

**City of Castleford
Council Meeting
December 21st, 2020**

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

Public: None in attendance

Before meeting was called to order: Mayor Dan Howard nominated Cliff Lockhart to fourth seat as council member. Roxanne motion that Cliff be fourth seat in council. Justin 2nd. Roxanne- Yes Justin- Yes. Motion Passed. Let it be noted that Pansy Pettit expressed earlier in the day that she was ok with Cliff Lockhart was a council member.

Cliff will be sworn in on January 6th at the regular meeting

- * Melissa Inchausti established a quorum of the City Council.

Old Business:

- * **Street sign grants:** Cliff updated that the grant that he had been researching had to be entered by December 5th, 2020 so the city was too late for that grant.

New Business:

- * **New city clerk:** The new clerk, Melissa Inchausti, started December 21st, 2020 and her wage was discussed and Roxanne made a motion to pay \$14.00 per hour and to have it revisited in three months' time. Cliff Lockhart seconded. Dan-Yes, Justin-Yes, Roxanne-Yes, Cliff-Yes. Motion Passed
- * **New city clerk:** Discussed some of the items of importance: Introduction to Steve Peterson, town attorney, to make sure all work is continued and no time lost, Check on the audit and make sure that Susana did hire Martin CPA, Check on the license for the Barinagas road use and make sure that is done and finalized.
- * **Hours over Christmas for clerk:** Hours for break adjusted and for clerk as she had plans before hired, Melissa needs to be gone for 1.5 hours on Wednesday December 23,2020, Roxanne expressed that she would be available to come and sit at office at that time. Also on December 28th and 30th, 2020 from 10 to Noon. Council expressed that would not be a problem and that we could figure out how to cover it and in the future hours won't be an issue.
- * **Utility bills due date for December:** Discussed with the clerk changes and learning curve that we will accept payments without consequence until December 30th, 2020 only for the month of December. Roxanne proposed motion to accept this, Justin seconded. Vote Roxanne-Yes, Cliff-Yes, Justin-Yes, Dan-Yes.

Public Comment:

- * **None**

Financial Statement:

- * Reviewed financial information and the deposit is ready to be taken to bank. Will have bills and other financial information to go over at next meeting in January 2021

Adjournment:

- * Justin made the motion to adjourn the meeting, Cliff Lockhart 2nd it, meeting called at 7:40 pm.

Melissa Inchausti

Approved on