

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
February 12, 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, Karina Pack, Vice Mayor Mike Nilsson and Mayor Kathleen Smith. Councilmember Teri Tafoya was absent/excused.

CITY STAFF: City Manager Sharon Jakubowski Wolz, Code Compliance Officer Barbara Blythe, Public Works Director Tim Kelley, Administrative Assistant Jackie Saxton, Streets Employee Tim Martinez, Assistant City Manager/Finance Director Randy Sullivan and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Pack. The Invocation was given by Councilmember Black.

CONSENT AGENDA:

January 22, 2025, Regular Meeting Minutes

January 22, 2025, Work Session Minutes

February 3, 2025, Work Session Minutes

February 5, 2025, Work Session Minutes

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

SECONDED: Councilmember Church.

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Budget Amendment: Mayor Smith read the Background and Discussion Section on the City Council Action Item Request Form. Assistant City Manager/Finance Director Randy Sullivan proposed that to make up the budget deficit in Administration, some cuts could be made in other departments, and those funds could be transferred to the Administration Department. Some of the cuts that he proposed include: Golf Course- not purchasing the Sand Pro, and not using City funds for the repair of the Club House (using Grants instead); Library funds cutting out \$3000.00 in materials and supplies; Animal Control cut the vehicle out of their budget; Fire Department transfer the \$120,000.00 savings from the purchase of the Fire Truck; Fleet add the salary from the retirement of John Gerwitz; Senior Center cut the budgeted employee.

MOTION: Councilmember Black made a motion to Table the Budget Amendment Item and set it for an Executive Session at the next City Council Meeting.

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Resolution 25-02: Authorizing the submission of application(s) for FY2025 State Community Development Block Grant (CDBG) funds and FY2025 & FY2026 State Special Project funds (CDBG-SSP), certifying that said applications meet the community's previously identified housing and community development needs and the requirements of the State CDBG/CDBG-SSP programs, and authorizing all actions necessary to implement and complete the activities outlined in said application – Mayor Smith read Resolution 25-02 by heading. Code Enforcement Officer Barbara Blythe shared that the Senior Center was chosen for the Grant Project. She reviewed the proposed work that would be done. Questions from Council were answered.

MOTION: Councilmember Black made a motion to approve Resolution 25-02

SECONDED: Councilmember Pack

ROLL CALL VOTE: Councilmember Black "Aye", Councilmember Church "Aye", Vice Mayor Nilsson-Recused himself, Councilmember Pacheco "Aye", Councilmember Pack "Aye" and Mayor Smith "Aye"

MOTION CARRIED

b. IGA with Navajo County Election Services: Mayor Smith read the Background and Discussion from the City Council Action Item Form. City Clerk Lisa Hunt reviewed the IGA with the Council.

MOTION: Councilmember Pacheco made a motion to approve the IGA between the City of Holbrook and Navajo County Elections.

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith shared a letter that John Turley from the Navajo County Sheriff's Posse had written to her. She shared that the Posse ride went well and thanked all the volunteers.

-Mayor Smith said "Go spread the love for Valentines Day"

SUMMARY CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Nilsson- None

-Councilmember Black said that in 2002 the City Council talked about getting a Youth Activity Park and nothing has been done about that. He pointed to City Manager Sharon Jakubowski Wolz and said, "It is on you, to get it done".

-Councilmember Church – None

-Councilmember Pack said "Happy Valentines Day"

-Councilmember Pacheco shared that there is a basketball playoff game in Holbrook on Friday and that there is also a Regional Wrestling Tournament.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 16Jan25—5Feb25:

- Had the following meetings:
 - o AZ League Meetings – Zoom
 - o Airport to discuss apron extension project
 - o Strategic planning and budget work session with council.
 - o Kevin Hill, CBRE to discuss economic development in Holbrook
 - o NACOG – grant funding
- Update
 - o Moreton Capital CDs
 - * Have one CD maturing on the 12th of February which will roll over to a 3-month maturity with an APR of 4.3%
 - * Cash flow
 - Month of February will receive ~ \$22,828.54
 - March will receive ~ \$81,611.76 in interest payments that will be available to you by April 1.
- Obtained a City of Holbrook corporate rate (\$79.99) with Best Western Arizonian Inn, 2508 Navajo Blvd., good through 31 December 2025.
 - o Any vendors, business associates, etc. coming to Holbrook to do business with the city may use this rate.
 - o Coordinated with CAN to bring mobile services to Holbrook on the 11th of February from 12:30 – 4:30 PM at the library and Gillespie Park.
 - * At CAN Community Health Phoenix, we create local and rural partnerships to boost the message of prevention and testing efforts for the community. Our overall mission is to inspire and

contribute to the health and well-being of those affected by HIV, Hepatitis C, and other sexually transmitted diseases, as well as provide regular health care screens such as blood pressure and glucose checks. Our services include patient care coordination, sexual health and harm reduction, education, and linkage to clinical care services at our location 4244 N 19th Avenue Phoenix, AZ 85015. We offer many of our testing services free of cost as well!

- February community event
 - o Hidden Hearts
 - * 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
 - Large print Bible from Holbrook First Assembly of God
 - \$20.00 gift certificate from Pat Pogue at House of Originals
 - Mesa Italian Restaurant – thank you Tonia Mason
 - o \$50 certificate for 2 for dinner
- Parcels going out for bid
 - o Waiting on valuation; once received a closed bid will be posted on City's website and FB page as well as in the Trib.
- Recognition – Recognition for Our Library Staff
 - o A heartfelt thank you to our incredible library staff—Emily, Carmen, Michelle, and Grace—for their dedication and hard work in making our library a cornerstone of the community. Your commitment to providing outstanding programs that educate, inspire, and engage residents of all ages is truly commendable. From creative children's activities to enriching adult learning opportunities, your efforts are making a lasting impact. We appreciate all that you do to foster a love of learning and bring the community together through the library's exceptional services and programs.
 - o Thank you for your passion and dedication!

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

MOTION: Vice Mayor Nilsson made a motion to enter into Executive Session

SECONDED: Councilmember Pacheco

MOTION CARRIED AT 6:35 p.m.

MOTION: Councilmember Black made a motion to return to the Regular City Council Meeting.

SECONDED: Vice Mayor Nilsson

MOTION CARRIED AT 7:58 p.m.

POST EXECUTIVE SESSION:

a. Authorize a settlement with or litigation against all persons or entities who are believed to own and/or possess interests in a hanger encroaching on a City airport expansion project:

MOTION: Vice Mayor Nilsson made a motion to Table this item

SECONDED: Councilmember Pacheco

MOTION CARRIED

b. Review of Charter Revisions: Council wants this item to be set for a Work Session on March 19, 2025.

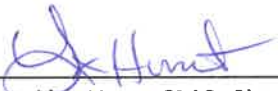
ADJOURNMENT:

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

SECONDED: Councilmember Pack

MOTION CARRIED at 8:02 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 February 12, 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 26th day of February 2025.



Kathleen Smith, Mayor