



# Castleford City Council Agenda

## Minutes – Regular Meeting

Date: January 13, 2026 7pm

Location: 300 Main Street – Castleford, Id

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Meeting was called to order by Mayor Cliff Lockhart at 7p.m. followed by the Pledge of Allegiance. Stacie Darrow, Clerk confirmed a quorum. Council members in attendance: Cliff Lockhart, Che Walker, Jennifer Gray, Terry Edson. City employees in attendance: Stacie Darrow, Kristina Scott, Victor Keen, Aaron Easterday. Public in attendance: Curt Harkins

Amend Agenda to include (a) & (b): Jennifer motions to amend the agenda to include (a) and (b), Che 2<sup>nd</sup>, motion passed.

Approve Minutes for December 9, 2025, Regular Meeting: Jennifer motions to accept the minutes, Che 2<sup>nd</sup>, motions passed.

Approve Financials/Accounts Payable for December 9, 2025 - January 13, 2026: Jennifer motions to approve financials/accounts payable for December 9, 2025 – January 13, 2026, Che 2<sup>nd</sup>. Roll call vote: Terry – Aye, Jennifer – Aye, Che – Aye, motions passed unanimously.

### Unfinished Business:

Review/Discuss-Rates Committee Report & IRWA update: Curt Harkins gives updates on findings of the rates committee and makes recommendations to council, proposing Fire Department and Men's Club be charged at the Commercial Rates with no overage. Proposing the School rates be corrected and updated, going to a per service charge, meaning per meter and charges for overage. Discussion and questions were answered for council members giving history of these accounts. Jennifer motions that the Clerk draft a letter of notice, mailing to the Fire Department and the Men's Club to notify that new rates will be implemented effective February 1, 2026, said rates will be implementing a Commercial Rate with no overages. Che 2<sup>nd</sup> the motion, motion passed unanimously.

### New Business

Accept Pansy Pettit Resignation from Council: Che motions to accept Pansy Pettit resignation from council effective immediately, Jennifer 2<sup>nd</sup>, motions passed unanimously.

Mayor appointment to open council seat: Mayor Lockhart recommends appointment of Ben Medina to open council seat. Ben Medina is present, voices his desire to fill the position. Discussion on requirements to fill the seat. Clerk is to confirm eligibility, and upon eligibility to serve being confirmed City Council will have a special meeting called to fill the vacancy on council.

Swearing-In: Oath of Office administered to newly elected officials: Clerk administers the Oath of office to newly elected officials: Terry Edson – Council, Jennifer Gray – Council, Che Walker – Council, Cliff Lockhart – Mayor.

Election of New Council President: Mayor Lockhart requests a motion to elect a new council president. Che motions to elect Jennifer Gray to Council President, Terry 2<sup>nd</sup>, motion passed unanimously.

Discuss previous motion of Personnel Policy Changes from 11-18-25: Discussion and review of Personnel Policy Changes from 11-18-26 with no new concern, no action.

Discuss Attendance to Water Conference April 1, 2, 3, 2026: Jennifer motioned to send Victor and Aaron to the Water Conference, Che 2<sup>nd</sup>. Discussion occurred with emphasis on how this conference meets required CEU's for licensure. Roll Call Vote: Terry – Aye, Jennifer – Aye, Che – Aye, motions passed.

Discuss vehicle maintenance for truck & side by side: Aaron and Victor gave report of needs for maintenance to vehicles. Jennifer motions to have Curt Harkins complete Vehicle Maintenance for the city truck and Side by Side, Che 2<sup>nd</sup>, Roll Call Vote: Terry – Aye, Jennifer – Aye, Che – Aye, motion passed.

Discuss computer for water/street department: Aaron and Victor report that Water Department computer is dated and there is a need for a upgrade. Discussion occurs. Che motions to table until the next meeting, requesting cost estimates be presented before decision is made, Jennifer 2<sup>nd</sup>, motion passed.

Discuss signage for 3700 directing travelers to Castleford: Terry would like to have signs made and placed outside of town promoting Castleford to travelers. Discussion was had about costs, potential locations of signs. It is decided that more information is required. Jennifer motions to table until next months meeting, with Terry providing more information related to locations, and cost, Che 2<sup>nd</sup> , motions passed.

Discuss 250<sup>th</sup> Anniversary & events: Jennifer presents as a citizen of Castleford, requesting to hold a Car Show/Event the 8<sup>th</sup> of August 2026 Celebrating the 250th anniversary of America's Independence. She will be looking into sponsorships, vendors, and the possibility of a fireworks display and a street dance. She is looking for the city's approval and authorization of said event. Discussion is concluded with Che making a motion to table until the next meeting, Terry 2<sup>nd</sup> , motion passed.

Review/discuss Idaho Code 50-702, 50-402: Information of this code was requested to be on the agenda to clarify what individuals' requirements are to serve on City Council & who qualifies as voters. Copies of Idaho Code given to council members. No action

City council discussion future agenda: Discussion includes adding the following to the next agenda: Clerk requests a review and discussion on charges for connecting to city water and sewer, Kristina requests to discuss social media and conflicts that can arise, Mayor Lockhart would like to review and discuss City Ordinances for Chickens and Dogs.

Public comment (if applicable): Curt reported he had removed his dirt pile from Habitat for Humanity property.

Adjournment – Mayor Lockhart requested motion to adjourn. Terry motions to adjourn at 8:35p.m., Che 2<sup>nd</sup>, motions passed.

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Stacie Darrow, City Clerk

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Approved on