



# Castleford City Council Agenda

## Minutes - Regular Meeting

**Date: Tuesday, May 13, 2025 7p.m.**

**Location: 300 Main Street – Castleford, Id**

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Meeting was called to order by Pansy Pettit Council President at 7:00p.m. Council members in attendance: Pansy Pettit, Jennifer Gray. Council joining via telephone: Cliff Lockhart, Mayor and Che Walker. City employees in attendance: Stacie Darrow, Kristina Scott, Victor Keen, Aaron Easterday, AJ Gray. Public in attendance: Juan with Del Rio Properties, Domingo Moreno, Nathan Landreth from ACS

- 1. Pledge of Allegiance & Confirmation of Quorum** – Stacie established a quorum.
- 2. Minutes from April 8, 2025 Council Meeting & April 30, 2025 Special Meeting** : Jennifer motions to approve the minutes from April 8, 2025 & April 30, 2025, Che second, motions passed.
- 3. Financial Statement / Monthly Bills:** Pansy motions to pay the bills, Pansy 2nds, motion passed.
- 4. Old Business:**
  - a. SCADA:** Nathan from ACS discussed the quote for SCADA, and the Technical Discover Site Visit completed on May 8, 2025 by field technician Hank Quilantan. Nathan explained there multiple wires disconnected, causing interference and disruption to the overall system, and that repairs to the PLC alone will not bring the system back to fully automatic operating conditions. The additional expenses outside of our quote will be bringing everything back into the existing PLC, repairing anything that is no longer functional, allowing the system to run in full auto mode and then upgrading to Carefree SCADA. He explains that this is at additional cost to the current bid and that there is no way to give a price estimate at this time for parts and labor, stating it could be a simple 4 hour fix to several day fix. Pansy motions to continue to move forward with ACS repairs to water monitoring systems/computer and upgrades to Carefree SCADA, Jennifer 2nds. Roll Call Vote: Pansy- Aye, Jennifer – Aye, Che – Aye, motion passed.
  - b. Seagraves Grant:** Stacie provided a copy of the grant written for each council member.
  - c. Comprehensive Plan:** Stacie updated council on the findings through AIC in regard to having Key Stake Holders of the community involved in the Comprehensive Plan Advisory Committee. We should have one additional Advisory Committee meeting with these Key Stake Holders, then a Public Involvement meeting, then the Public Hearing. Mariah from Forsgren has been updated and on board to proceed as recommended to council. Jennifer motions to send letters to Key Stake Holders in the community, inviting them to attend our Advisory Committee #3 meeting on Monday, June 9<sup>th</sup>, 2025 6p.m. at City Hall, Pansy 2nds, motion passed.
- 5. New Business:**
  - a. Juan w/Del Rio Properties:** Juan presented pictures for council, on behalf on Domingo Moreno. Juan and Domingo Moreno understand that TF County will be issuing all building permit, for Lot 21

Block 15 for a Singlewide Trailer “97”. Che motions that council approve moving forward, and that the clerk send a letter to TF County in approval, Che 2nds, motion passed.

**b. Weed Control/Actions:** Correction noted by clerk, Ordinance No.228 is being addressed for Weed Control, not Ordinance No.214. Council discussed with Aaron and Victor how often to check for violations, and they requested a council person volunteer to assist in evaluations. Che volunteers his time. Jennifer motions that Aaron and Victor will enforce Ord 228 for weeds with assistance of Che, by completing drive by inspections of city property every other Monday at 9a.m. Individuals/Property in violation will be issued a Door Tag and proceed per Ord 228, Pansy 2nds, motion passed.

**c. ICCTFOA Scholarship:** Kristina shared information on AIC Annual Conference currently scheduled for June 18-20,2025- Boise. Recommends that we apply for scholarships should a council member be interested in attending. Che mentions his interest in attending. Jennifer motions to apply for scholarships and the city sponsor Che to attend conference if his schedule allows, Pansy 2nds, motion passed.

**6. Discussion/Concerns for future agenda:**

**a.** Cliff would like to increase signage to Poplar to support the one-way, as many are not “paying attention”. He has some free signs available, and will be passing them to the city, discussing appropriate location.

**b.** Jennifer would like to establish clear guidelines for building fences, replacing fences, building porches through an Ordinance or Resolution.

**c.** Cliff would like to start discussion for changing what year of trailer homes are going to be allowed to move into the city of Castleford and update City Code/Ordinance.

**7. Public Comment:** None

**8. Executive Session:** Jennifer motions to move to Executive Session pursuant to Idaho Code 74-206(1)(b) To evaluate employee performance, hear complaints, and discipline employees at 7:42pm, Che 2nds, motion passed. Jennifer motions to exit Executive Session at 7:56pm, Pansy 2nds, motion passed.

**9. Action needed as a result of Executive Session:** Jennifer motions that the City of Castleford will increase hourly wages by \$1 per hour, per license obtained, up to the 3 licenses required for City of Castleford Water & Waste Water; making this effective now for Aaron Easterday. To be added to future agenda for add to Personnel Policy Permanently. As well, when Aaron, current Apprentice, has obtained these 3 required licenses, it is agreed that Victor’s salary will be decreased to \$1500 per month. Pansy 2nds, Roll Call Vote: Jennifer – Aye, Pansy – Aye, Che – Aye, motion passed.

**9. Adjournment:** Pansy motions to adjourn, Jen 2nds, motion passed, meeting adjourned at 8:03p.m.