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

SEPTEMBER 10, 2013

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:
<u>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.</u>

6) CONSENT AGENDA
   A. Claims/payment approval for August 16, 2013 thru September 5, 2013: Documentation for claims is available *at City Hall.* (page 4)
   B. Minutes of the regular meeting held on April 16, 2013. (page 21)
   C. Minutes of the regular meeting held on May 21, 2013. (page 34)
   D. Minutes of the regular meeting held on June 18, 2013. (page 42)

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: $ 1557.60 (pg 49)

8) REPORTS:

Mayor:
Council Members:
Manager:

9) OLD BUSINESS:

10) NEW BUSINESS:

A. Discussion/possible action regarding possible removal of Item #13 from the Council agenda, Call to the audience, for items not listed on the agenda-Mayor Hill.

B. Discussion/possible action regarding entering into an agreement with Silver Creek Humane Society to allow placement of kennels on City Property-Manager Alley. (page 50)

C. Discussion/possible action regarding permission to expend funds to Precision Electric in the amount of $8,400.00 for a back-up pump for Shipley Phillips #1 and #2-Manager Alley. (page 51)

D. Council discussion and possible action regarding process for appointment of City Manager-City Attorney

E. Discussion/possible action regarding remedy for McLaws Road flooding-Manager Alley.

F. Discussion/possible action regarding promotion to fill the Street Superintendents position upon his retirement-Manager Alley.

G. Discussion/possible action regarding Request for Qualifications results- City Attorney for criminal cases and some civil-Manger Alley. (pg 54)

H. Discussion regarding cancellation of lease by Christian International Outreach of the Eagle Heights Apartments (old NPC dorms)-Manager Alley. (pg 59)

I. Discussion/possible action regarding agreement with Evelyn Marez for Magistrate Services-Manager Alley. (page 60)

J. Council discussion and possible action regarding process for appointment of Police Chief-City Attorney.

K. Discussion/possible action regarding permission to purchase equipment with Arizona State Forestry Grant funds-Chief Simpson.

11) 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.

12) POST EXECUTIVE SESSION:

13) 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.

14) ADJOURNMENT:

Dated this 4th day of September 2013.

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

08/16/2013 THRU 09/05/2013

TOTAL **$ 268,690.25**

Report Criteria:
Invoice.Vendor No = 1-9699

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
8/19/2013												
NAVAJO COUNTY FAIR BOARD				8680								
2013	1	Inv	CONTRIBUTION		08/19/2013	40,000.00	0		.00			8/13
					08/19/2013		No				006-014-5057	
CARQUEST AUTO PARTS				2440								
08012013	1	Inv	PARTS		08/01/2013	35.54	0		.00			8/13
					08/19/2013		No				001-040-5024	
08012013	2	Inv	PARTS		08/01/2013	43.62	0		.00			8/13
					08/19/2013		No				001-040-5022	
08012013	3	Inv	PARTS		08/01/2013	42.53	0		.00			8/13
					08/19/2013		No				001-084-5024	
08012013	4	Inv	PARTS		08/01/2013	13.41	0		.00			8/13
					08/19/2013		No				002-090-5024	
08012013	5	Inv	PARTS		08/01/2013	54.44	0		.00			8/13
					08/19/2013		No				001-005-5024	
08012013	6	Inv	PARTS		08/01/2013	7.62	0		.00			8/13
					08/19/2013		No				002-092-5024	
08012013	7	Inv	PARTS		08/01/2013	170.17 -	0		.00			8/13
					08/19/2013		No				001-004-5024	
08012013	8	Inv	PARTS		08/01/2013	24.43	0		.00			8/13
					08/19/2013		No				001-085-5024	
08012013	9	Inv	PARTS		08/01/2013	54.74	0		.00			8/13
					08/19/2013		No				001-050-5024	
08012013	10	Inv	PARTS		08/01/2013	55.80	0		.00			8/13
					08/19/2013		No				002-091-5024	
Total 08012013						161.96						
Total 2440						161.96						
UNISOURCE ENERGY SERVICES				3380								
08202013	1	Inv	UTILITIES		08/20/2013	2,830.82	0		.00			8/13
					08/20/2013		No				001-031-5048	
07192013	5	Inv	UTILITIES		07/19/2013	2,657.65	0		.00			8/13
					07/24/2013		No				001-031-5048	
Total 3380						5,488.47						
FRONTIER COMM TELE				3350								
08152013	1	Inv	UTILITIES		08/15/2013	58.24	0		.00			8/13
					08/20/2013		No				001-050-5048	
08152013	2	Inv	UTILITIES		08/15/2013	330.39	0		.00			8/13
					08/20/2013		No				002-090-5048	
Total 08152013						388.63						
Total 3350						388.63						
A.P.S.				70								
08152013	1	Inv	UTIILITIES		08/15/2013	3,402.57	0		.00			8/13
					08/20/2013		No				007-087-5048	

R Column: Y = Recurring Payment

Invoice No	Vendor Name Seq	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
VERIZON WIRELESS			530								
9709708142	1	Inv	UTILITIES	08/11/2013	53.16	0		.00			8/13
				08/20/2013		No				001-060-5048	
FRONTIER COMM TELE			3350								
08152013	3	Inv	UTILITIES	08/15/2013	300.18	0		.00			8/13
				08/20/2013		No				006-014-5048	
08152013	4	Inv	UTILITIES	08/15/2013	144.36	0		.00			8/13
				08/20/2013		No				002-091-5048	
08152013	5	Inv	UTILITIES	08/15/2013	151.58	0		.00			8/13
				08/20/2013		No				001-060-5048	
08152013	6	Inv	UTILITIES	08/15/2013	1,110.50	0		.00			8/13
				08/20/2013		No				001-050-5048	
08152013	7	Inv	UTILITIES	08/15/2013	153.38	0		.00			8/13
				08/20/2013		No				001-084-5048	
08152013	8	Inv	UTILITIES	08/15/2013	154.37	0		.00			8/13
				08/20/2013		No				001-085-5048	
08152013	9	Inv	UTILITIES	08/15/2013	243.15	0		.00			8/13
				08/20/2013		No				001-093-5048	
08152013	10	Inv	UTILITIES	08/15/2013	541.70	0		.00			8/13
				08/20/2013		No				002-092-5048	
08152013	11	Inv	UTILITIES	08/15/2013	136.71	0		.00			8/13
				08/20/2013		No				001-040-5048	
Total 08152013					2,935.93						
Total 3350					2,935.93						
ARIZONA STATE TREASURER			1380								
JULY2013	1	Inv	FARE 01/13	07/31/2013	275.18	0		.00			8/13
				08/20/2013		No				001-000-4710	
Total 8/19/2013					52,705.90						

08/19/2013 GL Period Summary

GL Period	Amount
8/13	52,705.90
	52,705.90

R Column: Y = Recurring Payment

Invoice No	Vendor Name Seq	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
8/20/2013											
AUTO SAFETY HOUSE			1571								
3232130020	1	Inv	PARTS/REPAIRS	08/01/2013	172.20	2		.00			8/13
				09/18/2013		No				001-005-5024	
VERIZON WIRELESS			530								
02002436001	1	Inv	UTILITIES	07/31/2013	20.45	0		.00			8/13
				08/20/2013		No				002-091-5048	
02002436001	2	Inv	UTILITIES	07/31/2013	20.45	0		.00			8/13
				08/20/2013		No				002-092-5048	
Total 002002436001					40.90						
Total 530					40.90						
NAVAJO COUNTY FINANCE			8690								
14-00000006	1	Inv	JAIL CONTRACT	08/15/2013	683.34	0		.00			8/13
				08/20/2013		No				001-050-5050	
14-00000006	2	Inv	JAIL CONTRACT	08/15/2013	9,930.85	0		.00			8/13
				08/20/2013		No				001-050-5050	
14-00000006	3	Inv	JAIL CONTRACT	08/15/2013	1,451.67	0		.00			8/13
				08/20/2013		No				001-050-5050	
Total 2014-00000006					12,065.86						
Total 8690					12,065.86						
ADEQ - WATER QUALITY			300								
0068859	1	Inv	FEES	07/20/2013	500.00	0		.00			8/13
				08/20/2013		No				002-091-5054	
Total 8/20/2013					12,778.96						

08/20/2013 GL Period Summary

GL Period	Amount
8/13	12,778.96
	12,778.96

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
9/5/2013												
FUTURE TIRE, INC.				5241								
W28516	1	Inv	FLAT REPAIR		08/20/2013	12.50	2		.00			9/13
					09/11/2013		No				001-050-5024	
W28584	1	Inv	FLAT REPAIR		08/26/2013	12.50	2		.00			9/13
					09/11/2013		No				002-091-5024	
W28595	1	Inv	FLAT REPAIR		08/26/2013	12.50	2		.00			9/13
					09/10/2013		No				001-050-5024	
W28577	1	Inv	FLAT REPAIR		08/24/2013	12.50	2		.00			9/13
					09/10/2013		No				001-050-5024	
Total 5241						50.00						
ECKRIGHT, EBERLE				4753								
381	1	Inv	REPAIRS		08/22/2013	318.75	0		.00			9/13
					09/10/2013		Yes				002-091-5049	
AUTO SAFETY HOUSE				1571								
3231700019	1	Inv	PARTS/REPAIRS		06/19/2013	13.08	2		.00			9/13
					09/10/2013		No				007-087-5024	
BALAR EQUIPMENT CO				2160								
813059	1	Inv	PARTS		08/21/2013	225.11	0		.00			9/13
					09/10/2013		No				002-091-5024	
A.D. WILLIAMS TURF SPRAYERS				40								
36159	1	Inv	PARTS		08/07/2013	139.04	0		.00			9/13
					09/10/2013		No				001-005-5024	
AUTO SAFETY HOUSE				1571								
3232310015	1	Inv	PARTS/REPAIRS		08/19/2013	4.34	2		.00			9/13
					09/11/2013		No				001-005-5024	
BRADCO				2590								
7308	1	Inv	FUEL		08/15/2013	6,295.15	0		.00			9/13
					09/05/2013		No				007-087-5027	
BROWN & BROWN LAW OFFICE				2690								
28080	1	Inv	PROFESSIONAL SERVICE		08/15/2013	2,363.54	0		.00			9/13
					09/11/2013		Yes				002-091-5041	
DANA KEPNER CO.				4071								
4621617-00	1	Inv	PARTS		08/16/2013	2.16	1		.00			9/13
					09/11/2013		No				002-091-5052	
HOLBROOK TRIBUNE NEWS				6240								
123209	1	Inv	ADVERTISEMENT		08/21/2013	36.30	0		.00			9/13
					09/11/2013		No				001-004-5044	
LEGEND TECH SEVICES OF AZ				7493								
1311768	1	Inv	PROF SERVICES		08/14/2013	617.00	1		.00			9/13
					09/11/2013		No				002-092-5041	
DANA KEPNER CO.				4071								
4621322-00	1	Inv	SUPPLIES		06/26/2013	525.72	1		.00			9/13

R Column: Y = Recurring Payment

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
				09/11/2013		No				002-091-5026	
4621013-00	1	Inv	SUPPLIES	06/12/2013	468.69	1		.00			9/13
				09/11/2013		No				002-091-5026	
Total 4071					994.41						
FRONTIER COM LONG DISTANCE			3353								
4040289	1	Inv	UTILITIES	08/20/2013	.23	2		.00			9/13
				09/05/2013		No				001-020-5048	
4040289	2	Inv	UTILITIES	08/20/2013	.09	2		.00			9/13
				09/05/2013		No				001-085-5048	
4040289	3	Inv	UTILITIES	08/20/2013	84.24	2		.00			9/13
				09/05/2013		No				001-050-5048	
Total 4040289					84.56						
Total 3353					84.56						
BRIMHALL SAND AND ROCK			2660								
35937	1	Inv	SAND	08/21/2013	461.87	0		.00			9/13
				09/05/2013		No				001-031-5026	
FREIGHTLINER ARIZONA, LTD.			5213								
102239674:01	1	Inv	PARTS	08/21/2013	590.26	2		.00			9/13
				09/11/2013		No				002-091-5024	
UNISOURCE ENERGY SERVICES			3380								
08202013	2	Inv	UTILITIES	08/20/2013	29.74	0		.00			9/13
				08/20/2013		No				001-050-5048	
08202013	3	Inv	UTILITIES	08/20/2013	26.75	0		.00			9/13
				08/20/2013		No				001-020-5048	
08202013	4	Inv	UTILITIES	08/20/2013	22.29	0		.00			9/13
				08/20/2013		No				006-014-5048	
08202013	5	Inv	UTILITIES	08/20/2013	28.55	0		.00			9/13
				08/20/2013		No				001-031-5048	
08202013	6	Inv	UTILITIES	08/20/2013	17.85	0		.00			9/13
				08/20/2013		No				002-090-5048	
Total 08202013					125.18						
Total 3380					125.18						
ESPITIA, JOHN			4768								
3374304	1	Inv	PROF SERVICES	08/20/2013	50.00	2		.00			9/13
				08/27/2013		Yes				001-005-5060	
NAVAJO COUNTY - COURT ADMIN			8660								
FY1314HB	1	Inv	FIELD TRAINER	08/28/2013	400.00	0		.00			9/13
				09/11/2013		No				029-098-5071	
NAVAJO COUNTY INFORMATION TECH			8722								
14-00000003	1	Inv	INTERNET SERVICE	09/04/2013	600.00	0		.00			9/13
				09/11/2013		No				001-020-5048	
CARQUEST AUTO PARTS			2440								

R Column: Y = Recurring Payment

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
09012013	1	Inv	PARTS	09/01/2013	92.50	0		.00			9/13
				09/11/2013		No				001-085-5024	
09012013	2	Inv	PARTS	09/01/2013	15.56	0		.00			9/13
				09/11/2013		No				002-091-5024	
09012013	3	Inv	PARTS	09/01/2013	78.52	0		.00			9/13
				09/11/2013		No				001-040-5024	
09012013	4	Inv	PARTS	09/01/2013	29.09	0		.00			9/13
				09/11/2013		No				001-040-5026	
09012013	5	Inv	PARTS	09/01/2013	79.61	0		.00			9/13
				09/11/2013		No				002-090-5024	
09012013	6	Inv	PARTS	09/01/2013	91.78	0		.00			9/13
				09/11/2013		No				001-050-5024	
09012013	7	Inv	PARTS	09/01/2013	8.30	0		.00			9/13
				09/11/2013		No				001-031-5024	
09012013	8	Inv	PARTS	09/01/2013	235.62	0		.00			9/13
				09/11/2013		No				001-060-5024	
09012013	9	Inv	PARTS	09/01/2013	118.99	0		.00			9/13
				09/11/2013		No				007-087-5024	
Total 09012013					749.97						
Total 2440					749.97						
ROUTE 66 LUMBER & HARDWARE			650								
08312013	1	Inv	SUPPLIES	08/31/2013	11.48	0		.00			9/13
				09/11/2013		No				001-040-5026	
08312013	2	Inv	SUPPLIES	08/31/2013	33.61	0		.00			9/13
				09/11/2013		No				001-031-5026	
08312013	3	Inv	SUPPLIES	08/31/2013	27.43	0		.00			9/13
				09/11/2013		No				001-020-5026	
08312013	4	Inv	SUPPLIES	08/31/2013	112.21	0		.00			9/13
				09/11/2013		No				007-087-5026	
Total 08312013					184.73						
Total 650					184.73						
MCPHERSON COLLISION			8051								
2525	1	Inv	VEHICLE REPAIRS	08/29/2013	122.21	2		.00			9/13
				09/11/2013		No				001-050-5024	
Total 9/5/2013					14,427.66						

09/05/2013 GL Period Summary

GL Period	Amount
9/13	14,427.66
	14,427.66

R Column: Y = Recurring Payment

GL Period	Amount
Grand Total:	79,912.52

Report GL Period Summary

GL Period	Amount
8/13	65,484.86
9/13	14,427.66
	79,912.52

Vendor Number Hash:	147833
Vendor Number Hash - Split:	259549
Total Number of Invoices:	39
Total Number of Transactions:	77

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	77,212.30	.00	77,212.30
1	NET 20	1,613.57	.00	1,613.57
2	NET 7	1,086.65	.00	1,086.65
		79,912.52	.00	79,912.52

Report Criteria:
Invoice.Vendor No = 1-9699

Report Criteria:
Invoice.Vendor No = 9701-99999

Invoice No	Vendor Name Seq	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
8/16/2013											
SMARTWORKSPLUS, INC.			21532								
34	1	Inv	CONTRACT SERVICES	08/15/2013	.00	0		.00		8/13	Y
				08/15/2013		No				002-091-5049	
34	2	Inv	CONTRACT SERVICES	08/15/2013	.00	0		.00		8/13	Y
				08/15/2013		No				001-050-5049	
34	3	Inv	CONTRACT SERVICES	08/15/2013	.00	0		.00		8/13	Y
				08/15/2013		No				001-040-5049	
34	4	Inv	COTNRACT SERVICES	08/15/2013	2,723.72	0		.00		8/13	Y
				08/15/2013		No				001-005-5049	
Total 34					2,723.72						
Total 21532					2,723.72						
Total 8/16/2013					2,723.72						

08/16/2013 GL Period Summary

GL Period	Amount
8/13	2,723.72
	2,723.72

Invoice No	Vendor Name Seq	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
8/19/2013											
ZALENSKI, RICHARD			22117								
08172013	1	Inv	REFUND POOL	08/17/2013	75.00	0		.00			8/13
				08/19/2013		No				001-000-4737	
STARS CHEERLEADING			22118								
/13, 08/15/13	1	Inv	REFUND POOL/FIELD DEF	08/15/2013	50.00	0		.00			8/13
				08/19/2013		No				001-000-4737	
08152013	1	Inv	REFUND POOL/FIELD DEF	08/15/2013	.00	0		.00			8/13
				08/19/2013		No				001-000-4737	
Total 22118					50.00						
STICKEL, TABITHA RAE			22119								
173303	1	Inv	REFUND DEPOSIT	08/02/2013	54.02	0		.00			8/13
				08/20/2013		No				002-0002520	
PARK, JOHN			22120								
175906	1	Inv	REFUND DEPOSIT	08/13/2013	75.50	0		.00			8/13
				08/20/2013		No				002-0002520	
HIGGINS, NICHOLE L.			22121								
231407	1	Inv	REFUND DEPOSIT	08/14/2013	82.19	0		.00			8/13
				08/20/2013		No				002-0002520	
NORTH COUNTRY HEALTHCARE			20979								
1087672	1	Inv	PROFESSIONAL FEES	08/09/2013	25.00	0		.00			8/13
				08/20/2013		No				001-031-5041	
1087675	1	Inv	PROFESSIONAL FEES	08/09/2013	25.00	0		.00			8/13
				08/20/2013		No				002-091-5041	
Total 20979					50.00						
KINKELAAR, GEORGE H.			22122								
291304	1	Inv	REFUND DEPOSIT	08/12/2013	89.32	0		.00			8/13
				08/20/2013		No				002-0002520	
ADVANCED INFOR SYSTEMS			21240								
10736	1	Inv	UTILITY BILLING	08/05/2013	165.16	0		.00			8/13
				08/20/2013		No				002-092-5042	
10736	2	Inv	UTILITY BILLING	08/05/2013	165.16	0		.00			8/13
				08/20/2013		No				002-091-5042	
10736	3	Inv	UTILITY BILLING	08/05/2013	165.15	0		.00			8/13
				08/20/2013		No				002-090-5042	
Total 10736					495.47						
Total 21240					495.47						
MORGAN, JOHN CALVIN			21937								
103304	1	Inv	REFUND DEPOSIT	08/16/2013	2.39	0		.00			8/13
				08/20/2013		No				002-0002520	
SLATTON, LITA/FREDDIE			22123								
178701	1	Inv	REFUND DEPOSIT	08/16/2013	53.91	0		.00			8/13

R Column: Y = Recurring Payment

Invoice No	Vendor Name Seq	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
				08/20/2013		No				002-0002520	
Pannozzo, Andrew G			21713								
3067.03	1	Inv	refund DEPOSIT	08/01/2013	106.07	0		.00		8/13	
				08/20/2013		No				002-0002520	
Total 8/19/2013					1,133.87						

08/19/2013 GL Period Summary

GL Period	Amount
8/13	1,133.87
	1,133.87

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
8/20/2013											
BRINJAK, JESSI R			22125								
219106	1	Inv	REFUND DEPOSIT	08/01/2013	104.38	0		.00		8/13	
				08/20/2013		No				002-0002520	
KEITH, KORIE ELLA			22126								
171104	1	Inv	REFUND DEPOSIT	08/01/2013	91.53	0		.00		8/13	
				08/20/2013		No				002-0002520	
MOORE, CARRIE			22127								
08082013	1	Inv	REFUND DEPOSIT	08/08/2013	25.00	0		.00		8/13	
				08/20/2013		No				001-000-4737	
AVESIS THIRD PARTY ADMIN INC			21412								
08202013	1	Inv	INSURANCE PREMIUM	08/20/2013	465.50	0		.00		8/13	
				08/20/2013		No				099-0002524	
CENTRAL ARIZONA SUPPLY			22030								
2521186-00	1	Inv	SUPPLIES	08/06/2013	4,121.34	0		.00		8/13	
				09/18/2013		No				002-091-5026	
Total 8/20/2013					4,807.75						

08/20/2013 GL Period Summary

GL Period	Amount
8/13	4,807.75
	4,807.75

Invoice No	Vendor Name Seq	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
8/21/2013											
SOLOMON LAW OFFICES, P.C.			20955								
07312013	1	Inv	PROFESSIONAL SERVICE	07/31/2013	2,449.61	0		.00		8/13	
				08/20/2013		No				001-004-5041	
Total 8/21/2013					2,449.61						

08/21/2013 GL Period Summary

GL Period	Amount
8/13	2,449.61
	2,449.61

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
8/26/2013												
AMRRP-INSURANCE				21086								
8244	1	Inv	INSURANCE		07/01/2013	46,458.00	0		.00			8/13
					08/01/2013		No				001-004-5051	
8241	1	Inv	INSURANCE		07/01/2013	3,700.50	0		.00			8/13
					07/21/2013		No				001-004-5051	
Total 21086						50,158.50						
DICKINSON WRIGHT MARISCAL				22018								
875853	1	Inv	PROFESSIONAL SERVICE		08/14/2013	715.00	0		.00			8/13
					08/28/2013		No				001-004-5041	
QUILL OFFICE PRODUCTS				9990								
4815777	1	Inv	SUPPLIES		08/14/2013	84.32	0		.00			8/13
					09/18/2013		No				001-050-5021	
4813800	1	Inv	SUPPLIES		08/14/2013	84.57	0		.00			8/13
					09/18/2013		No				001-004-5021	
Total 9990						168.89						
RDO EQUIPMENT CO				10080								
P49332	1	Inv	PARTS		08/02/2013	457.62	2		.00			8/13
					09/18/2013		No				007-087-5024	
QUILL OFFICE PRODUCTS				9990								
4750469	1	Inv	SUPPLIES		08/12/2013	80.88	0		.00			8/13
					09/18/2013		No				001-050-5021	
4766085	1	Inv	SUPPLIES		08/12/2013	34.77	0		.00			8/13
					09/18/2013		No				001-031-5021	
Total 9990						115.65						
Total 8/26/2013						51,615.66						

08/26/2013 GL Period Summary

GL Period	Amount
8/13	51,615.66
	51,615.66

R Column: Y = Recurring Payment

Invoice No	Vendor Name Seq	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
8/27/2013											
4767001	1	Inv	SUPPLIES	08/12/2013	163.04	0		.00		8/13	
				09/18/2013		No				001-050-5021	
Total 9990					163.04						
Total 8/27/2013					163.04						

08/27/2013 GL Period Summary

GL Period	Amount
8/13	163.04
	163.04

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
9/5/2013											
FRED PHILLIPS CONSULTING LLC			22000								
03 HCRR	1	Inv	PROFESSIONAL SERVICE	09/03/2013	1,133.60	0		.00			9/13
				09/05/2013		No				027-015-5053	
R.A.G.H.T.			10005								
08282013	1	Inv	INSURANCE PREMIUMS	08/28/2013	58,964.90	2		.00			9/13
				09/04/2013		No				099-0002524	
ADVANCED INFOR SYSTEMS			21240								
10789	1	Inv	UTILITY BILLING	08/27/2013	89.21	0		.00			9/13
				09/05/2013		No				002-090-5042	
10789	2	Inv	UTILITY BILLING	08/27/2013	89.20	0		.00			9/13
				09/05/2013		No				002-091-5042	
10789	3	Inv	UTILITY BILLING	08/27/2013	89.20	0		.00			9/13
				09/05/2013		No				002-092-5042	
Total 10789					267.61						
Total 21240					267.61						
QUALITY READY MIX-CEMEX			9955								
9426819748	1	Inv	CON CRETE	08/06/2013	2,194.46	8	08/21/2013	20.68			9/13
				09/05/2013		No				007-087-5026	
9426819750	1	Inv	CONCRETE	08/08/2013	914.62	8	08/23/2013	8.62			9/13
				09/05/2013		No				007-087-5026	
Total 9955					3,109.08						
QUILL OFFICE PRODUCTS			9990								
4766967	1	Inv	SUPPLIES	08/12/2013	69.50	0		.00			9/13
				09/11/2013		No				001-031-5021	
4766967	2	Inv	SUPPLIES	08/12/2013	10.36	0		.00			9/13
				09/11/2013		No				001-004-5021	
Total 4766967					79.86						
Total 9990					79.86						
SIMPSON NORTON			10840								
1430593-00	1	Inv	PARTS	08/21/2013	124.85	0		.00			9/13
				09/11/2013		No				001-031-5024	
LOZANO, ASHLEY J.			22128								
195208	1	Inv	REFUND DEPOSIT	08/21/2013	109.25	0		.00			9/13
				09/05/2013		No				002-0002520	
QUILL OFFICE PRODUCTS			9990								
4516450	1	Inv	SUPPLIES	08/01/2013	223.07	0		.00			9/13
				09/11/2013		No				001-050-5021	
ARMSTRONG CONSULTANTS, INC			21494								
I3-136154-01	1	Inv	CONSULTING SERVICES	08/30/2013	11,000.00	0		.00			9/13
				09/11/2013		No				027-093-5057	

R Column: Y = Recurring Payment

Invoice No	Vendor Name Seq	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
QUALITY READY MIX-CEMEX				9955								
9426913268	1	Inv	CONCRETE		08/22/2013	7,667.16	8	09/06/2013	72.26		9/13	
					09/05/2013		No				007-087-5026	
9426819751	1	Inv	CONCRETE		08/14/2013	6,828.51	8	08/29/2013	64.36		9/13	
					09/05/2013		No				007-087-5026	
9426913256	1	Inv	CONCRETE		08/20/2013	6,389.30	8	09/04/2013	60.22		9/13	
					09/05/2013		No				007-087-5026	
9426913271	1	Inv	CONCRETE		08/28/2013	1,098.03	8	09/12/2013	10.35		9/13	
					09/05/2013		No				006-014-5026	
9426913275	1	Inv	CONCRETE		08/28/2013	697.02	8	09/12/2013	6.57		9/13	
					09/05/2013		No				006-014-5026	
Total 9955						22,680.02						
UPS - UNITED PARCEL SERVICE				12473								
0VW3943343	1	Inv	MAILINGS		08/24/2013	13.92	2		.00		9/13	
					08/31/2013		No				002-092-5042	
LARSON WASTE				22010								
32759	1	Inv	WASTE AGREEMENT		08/31/2013	12,665.00	0		.00		9/13	
					09/05/2013		No				002-090-5047	
32758	1	Inv	WASTE AGREEMENT		08/31/2013	13,743.00	0		.00		9/13	
					09/05/2013		No				002-090-5047	
Total 22010						26,408.00						
UNITY TECHNOLOGY SERVICES LLC				21890								
UTS-1160	1	Inv	PROFESSIONAL FEES		06/27/2013	1,642.50	0		.00		9/13	
					09/05/2013		No				001-004-5041	
WILLOUGHBY, SHANE				22130								
114506	1	Inv	REFUND DEPOSIT		08/27/2013	53.05	0		.00		9/13	
					09/05/2013		No				002-0002520	
BENTON, MIRANDA M.				22129								
2002.08	1	Inv	REFUND DEPOSIT		08/28/2013	74.37	0		.00		9/13	
					09/05/2013		No				002-0002520	
Total 9/5/2013						125,884.08						

09/05/2013 GL Period Summary

GL Period	Amount
9/13	125,884.08
	125,884.08

Grand Total: 188,777.73

R Column: Y = Recurring Payment

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

APRIL 16, 2013

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 "Child Abuse Prevention Month". (Pg 3)
   B. Proclamation "Youth Week". (Pg 4)
   C. Proclamation "National Police Week" and "Police Memorial Day". (Pg 5)

5) PUBLIC HEARING:

6) CALL TO THE AUDIENCE:
   <u>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.</u>

7) CONSENT AGENDA
   A. Claims/payment approval for March 15, 2013 thru April 11, 2013: (pg 6)
   Documentation for claims is available *at City Hall.*
   B. Minutes of the regular meeting held on March 19, 2013. (pg 40)

C. Special event liquor license-Holbrook Chamber of Commerce-July 12 thru 13, 2013. (pg 50)

8) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: $ 2,172.23 (pg 55)

9) REPORTS:

Mayor:
Council Members:
Manager:

10) OLD BUSINESS:

A. Ordinance 13-03, renaming a portion of Columbia Avenue to Mary Wilderman Drive and naming a roadway/utility easement Paul Barger Lane, second reading. (pg 57)

11) NEW BUSINESS:

A. Discussion/possible action regarding funds request for Drug Free Grad Night-City Clerk Reyes. (pg 61)
B. Discussion/possible action regarding scheduling of budget work sessions-Finance Director Sullivan.
C. Discussion/possible action regarding the sewer modeling project-Manager Alley.
D. Discussion/possible action regarding Memorandum of Understanding with the National Park Service for firefighting assistance-Manager Alley. (pg 62)
E. Discussion/possible action regarding appointment of members to the Public Safety Public Retirement System Board-Mayor Hill. (pg 86)
F. Resolution 13-06, adopting a fair housing policy-City Clerk Reyes. (pg 87)
G. Discussion/possible action regarding new park to be built on Navajo Boulevard-Manager Alley.
H. Discussion/possible action regarding the City Manager Ray Alley's contract-Council.
I. Discussion/possible action regarding the purchase of three used vehicles in an amount not to exceed $15,000.00 for all three-Manager Alley.
J. Discussion/possible action regarding the purchase of software and server upgrades from Unity Technology Services through State Purchasing in the amount of $12,243.50-Finance Director Sullivan. (pg 89)

12) 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.
B. Pursuant to ARS 38-431.03(A)(4), the Council may adjourn into executive session for discussion or consultation with the City Attorney regarding contracts that are the subject of negotiations-Ray Alley, City Manager

13) POST EXECUTIVE SESSION:

14) CALL TO THE AUDIENCE:

<u>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.</u>

15) ADJOURNMENT:

Dated this 10th day of April 2013.

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.

MINUTES OF THE REGULAR MEETING OF THE
HOLBROOK CITY COUNCIL HELD ON APRIL 16, 2013

CALL TO ORDER:

Mayor Hill called the meeting to order at 6:03 p.m.

ROLL CALL:

Mayor Jeff Hill, Vice-Mayor Charles Haussman, Councilmember's Wade Carlisle and Richard Peterson. Councilmember Bobby Tyler, Councilmember Phil Cobb and Councilmember Myron Maxwell were absent and excused due to work and personal reasons.

PLEDGE OF ALLEGIANCE/INVOCATION:

Kellie Hill led the pledge of allegiance and Finance Director Sullivan gave the invocation.

CITY STAFF:

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

CEREMONIALS/ANNOUNCMENTS/PRESENTATION:

City Clerk Reyes presented a proclamation for "Child Abuse Prevention Month". Councilmember Carlisle made a motion to accept the proclamation. Vice-Mayor Haussman seconded and the month of April was proclaimed "Child Abuse Prevention Month" unanimously.

City Clerk Reyes presented a proclamation for "Youth Week". Councilmember Peterson made a motion to accept the proclamation. . Vice-Mayor Haussman seconded and May 5-11 was proclaimed "Youth Week" unanimously.

Mayor Hill presented a proclamation for National Police Week and Police Memorial Day. Vice-Mayor Haussman made a motion to accept the proclamation. Councilmember Carlisle seconded and the week of May 12th was proclaimed "National Police Week" and May 15 was proclaimed "Police Memorial Day" unanimously.

PETITIONS FROM THE PUBLIC:

CONSENT AGENDA:

A. Claims/payment approval for March 15, 2103 thru April 11, 2013.

B. Minutes of the regular meeting held on March 19, 2013.

C. Special event liquor license-Holbrook Chamber of Commerce-July 12-13, 2013.

Councilmember Carlisle made a motion to approve the consent agenda. Councilmember Peterson seconded and the motion carried unanimously.

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware: Moved to the end of the agenda due to lack of a quorum.

SUMMARY OF CURRENT EVENTS:

Mayor:

1. Mayor Hill stated that he had participated in the congressional updates regarding the sales tax audits. Mayor Hill stated that the way it is worded now is that any municipality can enter into an IGA with the State for auditing purposes. Mayor Hill stated that if the League needs backing from Holbrook he will bring further information to the Council.

Councilmember:

1. Councilmember Peterson reported that the Navajo County Historical Society has cataloged some property, conducted a membership drive and

destroyed some property.

Manager's Report:

A. Manager Alley reported that 9th Avenue is completed and open and that 3rd Street is being worked on and will be completed before the Run to the Wall. Manager Alley reported that the stretch between Arizona and E. Hopi behind Wells Fargo and 7th Street between E. Florida and E. Hampshire will done as well.

B. Manager Alley reported that the two pool lifts have been installed.

C. Manager Alley reported that the final inspection for the beacon at the airport is tomorrow.

OLD BUSINESS:

A. Mayor Hill presented Ordinance 13-03 for its second reading captioned as follows:

An Ordinance of the Mayor and Council of the City of Holbrook, Renaming a portion of Columbia Avenue to Mary Wilderman Drive and naming a roadway/utility easement to Paul Barger Lane.

Vice-Mayor Haussman made a motion to adopt Ordinance 13-03. Councilmember Carlisle seconded. A roll call vote was held with the following results:

Councilmember Carlisle, "aye", Vice-Mayor Haussman, "aye", Councilmember Peterson, "aye", Mayor Hill, "aye".

NEW BUSINESS:

A. City Clerk Reyes asked the Council for the H.E.L.P. Coalition if they would donate the amount for the Drug Free Grad Night Party which they budget every year in the amount of $1500.00. Councilmember Carlisle made a motion to donate the $1500.00 to the Grad Night Party. Vice-Mayor Haussman seconded and the motion carried unanimously.

B. Finance Director Sullivan presented the Budget action plan to help schedule budget meetings. Finance Director Sullivan stated that the first work session would be held on May 7 if Council agrees or they could hold a work session on May 21 and make it a long one. Manager Alley concurred with Finance Director Sullivan. Councilmember Carlisle stated that he didn't mind the long first meeting but would like an opportunity after that to have a work session after digesting the information presented. Finance Director Sullivan stated that a work session could be held on May 21 and then it could be reviewed at the June 18 meeting. Vice-Mayor Haussman asked when the preliminary budget would be available for Council to review. Finance Director Sullivan stated that Council will have it next week which will give 3 weeks for review. Vice-Mayor Haussman stated that he felt it may be better to meet on May 7 for preliminary review. After some discussion, Mayor Hill made a motion to hold a work session on May 6 at 6 p.m. for the budget and then following this work session the budget is placed on the agenda every meeting as a regular item. Councilmember Peterson seconded and the motion carried unanimously.

C. Manager Alley asked if Council wanted to wait to discuss the sewer modeling until more Council members were available. Manager Alley stated that there are two different scenarios; one is to install the over the hill line and the other are to leave it alone. Manager Alley stated that the big problem lies between the treatment plant and Arizona Street and up 8th Avenue which will need to be addressed in long term planning. Councilmember Carlisle asked what the long term plan is. Manager Alley stated that within the next two years it will have to be tackled and he would like to start in the flat next to bowling alley and place a new line. Manager Alley stated that once we get to the freeway that's where the problems will begin. Vice-Mayor Haussman asked if we need to start budgeting now for this. Manager Alley stated that this was true. Vice-Mayor Haussman asked if this conversation could be linked into the May 6 meeting. Manager Alley stated that it could. Mayor Hill stated that the direction to Staff is to incorporate this item into the work session.

D. Manager Alley presented a Memorandum of Understanding with the National Park System for fire services. Manager Alley stated that Chief Simpson has reviewed the MOU and is in favor of it. Manager Alley recommends approval. Councilmember Peterson made a motion to enter in the MOU. Councilmember Carlisle seconded and the motion carried unanimously.

E. Mayor Hill stated that Emily Wheeler of the Police Department has asked that new members be appointed to the PSPRS Board as the Board no longer has enough members. Mayor Hill stated that Ms. Wheeler has contacted Mianna Tyler, Richard McPherson and Bill Newman. City Clerk Reyes stated that each time a police officer is added to the PSPRS system or removed a board meeting must be held and the item voted on. Mayor Hill made a motion to appoint Mianna Tyler, Richard McPherson and Bill Newman to the PSPRS Board. Councilmember Carlisle seconded and the motion carried unanimously.

F. City Clerk Reyes presented Resolution 13-06 captioned as follows: Vice-Mayor Haussman made a motion to adopt Resolution 13-06. Councilmember Carlisle seconded and the motion carried unanimously.

G. Manager Alley stated that Staff would like to build a park on the east side of town on Navajo Boulevard across from Jalapeno Poppers and the Hotels. Manager Alley stated that the plan is a small roadside park similar to the Ron Heward Park on the West side of town which will include a dog park. Manager Alley stated that he would like to place an event kiosk at this park and a map of town so that tourists would know what is going on in town and where everything is located. Manager Alley stated that he is hoping to get the Boy Scouts involved in this project as well. Manager Alley stated that he hopes to spend less than $10,000 on this park which will be mostly concrete. Vice-Mayor Haussman stated that he liked the idea of the park. Vice-Mayor

Haussman asked if there would be a possibility of restrooms at the parks. Manager Alley stated that if the parks are too nice and have restrooms the tourists might not be encouraged to visit a business to use a restroom and possibly spend some money. Council concurred with building of the park.

H. Mayor Hill opened discussion on the Manager's Contract renewal. Mayor Hill stated that the salary will remain the same but for each month worked the City is to provide equal amount of month's insurance coverage after Mr. Alley leaves the employment of the City. Mayor Hill stated so that if Mr. Alley works 24 more months the City will pick up insurance premiums for 24 months after Mr. Alley leave employment. Vice-Mayor Haussman asked if Mr. Alley would be available to the City after he leaves employment for this amount of time. Mr. Alley replied "yes". Vice-Mayor Haussman asked which attorney reviewed this contract. Manager Alley replied Attorney Solomon. Vice-Mayor Haussman asked if there weren't some type of limitations to insurance coverage due to Obama care. Finance Director Sullivan stated that there are different options and they are discussed at the annual meeting for the insurance pool and then they are included in the rates. Vice-Mayor Haussman stated that this has nothing to do with rates but the new rules. Councilmember Carlisle stated all the rules haven't been written yet and there may have to be changes when Obama Care is more finalized. Councilmember Carlisle made a motion to approve

Manager Alley's contract as presented. Councilmember Peterson seconded and the motion carried unanimously.

I. Manager Alley stated that the City needs some new vehicles but not brand new just additional. Manager Alley stated that he can buy a work truck for under $5000.00 and they are good trucks. Manager Alley stated that the truck will be beat up in 4 years whether it is purchased new or used. Manager Alley stated that he would run it past the City Attorney to make sure the City can do this before he purchases but he believes we can get more bang for our buck by buying used. Mayor Hill stated that he thinks that the Council could make a motion to allow the purchase of the three vehicles as long as the expenditure is under $15,000.00. Vice-Mayor Haussman made the motion to allow Manager Alley to purchase three used vehicles in the amount not to exceed $15,000.00. Councilmember Carlisle seconded and the motion carried unanimously.

J. Finance Director Sullivan stated that about a year ago, the file server crashed and the hard drives failed. Finance Director Sullivan stated that the backup was not working properly and data had to be re-entered. Finance Director Sullivan stated that Staff would like to upgrade the server and possibly the Caselle software. Councilmember Carlisle stated that XP is not longer going to be supported by Microsoft so an upgrade will have to be done. Finance Director Sullivan stated that Unity Tech is the provider Staff is recommending and they are on the State purchasing Contract. Finance Director Sullivan stated that the

amount to upgrade the server will amount to $12,243.50. City Clerk Reyes stated that the server room will be moved into the Council Chambers and that bigger back up power will be installed to allow for backup during power failures. City Clerk Reyes stated that new cables will be installed as well. Councilmember Carlisle stated that he would approve the purchase as long as backups are being done to a Cloud server. City Clerk Reyes stated that this is already occurring. Vice-Mayor Haussman made a motion to purchase the server upgrades from Unity Tech in the amount of $12,243.50. Councilmember Peterson seconded and the motion carried unanimously.

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware: Councilmember Tyler joined the meeting by telephone for this item. Councilmember Carlisle recused himself as he is the owner of Walt's Hardware. Vice-Mayor Haussman made a motion to approve the claims for Walt's Hardware in the amount of $2172.23. Councilmember Tyler seconded and the motion carried unanimously.

EXECUTIVE SESSION:

POST EXECUTIVE SESSION:

CALL TO THE AUDIENCE:

ADJOURNMENT:

There being no further business to come before the Council at this time Vice-Mayor Haussman adjourned the meeting by unanimous consent at 7:20 p.m.

_____

Jeff Hill, Mayor

CERTIFICATION:

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 April 16, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

_____

Cher Reyes, CMC, CPM, City Clerk

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 21, 2013
6:00 P.M.

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

OLD BUSINESS:

I. FY 2013-14 budget.

Posted this 20th day of May 2013

Cher Reyes, CMC, CPM

Cher Reyes, CMC, CPM, City Clerk

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

CITY OF HOLBROOK

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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 21, 2013

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 April 12, 2013 thru May 16, 2013: Documentation for claims is available *at City Hall.*
   B. Special event liquor license-Our Lady of Guadalupe Church-June 1, 2013.

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: $ 2,960.44

8) REPORTS:
   Mayor:

Council Members:
Manager:

9) OLD BUSINESS:

10) NEW BUSINESS:

A. Discussion/possible action regarding bid results for greens mower and possible award of bid-Manager Alley.
B. Discussion/possible action regarding bid results for weed buggy and possible award of bid-Manager Alley.
C. Discussion/possible action regarding bid results for airport gas pump and possible award of bid-Manager Alley.
D. Discussion/possible action regarding bid results for card lock system for airport and possible award of bid-Manager Alley.
E. Discussion/possible action regarding possible sale of the Henning Block-Manager Alley.
F. Ordinance 13-04, authorizing the sale of real property of the City of Holbrook, namely Parcel Number 109-35-002A to Paul and Robin Gonzales, 1st reading.
G. Discussion/possible action regarding a memorandum of understanding with NACOG for roadway signage upgrades.
H. Discussion/possible regarding emergency purchase an influent pump and motor for the wastewater treatment plant-Manager Alley.

11) 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.

12) POST EXECUTIVE SESSION:

13) 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.

14) ADJOURNMENT:

Dated this 15th day of May 2013.

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.

MINUTES OF THE REGULAR MEETING OF THE
HOLBROOK CITY COUNCIL HELD ON MAY 21, 2013

CALL TO ORDER:

Vice-Mayor Haussman called the meeting to order at 6:03 p.m.

ROLL CALL:

Vice-Mayor Charles Haussman, Councilmember's Myron Maxwell, Wade Carlisle, Bobby Tyler and Phil Cobb. Mayor Jeff Hill, Councilmember Bobby Tyler and Councilmember Peterson were absent and excused due to work and personal reasons.

PLEDGE OF ALLEGIANCE/INVOCATION:

Councilmember Cobb led the pledge of allegiance and Councilmember Carlisle gave the invocation.

CITY STAFF:

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

CEREMONIALS/ANNOUNCMENTS/PRESENTATION:

PETITIONS FROM THE PUBLIC:

CONSENT AGENDA:

A. Claims/payment approval for February 15, 2103 thru March 14, 2013.

B. Minutes of the regular meeting held on February 19, 2013.

Councilmember Maxwell made a motion to approve the consent agenda. Councilmember Carlisle seconded and the motion carried unanimously.

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware:

SUMMARY OF CURRENT EVENTS:

Mayor:

1. Mayor Hill asked everyone to remember the victims of the Oklahoma tornadoes.
2. Mayor Hill offered condolences to the family of Paul Barger, longtime resident of Holbrook and owner of the Holbrook Tribune.

Councilmember:

Manager:

1. _Manager Alley reported that the departments are purchasing items gearing up for next year's budget limitation. Manager Alley stated that all the oil and fuel tanks will be filled, AB will be purchased along with a small amount of cold mix. Manager Alley reported that the treatment plant will be purchasing UV lights.
2. Manager Alley reported that the Streets crew finished the road behind Wells Fargo today. Next will be 7th Street from Florida to Iowa, then 4th Street. Manager Alley stated that the intersection at W. Erie and 1st will be completed after school is out.
3. Manager Alley reported that a fire burned down a house on W. Georgia and that property will be cleaned up.
4. Manager Alley reported that the booster pumps and VFDs have been installed at the well house.

OLD BUSINESS:

A. FY 2013-14 Budget-Finance Director Sullivan and Manager Alley explained how the expenditure limitation would affect the City since we no longer have Home

Rule. Finance Director Sullivan stated that the Vac-Con will paid off on June 5 as well as the Bank of the West loan, leaving only the treatment plant debt to re-pay.

NEW BUSINESS:

A. Manager Alley stated that the Golf Course needs a new greens mower. Manager Alley stated that specifications were provided by Larson John and bids were obtained. Manager Alley stated that it would be purchased from contingency funds. Manager Alley stated that Mr. John is recommending the purchase of the Toro from Simpson Norton which is on State Purchasing contract in the amount of $22,728.82. Councilmember Cobb made the motion to purchase the mower from Simpson Norton in the amount of $22,728.82. Councilmember Peterson seconded and the motion carried unanimously.

B. Manager Alley stated that the City has tried to use trailers and other methods to spray and Staff has determine that a weed buggy needs to be purchased. Manager Alley stated that this Kubota buggy can be used to spray mosquitoes also. Manager Alley stated that the buggy will be paid from contingency funds. Manager Alley stated that the vehicle has wands which will stretch across alley so that the alley can be sprayed both sides by driving through it. Manger Alley stated that it will only be used for spraying and the vendor is on State Purchasing. In the amount of $22,966.87. Vice-Mayor Haussman asked if it can be used to spray Round-up. Manager Alley stated that the person who is certified

to spray can spray anything. Councilmember Carlisle made a motion to purchase the Kubota spray rig. Councilmember Cobb seconded and the motion carried unanimously.

C. Manager Alley informed the Council that he had requested oral quotes for the gas pump and the card lock system for fuel at airport and the card lock system came in higher than he expected so it has been put out to bid. Manager Alley explained that the fuel pump is not operating properly and he is not real sure it can make it through another winter. Vice-Mayor Haussman made a motion to purchase the gas pump from First Fueling in the amount of $6,137.12. Councilmember Cobb seconded and the motion carried unanimously.

D. Item was tabled due to the fact that that item was bid.

E. Jerrie Paschal stated that there has been increase interest in the Henning Block.

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware: Councilmember Tyler joined the meeting by telephone for this item. Councilmember Carlisle recused himself as he is the owner of Walt's Hardware. Vice-Mayor Haussman made a motion to approve the claims for Walt's Hardware in the amount of $2172.23. Councilmember Tyler seconded and the motion carried unanimously.

EXECUTIVE SESSION:

POST EXECUTIVE SESSION:

CALL TO THE AUDIENCE:

ADJOURNMENT:

There being no further business to come before the Council at this time Vice-Mayor Haussman adjourned the meeting by unanimous consent at 7:20 p.m.

_____
Jeff Hill, Mayor

CERTIFICATION:

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 April 16, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

_____
Cher Reyes, CMC, CPM, City Clerk

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

JUNE 18, 2013

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:
<u>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.</u>

6) CONSENT AGENDA
   A. Claims/payment approval for May 17, 2013 thru June 13, 2013: Documentation for claims is available *at City Hall.*
   B. Liquor License Acquisition of Control permit-Maverick Inc.
   C. Special event liquor license-Navajo County Fair, Sept. 9-Sept. 11, 2013.

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: $ 1,151.46

8) REPORTS:

Mayor:
Council Members:
Manager:

9) OLD BUSINESS:

A. FY 2013/2014 Budget.

B. Ordinance 13-04, authorizing the sale of real property of the City of Holbrook, namely Parcel Number 109-35-002A to Paul and Robin Gonzales, 2nd reading.

10) NEW BUSINESS:

A. Ordinance 13-05, authorizing the purchase of real property by the City of Holbrook, namely Parcel Number 109-19-300, 1st reading.

B. Discussion/possible action regarding acceptance of Heritage Grant Funding in the amount of $6,150.00-Finance Director Sullivan.

C. Discussion/possible action regarding Special Event application for the Holbrook Gearhead Burn out Competition-City Clerk Reyes.

D. Resolution 13-07, authorizing the joint project agreement between the State of Arizona and City of Holbrook for Airport pavement-Manager Alley.

E. Discussion/possible action regarding approval of contract for fire truck purchase-Manager Alley.

11) 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.

12) POST EXECUTIVE SESSION:

13) 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.

14) ADJOURNMENT:

Dated this 11th day of June 2013.

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.

MINUTES OF THE REGULAR MEETING OF THE HOLBROOK CITY COUNCIL HELD ON JUNE 18, 2013

CALL TO ORDER:

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

ROLL CALL:

Vice-Mayor Charles Haussman, Councilmember's Myron Maxwell, Richard Peterson and Bobby Tyler. Mayor Jeff Hill, Councilmember Cobb and Councilmember Carlisle were absent and excused.

PLEDGE OF ALLEGIANCE/INVOCATION:

Vice-Mayor Haussman led the pledge of allegiance and Councilmember Tyler gave the invocation.

CITY STAFF:

City Manager Ray Alley, Finance Director Randall Sullivan and City Clerk Cher Reyes.

CEREMONIALS/ANNOUNCMENTS/PRESENTATION:

Vice-Mayor Haussman announced that Holbrook Public Schools registration would be held July 23 through July 25.

PETITIONS FROM THE PUBLIC:

CONSENT AGENDA:

A. Claims/payment approval for May 17, 2013 thru June 13, 2013.

B. Liquor license acquisition of control permit-Maverick, Inc.

C. Special event liquor license-Navajo County Fair, Sept. 9-Sept. 11, 2013.

Councilmember Peterson made a motion to approve the consent agenda. Councilmember Tyler seconded and the motion carried unanimously.

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware:

SUMMARY OF CURRENT EVENTS:

Mayor:

Councilmember:

Manager's Report:

A. Manager Alley reported that the Golf Course mower is in.

B. Manager Alley reported that Staff has completed Erie Street and will begin on Hennessy next.

C. Manager Alley reported that Tractor Supply is to start remodel of the old Basha's building on July 1.

D. Manager Alley reported that Popeye's will be opening in the Truck Stops of America Building. It is anticipated that the restaurant will seat 76-78 and should be open sometime in August.

E. Manager Alley reported that the Truck Stops of America is building a 5 bay diesel shop.

OLD BUSINESS:

A. Finance Director asked Council to discuss approving the $4,000 raise for all employees portion of the budget tonight if they see fit that way it will become effective July 1, 2013. Finance Director Sullivan stated that the tentative budget will come to Council for possible adoption on July 9 at a Special Meeting. Vice-Mayor Haussman stated that he would like this item specifically placed on agenda for raises so that the public knows what is being done.

B. Vice-Mayor Haussman presented Ordinance 13-04 for its second reading

captioned as follows:

Manager Alley stated that the property is non-developable and that it was included in the original improvement district. Manager Alley stated that the land has no value. Manager Alley stated that the road had not been deeded to anyone. Councilmember Tyler made a motion to adopt the ordinance. Councilmember Maxwell seconded. A roll call vote was held with the following results.

NEW BUSINESS:

A. Vice-Mayor Haussman presented Ordinance 13-05 captioned as follows for its first reading:

Manager Alley stated that the Public Fiduciary owns this property and they do not want it and have offered to give to the City for closing costs. Manager Alley stated that he plans to clean the building off the lot and perhaps use it later for lawn area for the Senior Center.

B. Finance Director Sullivan stated that a grant application had been submitted to the Heritage Fund which will allow the purchase of fanny packs, field guides, bird lists and binoculars to be used at the Petroglyph Park. Finance Director Sullivan stated that the only match is an in-kind match and the amount is $6150.00. Councilmember Maxwell asked what the match was. Finance Director Sullivan stated that it is $5,000.00 but it is in-kind. Finance Director Sullivan stated that everything has to be approved through the Heritage Fund and Game and Fish. Finance Director Sullivan stated that Staff is working on

another grant which will make paths and a blind to watch birds from. Councilmember Maxwell made a motion to approve the grant application. Councilmember Peterson seconded and the motion carried unanimously.

C. City Clerk Reyes stated that the special event application is usually not presented to Council for approval but due to the type of event Staff is requesting Council to approve it. City Clerk Reyes stated that the event is a burn out competition and there is a possibility that there may be skid marks left on the concrete when after the event. Adrian Tubbs representing the Gear Head Club stated that the danger involved in no more than any other activity and explained you put the front brake on and spin the back tires. Mr. Tubbs stated that there is ample room at the park. Councilmember Peterson made a motion to approve the event. Councilmember Maxwell seconded and the motion carried unanimously.

D. Vice-Mayor Haussman presented Resolution 13-07 captioned as follows:

Manager Alley stated that this Resolution is for an ADOT grant for pavement preservation of the taxiway. Manager Alley stated that amount of the grant is $422,342.00 and the City has to pay 10% and he recommends approval. Councilmember Peterson made a motion to approve Resolution 13-07 and enter into the grant agreement. Councilmember Tyler seconded and the motion carried unanimously.

E. Manager Alley reported that the new fire truck has been ordered and the contract with the items added and deducted as agreed upon by Council in the amount of $252,002.45. Manager Alley stated that Vice-Mayor Haussman asked if the time for delivery of truck is still the 9 month time frame. Manger Alley stated that was correct.

EXECUTIVE SESSION:

POST EXECUTIVE SESSION:

CALL TO THE AUDIENCE:

Sylvia Alley, Navajo County Supervisor introduced herself to the Council and stated that she was in attendance just to see what was going on with the City.

ADJOURNMENT:

There being no further business to come before the Council at this time Vice-Mayor Haussman adjourned the meeting by unanimous consent at 6:31 p.m.

Charles Haussman, Vice- Mayor

CERTIFICATION:

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 June 18, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

Cher Reyes, CMC, CPM, City Clerk

CITY OF HOLBROOK

INVOICE APPROVAL REPORT

BY GL NUMBER WALT'S HARDWARE

08/16/2013 THRU 09/05/2013

TOTAL **$ 1557.60**

AGREEMENT

City of Holbrook, Animal Control
P.O. Box 656
Holbrook, Arizona 86025
928-524-6828

Barbara Olear, Advisor
Donna Wilson, DBA
Silver Creek Regional Humane Society, INC
P.O. Box 592. 902 Navajo Blvd
Holbrook, Arizona 86025

Letter of agreement between The City of Holbrook Animal Control & Silver Creek Humane Society. Where as the City of Holbrook will allow Silver Creek Humane Society to place personal kennels on city property next to the City of Holbrook Animal control facility to house no more than 13 dogs. Conditions of the agreement are as follows.

- The City of Holbrook holds no interest in the animals belonging to Silver Creek Humane Society.
- Silver Creek Humane Society will be responsible for feeding and maintaining the animals on a daily bases.
- The kennels and area around the kennels shall be maintained in a neat and orderly fashion. All trash and animal waste shall be disposed of daily.
- Silver Creek Humane Society will have personnel available to clean all kennels **no less** then once daily including weekends and Holidays.
- The City of Holbrook is not responsible for any maintenance or cleaning of the kennel areas or animals.
- The City of Holbrook will not provide personnel or facilities including water or food.
- Silver Creek Humane Society is responsible for maintaining animals in accordance with state statute and City code. Including but not limited to vaccinations and City Licensing.

Failure to follow the conditions as outlined above will constitute the termination of the agreement. The City of Holbrook Animal Control maintains the right to terminate this agreement at any time. Upon termination of the agreement all animals and kennels shall be removed no less then 10 days following the date of termination. Failure to remove the animals in specified time will constitute forfeiture of all animals. Animals will then be relinquished to City of Holbrook Animal Control and may be adopted or disposed of at their discretion.

Signed, _____ DBA, Silver Creek Humane Society

Signed, _____ City of Holbrook, Chief of Police

Date: _____

7th St. Smith & Loveless

Frank Cluff

From:	Jose' Gamiz <jose@precisionelectric.com>
Sent:	Wednesday, June 05, 2013 10:23 AM
To:	Frank Cluff
Cc:	Ron Dake
Subject:	Re: Quote

Frank,

Below are the sell prices for all the items.

1. Barnes MODEL # 3SE2024L
   Cost-------$2332.00 + freight
   Lead-time 5-7 Day

2. Flygt 3127.1770 – 08500 80 P.O# 24012 Done
   Cost------$8380.00 + freight
   Lead-time 8 Weeks

3. WILO Replacement for S/N 650085165
   Cost------$5484.00
   Lead-time 12 weeks

4. Barnes MODEL# 3SE1934L
   Cost------$1338.00 + freight
   Lead-time 5-7 Day

5. Gould's 5BF1M2B0 GOULDS 3656S
   Cost------$2241.00 + freight
   Lead-time 2 weeks

Thank You,
Jose' Gamiz

Precision Electric Co.
1822 E. Jackson St.
Phoenix, AZ 85034
PH: 602-252-2821
FAX: 602-257-1497
www.precisionelectric.com

CONFIDENTIALITY NOTICE: This communication is only for the person(s) named above. Unless otherwise indicated, it contains information that is

Valley Crane and Pump L.L.C.
975 S. Camellia Dr* Chandler, Arizona 85225
480-250-0645Office * 480-792-1016

Quote:

06-20-13 **Quote Number: 06202013B**
To: City of Holbrook
Attn: Armando

Replacement Submersible Pumps:

1. Flygt Mod.# 3127.1770–0850080: Quote: $8,916.00 plus tax & freight
   9 – 10 week lead time

2. WILO Replacement Mod.# S/N 650085165: Quote: $5,880.00 plus tax & freight
   12 – 13 week lead time.

This Quote will be Valid for 30 days!

If you have any questions, Please Feel Free to call!
Thank You!

Javier Reyes
Valley Crane and Pump Service L.L.C.

US Motors
ABB Drives and Controls
National Pump Company
Goulds Pumps and Motors

Quotation

Pump
Electrical
Company
1819 E. Madison Street
Phoenix, Arizona 85034

To: City of Holbrook
Attn: Armando
Subject: New Replacement Pumps

06-20-13
Quote # AGR062013

Description of Service:

1. New Flygt Mod.# 3127.1770 – 08500 80: cost $9,244.00 plus freight
   9 week lead time

2. New WILO Replacement for S/N 650085165: cost $5,921.00 plus freight
   12 week lead time.

Quote Valid for 30Days		

If You Have any Questions Please Feel Free to Contact us!

Thank You,
Ron Dake
PEC Pump Co, Inc
602-321-1093 Cell

Celebrating our Next Century.

NATIONAL PUMP COMPANY, LLC

GREGORY D. GREEN
LAW OFFICE OF GREGORY D. GREEN, PLLC
405 E. 3RD Street, Winslow, AZ 86047
928.289.4636
winslowlawyer@gmail.com

Response to Request for Qualifications
for

Attorney Services

RECEIVED
AUG 2 3 2013
BY: JB

GREGORY D. GREEN
LAW OFFICE OF GREGORY D. GREEN, PLLC
405 E. 3RD Street, Winslow, AZ 86047
928.289.4636
winslowlawyer@gmail.com

City of Holbrook
465 First Avenue
PO BOX 970
Holbrook, Arizona 86025

Re: Request for Qualifications

Dear, Holbrook City Council Members, Mayor and City Manager,

I am an attorney who has been practicing in the area of Criminal Law for more than ten (10) years. I worked for nearly four years in the Navajo County Attorney's Office as a prosecutor. After leaving government employment, I have remained active in Criminal Law. I have also remained efficient and current in Civil Traffic matters in that I regularly defend individuals in these types of cases in the Winslow Justice Court.

If my bid is accepted, I will not represent individuals who are likely to have matters that create a conflict with my duties as a prosecutor in the Holbrook Magistrate Court. To date I have had only one occasion in which I defended an individual in the Holbrook Magistrate Court, as a result I believe my existing conflicts are very limited.

I am willing to perform all duties required of this position for a fee of $125.00 per hour.

Your careful consideration of my resume and qualifications described herein is greatly appreciated.

Sincerely,

Gregory D. Green

GREGORY D. GREEN
LAW OFFICE OF GREGORY D. GREEN, PLLC
405 E. 3RD Street, Winslow, AZ 86047
928.289.4636
winslowlawyer@gmail.com

EDUCATION

Washburn University School of Law, Topeka, KS
Juris Doctorate — **2002**
Northern Arizona University, Flagstaff, AZ
B. S. History — **1999**
Minor: English

AWARDS

- Graduated with Dean's Honors from Washburn University School of Law — **2002**

LEGAL EXPERIENCE

Law Office of Gregory D. Green, PLLC-Principal — **2011-Present**
Litigated all cases for the firm. Focusing in a broad area of law based on the needs of the community including Criminal Defense, Domestic Relations, Civil Litigation, Probate and Personal Injury.

Patton & Green P.C.- Partner — **2006 - 2011**
Litigated all cases for the firm. Primarily focusing on Criminal Defense, Domestic Relations, and Personal Injury/ Wrongful Death

Navajo County Public Defender's Office- Deputy Public Defender — **2006 – 2006**
Provided representation in criminal matters for indigent defendants.

Navajo County Attorney's Office- Deputy County Attorney — **2003 – 2006**
Prosecuted misdemeanors and felonies for Navajo county. Primarily cases involving DUI and Domestic Disputes.

RELATED EXPERIENCE

Navajo County Attorney's Office
Law Clerk — **2002 – 2003**
Reviewed and prepared cases for charging.

Bryan, Lykins, Hejtmanek, & Fincher
Law Clerk — **2000 – 2002**
Prepared legal pleadings and motions for Personal Injury cases. Provided legal research and prepared documents for Worker's Compensation cases.

Family Law Quarterly
Editor — **2001**
Edited and prepared articles for printing in The Family Law Quarterly, the premiere legal journal for all matters regarding Domestic Relations

MEMBERSHIPS

- Navajo County Bar Association
- State Bar Of Arizona

BROWN & BROWN LAW OFFICES, P.C.
A PROFESSIONAL CORPORATION
OF ATTORNEYS

1546 EAST WHITE MOUNTAIN BLVD
POST OFFICE BOX 3128
PINETOP, ARIZONA 85935
(928) 367-3235
(928) 367-3239 FAX

DAVID A. BROWN
DOUGLAS E. BROWN
NICK D. PATTON

August 26, 2013

City of Holbrook
Ray Alley, City Manager
P.O. Box 970
Holbrook, AZ 86025-0970
ray@ci.holbrook.az.us

Re: **Attorney Services**

Dear Mr. Alley:

Please consider this letter our application for the position of Attorney Services for criminal cases and some civil cases for the City of Holbrook. Brown & Brown Law Offices, P.C. has been providing legal services for over twenty-five years in this area and formerly represented the City of Holbrook by F. Morgan Brown. Throughout this time we have represented a wide variety of clients, including many municipalities such as the City of Show Low, the Town of Eagar, and the Town of Springerville. We have dealt with employment law, contracts, real estate transactions/acquisitions, open meeting law, election law and all phases of constructing public buildings and prosecutions.

Our firm has the necessary experience to represent the City of Holbrook. The attorneys that would be handling matters for the City are Douglas E. Brown and Nick D. Patton with Nick D. Patton completing most of the work. (See attached bio of Doug). Nick has been with the firm since November of 2012 and previously clerked for the Navajo County Attorney's Office and the Pinal County Public Defender's Office.

Thank you for considering our firm to represent the City of Holbrook. Please contact our office should you have any questions.

Sincerely,

BROWN & BROWN LAW OFFICES, P.C.

Douglas E. Brown
Nick D. Patton

NP/lj

Doug Brown

Doug's practice includes both civil and criminal litigation. He has served as the prosecutor for the Town of Eagar, Town of Springerville, City of Show Low, and City of Holbrook.

His law practice also includes real estate and probate matters.

Doug's professional and civic memberships include:

- Member, Apache County Fair Commission
- Member, Arizona Attorneys for Criminal Justice
- Member, Arizona Bar Association
- Member, White Mountain Historical Society
- Arizona Town Hall
- Member, Farm Bureau
- Member, Private Industry Council Board, Apache County
- Graduate of Class Six Project CENTRL, a two-year rural leadership program

Professional Highlights:

- 1993: Arizona State Board Certification, Criminal Law Specialist.
- 1986 – Present: Partner, Brown & Brown Law Offices, P.C.
- 1986: Admitted to the Bar
- 1985: Internship with City of Tempe Prosecutor's Office

Education:

- Arizona State University College of Law – Juris Doctorate (May 1986)
- Brigham Young University – B.A. in Political Science; Minor in Geography (May 1983)

Personal:

Doug and his wife, Cindy, live in Eagar, Arizona, and have five children.

Practice Areas:

- Litigation
- Real Estate

Probate; Estate Planning

CHRISTIAN INTERNATIONAL OUTREACH, INC.
20 RAYS ROAD
HARRISBURG, IL 62946

August 23, 2013

City of Holbrook
Attn: Ray Alley
465 First Avenue
PO Box 970
Holbrook, AZ 86025

Enclosed are the keys to the Eagle Heights Apartment Complex. Thank you for cancelling our lease as of today. There wasn't any possible way for us to continue work in Holbrook since Herb Tarlton resigned/retired from our organization.

The extra key may be for the rooms that Herb installed locks on. I have not been in contact with him since he retired June 1, 2013.

Donnie Carpenter will be sending the other set of keys to you with a list of work that has been done by him and his associates in ministry. I am aware that a mission group from Texas painted some of the rooms and set up beds.

I gave Mr. Carpenter your phone and fax numbers should he wish to contact you to lease the complex.

The electric is to be shut off on Monday the 26th. I have emailed Vickie James a notice of cancellation for the water to be shut off on the 30th of this month. Shumway Insurance Agency (Laura) is sending a cancellation notice for me to sign to cancel the insurance.

If you have any questions, my phone number is 618-926-2611.

Sincerely,

Etta Mae Harrelson

Etta Mae Harrelson
Secretary-Treasurer

AGREEMENT BETWEEN THE CITY OF HOLBROOK AND EVELYN MAREZ

1. The City of Holbrook ("City") hereby agrees to hire Evelyn Marez ("Marez") as the City Magistrate for the City of Holbrook to provide City Magistrate services.
2. The City agrees to pay the amount of $17,000.00 per year to Marez in exchange for her services. Employer portions of FICA and Medicare to be paid by the City.
3. This agreement is effective January 1, 2014 and will expire on December 30, 2016. Upon the agreement of both parties, this agreement may be extended for additional two (2) year terms upon mutual agreement of both parties.
4. There shall be no assignment of any of the rights and /or responsibilities of the parties as set forth in this agreement without the express written consent of the other party.
5. The City may terminate this agreement for cause. Marez may terminate this agreement at any time and for any reason by giving the City sixty (60) days' notice pursuant to paragraph 6 below.
6. Notices pursuant to this agreement shall be given by deposit in the custody of the United State Postal Service, Certified mail, postage prepaid, addressed as follows:

    1. Mayor and City Council
       City of Holbrook
       P.O. Box 970
       Holbrook, AZ 86025

    2. Evelyn Marez
       1521 Sacaton Drive
       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.

GENERAL PROVISIONS

A. The text herein shall constitute the entire agreement between the parties. Any changes to this agreement must be in writing and must be agreed upon by both parties.

B. This agreement shall become effective when executed by the parties hereto and shall be governed by the laws of the State of Arizona.
C. If any provisions, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
D. In the event that either party shall institute and prevail in any action or suit of the enforcement of its rights under this agreement, the prevailing party in any action or suit shall be awarded its reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereunto have signed this agreement this ___ day of September 2013.

_____ _____

Ray Alley, City Manager Evelyn Marez, Magistrate

Attest:

_____

Cher Reyes, CMC, CPM, City Clerk