

CITY of ROBERTS
February 8, 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
Connie Surerus.....Council
Ben Poston.....Council
Edidt Sanchez.....Council
Shauna Lounsbury.....Council (Absent)
Gale Scrivner.....Clerk
Ron Grant.....Maintenance
April Galbraith.....Librarian

Also present: Karol Poston, Karen Maritt, Damon Johnson with Jensen Poulson & Company, Sheriff Anderson with the Jefferson County Sheriff's Office, Deputy Jake Roberts, Jeff Ammons, and Ursula Benkenstein.

Connie offered the opening prayer, Mayor Berlin led everyone in the Pledge of Allegiance.

Approve Council Minutes: Mayor Berlin entertained a motion to approve the minutes for the January 11, 2022 council meeting. 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 11, 2022 council meeting, seconded by Edidt, all ayes.

Mayors Report:

Upcoming Personnel Changes: Mayor Berlin said that he had interviewed the maintenance applicants. Jeff Ammons has been hired as the seasonal part-time maintenance employee and will be working during the spring thru the fall on streets and maintenance. Ron will remain full-time. City Council welcomed Jeff back.

Mayor Berlin discussed the policies regarding hiring by administration.

Mayor Berlin announced that the City Clerk/Treasurer, Gale Scrivner, will be retiring on September 30, 2022. Mayor Berlin said tomorrow he will post the position with the application process. Mayor Berlin said the April Galbraith has assisted the city when Gale has been unavailable and she has been assisting the city with a lot of things over time because of her experiences that have been helpful to the city. Mr. Berlin said that April said that she is interested in the position and is someone that he will lean towards, however there will be an application process to see whom else may be available. Mayor Berlin will advise the council at the next city council meeting on whom he has chosen for appointment as the new City Clerk/Treasurer.

Gale has quite a bit of paid time off so for the next little while City Hall will be closed on Fridays until she is retired.

Legislative Report: Mayor Berlin said he was in Boise about a week ago and met with legislators. Being an election year the legislators are in a rush to get thru the sessions. The legislators are trying to fix some of the legislation that was passed last year that effected the cities. With the surplus the legislators are looking at tax relief. They have already passed some significant tax relief. With the surplus the Governor's plan is to fund education, but towards the cities, transportation and infrastructure. There should be more revenue for streets and for DEQ's funding for waste water projects and more money for grant projects for sidewalks and streets. The legislators are hoping to be finished by Mid-March.

Sheriff's Report: Deputy Roberts read the report from 12/11/21 thru 1/7/22, 64 hrs, 22 complaints, 0 arrests, 0 DUIs', and 17 traffic contacts. Deputy Roberts, also, read the report from 1/8/22 thru 2/4/22, 57 hrs, 14 complaints, 0 arrests, 0 DUIs', 4 citations and 23 traffic contacts.

Vote to Approve Sheriff's contract: The Sheriff's contract had no financial changes from the previous year.

Mayor Berlin entertained a motion to approve the sheriff's contract.

Edidt made the motion to approve the sheriff's contract, seconded by Connie, all ayes.

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

Audit Report: Damon Johnson with Jensen Poulsen & Company gave the report. Damon said that City continued to improve its financial position for the fiscal year ending September 30, 2021. Unrestricted cash balances increased approximately \$139,000 over the prior year. Restricted cash balance for reserved bond payments were at \$146,000; well over one year of payments.

General Fund reported positive results. Revenue increased \$81,000, and totaled \$325,000 for the fiscal year. Highway Users revenue increased \$9,000, liquor apportionment increased \$5,000, and property taxes increased \$2,500. The major increase was the receipt of \$50,000 from a sale of City property. The remaining revenues sources were comparable to the previous year. Total revenues were approximately \$740,000 less than budgeted as a result of not receiving a grant that was budgeted.

Expenditures for the General Fund totaled \$284,000 about \$94,000 more than prior year. Admin cost increased \$70,000 and totaled \$189,000. This included \$35,000 for a Wheel Loader with a sweeper and flatbed trailer, \$9,000 for a lawn mower, and \$3,000 for a firetruck. The remaining increase in admin can be attributed to general increases in expenditures. Library expenditures were \$22,700 and street expenditures \$38,600. The General fund also spent \$8,800 for police protection, \$10,700 for parks maintenance, and \$14,000 for event center costs. Expenditures \$811,000 less than budgeted amounts as a result of not receiving a grant. Overall the General Fund ended the year with an increase in fund balance of approximately \$41,000 and fund balance ended the year at \$358,856. The cash balance e for the General Fund was \$335,479 at September 30, 2021.

Proprietary Fund, the water fund report revenues of \$116,000 which was comparable to the prior year. Expenses totaled \$102,250 and posted net income of \$21,400 for the year, an unrestricted cash balance

of \$210,000, an increase of \$11,650 and \$28,000 respectively. The gross accounts receivable totaled \$22,650 at September 30, 2021 and 90+ day delinquent amount totaled \$2,200. The delinquent amounts stayed the same as the prior year. Bonds payable for the water fund totaled \$372,000 at September 30, 2021. The sanitation fund reported revenues of \$24,000 and expenses of \$19,500, resulting in a net income of \$4,500. Accounts receivable balances totaled \$ 3,300 with \$570 in the 90 + delinquent category.

The Sewer Fund reported revenues of \$133,000, an increase of approximately \$6,500 over the prior year. Operating expenses totaled \$116,000 and decreased \$10,000 from the prior year. Non-operating revenue of \$11,800 from partial reimbursement from the federal government for the interest cost under the Build America Bond Provisions. Interest expense for the fiscal year was \$30,000. Net assets of the sewer fund increased by \$4,600. Unrestricted cash balance ended the year at \$207,000; an increase of \$77,000 from prior year. Gross accounts received for the fund totaled \$16,500 with 90 + day delinquent portion totaling \$1,400 which was the same as the prior year. Bonds payable for the fund totaled \$779,000 at September 30, 2021. This money will be recognized as revenue as it was spent. Net position ended the year at \$1,444,500.

The only internal control deficiency reported in the audit related to the lack of segregation of accounting duties. This is a common finding within an organization the size of the City of Roberts. We would like to draw attention to the lack of credit card statements, and the importance of adhering the purchase order policy in all instances.

Damon thanked the City for the opportunity to work with the City of Roberts.

Mayor Berlin and the council thanked Damon for all they do.

Vote to Approve Auditor's contract: The Auditor's contract had no changes from the previous year.

Mayor Berlin entertained a motion to contract Jensen Poulson for the audit next year.

Connie made the motion to contract Jensen Paulson for next year to do the audit, seconded by Ben, all ayes.

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

Discussion regarding Demolition and Mobile Home Ordinance: Mayor Berlin presented City Council with a draft of the Ordinance Requiring Permits for Demolition of Permanent Structures and for Removal and Placement of Mobile Home Parks. Discussion regarding the draft time lines for demolition, possible penalties for deadlines not met, project completion may be determined by city workers, and other concerns that will be addressed in the next ordinance draft. Draft work will continue.

Discussion Regarding Recreational Vehicle Ordinance: Mayor Berlin presented City Council with a draft of the Ordinance Regarding Provisions and Regulations Regarding Recreational Vehicles. Mayor Berlin asked Council if they had any questions or concerns regarding the draft. With no questions or concerns, the Council agreed to move forward with a public hearing and will be scheduled for next month.

Discussion Regarding Animal Ordinance: Mayor Berlin informed City Council that the draft regarding Animal Ordinance is still being drafted. As Mayor Berlin has worked on the draft more concerns regarding specific animals, i.e. bulls and draft horses, come to light and may need to be addressed. He asked if they had any questions, comments, public comments to share or further input. There were no questions, comments, or public comments to share at this time. Draft work will continue.

Discussion of Upcoming Waste Water System Project: Mayor Berlin said there is not a whole lot going on, however Representative Furniss inquired about the Water Project and would like to write a letter to the Department of Environmental Quality on the City of Roberts behalf. Currently Roberts fits the criteria for many of the infrastructure grants that are currently available. Work on the project will continue.

While maintenance was not on the agenda, Mayor Berlin did report that the city has applied for the Child Pedestrian Grant, that there have been cameras installed in and around city hall and the library, that the city has contracted with Senske for weed control at the parks, city hall, and Mustang Event Center, and Ron has been on some frozen water calls. Connie thanked Ron for the snow removal, but voiced concern about three areas of the city that may need more sand. Ron said he would look at those areas and apply more sand if needed.

Heidi Ammons Resignation for Library Board: Mayor Berlin announced that Heidi Ammons has resigned from the Library Board, leaving a vacant position on the board. He encouraged city council and the public to speak to the community members that may be interested in serving on the board.

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.

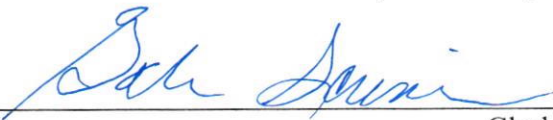
Roll call vote was taken by the Clerk, Edidt aye, Ben aye, and Connie aye.

Adjourn: Mayor Berlin entertained a motion to adjourn.

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



Mayor Robert (BJ) Berlin



Clerk