

MINUTES OF THE WORK SESSION  
OF THE HOLBROOK CITY COUNCIL HELD ON  
April 23, 2025

CALL TO ORDER: Mayor Smith called the Work Session to order at 7:56 p.m.

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

CITY STAFF: Assistant City Manager Randy Sullivan

FY 2025-2026 BUDGET: Mayor Smith reminded the Councilmembers of the priorities that the FY 2025-2026 Budget will be set for. 1) Main Street Beautification/Revitalization; 2) Street Improvements; 3) Club House at Golf Course; 4) Code Enforcement; 5) Parks and Trails. Assistant City Manager Randy Sullivan told Council that the numbers in the budget that he is presenting tonight are not set in stone and will be changed several times before the final budget is agreed upon. Mr. Sullivan wants Council input on personnel needs. Mr. Sullivan went over the Budget Action Plan and let Council know that many of the dates are set by State Statute. He shared that he does not get the numbers that they are going to get from State Shared Revenues until the end of May so there will be minor tweaks going on until the numbers are received and the budget is balanced. At this point Mr. Sullivan is looking at the Council to adopt the Tentative Budget at the Regular City Council Meeting on June 11<sup>th</sup>. Once the Tentative Budget is adopted the revenue amount of the budget cannot be increased. Once the Tentative Budget is adopted the City must post a summary of the budget for 2 consecutive weeks in the newspaper. There will need to be a public hearing on Property Taxes. The Property Tax Levy and the Final Budget will need to be adopted on July 23<sup>rd</sup>. Mr. Sullivan reviewed the Revenue Summary (Page 9) he explained that the Fund Balance Appropriation is where, if we are going to spend savings on some of the projects, this is where it would go. The next line is the Property Tax, right now that is just an estimate until the county releases the numbers. He reviewed each line item with the Council. Mr. Sullivan then reviewed the Lodgers Fund (Page 24) and shared that he would like to hire an Events Coordinator. He reviewed the Expenditure Summary (Page 10), City Council (Page 11), and Administration (Page 12). For the Wages and Salaries, it includes a part time Events Coordinator. Mr. Sullivan would like part of that salary and wages to come out of the Lodgers Fund. Councilmember Black suggested hiring a City Attorney instead of an Events Coordinator. Mr. Sullivan said that the Administration budget also includes an Accounts Payable/Billing/Finance Clerk to help him out in the office. Sharon Jakubowski Wolz's buy out is also included in this. In the Professional & Consulting line item the Patel Settlement is included in this. Also, a Grants Writer is included in this budget. There is also a 3% COLA raise for all employees in the budget. The Library Budget was discussed (Page 13) Wanting to open on Fridays. Increase staff by hiring part-time staff. They would then have 4 full-time employees, 1 part-time, and 1 seasonal staff. Next Cemetery, Parks, and Recreation were reviewed (Page 14). Golf Course (Page 15) has no major changes except Capital Outlay for the Sand Pro and the Pump House. Animal Control (Page 16) Mr. Sullivan asked Council if they wanted this department to continue with 2 employees or to go back to the 1 employee that it has always had. Also, attorney fees were discussed along with changes to the code to eliminate large attorney fees. Police Department (Page 17) there are 2 positions still open at the Police Department. 4 vehicles will be needed if grant funds are not available. Fire Budget (Page 18) no major changes. They do need air packs. Facilities and Levies (Page 19) the biggest change is moving Mike Young over to this budget from Administration and requesting another employee in this department. Fleet Department (Page 20) has no major changes. Airport (Page 21) the only change is the grant match for the apron rebuild. Court Budget (Page 22) there are no changes. The Senior Center (Page 23) the City no longer pays wages for a driver. They will need a driver once Meals on Wheels gets going but they are not at that point yet.

MOTION: Vice Mayor Nilsson made a motion to adjourn

SECONDED: Councilmember Tafoya

MOTION CARRIED at 9:50 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 April 23, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

  
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Lisa Hunt, CMC, City Clerk

PASSED, APPROVED AND ADOPTED this 14th day of May 2025.

  
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Kathleen Smith, Mayor