

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Special Session – 6:00pm – 05 August 2025 – Greenleaf City Hall

Agenda:

1. Meeting called to order
2. Pledge of Allegiance
3. Roll Call
4. Comments to the Council
- 4.5 Discussion of whether City Council salaries should be increased from \$400.00 to \$450.00 monthly (5,400.00 annually), to take effect in January 2026, including possible consideration of Ordinance# DRAFT FY25-007 - Adjusting Council Salaries - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING TITLE 1, CHAPTER 8, SECTION 2 OF THE MUNICIPAL CODE TO INCREASE COMPENSATION TO \$5,400.00 ANNUALLY PER COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. **[ACTION ITEM]**
5. Adjustments to meeting agenda **[ACTION ITEM]**
- 5.3 Public Hearing - FY-2026 Budget
- 5.5 Consideration of Ordinance #DRAFT FY25-006 - FY 2026 Appropriations Ordinance - AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 (FY-2026), APPROPRIATING THE SUM OF \$X,XXX,XXX,XX TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF GREENLEAF FOR SAID FISCAL YEAR, AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE, AND PROVIDING AN EFFECTIVE DATE. **[ACTION ITEM]**
- 5.7 Executive Session per Idaho Code §74-206(1)(C): "To acquire an interest in real property which is not owned by a public agency" **[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 Change Order for JGC Excavation irrigation repair as part of the ADA Ramps project **[ACTION ITEM]**
- 7.2 Consideration of reimbursement to Kathy Redmon for expenses in dealing with the Greenleaf Municipal Irrigation System waste stream. **[ACTION ITEM]**
- 7.3 Consideration of pulling the City Hall re-roof project into the FY-2025 budget **[ACTION ITEM]**
- 7.4 Consideration of pursuing an Idaho Department of Commerce Gem Grant (20% match) for a municipal irrigation system facility plan as the basis for potential subsequent application to the Idaho Department of Water Resources for an Aging Infrastructure Grant (50% match) in Aug 2026 for conversion of gravity flow irrigation to pressurized irrigation. **[ACTION ITEM]**
- 7.5 Consideration of adding LegalShield and IDShield to the city's list of payroll deduction benefit options. **[ACTION ITEM]**
- 7.6 Projects Report
- 7.7 Discussion regarding municipal development policy regarding making residential utility services available outside the city limits on a case-by-case basis in light of HB389(2021) reducing property tax realized from new construction by 10% across the board and imposing an 8% annual levy cap which under rapid growth conditions leads to increased service demands without property tax to into perpetuity, and SB1403(2024) restrictions and reduction in area of impact. **[ACTION ITEM]**
- 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 OPTIONAL - Area of Impact (AOI) **[ACTION ITEM]**
- 9.2 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 6:22p.

2. Pledge of Allegiance

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

3. Roll Call

☒ Seat 1: Ryan Schnuerle
☒ Seat 4: Dan Hyer*

☒ Seat 2: Rob Fisher
☒ Mayor: Brad Holton

☒ Seat 3: Rachel Brobeck
☐ Impact Area: Liza

Warner

Also Present:

☒ City Clerk
☐ City Attorney

☒ Public Services Director
☒ City Engineer

☐ Police
☒ City Treasurer
☐ Fire

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

No one was in the gallery, or joined by videoconference.

Dan Hyer joined the meeting at approximately 6:35p.

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 was in the gallery.

- 4.5 Discussion of whether City Council salaries should be increased from \$400.00 to \$450.00 monthly (\$5,400.00 annually), to take effect in January 2026, including possible consideration of Ordinance# DRAFT FY25-007 – Adjusting Council Salaries - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, AMENDING TITLE 1, CHAPTER 8, SECTION 2 OF THE MUNICIPAL CODE TO INCREASE COMPENSATION TO \$5,400.00 ANNUALLY PER COUNCIL; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER, CODIFICATION, AN EFFECTIVE DATE, AND PUBLICATION. [ACTION ITEM] (Clerk's note: Staff and at least one council member share concern that an increase in Council salary may be needed to encourage high-quality candidates to run for office. Idaho Code §50-203 would require ordinance passage at this meeting in order to meet publication requirements)

It was noted that health insurance came in less than expected. Discussion followed, including concern regarding this with utility increases.

Ryan Schnuerle moved to keep Council salaries as they are. Rob Fisher seconded. The motion received unanimous approval.

5. Adjustments to meeting agenda **[ACTION ITEM]**
No adjustments were made.

5.3 Public Hearing – FY-2026 Budget

Brad Holton opened the budget hearing at approximately 6:29p. No one was in the gallery or participating by videoconference to provide input.

City Treasurer Carrie Huggins outlined final changes proposed by staff to the budget. Discussion ensued, including extending a \$1.00 increase in salary for Carrie Huggins which received consensus of the Council.

By consensus, Council was satisfied with the proposed budget proposed by staff for approval. It was noted that this is less than the published tentative budget.

Brad closed the public hearing at approximately 6:48p.

- 5.5 Consideration of Ordinance #DRAFT FY25-006 – FY 2026 Appropriations Ordinance - AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 (FY-2026), APPROPRIATING THE SUM OF \$X,XXX,XXX,XX TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF GREENLEAF FOR SAID FISCAL YEAR, AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE, AND PROVIDING AN EFFECTIVE DATE.
[ACTION ITEM]

Dan Hyer moved to read once by title and suspend rules. Ryan Schnuerle seconded. The motion received unanimous approval.

Mayor Brad Holton read once by title, using the recommended sum of \$8,515,364.99.

Dan Hyer moved to approve. Rob Fisher seconded. A roll call vote was requested. The motion was approved with Ryan Schnuerle for the motion, Rob Fisher for the motion, Rachel Brobeck for the motion, and Dan Hyer for the motion.

- 5.7 Executive Session per Idaho Code §74-206(1)(C): “To acquire an interest in real property which is not owned by a public agency” **[ACTION ITEM]**

Ryan Schnuerle moved to go into executive session per Idaho Code §74-206(1)(C). Rachel Brobeck seconded. A roll call vote was requested. The motion was approved with Ryan Schnuerle for the motion, Rob Fisher for the motion, Rachel Brobeck for the motion, and Dan Hyer for the motion.

The Council entered executive session at approximately 6:52p.

The Council came out of executive session at approximately 7:04p. It was noted that no decisions were made, and the City Attorney was present.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Please see written report. Sgt. Obenchain reported that Clayton Cart was hired from Homedale as a School Resource Officer (SRO). Maide Blanco has been promoted to Corporal. There are now six full-time officers.

6.2 Fire Report

No written report was available.

Ryan Schnuerle moved to amend the agenda to allow an item to be addressed from the Gallery. Dan Hyer seconded. The motion received unanimous approval.

New: Bill Pastoor with Republic Services informed Council that the current recycling trailer will be replaced with a card-board only roll-off, scheduled to be installed later this week. Council is not aware of any other issues with the service.

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

7.1 Consideration of Change Order for JGC Excavation irrigation repair as part of the ADA Ramps project **[ACTION ITEM]**

Please see written change order for detail. Discussion followed. Dan Hyer moved to approve as presented. Rob Fisher seconded. The motion received unanimous approval.

7.2 Consideration of reimbursement to Kathy Redmon for expenses in dealing with the Greenleaf Municipal Irrigation System waste stream. **[ACTION ITEM]**

Please see written request for detail. Public Services Director Doug Amick described the issue with the drain and the needed repair due to a plugged drain, new line, and access to clear future issues. Doug recommended that the city cover 50% of the expense.

Discussion followed. It was noted that the Redmon's have been good neighbors to the City.

Rob Fisher moved to split the cost 50-50. Dan Hyer seconded. The motion received unanimous approval.

It was noted that this will come out of Irrigation Maintenance.

7.3 Consideration of pulling the City Hall re-roof project into the FY-2025 budget **[ACTION ITEM]**

Please see written information. The Treasurer confirmed funds are available in the current budget. Discussion followed, including performance of the solar system and effect on city hall electric billing. Return on reinstall of solar was estimated at approximately 3-4 years.

Ryan Schnuerle moved to do the re-roof project in the FY2025 budget. Rachel Brobeck seconded. The motion received unanimous approval.

7.4 Consideration of pursuing an Idaho Department of Commerce Gem Grant (20% match) for a municipal irrigation system facility plan as the basis for potential subsequent application to the Idaho Department of Water Resources for an Aging Infrastructure Grant (50% match) in Aug 2026 for conversion of gravity flow irrigation to pressurized irrigation. **[ACTION ITEM]**

Please see written grant information for detail. Discussion followed, including Gem Grant match and Irrigation Fund reserves.

Dan Hyer moved to pursue the Gem Grant. Rachel Brobeck seconded. The motion received unanimous approval.

7.5 Consideration of adding LegalShield and IDShield to the city's list of payroll deduction benefit options. [ACTION ITEM]

Please see written submittal. Discussion followed, including cost-benefit, management, and whether it would be used by staff. Consensus of Council was not to include.

7.6 Projects Report

Harmony well repair and manganese project were briefly discussed. Manganese testing may be able to be done in approximately 3 weeks.

Water system O&M Manual revision required by DEQ is in progress.

ADA ramp project is done, grant funding paperwork and close out is in progress.

7.7 Discussion regarding municipal development policy regarding making residential utility services available outside the city limits on a case-by-case basis in light of HB389(2021) reducing property tax realized from new construction by 10% across the board and imposing an 8% annual levy cap which under rapid growth conditions leads to increased service demands without property tax to into perpetuity, and SB1403(2024) restrictions and reduction in area of impact. [ACTION ITEM] Discussion may include, but not be limited to, the following:

- Managing for sustainable, balanced growth in this new municipal development environment
- The general fund revenue dilemma: No growth = falling behind in population-based State Revenue Sharing vs. Rapid Growth = service demand increase without new construction property tax to pay new development's ongoing general fund costs
- Extension of utilities for projects outside city limits as a potential tool for managed growth and expansion of utility account base
- Potential criteria for residential service outside the city limits – May include, but not be limited to:
 - Maximum amount of system capacity to be available to customers outside city limits?
 - City-owned or customer-owned distribution/collection infrastructure?
 - Connected service or operation and management of separate system?
 - Fee above connection fees for upsizing plant components before otherwise necessary?
 - Outside city limits monthly fee to capture remove operations expense?
 - Installation of shut-off valves for both metered and non-metered service connections?
 - Recorded consent to lien property and/or take title deed for property in the event of service non-payment
 - Recorded consent to annex after contiguous in parts or in whole at the city's pleasure

Broader development topics could enter into discussion, which may include, but not be limited to:

- Strategies for non-subsidized “affordable” housing
 - Concepts from the Strong Towns publication “The Housing-Ready City: A Toolkit for Local Code Reform”
 - Deed restricted ‘attainable’ housing (mentioned at the Idaho Legislature’s 2025 Land Use and Housing Study Committee 14 May 2025 meeting)

- Home ownership vs. rental
- Maintaining single-family residential scale for neighborhood livability while supporting higher density through ‘missing middle’ housing typologies
- The role of infill development

Mayor framed the situation. Discussion followed. It was noted that 1.5 times premium fees (connection and monthly utilities) are standard for utilities outside city limits. Strong Towns parking reduction was questioned, as parking regulation is needed to preserve streets. Deed restricted homeownership was mentioned as a possible ‘affordable’ housing tool. A difference in lifestyle was recognized between renters and homeowners. Definition in code for product that favors home owned property may be pursued.

Consideration of making utilities available outside the city limits was discussed. Consensus of Council was to be open to case-by-case consideration of proposals to provide utility services outside the city limits, favoring well-designed home-ownership development. Extra-territorial agreements negotiated with the city would be required.

Staff was asked to develop trip-point recommendations to Council.

Housing was discussed, including ‘affordable’ housing. Deed restricted attainable housing is likely to be presented to the Idaho Legislature in their 2026 session. Consensus of Council was to pursue maintaining quality of life in ‘affordable’ housing. Police cost was discussed. Mixed use development was identified as a valid tool.

Tiny-homes on co-op owned spaces was discussed. Consensus of Council was to consider such a proposal on case-by-case basis. Patio homes were also mentioned.

It was noted that for the foreseeable future, exaction may be a needed tool to mitigate impacts on existing residents. Development does not pay it’s way.

- 7.8 Other business requiring contract staff input
(Clerk’s Note: The Clerk requests that the Contract Staff stay through the consent agenda for Agenda Item #9.1, if deemed ready for Council discussion or consideration)

Staff was not ready for 9.1 tonight; The clerk was directed to move AOI earlier in the meeting for 18 Aug.

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

8.1 Treasurer’s Report and Disbursement List

Carrie Huggins gave the Treasurer’s report. Please see written report for detail. June tax receipts are included. Balance sheet, profit and loss, and budget vs actual were reviewed. One more check is expected before end of fiscal year for liquor fund. Income and expenses are in line for this time in the fiscal year. Postage is high because staff stocked up before the most recent postal rate increase. Overall, Public Services is within budget. The city as a whole is at a profit of a little over \$1000.00, despite working several projects.

The disbursement list was reviewed. Request was made to add Lone Pine Handyman to the approved vendor list.

VISA statements were reviewed. Points have yet to be transferred for Doug's fireworks expense. Points transfer should show on next statement for Lee's account. Three years of stamps were purchased.

8.2 Public Services Director's report

Please see written report for detail. Public Services Director Doug Amick provided more detail on Harmony well motor replacement and subsequent testing to put the well back on-line in the system. Sounding the well to confirm static level and determine draw down is scheduled for this week. AME quoted approximately \$10,000.00 for a variable frequency drive (VFD) for the new 15hp well motor. An existing 20hp VFD may be used temporarily.

Consensus of Council was to order a VFD for install for the new 15hp well motor.

Sewer reuse operation is going well. \$12k to rebuild a reuse pump (it would be \$40k to replace with new). Two loads were received from Dry Creek.

Two new septic waste haulers are interested in bringing waste to Greenleaf – It is getting harder for haulers to find places that will accept septic. To meet this emerging market, Doug received approval to investigate design and anticipated cost with Mike Martin for a holding tank for controlled introduction of anaerobic septic waste into the plant's aerobic system.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

No change from last month.

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

Ryan Schnuerle moved to approve the consent agenda, including addition of Lone Pine Handyman to the vendor list. Dan Hyer seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 OPTIONAL - Area of Impact (AOI) **[ACTION ITEM]**

Not considered.

9.2 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

Council took a brief recess.

10.2 Consideration of minutes for this meeting **[ACTION ITEM]**

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

11. **ADJOURNMENT**

11.1 Adjournment **[ACTION ITEM]**

Rachel Brobeck moved to adjourn. Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:59p.

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.