

**MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
January 22, 2025**

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

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

CITY STAFF: City Manager Sharon Jakubowski Wolz, Building Inspector Richard Tissaw, Code Compliance Officer Barbara Blythe, City Attorney Allen Quist and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Tafoya. The Invocation was given by Vice Mayor Nilsson.

CONSENT AGENDA:

January 8, 2025, Regular Meeting Minutes

January 8, 2025, Work Session Minutes

MOTION: Vice Mayor Nilsson made a motion to approve the consent agenda as presented

SECONDED: Councilmember Black.

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

PRESENTATION:

a. Navajo County Board of Supervisors: Navajo County Updates – Supervisor Whiting thanked the City for their partnership. He shared information about Broadband, the Middle Mile project and Window replacement at the Historic Courthouse. Supervisor Peshlakai talked about his background of being born in Winslow and graduating from Holbrook High School. He also shared information about the district that he represents.

OLD BUSSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Ordinance 25-01-2nd Reading: An Ordinance of the City of Holbrook, Arizona, amending the Holbrook City Code, Chapter5, Article 5-2, Uniform Codes and adopting the 2018 International Building, Fire, Fuel Gas; providing for repeal of conflicting ordinances; providing for severability; and establishing an effective date – Mayor Smith read Ordinance 25-01 by Heading.

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

SECONDED: Councilmember Tafoya

ROLL CALL VOTE: Councilmember Black “Aye”, Councilmember Church “Aye”, Vice Mayor Nilsson “Aye”, Councilmember Pacheco “Aye”, Councilmember Tafoya “Aye” and Mayor Smith “Aye”.

MOTION CARRIED

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Discuss the next steps for City Charter Amendments – Mayor Smith read the Background and Discussion from the City Council Action Item Request Form. City Manager Sharon Jakubowski Wolz explained the process. City Attorney Allen Quist recommended an Executive Session to discuss legal advice.

b. Consideration to Appoint a Representative to NACOG Community Action Board – Mayor Smith read the Background and Discussion from the City Council Action Item Request Form. Mayor Smith asked Councilmembers if any were interested in applying for this position. No Councilmembers were interested. Mayor Smith said that she was interested in being nominated for this position.

MOTION: Councilmember Tafoya made a motion to nominate Mayor Smith as the NACOG Community Action Board Member applicant.

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

c. Request for Consideration to put Parcel #109-08-001A out for Bid – Mayor Smith read the Background and Discussion from the City Council Action Item Request Form. Discussion was held.

MOTION: Councilmember Pacheco made a motion to put Parcel #109-08-001A out for Bid

SECONDED: Councilmember Tafoya

MOTION CARRIED

d. Request for Consideration to Purchase Parcels #109-19-218 and #109-19-219 – Mayor Smith read the Background and Discussion from the City Council Action Item Request Form. Discussion was held. No motion was entertained as Council did not wish the City to purchase these parcels.

e. Request for Consideration to put Parcels #109-19-220 and #109-19-223 out for Bid – Mayor Smith read the Background and Discussion from the City Council Action Form. Discussion was held.

MOTION: Councilmember Pacheco made a motion to put Parcels #109-19-220 and #109-19-223 out for Bid

SECONDED: Councilmember Tafoya

MOTION CARRIED

f. Request for Consideration to put Parcel #109-02-035 out for Bid – Mayor Smith read the Background and Discussion from the City Council Action Item Request Form. Discussion was held.

MOTION: Councilmember Pacheco made a motion to put Parcel #109-02-035 out for bid

SECONDED: Councilmember Tafoya

MOTION CARRIED

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Smith gave a shout out to the group that put together the New Years Eve Tumbleweed Drop: Linda Kor, Talaina Kor and Cindy Tafoya. She also gave a shout out to Vice Mayor Nilsson for putting together the Holbrook Alliance of Charities.

SUMMARY CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Nilsson said that The Holbrook Alliance of Charities was formed to share resources in the area. He said that over 30 people attended the 1st meeting.

-Councilmember Black re-shared information about the Navajo County Sheriff's Posse Pony Express. The week of January 27th the Posse will do meet and greet with several schools and agencies. There will be a parade on January 28th at 11:00 a.m., after that there will be a "Swearing in Ceremony". The send-off dinner will be at the Navajo County Fairgrounds at 6:00 p.m. on January 28th. It will be \$12.00 per person. The send-off Pancake Breakfast will be at 6:00 a.m. on January 29th 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 Tafoya - 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:

- o Brief budget timeline meeting with Mayor Smith and Randy.

- o GADA

- § Discussed new timeline and shift of focus to streets maintenance capital improvement plan project

- o Library Staff

- o USDA Grant opportunity – Zoom

- o GFOA – State and Local Funding 119th Congress – Zoom

- o CDBG Public Hearing
- o AZ League Meetings – Zoom
 - § Clerks Legislative Updates
 - § Managers Legislative Updates
 - § Financial Legislative Updates
- o Alliance for Innovation
 - § WHAT WE DO: We specialize in providing strategic foresight and innovation services for local governments looking to navigate the uncertain terrain of tomorrow.
- HR
 - o Conducted interviews for vacant admin position; new hire will start on the 27th of January.
 - o Received resignation from Amanda for the other admin position; will be posting for that hiring
 - o Street's Supervisor position is currently open; we are moving forward with the recruitment process.
- 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.
- Creating maintenance and logs for Fleet department
- Worked on strategic plan process.
- Worked on getting staff ready for Q1-25 goals.
- Worked with Richard to split parcels for the drag race and motorcross venues.
- Contacted Gov Hobbs and Congressman Crane's offices for assistance with frequency of BNSF trains coming through the city.
- Addressed septic tank issues in the city.
- February community event started
 - o Hidden Hearts
 - § The "Hidden Hearts Hunt" encourages residents to explore Holbrook, find hidden heart signs scattered throughout the city, and celebrate love with family, friends, or even furry companions. Participants will earn points by taking photos with the hidden hearts and submitting their entries via email to City Manager Sharon Jakubowski Wolz. The participant with the most points will win a special prize, with details to be announced.
 - § Two donations so far
 - Empty Pocket Saloon – Thank you Cynthia Banks
 - o 2- \$25 gift cards
 - Petrified Forest Museum Association – Thank you Tara Young
 - o A set of two Petrified Forest National Park stoneware mugs
- Working on updating agreements and contracts:
 - o NPC
 - § Continuing to work out the details of the agreement. Waiting for a response from NPC.
 - o PetraCom
 - § Lease city property for the purpose of operating an AM transmitter; waiting on PetraCom.
 - o Petrified Forest Medical Center
- Recognition –
 - o Brandon and Shinea at the Holbrook Animal Shelter
 - § I want to take a moment to extend my heartfelt gratitude to Brandon and Shinea for the incredible work they do at the Holbrook Animal Shelter. Every day, they go above and beyond to care for the animals in their charge. Their dedication to the well-being of our furry friends is truly inspiring.
 - § Brandon's ability to secure grants for the shelter is nothing short of remarkable. While many of these grants may be small, each one represents an opportunity to enhance the shelter's resources and provide better care for the animals. His perseverance and creativity in finding and obtaining these funds demonstrate his commitment to the shelter's mission and its positive impact on our community.

§ Shinea's unwavering support and hard work alongside Brandon ensure the shelter operates as smoothly as possible, even when resources are limited. Together, they form a team that is compassionate, resourceful, and tireless in their efforts to provide the best possible care for the animals who find themselves in need.

§ Thank you, Brandon and Shinea, for all that you do. Your hard work, dedication, and passion do not go unnoticed. You make a real difference in the lives of the animals and the people in our community, and we are so fortunate to have you as part of Team Holbrook.

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

ADJOURNMENT:

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

SECONDED: Councilmember Pacheco

MOTION CARRIED at 6:52 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 22, 2025. I further certify that the meeting was duly called and held and that a quorum was present.



Lisa Hunt, CMC, City Clerk

PASSED, APPROVED AND ADOPTED this 12th day of February 2025.



Kathleen Smith, Mayor