

CITY of ROBERTS
October 11, 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 (Absent)
Edidt Sanchez.....Council	Jeff Ammons.....Maintenance (Absent)
Shauna Lounsbury.....Council	Julie Garcia.....Library Director (Absent)

Also present: Corporal Dustin Mathie and Staff Sargent Leland Smith with the Jefferson County Sheriff's Office, Karol Poston, Ursula Benkenstein, Ryan Giles and David Hosmer from Zions Bank, and Jaden Jackson from Keller & Associates.

Open Meeting: Mayor Berlin opened the meeting.

Opening Prayer: Edidt offered the opening prayer.

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

Sheriff's Report: Corporal Mathie read the report from 8/20/22 thru 9/16/22, 110 hrs, 31 complaints, 2 arrest, 1 DUI, 2 citations, and 54 traffic contacts.

Mayor Berlin and Council thanked Corporal Mathie and Staff Sargent Smith for his service. Corporal Mathie and Staff Sargent Smith excused himself.

Mayors Report:

- a. **AIC Fall District Meeting-October 12, 2022:** Mayor Berlin reminded council members to the October 12, 2022 from 8:30 to 3pm, AIC Fall District Conference in Idaho Falls.
- b. **Fall Attractions:** Mayor Berlin said that the Roberts Elementary School carnival is Friday, October 28th, the Insanitarium spook alley is open, and that Trunk or Treat at the LDS church will be on October 31 at 6pm.

Vote to Approve City Council Minutes for September 13, Hearing for September 13, & Special Meeting September 27, 2022: Mayor Berlin entertained a motion to approve the minutes for the September 13, the hearing for September 13, and the special meeting for September 27, 2022.

Ben made the motion to approve the minutes for the September 13, the hearing for September 13, and the special meeting for September 27, 2022, seconded by Edidt, all ayes.

Presentation by Zions Bank: Mayor Berlin invited Ryan Giles and David Hosmer to present information about a Money Market Mutual Fund Sweeps Account. Ryan said that the money mutual account is a type of investment account. That currently there are only two options for companies to go through which are Dreyfus and Fidelity. He said that the way the account works is that the money that is currently in a traditional account gets swept out of the account into a money market investment account and earns interest on those funds. The interest is calculated daily and pays out monthly. Ryan said the money that is being swept is not protected by the FDIC insurance. The FDIC insurance only protects up to \$250,000 of what is in a traditional account. With that in mind, Ryan said that a peg balance can be left in the account, a peg balance is money that is not swept into the investment account. As of today, the rate of return on the investment account for government entities is 2.65% for both Fidelity and Dreyfus. The account does have a monthly fee of roughly \$200-220. Ryan projects that the city would see a return of about \$1000 per month after fees if the city was to sweep \$500,000.

David Hosmer, the Rigby Zions branch manager, said that nothing would change on the current account the city has as far as check cashing and deposits.

Connie asked what the current interest on the city's funds account was. Mayor Berlin said funds account is at 0 percent, however the city does have cd's and money market accounts that have a small percentage rate but the funds are not accessible.

Ryan said that there is no guarantee of what the interest rates on the investment account will be in one year and that the rates do change nightly.

Discussion regarding the pros and cons and moving funds from the city's Money Market and CD accounts into the traditional funds account were had.

April asked if the city was to move the funds into the investment account and the interest rates start to go down if the city could move the funds back into a general account and what the penalties if any would be. Ryan said the city can change the account back to a regular funds account at any time without penalty.

Ryan said that if the city was to go to the investment account than the city could choose to have a "peg" amount withheld from the sweep. He said that the city would need to decide if they would like to contract with Fidelity or Dreyfus.

Mayor Berlin asked Council if they would like to pursue the investment account. Council would like to pursue the investment account.

Council set a Special Meeting date for October 18, 2022 at 6:30pm to decide whether or not to enter into the contract.

Vote to Approve Professional Services for Waste Water Treatment Plant Troubleshooting, Mustang Park Improvements, and Elementary School Road:

Mayor Berlin presented the council with three (3) professional services agreements with Keller & Associates for: Wastewater Treatment Plant Troubleshooting, Mustang Park Improvements, and Elementary School Road. These agreements were added to the agenda after the agenda had been posted but within the 48-hour deadline.

Mayor Berlin invited Jaden Jackson to speak. Jaden said he was just in attendance to answer any questions the council may have.

Mayor Berlin asked if there were any questions or concerns.

With no questions or concerns, Mayor Berlin entertained a motion to approve the Wastewater Elementary School Road, Treatment Plant Troubleshooting, and Mustang Park Improvements agreements.

Ben made the motion to approve the Wastewater Elementary School Road, Treatment Plant Troubleshooting, and Mustang Park Improvements agreements, seconded by Connie, all ayes.

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

Discussion & Vote on Personnel Manual Changes: Mayor Berlin said that the changes have been made to the manual in regards to vacation and paid time off and some clerical edits.

Discussion regarding what the total maximum amount of paid time off accumulation would be.

Mayor Berlin said that changes were made to:

- Employee medical insurance has been changed from “coverage is provided” to “coverage may be provided.”
- Vehicle and equipment use has an added line that says, “vehicles are kept clean and free of trash debris, inside and out.”
- Smoking will not be permitted in “city vehicle, building, or shelter.”
- Pay period policy did say pay periods were every two weeks, it has been changed to two weeks or monthly.

Mayor Berlin asked if there were any questions.

With no questions, Mayor Berlin entertained a motion to approve the personnel manual as presented today.

Connie made the motion to approve the personnel manual as presented today, seconded by Shauna, all ayes.

Discussion & Vote on Website Contract: Mayor Berlin said that there have been discussions over the years about the city getting a website. He said he has had concerns about the ability to

have a website with the limited staff the city has had. He said now there is an I.T. guy on staff now and the incoming clerk is more adapt to internet activities. He said April has found a website contract for the city that she recommends the city enter into. He said the city has already obtained a domain name, cityofrobertidaho.gov.

April said that city has until November 24, 2022 to use the .gov domain name or the city would have to reapply for it.

Mayor Berlin invited April to talk about the website.

April said that she had spoken to other clerks in the area and the website most recommended was with Municipal Impact. April showed the council other websites, like Tetonia and Arco, that use the same website provider. She said that the website is user friendly. She said that ordinances and forms can be put on the site. She said it will take Municipal Impact a week to get the website live but about 6 months for all the information to be uploaded. She said that patrons will be able to subscribe to the website and get text or email alerts in the event of emergencies, such as a flood. Patrons will be able to pay their bills, the site will have a calendar, and it will have links to forms. The website will give patrons access after hours to do city business.

Mayor Berlin asked what the cost for the site is.

April said that the annual fee is \$617.40 and expected to go up slightly each year, the one-time setup fee is \$349.00.

Mayor Berlin asked April if she was comfortable with entering information into the site,

April said she was as she was comfortable and this website is similar to the site she used in the Roberts City Library.

Shauna asked what budget the fee would come out of. Mayor Berlin said it would come out of the administrative budget but could be spread to water and sewer as well.

Mayor Berlin asked if there were any questions.

With no questions, Mayor Berlin entertained a motion to approve the website contract as presented.

Edidt made the motion to approve the website contract as presented, seconded by Connie, all ayes.

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

Discussion and Review of Business License Ordinance: Mayor Berlin said that the council had talked about the business license ordinance and updating and adding penalties to it. The draft-copy, the council received, does have penalties for not getting or renewing a business license.

Connie has asked for a report of who has a business license as of January 2023, which would include if the business has a copy of the business license ordinance and if the business was aware of the city's nuisance ordinance, as it applies to commercial.

Mayor Berlin said the nuisance ordinance has exemptions for noise that applies to commercial, but the rest does apply to commercial properties.

Connie asked who approves business licenses.

Mayor Berlin said that the council approves new licenses and renewals are automatic.

Connie asked if a business is not doing what they are supposed to.

Mayor Berlin said that a complaint would come into the clerk and that the license could be taken away.

Discussion was had whether or not a list of the businesses could be put on the website.

April recommended that if someone was to ask for a list of businesses that a records request be filed.

Mayor Berlin said that the April had researched around the state to get an idea of what other cities have in regards to penalties and fees, he asked her for her recommendations.

April recommended that the council increase a new business license to \$25.00, a renewal be \$20.00, \$20.00 late fee per month until June 1st then the license is revoked for failure to renew. She also recommends that if a business has had their license revoked for failure to renew that if the business reapplies within one calendar year that the business must pay all fees that have accrued. If a business license is denied or revoked and choose to go through the petition process that they pay a filing fee of \$50.00.

Mayor Berlin asked if the council would like to move forward with holding a hearing and vote.

Council determined they would like to have a hearing on November 8, 2022 at 6:45pm regarding the Business License ordinance and vote on the ordinance and resolution of fees during the next council meeting.

Discussion Traffic Calming Islands on Main Street: Mayor Berlin said that about 15 years ago the city looked at putting a traffic calming island down the center of main street. The concept would be to put an island down the center of main street with trees and river rock with automatic watering system. There are grant opportunities that could be applied for to fund the project. Mayor Berlin asked how the council felt about pursuing the project possibility.

Connie said that right now the city is not able to maintain the weeds around the city. She feels that until the city can get a handle on the weed problem and other things, one maintenance guy can not handle the upkeep of another project.

Shauna was on the fence about the project.

Ben and Edidt would like to pursue the project if funding was to come available.

Swearing in April Galbraith as Clerk/Treasurer: Mayor Berlin swore in April Galbraith as City Clerk/Treasurer. Mayor Belin administered the oath of office. April stood and raised her right hand as Mayor Berlin read the oath of office. April, "I do."

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

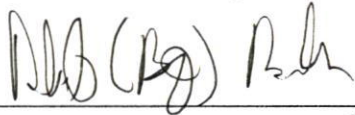
With no questions, Mayor Berlin entertained a motion to pay the bills.

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

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

Adjourn: Mayor Berlin entertained a motion to adjourn.

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



Mayor Robert (BJ) Berlin



Clerk