

**City of Castleford
Council Meeting
December 12, 2023**

Meeting was called to order at 6:59pm 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, Veronica Perez

* Jane established a quorum of the City Council.

* Minutes from the November 14th meeting was read silently by council members. Justin motioned to approve minutes as written, Timmie 2nd, motion passed.

1. Veronica Perez- Update on Findings from Twin Falls County – Veronica Perez presented an email from Twin Falls County stating they await City approval to issue permits. Since Veronica requires a translator to effectively communicate, the council requests she comes to the January meeting with her son. Clerk to obtain the county's email to Veronica. No action taken.

2. Old Business:

a. Dog License Renewal Fees – Discuss annual vs. calendar year fee The council reviewed the current Ordinance pertaining to Dog Licenses and Fees (Ordinance NO. 207). Justin motions to change the fee to \$10 per dog, per year, expiring Dec. 31st of each year, also to include a prorated fee of \$5 per dog, per year if issued after June 30th, and to have the limit be 4 dogs per household; no kennel licenses for the City of Castleford. Pansy 2nd, motion passed. Clerk is to draft Ordinance for January's meeting.

b. Personnel Policy – Draft Review- Jane presented the council with the personnel policy draft. Justin motions to approve the draft and send to the attorney, Timmie 2nd, motion passed.

3. New Business:

a. Discuss Fire Hydrant Replacement – Victor states to the council that the fire hydrant that was hit by a driver can either be abandoned or replaced. Abandoning the hydrant would cost the city as much as purchasing and installing a new one. Timmie motions to order a new hydrant, Justin 2nd, motion passed.

b. Discuss Connection Fees for New Accounts- The council discussed implementing a fee for new connections into the city's water and sewer systems. Justin motions to implement a one-time fee of \$1,500.00 for sewer and water hookups, Timmie 2nd, motion passed.

c. Christmas Employee Appreciation – Discuss options- Justin motions to give a \$200 Christmas bonus for each employee of the city, Timmie 2nd, motion passed.

d. Procedural Protocol – Discuss Chain-of-Command and Protocol- The council discussed city involvement and protocol regarding private properties within the city. The council was all in agreement that if an employee or elected official becomes aware of a matter, they notify the property owner and the owner shall handle the issue themselves. No action taken.

e. NSF Payments – Discuss Current Process and Consider Options- Kristina brought up that Resolution No.149 does not cover shutting off services for NSF payment. Justin motions to tag any property that the city receives a nonsufficient payment from, stating they have 2 business days to give another form of payment, and that shutting off services occurs on scheduled shutoff day, regardless of weather, Timmie 2nd, motion passed.

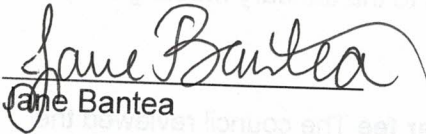
4. Discussion/concerns for future agenda: none

* Public Comment: Jane brought up that Association of Idaho Cities released their training video for newly elected officials. Council requests that Jane emails the link to each council member. Jane also inquired about chicken licensing and whether or not the Mayor needs to sign off on the form. The council stated that it is sufficient for Victor to inspect and sign off. Jane also brought up that John Martin has 2 meetings next month, and would like to know if the council wants him to present at the beginning of the meeting or the end. Council states that the beginning of the meeting would be best. Cliff brought up that he spoke with Ted with Buhl Highway District about completing the 2nd half of the roads in Castleford. Cliff states Ted will schedule to get the 2nd half completed and will reach out with dates.

* Financial Statements: Justin motions to pay the bills, Timmie 2nd, motion passed.

Adjournment:

* Justin motioned to adjourn, Timmie 2nd, motion passed. Meeting adjourned at 8:42pm.


Jane Bantea

11/11/24
Approved on