

465 1st Avenue
P.O. Box 970
Holbrook, AZ 86025

OUR MISSION

City of Holbrook Government exists to provide ethical and responsible local government.

AGENDA

Regular City Council Meeting
April 23, 2025, 6:30 p.m.

1. CALL TO ORDER:

2. ROLL CALL:

3. PLEDGE OF ALLEGIANCE/INVOCATION:

4. CONSENT AGENDA:

April 9, 2025, Regular Meeting Minutes

Tab 1

5. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:

*Three-minute time limit per individual.

6. CALL TO THE PUBLIC FOR AGENDA ITEMS:

*Five-minute time limit per individual

7. PRESENTATION:

a. City of Holbrook Library – Emily Whitehorn

8. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION):

None

9. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Graffiti Task Force – Mayor Smith

Tab 2

10. SUMMARY OF CURRENT EVENTS:

Mayor:

Council Members:

City Manager:

11. **SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:


12. EXECUTIVE SESSION:

- a. The Mayor and City Council may convene into executive session pursuant to A.R.S. 38-431.03(A)(7) with designated representatives of the City to consider its position and instruct its representatives regarding negotiations for the purchase of real property.

NOTE: The Council may go into Executive Session for the purpose of obtaining legal advice from the City's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-461.03(A)(3).

13. ADJOURNMENT:

Posted the 17th day of April 2025



Lisa Hunt, CMC, City Clerk

Approved by: KS

*Individuals must submit a "Request to Address City Council" form to the City Clerk prior to the start of the meeting.

Anyone may address the City Council on any issue within the jurisdiction of the Council. City Council may generally not discuss items that are not specifically identified on the agenda, except in certain circumstances. Therefore, pursuant to A.R.S. § 38-431.01 (H), action taken as a result of public comment will be limited to directing City staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Items on the agenda will not be heard or discussed in Call to the Public. Video or audio tapes or other overhead visual aids may not be presented during these public appearances. All speakers should begin their remarks by stating their name and address for the record.

**Any citizen of the City may appear before the Council at any regular meeting and present a written petition. Such petitions shall be considered, and response given within 31 days in conformity with the requirements of the Charter, the Open Meeting Law, and other statutory and constitutional provisions per Holbrook City Charter Article II, Section 2.18.

Unauthorized remarks from the audience, clapping, stomping of feet, yelling or any similar demonstrations are also prohibited. Violations of these rules may result in removal from the meeting. Individual members of the public body may respond to comments made by others who have addressed the public body.

The Holbrook City Council may discuss or take legal action on any item listed on the Agenda.

Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the general public that a meeting, which is open to the public, will be held on above-mentioned date and time, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Doors open to the City Council Chambers 15 minutes prior to the scheduled start of the meeting for public seating. Members of the City Council may choose to participate in this meeting in person, telephonically or by video communication. The City Council may adjourn into executive session, which will not be open to the public, to discuss any matter listed on the agenda in accordance with A.R.S. 38-431.03. The Holbrook City Council may vote to hold an executive session for the purpose of obtaining legal advice from the Council's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

Electronic versions of this agenda can be found at www.holbrookaz.gov. A final agenda will be available twenty-four hours prior to the meeting in the City Clerk's office, 465 N. 1st Ave, Holbrook, AZ 86025.

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
April 9 , 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, Teri Tafoya, Vice Mayor Mike Nilsson and Mayor Kathleen Smith.

CITY STAFF: Assistant City Manager Randy Sullivan and City Clerk Lisa Hunt. Safety Coordinator DV Stuart in audience.

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

CONSENT AGENDA:

March 19, 2025, Regular Meeting Minutes

March 19, 2025, Work Session Minutes

March 26, 2025, Regular Meeting Minutes

MOTION: Councilmember Tafoya made a motion to approve the Consent Agenda as presented.

SECONDED: Councilmember Pack

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: Joy Simpson, a Holbrook Citizen, shared with the Council that her water bill has gone up in price and that the totter is too heavy for her to push to the curb and she would like the City to see about getting half sized totters.

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

PRESENTATIONS:

a. Historical Society Report. Lois Jeffers told Council about many of the visitors that they have had that have stayed in Holbrook extra days because of how much they enjoyed the museum. Bill Parker shared several pictures of newly renovated rooms in the museum and shared a little bit of history of the Historic Society. Kudos were given to Dawn Sawyer and Sherry Reed for the work that they have done.

OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Ordinance 25-02: 2nd Reading – An Ordinance of the City of Holbrook, Arizona, amending the Holbrook Zoning Code, Chapter 6 – Planning and Zoning, article 6-1 – Zoning Ordinance, Section 6-1-3 – Definitions, by adding the definition “Legal Parking Space” and “Mobile Vending Unit”, and Article 6-2 – General Regulations, Section 6-2-2 – Parking, by adding Section 6-2-2(L) for the regulation of Mobile Vending Unit Parking; Providing for repeal of conflicting ordinances; Providing severability: and providing for penalties. – Mayor Smith read by heading. Council discussion was held.

MOTION: Councilmember Tafoya made a motion to adopt Ordinance 25-02

SECONDED: Councilmember Pack

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

MOTION CARRIED

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Proclamation: Happy Holbrook Month – Councilmember Tafoya read the Proclamation in full.

b. Proclamation: Fair Housing Month – Assistant City Manager Randy Sullivan shared with the Council that this Proclamation must be done to get funding through CDBG and NACOG. Mayor Smith read the Proclamation in full.

c. Special Event Liquor License – Mayor Smith reviewed the event that the Special Event Liquor License will be used for. (May 31st, Old West Fest on Route 66).

MOTION: Councilmember Pacheco made a motion to approve the Special Event Liquor License.

SECONDED: Councilmember Tafoya

MOTION CARRIED

d. Swine Ordinance request – Discussion only: Mayor Smith shared that Meghan and Steven Carbonneau are in the audience to answer questions. Mayor Smith then reviewed the Ordinance that the City of Taylor has in place regarding 4H member and the zoning of Swine. The Council discussed some of the pros and cons of having an ordinance to allow 4H members to house swine in their residential neighborhoods. Mr. and Mrs. Carbonneau shared the reasons why they are asking for this. Council directed City Staff to do research and present an Ordinance at the next Council Meeting.

e. Hunt Park Elements discussion: Mayor Smith read the Background and Discussion from the City Council Action Item Request Form. Mayor Smith then reviewed the priorities from the survey summaries that were shared with the Council. Councilmember Tafoya said that she had heard from several community members that there is a need for an additional ball field at the park. Mayor Smith shared that the other priorities were for 4 to 6 Pickleball Courts, to re-do the basketball courts, increase the number of baseball fields, and lighting. Council discussion was held. Council directed City Staff to get bids for these items and bring them to the Council.

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith is looking for nominations for Happy Holbrook Month.

SUMMARY CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Nilsson shared that there will be a Community Lunch tomorrow at the Senior Center. (Sour Cream Chicken Enchiladas). He also shared that Saturday is Opening Day for the Little League. Lastly, he reminded everyone that on April 26th there will be a Cleanup Day and later that evening there will be a Bunco at the Senior Center.

-Councilmember Black- None

-Councilmember Church – None

-Councilmember Tafoya said that there are still 13 Happy Holbrook Rocks that are hidden around Holbrook. These rocks can be brought to City Hall for a Prize Bag. She also gave a shout out to Falling Prices for donating items for the Prize Bags.

-Councilmember Pack - None

-Councilmember Pacheco- None

-Mayor Smith also share that it is “Love your Community Month”

SUMMARY OF CURRENT EVENTS-ASSISTANT CITY MANAGER:

-Randy Sullivan said that the Happy Holbrook hint is “baseball”.

-Holbrook Little League is getting a score board.

-He will be working on the Budget the next couple of weeks.

-Had an All-Department Head Meeting for the first time in about 5 years. These will continue monthly.

-Steve, at the Golf Course, is aerating the fairways and greens this week. The Men’s Association and the School District have been helping.

-Mr. Sullivan gave a “Shout Out” to Dustin Fish and the Reidheads, they will be helping the City of Holbrook to Laser Level the baseball fields.

-He attended the Mediation Meeting yesterday regarding the Patel Lawsuit. Will discuss more in executive session.

-The City of Holbrook has not gotten a lot of applications for pool employees or for pool manager.

-The City of Holbrook will be hosting the Mayors and Councilmembers Association Meeting on April 17th.
-MSI is continuing to change meters. It is going well.
-8th Avenue is almost complete.
-The City is also working on tearing out drainage, building a block fence and installing lighting at Litzitski Park
-Work has started on 13 Avenue.
-Mr. Sullivan is wanting to hire an Events Coordinator.
-Recently there has been a lot of graffiti around Holbrook. The Police Department is doing an investigation. Public Works has been working to clean up the graffiti. The City is working with private property owners to clean the graffiti from their private buildings. Citizens are encouraged to report graffiti as soon as possible.

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

MOTION: Councilmember Tafoya made a motion to adjourn into Executive Session

SECONDED: Councilmember Pack

MOTION CARRIED at 7:13 p.m.

EXECUTIVE SESSION:

a. The Mayor and City Council may convene into executive session pursuant to A.R.S. 38-431.03(A)(3) and (4) with legal counsel for discussion, consultation, and/or instruction on Anil Patel litigation.

Council returned from the Executive Session back into the Regular Meeting at 8:22 p.m.

POST EXECUTIVE SESSION:

1. The Mayor and City Council may discuss and take possible action to approve settlement agreement in the Anil Patel litigation.

MOTION: Mayor Smith made a motion to table this item

SECONDED: Councilmember Tafoya

MOTION CARRIED

2. Consideration of item 3 and 3a on the Executive Session portion of this agenda, the Council may wish to take action upon in Open Session.

MOTION: Vice Mayor Nilsson made a motion stating after discussion in Executive Session, I move that the Council authorizes, P.C. to file a Motion to Intervene and to do all else legally necessary and in the best interests of the City of Holbrook: State of Arizona, ex rel. Kristin K. Mayes vs. Fondomonte Arizona, LLC, Case No. CV2024-035721

SECONDED: Councilmember Pacheco

MOTION CARRIED

ADJOURNMENT:

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

SECONDED: Mayor Smith

MOTION CARRIED at 8:25 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 April 9, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

PASSED, APPROVED AND ADOPTED this 23rd day of April 2025.

Lisa Hunt, CMC, City Clerk

Kathleen Smith, Mayor



CITY COUNCIL ACTION ITEM REQUEST

Date: April 23, 2025

To: Holbrook City Council Members

From: Mayor Kathleen Smith

Subject: Creation of a Holbrook Graffiti Task Force

BACKGROUND AND DISCUSSION: A municipal graffiti task force is a dedicated team or program within a city or county government that works to address and combat graffiti issues. These task forces typically involve multiple city departments, like police, public works, and code enforcement, and may also include community volunteers and partnerships with local businesses. Their goals include preventing graffiti, enforcing existing laws, cleaning up graffiti, and educating the public about its negative impact.

Key Functions of a Municipal Graffiti Task Force:

Prevention:

Implementing strategies to deter graffiti, such as improved lighting, installing vandal-resistant materials, and community outreach programs.

Enforcement:

Working with law enforcement to investigate and prosecute graffiti vandals.

Removal:

Coordinating efforts to quickly and effectively remove graffiti from public and private property.

Education:

Raising public awareness about the costs and consequences of graffiti, both in terms of cleanup expenses and the overall impact on the community.

Collaboration:

Partnering with community groups, businesses, and other organizations to address graffiti issues.

FINANCIAL IMPLICATIONS: TBD

REQUEST FOR COUNCIL ACTION: Discuss roles and responsibilities for a Holbrook Task Force. Invite the public to participate.

ATTACHMENTS:

Flagstaff: Graffiti Busters Volunteer Program

Phoenix: Graffiti Free Phoenix

Graffiti Busters Volunteer Program



The **Graffiti Busters Volunteer Program**, along with the Flagstaff Police Department, neighborhood groups and many other civic and volunteer organizations are working to eradicate graffiti within the City of Flagstaff. Our volunteers work very hard to keep our community beautiful!

Program Goals

- Support and maintain a clean graffiti-free community
- Enhance Flagstaff's quality of life by reducing graffiti
- Reduce economic and social impact of graffiti on our neighborhoods

Volunteer

Volunteer to help with the Graffiti Busters Volunteer Program, we would love your help! Due to training, the use of chemicals and operating a city vehicle, we are looking for volunteers wanting a more long-term volunteer opportunity.

Fill out the [online form](#) or [print out the form \(DOCX\)](#).

Permission to Enter Property

Grant the City of Flagstaff and the Graffiti Busters Volunteers permission to be on your property for the purpose of graffiti eradication.

Fill out the [online form](#) or [print out the form \(DOCX\)](#).

Please note: This does not give the City of Flagstaff or any Graffiti Buster Volunteer(s) the right to enter any structure.

Report Graffiti

Report graffiti in your neighborhood for abatement by the Graffiti Busters program volunteers! Volunteers are able to abate graffiti on city property as well as private property with the owner's permission. There are some surface types we may not be able to remove graffiti from, and if private property owner consent is not given we cannot abate the graffiti.

Please only report graffiti that is within the city limits of Flagstaff. Our response time is based on volunteer availability.

Fill out the [online report](#).

Graffiti Free Phoenix



The Neighborhood Services Department is always promoting the importance of a graffiti free Phoenix. Individuals, neighborhood and corporate organizations are encouraged to join the city in keeping it blight free. Here's how you can make a difference:

- Volunteer to remove graffiti by hosting a community cleanup.
- Keep your own property free of graffiti.
- Sign up to take a free Neighborhood College workshop and learn how to use a paint sprayer to remove graffiti.

Graffiti is costly and destructive, and sends a message that the community is not concerned about the appearance of its neighborhoods. To help in the effort, the city created the Graffiti Busters Program. You can take control of your neighborhood by quickly removing graffiti. Graffiti Busters crews remove graffiti reported through various ways and also coordinate with other public and private agencies to remove graffiti. Prompt removal reduces the chance of graffiti reappearing and helps maintain a safe, secure and attractive environment.

The goals of the program:

- Support a zero tolerance approach to graffiti in our neighborhoods.
- Reduce the social and economic impact of graffiti on our neighborhoods.
- Enhance the quality of life for residents by reducing blight.

Free paint and supplies will be provided to any group organizing a community cleanup to wipe out graffiti. Help spread the word about this effort! Paint and supplies can also be provided at no cost. For more information or to request graffiti-removal supplies, call 602-534-4444.

How to Report Graffiti

- [Online - Go to myPHX311](#)

Additional reporting methods include:

- For Graffiti **In-Progress** Call 9-1-1
- Graffiti can also be reported by emailing blight@phoenix.gov or calling (602) 534-4444 during regular business hours (8a.m. - 5p.m. Monday - Friday).

Graffiti Removal Resources

The Graffiti Busters will remove graffiti, however, a signed Graffiti Busters Permission Slip from the property owner or other responsible party will be required. The online permission slip, available in English and Spanish, may be accessed by clicking the links below.