

CITY of ROBERTS  
February 11, 2025  
City Council Meeting

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

Robert (BJ) Berlin.....	Mayor	Ron Grant.....	Maintenance
Edidt Sanchez.....	Council	Julie Garcia.....	Library Director (absent)
Ben Poston.....	Council	Jed Bigelow.....	City Attorney (absent)
James Zillinger.....	Council	Robert Loftus.....	Certified Water Operator (absent)
Shauna Lounsbury.....	Council	Gregg Rodrick.....	Certified WW Operator (absent)
April Galbraith.....	Clerk/Treasurer	Steve Anderson.....	Jefferson County Sheriff

Also present: Deputy McRae with Jefferson County Sheriff's Office, Jaden Jackson with Keller Associates, Rick Miller and Siona Johnson with Altura, Karol Poston, Ursula Benkenstein, Connie Surereus, Tim Jones, Casey Burns, Damon Johnson with Jensen Poulson, Vernon Ulrich and Milton Ollerton with Jefferson County Planning and Zoning.

Mayor Berlin opened the meeting and welcomed everyone.

James gave the opening prayer.

Mayor Berlin led the Pledge of Allegiance

**Vote to Approve City Council Meeting Minutes for January 14, 2025:**

Mayor Berlin asked if there were any questions regarding the minutes for the city council meeting on January 14, 2025, provided in the council's packets.

With no questions, Mayor Berlin entertained a motion to approve the minutes for the city council Meeting on January 14, 2025.

Edidt made the motion to approve the council meeting for January 14, 2025, seconded by Shauna, all ayes.

**Sheriff's Report:** Corporal Stewart gave two reports. For 01/04/2025 thru 01-31-2025, 95 hrs, 20 complaints, 0 arrest, 0 DUI, 2 citation, and 13 traffic contacts..

Mayor Berlin and Council thanked the Sheriff and his staff for their continued service.

**Mayor's Report:** Mayor Berlin said that Market Lake Day 2025 organization has begun. He shared a compliment that he had received in regards to the city's staff handling of a frozen water line situation that had occurred.

**Audit Report-Jensen Poulson & Company:** Damon Johnson presented council with the 2023-2024 audit report. Damon reported that the company had completed the audit for year ending September 30, 2024. Overall, the city continued to improve its financial position. Unrestricted cash balances ended at \$713,000, a decrease of \$286,000 over the prior year. Capital assets increased \$514,000 and receivables increased by \$58,000, balancing out the decrease. Restricted cash balances for bond payments \$146,000, consistent with the prior year. There was a

slight increase in city liabilities ending the year at \$1,312,000, the majority being the bond balances. Delinquent utility billing accounts decreased by 83%. The General Fund reported an excess of expenditures over revenue. Revenue totaled \$690,000 and expenditures totaled \$143,000. The fund balance ended the year at \$444,750, enough to cover approximately eight (8) months of current operations. Cash balance was \$511,000.

Water Fund reported customer charges of \$125,000 and expenses totaled \$164,500. A net loss of \$33,000 and had unrestricted cash balances of \$88,000. Gross accounts receivable totaled \$14,000 and 90+ day delinquent accounts amount totaled \$81. Bonds payable totaled \$309,000. Net position at year end \$1,024,600.

Sewer Fund reported customer revenues of \$139,000 and expenses totaled \$222,000. Net assets increased by \$95,000. Unrestricted cash balance of \$57,000. Gross accounts receivable totaled \$72,000 and 90+ day delinquent account amounts totaled \$78. Bonds payable totaled \$695,700. Net position at year end \$1,468,000.

Sanitation Fund reported revenue of \$31,600 and expense of \$29,500. Net income of \$2,100. Accounts receivable totaled \$3,100 with a 90+ day delinquent account amount totaled \$18. Net position at the end of the year totaled \$57,300.

**Presentation and Discussion Jefferson County Planning and Zoning of Impact Zoning:**

Milton Ollerton spoke to council regarding new Idaho legislation that in regards to impact zones. Milton presented the council with a sample draft of an impact zone agreement. Discussions regarding the sample draft and Idaho code was had.

**Update On Roberts Community Center:** Rick Miller & Siona Johnson talked to council regarding the block grant application they are submitting on the city's behalf to request funds to update the Roberts Community Center (RCC). Mayor Berlin met with Rick, Siona, and an architect at the RCC to tour and discuss possibilities. Rick said the bathrooms are critical because they are not ADA accessible. The architect strongly recommends replacing the roof. The HVAC and entrance ramp need replaced. Discussion regarding "cash match" and grant application requirements were had. The application is due March 7<sup>th</sup>. As council would like to move forward with the grant process a hearing for the grant will held March 4, 2025 at 6:30. p.m. in the council chambers.

**Discussion and Vote regarding Altura's Development Contract for Roberts Community Center: TABLED**

**Discussion and Vote regarding Block Grant Authorization Resolution 2025-0210:** A copy of the resolution was provided in the council's packets. Rick Miller explained that the resolution would grant authority to Mayor Berlin to sign the grant application documents.

Mayor Berlin entertained a motion to adopt Resolution 2025-0210, authorizing the Mayor to enter into the grant application.

James made a motion to adopt Block Grant Authorization Resolution 2025-0210, Community Block Grant Authorization, seconded by Ben.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,



Benjamin Poston	aye
Shauna Lounsbury	aye
Edidt Sanchez	aye
James Zillinger	aye

**Discussion and Vote regarding Grant Administrator Roberts Community Center:** Mayor Berlin recommends making Altura grant administrator for the Roberts Community Center.

Edidt made a motion to approve making Altura grant administrator for the Roberts Community Center project, seconded by James.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

Benjamin Poston	aye
Shauna Lounsbury	aye
Edidt Sanchez	aye
James Zillinger	aye

**Discussion and Vote regarding Architect for Roberts Community Center:** Mayor Berlin recommends making Myers Anderson as the Project Architect for the Roberts Community Center.

Edidt made a motion to make Myers Anderson as the Project Architect for the Roberts Community Center Project, seconded by Ben.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

Benjamin Poston	aye
Shauna Lounsbury	aye
Edidt Sanchez	aye
James Zillinger	aye

**Update on Child Pedestrian Sidewalk Project Phase II:** Jaden Jackson said that they did have the bid opening and the bids came in about \$100,000 higher than what was expected. The bids were impacted by requirements such as Davis Bacon Wages and Build America Buy America (BABA). Local Highway Technical Assistance Council (LHTAC) was contacted and instructed the city to hold off on doing anything as there may have more funds.

**Discussion and Vote regarding Contractor Bid approval for Child Pedestrian Sidewalk Project Phase II: TABLED**

**Update on Water Facility Planning Study/Emerging Contaminates:** For the study, the hearing held today. Jaden said that the Department of Environmental Quality (DEQ) will be publishing the environmental document next week, for 28 days. For the Contaminates: the pilot study will be starting and work towards then percurrent of the equipment.

**Discussion and Vote regarding Water Facilities Improvement Project Administrative Contract for Altura:** Contract was provided in council packet. Rick Miller said that Altura has already been selected as Administrator but the contract was on hold until the grant funding was awarded and other grants funds could be identified. Altura would like to try to apply for a block grant in the fall. If the grant is awarded they would like to amend the contract at that time. The current contract total \$67,000.

Mayor Berlin would entertain a motion to approve the administrative contract for Altura for the Water Facilities Improvement Project.

Ben made a motion to approve the administrative contract for Altura for the Water Facilities Improvement Project, seconded by Edidt.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

Benjamin Poston	aye
Shauna Lounsbury	aye
Edidt Sanchez	aye
James Zillinger	aye

**Update on Wastewater Project:** Jaden Jackson said that Edstrum has begun the project at the lift station and street at city hall. Subwater was hit at 9 feet and dewater has been necessary. The first manhole is in and the hole is dug for the new lift station. The lift station is being delivered tomorrow and a crane will be onsite. The city and construction crews are meeting weekly to discuss progress and share public comments and concerns.

**Update on Mustang Park Project:** Jaden Jackson said the bathrooms are now working the city had called a third-party plumber and the issue with the bathroom was found to be defective parts. A change order was issued from Mountain West Precast to offset the cost of the plumber.

but to conserve energy, only one bathroom is open at this time. In the spring, sod will be placed and the basketball court will be finished.

**Maintenance Report:** Ron said that the generators have been serviced. Cold patch has been picked up for spring road maintenance. Bushes were trimmed around city hall. Snow removal has been light. Window repair was done on the ¾ ton pickup. Rick has been working on the RCC.

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

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

James made the motion to approve the bills, seconded by Ben, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

Benjamin Poston	aye
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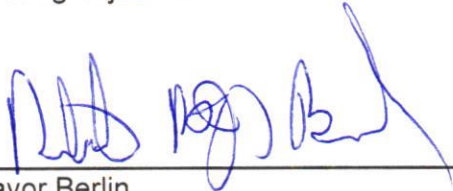
Shauna Lounsbury	aye
Edidt Sanchez	aye
James Zillinger	aye

**Presentation and Discussion regarding *All-Hazard Mitigation Plan, Jefferson County Emergency Management*:** Rebecca Squires, Emergency Manager for Jefferson County, said that it is time to update the multijurisdictional mitigation plan. The last update was 5 years ago. The plan is required by FEMA, it allows communities to apply for Building Resilient Instruction and Communities (BRIC) grants. These grants make infrastructure safer for any hazard it may be exposed to, manmade or natural. The city will participate in the program.

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


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

Meeting adjourned.



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Mayor Berlin



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City Clerk