

## **City of Greenleaf**

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### **CITY COUNCIL MEETING MINUTES**

#### **Regular Session – 7:00pm – 01 July 2025 – Greenleaf City Hall**

##### **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 Report regarding status of the 20812 Whittier Carport Variance. **[ACTION ITEM]**
- 7.3 Budget Workshop - Finalization and Consideration of a tentative FY-2026 Budget for publication **[ACTION ITEM]**
- 7.4 Projects Report
- 7.5 Other business requiring contract staff input
8. **OTHER REPORTS AND PREVIOUS MEETING MINUTES (CONSENT AGENDA)**
- 8.05 Meeting Minutes for the 10 June 2025 City Council Meeting
- 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 Area of Impact (AOI) **[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

<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 checked="" type="checkbox"/> Police <input type="checkbox"/> Fire
<input checked="" type="checkbox"/> City Attorney	<input checked="" type="checkbox"/> City Engineer	<input checked="" type="checkbox"/> City Treasurer

The meeting was available to be joined via computer, tablet, or smartphone at:  
<https://meet.goto.com/CityofGreenleaf/council-mtg>, or via telephone United States: +1  
(571) 317-3112 Access Code: 142-571-637

No one joined 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.*

Kim Rost with ZoRoCo Packaging spoke regarding city budget. Kim expressed ZoRoCo appreciates the partnership with the city. Kim expressed that two increases in sewer, last year and this, is significant with ZoRoCo's scale. Doug Amick reviewed that flow numbers have dropped, and there is no negative effect to the wastewater treatment plant. Doug, Amy, and Kim were asked to confer and report back to Council next month.

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

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Sgt. Obenchain reported. Please see written statistics sheet for 6/1-30/2025. Officer Gray has passed his arrest techniques instructor test. A grant will allow hire of a dedicated SRO for COSSA. Discussion followed, including dirt bike use in town with an

offroad tag. It was also noted that Officer Packwood (reserve) is using a BMW motorcycle for patrol. There were about 15 ordinance enforcements.

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. Continued from the 10 Jun 2025 Council Meeting.)

Council discussed the draft, adjusting by consensus to keep the height limit before building permit is required at 6 feet instead of raising to 7 feet. Discussion continued, including discomfort with the added regulation, but also discussion related to change in culture and potential to improve civility. Dislike for the 'compound look' of perimeter fencing and effect on the ambiance of a neighborhood was expressed.

Dan Hyer moved to continue to the next regular monthly meeting. Ryan Schnuerle seconded. The motion received unanimous approval.

- 7.2 Report regarding status of the 20812 Whittier Carport Variance. [ACTION ITEM]

Please see written report from Building Official Steve Pierson. Council received this information and were satisfied with the result.

- 7.3 Budget Workshop – Finalization and Consideration of a tentative FY-2026 Budget for publication [ACTION ITEM]

City Treasurer Carrie Huggins reviewed budget changes from last month, with spreadsheets available for live adjustment at Council Direction.

Carrie recommended consideration of water base rate at 2% increase and use rate at 4% increase. Much discussion followed, including review of all funds and proposed adjustments from last month. The EDU Spreadsheet was reviewed. Consensus of Council was to proceed with the previous month's decisions, with adjustment of 2% increase in water base rate and 4% increase in water use base rate.

- 7.4 Projects Report

City Engineer Amy Woodruff reported that manganese testing is on hold until the Harmony outside well is back in operation.

The ADA ramp project should complete soon.

Working through construction drawings with Royal Ridge PUD.

26 acre parcel and 110 acre parcels contiguous development may occur in the future.

A development in planning stages to the south and west of Greenleaf, not contiguous, is investigating sewer, and maybe water.

Budget Workshop, Continued...

Ryan Schnuerle moved to authorize publication at not to exceed \$8,800,016.00. Dan Hyer seconded. The motion received unanimous approval.

Ryan Schnuerle moved to adjust the agenda to move 9.1 to 7.5. Rob Fisher seconded. The motion received unanimous approval.

Mayor excused himself from the meeting to preserve his position as a decision maker on this issue in his role as a County Commissioner, with the Council President taking chair.

7.5 Other business requiring contract staff input

Area of Impact Discussion: Council received a draft written narrative, and discussion regarding mapping was held.

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

8.05 Meeting Minutes for the 10 June 2025 City Council Meeting

Council paused to review the minutes. No changes were made.

8.1 Treasurer's Report and Disbursement List

City Treasurer Carrie Huggins gave the Treasurer's report. Please see written reports for detail. Verbal review was given for balance sheet, profit and loss, and profit and loss vs actual at 75% of the fiscal year.

It was noted that general fund income (p.1 of profit and loss report) -\$94,700.00 is ARPA funds used for the Pivot project, and grant funds received in previous year of \$73,000.00 will make General Fund look bad all year, and transfer of ARPA funds make sewer fund look good – This reporting is per the Auditor, and is due to timing of expenses between fiscal years.

The Distribution Report was reviewed, with request to add High Desert Resources as a new vendor. It was determined that Wise Roofing does not need to be added as an ongoing vendor.

VISA reports were reviewed, including points for fireworks and activity on the Clerk's card for purchase of postage before postage increase.

8.2 Public Services Director's report

Please see written report for detail. Staff was given direction to discourage parking on Academy Road sidewalk and on Harmony Road striped path. Discussion followed, including tree limbs on Hillcrest near intersection with Antrim Drive.

8.3 City Clerk's report

Please see written report for detail. Council was given a copy of s1403(2024) as reference for the earlier AOI discussion.

8.4 Monthly new construction valuation report

Please see written report for detail. No changes from last month.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve the consent agenda, including 10 Jun 2025 meeting minutes and High Desert Resources as a new vendor. Rob Fisher seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 Area of Impact (AOI) [ACTION ITEM]

Moved to agenda item #7.5.

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]

Dan Hyer moved to approve the minutes. Rachel Brobeck seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:42p.

Respectfully submitted,

Lee C. Belt

City Clerk

City of Greenleaf

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**SPECIAL ACCOMMODATION:** Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.

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