

CITY of ROBERTS
March 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 via Zoom
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 (absent)

Also present: Corporal Stewart with Jefferson County Sheriff's Office, Jaden Jackson and Sadie Jonson with Keller Associates, Karol Poston, Ursula Benkenstein, Connie Surereus, and Kyler Place.

Mayor Berlin opened the meeting and welcomed everyone.

Edidt 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 city council meeting and hearing minutes for February 11, 2025 and hearing minutes for March 4, 2025, provided in the council's packets.

With no questions, Mayor Berlin entertained a motion to approve the city council meeting and hearing minutes for February 11, 2025 and hearing minutes for March 4, 2025.

James made the motion to approve the city council meeting and hearing minutes for February 11, 2025 and hearing minutes for March 4, 2025, seconded by Edidt, all ayes.

Sheriff's Report: Corporal Stewart gave two reports. For 02/01/2025 thru 02/28/2025, 80 hrs, 14 complaints, 1 arrest, 1 DUI, 1 citation, and 22 traffic contacts..

Discussion regarding children on ATVs on city streets without helmets.

Corporal Stewart excused himself.

Mayor's Report:

- **Fair Housing Month Proclamation:** Mayor Berlin proclaimed April 2025 as Fair Housing Month.
- **Arbor Day Proclamation:** April 25, 2025 as Arbor Day. Mayor Berlin encourages all to plant a tree.

Market Lake Day: The council discussed the elected officials' parade vehicle, items to throw during the parade, purchasing a generator, and filling the vacant chair for children's games.

Executive Session Idaho Code §74-206(1)(f): Mayor Berlin entertained a motion to move the board, pursuant to Idaho Code §74-206, convene in executive session to communicate with legal counsel regarding pending/imminently-likely litigation Idaho Code §74-206(1)(f).

James moves that the board, pursuant to Idaho Code §74-206, convene in executive session to communicate with legal counsel regarding pending/imminently-likely litigation Idaho Code §74-206(1)(f), seconded by Edidt.

Roll call vote was taken by the Clerk,

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

Council, Mayor, Attorney (via Zoom) and Clerk convened at 7:15 p.m.

Adjourn at 7:46 p.m.

Discussion and Vote to accept Jensen Poulson & Company Engagement Letter:

Council was provided a copy of the engagement letter for fiscal year 2024-2025 in their packet. Council and Mayor discussed the auditor's agreement and noted that it was mostly unchanged. The agreement amount is not to exceed \$7,625.00. If a single audit is required and additional \$1,200 may apply.

Mayor Berlin recommends accepting of the engagement letter.

Mayor Berlin entertained a motion to approve the proposal from Jensen Poulson & Company as the City's auditors.

Ben made a motion to approve the proposal from Jensen Poulson & Company as the City's auditors, seconded by James.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Discussion and Vote to adopt Resolution 2025-0311-Americans with Disabilities: Mayor Berlin read Resolution 2025-0311: NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, the City of Roberts will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. *Employment:* The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA). *Effective Communication:* The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in its programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people

who have speech, hearing, or vision impairments. *Modifications to Policies and Procedures:* The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the office of the City Clerk-Treasurer as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a City program, service, or activity is not accessible to persons with disabilities should be directed to April Galbraith, Clerk, City Hall at 647 N 2872 E, Roberts, ID 83444. The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.”

Edidt read aloud: Se le puede proveer esta notificación en un formato accesible para las personas discapacidades y/o personas con conocimientos limitados del inglés a pedido.

Mayor Berlin entertained a motion to adopt Resolution 2025-0311.

Edidt made a motion to adopt Resolution 2025-0311, seconded by Ben.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Discussion and Vote to approve Building Permit 660 N 2884 E: Council reviewed the building permit application and plans for a new construction stick built structure with garage and basement foundation. Mayor Berlin said that in regards to the basement foundation that already exists an engineer provided a letter stating that it was sound. Staff have reviewed the application and found that the property is 1.27 acres, the building is not within the flood plain, and the plans adhere to the city's current planning and zoning requirements.

Mayor Berlin recommends the permit be approved.

Mayor Berlin entertained a motion to approve the building permit for 660 N 2884 E.

Ben made a motion to approve the building permit for 660 N 2884 E, seconded by Edidt, all ayes.

Discussion regarding Impact Zone Agreement with Jefferson County: Council and Mayor were provided copies of the draft impact zoning agreement, submitted by Jefferson County Planning, prior to council meeting. Mayor Berlin said he recommends the agreement as is, stating that it is a benefit to the city and its future growth. Council decided to put the agreement to vote during the April 2025 council meeting.

Update on Wastewater Project: Jaden Jackson said that the project is moving along a bit faster now as the sewer line elevation goes up. Currently the sewage is being bypass pumped to the man holes and the dewatering is being sent down the new sewer line. There is a concern regarding damage to the roads as the roads are only about 1½-2" thick and paved with millings from previous interstate repairs and covered with oil. Keller will monitor the situation and more pavement may need to be completed than originally expected. Pumps for the new lift station have not been delivered.

Update on Water Facility Planning Study/Emerging Contaminates: Jaden said in regards to the water study that the Department of Environmental Quality (DEQ) published a comment period for a category exclusion, in mid February, the period is for 30 days. Regarding the contaminants project, there will be equipment for a pilot test delivered to the water treatment plant. The pilot test is to determine what treatment will be used to remove the manganese and iron from the water. The study will begin on Monday.

Update On Roberts Community Center: April said that the Community Block Grant Application had been signed by Mayor Berlin and submitted by Altura on Friday. The city has been working on the facility, including installing paper towel holders, lights, fire extinguishers, and other maintenance. Rentals are being scheduled as well.

Maintenance Report: Ron reported that snow removal has been light, a lift station pump has burned down and the backup pump has been installed until the new lift station is put into service, frozen water lines have been an issue at Lucy's due to the construction, lights at the water and wastewater treatment facilities were maintained, bathroom light fixtures at the city hall were replaced, maintenance at Roberts Community Center is ongoing and includes painting and lighting, city hall parking lot light bulbs have been replaced, bushes in the alley behind city hall have been trimmed, and the steering system in the city's pickup has been repaired. Rick has been taking down Christmas decorations and assisting Ron in maintaining UV lights at the wastewater treatment plant.

Food bank will be at the bus barn in March.

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.

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

Adjourn: Mayor Berlin entertained a motion to adjourn.

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

Meeting adjourned.



Mayor Berlin



City Clerk