

City of Greenleaf

20523 N. Whittier Drive

Greenleaf, Idaho 83626

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cityhall@greenleaf-idaho.us

CITY COUNCIL MEETING AGENDA

Regular Session – 7:00pm – 02 July 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

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
 - 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
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 – Audra Humphrey email to 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 Consideration of ratifying Ordinance #308 (Idaho Power Franchise Agreement) [ACTION ITEM] (Clerk's Note: The clerk failed to publish a draft of the utility franchise agreement before ordinance approval. Ord #308 was published in the 18 June 2024 edition of the Idaho Press-Tribune, with tag as follows: "Clerk's Note: The above ordinance will be considered for ratification at the 7:00p 02 July 2024 City Council Meeting at Greenleaf City Hall. No changes are anticipated.")
- 7.2 Consideration of Draft Resolution #006-FY24 (Personnel Policy) – A RESOLUTION OF THE CITY OF GREENLEAF AMENDING THE PERSONNEL AND WORKPLACE HARASSMENT POLICY MANUAL; ADJUSTING ISSUANCE OF PAY TO EMPLOYEES FROM THE TUESDAY FOLLOWING THE WORK PERIOD TO THE FRIDAY FOLLOWING THE WORK PERIOD; AMENDING PAID TIME OFF (PTO) ACCRUAL TO ALLOW ACCRUAL WITHIN THE FISCAL YEAR ABOVE THE MAXIMUM ACCRUED PTO HOURS WITH DEPARTMENT HEAD APPROVAL IF A DEPARTMENT IS SHORT-STAFFED WITH WORK-LOAD THAT PREVENTS NORMAL SCHEDULE AVAILABILITY TO TAKE PTO; DECLARING THAT RESOLUTION #210 (FULL TIME EMPLOYEE WAGE SCALE) IS NOT IN CONFLICT; DECLARING ANY RESOLUTIONS, ORDER, OR PARTS THEREOF IN CONFLICT ARE HEREBY REPEALED, RESCINDED, AND ANNULLED; AND SETTING AN EFFECTIVE DATE. [ACTION ITEM]
- 7.3 Consideration of authorizing a credit card with \$1,000 limit for new Public Services staff member, for fuel and small supply purchases [ACTION ITEM]
- 7.4 Budget Workshop – Finalization and Consideration of Tentative Budget for Publication [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**]

- Posted physically at the following locations at or before 5:00p 30 June 2024:

Greenleaf City Hall (outside bulletin board next to front door)
Greenleaf Post Office (inside lobby bulletin board)

Greenleaf Chevron (in window to right of entry)
Greenleaf Café (outside bulletin board)

- Posted electronically at or before 5:00p 30 June 2024: at the city website (greenleaf-idaho.us) and referencing post on the city's Facebook page.

* The meeting may move to an alternate location due to meeting room capacity.

** The Chair may recess the meeting at any time.

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."

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.