

# City of Greenleaf

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## CITY COUNCIL MEETING MINUTES

### Regular Session – 7:00pm – 02 September 2025 – Greenleaf City Hall

#### 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 Public Hearing for Resolution #DRAFT 003-FY25 (Adjusting Consolidated Fee Schedule) - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE CONSOLIDATED FEE SCHEDULE BY LESS THAN 5% FOR SPECIFIED WATER, SEWER, AND SOLID WASTE REMOVAL (GARBAGE) UTILITY FEES, AND 5% FOR WATER AND SEWER CONNECTION FEES; ADDING CLARIFYING LANGUAGE; ADDING A NEW FEE FOR CITY PUBLICATIONS ON OTHER MEDIA (USB DRIVES, ETC.); DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
- 7.2 Consideration of Resolution #DRAFT 003-FY25 (Adjusting Consolidated Fee Schedule) [ACTION ITEM]
- 7.3 Consideration of P&Z Recommendation for Canyon County Parcel #36299 Conditional Use Permit (CUP) Application [ACTION ITEM]
- 7.4 Consideration of adjusting the November meeting date due to 04 Nov 2025 elections [ACTION ITEM]
- 7.5 Consideration of implementing benefits increase for full time employees in September [ACTION ITEM]
- 7.6 Consideration of Authorizing Signature on the Idaho Department of Commerce (IDOC) FY26 ED Pro Grant agreement and accompanying Workplan [ACTION ITEM]
- 7.7 Consideration of Authorizing Signature on an Idaho Gem Grant Match Documentation Letter [ACTION ITEM]
- 7.8 Consideration of Resolution #DRAFT 004-FY25 (Idaho Gem Grant Application - Irrigation Facility Plan) - A RESOLUTION OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, SUPPORTING AND ENDORSING AN IDAHO GEM GRANT APPLICATION FOR THE CITY OF GREENLEAF MUNICIPAL IRRIGATION SYSTEM FACILITY PLAN PROJECT; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; DIRECTING THE CLERK TO ASSIGN A RESOLUTION NUMBER AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]
- 7.9 Projects Report
- 7.10 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
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

☒ 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

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

City Attorney Paul Fitzer 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 the Council.

5. Adjustments to meeting agenda [**ACTION ITEM**]

No adjustments were made.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Officer Chaz Gray gave a verbal report. Please see written report for detail. A new SRO was hired. Vehicle fleet is in good shape. Officer Gray reported on animal control process.

6.2 Fire Report

No written report was available.

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

- 7.1 Public Hearing for Resolution #DRAFT 003-FY25 (Adjusting Consolidated Fee Schedule) - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE CONSOLIDATED FEE SCHEDULE BY LESS THAN 5% FOR

SPECIFIED WATER, SEWER, AND SOLID WASTE REMOVAL (GARBAGE) UTILITY FEES, AND 5% FOR WATER AND SEWER CONNECTION FEES; ADDING CLARIFYING LANGUAGE; ADDING A NEW FEE FOR CITY PUBLICATIONS ON OTHER MEDIA (USB DRIVES, ETC.); DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Brad Holton opened the public hearing at approximately 7:05p.

Roger Waldon of 21071 Oakwood Drive spoke against fee schedule increases, particularly sewer fees. Discussion followed. Roger was assured that the city is working to be efficient and hold fee increases for sewer to only what is really needed.

The public hearing was closed at approximately 7:12p.

7.2 Consideration of Resolution #DRAFT 003-FY25 (Adjusting Consolidated Fee Schedule)  
**[ACTION ITEM]**

Brad Holton described the city's process. Discussion followed. Fee increases were highlighted. The Clerk was directed to add a one-page summary of changes in the future. Council paused to review the redline draft. Discussion continued, including sewer plant capacity.

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

7.3 Consideration of P&Z Recommendation for Canyon County Parcel #36299 Conditional Use Permit (CUP) Application **[ACTION ITEM]** *(Clerk's Note: The Clerk requests continuance to the regular October Council Meeting to allow time for ITD Access resolution.*

Applicant Cheryl Hall deferred the applicant's presentation to next meeting, introduced herself and gave a brief history of the applicant family.

Ryan Schnuerle moved to continue to the next regular meeting for October. Rob Fisher seconded. The motion received unanimous approval.

7.4 Consideration of adjusting the November meeting date due to 04 Nov 2025 elections **[ACTION ITEM]** *(Clerk's Note: The Clerk respectfully requests that the 2<sup>nd</sup> Tuesday not be set, as the clerk has taken position as Recording Clerk for the Northwest Yearly Meeting of Friends (NWYM) and has a prior obligation to take minutes for the NWYM Administrative Committee.*

Council paused to review schedules. Consensus was for 06 November.

Ryan Schnuerle moved to set the November meeting from 04 November to 06 November. Rachel Brobeck seconded. The motion received unanimous approval.

7.5 Consideration of implementing benefits increase for full time employees in September **[ACTION ITEM]** *Clerk's note: The new fiscal year begins in October, but the new fiscal year's insurance premiums are collected from full time employee paychecks in September for payment the following month. Providing the FY26 benefit increase a month early both holds full-time employees harmless from risk of reduced wages in September, and simplifies the*

*benefits transition for the City Treasurer. Funds are available in this year's budget to cover this request.*

City Treasurer Carrie Huggins explained the situation to Council. Discussion followed.

Ryan Schnuerle moved to authorize the Treasurer to implement once in September instead of implementing in September and October. Dan Hyer seconded. The motion received unanimous approval.

- 7.6 Consideration of Authorizing Signature on the Idaho Department of Commerce (IDOC) FY26 ED Pro Grant agreement and accompanying Workplan [ACTION ITEM] *(Clerk's Note: As the fiscal agent for the Western Alliance for Economic Development, this IDOC grant benefiting the Western Alliance is with the city)*

Dan Hyer moved to authorize signature. Rob Fisher seconded. The motion received unanimous approval.

- 7.7 Consideration of Authorizing Signature on an Idaho Gem Grant Match Documentation Letter [ACTION ITEM]

The clerk described the Idaho Gem Grant proposed for this agenda item and the next. Please see letter for detail. Discussion followed.

Rob Fisher moved to authorize signature. Ryan Schnuerle seconded. The motion received unanimous approval.

- 7.8 Consideration of Resolution #DRAFT 004-FY25 (Idaho Gem Grant Application – Irrigation Facility Plan) – A RESOLUTION OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, SUPPORTING AND ENDORSING AN IDAHO GEM GRANT APPLICATION FOR THE CITY OF GREENLEAF MUNICIPAL IRRIGATION SYSTEM FACILITY PLAN PROJECT; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; DIRECTING THE CLERK TO ASSIGN A RESOLUTION NUMBER AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]

Council paused to review the draft resolution. Dan Hyer moved to approve. Rob Fisher seconded. The motion received unanimous approval.

- 7.9 Projects Report

City Engineer Mike Martin reported that water system testing for manganese will be occurring during the months of September and October. Civil Dynamics is moving forward with capacity analysis for both potable water and sanitary sewer systems in support of extra-territorial agreement requests received.

- 7.10 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

Carrie Huggins gave the Treasurer's report. Please see written reports for detail. Carrie highlighted the balance sheet. The city is close to the end of the fiscal year.

The Profit and Loss by Class report was discussed. It was noted that ARPA funds were deposited into General Fund, then transferred into Sewer Fund. All funds are where expected, although General shows a negative due to ARPA reporting. Currently the city is at a net loss of a little over \$9,000.00 to be paid by reserves despite performing multiple projects this fiscal year, with some grant funds received in a previous year.

The profit and loss budget vs actual was reviewed. The city is at 99.9% of anticipated fiscal year revenue. Unanticipated sewer revenue from Dry Creek and Hoagland Meats will put the city slightly above budgeted anticipated income.

Budget vs. Actual is close to budget. The city purchased ahead on postage before a postage increase. Chlorine expense will be above budget.

The disbursement report and visa statements were mentioned. No new vendors are requested.

Council paused to review the written reports.

### 8.2 Public Services Director's report

Please see written report for detail. Public Services Director Doug Amick highlighted the written report. Pumps needed to be replaced at the Wastewater Treatment Plant (WWTP), including crane needed to replace. A mixer motor appears to have failed, and will need to be pulled and rebuilt. Two loads were received last month from Dry Creek. Ruben Flores is out on vacation. A 15hp well was installed at the Harmony well site, with 15hp variable frequency drive. Up to 200gpm appears to be available from this well, but this needs to be confirmed by sounding the well.

### 8.3 City Clerk's report

Please see written report for detail.

Council considered offering the AIC Fall District Meeting on 15 Oct 2025 in to those running for Council Seat #3. By consensus, the Clerk was directed to offer this training. Dan Hyer is tentatively available to go.

### 8.4 Monthly new construction valuation report

Please see written report for detail. No change from last month.

It was noted that Ryan Schnuerle's address is to Hillcrest, not to Antrim. The Clerk was asked to let the Building Official know a re-roof is occurring on Harmony.

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

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

9. **OTHER BUSINESS**

9.1

There was no other business.

Discussion followed to answer a question from the gallery regarding farming operation for reuse water at the WWTP.

10. **MINUTES REVIEW**

10.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed

No recess was needed.

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

Dan Hyer moved to approve. Ryan Schnuerle 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 8:40p.

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.