

CITY of ROBERTS  
February 21, 2023  
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	April Galbraith.....Clerk/Treasurer
Connie Surerus.....Council	Ron Grant.....Maintenance
Ben Poston.....Council	Julie Garcia.....Library Director (Absent)
Edidt Sanchez.....Council	Robin Dunn..... City Attorney (Absent)
Shauna Lounsbury.....Council	Craig Sturman.....Certified Operator

Also present: Sheriff Anderson and Sergeant Sickinger with Jefferson County Sheriff's Office, Ursula Benkenstein, Karin Maritt, Raela Ledvina, Donald Ellis, Jaden Jackson with Keller Associates, Taylor Carr with Altura Community Consulting, Dustin Parkinson, Damon Johnson with Jensen Poulson & Company, and Tim Jones, and Kelsey Carter, Jason Fales, and Carlin Feisthamel with Department of Environmental Quality (DEQ),

Mayor Berlin opened the meeting and welcome everyone.

Edidt gave the opening prayer.

Mayor Berlin lead the Pledge of Allegiance

**Sheriff's Report:** Sergeant Sickinger read the report from 1/07/23 thru 02/03/23, 114 hrs, 16 complaints, 2 arrests, 0 DUIs', 0 citations, and 21 traffic contacts.

Sergeant Sickinger asked Mayor and Council if the sheriff's department along with surrounding sheriff's departments could use the Mustang Event Center, from time to time, for training exercises. Mayor Berlin said that the city had already been approached with the idea and were given permission.

Mayor Berlin and Council thanked Sheriff Anderson and Sergeant Sickinger for their service.

**Vote to Approve January 10, 2023 Council Meeting Minutes:** Mayor Berlin entertained a motion to approve the minutes for the January 10, 2023 council meeting and public hearings. Mayor Berlin asked if there were any changes or corrections.

With no corrections, Mayor Berlin entertained a motion to approve the minutes.

Ben made the motion to approve the minutes for the January 10, 2022 council meeting and public hearings, seconded by Edidt, all ayes.

**Mayor's Report:**

**Announcements:** Mayor Berlin announced that the Market Lake Day Committee meeting is on March 7<sup>th</sup> at 5pm at City Hall.

**Winter Challenges:** Mayor Berlin said Ron has been plowing snow constantly and people in our community are helping their neighbors clear their sidewalks and driveways. This year the amount of snow being removed is reflecting in the city budget with fuel and labor costs. Mayor Berlin and Council thanked Ron for his hard work and long hours. Frozen pipes have also been an issue. The City used social media, and the website, to remind residents to let a faucet drip water to prevent freezing, even if the homeowner thinks that their house lines wont freeze. The faucet furthest away from where the water comes into their home is best. Mayor Berlin said what is happening is that the water lines underground is freezing, because the exceptionally cold winter we have had forcing the frost line down.

Tim Jones asked how much water should be trickled. Mayor Berlin answered with about a pencil lead.

Mayor Berlin said that unfortunately some of the frozen pipes there is nothing we can do until spring, however the City is researching ways to help sooner.

**2021-2022 Audit Report:** Mayor Berlin invited Damon Johnson of Jensen Poulson, & Company to give the City's 2021-2022 Audit Report. Damon reported that:

#### Financial Overview

The City of Roberts continued to improve its financial position for the fiscal year ended September 30, 2022. Unrestricted cash balances ended the year at \$977,500, an increase of \$173,500 over the prior year. The restricted cash balances reserved for bond payments were at \$146,000; well over one year of payments. The City's liabilities increased by approximately \$116,000. The City's delinquent utility billing accounts receivable remained comparable to the prior year.

#### General Fund

The General Fund reported positive financial results for the fiscal year ended September 30, 2022. Revenues totaled \$1,121,000 for the fiscal year. Property taxes increased \$10,000, Highway users increased \$7,000, and the City received grants totaling \$815,000. The remaining regular revenue sources remained comparable to the prior year.

Expenditures for the General Fund totaled \$1,071,000. Administrative costs for the city totaled \$893,000 which included the fiber grant payments of \$766,610. Library expenditures increased \$25,000 and streets and roads expenditures increased \$60,000 both of which were related to grant expenditures.

Overall, the General Fund ended the year with an increase in fund balance of approximately \$51,000 and fund balance ended the year at \$409,000. This is enough to cover normal operations for approximately 15 months. The cash balance for the General Fund was \$391,000 at September 30, 2022.

#### Proprietary Funds

The Water Fund reported customer charges of \$123,000 which was an increase of 6% from the prior year. Expenses for the Water Fund totaled \$110,000, \$16,000 of which was interest. The fund posted a net income of \$15,000 for the year and had unrestricted cash balances of \$235,000. The gross accounts receivable for the Water Fund totaled \$19,750 at September 30, 2022 and the 90+ day delinquent amount totaled \$2,360. The delinquent amounts stayed similar to the prior year. Bonds payable for the Water Fund totaled \$351,500 at September 30, 2022. Net position totaled \$1,140,000 as of September 30, 2022, which would cover approximately 9 years of operations and bond payments.

The Sewer Fund reported customer revenues of \$141,000 an increase of 6% from the prior year. Operating expenses totaled \$122,000 at year end an increase of \$6,000. The fund reported other income of \$9,700 which came from the partial reimbursement from the federal government for the interest cost under the Build America Bond Provisions. Interest expense for the fiscal year was \$29,000. Net assets of the Sewer Fund decreased by \$7,000. The unrestricted cash balance ended the year at \$298,000; an increase of \$91,000 from the prior year. Gross accounts receivable for the fund totaled \$14,500 with the 90+ day delinquent portion totaling \$1,700 which was a slight increase from the prior year. Bonds payable for the fund totaled \$752,500 at September 30, 2022. The Sewer Fund also had unearned revenue of \$137,000 from the American Rescue Plan Act of 2021. This money will be recognized as revenue as it is spent. Net position ended the year at \$1,438,000 and was enough to cover approximately 8 years of operations and bond payments.

The Sanitation Fund reported revenues of \$27,700 and expenses of \$26,000, resulting in net income of \$1,700. Accounts receivable balances totaled \$3,200 with \$380 in the 90+ delinquent category. Ending net position totaled \$54,000, which is enough to cover approximately two years of operations.