

MINUTES OF THE WORK SESSION
OF THE HOLBROOK CITY COUNCIL HELD ON
January 22, 2025

CALL TO ORDER: Mayor Smith called the Work Session to order at 7:02 p.m.

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

CITY STAFF: City Manager Sharon Jakubowski Wolz, Assistant Manager Randy Sullivan, Code Compliance Officer Babara Blythe, Building Inspector Richard Tissaw and City Clerk Lisa Hunt.

2024-2025 BUDGET OVERVIEW/UPDATE: Mayor Smith read the City Council Action Item Request Form. Assistant City Manager Sullivan reviewed the 2024-2025 Budget with the City Council. Questions were asked and answered.

2025-2026 STRATEGIC PRIORITIES: Mayor Smith recommended that the City Council address the next item on the Agenda, the Proposed Fiscal Year 2025-26 Consolidated Fee Schedule, and then return to this item. The Council agreed.

PROPOSED FISCAL YEAR 2025-26 CONSOLIDATED FEE SCHEDULE: City Council discussed the Credit Card Convenience Fee. They recommended that this fee does not get added. Building Inspection and Zoning Fees: The following fees were recommended – Sign Permit Fee (Commercial) \$50.00 + \$1.50 per square foot, includes 2 inspections. Existing signs will have a 1-year waiver – Fence Permit (Residential/Commercial) \$25.00 – Certificate of Occupancy (New Residential/Commercial) \$50.00 – Inspection Fee (If no fee is specifically indicated) \$75.00 – Re-Inspection Fee (Per re-inspection) \$75.00 – Meter Loop (For Installation) \$50.00 – Gas Line Inspection (For Installation) \$50.00 – City Business License (Annually) \$35.00 – Special/Emergency Inspections (On Fridays-Minimum 1 hour charge) \$75.00 per hour – Panel Upgrade/Inspection \$75.00 – Variance \$250.00 – Conditional Use Permit \$150.00 – Zone Change \$250.00 – Building Permit (Commercial/Residential/New/Remodel/Accessory Buildings-Permits are good for 6 months) Fees based on IBC/UBC Building Data-IRC 2018 Charts and Formulas – Solar System (Residential Installation) Fees based on IBC/UBC Building Data-IRC 2018 Charts and formulas – Permit Renewal (Every 6 months prior to expiration) \$20.00 – Permit Reactivation (If permit expired) 10% of original fee – Plan Review (Fee will be credited back toward Permit purchase) \$100.00. City Council set a Work Session for February 3, 2025, to review the Sanitation Fees and the Animal Shelter Fees.

2025-2026 STRATEGIC PRIORITIES: Mayor Smith proposed that Council schedule a Work Session (“Retreat”) on February 3, 2025, from 8:30 a.m. until Strategic Priorities are determined. The Council Agreed.

ADJOURNMENT:


MOTION: Councilmember Tafoya made a motion to adjourn.

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

Meeting adjourned at 9:31 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session 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