

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00p – 06 January 2026 – 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. **INSTALLATION OF OFFICERS**
 - 6.1 Installation of New Officers: Administration of the Oath of Office
Presentation of Certificate of Election
 - 6.2 Recognition of Council Members leaving Office
 - 6.3 Recognition of Mayor leaving Office, including consideration of Resolution DRAFT #001-FY26 “A RESOLUTION OF THE CITY OF GREENLEAF, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, RECOGNIZING THE ACCOMPLISHMENTS OF BRADLEY HOLTON IN HIS SERVICE AS MAYOR OF THE CITY OF GREENLEAF; AND PROVIDING FOR AN EFFECTIVE DATE. **[ACTION ITEM]**
- 6.4 Meeting Recess (Optional)
7. **POLICE AND FIRE REPORTS**
 - 7.1 Police Report
 - 7.2 Fire Report
8. **AGENDA ITEMS REQUIRING CONTRACT STAFF INPUT**
 - 8.1 Nomination to fulfill term of office for Council Seat #1 **[ACTION ITEM]**
 - 8.2 Election of Council President **[ACTION ITEM]**
 - 8.3 Consideration of Mayoral Appointments **[ACTION ITEM]**
 - 8.4 Consideration of setting a meeting date, time, and location for the Council to meet as an irrigation ‘Board of Corrections’ **[ACTION ITEM]**
 - 8.5 Consideration of setting a meeting date, time, and location for the FY02027 Budget Hearing **[ACTION ITEM]**
 - 8.6 Consideration of Resolution DRAFT 002-FY23 - Surplus Property - “A RESOLUTION OF THE CITY OF GREENLEAF, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING THAT CERTAIN ITEMS OF PERSONAL PROPERTY OWNED BY THE CITY INCLUDING A 10HP VARIABLE FREQUENCY DRIVE (VFD) AND A PROPANE GENSET DECOMMISSIONED FROM THE HARMONY WELL SITE BE DECLARED SURPLUS AND SOLD AT AUCTION OR OTHER SALE; PROVIDING THAT ANY ITEMS NOT SOLD AT SALE MAY BE GIVEN TO NON-PROFIT ORGANIZATIONS OR DISCARDED; AND PROVIDING FOR AN EFFECTIVE DATE. **[ACTION ITEM]**
 - 8.7 Projects Report
 - 8.8 Executive Session per IC 74-206(1)(c) “To acquire an interest in real property which is not owned by a public agency;”
 - 8.9 Other business requiring contract staff input
9. **OTHER REPORTS AND PREVIOUS MEETING MINUTES (CONSENT AGENDA)**
 - 9.1 Treasurer’s Report and Disbursement List
 - 9.2 Public Services Director’s report
 - 9.3 City Clerk’s report
 - 9.4 Monthly new construction valuation report
 - 9.5 Consideration of consent agenda **[ACTION ITEM]**
10. **OTHER BUSINESS**
 - 10.1 Any other business
11. **MINUTES REVIEW**
 - 11.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
 - 11.2 Consideration of minutes for this meeting **[ACTION ITEM]**
12. **ADJOURNMENT**
 - 12.1 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 checked="" 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

This 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

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.

Linda Young expressed her appreciation to the community in her recent time of loss of her husband. She expressed particular appreciation for Officer Blanco and Fire / Ambulance response, and the Greenleaf Cemetery.

Civil Dynamics staff present introduced themselves and expressed their appreciation and congratulations to Mayor and Council Members. Brad noted that Civil Dynamics has become an expert in groundwater for Canyon County and this end of the valley.

Brad noted that this is his last meeting as Mayor. In his first 8 years in the 1980s it was difficult to keep Council Members. This set of service started in a tumultuous time. The city has enjoyed great Council Members, and the city has been very well served –

would not be the same place – without the good work of the city’s long-term support from MSBT Law as City Attorney, and Civil Dynamics as City Engineer. Surrounding communities have current issues in part because they have not had the level of support which Greenleaf has had. Brad expressed his appreciation to all of staff for their efforts during his tenure. Brad noted that water quality issue resolution is in process. Brad thanked his wife, Laura, and those who have made this possible.

Ryan Schnuerle noted several things Brad has done during his tenure, including:

- Sewer system – The collection system – Mayor and Engineering made this a shovel ready project to get funding – The wastewater treatment plant – Keeping cost to residents as low as possible.
- Participation in the Western Alliance for Economic Development
- Greenleaf Air Ranch development
- Greenleaf as a 2A Community
- Greenleaf emergency chapter which led to ‘This is not a gun free zone’ signs
- Peckham Road reconstruction
- Royal Ridge development

Both Ryan and Dan Hyer expressed how much they appreciate what they’ve learned from Brad.

Treasurer Carrie Huggins noted that Mayor and team have created financial stability for the city. Carrie highlighted the balance sheet previous year comparison, utility rates 2016 to 2026, and project report for one-time projects 2016 to current.

Brad noted that he has appreciated Rachel Brobeck on the Council.

5 Adjustments to meeting agenda **[ACTION ITEM]**
There were none.

6. **INSTALLATION OF OFFICERS**

6.1 Installation of New Officers: Administration of the Oath of Office
Presentation of Certificate of Election

Installation occurred.

6.2 Recognition of Council Members leaving Office

Plaques were presented.

6.3 Recognition of Mayor leaving Office, including consideration of Resolution DRAFT #001-FY26 “A RESOLUTION OF THE CITY OF GREENLEAF, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, RECOGNIZING THE ACCOMPLISHMENTS OF BRADLEY HOLTON IN HIS SERVICE AS MAYOR OF THE CITY OF GREENLEAF; AND PROVIDING FOR AN EFFECTIVE DATE. **[ACTION ITEM]**

Council paused to review the resolution. Ryan Schnuerle agreed to sponsor. Rob Fisher moved to approve. Dan Hyer seconded. The motion received unanimous approval. Council paused to sign the resolution.

6.4 Meeting Recess (Optional)

No recess was taken.

7. **POLICE AND FIRE REPORTS**

7.1 Police Report

Please see written report for detail. Officer Wasson presented the statistics. PD has run a traffic patrol grant and provided K9 assistance to other agencies. Many families benefitted from the holiday Giving Tree.

7.2 Fire Report

No written report was available.

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

8.1 Nomination to fulfill term of office for Council Seat #1 [ACTION ITEM]

Mayor does not have a nomination for this meeting, but should by next regular Council Meeting.

8.2 Election of Council President [ACTION ITEM]

Discussion followed. By consensus, Dan Hyer was elected as the Council President.

8.3 Consideration of Mayoral Appointments [ACTION ITEM]

Please see written nominations. Mayor Ryan Schnuerle noted that if a P&Z Member is nominated for Council Seat #1, then there will be a future nomination to fill that P&Z seat. Filling Area of Impact may be difficult, due to reduced area.

Council paused to review. Dan Hyer moved to approve. Rob Fisher seconded. The motion received unanimous approval.

8.4 Consideration of setting a meeting date, time, and location for the Council to meet as an irrigation ‘Board of Corrections’ [ACTION ITEM] (Clerk’s Note: Per IC §50-1807, to be held on or before 20 March)

Discussion followed regarding possible dates.

Dan Hyer moved to set this for 6:30p prior to the regular 03 March 2026 Council Meeting. Kathryn Ralstin seconded. The motion received unanimous approval.

8.5 Consideration of setting a meeting date, time, and location for the FY02027 Budget Hearing [ACTION ITEM] (Clerk's Note: Typically set in mid-August. Per IC §50-1002, must be set prior to certifying to the county commissioners, which must be done not later than the Thursday prior to the second Monday in September, or prior to 10 Sep 2026)

Discussion followed regarding possible dates. 11 Aug 2026 at 6:30p was considered. Kathryn Ralstin moved to set this date. Dan Hyer seconded. The motion received unanimous approval.

8.6 Consideration of Resolution DRAFT 002-FY23 – Surplus Property – “A RESOLUTION OF THE CITY OF GREENLEAF, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING THAT CERTAIN ITEMS OF PERSONAL PROPERTY OWNED BY THE CITY INCLUDING A 10HP VARIABLE FREQUENCY DRIVE (VFD) AND A PROPANE GENSET DECOMMISSIONED FROM THE HARMONY WELL SITE BE DECLARED SURPLUS AND SOLD AT AUCTION OR OTHER SALE; PROVIDING THAT ANY ITEMS NOT SOLD AT SALE MAY BE GIVEN TO NON-PROFIT ORGANIZATIONS OR DISCARDED; AND PROVIDING FOR AN EFFECTIVE DATE. [ACTION ITEM]

Please see draft resolution for detail. Public Services Director Doug Amick provided history and explained how these items have been replaced and no longer needed. Discussion followed. By Consensus, Council's desire was to send these items to Auction.

Rob Fisher moved to approve the resolution and send to auction. Kathryn Ralstin seconded. The motion received unanimous approval.

8.7 Projects Report

City Engineer Kirby Cook presented the Project Report:

- Emerging Contaminants Letter of Interest submitted to DEQ
- Wastewater Planning Grant Letter of Interest submitted to DEQ
- Application made to DEQ for Increase in Water Facility Plan grant
- Water Facility Plan in progress
- Annual Reuse Report in progress
- Shooting Range Feasibility Study

8.8 Executive Session per IC 74-206(1)(c) “To acquire an interest in real property which is not owned by a public agency;”

Dan Hyer moved to enter executive session. Rob Fisher seconded. The motion was approved with Rob Fisher for the motion, Kathryn Ralstin for the motion, and Dan Hyer for the motion.

Council entered executive session at approximately 8:11p.

Meeting was called back to order at approximately 8:19p. Ryan Schnuerle noted that no decisions were made in executive session.

8.9 Other business requiring contract staff input

There was none.

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

9.1 Treasurer's Report and Disbursement List

Please see written report for detail. Carrie Huggins reported normal activity. Balance sheet was briefly highlighted. It was noted that profit and loss by class is normal for this time of year. Discussion followed regarding the structure of city finances. Carrie reviewed the Profit and Loss budget vs. Actual report.

Lower Boise Watershed was requested as a new vendor.

Council paused to review the disbursement list and visa statements. It was noted that visa points go toward fireworks for the 4th of July.

9.2 Public Services Director's report

Please see written report for detail. Discussion followed.

9.3 City Clerk's report

Please see written report for detail

9.4 Monthly new construction valuation report

No report available yet for this new year. No building permits issued yet this year.

9.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve the consent agenda, adding lower Boise watershed as a vendor. Kathryn Ralstin seconded. The motion received unanimous approval.

10. **OTHER BUSINESS**

10.1 Any other business

There was none.

11. **MINUTES REVIEW**

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

No recess was taken.

11.2 Consideration of minutes for this meeting [ACTION ITEM]

Dan Hyer moved to approve the minutes. Kathryn Ralstin seconded. The motion received unanimous approval.

12. ADJOURNMENT

12.1 Adjournment [ACTION ITEM]

Kathryn Ralstin moved to adjourn. Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:30p.

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.