

CITY of ROBERTS
August 26, 2025
City Council Special 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
Edidt Ramirez.....Council
Ben Poston.....Council
James Zillinger.....Council (absent)
Shauna Lounsbury.....Council
April Galbraith.....Clerk/Treasurer

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

Also present: Gale Scrivner

Mayor Berlin opened the meeting and welcomed everyone at 6:45 pm.

Introduction of New Employee: Mayor Berlin introduced Dusty Kluesner to the council. Dusty has taken the position of maintenance operator.

Review and Vote – Resolution 2025-0826: Council was presented with Resolution 2025-0826 that outlines the cities fee schedule.

Mayor Berlin read aloud:

**City of Roberts
Resolution No. 2025-0826**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROBERTS, IDAHO
REPLACING AND ESTABLISHING A CITY FEE SCHEDULE AND CHARGES FOR ALL CITY DEPARTMENTS AND ESTABLISHING
POLICIES FOR COLLECTING FEES

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Roberts Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Roberts; and

WHEREAS, each department within the City of Roberts organization has quantified the costs of processing and administering each application specific to that department;

WHEREAS, the City of Roberts adopted Resolution 2023-0808 establishing the first citywide fee resolution on August 22, 2023;

WHEREAS, the City of Roberts adopted Resolution 2024-0827, on August 27, 2024, replacing the previous fee resolution;

WHEREAS, Resolution 2025-0826 adopted on August 26, 2025 replaces the previous fee resolution;

WHEREAS, the effective date of this resolution shall be October 1, 2025; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Roberts, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the effective date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

All fees will remain the same except:

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EXHIBIT A

New Fees or Fees Increased by 5% or more or Repealed:			
Amended Section of Fee Resolution	Fee	Amount	New Fee or Percentage Increase
Section 1-A	Zone Change Application	\$275.00	83%
	Special Use Permit	\$275.00	83%
	Variance Request	\$275.00	83%
	Mobile Home Park/Subdivision Application		
	Preliminary Plat	\$500 + \$15 per lot	67% & 50%
Section 2-A	Shelter Rentals	\$75.00/day 9am-10pm	New
Section 3-I	Equipment: Lawn Equipment	\$50.00 per hour	150%
	Labor Per Man-hour	\$30 per hour	43%
	After-hours Labor per Man-hour	\$60 per hour	43%
	Contract Labor	At Cost	NEW
	Abatement fee	\$100	NEW
Section 4-E	Roberts Community Center	\$100 per 4hr block + \$100 refundable deposit per event	NEW
Section 4-F	Fax	Repealed	Repealed
Section 6-A	Records Research Per Hour	Pursuant to Idaho Code 74-102(10)	NEW

This Resolution will be in full force and effect on October 1, 2025.

Mayor Berlin asked if there were any questions or discussion.

Hearing none, Mayor Berlin entertained a motion to adopt Resolution 2025-0826 Fees.

Ben made a motion to adopt Resolution 2025-0826 Fees, seconded by Edidt, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

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

Motion passes

Review and Vote – Appropriation 2025-571: Mayor Berlin entertained a motion to suspend reading the proposed ordinance on three different days and have the proposed ordinance read in its entirety.

Edidt made a motion to suspend reading the proposed ordinance on three different days and have the proposed ordinance read in its entirety, seconded by Ben.

Mayor Berlin read aloud:

ORDINANCE NO. 2025-571

AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE
FOR FISCAL YEAR OCTOBER 1, 2025 – SEPTEMBER 30, 2026, APPROPRIATING THE
SUM OF \$7,882,686.00 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE

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CITY OF ROBERTS FOR SAID FISCAL YEAR, AUTHORIZING A LEVY OF A
SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS
AND PURPOSES FOR WHICH SAID APPROPRIATIONS ARE MADE.

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROBERTS, JEFFERSON COUNTY, IDAHO

Section 1: That the sum of \$7,882,686 be and the same is appropriated to defray the necessary expenses and liabilities of the City of Roberts, Jefferson County, Idaho, for the fiscal year beginning October 1, 2025.

Section 2: The objects and purposes for which appropriations are made and the amount of each object and purpose is as follows:

PROPOSED EXPENDITURES

General & Admin	Police	\$ 207,291
Protection		8,821
Library		24,692
Parks & Recreation		28,000
Streets & Lighting		84,729
Water/Sewer/Sanitation		562,153
Mustang Events Center/RCC		7,000
Grants		<u>6,960,000</u>
TOTAL PROPOSED EXPENDITURES		\$7,882,686

ESTIMATED REVENUES

Property Tax	\$ 131,551
Other	32,600
Mustang Events Center	13,000
State Liquor	25,000
State Highway Users	47,845
State Revenue Sharing	67,537
Licenses/Permits	1,000
Interest	20,000
RCC Revenue	7,000
Fire Impact Fee	15,000
Water/Sewer/Sanitation	562,153
Grants	<u>6,960,000</u>
TOTAL ESTIMATED REVENUES	\$7,882,686

Section 3: That a General Tax Levy on all taxable property within the City of Roberts be levied in amount allowed by law for the general purposes for said City, for the fiscal year beginning October 1, 2025.

Section 4: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5: This ordinance shall take effect and be in full force upon its passage, approval and publication in one issue of the Jefferson Star, a newspaper of general circulation in the City of Roberts, and the official newspaper of said City.

PASSED Under suspension of rules upon which roll call vote was taken, duly enacted an ordinance of the City of Roberts, Jefferson County, Idaho at a convened meeting of the City of Roberts held on this the 26, day of August, 2025.

Mayor Berlin asked if there were any questions or discussion.

Hearing none, Mayor Berlin entertained a motion to adopt Appropriation Ordinance 2025-571.

Shauna made a motion to adopt Appropriation Ordinance 2025-571, seconded by Ben, all ayes.

Mayor Berlin called for a roll call vote.

Roll call vote was taken by the Clerk,

Edidt Ramirez	aye
James Zillinger	absent
Benjamin Poston	aye

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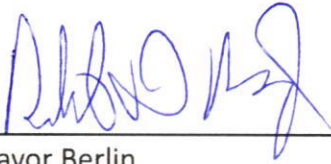
Shauna Lounsbury	aye
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Motion passes.

Adjourn: Mayor Berlin entertained a motion to adjourn.

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

Meeting adjourned.



Mayor Berlin



City Clerk