MINUTES OF THE REGULAR TELEPHONIC MEETING
COMMON COUNCIL OF YOUNGTOWN, AZ
12033 N. CLUBHOUSE SQUARE, TOWN COUNCIL CHAMBERS
THURSDAY, APRIL 2, 2020 at 5:30 P.M.

1. **Call to Order:** Mayor LeVault called the meeting to order at 5:39 p.m.

2. **Roll Call:** Council present telephonically: Mayor Michael LeVault, Vice Mayor Chuck Vickers, Council Members Margaret Chittenden, June Miller, Susan Hout, Karen Haney Duncan and Jack Duran.

   Mayor Michael LeVault noted that a quorum is established for transacting business.

   Staff present telephonically: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Community Development Manager Gregory Arrington, and Town Clerk Nicole Smart.

3. **Pledge of Allegiance and Invocation:** Mayor Michael LeVault led the Pledge and Councilmember Duran gave the Invocation.

4. **Summary of Current Events:**
   A. Summary of Current Events from Mayor and Council.

   - Mayor Michael LeVault stated that they are committed in keeping the Town in a good financial position during this tough economic time.

   Summary of Current Events from Town Manager

   - Town Manager Blackman stated she coordinated with the Mayor, Governor’s office and other agencies for information on the corona virus. Staff is still working a split schedule to mitigate exposure, and day to day operations continue at Town Hall to serve the community.

5. **Staff Reports:**
   A. **Library:** No formal report was given.
   B. **Public Works:** No formal report was given.
   C. **Community Development:** No formal report was given.
   D. **Finance:** No formal report was given.
   E. **Town Clerk:** No formal report was given.
   F. **Municipal Court:** No formal report was given.

6. **Response to Call to the Community:** No response to Call to the Community.

7. **Citizens Comments/Appearances from the Floor:** No comments from the floor.
8. Consent
   A. Approval of Minutes:
      A. Special meeting minutes (Coffee with a Cop) of February 29, 2020
         8.A.i. Regular meeting minutes of March 5, 2020 – Recommendation to approve the
         minutes with the changes as noted.
         Motion to approve the Consent Agenda – Councilmember Miller
         Second – Councilmember Haney Duncan
         
         Motion passed unanimously on a voice vote with all Council members in attendance voting.

9. Business
   A. Presentation, Discussion and Action Re: CliftonLarsonAllen LLP review and acceptance of the Fiscal Year 2019 Financial Audit Findings, and update on current status of the Town.

      Sandy Cronstrom, of CliftonLarsonAllen, LLP was in attendance to present the Fiscal Year 2019 Financial Audit findings, and answer questions from Council.

      Sandy Cronstrom stated they wrapped up the audit for the previous fiscal year, and they issued out the reports in mid-February. In your packet there should be, the annual expenditure limitation report, the HURF report, and the internal control communication report.

      Sandy Cronstrom stated that in the financial report, you will see that the Town was about 1.8 million dollars under budget for expenditures, and you are pretty much in line with revenues compared to budget.

      As part of their audit procedures the HURF expenditures is in compliance with the street activities, and they did not find any findings in the HURF expenditures.

      The expenditure limitations report, the Town was well under the limitation this year. The internal control communication report is just a letter stating that there were no internal control findings for the June 2019 fiscal year audit.

      Sandy Cronstrom thanked the Town Manager and her staff in cooperating and providing the necessary documentation during the audit.

      Pat Walker, of Pat Walker Consulting, LLC was in attendance to present an update of the current status of the Town’s finances, and answer questions from Council.

      Pat Walker would like to give kudos the Town Manager and her staff for everything they did for this audit. This June 2019 audit did not have any audit findings.

      Pat Walker mentioned she wanted to talk about the numbers, to put things in perspective, because where we were at the end of June is not where we are today. It’s a good news/bad news scenario. The good news is that you ended the year, about two-hundred thousand some more in your fund balance than the prior year. A lot of that was because of under spending in the expenditures, but you met your revenues, so you able
to add to the fund balance, and you were able to end the fiscal year with a fund balance of 5.4 million, and to start the fund balance of the new year with that amount.

Pat Walker mentioned that this will be a tough budget year moving forward. With the current economic impact of the pandemic and reduction in revenue due to an audit with a taxpayer through Arizona Department of Revenue, we will need to be very conservative in our budget for fiscal year 2021.

Mayor Michael LeVault reiterated that every year we have improved during the audit. Pat Walker and Sandy Cronstrom stated that we had a clean audit this year. The Town has a rainy-day fund, and this is with hard work and perseverance why we are where we are at. This will serve the Town well moving forward.

Council member June Miller would like to give kudos the Town Council members and staff for the good job they did on the audit.

Council member Margaret Chittenden would like to thank Mayor LeVault for his guidance for the funds the Town has, and making sure we have a rainy-day fund.

Town Manager Blackman would like to give thanks to Sandy Cronstrom and Pat Walker for their hard work and guidance with the audit.

Approval of the Fiscal Year 2018-2019 Audit Report
Motion to approve the Audit – Vice Mayor Vickers
Second – Council member Miller

*Motion passed unanimously on a voice vote with all Council members in attendance voting.*

B. **Presentation and/or Discussion Re:** Proclamation declaring April to be observed as Fair Housing Month.

Town Manager Blackman read the proclamation declaring April to be observed as Fair Housing Month.

10. **Call to Executive Session:** No Call to Executive Session.

11. **Future Agenda & Meetings**
   A. Future Agenda Items – None.

   A. The next Regular Council Meeting will be held on **Thursday, April 16, 2020** beginning at 5:30 p.m. by teleconference.
Adjournment

Motion to Adjourn – Council member Duran
Seconded – Vice Mayor Vickers
Meeting Adjourned 6:02 p.m.

Michael LeVault, Mayor

Attest:

Nicole Smart, Town Clerk

Minutes approved at the April 16, 2020 regular meeting