

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00pm – 06 May 2025 – Greenleaf City Hall

This meeting can be joined via computer, tablet, or smartphone at:

<https://meet.goto.com/CityofGreenleaf/council-mtg>

Via telephone United States: +1 (571) 317-3112 Access Code: 142-571-637

Agenda:

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
4. Comments to the Council
5. Adjustments to meeting agenda **[ACTION ITEM]**
6. **POLICE AND FIRE REPORTS**
- 6.1 Police Report
- 6.2 Fire Report
7. **AGENDA ITEMS REQUIRING CONTRACT STAFF INPUT**
- 7.1 Discussion and consideration of Draft Ordinance #FY25-004 - Fences - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 5-3-8, 9-7-16, 9-7-18, AND 9-7-1 TO ADJUST NUISANCE AND GENERAL DEVELOPMENT STANDARDS FOR FENCES INCLUDING PROVISION FOR A FENCE PERMIT PROCESS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. **[ACTION ITEM]** *(Clerk's Note: Up for Third Reading - Second Reading by title performed by Ryan Schnuerle at the 01 April 2025 Council Mtg.)*
- 7.2 Consideration of Resolution DRAFT 003-FY2025 (Zoning Map) - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE ZONING MAP FOR THE CITY OF GREENLEAF; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. **[ACTION ITEM]**
- 7.3 Consideration of draft Findings of Fact and Conclusions of Law (FF&CL) regarding the 2nd Amendment to the Development Agreement for the Greenleaf Air Ranch **[ACTION ITEM]** *(Clerk's note: Staff may not have the draft FF&CL written in time for this meeting)*
- 7.4 Consideration of authorizing Mayor's signature on the FY-25 Valley Regional Transit (VRT) Cooperative Agreement **[ACTION ITEM]**
- 7.5 Projects Report
- 7.6 Other business requiring contract staff input
8. **OTHER REPORTS AND PREVIOUS MEETING MINUTES (CONSENT AGENDA)**
- 8.1 Treasurer's Report and Disbursement List
- 8.2 Public Services Director's report
- 8.3 City Clerk's report
- 8.4 Monthly new construction valuation report
- 8.5 Consideration of consent agenda **[ACTION ITEM]**
9. **OTHER BUSINESS**
- 9.1 FY-2026 Budget Discussion
- 9.2 Other Old or New Business
10. **MINUTES REVIEW**
- 10.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
- 10.2 Consideration of minutes for this meeting **[ACTION ITEM]**
11. **ADJOURNMENT**
- 11.1 Adjournment **[ACTION ITEM]**

1. Meeting called to order
Mayor Brad Holton called the meeting to order at approximately 7:00p.

2. Pledge of Allegiance
Brad Holton led those assembled in the Pledge of Allegiance.

3. Roll Call
The clerk was asked to take roll call, with the following results:

<input checked="" type="checkbox"/> Seat 1: Ryan Schnuerle	<input checked="" type="checkbox"/> Seat 2: Rob Fisher	<input checked="" type="checkbox"/> Seat 3: Rachel Brobeck
<input checked="" type="checkbox"/> Seat 4: Dan Hyer	<input checked="" type="checkbox"/> Mayor: Brad Holton	<input type="checkbox"/> Impact Area: Liza Warner
Also Present:		
<input checked="" type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Public Services Director	<input type="checkbox"/> Police
<input checked="" type="checkbox"/> City Attorney	<input checked="" type="checkbox"/> City Engineer	<input type="checkbox"/> Fire
		<input checked="" type="checkbox"/> City Treasurer

No one attended by videoconference.

4. Comments to the Council - This agenda item is reserved for those wishing to address the Council regarding city-related issues. In order to ensure adequate public notice, Idaho law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing, and should not be discussed by Council before the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have a maximum of three (3) minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permits. Multiple persons speaking to the same concern will be acknowledged, but only one speaker will be allowed.
No one chose to address Council.

5. Adjustments to meeting agenda [ACTION ITEM]
No changes were made.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report
No written report was available.

6.2 Fire Report
Please see written report.

7. **AGENDA ITEMS REQUIRING CONTRACT STAFF INPUT**

7.1 Discussion and consideration of Draft Ordinance #FY25-004 – Fences - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 5-3-8, 9-7-16, 9-7-18, AND 9-7-1 TO ADJUST NUISANCE AND GENERAL DEVELOPMENT STANDARDS FOR FENCES INCLUDING PROVISION FOR A FENCE PERMIT PROCESS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. [ACTION ITEM]
(Clerk's Note: Up for Third Reading - Second Reading by title performed by Ryan Schnuerle at the 01 April 2025 Council Mtg.)
Ryan Schnuerle performed third reading by title.

Discussion followed regarding proposed changes to 5-3-8 and proposed adjustments to Title 9 regarding barbed wire, concertina wire, and electrified wire for clarification and consistency. It was noted that Title 9 does not have a definition for “parking lot.”

7.2 Consideration of Resolution DRAFT 003-FY2025 (Zoning Map) - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE ZONING MAP FOR THE CITY OF GREENLEAF; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]

Council paused to review the recommendation from P&Z. Rob Fisher moved to approve. Ryan Schnuerle seconded. The motion received unanimous approval.

7.3 Consideration of draft Findings of Fact and Conclusions of Law (FF&CL) regarding the 2nd Amendment to the Development Agreement for the Greenleaf Air Ranch [ACTION ITEM]
(Clerk's note: Staff may not have the draft FF&CL written in time for this meeting)
Staff did not have the document ready for this meeting.

7.4 Consideration of authorizing Mayor's signature on the FY-25 Valley Regional Transit (VRT) Cooperative Agreement [ACTION ITEM]

Council paused to review. Ryan Schnuerle moved to authorize signature. Dan Hyer seconded. The motion received unanimous approval.

7.5 Projects Report

City Engineer Amy Woodruff commended on the Quarter Pivot now being operational. The ADA Ramp project has received Bureau of Rec approval. The city was not awarded a DEQ grant for manganese this year, but was the highest ranked manganese project. The city is moving forward with water system manganese investigation for operational changes. Amy gave a brief update on the Royal Ridge project. New chip seal with Golden Gate Highway District (GGHD) on Peckham Road is scheduled.

7.6 Other business requiring contract staff input
There was none.

8. **OTHER REPORTS AND PREVIOUS MEETING MINUTES (CONSENT AGENDA)**

8.1 Treasurer's Report and Disbursement List

Please see written report for detail. The balance sheet was reviewed. The bulk of accounts receivable is sewer and irrigation; Western Alliance accounts receivable have been largely paid. The Profit and Loss by Class report was reviewed. State investment pool revenue reporting has changed, previous interest is static with future interest reported as pass-through income. Staff is attempting to leverage interest income from this year for project expenses. The Budget vs Actual report was highlighted. 100% of direct income is expected for the year. Interest has dropped by 1%. The disbursement report was highlighted, with new vendor request for *Timberlake Construction*. Credit card statements were highlighted. Staff is continuing to investigate how to use credit card rewards.

8.2 Public Services Director's report

Public Services Director Doug Amick gave a verbal report.

- Long-time support vendor Control Engineers for SCADA design and operation has found it challenging to provide timely support, particularly over the past approximately six months. The quarter pivot is operational, but SCADA programming for water tracking is still outstanding. This is a DEQ compliance issue, which is currently dependent upon manual logs rather than through SCADA. Advanced Control Systems (ACS) may be added as a vendor to supplement support from Control Engineers.
- Clean up day this past Fri & Sat went well, with about 80 tires and 70 gallons of used oil collected. Overall volume was down. No garbage was dumped after-hours for the second year in a row. Ruben handled folks well that came early from out of town to dump garbage.
- The recycle trailer is not being maintained / dumped regularly, resulting in cardboard spread by the wind. The clerk received direction to follow up with Bill Pastoor at Republic Services. Direction from Council was to remove the trailer if it cannot be maintained.
- Reuse permit performance at the wastewater treatment plant (WWTP) is very good, despite having to work through PLC, solenoid, and other small issues with the quarter pivot.
- There is another badger at the WWTP...
- Hydrant flushing of one problematic section of water main is now scheduled monthly, with adjustments including manipulation of valves.

It was noted that the city typically takes a couple loads of solids per month from the WWTP to the County Landfill.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

Please see written report for detail. There is one additional building permit for a residential addition that is not reflected on this report.

8.5 Consideration of consent agenda **[ACTION ITEM]**

Ryan Schnuerle moved to accept the consent agenda and add Timberlake Construction to the vendor list. Rob Fisher seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 FY-2026 Budget Discussion

Carrie asked to take 8,000 of interest received this year into next year's sewer fund, and to take 5,000 of interest received this year into next year's water fund. Discussion followed. Staff was given direction to keep staff purchasing power whole and minimize budget increases. It currently appears a 3.5% water and sewer rate increase may be needed.

9.2 Other Old or New Business

To accommodate schedules, the June meeting was moved to 10 June 2025. Rob Fisher moved to do so. Rachel Brobeck seconded. The motion received unanimous approval.

10. **MINUTES REVIEW**

10.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed

No recess was taken.

10.2 Consideration of minutes for this meeting **[ACTION ITEM]**

Dan Hyer moved to approve the minutes as presented. Ryan Schnuerle seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 **Adjournment [ACTION ITEM]**

Rachel Brobeck moved to adjourn. Rob Fisher seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:09p

Respectfully submitted,

Lee C. Belt
City Clerk
City of Greenleaf

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Materials are available in Spanish upon request.
Los materiales están disponibles en español a pedido.