



**City of Castleford
Council Meeting
February 11th, 2025**

Meeting was called to order at 7:02pm by Mayor Cliff Lockhart. Those in attendance were as follows: Cliff Lockhart, Pansy Pettit, Justin Clark, Che Walker, Kristina Scott.

Public: Victor Keen, Aaron Easterday, Jennifer Gray, Austin Stephens, Hanna and Mariah with Forsgren.

1. **Opening of Meeting, and Establishment of Quorum-** Kristina established a quorum of the City Council.
2. **Minutes from January 14th, 2024, Meeting-** Justin motions to approve the minutes from January 14th, 2025's meeting, Che 2nd, motion passed.
3. **John Martin CPA-** John presented FY2024 audit. He provided copies to everyone to follow along and presented the council with a contract to provide services for next year's audit. Will be on next month's agenda for consideration.
4. **Curtis Harkins – Request site plan approval** – Curtis did not show up for meeting.
5. **Mariah Fowler of Forsgren** – Mariah presented information regarding the Comprehensive plan and stated to council she thought having the public meetings for both Comprehensive and Transportation plans at the same time would hopefully get more involvement from the community. They will be here again on April 8th to continue work on the Comprehensive plan. Pansy motioned to have the public meetings on May 13th. Justin 2nd, motion passed.
6. **Old Business**
 - a. **Discuss paving north side of town** – Cliff informed council he had spoken with Ted at the Buhl Highway Department, they will be coming in at some point to shave high spots and fill holes, then pave another day. Paving is scheduled for some time in May. The issue of the meter boxes in the street on Poplar was discussed: risers are not available and the project to replace them is simply too expensive. Possible solution is to turn it into a one-way street and narrow the road to leave the meter boxes as they are. Council requested Kristina reach out to the attorney and inquire the legalities surrounding doing such. Che motioned to table, Justin 2nd, motion passed.
7. **New Business:**
 - a. **Accept Timmie's Resignation-** Timmie submitted her resignation letter, resigning effective January 31st. Che motioned to accept Timmie's resignation, Pansy 2nd, motion passed.
 - b. **Consideration/Appointment of New Council Member-** Jennifer Gray appeared before the council and expressed interest and willingness to serve on the council, no other interested persons were present. The council asked her a few questions and the mayor recommended Jennifer for the vacant seat. Justin motioned to accept the Mayor's recommendation, Pansy 2nd. Roll call Vote: Justin-aye, Pansy-aye, Che Walker-aye. Jennifer Gray sworn in for vacant seat by Mayor Cliff Lockhart.
 - c. **Accept clerk resignation-** Jane submitted a letter of resignation, resigning effective January 31st. Pansy motioned to accept Jane's resignation, Che 2nd, motion passed.
Kristina pointed out to council that only clerks can do/sign certain things and that a deputy clerk can sign in place of the clerk.
 - d. **Discuss Clerk position vacancy** - Kristina provided copies of 2 resumes that had been submitted to the council. Pansy motioned to post job for one week and have a special meeting on the 18th to conduct interviews, Che 2nd, motion passed.
 - e. **Discuss City Hall computer issues-** Kristina informed the council that her computer will no longer be supported as of October this year. There is also an issue with the front desk computer

not having enough space. TekDistrict advised that we move the hard drive from the outdated computer and purchase a new computer, council was provided with copies of the quotes to accomplish both. Pansy motioned to move forward with having TekDistrict complete the computer repair and purchase of new computer, Jennifer 2nd, motion passed.

f. Report of issues found on snow plow pickup- Victor provided information to the council regarding repairs done to the snow plow pickup.

***Financial Statement – Monthly Bills-** Pansy motioned to pay the bills, Jenn 2nd, motion passed.

*** Discussion/concerns for future agenda-** Kristina discovered some billing issues that need to be taken care of in executive session, will be on next week's agenda.

*** Public Comment-** There was no public comment.

Adjournment- Pansy motioned to adjourn, Che 2nd, passed. Meeting adjourned at 8:00pm.

City Clerk

Approved on