

**Special Meeting Minutes
Duncan Common Council
Thursday, June 23, 2022; 5:00 pm
Duncan Town Hall, 506 SE Old West Highway
Duncan, Arizona 85534**

Call to Order: 5:00 P.M.

Roll Call: Mayor Anne Thurman, Vice Mayor Valerie Smith, Council Member Donna Show, Interim Town Manager Kelly Udall and Assistant Town Clerk Brienne McGrath present. Council Member Jill Wearne and Financial Consultant Pat Walker present via Zoom.

Pledge of Allegiance: Mayor Anne Thurman

Prayer: Mayor Anne Thurman

1. **Consent Agenda:** None

2. **Call to Public:** No call from public.

3. **Summary of Current Events:**

a. **Mayor's Report:** Mayor Anne Thurman had no report.

b. **Council Members Report:** Vice Mayor stated that this is Pride Month, so Happy Pride Month. Council Members Jill Wearne and Donna Show had no reports.

c. **Town Manager's Report:** Interim Town Manager Kelly Udall reported that he is excited to hear report from JT. There is a lot going on and staff is busy.

Mayor Anne Thurman stated she wanted to move Agenda Item 6 to Item 4 to discuss the budget first so Pat Walker wouldn't have to wait.

4. **Adoption of 2023 Tentative Budget:** Interim Town Manager Kelly Udall stated Thank Goodness for Pat Walker and her team. Working on this budget for months. Frustrations and errors to be corrected. Pat will talk about the budget but it will not be very detailed. There will be more detail on July 13 meeting. The budget is a financial plan. It gets us somewhere. Financial Consultant Pat Walker presented: it has been quite a challenge. Can now schedule an audit. There are still errors happening every month. Revenues not posted; expenditures not put in the right accounts. There is still a lot to do. It is really important to have things in the right places. This will be used as a road map. Pat Walker presented a slide show for all council. The ceiling will be set tonight. Higher is better than lower. Final adoption will be July 13th. Council Member Jill Wearne asked "moving forward do we need someone with financial background?" Pat Walker answered, "Will need some accounting, know the differences and wanting to learn.

Will need to understand debits and credits.” Council Member Jill Wearne also asked if an increase in fees will help. To which the answer was it will help with utilities. That will have to be built into the rates. Vice Mayor Valerie Smith stated she is extremely grateful. She is not sure what the future holds but we are fighting to keep us a town. It’s a long way to get out of the hole that was created. Pat walker stated that Kelly is on top of getting what I ask for. Interim Town Manager Kelly Udall Thanked Pat and said she has the patience of Job. It has been a good experience with Pat. We are both short timers but want to leave a good foundation. That’s our commitment. Important to involve staff and identify what needs to be in the budget. Their commitment is to have a good financial plan as they exit. Vice Mayor Valerie Smith moved to adopt 2023 Tentative Budget of \$11,739,520.00. Council Member Donna Show seconded. All favored, motion carried.

5. **Consideration of Mutual Aid Agreement Between Greenlee County, The Town of Clifton, The Town of Duncan, and the Arizona Department of Emergency and Military Affairs:** Interim Town Manager Kelly Udall stated that this item will need to be tabled one more time. Working through the indemnity part of the agreement.
6. **Report on CDGB funded road project:** JT Maher presented. Just wanted to bring everyone up to speed. Next Tuesday and Wednesday will finish up the road work with the county. Council Member Jill Wearne asked if JT could explain the issue that came up. JT stated that there were a few things. The trucks with the emulsion had some problems. One broke down and the other had a flat. They weren’t going to be there until late into the evening. Did not want to waste product and rescheduled. Council Member Jill Wearne asked if it was still on budget to get finished. JT Maher said yes. Vice Mayor Valerie Smith asked if any part of the road will be closed. JT said that they will shut down the roads Tuesday, open at night and close Wednesday. Will be completely open Thursday. Vice mayor Valerie Smith said it is so much nicer what has already been done. Mayor Anne Thurman said Thank you and asked if we were notifying the residents. JT said that yes, we are. Vice Mayor Valerie Smith asked how are we feeling about the budget work and JT stated the this was the first time he’s been asked to work on the budget. He has asked for years to be included and appreciates it.
7. **Consideration of the sale of Town-owned property in or at the Duncan Airport area, including parcels 40019003, 40019004B and 40019004C. The Council may vote to discuss this matter in Executive Session pursuant to A.R.S. § 38-431.03 (A) (7):** Interim Town Manager Kelly Udall recommended to go into executive session. Vice Mayor Valerie Smith moved to go into executive session for Item #7. Council Member Donna Show seconded. All favored motion carried. 5:47 p.m.

Council Member Jill Wearne moved to resume regular session. Vice Mayor Valerie Smith seconded. All favored, motion carried. 6:12 p.m.

8. **Discussion of Date and Time of Next Meeting:** July 13, 2022 at 5:00 p.m.
9. **Discussion of Items for Next Meeting:** Budget finalization, Tierra Water/water rates

10. Adjournment: Council Member Jill Wearne moved to adjourn. Vice Mayor Valerie Smith seconded. All favored, motion carried. 6:15 p.m.

Certification: I hereby certify that the foregoing minutes are a true and correct copy of the Special Meeting held on the 23rd day of June, 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 27th day of June, 2022

Regular Meeting Minutes, June 23, 2022

**Assistant Town Clerk
Brienne McGrath**