

**Work Session Meeting Minutes
Duncan Common Council
Saturday, February 5, 2022; 10:00 AM
Duncan Town Hall; 506 SE Old West Highway
Duncan, Arizona**

Call to Order: Mayor Anne Thurman called the meeting to order at 10:00 AM

Roll Call: Mayor Anne Thurman – present; Vice-mayor Valerie Smith – present; Interim Town Manager Philip Cushman – present; Council Member Jill Wearne – present via zoom, at the Biosphere; Council Member Alex Blake – absent; Council Member Deborah Mendelsohn – absent; Interim Town Manager Philip Cushman – present; Assistant Town Clerk Alyssa Darco - present

QUORUM PRESENT.

Staff Present: Inventory Clerk Leah Schrom, Information Technology Director Joshua Maner

Pledge of Allegiance: Led by Mayor Anne Thurman.

Prayer: Led by Mayor Anne Thurman.

1. **Call to Public:** No calls to the public.

2. **Summary of Current Events:**

a. **Mayor's Report:** Nothing to report.

b. **Council Members Report:** Vice-mayor Valerie Smith stated that she met with the Town Manager Selection Committee and, from the time they have sent out the brochure for Town Manager position, they have received a handful of responses. She said that once they have convened at the next committee meeting, she will share any information that they have.

Council Member Jill Wearne stated she had nothing to report.

c. **Town Manager's Report:** Town Manager Philip Cushman provided a brief report, stating that he will go further into detail at the next Council Meeting.

He has reached out to an accountant, she came in yesterday (February 4, 2022) and looked at some things. We will be retaining her services to help clean up the books. Her priority is to focus to the beginning of the current fiscal year, July 1, 2021, and her second priority would then be the last fiscal year. We need this information for WIFA, other lenders, and audits. From that we will figure how far back we need to go, although that may be transitioned to staff after training. She is here shortly, briefly for the next couple of weeks. She is remoting in and has access to all Caselle accounts.

Town Manager Cushman spoke to someone that can do On Call Animal Control. He will be meeting with him next week to see if that is something that could work out.

As we transition on, he will meet with the Bank, Risk Pool, and all the other important institutions necessary to run a town.

3. **Community Organizations and Current Events Reports:** There was no discussion.
4. **General Plan Development: Brainstorming Exercise #1, Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis:** At approximately 10:06 AM, the exercise began.

At 10:55 AM Interim Town Manager Philip Cushman suggested we take a recess. Mayor Anne Thurman agreed to a 5-to-10-minute break.

Reconvened at 11:05 AM. Quorum present.

11:34 AM lost Council Member Wearne via zoom.

11:35 AM zoom reconnected and Council Member Wearne was back.

11:55 AM Town Manager Cushman suggests we take a recess. Mayor Anne Thurman agrees.

Reconvened at approximately 12:08 PM. Quorum present.

5. **General Plan Development: Brainstorming Exercise #2, Urgency and Importance Matrix:** Began the exercise.
6. **Consideration of Date and Time of Next Meeting:** Thursday, February 10, 2022
7. **Consideration of Items for The Next Meeting:**
 - Expenditure of \$16,950 to Survey Town Owned Properties at The Outpost, Parks Canyon, and the Cemetery
 - Resolution for Presidents Day and Arizona's 110th Birthday
 - Emergency Expenditure of \$2,376.02 to Replace the Failed Hard Drive on the Server
 - Expenditure of \$14,474.48 to Senergy Petroleum LLC for Five Unpaid Invoices
 - Disbursement of \$7,400.24 to CPR Savers & First Aid Supply for First Aid Equipment for Swimming Pool, Public Works, Water Laboratory, Senior Center, and Town Hall for American National Standards Institute (ANSI) Compliance
 - Presentation on the Information Technology Emergency Action Proposal for Disbursement of \$25,000 for Replacement Network Server
 - Brownfield's report provided by Patsy Dixon
 - Implications of Liquor License Request by Family Dollar
 - Presentation by the Arizona Municipal Risk Retention Pool (AMRRP) Legal Counsel
 - Management Transition

Interim Town Manager Philip Cushman states there is a scheduled Workshop Session for The 18th of February, 2022.

8. **Adjournment:** At 1:03 PM Mayor Anne Thurman adjourned the meeting.

CERTIFICATION:

I HERBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE and CORRECT COPY OF THE WORKSHOP MEETING MINUTES OF THE TOWN OF DUNCAN TOWN COUNCIL HELD ON THE 5TH DAY OF FEBRUARY, 2022. I FURTHER CERTIFY THAT THE MEETING WAS DULY CALLED and HELD, and THAT A QUORUM WAS PRESENT.

DATED THIS 9TH DAY OF FEBRUARY, 2022.

ALYSSA DARCO, ACTING ASSISTANT TOWN CLERK