

Record of Proceedings

November 5, 2024

The Council met at their regular meeting on November 5, 2024, at 7pm, at the Craigmont Fire Station.

Mayor Arnzen presided

Council Members Present:

Levi Bovey

David Osburn

Kevin Brown

Shandrie Stigum arrived at 7:28 PM

City Employees present: City Clerk, Jackie Robinson, absent, Maintenance Bob Samsel. Visitors present; Ryan Rehder with Merrick, John Watson with JUB, Mark Bovey, Cam Kellogg, Roger Riggers. Teddy Wilson, Carl DeVault, Brandily Heimbigner, Missy Osborn, Deborah Leffingwell, Kathy Carter, Christopher Smith, and Patti Torres

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

Ryan Rehder from Merrick & Company

Work Change Directive 6&7 presented for council approval as well as pay app #6. Work is currently being done on lagoon 2&3, lagoon 1 is in service. Ryan reports that there are increased solids in lagoon 2 and there would be a change directive in the future for this. The council approves work order 6&7 as well as pay app #6.

Mark Bovey – New Cemetery building is in place. Mark would like approval for a ramp for the lawnmower to be able to go in and out easily, and stones to keep the gravel in place and off the grass. Mark provides a rough estimate of \$2,500 - \$3,000 for this project. Councilman Brown makes a motion to approve the project and estimate Bovey seconds, all in favor, M/C.

John Watson with JUB gives an update on current projects:

Division Street project has no changes,

Lewis County Transportation Plan – Bob and Levi have submitted priority projects

Airport project: bids came in over cost, no additional funds available, Idaho Department of Transportation has agreed to donate the labor, bids will need to be rejected to allow this. Councilman Bovey makes the motion to reject all bids, Osburn seconds, all in favor M/C. City Clerk will email Kayla Brown with JUB and inform her.

Cares Grant: 90% of the plans complete, City Clerk will forward John's email to Dodd at CEDA for review. Working on bid documents.

Seeding still needs done on Division Street to close out the TAP project. City Clerk will reach out to Trever again to see if they have a date set.

Debora Leffingwell is here to request a special use permit for 19 W. Main. Debora Leffingwell would like to run a Certified Family Home for disabled adults out of the apartment in the back of the building. The property is zoned industrial commercial. Debora states that she is allowed no more than 4 residents. She reviews her plans with the council. There does not appear to be a Certificate of Occupancy for this apartment. The city clerk has Lewis County checking on this. The public hearing is set for December 3, 2024, at 7PM. Debora is requesting an early move in date which cannot happen until the public hearing has been held and research on the Certificate of Occupancy is completed.

Motion made by Councilman Osburn to approve Resolution 1084 and seconded by Stigum, all in favor M/C.

Levi has no new street business, but Bob and him have started grading on the site for the basketball court.

Shandrie – Reports that the Craigmont Fire Department and QRU were at Highland School and did a demonstration for K-4 last month for Fire Prevention Month.

Dave - has no new utilities business

Kevin – has no additional cemetery updates

The clerk reports that the consumer confidence report is complete and published on the city's website. Notification has been published in the Herald.

The Developmental Impact fee committee held their first meeting tonight. They will meet again in January.

The clerk reports that WIFI was installed at the Bank building and old QRU building on October 11, 2024, and that Bob has picked up the security cameras that were in the closet at city hall.

The clerk reports that she is still working on an EDU (equivalent dwelling units') ordinance for billing multi-family residences that only have one meter.

Capital improvement plan continues to be developed, and the Developmental Impact fee committee will help get it finished. Primary areas left to work on are water and sewer.

8:08 P.M. Motion made to move to Executive Session Idaho code 74-206 by councilmember Osburn and seconded by Brown, all in favor M/C.

8:32 P.M. Executive session ends:

The council has received job descriptions from Jackie and JeAnn, still need Bob's. The council would like each council member to have a copy of the job descriptions. The clerk will make copies and distribute them.

The mayor was provided with a list of possible time clocks. The mayor and council would like to see if any of the provided time clocks could change job codes on an app that can be installed on phones to make it easier to track time while out of the office. City Clerk will do additional research and see if she can find appropriate time clock that has functions the council is looking for.

The council would like a copy of the job posting from when Bob was hired as the assistant. The Clerk will distribute this to the council and mayor. Advertising for this position will be the first of the year.

The council would like the city clerk to add to the monthly bills what the actual cost was for any bill that was estimated in the monthly bill report the month prior. Currently, the clerk brings in copies of the checks from prior months for the council to review. The clerk will add the actual amounts to the monthly bill summary and stop bringing copies of checks.

The council is requesting additional copies of the chicken ordinance drafts, the clerk is to distribute them to the council and mayor.

Motion made to adjourn the meeting by Councilmember Stigum and seconded by Osburn, all in favor, M/C.

Jared Arnzen, Mayor

ATTEST:

Jackie Robinson, City Clerk