

Record of Proceedings

October 7, 2025

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

Council Members Present:

Pro-Tem, Levi Bovey

David Osburn

Kevin Brown

Shandrie Stigum absent

City Employees Present: City Clerk, Laysn Berry, and Assistant Maintenance Sam Christiansen.

Visitors present; Rick Hiatt, Dusty & LaLisa Thomason, Mark & LeAnn Bovey, John Watson with J-U-B, Ryan Rehder with Merrick, Kevin Goade, and John McPherson.

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.

John Watson with J-U-B gives an update on the projects happening in Craigmont, Prospect is finishing up the wastewater project, the seepage test failed but Prospect believes they tested too early so they will test it again this weekend, after that passes Prospect will be doing clean up around the facility and substantial completion should be coming in the next few weeks. John says at the airport the tie downs were put in earlier today, Crow Electric has the project on their schedule to fix the wiring to some of the lighting since it was cut while the project was going on, there is some money still left over from the grant, Councilmember Levi mentioned getting some signs which will be reimbursable, there should be between \$20,000 to \$25,000 left in the grant that the City could potentially use in the future for seal coating the new pavement that was put in, the grant money doesn't have to be used up until 2027. John also says that most of the rebar was put in for the basketball/pickleball court, the rest of it will be put in tomorrow, concrete will be poured at 7:00 am on Thursday which means one-third of the project is already done, there will most likely be 1 to 2 more pay estimates that the City will see and then the project will be done as well.

Mark Bovey gives an update on the Cemetery and what he has been doing out there, he has been filling in low spots to prepare for potentially getting underground sprinklers in the old part of the Cemetery, he has also seeded some of those low spots and hopefully it will be growing by Spring time, Don Johnston mentioned he has a pile of dirt that he would donate to the Cemetery to be used for fill dirt as well. Mark states that he drained the water tank and Sam has it in the shop for the winter so it doesn't freeze up. Mark recommends possibly getting a truck

load of sand to use for filling in low spots as well, they use sand at golf courses and it seems to help a lot with low spots and after they seed. Mark talked to Kelly Thomason a couple days ago about getting a 15 gallon tank to spot spray and possibly getting a pull behind fertilizer. The Cemetery board is hoping to get started on the underground sprinkler system in the summer of 2026. Mark states there are a couple of dead trees that will need to be taken down out at the Cemetery as well.

John McPherson brought in a copy of a photo that was taken on August 31st of his whole house water filter that was covered in orange/tan slime, he would like to have Sam take a look and see what the cause of this issue is and what can be done about it. Assistant Maintenance Sam told John he would take a look at it and see if there is a solution to this situation.

Rick Hiatt gave an update on the Fire Department. Matt McCorkle is now the Fire Chief, Rick is the assistant Chief and the training officer. The QRU and Fire Department are going to host a Trunk or Treat on Halloween night, there will be games, and food, if a child brings a canned food, they will get a hamburger or hot dog for free. The donated food items will be donated back to the food pantry. Rick is drafting a training program for the next year. Assistant Maintenance Sam asked Rick if a Fire Flow test has ever been done, Rick told Sam that it has been talked about but most likely won't be done until next Spring when there is nicer weather.

Highland FFA students would like permission to take out all dead plants in the planters on main street, Council agrees this is a good idea and it would go towards community service if FFA students need it.

Kevin Goade states that the flag pole light in the park next to City Hall doesn't light up the flag enough for it to do any good, he suggests taking it down or finding something that is brighter.

Councilmember Osburn has no new reports.

Councilmember Bovey states that Highland FFA will be allowed to take out the dead plants and is willing to help Sam get ready for the winter season if needed.

Councilmember Brown gives a report on the Cemetery, the Cemetery Board is allowing three burials in one plot, it has to be one full body and two cremains or it can be all three cremains. Councilmember Brown states he has talked to some people about the dead tree at the Cemetery, it is not top priority and might have to wait until Spring to get on someone's schedule. Councilmember Brown states that the Cemetery Board has talked about hiring Nathan Bovey, nothing was decided by the Council.

Assistant Maintenance Sam gives an update. There are trees at Jackie Robinsons house that need to be taken down, the Council believes this is State right-of-way so the City shouldn't have to worry about it, Sam will get in contact with the Manager and see what he says. Sam would

like the Council's permission to buy two chemical transfer devices for the Chlorine that is used at the wastewater facility, there will need to be two different ones because he uses two different chemicals. He would also like to buy some sampling instruments that are required for sampling the water and wastewater facility. Well 3 has some major issues that a company should look at, it will need some repairs, Council suggests calling two to three different companies that deal with wells and see how much it will cost.

Clerk Laysn brings up that there are a few people in the community that would like to have their AA meetings held at the City Hall, it would be once a week, she suggests that they do it either on a Wednesday or Thursday and it would have to be during office hours so she can allow them access to the building, they would like to know if they could get a discounted price, Council agrees that \$10.00 a week is good. Clerk brings up that the Personnel Policy should be updated, Council agrees that vacation should be accrued after an employee's 90 day probation period, also to add that ICRMP classes that are assigned by the Clerk are mandatory. In the Personnel Policy it should be added that maintenance supervisor and assistant maintenance are required to get their water and wastewater licenses and should have a timeline on it. Clerk also suggests that dog catcher should be in the maintenance supervisor job description, Council will decide at a later date. Clerk also states that there were supposed to be letters sent to the EPA for the wastewater project that were never sent, she is working with Chelsea at Merrick to get these straightened out and sent out as well. Idaho Department of Water Resources would like to put devices on all three wells, it would measure depth to water twice per year with an electrical tape measure, normally done in April or May and in September or October. They will install a pressure transducer that records a water level measurement every hour in between the spring and fall measurements, and then they email the data and figures to the City, Council agrees this is a good idea. Paul Sifford would like to do some training with Sam, Council is in agreement with allowing Paul to give Sam some pointers.

Councilmember Osburn has no new updates.

8:00 P.M. Motion made to move to Executive Session Idaho Code 74-206 by councilmember Osburn and seconded by Bovey, all in favor M/C.

8:28 P.M. Executive session ends:

Raises are as follows:

Laysn \$1.00

JeAnn remains the same

Sam remains the same

Motion made to update personnel policy in regards to vacation accrual by councilmember Osburn and seconded by Brown, all in favor M/C.

Motion to pay the bills and pay app 5 from park project, made by Councilmember Osburn and seconded by Brown, all in favor, M/C.

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

Pro-Tem President, Levi Bovey

ATTEST:

City Clerk, Laysn Berry