

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00p – 07 April 2026 – 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 Discussion and consideration of authorizing Mayor’s signature on a revocable license for a Clarity Credit Union “Mobile Branch” (recreational vehicle conversion with automated teller machine or ‘ATM’ outside and a banker’s Office inside) at the Greenleaf City Hall parking lot on Tuesdays and Thursdays [ACTION ITEM]
 - 7.2 Discussion and consideration of Ordinance # DRAFT FY26-0002 - Adjusting GC §5-3-5 Firearms; Air Guns - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, REPEALING AND REPLACING GREENLEAF MUNICIPAL CODE §5-3-5 (FIREARMS; AIR GUNS) WITH A NEW SECTION REGULATING THE DISCHARGE OF FIREARMS AND AIR GUNS; PROVIDING FOR STATE PREEMPTION; ESTABLISHING EXCEPTIONS FOR SELF-DEFENSE, AGRICULTURE, RECREATION, CITY OPERATIONS, AND NUISANCE CONTROL; AUTHORIZING LOCAL REGULATION OF SPORT SHOOTING RANGES AND CERTAIN PUBLIC EVENTS; PROHIBITING THE ILLEGAL USE OF DEADLY WEAPONS; SETTING SAFETY AND DISPOSAL STANDARDS; ESTABLISHING PREEMPTION COMPLIANCE AND AUTOMATIC REPEAL MECHANISMS; LIMITING CITY LIABILITY; PROVIDING PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER AND CODIFICATION; PROVIDING AN EFFECTIVE DATE AND FOR PUBLICATION. [ACTION ITEM]
 - 7.3 Discussion and consideration of Resolution #DRAFT FY26-003 - Inter-fund Loan - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO ESTABLISHING AN INTERFUND LOAN FROM THE GENERAL FUND TO THE WATER FUND IN THE AMOUNT OF \$75,000.00; ESTABLISHING THAT ALL PREVIOUS RESOLUTIONS, ORDERS, OR PARTS THEREOF IN CLONFLICT WITH THIS RESOLUTION ARE HEREBY NULL AND VOID TO THE EXTENT OF THE CONFLICT; ESTABLISHING THAT IF ANY PART OF THIS RESOLUTION IS DECLARED TO BE INVALID BY A COURT OF COMPETENT JURISDICTION, THEN THE REMAINING PORTION SHALL REMAIN IN EFFECT; AND SETTING AN EFFECTIVE DATE. [ACTION ITEM]
 - 7.4 Discussion and consideration of FY-2027 Budget Priorities [ACTION ITEM]
 - 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 7:00p.

2. Pledge of Allegiance

Ryan Schnuerle led those assembled in the Pledge.

3. Roll Call

<input checked="" type="checkbox"/> Seat 1: Steve Pemberton	<input checked="" type="checkbox"/> Seat 2: Rob Fisher	<input checked="" type="checkbox"/> Seat 3: Kathryn Ralstin
<input checked="" type="checkbox"/> Seat 4: Dan Hyer	<input checked="" type="checkbox"/> Mayor: Ryan Schnuerle	
Also Present:		
<input checked="" type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Public Services Director	<input type="checkbox"/> Police <input type="checkbox"/> Fire
<input checked="" type="checkbox"/> City Attorney	<input checked="" type="checkbox"/> City Engineer	<input checked="" type="checkbox"/> 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.

No one chose to address Council.

5. Adjustments to meeting agenda [ACTION ITEM]

There were none.

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 Discussion and consideration of authorizing Mayor's signature on a revocable license for a Clarity Credit Union "Mobile Branch" (recreational vehicle conversion with automated teller machine or 'ATM' outside and a banker's Office inside) at the Greenleaf City Hall parking lot on Tuesdays and Thursdays [ACTION ITEM] (Clerk's Note: At time of agenda, revocable license document is in revision process per City Attorney comments, may not be ready for consideration at this meeting)

The clerk was directed to place back on agenda when the documentation is available.

- 7.2 Discussion and consideration of Ordinance # DRAFT FY26-0002 – Adjusting GC §5-3-5 Firearms; Air Guns - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, REPEALING AND REPLACING GREENLEAF MUNICIPAL CODE §5-3-5 (FIREARMS; AIR GUNS) WITH A NEW SECTION REGULATING THE DISCHARGE OF FIREARMS AND AIR GUNS; PROVIDING FOR STATE PREEMPTION; ESTABLISHING EXCEPTIONS FOR SELF-DEFENSE, AGRICULTURE, RECREATION, CITY OPERATIONS, AND NUISANCE CONTROL; AUTHORIZING LOCAL REGULATION OF SPORT SHOOTING RANGES AND CERTAIN PUBLIC EVENTS; PROHIBITING THE ILLEGAL USE OF DEADLY WEAPONS; SETTING SAFETY AND DISPOSAL STANDARDS; ESTABLISHING PREEMPTION COMPLIANCE AND AUTOMATIC REPEAL MECHANISMS; LIMITING CITY LIABILITY; PROVIDING PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER AND CODIFICATION; PROVIDING AN EFFECTIVE DATE AND FOR PUBLICATION. [ACTION ITEM]

The Clerk provided a brief recapitulation of changes. Discussion followed.

Steve Pemberton moved to continue to the next Council meeting for legal review. Kathryn Ralstin seconded. The motion was approved by voice vote.

- 7.3 Discussion and consideration of Resolution #DRAFT FY26-003 – Inter-fund Loan - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO ESTABLISHING AN INTERFUND LOAN FROM THE GENERAL FUND TO THE WATER FUND IN THE AMOUNT OF \$75,000.00; ESTABLISHING THAT ALL PREVIOUS RESOLUTIONS, ORDERS, OR PARTS THEREOF IN CLONFLICT WITH THIS RESOLUTION ARE HEREBY NULL AND VOID TO THE EXTENT OF THE CONFLICT; ESTABLISHING THAT IF ANY PART OF THIS RESOLUTION IS DECLARED TO BE INVALID BY A COURT OF COMPETENT JURISDICTION, THEN THE REMAINING PORTION SHALL REMAIN IN EFFECT; AND SETTING AN EFFECTIVE DATE. [ACTION ITEM] (Clerk’s Note: The resolution may not be ready for final consideration at this meeting.)

Mayor Ryan Schnuerle read by title. Discussion followed.

Kathryn Ralstin moved to approve the draft resolution as presented in the amount of \$75,000.00 with 1.5% interest (over the next 15 years). Rob Fisher seconded. Discussion continued. It was clarified that this does not affect water utility rates, as this is a shift of reserve funds in the local government investment pool (LGIP), and that this will not diminish the city’s ability to pay its water debt service. The motion received unanimous approval.

- 7.4 Discussion and consideration of FY-2027 Budget Priorities [ACTION ITEM]

Please see memo for detail. Discussion followed.

- 7.5 Projects Report

City Engineer Amy Woodruff reported:

- Water facility plan draft (50/50 DEQ grant) is under review by DEQ, with public meeting for input to follow

- Sewer capacity is done by the Engineer, next step is staff review. Sewer Facility plan is a 50/50 DEQ grant.
- Shooting Range facility plan (IDWR grant funded) is moving forward
- IDWR extension for beneficial use is before DEQ
- Irrigation facility plan (80% Gem Grant funded) is upcoming
- Royal Ridge construction plans are in review

7.6 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.

City Treasurer Carrie Huggins reviewed the balance sheet. Negative general fund is due to transition of funds from operating checking account and reserves. 6-month reserves are funded. Restricted funds were reviewed, showing reduction of connection fees used for water land purchase – The land purchase will show as a loss until it is moved from expense to asset with next audit. Water bonds were discussed, using the 2006 water bond as an example. Discussion of sewer promissory notes followed.

The profit and loss by class was reviewed. Funds are normal for time of year and for one-time expenses incurred.

The profit and loss budget to actual was reviewed. The city is at 50% through the fiscal year.

The disbursement report was reviewed.

City Staff requested ratification of the check to Uria Auto Body, for repair of tree limb fall damage to a pick-up.

Addition of Uria Auto Body as a vendor was also requested.

8.2 Public Services Director's report

Please see written report for detail.

Irrigation allotment is expected to be 1 acre foot. With carry-over, if normal 4-day schedule is pursued then irrigation water would be exhausted on 04 July. With delayed start and 2-day schedule (Tue & Wed) and a water transfer, then may be able to adjust to more days during hottest portion of summer. It is believed that irrigation season will likely end in early September. There will be no river flow (last year there was river flow until June). Increase in allotment is not likely. Irrigation water will be put into the canals this coming week, and deliverable 15 April. Greenleaf will likely start municipal irrigation delivery 28 April.

Discussion followed regarding suspending sewer overage fee this summer through September to allow potable water use for irrigation use. The clerk was asked to put this on next month's agenda.

Discussion followed. It was noted that Public Services Staff has done a good job with weed management this Spring. It was also noted that a limb hanging into Hillcrest needs to be trimmed by a property owner.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

No report generated. Only one building permit issued so far this year.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve the consent agenda, adding Uria Auto Body to the vendor list. Kathryn Ralstin 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 the minutes as written. Kathryn Ralstin seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Steve Pemberton moved to adjourn. Rob Fisher seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:35p.

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, 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."

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