

*Record of Proceedings*

February 4, 2025

The Council met at their regular meeting on February 4, 2025, at 7pm, at the Craigmont City Hall.

Mayor Arnzen presided

Council Members Present:

Levi Bovey

David Osburn

Kevin Brown

Shandrie Stigum

City Employees present: City Clerk, Laysn Berry, and Maintenance Bob Samsel. Visitors present; Cam Kellog, Melissa Osborn, Nathan Haight with J-U-B, Kevin Goade.

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

Carl Devault special use permit.

Melissa Osborn on behalf of Carl Devault mentioned that the contractor they are utilizing is only able to work on the project two days a week. They are making progress. Shandrie motioned to accept the extension of sixty (60) days, Osburn seconded. All in favor M/C.

Nathan Haight with J-U-B.

Nathan with J-U-B presented the Division Avenue LRHIP Project, there are no changes from last month. Nathan stated he is coordinating with councilmember Levi and Maintenance Bob for working on Value Engineering north of Merrill with Crea Construction. The proposal is to utilize hot mix pavement in lieu of double seal coat.

The Lewis County Transportation Plan Update has no new changes from last month, the Final Transportation Plan Update was submitted to LHTAC and all jurisdictions.

The Airport Taxiway Project has no new changes from last month. ITD D2 maintenance staff committed to providing labor, with a procurement bid package for materials to be prepared by J-U-B. The grant allows work to be completed within 4 years. ITD may complete in 2025 or 2026.

The City Park CARES Grant had bid openings in January. There was one bidder that was over budget for base bid. J-U-B recommended rebidding with different surface options such as standard reinforced concrete without polymer surfacing or hot mix asphalt with surfacing. Councilmember Levi motioned to reject all bids, Councilmember Shandrie seconded all in favor M/C.

Western Camas Prairie Association benefit dinner will be held in March, Eric Frei with Winchester Kitchen and Bar will be doing the catering council preapproved the catering permit. Councilmember Bovey motioned and Councilmember Kevin seconded all in favor M/C.

Ordinance 455 was reviewed but council would like City Clerk to send revisions to attorney to make sure everything is under the category that Ordinance 455 states.

Deborah Leffingwell at 19 W. Main St, Craigmont, Idaho submitted a Regulatory Takings Analysis. Council would like City Clerk to send to attorney to go over the checklist that was provided and ask what the next steps are. Council will go over it at the next meeting.

Assistant City Clerk, JeAnn made a pamphlet to be placed in the City Hall office that has basic information about Craigmont. Council would like to add some information to this pamphlet for joining the Legion, Community League, Junic Picnic committee, Winchester Gun Club, and Volunteer Fire/EMS. Would also like to add the office hours to the pamphlet. Council agrees this is a good idea to go ahead and post them in the office for new/current community members.

Planning and Zoning Committee mentioned annexing the sewer ponds from County to City but upon further discussion with the Council, Council stated that the sewer ponds were already in City zoning. Council requested City Clerk to talk to Planning and Zoning.

Western Camas Prairie Benefit Dinner and Auction would like to utilize the Craigmont City Hall tables and chairs for the dinner. Councilmember Shandrie motioned, Councilmember Dave seconded all in favor M/C.

City Clerk stated that she would like to know what the Council would like her to do as for work hours. uAttend already takes a 30 minute lunch deduction every day but she is still working eight and a half hours, City Clerk suggested either closing the office from 11 to 12 (noon) or from 12 (noon) to 1. Council agreed on City Clerk working from 8 a.m. to 4:30 p.m. Office hours will change from 8 a.m. to 5 p.m. to 8 a.m. to 4:30 p.m.

Maintenance Bob stated that the uAttend finger print does not work at the shop and need to call uAttend to see how to fix the issue.

City Clerk states that Loretta Houston will be having a memorial for Larry Houston, Loretta would like to utilize the tables and chairs while renting the Craigmont Community Hall. Council states that is okay as long as the tables and chairs are utilized in the band shell or in the parking lot of the City Hall. Will need to be washed before put away and will need to be put away at the end of the event.

Motion was made by Shandrie Stigum to add Laysn Berry as signer/authorized user to the Cottonwood Community Federal Credit Union account and remove Jackie Robinson and Mark Bovey. Dave Osburn seconded the motion, all in favor, M/C.

Levi has no new street business. States that the seniors at Highland High School and the parents would like to put up Senior banners like they have in past years. Maintenance Bob says that will work but they will need to buy the brackets.

Shandrie – stated she was not at the last fire meeting. No other business.

David has no new reports on public utilities.

Kevin – Shelley would like to write a newsletter for donations to the Cemetery, Council agrees she can move forward on writing newsletters for donations. Maintenance Bob will do maintenance on the

tractor for the Cemetery. He will bring tools out to the Cemetery to utilize instead of driving it to the shop.

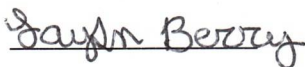
Council received two applications for the Assistant Maintenance position, Council decided to look over them and decide who to interview at a later date.

Motion made by Councilman Brown to pay the bills and adjourn meeting, seconded by Osburn, all in favor, M/C.

A handwritten signature in black ink, appearing to read "Jared Arzen", written over a horizontal line.

Mayor, Jared Arzen

ATTEST:

A handwritten signature in black ink, appearing to read "Laysn Berry", written over a horizontal line.

City Clerk, Laysn Berry