

**City of Castleford
Council Meeting
August 13th, 2024**

Meeting was called to order at 7:11pm by Council President, Pansy Pettit. Those in attendance were as follows: Pansy Pettit, Justin Clark, Timmie Fabela, Sadie Austin, Jane Bantea.

Public: Victor Keen, Aaron Easterday, Jeanne Gouette, Mariah Fowler, Wesley Martin.


1. **Opening of meeting, and establishment of Quorum-** Jane established a quorum of the City Council.
2. **Minutes from July 9th, 2024, meeting-** Sadie motions to approve the minutes from July 9th, 2024, Timmie 2nd, motion passed.
1. **Rajan Zed, President of Universal Society of Hinduism-** Rajan was not present.
2. **Forsgren – Transportation Study-** Mariah presented the data Forsgren collected from the public survey they conducted. Mariah states the next Forsgren meeting will be November 12th; followed by a public meeting. Jeanne voiced her opinion that she did not agree with adding sidewalks anywhere in town. The council and Mariah suggested that Jeanne complete a survey so it may be included in the study. No action was taken.
3. **Forsgren – Comprehensive plan Scope of Work-** Mariah presented a Scope of Work for a Comprehensive Plan for Castleford. Mariah stated that, thankfully, the Transportation Plan includes some items that will be incorporated into the Comprehensive Plan. She states that the project will take approximately 12 months to complete and will have 2 council meetings and a public meeting. Mariah estimates the plan will cost the city about \$10,000. Justin states that this is a project that is long overdue and necessary to receive grants. The council requests the clerk investigate where the funds may be pulled from via the city's attorney and auditor. No action taken.
4. **New Business:**
 - a. **FY2024 Budget Amendment to Reflect Addition of Grant Funds Received and to Transfer Funds in Accordance with Idaho Code 50-1014-** During the June 11th meeting, the council agreed to transfer \$11,000 from the Water fund to the Street fund and \$31,000 from the Water fund into the General Fund. The amendment also reflected the \$50,000 granted to the city for the Transportation Plan. Justin motions to accept the amended budget and move forward with the scheduled Public Hearing at September's meeting. Roll Call Vote: Justin-aye, Timmie-aye, Pansy-aye, Sadie-aye, motion passed.
 - b. **Utility Billing – Consider Lowering Allotted Water Usage-** The council has previously discussed considering lowering the allotted water per month. Currently, 7,000 gallons of water are allowed before charging overage rates. Jane and Kristina had reached out to cities with similar population numbers, and roughly 50% allow for 3,000 gallons, 50% allow for 5,000 gallons. Justin motions to lower the allotted water to 5,000 gallons. Roll Call Vote: Justin-aye, Timmie-aye, Pansy-aye, Sadie-aye, motion passed.
 - c. **Discuss and Consider Updating Deposit for City Services Amount-** Victor had brought to Jane's attention, that the deposit for city services was meant to equal the amount of 2 billing cycles: in case a tenant or owner refuses to pay. Being that rates are going up; he proposed the council consider changing the deposit amount for new owners/residents moving into the city. Timmie motions to raise the deposit for city services for new owners/residents from \$250.00 to \$300.00. Roll Call Vote: Timmie-aye, Justin-aye, Pansy-aye, Sadie-aye, motion passed.
 - d. **Discuss Issuance of City Bank Credit Cards-** The council discussed the importance of not having any employees use anyone else's cards (for the sake of record-keeping). Justin motions to give Victor, Aaron, Kristina and Jane their own city credit card, Pansy 2nd, motion passed. Sadie motions to place a \$1,000 monthly limit on each card, Justin 2nd, motion passed.
 - e. **Protocol on Weed Maintenance Regarding Businesses or Vacant Properties-** Victor and Aaron notified the council that there are several properties in town that have weeds. Justin motions to send a reminder door tag to all residents within the city limits, then after 7 days, Victor and Aaron will take photos of any property that still has weeds, send certified letters to any violators, call someone to clean up weeds/grass, then bill each violator for the work done; Timmie 2nd, motion passed.

f. Discuss Protocol on Dog Registration Fees After 30 Day Allowance- Jane brought up to the council the concern of what measures to take if residents did not register their dogs after the allotted 30 days. Jane presented the council with an email from the city's attorney regarding the verbiage needed in the ordinance, in order for the city to be able to enforce pursuing fees. Clerk to assess Ordinances and Resolutions to make sure they contain the correct verbiage. No action taken.

- * **Discussion/concerns for future agenda-** none.
- * **Public Comment:** Pansy presented to the council some concerns she was given by members of the public. One concern was the need to have the clerk and the treasurer working at the same time; Pansy stated that both positions have different duties and may need to work during the same hours to ensure all work is completed. There were also concerns about a resident possibly having a rooster, weeds within the city, considering not requiring a deposit for services to new tenants/owners upon moving into the city, etc. Pansy stated she did her best to try and manage these concerns, but urged people to come to a council meeting so it may be recorded in the minutes and the entire council may answer questions or come to an adequate agreement.
- * Mariah Fowler brought up the idea of having business cards or name plates with QR codes on them located at the city hall. This way, anyone from the public could get in contact with the correct authority or have QR codes link anyone to different areas of the city's website (i.e., meeting agendas, contact page, etc.). Pansy requests the idea be added to next month's agenda.

Financial Statement – Monthly Bills- Sadie motions to pay the bills, Justin 2nd, motion passed.

Adjournment- Sadie motions to adjourn, Timmie 2nd, motion passed. Meeting adjourned at 8:51pm.


Jane Bantea

09/10/24
Approved on