

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session: 7:00 p.m. 06 October 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. **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 Seat #4) **[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]** (*Clerk's Note: Third Reading done 14 Sep 2026, item continued*)
 - 7.3 Discussion and consideration of approving Mayor's signature on, and directing the clerk to assign the next resolution number in sequence for, an IDEQ required resolution titled as follows: AUTHORIZING RESOLUTION Attachment SRF-03 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF AUTHORIZING THE MAYOR TO SIGN ALL APPLICATIONS, FUNDING AGREEMENTS, AND OTHER DOCUMENTS RELATING TO THE CITY OF GREENLEAF WASTEWATER FACILITY PLAN PROJECT (PROJECT). **[ACTION ITEM]**
 - 7.4 Discussion and consideration of approving Mayor's signature on a Cooperative Agreement between Valley Regional Transit and the City of Greenleaf for Public Transportation Financial Contribution **[ACTION ITEM]** (*Clerk's Note: This is an annual agreement request for the City's participation with Valley Regional Transit (VRT). For Fiscal Year 2027, the city's 'membership dues' is in the amount of \$470.00, based on population. This is a budgeted expense, but VRT requests a formal agreement for conformance with Idaho Code § 40-2109(7).)*)
 - 7.5 Projects Report
 - 7.6 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 7:02 p.m.

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

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

Micheal Miller attended via 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 comments

5. Adjustments to meeting agenda [ACTION ITEM]

Staff requested addition of 7.61 to schedule a public hearing for the water facility plan, and 7.62 as an action item for consideration of the Canyon County Registration Fee proposal.

Dan Hyer moved to add these items to the agenda. Kathryn Ralstin seconded. The motion received unanimous approval.

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 to fulfill remainder of term for an open seat (P&Z Seat #4) [ACTION ITEM]

No appointment was available.

- 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 done 14 Sep 2026, item continued)

Mayor Ryan Schnuerle performed 4th reading by title.

Discussion followed, including a report by Mayor on last Wednesday's community meeting with Operation Community Cats of Idaho for Trap-Neuter-Return.

Rob Fisher moved to approve the ordinance. Kathryn Ralstin seconded. The motion received unanimous approval.

- 7.3 Discussion and consideration of approving Mayor's signature on, and directing the clerk to assign the next resolution number in sequence for, an IDEQ required resolution titled as follows: AUTHORIZING RESOLUTION Attachment SRF-03 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF AUTHORIZING THE MAYOR TO SIGN ALL APPLICATIONS, FUNDING AGREEMENTS, AND OTHER DOCUMENTS RELATING TO THE CITY OF GREENLEAF WASTEWATER FACILITY PLAN PROJECT (PROJECT). [ACTION ITEM]

City Engineer Mike Martin explained that this is related to a recently awarded DEQ grant.

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

Discussion followed. It was noted that details will be forthcoming on the grant from DEQ.

- 7.4 Discussion and consideration of approving Mayor's signature on a Cooperative Agreement between Valley Regional Transit and the City of Greenleaf for Public Transportation Financial Contribution [ACTION ITEM] (Clerk's Note: This is an annual agreement request for the City's participation with Valley Regional Transit (VRT). For Fiscal Year 2027, the city's 'membership dues' is in the amount of \$470.00, based on population. This is a budgeted expense, but VRT requests a formal agreement for conformance with Idaho Code § 40-2109(7).)

Discussion followed. Staff was directed to get with VRT and publicize VRT services in city utility billing. Staff was also directed to ask for a VRT representative to come speak to Council at a future Council Meeting.

Dan Hyer moved to approve Mayor's signature. Kathryn Ralstin seconded. The motion received unanimous approval.

Rob Fisher expressed that it seems the city does not get much from VRT for these dues, and that he intends to donate this amount to the city's General Fund to replace these funds.

7.5 Projects Report

Mike Martin highlighted approval by Idaho Department of Water Resources (IDWR) of matching grant funds for an aging infrastructure grant for construction of irrigation system improvements. Discussion followed regarding the project. It was clarified that after grant approval and award, the project will go out to bid for construction next fall, after the CY-2027 irrigation season.

7.6 Other business requiring contract staff input

7.61 Schedule a public hearing for the water facility plan

Mike Martin explained the need for scheduling a public hearing date. The clerk recommended 27-30 Oct. By consensus, Council set the meeting for 6:30 p.m. on Thu 29 Oct 2026.

Reminder was given that the November Council Meeting was moved at last meeting to 10 Nov, due to election day.

7.62 Consideration of the Canyon County Registration Fee proposal [**ACTION ITEM**]

Please see written packet supplement on this issue. Public Services Director Doug Amick explained the proposal request change to Council. A state code default distribution formula is used unless ALL Canyon County Local Highway Jurisdictions (LHJ) agree to a different distribution formula. Option #4, also known as "preferred distribution formula – lane miles", was recommended by Staff. It was noted that these additional funds could be leveraged for transportation grant match.

Dan Hyer moved to support the Option #4 fee distribution formula, should this be approved by the voters at the November elections. Kathryn Ralstin seconded. The motion received unanimous approval.

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

8.1 Treasurer's Report and Disbursement List

Please see written report for detail.

City Treasurer Carrie Huggins highlighted the balance sheet, including restricted accounts for HB312 (Road Maintenance Only). The balance sheet reflects 'cash' fiscal year (FY) 2026. 'Due from other funds to General' reflects monies from Water and Sewer funds, primarily for water property purchase and sewer projects.

The Profit and Loss by Class was reviewed, and reflects a cash basis for FY 2026. It was noted that all Irrigation Accounts are under three years in arrears. General Fund revenue was reviewed. Irrigation is at a loss due to use of reserves for pipe replacement and Gem Grant match for the irrigation facility plan. Sewer fund is at a negative due to

reserves used for sewer projects, including land application expenses. Water, Sewer, and Garbage restricted funds were reviewed. Rural Economic Partners of Southwest Idaho (REPSI, formerly the Western Alliance for Economic Development) use of their reserves was discussed.

The Profit and Loss Budget vs. Actual report was reviewed, as a cash basis report.

It was noted that direct income was \$57,465 over expenses, mostly from other income generated by the Wastewater Treatment Plant (WWTP). Typically, these funds are added to reserves for future projects and unanticipated expenses, but significant use was made from other income generated by the WWTP for unexpected land application expenses.

Carrie highlighted other quarterly and year end performance of funds on cash basis.

Discussion followed regarding quarterly reporting for REPSI and Garbage 'pass through' reporting. By consensus, direction from Council was keep reporting as it is now.

Distribution list and VISA Statements were presented.

General financial discussion followed. Last month's interest is not included in this report.

8.2 Public Services Director's report

Please see written report for detail. Doug had 'show and tell' on failed galvanized pipe from recent emergency water repair.

Doug intends to retire between 01 Dec and 01 Jan, and is open to part-time after retirement. Doug also intends to make his licenses available to the city, with assistance from the city for maintenance of licenses.

The clerk was directed to issue a job posting by about 12 October, to allow time for hands-on training and utilization of a two-interview process.

Discussion followed. It was noted that PERSI rules make retirement effective on the 1st of a month.

8.3 City Clerk's report

Please see written report for detail.

Mayor is available to attend the AIC Legislative Summit.

8.4 Monthly new construction valuation report

Please see written report for detail.

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

Rob Fisher moved to accept the consent agenda. Dan Hyer 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 approve minutes as presented. Kathryn Ralstin 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 9:12 p.m.

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.