

**"HUB OF THE SOUTHWEST"**

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## **OUR MISSION**

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

## **AGENDA**

### **REGULAR CITY COUNCIL MEETING**

**JULY 11, 2017**

**6:00 P.M.**

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. Some of the 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 certain matters in accordance with ARS 38-431.03. Electronic versions of this agenda can be found at [www.ci.holbrook.az.us](http://www.ci.holbrook.az.us).

The items on the following agenda are for discussion or consideration and possible action:

- 1) CALL TO ORDER:
- 2) ROLL CALL:
- 3) PLEDGE OF ALLEGIANCE/INVOCATION:
- 4) PUBLIC ANNOUNCEMENTS AND PRESENTATIONS (Please limit to 10 minutes).
- 5) CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA:  
The City Council welcomes public comment at this time only for items listed on this Agenda. There is a five minute time limit per citizen.

- 6) CONSENT AGENDA
  - A. Claims/payment approval for June 22, 2017 thru July 6, 2017: *pg 4*  
Documentation for claims is available at City Hall.
  - B. Special Event liquor license-Holbrook Elks, July 28, 2017. *pg 33*
- 7) SUMMARY OF CURRENT EVENTS:
  - Mayor:**
  - Council Members:**
  - ~~Interim~~ Manager:**
  - Finance Director:**
  - Police Chief:**
- 8) OLD BUSINESS:
  - A. Ordinance 17-04, amending the City of Holbrook Personnel Policy, Section 803, Sick Leave, second reading. *pg 36*
- 9) NEW BUSINESS:
  - A. Resolution 17-07 adopting the 2017/2018 City of Holbrook Budget. *pg 37*
  - B. Discussion/possible action regarding the Strategic Planning Session-Councilmember Peterson.
- 10) EXECUTIVE SESSION:
  - A. Pursuant to ARS 38-431.03(A) (3), the Council may adjourn into executive session for discussion or consultation or legal advice with the City Attorney for any item listed on the agenda.
- 11) POST EXECUTIVE SESSION:
- 12) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$
- 13) CLAIMS/PAYMENT APPROVAL-HOLBROOK TRIBUNE: \$ 662.11 *pg 38*
- 14) CALL TO THE AUDIENCE FOR ITEMS NOT ON THE AGENDA:
 

The City Council welcomes public comment at this time for items not listed on this Agenda. There is a three minute time limit per citizen.

Citizens may complete one Request to Speak "Public Comment" card per night and submit it to the City Clerk before or during the Council meeting. During this time, any member of the public may come forward and address the City Council on any issue within the jurisdiction of the Council. Public Comment time is reserved for citizen comments regarding non-agendized items. **Speakers are limited to 3 minutes per speaker to address the Council during "Public Comment" time.** Members of the City Council may not discuss items that are not specifically identified on the agenda. 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 are not allowed during these public appearances. All speakers should begin their remarks by stating their name and address for the record.

- 15) SUBMISSION OF WRITTEN PETITION TO THE COUNCIL FOR ITEMS NOT ON THE AGENDA:

Requests by citizens to have an item discussed on the City Council Agenda should be addressed to the Mayor and presented on the "Request & Petition of citizens to City of Holbrook Council form" during the Submission of Written Petition to the Council at a regular meeting. Once this form is submitted, the Council will consider the petition and response shall be given within 31 days per the Holbrook City Charter Article II, Section 2.18.

16) ADJOURNMENT:

Dated this 6th day of July 2017.

  
Cher Reyes, CMC, CPM, City Clerk

According to the Arizona Open Meeting Law, the City Council may only discuss matters listed on the City Council agenda. Matters discussed by the public during public appearances cannot be discussed by the City Council unless they are specifically listed on this agenda. Speaker's visual aids or recorded tapes are not allowed. Members of the public shall refrain from making personal, impertinent or slanderous remarks and from becoming boisterous while addressing the City Council or while attending the meeting. 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 City Council meeting. Individual members of the public body may respond to criticism made by those who have addressed the public body.

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2  
3 MINUTES OF THE REGULAR MEETING OF THE  
4 HOLBROOK CITY COUNCIL HELD ON JULY 11, 2017  
5

6 CALL TO ORDER:

7  
8 Councilmember Wischmann called the meeting to order at 6:00 p.m.

9 ROLL CALL:

10 Councilmembers C.J. Wischmann, Richard Peterson, Tim Dixon by Skype and Francie  
11 Payne.

12 PLEDGE OF ALLEGIANCE/INVOCATION:

13 The pledge was led by Councilmember Peterson and the invocation was given by  
14 Pastor Jeff Johnson.

15 CITY STAFF:

16 Manager Randall Sullivan, Director of Administration/Human Resources Pat Nichols,  
17 Events Coordinator Kathleen Smith and City Clerk Cher Reyes.

18 PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

19 CALL TO THE AUDIENCE:

20 CONSENT AGENDA:

21 Councilmember Peterson made a motion to approve the consent agenda,  
22 claims/payment approval for June 22, 2017 thru July 7, 2017 and a Special Events  
23 Liquor License-Holbrook Elks July 28, 2017. Councilmember Payne seconded and the  
24 consent agenda was approved unanimously.

25 SUMMARY OF CURRENT EVENTS:

26 Mayor:

1 Council:

2 Manager:

3 1. Manager Sullivan reported that the City has received an Engineer Without Borders  
4 grant to assist with the fishing pond on the west side of town and that there is an  
5 Engineer in California who is interested in conducting the work.

6 2. Manager Sullivan reported that the new dog park on the hill is complete except the  
7 Kiosk which he hopes to finish tomorrow.

8 3. Manager Sullivan reported that benches and trash receptacles have been  
9 purchased through the Petroglyph Park Grant.

10 4. Manager Sullivan reported that a disc golf tournament will be held at the Golf Course  
11 on August 5 and will be an 18-hole course.

12 5. Manager Sullivan reported that Streets Crews are working on all the drainage  
13 ditches.

14 6. Manager Sullivan reported that Wild West Days will be held on Saturday from 7  
15 a.m.-8 p.m. and will consist of a horse parade, art show in the Courtroom and an  
16 Escape Room in the jail.

17 OLD BUSINESS:

18 A. Ordinance 17-04 was presented for its second reading captioned as follows:

19 **AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK,**  
20 **ARIZONA, AMENDING THE CITY OF HOLBROOK PERSONNEL POLICY**  
21 **ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR REPEAL AND**  
22 **SEVERABILITY.**

23 Councilmember Dixon stated that this Ordinance could not be voted on as there were  
24 not six Councilmembers present. Councilmember Wischmann made a motion to  
25 postpone the second reading. Councilmember Payne seconded and the motion carried

1 unanimously.

2 NEW BUSINESS:

3 A. Manager Sullivan stated that Council needed to enter into a public hearing for the  
4 budget. Councilmember Peterson made a motion to open a public hearing.

5 Councilmember Payne seconded and the public hearing was opened at 6:14 p.m.

6 Manager Sullivan stated that no changes have been made to the budget since the  
7 tentative adoption and that he recommends Council approve the budget in the amount

8 of \$9,968,523.00. Councilmember Peterson made a motion to close the public hearing.

9 Councilmember Payne seconded and the council reconvened into regular session.

10 Resolution 17-07 was presented captioned as follows.

11 **RESOLUTION FOR THE ADOPTION OF THE BUDGET**

12

13

14 **Fiscal Year 2017-2018**

15

16 Councilmember Payne asked that the Resolution be corrected to reflect the proper

17 Fiscal Year and dates. Councilmember Payne made a motion to adopt the budget.

18 Councilmember Peterson second and the motion carried unanimously.

19 B. Councilmember Peterson stated that he would like to discuss the Strategic Planning

20 Session and the fact that it had to be cancelled due to lack of participation.

21 Councilmember Peterson stated that since there were only 4 Councilmembers in  
22 attendance tonight he would like this on a future agenda. Councilmember Wischmann

23 agreed stating that he was disappointed that it had been cancelled especially since he  
24 had made arrangements to be there. Councilmember Dixon suggested that this

25 planning be done on a yearly basis. Councilmember Dixon asked that this item be on

the agenda the 2<sup>nd</sup> meeting in August as he will not return from Thailand until then.

1 EXECUTIVE SESSION:

2 POST EXECUTIVE SESSION:

3 CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$0

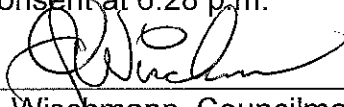
4 CLAIMS/PAYMENT APPROVAL FOR HOLBROOK TRIBUNE: \$662.11

5 Since there would not be a quorum once Councilmember Payne recused herself, this  
6 item was moved to the next regular Council meeting agenda.


7 CALL TO THE AUDIENCE:

8 ADJOURNMENT:

9 There being no further business to come before the Council at this time Councilmember  
10 Wischmann adjourned the meeting by unanimous consent at 6:28 p.m.

11   
12 \_\_\_\_\_  
13 C.J. Wischmann, Councilmember

14  
15 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of  
16 the regular meeting of the Holbrook City Council held on July 11, 2017. I further certify  
17 that the meeting was duly called and held and that a quorum was present.

18   
19 \_\_\_\_\_  
20 Cher Reyes, CMC, CPM, City Clerk