CITY OF ROBERTS
October 13, 2026
City Council Meeting

The Roberts City Council met for a meeting at the regular place of meeting, after having been notified of said meeting of said council.

Robert (BJ) Berlin .....Mayor
Casey Burns..... Council
Kyler Place.....Council
Benjamin Poston .....Council
Edidt Ramirez ..... Council
April Galbraith.....Clerk/Treasurer (absent)

Ron Grant ..... Public Works Director
Julie Garcia..... Library Director (absent)
Jed Bigelow..... City Attorney (absent)
JD Erickson.....Certified Water Operator (absent)
Scott Humphreys..... Certified WW Operator (absent)
Steve Anderson.....Jefferson County Sheriff (absent)

Also present: Jaden Jackson with Sunrise Engineering, Colter Hollingshead and Jared Richen with Keller Associates, Karol Poston, Connie Surerus, Shirley Ledvina, Cole Scamons, Brad Cramer with Perspective Planning and Consulting, Siona Johnson, Sheriff Steve Anderson and Corporal McRae with Jefferson County Sheriff

Mayor Berlin welcomed everyone.

Edidt gave the opening prayer.

Mayor Berlin led the Pledge of Allegiance.

**Vote to Approve Planning & Zoning Hearing and City Council Meeting Minutes for September 8, 2026:**

Mayor Berlin asked if there were any questions regarding the Planning & Zoning Hearing and City Council Meeting for September 8, 2026, provided in the council's packets.

With no questions, Mayor Berlin entertained a motion to approve the Planning & Zoning Hearing and City Council Meeting for September 8, 2026.

Kyler made a motion to approve the Planning & Zoning Hearing and City Council Meeting for September 8, 2026, seconded by Edidt, all ayes.

Motion passed.

**Sheriff's Report:** Corporal McRae reported for 08/15/26 to 09/11/26, 79 hrs, 10 complaints, 1 arrest, 7 citations, and 25 traffic contacts.

Mayor Berlin asked if there were any questions.

Ron notified the officers that there have been some trespassing and reckless driving issues in the parking lot at the bus barn and wanted to make the sheriff's office was aware.

Sheriff Anderson notified city council that the Sheriff's office will be attending the Trunk or Treat on Oct 31, 2026 in Roberts.

With nothing further, Corporal McRae and Sheriff Anderson excused themselves.

**Mayor's Report:** Mayor Berlin reported the Alliance for the Greater Roberts Area (AGRA) and the Fire Commissioners hosted a pancake breakfast on October 10, 2026 to raise funds on behalf of the Roberts Fire Department and to serve as an open house for the public to come and see the completed renovations at the Roberts Community Center (RCC). Lucy's Pizza, Shamrock Foods, and BJ's Bayou donated all of the goods needed for the fundraiser, while the city donated the location. Shirley Ledvina and Casey Burns volunteered as cashiers and the firefighters and EMTs all volunteered their time to cook and serve for the breakfast. They were able to mingle with everyone who came to support. The event raised $1116.00 to go towards a new water monitor for one of the fire trucks. Mayor Berlin stated this is being planned to continue as an annual fundraiser and public outreach program for the fire department.

Mayor Berlin presented Ben with the checks for money raised for the fire district.

Casey and Ben both commented on how nice the new renovations are at the RCC and how the renovations are going to be more cost-effective for the city moving forward.

Mayor Berlin stated the city is grateful to the Department of Commerce for the funding grant for the renovations at the RCC and we look forward to working with them again on more projects.

**2024-2025 Audit Report:** Tabled

**Discussion & Ranking Vote – Request for Proposals for Engineer:** Mayor Berlin stated the city received four proposals from engineering firms. The firms that submitted proposals were Sunrise, Keller and Associates, H.M.H., and Civil Science. Mayor Berlin and the Clerk reviewed and scored the 4 proposals. 3 of the engineering firms provide all the services the city needs; 1 provides most but not all services needed. Mayor Berlin stated that he and city staff suggest that council rank the engineering firms in order to draw from any one of the firms to better fit the city's needs and any projects moving forward.

After scoring of each firm, the ranking is as follows:

1) Sunrise
2) Keller and Associates
3) H.M.H.
4) Civil Science

With the top 3 being able to accommodate all municipality needs.

Mayor Berlin asked Council if they had any questions, comments, or concerns.

Hearing none, Mayor Berlin entertained a motion to rank the engineering proposals 1) Sunrise 2) Keller 3) H.M.H. 4) Civil Science

Ben made a motion to rank the engineering as proposed by the mayor and city staff, seconded by Casey.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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| Kyler Place | aye |
| Edidt Ramirez | aye |

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| Benjamin Poston | aye |
| Casey Burns | aye |

Motion passed.

**Discussion & Vote – Preliminary Development Plan for RDP00000320641:** Mayor Berlin stated that a hearing had been held prior to the City Council Meeting and asked Council if they had any further discussion.

Council discussed concerns regarding the trash container locations.

Mayor Berlin stated that serious concerns with the Preliminary Plan are the trash and water & sewer capacity, and have all been addressed in the hearing as well. He explained that the Preliminary Plan, if passed, acts as guide for the developer. Nothing happens with the project until after the Final Plat has been approved, which will be more refined.

Mayor Berlin entertained a motion to pass the Preliminary Development Plan for RPD00000320641.

Kyler made the motion to pass the Preliminary Development Plan for RPD00000320641, seconded by Ben.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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| Kyler Place | aye |
| Edidt Ramirez | aye |
| Benjamin Poston | aye |
| Casey Burns | aye |

Motion passed.

**Discussion – Ordinance 501 Refuse & Fees:** Mayor Berlin stated that although we have just finished the budget, the county has raised "tipping fees" for our contractor at the landfill, to begin at the beginning of the fiscal year. The increase at the landfill will increase how much the city is billed per refuse cart.

Mayor Berlin reviewed the current rates of which the city bills residents per container ($15.45/cart), what the budget would be if left unchanged (-$6,859.76/yr), staff recommended possible rate increases ($21.00/cart) and what the new budget would be with the recommended rate increase ($4,528.84).

Ben stated rate increases are inevitable to reopen the budget and the city would still be comparable in pricing to those in the surrounding area.

Mayor Berlin asked the council if the city should reopen the budget and propose the $21.00/cart fee in the revised budget. Council directed Mayor to have staff begin the process.

Council discussed asking for proposals from other collection companies. Mayor Berlin stated the city will need to advertise in the paper for "Request for Proposals" to evaluate available providers in the area, Mayor Berlin stated he would ask April to review the current contract and begin the process if possible.

**Update – Planning & Zoning Code & Comprehensive Plan:** Tabled

**Update – Water Facility Improvement Project (WFIP):** Jared Richen with Keller Associates reports Edstrom's has begun excavating for the foundation and have been routing some of the pipework that will run below the foundation. Work has begun on the new change order, which has a net credit going back to the city.

Mayor Berlin stated the change order was needed because while excavating Edstrom's found some unknown conduit that will need to be moved, and the size of some of the piping is being changed to larger pipe in preparation for future projects. Some of the new materials needed cost less so we are still on budget.

**Update – Wastewater Study:** Jared Richen with Keller Associates reports they have finished the "planning criteria", which is the basis of the whole study. There is a meeting scheduled with Mayor Berlin and the clerk next week to review the findings and get feedback from the city regarding projected growth that would impact the flows and loading at the Wastewater Treatment Plant (WWTP). Once complete Keller will begin putting together different project alternatives. Once planning criteria is defined and we know what the needed funds will be, they will be able to start applying for the needed funds.

**Update – Roberts Community Center (RCC):** Mayor Berlin stated the project on the RCC has been completed, however there have been a few issues that have been come to the city's attention: the lights in the kitchen and the hot water heater are not working. Mayor Berlin notified the clerk and she called the contractor to begin the process to find out why and if it was related to the project, in order to get the issues fixed.

**Maintenance Report:** Ron reports:

**Parks:** have been mowed, trimmed and weed eating completed. Completed spreading the asphalt millings in the Mustang Park parking lot. Mustang Park bathroom floors have been ground, etched and painted

**Streets:** Weed eating and mowing in the right-of-way is ongoing. Inspection of rights-of-way has been completed. Inspection of streets regarding potholes has been completed and it has been determined some repairs will be needed this upcoming season. It has been arranged to purchase "coal patch" for the needed pothole repairs.

**Drinking Water:** Fire hydrants have been flushed for the season, the next flushing is scheduled for in the spring. Have been working with Edstrom to identify what is in the ground in order to continue construction.

**Wastewater:** At the Wastewater Treatment Plant (WWTP) regular weekly maintenance of the UV lights has been increased from once weekly to 2-3 times weekly. Holding tank two's annual cleaning has been completed and should improve output quality. Concrete for the UV light shelter frame has been completed. Glitches on train one has been corrected by Automation Werx. The WWTP building has been cleaned.

Mayor Berlin added that one of the sewer lines is in need of a scoping with a camera and that has been scheduled. The sod, where the family clinic used to be, looks much better now with the care it has received. The pump for the water feature at the community park has died. The city will be ordering a replacement, but it is late enough in the season that the new pump will not be installed until spring.

Kyler asked if it would be possible to move the Mustang Park sign closer to the road so people know there is a park in the back of the Mustang Event Center. Mayor Berlin mentioned we could move it to where the clinic's sign was.

**Review and Approve Bills:** Mayor Berlin asked Council if they had reviewed the bills and if they had any questions, comments, or concerns.

With none, Mayor Berlin entertained a motion to approve the bills.

Edidt made the motion to pay the bills, seconded by Ben, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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| Kyler Place | aye |
| Edidt Ramirez | aye |
| Benjamin Poston | aye |
| Casey Burns | aye |

Motion passed.

**Adjourn:** Mayor Berlin entertained a motion to adjourn.

Kyler made a motion to adjourn, seconded by Ben, all ayes.

Meeting adjourned.

Mayor Berlin

City Clerk