



**City of Castleford
Council Meeting
February 21st, 2023**

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, Schyuler (Sky) Donoho, Pansy Pettit, Kristina Scott, Jane Bantea

Public: Victor Keen, Jana Blick, Donovan Christensen, Jason Scott, Jana Rodgers

- * Kristina established a quorum of the City Council.
- * Minutes from January 10th were read silently by council members. Cliff motioned to approve minutes as written, Pansy 2nd, motion passed

Public Hearing: Proposed bulk water rates – no comment from public regarding the proposed rates.

Special Guest Donovan Christensen – Habitat for Humanity – Donovan presented the organizations thoughts on how they can serve the most families by building 2 townhomes on the property they recently purchased in town. They would be able to help 4 families versus 2 this way. Council inquired about floorplans and addresses of homes they have already built so they could see firsthand what they look like. Jana Blick attended to represent the church as a neighboring property, she asked a few questions and stated she feels positive about the build. Council asked a few more questions regarding the vetting process, parking, landscaping etc. Donovan will send over requested information that he could not provide in person.

Curtis Harkins – discuss charges for C&T Repair – Curtis did not attend the meeting – no discussion

Old Business:

- * **Generator repair** – Victor informed council he requested bids for the labor of installation of the switch with local electricians however has not received anything back yet. No action taken.
- * **Personnel Policy** – Roxanne proposed to tackle the first 10 pages of the policy at the next meeting due to the fact that all of the updates needed are overwhelming. Pansy motioned to table until next meeting, Cliff 2nd, motion passed.
- * **Summer Community Festivities** – Cliff updated the council regarding the sponsorship of the band. The band requested half up front and cash on day of. Kristina inquired with the accountant if this was acceptable and the city is unable to pay cash. The city is a sponsor of the event and POW/MIA is hosting the event and we are able to write the check to them with an invoice and they can pay the band. Pansy motioned to write the sponsorship check for full amount of \$1500 to Magic Valley POW/MIA instead of directly to the band, Justin 2nd, motion passed.
- * **Proposed Resolution 153 – establishing rates for sale of water in bulk** – Public hearing resulted in no objection from the public. Cliff motioned to pass Resolution 153 establishing rates for sale of water in bulk at rates listed. Pansy 2nd. Justin – aye, Pansy – aye, Cliff – aye, Sky - aye
- * **Discuss procedures & pricing for sales of liquor, beer & wine** – the need to establish the rates for sales was discussed. Kristina provided the monetary maximums set by the state that the city can charge. Council discussed the individual charges for each category and what the city has been charging. Kristina informed the council that, this year, the bars were charged \$100 less than previous years due to the fact she was told in training with previous clerk, the city can charge up to the same amount as the state, then came across the statute stating city

can only charge 75% of what the state charges for liquor by the drink. When invoices were sent, she lowered that amount and left the charge for beer as the same as state charges. The stores remained the same as they were less than the state charges. Council decided on a rate schedule, Kristina informed council a public hearing is required. Cliff motioned to pass fee schedule as discussed, Sky 2nd, Pansy recused herself from the vote, motion passed.

- * **Incentive program for clean properties** – As previously discussed if this is implemented it will be named after Penny Row. Penny had a refund of her deposit that was sent to her daughter who has stated there is no executor of her estate therefore she cannot cash the check and has requested we donate it if possible. Kristina inquired of her if she would be okay with using the funds for award money for this program, she loved the idea. Kristina informed council she has discussed this with the attorney and the accountant and it was stated it's not really appropriate. Council inquired what should happen with the funds. Kristina relayed the information she received from the accountant regarding turning it over to the state for unclaimed funds. Pansy motioned to turn the money over to the state, Cliff 2nd, motion passed. Council discussed the effectiveness of this program in general, it is the general feeling of the council that the same people will always be in the running for this and it will not be an effective program.
- * **Discuss which building code council would like to purchase for update of P&Z ordinances** – Kristina provided the information she received from the county regarding the version of the International Building Code they are currently using. The actual need to purchase was discussed. Cliff motioned not to purchase at this time, Pansy 2nd, motion passed.
- * **IRS issues update** – Kristina informed the council that the request for abatement of the fines and fees was denied and the city had to pay them. Payment was already made to prevent further interest being charged.

New Business:

- * **Gravel for alleys in town** – Roxanne brought up the fact that she has walked the alleys and discovered they are in need of gravel as they are quite muddy when it rains/snows. Roxanne stated she would look into pricing and bring back to the table in the future. No action taken.
- * **Plowing snow at the school** - Brian from the school came into the office to inquire if it would be possible for Victor to plow at the school, possibilities were discussed, it is unclear what part of the school they are requesting to be plowed. Cliff made a motion to table and have Brian come to the next meeting to discuss, Justin 2nd, motion passed.
- * **Upgrade Microsoft 365 to include emails for all council members** – Kristina informed council that it will cost an additional \$75 a month for everyone to have their own email. Consensus is that is too much and members of council stated they do not need their own email for that much money. No action taken.
- * **Discussion/concerns for future agenda** – Justin stated concern about 4 houses being built on the Habitat for Humanity lots, and if the 2 lots will need to be split into 4. Kristina pointed out she believes that they will be 2 story, possibly one unit on the bottom and one on top. They will be emailing the information requested for floor plans and Kristina will forward to council once received.
- * **Public Comment**
Jason informed council of the Adopt-a-Truck program Buhl has implemented and how well it has worked.

* **Financial Statement**

Council reviewed the financial statement. Pansy motioned to pay the bills, Cliff 2nd, motion passed.

Adjournment:

- * Cliff motioned to adjourn, pansy 2nd, motion passed. Meeting adjourned at 8:32 pm

Kristina Scott

Approved on