



**City of Castleford
Council Meeting
November 10th, 2021**

Meeting was called to order at 7:00 pm by Mayor Dan Howard. Those in attendance were as follows
Dan Howard, Roxanne Stiegemeier, Justin Clark, Cliff Lockhart, Pansy Pettit, Kristina Scott
Public: Victor Keen

- * Kristina established a quorum of the City Council.
- * Minutes from the October 13th, special meeting on September 27th, and special meeting on October 27th, 2021 meetings read silently by council members, Pansy motioned to approve minutes, Cliff 2nd, motion passed

Old Business:

- * **Condemnable properties/safety concerns** - Kristina informed council that Andrew Havens delivered reports for their review. She also informed that Domingo Moreno came in and asked what needed to be done to his building, he was told he needed to secure it from the public, fix windows and repair the caving in roof as it is a hazard to walkers by. Council would like to force more action but new ordinances need to be written first. Under recommendation of the building inspector we should purchase the International Building Code and adopt the parts that fit our needs. Cliff motioned to purchase the code, Justin 2nd, motion passed. Pansy motioned we have Andrew compose the letters to be sent out, Cliff 2nd, motion passed.
- * **Main St businesses – road blockage issue** – Justin motioned to table so council may further review documents supplied, Roxanne 2nd, motion passed. Kristina is to do some research regarding safety issues.
- * **Noise Ordinance** – Kristina informed council that wordage giving power to someone to write the tickets for penalty, court costs, and time frame needs to be added, attorney has been contacted regarding such, waiting for response. AIC suggested to Kristina that the city needs to hire a code enforcement officer. Need for code enforcement officer was discussed. Justin motioned to add topic of hiring a code enforcement officer to the agenda as it needs to be taken care of asap, Roxanne 2nd, motion passed.
- * **Code Enforcement Officer needed** – Possibilities discussed for hiring. Justin motioned to have Kristina call Rick the code enforcement officer in Buhl as well as to talk to the city if needed to discuss him working for the City of Castleford as well, Pansy motioned to begin drafting of an ordinance to give power to a code enforcement officer, Cliff 2nd, motion passed.
- * **Property line issue/easement** – no new information at this time, waiting to hear from attorney.
- * **Aggressive/Vicious Dogs** – Kristina spoke with AIC and it was suggested that we look into adopting the state code and provided copies to council. Roxanne motioned to table topic for review of documents, Pansy 2nd, motion passed.
- * **Water facility issues & updates** – Victor informed the council that he received a bid for the AC install in the water facility and it is \$10,000. Victor stated he does not think that lack of AC is a problem that the previous problem was because of a power bump and that it would be a waste of money, and asked if they would like him to get more bids. Roxanne motioned to not get the AC installed, Justin 2nd, motion passed.
- * **Deputy Clerk** – Kristina provided wording for printing the job opening, council reviewed and Pansy motioned to print, Justin 2nd, motion passed.

* **New Business:**

- * **Ed Goff fall cleanup proposal** – Ed no showed so no action made.

- * **LRHIP grant possibility** – Kristina informed council that there is a grant opportunity for road work however we have no chance of getting it due to the fact that we don't have a transportation plan or capital improvement plan in place and we will never have a chance of getting additional funds without those things. Kristina has tried to contact an engineer for guidance but has been playing phone tag. Deadline is December 1st. Justin motioned to apply for the grant, Roxanne 2nd, motion passed
- * **Potholes around town** – need to fix potholes discussed, Mayor inquired if Road Work Ahead sells hotmix bags to repair holes. Shoulder repair need was discussed. Need to chip seal again discussed. Mayor informed he called Buhl Highway district to see if they could come out and repair for us and they cannot right now. Private outfits were discussed for future work if the county isn't able. Roxanne motioned for Kristina to contact several companies to see about getting bids for the future, Cliff 2nd motion passed.
- * **New Citizen's inability to pay deposit** – Kristina asked if there was a protocol in place for a payment arrangement in a situation where a new resident states they cannot pay the deposit right away. Billing policy states, no services without full deposit, council stands by the policy, no action taken.
- * **Vacant seat** – Need for seat to be filled discussed, several people have been approached however no one has stepped forward with a desire to fill the seat at this time. No action taken.
- * **Online code service** – Kristina approached council with the idea of getting our city code published online with American Legal publishing. All of the surrounding towns use this service to publish their codes. Kristina has discovered some rules regarding ease of obtaining information to the public and this service would bring us into compliance as our current set up is not user friendly. Cliff motioned for American Legal to do a demo for us at our next meeting, Justin 2nd, Pansy Yes, Cliff Yes, Roxanne No, Justin Yes. Motion passed.
- * **Public Comment**
- * No public comment
- * **Financial Statement**
 Kristina presented the monthly bills and provided a copy of the current financial statement to all council members. Pansy motioned to pay the bills, Cliff 2nd, motion passed.

Executive Session:

There was no need for an executive session.

Adjournment:

- * Cliff motioned to adjourn, Pansy 2nd, motion passed. Meeting adjourned at 8:30 pm

Kristina Scott

Approved on