

**City of Castleford
Council Meeting
November 14th, 2023**

Meeting was called to order at 7:01pm by Mayor Cliff Lockhart. Those in attendance were as follows: Justin Clark, Pansy Pettit, Timmie Fabela, Jane Bantea.

Public: Victor Keen, Jackie Frey, Kort Ware, Brian Vega, Veronica Perez, Bryan Edwards, Victor Keen, Andrew Rodriguez, Diana Rodriguez

- * Jane established a quorum of the City Council.
- * Minutes from the October 10th meeting was read silently by council members. Justin motioned to approve minutes as written, Timmie 2nd, motion passed.

1. **Bryan Edwards- Castleford Schools- discuss afterschool road closures for student safety-** Brian presented to the council the measures he and the school have taken in ensuring child safety during school hours. Brian wanted to make the city council and its employees aware of these efforts in case anyone from the public had questions or concerns. The council supported the school's efforts and offered any help if necessary. No action taken.
2. **Brian Vega and Veronica Perez- present work wanting to be done on 203 Maple St-** Brian and Veronica presented the council with plans for moving a manufactured home onto the 2nd lot of their property. The council advised Veronica and Brian to contact Twin Falls County to ensure they have a 2nd building right on their property before they initiate the work. No action taken.
3. **Andrew Rodriguez with Cre-Attic Creations LLC- present construction on 285 Oak St-** Andrew and Diana Rodriguez presented the council with photos and plans of the storage shed he is building at 285 Oak St. Andrew assured us all work is up to code and inspectors will be brought in when the work is done. Justin moves to have the clerk draft a support letter for Andrew to present to Twin Falls County, Pansy 2nd, motion passed.
4. **Jackie Frey- Present Emergency Operations Plan and Collect Signatures for Adoption-** Jackie presented the Emergency Operations Plan she had put together, which will include hazard mitigation, fire safety, natural disasters, medical emergencies, etc. Jackie states the City does not currently have an emergency plan, and if we sign the approval, it will integrate us into the County's emergency plan. Pansy moves to sign an approval for the plan, Pansy- aye, Justin-aye, Timmie-aye, motion passed.
5. **Forsgren- to discuss Transportation Plan Contract-** Kort with Forsgren presented the work agreement for a Transportation Plan. The city was previously awarded a transportation grant and Forsgren can assist in managing the transportation project, including roads, sidewalks, signage, etc. Pansy motions to accept and sign the Transportation Plan Work Agreement, Pansy-aye, Timmie-aye, Justin-aye, motion passed.
6. **Old Business:**
 - a. **Review and Discuss Generator Maintenance-** Jane presented the council with 2 quotes, including services covered for generator maintenance. Justin motions to go with Western States CAT's quote, Justin-aye, Pansy-aye, Timmie-aye, motion passed.
 - b. **Personnel Policy – Draft review-** Jane presented the council with the personnel policy draft. Justin motions to table until December's meeting so the council may review, Timmie 2nd, motion passed.

7. New Business:

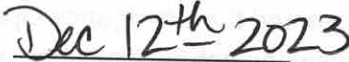
- a. **Technical Support- Discuss options-** Since purchasing a new computer, the city has been investigating Technical Support options. Pansy motions to accept TekDistrict's quote for new computer setup, purchase TekShield Pro for \$29/month and discontinue using ClickIT for IT support. Pansy-aye, Justin-aye, Timmie-aye, motion passed.
 - b. **Lift Station Maintenance - Discuss options-** Victor obtained a quote from Smith & Loveless to maintain the lift station for about \$2,129. Pansy motions to accept the quote and have the lift station fixed, Justin 2nd, motion passed.
8. Discussion/concerns for future agenda: Pansy brought up the question of charging for new hookups into the city's water & sewer, which the city does not currently charge for. Kort and Jackie brought up that you may want to consider implementing a fee, covering costs of installation and hookups, buying into the system, impact fees, etc. The council also brought up sending a letter to all residents within the city about commonly violated ordinances. Mayor request clerk to draft and mail letters.
- * Public Comment: No public Comment
 - * Financial Statements: Pansy motions to pay the bills, Justin 2nd, motion passed.
 - * Executive Session- 74-206(1b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Entered executive session at 8:24pm. Exited executive session at 8:51pm.
 - * Action needed as a result of Executive Session 74-206(1b). Pansy motions the mayor accept Kristina's resignation from the water department immediately and will accept the resignation as clerk on December 31st, 2023. Jane will move into full-time position as clerk as of January 1st and that we post for the position of water department assistant and part time clerk, Justin 2nd. Roll Call Vote: Pansy-aye, Justin-aye, Timmie-Aye.

Adjournment:

- * Justin motioned to adjourn, Timmie 2nd, motion passed. Meeting adjourned at 8:54pm.



 Kristina Scott


 Approved on