

**City of Greenleaf**

20523 N. Whittier Drive

Greenleaf, Idaho 83626

208/454-0552

208/454-7994 (fax)

[cityhall@greenleaf-idaho.us](mailto:cityhall@greenleaf-idaho.us)

**CITY COUNCIL MEETING AGENDA**

**Regular Session 7:00pm 06 June 2023 at 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*

1. Meeting called to order

2. Pledge of Allegiance

3. Roll Call

Seat 1: Ryan Schnuerle

Seat 2: Rob Fisher

Seat 3: Rachel Brobeck

Seat 4: Dan Hyer

Mayor: Brad Holton

Impact Area: Liza Warner

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.*

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 Consideration of creating a new money market account with higher interest rate at the city's bank to take the place of the standard account utilized for immediate reserve (available for transfer into the city's primary checking account if needed at a moment's notice). The Clerk would open the account as directed by the Treasurer, with additional signatures procured as needed from Mayor and Council Members currently on the City's Accounts. [Action Item]

7.15 Consideration of authorizing the Treasurer to watch for bank specials on Certificates of Deposit (CDs) at the city's bank to make more interest with reserve funds not anticipated necessary for immediate use, as an alternative to supplement the city's local government state investment pool (LGIP) accounts. The Clerk would open the CD account as directed by the Treasurer, with additional signatures procured as needed from Mayor and Council Members currently on the City's Accounts. [Action Item]

7.2 Consideration of Ordinance No. DRAFT FY23-005 – Establishing a Development Impact Fee Advisory Committee - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING CHAPTER 1 OF TITLE 2 GREENLEAF CITY CODE BY THE ADDITION THERETO OF A NEW SECTION 13 PROVIDING FOR ESTABLISHMENT OF THE DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE AS A STANDING COMMITTEE; AND PROVIDING A COMMITTEE NAME; AND ESTABLISHING THE COMMITTEE MEMBERSHIP REQUIREMENTS; AND PROVIDING A COMMITTEE CHARGE; AND PROVIDING FOR COMMITTEE ORGANIZATION AND OFFICERS; AND PROVIDING TO WHOM THE COMMITTEE REPORTS; AND PROVIDING FOR THE CONSIDERATION OF COMMITTEE REPORTS BY THE CITY COUNCIL AND OTHERS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR PUBLICATION AND CODIFICATION; AND PROVIDING

AN EFFECTIVE DATE. [Action Item] (Clerk's Note: Third Reading - Second reading performed 02 May 2023.)

7.3 Consideration of Ordinance # DRAFT FY23-006 – Establishing an Impact Fee with the Caldwell Rural Fire Protection District - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING CHAPTER 1 OF TITLE 2 GREENLEAF CITY CODE BY THE ADDITION THERETO OF A NEW TITLE 10 PROVIDING FOR A SHORT TITLE, AUTHORITY, APPLICABILITY, FINDINGS, ADVISORY COMMITTEE/CAPITAL IMPROVEMENTS PLAN AND PURPOSE; AND DEFINITIONS; AND IMPOSITION OF CALDWELL RURAL FIRE PROTECTION DISTRICT DEVELOPMENT IMPACT FEES; AND CALDWELL RURAL FIRE PROTECTION DISTRICT SERVICE AREA AND IMPOSITION OF DEVELOPMENT IMPACT FEES; AND COLLECTION OF CALDWELL RURAL FIRE PROTECTION DISTRICT DEVELOPMENT IMPACT FEES; AND DEVELOPMENT IMPACT FEES EXEMPTIONS; AND PROCESS FOR INDIVIDUAL ASSESSMENT; AND DEVELOPER CREDITS AND REIMBURSEMENTS; AND METHODOLOGY FOR CALCULATION OF CALDWELL RURAL FIRE PROTECTION DISTRICT DEVELOPMENT IMPACT FEES; AND EXTRAORDINARY IMPACTS; AND FEE PAYER REFUNDS; AND ESTABLISHMENT OF THE CALDWELL RURAL FIRE PROTECTION DISTRICT DEVELOPMENT IMPACT FEE CAPITAL PROJECTS TRUST FUND AND TRUST ACCOUNTS; AND USE AND EXPENDITURE OF CALDWELL RURAL FIRE PROTECTION DISTRICT DEVELOPMENT IMPACT FEES; AND APPEALS, PROTEST AND MEDIATION; AND PERIODIC REVIEWS OF THE CAPITAL IMPROVEMENTS PLANS; AND ANNUAL AUDITS; AND ENFORCEMENT AND COLLECTION; AND THE CITY OF GREENLEAF/ CALDWELL RURAL FIRE PROTECTION DISTRICT INTERGOVERNMENTAL AGREEMENT; AND MISCELLANEOUS PROVISIONS; AND PUNISHMENT FOR VIOLATIONS OF THE ORDINANCE; AND CONSTRUCTION OF ORDINANCE INTENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR PUBLICATION AND CODIFICATION; AND PROVIDING AN EFFECTIVE DATE. [Action Item] (Clerk's Note: (Clerk's Note: Third Reading - Second reading performed 02 May 2023.)

7.4 Discussion regarding the draft FY2024 Budget [Action Item]

7.5 Any other agenda items 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 staff reports (consent agenda) [ACTION ITEM]

9. **OTHER OLD BUSINESS**

9.1 Other Old Business

10. **OTHER NEW BUSINESS**

10.1 Other New Business

11. **ADJOURNMENT**

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]

11.3 Adjournment [ACTION ITEM]

---

- Posted physically at the following locations at or before 5:15p 02 Jun 2023:

Greenleaf City Hall (outside bulletin board next to front door)  
Greenleaf Post Office (inside lobby bulletin board)

Greenleaf Chevron (in window to right of entry)  
Greenleaf Café (outside bulletin board)

- Posted electronically at or before 5:15p 02 Jun 2023: at the city website (greenleaf-idaho.us) and referencing post on the city's Facebook page.

\* The meeting may move to an alternate location due to meeting room capacity.

\*\* The Chair may recess the meeting at any time.

---

**NONDISCRIMINATION STATEMENT:** In accordance with Federal law and U.S. Department of Agriculture policy, the City of Greenleaf is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).  
**SPECIAL ACCOMMODATION:** Any person with a disability may request a reasonable accommodation to make it easier to use City facilities or programs, or request that the City provide information in a different way. Details and Reasonable Accommodation Request Forms are available at City Hall (20523 Whittier Dr., Greenleaf, ID 83626). Those who have impaired hearing or speech may contact City Hall utilizing the Idaho Relay Service: TDD: (Toll Free) Dial 1, then 800-377-3529; VOICE: (Toll Free) Dial 1, then 800-377-1363, or 711.

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