



**City of Castleford
Council Meeting
November 8th, 2022**

Meeting was called to order at 6:56 pm by Mayor Roxanne Stiegemeier. Those in attendance were as follows Roxanne Stiegemeier, Justin Clark, Cliff Lockhart, Pansy Pettit, Schyuler (Sky) Donoho, Kristina Scott

Public: Victor Keen, Miguel Serna, Veronica Perez, Mary Hollenbeck, John Martin

- * Kristina established a quorum of the City Council.
- * Minutes from October 12th were read silently by council members, Cliff pointed out a small typo. Justin motioned to approve minutes as written with the typo correction, Pansy 2nd, motion passed

Mary Hollenbeck – REDS – introduced herself as the new contact at Rural Economic Development. Discussed looking for grants for the city to do work to city hall as well as internet improvement but there are concerns with the need to dig for fiber. Discussed setting a meeting with Jeff @ Region IV, will schedule in future.

Veronica Perez – foundation for trailer – Miguel Serna, contractor for Veronica requested permission to pour foundation for trailer at 235 Winesap. Roxanne informed the set backs need to be appropriate, he stated it will be going approximately where the old trailer was, which is sufficient. Justin motioned to approve the request and provide a letter to the county so they can move forward with construction of foundation. Pansy 2nd, motion passed. Kristina will email a letter to Miguel tomorrow.

John Martin – FY21 Audit – John presented audit. Council thanked him for presentation.

Old Business:

- * **Paving/street repairs/transportation plan** – Kristina informed council that due date for LHTAC grant application is fast approaching and we need to decide what to apply for. Roxanne stated she wanted to see documentation on these grants as she's seen grants end up with extra stuff needed later. Kristina provided copies of the application to Roxanne. Council discussed concerns and options. Roxanne stated she doesn't think paving the streets are the main concern right now, she would like improvements on city hall and irrigation system dealt with first. Cliff pointed out that we need to get the "foundation" started for the future of our town, Sky agreed we need to get out of old ways of thinking. Justin motioned to apply for grant funds to pay for the transportation plan. Sky 2nd Motion passed.

New Business:

- * **Personnel Policy**
Kristina provided a copy of personnel policy for council to take home and review at last meeting. Council did not bring them with them tonight. Council discussed why we even need a personnel policy. Kristina pointed out that it is important to have and there are several things that need to be addressed. Cliff brought up concerns with future employees that require certifications and a possible implementation of a non-compete. Competitive pay was discussed. Justin motioned to table until next meeting, Pansy 2nd, motion passed.
- * **Commercial vs Residential lots in town – schedule a P&Z meeting** - Kristina informed council that she has been unable to locate a map or anything that distinguishes where residential and commercial properties are located. Pansy recalls seeing something listed in the old planning and zoning ordinance. Kristina informed the council that ICRMP looked at our planning and zoning ordinance and informed us that we need to update it. Roxanne brought up having a 2nd meeting a month to do so. Pansy stated we need to purchase the universal code book, and agreed that the P&Z needs to be looked at. Pansy motioned to purchase the code book, Justin 2nd, motion passed.

Scheduling P&Z meetings discussed, Cliff motioned 3rd Tuesday of the month beginning January 17th until the zoning evaluation is complete. Pansy 2nd, motion passed.

- * **Fire hydrant protection @ corner of Jonathan & Poplar** – Cliff informed council he has discussed with salesman at Road Work Ahead and he was supposed to have drawn up a proposal however he did not have it ready for this meeting. Kristina informed council she did look into pricing online and ULINE had them for \$110 (5 ½” x 36”) \$125 (5 ½” x 42”) Cliff motioned to table until next meeting, Justin 2nd, motion passed.
- * **Winter meter reading** – Kristina inquired if the council would be okay if Victor didn’t read the meters in the winter as we don’t charge overages in the winter and often he can’t get to them due to snow. We can estimate the readings for the winter and the first reading in the spring prior to adding overage charges would make the readings correct again. Cliff motioned to read the meters April through October. Sky 2nd, motion passed.
- * **Snowplow repair** – Victor informed council he discussed with the mobile mechanic and he said he would put it on his list but didn’t know when he would be able to get to it. Victor found a place that works on snowplows in Twin Falls and inquired with Robco how much it would cost to haul it to Twin Falls for us, towing would be \$150. Pansy inquired if we would be better off looking into purchasing a new one. Justin motioned to hire Robco to tow the snowplow to Clearwater to get it fixed. Pansy 2nd, motion passed.
- * **Christmas Party** – Justin stated that the public has never shown up to a party. Pansy motioned to not have public Christmas party this year, revisit next year. Sky 2nd, motion passed. A possible party for just the council was discussed will put on December agenda.
- * **Men’s Club Auction** – Donating a basket was discussed. Cliff motioned to spend \$100 on a gift basket, Pansy 2nd, motion passed.
- * **Paving/street repairs/transportation plan** – Revisited this topic as we forgot to discuss attendance to transportation group meetings. Cliff put it out there for Kristina to attend. Pansy stated she feels that members of the council should be willing to go that way they are obtaining information first hand. Kristina stated she would be sure to deliver the correct and necessary information but agreed she does not want to commit monthly but would be willing to go sometimes.
- * **Discussion/concerns for future agenda** – Due to the fact that it seems the car show will no longer be happening Cliff would like to discuss the possibility of the city having some sort of summer celebration – next agenda. Kristina would like the council to consider sponsoring a dinner for the annual trunk or treat and she will donate her time to cook the dinner –future agenda closer to event. Pansy would like to discuss a reward program for people who keep their property nice instead of only handing out reprimands. Justin wants to have one ordinance a month and move toward codification.
- * **Public Comment**
No public comment
- * **Financial Statement**
Council reviewed the financial statement. Pansy motioned to pay the bills, Cliff 2nd, motion passed.

Adjournment:

- * Cliff motioned to adjourn, Justin 2nd, motion passed. Meeting adjourned at 9:01 pm