

CITY of ROBERTS  
November 10, 2025  
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  
Edidt Ramirez ..... Council  
Ben Poston ..... Council  
James Zillinger ..... Council  
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: Dusty Klausner, Jaden Jackson with Keller Associates, Rick Miller & Taci Stoddard with Altura Community Development, Julie Jackson, Ursula Benkenstein, Karol Poston, Connie Surereus, Casey Burns, and Deputy McCrae with Jefferson County Sheriff.

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 Meeting Minutes for October 14, 2025:**

Mayor Berlin asked if there were any questions regarding the minutes for October 14, 2025, provided in the council's packets.

With no questions, Mayor Berlin entertained a motion to approve the minutes for October 14, 2025.

James made the motion to approve the minutes for October 14, 2025, seconded by Shauna, all ayes.

**Sheriff's Report:** Deputy McCray reported for 09/13/2025 thru 10/10/2025, 66 hrs, 19 complaints, 0 arrest, 0 DUI, 0 citations, and 7 traffic contacts.

Deputy McCrae excused himself.

**Mayor's Report:** Mayor Berlin thanked the candidates that ran for city council and congratulated the winners. Newly elected council training will be on December 5 at 10 a.m. The Roberts Christmas Market will be Saturday, November 27, 2025, 11:30am-5:30pm with a firework display at the closing.

**Election Results:** Official results after canvas and county approval – Four (4) year seat-PapaCase (Casey Burns)-36, Benjamin Poston- 53, and Connie Surerus- 32.

Two (2) year seat - unopposed - Kyler Place.

**Discussion – Right of Way Construction Permits/License:** Council was provided a sample Public Right of Way Construction ordinance. Mayor Berlin said that the city does not have any permitting or ordinances regarding utility construction within the city. This sometimes causes the city to not be aware of projects that are going on.

Discussion regarding the pros and cons of the city adopting a similar ordinance were had. Council would like to move forward and the clerk to provide them with a draft.

**Update – Roberts Community Center Project:** Taci Stoddard said that the project is set to go out to bid in January.

**Update Water Facility Improvement Project:** Jaden said that the project is ninety percent and he will be meeting with the mayor to go over the plans next week.

**Resolution 2025-1110:** (Draft provided in council packets)

Mayor Berlin said that the resolution is in regards to the application to the Community Development Block Grant for the water treatment facility.

Mayor Berlin read Resolution 2025-1110 aloud:

Mayor Berlin asked Council if they had any questions, comments, or concerns. With none, Mayor Berlin entertained a motion to adopt Resolution 2025-1110.

James made a motion to adopt Resolution 2025-1110, seconded by Edidt, all ayes.

Motion passes.

**Maintenance Report:** Clerk read maintenance report by Ron aloud:

Community Park: sprinkles and bathrooms have been winterized and fence fixed after a hit and run on our fence.

Mustang Park: pickleball fence was finished and an electrical outlet was installed at the restroom.

Wastewater treatment plant: train two is back online after pulling and reinstalling an aerator

The City of Roberts, Jefferson County, Idaho

RESOLUTION NO. 2025-1110

Authorizing Resolution

"A Resolution to Submit an Application for an Idaho Community Development Block Grant to assist in making improvements to City owned water system."

WHEREAS, the Council of the City of Roberts desires to make improvements to our city water system to serve the residents of the City of Roberts; and

WITH RESPECT, the Council of the City of Roberts desires to submit an Idaho Community Development Block Grant application to the Idaho Department of Commerce for a Public Facility Grant to assist in the improvement of the said water system;

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT  
The City Council of the City of Roberts hereby authorizes the submission of the Idaho Community Development Block Grant application to the Idaho Department of Commerce for funds to assist in the improvement of the water system. The Council also authorizes Mayor Robert "DIP" Berlin to sign and execute the application and any associated documents.

PASSED AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROBERTS this 10th day of November 2025.

CITY OF ROBERTS, JEFFERSON COUNTY, IDAHO

BY:

Mayor

ATTEST:

City Clerk

pump. A remote-controlled wench has been installed to lift UV light banks for easier cleaning. As heater was repaired.

Fresh water: fire hydrants were exercised and water lines were flushed. A fire hydrant on 627 N was repaired after a hit and run.

Streets: 2880 E has had some patching. Snow plow is up and running and has new belts, hoses, water heater core, radiator, and new gaskets on the water pump.

City Lift Station: generator battery was replaced.

The city purchased a 2013 Chevy Silverado with a flatbed and is retiring the white pickup.

**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.

James 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,

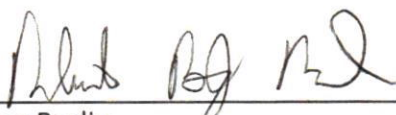
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| Edidt Ramirez    | aye |
| James Zillinger  | aye |
| Benjamin Poston  | aye |
| Shauna Lounsbury | aye |

Motion passes.

**Adjourn:** Mayor Berlin entertained a motion to adjourn.

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

Meeting adjourned.

  
\_\_\_\_\_  
Mayor Berlin

  
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City Clerk