

CITY of ROBERTS  
April 9, 2024  
City Council Meeting

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

Robert (BJ) Berlin.....	Mayor	Ron Grant.....	Maintenance
Edidt Sanchez.....	Council	Julie Garcia.....	Library Director (Absent)
Ben Poston.....	Council	Jed Bigelow.....	City Attorney (Absent)
James Zillinger.....	Council	Robert Loftus.....	Certified Water Operator(Absent)
Shauna Lounsbury.....	Council	Gregg Rodrick.....	Certified WW Operator (Absent)
April Galbraith.....	Clerk/Treasurer		

Also present: Sheriff Steve Anderson, Sergeant Sickenger, and Deputy Lundberg with Jefferson County Sheriff's Office, Jaden Jackson with Keller Associates, Casey Burns, Connie Surerus, Joe Malloy, Tom Kaiser, Jerry VanLeuven, Tim Jones, Karol Poston, and Ursula Benkenstein.

Mayor Berlin opened the meeting and welcome everyone.

Edidt gave the opening prayer.

Mayor Berlin led the Pledge of Allegiance

**Vote to Approve City Council Meeting Minutes for March 12, 2024:** Mayor Berlin asked if there were any questions regarding the meeting minutes for March 12, 2024 in the council's packets.

With no questions, Mayor Berlin entertained a motion to approve the minutes for the March 12, 2024.

Edidt made the motion approve the minutes for the March 12, 2024, seconded by James, all ayes.

**Sheriff's Report:** Deputy Barnetche read the report from 03/02/2024 thru 03/29/24, 81 hrs,64 complaints, 0 arrest, 0 DUI, 1 citation, and 13 traffic contacts.

Mayor Berlin invited Sergeant Sickenger to speak about an event coming up in May. Sergeant Sickenger said that May 6-10 the Idaho Police Canine Association (IPCA) will be holding their annual conference in our area. He thanked Mayor Berlin and the council for agreeing to let the IPCA use the Mustang Event Center (MEC) as part of the conference. Currently the IPCA will use the MEC on May 7 form 6:30pm-8:30pm for a detection event.

Mayor Berlin asked if there were any other questions or concerns for sheriff's department. With no other questions Mayor Berlin thanked the Sheriff and his department for their continuing service and support.

Sheriff Steve Anderson, Sergeant Sickenger, and Deputy Lundberg excused themselves.

**Mayor's Report:** Mayor Berlin said that Market Lake Day was coming up on July 20, 2024.

**Fair Housing Act:** Mayor Berlin Proclaimed April as Fair Housing Month and read the proclamation aloud.

**Set Budget Work Meeting and Hearing Dates:** Council and Mayor determined that the city budget hearing will be held August 27 at 6:30 p.m. A budget work meeting will be held August 6 at 6:30 p.m.

**Business License for Evolution Mechanical & AC, LLC:** City Council was presented with a new business application for Evolution Mechanical & AC, LLC, located at 667 N 2880 E.

Mayor Berlin asked the council if they had any questions regarding the license.

With no questions, Mayor Berlin entertained a motion to approve the business license for Evolution Mechanical & AC, LLC.

Edidt made the motion to approve the business license for Evolution Mechanical & AC, LLC, seconded by Ben, all ayes.

**Building Permit #21832 at 682 N 2858 E:** A building permit for 682 N 2858 E. American Tower Corporation has been requested for a building permit to add a backup generator and 6'x8' pad and to the radio tower owned by Jefferson County School District #251. Mayor Berlin said that this permit was issued before but had expired.

Mayor Berlin asked if the council had any questions.

With no questions, Mayor Berlin entertained a motion to approve the building permit #21832.

Ben made the motion to approve the building permit for #21832, seconded by Shauna, all ayes.

**Building Permit #21828 at Roberts Elementary:** A building permit for the Roberts Elementary school gymnasium has been submitted. The plans have been reviewed by the city with the help of Jaden Jackson. It has been determined that the water and sewer connections are correct. The plans have all been stamped by the State of Idaho. The Roberts Fire District has been consulted for fire access for the building. The city clerk informed Mayor Berlin and council that the start date, contractor information, and final cost had not been determined.



Mayor Berlin recommends the permit be passed and would entertain a motion to approve building permit #21828 with the understanding that the start date, contractor information, and final cost had not been determined, however the permit will not be issued until all the necessary information has been submitted.

Edidt made a motion to approve building permit #21832 with the understanding that the start date, contractor information, and final cost had not been determined, however the permit will not be issued until all the necessary information has been submitted, seconded by James, all ayes.

**Update on Wastewater Project:** Mayor Berlin invited Jaden with Keller Associates to speak. Jaden said that Aitura is still working on the Environmental Protection Agency's grant process.

**Update on Mustang Park Project:** Mayor Berlin invited Jaden with Keller Associates to speak. Jaden said that the civil portion of the project is out for bid through April 17<sup>th</sup>. On April 11<sup>th</sup> there will be a pre-bid meeting and bid opening will be on April 18<sup>th</sup>.

**Discussion and Vote to Approve Contract for Budgetary Software:** Mayor Berlin said the council has discussed in the past that the current budgetary software is outdated and is becoming obsolete. The clerk has been researching different software programs for the past two years. Mayor Berlin invited the clerk to speak. April gave a brief summary of her findings that included clerk and treasure feedback regarding user friendly, customer service, and integration options, the city's meter companies' recommendation, costs comparison, "live" date, cyber security, training styles/preferences/cost, the city's auditors, and online demos to the council. Based on the findings, April recommends Black Mountain Software for utility billing, accounting, payroll and BMS pay. The cost for implementation and conversion is \$6545.00 and the annual fee of \$8450.00 and a monthly fee of \$9.99 for LMG Security to conduct cybersecurity testing for Payment Card Industry (PCI) compliance. The software would be live the end of September in time for the new budget year, at this time the \$6545.00 would be due as a down payment and the remainder would be due in October.

Council asked question and discussion regarding cost comparison between the software the city has now vs the current recommendation, software modules interactions together, payment options and utility customer benefits, city budget concerns, and contract term.

Mayor Berlin entertained a motion to authorize the city clerk to sign an agreement with Black Mountain Software.

James made the motion to authorize the city clerk to sign an agreement with Black Mountain Software, seconded by Edidt, all ayes.

Roll call vote was taken by the Clerk,

Benjamin Poston	aye
Shauna Lounsbury	aye
Edidt Sanchez	aye
James Zillinger	aye

**Maintenance Report:** Mayor Berlin reported that the sidewalk on the north side of city hall and up to the library entrance has been removed and replaced and a new library drop box has been ordered. Sidewalk on the south side of Community Park has been laid from the stop sign going west. Repainting "Roberts" on the water tower is planned to be completed this summer, safety



equipment has been purchased for this task, fire hydrants have been inspected and flushed, diagonal parking lines are set to be painted Infront of the library and going east towards Highway 48, street sweeping is scheduled to begin once repairs to the sweeper have been completed, a dumpster has been placed in the parking lot of Mustang Park for spring cleanup.

**Review and Approve Bills:** Mayor Berlin asked the city council if they had had time to review the bills.

Mayor Berlin entertained a motion to approve the bills.

Ben made the motion to approve the bills, seconded by Edidt, all ayes.

Roll call vote was taken by the Clerk,

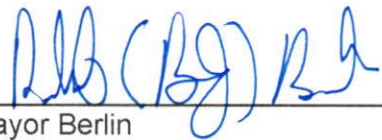
Benjamin Poston	aye
Shauna Lounsbury	aye
Edidt Sanchez	aye
James Zillinger	aye

Motion Passes.

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

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

Meeting adjourned.

  
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 Mayor Berlin

  
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 City Clerk

## March Water System Report

From: Robert Loftis (rloftis@mwwaterworks.com)

To: robertsmayorbj@yahoo.com; robertscityclerk@yahoo.com; robertscitymaintenanceron@gmail.com

Date: Tuesday, April 9, 2024 at 05:35 PM MDT

Good afternoon, I hope everyone had a great March and a good start to April! The water system is still running on well 2 and well 3 is available for limited use as we are still waiting for repair solutions from Pumpco. I followed up with John from Pumpco and he ensured me that we would have a quote by the end of the week. I have been in contact with a tank cleaning company that is working on a quote for cleaning the water tank while it's still in service and should have that quote by the end of this week or beginning of next. The alternative to cleaning the tank in this manner would mean the drive for w2 would have to be upgraded to a VFD (approx \$20k) or installing Scada which I believe was quoted at around \$25k last year. The quarterly additional sampling for the wells was gathered and we are waiting for results. If the results come back non detect as in previous samples we should be eligible for reduced monitoring to some degree. As always it's great to be working with you all and please don't hesitate to reach out to me with any questions or concerns. Thank you.

### Robert Loftis

Regional Manager / Operator

## March WWTP update

From: Gregg Roderick (groderick@mwwaterworks.com)

To: robertscityclerk@yahoo.com

Date: Monday, April 1, 2024 at 03:50 PM MDT

Dear City of Roberts,

This was a fairly quiet month at the WWTP, and that is just fine with me! We are starting to see a slight increase in E-coli levels but the BOD and TSS levels remain low, so we gathered a Manganese sample to see what current levels are. We answered a few clarifying questions for Ron on the heater replacement in the headworks and the fire department's new drain system. Ron was able to complete the repairs requested by MWW to the wasting valve. Overall, the system is operating well at this point with decent effluent performance.

For next month we do not have any major repairs or projects planned, we are just going to focus on gathering informational parameters and optimizing process performance. We will ask that the headworks plumbing repairs now be done permanently with the new heater being installed and weather warming up. We have already spoke with Ron and he is planning on handling this repair. Our requirements for this repair are the backflow device be of DEQ standard and that it be completed by 4/30/24. If any help is needed with this process, please reach out to us.

Thank you,



### Gregg Roderick

Ww Sewater Operations Manager

P: 208.656.3039 Ext. 707

E: [groderick@mwwaterworks.com](mailto:groderick@mwwaterworks.com)

[mwwaterworks.com](http://mwwaterworks.com)