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CITY COUNCIL MEETING MINUTES

Special Session – 6:30pm – 06 November 2025 – Greenleaf City Hall

Agenda:

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
3.5 Workshop Session – COMPASS Presentation
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 Workshop Session – Discussion of draft Greenleaf Air Ranch (GLAR) Development Agreement (DA) #3 *(Clerk's Note – Session set at the 16 Oct 2026 Council Mtg.)*
7.2 Executive Session per IC 74-206(1)(c) "To acquire an interest in real property which is not owned by a public agency;"
7.3 Consideration of acquiring an interest in real property which is not owned by a public agency **[ACTION ITEM]** *(Clerk' note: Council may or may not be ready for consideration at this meeting)*
7.4 Consideration of extraterritorial agreement potential
7.5 Report on Area of Impact (AOI) presentation to Canyon County
7.6 Projects Report
7.7 Other business requiring contract staff input *(Clerk's Note: The Clerk requests that the City Engineer stay through the Treasurer's Report)*
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. <u>Meeting called to order</u>
Mayor Brad Holton called the meeting to order at approximately 6:45p.

2. Pledge of Allegiance
Brad Holton led those assembled in the Pledge of Allegiance.

3. Roll Call
The clerk was asked to take roll call, with the following results.

☒ 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	

The meeting was available 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

City Attorney Paul Fitzer attended by video-conference.

3.5 Workshop Session – COMPASS Presentation
Please see slides for detail.

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 address Council.

5. Adjustments to meeting agenda **[ACTION ITEM]**
No adjustments were made.

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 Workshop Session – Discussion of draft Greenleaf Air Ranch (GLAR) Development Agreement (DA) #3 *(Clerk's Note – Session set at the 16 Oct 2026 Council Mtg.)*
Hethe Clark addressed Council for the applicant, providing a summary for Council. Hethe noted that H389(2021) mitigation is different from the Royal Ridge project, as the GLAR is already annexed. Please see updated draft for detail.

Discussion followed, including public hearing date, and end of timeline on 18 Nov 2025 per GLAR DA Amendment #2. Discussion continued regarding H389(2021), including that since GLAR is already annexed the city does not 'lose' revenue from annexation under H389 at this time, and the GLAR project is substantially different from the Royal Ridge project.

It was noted that both the city and the applicant acknowledge that rapid growth under H389(2021) results in loss of revenue which the city can never recover. Mayor expressed the city's appreciation for GLAR's voluntary choice to attempt to keep the city fractionally whole under H389. It was also noted that the DA amendment provides that if and when the Idaho Legislature fixes this issue, then the voluntary contribution will no longer continue or be adjusted if the Legislature only partly fixes this issue.

Discussion followed regarding the impacts of H389(2021), including impact to fire districts which could lead to privatization. It was noted that Star Fire has a station which they cannot man. Discussion continued.

It was noted that the public hearing on 10 Nov 2025 starts at 6:30p.

7.2 Executive Session per IC 74-206(1)(c) "To acquire an interest in real property which is not owned by a public agency;"

Ryan Schnuerle moved to enter executive session per IC 74-206(1)(c) to acquire real property. Rob Fisher seconded. A roll call vote was requested. The motion was approved with Ryan Schnuerle for the motion, Rob Fisher for the motion, and Rachel Brobeck for the motion.

Council entered executive session at approximately 7:30p.

Brad Holton called the meeting back to order at approximately 8:05p.

7.3 Consideration of acquiring an interest in real property which is not owned by a public agency **[ACTION ITEM]** *(Clerk' note: Council may or may not be ready for consideration at this meeting)*

Ryan Schnuerle moved to authorize Mayor and staff to begin negotiations through the city's realtor to purchase property as discussed in executive session. Rachel Brobeck seconded.

A roll call vote was requested. The motion was approved with Ryan Schnuerle for the motion, Rob Fisher for the motion, and Rachel Brobeck for the motion.

7.4 Consideration of extraterritorial agreement potential

It was noted that an extraterritorial agreement is typically a supply of utilities contract for services outside the city limits. A development southwest of the city limits has approached Mayor and Staff regarding such an agreement. A minimum of 350 equivalent dwelling units (EDUs) is contemplated. Sewer service is desired to the city's wastewater treatment plant (WWTP), water service is a possibility as a separate system maintained and operated by the City.

Request is for a letter of interest to be developed by the City Engineer for presentation by the development at public hearing before Canyon County. It is believed that the development would most likely be three residences per acre. Typically, rates for service outside city limits are 1.5 times city rates or higher. Discussion followed, including potential infrastructure path to the WWTP.

If Council chooses to provide the letter of interest, then details on an agreement would follow and the extraterritorial provision would be included in a city sewer facility plan. Final decisions would come later.

It was noted that this type of satellite development outside city limits is a natural outgrowth of the Idaho Legislature's recent changes to State Code.

It was noted that this development is most likely to take two to three years before starting to come on-line.

Discussion followed, including capacity past Greenleaf Air Ranch and Royal Ridge projects, and incremental improvements necessary to bring the WWTP to full capacity of the current treatment footprint. The engineered sewer facility plan is needed to provide this definition. The plant is licensed for .24 MGD (million gallons per day), and the plant is typically processing 50,000 gpd (gallons per day). Discussion continued, including impact of the ZoRoCo extraterritorial agreement. An additional extraterritorial agreement would provide opportunity for reduced sewer rates.

Discussion followed. Sewer overage fee may need to be adjusted. Flows would need to be metered. City operation of a satellite water system would be beneficial. Discussion continued.

Rob Fisher moved to authorize Mayor and Staff to draft and send a letter of interest to the developer's representative. Rachel Brobeck seconded. The motion received unanimous approval.

7.5 Report on Area of Impact (AOI) presentation to Canyon County

City Engineer Amy Woodruff reported that the city's presentation was given a week ago and appeared to be well received. The city's request was reasonable. A small portion of the requested area was excluded.

It was noted that after this border definition, negotiation of an agreement defining land use rules within the area of impact will follow.

7.6 Projects Report

Amy Woodruff discussed water facility planning, water emerging contaminant planning, etc.

The city staff would like to consider a letter of interest to the Idaho Department of Environmental Quality (DEQ) for a 50/50 planning grant to add a supplemental grant for manganese planning addition to the current water facility plan effort.

City staff would like to consider a letter of interest to DEQ for a 50/50 planning grant for a new well source of supply to mitigate manganese as an emerging contaminant, to hit the Butler well aquifer (about 400 feet) which has less manganese. Discussion followed, including manganese levels at Butler and Harmony well sites.

City staff would like to consider a letter of interest to DEQ for a 50/50 planning grant for a current sewer facility plan to be in compliance with DEQ administrative review. A new plan is needed, to include capacity calculations, incremental improvement triggers, and phosphorus planning in preparation for a future updated discharge permit.

By consensus, the City Engineer was directed to continue the effort for these LOI submissions.

7.7 Other business requiring contract staff input *(Clerk's Note: The Clerk requests that the City Engineer stay through the Treasurer's Report)*

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

8.1 Treasurer's Report and Disbursement List

Please see written report for detail. Oct 2025 reporting does not include auditor's end of fiscal year adjustments. Two new vendors are requested: ACS LLC. and Integrated Underwater. VISA statements were reviewed.

Draft reports as of 30 Sep 2025 were reviewed, as a close cash basis review of the last fiscal year. End of year adjustments were described for change to accrual.

Landscape printed profit and loss detail highlights projects and where the city spent funds in FY2025.

8.2 Public Services Director's report

Please see written report. It was noted that Integrated Underwater's report on the Harmony above-ground storage is attached. The storage tank now lacks an above-bottom outlet which was there at last inspection and cleaning. The tank will be drained in the future, outlet re-installed, and the tank then disinfected to restore to service. Wastewater treatment plant operations were reviewed.

It was noted that a third vendor, Thomas Motorworks, also needs to be added to the approved vendor list.

Annual reuse report is due to DEQ by end of calendar year. Much data, including hand-notes must be submitted to Civil Dynamics due to issues with SCADA recording. Similar issues exist for DEQ annual water reporting. Day to day reuse operations with the new quarter pivot is much better, although some SCADA data collection issues remain.

Discussion followed, including potentialities for expansion of reuse area for the future. It was noted that over half of the water land applied this past year was supplement from irrigation water. Discussion followed, including future need for water storage and potential solutions. There appears to be quite a bit of additional capacity in the current reuse facility.

8.3 City Clerk's report

Please see written report.

8.4 Monthly new construction valuation report

The clerk did not update the report. One new project was identified.

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

It was noted that three vendors need to be added: ACS LLC, Integrated Underwater and Thomas Motorworks.

Ryan Schnuerle moved to approve the consent agenda, including the new vendors above. Rob Fisher 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]**

Ryan Schnuerle moved to approve the minutes as presented. Rob Fisher 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 9:56p.

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.