



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. March 26, 2020

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
 - a. March 12, 2020 meeting minutes. Tab 1
5. CALL TO THE PUBLIC FOR AGENDA ITEMS:
*A five-minute time limit per individual is available at this time for Agenda items.
6. NEW BUSINESS:
 - a. Navajo County Public Health District,
Arizona Health Zone SNAP-ED Program - Paula Wright
 - b. Resolution 2020-03: A Resolution approving a Memorandum of Agreement with Navajo County Public Health District pertaining to the Arizona Health Zone SNAP-ED Program. Tab 2
7. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:
*A three-minute time limit per individual is available at this time for non-agenda items.
8. SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
City Manager:
9. SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:
**Requests to have an item discussed on the Agenda.
10. ADJOURNMENT

Posted the 23rd day of March 2020.



Lisa Hunt, Deputy 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 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.

**Requests to have an item discussed on a future agenda should be presented on the "Request and Petition of citizens to City of Holbrook Council" form during the Submission of Written Petition for Items Not on the Agenda to the Council at a regular meeting. Once this form is submitted, the Council will consider the petition and a response will be given within 31 days per the Holbrook City Charter Article II, Section 2.18.

Members of the public shall refrain from making personal, impertinent or slanderous remarks and from becoming boisterous. 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 criticism made by those who have addressed the public body.

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 certain matters in accordance with ARS 38-431.03. Electronic versions of this agenda can be found at www.ci.holbrook.az.us.

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
MARCH 12, 2020

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

ROLL CALL: Mayor Merrill Young, Vice Mayor Francie Payne and Councilmembers Tim Dixon, Mark Jackson, Earl Kester, Adam Marsh, and Mike Nilsson.

CITY STAFF: City Manager Ted Soltis, Golf Course Superintendent Steve Rutherford, and Airport Operator Tim Kelley.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Vice Mayor Francie Payne. The Invocation was given by Kip Myers from the Bread of Life.

CALL TO THE AUDIENCE FOR ITEMS ON THE AGENDA: None.

CONSENT AGENDA: February 27, 2020 meeting minutes.

MOTION: Councilmember Nilsson

SECONDED: Councilmember Dixon

MOTION CARRIED

NEW BUSINESS:

- a. Northland Pioneer College Report. Betsy Wilson provided a brief history of the College including funding and scholarships.
- b. Golf Course Annual Report. Steve Rutherford presented a report and answered questions.
- c. Purchase approval for Airport Fuel Management System upgrade. Tim Kelley discussed the need for the upgrade. The current system is no longer supported. He answered Councilmember questions.

MOTION: Councilmember Marsh moved to approve the purchase and installation of the fuel management system provided by Bassco Services Inc. for the sum of \$16,875 + tax.

SECONDED: Councilmember Dixon

MOTION CARRIED

- d. Proclamation: Happy Holbrook Month. The Mayor read the proclamation and presented it to Debbie Shumway.

CALL TO THE AUDIENCE FOR ITEMS NOT ON THE AGENDA: None.

SUMMARY OF CURRENT EVENTS - MAYOR:

Mayor Young provided advise to residents on the Coronavirus. Wash hands and pay attention.

SUMMARY OF CURRENT EVENTS - COUNCILMEMBERS:

Vice Mayor Francie Payne and Councilmembers Marsh, Jackson, Dixon, and Kester reiterated the importance of taking a commonsense approach to preventing the spread of the virus.

SUMMARY OF CURRENT EVENTS - CITY MANAGER:

- He attended the Little Colorado River Coalition annual meeting. All members of the coalition are welcome to attend each year. The meeting is conducted in Executive Session, so he was unable to share specifics of what was discussed. He did say that matters are going well, and as a reminder, it is a long-term process.
- At the last meeting he mentioned there were pump issues at Sun Valley. A water booster pump has been replaced and a lift station sewer pump is being rebuilt.
- He noted City crews are also repairing a back-up pump at the waste-water facility. An old pump is being rebuilt.
- The Street crew completed sidewalk and curbing repairs on Mclaws Road. They are now focusing on pot holing. With the recent rains, unfortunately the potholes grow.
- The Street crew will now be able to increase focus on the alleys as an employee was re-assigned to the Streets Department. Unfortunately, alleys tend to get neglected. With this new position, they will be able to catch up on deferred maintenance of the alleys.

- The Street Department is also hauling fill material to the cemetery. The first phase of the cemetery expansion - surface clean-up - is complete. The next phase is ensuring any buried material is removed. There was a shop in the old section that was torn down. Any remaining buried material will be removed.
- The Airport will be closing March 23rd for the runway re-build. If all goes well, it will reopen June 30. Several small projects will be completed at the same time - repainting tie-down areas, and the fuel system upgrade.
- Remodeling continues at City Hall. All lights have been upgraded to LED. When staff is finished, the rest of the City buildings will be retrofitted with LED lights.

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

ADJOURNMENT:

MOTION: Councilmember Kester

SECONDED: Vice Mayor Payne

MOTION CARRIED

Meeting adjourned at 7:09 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Holbrook City Council held on March 12, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Ted Soltis, City Manager

PASSED, APPROVED AND ADOPTED this 26th day of March 2020.

J. Merrill Young, Mayor

RESOLUTION 2020-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA, APPROVING A MEMORANDUM OF AGREEMENT WITH NAVAJO COUNTY PUBLIC HEALTH DISTRICT PERTAINING TO THE ARIZONA HEALTH ZONE SNAP-ED PROGRAM

WHEREAS, physical activity and the consumption of nutritious food leads to healthy lives; and

WHEREAS, the City has resources available for the promotion of health; and

WHEREAS, through collaboration lives can be improved.

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

Section 1: The Agreement is adopted and approved, attached as Exhibit "A" .

Section 2: The Mayor is authorized to execute this Resolution.

Section 3: The City Manager is authorized to execute the agreement and to take all necessary action to carry out the terms.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this 26th day of March 2020.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

J. Merrill Young, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, Deputy City Clerk


NAVAJO COUNTY
PUBLIC HEALTH SERVICES DISTRICT

Promoting Quality Health through Community Education, Planning and Partnerships

Jeffrey Lee, MS, MPA, CEM
Health Director

Wade Kartchner, MD, MPH
Medical Director

MEMORANDUM OF AGREEMENT (MOA)

Between

**Navajo County Public Health Services District, Arizona Health Zone SNAP-ED Program
and
City of Holbrook**

This Memorandum of Agreement (“MOA”) is between the Navajo County Public Health Services District, by and through its Arizona Health Zone SNAP-ED Program (“the Health District”) and City of Holbrook (“The City.”).

I. PURPOSE & SCOPE

The purpose of this MOA is to clearly identify the roles and responsibilities of said parties related to the collaboration to enhance and implement systematic changes and policies around increased physical activity and access/consumption of healthy food, for Supplemental Nutrition Assistance Program (SNAP) eligible families in Navajo and Apache Counties.

II. BACKGROUND

The Arizona Health Zone SNAP-ED Program is administered by Navajo County Public Health Services District. The purpose of our Program is to increase access and usability to physical activity resources and healthy foods; support the development of and increase access and use of community infrastructures; support the development, implementation, and evaluation of policies that promote nutrition and physical activity in the Early Care, Schools, Educational Systems, and other Youth-Based Systems; and support the production, distribution, availability, and consumption of healthy foods.

The agency operates many locations in Navajo County. They serve the communities within Navajo County and offer amenities to all age participants and families to increase the skills, knowledge, and attitudes they will need to pursue their healthy life goals in a responsible and creative manner.

III. HEALTH DISTRICT RESPONSIBILITIES UNDER THIS MOA

- Oversee all activities covered by the Scope of Work
- Prepare and submit all required reports and data collection to appropriate agency
- Utilize the Whole School, Whole Child, Whole Community (WSCC) framework
- Participate in at least one event, per fiscal year, within the one of their locations throughout the county to promote healthy eating and physical activity

Winslow Office
619 East Third Street
Winslow, Arizona 86047
Phone: (928) 289-6830
FAX: (928) 289-6826

Holbrook
117 East Buffalo Street
Holbrook, Arizona 86025
Phone: (928) 524-4750
FAX: (928) 524-4754

Show Low Office
600 North 9th Place
Show Low, Arizona 85901
Phone: (928) 532-6050
FAX: (928) 532-6054


NAVAJO COUNTY
PUBLIC HEALTH SERVICES DISTRICT

Promoting Quality Health through Community Education, Planning and Partnerships

Jeffrey Lee, MS, MPA, CEM
Health Director

Wade Kartchner, MD, MPH
Medical Director

- Assess the City sites and offer guidance and mentorship to enhance the locations and amenities continuing to implement positive changes identified by the City.
- Provide the City with any required pre/post tests and/or adult surveys in effort to evaluate any changes incorporated
- Provide support, technical assistance, and resources to the City.
- Program staff will maintain a valid Fingerprint Clearance Card
- Program staff will maintain a current Food Handler's Training permit in the event of offering food demos to participants such as trial mix and infused water

IV. THE CITY OF HOLBROOK'S COLLECTIVE RESPONSIBILITIES UNDER THIS MOA (the allocation of responsibilities to be determined by the City).

- Provide a location for at least one event, per fiscal year, allowing the Health District to promote healthy eating and physical activity
- Designate a representative, at each location, to serve as a contact person to communicate the needs of each location to Navajo County Public Health Services District (NCPHD) Health and Wellness Network staff
- Designate a representative to collaborate and assist the Health District to relay changes in policies or practices to City staff, help implement the changes, and assist in data collection for program evaluation

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

This Agreement is subject to prior review and written approval of the Arizona Department of Health Services (ADHS) and United States Department of Agriculture (USDA). The parties understand and agree that this Agreement is made contingent upon availability of funds. Proposals considered by the Legislature including those made by the Governor could potentially reduce or defer the funds at any time. This Agreement shall terminate immediately and automatically upon the termination of the funds for any reason. In addition, either party may terminate this Agreement upon 30 days prior written notice.

VI. FUNDING

If either party wishes to take on projects that accrue costs, that party shall pay those costs, rendering the other party unaccountable for costs incurred. This means, if the City wishes to take on a project for the city, the Health and Wellness Network will not be financially responsible. Likewise, if the Health and Wellness Network wishes to host lessons, food demos, any projects that are within the Health and Wellness Network's Scope of Work, the City will not be held financially responsible.

Winslow Office
619 East Third Street
Winslow, Arizona 86047
Phone: (928) 289-6830
FAX: (928) 289-6826

Holbrook
117 East Buffalo Street
Holbrook, Arizona 86025
Phone: (928) 524-4750
FAX: (928) 524-4754

Show Low Office
600 North 9th Place
Show Low, Arizona 85901
Phone: (928) 532-6050
FAX: (928) 532-6054

NAVAJO COUNTY
PUBLIC HEALTH SERVICES DISTRICT



Promoting Quality Health through Community Education, Planning and Partnerships

Jeffrey Lee, MS, MPA, CEM
Health Director

Wade Kartchner, MD, MPH
Medical Director

Program activities do not supplant existing nutrition education programs, and where operating in conjunction with existing programs, shall enhance and supplement them. This applies to all activities and costs under federal and state budget shares.

VII. EFFECTIVE DATE AND SIGNATURE

This Memorandum of Agreement shall be effective upon the signature of Navajo County Public Health Services District, and the City of Holbrook authorized officials. It shall be in force from the beginning of this fiscal year, October 1, 2019 to September 30, 2023. All parties indicate agreement with this MOA by their signatures.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

NAVAJO COUNTY PUBLIC HEALTH SERVICE DISTRICT

By _____ Date _____
Chairman, Board of Directors

Attest: _____
Clerk of the Board

CITY OF HOLBROOK

By _____ Date _____
City Manager

Attest: _____
Deputy City Clerk

Winslow Office
619 East Third Street
Winslow, Arizona 86047
Phone: (928) 289-6830
FAX: (928) 289-6826

Holbrook
117 East Buffalo Street
Holbrook, Arizona 86025
Phone: (928) 524-4750
FAX: (928) 524-4754

Show Low Office
600 North 9th Place
Show Low, Arizona 85901
Phone: (928) 532-6050
FAX: (928) 532-6054