

City of Greenleaf

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CITY COUNCIL MEETING AGENDA

Irrigation ‘Board of Corrections’ – 6:30p 03 March 2026 Regular Session – 7:00p – 03 March 2026 – 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
- 3.5 Irrigation “Board of Corrections” per I.C. 50-1807 to review, revise, and correct as necessary the 2026 irrigation assessments levied and assessed for the Greenleaf Municipal Irrigation System **[ACTION ITEM]**
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 Nomination to fulfill term of office for Council Seat #1 **[ACTION ITEM]**
- 7.2 Discussion and consideration of authorizing Mayor’s signature on a revocable license for a Clarity Credit Union “Mobile Branch” (recreational vehicle conversion with automated teller machine or ‘ATM’ outside and a banker’s Office inside) at the Greenleaf City Hall parking lot on Tuesdays and Thursdays **[ACTION ITEM]**
- 7.3 Discussion and consideration of Ordinance # DRAFT FY26-0002 - Adjusting GC §5-3-5 Firearms; Air Guns - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, ADJUSTING GREENLEAF MUNICIPAL CODE §5-3-5 (FIREARMS; AIR GUNS) TO ADD CLARITY AND REMOVE AMBIGUITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER AND CODIFICATION; PROVIDING AN EFFECTIVE DATE AND FOR PUBLICATION. **[ACTION ITEM]**
- 7.4 Discussion and consideration of authorizing Mayor’s signature on all documentation related to an amended purchase service agreement for the purchase of real property not owned by a public entity. **[ACTION ITEM]**
- 7.5 Presentation to Council: Mayor’s Proclamation of 13 March 2026 as “Greenleaf Friends Academy Day” in the City of Greenleaf, Idaho
- 7.6 Projects Report
- 7.7 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 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 Ryan Schnuerle called the meeting to order at approximately 6:35p.

2. Pledge of Allegiance

Ryan Schnuerle led those present in the Pledge of Allegiance.

3. Roll Call

<input type="checkbox"/> Seat 1: OPEN	<input checked="" type="checkbox"/> Seat 2: Rob Fisher	<input checked="" type="checkbox"/> Seat 3: Kathryn Ralstin
<input checked="" type="checkbox"/> Seat 4: Dan Hyer	<input checked="" type="checkbox"/> Mayor: Ryan Schnuerle	
Also Present:		
<input checked="" type="checkbox"/> City Clerk	<input checked="" type="checkbox"/> Public Services Director	<input checked="" type="checkbox"/> Police <input checked="" type="checkbox"/> Fire
<input checked="" type="checkbox"/> City Attorney	<input checked="" type="checkbox"/> City Engineer	<input checked="" type="checkbox"/> City Treasurer

3.5 Irrigation “Board of Corrections” per I.C. 50-1807 to review, revise, and correct as necessary the 2026 irrigation assessments levied and assessed for the Greenleaf Municipal Irrigation System [ACTION ITEM] (Clerk’s note: May be followed by a recess if ‘Board of Corrections’ business concludes before 7:00p)

The board of corrections opened at approximately 6:36p.

No one was in the gallery or present by videoconference to speak to the board of corrections, and staff had received no written comment.

Please see staff memo.

For r35299, Dan Hyer moved to direct the clerk to monitor and re-issue irrigation toll. Kathryn Ralstin seconded. The motion received unanimous approval.

R36259010a was discussed as an informational item for Council.

The board of corrections was closed at approximately 6:50p

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

Sgt. Eric Obenchain presented a statistics report. Please see written report for detail. Discussion followed regarding the Flock camera. It was clarified that the camera includes a license plate reader and a camera on the street, that data is held for 30 days, and that law enforcement has audited access to data, tied to a criminal case number. The camera is a tool for criminal investigation, not for general surveillance. Signage was discussed, but not recommended by the Police Department because signage would alert criminals to the camera's existence. It was expressed that the Council's understanding was for license reading only.

Discussion continued. It was also noted that the camera is not used for traffic violations, live data is not monitored for surveillance, and accessed in investigation of a criminal case number with unauthorized access or use subject to punishment. Eric was unsure if the cameras could be used for missing persons / missing dementia patient.

6.2 Fire Report

Please see annual report for detail. Mark Wendelsdorf with Caldwell Rural Fire District highlighted the report for Council. Call volumes are increasing, but Greenleaf's percentage is staying roughly the same. Caldwell Rural is in process to update the capital improvement plan for development impact fee adjustment. Discussion followed, including low priority call responses.

Mark introduced Calwell Fire Department Chief Brian Daniels. Caldwell Rural contracts with the City of Caldwell Fire Department, which brings 84 full-time firefighters. Fire Station 1 and administration will break ground this year, Station 4 is anticipated to break ground in 2027, and there are plans to build another station near 20/26. Call response goal for the department is 4 minutes.

Deputy Chief and Fire Marshall Alan Perry spoke to a Smoke Detector Blitz planned for the Greenleaf area on 11 April 2026, for installation of smoke detectors.

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

7.1 Nomination to fulfill term of office for Council Seat #1 [**ACTION ITEM**] *(Clerk's Note – If approved, then administration of the Oath of Office will follow)*

Mayor nominated Steve Pemberton, long-time resident and currently serving on the Planning and Zoning Commission, to fulfill the term in Council Seat #1.

Dan Hyer moved to approve Steve Pemberton to Seat #1. Rob Fisher seconded. The motion received unanimous approval.

Steve Pemberton was sworn in.

7.2 Discussion and consideration of authorizing Mayor's signature on a revocable license for a Clarity Credit Union "Mobile Branch" (recreational vehicle conversion with automated teller

machine or ‘ATM’ outside and a banker’s Office inside) at the Greenleaf City Hall parking lot on Tuesdays and Thursdays [ACTION ITEM] (Clerk’s Note: At time of agenda, revocable license document is in revision process per City Attorney comments, may not be ready for consideration at this meeting)

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

- 7.3 Discussion and consideration of Ordinance # DRAFT FY26-0002 – Adjusting GC §5-3-5 Firearms; Air Guns - AN ORDINANCE OF THE CITY OF GREENLEAF, IDAHO, ADJUSTING GREENLEAF MUNICIPAL CODE §5-3-5 (FIREARMS; AIR GUNS) TO ADD CLARITY AND REMOVE AMBIGUITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; DIRECTING THE CITY CLERK FOR ORDINANCE NUMBER AND CODIFICATION; PROVIDING AN EFFECTIVE DATE AND FOR PUBLICATION. [ACTION ITEM] (Clerk’s note: Second Reading; First reading performed by Mayor at the 03 Feb 2026 Council Mtg.)

Dan Hyer requested that this be held for more discussion with clerk and police. Discussion followed, including Mayor’s recommendation for a workshop. Discussion continued, including whether or not do to a second reading tonight. Consensus was to call a workshop meeting for this item.

Dan Hyer performed second reading by title.

Discussion followed regarding availability for a workshop. Dan Hyer moved to set the workshop meeting at 7p on 24 March 2026. Kathryn Ralstin seconded. The motion received unanimous approval.

- 7.4 Discussion and consideration of authorizing Mayor’s signature on all documentation related to an amended purchase service agreement for the purchase of real property not owned by a public entity. [ACTION ITEM]

It was noted that the purchase is waiting for conveyance documentation from the property owner’s map, anticipated to be at the title company later this week. Discussion followed regarding the reasoning for the property purchase: Provides land for a new well if a current Harmony site well fails, and for future water system expansion.

Rob Fisher moved to authorize Mayor’s signature. Kathryn Ralstin seconded. The motion received unanimous approval.

- 7.5 Presentation to Council: Mayor’s Proclamation of 13 March 2026 as “Greenleaf Friends Academy Day” in the City of Greenleaf, Idaho

Please see proclamation.

- 7.6 Projects Report

City Engineer Amy Woodruff reported that priority is for water and sewer capacity determination, as components of water and sewer facility plans (master plans).

A part of the water facility plan includes manganese mitigation. The city has a grant application

to DEQ to drill a new well for a source of supply with less manganese.

Discussion followed, including status of Royal Ridge and other projects.

7.7 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 reports for detail. Treasurer Carrie Huggins highlighted the balance sheet, including DL Evans accounts. The Western Alliance has the bulk of cash in DL Evans accounts. Irrigation funding is beginning to come in now. These will be in flux with cash flow. Reserve funds and restricted funds were reviewed. Bond and Note accounts were reviewed. The Local Government Investment Pool (LGIP) and money market were also discussed. Accounts receivable are high because irrigation invoicing and most recent monthly utility billing have not yet been paid. Audit is done, but adjustments for depreciation and asset adjustment from the auditor for final audit completion has not yet occurred.

Carrie highlighted the Profit and Loss by class report. Regular and restricted fund designation for water and sewer funds were discussed. It was noted that irrigation will pull from reserves for facility plan grant match. Fund balances are normal for this time of year. Some scheduled expenses in water and sewer will be paid from reserves.

Although the city is showing a loss, the city has not had to pull all of project expenses from reserves.

The Profit and Loss Budget vs. Actual report was highlighted. It was noted that all interest from this point forward is anticipated to go into LGIP reserves. Expenses appear to be in line for this time of year. The land application budgeted expenses are expected to go over budget, due to programable logic control (PLC) failure, resulting in expense to program the new PLC, replacement of faded display screen, and other associated expenses.

Carrie reviewed the disbursement report, and requested approval of the following new vendors:

Anatek Labs
Debbie Davis (for employee expense reimbursement)

Carrie highlighted the VISA statements. Discussion followed regarding use of VISA points for 4th of July fireworks.

8.2 Public Services Director's report

Please see written report for detail. Director Doug Amick gave detail regarding PFAS testing at Anatek labs. Drinking water facility plan work is moving forward. 10 loads of solids have been taken to the landfill. Dry Creek and Timbercreek continue to use the city, which provides additional revenue. Dry Creek is converting to geo-bags. Staff believes the WWTP composite sampler location is providing false high loading results – Testing this is occurring this month. Timing and water availability for this irrigation season is unknown.

8.3 City Clerk's report

Please see written report for detail.

8.4 Monthly new construction valuation report

No report was provided due to lack of building permits.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve the consent agenda, including the following new vendors: Anatek Labs and Debbie Davis. Kathryn Ralstin seconded. The motion received unanimous approval.

9. **OTHER BUSINESS**

9.1 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]

Steve Pemberton moved to accept the meeting minutes. Rob Fisher seconded. The motion received unanimous approval.

11. **ADJOURNMENT**

11.1 Adjournment [ACTION ITEM]

Dan Hyer moved to adjourn. Kathryn Ralstin seconded. The motion received unanimous approval and the meeting adjourned at approximately 9:18p.

Respectfully submitted,

Lee C. Belt, Greenleaf City Clerk

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Materials are available in Spanish upon request.
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