



Castleford City Council Agenda

Regular Meeting - Minutes

Date: July 8, 2025 7pm

Location: 300 Main Street – Castleford, Id

Call to order - Pledge - Roll Call - Establish Quorum

Meeting was called to order by Pansy Pettit Council President at 7:00p.m. Council members in attendance: Pansy Pettit, Jennifer Gray, Justin Clark, Che Walker. City employees in attendance: Stacie Darrow, Victor Keen, Aaron Easterday, AJ Gray. Public in attendance: Raeann Bower, Kobi Bower, Jeanne Gaouette

Quorum established by Stacie Darrow

Accept or Amend Agenda – Justin motions to accept the agenda without change, Che 2nds, All Aye

Old Business

1. **Action Item:** Amendment to June 10, 2025 accounts payable & treasurer report to include payment to ACS. Justin motions to accept amendment to June 10, 2025 financials to include payment to ACS, Pansy 2nds, All Aye
2. **Discussion:** ACS provided change quote due to Well House Temperatures: Additional cost approved after TC with Mayor. No action required
3. **Action Item:** Buhl Hwy Dist. – Bill vs Quote, Motion to pay once CD matures (end of July 2025). Justin motions to pay Buhl Hwy Dist. when CD matures end of July 2025, Che seconds, Roll Call Vote: Justin - Aye, Jen - Aye, Pansy - Aye, Che - Aye
4. **Action Item:** Set Public Hearing: Comprehensive Plan/Transportation Plan. Che motions to table Setting Public Hearing for Comprehensive Plan/Transportation Plan until next council meeting August 12, 2025 to allow time to consult with Twin Falls County Planning and zoning for approval of Impact Areas, and Zoning Maps are reviewed. Justin 2nds, All Aye

New Business

1. **Action Item:** ReAnn Bower presents, requesting to recant building of 8 Bed “Bunk House” and request to build a “Single Family” 4-bedroom home at 487 Elm St. - Lots 7 & 8 Block 19. She provided plans that are reviewed by council. She understands should they change plans they will be required to present to council again for approval. Jen motions to approve ReAnn Bower request to build a “Single Family” 4bedroom home at 487 Elm St. on Lot 7 & 8 Block 19, Clerk to give ReAnn letter of approval from council to present to Twin Falls County Planning & Zoning, Che 2nds, Roll Call Vote: Justin - Aye, Jen - Aye, Pansy - Aye, Che - Aye

2. **Discussion/Action Item:** Quotes to require 3-person review. After brief discussion, Jennifer motions that all City Quotes will have a 3-person review prior to accepting or presenting to the council, this review will be completed by city employees, Che 2nds, All Aye.
3. **Action Item:** Authorizing Clerk to issue “Continued Letters of Support”. Jennifer motions to allow clerk to issue letters of support if requested for Wolf Pup Preschools without presenting to council, as long as there have been no concerns brought up prior to requests. Che 2nds, All Aye
4. **Discussion/Action Item:** Back Flow Testing – Discussion of Violations/Penalties. Jennifer motions to set the 2025 deadline for completing Back Flow Testing to July 31, 2025, and for 2026 forward the deadline will be set for June 30th, at which time any accounts not having documented completion provided to the City of Castleford will be in violation of Ordinance No.192 and penalties will be implemented. Justin 2nds, All Aye
Justin motions to send letters out to all who are in violation of Ordinance No.192 at present date, notifying them of deadline. Pansy 2nds, All Aye
5. **Discussion/Action Item:** Review/Accept City Application Form Update. Jennifer motions to accept new City Application form update, Justin 2nds, All Aye
6. **Discussion/Action Item:** Personnel Policy – Approval for time off. Justin motions that city employees will turn in Requested Time Off form which will be reviewed and approved by the Mayor or Council President if Mayor is unavailable. Che 2nds, All Aye
7. **Discussion/Action Item:** Setting “Start Meter Reads/End Meter Reads” date. Discussion involved that there is not a set date to start and end reads. Council agrees we should have a Start Meter Read date of April, and End Meter Reads in October annually. Pansy motions to table until August 2025 council meeting so that clerk may write up Resolution to support this action, Jennifer 2nds, All Aye.
8. **Discussion/Action Item:** Planning & Zoning address current set back. – Discussed the need to update entire Planning and Zoning and make corrections. Technically the City of Castleford adopted Twin Falls County Planning and Zoning. Council is aware of needed updates. Justin motions to table, Che 2nds All Aye.
9. **Discussion/Action Item:** Habitat for Humanity 324 Elm St. Lot 22 & 23 Block 15 Discussion included that Habitat for Humanity has not presented to council since 2023. The plans presented are for a Duplex, but they had been authorized to split 2 lots into 4 parcels for townhouses. Jennifer motions we send a Certified Letter to Habitat for Humanity informing them they will be required to represent project, and construction plans to council due to the time that has passed. Che 2nds, All Aye
10. **Discussion/Action Item:** Authorize monthly submission to West End News by Clerk. Discussion included that we have been encouraged to submit, there is no charge incurred.

Pansy motions that the clerk make submissions to West End News for Community/City Updates monthly without need to present to council for routine approvals. Jennifer 2nds, All Aye

11. **Action Item:** Resolution No.164 – Discussion of missed numerical sequencing to Resolutions. Resolution No.164 addresses. Pansy motions to implement Resolution No. 164, Che 2nds. Roll Call Vote – Justin Aye, Jennifer Aye, Pansy Aye, Che Aye.

Consent Agenda – Discussion – ACTION ITEM

The consent agenda includes items which require formal Council action but are typically routine or not of great controversy. Individual Council members may ask for items to be removed from the consent agenda in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

1. **Approve minutes for:** June 10, 2025 – Che motions to approve June 10, 2025 minutes, Pansy 2nds, All Aye
2. **Financials/Treasurer Report:** Authorize payments for June 10, 2025 - July 8, 2025. Pansy motions to accept financials, authorizing payment. Justin 2nds, Roll Call Vote – Justin Aye, Jennifer Aye, Pansy Aye, Che Aye.

City Council Discussion for Future Agenda Needs:

- Justin requests Water and Street department do property checks for roosters, Tag per Ordinance.
- Clerk presents request for Packets to be delivered to council the day before council meetings for their reviews.

Public comment period (if applicable): None

Adjourn Meeting – Pansy motions to adjourn at 745p.m., Justin 2nds, All Aye

Next Meeting: July 15, 2025 for FY2026 Workshop at 6pm

Stacie Darrow, City Clerk

Approved on