

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Special Session – 7:00pm – 14 January 2025 – 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 Annual Consideration of Mayoral Appointments Map [ACTION ITEM]
- 7.2 Annual Consideration of Council President Map [ACTION ITEM]
- 7.3 Annual Consideration of setting a meeting date, time, and location for the FY-2026 Budget Hearing [ACTION ITEM]
- 7.4 Annual Consideration of setting a meeting date, time, and location for the Coouncil to meet as an irrigation 'Board of Corrections' [ACTION ITEM]
- 7.5 Annual Consideration of setting rates / toll for the 2025 Irrigation Season [ACTION ITEM]
- 7.6 Consideration of adopting the Regional Broadband & Digital Equity Action Plan for Rural Canyon & Owyhee Counties. [ACTION ITEM] *(Clerk's Note: The plan is in final draft form at time of agenda posting. Final for approval with addition of map appendix, format adjustments, and minor content corrections / updates / clarifications may not be available by Council meeting. If the final document for approval is not available, then Council is asked to consider approval contingent on approval by the city clerk. Adoption is desirable as soon as possible for use of the plan as foundation for development of project specific BEAD construction grants expected for announcement and application submittal window in CQ1 2025. The Regional BEAD Broadband Plan is funded through an Idaho Dept. of Commerce Grant (reimbursement)).*
- 7.7 Consideration of Resolution #220 - ITD ADA Ramps key 22964 Addendum #2 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AUTHORIZING MAYOR'S SIGNATURE FOR ADDENDUM II (#2) TO COOPERATIVE AGREEMENT PROJECT NO. A022(963) FY22 GREENLEAF 8 ADA RAMPS KEY NO. 22963; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
- 7.8 Consideration of including valuation of assets in the FY-2026 budget [ACTION ITEM] *(Clerk's Note: Please see Valuations Northwest proposal as an example)*
- 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 Other Old or New 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 Brad Holton called the meeting to order at approximately 7:05p.

2. Pledge of Allegiance

Brad Holton led those in attendance in the Pledge of Allegiance.

3. Roll Call

The clerk was asked to take roll call with the following results:

X Seat 1: Ryan Schnuerle

X Seat 4: Dan Hyer

Also Present:

X City Clerk

City Attorney

X Seat 2: Rob Fisher

X Mayor: Brad Holton

X Public Services Director

X City Engineer

X Seat 3: Rachel Brobeck

Impact Area: Liza Warner

Police

X City Treasurer

Fire

Dan Hyer attended by video conference. Mike Martin attended for Civil Dynamics PC, the City Engineer. The City Attorney was unavailable.

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 speak to Council.

5. Adjustments to meeting agenda [ACTION ITEM]

Please see clerk's memo. Rob Fisher moved to amend the agenda to correct for scrivener's errors, including the removal of the word 'map' at the end of agenda items #7.1 and 7.2, the correction of mis-spelled words 'Council' and 'meet' under agenda item #7.4, and addition of '[ACTION ITEM]' to agenda item #7.7 because of the time-sensitive need for Resolution #220 to be considered at this meeting rather than continuing to a future meeting due to need for grant extension on an over-due project. Ryan Schnuerle seconded. The motion received unanimous approval.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

No written report was available.

6.2 Fire Report

Please see written report.

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

7.1 Annual Consideration of Mayoral Appointments [ACTION ITEM]

Please see draft Mayoral Appointments. Mayor reviewed the appointments for Council. Ryan Schnuerle moved to approve the Mayoral Appointments as presented in the packet for Council. Rachel Brobeck seconded. The motion received unanimous approval.

7.2 Annual Consideration of Council President [ACTION ITEM]

Ryan Schnuerle was nominated. The nomination received unanimous approval.

7.3 Annual Consideration of setting a meeting date, time, and location for the FY-2026 Budget Hearing [ACTION ITEM]

Ryan Schnuerle moved to set this meeting at 6:30p on 05 August 2025. Rachel Brobeck seconded. The motion received unanimous approval.

7.4 Annual Consideration of setting a meeting date, time, and location for the Council to meet as an irrigation 'Board of Corrections' [ACTION ITEM]

Ryan Schnuerle moved to set this meeting for 7p on 11 March 2025. Rachel Brobeck seconded. The motion received unanimous approval.

7.5 Annual Consideration of setting rates / toll for the 2025 Irrigation Season [ACTION ITEM]

Council Paused to review the memorandum from staff RE: FY-2025 Irrigation rates recommendation. It was noted that irrigation toll to the City irrigation system from Wilder Irrigation District has gone up for this year. Current delinquency rate is 6.5%. State Code allows taking up to 10% for delinquency. Staff requests 6.5% on water portion pass through, not on operations and maintenance. The FY-2025 budget reflects an approximately 5% increase in irrigation.

For a one-acre lot, staff's recommendation is an increase of approximately \$15.00 for the season. It was noted that 25 accounts have not paid 2024 irrigation. It is anticipated that up to three accounts may be three years delinquent after invoicing this year. Discussion followed regarding delinquent irrigation accounts and saving for irrigation projects. Irrigation fund was reviewed from the balance sheet.

Discussion followed.

Rob Fisher moved to set irrigation rates as recommended by staff with water pass-through of \$77.89 per acre, and O&M of \$197.40, and administrative fee for parcels without access points at \$25.00. Ryan Schnuerle seconded. A roll call vote was requested. The motion was approved with Ryan Schnuerle for the motion, Rob Fisher for the motion, Rachel Brobeck for the motion, and Dan Hyer for the motion.

7.6 Consideration of adopting the Regional Broadband & Digital Equity Action Plan for Rural Canyon & Owyhee Counties. [ACTION ITEM] *(Clerk's Note: The plan is in final draft form at time of agenda posting. Final for approval with addition of map appendix, format adjustments, and minor content corrections / updates / clarifications may not be available by Council meeting. If the final document for*

approval is not available, then Council is asked to consider approval contingent on approval by the city clerk. Adoption is desirable as soon as possible for use of the plan as foundation for development of project specific BEAD construction grants expected for announcement and application submittal window in CQ1 2025. The Regional BEAD Broadband Plan is funded through an Idaho Dept. of Commerce Grant (reimbursement).

Discussion followed, including contingent approval upon agreement by Mayor, the City Attorney, and Council Member Dan Hyer or the Council President.

Dan Hyer moved for contingent approval of the BEAD Broadband Plan upon agreement by Mayor, the City Attorney, and Council Member Dan Hyer or the Council President. Rob Fisher seconded. The motion received unanimous approval.

- 7.7 Consideration of Resolution #220 – ITD ADA Ramps key 22964 Addendum #2 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AUTHORIZING MAYOR’S SIGNATURE FOR ADDENDUM II (#2) TO COOPERATIVE AGREEMENT PROJECT NO. A022(963) FY22 GREENLEAF 8 ADA RAMPS KEY NO. 22963; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]

Brad Holton read the resolution by title. Council paused to review the resolution. City Engineer Mike Martin explained that the extension is needed to allow time for CenturyLink / Lumen to move a communications pedestal to allow the last ADA ramp to be installed.

Ryan Schnuerle moved to approve. Rachel Brobeck seconded. The motion received unanimous approval.

- 7.8 Consideration of including valuation of assets in the FY-2026 budget [ACTION ITEM] (Clerk’s Note: Please see Valuations Northwest proposal as an example)

The clerk was directed to set a meeting inviting Mayor, Rob Fisher, Ryan Schnuerle and Hartwell Corp. insurance to discuss ICRMP insurance asset lists.

- 7.9 Projects Report

Mike Martin reported:

- Manganese Project: Grant letter of interest submitted to Idaho Dept. of Environmental Quality (DEQ), working with Public Services for operational improvements
- Annual wastewater reuse reports to DEQ in process
- Drinking water facility plan in queue next
- Quarter pivot is ready for upcoming season
- CPS sidewalk project is complete

- IPDES permit inspection documentation updates are in process, with DEQ approval received for some items to be deferred until after the next Reuse permit is issued by DEQ

General discussion followed, including housing development environment and impact from fires in California.

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. Treasurer Carrie Huggins reviewed the balance sheet for Council. General Fund restricted funds are the remainder of ARPA funds, and the last of this will be paid for the Quarter Pivot soon. The large Sewer promissory note payment will occur soon, as well. Sewer note reserve account is now funded. Carrie reviewed the profit and loss by class. Some funds have not received state revenue sharing yet. The new sander and plow expenses are reflected in road fund. Carrie reviewed the budget vs. actual for Council. The City is now 25% through the fiscal year. Horizon's check was voided (sander) as this was paid via credit card due to timing. Credit card statements are given for November and December. A full disbursement list with vendors for fiscal year 2024 (Oct 2023 – Sep 2024) is provided.

Discussion followed regarding points on DL Evans Bank cards. Ryan Schnuerle volunteered to investigate use of points for the community with DL Evans Bank.

Discussion followed. It was noted that full fiscal year disbursement list is a reporting protection for the Treasurer during annual audit.

8.2 Public Services Director's report

Please see written report for detail. Doug also reported that a water main break on the south side of Main Street east of intersection with Academy Road is smaller (2-inch main) than expected, and was constructed with non-standard fittings. Only three water accounts are believed to be on this section of main.

Discussion followed, including reduction of wastewater received from ZoRoCo. Treatment of outside waste product for treatment at the wastewater treatment plant has already exceeded anticipated revenue.

8.3 City Clerk's report

Please see written report for detail.

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. Ryan Schnuerle seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 Other Old or New Business

Discussion followed regarding variance at 20812 Whittier. Staff was directed to send a reminder of the previous agreement. It was also noted that the preliminary plat for the Greenleaf Air Ranch is set to expire 01 May 2025. Discussion continued. It was noted that pizza delivery from Marco's Pizza (10th Ave in Caldwell near intersection with Linden, ph. [\(208\) 504-3555](tel:2085043555)) may be available to Greenleaf in the near future.

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]

Rob Fisher moved to approve the minutes. Rachel Brobeck seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Ryan Schnuerle seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:49p.

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.