

City of Castleford
Irrigation Committee Meeting
March 12th, 2024

Meeting was called to order at 7:09pm by Council President Pansy Pettit. Those in attendance were as follows: Cliff Lockhart, Justin Clark, Timmie Fabela, Sadie Austin, Kristina Scott, Jane Bantea. Public: Victor Keen, AJ Gray, Andrew Kimmel, Steven Rodriguez.

1. **Opening of meeting, and establishment of Quorum-** Jane established a quorum of the City Council.
2. **Add amendment to Agenda for Executive Session Specification-** Executive Session needed amending, as the incorrect code was previously listed. Justin motions to amend and accept the new agenda, Timmie 2nd, motion passed.
3. **Minutes from February 13th and 20th, 2024 meetings-** Justin motions to accept the minutes from 02/12/24 & 02/19/24, Sadie 2nd, motion passed.
4. **Andrew Kimmel of Great West Engineering – Introduction to the Council and answering questions about seepage test-** Andrew presented to the council the seepage test procedure and provided a work agreement to conduct the testing. Justin motions to accept the agreement with GreatWest Engineering. Roll'Call Vote: Justin-aye, Pansy-aye, Timmie-aye, Sadie-aye. Motion passed.
5. **Curtis Harkins – Adding to Shop Property-** Curtis Harkins did not attend the meeting and did not present drawings to the council. No action was taken.
6. **Old Business:**
 - a. **248 Maple St. Outstanding Bill – Discuss-** There was a lapse between owners and the bond charges were left as an outstanding balance from August 2023 to October 2023. Justin motions to forgive the balance, Timmie 2nd, motion passed.
 - b. **Meter Readings – Discuss Actual vs. Estimated Reads During Winter-** Victor and AJ presented to the council the idea of moving to radio meter reads so the city may have actual reads year-round. AJ states that Dan from Core&Main can give a better demonstration to the council on equipment and cost. Pansy motions to table the decision of doing actual reads in the winter until Dan can present more information, Justin 2nd, motion passed.
 - c. **Ordinance No.233 – Utility Billing Procedure Attorney Draft Review-** The attorney did not get the ordinance draft back to the office in time for the meeting. No action was taken.
 - d. **Personnel Policy – Review Final Draft and Approve for Public Hearing-** Justin motions to accept and adopt the Personnel Policy, Pansy 2nd, motion passed.
7. **New Business:**
 - a. **ARPA Funds – Discuss Projects for Use of Funds-** Kristina stated that the ARPA funds will need to be utilized by the end of the fiscal year. Justin motions to cut a check to Buhl Highway District for the 2025 project to re-pave the roads north of Main St., Timmie 2nd, motion passed.
 - b. **Discuss Budget Topics – Future City Projects-** Kristina presented to the council the need to start planning for upcoming projects so we may consider that into the budget for FY2025. Kristina also brought up that block grants are a good opportunity to support future projects. She suggests the council come up with ideas for upcoming projects in the meantime. No action was taken.
 - c. **Setting Public Hearing for Budget – Discuss-** Kristina states that the budget for FY2025 will need to be scheduled. Pansy motions to schedule the Public Hearing for FY2025 Budget for July of 2024, Justin 2nd, motion passed.

- d. **Discuss Billing Procedure – Meter Reads Entry-** Pansy motions to table the discussion until the council meets with Dan of Core&Main to explain remote meter reading options, Justin 2nd, motion passed.
- e. **Idaho Association for the Education of Young Children – Discuss-** Jane received an email inviting Castleford to proclaim April 6-12, 2024, as Week of the Young Child. The council discussed the importance of taking action to support this cause; since the school is working on building a preschool to serve the local community, the council agreed to donate money to the Wolf pup Preschool. Pansy motions to Proclaim by Resolution NO.156 as Week of the Young Child and to donate \$200 to the school in funds for the preschool program, Justin 2nd, motion passed.

- 8. **Executive Session- 74-206(1a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;** Justin motions to enter Executive Session 74-206(1a) at 8:43pm, Pansy 2nd, motion passed. Pansy motions to exit Executive Session 74-206(1a) at 9:11pm, Justin 2nd, motion passed.
- 9. **Action needed as result of Executive Session 74-206(1a)-** Justin motions to post for the water department assistant position at \$18-22/hr. DOE, and to have the application period close on April 1st, 2024, Pansy 2nd, motion passed.

10. **Financial Statement-** Pansy motions to pay the bills, Sadie 2nd, motion passed.

- 11. **Discussion/concerns for future agenda-** Cliff brought up that it may be beneficial to track hours by a mobile app such as Workforce or BusyBusy. Clerk will do research and add to the agenda for April's meeting.
- * **Public Comment:** Pansy brought up that she has been getting asked if the city plans to do a clean-up day for the public. Victor brought up that doing vouchers for the Buhl dump may be a good idea. Clerk will investigate options and costs for the next meeting.

Adjournment:

- * Pansy motions to adjourn, Sadie 2nd, motion passed. Meeting adjourned at 9:21pm.


Jane Bantea

04/09/24
Approved on