



# Castleford City Council

## Minutes & Public Hearing

Date: August 12, 2025 7 p.m.

Location: 300 Main Street – Castleford, Id

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Meeting was called to order by Cliff Lockhart, Mayor at 7:02 p.m. Council members in attendance: Cliff Lockhart, Che Walker, Jennifer Gray with Pansy Pettit present via computer/telephone. City employees in attendance: Stacie Darrow, Kristina Scott, Aaron Easterday, AJ Gray. Public in attendance: Curt Harkins, Jeanne Gaouette, Cheryl Sample, Timmie Fabela, Oz Castro, Linda Fleming, Delia Rivera and **Son** who did not sign in.

### PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM: Stacie established quorum.

AGENDA ACCEPTED: Pansy motions to accept Agenda without change, Che 2<sup>nd</sup>, motion passed.

### PUBLIC HEARING #1:

Opened at 7:03 p.m.

Public Testimony was received from:

Curt Harkins, expressed disagreement of Utility Rate increase. He questions the Flat Rate of the school and would like to see some options for commercial accounts who have minimal water usage. He thanked the council for making a decrease in their FY2026 Salary.

Cheryl Sample, questioned why the Utility Rate was raised so much last year and again this coming year.

Jeanne Gaouette, questioned the council if the rate will ever go back down. She expressed that the schools Flat Rate needs to be addressed so that they pay their fair share.

Public Hearing #1 closed at 7:30 p.m.

### PUBLIC HEARING #2

Opened at 7:31 p.m.

No Public Testimony

Public Hearing #2 closed at 7:32 p.m.

### OLD BUSINESS

Discussion/Forsgren Comprehensive Plan - Public Hearing Sept. 2025 & zoning map/concerns/issues: Council Discussed current active zoning map, compared to the Proposed zoning map from the Comprehensive plan. The issue of easements and right ways are discussed. Pansy motions to table the zoning map until we have more information, Che 2<sup>nds</sup>, motion passed

### NEW BUSINESS

Alivia Carmen/Oz Castro Request to Build Fence at 160 Maple St: Oz Castro presented and updated the council of the sale of property and requested to build a new fence on the east side of property on behalf of the new owners per Ordinance and Zoning regulations. He reports the survey of land was completed, and he will respect road easements. He request to complete culvert on the North Side by the alley, stating he will call Dig Line at his cost. He informs council the new owners want to build a shop, and council advises them to come to the next council meeting when they have plans to approve. No action required.

Linda Fleming w/Habitat for Humanity 324 Elm to build Duplex: Presented building plans to council of Town house for 2 single family residence. Jen motions to approve Habitat for Humanity Townhouse move forward with obtaining permits, Che 2nds, motion passed.

Delia Rivera 315 Oak St. Castleford: Requests to split lot and allow for an additional manufactured home to be placed. Council advised them to present next month with plans for the construction and the manufactured home. No action required.

Discussion of REDS Support Letter/Membership/Donation: Che motions to abstain from making any donations for FY2025 to REDS due to budget constraints, Jen 2nds, motion passed.

Discuss/Donate donated benches in front of City Hall: Pansy motions to keep the benches in front of City Hall, and that the Water/Street Department clean routinely, Jen 2nds, motion passed.

FY2025 Proposed Budget Amendments: Kristina explained the proposed amendments for Fiscal Year 2025. All council members have been furnished with proposed amendments. Che motions to move forward with Public Hearing, Jen 2nds, motion passed.

Discussion regarding Community Kitchen in City Hall: Discussion completed to update all council members on the past proposal of having the City Hall back room become a community kitchen. Information giving on what is required for a Kitchen: Commercial Appliances, Inspections, etc. Mention of having a Community Pantry instead. Cliff had donated appliances and authorized removal to recycle by Street/Water Department. Pansy motions to table the Community Kitchen, Jen 2nds, All Aye.

Review and Consideration of proposed Resolution for Updated Utility Rates: All council members have been furnished with proposed Resolution for Updated Utility Rates and are fully apprised of the content and purpose of said Resolution. Che motions that the provisions of Idaho Code Section 50-902, which requires said Resolution to be read on three (3) different days, two (2) readings by title only and one (1) reading which shall be in full, be dispensed with and that the said Resolution be passed upon one (1) reading by title only, Jen 2nds, Roll Call Vote: Jenn – Aye, Che – Aye, Pansy – Aye, motions passed.

Che motions to pass Resolution 165 Utility Rates, Mayor Lockhart reads the title, Jen 2nds, Roll Call Vote: Jenn – Aye, Che – Aye, Pansy – Aye, motions passed.

Review and Consideration of Appropriations Ordinance for Budget FY2026: All council members have been furnished with proposed Ordinance Annual Appropriations FY2026 and are fully apprised of the content and purpose of said Ordinance. Che motions that the provisions of Idaho Code Section 50-902, which requires said Ordinance to be read on three (3) different days, two (2) readings by title only and one (1) reading which shall be in full, be dispensed with and that the said Ordinance be passed upon one (1) reading by title only, Jen 2nds, Roll Call Vote: Jenn – Aye, Che – Aye, Pansy – Aye, motion passed.

Che motions to pass Ordinance 238 Annual Appropriation FY2026, Mayor Lockhart reads the title, Jen 2nds, Roll Call Vote: Jen – Aye, Che – Aye, Pansy – Aye, motion passed.

Consideration/appointment of new council member for open Council Seat: No one presented for open seat on council.

1. Approve minutes: Regular Meeting - July 8, 2025, Workshop – July 15, 2025, Emergency Meeting – July 16, 2025
2. Financials/Treasurer Report: Discussion/Authorize of payments for July 9, 2025 – August 12, 2025
3. Clerk Report: Updates/Information Reporting

Jennifer motions to accept the consent agenda, Che 2nds. Roll Call Vote: Jennifer – Aye, Che – Aye, Pansy - Aye

**CITY COUNCIL DISCUSSION OF FUTURE NEEDS:**

Cliff requests that Curt Harkins move forward finding volunteers to form a Rate Committee. Interested individuals should present at next Council Meeting to officially form a Rate Committee. Rate Committee to be added to Agenda.

**PUBLIC COMMENT:** None

EXECUTIVE SESSION: Jennifer motions to enter executive session with provision of Idaho Code 74-206(1)(b) To evaluate employee performance, hear complaints, and discipline employees, Che 2<sup>nd</sup>: Roll Call Vote: Jennifer – Aye, Che – Aye, Pansy – Aye. Executive session was entered at 8:32 p.m. Attendees of the executive session were Mayor Lockhart, Jennifer Gray, Che Walker, Pansy Pettit, Stacie Darrow, Kristina Darrow. Jennifer motioned to adjourn the Executive Session, Che 2<sup>nd</sup>, Roll Call Vote: Jennifer – Aye, Che – Aye, Pansy – Aye. Executive Session adjourned at 8:46 p.m.

ACTION OF EXECUTIVE SESSION: Jennifer motions that employees create their individual Job Descriptions which will then be presented to Council when completed, Che 2<sup>nd</sup>, motion passed.

EXECUTIVE SESSION: Jennifer motions to enter next executive session with provision of Idaho Code 74-206(1)(b) To evaluate employee performance, hear complaints, and discipline employees, Che 2<sup>nd</sup>: Roll Call Vote: Jennifer – Aye, Che – Aye, Pansy – Aye. Executive session was entered at 8:46 p.m. Attendees of the executive session were Mayor Lockhart, Jennifer Gray, Che Walker, Pansy Pettit, Stacie Darrow, Kristina Darrow. Jennifer motioned to adjourn the Executive Session, Che 2<sup>nd</sup>, Roll Call Vote: Jennifer – Aye, Che – Aye, Pansy – Aye. Executive Session adjourned at 8:52 p.m.

ACTION OF EXECUTIVE SESSION: Pansy motions that Stacie has completed her first 6 months, and motions to give a raise of \$1/hr. effective for this pay period, Jennifer 2nds. Roll Call Vote: Jennifer – Aye, Che – Aye, Pansy – Aye, motions passed.

**MEETING ADJOURNED:** Mayor Lockhart requested motion to adjourn. Jennifer motioned to adjourn, Che 2<sup>nd</sup>, All – Aye. Meeting adjourned at 8:54 p.m.

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Stacie Darrow, City Clerk

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Approved on