



Castleford City Council

Minutes - Regular Meeting

Date: Tuesday, April 8, 2025 @ 7:00 p.m.

Location: 300 Main Street – Castleford, Id

Meeting was called to order at 7:00 pm by Mayor Cliff Lockhart. Council members in attendance: Cliff Lockhart, Justin Clark, Che Walker, Jennifer Gray, Pansy Pettit. City Employees in attendance: Kristina Scott, Stacie Darrow, Victor Keen, Aaron Easterday. Public attendance: Mariah w/Forsgren

Pledge of Allegiance

1. **Confirmation of Quorum:** Stacie established a quorum of the City Council.
2. **Minutes from March 11, 2025, Council Meeting :** Justin motions to approve the minutes from March 11, 2025, Jennifer 2nds, motion passed.
3. **Financial Statement / Monthly Bills:** Pansy motions to pay the bills, Jennifer 2nds, motion passed.
4. **Old Business:**
 - a. **Forsgren:** Mariah Fowler reports on work session held today for Comprehensive Plan & Transportation Plan 5 pm, w/Areas of Impact discussed. Areas of Impact to be added to Comprehensive Plan. She is planning to send a draft prior to next Council Meeting for review by council and revisions as needed. Forsgren will provide a Informational Flyer for the Public. Tentatively planning that a Public Hearing will be scheduled June 2025.
 - b. **SCADA update:** Aaron & Victor have requested and continue to seek quotes to address updating and repairing the SCADA/Rockwell System as PLC has to be updated. It is reported Mission has verbally agreed to come pick up their equipment. Anticipation is that all quotes are in and choice with whom we will proceed will be made by next council meeting. Pansy motions we continue to obtain quotes, Che 2nds, motion passed.
 - c. **Renewing contract with Martin CPA:** Kristina presented information for discussion and consideration and after discussion, Justin motions to renew contract with Martin, CPA for 2025, with said contract to require Martin, CPA to provide an Audit for review by January 31, 2026, Pansy 2nds, motions passed.
5. **New Business:**
 - a. **Juan w/Del Rio Properties:** Juan w/Del Rio Properties does not appear before council. No Action
 - b. **Spring Clean-up:** Council discussed past efforts, pros and cons of holding a Community Spring Clean-up sponsored by City Hall. Jennifer motions that we will not host a "Spring Clean-up Day/Event, we will however, proceed with Clean-up Day Vouchers as presented, with citizens to obtain from City Clerk who will keep record of issuance, as well, we will place door tags to all citizens encouraging

participation. Door tags will request citizens to contact City Hall should they need assistance with removing large items such as appliances, furniture, etc. If assistance is required Victor and Aaron will proceed with and make arrangements. Pansy 2nds, motion passed.

c. City CD's: Kristina presents renewal dates for City CD's, reporting options and current interest rates. Pansy motions that Treasurer/Kristina will renew all CD's upon renewal terms as long as we retain a 3% APR, if a 3% APR is not available, we will not renew and new investment options will become necessary and to be presented in May's Council meeting, Jennifer 2nds, Roll Call Vote: Justin – Aye, Jennifer – Aye, Che – Aye, Pansy – Aye, motion passed.

d. Resolution 163 Week of the Child: Stacie presented Resolution 163 on behalf of Wolf Pup Preschool. Pansy motions to accept Resolution 163, declaring April 5-11, 2026 Week of the Young Child Che 2nds. Roll Call Vote: Justin - Aye, Jennifer – Aye, Che – Aye, Pansy – Aye, motion passed.

e. Areas of Impact: Discussion with no action required or necessary at this time.

f. Set Date for FY2026 Budget Hearing: Kristina shares information necessary for Council to make decisions. Pansy motions to set FY2026 Budget Hearing for August 12, 2025, Jennifer 2nds, motion passed.

g. Grants: Stacie presented information on multiple grants available requesting Council permission to proceed with applying to assist with SCADA costs/repairs, Register/Meter updates. Current grants: Janice Seagraves Family Foundation, T-Mobile Hometown Grant, Blue Cross of Idaho Community Health Champion Grant, Forever Idaho. Jennifer motions that Stacie is to move forward applying for grants to assist city with cost/repair to SCADA and Meter updates, Pansy 2nds, motion passed.

6. Discussion/Concerns for future agenda:

a. Pansy is requesting information on replacing/building fences on property and if permits are required.

b. Cliff is requesting information regarding shipping containers being added to property and utilized as living quarters.

7. Public Comment: No public comment

8. Executive Session – Pursuant to Idaho Code 74-206(1)(b) to evaluate employee performance, hear complaints, and discipline employees - Justin motions to move to Executive Session at 8:03pm, Jennifer 2nds, motion accepted. Jennifer motions to exit Executive Session at 8:18pm, Pansy 2nds, motion passed.

9. Action needed as result of Executive Session: Pansy motions to increase hourly rate for Aaron to \$21.50/hr. and increase hourly rate for Kristina to: \$25/hr., w/raises effective April 1st, 2025, Che 2nds. Roll call vote: Justin – Aye, Jennifer – Aye, Che – Aye, Pansy – Aye, motion passed.

10. Adjournment: Che motions to adjourn, Justin 2nds, motion passed, meeting adjourned at 8:27pm