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

***OUR MISSION***

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

AGENDA

REGULAR CITY COUNCIL MEETING

JULY 22, 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. Proclamation "Navajo County Fair Days".
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 July 4, 2014 thru July 16, 2014:
   Documentation for claims is available *at City Hall.*
   B. Minutes of the regular meeting held on May 27, 2014.
   C. Special event liquor license-Navajo County Fair-September 10-September 14, 2014.
7) REPORTS:
   **Mayor:**
   **Council Members:**

**Manager:**
**Police Chief:**

8) OLD BUSINESS:

9) NEW BUSINESS:

A. Discussion/possible action regarding funding a region-wide event win conjunction with the Apache and Navajo Counties Mayors and Councilmembers Association meeting-Manager Alley.
B. Discussion/possible action regarding an Intergovernmental agreement and memorandum of understanding for the creation of a consolidated dispatch center in Navajo County-Chief Mark Jackson.
C. Discussion/possible action regarding a walking path-Councilmember Tyler.
D. Discussion/possible action regarding bid results for FY 2015 concrete-Manager Alley.
E. Discussion/possible action regarding attendance at League of Arizona Cities and Towns conference-City Clerk Reyes.

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: $ 813.19

13) ADJOURNMENT:

Dated this 16th day of July 2014.

Cher Reyes, CMC, CPM

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.

# PROCLAMATION

**WHEREAS**, The Navajo County Fair is celebrating its 83rd Year in succession; and

**WHEREAS**, The Navajo County Fair has been an important part of Holbrook's History since the 1930's; and

**WHEREAS**, The Navajo County Fair offers entertainment value for all ages; and

**WHEREAS,** this annual event is a wholesome, fun, and education experience which has been long enjoyed by all; and

**WHEREAS**, citizens can display garden and homemade products, artistic pieces of work, livestock and their hobbies; and

**WHEREAS**, The Holbrook City Council and the City of Holbrook value the benefits that the Fair provides to the citizens of its community and of Navajo County,

**NOW, THEREFORE**, I, Jeff Hill, Mayor of the City of Holbrook, do hereby proclaim September 10 through September 14, 2014 as

## "NAVAJO COUNTY FAIR DAYS"

In the City of Holbrook and thank the volunteers who are contributing their time and energy to making the Fair a success and hereby encourage all Residents and the City of Holbrook Staff to attend and join in the celebration of Navajo County's eighty-third annual County Fair.

Done in concurrence with the Holbrook City Council this 22nd Day of July 2014.

_____

Jeff Hill, Mayor

_____

ATTEST: Cher Reyes, CMC, CPM, City Clerk

# CITY OF HOLBROOK

## INVOICE APPROVAL REPORT

## BY GL NUMBER EXCLUDING WALT'S HARDWARE

07/04/2014 THRU 07/16/2014

**TOTAL** **$91,212.04**

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **7/8/2014** | | | | | | | | | | | | |
| | | | NAVAJO COUNTY HISTORICAL | 8720 | | | | | | | | |
| 138 | 2 | Inv | CONTRIBUTION | | 07/01/2014<br>07/01/2014 | 300.00 | 0<br>No | | .00 | | 7/14<br>006-014-5057 | |
| Total 7/8/2014 | | | | | | 300.00 | | | | | | |

07/08/2014 GL Period Summary

| GL Period | Amount |
|---|---|
| 7/14 | 300.00 |
| | 300.00 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **7/14/2014** | | | | | | | | | | | | |
| RICOH USA | | | | 21881 | | | | | | | | |
| 18430014 | 2 | Inv | RENTAL | | 07/01/2014<br>07/02/2014 | 450.78 | 0<br>No | | .00 | | 7/14<br>001-004-5047 | |
| UNISOURCE ENERGY SERVICES | | | | 3380 | | | | | | | | |
| 07022014 | 1 | Inv | UTILITIES | | 07/02/2014<br>07/02/2014 | 18.45 | 0<br>No | | .00 | | 7/14<br>002-090-5048 | |
| 07022014 | 2 | Inv | UTILITIES | | 07/02/2014<br>07/02/2014 | 24.73 | 0<br>No | | .00 | | 7/14<br>001-004-5048 | |
| 07022014 | 3 | Inv | UTILITIES | | 07/02/2014<br>07/02/2014 | 143.44 | 0<br>No | | .00 | | 7/14<br>001-099-5048 | |
| 07022014 | 4 | Inv | UTILITIES | | 07/02/2014<br>07/02/2014 | 22.29 | 0<br>No | | .00 | | 7/14<br>001-031-5048 | |
| 07022014 | 5 | Inv | UTILITIES | | 07/02/2014<br>07/02/2014 | 42.82 | 0<br>No | | .00 | | 7/14<br>002-090-5048 | |
| Total 07022014 | | | | | | 251.73 | | | | | | |
| Total 3380 | | | | | | 251.73 | | | | | | |
| NACOG ASSESSMENT | | | | 8422 | | | | | | | | |
| 2014-01 | 1 | Inv | EDA ASSESSMENT | | 07/01/2014<br>07/08/2014 | 500.00 | 2<br>No | | .00 | | 7/14<br>001-004-5043 | |
| 2014-01 | 2 | Inv | RURAL TRANSPORTATIOI | | 07/01/2014<br>07/08/2014 | 414.00 | 2<br>No | | .00 | | 7/14<br>007-087-5043 | |
| Total 2014-01 | | | | | | 914.00 | | | | | | |
| Total 8422 | | | | | | 914.00 | | | | | | |
| IRWIN, JIMMIE R. | | | | 22253 | | | | | | | | |
| 126104 | 1 | Inv | REFUND DEPOSIT | | 07/01/2014<br>07/14/2014 | 53.83 | 0<br>No | | .00 | | 7/14<br>002-0002520 | |
| GABALDON, JESSIE | | | | 22254 | | | | | | | | |
| 07032014 | 1 | Inv | REFUND POOL | | 07/03/2014<br>07/14/2014 | 25.00 | 0<br>No | | .00 | | 7/14<br>001-000-4737 | |
| TINGEY, RUSSELL JAMES | | | | 22255 | | | | | | | | |
| 167602 | 1 | Inv | REFUND DEPOSIT | | 07/01/2014<br>07/14/2014 | 107.74 | 0<br>No | | .00 | | 7/14<br>002-0002520 | |
| R.A.G.H.T. | | | | 10005 | | | | | | | | |
| 07012014 | 1 | Inv | INSURANCE PREMIUMS | | 07/01/2014<br>07/08/2014 | 57,088.98 | 2<br>No | | .00 | | 7/14<br>099-0002524 | |
| O'REILLY AUTO PARTS | | | | 21622 | | | | | | | | |
| 278746 | 1 | Inv | PARTS | | 07/09/2014<br>07/23/2014 | 20.16 | 0<br>No | | .00 | | 7/14<br>002-091-5024 | |
| NAVAJO COUNTY FINANCE | | | | 8690 | | | | | | | | |
| 15-00000001 | 1 | Inv | CLERK | | 07/01/2014<br>07/23/2014 | 7,000.00 | 0<br>No | | .00 | | 7/14<br>001-098-5041 | |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| NAVAJO COUNTY SHERIFF OFFICE | | | | 8735 | | | | | | | | |
| 15-01 | 1 | Inv | DISPATCH SERVICES | | 07/01/2014 | 25,000.00 | 2 | | .00 | | 7/14 | |
| | | | | | 07/08/2014 | | No | | | | 001-004-5058 | |
| O'REILLY AUTO PARTS | | | | 21622 | | | | | | | | |
| 278452 | 1 | Inv | PARTS | | 07/07/2014 | 9.30 | 0 | | .00 | | 7/14 | |
| | | | | | 07/23/2014 | | No | | | | 001-031-5024 | |
| 278649 | 1 | Inv | PARTS | | 07/07/2014 | 15.25 | 0 | | .00 | | 7/14 | |
| | | | | | 07/23/2014 | | No | | | | 001-031-5024 | |
| 278670 | 1 | Inv | PARTS | | 07/08/2014 | 119.99 | 0 | | .00 | | 7/14 | |
| | | | | | 07/23/2014 | | No | | | | 001-085-5024 | |
| Total 21622 | | | | | | 144.54 | | | | | | |
| GRAINGER | | | | 5580 | | | | | | | | |
| 1212383193 | 1 | Inv | PARTS | | 07/07/2014 | 155.28 | 0 | | .00 | | 7/14 | |
| | | | | | 07/23/2014 | | No | | | | 002-092-5026 | |
| Total 7/14/2014 | | | | | | 91,212.04 | | | | | | |

07/14/2014 GL Period Summary

| GL Period | Amount |
|---|---|
| 7/14 | 91,212.04 |
| | 91,212.04 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **7/15/2014** | | | | | | | | | | | | |
| COPIER PROGRAM DIVISION | | | | 21479 | | | | | | | | |
| 3180016156 | 2 | Adj | COPIER LEASE | | 07/15/2014<br>07/15/2014 | 346.82 - | 0<br>No | | .00 | | 6/14<br>001-004-5047 | Y |
| Total 7/15/2014 | | | | | | 346.82 - | | | | | | |

07/15/2014 GL Period Summary

| GL Period | Amount |
|---|---|
| 6/14 | 346.82 - |
| | 346.82 - |

Grand Total: 91,165.22

Report GL Period Summary

| GL Period | Amount |
|---|---|
| 6/14 | 346.82 - |
| 7/14 | 91,512.04 |
| | 91,165.22 |

| | |
|---|---|
| Vendor Number Hash: | 250142 |
| Vendor Number Hash - Split: | 272084 |
| Total Number of Invoices: | 16 |
| Total Number of Transactions: | 21 |

| TC | Terms Description | Invoice Amt | Discount Amt | Net Inv Amt |
|---|---|---|---|---|
| 0 | Open Terms | 8,162.24 | .00 | 8,162.24 |
| 2 | NET 7 | 83,002.98 | .00 | 83,002.98 |
| | | 91,165.22 | .00 | 91,165.22 |

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

***OUR MISSION***

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

AGENDA

REGULAR CITY COUNCIL MEETING

MAY 27, 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) 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 May 8, 2014 thru May 22, 2014:
Documentation for claims is available *at City Hall.*
B. Special event liquor license-American Legion-June 14, 2014.

7) REPORTS:
**Mayor:**
**Council Members:**
**Manager:**

**Police Chief:**

8) OLD BUSINESS:
   A. Discussion/possible action regarding FY 2014/2015 budget.

9) NEW BUSINESS:
   A. Discussion/possible action regarding bid results for the Library Canopy project and possible award-Manager Alley.
   B. Discussion/possible action regarding agreement with Callie Jensen to provide Personal Training at the Holbrook Fitness Center-City Clerk Reyes.
   C. Resolution 14-09, adopting a policy regarding the use of alcohol at the Holbrook Volunteer Fire Department Buildings.
   D. Discussion/possible action regarding extending the allowance of a police officer to take his vehicle to his residence in Joseph City for a period of three additional months-Manager Alley

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: $ 1276.88

13) ADJOURNMENT:

Dated this 20th day of May 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.

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

ADDENDUM TO
REGULAR CITY COUNCIL MEETING
MAY 27, 2014
6:00 P.M.

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

CANVASS OF SPECIAL ELECTION:

Posted this 26th day of MAY 2014.

Cher Reyes, CMC, CPM, City Clerk

CITY OF HOLBROOK
OFFICIAL CONDENSED ABSTRACT OF VOTE
SPECIAL ELECTION
MAY 20, 2014

NUMBER OF BALLOTS CAST: 347

NUMBER OF BALLOTS REJECTED: 35

NUMBER OF BALLOTS TO BE VERIFIED ~~0~~

NUMBER OF VOTES CAST FOR:

| | | |
|---|---|---|
| Proposition 100 | | |
| | Yes | 278 |
| | No | 69 |

SIGNATURE OF INSPECTOR: [signature]

MINUTES OF THE REGULAR MEETING OF THE
HOLBROOK CITY COUNCIL HELD ON MAY 27, 2014

CALL TO ORDER:

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

ROLL CALL:

Vice-Mayor Charles Haussman, Councilmember's Bobby Tyler, Richard Peterson and Wade Carlisle. Councilmember Maxwell was present telephonically.

PLEDGE OF ALLEGIANCE/INVOCATION:

The pledge was led by Councilmember Peterson and the invocation was given by Councilmember Carlisle.

CITY STAFF:

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

PUBLIC ANNOUNCEMENTS AND PRESENTATIONS:

CONSENT AGENDA:

Claims approval for May 8 2014 thru May 22, 2014 and special event liquor license-American Legion-June 14, 2014. Councilmember Carlisle made a motion to approve the consent agenda. Councilmember Peterson seconded and the motion carried unanimously

SUMMARY OF CURRENT EVENTS:

MAYOR:

MANAGER:

Manager Alley reported that crews are pouring concrete on the tennis court at 7th

Street.

OLD BUSINESS:

Finance Director Sullivan reported that the Chamber has been asking what is happening with the $10,000 and that the Historical Society is asking for additional funding as well. Finance Director Sullivan stated that the updated budget includes the increase for the Historical Society up to $32,400. Finance Director Sullivan stated that he has not heard back from the County regarding the HVAC replacement which is expected to cost around $10,000. Finance Director Sullivan stated that until we have that answer the Chamber amount won't be changed. Councilmember Carlisle stated that we need to stick with the $57,000 for Chamber and take the $10,000 out of General Fund. Vice-Mayor Haussman asked what the cost is for the Sun Valley Water. Finance Director Sullivan stated that Sun Valley is included in the Water budget and he does not have concrete numbers but typically we collect $25,000 annually and expend over $50,000 for maintenance. Finance Director Sullivan stated that the telemetry for Sun Valley is being worked on and in the future Staff will be looking at looping the dead ends and looking a new well and tank. Councilmember Peterson asked how many customers were on Sun Valley system. Manager Alley replied "60". Councilmember Person stated that at some point perhaps a part time director should be hired for the Historical Society as 16,000 persons visit the Court House annually and they are coming here because of the Court House. JoLyn Fox stated that even a clerk position would help. Finance Director Sullivan stated that there is $60,000 budgeted for upgrades in the Water Department which includes Sun Valley and $60.000 in upgrades for wastewater. Finance Director Sullivan stated that sanitation services will increase

from $330,000 to $386,000. Manager Alley stated that there will be no change in Personnel for the Sanitation Department. Manager Alley stated that an effort is being made to replace all pumps and motors at the treatment plant, like has been done with the water department so that everything is up to date. Finance Director Sullivan stated that with everything included, the City will still be under the State Imposed Limitation. Finance Director Sullivan stated that the tentative budget could be adopted on June 10 if Council desires as the entire budget has been covered. Councilmember Carlisle stated to plan on the 10th and if we have to we can move it.

NEW BUSINESS:

A. Manager Alley presented the bid results for the Library Canopy which is a grant project. Manager Alley stated that the City has to pay up to $50,000 as a match. Manager Alley stated that the two bids were D.W. Lusk at $61,337.00 +tax and Pointe Construction in the amount of $37,364.00. Manager Alley stated that he is recommending D.W. Lusk's bid for the following reasons: 1. Bid to remove existing wall and footing, remove existing entry, install entrance stairs, install piers, roofing and soffit. Manager Alley stated that the other contractor did no research and plan to bolt the structure to the existing wall and tie into the wall and building. Councilmember Peterson made a motion to award the bid to D.W. Lusk in the amount of $64,762.00 which includes the tax. Councilmember Maxwell seconded and the motion carried unanimously.

B. City Clerk Reyes asked the Council to approve an agreement with Callie Jensen to provide personal training at the Fitness Center. Ms. Reyes stated that Ms. Jensen will be required to obtain same insurance as others renting the facility as well as pay $25.00

per month. Councilmember Carlisle made a motion to approve the agreement. Councilmember Tyler seconded and the motion carried unanimously.

C. Vice-Mayor Haussman presented Resolution 14-09 adopting a policy regarding the use of alcohol at the Holbrook Volunteer Fire Department Buildings.

Manager Alley stated that Chief Simpson would like to give the Council further information. Fire Chief Simpson stated that the Fire Department would like to present two proposals to the Council: to be allowed to set the dates that alcohol can be used at the building or the City lease the building to the Fire Department and let them police themselves. Vice-Mayor Haussman stated that at the last meeting Council had issued directives with Chief Simpson to meet with his officers and it is his understanding that this has not been done. Chief Simpson stated that Manager Alley was going to ask that this item be table tonight. Manager Alley stated that he feels this item should be tabled until research is conducted. Councilmember Peterson made a motion to table this item. Vice-Mayor Haussman seconded and the item was tabled unanimously

D. Chief Jackson requested that the Council extend the allowance of a police officer to take his vehicle to his residence in Jospeh City for another 3 months until the new officers are on the road. Councilmember Peterson made a motion to allow the officer to take his vehicle to his residence for another 3 months. Councilmember Tyler seconded and the motion carried unanimously.

EXECUTIVE SESSION:

POST EXECUTIVE SESSION:

CALL TO THE AUDIENCE:

CANVASS OF SPECIAL ELECTION:

Councilmember Carlisle made a motion to accept the canvass of the special election with the results being 278 yes votes and 69 no for the budget override. Councilmember Peterson seconded and the motion carried unanimously.

CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: $1276.88

Councilmember Tyler made a motion to approve the claims for Walt's Hardware in the amount of $1276.88. Councilmember Peterson seconded and the motion carried unanimously.

ADJOURNMENT:

There being no further business to come before the Council at this time Vice-Mayor Haussman adjourned the meeting by unanimous consent at 7:00 p.m.

_____
Charles Haussman, Vice-Mayor

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Holbrook City Council held on the May 27, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

_____
Cher Reyes, CMC, CPM, City Clerk

# ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix, Arizona 85007-2934
(602) 542-5141

## APPLICATION FOR SPECIAL EVENT LICENSE

Fee = $25.00 per day for 1-10 day events only
A service fee of $25.00 will be charged for all dishonored checks (A.R.S.§ 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.**
PLEASE ALLOW **10** BUSINESS DAYS FOR PROCESSING.

****Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY
LICENSE #

1. Name of Organization: Navajo County Fair, Inc.

2. Non-Profit/I.R.S. Tax Exempt Number: 86-0484255

3. The organization is a: (check one box only)

☐ Charitable ☐ Fraternal (must have regular membership and in existence for over 5 years)

☑ Civic ☐ Religious ☐ Political Party, Ballot Measure, or Campaign Committee

4. What is the purpose of this event? ☑ on-site consumption ☐ off-site consumption (auction) ☐ both

Annual Navajo County Fair

5. Location of the event: 404 E. Hopi Drive (Address of physical location (Not P.O. Box)) | Holbrook (City) | Navajo (County) | 86025 (Zip)

**Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)**

6. **Applicant:** Sample (Last) | Michael (First) | (Middle) | 10/28/1964 (Date of Birth)

7. Applicant's Mailing Address: P.O. Box 309 (Street) | Holbrook (City) | AZ (State) | 86025 (Zip)

8. Phone Numbers: ( ) n/a (Site Owner #) | (928) 524-4757 (Applicant's Business #) | (928) 205-8339 (Applicant's Home #)

9. Date(s) & Hours of Event: (see A.R.S. 4-244(15) and (17) for legal hours of service)

| | Date | Day of Week | Hours from A.M./P.M. | To A.M./P.M. |
|---|---|---|---|---|
| Day 1: | 9/10/14 | Wednesday | 12:00pm | 10:00pm |
| Day 2: | 9/11/14 | Thursday | 10:00am | 12:00am |
| Day 3: | 9/12/14 | Friday | 10:00am | 1:00am |
| Day 4: | 9/13/14 | Saturday | 10:00am | 1:00am |
| Day 5: | 9/14/14 | Sunday | 10:00am | 7:00pm |
| Day 6: | | | | |
| Day 7: | | | | |
| Day 8: | | | | |
| Day 9: | | | | |
| Day 10: | | | | |

*Disabled individuals requiring special accommodations, please call (602) 542-9027

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
☐ YES ☑ NO (attach explanation if yes)

11. This organization has been issued a special event license for 5 days this year, including this event (not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? ☐ YES ☑ NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT LIQUOR SALES.**

Name n/a _____ Percentage _____

Address _____

Name n/a _____ Percentage _____

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

10 # Police ☑ Fencing
25 # Security personnel ☑ Barriers

The entire fairgrounds is fenced in with chainlink and there is security at all entrances.

Gates are locked with combination and/or key padlocks.

16. Is there an existing liquor license at the location where the special event is being held? ☑ YES ☐ NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? ☑ YES ☐ NO

**(ATTACH COPY OF AGREEMENT)**

Navajo County Fair, Inc. (928) 524-4757
Name of Business Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**
**(This diagram must be completed with this application)**

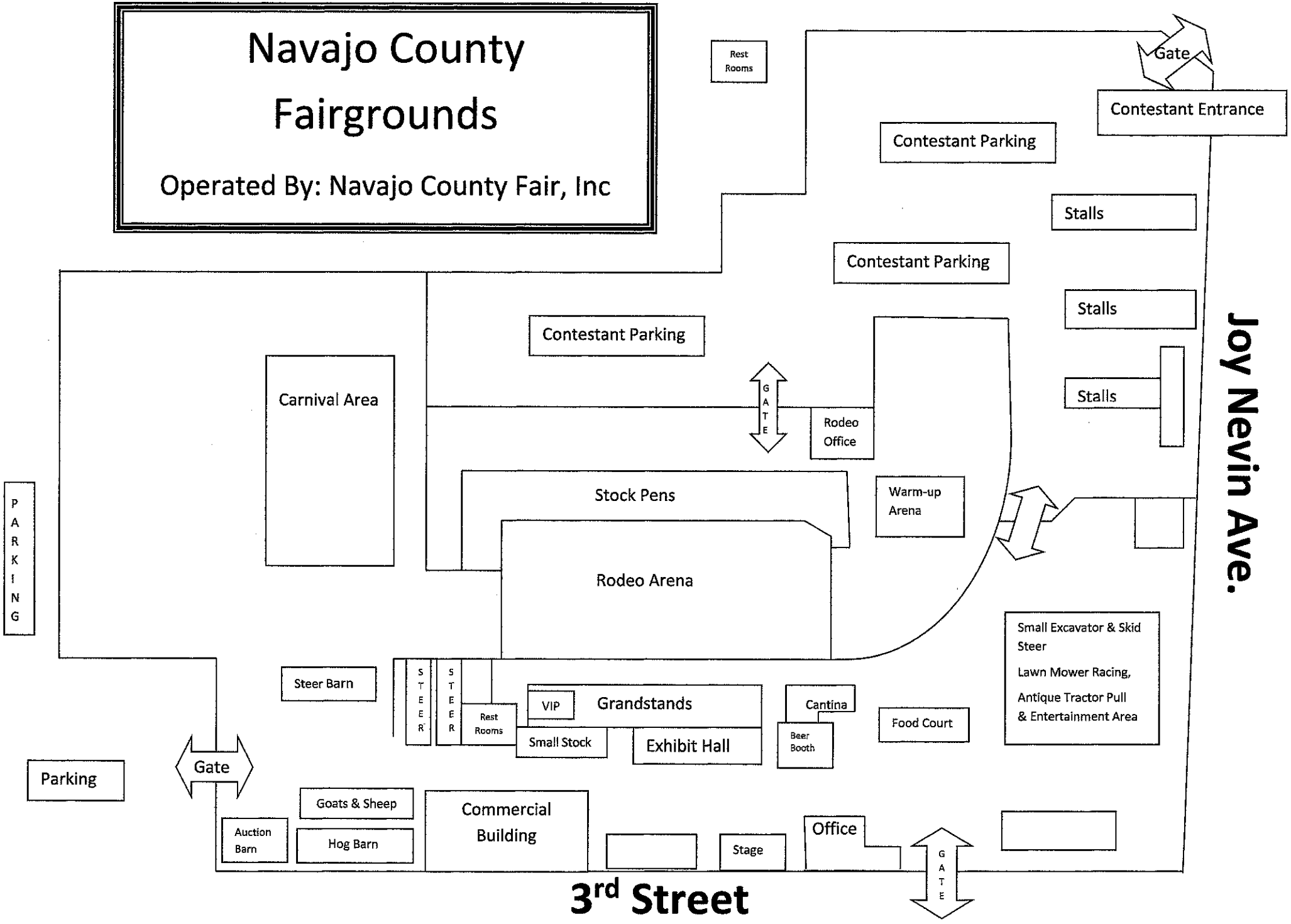
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

N↑

– please see attached –

# Navajo County Fairgrounds

Operated By: Navajo County Fair, Inc



**THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1**

18. I, Michael Sample (Print full name) declare that I am an **Officer/Director/Chairperson** appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X _____ (Signature) President (Title/Position) 7/15/14 (Date) (928) 524-4757 (Phone #)

State of Arizona County of Navajo

The foregoing instrument was acknowledged before me this 15 Day 07 Month 2014 Year

My Commission expires on: 06-24-16 (Date)

Adellia June Foard (Signature of NOTARY PUBLIC)

ADELLIA JUNE FOARD NOTARY PUBLIC NAVAJO COUNTY, ARIZONA

**THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6**

19. I, Michael Sample (Print full name) declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X _____ (Signature)

State of Arizona County of Navajo

The foregoing instrument was acknowledged before me this 15 Day 07 Month 2014 Year

My Commission expires on: 06/24/16 (Date)

Adellia June Foard (Signature of NOTARY PUBLIC)

ADELLIA JUNE FOARD NOTARY PUBLIC NAVAJO COUNTY, ARIZONA

**You must obtain local government approval. City or County *MUST* recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.**

**LOCAL GOVERNING BODY APPROVAL SECTION**

20. I, _____ (Government Official) _____ (Title) hereby recommend this special event application on behalf of _____ (City, Town or County) _____ (Signature of OFFICIAL) _____ (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

_____

_____ (Employee) _____ (Date)

☐ APPROVED ☐ DISAPPROVED BY: _____

_____ (Title) _____ (Date)