

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00pm – 03 December 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 photocopier lease [ACTION ITEM]
 - 7.5 Discussion and Consideration of Resolution #DRAFT 009-FY24 - Zoning Map [ACTION ITEM]
 - 7.6 Consideration of Change Order #3 and pay application #3 for CPS Sidewalk Project [ACTION ITEM]
 - 7.7 Consideration of authorizing Mayor's Signature on the Certificate of Substantial Completion for the Quarter Pivot project [ACTION ITEM]
 - 7.8 Projects Report
 - 7.9 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 assembled in the Pledge of Allegiance.

3. Roll Call
The clerk was asked to take roll call, with the following results:

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

City Engineer Amy Woodruff 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]
There were none.

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: Rob Fisher performed 2nd Reading 12 Nov 2024)
Rob Fisher performed third reading by title. Discussion followed. Rob Fisher moved to approve. Dan Hyer seconded. The motion received unanimous approval by Council Members present.

- 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: Rachel Brobeck performed 2nd Reading 12 Nov 2024)*
Rachel Brobeck performed third reading by title. Rachel Brobeck moved to approve. Rob Fisher seconded. The motion received unanimous approval by Council Members present.
- 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: Dan Hyer performed 2nd Reading 12 Nov 2024)*
Dan Hyer performed third reading by title. Rob Fisher moved to approve. Dan Hyer seconded. The motion received unanimous approval by Council Members present.
- 7.4 Discussion regarding photocopier lease [ACTION ITEM] *(Clerk's Note: Authorization given 12 Nov 2024 contingent upon Legal review of contract. Contract is still in review. Clarification received that there is a contract option with different price available.)*
The City Attorney is okay with the contract, including non-appropriation clause. Clerk requested a motion for a slightly higher rate for 1 dollar buy-out.

Dan Hyer moved to approve. Rachel Brobeck seconded. The motion received unanimous approval by Council Members present.
- 7.5 Discussion and Consideration of Resolution #DRAFT 009-FY24 – Zoning Map [ACTION ITEM] *(Clerk's Note: Continued from the 12 Nov 2024 Council Meeting)*
Discussion followed, including both draft map revisions from last meeting, and the written narrative, particularly the future road corridor feature.

Rachel Brobeck moved to approve. Dan Hyer seconded. The motion received unanimous approval by Council Members present.
- 7.6 Consideration of Change Order #3 and pay application #3 for CPS Sidewalk Project [ACTION ITEM]
Please see documentation for detail. It was noted that the project is complete, with a few punch-list items to be completed. Discussion followed, including review of the change order #3.

Dan Hyer moved to approve both change order #3 and pay application #3. The motion received unanimous approval by Council Members present.
- 7.7 Consideration of authorizing Mayor's Signature on the Certificate of Substantial Completion for the Quarter Pivot project [ACTION ITEM]
Council paused to review the documentation, which includes Change Order #2. The Change Order is for final quantity adjustments. Field prep and alfalfa planting will be completed in Spring 2025.

Dan Hyer moved to authorize Mayor's signature on certificate and change order #2. Rob Fisher seconded. The motion received unanimous approval by Council Members present.

7.8 Projects Report

City Engineer Amy Woodruff highlighted:

Manganese water quality grant letter of interest is due in January, and is scheduled for submittal to DEQ.

Royal Ridge has submitted construction drawings for review.

7.9 Other business requiring contract staff input

Discussion followed regarding manganese water quality. Water rates were also discussed, as was total cost of living in Greenleaf.

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 highlighted balance sheet. Grant reimbursement has not been received. Balance sheet p.3 long term liabilities have been adjusted for end of fiscal year. Profit and loss by class p.1 shows investment pool transfer which reflects ARPA / SLFRF funds moving from General Fund to Sewer Fund (pivot project), per Auditor's direction. Profit and Loss Budget vs. Actual is where expected for this time of year. VISA statements have not yet been received; these will be included in next month's reports.

The Disbursements Report was discussed, including two new vendors: Riverside Trailers (snow plow installation) and WHEECO (WWTP high-volume, low-pressure Atlas CopCo compressor rebuild parts), requested for addition to the vendor list.

Private donations received from citizens were reviewed.

8.2 Public Services Director's report

Please see written report for detail. Consensus of Council was for Mayor to pursue complaint if deemed appropriate and productive. It was noted that bill will be coming for a sander.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

There was no new construction on the report.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve, with addition of WHEECO and Riverside Trailer as new vendors, and authorizing the Treasurer to pay invoice for a new sander when this invoice is available.

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 by Council Members present.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Dan Hyer seconded. The motion received unanimous approval by Council Members present, and the meeting adjourned at approximately 8:38p.

Respectfully submitted,

Lee C. Belt
City Clerk
City of Greenleaf

This institution is an equal opportunity provider.

Materials are available in Spanish upon request.

Los materiales están disponibles en español a pedido.