



**"HUB OF THE SOUTHWEST"**

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### **OUR MISSION**

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

### **AGENDA**

#### **REGULAR CITY COUNCIL MEETING**

**NOVEMBER 13, 2018**

**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 October 18, 2018 thru November 7, 2018: Documentation for claims is available at City Hall. (pg 47)
- B. Minutes of the Work Session held on October 9, 2018. (pg 42)

7) SUMMARY OF CURRENT EVENTS:

- Mayor:**
- Council Members:**
- Interim City Manager:**
- Police Chief:**
- Chamber of Commerce:**

8) OLD BUSINESS:

9) NEW BUSINESS:

- A. Special meeting for Canvass of Election, swearing in of new Mayor and Councilmember and public hearing for Alternative Expenditure Limitation to be held on November 20, 2018 at 6 p.m.-Interim Manager Reyes. (pg 47)
- B. Discussion/possible action regarding City Manager search and establishing a date to meet with Consultant-Interim Manager Reyes. (pg 48)

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) 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.

13) 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.

14) ADJOURNMENT:

Dated this 6th day of November 2018.



Cher Reyes, CMO, 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 MINUTES OF THE HOLBROOK CITY COUNCIL MEETING HELD ON  
2 NOVEMBER 13, 2018

3  
4 CALL TO ORDER:

5 Vice-Mayor Peterson called the meeting to order at 6:00 p.m.

6 Roll Call:

7 Councilmember's Tim Dixon, Earl Kester, Adam Marsh, Francie Payne and Vice-Mayor  
8 Richard Peterson. Mayor Tyler and Councilmember Wischmann were absent.

9 CITY STAFF:

10 Interim City Manager Cher Reyes, Chief of Police Nathan Christensen, Director of  
11 Administration Pat Nichols and Administrative Assistant Lisa Maestas.

12 PLEDGE OF ALLEGIANCE/INVOCATION:

13 The Pledge of Allegiance was led by Councilmember Kester. The invocation was done  
14 by Gloria Montoya.

15 PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

16 Galen Knight thanked the Council for their support of the American Youth Soccer  
17 League.

18 CALL TO THE AUDIENCE FOR ITEMS ON THE ADGENDA:

19 None.

20 CONSENT AGENDA:

21 Motion to approve the Claims/payment approval for October 18, 2018 thru November 7,  
22 2018, the Minutes of the Regular Meeting held on October 9, 2018 made by  
23 Councilmember Dixon, seconded by Councilmember Kester. The motion carried with  
24 the following results: Councilmember Dixon "Aye", Councilmember Kester "Aye",  
25 Councilmember Marsh "Aye", Councilmember Payne and Vice-Mayor Peterson "Aye".

1 SUMMARY OF CURRENT EVENTS:

2 -Councilmember Marsh volunteered for the Animal Shelter at the Halloween  
3 Spooktacular.

4 -Councilmember Dixon toured the Golf Course and he is pleased with the millings in the  
5 parking lot area. Councilmember Dixon also visited the Petroglyph Park and realized  
6 what a gem it is. Councilmember Dixon said that the City of Holbrook needs to advertise  
7 and market the Golf Course and the Petroglyph Park.

8 -Interim Manager Reyes- Baseboard Heaters have been installed in the Airport Lobby.

9 \*Contractor is on-site for the Lighting project. Surveying was being done today.

10 \*Streets Dept. is crack sealing the Apron at Airport.

11 \*Crew are working on Christmas decorations. They will be hung on the 26<sup>th</sup>.

12 \*APS visited Mission Lane on Friday to determine if the poles that were picked out can  
13 accommodate lighting.

14 \*Recreation Center roofing started today.

15 \*Update on the fishing pond. Some design concepts were promised to be ready in  
16 October and they are running at least 4 weeks behind where they had hoped we would  
17 at this time. They have a call with design team and then the City will receive an update  
18 on when to expect our first design studies of the park. Hopefully the City will have  
19 something to review in the next 2 weeks and then we can finalize a concept plan early  
20 in December before they start geotechnical testing on site. They may plan a visit to  
21 Holbrook in mid-December.

22 \*Met with Friends of the Animal Shelter today regarding grants, the fenced in area  
23 behind the shelter and the quarantine room.

1 \*Teleconference with Architect regarding ADA Improvements. Should have plans by  
2 the 20<sup>th</sup>. Interim Manager Reyes is really excited about the changes that are going to  
3 be made to City Hall and the Senior Center.

4 \*City Hall will close at Noon on November 21 for Thanksgiving and will re-open on  
5 November 26. We will also close at Noon on December 24 and re-open on the 26th.  
6 Staff will have to take vacation time for the hours they have off.

7 \*The City will be hosting a Festival at Gillespie Park on December 1 in conjunction with  
8 Chamber activities. These booths will be for baked goods and merchandise only.

9 \*Jail District did not pass so we may be looking at items that will reduce costs.

10 --Nathan Christensen Chief of Police stated that the cadet in the academy has 5 more  
11 weeks until graduation on December 14, 2018. Officer Minnick's final day of field  
12 training is November 17, 2018. There are 2 applicants in the background process for the  
13 2 open positions at the Police Department. The Animal Shelter took in 44 dogs and 16  
14 cats last month. Most of the dogs and cats were transferred to other facilities with 5 of  
15 them being adopted out. The year-to-date total is 131 dogs and 169 cats with 16 of  
16 those animals being euthanized. In October the Police Department received some legal  
17 training from Brant Clark of the Navajo County Sheriff's Office about arrest and  
18 detention. They also received training on suicide prevention and mental health wellness.

19 The Holbrook Police Department started a food drive today, they will collect until  
20 December 14, 2018

21 -Chamber of Commerce report given by Colleen Dawes Marsh, Secretary. Mrs. Dawes  
22 Marsh shared that tomorrow is the monthly meeting for the Chamber of Commerce at  
23 11:00 at Trina Bops. The Events Group is now having weekly meetings to prepare for

1 the Festival of Trees and the Parade of Lights. The Festival of Trees will run from  
2 November 29<sup>th</sup> thru December 1<sup>st</sup> and tree take down can be done between 1 and 4 pm  
3 on December 2<sup>nd</sup>. Paperwork for the Festival of Trees and the Parade of Lights is  
4 available on the Chamber website or at the Chamber Office or at the City of Holbrook.  
5 The Food Truck Social will also be held on December 1<sup>st</sup>. Mrs. Dawes Marsh also  
6 shared that Santa will be making an appearance on Saturday, December 1<sup>st</sup>

7 OLD BUSINESS:

8 None

9 NEW BUSINESS:

10 A. A Special Meeting has been set on November 20, 2018 at 6:00 p.m. for Canvass  
11 of Election, swearing in of new Mayor and a public hearing for Alternative  
12 Expenditure Limitation. The new Councilmember will be sworn in on November  
13 27, 2018 because he will be on vacation on November 20, 2018. The Canvass of  
14 Election must be done within 20 days of the election. Interim Manager Reyes  
15 stated that she does not, at this time, have the cost to the taxpayers of the City of  
16 Holbrook for the election. The Packets for the next election on March 12, 2019  
17 became available last Friday and are due back by December 12, 2018 by 5:00  
18 p.m. The March 12, 2019 election will be for four Councilmember's and a Mayor.  
19 Interim Manager Reyes explained that the Alternative Expenditure Limitation will  
20 be on the Agenda for the Special Meeting because the City has to have two  
21 public hearings and then vote on a resolution before it can be placed on the  
22 ballot. Councilmember Dixon asked Interim Manager Reyes to explain what the  
23 Alternative Expenditure Limitation is. Interim Manager Reyes explained that the

1 State sets the spending limitations for Cities and Towns. The City may not spend  
2 more than that amount. The Alternative Expenditure Limitation is voted on by the  
3 people. Sometimes it matches what the State says the City can spend and  
4 sometimes it is higher.

5 B. Interim Manager Reyes stated that she talked with the consultant last week to  
6 find out where the City is at on the Manager search. The consultant said that the  
7 list has been narrowed to 11 finalists. The Consultant would like to meet with the  
8 Council on either November 27<sup>th</sup> or December 4<sup>th</sup> to see how the Council would  
9 like to proceed. After discussion Council decided to meet with the consultant  
10 during the Council Meeting on December 11<sup>th</sup>.

11 EXECUTIVE SESSION:

12 None

13 POST EXECUTIVE SESSION:

14 None

15 CALL TO THE AUDIENCE FOR ITEMS NOT ON THE AGENDA:

16 None

17 Adjournment:

18 There being no further business to come before the Council, the meeting is  
19 adjourned at 6:25 p.m.



22 Richard Peterson-Vice-Mayor

23 CERTIFICATION:

24 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of  
25 the Holbrook City Council Meeting held on the 13th day of November 2018. I further



1 certify that the meeting was duly called and held and that a quorum was present.

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Cher Reyes, CMC, CPM, City Clerk