

# City of Greenleaf

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## CITY COUNCIL MEETING MINUTES

### Regular Session – 7:00pm – 04 March 2025 – Greenleaf City Hall

#### AGENDA:

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
- 3.1 Irrigation “Board of Corrections” per I.C. 50-1807 to review, revise, and correct as necessary the 2025 irrigation assessments levied and assessed for the Greenleaf Municipal Irrigation System **[ACTION ITEM]**
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 the Fiscal Year 2024 Audit **[ACTION ITEM]**
  - 7.2 Discussion and consideration of Draft Ordinance #FY25-004 - Fences - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 5-3-8, 9-7-16, 9-7-18, AND 9-7-1 TO ADJUST NUISANCE AND GENERAL DEVELOPMENT STANDARDS FOR FENCES INCLUDING PROVISION FOR A FENCE PERMIT PROCESS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. **[ACTION ITEM]** (*Clerk’s Note: Recommendation from P&Z to Council for potential first reading*)
  - 7.3 Discussion and consideration of authorizing Mayor’s signature on a Cooperative Agreement between the City of Greenleaf and the Idaho Department of Fish and Game related to development of a shooting range at 21260 Peckham Road **[ACTION ITEM]**
  - 7.4 Projects Report
  - 7.5 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  
Council President Ryan Schnuerle called the meeting to order at approximately 7:03p.

2. Pledge of Allegiance  
Ryan Schnuerle led those assembled 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 2: Rob Fisher	X Seat 3: Rachel Brobeck
X Seat 4: Dan Hyer	<input type="checkbox"/> Mayor: Brad Holton	<input type="checkbox"/> Impact Area: Liza Warner
Also Present:		
X City Clerk	X Public Services Director	X Police <input type="checkbox"/> Fire
X City Attorney	X City Engineer	X City Treasurer

3.1 Irrigation “Board of Corrections” per I.C. 50-1807 to review, revise, and correct as necessary the 2025 irrigation assessments levied and assessed for the Greenleaf Municipal Irrigation System [ACTION ITEM]

Ryan Schnuerle opened the board of corrections at approximately 7:05a. No one was in the gallery. Staff did receive a note with payment for irrigation invoice #22147 that payment is, “too high for only 4 working days.”

Dan Hyer moved to close the board of corrections. Rachel Brobeck seconded. The motion received unanimous approval and the board was closed at approximately 7:09p

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 chose to speak to Council.

5. Adjustments to meeting agenda [ACTION ITEM]  
There were none.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report  
Officer Chaz Grey reported January very busy, 15 arrests, 9 in February. Four new-to-the-department cars are on the way, some will be black and some black and white. Chaz is now RCON “police judo” certified.

6.2 Fire Report  
No written report was available.

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

7.1 Discussion and consideration of the Fiscal Year 2024 Audit [ACTION ITEM]

Auditor Jordan Zwygart presented the audit. Please see the written audit for detail. A good, clean audit report.

Rob Fisher moved to accept the Audit. Ryan Schnuerle seconded. The motion received unanimous approval.

7.2 Discussion and consideration of Draft Ordinance #FY25-004 – Fences - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, STATE OF IDAHO, ADJUSTING GREENLEAF CODE SECTION 5-3-8, 9-7-16, 9-7-18, AND 9-7-1 TO ADJUST NUISANCE AND GENERAL DEVELOPMENT STANDARDS FOR FENCES INCLUDING PROVISION FOR A FENCE PERMIT PROCESS; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. [ACTION ITEM] (Clerk's Note: Recommendation from P&Z to Council for potential first reading)

Ryan Schnuerle performed first reading by title. Discussion followed, including 4 ft fence height limitation and beginning of property line for fence setback purposes on properties with prescriptive road easement.

Ryan Schnuerle moved to continue for second reading next month. Dan Hyer seconded. The motion received unanimous approval.

7.3 Discussion and consideration of authorizing Mayor's signature on a Cooperative Agreement between the City of Greenleaf and the Idaho Department of Fish and Game related to development of a shooting range at 21260 Peckham Road [ACTION ITEM]

Council paused to review the agreement. It was clarified that this is for feasibility and environmental impact, not for construction. The city would request extension to June 2026. It was noted that this is for a public range. Discussion followed, including insurance requirements for liability, and safety component of the feasibility study.

Dan Hyer moved to authorize signature. Rob Fisher seconded. The motion received unanimous approval.

7.4 Projects Report

Amy Woodruff reported on multiple projects, same as last month, and the Royal Ridge project is also moving. It was also noted that the Biosolutions people will be visiting the city on 20 March.

7.5 Other business requiring contract staff input

There was none. It was noted that recipients of the Whittier carport variance are working to meet variance requirements.

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

8.1 Treasurer's Report and Disbursement List

Please see written reports for detail. All ARPA funds have been used. The bulk of ARPA funds went to the quarter pivot project. Accounts receivable shows high due to recent irrigation invoicing sent and BEAD broadband grant reimbursement. Other reports show typical activity. Some minimal adjusting entries will be made post-audit. Profit & Loss by Class and Budget vs. Actual reports were reviewed. The Disbursement Report was also presented, with request for addition of AgSense as a vendor (annual expense for new quarter pivot and full pivot SCADA controls and alerts software).

Carrie also mentioned that staff will start talking about FY2026 budget with Council in May, and requested input for priorities and for reports that might assist Council.

8.2 Public Services Director's report

Please see written report for detail. Doug described new EPA Lead & Copper rules and DEQ required implementation. The city used to do 5 lead and copper tests every 3 years, after Flint Michigan, this went to 10 tests every 3 years, upcoming lead and copper testing is expected to be 10 every year and the tests are expensive.

Short and long term improvements were discussed. Hillcrest improvements and Friends Well Site Fence will be in next year's budget. Roof for Hillcrest and remote operated gate for the Wastewater Treatment Plant will be pulled into this year's budget from funds budgeted for projects. Security issues at the Wastewater Plant were also described. It was noted that items for this year are less than what Sewer fund has received this fiscal year in interest.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

Please see written report.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve the consent agenda including new vendor AgSense and Doug's short-term projects of Hillcrest roof and remote operated gate at the Wastewater Treatment Plant. Rachel Brobeck seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 Other Old or New Business

It was noted that some speed limit signs in town are obstructed by tree limbs and power poles.

Speeding on Harmony Lane has included side-by-side racing and over 70mph speeds. A portable speed sign may be deployed on Harmony.

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. Rachel Brobeck seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 8:55p.

Respectfully submitted,

Lee C. Belt, Greenleaf City Clerk

**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.