

City of Greenleaf

20523 N. Whittier Drive

Greenleaf, Idaho 83626

208/454-0552

208/454-7994 (fax)

cityhall@greenleaf-idaho.us

CITY COUNCIL MEETING MINUTES

Regular Session – 7:00pm – 02 July 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
Written comment - Audra Humphrey email to 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 ratifying Ordinance #308 (Idaho Power Franchise Agreement) [ACTION ITEM]
- 7.2 Consideration of Draft Resolution #006-FY24 (Personnel Policy) - A RESOLUTION OF THE CITY OF GREENLEAF AMENDING THE PERSONNEL AND WORKPLACE HARASSMENT POLICY MANUAL; ADJUSTING ISSUANCE OF PAY TO EMPLOYEES FROM THE TUESDAY FOLLOWING THE WORK PERIOD TO THE FRIDAY FOLLOWING THE WORK PERIOD; AMENDING PAID TIME OFF (PTO) ACCRUAL TO ALLOW ACCRUAL WITHIN THE FISCAL YEAR ABOVE THE MAXIMUM ACCRUED PTO HOURS WITH DEPARTMENT HEAD APPROVAL IF A DEPARTMENT IS SHORT-STAFFED WITH WORK-LOAD THAT PREVENTS NORMAL SCHEDULE AVAILABILITY TO TAKE PTO; DECLARING THAT RESOLUTION #210 (FULL TIME EMPLOYEE WAGE SCALE) IS NOT IN CONFLICT; DECLARING ANY RESOLUTIONS, ORDER, OR PARTS THEREOF IN CONFLICT ARE HEREBY REPEALED, RESCINDED, AND ANNULLED; AND SETTING AN EFFECTIVE DATE. [ACTION ITEM]
- 7.3 Consideration of authorizing a credit card with \$1,000 limit for new Public Services staff member, for fuel and small supply purchases [ACTION ITEM]
- 7.4 Budget Workshop - Finalization and Consideration of Tentative Budget for Publication [ACTION ITEM]
- 7.5 Projects Report
- 7.6 Any other agenda items 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 OLD BUSINESS**
- 9.1 Other Old Business
10. **OTHER NEW BUSINESS**
- 10.1 Other New Business
11. **ADJOURNMENT**
- 11.1 Recess to allow the clerk to finish draft minutes for this meeting, if needed
- 11.2 Consideration of minutes for this meeting [ACTION ITEM]
- 11.3 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:

- | | | |
|--------------------------|----------------------------|---|
| X 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 | X Police <input type="checkbox"/> Fire |
| X City Attorney | X City Engineer | X City Treasurer |

Mayor requested an executive session. Dan Hyer moved to enter Executive Section per Idaho Code 74-206(1)(F) “To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;” 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.

Council entered Executive Session at approximately 7:02p.

Brad Holton called the meeting back to order at approximately 7:33p.

Brad reported there were no decisions reached in the executive session, and no business brought forward.

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.

- Written comment – Audra Humphrey email to Council

Craig Schoberg, Tucker Road – Question was asked about why it takes so long to complete the Peckham Road project. Discussion followed. It was confirmed that the highway district’s contractor intends to start paving through Greenleaf this coming Monday.

Rick Rood, 20679 Gem Court – Stated he came last week regarding trees, requested status. Discussion followed. Public Services Director Doug Amick reported that one of the property

owners with trees started immediately when notified to trim their tree, the other property owner has been contacted recently and intends to contract to trim their tree. Rick Rood indicated other trees on Gem Court are an issue. Doug Amick agreed to re-evaluate trees on Gem Court.

Matt Young, Whittier Drive – Reported dogs have chased him in his yard, he has video of the dogs, has reported to law enforcement. One of the dogs has bitten someone. Asked about the dog being deemed a nuisance (vicious) animal. Has observed the dogs out and harassing pedestrians. Concerned that people will be harmed by the dogs. Requested that the city move forward. Discussion followed. It was clarified that two dogs, a black one and a brown one, appear to be causing issues, and that video was sent to Officer Blanco. Linda Young added her similar experiences seeing people harassed by dogs. Discussion followed. Sgt. Obenchain related that the police is working toward resolution. Mayor related that the city is moving on the issue in a different way from where the City has been. Discussion followed. It was noted that moving forward, signed complaints and discussion with Officers are necessary for Court.

5. Adjustments to meeting agenda [ACTION ITEM]

There were none.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

Sgt. Obenchain related mostly routine calls, outside of dog issues and a vandalism incidence last month. Officer Blanco is back. Officer Henry is training a canine. Preparations for 4th of July are under way. Discussion followed, including posting an officer for dog duty on the parade route. Excessive speeding on SH-19 was also discussed, including gravel trucks. Concerns regarding potential speeding on an improved Peckham Road were also discussed.

6.2 Fire Report

No written report was available.

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

7.1 Consideration of ratifying Ordinance #308 (Idaho Power Franchise Agreement) [ACTION ITEM] (Clerk's Note: The clerk failed to publish a draft of the utility franchise agreement before ordinance approval. Ord #308 was published in the 18 June 2024 edition of the Idaho Press-Tribune, with tag as follows: "Clerk's Note: The above ordinance will be considered for ratification at the 7:00p 02 July 2024 City Council Meeting at Greenleaf City Hall. No changes are anticipated."

Ryan Schnuerle moved to ratify. Dan Hyer seconded. The motion received unanimous approval.

7.2 Consideration of Draft Resolution #006-FY24 (Personnel Policy) – A RESOLUTION OF THE CITY OF GREENLEAF AMENDING THE PERSONNEL AND WORKPLACE HARASSMENT POLICY MANUAL; ADJUSTING ISSUANCE OF PAY TO EMPLOYEES FROM THE TUESDAY FOLLOWING THE WORK PERIOD TO THE FRIDAY FOLLOWING THE WORK PERIOD; AMENDING PAID TIME OFF (PTO) ACCRUAL TO ALLOW ACCRUAL WITHIN THE FISCAL YEAR ABOVE THE MAXIMUM ACCRUED PTO HOURS WITH DEPARTMENT HEAD APPROVAL IF A DEPARTMENT IS SHORT-STAFFED WITH WORK-LOAD THAT PREVENTS

NORMAL SCHEDULE AVAILABILITY TO TAKE PTO; DECLARING THAT RESOLUTION #210 (FULL TIME EMPLOYEE WAGE SCALE) IS NOT IN CONFLICT; DECLARING ANY RESOLUTIONS, ORDER, OR PARTS THEREOF IN CONFLICT ARE HEREBY REPEALED, RESCINDED, AND ANNULLED; AND SETTING AN EFFECTIVE DATE. [ACTION ITEM]

Discussion occurred. Consensus of Council was to approve the change in issuance of pay from the Tuesday following the work period to the Friday following the work period G:1), and leave other changes at a future meeting.

Dan Hyer moved to change in issuance of pay from the Tuesday following the work period to the Friday following the work period G:1), and leave other changes at a future meeting. Rachel Brobeck seconded. The motion received unanimous approval.

7.3 Consideration of authorizing a credit card with \$1,000 limit for new Public Services staff member, for fuel and small supply purchases [ACTION ITEM]

Discussion occurred. Rob Fisher moved to authorize a credit card with \$1,000 limit for the new Public Services staff member, for fuel and small supply purchases. Rachel Brobeck seconded. The motion received unanimous approval.

7.4 Budget Workshop – Finalization and Consideration of Tentative Budget for Publication [ACTION ITEM]

Discussion occurred. Adjustments were made, including for interest income projections.

7.5 Projects Report

Projects were discussed, including the LHTAC sidewalk grant, ADA ramp project, and quarter-pivot project.

Consideration of Tentative Budget – Rachel Brobeck moved to publish the tentative budget as presented plus 5%, with total expenses of \$10,249,105.00 (including the 5%). Rob Fisher seconded. The motion received unanimous approval.

7.6 Any other agenda items requiring contract staff input

There were none.

8 OTHER REPORTS AND PREVIOUS MEETING MINUTES (CONSENT AGENDA)

8.1 Treasurer's Report and Disbursement List

Please see written reports for detail. City Treasurer Carrie Huggins referenced cash balances and highlighted the balance sheet, and profit and loss by class. It was noted that General Fund has not yet received second major property tax payment, and that Irrigation Fund had recent expense for main replacement from the old quaker weir to distribution box on Academy Road. Overall, the city is positive revenues over expenses, with revenues as expected and expenses in-line with expectations.

The disbursement report was reviewed, with request for approval of payment to Daystar Excavation, and notation of VISA statements.

The clerk was asked to follow up with Eric Landsberg of Clear Solutions regarding invoicing and status of the Manganese Facility Plan project.

Carrie noted that QuickBooks has increased the cost for direct deposit from \$1.50 to \$4.00, and asked for direction regarding this irritant. Discussion followed. Consensus was for the city to cover direct deposit expenses without cost to employees.

8.2 Public Services Director's report

Public Services Director Doug Amick reported that he has a non-workman's compensation issue requiring full knee replacement, scheduled in a couple months. The knee is very painful, resulting in impaired mobility and loss of sleep. Irrigation repair is working great. Peckham Road project is progressing well. Water lines will be systematically flushed proactively throughout the community.

Doug was reminded of a fire hydrant which needs to be re-painted.

8.3 City Clerk's report

Please see written report. Discussion followed. By consensus, Council requested the Clerk take recommendation to P&Z to reduce highest residential density to r-4 until such time that better police protection is available.

8.4 Monthly new construction valuation report

No building permits yet this calendar year.

8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve the consent agenda including Daystar Excavation as a new vendor. Rob Fisher seconded. The motion received unanimous approval.

9. **OTHER OLD BUSINESS**

9.1 Other Old Business

There was none.

10. **OTHER NEW BUSINESS**

10.1 Other New Business

There was none.

11. **ADJOURNMENT**

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

No recess was taken.

11.2 Consideration of minutes for this meeting [ACTION ITEM]

Ryan Schnuerle moved to approve the minutes. Rachel Brobeck seconded. The motion received unanimous approval.

11.3 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 10:11p.

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.