

CITY of ROBERTS
April 8, 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 Ramirez.....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 Hall with Jefferson County Sheriff's Office, Jaden Jackson with Keller Associates, Karol Poston, Ursula Benkenstein, Connie Surereus, Casey Burns, Kyler Place, and Milton Ollerton with Jefferson County Planning and Zoning.

Councilmember Edidt Sanchez name change to Edidt Ramirez.

Mayor Berlin opened the meeting and welcomed everyone.

Shauna gave the opening prayer.

Mayor Berlin led the Pledge of Allegiance

Vote to Approve City Council Hearing Minutes for March 4, 2025 & Council Meeting Minutes for March 11, 2025:

Mayor Berlin asked if there were any questions regarding the hearing minutes for March 4, 2025 or council meeting minutes for March 11, 2025, provided in the council's packets.

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

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

Sheriff's Report: Deputy Hall gave the report for 03/01/2025 thru 03/28/2025, 79 hrs, 17 complaints, 0 arrest, 0 DUI, 0 citation, and 15 traffic contacts.

Mayor Berlin reminded everyone that if their dog licenses have not been renewed they are past due.

Sheriff Anderson and Deputy Hall excused themselves.

Mayor's Report: Preparation continues for Market Lake Day. Items from the Mustang Event Center that are not of value will be set outside and be free to the public. The items will be thrown away when the Community Spring Cleanup is concluded.

Discuss and Set 2025-2026 Budget Calendar: Proposed budget calendar:

August 5-Work meeting

August 13 & 20- hearing advertising

August 26- hearing and special meeting to pass the budget.

Council determined that the work meeting will be held on August 5 at 6:00 pm, with the hearing on August 26 at 6:30 pm and a Special Meeting at 6:45 pm.

Discussion and Vote regarding "Request for Hearing" for Impact Zoning Agreement Letter to Jefferson County Commissioners: A copy of the draft impact agreement was provided to Council at the last meeting. A copy of the proposed agreement letter was provided in this council packet.

Mayor Berlin recommends moving forward with the agreement.

Mayor Berlin asked if council had any discussion or questions regarding the draft impact agreement.

With no discussion or questions, Mayor Berlin entertained a motion to approve the "Request for Hearing" letter for the impact zoning agreement to Jefferson County Commissioners.

Edidt made a motion to approve the "Request for Hearing" letter for the impact zoning agreement to Jefferson County Commissioners, seconded by James.

Roll call vote was taken by the Clerk,

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

Letter was signed by Mayor and Council.

Discussion regarding Drinking Water and Wastewater Operator Contracts: Mayor Berlin said that there has been continuing billing issues and concerns with our current water and wastewater operator contractor. We would like to explore finding different operators.

Mayor Berlin asked if there was any comments or questions.

No questions or comments.

Vote to authorize the Mayor to enter into contract negotiations with Mountain West Environmental for water and wastewater operations, including potential notice to terminate existing operator agreement: Mayor Berlin entertained a motion to authorize the Mayor to enter into contract negotiations with Mountain West Environmental for water and wastewater operations, including potential notice to terminate existing operator agreement.

James made a motion to authorize the Mayor to enter into contract negotiations with Mountain West Environmental for water and wastewater operations, including potential notice to terminate the existing operator agreement, seconded by Edidt.

Roll call vote was taken by the Clerk,

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

Motion passes.

Vote to authorize the Mayor to identify and initiate contact with potential alternative water and wastewater system operators: Mayor Berlin entertained a motion to authorize the Mayor to identify and initiate contact with potential alternative water and wastewater system operators.

Edidt made a motion to authorize the Mayor to identify and initiate contact with potential alternative water and wastewater system operators, seconded by James.

Roll call vote was taken by the Clerk,

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

Motion passes.

Discussion and Vote to accept Bid from JM Concrete for Child Pedestrian Phase II Project:

Jaden Jackson from Keller said JM Concrete was the low bidder, but even as the low bid, they were much higher than the grant award from Local Highway Technical Assistance Council (LHTAC). He spoke with JM Concrete about the city not having enough money to fulfill the entire contract. They agreed to reduce the scope of the work. The revision will allow for new sidewalk, curb & gutter, and storm drain on the east side of 2858 E going south from 664 N to 657 N, and then storm drain from 657 N as far south as possible. The grant is for \$220,000, the city will need to fund the remaining amount. This plan will allow all the road work to be done, and then the next phase will just be the curb and gutter with no road work.

Mayor Berlin said there may be more funds through LHTAC, but if there are not, he believes the city budget can handle the remaining. The deadline to complete the project is September 2025.

Mayor Berlin recommended accepting the bid and moving forward with the project. Mayor Berlin asked if there were any questions or discussion.

James asked if the city has \$30,000 in the budget for the excess. Mayor Berlin said some reserves could be used.

Edidt asked if there was a possibility that the city would not have to pay the excess. Mayor Berlin said that there is a possibility that the city could be awarded the additional amount.

Mayor Berlin entertained a motion to accept the bid from JM Concrete for the Child Pedestrian Phase II Project for \$251,929.

Edidt made a motion to accept the bid from JM Concrete for the Child Pedestrian Phase II Project for \$251,929, seconded by Ben.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Update on Mustang Park Improvement Project: Jaden Jackson said that Knife River should be here this week to lay in the sod and a few warranty items. The painting and finishing of the basketball/pickleball court will need to wait until the weather is above 55 degrees for a week.

Update on Wastewater Project: Jaden Jackson said that 664 N is completed. The crews have almost finished with 657 N. and will then complete 671 N. After they have completed those, they will come back to 2872 and head south.

Mayor Berlin said that once the project is completed, the lift station area will be a fenced compound.

Update on Water Facility Planning Study/Emerging Contaminants: Jaden said regarding the water study that the Department of Environmental Quality (DEQ) published the 30-day comment period for a category exclusion. There were no comments. Keller will get the study closed out.

On the Water Improvement Project (Emerging Contaminants) the pilot study has been completed. The study was able to successfully remove the manganese and iron from the water. Labs were sent by the city to verify the pilot study company's findings. (Post-filtration samples were available during council).

Discussion regarding Comprehensive Plan: Council was provided a draft in council packet. Mayor Berlin said that the Clerk has been going through the current comprehensive plan and updating items and adding in missing items.

Mayor Berlin invited the Clerk to speak. April advised Council to break the plan up into sections instead of revising all at once. A discussion regarding what the revision would require, the revision, including creating a vision for the plan was had.

Maintenance Report: Ron reported that repairs and painting throughout the building, installation of a wall heater and a new electric range in the kitchen, addition of exit lights and exterior lighting, removal of trees on the east side of the property, and installation of new window blinds were completed at the Roberts Community Center. Repairs were completed on the automation system of the drinking water system. Signs have been put in at the Pocket Park due to excessive dog waste being a problem. Backfill at the wastewater treatment plant to ensure the mechanical plug won't come out. Rick has begun mowing and readying the parks.

Mayor Berlin said that tomorrow, city staff will be exercising the fire hydrants. Roberts Community Park bathroom will be opened next week.

The 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 questions, 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 Ramirez	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