

"HUB OF THE SOUTHWEST"

465 1st Avenue

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AMENDMENT/ADDENDUM TO
REGULAR CITY COUNCIL MEETING
NOVEMBER 14, 2017
6:00 P.M.

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

OLD BUSINESS:

B. ADDENDUM-Discussion/possible action regarding the Strategic Planning Session-Council.

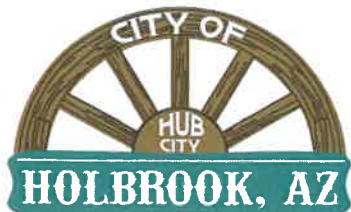
NEW BUSINESS:

A. AMENDED-Discussion/possible action regarding announcement of the 5th Annual Mayor's Summit being host by the City of Holbrook for an amount not to exceed \$1200.00.

F. ADDENDUM-Discussion/possible action to address the issue of graffiti in the City of Holbrook-Councilmember Dixon.

Posted this 13th day of November 2017.


Cher Reyes, CMC, CPM, City Clerk



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OUR MISSION

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

AGENDA

REGULAR CITY COUNCIL MEETING

NOVEMBER 14, 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.

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).
 - A. Introduction of Navajo County Manager Glenn Kephart.
 - B. Presentation from Holbrook AYSO.

- 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 October 19, 2017 thru November 7, 2017:
Documentation for claims is available at City Hall. Page 4
- 7) SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
Manager:
Finance Director:
Police Chief:
- 8) OLD BUSINESS:
 - A. Discussion regarding current policies and procedures pertaining to the Holbrook City Cemetery-Councilmember Peterson. Page 41
- 9) NEW BUSINESS:
 - A. Announcement of the 5th Annual Mayor's Summit being hosted by City of Holbrook for an amount not to exceed \$1200.00. Page 48
 - B. Discussion/possible action regarding acceptance of 2017-18 Susteen Outreach Mobile Forensics Grant-Chief Jackson. Page 49
 - C. Ordinance 17-06, amending the City of Holbrook Personnel Policy, Residency Requirements, 1st reading. Page 51
 - D. Discussion/possible action regarding Memorandum of Understanding between Northern Arizona Council of Governments, Area Agency on Aging and the City of Holbrook-Vice-Mayor Carlisle and Councilmember Wischmann. Page 53
 - E. Discussion/possible action regarding cancellation of November 28, 2017 and December 26, 2017 due to Thanksgiving and Christmas Holidays.
- 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-HOLBROOK TRIBUNE: \$0
- 13) 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.

14) 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.

15) ADJOURNMENT:

Dated this 8th day of November 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.

1
2
3 MINUTES OF THE REGULAR MEETING OF THE
4 HOLBROOK CITY COUNCIL HELD ON NOVEMBER 14, 2017
5

6 CALL TO ORDER:

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

9 ROLL CALL:

10 Vice-Mayor Wade Carlisle (arrived late, excused), Councilmembers C.J. Wischmann,
11 Richard Peterson, Tim Dixon, Earl Kester and Francie Payne. Mayor Tyler was absent
12 and excused.

13 PLEDGE OF ALLEGIANCE/INVOCATION:

14 The pledge was led by and the invocation was given by.

15 CITY STAFF:

16 Manager Randall Sullivan, Chief of Police Mark Jackson, Human Resources/Personnel
17 Director Pat Nichols, Events Coordinator Kathleen Smith and City Clerk Cher Reyes.

18 PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

19 1. County Manager Glen Kephart introduced himself to the Council. Mr. Kephart stated
20 that he started at the County as the Public Works Director June of 2016 and is looking
21 forward to his position now as County Manager.

22 2. Holbrook AYSO was not present for presentation.

23 CALL TO THE AUDIENCE:

24 CONSENT AGENDA:

25 Councilmember Kester made a motion to approve the consent agenda, claims/payment
26 approval for October 19, 2017 thru November 7, 2017. Councilmember Peterson

1 seconded and the consent agenda was approved unanimously.

2 SUMMARY OF CURRENT EVENTS:

3 MAYOR:

4 COUNCIL:

5 1. Councilmember Wischmann reported that he had looked at streetlights between
6 8:30 and 10 pm. and found 29 not working.

7 2. Councilmember Wischmann reported that he has been interacting with the Police
8 Department over the last 3-4 weeks. Councilmember Wischmann stated that the
9 Department doesn't get enough recognition, the officers are overworked and underpaid
10 and he feels this needs to be addressed at the strategic planning session.

11 3. Councilmember Payne reported that it is going to cost the County \$118,000 for the
12 Old Courthouse roof with asbestos removal being the majority of the cost.
13 Councilmembers Payne asked that the Manager try to include an amount in the budget
14 to share the costs with the County.

15 MANAGER:

16 1. Manager Sullivan reported that 60 runners participated in the Zombie Run.

17 2. Manager Sullivan reported that the Spooktacular event had a good turnout.

18 3. Manager Sullivan reported that the cart hangars at the Golf Course have been
19 completed and are they are already full.

20 4. Manager Sullivan reported that he has completed financials thru October and that
21 the Sales Tax revenue is up 2.5%.

22 5. Manager Sullivan reported that the field work for the audit has been completed.

23 6. Manager Sullivan reported that the last run of sprinkler heads will be placed

1 tomorrow.

2 7. Manager Sullivan reported that 2 grants have been submitted to Arizona Game and
3 Fish for proposed fish pond.

4 8. Manager Sullivan reported that 2 new businesses have opened-Trinabops and
5 Someburritos.

6 9. Chief Jackson thanked Councilmember Wischmann for his comments and stated
7 that he appreciates all his officers.

8 10. Chief Jackson reported that the Spooktacular was a good venue.

9 11. Chief Jackson reported that he is working on filling positions, 1 is in the academy
10 and he is hoping to have 2 ready for academy in December.

11 Vice-Mayor Carlisle arrived at 6:16 p.m.

12 OLD BUSINESS:

13 A. Manager Sullivan stated that Staff met with Councilmember Peterson and that Parks
14 Supervisor John Guttery was present. Manager Sullivan stated that it was determined
15 to present to Council to get rid of Perpetual Care and perhaps have a 3 tier structure for
16 pricing which would include In City limits, Out of City limits and one in between perhaps
17 for person who used to live here and have since moved away. Manager Sullivan stated
18 that it costs \$230.00 to open and close a grave and \$43,000 per year to upkeep the
19 cemetery which does not include mowing or equipment. Manager Sullivan stated that
20 in speaking with Mr. Guttery the new section which will be built out will have about 162
21 new spaces which at 20 burials per year average will last 8 years. Manager Sullivan
22 stated that the existing spaces in the cemetery should last about 6 years. Manager
23 Sullivan stated that a letter has been sent to the William's to inquire about possibility of

1 expanding north and to Dr. Maestas inquiring about the large piece of property in front
2 of old hospital. Manager Sullivan stated that the old NPC site has also been
3 considered for possible expansion. Manager Sullivan stated that a School District map
4 has been included in packet for Council to look at for possible boundaries. Manager
5 Sullivan stated that cemetery rules and regulations will also be revised and given to
6 each person who purchases a plot. Manager Sullivan stated that City Clerk Reyes is
7 going to look into buying back some plots. Manager Sullivan stated that wooden boxes
8 will be allowed for burial in the new regulations as long as a vault is used. Manager
9 Sullivan stated that records after 1997 are computerized. Manager Sullivan stated that
10 the cost of exhumation was removed from rules and regs since it is on the cost sheet
11 already. Manager Sullivan stated that cleaning of cemetery is included in new
12 regulations as being held in the fall before Veteran's Day and spring before Memorial
13 Day. Manager Sullivan stated that the rules were also changed to allow for upright
14 headstones. Councilmember Payne stated that she has spoken to residents and area
15 residents and some are not in favor of School District Boundaries but rather something
16 closer in and she would like some consideration of narrowing the boundary.
17 Councilmember Wischmann asked what it was we are trying to avoid. Manager
18 Sullivan stated that we weren't trying to avoid anything but the rates were revised to
19 align with other cities on pricing. Manager Sullivan stated that it was felt that City
20 residents should get some benefit for living here for their rate. Councilmember
21 Wischmann stated that the only taxes we have in the city is sales tax and he doesn't
22 see what the concern as the cemetery is a final resting place for people and we don't
23 need to make money on it. Councilmember Wischmann stated that if someone wants

1 to bury in Holbrook they shouldn't have to pay more because they live 1/10 of a mile out
2 of the City. Councilmember Kester asked if we owned land behind the American
3 Legion. Manager Sullivan stated that we did and in theory it should be able to be used
4 but it was used for a transfer site at one time so remediation may have to be done.
5 Councilmember Peterson stated that the reason that this was brought up is because
6 the price different between resident and non-resident. Councilmember Peterson stated
7 that we don't have a property tax but residents do pay franchise fees for living in
8 Holbrook for APS, Verizon, etc. Councilmember Peterson stated that he was thinking
9 none residents should perhaps pay a fee 10-20% more than residents for cemetery
10 plots. Vice-Mayor Carlisle stated that the reason the price was increased four years
11 ago was that people were being buried here because we were lower priced than other
12 cities and it started to fill up our cemetery. Vice-Mayor Carlisle stated that we needed
13 time to figure out where we could expand so the price increase was put into place
14 hoping to slow burials. Councilmember Dixon stated that not everyone pays franchise
15 fees as they may not have cable or telephone. Councilmember Dixon asked about
16 plots that had dibs on them but weren't paid for. Both City Clerk Reyes and Manager
17 Sullivan replied that the plots have to be paid for to reserve them but the opening and
18 closing can be paid at time of use. Manager Sullivan stated if the plots were purchased
19 a long time ago that is what Staff is suggesting to try to purchase back. Manager
20 Sullivan stated that he would like the areas inside/outside City limits hashed out, the
21 numbers for the plots and any changes they want on Rules and Regulations.
22 Councilmember Payne suggested \$475.00 for not in town residents and \$575 for those
23 outside the School District Boundaries. Councilmember Wischmann stated that he

1 would like to see statistical data on how many calls we get from people from out of town
2 who have no ties to Holbrook. Vice-Mayor Carlisle stated that we should do a 15 mile
3 radius of Holbrook and outside the 15 mile radius. Councilmember Dixon asked how
4 resident will be determined because if it by zip code they could still be non-residents
5 due to P.O. boxes. City Clerk Reyes replied by physical address. Councilmember
6 Dixon stated that he liked the changes to the Rules and Regulations. Vice-Mayor
7 Carlisle instructed Staff to add Mausoleum to the Rules and Regulations before
8 bringing back to Council for review.

9 B. City Clerk Reyes reported that the Mayor, the Vice-Mayor and Councilmember
10 Wischmann have indicated that they cannot be in attendance at the planned Strategic
11 Plan meeting. Councilmember Payne stated that all the Council needs to come
12 together to plan. Councilmember Dixon agreed. Councilmember Wischmann stated to
13 cancel the meeting as the Mayor and Vice-Mayor are needed in attendance.
14 Councilmember Peterson stated that perhaps instead of planning a 2 day session
15 Council should just do one big chunk on a Friday night. Councilmember Wischmann
16 made a motion to cancel the Strategic Planning session. Councilmember Dixon
17 seconded and the motion carried unanimously. Council asked that the item be placed
18 on the next agenda.

19 NEW BUSINESS:

20 A. Manager Sullivan stated that Mayor Tyler had instructed City Clerk Reyes to invite
21 and post this and create this summit and he would like Council to ratify it as there is no
22 money budgeted. Vice-Mayor Carlisle asked who was included in the Summit. City
23 Clerk Reyes stated that there were 120 Dignitaries from Arizona and New Mexico on

1 the invitation list. Ms. Reyes stated that the Mayor had attended the Summit last year
2 at which time he told the group Holbrook would host this year. Councilmember
3 Wischmann stated that he believes \$1200 is a cheap way to present ourselves and he
4 believes any time we are asked to host something it is valuable. Councilmember Dixon
5 asked what the funds are for. City Clerk Reyes stated that the money is for the meals
6 and cost will be based on RSVP's. Councilmember Dixon stated that things that put us
7 on the map are important. Councilmember Peterson stated that he did not like the way
8 it was handled as he did not know when the Mayor planned to inform us that he had
9 obligated the City. Councilmember Peterson stated that there is no Mayor's
10 discretionary fund. Councilmember Peterson stated that the Council did not attend the
11 last meeting. Councilmember Peterson stated that the Mayor is speaking about
12 Economic Development at the Summit and he is not sure that he is the one to be doing
13 this. Councilmember Peterson stated that it was not well organized and asked if the
14 Human Rights Commission from the Tribe was paying a portion of the costs.
15 Councilmember Peterson stated that this item is on the agenda by chance not because
16 the Mayor put it on and that the event could've been held without Council's knowledge.
17 Councilmember Payne asked Manager Sullivan how much was in Council's budget for
18 remained of the year and Manager Sullivan stated \$55 and we could probably take the
19 funds from Administration Travel. Councilmember Kester stated that the horse was put
20 in front of the card and the Mayor overstepped his boundaries. Councilmember
21 Wischmann stated that City Staff has known for a couple of months and he does not
22 believe that this is at the last moment. Councilmember Wischmann stated that we
23 always find money for projects if it is needed. Councilmember Payne stated that she

1 does not believe there is a problem with the Summit but if the Mayor made this promise
2 it did need to come to the Council to be approved as he cannot do that without Council
3 approval. Councilmember Payne stated that it needs to be made clear that no a one of
4 Council has the power to spend money without the Council approval. Councilmember
5 Payne made a motion to approve up to \$1500 for the Mayor's Summit. Councilmember
6 Wischmann seconded and the vote carried on a 5 for 1 against vote with
7 Councilmember Peterson casting the nay vote.

8 B. Chief Jackson asked that the Council accept grant funds form the Susteen
9 Community Outreach Mobile Forensics Grant in the amount of \$4000.00. Chief
10 Jackson stated that this grant will be used for cell phone forensics software with total
11 cost of \$4995.00. Chief Jackson stated that there is money in the impound fees to
12 cover the \$995.00 Match for the grant. Chief Jackson stated that this software allows
13 the Department to exam cell phones without sending them to another agency.
14 Councilmember Dixon made a motion to accept the grant in the amount of \$4000 with
15 the City matching \$995. Councilmember Wischmann seconded and the motion carried
16 unanimously.

17 C. Vice-Mayor Carlisle presented Ordinance 17-06 for its first reading captioned as
18 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 Manager Sullivan stated that the Personnel Policy hasn't been revised since 2008 and
24 he is recommending this change to help broaden the employee base for the Police
25 Department. Manager Sullivan stated that the description of reasonable distance will

1 be given to the Personnel Director and leave it for the Emergency Personnel for
2 water/wastewater will still have to live within 20 mile radius be able to respond within 10
3 minutes for emergencies. Councilmember Wischmann asked if employees must live
4 within 20 mile radius and be able to respond within 10 minutes does this mean they
5 have 10 minutes to leave their home or 10 minutes to arrive at the scene. Manager
6 Sullivan stated that for emergency water and wastewater calls we try to be there within
7 10 minutes. Councilmember Peterson stated that he did not like at the discretion of as
8 this could be deemed discriminatory and he would rather have set rules in place.
9 Manager Sullivan stated we could just add Water/Wastewater Personnel.
10 Councilmember Dixon asked Manager Sullivan to clarify his answer. Manger Sullivan
11 stated that verbiage could be added. Vice-Mayor Carlisle asked if he had verbiage he
12 would suggest. Manager Sullivan stated he was just going to add that 10 minutes for
13 emergencies for Water/Wastewater Personnel and strike the discretion portion. City
14 Clerk Reyes stated that the Ordinance will need to be re-done and brought back to
15 Council. Vice-Mayor Carlisle asked why this was being done. Chief Jackson stated that
16 a lot of his applicants live in Winslow or which is not within the 20 mile limit and they are
17 good applicants and want to work in Holbrook. Vice-Mayor Carlisle stated that Council
18 needs to determine whether or not they want to allow employees to live outside City
19 limits. Councilmember Dixon stated that precedent has already been set as Officer
20 Mitchell lived in Snowflake and Parra in Joseph City. Councilmember Wischmann
21 stated that is a mute issue as immediate personnel will already be working and the
22 others would be back up. Vice-Mayor Carlisle asked if they wanted to strike the entire
23 first paragraph that relates to distance then. Councilmember Wischmann stated that

1 Water/Wastewater will not be backup personnel and you can't wait 30 minutes to come.

2 Vice-Mayor Carlisle stated that other than what is listed in the Charter the Personnel
3 should be told they must be here within a designated time limit and if they can't they
4 can't apply for that job. Vice-Mayor Carlisle asked Staff to get Council something that
5 says that.

6 D. Vice-Mayor Carlisle stated that the reason this was on the agenda is because it was
7 their understanding that Carlos would be used for welfare checks for the senior's after
8 Carla lost funding from NACOG. Manager Sullivan stated that some individuals
9 decided to keep Senior Center services and others determined to stay with NACOG
10 and receive meals on wheels. Manager Sullivan stated that those who stayed with
11 Senior Center were getting welfare checks from the Senior Center and those who
12 chose to go with NACOG were to get follow-up from NACOG in the form of a phone
13 call. Vice-Mayor Carlisle stated that this was the problem that the individual no longer
14 gets the personal contact but rather a phone call. Vice-Mayor Carlisle stated that they
15 get their food mailed to them every 2 weeks so all they lost out on was the personal
16 contact. Vice-Mayor Carlisle stated that he wanted to have a memorandum of
17 understanding with NACOG so that Carlos can still make personal contact with all the
18 individuals whether they get services from Senior Center or NACOG. Manager Sullivan
19 stated that was fine and he had spoken to Carla about it and there is some
20 administrative paperwork that will need to be completed and he believes the City is just
21 going to have to help her out. Councilmember Wischmann stated that they had made it
22 very clear that Carlos was a City employee not a NACOG employee and that he drove a
23 City van not a NACOG van and they also made it clear that the phone calls from

1 NACOG would not be sufficient. Councilmember Wischmann stated they had made it
2 very clear that only the meals piece was going to be discontinued and that Carlos and
3 Carla would not be out anything and Carlos would continue to make contact with all
4 those persons so that law enforcement would not have to be called out for welfare
5 checks. Councilmember Wischmann stated that he was shocked that Carlos was still
6 working for the City but doing other items. Councilmember Wischmann stated that
7 there is no one in the City that is paying for Carlos' work, the City is paying for it.
8 Councilmember Wischmann stated that those who are getting home delivered meals
9 from the Senior Center are paying the Senior Center not the City. Councilmember
10 Wischmann stated that he knows it was very clear that Carlos would actually visit the
11 people so they would not be left alone. Councilmember Wischmann stated that it was
12 not going to cost anybody and its not going to cost anybody reports. Councilmember
13 Wischmann stated that he honestly thought Carlos was a City of Holbrook employee
14 and he did not think Carla would be the person who would write his evaluation.
15 Councilmember Wischmann asked if there has been an evaluation of what he is doing.
16 Manager Sullivan replied that Carla has done them in the past. Councilmember
17 Wischmann asked if there has been anything in the last year. Manager Sullivan
18 answered he believed so. Councilmember Peterson said it sounded like we want to
19 have a City Employee to visit persons whether they get food from Senior Center or
20 NACOG and asked if we need to make a motion to do such. Vice-Mayor Carlisle stated
21 that we need to enter into the MOU with NACOG so that they can legally give us those
22 names and without this they will not give us names. Councilmember Peterson made a
23 motion to enter into the MOU. Councilmember Wischmann seconded. Councilmember

1 Dixon asked about Carla's letter 2nd paragraph from the bottom on page 1, since the
2 contract is no longer in place are they assuming these duties be performed without
3 funding to support these services? Manager Sullivan stated that by passing the MOU
4 he will be working with Carla on getting the reports and if she needs more funding for
5 paperwork the City will help them out. Vice-Mayor Carlisle called for the question and
6 the motion carried unanimously.

7 E. Councilmember Wischmann made a motion to cancel the November 28, 2017 and
8 December 26, 2017 meetings due to the Holidays. Councilmember Kester seconded.

9 Councilmember Payne asked about the planning session and was told that if we are
10 given dates a special meeting could be held to determine planning session meeting
11 date. Vice-Mayor Carlisle called for the question and the motion carried unanimously.

12 Council took a five minute recess at 8:06 p.m.

13 F. Councilmember Dixon stated that as he drives about town he sees areas of town that
14 are plagued by graffiti. Councilmember Dixon gave a short power point presentation of
15 areas that contain graffiti; Lisitzky Park (worse place for graffiti), Hermosa by the KOA,
16 old laundromat by Empty Pockets, Hunt Park. Councilmember Dixon stated that it is
17 the same style of graffiti over and over. Councilmember Dixon stated that the Police
18 Department has been abating graffiti and commended them for their efforts but these
19 areas have not been abated for several months. Councilmember Dixon stated that he
20 wants graffiti addressed every day and he would like the parks and city property
21 patrolled daily for the detection of graffiti saying ideally the police department could do it
22 on the 10 pm to 6 am shift. Councilmember Dixon stated that he doesn't want any
23 citizen waking up to this and it is unacceptable to him. Councilmember Dixon continued

1 saying upon detecting graffiti the police officer shall contact the property owner to make
2 them aware of said graffiti, however, it is up to the property owner whether or not to
3 pursue prosecutions. Councilmember Dixon stated that whether or not the property
4 owner wishes to pursue prosecution, the police shall still investigate and properly
5 document the crime. Councilmember Dixon stated that if the graffiti is found to be on or
6 in city property the officer shall notify the appropriate city department so that the graffiti
7 can be immediately abated. The police department and other city departments may
8 work together to abate said graffiti. Councilmember Dixon concluded saying the that
9 ultimate responsibility of the detection and abatement of graffiti within the city limits
10 rests with the City Manager and that failure to detect and abate said graffiti in a timely
11 manner may result in disciplinary action. Councilmember Peterson asked
12 Councilmember Dixon if he contacts Manager Sullivan when he sees graffiti and then a
13 week later sees the same graffiti. Councilmember Dixon replied he does not talk to the
14 City manager but he has talked to Mr. Kelley who told him sometimes they do a report
15 and they don't. Councilmember Peterson stated that he sees property that is not being
16 taken care of or properly secured if he talks to the City Manager it gets taken care of
17 rapidly. Councilmember Peterson stated that he would prefer to say that we have this
18 problem City Manager and Police Chief and these are the things we want done.
19 Councilmember Peterson stated that personnel matters are taken up in other
20 documents and does not think we need to threaten something here or add something to
21 the personnel policy. Councilmember Peterson stated the would like to identify the
22 problem which is what Councilmember Dixon has done, ask the City Manager and
23 Police Chief to come back with a plan and ask what resources they need.

1 Councilmember Dixon stated that he believes there has been a consistent failure to
2 address this. Councilmember Peterson stated that perhaps when it comes back we will
3 have more of a hands on with City employees about looking for this but reminded
4 Councilmember Dixon that Council is semi-City employees and it's up to them when
5 they see a problem to bring it to the Manager's attention right away. Councilmember
6 Payne stated that the problem has been identified, the Police Department can look,
7 Parks Department, Street Department and anyone else including City Council
8 members. If you see something let them know. Councilmembers Payne asked is there
9 something better than the sandblaster to remove the graffiti. Chief Jackson stated that
10 the sand blaster is good for concrete and spray paint is what is used to cover up.
11 Councilmember Payne suggested that everything Councilmember Dixon pointed out be
12 abated by next Council meeting and then the City Manager and Police Chief tell us how
13 they are going to keep it clean. Councilmember Wischmann added and what resources
14 will be needed to do it. Chief Jackson stated that it would be simple for him if one
15 person was assigned for the City to do this and it was done on a daily basis as it will not
16 take long to do. Councilmember Dixon responded to the comment regarding
17 disciplining the City Manager and said that Council does have the authority to do such
18 but that is not what he is suggesting. Councilmember Dixon stated that what he is after
19 tonight is that nobody wakes up to this, destroy the graffiti and find out who is doing it
20 and hold them accountable. Councilmember Dixon stated there needs to be an
21 investigation not just a report taken. Councilmember Peterson asked Manager Sullivan
22 if he and the Chief could have a plan of action by the December 12 meeting. Manager
23 Sullivan that it is pretty straightforward. Councilmember Peterson said that his

1 suggestion to Council is to have them come back next meeting with a plan and the
2 resources that will be needed. Vice-Mayor Carlisle listed the four points that need to be
3 included in the plan as with the slogan "Nobody should wake up to this": 1. Identification
4 of the graffiti, 2 remediation in timely manner with a time frame for abatement listed 3
5 private property notification and abatement. If they do not allow abatement pass to code
6 enforcement officer who needs to follow up on it. Police should document case no
7 matter what. 4. Resources and budget. Vice-Mayor Carlisle stated that # 5 should be
8 that Council also needs to do their part and stay on top of it.

9 EXECUTIVE SESSION:

10 POST EXECUTIVE SESSION:

11 CALL TO THE AUDIENCE:

12 ADJOURNMENT:

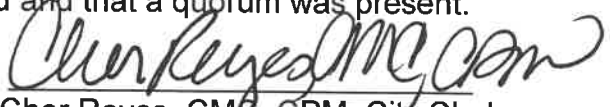
13 There being no further business to come before the Council at this time Councilmember
14 Wischmann made a motion to adjourn. Councilmember Dixon seconded and the
15 meeting was adjourned at 8:44 p.m.

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17
18

Wade Carlisle, Vice-Mayor

19
20 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
21 the regular meeting of the Holbrook City Council held on November 14, 2017. I further
22 certify that the meeting was duly called and held and that a quorum was present.

23
24
25


Cher Reyes, CME, CPM, City Clerk