

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Special Session – 7:00pm – 12 November 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
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 Ordinance Draft FY25-001 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 2 OF CHAPTER 5 OF TITLE 10 GREENLEAF CITY CODE PROVIDING THAT THE DISTRICT ADMINISTRATOR RATHER THAN THE CITY DETERMINES APPLICATIONS FOR DEVELOPMENT IMPACT FEE EXEMPTIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]
- 7.2 Consideration of Ordinance Draft FY25-002 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING CHAPTER 1 OF TITLE 2 BY THE ADDITION THERETO OF A NEW SECTION 14 PROVIDING FOR THE ESTABLISHMENT OF DEVELOPMENT IMPACT FEE ADVISORY COMMITTEES BY INTERGOVERNMENTAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]
- 7.3 Consideration of Ordinance Draft FY25-003 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 13 OF CHAPTER 1 OF TITLE 2 GREENLEAF CITY CODE TO ESTABLISH THIS SECTION AS THE CITY'S DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE AND TO REMOVE REFERENCES TO INTERGOVERNMENTAL AGREEMENTS AND ANY OTHER GOVERNMENT ENTITY FROM ITS PROVISIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]
- 7.4 Discussion regarding end of photocopier lease [ACTION ITEM]
- 7.5 Discussion and Consideration of Resolution #DRAFT 009-FY24 - Zoning Map [ACTION ITEM]
- 7.6 Discussion and Consideration of Shooting Range Project Scope-of-Work [ACTION ITEM]
- 7.7 Consideration of COMPASS Regional Transportation Advisory Committee (RTAC) Member for CY-2025 [ACTION ITEM]
- 7.8 Projects Report
- 7.8 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 Other Old or New 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 Brad Holton called the meeting to order at approximately 7:00p.

2. Pledge of Allegiance

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

3. Roll Call

The clerk was asked to take roll call, with the following results:

X Seat 1: Ryan Schnuerle

X Seat 2: Rob Fisher

X Seat 3: Rachel Brobeck

X Seat 4: Dan Hyer

X Mayor: Brad Holton

Impact Area: Liza Warner

Also Present:

X City Clerk

X Public Services Director

Police

Fire

X City Attorney

X City Engineer

X City Treasurer

No one joined the meeting 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.

No one chose to address Council.

5. Adjustments to meeting agenda [ACTION ITEM]

Staff requested consideration of a change order for the sidewalk contractor. Ryan Schnuerle moved that CPS Sidewalk change order be considered as an action item under item 7.8

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

No written report was available.

6.2 Fire Report

No written report was available.

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

- 7.1 Consideration of Ordinance Draft FY25-001 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 2 OF CHAPTER 5 OF TITLE 10 GREENLEAF CITY CODE PROVIDING THAT THE DISTRICT ADMINISTRATOR RATHER THAN THE CITY DETERMINES APPLICATIONS FOR DEVELOPMENT IMPACT FEE EXEMPTIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM] (Clerk's Note: Second Reading)

Rob Fisher performed second reading by title. It was clarified that no updated language has been received from Caldwell Rural Fire Protection District.

7.2 Consideration of Ordinance Draft FY25-002 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING CHAPTER 1 OF TITLE 2 BY THE ADDITION THERETO OF A NEW SECTION 14 PROVIDING FOR THE ESTABLISHMENT OF DEVELOPMENT IMPACT FEE ADVISORY COMMITTEES BY INTERGOVERNMENTAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM] (Clerk's Note: Second Reading)

Rachel Brobeck performed second reading by title. . It was clarified that no updated language has been received from Caldwell Rural Fire Protection District.

7.3 Consideration of Ordinance Draft FY25-003 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 13 OF CHAPTER 1 OF TITLE 2 GREENLEAF CITY CODE TO ESTABLISH THIS SECTION AS THE CITY'S DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE AND TO REMOVE REFERENCES TO INTERGOVERNMENTAL AGREEMENTS AND ANY OTHER GOVERNMENT ENTITY FROM ITS PROVISIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM] (Clerk's Note: Second Reading)

Dan Hyer performed second reading by title. . It was clarified that no updated language has been received from Caldwell Rural Fire Protection District.

7.4 Discussion regarding end of photocopier lease [ACTION ITEM] (Clerk's Note: Continued from the 28 Oct 2024 Council Meeting)

City Attorney Anthony Pantera reported that there are no major problems with the proposed agreement, some tweaks needed. Much discussion followed.

Dan Hyer moved to authorize Mayor's signature contingent upon Legal's review and negotiations on the contract. Rachel Brobeck seconded. The motion received unanimous approval.

7.5 Discussion and Consideration of Resolution #DRAFT 009-FY24 – Zoning Map [ACTION ITEM] (Clerk's Note: Continued from the 28 Oct 2024 Council Meeting)

Discussion of the revised map and written narrative followed, including adding a double asterisk or other mark with note clearly identifying the Greenleaf Friends Church 9-acre parcel as outside the city limits, or add a blank square line or other legend entry to address this. Discussion continued.

By consensus, this was continued to next month's Council meeting to allow time for modifications by the City Engineer to show county area surrounded by city limits.

7.6 Discussion and Consideration of Shooting Range Project Scope-of-Work [ACTION ITEM]

Please see draft for detail. Kirby Cook spoke to the draft, which includes recommendations from US Fish & Wildlife Service. The City Engineer is moving forward with the project under this scope.

7.7 Consideration of COMPASS Regional Transportation Advisory Committee (RTAC) Member for CY-2025 [ACTION ITEM]

By consensus, Lee Belt was set to continue in this role.

7.8 Projects Report

Kirby Cook reported on:

- Quarter Pivot – Almost done
- Manganese Project – the City Engineer is working on a grant application to Idaho DEQ

CPS Sidewalk change order [ACTION ITEM]

This is timely and needs action at this meeting to meet the contractor's funding needs for his sub-contractors.

Ryan Schnuerle moved to approve payment of CPS change order for Brown Street as presented. Rachel Brobeck seconded. The motion received unanimous approval.

7.8 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. The Treasurer highlighted the reports. This is the first month of the fiscal year. Basic vendors, typical month. Some state revenue sharing has been received. Balances are within the Treasurer's expectations. There are no requested new vendors.

Council paused to review the reports, including VISA statements and disbursement list.

Discussion followed, including the first cell-phone bill with Verizon. It was noted that dog licenses have been ordered, but have not yet arrived.

8.2 Public Services Director's report

Please see written report for detail. An upgrade for insulation in the waste-water treatment plant (WWTP) solids-handling room is in process to help avoid freezing pipes and frozen polymer.

The Idaho Department of Professional Licenses (DOPL) did not have two of Doug's three licenses converted into their new system, which caused a delay in renewal. All three are now renewed in their system, rather than being administratively extended.

Compliance inspections with the Idaho Department of Environmental Quality (DEQ) have been done for WWTP discharge and for WWTP land-application. Reports have not yet been received. DEQ staff expressed that they like coming out to Greenleaf because of the city's performance for no major violations.

Discussion followed, including plans for Ruben and Andrew to get licenses. The city needs to have the following DOPL licenses covered:

- Drinking water distribution – Doug Amick
- Drinking water treatment – Doug Amick
- Wastewater Land Application – Jason Wereley
- Wastewater Discharge – Jason Wereley
- Wastewater Collection – Doug Amick

8.3 City Clerk's report

Please see written report for detail. Discussion followed, including the ICRMP tort claim response and Peckham Road project improvements near the intersection with Academy Road.

8.4 Monthly new construction valuation report

Please see written report for detail.

8.5 Consideration of consent agenda [ACTION ITEM]

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

9. **OTHER BUSINESS**

9.1 Other Old or New 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. Rachel Brobeck seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Rob Fisher and Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 8:31p.

Respectfully submitted,

Lee C. Belt
City Clerk
City of Greenleaf

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Materials are available in Spanish upon request.

Los materiales están disponibles en español a pedido.