

**City of Castleford
Council Meeting
July 7th, 2021**

Meeting was called to order at 7:00 pm by Mayor Dan Howard. Those in attendance were as follows Dan Howard, Roxanne Stiegemeier, Cliff Lockhart, Melissa Inchausti, Pansy Pettit.

Public: AJ Gray, Jana Gray, Victor Keen, Jake Jensen, Andrew Havens

- * Melissa established a quorum of the City Council.
- * Minutes from the June 23rd, 2021 meeting read silently by council members, Justin motioned to approve minutes and Cliff 2nd, motion passed

Executive Session:

* **Executive Session entered**

Cliff motioned to enter executive session under code 72-206F Pansy 2nd, motion passed.

Roxanne motioned to exit, Pansy 2nd, motion passed.

Jake Jensen – Buhl Bunch Car Club

- * **Car Show August 7&8** – Jake is the new president and he wanted to let us know the car show is a go and make sure we didn't need anything from him. Melissa requested an itinerary so we may post it and spread the word. No motions made.

Andrew Havens – Twin Falls County Building Inspector

- Discussed abandoned properties and possible actions according to code. Suggested we adopt ordinance making clear our expectations. In regards to action we need to start with requesting access to the property and go from there. If unable to get permission we can get an administrative warrant but we must follow the proper steps and have a paper trail showing our due diligence. He stated if the hazards are visible from a public space no need for permission from property owner. Main St business is visible from the side walk that the windows are broken and the roof is falling in, can send letter immediately to get that paper trail started.

AJ Gray – Emergency water situation

This was not listed on the agenda but is an emergency so Justin motioned to have it added, Cliff 2nd motion passed.

Wednesday night the water turned off due to equipment overheating. AJ came to discuss the need for improvements to prevent this from happening again. Air cooler is needed for the building as well as SCADA system needs updated along with HMI unit. Justin motioned to have AJ get quotes for the improvements needed, Cliff 2nd, motion passed.

Old Business:

- * **Road Use Agreement/permit-** requirements for surveillance discussed. Cliff motioned to table until after Jan 1 and reassess post harvest season, Pansy 2nd, motion passed.
- * **Condemnable Properties-** Pansy was a little late so Andrew went over information for her that she missed. Stated he needs written request with addresses to come do an inspection for safety. If unable to get permission from property owner and safety hazard is visible from a public space/neighbors yard without obstruction as long as we have permission from the neighboring property owner to be on their property he can inspect from there. No motions made.

- * **Main St businesses – road blockage issue** – Need to research circumstances around Jerry Sanders being required to build a fence. Need to pull out old P&Z ordinances regarding unlicensed vehicles being parked on Main St. No motions made.
- * **ARPA – NEU funds** – Melissa informed council of amount granted and that she has done some research and does not believe we can use it for the kitchen but it appears we can use it for maintenance on utility systems. Also informed them we have to send an annual report and keep documentation of how we spend it to be in compliance.
- * **Broadband project – update** – Roxanne talked to approximately 20 citizens and they all want to know how much it will cost and understand why it's beneficial. Suggested a flyer to inform. Eric told her he would be sending something over. No motions made.

New Business:

- * **Ordinance update – rate increase** – Melissa went over current charges, there are some discrepancies with garbage expense. Have Kristina do a count. Possibly have Western Waste come out to confirm. Previous 2% increase brings in \$130 a month. Pansy stated things are getting more expensive and we need to plan ahead 20 years. Cliff and Roxanne voiced opposition. Cliff pointed out profit being made. Melissa pointed out that the profit number he is looking at does not take into account the loan payments and other expenses that come out of that number. Right now additional funds will not cover improvements that need to be made. Property tax is only \$15,000 and future needs have no way of being met. Justin motioned we increase rates 2%, Pansy 2nd, Cliff Nay, Roxanne Nay, Justin Aye, Pansy Aye, Dan, Aye. Motion passed.
- * **Payment Processing** – Kristina learned about a processing company at the conference she went to that passes the cost of running cards to the consumer instead of the city. Council discussed and they want to stay with things the way they are. Melissa informed council that quickbooks has a module that will add a meter reading section for billing that is approximately \$250 a year vs 1500 for Black Mountain. Research needs to be done if we are required to have a certain type of billing software.
- * **Collections Company** – we received a letter from our current collections company to let us know they are closing and our files will transfer to the new company unless they are directed otherwise. Council would like Kristina to check and see if we have any open accounts with them and find out what rate the new company will be charging as well as call around and get quotes from other companies.
- * **City Hall usage for citizens** – Pansy brought it to the council to allow groups to use the meeting room at City Hall. Justin motioned we allow citizens the use of the meeting room, Roxanne 2nd, Cliff Aye, Justin Aye, Roxanne Aye, Pansy abstained as she is who brought the idea to the table.
A use agreement and liability waiver need to be drawn up – model after community center.
- * **Noise Ordinance** - Pansy stated she thinks we should update the ordinance to include a time and follow county guidelines. Justin and Dan stated they thought there was an ordinance with a time already. Have Kristina research, it may be in resolutions. Pansy motioned to table topic until further research can be done, Cliff 2nd, motion passed.
- * **Public Comment**
- * No public comment
- * **Financial Statement**
This topic was mistakenly left off of the original agenda Pansy motioned to have it added at this point in time as the bills have to be paid, Cliff 2nd. Motion passed.

Bills were reviewed and approved. Pansy motioned to pay the bills, Cliff 2nd motion passed.

Executive Session: Cliff motioned to enter executive session under statute 72-206f, Justin 2nd, motion passed. Pansy motioned to exit executive session, Cliff 2nd, motion passed. Cliff motioned we move forward with action and prosecute if need be, Roxanne 2nd, motion passed.

- * **Annual Budget -** Melissa presented the proposed annual budget for publishing. Pansy motioned to accept budget, Justin 2nd, motion passed.

Adjournment:

- * Justin motioned to adjourn, Cliff 2nd, motion passed. Meeting adjourned at 10:10 pm

Kristina Scott

Approved on