

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Special Session – 7:00pm – 10 June 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**]
 - 7.2 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**]
 - 7.3 FY-2026 Budget Discussion [**ACTION ITEM**]
 - 7.4 Projects Report
 - 7.5 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 Review [**ACTION ITEM**]
 - 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:

☒ Seat 1: Ryan Schnuerle

☒ Seat 4: Dan Hyer

Also Present:

☒ City Clerk

☐ City Attorney

☒ Seat 2: Rob Fisher

☒ Mayor: Brad Holton

☒ Public Services Director

☒ City Engineer

☒ Seat 3: Rachel Brobeck

☐ Impact Area: Liza Warner

☐ Police

☒ City Treasurer

☐ Fire

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.*

5. Adjustments to meeting agenda **[ACTION ITEM]**

Council discussed amending the agenda to add an item for the 20812 Whittier carport variance. Ryan Schnuerle moved to add this under 7.2. Rachel Brobeck seconded. The motion received unanimous approval.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

No written report was available.

6.2 Fire Report

No written report was available.

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: Third Reading by title performed by Ryan Schnuerle at the 06 May 2025 Council Mtg. Discussion followed regarding proposed changes to 5-3-8 and proposed to adjustments to Title 9 regarding barbed wire, concertina wire, and electrified wire for clarification and consistency.)

Council discussed the draft ordinance, including changes suggested by staff to address wire, with changes made by Council in real-time. Discussion continued. It was noted that the changes made by Council are not substantial changes, but rather clarifications from P&Z's recommendations.

Dan Hyer moved to continue to the next Council Meeting. Ryan Schnuerle seconded. The motion received unanimous approval.

- 7.2 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]
Discussion followed. Ryan Schnuerle moved to approve. Rob Fisher seconded. The motion received unanimous approval.

7.25 Carport Variance

The clerk reported he did not receive an update from the Building Inspector regarding status of the 20812 Whittier carport variance.

The clerk was directed to get an update by next Council meeting.

7.3 FY-2026 Budget Discussion [ACTION ITEM]

City Treasurer Carrie Huggins utilized draft budget spreadsheets to assist the Council in their discussion.

It was noted that analysis of utility billing shows that approximately 30 of the 312 water accounts billed monthly typically fall under the 1,000 gallons usage included in the base rate. Discussion followed regarding removing the charge for 1,000 gallons usage included in the base rate (a zero-gallon base rate) and increasing the per-thousand-gallon use rate by 5%.

From the floor, Linda Young expressed that water rates should not be increased until water quality is improved through water testing and operational changes to address manganese. Much discussion followed, including the city's need to set rates for the expenses of operation and maintenance (O&M) of the system, as a separate item from the manganese water quality testing effort. It was noted that the city needs to keep the public apprised of the efforts to address manganese.

Discussion followed regarding expenses to address a drop in well production, and significant increases in chemical costs, notably chlorine.

Carrie continued to describe options for adjustment to monthly water utility rates, including the concept given above. Other scenarios were explored with spreadsheet adjustments so that Council could compare use rate vs. base rate options. Water fund expenses were also reviewed. Potential projects proposed from water reserves were reviewed.

Discussion followed regarding monthly water utility rate adjustments, including a proposal for change to a zero-gallon base rate with no change in base rate and a 5% increase to the use rate, and a proposal for a 3% increase to both base rate and use rate. Consensus of Council was to not change to a zero-gallon base rate, but to consider a 3% increase in base rate and a 3% increase in use rate.

Sewer expenses were reviewed. A 3.5% increase was proposed.

City staffing was reviewed. The city operates with approximately 1.5 full time equivalents (FTEs) in Water Fund, and approximately 2 FTEs in Sewer Fund. It was noted that Wastewater Operator of Record Jason Wereley has chosen not to increase his rates to the city for multiple years.

Discussion continued. Consensus of Council was to consider the 3.5% increase to sewer rates.

Irrigation expenses were reviewed. A 5% increase was proposed.

Staff proposed including a change in the consolidated fee schedule to charge irrigation O&M fee rather than the reduced irrigation administrative fee after city acceptance of irrigation infrastructure and final plat of land in development. Consensus of Council was to proceed with this clarification and adjustment.

City staffing was reviewed. The city has approximately $\frac{3}{4}$ to 1 FTE in Irrigation Fund. Discussion followed. Consensus of Council was to consider a 4% increase in irrigation O&M rate.

Garbage Fund was discussed. It was noted that this will continue to be a franchised pass-through.

Road Fund was discussed, including verified expenses versus anticipated state revenue sharing.

General Fund was reviewed.

Potential projects from reserves were reviewed.

Discussion followed. It was noted that the Royal Ridge 'per door' voluntary contribution should be included in the development pass-through section of the budget. Direction was given to show transfer of dedicated road maintenance funding from the state into a larger future roads project.

Carrie shared a spreadsheet analysis of increases in necessary expenses from 2021 to current. The Treasurer also shared a growth / no growth scenario spreadsheet to highlight impact of sewer debt service interest rate increase in 2029.

Desire was expressed to review the increment for sewer fee increase at the July meeting.

7.4 Projects Report

The clerk reported on ADA ramp project and proposal for work to complete. Consensus of Council was to proceed to finish the project.

7.5 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. Reports were verbally reviewed, and disbursement list was noted. It was requested to add Randy Ryals to the vendor list.

VISA card points were discussed, with direction given to spend approximately \$1,500.00 from points on more fireworks for the 4th of July display.

8.2 Public Services Director's report
Please see written report for detail.

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.

8.5 Consideration of consent agenda [ACTION ITEM]
Ryan Schnuerle moved to approve the consent agenda and add Randy Ryals to the vendor list. Dan Hyer seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 FY-2026 Budget Discussion Review [ACTION ITEM]
Council did not have further direction for staff.

9.2 Other Old or New Business
There was none.

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]
The clerk was directed to type up draft minutes and send them to Council, and add approval of minutes after the Fire Report in next month's agenda.

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 9:32p.

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.