



**City of Castleford
Council Meeting
January 11th, 2024**

Prior to the start of the meeting at 6:54pm, Kristina Scott swore in new council members: Mayor Cliff Lockhart, Council President Pansy Pettit, Councilor Justin Clark, and Councilor Timmie Fabela. Meeting was called to order at 7:00pm by Mayor Cliff Lockhart. Those in attendance were as follows: Cliff Lockhart, Justin Clark, Pansy Pettit, Timmie Fabela, Jane Bantea, Kristina Scott.

Public: Victor Keen, AJ Gray, Sadie Austin, John Martin, CPA

Jane established a quorum of the City Council.

* Minutes from the December 12th meeting was read silently by council members. Justin motioned to approve minutes as written, Timmie 2nd, motion passed.

1. John Martin CPA – FY2023 Audit Review– Tabled momentarily while the council awaits for John to appear. The council moved to Old Business Item A, then back to John Martin, CPA, who presented the council with the audit review for Fiscal Year 2023. John stated that the bookkeeping, budgeting, and reporting was done very well and there were no findings or recommendations for Fiscal Year 2023. Justin motions to use John Martin CPAs for next year and sign the contract. Roll Call Vote: Justin-aye, Timmie-aye, Pansy-aye.

2. Old Business:

a. Consider Purchasing Online Support for Black Mountain Software- Jane presented the council with a quote from Black Mountain Software for online support for an additional \$700 annually.

Justin motions to purchase Black Mountain Software online, Pansy 2nd, motion passed.

b. Ordinance No.232 Draft Review – Establishing dog license fees and repealing previous Ordinances- Jane presented the council with the drafted ordinance that includes an annual fee of \$10/year per dog that is over 13 weeks old within the city limits. The ordinance also includes a limit of four dogs per household and proof of parvo and rabies vaccination with license application.

Justin motions to send the drafted Ordinance to the city attorney for approval, Pansy 2nd, motion passed.

c. Personnel Policy – Reviewing Attorney’s Changes- Jane presented the council with the attorney’s changes to the Personnel Policy. Justin motions to adopt the attorney’s changes to the Personnel Policy and send to the attorney for review, Timmie 2nd, motion passed.

3. New Business:

a. Operation Facelift Application – Discuss Applying for 2024- The council discussed applying for Operation Facelift to make renovations to the City Hall Building. Justin motions to apply for fixing the rock wall on the East Side, upgrading the windows, the front door and the awning, Pansy 2nd, motion passed.

b. No-compete Clause for Water Department Assistant – Review Attorney’s Findings- Jane presented the council with the attorney’s response for adding a non-compete clause to the agreement for the water department assistant work agreement. AJ Gray states it would be advantageous to the city to include a non-compete clause. Justin motions to table until the next council meeting to allow the clerk to investigate and bring examples to adopt, Pansy 2nd, motion passed.

- c. **Consideration of Citizens to Fill Vacant Seat-** Mayor Cliff Lockhart recommends Sadie Austin to fill the vacant council seat. Roll Call Vote: Timmie-aye, Justin-aye, Pansy-aye. Sadie Austin was sworn in as councilmember.
4. **Discussion/concerns for future agenda-** Jane brought up that Black Mountain Software requires that the meters be read each month instead of estimating the meter reads during winter months. Mayor advises us to estimate as usual until the council discusses it during the next meeting.
- * **Public Comment:** none.
5. **Financial statement – monthly bills-** Pansy motions to pay the bills, Justin 2nd, motion passed.
6. **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-** This executive session was not needed because the council did not discuss the matter.
7. **Action needed as result of Executive Session 74-206(1b)-** This executive session was not needed because the council did not discuss the matter.
8. **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-** Justin motions to enter executive session at 8:23pm, Pansy 2nd, motion passed. Pansy motions to exit executive session at 8:35pm, Justin 2nd, motion passed.
9. **Action needed as result of Executive Session 74-206(1b)-** Justin motions to have work all open business hours and up to 30 hours a week as needed and to have a raise of \$20/hr., Pansy 2nd, motion passed.
10. **Accept resignation of City Clerk-** Mayor motions to accept Kristina Scott's resignation as clerk and retention as Treasurer. Roll Call Vote: Justin-aye, Pansy-aye, Timmie-aye, motion passed.
11. **Swearing in of City Clerk-** Mayor motions to swear Jane in as City Clerk. Roll Call Vote: Justin-aye, Pansy-aye, Timmie-aye, motion passed. Jane was sworn in as City Clerk

Adjournment:

- * Sadie motions to adjourn, Justin 2nd, motion passed. Meeting adjourned at 8:44pm.

Jane Bantea

Approved on