

CITY of ROBERTS
July 12, 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.

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| 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 |
| Robin Dunn.....City Attorney | |

Also present: Sheriff Anderson with the Jefferson County Sheriff's Office, Krisi Staten with Altura Community Consulting, Tate Rammell and Jed Rammell of Slate Mountain Homes, Tim Jones, 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 June 14, 2022 council meeting.

Ben made the motion to approve the minutes for the June 14, 2022 council meeting, seconded by Edidt, all ayes.

Mayors Report:

Market Lake Day Saturday July 16: Mayor Berlin reminded all, in attendance, that Market Lake Day is July 16th. There will be kids' games, fireworks, bonfire, street dance, and vendors. Mayor Berlin reminded the council that they would be riding in a golf cart and that the city had purchased frisbees for them to throw to parade goers. Shauna said she would not be attending due to a family function.

Budget Work Meeting August 9, 6:00pm: Mayor Berlin reminded council that there is a budget work meeting scheduled for August 9th at 6p.m.

Association of Idaho Cities Conference: Mayor Berlin reported that April and himself had attended the Association of Idaho Cities conference in Boise. Mayor Berlin said that both, he and April received retraining on things. There was a lot of good information and he believes it was essential for April to be there. One of the items that came out of the conference was that April talked to Jim McNall at Idaho Counties Risk Management Program (ICRMP) and Roberts

will be hosting a Planning & Zoning meeting at city hall on August 24th from 6-8p.m. We have invited the cities within Jefferson County as well as Ucon, Spencer, and Dubois.

Saint Anthony's Catholic church will be holding Kermes on July 31st from about 12 (noon) to about dark. Kermes is a carnival that supports the parish. The city will provide street barricades and signs to close off a small section of street for the event.

Sheriff's Report: Sheriff Anderson read the report from 5/28/22 thru 6/24/22, 105 hrs, 22 complaints, 8 arrests, 1 DUI, 5 citations, and 61 traffic contacts. Sheriff Anderson said that they have one new deputy that is at the academy and then they will be fully staffed. He also said that the honor guard and command center were prepared to attend Market Lake Day.

Contract Vote: Sheriff Anderson had provided the 2022-2023 Sheriff's contract for the council's review prior to the council meeting. The contract remained the same with Jefferson County providing police and law enforcement service to the City. The services shall include, at a minimum, 18 hours per month in law enforcement services, at a cost of \$7,764.08 for the year beginning October 1, 2022.

Mayor Berlin if there is no further discussion, he would entertain a motion to approve the Sheriff's contract for the upcoming year.

Connie made a motion to accept the Agreement for Employment of Law Enforcement Personnel for the upcoming year. Seconded by Edidt, all ayes.

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

Motion passes.

The Mayor and City Council thank the sheriff for his service. Sheriff Anderson excused himself.

Review Altura Contract re: contract regarding Mustang Park Project (small purchase procedure): Mayor Berlin brought before the council a contract from Altura for the Mustang Park Project. Krisi Staten from Altura explained to the mayor and council that the contract was for writing the grant and getting the policies and procedures updated and submitting it to the Department of Commerce that is due in September 2022. Krisi explained that the contract amount of \$4000.00 would not be invoiced unless the grant is awarded.

Mayor Berlin asked if there were questions or concerns.

With no further questions or discussion, Mayor Berlin entertained a motion to accept the contract with Altura.

Edidt made a motion to approve the contract with Altura regarding the Mustang Park Project, Seconded by Shauna, all ayes.

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

Mustang Park Project Request for Proposals for Administrative Services (small purchase procedure): Krisi Staten from Altura said that when they put the grant for the Mustang Park Project if the city has already secured an administrator and engineer, it does not mean the city has to have a contract with the administrator or engineer, just have them selected. The city would just need to send out a Request for Proposals (RFP) to three grant administrators. Krisi said she would send a list of administrators to April and she would have the RFP email prepared to send. She said this action item is just to allow Altura and the Deputy Clerk to send out emails for the procurement process.

Mayor Berlin entertained a motion to move forward with the request for proposals for administrative services regarding the Mustang Park Project.

Ben made a motion to move forward with the request for proposals for administrative services regarding the Mustang Park Project, Seconded by Edidt, all ayes.

Mustang Park Project Engineer Procurement (small purchase procedure): Kristi Staten said that the Mustang Park Project is going to be a simple project. She said that the council could choose an engineer based on best quality, who is going to do the best job for the city, and that proposals were not needed. She said that if the city has an engineer that it is already working with or that the council wants to work with and would be a great than the council could choose an engineer during this council meeting.

Mayor Berlin entertained a motion to procure Keller Associates as the engineer for the Mustang Park Project.

Ben made a motion to procure Keller Associates as the engineer for the Mustang Park Project, Seconded by Connie, all ayes.

Municipal Banking Ordinance Draft for review: Mayor Berlin presented a draft of a Municipal Banking Ordinance to the council. Mayor Berlin said we do not have one at this but the city is supposed to have one. Mayor Berlin explained that, basically, what the draft says is that the city can bank with any of the banks listed on the draft. All of the banks listed have branches in Rigby, Idaho. He said it is an ordinance that describes the city's banking policies.

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

Connie asked where the city is currently banking.

Mayor Berlin said that all banking was at Zions.

Further discussion was had regarding current and future fees and signers on the bank account would be set by resolution after the ordinance is passed.

Work will continue on the draft. A vote on the ordinance no later than September.

Vote on Building Permits Applications: Mayor Berlin presented the council with two building applications for 630 N. 2884 E. and 628 N. 2884 E. Mayor Berlin invited Jed Rammell of Slate Mountain Homes to speak regarding the building permits. Jed said that the two homes he was proposing were 600-800 square feet modular homes on foundations with large decks that will connect from the front door to the side door. Jed said that he projects that the homes will be available for rent or sale by the end of September 2022.

Connie asked if the modular homes were new.

Jed said that they were 2017 and 2018 models.

Mayor Berlin asked if there were any questions or concerns.

Mayor Berlin said that the one of the permits was for 628 N. 2884 E. and the second was for 630 N. 2884 E.

With no further questions or concerns, Mayor Berlin entertained a motion to approve the two building permits.

Shauna made a motion to approve the two building permits, Seconded by Ben, all ayes.

Discussion Regarding Funding Options on Wastewater Collection System Project:

\$2 Million Congressional Stag Grant for Wastewater Project: Mayor Berlin said that Congressman Simpson has included in his bill Roberts Wastewater Collection Project. He said that he had received an email that the bill had made it out of committee. Mayor Berlin asked Krisi Staten if the bill had been voted on by the house and senate, Krisi said no. He said that if the bill is passed it will give Roberts \$2 million dollars to go towards the Wastewater Collection Project.

Krisi said that the current updated project cost has gone up. She said that Jaden Jackson at Keller Associates reran the project cost at current prices. The current cost is now \$3.4 million. Krisi said that if the bill gets passed the city will still need \$1.4 million in funds. She said attorney, Stephanie Bonnie is working on the judicial confirmation and is writing the it for \$2.5 million. Krisi said that she has spoken to USDARD and they are currently offering an 80% loan and 20% grant with a 2.7% interest. She said that they would also be putting in an application with DEQ. Department of Environmental Quality (DEQ) would be a 100% loan however on project completion the city could put in for loan forgiveness. They will also be putting in for a Block Grant for \$500,000.

Mayor Berlin thanked Krisi and she excused herself.

Discussion and Review Regarding Business License Ordinance: Mayor Berlin said that Roberts passed a business license ordinance in 2007. He said that if you read through the ordinance there are a couple things that are missing. The business license fee is not set and a resolution that sets the fee cannot be found. There is no penalty for not have a business license.

Discussion regarding the importance of a business license, cost of a new license vs. a renewal, and possible penalties, was had.

Robin Dunn, city attorney, said that his thoughts were that each day or month or whatever that a business does not have a license that the fees should increase.

Ben asked if the ordinance needed to be amended or if the council just wanted to start over on the ordinance.

Mayor Berlin believes that the ordinance could be amended.

Discussion was had regarding when the business licenses should be due, small business vs. large business, and what is classified as a business, such as babysitting vs. daycare.

Mayor Berlin asked the council if they would like he and the staff to pursue updating the ordinance.

Connie said yes. Ben said make the required amendments to the ordinance. Shauna said yes.

Library Semi-annual Report: Julie Garcia, Library Director, said that she has been in the library for three months and is loving it. She reported that the Summer Reading Program went well. She said that it started with a lot of kids attending and then the group slowly got smaller. She is planning on having a story time beginning in the fall. She is working with the Roberts Elementary fifth grade teacher for a summer reading challenge and three boys have already completed the challenge. She said \$3000 worth of books have been ordered for the library since she started which included an encyclopedia set, books on all the presidents up until the past 4 or 5. She said that the library has had about 10 new patrons in the past 3 months. The library has a fundraiser and will be selling framed local history art at Market Lake Day for \$15. Julie said that she developing ideas to bring the teens into the library. Julie said that Saturdays are very slow. She said she is struggling to get the Hispanic community involved.

Mayor Berlin said that since hiring Julie she has become an invaluable member of the city's team as she also helps with communication barriers with city patrons.

Mayor Berlin and council thanked Julie for her hard work.

Maintenance Report: Mayor Berlin reported that there is a revised Lead and Cooper Rule that has passed. The revision does not address cooper just lead that may exist in the drinking water system. The revision requires any entity that provides clean water has to complete an inventory of the entire water system which includes the water supply lines from the meters to people's homes and determine if there is lead in those lines or not. Mayor Berlin said that our city's portion of the lines are new enough that we know they do not contain lead, however the city will have to find out what the lines going from the meters to the residents are. Homes built in the 70's or earlier the city will have to inspect. Either the city or a contractor will have to go onto the home owner's property and dig holes (potholing) to find out what the lines are. The inventory will have to be submitted to the Department of Environmental Quality. Resident home owners

can refuse to have the lines inspected but the city will have to assume that the pipes are lead. When the rest of the revised Lead and Cooper Rule the home owner will be financially responsible to replace the lead lines.

The maintenance operators have been busy mowing. Ron has been working on roofing. They are preparing for Market Lake Day. Some street repairs will be done this week. Street sweeping the parade route will be done. The motherboard has been installed at the wastewater treatment plant. Fibercom will be here next Friday to install wi-fi at the well house and wastewater treatment plant so that we can install wi-fi smoke alarms that will alert maintenance to smoke or fire. The road on 2865 E will be torn up for sewer connections to the two homes being built.

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 Edidt, all ayes.

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

Adjourn: Mayor Berlin entertained a motion to adjourn.

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



Mayor Robert (BJ) Berlin



Clerk