

*Record of Proceedings*

November 4, 2025

The Council met at their regular meeting on November 4, 2025 at 7 PM, at the Craigmont Fire Station.

Council Members Present:

Pro-Tem, Levi Bovey

David Osburn

Kevin Brown

Shandrie Stigum

City Employees Present: City Clerk, Laysn Berry and Maintenance Supervisor Sam Christiansen. Visitors present; Cam Kellogg, Dustin & LaLisa Thomason, Kevin Goade, and Nathan Haight with J-U-B.

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

Nathan Haight with J-U-B gives an update on the airport project, Pay Estimate No. 2 in the amount of \$27,661.68, there will be another pay estimate next month. J-U-B created an estimate for some signs that say, "NOTICE ACTIVE AIR OPERATIONS AREA AUTHORIZED VEHICLES AND PERSONNEL ONLY" for \$500, this will be reimbursed through the grant. Motion made by Councilmember Stigum and seconded by Brown to buy four signs. Nathan also gives an update on the park project. Motion made by Councilmember Stigum and seconded by Osburn to accept the Substantial Completion.

Ryan Rehder with Merrick was unable to make it to the meeting but emailed Clerk Laysn an update, leakage testing on SARF No. 1 was restarted this week and should be complete in about 10 days, in hopes it passes this time. Change Order 5 is forthcoming for \$15,227.13. The change order covers an upgraded chemical feed mixer that is more standard 480V vs. the original planned 240V mixer. This mixer should last longer and be cheaper to operate. Originally proposed for a lump sum price of \$42,000, this work was completed on a Time and Materials basis. The Change Order form will be coming to Clerk, Laysn for Pro-Tem Levi's signature.

Dave – has no new utilities business

Shandrie – has no new public protection business

Kevin – has no cemetery updates. He asks the Council if Highland FFA can take out the dead flowers in the flower pot and put in new flowers come this spring. Motion made by Councilmember Brown and seconded by Councilmember Stigum, all in favor M/C.

Levi has no new street business, but Sam and him will get together to prepare for winter season.

Motion made by Councilmember Stigum and seconded by Councilmember Osburn to buy a pickup that comes with a snow plot from Central Highway District in the amount of \$12,000 all in favor, M/C.

Maintenance Supervisor Sam gives update, Roach Construction came down to hydro jet a line that was backed and it was filled with roots, Roach suggests getting a list together to hydro jet other lines so the City doesn't run into this problem again. The flow meter is broken on a pump, Council suggests getting quotes from companies that do this. Sam also states that the outside bathrooms electrical is messed up, Council says to call Crow Electric to have him come and rewire everything.

City Clerk, Laysn gives an update, she received a \$25 Amazon gift card for referring the City of Winchester to our website, she is wondering if she could put together a gift basket for Monte Thomason's Benefit Dinner, Council gives her the okay to do so and add some other items to the basket. JeAnn created a fee schedule for City Code 10-2-8, is there any changes that need to be made, this will have to be put into effect via Resolution. Laysn is applying for the T-Mobile Hometown Grant, this is for ADA-compliant pathways in the park, the grant is up to \$50,000. The last thing she is waiting on is 5 letters of support, she has received letters from St. Mary's Hospital and Clinics, Highland School District, LaLisa Thomason, and Tom and Dixie Myklebust, she is waiting to hear back from Lewis County Sheriffs Office or Craigmont Lions Club. Laysn asks what the Council would like to do about the Assistant Maintenance position, Council suggests posting it that it is open. Applications can be accepted via email or in person at Craigmont City Hall. Clerk would like to confirm that ICRMP trainings are mandatory for all employees working for the City, should be put in the personnel policy, also would like to confirm that there is a timeline on getting licensed for wastewater and water, Clerk will talk to other Cities to see how long it takes to get these licenses. MPM Auto and Tire would like to put tires on maintenance equipment, Council suggests getting quotes from other tire places to compare prices. Molly Ott is interested in renting the pasture for her horses, Council agrees that all liability falls on the renter and not on the City.

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

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Pro Tem, Levi Bovey

ATTEST:

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City Clerk, Laysn Berry