

**City of Castleford
Council Meeting
June 9th, 2021**

Meeting was called to order at 7:00 pm by Mayor Dan Howard. Those in attendance were as follows Dan Howard, Roxanne Stiegemeier, Pansy Pettit, Justin Clark, Melissa Inchausti, and Kristina Scott. Public: Victor Keen, John Martin CPA

- * Kristina Scott established a quorum of the City Council.
- * Minutes from the May 19th, 2021 meeting read silently by council members, Justin motioned to approve minutes and Roxanne 2nd, motion passed

Old Business:

- * **Audit – presented by John Martin CPA – Audits for 2019 & 2020**
John read through the audits for both years with the council – acknowledged that the suggestion to split the Treasurer/Clerk position has been done and that the city is in now in compliance and in good standing.
- * **City Hall Meals update-** Cliff is absent so no new info from him. Pansy suggested doing a Pantry setup instead of the kitchen due to lack of cook. Kristina pointed out that volunteer demand is still there even if no cook is needed. Roxanne stated she thinks we need to just wait. No motions made. Topic will be removed from future agendas unless someone has an update and requests we put it on.
- * **Road Use Agreement/permit-** New draft of Road Use Agreement reviewed by council. Roxanne motioned to accept the new draft, Justin 2nd, Pansy Nay, Justin Yes, Roxanne Yes Motion not passed – topic tabled
- * **Dog Ordinance-** Complaints have dwindled and the county has been enforcing. No new motions made and topic will be removed from the agenda until further notice.
- * **Survey for City Hall –** Survey is complete and City Hall property line is inside of the fence of the neighboring property owned by Curtis Harkins. Pansy motioned we have the attorney draw up an easement that allows the fence to stay until it is sold out of the name of Curtis Harkins or Ethan Harkins and gives us access to our side of the building inside their fence. Roxanne 2nd, motion passed.
- * **IT-** Kristina presented quotes obtained from Integrated Technologies, Microchips and ClickIT. Pansy motioned we hire ClickIT for IT support, Roxanne 2nd, motion passed.
- * **Condemnable buildings –** Kristina informed council of her discussion with the city attorney as well as the county building inspector. City attorney sent a list of requirements in order to send the letters which included a list of repairs required. In order to get that list the county has to do an inspection. In speaking to the inspector He explained the process for an unsafe building inspection. We have to get permission to enter the property or get an administrative warrant which would have to be done through our attorney. Once inspection is complete he would provide a list of unsafe conditions and we would provide a deadline to have them fixed. One of which options is to simply make the property inaccessible at which point the unsafe condition goes away and we are back where we started. County inspector recommendation was for the city to adopt stricter ordinance and recommended we purchase the International Building Code and use it as a template and pick and choose which parts we would like to adopt. Melissa stated we have a memorandum of understanding with Twin Falls County for planning and zoning so the assumption is we should fall under the same code enforcement that they use. Pansy motioned we purchase the International Code, Justin 2nd, Roxanne Nay, Justin Yes, Pansy Yes, motion not passed. Tabled for now while we investigate the memorandum of understanding with Twin Falls County.

- * **Water tank inspection/cleaning** – Victor informed the council that if during inspection they find silt in the bottom it will need to be cleaned. It will be less expensive if we already have the go ahead to clean it same day, otherwise they will have to come back and will charge more due to the travel it takes to get here. Pansy motioned we approve to clean if necessary, Justin 2nd, motion passed.
- * **Digline/Idaho Power Incident** – Kristina updated the council that we were given a notice of probable violation that was immediately sent to the attorney and the deadline to respond was yesterday. The response was sent and now we wait and hope they don't fine us. No motions made.
- * **New Business:**
- * **Ervina Covcic – SIED** – did not show up for meeting
- * **Billing Procedures and Fines** – Several uninhabited properties have a large bill due to the bond still being charged, there are no water services on. Don Leno's daughters have called inquiring why they are being charged and requested if they could make payments and stop paying the late fees. There are several habitually late customers and some statements have been made that they are unable to pay on time due to bills left to them from a deceased parent etc. and would like special treatment. Special provisions have been given due to Covid already and now that is no longer an issue bills need to be paid when they are due and if not the fees applicable should be assessed. According to our ordinance payment is due on the 15th late fee assessed on the 25th and you are shut off. Special circumstances can be reviewed on a case to case basis as long as you attend a council meeting and state your case. Pansy motioned we go back to our original ordinance without exception and no longer give warnings for shut off. Roxanne 2nd, motion passed. We will notify the citizens via a door tag to let them know we will no longer be giving a notice tag for shut off. We will continue to tag upon shut off.
- * **ICRMP** – Jason Bergsma our insurance agent sent an email stating that ICRMP is requesting a 25% value increase on our buildings due to the current inflated cost of building materials. Premiums are already locked for the upcoming policy term and the increase will not cause in increase in our premium. Pansy motioned to increase values, Roxanne 2nd, motion passed.
- * **Pest Control at City Hall** – Kristina informed the council there is a mouse issue. Pansy stated we have to take care of our building and spider barrier would be a good idea as well. Pansy motioned to have Cooks Pest Control come out as well as purchase a weather strip for the bottom of the front door. Justin 2nd, Pansy yes, Justin yes, Roxanne yes with notification she is somewhat related, everyone agreed it wasn't a close enough relation to require her abstain. Motion passed.
- * **Public Comment:**
- * None

Financial Statement:

Melissa went over the outstanding bills with the council. Pansy motioned bills be paid, Roxanne 2, motion passed.

Adjournment:

- * Roxanne motioned to adjourn, Pansy 2nd, motion passed. Meeting adjourned at 9:00 pm

Kristina Scott

Approved on