

# City of Greenleaf

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## CITY COUNCIL MEETING MINUTES

### Regular Session – 7:00pm – 04 June 2024 – 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  
Written comment - Email "ATTN Important Statewide changes coming" dated 05/30/2024 from the Idaho Towing Association
5. Adjustments to meeting agenda [ACTION ITEM]  
*Staff requests agenda adjustment with the following recommended motion:  
To add agenda item #7.05 "Consideration of authorizing Mayor's, City Engineer's, and other City Staff signatures as may be required for documentation related to a water main extension project between the Bulter Well Site and Peckham Road, including authorization for Union Pacific Railroad Pipeline Crossing Agreement Project No. 0796464, insurance and observation agreements as required by Project No. 0796464, bid documentation and construction agreements, and any other necessary project documents [ACTION ITEM]" for good faith reason of receipt of Union Pacific agreement the day before this Council Meeting and ARPA funding deadline such that time is of the essence for city performance to apply ARPA funding.*
6. **POLICE AND FIRE REPORTS**
  - 6.1 Police Report
  - 6.2 Fire Report
7. **AGENDA ITEMS REQUIRING CONTRACT STAFF INPUT**
  - 7.05 Consideration of authorizing Mayor's, City Engineer's, and other City Staff signatures as may be required for documentation related to a water main extension project between the Bulter Well Site and Peckham Road, including authorization for Union Pacific Railroad Pipeline Crossing Agreement Project No. 0796464, insurance and observation agreements as required by Project No. 0796464, bid documentation and construction agreements, and any other necessary project documents [ACTION ITEM]
  - 7.1 Consideration of Draft Ordinance FY2024-003 (Idaho Power Franchise Agreement) AN ORDINANCE IN ACCORDANCE WITH IDAHO CODE 50-328, 50-329 AND 50-329A GRANTING A FRANCHISE TO IDAHO POWER COMPANY, A CORPORATION, AND TO ITS SUCCESSORS AND ASSIGNS, TO CONSTRUCT, MAINTAIN AND OPERATE IN AND UPON THE PRESENT AND FUTURE STREETS, HIGHWAYS AND OTHER PUBLIC PLACES WITHIN THE CORPORATE LIMITS OF THE CITY OF GREENLEAF, IDAHO, ELECTRIC UTILITY PROPERTY AND FACILITIES FOR SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE CITY, THE INHABITANTS THEREOF, AND OTHERS FOR A TERM OF 20 YEARS, INCLUDING THE NONEXCLUSIVE RIGHT TO PHYSICALLY LOCATE AND MAINTAIN TELEPHONE, CABLE, FIBER OPTICS OR OTHER COMMUNICATIONS FACILITIES; SETTING FORTH AN AGREEMENT NOT TO COMPETE, RESERVING POWER OF EMINENT DOMAIN; PROVIDING FOR THE PAYMENT OF FRANCHISE FEES; AND SPECIFYING OTHER LIMITATIONS, TERMS AND CONDITIONS GOVERNING THE EXERCISE OF SAID FRANCHISE. [ACTION ITEM]  
*(Clerk's Note: Third Reading, Second Reading performed by Ryan Schnuerle 07 May 2024)*
  - 7.2 Consideration of bids for sidewalk project [ACTION ITEM]
  - 7.3 Consideration of Clerk's request for release from Council's requirement of a public works contractor for roof and gutter repair at City Hall [ACTION ITEM]
  - 7.4 Budget Workshop - Payroll and Utility Rate Direction to Staff [ACTION ITEM]
  - 7.5 Projects Report
  - 7.6 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 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

Council President Ryan Schnuerle called the meeting to order at approximately 7:01p.

2. Pledge of Allegiance

Ryan Schnuerle led those assembled in the Pledge of Allegiance.

3. Roll Call

X Seat 1: Ryan Schnuerle

X Seat 2: Rob Fisher

X Seat 3: Rachel Brobeck

X Seat 4: Dan Hyer

Mayor: Brad Holton

Impact Area: Liza Warner

Also Present:

X City Clerk

X Public Services Director

X Police  Fire

X City Attorney

X City Engineer

X City Treasurer

No one attended by videoconference.

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.

- Written comment – Email “ATTN Important Statewide changes coming” dated 05/30/2024 from the Idaho Towing Association

This item was performed after item #6.1

5. Adjustments to meeting agenda [ACTION ITEM]

Staff requests agenda adjustment with the following recommended motion:

To add agenda item #7.05 “Consideration of authorizing Mayor's, City Engineer's, and other City Staff signatures as may be required for documentation related to a water main extension project between the Bulter Well Site and Peckham Road, including authorization for Union Pacific Railroad Pipeline Crossing Agreement Project No. 0796464, insurance and observation agreements as required by Project No. 0796464, bid documentation and construction agreements, and any other necessary project documents [ACTION ITEM]” for good faith reason of receipt of Union Pacific agreement the day before this Council Meeting and ARPA funding deadline such that time is of the essence for city performance to apply ARPA funding.

Ryan Schnuerle moved to add agenda item #7.05. Dan Hyer seconded. The motion received unanimous approval.

Doug Amick noted that there may be an emergency irrigation issue. Rachel Brobeck moved to make item 8.2 an action item for emergency irrigation issue. Ryan Schnuerle seconded. The motion received unanimous approval.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Officer Gray reported mostly normal activity in the city.

Item #4

20679 Gem Court – Reported to Council that tree branches on Gem Court hang low, have damaged RV trailer, also hit mail carrier's vehicle. Request was made for street maintenance to address this. Trees in question are at intersection of Gem Court and Antrim Drive, both sides of Gem Court. Discussion followed. The Public Services Director and City Attorney agreed to notify property owners and work for resolution.

6.2 Fire Report

Please see written pin map.

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

- 7.05 Consideration of authorizing Mayor's, City Engineer's, and other City Staff signatures as may be required for documentation related to a water main extension project between the Bulter Well Site and Peckham Road, including authorization for Union Pacific Railroad Pipeline Crossing Agreement Project No. 0796464, insurance and observation agreements as required by Project No. 0796464, bid documentation and construction agreements, and any other necessary project documents [ACTION ITEM]

Discussion followed. It was noted that the city has limited control over costs with railroad projects, and that the construction will be put out for bid. Costs will be brought back before Council.

Dan Hyer moved to authorize signatures for this project as the project comes together. Rachel Brobeck seconded. The motion received unanimous approval.

- 7.1 Consideration of Draft Ordinance FY2024-003 (Idaho Power Franchise Agreement) AN ORDINANCE IN ACCORDANCE WITH IDAHO CODE 50-328, 50-329 AND 50-329A GRANTING A FRANCHISE TO IDAHO POWER COMPANY, A CORPORATION, AND TO ITS SUCCESSORS AND ASSIGNS, TO CONSTRUCT, MAINTAIN AND OPERATE IN AND UPON THE PRESENT AND FUTURE STREETS, HIGHWAYS AND OTHER PUBLIC PLACES WITHIN THE CORPORATE LIMITS OF THE CITY OF GREENLEAF, IDAHO, ELECTRIC UTILITY PROPERTY AND FACILITIES FOR SUPPLYING ELECTRICITY AND ELECTRIC SERVICE TO THE CITY, THE INHABITANTS THEREOF, AND OTHERS FOR A TERM OF 20 YEARS, INCLUDING THE NONEXCLUSIVE RIGHT TO PHYSICALLY LOCATE AND MAINTAIN TELEPHONE, CABLE, FIBER OPTICS OR OTHER COMMUNICATIONS FACILITIES; SETTING FORTH AN AGREEMENT NOT TO COMPETE, RESERVING POWER OF EMINENT DOMAIN; PROVIDING FOR THE PAYMENT OF FRANCHISE FEES; AND SPECIFYING OTHER LIMITATIONS, TERMS AND CONDITIONS GOVERNING THE EXERCISE OF SAID FRANCHISE. [ACTION ITEM] (Clerk's Note: Third Reading, Second Reading performed by Ryan Schnuerle 07 May 2024)

Discussion followed regarding term of franchise and franchise percentage. By consensus, Council confirmed 20 year term and 1% franchise rate.

Ryan Schnuerle performed third reading by title. Rachel Brobeck moved to approve. Dan Hyer seconded. The motion received unanimous approval.

- 7.2 Consideration of bids for sidewalk project [ACTION ITEM]

Please see written recommendation of award and notice to proceed. It was clarified that this is grant funded for sidewalk primarily along SH-19.

Rob Fisher moved to award as recommended and authorize Mayor's signature. Rachel Brobeck seconded. The motion received unanimous approval.

- 7.3 Consideration of Clerk's request for release from Council's requirement of a public works contractor for roof and gutter repair at City Hall [ACTION ITEM]

The clerk asked for permission to have the work done by a contractor that does not have a public works license. Doug Amick noted that weather damage continues to damage the building. Discussion followed.

Dan Hyer moved to authorize the Clerk to find a contractor to fix the building, not to exceed \$15,000.00. Rachel Brobeck seconded. The motion received unanimous approval.

- 7.4 Budget Workshop – Payroll and Utility Rate Direction to Staff [ACTION ITEM]

City Treasurer Carrie Huggins presented some year-to-year comparisons for validation of budget estimates. Revenue exhibits utilize AIC budget manual, irrigation, and utility billing adjustments. For the average lot approximately \$9.00 increase projected for irrigation, irrigation and utilities projected to increase by \$75.00 for the year. The Public Services Director wages were increased to \$71,000.00 to better meet market value for this position. Wages breakdown by fund was discussed.

Pass-through for projects from savings were discussed. Some projects that may not complete by end of FUY-2024 are also budgeted for FY-2025, along with potential new projects. Budgeting for potential grants were discussed. Investment pool interest rate was discussed, along with tax revenue sharing and property tax revenue.

It was noted that current and past years interest is included in budgeted amounts for pass through projects from reserves, not for operations and maintenance (O&M) expenses, so interest is not needed to balance the budget.

Expenses were discussed including increase for ICRMP insurance, police service, and anticipated benefits (i.e. health insurance) costs. Projects were discussed, including restricted fund projects. Cash position was reviewed. It was noted that the FY-2025 draft budget direct revenue should cover direct expenses, and utilizes pass-through from reserves for potential projects.

#### 7.5 Projects Report

2020-2023 Reuse Permits – DEQ comments and questions to be addressed

Quarter pivot project – Only a couple outstanding items before submittal for DEQ approval and bid

CPS sidewalk grant – Notice to proceed approved in this meeting

ADA ramp grant – Nearing completion.

UPRR Project – Discussed in this meeting

#### 7.6 Any other agenda items requiring contract staff input

City Attorney Cherese McLain gave general description of an ongoing dog issue being investigated for resolution by PD and the City Attorney, per Mayor's direction. Discussion followed.

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

#### 8.1 Treasurer's Report and Disbursement List

Please see written reports for detail. City Treasurer Carrie Huggins reviewed the profit and loss – Investment pool transfer cash carry forward is a negative for general fund, a positive for sewer projects pursued, reflecting ARPA funds per Auditor's preference for reporting. General fund will not look pretty and will show a loss as ARPA funds are expended on projects, but the books will balance at end of the fiscal year. Carrie reviewed the budget vs. actual, at 2/3 through the fiscal year. The disbursement report was highlighted, with no new vendors.

Council paused to review the disbursement report including VISA statements. Discussion followed, including purchases at D&B supply.

Postage is going up by 9%. Staff intends to purchase two years (100 rolls) of stamps. Discussion followed.

#### 8.2 Public Services Director's report [ACTION ITEM – per item #5]

Please see written report for detail.

Emergency irrigation issue – Greenleaf Academy is replacing the grammar school playground, which is above primary irrigation main for the majority of the city. The irrigation main (concrete tile, may not be gasketed) has three areas boiling up which needs repair. The contractor for the Academy project, mobilized on site, is working up an estimate to replace with gasketed PVC pipe which can be pressurized.

Doug Amick requested permission to spend the amount necessary to affect needed pipe replacement. Discussion followed.

Rob Fisher moved that the public services director spend the amount necessary to fix this issue, up to \$35,000.00. Doug Amick agreed to notify Council of the cost. Discussion followed. Dan Hyer seconded. It was noted that the contractor on site is working up a quote, hoped to be received tomorrow morning. Discussion continued. The motion received unanimous approval.

#### 8.3 City Clerk's report

Please see written report for detail.

#### 8.4 Monthly new construction valuation report

Please see written report for detail. No building permits yet this calendar year...

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

Rob Fisher moved to approve the consent agenda. Dan Hyer seconded. The motion received unanimous approval.

### 9. **OTHER OLD BUSINESS**

9.1 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 needed.

11.2 Consideration of minutes for this meeting [ACTION ITEM]

Dan Hyer moved to approve the minutes as reviewed. Rob Fisher seconded. The motion received unanimous approval.

11.3 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Ryan Schnuerle seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:51p.

Respectfully submitted,

Lee C. Belt  
City Clerk  
City of Greenleaf

*Clerk's Note – Rick Rood and Kathryn Anderson of 20679 Gem Court spoke to Council under agenda item #4.*

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