

## City of Greenleaf

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### CITY COUNCIL MEETING MINUTES

#### **Regular Session – 7:00p – 02 June 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 Mayoral Appointment to fulfill remainder of term for an open seat (P&Z / Council) [**ACTION ITEM**]
  - 7.2 Discussion and consideration of authorization of Mayor's signature on a Syringa Networks Fiber Agreement Easement, contingent upon finalization of location at City Hall and approval of the Mayor, the City Attorney, and the Public Services Director [**ACTION ITEM**]
  - 7.3 Discussion regarding billing cycle and fee schedule for FY2027
  - 7.4 Workshop Session for discussion and consideration of FY-2027 Budget [**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 P&Z Recommendation for Approval with Condition - Sign Permit - 21538 Main St
  - 8.2 Treasurer's Report and Disbursement List
  - 8.3 Public Services Director's report
  - 8.4 City Clerk's report
  - 8.5 Monthly new construction valuation report
  - 8.6 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 7:02p.

2. Pledge of Allegiance

Ryan Schnuerle led those assembled in the Pledge of Allegiance.

3. Roll Call

Seat 1: Jim Haley

Seat 2: Rob Fisher

Seat 3: Kathryn Ralstin

Seat 4: Dan Hyer

Mayor: Ryan Schnuerle

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.

Debra Daken of 20570 Academy related that she lives across the street from Greenleaf Friends Academy. Debra related that she was bitten by a rabid cat from neighboring property in 2021. It is estimated that there are 40-60 cats outside the neighboring property. Last night, Debra's Chihuahua dog was attacked by three cats, which then attacked Debra when she attempted to intervene. The Chihuahua may not survive. Debra reported many problems with these cats. Debra expressed concern over a child being bitten by a rabid cat. Debra expressed that other neighbors have also had issues.

Council thanked Debra Daken and Mrs. McDonald for coming and speaking to Council. General discussion followed.

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

Council paused to review the written report.

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

- 7.1 Discussion and consideration of Mayoral Appointment to fulfill remainder of term for an open seat (P&Z / Council) [ACTION ITEM] (Clerk's Note – Mayor may not have a nomination ready for consideration at tonight's meeting – LCB)

Ryan introduced Jim Haley, nominee for Council Seat #1, vacated by Steve Pemberton who has moved to Parma. Nomination was confirmed by consensus. Jim was sworn into office.

Ryan introduced Janie Willden, nominee for P&Z Seat #2. Nomination was confirmed by consensus. Janie was sworn into office.

- 7.2 Discussion and consideration of authorization of Mayor's signature on a Syringa Networks Fiber Agreement Easement, contingent upon finalization of location at City Hall and approval of the Mayor, the City Attorney, and the Public Services Director [ACTION ITEM]

Please see written material for detail. Dan Hyer moved to authorize Mayor's signature, with contingencies as presented. Kathryn Ralstin seconded. The motion received unanimous approval.

- 7.3 Discussion regarding billing cycle and fee schedule for FY2027

Please see memo for detail. Much discussion followed, including space between billing generation and billing due date, perhaps generation based on the 20<sup>th</sup>, with due date the 15<sup>th</sup> of month following.

- 7.4 Workshop Session for discussion and consideration of FY-2027 Budget [ACTION ITEM]

Carrie reviewed the draft budget, with an emphasis on projects. Carrie received direction to budget unrestricted reserves for potential grant opportunities.

General discussion followed, including sewer system capacity.

- 7.5 Projects Report

City Engineer Amy Woodruff reported:

- Drinking Water Facility Plan is in review with DEQ
- Manganese project – sampling is complete, reported last month
- Source of Supply funding offer may come forward from DEQ
- Sewer Facility Plan – FY28 project
- Shooting Range Facility Plan – In wrap-up
- Transportation Plan update – upcoming
- Irrigation Facility Plan – Targeting completion by end of June 2026, will include updated irrigation system map

- 7.6 Other business requiring contract staff input

There was none.

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

8.1 P&Z Recommendation for Approval with Condition - Sign Permit - 21538 Main St

The Clerk gave a summary to Council. Please see written report for detail.

8.2 Treasurer's Report and Disbursement List

Please see written report for detail.

City Treasurer Carrie Huggins reviewed the balance sheet. In May, the last annual debt payment was made for the year. Tracking of what Sewer owes General was noted. Liabilities were reviewed.

The profit and loss by class was reviewed. General shows a loss for what General put forward from reserves for Water land acquisition. Sewer shows a loss for equipment and projects paid from reserves. Sewer restricted funds reflect monies collected for annual debt payments. "Well Site Major Upgrades" line item was reviewed, as expenses from both Butler and Harmony well sites – Some additional expense is expected for SCADA programming. Water is showing a loss, due to projects paid from reserves.

The Profit and Loss Budget vs Actual report was reviewed. The city is 67% through the fiscal year. Liquor fund may or may not meet budget expectations.

Carrie reported that visa points have \$950.00 available for fireworks supplement.

The disbursement report was highlighted, along with VISA statements.

8.3 Public Services Director's report

Please see written report for detail.

8.4 City Clerk's report

Please see written report for detail. The clerk also reported on the upcoming AIC conference this month.

General discussion followed, including upcoming 4<sup>th</sup> of July parade.

8.5 Monthly new construction valuation report

Please see written report for detail.

8.6 Consideration of consent agenda [ACTION ITEM]

Jim Haley moved to approve the consent agenda. 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. Kathryn Ralstin seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Dan Hyer moved to approve the minutes. Kathryn Ralstin seconded. The motion received unanimous approval and the meeting adjourned at approximately 10:16p.

Respectfully submitted,

Lee C. Belt  
City Clerk  
City of Greenleaf

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**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.