

City of Greenleaf

20523 N. Whittier Drive

Greenleaf, Idaho 83626

208/454-0552

208/454-7994 (fax)

cityhall@greenleaf-idaho.us

CITY COUNCIL MEETING MINUTES

14 September 2026 – Greenleaf City Hall

Special Session: 6:00p (Discussion with Staff regarding extraterritorial agreements) 7:00p or at conclusion of 6:00p discussion (Monthly business)

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

Special Session

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
- 3.5 Discussion with Staff regarding extraterritorial agreements extraterritorial agreements for city water and sewer utility extensions

Monthly Business

4. Comments to the Council -
5. Adjustments to meeting agenda [ACTION ITEM]
- 5.1 Discussion and consideration of Mayoral Appointment(s) to fulfill remainder of term for an open seat (P&Z Seat #4) [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 Resolution #DRAFT 005-FY26 (Adjusting full-time employee wage scale and benefits policy) [ACTION ITEM]
- 7.2 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]
- 7.3 Discussion and consideration of directing city staff to prepare an adjustment to the Building Official's Contract to include Mechanical / HVAC Inspections [ACTION ITEM]
- 7.4 Discussion and consideration of authorizing Mayor's Signature on the Idaho Department of Commerce FY-2027 Economic Development Professional (ED Pro) Grant Agreement [ACTION ITEM]
- 7.5 Discussion and consideration of removal of Ryan Schnuerle from the 'signature card' for the city's bank accounts [ACTION ITEM]
- 7.6 Discussion and consideration of setting a different date / time for the November 2026 City Council Meeting, due to scheduling conflict with Election Day on 03 November [ACTION ITEM]
- 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 6:05p.

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

3.5 Discussion with Staff regarding extraterritorial agreements extraterritorial agreements for city water and sewer utility extensions (*Clerk's Note: This is a public meeting for Council discussion with city staff input. The public is welcome to attend and observe government in action at public meetings, but this is NOT a public hearing for input to Council from the public on this topic.*)

City Engineer Amy Woodruff led a discussion with Council regarding extraterritorial agreements, including:

- Normal development for city water and sewer inside the city limits
- Development to and through the development to support future extension of city utilities
- Annexation and development of new property
- City utilities for County properties that cannot annex (not contiguous to city limits)
- Latecomer's agreements
- City utilities for County properties that cannot annex, and do not have a path for annexation

Negatives:

- It is rare for cities to extend utilities outside the city limits without a clear path for annexation
- Cities usually don't because it takes city utilities capacity without property tax revenue
- Can discourage annexation
- Can lead to leapfrog development without orderly development through annexation
- Establishes a precedent for future extension of utilities without annexation
- The city does not have jurisdiction outside the city limits
- Difficult to determine ongoing cost to the city
- Not an organic growth model; difficult to effectively plan for utilities

- Rates can be difficult to calculate; difficult to determine and capture actual costs
- Covered by a lengthy, toothy, detailed contract

Positives

- Additional ratepayers share in the burden of debt service

Amy reviewed sewer capacity, including existing capacity in use, entitled use, and upgrades. Treatment capacity and hydraulic capacity were both discussed.

General discussion followed. Current debt is approximately \$3.6 mil for all water and sewer debt service, of this, a little less than \$2.6 mil is for sewer. Interest rate increases in fiscal 2030 (payment), which will necessitate making sure the city collects in fiscal 2029 to have funds collected for annual payment in 2030. The sewer loan matures in 2044. Discussion followed regarding sewer rates and savings. It was estimated that it would take a developer approximately 3-5 years to go through process for entitlement through the County and DEQ approvals after commitment from the city.

Council members expressed that they do not want to commit all capacity outside the city limits; that they would need to see numbers that show the benefit to the city.

Amy agreed to put together an estimate for financial effect on debt service per 100 additional units.

The meeting was recessed at approximately 7:10pm. Ryan Schnuerle called the meeting back to order at approximately 7:23p

Monthly Business

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.

There were no comments for Council.

- 5 Adjustments to meeting agenda [ACTION ITEM]

There were no adjustments.

- 5.1 Discussion and consideration of Mayoral Appointment(s) to fulfill remainder of term for an open seat (P&Z Seat #4) [ACTION ITEM]

No nomination was available.

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 Resolution #DRAFT 005-FY26 (Adjusting full-time employee wage scale and benefits policy) [ACTION ITEM]

It was noted this was continued from last Council Meeting. Ryan Schnuerle read the resolution by title. Staff reported to adjustments to draft from last Council Meeting.

Council paused to review the draft resolution. General discussion followed.

Dan Hyer moved to approve. Jim Haley seconded. The motion received unanimous approval.

7.2 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] (Clerk's Note: Third Reading)

Jim Haley moved to continue to the next meeting to confirm Legal has reviewed. Kathryn Ralstin seconded. The motion received unanimous approval

7.3 Discussion and consideration of directing city staff to prepare an adjustment to the Building Official's Contract to include Mechanical / HVAC Inspections [ACTION ITEM] (Clerk's Note: The Building Official is considering offering mechanical inspections as well as building inspections at some time in the future)

Tony Young, the Building Official, expressed that the city currently does building permits, with HVAC/Mechanical, electrical and plumbing done through Idaho Dept. of Professional Licensing. Tony may provide mechanical inspections in the future.

Consensus of Council was that this is an improvement for the community. By consensus, the clerk received direction to prepare an adjustment to the Building Official's contract.

7.4 Discussion and consideration of authorizing Mayor's Signature on the Idaho Department of Commerce FY-2027 Economic Development Professional (ED Pro) Grant Agreement [ACTION ITEM] (Clerk's Note: This provides salary assistance funding for the Rural Economic Partners of Southwest Idaho or REPSI, formerly known as the Western Alliance for Economic Development – The ED Pro Grant requires that REPSI have a city or County act as their fiscal agent, which includes receipt of ED Pro Grant funds.)

Discussion followed. Dan Hyer moved to authorize. Kathryn Ralstin seconded. The motion received unanimous approval.

7.5 Discussion and consideration of removal of Ryan Schnuerle from the 'signature card' for the city's bank accounts [ACTION ITEM]

Ryan expressed that he took a part-time job where that business does not want employees to sign checks for other entities. It was noted that four signatories will remain.

Dan Hyer moved to remove Ryan Schnuerle from the signature card. Jim Haley seconded. The motion received unanimous approval.

7.6 Discussion and consideration of setting a different date / time for the November 2026 City Council Meeting, due to scheduling conflict with Election Day on 03 November [ACTION ITEM]

Discussion followed. Dan Hyer moved to change the date to 10 Nov 2026 at 7p. Jim Haley seconded. The motion received unanimous approval.

7.7 Projects Report

Amy Woodruff reported on:

- Sewer Facility Plan Project
- Manganese Project
- 'Cloud Property' pre-application meeting
- Royal Ridge
- Shooting Range meeting with Idaho Dept. of Fish & Game.

General discussion followed.

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

City Treasurer Carrie Huggins gave the report. Please see written reports for detail. Carrie reviewed the balance sheet – nothing out of the ordinary reported.

Carrie informed Council that in Oct Council will received a 'cash basis' year end report, the Nov report will include year-end adjustments for sending to the Auditor.

Carrie highlighted balance sheet receivables for irrigation - The city has since received irrigation facility plan grant reimbursement. Water and wastewater long term liabilities (loan / debt service) was highlighted.

Carrie highlighted the profit & loss by fund. Irrigation loss was due to city match on the facility plan grant, and pipe replacement, taken from Irrigation savings. Road fund is expected to end in the positive. General fund and Sewer fund will show a loss due to application of savings. Water and General paid for Harmony Well Site land acquisition.

The city has met some of the projects undertaken out of this year's budget.

Budget vs. Actual report was reviewed. The city is at 91.7% of the year. Revenues anticipated will be hit for the fiscal year. Sewer additional revenue over budget has offset some of sewer project expense. The city uses interest income on projects, as one-time funds.

Discussion followed, including utility billing notification of upcoming billing changes, public services chemicals, public services maintenance and repairs, and lab expense. Weed control budget was discussed. Land application is over due to unexpected SCADA and controls expense.

Carrie also highlighted city projects, and reported that these are paid from savings. Events went over because using card points (recorded under other income) were not budgeted and some one-time purchases.

Carrie noted that there are no new vendors in the check run, but there are two new P&Z members receiving meeting stipends.

Staff requested addition of Univar as an approved vendor. Chemical is on order, but invoice not received yet.

Council paused to review VISA statements

8.2 Public Services Director's report

Please see written report for detail. Irrigation season is coming to an end, approximately one week short of normal. Upcoming PFAS samples window was discussed. Same day delivery to lab in Moscow has easier temperature window. Might go by air from Air Ranch for pick-up at Pulman/Moscow airport. Doug highlighted a road project to fix asphalt shoulder, pothole, and alligator cracks near Friends & Binford with cut-out and new asphalt patch.

Doug also related INL tour invitation, requested use of city pickup. Discussion followed. Consensus of Council was for use of city pickup, and cost of trip with receipts.

8.3 City Clerk's report

Please see written report for detail. The clerk also reported on email server change.

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 Univar as a vendor, and approving expenses for Doug's trip to INL. Kathryn Ralstin 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]

Jim Haley moved to approve the minutes as presented. Kathryn Ralstin seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Dan Hyer moved to adjourn. Jim Haley seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:01p.

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.