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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00p – 07 July 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(s) to fulfill remainder of term for an open seat (P&Z) **[ACTION ITEM]**
7.2 Consideration of adjusting authorized signers on the city's general bank account. **[ACTION ITEM]**
7.3 Discussion and consideration regarding Resolution #DRAFT 003-FY26 (adjusting consolidated fee schedule) **[ACTION ITEM]**
7.4 Discussion and consideration of Resolution #DRAFT 004-FY26 (adjusting utility billing policy) **[ACTION ITEM]**
7.5 Discussion and consideration of Resolution #DRAFT 005-FY26 (Adjusting full-time employee wage scale and benefits policy) **[ACTION ITEM**
7.6 Discussion and consideration of ORDINANCE #DRAFT FY26-003 (Adjusting GC 5-5-37 Feral Cats to conform with 5-3-5 Firearms – Air Guns) **[ACTION ITEM]**
7.7 Discussion and consideration of the tentative FY-2027 Budget **[ACTION ITEM]**
7.8 Presentation of the Irrigation Facility Plan
7.9 Projects Report
7.10 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 7:04p

2. Pledge of Allegiance

Ryan Schnuerle led those assembled in the Pledge of Allegiance.

3. Roll Call

☒ Seat 1: Jim Haley	☒ Seat 2: Rob Fisher	☒ Seat 3: Kathryn Ralstin	
☒ Seat 4: Dan Hyer	☒ Mayor: Ryan Schnuerle		
Also Present:			
☒ City Clerk	☒ Public Services Director	☐ Police	☐ Fire
☒ City Attorney	☒ City Engineer	☒ City Treasurer	

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]**

No adjustments were made.

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 Mayoral Appointment(s) to fulfill remainder of term for an open seat (P&Z) **[ACTION ITEM]**

Brian Jardine was nominated by Mayor to fulfill the remainder of term for P&Z Seat #5. The nomination received unanimous approval from Council.

7.2 <u>Consideration of adjusting authorized signers on the city's general bank account.</u> **[ACTION ITEM]** *(Clerk's Note: All authorized account signers will need to stop by the local bank branch to sign or re-sign as an authorized signer)*

Discussion followed regarding bank requirements.

Dan Hyer moved to remove Bradley Holton as an authorized signer, and establish the following as authorized signers: Ryan Schnuerle, Dan Hyer, Jim Haley, Kathryn Ralstin, and Lee Belt. Jim Haley seconded. The motion received unanimous approval.

7.3 <u>Discussion and consideration regarding Resolution #DRAFT 003-FY26 (adjusting consolidated fee schedule)</u> **[ACTION ITEM]** *(Clerk's Note – Resolution may be suitable for discussion and direction from Council but not yet ready for consideration of approval at tonight's meeting – LCB)*

The clerk described adjustments in the fee schedule, explained that due to new fees and fees over 5%, it needs to go through public hearing – scheduled with the 2027 Budget for 6:30p 11 Aug 2026.

Dan Hyer moved to continue to the next regular Council Meeting. Kathryn Ralstin seconded. The motion received unanimous approval.

7.4 <u>Discussion and consideration of Resolution #DRAFT 004-FY26 (adjusting utility billing policy)</u> **[ACTION ITEM]** *(Clerk's Note – Resolution may be suitable for discussion and direction from Council but not yet ready for consideration of approval at tonight's meeting – LCB)*

The clerk described the resolution, and recommended continuation.

Jim Haley moved to continue to the next regular Council Meeting. Kathryn Ralstin seconded. The motion received unanimous approval.

7.5 <u>Discussion and consideration of Resolution #DRAFT 005-FY26 (Adjusting full-time employee wage scale and benefits policy)</u> **[ACTION ITEM]** *(Clerk's Note – Resolution may be suitable for discussion and direction from Council but not yet ready for consideration of approval at tonight's meeting – LCB)*

The clerk described the resolution, and recommended continuation. Discussion followed.

Rob Fisher moved to continue to the next regular Council Meeting. Dan Hyer seconded. The motion received unanimous approval.

7.6 <u>Discussion and consideration of ORDINANCE #DRAFT FY26-003 (Adjusting GC 5-5-37 Feral Cats to conform with 5-3-5 Firearms – Air Guns)</u> **[ACTION ITEM]** *(Clerk's Note – Resolution may be suitable for discussion and direction from Council but not yet ready for consideration of approval at tonight's meeting – LCB)*

The clerk described the ordinance. Discussion followed, including Feral Cats in the community.

Ryan Schnuerle agreed to sponsor and performed first reading by title.

7.7 Discussion and consideration of the tentative FY-2027 Budget **[ACTION ITEM]** *(Clerk's Note: Approval of the tentative budget is needed for publication before the FY-2027 Budget Hearing scheduled for 11 August 2026 - LCB)*

Treasurer Carrie Huggins presented the tentative budget. Much discussion followed.

Jim Haley moved to publish the tentative budget as discussed, totaling $9,130,219.00. Kathryn Ralstin seconded. The motion received unanimous approval.

7.8 Presentation of the Irrigation Facility Plan

City Engineer Devin Krasowski presented the Irrigation Facility Plan to Council, including system map, identification of issues, and potential solution options. Devin also highlighted plan recommendations.

Discussion followed, including preference for pressurized irrigation rather than improving the aged gravity system.

It was noted that due to this not being on agenda as an action item, Staff will look to Mayor for administrative direction regarding potential grant applications from the facility plan.

Discussion resumed. It was noted that deadline for IDWR construction grant application is 07 Aug., so Council could review an application at the 04 Aug Council Mtg. Discussion continued, including fund reserves and replenishment of reserves expended.

Staff anticipates a staff meeting with Mayor to discuss options next week, Tue, Wed, or Thu.

7.9 Projects Report

Devin reported on:

- Drinking Water Facility Plan is still in review with DEQ
- Emerging Contaminants Grant with DEQ appears to be eligible for further grant consideration.
- Sewer Facility Plan Grant continues in consideration with DEQ.

7.10 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. Carrie Huggins reviewed the balance sheet for Council, including reserves. Accounts receivable are high because grant reimbursement is outstanding.

The Profit and Loss by Class was reviewed. It was noted that Water and Water Funds will show a loss due to expenditure of reserves for Harmony Well Site land acquisition. Irrigation Fund will likely show a loss due to reserves spent for facility planning.

The Profit and Loss Budget to Actual report was reviewed. The city is now 75% through the fiscal year. Liquor Revenue may not hit 100% of budget expectations.

Quarter pivot SCADA expenses were discussed, along with income from Dry Creek and Timbercreek processing. Sewer interest was also discussed.

The disbursement report was highlighted, with request for addition of Elite Key as a Vendor.

VISA statements were also discussed.

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. The clerk also noted that fiber trunk line install will begin next week.

8.4 Monthly new construction valuation report

Please see written report for detail.

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

Dan Hyer moved to approve the consent agenda, including addition of Elite Key as a vendor. Rob Fisher seconded. The motion received unanimous approval.

9. OTHER BUSINESS

9.1 Any other 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 accept the minutes as presented. Jim Haley seconded. The motion received unanimous approval.

11. ADJOURNMENT

11.1 Adjournment **[ACTION ITEM]**

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