

**Public Hearing Minutes**  
**Duncan Common Council**  
**Thursday, January 11 , 2024; 4:00 p.m.**  
**Duncan Town Hall, 506 SE Old West Highway**  
**Duncan, Arizona 85534**

**Call to Order – Public Hearing:** Meeting called to order at 4:00 p.m.

1. **Public Hearing:** Donald Todd questioned the grant for the new road on High Street. It was then explained to him that the grant in question was the SMART Grant, that has been applied for, but not yet awarded. With the SMART Grant, there are plans from that, in which High St should still be the first street paved, estimate of \$1.5 million.

Mr. Todd suggested making the parks handicap accessible.

We made it through the review process with State Parks, and they are reviewing the cultural and archeological now, that was for about \$1.3 million, which should arrive in about 6 months. This is also a separate grant from this \$100,000 GDBG Grant that we are meeting about today.

Keith Dennis from SEAGO mentioned that putting the handicap able ideas or any ideas that we can to the discussion today. It helps to have input from all areas of the community, the public, council, and staff.

Amanda Calloway informed us of her concern with the safety issues at the park in town. The lighting next to the playground is an issue, also there is no sand in areas that should have sand. Mr. Hinton talked about the idea of putting down a softer foundation for the playground. Amanda asked Terry to stop by the HeadStart before making a final decision on the foundation. Although DVEC was working on the lighting at the park, it was not in the area Mrs. Calloway was referring to, so Mr. Hinton said that the lights would be addressed as soon as possible.

Mr. Dennis - Colonias Set Aside is coming up this year, that is a \$1.5 million competitive grant. Over the years, the idea for Duncan in the past has been to use the regional account for engineering to prepare shovel ready projects, then to compete for \$300-400 k so that you can get more things done. The Colonias Set Aside funds have to address an existing infrastructure such as aging water or wastewater infrastructure.

General Categories

1. Water
2. Wastewater
3. Flood Control
4. Housing Rehab. Owner occupied- low income.

They go off of your past performance in your last CDBG grant, and Duncan is about to get one of the best grades that they have received in a while on their CDBG admission. This is one public process that covers both the Colonias Set Aside round and Duncan has regional account of \$100,000 and the potential to compete for a larger amount of money.

Jesse Stillman questioned an agreement being signed with ADOT to maintain the right ways in the town. Mr. Hinton informed him that ADOT is responsible for the right ways. Also, the parks need to be improved, as well as access for disabled persons.

We have discussed the following, Engineering for the sewer system, the water system, one of the options is to get engineering for this side of town, then use that engineering with the CDBG grant money to apply for the colonias. The engineering has to be done in order to apply for the Colonias. Mr. Hinton - will have the engineering for the lift station done, so that we can apply for the Colonias in March.

Keith Dennis – Engineering work from another source of funding is a great investment.

The planning grant was for Chaparral and McGrath, to repave the whole section. The plan was to do the entire town, but it dried up pretty quick once they started doing other things.

**2. Adjournment of Public Hearing: Closed Public Hearing at 4:25 p.m.**

## **P2 – DISPLAY AD – FIRST PUBLIC HEARING**

### **Town of Duncan Public Hearing Regarding Use of CDBG Funds**

The Town/City/County is expected to receive approximately \$100,000 in FY2024 federal CDBG funds from the Arizona Department of Housing Regional Account (RA). The Town may also seek up to \$1.9 million in Colonias Set Aside CDBG funds. CDBG funds must be used to benefit low-income persons and areas, alleviate slum and blight or address urgent need. A public hearing will be held at 4:00 p.m. on January 11, 2024, at Duncan Town Hall, located at 506 SE Old West Hwy, Duncan, AZ 85534 to gather citizen input on the use of the CDBG funds. Examples of possible uses include the following:

- 1) Public infrastructure (e.g., water, wastewater, street improvements);
- 2) Community facilities (e.g., parks, health clinics, libraries, senior or youth centers);
- 3) Housing (e.g., owner-occupied, or multi-family rehab, utility connections on private property, new housing constructed by a non-profit);
- 4) Public services (e.g., paying the salary of an additional staff person to expand a Head Start program, purchasing a van to transport persons with disabilities, equipment and rent to start a new job training program); and

For more information about the hearing, grievances, or the CDBG program; or to receive assistance in formulating prospective project ideas for presentation at the hearing contact the following:

Name, Title: Terry Hinton, Town Manager

Organization: Town of Duncan

Address: 506 SE Old West Hwy

City, State, Zip: Duncan, AZ 85534

Telephone: 928-359-2791

Fax: 928-359-9146

TTY: 1-800-367-8939

Persons with disabilities who require special accommodation may contact Alyssa Traugher at the above location at least 48 hours before the hearing.

**Regular Meeting Minutes  
Duncan Common Council  
Thursday, January 11, 2024; 4:00 p.m.  
Duncan Town Hall, 506 SE Old West Highway  
Duncan, Arizona 85534**

**Call to Order:** Meeting called to order at 4:25 p.m.

**Roll Call:** Mayor Blake present, Vice-Mayor Smith present, Councilmember Wearne present, Councilmember Show present. Quorum.

**Pledge of Allegiance and prayer:** Led by Mayor Blake.

Mayor Blake presented the awards for the 2023 Candyland Christmas Light Parade.

The Ranch House Restaurant: Best Use of Theme

Duncan Youth Coalition: Best Use of Lights

Shelia Riggle: Most Original

**1. Call to Public:**

Mr. Clifford Sanders: would like to congratulate Terry's grandfather for getting the bridge fixed in Fort Thomas.

Amanda Calloway: wondering what happened to getting the prisoners here to work for us. The other issue is drainage running behind the women's club.

Terry Hinton – since COVID the prison has gotten tougher on regulations, they require a full-time supervisor, also there are very little numbers, other places are having issues finding inmates to work for them.

Jesse Stillman: Annexation (Mr. Stillman was not present when it was his turn to speak.)

**2. Consent Agenda:**

- a. **Approval of December 14, 2023, Public Hearing Meeting Minutes.**
- b. **Approval of December 14, 2023, Regular Meeting Minutes.**
- c. **Approval of December 2023 Financial Reports.**

Hinton: financial all in the black, nothing in the red.

**Vice-Mayor Smith moved to approve the consent agenda. Councilmember Show seconded. Unanimous.**

**3. Summary of Current Events:**

- a. **Mayor's Report:** Nothing to report.
- b. **Council Members Report:** Council member Show wanted to tell Jodi that the town is looking great, thank you. A new beauty shop is opening on Monday. Grand Opening, so she will open at 9. Tuesday – Saturday 9-4.

- c. **Town Manager's Report:** What the town has been able to do in the past year.
- FMI awarded us \$175,000 for water improvements in Hunter Estates
  - United Way \$82,000 hoping to put a water slide at the pool, shade structure on the SW end of the pool.
  - WIFA awarded \$395,000 (has not been received yet) for water improvements in Hunter Estates, sent the application to them, hopefully by the next council meeting they will have that back to us so we can have a resolution to pass that.
  - CDBG \$100,000 the council is going to decide what to do with it.
  - State Parks – Veterans and Centennial Park \$1.3 million (Handicap accessible and the lights we will do with what we have.
  - SMART Grant from ADOT \$595,000 engineering for the roads and drainage. High St. is the first on the list. That only covers the plans, when work gets to 65% then we can start applying for construction. \$20 million for the entire town. \$1.5 million for High St. alone. Engineers are supposed to be starting that. Consor was selected by ADOT.
  - Will be receiving a Directed Spending Grant thru Councilman Ciscomani's office, \$375,000. Held up in the appropriation process, just waiting for them to pass the bill. Drainage in Hunter Estates.
  - USDA Facilities Grant is waiting for the audit \$45,000 to repair the two corners of the town hall building.

Hope to apply for the Colonias Grant for \$400,000 to fix the lift station at the wastewater treatment plant, not for sure yet. Those that we are sure about, we have been awarded is over \$3 million. Mayor Blake mentioned that in the past the town received about \$1 million in grants.

The parks grant is going to a lot of things for both parks, shade, wheelchair accessible, skate park, where volleyball is exercise equipment, fix fountain, block wall along the fence at the park. Council member Wearne asked if there is a way to make a better fence in the front of the park.

Earlier today met with those whose are going to look at the water and sewer rates and come up with a sewer rate based on the water usage, this is not going to cost the town anything, it has been paid for already, we are waiting on the study to be done before we change anything.

This week working on water leaks, almost a dozen leaks this week alone. Fixing leaks in Hunter Estates, we have found an electric conduit, part of the WIFA and FMI grant will go towards fixing some of that mess.

Still working on meter inventory to get the final bill with Wildan and Tierra figured out.

Water sampling – the cost was \$4,000 more than normal; the cost will continue for a little while longer. We now have 20 samples that need to be taken rather than the original 10 samples.

FMI Heather Seegmiller – Carrer Day at the Clifton training Center. February 20<sup>th</sup>. Home schooled kids are welcome to come. Earth Day. Open Town Hall in the first quarter, when a date is set, we will be notified.

Hinton – Tentative Budget will be on the agenda for the next few meetings, it is on the website and there will be a copy in the office.

**4. Consideration of Ordinance No. 24-01 – Town of Duncan Backflow Prevention and Cross-Connection:**

Donald Todd – Researched and was informed that he can personally do the installation himself.

Hinton – Spoke to Gale Hackney, if you don't have permanent trailers in the park, you can use a double check valve, which will be cheaper.

Donald Todd – Purchased the Backflow prevention, asking if they can get an extension on installing the backflow prevention due to weather. Your meter serves a single-family home, if you provide water to more than one, then you meet the criteria to install a backflow prevention assembly. Todd's tenants do not use Duncan's water pressure, they fill their holding tanks from a hose.

Amanda Calloway – When she spoke to ADEQ, they said that the check valve on the RV itself was adequate. When she asked about the double check valve, they said that would be appropriate if that is what we are going to go with.

Donald Todd asked if the town would honor the tech doing the inspection.

Karla Ellis asked Terry if this is eventually going to go to the businesses and residential.

Hinton said that he will talk to ADEQ about the possibility of an extension. If the inspection is done by someone that is certified, the town will accept that.

Robert Shay said that this happened in Safford as well. Vice-mayor Smith - Google search there is a handful of small towns throughout AZ that are going through the same thing we are now.

**Councilmember Wearne motioned to move forward Vice-mayor Smith seconded. Mayor Blake moved to approve Ordinance 24-01. Vice-mayor seconded. Unanimous.**

**5. Discussion of Date and Time of Next Meeting: 2<sup>nd</sup> Thursday, February 8<sup>th</sup> at 4:00 p.m.**

**6. Discussion of Items for Next Meeting:**

**7. Adjournment: Council Member Wearne motioned to adjourn. Vice-Mayor Smith seconded. Meeting adjourned at 5:11 p.m.**

Certification: I hereby certify that the foregoing minutes are a true and correct copy of the Combined Public Hearing and Regular Meeting held on the 11<sup>th</sup> day of January 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8<sup>th</sup> day of February 2024

Combined Public Hearing and Regular Meeting Minutes, January 11, 2024.

Assistant Town Clerk

Alyssa Traughber