

**City of Castleford
Council Meeting
September 12th, 2023**

Meeting was called to order at 6:58pm by Mayor Cliff Lockhart. Those in attendance were as follows: Justin Clark, Pansy Pettit, Timmie Fabela (by phone), Jane Bantea, Kristina Scott.

Public: Jennifer Gray, Rachel Puschel, Courtney Billington, Jana Rodgers.

- * Kristina established a quorum of the City Council.
- * Minutes from the August 8th meeting were read silently by council members. Justin motioned to approve minutes as written, Pansy 2nd, motion passed.

Public Hearing – Amendment to budget for FY2023- Ordinance NO. 231 was previously approved by all Council members and the mayor and was presented to the public for public hearing in accordance with Idaho Code 50-1014. There was no public comment.

Jennifer Gray - Castleford Car Show 2024 – Jennifer presented to the council her plans for reviving the car show beginning next year on August 3rd, 2023. Jennifer states she will obtain security, entertainment, insurance through Twin Falls County, amenities, etc. Pansy approves that Jennifer continue with moving forward with the car show, contingent on insurance and security. Justin 2nd, motion passed.

Ray Chaves – request approval for new roof and addition to building –Ray was not present. Clerk is to request drawings to present to council. No action taken.

Buck Taylor – Use of fireworks for Castleford home games – Buck Taylor was not present. No action taken.

Courtney Billington and Rachel Puschel – Discuss possibility of Preschool behind bus barn – Courtney and Rachel would like for the city to complete a Letter of Support for the application of a grant to purchase a new building behind the bus barn to be used as a preschool. The building would be secure and ADA-compliant. Pansy motions to allow and complete the Letter of Support, Justin 2nd, motion passed.

Rachel Puschel – Trunk or Treat - Rachel would like to hold another Trunk or Treat this Halloween at the Community Center. Pansy motions to allow and sponsor the event for \$100, Justin 2nd, motion passed.

1. Old Business:

- a. **90 Day training update for Water department and Office** – Victor, Kristina, and Jane state that the training and new schedule is going well. Jane and Kristina presented the council with their new tasks and schedules and state they would like to continue moving forward. Justin motions to extend the training to 180 days and have another review. Pansy 2^{nds}, motion passed.
- b. **Personnel Policy – discussion** - The council reviewed the information previously given and made changes to Section XII.
- c. **Review & Discuss fire hydrant protection at the corner of Jonathan & Poplar** – The city has been researching options for protecting the fire hydrant. Victor states there is an economical option for using boulders. Clerk is to investigate benefits of boulder vs. pipe protection and present at the next meeting. Justin motions to table, Pansy 2nd, motion passed.

2. New Business:

- a. **Review and Consideration of amended Appropriations Ordinance for FY2023-** The council reviewed the amendments made to the FY2023 Budget. Pansy motions to bypass the 3-reading rule, Justin 2nd, motion passed. Pansy motions to approve the Appropriations Ordinance No.231, Justin 2nd, motion passed. Justin – yes, Pansy – yes, Timmie – yes.

- b. Review and Consideration of Resolution No. 154 establishing new fee schedule for city services for FY2024-** The council reviewed the draft version of Resolution NO. 154. Pansy motioned to approve Resolution NO. 154, Justin 2nd, motion passed. Pansy- Yes, Justin-Yes, Timmie- Yes.
 - c. Update on Office Procedure Instructional Manual-** Kristina and Jane have been working on an instructional manual for the city hall that goes into procedures and how-to's for the office, per the mayor's request. They presented the manual to the council. No action taken.
 - d. Discuss Water Department Instructional Manual-** The mayor requested that Victor and Kristina work together to create an instructional manual for the water department, similar to the one made for the city hall. Kristina agreed she will work on one. No action taken.
 - e. Review & Discuss need to purchase printer and computer for office-** The council was presented with information explaining the need for a new printer and computer. Clerks provided quotes for printers, and stated they are awaiting quotes for the computer. Pansy motioned to purchase the printer, Justin 2nd, motion passed.
 - f. Discuss need to purchase blinds for Meeting Room-** The window in the meeting chamber needed blinds. The Council also decided that if there is something the City needs, it does not need to be on the agenda, the mayor can be contacted and approve authorized purchases. Justin motions to approve a purchase of \$50 or less, Pansy 2nd, motion passed.
 - g. Review and Discuss new Zoning Map-** The council was presented with information provided by the city's attorney, advising that either start over, or adopt what the city hall already has. Justin motions to adopt what we already have, Pansy 2nd, motion passed.
 - h. Discuss purchase of transducer for Well #1-** Victor states the SCADA does not accurately read the levels on Well #1. Justin motions to purchase the transducer for Well # 1, Pansy 2nd, motion passed.
 - i. Annual review of employee compensation-** Due to inflation and higher cost of living, the council discussed options for employee compensation to help with inflation. Justin motions to do a 3% increase for city employees, Pansy 2nd, motion passed.
 - j. Discuss purchase of educational materials for Water & Wastewater licensing-** Kristina presented the council with information on educational materials so she may study to obtain her license needed for the water department. Pansy motions to approve the purchase of materials, Justin 2nd, motion passed.
 - k. Review and Discuss Generator Maintenance-** Kristina provided the council with a quote from Western States for generator maintenance. Justin motions to table until clerk obtains a 2nd quote, Pansy 2nd, motion passed.
- 3. Discussion/concerns for future agenda:**
- * **Public Comment:** Kristina presented the council with the need to plan future projects and use money that is budgeted for those departments.
 - * **Financial Statements:** Pansy motions to pay the bills, Justin 2nd, motion passed.

Adjournment:

- * Pansy motioned to adjourn, Justin 2nd, motion passed. Meeting adjourned at 9:40pm.