

CITY of ROBERTS
February 21, 2023
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	April Galbraith.....Clerk/Treasurer
Connie Surerus.....Council	Ron Grant.....Maintenance
Ben Poston.....Council	Julie Garcia.....Library Director (Absent)
Edidt Sanchez.....Council	Robin Dunn..... City Attorney (Absent)
Shauna Lounsbury.....Council	Craig Sturman.....Certified Operator

Also present: Sheriff Anderson and Sergeant Sickinger with Jefferson County Sheriff's Office, Ursula Benkenstein, Karin Maritt, Raela Ledvina, Donald Ellis, Jaden Jackson with Keller Associates, Taylor Carr with Altura Community Consulting, Dustin Parkinson, Damon Johnson with Jensen Poulson & Company, and Tim Jones, and Kelsey Carter, Jason Fales, and Carlin Feisthamel with Department of Environmental Quality (DEQ),

Mayor Berlin opened the meeting and welcome everyone.

Edidt gave the opening prayer.

Mayor Berlin lead the Pledge of Allegiance

Sheriff's Report: Sergeant Sickinger read the report from 1/07/23 thru 02/03/23, 114 hrs, 16 complaints, 2 arrests, 0 DUIs', 0 citations, and 21 traffic contacts.

Sergeant Sickinger asked Mayor and Council if the sheriff's department along with surrounding sheriff's departments could use the Mustang Event Center, from time to time, for training exercises. Mayor Berlin said that the city had already been approached with the idea and were given permission.

Mayor Berlin and Council thanked Sheriff Anderson and Sergeant Sickinger for their service.

Vote to Approve January 10, 2023 Council Meeting Minutes: Mayor Berlin entertained a motion to approve the minutes for the January 10, 2023 council meeting and public hearings. Mayor Berlin asked if there were any changes or corrections.

With no corrections, Mayor Berlin entertained a motion to approve the minutes.

Ben made the motion to approve the minutes for the January 10, 2022 council meeting and public hearings, seconded by Edidt, all ayes.

Mayor's Report:

Announcements: Mayor Berlin announced that the Market Lake Day Committee meeting is on March 7th at 5pm at City Hall.

Winter Challenges: Mayor Berlin said Ron has been plowing snow constantly and people in our community are helping their neighbors clear their sidewalks and driveways. This year the amount of snow being removed is reflecting in the city budget with fuel and labor costs. Mayor Berlin and Council thanked Ron for his hard work and long hours. Frozen pipes have also been an issue. The City used social media, and the website, to remind residents to let a faucet drip water to prevent freezing, even if the homeowner thinks that their house lines wont freeze. The faucet furthest away from where the water comes into their home is best. Mayor Berlin said what is happening is that the water lines underground is freezing, because the exceptionally cold winter we have had forcing the frost line down.

Tim Jones asked how much water should be trickled. Mayor Berlin answered with about a pencil lead.

Mayor Berlin said that unfortunately some of the frozen pipes there is nothing we can do until spring, however the City is researching ways to help sooner.

2021-2022 Audit Report: Mayor Berlin invited Damon Johnson of Jensen Poulson, & Company to give the City's 2021-2022 Audit Report. Damon reported that:

Financial Overview

The City of Roberts continued to improve its financial position for the fiscal year ended September 30, 2022. Unrestricted cash balances ended the year at \$977,500, an increase of \$173,500 over the prior year. The restricted cash balances reserved for bond payments were at \$146,000; well over one year of payments. The City's liabilities increased by approximately \$116,000. The City's delinquent utility billing accounts receivable remained comparable to the prior year.

General Fund

The General Fund reported positive financial results for the fiscal year ended September 30, 2022. Revenues totaled \$1,121,000 for the fiscal year. Property taxes increased \$10,000, Highway users increased \$7,000, and the City received grants totaling \$815,000. The remaining regular revenue sources remained comparable to the prior year.

Expenditures for the General Fund totaled \$1,071,000. Administrative costs for the city totaled \$893,000 which included the fiber grant payments of \$766,610. Library expenditures increased \$25,000 and streets and roads expenditures increased \$60,000 both of which were related to grant expenditures.

Overall, the General Fund ended the year with an increase in fund balance of approximately \$51,000 and fund balance ended the year at \$409,000. This is enough to cover normal operations for approximately 15 months. The cash balance for the General Fund was \$391,000 at September 30, 2022.

Proprietary Funds

The Water Fund reported customer charges of \$123,000 which was an increase of 6% from the prior year. Expenses for the Water Fund totaled \$110,000, \$16,000 of which was interest. The fund posted a net income of \$15,000 for the year and had unrestricted cash balances of \$235,000. The gross accounts receivable for the Water Fund totaled \$19,750 at September 30, 2022 and the 90+ day delinquent amount totaled \$2,360. The delinquent amounts stayed similar to the prior year. Bonds payable for the Water Fund totaled \$351,500 at September 30, 2022. Net position totaled \$1,140,000 as of September 30, 2022, which would cover approximately 9 years of operations and bond payments.

The Sewer Fund reported customer revenues of \$141,000 an increase of 6% from the prior year. Operating expenses totaled \$122,000 at year end an increase of \$6,000. The fund reported other income of \$9,700 which came from the partial reimbursement from the federal government for the interest cost under the Build America Bond Provisions. Interest expense for the fiscal year was \$29,000. Net assets of the Sewer Fund decreased by \$7,000. The unrestricted cash balance ended the year at \$298,000; an increase of \$91,000 from the prior year. Gross accounts receivable for the fund totaled \$14,500 with the 90+ day delinquent portion totaling \$1,700 which was a slight increase from the prior year. Bonds payable for the fund totaled \$752,500 at September 30, 2022. The Sewer Fund also had unearned revenue of \$137,000 from the American Rescue Plan Act of 2021. This money will be recognized as revenue as it is spent. Net position ended the year at \$1,438,000 and was enough to cover approximately 8 years of operations and bond payments.

The Sanitation Fund reported revenues of \$27,700 and expenses of \$26,000, resulting in net income of \$1,700. Accounts receivable balances totaled \$3,200 with \$380 in the 90+ delinquent category. Ending net position totaled \$54,000, which is enough to cover approximately two years of operations.

The only internal control deficiency reported in the audit, is related to the lack of segregation of accounting duties. This is a common finding within an organization the size of the City of Roberts.

Damon thanked the Mayor and Council for putting their trust in Jensen Poulson & Company.

Connie said that this is the first year since she has been on council that a problem with receipts was not in the report. She asked if all the receipts had been turned in. Damon said that there has been steady improvement in-regards to receipts.

Damon said that the City also had a single audit over the last fiscal year in regards to the Federal funds (Fiber Grant). The findings can be found on page 33 of the Independent Auditor's Report.

Damon presented Mayor Berlin with an engagement letter for the 2022-2023 fiscal year. Council will consider the contract and vote on it at a later date.

Mayor Berlin and Council thanked Damon.

Building Permit for 682 N 2858 E: Mayor Berlin said that 682 N 2858 E is the cell tower by the bus garage at the north end of town. He explained that the company is upgrading the tower and also building a structure at the base of the tower. The city staff and Mayor have reviewed the permit and recommend to approve the permit. Mayor Berlin asked if there were any questions.

With no questions, Mayor Berlin entertained a motion to approve the building permit for 682 N 2858 E.

Ben made the motion to approve the building permit for 682 N 2858 E, seconded by Shauna, all ayes.

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

Motion Carries.

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.

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

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

Motion Passes.

Discussion & Voter Regarding Digline Membership Contract: Mayor Berlin said that as the city has had more building we have discovered that the city is not included on the *Digline*. *Digline* is who contacts utility companies to mark utility locations for contractors and homeowners. As the City has not been a member we have had a couple of incidents where things could have been more efficient for our patrons.

Mayor Berlin said that in the council member's packets there was some information including the cost to the city. He said the city would be in the 'Small User Rate.' The cost would be \$88.50/annually plus

\$5.00 for taxes and would be include 50 calls. If the city has more than 50 calls than the cost of each call would be an additional \$1.87 each. Mayor Berlin and the staff recommend the *Digline* Membership and asked that the Council approve the contract with *Digline* at the Small User A membership level. Mayor Berlin asked if there were any questions.

Shauna said, so if someone was building a new house and needed to dig would they call the city. Mayor Berlin explained that they would call 811 and then the city would be notified by the *Digline* along with the gas, power, internet companies. Once the city is notified than we and the other companies would go to the location and mark our individual utility lines, the city would be for water and sewer.

With no further questions, Mayor Berlin entertained a motion for the City of Roberts to contract with *Digline* Small User A level.

Shauna made the motion for the City of Roberts to contract with *Digline* Small User A level, seconded by Edidt, all ayes.

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

Motion Passes.

Mayor Berlin asked Council if a council member would make a motion to amend the agenda to include an executive session regarding personnel matters that have arisen over the weekend.

Ben moved that pursuant to Idaho Code 74-204 amend the agenda to include an executive session, Edidt seconded, all ayes.

The agenda is so amended.

Ben made a motion that pursuant to Idaho Code 74-206, convene in executive session to consider personnel matters [(Idaho Code 74-206(1)(a) & (b))], seconded by Shauna, all ayes.

Mayor Berlin declared a recess and Council moved into Executive Session, held in Mayor Berlin's office.

Mayor Berlin entertained a motion to resume the regular council meeting.

Ben made a motion to resume the regular council meeting, seconded by Edidt, all ayes.

Mayor Berlin resumed the meeting.

Update on Mustang Park Project: Mayor Berlin said we have been awarded a grant to build new ADA compliant bathrooms at Mustang Park. It is a federal grant. Mayor Berlin invited Taylor Carr from Altura Community Consulting to speak. Taylor gave a brief overview of the Mustang Park Project. The city has been approved for a \$250,000 block grant from the Department of Commerce that would bring ADA bathrooms to the park, along with ADA connectivity to the parking lots. The environment review has been completed, and will be available at Roberts City Hall and Altura, during the review nothing significant that would impact the environment. A public comment period for 16 days is open, beginning tomorrow. Taylor asked council if there were any questions.

Connie asked when project would start. Taylor said she hoped that the contract for the grant would be available by the end of March 2023. Jaden Jackson with Keller said that construction would be probably be able to begin in Spring 2024. This is because the engineering survey and design completed, that would be done mid-summer. Contractor bids would probably be done during the fall.

Donald Ellis asked if there the improvements are the beginning of more improvements to Mustang Park. Mayor Berlin said that it is if there is more funding that can be found.

Update on Wastewater Project: Mayor Berlin invited Taylor to speak regarding the Wastewater Project. Taylor reported that she had submitted the application for a block grant from the Department of Commerce, of \$500,000, last November. Altura received an addendum letter that requested more detail about the project. Taylor feels this is a good sign. She will be responding to the letter by March 10, 2023. She went on to say that the STAG (State Tribal Assistant Grant) grant was awarded for \$2,000,000 (two million).

Donald Ellis asked for an overview of what the project is. Mayor Berlin said that the City has a processing plant that is about fifteen (15) years old and relatively new, however the wastewater collection system (the pipes that run underground) is from the 1970s'. There was a study that was completed about one year ago, at that time the lines were inspected so we could apply for grants. The project will be close to \$4,000,000. The city has been collecting revenue in anticipation of this project.

Discussion Regarding Ordinance 491 & 491-A (Placement of Mobile Homes): Mayor Berlin said that there have been citizen concerns regarding the manufactured homes being placed in the city on foundations. The manufactured homes are no longer considered mobile homes when placed on a foundation. He said that in the past there were ordinances that prohibited mobile homes but are no longer in effect.

Ben explained that since the past ordinances new state laws have redefined what the classifications for mobile homes is and the city's ordinances had to be changed to reflect the new state classifications.

Mayor Berlin said that the homes being placed on foundations are now classified as permanent homes and fit within our ordinance.

Mayor Berlin asked if there were any questions.

Shauna asked if the size would matter. Mayor Berlin said that the size does not matter as long as it is on a foundation.

She asked if the portion of 491-A, "The placement of a single wide mobile home, with prior permission of the Mayor and Council, may be allowed in an emergency or other situation deemed justifiable for a maximum of one (1) year. The term of placement shall be determined on a case-by-case basis," meant that the owners would have to move the single wide within a year. Mayor Berlin said no because that portion of the ordinance was meant for when people are building a home or in need of a temporary shelter from an emergency they could be granted permission without having to place it on a permanent foundation.

Maintenance Report: Mayor Berlin reported the replacement water meters should be in the first week of June.

Water Plant Incident: Mayor Berlin said that the city has been doing a lot of deferred maintenance. Well #3 was shut down for maintenance and the water supply began coming from well #2. The chlorinator pump malfunctioned and over-chlorinated the water. The first phone call, the city received, was from someone saying they had discolored water. With the person still on the phone, the clerk checked the city's water and saw no discoloration. She advised the person to check with their landlord. The next day the city had one or two phone calls. Mayor Berlin asked April how many calls were received at city hall regarding water issues. April said less than 10. Ron and Rick (former maintenance operator) started to investigate to resolve the issue. The water tank was flushed. The city put out a notice that if you had discolored water to run your water to flush the discoloration out. DEQ (Department of Environmental Quality) came after receiving complaints from the public to help resolve the problem. Tests were done and high chlorine was detected. Mayor Berlin received a call that there was a problem from DEQ and that within 24 hours the city would need to post a do not drink order. The order was lifted by the next afternoon. Craig Sturman, current certified operator, and Ron flushed most of the system.

Mayor Berlin allowed public questions and comments regarding the water and were answered by Mayor Berlin, Craig Sturman, Ron Grant, and Carlin Feisthamel (DEQ). These questions and concerns included:

- who the certified operator was
- if Ron was a certified operator and trained on how to operate the chlorinator
- if the city had followed DEQ requirements when switching from well #3 to well #2
- concerns regarding the violations from DEQ to the City of Roberts
- concerns regarding a non-certified person maintaining the water system
- how often the wells are switched
- when the boil order may be lifted

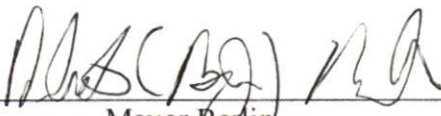
Discussion Regarding Animal Ordinance: Mayor Berlin entertained a motion to table the discussion regarding the animal ordinance until the next council meeting.

Edidt made a motion to table the discussion regarding the animal ordinance until the next council meeting, seconded by Ben, all ayes.

Adjourn: Mayor Berlin entertained a motion to adjourn.

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

Meeting adjourned.



Mayor Berlin

