

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00p – 05 May 2026 – 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 Mayoral Appointment to fulfill remainder of term for an open seat (P&Z / Council) [**ACTION ITEM**]
- 7.2 Discussion and consideration of the FY-2025 Audit [**ACTION ITEM**]
- 7.3 Discussion and consideration of Ordinance # DRAFT FY26-0002 - Adjusting GC §5-3-5 Firearms; Air Guns - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING GREENLEAF CITY CODE §5-3-5 REGULATING FIREARMS TO ADD CLARITY AND REMOVE AMBIGUITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER AND CODIFICATION; PROVIDING AN EFFECTIVE DATE AND FOR PUBLICATION. [**ACTION ITEM**]
- 7.4 Clerk's presentation of Valley Regional Transit (VRT) Letter dated 07 Apr 2026
- 7.5 Workshop Session for discussion and consideration of FY-2027 Budget Priorities [**ACTION ITEM**]
- 7.6 City Engineer's Reports on: 1) Manganese in potable water; 2) Potable water system capacity; and 3) Sanitary sewer system capacity
- 7.7 Projects Report
- 7.8 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 Any other 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 Ryan Schnuerle called the meeting to order at approximately 7:03p.

2. Pledge of Allegiance

Ryan Schnuerle led those in attendance 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: Steve Pemberton	<input checked="" type="checkbox"/> Seat 2: Rob Fisher	<input checked="" type="checkbox"/> Seat 3: Kathryn Ralstin
<input checked="" type="checkbox"/> Seat 4: Dan Hyer	<input checked="" type="checkbox"/> Mayor: Ryan Schnuerle	
Also Present:		
<input checked="" type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Public Services Director	<input 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

* 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 in the gallery chose to address Council.

5. Adjustments to meeting agenda [ACTION ITEM]

By consensus, Council adjusted the agenda to move 7.6 to 6.3.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

No written report was available.

6.2 Fire Report

No written report was available.

6.3 Item #7.6 - City Engineer's Reports on: 1) Manganese in potable water; 2) Potable water system capacity; and 3) Sanitary sewer system capacity

Please see written report for detail. Manganese in potable water was presented first. Discussion followed. Potable water system capacity was presented, followed by sewer system capacity. It was noted that the RAS system upgrade to bring this process up to about 1,300 EDUs capacity is a relatively simple pump upgrade.

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

- 7.1 Discussion and consideration of Mayoral Appointment to fulfill remainder of term for an open seat (P&Z / Council) [ACTION ITEM] (Clerk's Note – Mayor may not have a nomination ready for consideration at tonight's meeting – LCB)

No appointment was available for presentation at this meeting.

- 7.2 Discussion and consideration of the FY-2025 Audit [ACTION ITEM]

Jordan Zwycart, the City's Auditor with Zwycart John Associates, presented the FY-2025 Audit. Jordan highlighted: p. 4 overall audit result, p. 9 governmental funds balance sheet, p. 11 governmental funds income statement, p. 13 proprietary / business funds balance sheet, p. 14 proprietary funds income statement, p. 15 proprietary funds cash, p. 23 tables for cash at end of year in bank or in the State's local government investment pool, p. 28 note #6 regarding vacation time liability, p. 30 long term liabilities (debt), p. 34 budget v. actual by fund, p. 42 process / internal controls.

Kathryn Ralstin moved to approve the audit. Steve Pemberton seconded. The motion received unanimous approval.

- 7.3 Discussion and consideration of Ordinance # DRAFT FY26-0002 – Adjusting GC §5-3-5 Firearms; Air Guns - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING GREENLEAF CITY CODE §5-3-5 REGULATING FIREARMS TO ADD CLARITY AND REMOVE AMBIGUITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER AND CODIFICATION; PROVIDING AN EFFECTIVE DATE AND FOR PUBLICATION. [ACTION ITEM]

Ryan Schnuerle read by title. The updated draft was reviewed. Council specifically reviewed section F regarding predatory animals with no changes made. Penalty section was discussed, without changes made. Discharge of BB guns and pellet guns was also reviewed.

Rob Fisher moved to remove all of section C for discharge of BB and pellet guns. Discussion followed. This was acknowledged as a sticking point. No vote was taken

Adjustment was made to section D to allow city employees and guests to do target practice and hunting on city property under direction of the public services director

Discussion resumed regarding section C for discharge of BB and pellet guns, with adjustment made to ages.

Steve Pemberton moved to approve with changes made. Dan Hyer seconded. A roll call vote was requested. The motion was approved with Steve Pemberton for the motion, Rob Fisher against the motion, Kathryn Ralstin for the motion, and Dan Hyer for the motion.

7.4 Clerk's presentation of Valley Regional Transit (VRT) Letter dated 07 Apr 2026

The clerk presented the VRT letter.

7.5 Workshop Session for discussion and consideration of FY-2027 Budget Priorities [ACTION ITEM]

Much discussion and review of spreadsheets occurred. Consensus of Council was to pursue 5% increase in water, 4% increase in sewer, 4% increase in irrigation O&M, and 3% Garbage.

7.6 City Engineer's Reports on: 1) Manganese in potable water; 2) Potable water system capacity; and 3) Sanitary sewer system capacity

Moved to Agenda Item #6.3, above.

7.7 Projects Report

Mike Martin highlighted:

- Drinking Water Facility Plan – in DEQ review
- Manganese Project – Pursuing operational improvements
- Well to improve manganese Grant – On DEQ fundable list, grants not awarded
- Wastewater Facility Plan Grant – On DEQ fundable list, grants not awarded
- Royal Ridge – In construction plan review
- Irrigation Facility Plan - In progress

It was also noted that the shooting range facility plan is in review with Idaho Dept. of Fish & Game.

7.8 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 reports for detail. City Treasurer Carrie Huggins highlighted:

- Accounts payable on the balance sheet is a little high, payments have been made.
- Profit and Loss by Class report was reviewed by fund for Council.
- Budget vs. Actual report was reviewed for Council.
- Disbursement List – Request for addition of Kimley-Horn to the vendor list (WAED EDD#3 contract)
- VISA Statements
- Disbursement List

8.2 Public Services Director's report

Please see written report for detail. Discussion followed, including status of current Bulter Well issue and Timbercreek / Dry Creek processing activity. Dry Creek activity is anticipated to decrease. Timbercreek has expressed interest in a long-term contract for treatment of leachate. Discussion continued, including clean up day this past weekend – Over 1,000 lbs of paint collected this year. Irrigation was also discussed.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

No report generated. Only three re-roof building permits issued so far this calendar year.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve the consent agenda, including addition of Kimley-Horn to the vendor list. Steve Pemberton seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 Any other business

Steve Pemberton informed Council that this will be his last Council Meeting, due to moving to Parma.

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. Kathryn Ralstin seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Steve Pemberton moved to adjourn. Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 10:23p.

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.