

MINUTES OF THE REGULAR MEETING  
OF THE HOLBROOK CITY COUNCIL HELD ON  
January 8, 2025

CALL TO ORDER: Mayor Smith called the meeting to order at 6:01 p.m.

ROLL CALL: Councilmembers Robert Black, Tamera Church, Arcenia Pacheco, Vice Mayor Mike Nilsson and Mayor Kathleen Smith. Councilmember Karina Pack appeared telephonic. Councilmember Teri Tafoya was absent/excused.

CITY STAFF: City Manager Sharon Jakubowski Wolz, Assistant Manager Randy Sullivan, Building Inspector Richard Tissaw, Code Compliance Officer Barbara Blythe, Chief of Police Nathan Christensen and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Pacheco. The Invocation was given by Gloria Montoya from Day Star.

CONSENT AGENDA:

December 11, 2024, Regular Meeting Minutes

December 11, 2024, Work Session Minutes

MOTION: Councilmember Black made a motion to approve the consent agenda as presented

SECONDED: Councilmember Pacheco.

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

INTRODUCTION OF NEW PD RECRUITS:

-Joseph Boschert

-Nicholas Clayton

-Sierra Williams

Chief Christensen introduced the new employees. Each employee addressed the Council.

OLD BUSSINESS (DISCUSSION AND POSSIBLE ACTION):

a. General Plan Updates – Mayor Smith shared that each Councilmember had been assigned at least 2 elements from the General Plan to meet with committees for recommended changes. Each Councilmember shared how their committee meetings are going. The recommended changes will be brought to the Work Session on February 26, 2025.

b. Consideration and Action approving a Notice of Intent to adopt the proposed Fiscal Year 2025-26 Consolidated Fee Schedule.

MOTION: Councilmember Black made a motion to table the Notice of Intent to adopt the proposed Fiscal Year 2025-26 Consolidated Fee Schedule and put it on the Work Session for January 22, 2025.

SECONDED: Councilmember Pacheco

MOTION CARRIED

c. Resolution 25-01: Authorizing the City to enter contracts with Enterprise Fleet Management, Inc. for the leasing and maintenance of city vehicles – Assistant Manager Sullivan shared a handout of what departments/employee positions each vehicle would be for. He explained that this proposal would be a more efficient program for the City. Rich and Charley from Enterprise Fleet Management, Inc. were present to answer questions from the Council.

MOTION: Councilmember Black made a motion to table Resolution 25-01.

SECONDED: Councilmember Pacheco

MOTION CARRIED

#### NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. NACOG Regional Council Representative – Mayor Smith read the background information from the City Council Action Item Request form and recommended that Vice Mayor Mike Nilsson continue to serve this position. She said that she would like to be the alternate. She also recommended that each Councilmember consider serving on one of the subcommittees.

MOTION: Mayor Smith made a motion to appoint Vice Mayor Nilsson as the NACOG Regional Council Representative and herself as the alternate.

SECONDED: Councilmember Black

MOTION CARRIED

b. Ordinance 25-01 – 1<sup>st</sup> Reading: An Ordinance of the City of Holbrook, Arizona, amending the Holbrook City Code, Chapter 5, Article 5-2, Uniform Codes and adopting the 2018 International Building, Fire, Fuel Gas, Mechanical, Plumbing, Residential Codes and the 2017 National Electric Code: providing for repeal of conflicting ordinances, providing for severability; and establishing an effective date – Mayor Smith read the background information from the City Council Action Item Request form. She also read Ordinance 25-01 by Heading.

c. Timeline for the 2025-2026 budget process – Mayor Smith read the background information from the City Council Action Item Request form and shared a handout titled "Budget Action Plan". She asked each Councilmember to decide what their priorities are for the budget and to bring that information to the Work Session on January 22, 2025.

#### SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Smith congratulated the Holbrook Public Library for being voted as the Holbrook Chamber of Commerce "Business of the Year"

#### SUMMARY CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Nilsson – None

-Councilmember Black shared that it is the time of year for the Navajo County Sheriff's Posse Pony Express. The week of January 27<sup>th</sup> the Posse will do meet and greet with several schools and agencies. There will be a parade on January 28<sup>th</sup> at 11:00 a.m., after that there will be a "Swearing in Ceremony". The sendoff dinner will be at the Open Class Building at the Navajo County Fairgrounds at 6:00 p.m. on January 28<sup>th</sup>. It will be \$12.00 per person. The send off Pancake Breakfast will be at 6:00 a.m. on January 29<sup>th</sup> at the Senior Center. The price of breakfast is \$10.00. The Posse will leave from Gillespie Park at 8:00 a.m.

-Councilmember Church – None

-Councilmember Pacheco - None

#### SUMMARY OF CURRENT EVENTS-CITY MANAGER:

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 3Jan25--15Jan25:

- Had the following meetings:
  - Fee Workshop
  - Evaluations with Staff
  - PetraCom
  - ADOT to discuss working together on street , maintenance
- Continuing to work on website redesign and initiating a new marketing and branding for the city of Holbrook with Civic Plus and Mountain Mojo, respectively.
- Worked on budget class for department heads to manage their own budgets in 2025 and forward.
- Worked on strategic plan process.
- Worked on getting staff ready for Q1-25 goals.
- Working on updating agreements and contracts:
  - o NPC
    - Continuing to work out the details of the agreement. Waiting on response from NPC.
  - o Petra Com
    - Lease city property for the purpose of operating an AM transmitter; waiting on PetraCom.

· Recognition – **A Heartfelt Thank You to Team Holbrook**

o As we close the chapter on 2024, I want to take a moment to express my deepest gratitude and admiration for the dedication and hard work of every single member of our city staff. This past year has been one of growth, challenges, and triumphs, and it's all thanks to your unwavering commitment to making Holbrook a better place to live, work, and visit.

o From the visible improvements in our community spaces and infrastructure to the behind-the-scenes work that keeps our city running smoothly, your efforts have been nothing short of extraordinary. Whether it's ensuring the safety and beauty of our parks, enhancing city services, maintaining our roads and facilities, or creating opportunities for growth and connection, each of you has played a vital role in our successes.

o Your teamwork, innovation, and resilience have been inspiring. Together, we've accomplished projects that improve the quality of life for our residents and set the foundation for even greater achievements in the years to come. Your pride in serving Holbrook shines through in everything you do, and I am honored to work alongside such a dedicated group of individuals.

o As we step into 2025, I am excited about what lies ahead. The vision for Holbrook's future is bright, and I know that with the collective strength of Team Holbrook, we can tackle any challenge and achieve even greater milestones. Let's continue to build upon our successes, support one another, and strive for excellence in all that we do.

o Thank you for your passion, hard work, and unwavering dedication. You make Holbrook not just a city but a community where people care about one another and take pride in their work. Here's another year of accomplishments, growth, and progress.

o Together, we are Team Holbrook, and together, we are unstoppable.

Code Compliance Officer Barbara Blythe shared that there will be a Public Hearing on a CDBG Grant tomorrow at 6:00 p.m. for funds in the amount of \$271,163.00

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

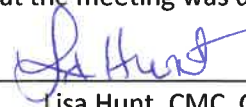
ADJOURNMENT:

MOTION: Councilmember Pacheco made a motion to adjourn the meeting.

SECONDED: Councilmember Black

MOTION CARRIED at 7:31 p.m.

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 January 8, 2025. I further certify that the meeting was duly called and held and that a quorum was present.



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Lisa Hunt, CMC, City Clerk

PASSED, APPROVED AND ADOPTED this 22<sup>nd</sup> day of January 2025.



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Kathleen Smith, Mayor