

**City of Castleford
Council Meeting
October 10th, 2023**

Meeting was called to order at 7:08pm by Mayor Cliff Lockhart. Those in attendance were as follows: Justin Clark, Pansy Pettit, Timmie Fabela, Jane Bantea.

Public: Victor Keen.

- * Jane established a quorum of the City Council.
- * Minutes from the September 12th meeting was read silently by council members. Justin motioned to approve minutes as written, Timmie 2nd, motion passed.

1. Old Business:

- a. **Review & Discuss fire hydrant protection at the corner of Jonathan & Poplar**– The council has been investigating options for protecting the fire hydrant at the corner of Jonathan and Poplar. Justin motions to table the decision until the meeting on October 17th, to allow clerk to obtain a second quote. Timmie 2nd, motion passed.
- b. **Review and Discuss Generator Maintenance**– The council reviewed quotes from companies that can offer generator maintenance for the water department. The council requested that the clerk obtain a more detailed list of services provided for one of the quotes. Justin motions to table the decision until next month, Pansy 2nd, motion passed.
- c. **Review and Discuss purchasing of new office computer**- Jane presented the council with a quotes for a new office computer. Pansy motions to purchase the Dell computer, Justin 2nd, motion passed.
- d. **Review and Discuss delivery service for drinking water**– The city has been looking into options for providing drinking water for the city hall. Justin motions to purchase bottled water for the office, Pansy 2nd, motion passed.
- e. **Review and Discuss Planning and Zoning Ordinance Adoption**– Jane provided the council with planning and zoning ordinances from cities with similar demographics to Castleford for review. Justin motions to table reviewing the material until the planning and zoning committee meeting on October 17th, Pansy 2nd, motion passed.
- f. **Personnel Policy – discussion**- The council agreed to the personnel policy is ready to draft and be presented at the next meeting. No action taken.

2. New Business:

- a. **Discuss Law Enforcement presence in the City**- The council discussed the issue of lack of law enforcement presence and support in the city, especially in the matter of animal control. The council requested that the clerk investigate any grants for helping smaller cities with having police presence. No action taken.
- b. **Review and Discuss Cloud Support for Utility Billing**- Jane presented the council with a quote for an online version of Utility Billing, which would allow for remote use and provides multiple nightly backups. Pansy motions to table discussing purchasing the online version until 2024, Timmie 2nd, motion passed.

- c. **Review and Discuss Online Version of Quickbooks-** The council was presented with a quote for purchasing the online version of Quickbooks for payroll and bill pay. Justin motions to buy the online version of Quickbooks, Pansy 2nd, motion passed.
- d. **Review and Discuss Gator Maintenance-** Victor asked Curtis Harkins to service the city's Gator and maintain it as needed. Since it was previously granted that Victor can call the Mayor to authorize needed purchases and repairs, the council requests Victor get the work done and provide receipts. No action taken.

3. **Discussion/concerns for future agenda:** Jane presented on Kristina's behalf that online support for SCADA may be needed and Kristina is awaiting more information. Cliff discussed the issue of people parking in front of the City Hall during business hours and meetings. The council agreed to purchase 5 No Parking signs. Clerk to find options and present to mayor for authorization.

- * **Public Comment:** No public comment
- * **Financial Statements:** Pansy motions to pay the bills, Justin 2nd, motion passed.

Adjournment:

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

Kristina Scott

Approved on