOR COMMERCIAL AND NON-COMMERCIAL USES IN THE CITY OF HOLBROOK

WHEREAS The City of Holbrook charges fees for public records requests; and,

WHEREAS a portion of the expenses should be offset by the fees collected; and,

WHEREAS, the Mayor and Council have determined that it is in the best interest of the citizens to amend the fees.

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

SECTION 1: The following fees shall be charged and collected for non-commercial requests.

- A. Emailed document produced via e-mail and readily available – no cost per page.
- B. Emailed reports requiring redaction \$10.00 up to 20 pages and .25 cents per page after.
- C. Hard copies of routine records and reports - \$10.00 each up to 20 pages and \$.25 per page after.
- D. Audio, CDs, DVDs \$15.00 each.
- E. Video/Body Camera DVD \$25.00 each.

SECTION 2: The following fees shall be charged and collected for commercial requests.

- A. The value of reproduction on the commercial market is best determined by the public body.
- B. A reasonable fee for the cost of time, materials, equipment, and personnel in producing such reproduction.
- C. A portion of the cost for obtaining the original or copies of the documents, printouts, or photographs as per A.R.S. § 39-121.03(D).

SECTION 3: The Mayor is authorized to execute the Resolution.

SECTION 4: The City manager is authorized to implement the new fees.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, THIS 28th DAY OF SEPTEMBER 2023.

APPROVED/EXECUTED:

Kathleen Smith, Mayor

ATTESTED:

Lisa Hunt, City Clerk

APPROVED AS TO FORM:

Bradley A. Burns, City Attorney

Report Fees

Nathan Christensen <nchristensen@holbrookaz.gov>

Thu 8/17/2023 1:46 PM

To: Randy Sullivan <rsullivan@holbrookaz.gov>

I think we need to redo the fees. We have to redact every report. I spoke to PJ and Brittany and 95% of our reports are emailed so she'd be doing all the redaction without us being paid for it. I think the second line (Line B) should read that emailed reports requiring redaction are \$10 up to 20 pages then .25 cents a page afterward.

Sent from my iPhone

23-11

City of Holbrook
Council Action Form

Tab Number: 4

Meeting Date: September 28th, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Adopting owner-occupied housing rehabilitation guidelines

Discussion: The City is recognizing the need to clean up old, dilapidated housing while also seeing many low-income residents that are unable to afford upgrades. These guidelines will allow us to apply for grants.

Fiscal Impact: Grant funded if awarded.

Recommendation: Adopt Resolution 23-12

Approved by: Randall L Sullivan Jr
Randall L Sullivan Jr, Interim City Manager

RESOLUTION NO. 23-12

WHEREAS, City of Holbrook is desirous of undertaking an owner occupied housing rehabilitation program; and

WHEREAS, this program is anticipated to be funded with Community Development Block Grant Program (CDBG); State Special Project funds (SSP), and/or Home Investment Partnership Program ("HOME") funds, and

WHEREAS, the Arizona Department of Housing (ADOH) requires that every local government requesting CDBG/SSP/HOME funds for housing rehabilitation adopt specific guidelines for such a program; and

WHEREAS, the City of Holbrook has developed such owner-occupied housing rehabilitation guidelines (HRGs), dated September 18, 2023, which has been pre-approved by the Arizona Department of Housing.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Holbrook hereby adopts such HRGs dated September 18, 2023, which shall be used to implement its anticipated CDBG/SSP/HOME funded housing rehabilitation program; and

THAT the City of Holbrook shall utilize such HRGs, without revisions except such authorized by the chief elected official or a person authorized in writing to approve such revisions via the ADOH prescribed method and forms, and such revisions shall be submitted to the ADOH within a maximum of 10 working days of authorization.

Passed and adopted by the City of Holbrook Arizona this 28th day of September 2023.

Kathleen Smith, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Hunt, CMC, City Clerk

Brad Burns, City of Holbrook Attorney

City of Holbrook Housing Rehabilitation Services Program Guidelines

Program Purpose

- a. To help extremely low, very low-, low-, and moderate-income families within the City of Holbrook (City) upgrade their housing and living conditions to meet a minimum of Housing Quality Standards.
- b. To improve and preserve the quality and appearance of the housing stock in the City.
- c. To financially help stabilize low-income households through the reduction of constant home repair and decreased utility costs.

1. Target Area

All areas within Holbrook City limits shall be eligible for rehabilitation services except for properties located in a Special Flood Hazard Area (designated whole or in part "A" or "V" Zone by FEMA) and/or on tribal land.

3. Levels of Rehabilitation Services may include:

- a. Emergency/Minor Rehabilitation Program- May provide grants up to \$15,000 (depending on funding source) to perform emergency repairs for low to extremely low-income homeowners that are faced with substandard housing conditions. These conditions include those posing a serious threat to the health, safety, or welfare of the households, or the immediately livability of the home, such as, but not limited to heating/cooling, plumbing, septic, electricity, roofing, and accessibility accommodations. Further, the emergency repair condition can be corrected without bringing the entire home up to Housing Quality Standards and local code. If needed, a greater scope of work can be completed later under the Moderate Rehabilitation Program. The goal under emergency/minor rehab is to correct conditions within fourteen (14) days of the signed Notice to Proceed to contractor.
- b. Moderate Rehabilitation Program- May provide forgivable loans up to \$50,000 (depending on funding source) to rehabilitate homes with a more extensive scope of work necessary for the entire home to meet the state's rehabilitation standards and local code. The assistance is in the form of a deferred forgivable loan at 0% interest with a 5/10/15 year recapture period. The maximum amount of assistance cannot exceed \$50,000, depending on the funding source. Corrections to conditions will be completed within sixty (60) to ninety (90) days (depending on the severity of the rehab) of the signed Notice to Proceed to contractor.
- d. Exceptions to Maximum: If the need arises, on a case-by-case basis, the maximum dollar amount for allowable rehabilitation may be increased with the approval of the City Manager.

4. Funding Sources

Funding sources can include the State of Arizona, The Department of Housing and Urban Development (HUD) Community Development Block Grant and HOME Investment Partnership funds, Housing Trust Funds (HTF) and or other grants or funds available to the City for Federal, state, local, or private sources. Program eligibility including household income limits, and repairs identified, etc. is based upon source of funding and program availability.

5. Marketing and Advertising

Marketing will be undertaken on an on-going basis as needed. The 2021 U.S. Census indicates 69% of the City of Holbrook's population is "non-Hispanic". However, the City is prepared to provide services and information in Spanish, should the need arise. Vehicles of marketing include the following, to not only reach the public, but also to reach those families who typically would not apply:

- a. Radio announcements.
- b. Advertisements in the area newspapers.
- c. Direct mailing of flyers and information sheets to those in the specific service areas.
- d. Flyers posted in the service areas at other social service agencies.
- e. Public meetings to be held in the service areas for community participation and information.

**City of Holbrook
Housing Rehabilitation Services
Program Guidelines**

This program is an equal opportunity program and does not discriminate based on disability, race, religion, sex, age, national origin, or familial status. The City will make reasonable accommodations based upon disability.

6. Staff Structure/Responsibilities

a. Titles/Responsibilities

The Office Assistant (OA) will receive and review the application, and date and time stamp. The application will be reviewed for accuracy and then placed onto the waiting list and prepare an individual file. The Code Compliance Officer (CCO) reviews the waiting list for accuracy and determines the next group to be interviewed based on program funding and criteria. The OA will send out the interview letters. The CCO will conduct the eligibility interview and make eligibility determinations for specific programs. The CCO will coordinate with the Housing Rehab Technician (HRT) to schedule initial inspections, work write ups, and contractor walk thrus. The OA will prepare and send out all letters to homeowners and contractors for inspections. The HRT will prepare the cost estimate and final scope of work (SOW) to go out to bid. The CCO will schedule bid opening. The CCO is responsible for sending out all bid invitations to qualified contractors as per City requirements. The CCO and HRT will attend bid openings and the CCO will give approval to award bid to lowest, responsible bidder. The HRT will prepare the Notice to Proceed for contractor to sign, along with the Construction Agreement. The homeowner will be scheduled to meet with the HRT, CCO and contractor to review the SOW, sign and ask any questions to the contractor prior to commencement of work, and sign Promissory Note and Deed of Trust. The HRT will make interim and final inspections. The CCO will track the file to make sure that work is being completed within the time limit allowed. The CCO will manage the file and ensure that all final sign offs and warranties are in the file. The HRT will prepare any change orders with contractor and final payments and submit to the CCO for approval. The CCO will file all liens/notes with the Navajo County Recorder's office upon work completion. The CCO will track liens for release. The CCO will counsel homeowners regarding any refinancing issues. Any disputes during the work process will first be managed by the HRT, and then to the CCO for final resolution or decision. If the homeowner does not agree with the decision, they may request an Informal Hearing in writing with the designated Hearing Officer for the City of Holbrook.

b. Reporting Structure

The CCO develops and administers all housing rehabilitation programs. The CCO oversees the Housing Rehab Technician to ensure that program guidelines and requirements are being conducted in an efficient and timely manner. The CCO is responsible for all reporting requirements to the State of Arizona, Dept. of Housing. The City designated Hearing Officer is responsible for holding Informal Hearings if a dispute with the homeowner cannot be resolved. The City Manager will oversee the CCO to ensure that the programs are running smoothly.

7. Eligibility Requirements

The City determines household income, assets, and preference according to Section 8 standards, policies, and regulations.

- a. Applicants for all Housing Rehabilitation Programs will receive a preference if they are disabled or elderly (over 62 yrs), or families with children under eighteen, or individuals or families with extremely low income. Veteran preference may also apply under certain program funding.
- b. Depending on the funding source, families must have a verifiable gross income that does not exceed the following, based on the current HUD Income Limits established for the Navajo County. However, the City may use lower income standards based on grant application.

HOME Program:	may not exceed 80% of the HUD Area Median Income.
CDBG/CDBG SSP Program:	may not exceed 80% of the HUD Area Median Income.
HTF Program:	may not exceed 50% of the HUD Area Median Income.

- c. The home must be located within the limits of the City of Holbrook.

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- d. The property must be their principal residence; be a resident of Navajo County and have resided in the home for at for at least a period of one (1) year.
- e. The property to be rehabilitated must not be located within the 100-year floodplain ("A" Zone), tribal land, airport zones, and other hazardous or inaccessible areas.
- f. The housing unit must be a single-family dwelling and the unit and underlying land must be owned and occupied by the applicant/homeowner.
- g. The home must be suitable for rehabilitation within the program contract period and within the program financial assistance limits. (See Section 3a-d.)
- h. Manufactured homes are eligible for assistance if the housing unit is, or will be upon completion, permanently attached to a foundation, connected to permanent utilities, and an Affidavit of Affixture has been executed or is in place.
- i. The property must have 1) fee simple title OR 2) 99-year leasehold on the property.
- j. The home must be insured, and the City must be named as lien holder at completion.
- k. All mortgage payments, property taxes and utilities must be current.
- l. Property must be free of liens that unduly restrict the marketable ownership interest, such as liens, and non-occupants named on a deed.
- m. Applicants who have received certain types of rehab services from any other State/Federal funded agencies will not be eligible for services until one-year after the completion of receiving said services.
- n. Applicants who have received assistance under an Emergency/Minor Repair Program will need to reapply to be placed on the waiting list with an application date no sooner than the date the emergency repairs were completed.

8. Application & Waiting List Policies

- a. Access to this program by any disabled applicants will be assured. The City office is accessible. Should any applicant be unable to access the office, City staff will make an appropriate reasonable accommodation.
- b. Waiting lists have been developed for the above identified priority populations (See 7a.) based upon date and time of receipt of the completed application.
- c. All applications received will be screened by staff for placement on the waiting list, depending on which program is open. Applicants who are in need of rehabilitation beyond the scope of the Emergency Repair Program may also be placed on the Moderate Rehabilitation Program waiting list (see 7n). Applications already on the Moderate Rehabilitation Program waiting list will be screened to determine if the nature of their repairs qualifies for the Emergency Repair Program.
- d. Applicants who have been previously assisted under any Navajo County rehab programs are not eligible to receive assistance again under the same program, during the same contract year(s). Other limitations apply.
- e. Applications are to be handed in at Holbrook City Hall. Applications may be mailed to those interested requesting reasonable disability accommodation.
- f. The City will send out continued interest letters every 6 months in order to purge and keep the waiting list current.

9. Method for Determining Eligibility

- a. The OA staff will notify the applicant of the date and time of interview to verify income, assets, ownership, family size, and to include, but not limited to all items in Section 7. Information will be given to applicants regarding privacy act issues, falsification penalties and timeline information. Applicants will be notified of acceptance or denial of admittance to the program within ten (10) working days from the date of final eligibility determination.
- c. Applicant must be recertified if documentation is dated 6 months or more prior to receiving services.
- d. Upon final eligibility determination, the homeowner will be provided with the required lead-based paint information, and Program Guidelines, which includes the City of Holbrook's Grievance and Appeal Policy. Homeowners will also read and sign the Statement of Affirmation, Certifications and Privacy Act Policy.

**City of Holbrook
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10. Housing Counseling/Education

- a. Each recipient will be counseled as to the rehabilitation program's operation and all required forms. Work write-up forms will be acknowledged and signed by homeowners and by City Department staff. In addition, it will be explained to the owner that if he/she is capable, they may be expected to aid in the cleanup of their home and minor repairs. This is defined as general cleanup including removal of garbage, weeds, debris, inoperable vehicles, and appliances, and could include repairs that are considered cosmetic such as painting, staining and yard maintenance.
- b. During the rehab process, recipients will be counseled on general housing maintenance and standard operation of all items that are being repaired/replaced. At final inspection, all warranties will be given to the homeowner and any additional instructions or procedures will be discussed. This will ensure that the homeowner understands their responsibilities to continue maintenance procedures. Warranties will be in accordance with Arizona State Contractor's Law.
- c. Throughout the eligibility process, homeowners will be educated (as needed) about taxes, the importance of timely mortgage payments, insurance, warranties, and available services in the community and the responsibility of being a homeowner.

11. Inspection Process/Property Standards

- a. The HRT staff will conduct an initial inspection and make assessments to determine the actual repairs needed. The HRT will also determine to what extent, if any, emergency conditions exist. The HRT will complete a Preliminary Work Write up that identifies these repairs and the estimated cost of repairs. Staff may consult with the City Building Department/Engineering or refer to RS Means Construction Cost Manual to determine reasonable cost estimates.
- b. Housing repairs will meet at a minimum, federal Housing Quality Standards (HQS), the State's Rehabilitation Standards and local codes, zoning and ordinances, and the International Residential Code (IRC). In addition, the City will meet Energy Star and Arizona Governors Office of Energy Policy Weatherization Standards (issued 10/12/12, Rev. 11/18/13). The State's Rehabilitation Standards, local code and IRC will be adhered to for Home Inspection and Work Write-Up specifications.
- d. Upon initial inspection, any owner-caused health/safety hazards must be corrected prior to Contractor Walk-thru or application will be cancelled. See Checklist attached under Sect.21, Sample Attachment.
- e. The City will follow HUD Lead Based Paint Regulations used for identification and abatement.
- f. The City will meet the handicapped accessibility requirements of the Fair Housing Act and the Uniform Federal Accessibility Standards (Section 504 of the 1973 Rehabilitation Act) and the Americans with Disabilities Act 42 U.S.C.12131-12189), implemented at 28CFR parts 35, and 36, as applicable and needed by home owner.
- g. The City HRT will be a BPI Certified Weatherization Professional and will conduct the Pre-Energy Audit and the Post-Compliance Inspection. Deficiencies identified in the energy audit based on the ADOH Weatherization Standards (issued 10/12/12, Rev. 11/18/13) will be included in the Scope of Work and corrected in the rehabilitation process. Items identified in the energy audit that are not related to the ADOH Weatherization Standards may be corrected at the discretion of the Rehab Technician.

12. Green Technology/Energy Efficiency/Energy Star/Weatherization

In addition to providing rehabilitation activities in the home, the City will incorporate activities to include green technologies and increase energy efficiencies thru Energy Star requirements in order to promote energy efficiency, green building technologies, and reduced emissions. The City may incorporate the following technologies and efficiencies based on type and need of unit. In addition, the CDBG and Arizona State Housing Fund/HOME Programs must comply with The Arizona Governor's Office of Energy Policy on Weatherization Standards (issued 10/12/12, Rev. 11/18/13) known as the ADOH Owner Occupied Housing Rehabilitation Weatherization Standards. Examples below are inclusive of all of the above measures and guidelines, but not necessarily limited to:

- Use of low or "no" VOC Paint, when applicable
- Replacement of water heaters to solar units, as appropriate for type of unit
- Replacement of HVAC systems to higher efficiency Energy Star 14 seer or higher

City of Holbrook Housing Rehabilitation Services Program Guidelines

- Use of Energy Star rated LED light bulbs
- Replacement of windows to dual pane low E- Energy Star windows
- Installation of low flow water saving devices
- All plumbing fixtures will be low flow
- Use of reclaimed water for landscaping
- Mitigation of leaks in air delivery system (Air Barrier/Thermal Barrier)
- Installation of additional building and/or roofing insulation
- Room Pressure Balancing
- HVAC Static Pressure (does not apply to mobile homes)
- Duct Leakage
- Air Conditioning
- Duct Replacement (does not apply to mobile home)
- Ventilation
- All Appliances will be Energy Star rated as applicable
- Hot water systems including aerators and shower heads
- CAZ Tests

13. Determining After-Rehab Value

To ensure after completion, that assisted units do not exceed 95% of the FHA 203(b)/area median purchase price for single-family housing, as required by Section 215(b) of the National Affordable Housing Act (NAHA) as part of the applicant eligibility process and prior to any work being performed, City will establish the after-rehabilitation value according to the following method:

Tax Assessments: The CCO will pull the tax assessment from Navajo County Assessor's Dept. for a comparable property located in the same neighborhood to establish the after-rehabilitation value. This assessment will be current, and accurately reflect market value after rehabilitation. The CCO may also use Zillow (www.zillow.com), Trulia (www.Trulia.com), or Realtytrac (www.realtytrac.com) to pull comparable properties in the area of the same type, age and square footage, to the extent possible. Homes will not be allowed to exceed one hundred percent (100%) combined loan to value.

14. Rehabilitation Process

a. Work Write Up Information

1. The City staff, after determination of the first part of eligibility, will perform an initial walk-thru and energy audit of allowable repairs to be done on the home to complete the final eligibility process. This walk-thru will determine which program the applicant will be assisted under. Work write-up forms will be acknowledged and signed by the homeowner(s) and by City staff.
2. Prior to solicitation of bids, HRT staff will conduct a second mandatory walk-thru of the home with contractors who are on the Pre-Qualified City of Holbrook Vendor's List and registered with the CCR.
3. The HRT will prepare a final scope of work, identifying the repairs that are to be bid and a cost estimate.

b. Bidding Process and Contractor Selection

1. City Department staff, in accordance with City of Holbrook's Purchasing Policy, will solicit bids, provide a mandatory pre-bid walk through, open bids, and select contractor(s). The walk-thru must be attended by the Contractor or a representative of the company. All bids will be competitively procured in accordance with City of Holbrook's Purchasing Department Policies. The CCO and the HRT will make the final decision on which contractor will be hired based upon the lowest responsible bid, or if necessary, by timely performance. The homeowner will be notified of contractor selection. The contract will be between the City of Holbrook and the selected contractor.
2. Prior to the commencement of work, the homeowner will be given the awarded Scope of Work, Promissory Note and Deed of Trust to review, acknowledge and sign. A pre-construction meeting will be scheduled with

City of Holbrook Housing Rehabilitation Services Program Guidelines

the homeowner, contractor, CCO and HRT to review the SOW and answer any questions the homeowner may have. The homeowner will sign a Scope of Work Agreement.

3. A minimum investment of \$1,000 to any one unit will be brought to IRC code or State Rehab standards.
4. The HRT may perform minor repairs, adjustments, or weatherization up to a maximum cost of \$1,000.00.
5. All contractors will carry the required bonding/insurance type and amount, and be licensed by the Arizona State Registrar's Office in good standing, All contractors are registered in the Central Contractor Registry ("CCR") and will provide City with their DUNS and CAGE numbers and must not appear on the Federal Excluded Parties List. This includes subcontractors as well.
6. Building permits, if required, are the responsibility of the contractor, unless otherwise stated in the SOW. No sweat equity or owner reimbursements are permitted.
7. As a courtesy, City of Holbrook Building Inspectors (MCBI) may be asked to inspect any work, even when no permit is required. All permit items will be inspected together with the MCBI and the RHT.
8. The HRT will do periodic inspections during construction to monitor progress and identify any issues that may need to be addressed, such as Change Orders.
9. Upon completion, HRT will inspect each completed home, along with the homeowner. The homeowner will approve and sign off that all work has been completed, as well as an acknowledgement that they have received all necessary warranty information.
10. City will retain 10% for each draw check per line item. Upon final completion of 100% of the work and submission of lien waiver from Contractor, final inspection from HRT and final sign-off and acceptance from homeowner, CCO will approve final draw plus retainers.
11. All contractors are required to provide a two-year warranty on workmanship as set forth by the Arizona Registrar of Contractors. The homeowner is responsible for contacting the contractor for any warranty-related problems. If the homeowner does not feel the contractor has lived up to warranty obligations, they may contact City staff to assist in resolution. If no resolution is available, or it is not to homeowner's satisfaction, homeowner may appeal to the Arizona Registrar of Contractors. A Complaint & Grievance Process has been developed and copies are provided to homeowners at eligibility interview.

15. Temporary Relocation Assistance

- a. If the completion of the identified repairs imposes a health and safety risk to the occupants, the HRT along with the CCO will make temporary housing arrangements for the period of time estimated by the contractor to complete the repairs. Arrangements will not be made for temporary relocation of the homeowner's pets.
- b. Temporary relocation with area relatives or friends will be the first alternative. If this is not available, the occupants will be temporarily relocated to an area hotel/motel that is equipped with a microwave and refrigerator, if available. The occupants will be responsible for their own meals.
- c. If necessary, the personal belongings of the occupants will be placed in temporary storage, if available.
- d. All temporary relocation costs will be included in the total rehabilitation cost.

16. Loan Program- Moderate Rehabilitation and City Clean Up

The loan program is applicable to all Moderate/Minor Rehabilitation and City Clean Up Programs. These programs will be in the form of a deferred forgivable loan with a recapture period of 5/10/15 years so long as the amount of the award does not exceed \$50,000 (inclusive of rehab service costs). Any award over \$15,000 will have a recapture period of 10 years; any award over \$40,000 will have a recapture period of 15 years. These loans shall be non-interest bearing and secured with a Deed of Trust and Promissory Note. The note shall be forgiven either at a rate of twenty percent (20%) per year over five (5) years; ten percent (10%) per year over a ten (10) year period OR seven percent (7%) per year over a fifteen (15) year period if the dwelling unit continues to be occupied by the owner or income-qualified immediate family member who has inherited the property. Liens will not be allowed to exceed 100% combined loan to value. The unforgiven balance of the loan shall become due and payable upon the sale, exchange, transfer of the property, or if the beneficiary fails to occupy the assisted unit as their primary residence. There is no pro-ration on the amount due. The CCO will prepare and file all Deed of Trust/Promissory Notes with the Navajo County Recorder's office upon final work completion and sign-off. The CCO will track liens for the time period and prepare and file lien releases with the Recorder's office as they become due (time period over), or if paid off in full and will mail the homeowner a recorded copy. The CCO will counsel homeowners regarding any refinancing issues. Any program income will be reinvested into the housing

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rehabilitation program to be used for eligible activities in accordance with State requirements and approval, so long as the contract is still in effect. Based on the funding source, and direction from the ADOH, these funds will be either be returned to the Arizona Department of Housing or reinvested in housing rehab activities.

17. Beneficiary Refinancing and Home Equity Loan Policy- Moderate Rehabilitation and City Clean Up

If at any time during the recapture period of the forgivable loan, the homeowner wishes to refinance their existing debt or apply for a home equity loan, any subordination request from a lender will not be considered until such time that complete documents describing loan amount, terms, interest, and purpose of the loan are submitted to the CCO for review. A conference will be held with the homeowner to verify accuracy of the information and the homeowner's understanding and need. The CCO will approve subordination documents, only in cases where it will reduce the overall monthly housing costs to the family. Home Equity Loans will be reviewed on a case-by-case basis. Loan Subordination will not be allowed under any circumstances for a cash-out refinancing. In certain situations where a Home Equity Loan is approved by City, the balance of the deferred loan will become due and payable and will be repaid to City in one lump sum. Partial payments are not accepted. Based on the funding source and direction from the ADOH, these funds will be either be returned to the Arizona Department of Housing or reinvested in housing rehab activities.

18. Sweat Equity/Self-Help

Self-Help or Sweat Equity by the homeowner will not be allowed due to liability and code considerations. The homeowner, however, may be asked to clean up their home or yard, and move items out of the way while contractors are working. This is outlined in the Applicant Responsibilities hand-out and is considered routine maintenance by the homeowner.

19. Lead Based Paint Procedures

The following is in accordance with the Final HUD Regulation on Lead-Based Paint published September 16, 1999, Subpart J, Rehabilitation for projects in which federal assistance is obligated on or after September 15, 2000.

- a. All families will be provided with the EPA Pamphlet "" Protect Your family From Lead in Your Home" (March 2021), and updates as published.
- b. If it is determined that rehabilitation work will disturb a painted surface City will conduct paint testing or presume the presence of lead-based paint.
- c. In cases where evaluation or hazard reduction are undertaken as a part of the rehabilitation, City will provide a notice to the family in accordance with 24 CFR 35.125.
- d. In cases where lead-based paint is determined or anticipated to be present City may either choose standard treatment methods followed by clearance as outlined in Subpart J of the Final Rule or perform a risk assessment in accordance with 24 CFR 1320(b) and interim controls in accordance with 24 CFR 1330.

20. Asbestos Testing

Pursuant to applicable Environmental Protection Agency (EPA) regulations, City will comply with Federal and State requirements to protect affected public members from exposure to regulated asbestos-containing material during rehabilitation, demolition, removal, transport, and disposal activities/materials.

**City of Holbrook
Housing Rehabilitation Services
Program Guidelines**

21. Complaint/Grievance and QA Procedures

1. City staff will function as mediators between the housing rehabilitation program participant and the selected contractor, should any disputes arise during the completion of the rehabilitation work.
2. City staff will maintain regular communications with participants during the rehabilitation work until the completion and final sign-off of all work.
3. City Department has adopted the following Complaint & Grievance Procedure for the Housing Rehabilitation Program, to include timely response to written complaints and resolutions of such as described below:
 - a. The City Department Code Compliance Officer (CCO) is responsible for receiving complaints regarding the CDBG/HOME/SSP/HTF Program application or activities. Complaints **MUST BE IN WRITING**.
 - b. The CCO will respond in writing to the complaint within 15 days of receipt. If the applicant is not satisfied with decision of the CCO, they will have ten (10) days from the date of the written determination to request in writing an informal hearing.
 - c. An informal hearing will be conducted by the City Manager, or other assigned staff. The Hearing Officer will be the person responsible for reviewing an appeal and has the final authority for the disposition of the grievance and/or complaint. The hearing will be audio taped and copied onto a USB drive. A copy of the hearing will be available to the complainant at the County's prescribed cost.
 - d. The complainant may bring any representative, witness or attorney that would be relevant to the matter.
 - e. Twenty (20) working days is the anticipated length of time for the issuance of a final written decision.
 - f. Persons with disabilities who require special accommodations, or special language needs may contact Barbara Blythe at the above location in writing upon requesting a hearing.

23. Sample Attachment

**City of Holbrook
Housing Rehabilitation Services
Program Guidelines**

CHECKLIST ON UNCLEAN/UNSAFE HOME ENVIRONMENT

The following health and/or safety hazards were observed in or around your home located

at _____ during our inspection on _____:

- Animal Fesces around walkways outside home
- Animal Fesces/Urine inside the home
- Unhealthy indoor air quality
- Excessive clutter in the home obstructing inspection
- Excessive debris on property
- Pets running wild
- General cleaning needed inside the home:

- a) Living room (explanation): _____
- b) Bathroom
(Explanation): _____
- c) Kitchen
(Explanation): _____
- d) Bedroom(s)
(Explanation): _____
- e) Common Walkways
(Explanation): _____

Other: _____

**We are unable to proceed with any further inspections of your home until the above item(s) is/are corrected. The above item(s) must be corrected prior to the Contractor Walk-thru or your application will be cancelled. Please contact us at (928)524-6225.
City of Holbrook Housing Rehabilitation Division**

Housing Rehab Guidelines

Barbara Blythe <bblythe@holbrookaz.gov>

Mon 9/18/2023 9:35 AM

To:Randy Sullivan <rsullivan@holbrookaz.gov>

Randy,

ADOH approved our Housing Rehab Guidelines so we can now put it on the Agenda for the city council to approve. Let me know if you need help with that. Please let me know when you figure when you want to put it on there. I will give you all the back up.

Barbara

City of Holbrook
Council Action Form

Tab Number: 5

Meeting Date: September 28th, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Well #7 New bowl repair

Discussion: This Well has been down for several months and needs to be our main Well moving forward. We are having extreme difficulties getting quotes. We asked Copperstate Drilling, Wyatt Drilling, Willis Drilling McCray Drilling and A to Z Drilling and NextGen Water Well Service is the only responder. NextGen Water Well Service has done work with the City in the past.

Fiscal Impact: \$22,904.00

Recommendation: Award Well #7 New bowl repair to NextGen Water Well Service

Approved by: Randall L Sullivan Jr
Randall L Sullivan Jr, Interim City Manager



Nextgen Water Well Service

300 E 7th Ave
Eagar, AZ 85925
432-813-8704

ADDRESS

Randy Sullivan
City of Holbrook
465 N 1st Ave
Holbrook, Arizona 86025

SHIP TO

Randy Sullivan
City of Holbrook
465 N 1st Ave
Holbrook, Arizona 86025

Estimate 1340

DATE 08/08/2023

JOB DESCRIPTION

Well #7 Pump Repair

DESCRIPTION	QTY	RATE	AMOUNT
Goulds 12" 4 stage pump bowl 1100 GPM @ 285 TDH	1	13,556.00	13,556.00
1" Stainless Steel Shaft Couplings	18	85.00	1,530.00
10" x 1" Water Lube Spiders W/ Rubber Inserts	4	210.00	840.00
1" Rubber Inserts	16	48.00	768.00
1" x 10" Stainless polish rod cutom machine	1	516.00	516.00
1" discharge bearing assembly	1	654.00	654.00
1" PVC Coupling for transducer line	20	3.00	60.00
Banding for Transducer Line 10" @3.00	160	3.00	480.00
Labor to assemble new bowl and re-install	20	225.00	4,500.00

SUBTOTAL 22,904.00

TAX 0.00

TOTAL \$22,904.00

Accepted By

Accepted Date

City of Holbrook
Council Action Form

Tab Number: 6

Meeting Date: September 28th, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Barrow Field Little League Lights

Discussion: Barrow Field needs lights so that they can play later as well as be able to host tournaments. These lights will be set 50/30 foot to Little League standards IES Class III light levels.

Musco - \$111,000 25-year warranty 50/30

NGU - \$140,000 30/20

WILL – \$72,367 50/30 no poles

Fiscal Impact: This was budgeted in Grant Funds for \$220,000. We will be able to do this cheaper because some work will be done in house and APS will be able to help set the poles.

Recommendation: Award bid to Musco lighting in the amount of \$111,000

Approved by: Randall L Sullivan Jr
Randall L Sullivan Jr, Interim City Manager

800-756-1205 ext. 6322
Cell: 480-521-8271

Never miss a game again! Check out MuscoVision Live streaming and revenue sharing solutions.

From: Randy Sullivan <rsullivan@holbrookaz.gov>
Sent: Tuesday, August 22, 2023 3:49 PM
To: Dee Smith <dee.smith@musco.com>
Subject: Lighting project

You don't often get email from rsullivan@holbrookaz.gov. [Learn why this is important](#)

Dee,

I am hoping that you will be interested in a project in Holbrook AZ. Currently our fairgrounds has a lighting project up here and they referred me to MUSCO. I called the number and they where going to forward my information on and I haven't heard back. I am looking for quotes to place lighting on a baseball field. We would be able to do some work in house to help the project along such as running conduit and electrical etc. We also have APS willing to help set the poles. Please let me know if you are interested. I know the fairgrounds is excited

Re: Lighting project

Dee Smith <dee.smith@musco.com>

Wed 8/23/2023 11:33 AM

To: Randy Sullivan <rsullivan@holbrookaz.gov>

The 50/30footcandle option is Little League standard /IES Class III light levels - 50fc on the infield, 30fc outfield. The 30/20fc option is recreation/IES Class IV level lighting.

You can see Musco passing by on the interstate at Mike Jacob Sports Complex and Kino Sports Complex!

Thanks,
Dee Smith
Musco Sports Lighting
Arizona/Nevada Sales
480-521-8271

Get [Outlook](#) for iOS

From: Randy Sullivan <rsullivan@holbrookaz.gov>

Sent: Wednesday, August 23, 2023 7:09:10 AM

To: Dee Smith <dee.smith@musco.com>

Subject: Re: Lighting project

Thank you Dee,

I was just looking through the other proposals and didn't realize that you had already sent in an estimate to Ted. I apologize for that. On that proposal, there was a cheaper cost for 30/20 FC vs the 50/30 FC. What is the difference between the 2? I would love to see that but unfortunately I will be on my way to Tuscon that night.

From: Dee Smith <dee.smith@musco.com>

Sent: Tuesday, August 22, 2023 10:30 PM

To: Randy Sullivan <rsullivan@holbrookaz.gov>

Subject: RE: Lighting project

Randy,

Yes sir! Thank you for contacting me! I saw your inquiry come across in our internal system and tried to contact you last week. The email was kicked back to me, though. I had attached the pricing estimate for your project that is copied here. That is great you have some donated installation. APS set the poles for the rodeo arena also. We are light testing it on Tuesday night next week. Let me know if you'd like to come see the site and discuss your project.

Thanks,
Dee Smith
Musco Sports Lighting
AZ/NV Field Sales Representative

Budget Estimate

**Holbrook Little League
Holbrook, AZ
July 15, 2022**

Budget Estimate – Materials Only

Musco's Light-Structure System™ as described below, and delivered to the job site:

Little League Field 210'R \$111,000

Equipment Description

Light-Structure System™ in 5 Easy Pieces™

- Pre-Cast concrete bases
- Galvanized steel poles
- Remote electrical component enclosures
- Pole length wire harnesses
- Factory-aimed and assembled luminaries

Benefits your Light-Structure System with TLC for LED™ Total Light Control technology

- Reduction of energy and maintenance costs by 50% to 85% over typical 1500w HID equipment
- Reduction of spill light and glare by 50% or more
- Guaranteed light levels of 50 foot-candle infield / 30 foot-candles outfield
- An unmatched warranty for up to 25 years that includes onsite maintenance
- A re-lamp of your facility after 5000 hrs of operation for HID fixtures
- Includes our Control-Link® System for remote on/off control and performance monitoring with 24/7 customer support

Notes

- Requires confirmation of field dimensions, pole locations, and Musco lighting design prior to providing quote(s)
- Based upon projects similar in scope, and is intended for preliminary planning purposes only
- Getting electrical power to the site, coordination with the utility, and any power company fees are the responsibility of the owner
- Assumes standard soil conditions – rock, bottomless, wet or unsuitable soil may require additional engineering, special installation methods and additional cost
- Assumes building code and wind speed – 2012 IBC, 115mph
- Meets Little League lighting standards

We look forward to helping you assess both light source options to choose what best fits your specific needs. Please feel free to contact me with any questions you may have.

Dee Smith
Sales Representative
Musco Lighting
Phone: 480/521-8271
Dee.Smith@musco.com



WE ARE PASSIONATE ABOUT TAKING YOUR VENUE
AND FAN EXPERIENCE TO THE NEXT LEVEL
YOUR SUCCESS IS OUR GOAL

NGU Sports Lighting, LLC
2401 PGA Blvd., Suite 110
Palm Beach Gardens, FL 33410
www.ngusportslighting.com
1-855-NGU-LEDS



Offer of Business

City of Holbrook Ballfield (New Construction)

Offer of Business #: 1160

Prepared for:

Ted Soltis

Date issued:

Mar 20, 2023

OOB Expires:

Apr 20, 2023

Thank You

Following up on your inquiry for the City of Holbrook Ballfield (New Construction). We are pleased to provide you with an Offer of Business for the project located in Holbrook, AZ.

Thank you for the opportunity to evaluate, design, and implement your LED sports lighting project. NGU Sports Lighting, LLC will lead your turn-key project, with a proven, experienced team. The NGU team includes a combined experience of over 100 years in the sports lighting industry and complex construction/sports lighting project management.

NGU Sports Lighting's CEO, Mike Lorenz, was the founder of Ephesus Sports Lighting in 2012; bringing the very first solid-state LED lighting & color lighting systems to sports venues. We are proud to offer you the absolute best technology available in sports lighting today.

NGU Sports Lighting has been selected by Signify (Previously Philips), the parent company of Cooper/Ephesus sports lighting's product line, as the exclusive value-added partner (VAP). We provide the very best service to execute turnkey solutions in North America. We have a dynamic team that is passionate about your customer experience with project execution.

We look forward to providing you with the most cost-efficient solution with a highly skilled team to scope, design and execute your project, yielding the best customer experience.

Joe Rosati
+1 4804956326
joe@ngusportslighting.com

CONTENT

Project Overview

System Solution Design

Solution Benefits

Customer Responsibilities

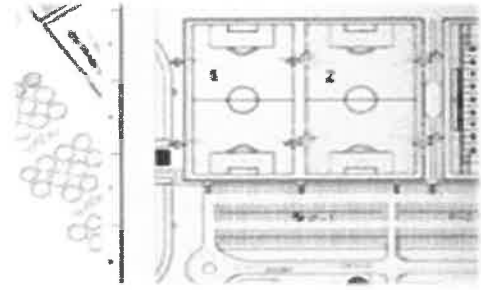
Solution Investment

Supporting Material



STEP BY STEP

*From start to finish, we take your ideas
and turn them into reality....*



Project Name: City of Holbrook Ballfield (New Construction)

PROJECT OVERVIEW

NGU Sports Lighting will provide a new solid-state LED sports lighting system for the City of Holbrook new construction baseball field. The light levels will be in accordance with IES suggested levels for recreational levels of 30 foot-candles infield average and 20 foot-candles outfield average.

NGU will provide a turnkey system including material, poles, cross arms, distribution boxes, fuses, wiring, installation, and project management services. This system can be controlled manually on site.

The new system will include the following materials and services:

- Ephesus Solid-State LED Sports Lighting Fixtures
- New cross arms
- New poles
- Lighting design
- Installation of the new foundations, poles, cross arms, LED fixtures, and control system
- Fixture aiming, controls commissioning and complete user training
- 10-year material manufacturer and labor warranty

Your project experience is our top priority.

Your conversion project will be executed in 4 steps. A proof positive process to give you the very best experience.

OUR APPROACH – SIMPLE 4 STEP PROCESS

1. Evaluate & Develop

- Lighting consultation
- Understand customer goals
- Design created
- PM Assigned

2. Deliver & Plan

- Project acceptance/PO
- Material delivery
- Customer planning kick off call
- Project schedule determined

3. Implement & Test

- Remove existing system
- If applicable, install prewired crossarms
- Install new system (plug and play)
- Program controls & aim fixtures

4. Verify & Close

- System training
- Close project

with our 4 step process. Wireless control connectivity means you will save substantially in labor costs and have the ability to control your system seamlessly through your hub, smart phone, iPad, laptop or other LAN connected device.

SYSTEM BENEFITS



There are 3 clear advantages of the Ephesus solid-state LED sports lighting solution over other options.

1. Operational Efficiency - The Ephesus Sports Lighting System is on average 50% more energy efficient than a non-solid-state lighting system. Making the Ephesus solution the most efficient sports system in the marketplace.

BENEFIT = LOWER OPERATIONAL COSTS

2. System Reliability – Designed and manufactured to the highest reliability standards in the marketplace – the Ephesus fixture includes a dual driver system. Simply put – if one driver fails, the fixture will maintain illuminated. The system also uses chip on board innovation which has a much higher performance reliability than the soldered LED chip method used by other manufacturers.

BENEFIT = HIGHER PERFORMANCE AND RELIABILITY

3. Enhanced System Control – The new system provides individual fixture control with full 0% - 100% dimming capability. The system can be controlled wirelessly from any handheld device, PC or LAN connected device. It's simple to use and provides the owner with the most user flexible system on the market.

BENEFIT = SUPERIOR OPERATIONAL FLEXIBILITY

CUSTOMER RESPONSIBILITIES - NEW CONVERSION

- ✓ Crane and/or lift accessibility
- Electrical to base of the pole
- Live power availability is required at the time of installation
- ✓ Provide site access during the installation
- * • Survey of pole locations
- * • Geotech report is provided by customer
- ✓ Pricing based on normal soil conditions
- ✓ All excavation must be completed prior to installation
- ✓ Multiple mobilizations may result in additional project costs and change orders
- ✓ Permits necessary for the installation
- ✓ Surface protection is available at an additional cost

SOLUTION INVESTMENT



PROJECT NAME: City of Holbrook Ballfield (New Construction)

Total: \$140,000.00

Does not include sales tax

NGU Terms and Conditions

1. Payment: 50% due when order is placed; 35% due when material is shipped; 15% due when fixtures & controls are installed. Due to multi-party scheduling - system commissioning & controls training will fall outside of the installation timeline.
2. All other standard terms and conditions apply - please see website for details.
3. Price is valid for 30 days, unless stated otherwise.

ACCEPTANCE SIGNATURE: _____

| PROJECT RELATED DOCUMENTS

Appendix includes product specifications, design, and warranty


| **THANK YOU**
FOR YOUR BUSINESS

Barrow Field | Wisconsin Lighting Lab - Project Follow Up

WiLL Customer Quotes <customer.quotes@willbrands.com>

Mon 9/11/2023 11:28 AM

To:Randy Sullivan <rsullivan@holbrookaz.gov>

 1 attachments (69 KB)

Project-Quote-988290.pdf;

Hello, this is Justin from LightPolesPlus.com. I wanted to send a quick message to follow up on quote #988290. Let me know if you have any questions or need anything else.

Give me a call or shoot me back an email.

Thanks for working with us!

Justin Jansen

Project Support | Wisconsin Lighting Lab, Inc (WiLL)

Toll Free: (866) 308-9455

customer.quotes@willbrands.com

www.willbrands.com

Fax: (920) 921-0781



Quotation Details

Job Name: Barrow Field Date Created: 9/11/23
Quote #: 988290 **Exp. Date: 9/23/23**

Contact Information

Prepared By: Justin Jansen Contact Name: Randy Sullivan
Phone #: (866) 308-9455 Phone #: 9285249227
E-Mail: customer.quotes@willbrands.com Email: rsullivan@holbrookaz.gov
Fax: 920-921-0781 Fax:

Address Information

Bill To Name: City of Holbrook - AZ Ship To Name:
Bill To: Ship To: 400 E Iowa St
Holbrook, AZ 86025

Standard Products

Qty	Product	Sale Price	Ext. Price
1	[PART#] WS-PKG [DESCRIPTION] WILLsport LED Sports Lighting Package [COMMENTS] (1) Class III 50/30fc infield/outfield 200' Little League Field KBX LED Wood Pole Retrofit System Including: (20) pre-aimed, onboard KB8 LED fixtures, 120-277v, Assorted, Aluminum cross arms, (4) PDH's, freight, USA MADE		

- Pricing includes delivery within the contiguous USA unless otherwise noted and is based on an order release within 30 days.
- Preshipped anchor bolts at CUSTOMER'S expense.
- Sales tax calculation (if applicable) will be finalized at order entry (OE).
- If order quantity & quote quantity are different, pricing is subject to change.
- Quote is subject to Wisconsin Lighting Lab's standard terms and conditions. See website for complete details.

Grand Total: \$48,372.00

Estimated Lead Time: SEE

IMPORTANT NOTES

Optional / Alternate Products

Qty	Product	Sale Price	Ext. Price
4	[PART#] WS-LED-RPCN-8W-X-MV-LG-PBS [DESCRIPTION] WILLsport LED Sports System [COMMENTS] [RPCN-8W-X-MV-LG-PBS] ALUMINUM REMOTE POWER-CONTROL CABINETS, DC POLE WIRE HARNESS, REMOTE DRIVERS, AC POWER CLEANING W/ SPD & FUSES, 120-277V, BANDING STRAPS		

Grand Total: \$13,996.00

Qty	Product	Sale Price	Ext. Price
1	[PART#] WS-GFX-CONSOLE [DESCRIPTION] WILLsport™ GFX Wireless Lighting Control + Entertainment System [COMMENTS] WIRELESS SCHEDULING & ENTERTAINMENT CONTROL CONSOLE, TOUCHSCREEN PANEL		

Grand Total: \$9,999.00

- Pricing includes delivery within the contiguous USA unless otherwise noted and is based on an order release within 30 days.
- Preshipped anchor bolts at CUSTOMER'S expense.
- Sales tax calculation (if applicable) will be finalized at order entry (OE).
- If order quantity & quote quantity are different, pricing is subject to change.
- Quote is subject to Wisconsin Lighting Lab's standard terms and conditions. See website for complete details.

Important Notes

60' AG WOOD POLES & ELECTRICAL BY OTHERS.

- Light Poles & Brackets: [8] to [12] weeks estimated production lead time.
- Pole mounting hardware NOT included.
- LED Fixtures: [8] to [12] weeks estimated production lead time.
- CONFIRM VOLTAGE (Quote assumes 120-277v)
- Standard controls by others. (Wireless control quoted as an option)
- Loading Assumption: mounting quantity [4/6, light fixtures]; [1, bracket]; per pole.
- Lightning strikes and voltage surges can cause LED fixture damage; additional surge protection available upon request.
- Non-Standard specifications may add to the production lead time.
- Customer responsible for unloading at time of delivery; line items may ship at different times during production cycle.
- Commercial shipping location with receiving dock can be provided to void limited access delivery charges.
- Quoted Lead time is an estimate and is subject to change as business conditions change.
- Tax exemption ID can be provided to void sales tax.
- Standard prepayment required to release order.

IMPORTANT: Do you require vibration dampeners? We recommend vibration dampeners be used when (1) light poles are being installed on a parking ramp, deck, bridge, pier, airport, train or subway hub/terminal or known problem area (2) a load of 0.75 EPA or smaller is going on the light poles and (3) light poles are being used as camera supports and/or will have non-standard appendages attached to them.

IMPORTANT: Wisconsin Lighting Lab and its vendors are not responsible for the structural adequacy of new and/or existing light pole footing designs and anchor bolts. Estimated loading capacity values and wind zone ratings are based on standard commercial design and engineering criteria, and they do not account for additional loadings from objects such as (but not limited to) signs, banners, cameras, solar panels and flags. Our light pole warranty does not cover vibration induced fatigue failure.

IMPORTANT: Wisconsin Lighting Lab and its vendors consider these quoted products as produced and supplied according to the customer's dimensional, material and/or electrical specifications. To ensure proper selection of the light pole, luminaire, accessories and/or foundation, we recommend the customer consult a qualified local engineer to analyze the loading, design and project criteria for the specific application.



P: 866-308-9455
customer.quotes@willbrands.com

308 North Brooke Street
Fond du Lac, WI 54935
US



Quotation Details

Job Name:	Barrow Field	Date Created:	9/22/23
Quote #:	988290	Exp. Date:	10/20/23

Contact Information

Prepared By:	Justin Jansen	Contact Name:	Randy Sullivan
Phone #:	(866) 308-9455	Phone #:	9285246225
E-Mail:	customer.quotes@willbrands.com	Email:	rsullivan@holbrookaz.gov
Fax:	920-921-0781	Fax:	

Address Information

Bill To Name:	City of Holbrook - AZ	Ship To Name:	
Bill To:		Ship To:	400 E Iowa St Holbrook, AZ 86025

Standard Products

Qty	Product	Sale Price	Ext. Price
1	[PART#] WS-PKG [DESCRIPTION] WILLsport LED Sports Lighting Package [COMMENTS] (1) Class III 50/30fc infield/outfield 200' Little League Field KBX LED Wood Pole Retrofit System Including: (20) pre-aimed, onboard KB8 LED fixtures, 120-277v, Assorted, Aluminum cross arms, (4) PDH's, freight, USA MADE		

- Pricing includes delivery within the contiguous USA unless otherwise noted and is based on an order release within 30 days.
- Freshipped anchor bolts at CUSTOMER'S expense.
- Sales tax calculation (if applicable) will be finalized at order entry (OE).
- If order quantity & quote quantity are different, pricing is subject to change.
- Quote is subject to Wisconsin Lighting Lab's standard terms and conditions. See website for complete details.

Grand Total: \$48,372.00
Estimated Lead Time: SEE
IMPORTANT NOTES
Optional / Alternate Products

Qty	Product	Sale Price	Ext. Price
4	[PART#] WS-LED-RPCN-8W-X-MV-LG-PBS [DESCRIPTION] WILLsport LED Sports System [COMMENTS] [RPCN-8W-X-MV-LG-PBS] ALUMINUM REMOTE POWER-CONTROL CABINETS, DC POLE WIRE HARNESS, REMOTE DRIVERS, AC POWER CLEANING W/ SPD & FUSES, 120-277V, BANDING STRAPS		

Grand Total: \$13,996.00

Qty	Product	Sale Price	Ext. Price
1	[PART#] WS-GFX-CONSOLE [DESCRIPTION] WILLsport™ GFX Wireless Lighting Control + Entertainment System [COMMENTS] WIRELESS SCHEDULING & ENTERTAINMENT CONTROL CONSOLE, TOUCHSCREEN PANEL		

Grand Total: \$9,999.00

Qty	Product	Sale Price	Ext. Price
1	[PART#] WS-PKG [DESCRIPTION] WILLsport LED Sports Lighting Package [COMMENTS] (4) 50' galvanized steel anchor based sports pole structures w/cross arms & provisions, pre-shipped anchor bolts & PE stamped footing design and wind zone calculations, freight, USA MADE		

Grand Total: \$29,092.00

- **Pricing includes delivery within the contiguous USA unless otherwise noted and is based on an order release within 30 days.**
- **Preshipped anchor bolts at CUSTOMER'S expense.**
- **Sales tax calculation (if applicable) will be finalized at order entry (OE).**
- If order quantity & quote quantity are different, pricing is subject to change.
- Quote is subject to Wisconsin Lighting Lab's standard terms and conditions. See website for complete details.

Important Notes

60' AG WOOD POLES & ELECTRICAL BY OTHERS.

- Light Poles & Brackets: [8] to [12] weeks estimated production lead time.
- Pole mounting hardware NOT included.

50' AG GALVANIZED STEEL POLES

- Assumes new footing install
- Geotechnical soil sample (by others) required to complete PE stamped footing design.
- Light Poles & Brackets: [12] to [16] weeks estimated production lead time.
- LED Fixtures: [8] to [12] weeks estimated production lead time.
- CONFIRM VOLTAGE (Quote assumes 120-277v)
- Standard controls by others. (Wireless control quoted as an option)
- Loading Assumption: mounting quantity [4/6, light fixtures]; [1, bracket]; per pole.
- Lightning strikes and voltage surges can cause LED fixture damage; additional surge protection available upon request.
- Non-Standard specifications may add to the production lead time.
- Customer responsible for unloading at time of delivery; line items may ship at different times during production cycle.
- Commercial shipping location with receiving dock can be provided to void limited access delivery charges.
- Quoted Lead time is an estimate and is subject to change as business conditions change.
- Tax exemption ID can be provided to void sales tax.
- Standard prepayment required to release order.

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IMPORTANT: Wisconsin Lighting Lab and its vendors are not responsible for the structural adequacy of new and/or existing light pole footing designs and anchor bolts. Estimated loading capacity values and wind zone ratings are based on standard commercial design and engineering criteria, and they do not account for additional loadings from objects such as (but not limited to) signs, banners, cameras, solar panels and flags. Our light pole warranty does not cover vibration induced fatigue failure.

IMPORTANT: Wisconsin Lighting Lab and its vendors consider these quoted products as produced and supplied according to the customer's dimensional, material and/or electrical specifications. To ensure proper selection of the light pole, luminaire, accessories and/or foundation, we recommend the customer consult a qualified local engineer to analyze the loading, design and project criteria for the specific application.



P: 866-308-9455
customer.quotes@willbrands.com

308 North Brooke Street
Fond du Lac, WI 54935
US



City of Holbrook
Council Action Form

Tab Number: 7

Meeting Date: September 28th, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Library staffing

Discussion: The library currently has 3 full-time employees and 2 part-time employees, and they need another full-time staff member to deal with leave time and still be able to keep Library hours.

Fiscal Impact:

		Debit	Credit
001-040-5076	Capital Outlay		\$32,218.34
001-020-5011	Wages and Salary	17,596.00	
001-020-5014	FICA	1,407.68	
001-020-5015	State Retirement	4,160.00	
001-020-5017	Health Insurance	9002.00	
001-020-5018	Workers Comp	52.66	

Recommendation: Approve budget amendment to be able to hire another full-time staff member

Approved by: Randall L Sullivan Jr
Randall L Sullivan Jr, Interim City Manager

City of Holbrook
Council Action Form

Tab Number: 8

Meeting Date: September 28, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Executive Recruitment firm

Discussion: The City asked for proposals on executive recruitment firms. The City received 3 proposals. Strategic Government Resources is the lowest bid and they also just helped Navajo County in their search.

Strategic Government Resources - \$25,900

Colin Baenziger & Associates – \$32,500

CornerStone Staffing – fees are based on 25% of total Annual Compensation.
Currently a minimum of about \$30,645.75

Fiscal Impact: Strategic Government Resources - \$25,900

Recommendation: Award Strategic Government Resources proposal in the amount not to exceed \$25,900

Approved by: Randall L Sullivan Jr
Randall L Sullivan Jr, Interim City Manager