



Castleford City Council Agenda

Minutes – Public Hearing & Regular Meeting

Date: August 11, 2026 7pm

Location: 300 Main Street – Castleford, Id

Meeting was called to order by Cliff Lockhart, Mayor at 7:04pm, followed by the Pledge of Allegiance. Stacie Darrow, Clerk confirmed a quorum. Council members in attendance: Cliff Lockhart, Jennifer Gray, Che Walker, Terry Edson, Benjamin Medina. City employees in attendance: Stacie Darrow, Kristina Scott, Victor Keen, Aaron Easterday, AJ Gray. Public in attendance: Justin Clark, Mrs. Clark, Brian Darrow

Accept or Amend Agenda:

Che motions to amend the agenda as posted to include cancelation of Public Hearing #2 of the FY27 Budget Hearing due to publication errors – rescheduled for Monday August 24th at 7pm at a Special Meeting, and to reschedule approval of FY27 Budget and Ordinance No. 242 FY Annual Appropriations, Jennifer 2nd, motion passed unanimously.

PUBLIC HEARING #1 – City of Castleford Utility Rate Increase

Public Hearing Opened at 7:06 p.m. with Public Testimony received from:

Justin Clark expressed everyone needs to pay equally in regard to utility bill for the City of Castleford including the School and the Fire Department.

No further testimony

Public Hearing #1 closed at 7:10 p.m.

Unfinished Business

Approve FY27 Rate Increase of \$4.75: Jennifer motions to approve FY27 Rate increase of \$4.75, Che 2nd, Roll Call Vote: Terry – Aye, Jennifer – Aye, Che – Aye, Benjamin – Aye, motion passed.

Castleford School District Utility Billing Procedures: Stacie presents and explains Sewer Equivalent Dwelling Units (EDUs), Utility Billing Audit finding related to the Castleford School District. Rates for EDUs are presented from previous council meetings, along with new rates. Information is given for the school's historic and present monthly water usage and EDUs not being applied/charged. Ordinance No. 202 Sewer Bond is reviewed referencing Section 8 Charges, Section 17 General Covenants. Proposal for the school utility billing is then presented to council. The taxation to the cities system from the water usage and sewer is explained. Jennifer motions that city will change billing procedures for the school, moving away from flat rates, with the school paying per unit/meter for: Water, Water Bond, Sewer, Sewer Bond, EDU's, Administrative Fee, Capitol Improvement Fee and the Irrigation Fee at regular Commercial Rates. However, the exception is the school will be allowed a total water consumption from all Meters of 100,000 gallons monthly before overages are applied with overages at the Commercial Rates of \$1.00 per 1,000 gallons over allotted 100,000 gallons monthly; Che 2nd, Roll Call Vote: Terry – Aye, Jennifer – Aye, Che – Aye, Benjamin – Aye, motion passed.

Che motions to set a Public Hearing of the Castleford School Districts Utility Billing changes for September 8, 2026 at 7pm, Terry 2nd, motion passed unanimously.

Updating City Ordinance No. 24 for Peddlers, Hawkers, Solicitors: Stacie presented information in regards the need of Ordinance No.24 to be updated explaining that we will need to revoke Ordinance No. 24 for a complete update as it is outdated and no longer provides an accurate or legally sufficient framework for the City. A 1st draft is provided for review. Che motions to table revoking Ordinance No. 24 until council has time to review the new proposed Ordinance, noting that this will need to be addressed again in the September meeting, Jennifer 2nd, motion passed unanimously.

New Business

Updating Black Mountain Utility Billing Software: Stacie updates council on proposals from Black Mountain Utility Billing Program software that is in current use, and the quotes we have received, with deep discounts to add core products of: Accounting, Payroll, and Budget Prep. The addition of these core products will allow the city to eliminate Intuit/QuickBooks online and help streamline the city's Utility Billing and Accounting systems currently utilized thus saving time and money. Council members asked questions and answers given with assistance of Kristina. Jennifer motions to move forward signing a new contract with Black Mountain Utility Billing, adding the core products of: Accounting, Payroll and Budget Prep, and discontinuing our subscription with Intuit/QuickBooks online when the conversion is completed, Che 2nd, Roll Call Vote: Terry – Aye, Jennifer – Aye, Che – Aye, Benjamin – Aye, motion passed.

ICCTFOA Conference Attendance and Office Closure: Cliff updates council that this training is specific for the day-to-day work load of the City Clerk and City Treasurer. Stacie reports a Scholarship has been applied for and the office will require a shut down while she and Kristina are at conference. Jennifer motions to send both Stacie and Kristina to ICCTFOA Conference the week of September 21 through September 25, 2026 and that the City Office will be shut down during their absence with the Water Department continuing normal hours, Che 2nd, motion passed unanimously.

Emergency Amendment to current Agenda: Stacie reports to council that there is an emergent update needed to this agenda and we need a motion to amend the agenda so that the bills can be paid. It was left out in error and just noticed. Reporting this error was in lieu of dealing with the "Publishing Error" that was found last Tuesday, apologies are offered. Mayor Lockhart requests a motion. Jen motions to make an emergency amendment at this time to add approving Financial/Accounts Payable for July 15, 2026 to August 11, 2026 and as well adding approval for the minutes of regular meeting held July 15, 2026, Che 2nd, Roll Call Vote: Terry – Aye, Jennifer – Aye, Che – Aye, Benjamin – Aye, motion passed.

Approve Minutes: Jen motions to accept the minutes for a regularly meeting held July 15, 2026, Che 2nd, motion passed.

Approve Financials/Accounts Payable for July 15, 2026 to August 11, 2026: Jennifer motions to approve financial/accounts payables for July 15, 2026 to August 11, 2026, Che 2nd. Roll Call Vote: Terry – Aye, Jennifer – Aye, Che – Aye, Benjamin – Aye, motion passed unanimously.

City council discussion future agenda:

Mayor Lockhart wants an IRWA update.

Jennifer mentions that a local business has mentioned concerns for abandoned property and safety concerns. Mayor Lockhart recommends Jennifer invite the individual business to attend the next council meeting and present their concern. Then the council will see what they can do to be of assistance to address concerns.

Public comment (if applicable):

Justin Clark asks about the Rates Committee, Mayor Lockhart explains how it was started and that moving forward the council would like this to be a Citizens of the City of Castleford Committee to help review and provide the citizens' desires and ideas to the council. Ensuring the community members are being heard and taking part in the city government. Justin volunteers to take lead of this committee.

Adjournment: Mayor Lockhart adjourns the meeting at 8:07pm.

Stacie Darrow, City Clerk

Approved on