

CITY of ROBERTS
January 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) BerlinMayor	Ron Grant Public Works Director
Edidt Ramirez Council (absent)	Julie Garcia..... Library Director
Ben PostonCouncil	Jed Bigelow..... City Attorney (absent)
James Zillinger Council	JD Erickson..... Certified Water Operator (absent)
Shauna Lounsbury..... Council	Scott Humphreys Certified WW Operator (absent)
April Galbraith Clerk/Treasurer	Steve Anderson.....Jefferson County Sheriff

Also present: Jaden Jackson with Keller Associates, Karol Poston, Connie Surereus, Trent Sabo, Matthew Anderson, Sylvia Bedford, Jennifer Jenny, Kyler Place, Casey Burns, and Corporal McCrae with Jefferson County Sheriff.

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 December 9, 2025:

Mayor Berlin asked if there were any questions regarding the minutes for December 9, 2025, provided in the council's packets.

With no questions, Mayor Berlin entertained a motion to approve the minutes for December 9, 2025.

Shauna made the motion to approve the minutes for December 9, 2025, seconded by James, all ayes.

Discussion & Vote – Ordinance 2026-570 Right-of-Way Construction Permits/License (corrected to 2026-572)

– Mayor Berlin read the title aloud: ORDINANCE NO. 2026-572

AN ORDINANCE RELATING TO THE REGULATION OF CONSTRUCTION, REPAIR, AND EXCAVATION WITHIN PUBLIC RIGHTS-OF-WAY; PROVIDING FOR PERMITS, INSURANCE REQUIREMENTS, SAFETY STANDARDS, NOTICE, RESTORATION, AND ENFORCEMENT; REPEALING CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

Mayor Berlin entertained a motion to suspend the reading of the proposed ordinance on three different days and have the title of the proposed ordinance read once.

James made a motion to suspend the reading of the proposed ordinance on three different days and have the title of the proposed ordinance read once, seconded by Ben, all ayes.

Mayor Berlin read the title aloud: ORDINANCE NO. 2026-572

AN ORDINANCE RELATING TO THE REGULATION OF CONSTRUCTION, REPAIR, AND EXCAVATION WITHIN PUBLIC RIGHTS-OF-WAY; PROVIDING FOR PERMITS, INSURANCE REQUIREMENTS, SAFETY STANDARDS, NOTICE, RESTORATION, AND ENFORCEMENT; REPEALING CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

Mayor Berlin asked if there was any discussion. With none, Mayor Berlin entertained a motion to pass Ordinance 2026-572.

James made a motion to approve Ordinance 2026-572, seconded by Shauna, all ayes.

Motion Passes

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.

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

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

Edidt Ramirez	absent
James Zillinger	aye
Benjamin Poston	aye
Shauna Lounsbury	aye

Swearing in Councilmembers – Mayor Berlin administered the Oath of Office to Kyler Place, Benjamin Poston, and Casey Burns as councilmembers. Kyler, Ben, and Casey signed their oath of office and were presented a certificate. The newly elected were seated.

Mayor Berlin presented Shauna Lounsbury and James Zillinger with Idaho-shaped cutting boards and expressed the city’s thanks and appreciation for their service.

Sheriff’s Report: Corporal McCrae reported for 12/06/2025 thru 1/02/2026, 52 hrs, 9 complaints, 0 arrest, 0 DUI, 1 citation, and 17 traffic contacts.

Corporal McCrae excused himself.

Elect City Council President – Mayor Berlin asked for nominations for council president. Casey nominated Ben for city council president, seconded by Kyler, all ayes. Ben accepted the nomination.

State of the City: Mayor Berlin said:

162 years ago, a group of people settled a village in Eastern Idaho territory near the Snake River called, Market Lake. It was a community based in agriculture of the surrounding homesteads, and merchants serving the region. As the village grew, planning became necessary. The Village plat was created to help define growth for the community’s needs. The state highway, now known as Basset rd. was placed on the east side of town, then followed the railroad.

Fast forward to 2026. Much of the planning is still relevant, and has been amended often. Sewer, Water, parks and more have been developed. Some of the original platting and planning while pertinent in the late 1800s,

becomes outdated. A prime example would be 650 North, our main street. It was built with horse and wagon teams in mind, to be a business thoroughfare. At 100 feet wide it was ideal for the transport of the day. Since then, it is now lined mainly with residences. The width way outpaces the current need.

Other infrastructure has had multiple upgrades over the years. Water, Sewer, communications and more since its founding.

The now City of Roberts boasts Modern Sewer, Fresh Clean Water, a public Library, multiple parks, With Restrooms! Multiple internet connections, installed before most bigger cities! A sidewalk system for children and pedestrians, that continues to be expanded.

The Past year of 2025 saw some incredible projects come to fruition, and completion. In the early winter, we began the construction phase of updating parts of our waste water collection system. This project included replacing an ageing lift station, old sewer lines, particularly the main trunk line, some modern electronic controls and communication elements, and the most visible part, the repair of aging streets in much of the city. Through careful planning, great fortune and management, we completed this project without passing the cost to our patrons. We were very blessed to procure over two million dollars in grants for this project.

At Mustang Park, New, year-round handicapped accessible restrooms, parking, pathways and a pickle ball/basketball court, all with updated lighting was completed and put into use. This project was completed with over \$250,000 in grant money, along with some city funds and in-kind work by the city. Another block of our Child pedestrian sidewalk on 2858 east, the route to school was completed. \$250,000 project was paid for with a grant from The Local Highways Technical assistance council, and some city funds. This project not only extended our sidewalk goals, but extended our storm drain system, and repaired a portion of the street.

The city also took over operations of the beloved Roberts Community Center. We have carefully budgeted for repairs and upgrades, and were blessed with another grant from the Idaho Department of commerce for \$250,000. This grant will be used to update the heating, add air conditioning, update handicapped access and add on new handicapped assessable restrooms. These improvements will take place in this coming year, 2026.

Our great little city has also been awarded a grant of over 4 million dollars by the Idaho Department of Environmental Quality, for a fresh water treatment plant to remove iron, manganese and sand from our drinking water. The project entails a filtering plant, new updated controls and drainage updates for our water system. Much work has been done; the bulk of the project will be completed by spring of 2027.

Our great little library continues to be an important asset, providing learning and reading opportunities for our patron's families. Much work and implementation of policy's, utility collections grant administration and budgeting continue with our administration office. The clerk and I have been kept very busy with these activities. No job is done, till the paperwork is done.

2025 also saw new contract operators for our utilities at an immense savings to the city, An additional maintenance operator for the city and a new to us pickup and snow plow. With public works having almost doubled in employees, to 2 1 /2, A long list of deferred maintenance projects is being caught up.

Wow, what a year! Now what?

As growth continues to come to east Idaho, including Roberts; review and updating of the city's comprehensive plan and planning and zoning ordinances is in order. This past year, a long-awaited Area of Impact agreement with Jefferson County was put into place. This agreement helps our city, and the county plan for and accommodate reasonable and appropriate growth in the Roberts area. Other notable events in our town include the new gymnasium at Roberts Elementary School and the passage of a county ambulance district for most of Jefferson County.

As growth will continue to come our way, the planning and managing of that growth will continue to an important role for our city. Our city will need to plan far into the future, but with flexibility for the ever-changing world around us.

We continue to seek and apply for grants to continue improvements.

We have been awarded a grant from "America 250" to add to our Market Lake Day in this semi quincennial year! Go ahead, try spelling that!

With our larger workforce, many projects have been completed, more identified and an attitude of " We can look for more improvement because we can get them done."

I offer great appreciation to our city staff, April, Ron, Dusty, Julie and Rick for their continued willingness to move ahead! I offer great thanks to our current city council for their due diligence, challenges support to me and service to our city! To the incoming city council, hang on for the upcoming adventure! Thanks to all who ran for office, showing their love for our community! To our first responders, Sheriff, Fire and EMS, thank you for your contributions to the safety and well-being of our great little city!

As we enter our nation's 250th anniversary, let us continue to strive to make our little part of it be the best it can be!

Thank You All,

God Bless Roberts, Idaho and the United States of America!

Library Report – Julie Garcia, Library Director, reported that the library has one hundred ninety-seven (197) city members and forty-nine (49) county members. Storytime is on Wednesday at 1:15 pm, with a story, craft, and snacks. Ladies' game day is every third Thursday of the month. The library will be applying for the summer STEM program grant for \$500. BASF is donating \$300 to the summer reading program. The LEGO program will begin soon, Rocky Mountain Power donated \$500 for that program. Julie thanked the Library board for their help.

Appointment and Confirm Library Board Member – Mayor Berlin said that a library board member is moving and resigned. Mayor Berlin asked Julie to introduce her candidate for the library board. Julie introduced Jennifer Jenny. Mayor Berlin invited Jennifer to speak. Jennifer said she is delighted to serve.

Mayor Berlin entertained a motion to confirm the appointment of Jennifer Jenny to the Roberts City Library board.

Kyler made a motion confirm the appointment of Jennifer Jenny to the Roberts City Library board, seconded by Casey, all ayes.

Motion carries.

Update – Roberts Community Center: Rick Miller updated the council: The architect has sent (100%) design. Nothing has changed from the original scope; however, alternatives have been added. Bid will be advertised on January 21, pre-bid meeting on February 5 at the community center and bid opening on February 12 at city hall.

Update Water Facility Improvement Project: Jaden said that the project design is complete. Design will be sent to the Department of Environmental Quality (DEQ) and the City for final review. Rick said that the application for the Community Development Block Grant (CDBG) has been submitted. Bid for the building will go out for bid after the CDBG has determined awards.

Discussion – Penny Policy: The federal government has stopped manufacturing pennies, as a result, the city's bank, Zion's, is no longer distributing pennies. April presented a policy for cash payments. Utility accounts will be rounded up to the nearest nickel, any overage will be credited to your account. If it is not a utility account than the balance would be rounded to the nearest nickel. The city auditor supports the policy.

Mayor Berlin asked if there are any concerns or objections to the policy. No concerns or objections were voiced. The policy will go into effect immediately.

Discussion – R4 Zoning: (Council was provided a draft ordinance amendment.) Mayor Berlin opened a discussion regarding R4 (mobile home park) Zoning. The draft amendment would change the minimum lot area for mobile home parks from five acres to fifteen acres and add a maximum of twenty-five (25) acres. In addition, the draft outlines a maximum age of any mobile home placed in the city to be no more than fifteen (15) years older than the date of the approved building permit; this does not apply to mobile homes that already exist. The ordinance also outlines infrastructure requirements for new construction by zone.

Council would like to decrease the maximum acreage to twenty (20) acres and move forward with the hearing. Hearing is scheduled for February 10, 2026 at 6:50 p.m.

Resolution 2026-0113: (Draft provided in council packets)

Mayor Berlin said that the resolution is in regard to the city’s surplus property.

Mayor Berlin read the title of Resolution 2026-0113 aloud.

Resolution No. 2026-0113

A RESOLUTION OF THE CITY OF ROBERTS RELATING TO SURPLUS PERSONAL PROPERTY; DECLARING CERTAIN PERSONAL PROPERTY OF THE CITY TO BE SURPLUS; AUTHORIZING AND DIRECTING THE DISPOSAL OF THE SURPLUS PROPERTY PURSUANT TO IDAHO CODE § 50-301; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Roberts (“City”) has acquired certain personal property for the purpose of carrying out services in the public interest; and WHEREAS, certain items of personal property of the City, as described herein, have become worn out, obsolete, or are no longer needed by the City; and

WHEREAS, the City Council of the City has deemed it unnecessary to maintain ownership of surplus personal property of the City as described herein; and WHEREAS, pursuant to Idaho Code § 50-301, the City is empowered to convey City-owned personal property; and

WHEREAS, the City Council of the City desires to dispose of the property as allowed by State law;

NOW, THEREFORE, it is hereby RESOLVED by the City Council of the City of Roberts as follows:

Section 1: Declaration of Surplus Property

The City Council finds and declares that the City no longer has a use for the following personal property (“surplus property”):

Plow Truck – 1991 Autocar, VIN 4V2SCBDE8MU507807 with plow

Front Wheel Loader- John Deere 644G

Dog Transport Truck Box – Diamond Equipment

Tryn Ex International Sander Box – E1-711119

Pickup Truck – 2005 GMC Pickup, VIN 1GETK19B55E245235

Section 2: Value of Surplus Property

The City Council establishes the total value of the surplus property as nominal and less than what it would cost to repair, store, or otherwise maintain the property.

Section 3: Authorization for Disposal

The City Clerk or his/her designee is authorized and directed to dispose of the surplus property by auction or other lawful means as permitted by State law.

Section 4: Effective Date

This Resolution shall take effect and be in force immediately upon its passage and approval.

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

With none, Mayor Berlin entertained a motion to approve Resolution 2026-0113.

Casey made a motion to approve Resolution 2026-0113, seconded by Ben, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Motion passes.

Discussion & Vote – Lease of 651 N 2858 E: Mayor Berlin said that the city’s property for lease at 651 N 2858 E is up for renewal. The lease is Community Council of Idaho. The modular clinic has not been used for the past two years. Last year council raised the rent to \$1000 and the lease ends on January 29th. April has been in contact with Community Council and it seems little action is being taken. Our city attorney has suggested the following options:

1. To not renew the contract and the city attorney would send a letter to vacate within thirty (30) days or the city will take possession
2. Move to a month-to-month
3. Raise the rent substantially
4. Reduce the term length
5. Reduce the term and a set monthly penalty after the term is finished

- 6. Reduce the term with monthly penalties that increase each month.
 For instance: based on a \$2000 rental for 6 months.
 7th month- \$2000 plus \$500 penalty for a total of \$2500
 8th month- \$2000 plus \$1000 penalty for a total of \$3000
 9th month- \$2000 plus \$1500 penalty for a total of \$3500 and so on until the modular is removed and property is restored.

Discussion regarding the city does not want the mobile home to remain in the city, communications between staff and Community Council, and what actions have been publicly taken by Community Council to sale the property.

Kyler Place made a motion that regarding the lease of 651 N 2858 E a lease agreement with the term of six (6) months with a \$2000 monthly rental fee, and then the rental fee to increase an additional \$500 monthly with no cap, seconded by Casey, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Motion Passes.

Discussion & Vote – Lease Amendment for 653 N 2858 E: (Amendment provided in council packets)

Mayor Berlin said that the city has had a lease agreement with Verizon that has about ten more years of a thirty-year agreement. Verizon has sold to VerticleBridge. The lease amendment transfers the lease to them and extends the lease an additional twenty-five years. The current contract remains the same but changes the name and extends the contract. The city currently receives just under \$1000 per month in rental income and there is a two percent increase per year that will remain the same.

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

With none, Mayor Berlin entertained a motion to approve the lease amendment for 653 N 2858 E.

Casey made a motion to approve the lease amendment for 653 N 2858 E, seconded by Ben, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Discussion & Vote –Building Permit for 653 N 2858 E: (Permit application provided in council packets)

Mayor Berlin said that the city has received a building permit for 653 N 2858 E. This permit would allow

placement for equipment on the existing cell tower with no change in the foot print. The estimated value is for \$5000.

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

With none, Mayor Berlin entertained a motion to approve the building permit for 653 N 2858 E.

Casey made a motion to approve the building permit for 653 N 2858 E, seconded by Ben, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

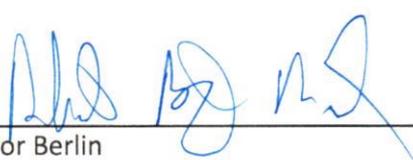
Kyler Place	aye
Edidt Ramirez	absent
Benjamin Poston	aye
Casey Burns	aye

Maintenance Report: Ron said that December has been unusually warm. Frost fee has been placed at the city shop. Train one at the wastewater plant went down and is under emergency repair. The snowplow sander had to be rebuilt. Forks for the backhoe have been repaired. Cameras have been installed at the Mustang restrooms, Roberts Community Center and Mustang Center. Utilities have been installed for the 659 N 2865 E. Trees at Roberts City Park have been trimmed. Picnic tables have been rebuilt. Christmas decorations have been taken down. Electricity was restored at the A-frame.

Adjourn: Mayor Berlin entertained a motion to adjourn.

Casey made a motion to adjourn, seconded by Kyler, all yes.

Meeting adjourned.



Mayor Berlin



City Clerk