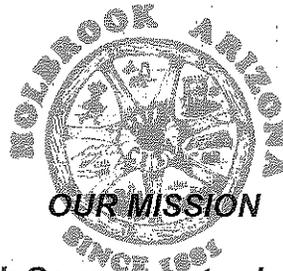


465 First Avenue
P.O. Box 970
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CITY OF HOLBROOK



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

AGENDA

REGULAR CITY COUNCIL MEETING

MARCH 25, 2014

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.

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) PUBLIC HEARING:
 - A. Public hearing on the one time Alternative Expenditure Limitation (override election).
- 6) CALL TO THE AUDIENCE:

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 March 7, 2014 thru March 19, 2014: Documentation for claims is available *at City Hall. (pg 4)*
 - B. Liquor License-Acquisition of Control-Denny's, 2510 Navajo Blvd. (pg 18)
 - C. Approval of minutes of the regular meeting held on February 25, 2014.(pg 25)

D. Approval of minutes of the regular meeting held on March 11, 2014. (pg 37)

7) REPORTS:

Mayor:
Council Members:
Manager:
Police Chief:

8) OLD BUSINESS:

A. Discussion/possible action regarding FY 2014/2015 budget.

9) NEW BUSINESS:

- A. Ordinance 14-03, amending the fees for non-resident users of the Holbrook Municipal Cemetery, first reading.(pg 45)
- B. Resolution 14-04, authorizing the renewal of the City of Holbrook's Membership in the Rural Arizona Group Health Trust. (pg 47)
- C. Discussion/possible action regarding naming of ProForce as sole source provider for ammunition, Taser cartridges and duty weapons for the Holbrook Police Department-Chief Mark Jackson.
- D. Discussion/possible action regarding Airport Attendant Lease agreement-Finance Director Sullivan. (pg 48)
- E. Discussion/possible action regarding agreement with Misty Hatch to provide Essential Oil Courses at the Holbrook Fitness Center-City Clerk Reyes. (pg 50)
- F. Discussion/possible action regarding Landfill bid results-Manager Alley.
- G. Request to expend funds to the Holbrook Chamber of Commerce for Wild West Days in an amount not to exceed \$10,000.00-Finance Director Sullivan.

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:

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) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 1072.42

13) ADJOURNMENT:

Date this 18th day of March 2014.


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.

CITY OF HOLBROOK

INVOICE APPROVAL REPORT

**BY GL NUMBER EXCLUDING
WALT'S HARDWARE**

03/07/2014 THRU 03/20/2014

TOTAL **\$136,281.76**

Report Criteria:

Invoice.Vendor No = 1-9699

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
3/12/2014												
HOME DEPOT 6310												
02122014	1	Inv	SUPPLIES		02/12/2014	363.12	2		.00			3/14
					02/19/2014		No			001-050-5026		
ARIZONA DEPT OF WEIGHTS & 1264												
233293	1	Inv	LICENSES		03/12/2014	15.00	2		.00			3/14
					03/12/2014		No			001-093-5027		
NAVAJO COUNTY TREASURER 8750												
AUG2013	1	Inv	2011 ADD'L ASSESSMENT		08/31/2013	14.98	0		.00			3/14
					03/12/2014		No			001-000-4710		
ARIZONA STATE TREASURER 1380												
AUG2014	1	Inv	FINES		02/14/2014	2,191.79	0		.00			3/14
					03/12/2014		No			001-000-4710		
UNISOURCE ENERGY SERVICES 3380												
03072014	1	Inv	UTILITIES		03/07/2014	115.99	0		.00			3/14
					03/12/2014		No			007-087-5048		
03072014	2	Inv	UTILITIES		03/07/2014	115.23	0		.00			3/14
					03/12/2014		No			001-093-5048		
03072014	3	Inv	UTILITIES		03/07/2014	76.57	0		.00			3/14
					03/12/2014		No			001-093-5048		
03072014	4	Inv	UTILITIES		03/07/2014	311.73	0		.00			3/14
					03/12/2014		No			001-060-5048		
03072014	5	Inv	UTILITIES		03/07/2014	169.48	0		.00			3/14
					03/12/2014		No			001-048-5048		
Total 03072014						789.00						
Total 3380						789.00						
WASTE MGT / PAINTED DESERT L/F 9430												
J11674-462-1	1	Inv	LANDFILL FEES		03/01/2014	2,590.97	0		.00			3/14
					03/12/2014		No			002-090-5047		
ESSENTIAL DATA CONTROL SYSTEM 4771												
1421	1	Inv	SUPPORT		03/10/2014	1,995.00	2		.00			3/14
					03/17/2014		Yes			002-092-5041		
BANANA JONS 2177												
13-2114	1	Inv	RENTAL/MAINT		03/05/2014	350.00	2		.00			3/14
					03/12/2014		No			001-031-5047		
AZ DEPT OF REVENUE - UTIL. TAX 1830												
FEB2013	1	Inv	UTILITIES TAX		03/03/2014	298.34	0		.00			3/14
					03/12/2014		No			002-0002460		
UNISOURCE ENERGY SERVICES 3380												
03102014	1	Inv	UTILITIES		03/10/2014	77.41	0		.00			3/14
					03/12/2014		No			001-060-5048		

R Column: Y = Recurring Payment

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
03102014	2	Inv	UTILITIES		03/10/2014 03/12/2014	37.92	0 No		.00		001-085-5048	3/14
03102014	3	Inv	UTILITIES		03/10/2014 03/12/2014	16.09	0 No		.00		002-091-5048	3/14
03102014	4	Inv	UTILITIES		03/10/2014 03/12/2014	16.09	0 No		.00		002-091-5048	3/14
03102014	5	Inv	UTILITIES		03/10/2014 03/12/2014	22.29	0 No		.00		001-084-5048	3/14
03102014	6	Inv	UTILITIES		03/10/2014 03/12/2014	150.62	0 No		.00		002-091-5048	3/14
Total 03102014						320.42						
Total 3380						320.42						
VERIZON WIRELESS				530								
9720443685	1	Inv	UTILITIES		02/21/2014 03/12/2014	66.44	0 No		.00		002-090-5048	3/14
9720443685	2	Inv	UTILITIES		02/21/2014 03/12/2014	87.72	0 No		.00		002-091-5048	3/14
9720443685	3	Inv	UTILITIES		02/21/2014 03/12/2014	87.71	0 No		.00		002-092-5048	3/14
9720443685	4	Inv	UTILITIES		02/21/2014 03/12/2014	167.68	0 No		.00		001-050-5048	3/14
9720443685	5	Inv	UTILITIES		02/21/2014 03/12/2014	119.61	0 No		.00		001-031-5048	3/14
9720443685	6	Inv	UTILITIES		02/21/2014 03/12/2014	18.32	0 No		.00		007-087-5048	3/14
9720443685	7	Inv	UTILITIES		02/21/2014 03/12/2014	38.02	0 No		.00		001-040-5048	3/14
9720443685	8	Inv	UTILITIES		02/21/2014 03/12/2014	68.53	0 No		.00		001-085-5048	3/14
9720443685	9	Inv	UTILITIES		02/21/2014 03/12/2014	36.64	0 No		.00		002-091-5048	3/14
9720443685	10	Inv	UTILITIES		02/21/2014 03/12/2014	36.64	0 No		.00		002-092-5048	3/14
9720443685	11	Inv	UTILITIES		02/21/2014 03/12/2014	61.94	0 No		.00		002-090-5048	3/14
Total 9720443685						789.25						
Total 530						789.25						
Total 3/12/2014						9,717.87						

03/12/2014 GL Period Summary

GL Period	Amount
3/14	9,717.87
	9,717.87

<u>GL Period</u>	<u>Amount</u>
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Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
3/20/2014												
FRONTIER COMM TELE				3350								
03152014	1	Inv	UTILITIES		03/15/2014	60.25	0		.00			3/14
					03/20/2014		No			001-050-5048		
03152014	2	Inv	UTILITIES		03/15/2014	310.00	0		.00			3/14
					03/20/2014		No			006-014-5048		
Total 03152014						370.25						
Total 3350						370.25						
ARIZONA 811				1110								
2014-AA0150	1	Inv	BLUE STAKE DUES		01/31/2014	394.78	0		.00			3/14
					03/20/2014		No			002-092-5043		
NAVAJO COUNTY FINANCE				8690								
14-00000041	1	Inv	JAIL CONTRACT		03/14/2014	3,620.20	0		.00			3/14
					03/26/2014		No			001-050-5050		
MOHAVE ENVIRONMENTAL LAB				8270								
65546	1	Inv	TESTING		01/28/2014	2,210.00	0		.00			3/14
					03/26/2014		No			002-092-5041		
ESSENTIAL DATA CONTROL SYSTEM				4771								
1438	1	Inv	PROFESSIONAL FEES		03/17/2014	2,042.50	2		.00			3/14
					03/25/2014		Yes			002-092-5041		
1438	2	Inv	PARTS		03/17/2014	3,747.21	2		.00			3/14
					03/25/2014		No			002-092-5071		
Total 1438						5,789.71						
Total 4771						5,789.71						
AUTO SAFETY HOUSE				1571								
031048H	1	Inv	PARTS/REPAIRS		03/17/2014	252.02	2		.00			3/14
					03/26/2014		No			001-005-5024		
BRADCO				2590								
10220	1	Inv	FUEL		03/15/2014	5,742.18	0		.00			3/14
					03/20/2014		No			007-087-5027		
AUTO SAFETY HOUSE				1571								
031030H	1	Inv	PARTS/REPAIRS		03/16/2014	12.66	2		.00			3/14
					03/26/2014		No			001-085-5024		
031041H	1	Inv	PARTS/REPAIRS		03/17/2014	421.04	2		.00			3/14
					03/26/2014		No			001-060-5024		
031031H	1	Inv	PARTS/REPAIRS		03/16/2014	72.84	2		.00			3/14
					03/26/2014		No			002-091-5024		
Total 1571						506.54						
JACK'S BODY SHOP				6852								
5120	1	Inv	REPAIRS		03/12/2014	369.83	2		.00			3/14
					03/26/2014		No			001-050-5024		

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
COMMERCIAL POOL REPAIR				3625								
12332	1	Inv	REPAIRS/SUPPLIES		07/31/2013 08/07/2013	1,505.63	2 No		.00		001-031-5026	3/14
12400	1	Inv	REPAIRS/SUPPLIES		08/29/2013 09/05/2013	1,744.65	2 No		.00		001-031-5026	3/14
Total 3625						3,250.28						
GAYLORD BROTHERS, INC				5330								
2251002	1	Inv	SUPPLIES		02/19/2014 03/26/2014	210.86	0 No		.00		001-020-5021	3/14
HOLBROOK TRIBUNE NEWS				6240								
124423	1	Inv	ADVERTISEMENT		03/07/2014 03/26/2014	51.43	0 No		.00		001-004-5044	3/14
124424	1	Inv	ADVERTISEMENT		03/07/2014 03/26/2014	96.80	0 No		.00		001-001-5044	3/14
Total 6240						148.23						
A.P.S.				70								
02202014	1	Inv	UTILITIES		02/20/2014 03/20/2014	26,774.46	0 No		.00		001-004-5048	3/14
MOHAVE ENVIRONMENTAL LAB				8270								
65803	1	Inv	TESTING		02/19/2014 03/26/2014	160.00	0 No		.00		002-091-5041	3/14
HOLBROOK JUSTICE COURT				6160								
03102014	1	Inv	REFUND		03/10/2014 03/20/2014	47.66	0 No		.00		001-000-4710	3/14
CASELLE INC				3140								
55748	1	Inv	SUPPORT		03/01/2014 03/26/2014	885.67	0 No		.00		001-004-5049	3/14
ESSENTIAL DATA CONTROL SYSTEM				4771								
1421	2	Inv	PARTS		03/10/2014 03/26/2014	1,010.27	2 No		.00		002-092-5071	3/14
MOHAVE ENVIRONMENTAL LAB				8270								
65836	1	Inv	TESTING		02/25/2014 03/26/2014	230.00	0 No		.00		002-092-5041	3/14
HOLBROOK TRIBUNE NEWS				6240								
124319	1	Inv	ADVERTISEMENT		02/28/2014 03/26/2014	412.80	0 No		.00		001-001-5044	3/14
124320	1	Inv	ADVERTISEMENT		02/28/2014 03/26/2014	220.16	0 No		.00		001-001-5044	3/14
Total 6240						632.96						
EMBLEM ENTERPRISES, INC				4690								
575824	1	Inv	EMBLEMS		02/24/2014 03/26/2014	145.99	0 No		.00		001-050-5023	3/14

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
FUTURE TIRE, INC.				5241								
W30331	1	Inv	REPAIRS		02/28/2014 03/26/2014	12.50	2 No		.00		001-005-5024	3/14
AUTO SAFETY HOUSE				1571								
3240650011	1	Inv	PARTS/REPAIRS		03/06/2014 03/26/2014	67.84	2 No		.00		001-004-5024	3/14
3240690003	1	Inv	PARTS/REPAIRS		03/10/2014 03/26/2014	206.20	2 No		.00		001-005-5024	3/14
Total 1571						274.04						
FUTURE TIRE, INC.				5241								
W30498	1	Inv	TIRES		03/18/2014 03/26/2014	571.47	2 No		.00		001-004-5024	3/14
W30465	1	Inv	TIRES		03/13/2014 03/26/2014	463.46	2 No		.00		001-050-5024	3/14
W30487	1	Inv	REPAIRS		03/17/2014 03/26/2014	30.00	2 No		.00		001-005-5024	3/14
Total 5241						1,064.93						
A.P.S.				70								
03172014	1	Inv	UTILITIES		03/17/2014 03/20/2014	3,415.09	0 No		.00		007-087-5048	3/14
Total 3/20/2014						57,518.45						

03/20/2014 GL Period Summary

GL Period	Amount
3/14	57,518.45
	57,518.45
Grand Total:	67,236.32

Report GL Period Summary

GL Period	Amount
3/14	67,236.32
	67,236.32

Vendor Number Hash: 182206

R Column: Y = Recurring Payment

Vendor Name			Vendor No		Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
Invoice No	Seq	Type	Description	Inv Date							
			Inventory No	Due Date	1099				GL Acct		

Vendor Number Hash - Split: 226047
 Total Number of Invoices: 43
 Total Number of Transactions: 64

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	51,983.08	.00	51,983.08
2	NET 7	15,253.24	.00	15,253.24
		<u>67,236.32</u>	<u>.00</u>	<u>67,236.32</u>

Report Criteria:

Invoice.Vendor No = 1-9699

Report Criteria:

Invoice.Vendor No = 9701-99999

Invoice No	Seq	Vendor Name Type	Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
3/12/2014												
SMARTWORKSPPLUS, INC.				21532								
41	1	Inv	CONTRACT SERVICES		03/15/2014	.00	0		.00			3/14 Y
					03/15/2014		No			002-091-5049		
41	2	Inv	CONTRACT SERVICES		03/15/2014	.00	0		.00			3/14 Y
					03/15/2014		No			001-050-5049		
41	3	Inv	CONTRACT SERVICES		03/15/2014	.00	0		.00			3/14 Y
					03/15/2014		No			001-040-5049		
41	4	Inv	COTNTRACT SERVICES		03/15/2014	2,723.72	0		.00			3/14 Y
					03/15/2014		No			001-031-5049		
Total 41						2,723.72						
Total 21532						2,723.72						
WELLS FARGO REMITTANCE-EMPLOY				22180								
03042014	1	Inv	SUPPLIES		03/04/2014	8.54	0		.00			3/14
					03/12/2014		No			001-004-5021		
03042014	2	Inv	SUPPLIES		03/04/2014	196.28	0		.00			3/14
					03/12/2014		No			001-048-5030		
03042014	3	Inv	SUPPLIES		03/04/2014	32.88	0		.00			3/14
					03/12/2014		No			001-040-5029		
Total 03042014						237.70						
Total 22180						237.70						
SAM'S CLUB 6604				10530								
02012014	1	Inv	SUPPLIES		02/01/2014	173.25	0		.00			3/14
					03/12/2014		No			001-050-5022		
NEOFUNDS BY NEOPOST				21603								
02262014	1	Inv	POSTAGE		02/26/2014	25.68	0		.00			3/14
					03/12/2014		No			006-014-5042		
02262014	2	Inv	POSTAGE		02/26/2014	83.63	0		.00			3/14
					03/12/2014		No			001-004-5042		
02262014	3	Inv	POSTAGE		02/26/2014	47.24	0		.00			3/14
					03/12/2014		No			001-050-5042		
02262014	4	Inv	POSTAGE		02/26/2014	15.65	0		.00			3/14
					03/12/2014		No			001-005-5042		
Total 02262014						172.20						
Total 21603						172.20						
RICOH USA				21881								
5029719556	1	Inv	MAINTENANCE		03/01/2014	82.36	0		.00			3/14
					03/12/2014		No			001-050-5047		
WELLS FARGO REMITTANCE-POLICE				22179								
03042014	1	Inv	UNIFORMS		03/04/2014	87.56	0		.00			3/14
					03/12/2014		No			001-050-5023		

R Column: Y = Recurring Payment

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
WELLS FARGO REMITTANCE-ALLEY				22178								
03042014	1	Inv	TRAINING		03/04/2014 03/12/2014	55.00	0 No		.00		001-005-5045	3/14
03042014	2	Inv	SUPPLIES		03/04/2014 03/12/2014	850.59	0 No		.00		001-020-5026	3/14
03042014	3	Inv	SUPPLIES		03/04/2014 03/12/2014	10.00	0 No		.00		001-004-5046	3/14
03042014	4	Inv	SUPPLIES		03/04/2014 03/12/2014	184.98	0 No		.00		001-031-5026	3/14
03042014	5	Inv	SUPPLIES		03/04/2014 03/12/2014	775.83	0 No		.00		002-091-5026	3/14
03042014	6	Inv	SUPPLIES		03/04/2014 03/12/2014	122.71	0 No		.00		001-031-5026	3/14
03042014	7	Inv	SUPPLIES		03/04/2014 03/12/2014	319.42	0 No		.00		002-092-5041	3/14
Total 03042014						2,318.53						
Total 22178						2,318.53						
WELLS FARGO REMITTANCE-JACKSON				22177								
03042014	1	Inv	SUPPLIES		03/04/2014 03/12/2014	74.59	0 No		.00		001-050-5026	3/14
03042014	2	Inv	TRAVEL		03/04/2014 03/12/2014	51.53	0 No		.00		001-050-5045	3/14
03042014	3	Inv	REGISTRATION		03/04/2014 03/12/2014	4.00	0 No		.00		001-050-5054	3/14
Total 03042014						130.12						
Total 22177						130.12						
NEOFUNDS BY NEOPOST				21603								
11182013	1	Inv	POSTAGE		11/18/2013 03/12/2014	64.44	0 No		.00		006-014-5042	3/14
11182013	2	Inv	POSTAGE		11/18/2013 03/12/2014	53.54	0 No		.00		001-004-5042	3/14
11182013	3	Inv	POSTAGE		11/18/2013 03/12/2014	40.54	0 No		.00		001-050-5042	3/14
11182013	4	Inv	POSTAGE		11/18/2013 03/12/2014	7.49	0 No		.00		001-098-5042	3/14
11182013	5	Inv	POSTAGE		11/18/2013 03/12/2014	7.56	0 No		.00		001-005-5042	3/14
Total 11182013						173.57						
Total 21603						173.57						
QUALITY READY MIX-CEMEX				9955								
9428024092	1	Inv	CONCRETE		02/25/2014 03/12/2014	1,207.83	8 No	03/12/2014	12.08		007-087-5026	3/14
9428060289	1	Inv	CONCRETE		03/05/2014 03/12/2014	109.80	8 No	03/20/2014	1.03		007-087-5026	3/14

Vendor Name			Vendor No		Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Invoice No	Seq	Type	Description Inventory No	Inv Date Due Date							
Total 9955					1,317.63						
Total 3/12/2014					7,416.64						

03/12/2014 GL Period Summary

GL Period	Amount
3/14	7,416.64
	<u>7,416.64</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
3/20/2014												
TASER INTERNATIONAL				11665								
1351717	1	Inv	BODYCAM		03/12/2014 04/08/2014	335.71	2 No		.00		001-050-5071	3/14
ROY HAUGHT EXCAVATING				22037								
24271	1	Inv	GRANITE		02/01/2014 04/09/2014	1,562.34	0 No		.00		001-099-5026	3/14
RADAR SHOP, THE				10045								
8145	1	Inv	RADAR MAINT		03/03/2014 03/26/2014	437.96	1 No		.00		001-050-5047	3/14
8146	1	Inv	REPAIRS		03/03/2014 03/26/2014	424.96	1 No		.00		001-050-5047	3/14
Total 10045						862.92						
HOLBROOK VETERINARY CLINIC				20796								
11997	1	Inv	VET SERVICES		03/06/2014 03/20/2014	60.00	0 No		.00		001-048-5041	3/14
QUALITY READY MIX-CEMEX				9955								
9428092001	1	Inv	CONCRETE		03/10/2014 03/20/2014	274.51	8 No	03/25/2014	2.59		007-087-5026	3/14
O'REILLY AUTO PARTS				21622								
262397	1	Inv	PARTS		03/05/2014 03/26/2014	28.92	0 No		.00		001-050-5024	3/14
STABILIZER SOLUTIONS,INC.				22187								
0032427	1	Inv	STABILZIER		03/05/2014 03/26/2014	1,619.80	0 No		.00		001-031-5571	3/14
JCG TECHNOLOGIES				20830								
4166	1	Inv	DIGITAL RECORDER SOF		03/05/2014 03/26/2014	809.63	0 No		.00		001-001-5041	3/14
O'REILLY AUTO PARTS				21622								
259018	1	Inv	PARTS		02/11/2014 03/26/2014	43.57	0 No		.00		001-060-5024	3/14
259207	1	Inv	PARTS		02/12/2014 03/26/2014	10.67	0 No		.00		001-060-5024	3/14
259043	1	Inv	PARTS		02/11/2014 03/26/2014	39.58	0 No		.00		001-060-5024	3/14
259218	1	Inv	PARTS		02/12/2014 03/26/2014	11.02	0 No		.00		001-060-5024	3/14
Total 21622						104.84						
JACK'S MUSTANG				10250								
28313	1	Inv	REPAIRS		03/12/2014 03/26/2014	12.00	0 No		.00		002-091-5024	3/14
28275	1	Inv	PROPANE		02/25/2014 03/26/2014	24.79	0 No		.00		002-090-5027	3/14

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Total 10250					36.79						
UNIQUE MANAGEMENT SERVICES INC 21441											
252473	1	Inv	COLLECTIONS	03/01/2014 03/26/2014	44.75	0 No		.00		001-000-4720	3/14
BSN SPORTS 22186											
95881803	1	Inv	EQUIPMENT	02/13/2014 03/26/2014	1,111.53	0 No		.00		001-031-5571	3/14
FASTENAL 21880											
AZPH912392	1	Inv	SUPPLIES	02/28/2014 03/26/2014	1,267.24	0 No		.00		001-004-5021	3/14
AZPH912449	1	Inv	SUPPLIES	02/28/2014 03/26/2014	540.52	0 No		.00		001-004-5021	3/14
Total 21880					1,807.76						
VINYL GRAPHICS 21870											
036188	1	Inv	EMBLEMS	02/27/2014 03/26/2014	274.77	0 No		.00		003-150-5071	3/14
NORTHLAND INVESTIGATIONS 21234											
131246	1	Inv	POLYGRAPH TESTING	12/23/2013 03/26/2014	420.00	0 No		.00		001-050-5041	3/14
DARLEY & COMPANY 21302											
1712054	1	Inv	FIRE EQUIPMENT	01/31/2014 03/26/2014	554.25	0 No		.00		001-060-5026	3/14
QUILL OFFICE PRODUCTS 9990											
9659304	1	Inv	SUPPLIES	02/18/2014 03/26/2014	63.06	0 No		.00		001-050-5021	3/14
WELDING SERVICES & SUPPLY 12815											
16691	1	Inv	SUPPLIES	03/06/2014 03/26/2014	26.18	2 No		.00		001-040-5026	3/14
O'REILLY AUTO PARTS 21622											
262138	1	Inv	PARTS	03/03/2014 03/26/2014	3.81	0 No		.00		001-050-5024	3/14
262448	1	Inv	PARTS	03/05/2014 03/26/2014	23.39	0 No		.00		002-092-5024	3/14
Total 21622					27.20						
SIMPSON NORTON 10840											
1439845-01	1	Inv	PARTS	02/20/2014 03/26/2014	123.97	0 No		.00		001-040-5024	3/14
1439845-00	1	Inv	PARTS	02/19/2014 03/26/2014	630.37	0 No		.00		001-040-5024	3/14

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Total 10840						754.34						
AMRRP-INSURANCE			21086									
8686	1	Inv	INSURANCE		03/09/2014 03/20/2014	47,099.00	0 No		.00		001-004-5051	3/14
8670	1	Inv	INSURANCE		03/09/2014 03/20/2014	3,700.50	0 No		.00		001-004-5051	3/14
Total 21086						50,799.50						
NADEAU, RAY			22191									
03172014	1	Inv	REFUND CEMETERY FEE:		03/17/2014 03/20/2014	50.00	0 No		.00		001-000-4723	3/14
Total 3/20/2014						61,628.80						

03/20/2014 GL Period Summary

GL Period	Amount
3/14	61,628.80
	61,628.80
Grand Total:	69,045.44

Report GL Period Summary

GL Period	Amount
3/14	69,045.44
	69,045.44

Vendor Number Hash: 765828
 Vendor Number Hash - Split: 1203427
 Total Number of Invoices: 42
 Total Number of Transactions: 62

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	66,228.49	.00	66,228.49
1	NET 20	862.92	.00	862.92
2	NET 7	361.89	.00	361.89
8	1% 15TH, NET 30TH	1,592.14	15.70	1,576.44
		69,045.44	15.70	69,029.74

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
www.azliquor.gov
(602) 542-5141

AMENDMENT

APPLICATION FOR AGENT CHANGE - ACQUISITION OF CONTROL - RESTRUCTURE

Check
Appropriate
Box

<input type="checkbox"/> Agent Change <small>Complete Sections 1,2,3,4,6 (See Note 1 on back)</small>	<input checked="" type="checkbox"/> Acquisition of Control <small>Complete Sections 1,2, (3,4 if changing Agent), 6</small>	<input type="checkbox"/> Restructure <small>Complete Sections 1,2,(3,4 if changing Agent) ,5,6 (See Note 2 on back)</small>
---	---	---

SECTION 1 (COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

1. Name (INDIVIDUAL OR EXISTING AGENT (if no agent change) OR NEW AGENT OR CORPORATE OFFICER OR L.L.C. CONTROLLING MEMBER)

KOCH	DOUGLAS	FRANK	12093013
Last	First	Middle	Liquor License #
2. Corporation L.L.C. N/A: _____ Corp. File #: _____
(Exactly as it appears on Articles of Inc. or Articles of Org.)
3. Business Name: DENNY'S # 6361
4. Business Address: 2510 NAVAJO BLVD. HOLBROOK NAVAJO 86025
(Do not use P.O. Box Number) City COUNTY Zip
5. Is the business located within the incorporated limits of the above city or town? Yes No
6. Mailing Address: _____
City State Zip
7. Business Phone: (928) 524-2893 Residence Phone: (602) 881-4960
8. Does this transaction involve the sale of any portion of the corporate stock? YES NO N/A If yes, submit a certified copy of minutes.
9. Has there been any change of officers? YES NO N/A If yes, submit a certified copy of minutes.

SECTION 2 (COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

Each person listed in Section II must submit a personal questionnaire (Form LIC0101) and a Department approved fingerprint card which may be obtained at the Dept. A person appearing in both lists need only submit one questionnaire and fingerprint card.

1. List individual owner or partners or all directors, officers in corp., members in LLC:

Last	First	Middle	Title	Residence Address	City State Zip

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

2. List stockholders or controlling members owning 10% or more of Corp/LLC:

Last	First	Middle	% Owned	Residence Address	City State Zip

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

Date Received <u>2/14/19</u>
CSR <u>CBeyan</u>

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
www.azliquor.gov
(602) 542-5141

APPLICATION FOR AGENT CHANGE - ACQUISITION OF CONTROL - RESTRUCTURE

Check
Appropriate
Box

<input type="checkbox"/> Agent Change Complete Sections 1,2,3,4,6 (See Note 1 on back)	<input checked="" type="checkbox"/> Acquisition of Control Complete Sections 1,2, (3,4 if changing Agent), 6	<input type="checkbox"/> Restructure Complete Sections 1,2,(3,4 if changing Agent) ,5,6 (See Note 2 on back)
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SECTION 1 (COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

1. Name (INDIVIDUAL OR EXISTING AGENT (if no agent change) OR NEW AGENT OR CORPORATE OFFICER OR L.L.C. CONTROLLING MEMBER)
 Koch, Douglas Frank P1010498 12093013

Last
First
Middle
Liquor License #
2. Corporation L.L.C. N/A: QK, Inc. B1611799 Corp. File #: L-1856332-0
(Exactly as it appears on Articles of Inc. or Articles of Org.)
3. Business Name: Denny's #6361
4. Business Address: 2510 Navajo Blvd., Holbrook, Navajo, 86025
(Do not use P.O. Box Number)

City
COUNTY
Zip
5. Is the business located within the incorporated limits of the above city or town? Yes No
6. Mailing Address: 101 E. Hopi Dr., Holbrook, AZ 86025

City
State
Zip
7. Business Phone: (928) 524-3680 Residence Phone: (928) 524-3680
8. Does this transaction involve the sale of any portion of the corporate stock? YES NO N/A If yes, submit a certified copy of minutes.
9. Has there been any change of officers? YES NO N/A If yes, submit a certified copy of minutes.

SECTION 2 (COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

Each person listed in Section II must submit a personal questionnaire (Form LIC0101) and a Department approved fingerprint card which may be obtained at the Dept. A person appearing in both lists need only submit one questionnaire and fingerprint card.

1. List individual owner or partners or all directors, officers in corp., members in LLC:

Last	First	Middle	Title	Residence Address	City	State	Zip
See attached section 2 and ownership chart							

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

2. List stockholders or controlling members owning 10% or more of Corp/LLC:

Last	First	Middle	% Owned	Residence Address	City	State	Zip
See attached section 2 and ownership chart							

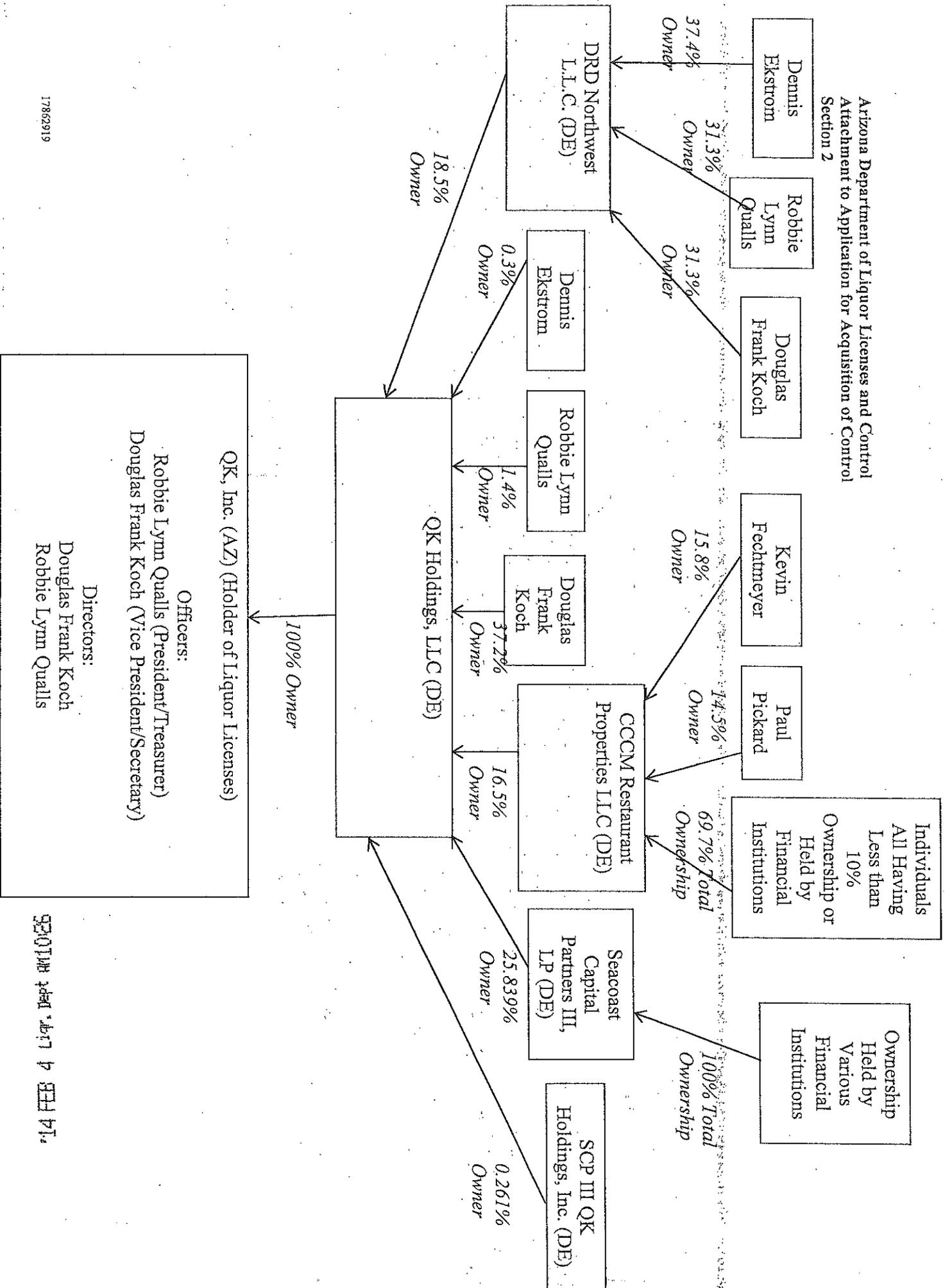
(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

Disabled individuals requiring special accommodations please call the Department

1/7/2013

Date Received	2-14-14
CSR	C. Began

Arizona Department of Liquor Licenses and Control
 Attachment to Application for Acquisition of Control
 Section 2



QK, Inc. (AZ) (Holder of Liquor Licenses)
 Officers:
 Robbie Lynn Qualls (President/Treasurer)
 Douglas Frank Koch (Vice President/Secretary)

Directors:
 Douglas Frank Koch
 Robbie Lynn Qualls

Arizona Department of Liquor Licenses & Control
Attachment to Application for Acquisition of Control

Section 2

1. List individual owner or partners or all directors, officers in corp, members in LLC:

Last	First	Middle	Title	Residence Address
Koch	Douglas	Frank	Director, Vice President, and Secretary	5524 E. Calle Del Paisano, Phoenix, AZ 85018
Qualls	Robbie	Lynn	Director, President, and Treasurer	19947 N. 94th Way, Scottsdale, AZ 85255

14 FEB 4 11 49 AM '06

Arizona Department of Liquor Licenses & Control
Attachment to Application for Acquisition of Control

2. List stockholders or controlling members owning 10% or more of Corp/LLC:

QK, Inc.:

Last	First	Middle	% Owned	Residence Address
QK Holdings, LLC (DE)			100%	101 E. Hopi Drive, Holbrook, AZ 86025

QK Holdings, LLC

Last	First	Middle	% Owned	Residence Address
Koch	Douglas	Frank	37.2%	5524 E. Calle Del Paisano, Phoenix, AZ 85018
DRD Northwest L.L.C.			18.5%	101 E. Hopi Drive, Holbrook, AZ 86025
CCCM Restaurant Properties LLC			16.5%	2355 East Camelback Road, Suite 510 Phoenix, AZ 85016
Seacoast Capital Partners III, LP			25.839%	One Bush Street, Suite 650 San Francisco, CA 94104

DRD Northwest L.L.C.:

Last	First	Middle	% Owned	Residence Address
Koch	Douglas	Frank	31.3%	5524 E. Calle Del Paisano, Phoenix, AZ 85018
Qualls	Robbie	Lynn	31.3%	19947 N. 94th Way, Scottsdale, AZ 85255
Ekstrom	Dennis		37.4%	

CCCM Restaurant Properties LLC:

Last	First	Middle	% Owned	Residence Address
Fechtmeier	Kevin		15.8%	
Pickard	Paul		14.5%	
Ownership Held by Individuals All Having Less than 10% Ownership or by Financial Institutions			69.7%	N/A

Seacoast Capital Partners III, LP:

Last	First	Middle	% Owned	Residence Address
Ownership All Held by Financial			100%	N/A

14 FEB 4 11:07 AM '05

Arizona Department of Liquor Licenses & Control
Attachment to Application for Acquisition of Control

Institutions				
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14 FEB 4 11:34 AM '05

SECTION 3

(COMPLETE THIS SECTION FOR AGENT CHANGE)

1. If the corporation/L.L.C. is owned by another entity, ATTACH AN OWNERSHIP AND DIRECTOR / OFFICER / MEMBER DISCLOSURE for the parent entity. Attach additional sheets as necessary in order to disclose real people.

As an Agent, will you be physically present and operating the licensed premises? YES NO

If you answered YES, you must provide proof of attendance of a Department approved Liquor Law Training Course within the last five years before your application for Agent can be submitted. If "no" a manager with approved training must be submitted.

SECTION 4

(COMPLETE THIS SECTION FOR AGENT CHANGE)

To be completed by the INDIVIDUAL OR EXISTING AGENT OR CORPORATE OFFICER OR L.L.C. CONTROLLING MEMBER:

1. License Number: _____ Date of last renewal: _____

2. Current Licensee or Agent: _____
(Exactly as it appears on license) Last First Middle

I, _____, hereby consent to the agent appointment named herein and agree to immediately assign a new agent in the event of the death, resignation, or discharge of this agent. I also understand that if the background report shows that I, the corporation, or any officer, director, member, or stockholder have been convicted of a felony in the past five (5) years, I will immediately surrender the license to the Arizona Department of Liquor Licenses and Control and hereby waive all rights to appeal such action.

X _____ State of _____ County of _____
(Signature of INDIVIDUAL/ CORPORATE/CLUB OFFICER/MEMBER) The foregoing instrument was acknowledged before me this

_____ day of _____, _____
Day Month Year

My commission expires on: _____
(Signature of NOTARY PUBLIC)

SECTION 5

(COMPLETE THIS SECTION FOR RESTRUCTURE)

Is there more than one licensed premises involved? YES NO If yes, SEPARATE APPLICATIONS must be filed and fees paid for each license/location.

Type of current ownership:

- J.T.W.R.O.S.
 INDIVIDUAL
 PARTNERSHIP
 CORPORATION
 LIMITED LIABILITY CO.
 TRUST
 OTHER Explain _____

Type of new ownership:

- J.T.W.R.O.S.
 INDIVIDUAL
 PARTNERSHIP
 CORPORATION
 LIMITED LIABILITY CO.
 TRUST
 OTHER Explain _____

SECTION 6

(COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

To be completed by INDIVIDUAL OR EXISTING AGENT (if no agent change) OR NEW AGENT OR CORPORATE OFFICER OR L.L.C. CONTROLLING MEMBER as listed in Question 1 Section 1:

I, Douglas Frank Koch, hereby declare that I am the APPLICANT filing this application.

have read the application and the contents and all statements are true, correct and complete.

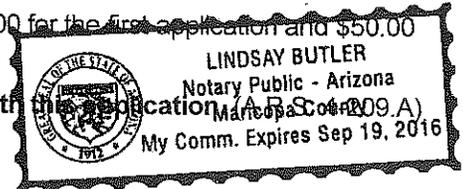
X _____ State of Arizona County of Maricopa
(Signature of INDIVIDUAL OR AGENT) The foregoing instrument was acknowledged before me this

2 day of January, 2014
Day Month Year

My commission expires on: Sept. 19, 2016
(Signature of NOTARY PUBLIC)

NOTE 1: The fee for an agent change MUST be submitted with this application: \$100.00 for the first application and \$50.00 for each additional application, not to exceed \$1,000.00. (A.R.S. 4-209.H)

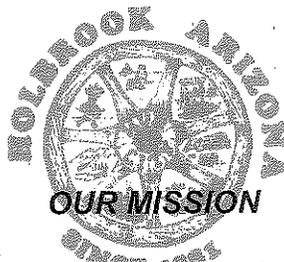
NOTE 2: The \$100.00 fee for restructure/acquisition of control MUST be submitted with this application (A.R.S. 4-209.A)



465 First Avenue
P.O. Box 970
Holbrook, AZ 86025

CITY OF HOLBROOK

Telephone: (928) 524-6225
Fax: (928) 524-2159
holbrookcity@ci.holbrook.az.us



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

AGENDA

REGULAR CITY COUNCIL MEETING

FEBRUARY 25, 2014

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.

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. Presentation to 2014 AIA Spirit Line Division II State Champions- Holbrook High School Spirit Line.
- 5) CALL TO THE AUDIENCE:
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 February 6, 2014 thru February 19, 2014: Documentation for claims is available *at City Hall. (Pg 4)*
 - B. Minutes of the regular meeting held on February 11, 2014. (Pg 22)
- 7) REPORTS:
Mayor:

Council Members:

Manager:

Police Chief:

- 8) OLD BUSINESS:
- 9) NEW BUSINESS:
 - A. Discussion/possible action regarding appointment of Personnel Director-Vice-Mayor Haussman.
 - B. Discussion/possible action regarding designation of representative to the NACOG Regional Council-Mayor Hill. (Pg 30)
- 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:

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

14) ADJOURNMENT:

Dated this 18th day of February 2014.


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 MINUTES OF THE REGULAR MEETING OF THE
2 HOLBROOK CITY COUNCIL HELD ON FEBRUARY 25, 2014

3 CALL TO ORDER:

4 Mayor Hill called the meeting to order at 6:00 p.m.

5 ROLL CALL:

6 Mayor Jeff Hill, Vice-Mayor Charles Haussman, Councilmember's Myron Maxwell,
7 Wade Carlisle, Richard Peterson and Phil Cobb. Councilmember Tyler was absent.

8 PLEDGE OF ALLEGIANCE/INVOCATION:

9 The pledge was led by Vice-Mayor Haussman and the invocation was given by
10 Councilmember Carlisle.

11 CITY STAFF:

12 City Manager Ray Alley, Finance Director Randall Sullivan, Police Chief Mark Jackson
13 and City Clerk Cher Reyes.

14 PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

15 Mayor Hill presented awards to the Holbrook High School Spirit Line team for winning
16 the 2014 State Championship for Division II. Members included: Alaya Darling, Emily
17 Baldonado, Terra Begaye, Ciara Brown, Cheyenne Gillespie, Gwyn Dush, Harlee
18 Sanchez, Tessa Candelaria, Mariah Kelley, Brianna Jimenez, Megan Haussman, Trina
19 Tom, Brooke Whitten, Violet Case, Kailen Matty, Omar Jaquez, Jose Luna, Patrick
20 O'Brien, Nathan McPherson, Managers Kyla Spangler and Aaron Thomas, Coaches
21 Carey Kester, Cheryl Carlson and Nichole Lozano.

22 Tim Kelley, Haskknife thanked the Council for their support of the Haskknife ride for 2014.

23 CALL TO THE AUDIENCE:

24 Leo Maestas petitioned the Council regarding the Personnel Director position. Mr.

1 Leo Maestas petitioned the Council regarding the Personnel Director position. Mr.
2 Maestas stated that he was disappointed that Councilmember Tyler was not present at
3 the meeting for the discussion of the Personnel Director. Mr. Maestas stated that this
4 position is important and he believes this item should be tabled until Mr. Tyler is present
5 to give his opinion. Mr. Maestas stated that when he comes up here to speak he does
6 not make allegations but he's on point and has facts and has facts straight. Mr.
7 Maestas asked the Council to table the matter until Mr. Tyler was present.

8 CONSENT AGENDA:

9 Claims approval for February 6, 2014 thru February 19, 2014 and minutes of the
10 regular meeting held on February 11, 2014. Councilmember Cobb made a motion to
11 approve the consent agenda. Councilmember Maxwell seconded and the motion
12 carried unanimously

13 SUMMARY OF CURRENT EVENTS:

14 MAYOR:

15 COUNCIL:

- 16 1. Councilmember Maxwell reported that he had attended the Planning and Zoning
17 Commission meeting. Councilmember Maxwell reported that he had drove by
18 the business which was reviewed by the Commission and it looked neat and
19 orderly.
- 20 2. Councilmember Maxwell reported that he would like to see a group formed of
21 persons who would be willing to help the elderly maintain things at their homes
22 on a volunteer basis.
- 23 3. Councilmember Maxwell reported that he had went by where the new open air

1 marked will be held and currently it is a big lot with tall weeds so he feels the
2 market will be an improvement to the area as the weeds will be cleaned up.

- 3 4. Vice-Mayor Hausman announced the Holbrook High School Wrestlers were
4 State Champions.

5 **MANAGER:**

6 1. Manager Alley reported that the City's camera program caught a vandal at City
7 Hall.

8 2. Manager Alley reported that the Parks Department is digging up concrete in front
9 of cemetery and it will be re-concreted to make it low maintenance.

10 3. Manager Alley reported that the Streets Department is crack sealing and
11 patching Spurlock.

12 4. Manager Alley reported that there has been water breaks at the Golf Course and
13 resources have been reallocated to assist the Department. Manager Alley
14 reported that he will be spending more time at the course,

15 5. Manager Alley reported that an emergency abatement will be conducted on 2nd
16 street tomorrow.

17 6. Manager Alley reported that he had asked all Department Heads to be in
18 attendance at the meeting tonight so they could each speak on what projects
19 they have going on. Manager Alley reported that all Departments are working
20 together to help each other when needed. Manager Alley stated that a lot was
21 getting done with little money and he is proud of his Department Heads and the
22 Public Works Pool. Manager Alley stated that he is not very good at showing
23 positive things that is why he wanted Department Heads to speak.

- 1 7. John Guttery reported that the park at the Senior Center is almost complete. Mr.
2 Guttery reported that there will be some flowers planted and additional
3 landscaping done.
- 4 8. Pat Serna, Streets Supervisor reported that his crews were working on crack
5 sealing and patching. Mr. Serna reported that the crack seal machine was
6 working well.
- 7 9. Oasker Hollins, Sanitation Supervisor reported that he is helping other
8 Department as needed along with recycling, transfer station and sanitation pick-
9 ups.
- 10 10. John Gerwitz, Fleet Maintenance Supervisor reported that he is busy maintaining
11 the City's vehicles.
- 12 11. Kathleen Smith, Events Coordinator reported that she is working on getting
13 businesses to join the Chamber and collecting dues for the existing members.
14 Ms. Smith reported that she is preparing for Wild West Days, Route 66 Festival
15 and working with other groups on their events.
- 16 12. Doyce Stuart, Safety Officer reported that he is working on code enforcement
17 issues as well as safety items. Mr. Stuart stated that the abatement which will be
18 conducted tomorrow is due to safety issues.
- 19 13. Lance Spencer, Wastewater Treatment Plant Supervisor reported that the
20 Wastewater Plant is running well and that he is staying within all the ADEQ
21 permitting processes.
- 22 14. Randy Sullivan, Finance Director/ Assistant City Manager reported that D.V.
23 Stuart is also the Sargent for the VIP Program which the Chief has re-instituted.

1 15. Tim Kelley, Facilities Maintenance Supervisor reported that he is working on
2 items at the Golf Course and maintaining the Levee.

3 16. Cher Reyes, City Clerk reported that currently she is working on a Special
4 Election, CDBG Grant and a Brownfield Grant along with several public
5 information requests.

6 OLD BUSINESS:

7 NEW BUSINESS:

8 A. Mayor Hill stated that Vice-Mayor Haussman and Councilmember Tyler were to seek persons willing to
9 serve as Personnel Director and come back with suggestions for the Council. Vice-Mayor Haussman
10 stated that this item is posted for discussion/possible action but he does not know if there will be a final
11 decision tonight. Vice-Mayor Haussman stated that the Personnel Policy was adopted July 14, 2009 and
12 effective by Ordinance August 13, 2009. Vice-Mayor Haussman stated that the Personnel Policy is
13 periodically reviewed. Vice-Mayor Haussman read Sections 103 and 104 of the Personnel Policy.

14 **Section 103 - Personnel Director**

15 The City Council shall appoint a Personnel Director for the City of Holbrook who shall be responsible for the
16 administration of the personnel system of the City, and who shall:

17 * Administer the provisions of this Personnel Policy not specifically reserved to the City
18 Council or City Manager, and make such administrative regulations as are deemed necessary
19 to implement and carry out the personnel function of the City and this policy.

20 * Give notice of position openings within the City service.

21 * Authorize applicant testing as appropriate.

22 * Recommend to the City Council revisions and amendments to the Personnel Policy
23 as deemed necessary.

24 * Recommend to the City Council a position classification plan, including class
25 specifications, and recommend revisions to the plan as deemed necessary.

26 * Recommend to the City Council a compensation plan for all position classifications in the
27 City service, and recommend revisions to the plan as deemed necessary.

28 * Allocate each position in the City service to its appropriate class in the classification plan
29 and assign each class to an appropriate salary range in the salary plan.

30 * Develop and assist others in the development of training programs for City employees.

31 **Section 104 - Personnel Advisory Board**

32
33 A Personnel Advisory Board will be appointed by the Mayor and ratified by the City Council. The purpose of the
34 Personnel Advisory Board is to hear appeals as provided in this Policy and to provide advisory determinations to the

1 Personnel Director and/or the City Manager as appropriate according to the grievance. The Advisory board shall
2 consist of three persons not employed by the City and two employees of the City. The City Council shall further
3 appoint three persons to serve as alternates upon the absence or inability of a member to serve, or any other conflict
4 of interest. The City Council shall solicit the names of the two City employees from the City's Department Heads.
5 The Board is tasked with selecting a Chair and selecting a hearing date based upon the appeal hearing procedures.
6 All Board meetings are closed.

7
8 Vice-Mayor Haussman stated that it was good for Council to periodically review this
9 document. Vice Mayor Haussman stated that he had received in his box Personnel
10 Policy change recommendations dated February 18, 2014. Vice-Mayor Haussman
11 stated that he did not know if the Mayor has already assigned an advisory committee
12 for these changes. Vice-Mayor Haussman stated that the revisions have already been
13 reviewed by Counsel. Vice-Mayor Haussman stated that he believes it is appropriate
14 for Council to discuss where they want to go with the Personnel Director. Vice-Mayor
15 Haussman stated that he knows that this can be a difficult issue but he feels that it
16 needs to be discussed. Vice-Mayor Haussman asked Manager Alley if he was handling
17 the issues as they come up as the Personnel Director has resigned. Manager Alley
18 stated that Ms. James is still the Human Resource Director she is just not doing the
19 Personnel Director job. Manager Alley stated that part of the Personnel Policy revisions
20 have to do with employee performance review as the policy states the Personnel
21 Director shall conduct the reviews but that position does not supervise the Department
22 Heads to know how they do their jobs. Manager Alley stated that he does not want to
23 be the Personnel Director but he does have to have the duties assigned of who goes on
24 trips, what kind of training person takes and reviews. Manager Alley stated that if the
25 Council is looking for overall direction the Personnel Policy revisions should be
26 reviewed first. Manager Alley stated that if someone from outside the City is utilized for

1 Personnel Director they may not understand how the City works and it could be difficult
2 for them. Vice-Mayor Hausman stated that as we go through this process he wants it
3 kept fair and equitable and that people need to understand that this is not a private
4 agency but a government entity and there are procedures and guidelines that must be
5 followed and that he is going to make sure they are followed. Vice-Mayor Hausman
6 stated that he wants some procedural items put into place that will be followed. Vice-
7 Mayor Hausman asked if the Mayor was going to appoint a Personnel Board. Mayor
8 Hill explained that the Personnel Board is only appointed when there is an appeal to be
9 heard. Mayor Hill stated that that the Council may assign additional functions or duties
10 to offices, departments or agencies and where the positions are compatible, the Council
11 may combine in one person the powers and duties of two or more offices authorized by
12 this Charter and he has understood this to mean such as the Personnel Director which
13 is not a full time job but is compatible with the Human Resources Director and so it has
14 been combined. Mayor Hill stated that the City Manager has been the Personnel
15 Director in the past but that has resulted in problems. Mayor Hill stated that in the short
16 term perhaps someone who is degreed in Public Law could fill the position. Vice-Mayor
17 Hausman asked Manager Alley if in the past he was the Personnel Director. Manager
18 Alley stated that 5 of the 9 years. Vice-Mayor Hausman stated that the Human
19 Resources Director resigned for the Personnel Director component of her job and is this
20 going to set a precedence for other employees who have multiple job duties assigned to
21 them. Manager Alley stated that the task was assigned to her and she did not receive
22 additional pay for it. Manager Alley stated that the last few months have taken their toll
23 on her as it has been tough. Manager Alley stated that she was excellent at the job and

1 wished we hadn't lost her. Councilmember Carlisle stated that in his tenure the City
2 Manager has been the Personnel director and the Treasurer. Councilmember Carlisle
3 stated that he would like to have a meeting on the Personnel Policy revisions and as far
4 as the Personnel Director he feels the City Manager can fill this position until a
5 grievance is filed against him or a replacement is found. Manager Alley stated that he
6 believes that the Council should have the Personnel Attorney at the meeting for the
7 revision. Mayor Hill stated that he was going to redirect the discussion as the item is
8 actual appointment of Personnel Director not on the actual Personnel Revision.
9 Councilmember Carlisle stated that perhaps they could appoint an Interim Personnel
10 Director. Councilmember Carlisle asked if the Council need to appoint a Personnel
11 Director. Manager Alley stated that Pat Nichols is cross training in Vickie's Human
12 Resources position but doesn't know if he'd be willing. Councilmember Carlisle stated
13 that he was going to make a motion to appoint Randy Sullivan since he is Assistant City
14 Manager and it would be part of his job duties as the Assistant. Councilmember Cobb
15 made a motion to appoint Randy Sullivan Interim Personnel Director for a period not to
16 exceed 6 months. Councilmember Carlisle seconded and the motion carried
17 unanimously.

18 B. Mayor Hill stated that Councilmember Carlisle has been serving as the NACOG
19 representative for Holbrook. Mayor Hill made a motion to re-appoint Councilmember
20 Carlisle to be NACOG Representative. Vice-Mayor Haussman seconded and the
21 motion carried unanimously.

22 EXECUTIVE SESSION:

23 POST EXECUTIVE SESSION:

1 CALL TO THE AUDIENCE:

2 C.J. Wischmann petitioned the Council regarding dogs at large. Mr. Wischmann stated
3 that he would like to compliment Merrill Young on all his work. Mr. Wischmann stated
4 that he didn't think people should have to fence their yard to keep dogs out. Mr.
5 Wischman stated that perhaps people could be fined on their water bill for dogs at large
6 or perhaps have a dog watch similar to the neighborhood watch.

7 CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE:

8 ADJOURNMENT:

9 There being no further business to come before the Council at this time Mayor Hill
10 adjourned the meeting by unanimous consent at 7:02 p.m.

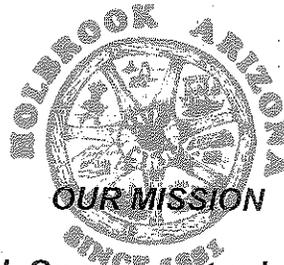
11
12 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
13 the regular meeting of the Holbrook City Council held on the February 25, 2014. I
14 further certify that the meeting was duly called and held and that a quorum was present.

15
16 Cher Reyes, CMC, CPM, City Clerk
17

465 First Avenue
P.O. Box 970
Holbrook, AZ 86025

CITY OF HOLBROOK

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holbrookcity@ci.holbrook.az.us



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

AGENDA

REGULAR CITY COUNCIL MEETING

MARCH 11, 2014

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.

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. Presentation to 2014 AIA Division III State Wrestling Champions-Holbrook High School Wrestling.
- 5) CALL TO THE AUDIENCE:
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 February 20, 2014 thru March 6, 2014: Documentation for claims is available *at City Hall. (Pg 4)*

7) REPORTS:

Mayor:

Council Members:

Manager:

Announcement of Public Hearings for budget over-ride election, March 25, 6 p.m. and April 1 from 12-2 p.m. (Pg 25)

Police Chief:

8) OLD BUSINESS:

9) NEW BUSINESS:

- A. Request for funds-Holbrook High School Student Council-Mr. Roadrunner Contest.
- B. Discussion/possible action regarding naming Perkins Pre-cast a sole source provider for sewer manholes-Manager Alley.
- C. Discussion/possible action regarding a Code of Conduct for the Holbrook Public Library-Manager Alley. (Pg 26)
- D. Discussion/possible action regarding FY 2015 budget and scheduling of work sessions-Finance Director Sullivan.(Pg 27)

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.

POST EXECUTIVE SESSION:

11) CALL TO THE AUDIENCE:

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.

12) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 2139.03
(Pg 28)

14) ADJOURNMENT:

Date this 4th day of March 2014.


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 MINUTES OF THE REGULAR MEETING OF THE
3 HOLBROOK CITY COUNCIL HELD ON MARCH 11, 2014
4

5 CALL TO ORDER:

6 Mayor Hill called the meeting to order at 6:00 p.m.

7 ROLL CALL:

8 Mayor Jeff Hill, Councilmember's Myron Maxwell, Wade Carlisle, Bobby Tyler, Richard
9 Peterson and Phil Cobb. Vice-Mayor Haussman was absent and excused as he was in
10 attendance at his son's baseball game.

11 PLEDGE OF ALLEGIANCE/INVOCATION:

12 The pledge was led by Councilmember Peterson and the invocation was given by
13 Councilmember Tyler.

14 CITY STAFF:

15 City Manager Ray Alley, Finance Director Randall Sullivan, Police Chief Mark Jackson
16 and City Clerk Cher Reyes.

17 PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

18 Mayor Hill presented awards to the Holbrook High School Wrestling team for winning
19 the 2014 State Championship for Division III.

20 CONSENT AGENDA:

21 Claims approval for February 20, 2014 thru March 6, 2014. Councilmember Cobb made
22 a motion to approve the consent agenda. Councilmember Carlisle seconded and the
23 motion carried unanimously

24 SUMMARY OF CURRENT EVENTS:

25 MAYOR:

- 1 1. Mayor Hill announced that the Mayor's and Councilmember's Meeting will be
2 held in Holbrook on April 7, 2014 at the Mesa.

3 COUNCIL:

- 4 1. Councilmember Cobb offered condolences to the families of Dean McNamee
5 and Randy Hensley.
- 6 2. Councilmember Cobb announced that the Mr. Roadrunner Pageant will be held
7 on April 30 at 7 p.m. Funds raised will be used for the Travis Yazzie
8 Scholarship.
- 9 3. Councilmember Cobb announced that Parent Teachers Conferences will be held
10 Thursday and Friday of this week.
- 11 4. Councilmember Tyler reported that he had attended the NPC NAVIT dedication
12 at NPC and that the facility is amazing.

13 MANAGER:

- 14 1. Manager Alley reported that crews had repaired a water break at Navajo and
15 Iowa. Manager Alley thanked ADOT for traffic control and the good working
16 relationship.
- 17 2. Manager Alley reported that the Streets Department is still crack sealing.
- 18 3. Manager Alley reported that when concrete work starts up again crews will be
19 doing Heywood.
- 20 4. Manager Alley reported that work has been done on the ozone machine at the
21 Golf Course and that he intends to give the course additional help for the
22 summer to get the Course back up to par.
- 23 5. Manager Alley reported that he has worked with the Water Department for a

1 month now and that they are a pleasure to work with.

2 6. Finance Director Sullivan reported that two public hearings and a Special
3 meeting will be held for the over-ride election. March 25 during the regular
4 Council meeting, April 1 from 12-2 at the Library and the special meeting April 1
5 at 6 p.m.

6 7. Manager Alley reported that crews have torn down the building for Shipley
7 Phillips #1 lift station.

8 OLD BUSINESS:

9 NEW BUSINESS:

10 Mayor Hill moved Item D to the beginning of new business so that Finance Director
11 Sullivan could attend another meeting.

12 D. Finance Director Sullivan stated that he has scheduled budget work sessions for
13 April 22, May 13, May 27 and June 3. Finance Director Sullivan stated there would be
14 a special meetings on July 29 for adoption of the budget and August 18 for the Tax
15 Levy. Finance Director Sullivan stated that if the over-ride passes at the May 20
16 election crews will be able to continue street work. Finance Director Sullivan stated that
17 if it did not pass there would be no more road work. Council asked that the budget be
18 listed as a recurring item on the agenda under Old Business for now until adopted.

19 A. Councilmember Cobb explained that the Mr. Roadrunner Pageant is to raise funds
20 for the Travis Yazzie Memorial Scholarship. As no one showed up to speak from the
21 Student Council, Council instructed Mr. Alley to meet with them and offer City services
22 that would help them raise funds such as the use of the Park for car washes or the Golf
23 Course.

1 B. Manager Alley requested that the Council declare Perkins Pre-Cast a sole source
2 provider for sewer manholes. Manager Alley stated that they measure everything and
3 deliver the covers and they are the nearest provider. Councilmember Carlisle made a
4 motion to declare Perkins Pre-Cast a sole source provider for a period of two years.
5 Councilmember Cobb seconded and the motion carried unanimously.

6 C. Librarian Wendy Skevington presented a Code of Conduct for the Library for
7 approval by Council. Ms. Skevington explained that with some situations require a
8 written policy for reinforcement of expected behavior. Councilmember Maxwell voiced
9 concerns over creating another policy when Statutes are already in place that can be
10 used. Chief Mark Jackson stated that the Code of Conduct is needed at the Library
11 and the statutes that are listed pertain to the issues that need to be addressed.
12 Councilmember Carlisle stated that the unattended children policy is not in Statute but
13 needs to addressed as it is in this policy. Librarian Skevington pointed out that there
14 was an error in item 8 stating that the City Ordinance quoted is incorrect and needs to
15 be removed. Councilmember Cobb made a motion to adopt the policy with the removal
16 of the City Ordinance listed in #8. Councilmember Maxwell seconded and the motion
17 carried unanimously.

18 EXECUTIVE SESSION:

19 POST EXECUTIVE SESSION:

20 CALL TO THE AUDIENCE:

21 CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$2139.03

1 Councilmember Tyler made a motion to approve the claims for Walt's Hardware in the
2 amount of \$2039.03. Councilmember Cobb seconded and the motion carried
3 unanimously.

4 ADJOURNMENT:

5 There being no further business to come before the Council at this time Mayor Hill
6 adjourned the meeting by unanimous consent at 6:53 p.m.

7
8 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
9 the regular meeting of the Holbrook City Council held on the March 11, 2014. I further
10 certify that the meeting was duly called and held and that a quorum was present.

11
12 Cher Reyes, CMC, CPM, City Clerk
13

CITY OF HOLBROOK ORDINANCE 14-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE
CITY OF HOLBROOK, ARIZONA, AMENDING THE FEES
FOR USERS OF THE HOLBROOK MUNICIPAL CEMETERY

RECITALS

WHEREAS, the City of Holbrook operates the municipal cemetery and charges fees to operate and maintain said cemetery; and

WHEREAS, given increased burial of non-residents of Holbrook, and increased costs to improve and expand the cemetery, it has become necessary to amend the fees for the use of the cemetery;

ENACTMENT:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Holbrook, Arizona, as follows:

A. The following fees shall be charged and collected for non-residents of Holbrook users of the Holbrook Municipal Cemetery

1. Cost of non-resident standard grave space 5'x10' including perpetual care \$3000.00 (\$75.00) put into perpetual care account)

All residencies will be verified through the Mortuary providing the service.

2. Cost of non-resident infant/child or urn grave space-including perpetual care
(\$25.00 put into perpetual care account ¼ plot urn only in ¼ plot) \$600.00
(\$50.00 put into perpetual care account ½ plot) \$1050.00

*24 hour notice must be given for all burials

B. These rates will become effective thirty (30) days after the passage of this resolution.

PASSED AND ADOPTED this 8th day of April 2014, by the Mayor and Council of the City of Holbrook, Arizona.

Jeff A. Hill, Mayor

ATTEST:

APPROVED AS TO FORM:

Cher Reyes, CMC, CPM, City Clerk

Sterling Solomon, City Attorney

Resolution No. 14-04

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE
CITY OF HOLBROOK AUTHORIZING THE RENEWAL OF THE
CITY OF HOLBROOK'S MEMBERSHIP IN THE
RURAL ARIZONA GROUP HEALTH TRUST**

WHEREAS, the City of Holbrook ("Holbrook") is currently a Participating Entity in the Rural Arizona Group Health Trust ("the Trust"); and

WHEREAS, the City's current term of membership as a Participating Entity shall expire on June 30, 2014; and

WHEREAS, the Trust's Board of Trustees ("the Trust Board") has offered a renewal membership to Holbrook commencing July 01, 2014; and

WHEREAS, the City of Holbrook wishes to renew its participation in the Trust for a five (5) year Membership Period commencing July 01, 2014 and terminating June 30, 2019; and

WHEREAS, renewal of the City's membership in the Trust will serve the interest of the City and its employees.

NOW, THEREFORE IT IS RESOLVED AS FOLLOWS:

1. The Holbrook City Council hereby authorizes the renewal of the City's membership in the Trust for the period commencing July 01, 2014 and terminating June 30, 2019.

APPROVED AND ADOPTED this _____ day of _____, 2014.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

465 First Avenue
P.O. Box 970
Holbrook, AZ 86025

CITY OF HOLBROOK



Telephone: (928) 524-6285
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holbrookcity@ci.holbrook.az.us

Airport Attendant

March 5, 2014

The City of Holbrook is accepting applicants for an Airport Attendant. This is a lease agreement to provide weekend and evening coverage of airport operations.

Interested personnel and a copy of the lease agreement may be obtained from the Personnel Director at the City of Holbrook, 1st Avenue, Holbrook, Arizona and must be filed at the City no later than 4:00 p.m. Thursday March 20th, 2014

The City of Holbrook is an equal opportunity employer and a drug free work place.

RESIDENTIAL LEASE

Lease entered into this ____ day of _____, 2014, by and between the City of Holbrook, Arizona, a municipal corporation, hereinafter referred to as "Lessor", and (name of lessee), hereinafter referred to as "Lessee".

For and in consideration of the mutual covenants contained herein and other good and valuable consideration, Lessor leases to Lessee a house utilities (water, sewer, sanitation, natural gas and electric), located at the Holbrook Airport. The home shall be maintained in as good condition as now exists; reasonable wear and tear accepted, and at the expiration of this Lease, shall surrender the same to Lessor.

Lessee shall fuel airplanes as well as provide security for Golf Course in lieu of rent.

This lease shall be for a period of one year and shall, at the option of Lessor, be renewed in one year increments.

Lessor shall not be responsible for fire insurance on Lessee's property, theft insurance on Lessees' property. Or damage to Lessee's property from any cause, other than the negligence of Lessor or its agents.

The leased premises shall be used for a residence by Lessee and his family, and for no other purposes.

This lease may be canceled with a 60 day notice by either party.

In witness whereof the parties have set their hand the day and year first above written.

City of Holbrook, Arizona (Lessor)

Lessee

By _____

Ray Alley, City Manager

Attest:

Cher Reyes, CMC, CPM, City Clerk

AGREEMENT

This Agreement is entered into this ____ day of _____, 2014, by and between the City of Holbrook, a municipal corporation, hereinafter referred to as "City" and Misty Hatch, hereinafter referred to as "MHatch". This agreement is for Essential Oil Courses instruction at the City of Holbrook's Community Building.

For and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. MHatch agrees to the following:
 - A. To pay a fee of \$25.00 per month.
 - B. To provide his/her own liability insurance coverage in the amount of \$1,000,000.00 for clients.
 - C. To clean facility after use.

2. Holbrook agrees to the following:
 - A. To pay all utilities excluding phone service.
 - C. To provide a space of 400 square foot in the Holbrook Fitness Center for Essential Oil Course instruction.

3. This agreement shall be for a period of two (2) years from the date the agreement is signed above; however, City or MHatch may cancel the agreement for any reason upon thirty (30) days' written notice to the other party.

4. MHatch shall maintain the facility and premises in as good condition as now exists, and upon expiration of this agreement, shall immediately surrender the same in said condition to City.

5. MHatch shall not assign or sublet or transfer any interest in this agreement without the prior written consent of the City.

6. This agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, successors and assigns.

7. MHatch shall indemnify and hold the City harmless from and against any liability, obligation or damage arising from the use of the premises by MHatch, its agents or guests.

8. MHatch shall procure appropriate liability insurance with the City as an additional insured thereunder, and shall deliver to City a certified copy of such policy within fifteen (15) days of the execution of this agreement.

11. In the event of any litigation to enforce the terms of this lease, the prevailing party shall be entitled to recover its attorney's fees. The laws of the State of Arizona shall govern this agreement.

12. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, certified mail, postage prepaid, addressed as follows:

- (1) CITY OF HOLBROOK: City Manager
City of Holbrook
P.O. Box 970
Holbrook, AZ 86025

- (2) MHATCH: Misty Hatch

Holbrook, AZ 86025

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

CITY OF HOLBROOK:

Jeff Hill, Mayor

Misty Hatch

ATTEST:

Cher Reyes, City Clerk