*Record of Proceedings*
August 4, 2026

The City Council of the City of Craigmont met in regular session on Tuesday, August 4, 2026, at City Hall. Mayor Levi Bovey presided over the meeting.

**Council Members Present:** Mark Bovey, Jackie Robinson, and Shandrie Stigum.
**Council Members Absent:** David Osburn.

**City Employees Present:** City Clerk Laysn Berry and Maintenance Supervisor Sam Christiansen.

**Visitors Present:** Joe Wrenfrow and Robert Simmons of Simmons Sanitation; Fire Chief Rick Hiatt; John Watson and Amy Uptmor of JUB; LeAnn Bovey; Jim and Tori Fallis, owners of Woody's; Katina Andersen; and Cody Hix.

**Call to Order**

A motion was made by Councilmember Mark Bovey to call the meeting to order. The motion was seconded by Councilmember Jackie Robinson. Motion carried.

**Approval of Minutes**

A motion was made by Councilmember Mark Bovey to approve the minutes from the previous regular meeting. The motion was seconded by Councilmember Jackie Robinson. Motion carried.

**Public Hearing**

A motion was made by Councilmember Mark Bovey to open the public hearing. The motion was seconded by Councilmember Shandrie Stigum. Motion carried.

**Special Use Permit**

The Council discussed the Special Use Permit application. It was determined that the application and supporting documentation should be forwarded to the City Attorney for review.

Fire Chief Rick Hiatt expressed concerns regarding life safety issues associated with combining commercial and residential occupancies within the same structure. He questioned whether an adequate fire separation wall would be required and emphasized the importance of protecting residents, firefighters, and City property should a fire occur.

Following discussion, Councilmember Jackie Robinson made a motion to table the Special Use Permit until the City receives guidance from the City Attorney. The motion was seconded by Councilmember Mark Bovey. Motion carried.

A motion was made by Councilmember Mark Bovey to close the public hearing. The motion was seconded by Councilmember Jackie Robinson. Motion carried.

**Sanitation Request for Proposals**

The Council reviewed the sanitation proposals received.

Councilmember Mark Bovey made a motion to award the sanitation contract to Simmons Sanitation, contingent upon successful negotiation and execution of a contract. The motion was seconded by Councilmember Shandrie Stigum. Motion carried.

**JUB Engineering Update**

John Watson and Amy Uptmor with JUB met with the Council to discuss the City's Wastewater Facility Plan. They inquired about the current status of the project and expressed their interest in assisting the City with moving the Facility Plan forward.

Amy Uptmor will meet with the City Clerk to review the Facility Plan, discuss the City's current progress, and determine how JUB can assist with completing the planning process.

**Fire Department Report**

Fire Chief Rick Hiatt reported that representatives from St. Mary's Hospital, Nezperce Fire Department, and Winchester Fire Department toured the Primeland facility during the month to discuss shelter-in-place procedures and emergency preparedness.

Chief Hiatt reported there were no fire calls during the past month. He also stated the department is hopeful to receive notification regarding a FEMA grant and has a meeting scheduled for the following week.

Chief Hiatt informed the Council that OSHA standards require Hepatitis B vaccinations to be offered to applicable volunteers. The Council discussed contacting ICRMP for guidance regarding the vaccination requirements.

The City Clerk informed the Council and Fire Chief that Lewis County is developing an All Hazard Mitigation Plan and will forward the information to Fire Chief Rick Hiatt and Joe Wrenfrow with Simmons Sanitation.

**Farm Lease Bids**

The Council reviewed bids received for the lease of approximately 62.0 farmable acres.

The bids received were as follows:

- Don Kinzer - $90.00 per acre, annual payment of $5,580.00.
- 4Z Farms - $75.00 per acre, annual payment of $4,650.00.
- Cole Riggers - $85.00 per acre, annual payment of $5,270.00.

Councilmember Jackie Robinson made a motion to award the farm lease to Don Kinzer for 62.0 farmable acres at $90.00 per acre for an annual payment of $5,890.00. The motion was seconded by Councilmember Shandrie Stigum.

**Roll Call Vote:**

- Shandrie Stigum – Aye
- Jackie Robinson – Aye
- Mark Bovey – Nay

Motion carried.

**Resolution No. 1092**

Councilmember Jackie Robinson made a motion to approve Resolution No. 1092. The motion was seconded by Councilmember Shandrie Stigum. Motion carried.

**Aaron Troyer Lot Split and Rezone Request**

The Council considered Aaron Troyer's request to split his lot and rezone the property to R-2.

Councilmember Jackie Robinson made a motion to approve the lot split and rezone the property to R-2. The motion was seconded by Councilmember Mark Bovey. Motion carried.

**Fiscal Year 2027 Budget**

The Council reviewed the proposed Fiscal Year 2027 Budget.

Councilmember Mark Bovey made a motion to approve the proposed Fiscal Year 2027 budget and set the public hearing for September 1, 2026. The motion was seconded by Councilmember Jackie Robinson. Motion carried.

**Council Reports**

**Jackie Robinson** reported that EMS responded to twelve calls during the past month.

**Shandrie Stigum** reported that the chip sealing project was completed that day and everything went well.

**Mark Bovey** reported no new items.

**Maintenance Supervisor Report**

Maintenance Supervisor Sam Christiansen reported that repairs on Merrill Avenue went well. He also informed the Council that he has obtained two of the four required certifications for the City's water and wastewater systems.

**Wild Roots Salon Lease Agreement Renewal**

The Council reviewed the one-year renewal of the lease agreement for Wild Roots Salon.

Councilmember Jackie Robinson made a motion to approve the one-year lease agreement renewal for Wild Roots Salon. The motion was seconded by Councilmember Shandrie Stigum. Motion carried.

**City Clerk Report**

The City Clerk reported receiving several complaints regarding the use of compression brakes within the city limits. Enforcement may be handled through standard traffic infraction procedures. The Council suggested contacting the Lewis County Sheriff's Office to request additional patrols.

The Clerk also reported receiving complaints from residents on Boulevard Avenue regarding trucks using Boulevard Avenue to access Columbia Grain. After discussion, the Council determined there is no ordinance prohibiting truck traffic on Boulevard Avenue; therefore, no enforcement action can be taken at this time.

The Clerk informed the Council that she is applying for an ICCTFOA scholarship to attend the annual conference and Institute in Coeur d' Alene from September 22 through September 24, 2026. The scholarship would help offset the costs associated with registration, lodging, and the awards banquet.

The Clerk also reported receiving additional complaints regarding tall grass and weeds at 400 N. Division Street, owned by Miranda Williams. The property has previously received notices for violations of City Code. The Clerk recommended that Fire Chief Rick Hiatt inspect the property and provide a written report identifying vegetation that constitutes a fire hazard under City Code.

Following discussion, the Council directed the Fire Chief to prepare a written report for the City Clerk. Upon receipt of the report, the City will have the property mowed and cleaned if necessary, with all associated costs billed to the property owner. The Council also discussed concerns regarding the adjacent pasture, ownership of which is still being determined through Lewis County.

**Approval of Bills**

A motion was made by Councilmember Shandrie Stigum to approve the bills as presented. The motion was seconded by Councilmember Jackie Robinson. Motion carried.

**Adjournment**

There being no further business to come before the Council, Councilmember Shandrie Stigum made a motion to adjourn the meeting. The motion was seconded by Councilmember Jackie Robinson. Motion carried.

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Levi Bovey, Mayor

ATTEST:

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City Clerk, Laysn Berry