



# Castleford City Council Agenda

## Minutes – Regular Meeting

Date: November 18, 2025 7pm

Location: 300 Main Street – Castleford, Id

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Meeting was called to order by Cliff Lockhart, Mayor at 7:04 p.m. followed by the Pledge of Allegiance. Stacie Darrow, Clerk confirmed a quorum. Council members in attendance: Cliff Lockhart, Che Walker, Jennifer Gray, Terry Edson. City employees in attendance: Stacie Darrow, Kristina Scott, Victor Keen. Public in attendance: Jeanne Gaouette, Brian Edwards, Dena Allred

**Accept/Amend Agenda:** Jennifer motioned to accept the Agenda without change, Che 2<sup>nd</sup>, motion passed.

### **Old Business**

**Castleford School/Smiles Grant:** Dena requested follow-up decisions for the City applying on behalf of the School for the SMILE grant. Discussion completed. Che motions for the city to apply for the SMILES grant on behalf of the Castleford School District, the clerk will write and submit in coordination with Dena Allred, Superintendent. Jennifer 2<sup>nd</sup>, All Aye Vote. Motion Passed

### **New Business**

**Castleford School/Gates:** Brian and Dena presented request with pictures to allow the school to build and install 2 gates for morning bus drop and afternoon bus pickup. Discussion complete and for the safety of the children during bus hours council agrees to allow:. The 1<sup>st</sup> gate will be at the entrance of Wolf Pack Lane, 2<sup>nd</sup> at the Ally of the parking lot. Shut down will be approximately 30 minutes twice daily when school is in session. Jennifer motions to allow the city to install 2 safety gates for children’s safety during bus loading and unloading times during school hours. Che 2<sup>nd</sup>, All Aye Vote, Motion Passed.

**City Personnel Policy:** Discussed concerns that employee reimbursement for testing related to licensures, and routine certification raises is not addressed specifically in the Personnel Policy. Jennifer motions that Personnel Policy be updated to read that City employees will be reimbursed 100% of test cost for the 1<sup>st</sup> attempt of a test, then if a 2<sup>nd</sup> attempt is required, employee will be reimbursed 50% of the test cost. However, if a 3<sup>rd</sup> test is required, there will be no reimbursement due to employee.

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(Employees, however, may approach the Council for special considerations of the council at any time.) The employees are to notify the clerk when a test is scheduled, and the test results so as council may be informed and kept current. The Personnel Policy is also to be updated to state previously agreed upon raises as follows: Water Department Employees will receive a \$1 raise for each license required by the Castleford Water Department upon obtaining license. Clerk will update Personnel Policy and plan for council to review January 2026 City Council Meeting. Che 2<sup>nd</sup>, Roll Call Vote: Jennifer – Aye, Che – Aye, Terry – Aye. Motion passed.

Resolution 167: Correction of Ordinance numbering discussed and Resolution 167 presented. Che motions to adopt Resolution 167, Jennifer 2<sup>nd</sup>, Roll Call Vote: Jennifer – Aye, Terry – Aye, Che – Aye. Motions passed.

**Consent Agenda**: Jennifer motions to accept Consent Agenda, Che 2nds, Roll Call Vote: Jennifer - Aye, Terry – Aye, Che – Aye. Motion passed.

City Council Discussion of future agenda needs:

Council would like Rates Committee update in December at council meeting.

Council is considering having a community children's tree.

Public Comment: None

Adjournment: Mayor Lockhart requests motion to adjourn. Jennifer motions to adjourn, Che 2nds, motion passed. Meeting adjourned at 7:55 p.m.

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Stacie Darrow, City Clerk

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Approved on