

Record of Proceedings

August 5, 2025

The Council met at their regular meeting on August 5, 2025, at 7pm, at the Craigmont City Hall.

Mayor Arnzen presided

Council Members Present:

Levi Bovey

Shandrie Stigum

Kevin Brown

Dave Osburn absent

City Employees present: City Clerk, Laysn Berry, Assistant to the Clerk, JeAnn Willson, and Maintenance Bob Samsel. Visitors present; Cam Kellogg, Dusty & LaLisa Thomason, & John Watson with J-U-B.

A motion was made to open the meeting by Councilmember Stigum and seconded by Councilmember Brown. Motion made to approve the minutes as presented by Councilmember Stigum and seconded by Brown, all in favor M/C.

John Watson with J-U-B gave an update on the Airport project, he stated that Idaho Transportation Department is plugging away at the project and should be ready by September. Bob states that ITD should be pulling ditches for the next couple of days. John states that there will be a Pre-Construction meeting for the park project tomorrow and Crea Construction should be starting on that project either end of August or beginning of September. There was a change order for the basketball and pickleball court project that will eliminate basketball hoops and court painting from Contract. Crea will install City supplied basketball hoops footings. City will procure and install the hoops and paint upon completion of the court. City will provide construction water at no charge to Crea. City will allow Crea's and subcontractor's staff to utilize existing City Park toilet facilities during construction.

LaLisa Thomason asked about the Welcome to Craigmont signs, she noticed that both of them on each side of town was taken down, she wondered why? Bob commented and said that they were weathered and rotten. LaLisa was wondering if the city would be interested in buying new ones, she gave City Clerk the information for where she got them and the price for two of them. Council agreed that this is a good idea and makes the town feel welcoming. She bought the signs from Display Sales. Council will ask the Lions Club if they would like to help purchase these signs. LaLisa also asked for an update on the RV dump sight. Bob commented and said that this is a risk that the city does not want to take. Councilmember Stigum asks City Clerk to contact City of Nezperce and City of Cottonwood to see how they have their RV dump site set up. Councilmember Bovey brought up the idea of getting a holding tank and burying it at the site and having it sucked out every couple of months. Council wondered where a good site would be. Possibly at Harlow's Bus site, Harlow's would have to be willing to have this site on their

property. Councilmember Brown comments that it should be just like County dumpster sites, if the person doesn't like in Lewis County, they should be prosecuted. LaLisa also gave recognition to Maintenance Bob on how nice the town looked for June Picnic. LaLisa commented that Steve Kingsley mentioned in years past that he would be interested in revamping the Craigmont City Park sign that is next to City Hall, he would need it to be taken down and put in a shop or something in order for him to stain it and repaint it.

Cam Kellogg asked the Council what it would take to start a business in his shop at his property, he would like to do maintenance on vehicles. Council asked City Clerk to look into this, Clerk will look in the City Code book and get him the information he needs.

Maintenance Bob gave his report. The sewer project is making progress. Maintenance Bob states that within 4 weeks there should be substantial completion. Substantial completion has to be done by September 15, 2025, Maintenance Bob states that the Construction company believes substantial completion should be done before September 15th. Northwest Liners will be there tomorrow to put in more liners and fix some errors. All the lagoons have passed and SARF 1 has passed inspection as well. Assistant Maintenance Sam has been working on the City Hall, painting and put up bricks that have fallen down, Sam should be done with this project within the next couple of weeks.

Councilmember Stigum asked about some lawns that haven't been mowed. Bill Hasenoehrls lawn is going long, due to him being ill, Maintenance Bob has decided that the city will mow it and not charge him. Councilmember Shandrie also gives an update on the Fire Department; Fire Fighters have received several calls but the turnaround time is great.

Councilmember Brown has no new reports.

Maintenance Bob asked if the Council would approve a Temporary Occupancy Permit for him and Trixie to live in a camper while they fix up a house that they bought in Craigmont. Motion made to approve Temporary Occupancy Permit by Councilmember Brown and seconded by Bovey, all in favor M/C.

Council moved on to looking over the proposed 25/26 Budget. Motion was made to approve with adding a pickup to the Budget seconded by Councilmember Bovey. Central Highway District has a pickup with a plow that is up for bids, minimum bid is \$12,000. Maintenance Bob will go to the next Highway District meeting and see if it is possible to place a bid and pay for the pickup after October 1, 2025.

While Council discussed the Budget, Assistant to the Clerk, JeAnn mentioned that the General Fund is very low on money and Maintenance crew needs to make sure they are not working in General Fund as much. Assistant JeAnn commented that because of the low General Fund amount, she believes it is not necessary to receive a raise when the Council decides it is time to give raises.

City Clerk, Laysn, gives a report. Kylee Logsdon is interested in renting the old J-U-B building and using it for a hair salon. Council discusses that this is a good idea, it brings more business into Craigmont. Council discusses how much rent will be, Council agrees that a \$500 deposit will

have to be made before move in, \$300 per month, and a 1-year lease. Clerk will call Kylee to see if she is interested. Clerk states that she has sent out letters to several people in town that are not in compliance with mowing their lawns, Clerk was wondering if Council would like her to send someone out to mow lawns. Council agrees that people who have received letters and have not come into compliance should have their lawn mowed by a private patron in the City and a bill sent to them. Clerk will get in contact with someone to have them mow lawns. Clerk states that the ICCTFOA Annual Institute is September 23rd through the 25th in Boise. The Institute is \$270.00 plus the Awards Banquet is \$50.00. The Riverside Hotel is around \$174 per night. Cost total will be around \$700.00. Council agrees that Clerk should go to the Institute to learn about government more. Clerk will ask City of Nezperce if it is possible to get a hotel room together to cut down on cost. Clerk states that she can pay for her own food as well.

Maintenance Bob states that he does not believe that JeAnn should have a say in whether or not the Council believes he needs a raise. He states that he wasn't on board with hiring an Assistant Maintenance and believes this is why the General Fund is low.

City Clerk, Laysn, gave information to all Councilmembers for basketball hoops and pickleball nets. Council discussed whether 2 – 72' hoops and 2 – 60' hoops, after discussion, motion was made by Councilmember Stigum to buy 4 – 72' Mega Slam basketball hoops in the amount of \$11,592.00 and one SLK Prime Portable Pickleball Net in the amount of \$170.00 seconded by Councilmember Bovey.

Motion made by Councilmember Stigum to pay the bills and adjourn meeting seconded by Councilmember Brown, all in favor, M/C,

Pro-Tem President, Levi Bovey

ATTEST:

Laysn Berry, City Clerk