

MINUTES OF THE WORK SESSION
OF THE HOLBROOK CITY COUNCIL HELD ON
February 3, 2025

CALL TO ORDER: Mayor Smith called the Work Session to order at 8:30 a.m.

ROLL CALL: Mayor Kathleen Smith, Vice Mayor Nilsson, Councilmembers Robert Black, Tamera Church, Arcenia Pacheco (arrived at 9:02 a.m.), Karina Pack and Teri Tafoya.

CITY STAFF: City Manager Sharon Jakubowski Wolz and City Clerk Lisa Hunt. Animal Control Officer Brandon Smigiel and Sanitation Supervisor Sam Hollins were present from 8:30 a.m. until approximately 9:15 a.m. to answer questions about the Consolidated Fee Schedule.

PROPOSED FISCAL YEAR 2025-26 CONSOLIDATED FEE SCHEDULE: Council reviewed the proposed fees for Animal Control and asked Animal Control Officer Brandon Smigiel clarifying questions. Pending the introduction of a new code for Animal Control, Council decided to wait on the following proposed fees: -Kennel Permit-Non Commercial A (5-12 dogs/cats), -Kennel Permit-Non-Commercial B (>13 dogs/cats), -Kennel Permit-Commercial (for profit entities), -Late Fee (Non-Commercial A/B), -Late Fee (Commercial), -Reinspection Fee (Non-Commercial), -Reinspection Fee (Commercial), -Canine Hybrids Permit Fee, -Late Fee (Canine Hybrids), -Reinspection Fee (Canine Hybrids), and -Sales Permit (Street Vendor). Council recommended the following fees: -Pet Disposal Fee \$50.00 per 75 lbs. + \$25.00 for pickup, -Microchip Fee \$20.00, -Rabies Shot \$15.00, -Owner Surrender Pickup Additional \$25.00.

Council reviewed the proposed Sanitation Fees and asked Sanitation Supervisor Sam Hollins clarifying questions. Council recommended adding a flat fee of \$2.00 to all City Residential accounts, which will remove the Transfer Station fees for residential customers with a City Account. They recommended that the Transfer Station no longer accept tires (They can be disposed of at the Navajo County yard). They also recommend that the fee for Special Waste - demos, wild cat dumping, etc. be increased to \$500.00 per hour for City Account holders and \$1000.00 per hour for those without a City Account.

ECONOMIC DEVELOPMENT PRESENTATION: Chris Pasterz with Real Az. did an interactive presentation with the Council on Economic Development. The presentation addressed Code Enforcement, Parks and Recreation, Public Safety, Downtown Revitalization, Public Services and the Area Wide Plan.

ROLES AND RESPONSIBILITIES OF COUNCIL, MANAGEMENT: The Council reviewed the City Charter pages 1-10, which defines the roles of the Council and of the Manager.

Council questioned if City Manager Sharon Jakubowski Wolz is “bonded” as per Article III, Section 3.04. The City Manager said that this is the standard procedure. Council reviewed Article III, Section 3.06, paragraph (d) of the City Charter, which defines the Powers of Appointment and Removal. The last sentence of this paragraph states that “In the case of the appointment or removal of any department head, the Manager shall first review such an appointment or removal with the Council”. Council discussed specific employees in which they said that this section was not adhered to.

Council were given an organizational chart of City employees. Council reviewed and asked the City Manager about the chart.

LUNCH: Council adjourned to lunch at 11:55 a.m. and resumed into the Work Session at 12:33 p.m.

ASSETS/CHALLENGES/SOLUTIONS:

Quality of Life Issues

- Parks – discussed having more Pocket Parks and connecting them with walking trails.
- Recreation – discussed having more activities such as a soccer league.

-Swimming Pool – want to explore the option of having the swimming pool opened on Sundays.
Other items that were discussed included the Golf Course, the Club House at the Golf Course, the Petroglyph Park Area, the Gym, the Library and the Cemetery.

Mayor Smith shared the results of a survey that she had done several months ago.

Tourism

- Council said that tourism is the City of Holbrook's #1 industry.
- Council discussed the dollar amounts that the City is giving to the Chamber of Commerce, the Historic Society and the Fair Board from the lodgers tax.
- Council discussed raising the lodgers tax but decided not to.
- Council discussed hiring an Events Coordinator.

Infrastructure:

- Streets – Council asked when the City should be getting the Zipper that was bought. The City Manager said that it should be at the end of March.
- Water/Wastewater –
- Airport – Council discussed ideas for the airport.
- Levee – Council said that we need to keep the certification up to date.

Other:

- Vehicle Maintenance/Upgrades – Council decided to not move forward with the Enterprise Fleet Lease arrangement and request staff look into other options.
- GADA – Council wants to “scratch” the GADA application for now and put it on the back burner for at least 6 months.
- Budget Concerns-Freeze? – Council would like a “freeze” placed on all unnecessary spending
- Other Concerns not previously addressed – Council wants to know why the library is only open to the public for 32 hours per week, but staff are getting paid for 40 hours. They also wanted to know if City Hall could open on Fridays. Council asked if the lodger's tax could be used to remodel the Club House at the Golf Course.

Bi-Annual Evaluations:

- Budget – Council would like to do a bi-annual evaluation of the budget.
- Manager – Council would like to do a bi-annual evaluation of the City Manager
- Priorities - Council would like to do a bi-annual evaluation of their set priorities.

Review 2024/2025 Priorities:

Council reviewed the 5 Priorities that were set for 2024/2025

- Main Street Beautification/Revitalization – Council asked about the Code Enforcement progress at the Starr Inn. They also discussed the possibility of putting a tax on vacant/dilapidated properties.
- Streets – Sidewalks have been repaired. Council asked about when the work would be completed on 13th Ave. They also asked about the project on 8th Ave.
- Walking Trails – Nothing has been done on this priority
- Golf Course Club House Revitalization/Development – No progress
- Fishing Pond – Not done

Priorities 2025/2026 (Budget will be prioritized by this list)

1. Main Street Beautification/Revitalization
2. Street Improvements
3. Club House at Golf Course
4. Code Enforcement
5. Parks and Trails

Work Session was adjourned at 3:52 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 February 3, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

A handwritten signature in blue ink, appearing to read "Lisa Hunt", written over a horizontal line.

Lisa Hunt, CMC, City Clerk

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

A handwritten signature in blue ink, appearing to read "Kathleen Smith", written over a horizontal line.

Kathleen Smith, Mayor