

CITY OF ROBERTS
August 11, 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) Berlin Mayor
Casey Burns Council
Kyler Place Council
Benjamin Poston Council
Edidt Ramirez Council
April Galbraith Clerk/Treasurer

Ron Grant Public Works Director
Julie Garcia Library Director (absent)
Jed Bigelow City Attorney (by phone)
JD Erickson Certified Water Operator (absent)
Scott Humphreys Certified WW Operator (absent)
Steve Anderson Jefferson County Sheriff (absent)

Also present: Colter Hollingshead, Jared Richens, Sadie Jonson all with Keller Associates, Jaden Jackson, Karol Poston, Connie Surerus, Shirley Ledvina, Ursula Benkenstein, and Steven Haderlie.

Edidt gave the opening prayer.

Mayor Berlin led the Pledge of Allegiance.

Vote to Approve City Council Hearing & Meeting Minutes for July 14, 2026:

Mayor Berlin asked if there were any questions regarding the hearing and meeting minutes for July 14, 2026, provided in the council's packets.

With no questions, Mayor Berlin entertained a motion to approve the hearing and meeting minutes for July 14, 2026.

Ben made the motion to approve the hearing and meeting minutes for July 14, 2026, seconded by Casey, all ayes.

Mayor's Report: Market Lake Day was successful everything went well and looking forward to next year. The Rate Resolution and Budget Hearing will be Tuesday, September 1, 2026 at 6:50. There will be a special meeting directly after regarding the rate resolution and budget.

Constitution Week Proclamation: Mayor Berlin read aloud the following proclamation:

PROCLAMATION

Whereas, September 17, 2026 marks the two hundred and thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate the occasion; and

Whereas, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

Now, Therefore I, Robert BJ Berlin, by virtue of the authority vested in me as Mayor of the City of Roberts Idaho, do hereby proclaim the week of September 17 through 23 as Constitution Week.

CONSTITUTION WEEK

And ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties remembering that lost rights may never be regained.

Executive Session – Idaho Code 74-206(1)(f): Mayor Berlin entertained a motion to open into Executive Session.

Casey made the motion to open into Executive Session to communicate with legal counsel regarding pending imminently likely litigation as per Idaho Code 74-206(1) subsection F, seconded by Ben.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Mayor Berlin stated the motion was affirmed.

Entered into Executive Session.

Resumed Regular meeting.

Discussion & Vote - Jefferson County Sheriff Contract: Mayor Berlin recommended passing the Jefferson County Sheriff Contract (received in packet) and asked the council if they had any questions, comments, or concerns.

Council discussed the number of hours that the contract guarantees the sheriff's office provides, city ordinance enforcement, and other cities in the county contracting with the Sheriff's Office.

Mayor Berlin stated the contract has not changed and is \$7764.08 for enforcement and \$1057.40 for administrative.

Mayor Berlin entertained a motion to approve the Jefferson County Sheriff Contract.

Edidt moved to pass the Jefferson County Sheriff Contract, seconded by Ben.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Discussion & Vote – Request for Proposals for Engineering Services (RFP): (received in packet)

Mayor Berlin said that the city would like to advertise for proposals for engineering services. These services would include assisting the city with planning and zoning issues, as well as water and sewer.

Mayor Berlin entertained a motion to issue a Request for Proposals for Engineering Services.

Kyler made a motion to issue a Request for Proposals for Engineering Services., seconded by Casey, all ayes.

Motion passed.

Discussion – Comprehensive Plan: Mayor Berlin stated the next two topics are related. The completed rough draft was in their council packets and ready for their review.

Clerk said that if council has any suggestions, questions or concerns, the clerk asked that they each email her individually.

Discussion - Planning & Zoning Code: The completed rough draft was in their council packets and ready for their review. The draft has been reviewed by Mayor Berlin and April has a meeting with the city attorney next week to go over the draft.

Clerk said that if council has any suggestions, questions or concerns, the clerk asked that they each email her individually.

Mayor Berlin asked when council would like to schedule the work meeting for the Planning & Zoning Code. Council agreed to Sept. 18th at 8:30 am for approx. 3-4 hours.

Update – Water Facility Improvement Project (WFIP): Colter Hollingshead with Keller Associates introduced himself along with Jared Richens and Sadie Jonson. Colter stated Keller Associates and Edstroms have been working on cost-saving solutions to bring the project into the current budget. Keller Associates requested more funding from the Department of Environmental Quality (DEQ). Keller Associates and Edstroms are still moving forward and are just working through the final steps needed.

Update – Wastewater Study: Colter Hollingshead with Keller Associates reports they are making progress and that all the data collected on existing conditions at the wastewater treatment plant are being reviewed. He met with Scott Humphreys, the city's wastewater operator, about Scott's concerns with the wastewater treatment plant (WWTP). The clerk stated that at this point we need to pull back from this until the next fiscal year. Colter said that they will work with the city to ensure that the budget is considered for this fiscal year.

Mayor Berlin asked if there were any comments or concerns from the council.

Ben asked what percentage of the capacity at the WWTP are we running at now. Colter stated the capacity is actually quite low, running at maybe around 50%. He said this was based on the average not the current.

Update – Roberts Community Center: The clerk presented some pictures. She reports that, as of Monday August 10, 2026 all the project was still needing completed was the final trim for the plumbing and electrical, the punch list, the final clean up, and to pass the propane inspection and tests. HVAC has been installed and will be tested along with the propane. They are going to extend shelves on the west side of the mechanical room so there will be some storage available. The doors have been replaced, the walls on the east side of the main room and the hallway have been painted. They are anticipating completion in September.

Mayor Berlin explained that the propane tank that is next to the building is 125 gal, which is the most you can have next to the building. The Mayor has instructed the clerk to speak with LP Propane to look into cost for installing a new tank next to the alley, along with the plumbing that will be needed for that.

Maintenance Report: Mayor Berlin reports the backhoe is aging and there is need to look into replacement costs. The proposals the city has received have been for brand new equipment, comparable to what we have now. The proposals are running between \$120,000 to \$130,000. Ben asked if we have a capital improvement account. Mayor Berlin responded we do have enough money in our reserves but the amounts quoted right now would be a large portion of that reserve.

Parks & Rec: Ron reported that the streets were swept prior to Market Lake Day. Cleanup after the festivities went well. The asphalt millings behind the Mustang Center are being cleaned up. City Hall grounds have been maintained. The parks have been weeded and mowed. Trees have been trimmed by the LDS church and at City Hall.

Streets & Alleys: Mowing and weed eating have been done around city buildings and around town. Backhoe tire had a hole in the sidewall and had to be replaced.

Wastewater: The WWTP has been worked on due to overheating. Diagnostics and programming have been done at the main city lift station. The generator at the lift station is now starting and running under load tests.

Casey asked if we know why the red light keeps turning on at the lift station. Ron stated it has several different sensors that go off and that's why the light will turn on.

Drinking water: The booster station had a lightning strike event, causing residents to experience some fluctuation in water pressure. Pressure didn't fall below the safety level.

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.

Casey 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,

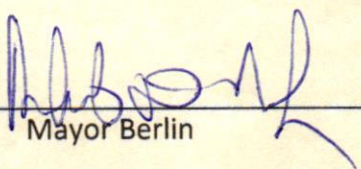
Kyler Place	aye
Edidt Ramirez	aye
Benjamin Poston	aye
Casey Burns	aye

Sheriff's Report: (law enforcement absent) Mayor Berlin reported for 6/26/26 to 7/17/26, 135 hrs, 19 complaints, 1 citation, and 19 traffic contacts.

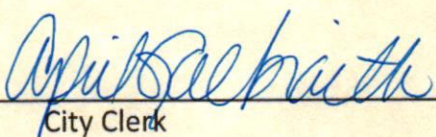
Adjourn: Mayor Berlin entertained a motion to adjourn.

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

Meeting adjourned.



Mayor Berlin



City Clerk