

CITY of ROBERTS  
August 9, 2022  
REGULAR COUNCIL MEETING

The Roberts City Council met in a regular session at the regular place of meeting, after having been notified of said meeting of said council.

Robert (BJ) Berlin.....Mayor	Gale Scrivner.....Clerk
Connie Surerus.....Council	April Galbraith.....Deputy Clerk
Ben Poston.....Council	Ron Grant.....Maintenance
Edidt Sanchez.....Council	Jeff Ammons.....Maintenance (Absent)
Shauna Lounsbury.....Council	Julie Garcia.....Library Director (Absent)

Also present: Sheriff Anderson with the Jefferson County Sheriff's Office, Krisi Staten with Altura Community Consulting via phone, Jaden Jackson from Keller Associates, Ursula Benkenstein, Karol Poston, and Karin Maritt.

**Open Meeting:** Mayor Berlin opened the meeting.

**Opening Prayer:** Connie offered the opening prayer.

**Pledge of Allegiance:** Mayor Berlin led everyone in the Pledge of Allegiance.

**Approve Council Minutes:** Mayor Berlin entertained a motion to approve the minutes for the July 12, 2022 council meeting.

Ben made the motion to approve the minutes for the July 12, 2022 council meeting, seconded by Edidt, all ayes.

**Sheriff's Report:** Sheriff Anderson read the report from 6/25/22 thru 7/22/22, 110 hrs, 30 complaints, 6 arrests, 1 DUI, 7 citations, and 80 traffic contacts.

Mayor Berlin and Council thanked Sheriff Anderson. Sheriff Anderson excused himself.

**Mayors Report:**

a. **Market Lake Day De-briefing, Plans for July 15, 2023:**

Mayor Berlin said that he got together with the volunteers and staff regarding Market Lake Day. He said we had a great event with a good turnout. One of the things that came up often from staff, volunteers, and attendees was to bring the day together. Discussions and ideas of how to bring the day together were discussed. The tentative plan for next years Market Lake Day is to hold the entire event on the east side of town and have the event start around 4pm with the parade. By doing so it would leave the parks rentable for family reunions at Mustang Park, puts the events near the business that remain in town and help them generate more income. The vendors would be on Berlin Platz so the bonfire would no be able to happen. Mayor Berlin spoke with some of the vendors and they would like to not be spread as much as they are at the

Mustang Event Center. Moving the event time and place would also minimize the volunteers and staff time and they would not be as spread out either.

Connie expressed concern that the children in attendance would not have anything to do.

Mayor Berlin said that the children's tents and events would be moved as well.

Edidt said that Berlin Platz would be even more closed in and keep the vendors closer and she believes it is a good idea. She said she also heard a lot of comments about moving the tents closer together and time concerns.

Connie suggested that Market Lake Day incorporate a talent show, car show or some type of event to draw a larger crowd.

Mayor Berlin said that those things could be incorporated however the event needs someone to chair those type of activities or events.

Discussion regarding the pros and cons of having the event at Mustang Park instead of the east side of town was had.

**b. Mayors Planned Absence for September and November City Council**

**Meetings:** Mayor Berlin said he would be absent from the September City Council meeting to attend a Local Highway Technical Assistance Council, Lhtac, meeting in northern Idaho. He said he will be absent at the November City Council meeting as he will be out of the country. Council President, Ben Poston, will preside over those city council meetings.

**c. Arbor Day Grant Money:** Mayor Berlin said that the Arbor Day grant money was received.

Mayor Berlin acknowledge Molly Graber and her helpers with the flower pots and weeding and beautifying the Community Park.

**d. Code Enforcement Comments:** Mayor Berlin said that the city has been doing more code enforcement on dogs, junk cars, and nuisance ordinance violations. The city has not fined anyone but has sent out letters.

**Vote to Accept Altura Proposal for Mustang Park ADA Project:** Mayor Berlin presented Council with a proposal from Altura Community Consulting for the Mustang Park ADA (Americans for Disabilities Act) Project. Krisi Staten from Altura was on speaker phone. Krisi said asked if there were any other proposals and Mayor Berlin replied no. Krisi educated the Council that because no other proposals were presented that the Council did not need to rank and score the proposals and that the Council could either accept or reject the proposal from Altura.

Mayor Berlin entertained a motion to accept the proposal from Altura to be the project administrator for the Mustang Park ADA project.

Edidt made a motion to accept the proposal from Altura to be the project administrator for the Mustang Park ADA project, Seconded by Connie, all ayes.

Roll call vote was taken by the Deputy Clerk, Connie aye, Ben aye, Edidt aye, and Shauna aye.

Motion Passes.

**Request of Interested Parties for Letters of Support for Mustang Park ADA Project:** Mayor Berlin requested letter of interest or support from anyone that has interest in Mustang Park and from the community for the Mustang Park ADA Project. The letters will be used in the grant process.

Krisi Staten added that any user groups such as soccer, t-ball, basketball, or any other group users would be great to have for the grant process. Letters can include what the park is not able to offer such as “I would like to play tennis, but the courts are in need or rehabilitation.” She added that anyone that uses the walking path that would like to have a restroom that isn’t a porta-potty. She said the more letters of support that the city has the more likely the grant will be approved.

**Discussion Regarding Funding Options on Wastewater Collection System Project:** Mayor Berlin invited Krisi Staten from Altura and Jaden Jackson from Keller Associates to speak. Krisi said that the congressional appropriations she spoke about at last month’s City Council meeting is not enough to fund the whole Wastewater project. She said some options the Council has is to send a request to the Army Corps of Engineers and to USDARD. Jaden said that they would be submitting a letter of interest to DEQ for this year as well. Krisi suggested that it would be best to submit to each and then chose the one that has the lowest loan to interest ratio for the remaining amount needed. Jaden was in agreement with Krisi’s suggestion. Krisi added that the city will be applying for a \$500,000.00 block grant and she has already talked to the state and the city’s low to moderate income puts the city at an advantage to be funded. She specified that the state knows that the City of Roberts will be applying for two block grants; one for the Mustang Park ADA Project and one for the Wastewater Collection System Project. She said that Army Corps of Engineers is not a grant but are not repayable, so it is like a grant to the city.

Jaden said that Mayor Berlin and he needed to get with Stephanie Bonnie to proceed forward with the judicial confirmation.

Mayor Berlin and Council thanked Krisi and Jaden. They excused themselves.

**Municipal Banking Ordinance Draft for review:** Mayor Berlin presented Council with the final draft of the Municipal Banking Ordinance. He said that the draft had been sent to Robin Dunn, city attorney, for his review. Mr. Dunn has approved of the ordinance.

Mayor Berlin asked if the council had any questions or discussion about the ordinance draft.

With no questions or discussion, Mayor Berlin said that if there is no objection than the city will move forward to getting the ordinance advertise for the hearing.

Connie asked when the administrative fees and charges would be set.

Mayor Berlin said that the fees or charges would be set by resolution.

**Vote to Accept Trupula IT Contract:** Mayor Berlin presented the council with a proposal contract from Trupula IT Services. He said that the city has had IT support thru the library grant and that the library grant is running out. He said that having IT has been invaluable. The proposal and contract before the council is for \$200.00 per month for a year. Mayor Berlin recommended passage of the contract.

Connie asked how the new library computers are working.

April said that the computers are working great. James with Trupula does come in and make sure that all the computer programing is working properly. She feels that having they are working so well because they are being maintained by IT.

Mayor Berlin added that while James is not currently the city's IT person, nor is he an expert on our sewer or water, there have been times that he is a resource that the city has used in those areas.

Mayor Berlin said if there are no further any questions or discussion, he would entertain a motion to accept the Trupula IT contract.

Connie made a motion to accept the Trupula IT contract, Seconded by Shauna, all ayes.

Roll call vote was taken by the Deputy Clerk, Shauna aye, Edidt aye, Ben aye, and Connie aye.

Motion carries.

**Vote to Move Forward with Proposed Budget for Hearing August 30:** Mayor Berlin said that the budget work meeting was held prior to the Council meeting.

Mayor Berlin entertained a motion to move forward to move forward with the proposed budget for hearing on August 30, 2022.

Ben moved to accept the proposed budget for hearing on August 30, 2022, Seconded by Edidt, all ayes.

Roll call vote was taken by the Deputy Clerk, Connie aye, Ben aye Edidt aye, and Shauna aye.

Motion carries.

**Special Meeting Scheduled August 30, 2022 at 7PM:** Mayor Berlin said that there will be a special meeting following the Budget Hearing on August 30, 2022 at 7pm. The meeting will be to pass the budget ordinance, the fees resolution, and the municipal banking ordinance.

Edidt asked what time the budget hearing would be set for.

Mayor Berlin said 6:45pm.

**Vote on Contract for Credit Card Processing “Allpaid:”** Mayor Berlin presented Council with a contract from Allpaid for credit card services. He said that April did research on companies that have credit card services and processing.

Mayor Berlin invited April to speak.

April said that she had looked into three companies, Allpaid, Access Idaho, and Billing Document Services (BDS). She said that all of the companies have about the same services the biggest difference is the financial cost to the city’s patrons. The city is currently using Square and patrons are paying a 5% service fee, with the city receiving a small portion of the service fee. Access Idaho’s service fee was 3% plus \$1.00, with all equipment and software being free to the city. Allpaid has a service fee of 2.7%, no services fees will be received by the city, with all equipment, software, and advertising materials free to the city. Patrons will be able to pay their bills via a QR code or from a URL. Patrons will not see their bill totals but will be able to choose the amount they wish to pay. There is also a possibility that patrons will be able to setup reoccurring payments by calling City Hall and the staff will contact Allpaid to setup those transactions.

Connie asked what the cost to the city would be.

April said that there is no cost to the city. She added that patrons would be able to pay from their smartphones, computers, laptops, or tablets. She also said that there are advantages for the clerk when doing accounting because the reports from Allpaid are easier to use and understand than with Square.

Mayor Berlin asked if there were questions or concerns.

With no further questions or discussion, Mayor Berlin entertained a motion to enter into the contract for credit card processing with Allpaid.

Edidt made a motion to enter into the contract for credit card processing with Allpaid, Seconded by Ben, all ayes.

Roll call vote was taken by the Deputy Clerk, Ben aye, Connie aye, Shauna aye, and Edidt aye.

**Maintenance Report:** Mayor Berlin reported that the maintenance operators have been busy with street repairs, everyday maintenance; the roof at the water plant, equipment repair.

**Pay Bills:** Mayor Berlin asked the city council if they had looked at the bills and had any questions.

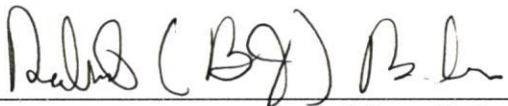
With no questions, Mayor Berlin entertained a motion to pay the bills.

Ben made the motion to pay the bills, seconded by Connie, all ayes.

Roll call vote was taken by the Clerk, Edidt aye, Shauna aye, Connie aye, and Ben aye.

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

Connie made motion to adjourn, seconded by Edidt, all ayes.

  
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Mayor Robert (BJ) Berlin

  
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Clerk