

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00pm – 05 March 2024 – Greenleaf City Hall

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 20812 Whittier Drive Variance Request Public Hearing [ACTION ITEM]
- 7.2 Consideration of the 20812 Whittier Drive Variance Request [ACTION ITEM]
- 7.3 Consideration of Mayoral Appointments for the Development Impact Fee Advisory Committee [ACTION ITEM]
- 7.4 Consideration of Mayoral Appointments for addition of Brandon Shores to the Community Event and Festival Committee [ACTION ITEM]
- 7.5 Consideration of Request to use the City Hall Meeting Room for a weekly Alcoholics Anonymous meeting on Sunday Mornings [ACTION ITEM]
- 7.6 Consideration of Ordinance # DRAFT FY24-001 - Feral Cats - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING GREENLEAF CODE (GC) CHAPTER 5, TITLE 5 (ANIMAL CONTROL) TO ADD A NEW SECTION 37 FOR FERAL CATS; AMENDING GC §5-5-36 (ANIMAL CONTROL PENALTIES; CONTINUING VIOLATIONS) TO ADD FERAL CATS CIVIL PENALTIES; AMENDING GC CHAPTER 1 (NUISANCES), TITLE 4 (PUBLIC HEALTH AND SAFETY) TO ADD FERAL CATS AS A DEFINED NUISANCE; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION AND CODIFICATION; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]
- 7.7 Consideration of draft Public Services Crew Member job description and hiring application form [ACTION ITEM]
- 7.8 Consideration of authorizing the City Clerk to digitally sign an agreement with Napoli Shkolnik Attorneys at Law related to AFFF/PFAS litigation to add a contingency fee payment schedule [ACTION ITEM]
- 7.9 Consideration of Discussion regarding an Idaho Power Franchise Agreement [ACTION ITEM]
- 7.10 Consideration of request from the Idaho Department of Fish & Game to convert the shooting range grant project to a planning / design study grant [ACTION ITEM]
- 7.11 Any other agenda items 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 OLD BUSINESS**
- 9.1 Consideration of meeting minutes from 13 & 27 Feb 2024
- 9.2 Other Old Business
10. **OTHER NEW BUSINESS**
- 10.1 Other New Business
11. **ADJOURNMENT**
- 11.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
- 11.2 Consideration of minutes for this meeting [ACTION ITEM]
- 11.3 Adjournment [ACTION ITEM]

1. Meeting called to order

Mayor Brad Holton called the meeting to order at approximately 7:02p.

2. Pledge of Allegiance

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

3. Roll Call:

<input checked="" type="checkbox"/> Seat 1: Ryan Schnuerle	<input checked="" type="checkbox"/> Seat 2: Rob Fisher	<input checked="" type="checkbox"/> Seat 3: Rachel Brobeck
<input checked="" type="checkbox"/> Seat 4: Dan Hyer	<input checked="" type="checkbox"/> Mayor: Brad Holton	<input type="checkbox"/> Impact Area: Liza Warner
Also Present:		
<input checked="" type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Public Services Director	<input type="checkbox"/> Police
<input checked="" type="checkbox"/> City Attorney	<input checked="" type="checkbox"/> City Engineer	<input type="checkbox"/> Fire
		<input checked="" type="checkbox"/> City Treasurer

The meeting was available to 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 Engineer and City Attorney attended by video-conference.

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 address Council.

5. Adjustments to meeting agenda [ACTION ITEM]

Mayor recommended a continuance for items 7.1 & 7.2 due to weather preventing a family member from being present.

Ryan Schnuerle moved to continue to the regular April Council Mtg. Rachel Brobeck seconded. The motion received unanimous approval.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Please see written report.

6.2 Fire Report

Please see written report.

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

7.1 20812 Whittier Drive Variance Request Public Hearing [ACTION ITEM]

(Clerk's Note: Continued at the 23 Jan 2024 Meeting)

Continued under item #5 above.

7.2 Consideration of the 20812 Whittier Drive Variance Request [ACTION ITEM]

Continued under item #5 above.

7.3 Consideration of Mayoral Appointments for the Development Impact Fee Advisory Committee [ACTION ITEM] (Clerk's Note: Continued at the 06 Feb 2024 meeting)

The clerk reported that the P&Z is willing to serve in this capacity. Discussion followed, including the option of limiting the appointment to only the Caldwell Rural Fire Protection District impact fee.

Items 7.4 was also discussed.

7.4 Consideration of Mayoral Appointments for addition of Brandon Shores to the Community Event and Festival Committee [ACTION ITEM]

Ryan Schnuerle moved to approve Mayoral Appointments for item #7.3 & 7.4 as presented. Rob Fisher seconded. The motion received unanimous approval.

7.5 Consideration of Request to use the City Hall Meeting Room for a weekly Alcoholics Anonymous meeting on Sunday Mornings [ACTION ITEM]

It was noted that there has been an Alcoholics Anonymous meeting at City Hall in the past on Sunday mornings, and that the proposed leader meets criteria for opening and closing the building. Discussion followed.

Dan Hyer moved to approve the request. Ryan Schnuerle seconded. The motion received unanimous approval.

7.6 Consideration of Ordinance # DRAFT FY24-001 – Feral Cats – AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING GREENLEAF CODE (GC) CHAPTER 5, TITLE 5 (ANIMAL CONTROL) TO ADD A NEW SECTION 37 FOR FERAL CATS; AMENDING GC §5-5-36 (ANIMAL CONTROL PENALTIES; CONTINUING VIOLATIONS) TO ADD FERAL CATS CIVIL PENALTIES; AMENDING GC CHAPTER 1 (NUISANCES), TITLE 4 (PUBLIC HEALTH AND SAFETY) TO ADD FERAL CATS AS A DEFINED NUISANCE; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION AND CODIFICATION; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM] (Clerk's Note: Third Reading, Sponsored by Dan Hyer)

City Attorney Cheresse McLain performed third reading by title. Discussion followed. Rachel Brobeck moved to approve. Dan Hyer seconded. The motion received unanimous approval.

7.7 Consideration of draft Public Services Crew Member job description and hiring application form [ACTION ITEM] (Clerk's Note: Continued at the 13 Feb 2024 Council Mtg.)

Please see job description and hiring application form for detail. It was noted that these have been reviewed by Tammy Middleton, HR professional at ICRMP.

Discussion followed, including age identification between 14-18 on the hiring application. It was noted that the licenses required for the position are only available to those over 18 years of age. Direction was given by consensus of Council to adjust this to show 18 years of age or older.

Discussion followed. Direction was given to include requirement for drug pre-screening test before employment, random drug testing, and drug test requirement after any accident in the job description. It was noted that templates for this should be available from ICRMP, and that this should also be added to the city's personnel policy for all employees, including part-time.

Ryan Schnuerle moved to approve job documents with adjustments as described above, and for the city to begin advertising for this position. Dan Hyer seconded. The motion received unanimous approval.

It was noted that intent is to advertise with an end date for receipt of applications, which may be extended.

7.8 Consideration of authorizing the City Clerk to digitally sign an agreement with Napoli Shkolnik Attorneys at Law related to AFFF/PFAS litigation to add a contingency fee payment schedule **[ACTION ITEM]**

Description was given by staff. Cheresse McLain noted that she has no concerns with this. Discussion followed.

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

7.9 Consideration of Discussion regarding an Idaho Power Franchise Agreement **[ACTION ITEM]**

Consensus was to have a draft ordinance up for first reading at next month's regular meeting.

7.10 Consideration of request from the Idaho Department of Fish & Game to convert the shooting range grant project to a planning / design study grant **[ACTION ITEM]**

Discussion followed. Dan Hyer moved to convert the grant to a planning / design study grant. Rob Fisher seconded. The motion received unanimous approval.

7.11 Any other agenda items requiring contract staff input

City Engineer Amy Woodruff informed Council that semi-formal bid is out for the Peckham Road Water Stub project. A special session called meeting may be needed later this month to award a bid, most likely the week of 18 March.

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 noted that irrigation was invoiced in February, and that payments have begun coming in. The balance sheet was reviewed. It was noted that some funds have been sent to the LGIP (local government investment pool). Some invoicing from the Western Alliance was uncollectable, this has been written off in FY2023 as part of the audit effort. The profit and loss report was reviewed, with no unusual expenses noted. Funds are where expected for income over expenses at this point in the fiscal year. The city is at 41.6% of the budget year.

It was noted that payment to new vendor Clear Solutions is being held, because this may be paid through a grant. Council paused to review disbursements and VISA payments.

8.2 Public Services Director's report

Please see written report for detail. Pictures of broken trailer were shared with Council. Discussion followed, including status of the BioSolutions project and Boise State involvement.

It is believed that the quarter pivot project is awaiting approval from Idaho Department of Environmental Quality.

8.3 City Clerk's report

Please see written report for detail. Discussion followed, including SH-19 traffic, potholes and future roundabout at Centennial Way.

8.4 Monthly new construction valuation report

First building permit is in process...

8.5 Consideration of consent agenda [ACTION ITEM]

Rob Fisher moved to approve, with addition of Clear Solutions as a vendor.

9. **OTHER OLD BUSINESS**

9.1 Consideration of meeting minutes from 13 & 27 Feb 2024

Continued to the next meeting, by consensus.

9.2 Other Old Business

There was none.

10. **OTHER NEW BUSINESS**

10.1 Other New Business

There was none.

11. **ADJOURNMENT**

11.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed

No recess was taken.

11.2 Consideration of minutes for this meeting [ACTION ITEM]

Council paused to review the minutes, with changes made. Ryan Schnuerle moved to approve the minutes as presented. Rachel Brobeck seconded. The motion received unanimous approval.

11.3 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Ryan Schnuerle and Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 8:45p.

Respectfully submitted,

Lee C. Belt
Greenleaf City Clerk

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