

City of Greenleaf

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CITY COUNCIL MEETING MINUTES

Regular Session – 7:00p – 02 December 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 Ratification of 06 Nov 2025 decision to send an extraterritorial agreement letter of interest [**ACTION ITEM**]
 - 7.2 Projects Report
 - 7.3 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 Executive Session per IC 74-206(1)(c) "To acquire an interest in real property which is not owned by a public agency;"
 - 9.2 Any other 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 7:03p.

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:

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

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]

No adjustments were made.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Officer Jeff Wassen reported no major issues, but busy. Next grant cycle for traffic enhancement starts shortly before Christmas.

6.2 Fire Report

No written report was available.

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

7.1 Ratification of 06 Nov 2025 decision to send an extraterritorial agreement letter of interest [ACTION ITEM]

Dan Hyer moved to ratify the decision to send an extraterritorial agreement. Rob Fisher seconded. The motion received unanimous approval.

7.2 Projects Report

No update was available, with staff unaware of issues with current projects in process.

7.3 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. City Treasurer Carrie Huggins reported that the city is two months into Fiscal Year 2026. No unusual activity to report in balance sheet, profit and loss, or budget vs. actual. VISA statements and disbursement list were briefly highlighted.

Carrie also highlighted draft end of fiscal year 2025 reporting. Last month's report was a cash draft; this report is an accrual draft. Audit is scheduled for January. It was noted that approximately \$90,000.00 received in ARPA funding into General Fund was transferred to Sewer Fund for expenditure on the quarter pivot project.

Carrie intends to do project reporting for projects which span fiscal 2025 into fiscal 2026, after the fiscal 2025 audit.

8.2 Public Services Director's report

Please see written report for detail. The Idaho Conservation League gave the city's wastewater treatment plant 'Gold Star' recognition for operation without discharge violations during calendar year 2024. This is the fifth consecutive year for receiving this recognition.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

Please see written report for detail.

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

It was noted that the Sign Shoppe has changed their name to 2c Signs.

Rachel Brobeck moved to approve the consent agenda, including vendor name change of the Sign Shoppe to 2c Signs. Dan Hyer seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 Executive Session per IC 74-206(1)(c) "To acquire an interest in real property which is not owned by a public agency;"

Dan Hyer moved to enter executive session. Rachel Brobeck seconded. The motion was approved with Rob Fisher, Rachel Brobeck, and Dan Hyer for the motion.

The Council entered executive session at approximately 7:28p.

The meeting came back to order at approximately 7:45p.

Dan Hyer moved to add an action item (#9.15) to the agenda due to time being of the essence for signature of a sales agreement, with authorization for Mayor or Council President to sign any associated amendments to the sales agreement. Rob Fisher seconded. The motion received unanimous approval.

9.15 **[Action Item]** *Due to time being of the essence for signature of a sales agreement Approval was included in the motion made above. The meeting paused for Mayor's signature of the sales agreement.*

9.2 Any other 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]

Rob Fisher moved to approve the minutes. 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 8:07p.

Respectfully submitted,

Lee C. Belt, Greenleaf City Clerk

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Materials are available in Spanish upon request.
Los materiales están disponibles en español a pedido.