



**City of Castleford
Council Meeting
July 13th, 2022**

Meeting was called to order at 6:59 pm by Mayor Dan Howard. Those in attendance were as follows Dan Howard, Roxanne Stiegemeier, Justin Clark, Cliff Lockhart (by phone), Kristina Scott
Public: Victor Keen, Janelle Roland, Bibiano Rodriguez, Jim Schouten

- * Kristina established a quorum of the City Council.
- * Minutes from June 8th were read silently by council members, Justin motioned to approve minutes as written, Roxanne 2nd, motion passed

Janelle Roland came to request permission to have fireworks at all Varsity home games and that the city sponsor them again this year. Roxanne motioned to sponsor the fireworks for the home games, Justin 2nd motion passed. Kristina is to get the certificate of liability to the school.

Bibiano Rodriguez came to request permission to split their property. He should have been on the agenda but Kristina missed it somehow. Justin motioned to add him to the agenda, Roxanne 2nd, motion passed. Currently 151 & 175 Poplar are on the same lot. They simply want to officially split the property. Justin motioned to allow them to split the property, Roxanne 2nd, motion passed. Kristina is to provide a letter to the surveyor/county approving the split.

Unable to nominate new council member as she did not show up.

Old Business:

- * **Paving/street repairs/transportation plan** – No update at this time. Justin motioned to table, Roxanne 2nd, motion passed.
- * **Building Improvements**– Kristina informed council the air conditioner/compressor is broken. Terry's Heating came out as they are who we worked on it this winter and they are the only listed Trane dealer. Their estimate was \$4580 and were unable to say why the compressor failed. Marco from the Longhorn came in this afternoon and recommended LG Heating & Air. Kristina contacted him and he came right out and diagnosed the problem and showed Kristina what was wrong. Their estimate was \$3550. Kristina also recommended we get on an annual maintenance schedule. There were questions regarding his ability to do the warranty work since he isn't a listed dealer. Kristina confirmed he certified to work on Trane equipment and can complete any warranty work should it arise. Justin motioned we hire LG Heating & Air to replace the compressor, Cliff 2nd, motion passed. Cliff motioned we get on an annual maintenance schedule with LG Heating & Air for City Hall as well as the water treatment facility, Justin 2nd, motion passed.

New Business:

- * **Fire Hydrant Extension** – Victor informed the council the fire hydrant that was just replaced sits too low and needs an extension. Roxanne motioned to approve purchasing the extension, Justin 2nd, motion passed.
- * **Microsoft 365** – Kristina requested the purchase of Microsoft 365 as she has had some issues with Word and everything she does is in Word and the programs are actually from 2013 so do need updated. 365 would also provide off site backup for anything in the Microsoft suite. Roxanne motioned to purchase, Justin 2nd, motion passed.
- * **Join Rural Economic Development (RED)** – Jim Schouten came to get a signed letter of intent and reminded the council dues are \$275 annually. Jim asked if there were any

immediate issues he could bring up at their meeting tomorrow. ADA requirements and pressurized irrigation were discussed. Justin motioned to join RED, Roxanne 2nd, motion passed. Council signed the letter of intent. Kristina confirmed that an invoice will be sent.

- * **Split bank accounts**– Kristina requested approval to open 2 new bank accounts, one to put the street funds in as it is illegal to spend that money on anything else and it would be easier to keep it completely separate, the 2nd to be a trust account to put the funds from account deposits in as it is not city money. Roxanne motioned to allow the opening of 2 new bank accounts, Justin 2nd motion passed.
- * **Future agenda discussion** – Kristina brought up the idea of having an adopt a truck program like Buhl so people can more easily clean up their properties – council did not like the idea. Clean up day was discussed as there were no volunteers this year and Victor had to do it alone, nothing to add to an agenda at this time.
- * **Public Comment**
Cliff brought up the fact that he read Penny’s obituary and it stated that she had recently been appointed to the council, she was not yet, however he thinks we should send an honorary certificate to her family. Council agreed, Kristina is to prepare and mail to her daughter.
- * **Financial Statement**
Council reviewed the financial statement, Justin motioned to pay the bills, Roxanne 2nd, motion passed.

Executive Session – Outstanding balances – Justin motioned to enter Executive session 74-206d, Roxanne 2nd, motion passed. Justin motioned to exit, Roxanne 2nd, motion passed. Roxanne, yes. Justin, yes. Cliff, yes.

Justin motioned to send the accounts we can to collections, and write off the one we are unable to send due to lack of information.

Adjournment:

- * Justin motioned to adjourn, Roxanne 2nd, motion passed. Meeting adjourned at 7:58 pm

Budget Workshop

Kristina went over the budget work she has done. Kristina provided a preliminary budget for review. The budget is not quite ready for preliminary approval so a special meeting is needed next week for approval prior to publishing.

Kristina Scott

Approved on