

Record of Proceedings
July 7, 2026

The Craigmont City Council met in regular session on Tuesday, July 7, 2026, at City Hall. Mayor Levi Bovey called the meeting to order.

Council Members Present: David Osburn, Mark Bovey, and Shandrie Stigum.

Council Member Absent: Jackie Robinson

Staff Present: City Clerk, Laysn Berry and Maintenance Supervisor, Sam Christiansen.

Visitors present: Lewis County Sheriff, Jason Davis, Fire Chief, Rick Hiatt, Tammy Osburn, Sheila Simmons, Robert Simmons, and Joe Wrenfrow.

Opening of Meeting and Public Hearing

A motion was made by Councilmember D. Osburn, seconded by Councilmember M. Bovey, to open the regular meeting and the public hearing regarding the American Legion variance request. Motion carried.

Approval of Minutes

A motion was made by Councilmember S. Stigum, seconded by Councilmember M. Bovey, to approve the June 2, 2026, regular meeting minutes. Motion carried.

Public Hearing – American Legion Variance Request

Mayor Bovey opened the public hearing to consider a variance request submitted by the American Legion for the construction of an ADA-accessible handicap ramp leading to the basement level of the American Legion building. Due to the location and design requirements necessary to provide accessible access, the proposed ramp would encroach into the required property setback established by City ordinance.

After providing an opportunity for public comment and Council discussion, a motion was made by Councilmember D. Osburn, seconded by Councilmember S. Stigum, to close the public hearing. Motion carried.

Following the close of the public hearing, a motion was made by Councilmember S. Stigum, seconded by Councilmember D. Osburn, to approve the variance request for the construction of the ADA-accessible handicap ramp. Motion carried.

Request for Sanitation Proposals

The Council reviewed sanitation service proposals submitted by Simmons Sanitation and Walco for residential and commercial solid waste collection services.

Simmons Sanitation Proposed Rates

Service	Proposed Rate
Residential 95-gallon cart (1 pickup/week)	\$19.00
Additional residential 95-gallon cart	\$18.00
Commercial 95-gallon cart (1/2/3 pickups per week)	\$19.00 / \$38.00 / \$57.00
Additional commercial 95-gallon cart (1/2/3 pickups per week)	\$18.00 / \$36.00 / \$54.00
2-yard container (1/2/3 pickups per week)	\$116.00 / \$225.00 / \$334.00
3-yard container (1/2/3 pickups per week)	\$174.00 / \$337.50 / \$501.00
4-yard container (1/2/3 pickups per week)	\$232.00 / \$450.00 / \$668.00
6-yard container (1/2/3 pickups per week)	\$348.00 / \$675.00 / \$1,002.00
10-yard container (1/2/3 pickups per week)	\$580.00 / \$1,125.00 / \$1,670.00
Additional 1-yard container (1/2/3 pickups per week)	\$58.00 / \$112.50 / \$167.00

Walco Proposed Rates

Service	Proposed Rate
Residential 95-gallon cart (1 pickup/week)	\$24.00
Additional residential 95-gallon cart	\$16.00
Residential 65-gallon cart	\$18.00
Residential 35-gallon cart	\$9.00
Commercial 95-gallon cart (1/2/3 pickups per week)	\$28.00 / \$55.00 / \$83.00
Additional commercial 95-gallon cart (1/2/3 pickups per week)	\$23.00 / \$45.00 / \$68.00
Commercial 65-gallon cart (1/2/3 pickups per week)	\$22.00 / \$43.00 / \$65.00
Commercial 35-gallon cart (1/2/3 pickups per week)	\$11.00 / \$20.00 / \$32.00
2-yard container (1/2/3 pickups per week)	\$118.00 / \$230.00 / \$350.00
3-yard container (1/2/3 pickups per week)	\$175.00 / \$350.00 / \$500.00
4-yard container (1/2/3 pickups per week)	\$235.00 / \$450.00 / \$685.00
6-yard container (1/2/3 pickups per week)	\$345.00 / \$675.00 / \$955.00
10-yard container	Available if necessary
Seasonal yard waste cart (May-October)	\$50.00 per season

Walco's proposal also included optional senior and hardship pricing, free weekly disposal of incidental loads up to one cubic yard for Walco customers, free metal recycling, temporary roll-off containers, and an optional seasonal yard waste program.

The Council reviewed both proposals and discussed the rates and services offered. No action was taken. The sanitation contract will be considered for award at the regularly scheduled City Council meeting on August 4, 2026.

Lewis County Sheriff's Report

Sheriff Jason Davis presented the yearly Sheriff's Office report.

- Code 83 (officer check-ins within city limits): 354
- Calls for service: 79
- Calls for service within the impact zone: 58
- Average inmates in-custody: 5
- Current contract: \$42,018.76
- Proposed FY 2026-2027 contract: \$43,279.32
- Proposed increase: \$1,260.56

Sheriff Davis also reported:

- New patrol vehicles are in service.
- Communications study has been completed and Emergency Management grants were approved to improve coverage.
- The Law Loan side-by-side is ready for service.
- Two deputies completed instructor development training.
- A 100% grant-funded digital fingerprint scanner with mobile printing has been applied for.
- The Sheriff's Office has added a new K-9, Titan, to be handled by Sheriff Davis.
- A part-time detective has been hired.
- Server upgrades will begin soon.
- The STEP Program has been approved by the Board of County Commissioners.
- Motorola has completed its site visit for Next Generation 911.
- A full-time School Resource Officer is assigned to Highland School.
- All Lewis County Sheriff's Office staff are certified.
- Installation of in-car extenders has been completed.

Audit

A motion was made by Councilmember S. Stigum, seconded by Councilmember D. Osburn, to approve the audit. Motion carried.

Fire Department Report

Fire Chief Rick Hiatt reported that the department responded to a small machinery fire during the previous month. A FEMA grant application has been submitted. Primeland emergency response training is scheduled for next week. Fundraising ideas are being explored with Monte and the Winchester Rural Fire Department.

Aaron Troyer Property

The Council discussed the Aaron Troyer property. Mr. Troyer will need to determine whether he intends to pursue rezoning together with either a subdivision or short plat process.

A motion was made by Councilmember D. Osburn, seconded by Councilmember S. Stigum, to table the matter until the next regular meeting. Motion carried.

ADA Coordinator

A motion was made by Councilmember S. Stigum, seconded by Councilmember M. Bovey, to appoint City Clerk, Laysn Berry as the City's ADA Coordinator. Motion carried.

Council Reports

Shandrie Stigum reported no new business.

David Osburn discussed moving June Picnic activities to the City Park and requested that the City pursue an ordinance allowing open containers on all City-owned property.

A motion was made by Councilmember D. Osburn, seconded by Councilmember M. Bovey, directing the City Clerk to draft an ordinance regarding open containers on City-owned property. Motion carried.

Mark Bovey requested that the Maintenance Supervisor speak with residents regarding dogs running at large without leashes.

Maintenance Supervisor Report

The Maintenance Supervisor reported:

- Wood located at the lagoons belongs to the City and could potentially be used in the swing set area or sold as a fundraiser.
- Significant inflow and infiltration (I&I) from groundwater and stormwater continues to affect the wastewater treatment system and requires further evaluation.
- Several water lines have developed cracks.
- Wrist surgery is scheduled for July 24, and he expects to be limited for approximately six to eight weeks but will remain available for smaller projects.
- Pothole repairs are continuing, with priority given to the streets in the greatest need.
- One significant water leak remains and will require a temporary water shutoff to much of the community. Public notices will be distributed prior to the shutdown.
- Culverts throughout the City need cleaning.
- A leak has been identified in the City Park sprinkler system and repairs will be completed.

City Clerk Report

City Clerk, Laysn Berry, reported that she would be attending the Lewis County Emergency Planning Committee (LEPC) meeting on July 8, 2026, and that JeAnn would be covering the office during her absence.

Budget preparation for the upcoming fiscal year will begin this month, and department budget requests will be needed from each Council member.

The Council discussed the building permit required for the American Legion ADA-accessible ramp project. The City Clerk informed the Council that the City's Building Inspector had agreed to perform the inspection for a reduced fee.

In recognition of the American Legion's continued service and contributions to the Craigmont community, the Council agreed to waive the City's building permit fee for the project.

A motion was made by Councilmember D. Osburn, seconded by Councilmember M. Bovey, to waive the building permit fee for the American Legion ADA-accessible ramp project. Motion carried.

Concerns were discussed regarding electric scooters being operated on sidewalks and along Main Street. The Council requested that the City Attorney be consulted regarding applicable laws and possible ordinances.

Councilmember S. Stigum also requested that the City's building permit application and related regulations be reviewed with the City Attorney.

Bills

Councilmember D. Osburn made a motion to approve payment of the bills. Councilmember S. Stigum seconded the motion. Motion carried.

Adjournment

Councilmember D. Osburn made a motion to adjourn the meeting. Councilmember S. Stigum seconded the motion. Motion carried.

Mayor, Levi Bovey

ATTEST:

City Clerk, Laysn Berry