**NOTICE OF PUBLIC MEETING OF THE TOWN OF DUNCAN**

**FOR THE PURPOSE OF RATIFYING PAST ACTION**

**TO CORRECT A PROCEDURAL ERROR ON NOVEMBER 10, 2021**

Pursuant to A.R.S. § 38-431.05, notice is hereby given to the members of the Town of Duncan Common Council (“Council”) and to the general public that the Council will hold a meeting open to the public on December 3, 2021 at 9:00 a.m. at Town Hall, 506 SE Old West Highway, Duncan, Arizona 85534.

**The purpose of the meeting is to ratify actions of the Council that may have been taken in violation of the Open Meeting Law.**

On November 10, 2021, the Council held a regular meeting and discovered a procedural error following the meeting; that is, Council approved an action without a motion or a second on an item relating to the disposition of Town property, which is required by A.R.S. § 38-431.01(B)(4). As a self-correcting remedy, the following action item from the November 10, 2021 agenda is proposed to be ratified under A.R.S. § 38-431.05 to preserve the original effective date of the legal action taken by the Council.

**Actions Proposed to be Ratified**

At the December 3, 2021 special meeting, the Council may ratify the following legal action items from the November 10, 2021 special meeting:

1. Approval of municipal properties for leasing, subdivision, disposal, or consolidation and direct Interim Town Manager and/or Town Attorney to execute agreements on behalf of the Town.

The public may obtain a detailed written description of the actions to be ratified, and all deliberations, consultations, and decisions by members of the public body that preceded and relate to this action to be ratified at Town Hall, 506 SE Old West Highway, Duncan, Arizona 85534 and online on the Town website at: <https://duncanaz.us/> at least 72 hours in advance of the meeting.

 Dated this day of November 30, 2021.

 Town of Duncan

By Philip D. Cushman, Interim Town Manager/Clerk

Persons with a disability may request a reasonable accommodation by contacting the Town of Duncan ADA Compliance Coordinator at least 24 hours in advance at (928) 359-2791, Monday – Thursday, 8-5, to arrange the accommodation.