

# City of Greenleaf

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## CITY COUNCIL MEETING MINUTES

### Regular Session – 7:00pm – 06 August 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
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 Budget Hearing for the FY-2025 Budget
- 7.2 Consideration of the FY2025 Budget - Draft Ordinance FY2024-03 (FY2025 Appropriations Ordinance) - AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 (FY-2025), APPROPRIATING THE SUM OF \$9,760,000.00 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]
- 7.3 Consideration of City Engineer's Award Recommendation on bids received for the Wastewater Treatment Plant (WWTP) project and award of project [ACTION ITEM]
- 7.4 Consideration of Draft Resolution #007-FY24 - ITD ADA Ramps Key 22963 Project No. A022(963) Cooperative Agreement Addendum [ACTION ITEM]
- 7.5 Consideration of authorizing Mayor's Signature on the Idaho Department of Commerce (IDOC) Terms and Conditions and Work Plan for a FY2025 IDOC EDPRO Grant benefitting the Western Alliance for Economic Development (WAED) [ACTION ITEM]
- 7.6 Projects Report
- 7.7 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 7:02p.

2. Pledge of Allegiance

Brad Holton led those assembled in the Pledge of Allegiance.

3. Roll Call

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

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.

Public Services Director Doug Amick introduced Andrew Tuning, the city's newest Public Services Employee.

It was noted that there has been significant improvement in Police response time.

5. Adjustments to meeting agenda [ACTION ITEM]

No adjustments were made.

6. **POLICE AND FIRE REPORTS**

6.1 Police Report

No written report was available. Police have been addressing issues in town today on Whittier Drive since 11a this morning, at least 4 agencies involved.

6.2 Fire Report

Please see pin diagram for detail. It was noted that last Friday another major vehicle accident occurred near the intersection of Friends Road and Lower Pleasant Ridge Road.

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

7.1 Budget Hearing for the FY-2025 Budget

Brad Holton opened the budget hearing at approximately 7:09p.

City Treasurer Carrie Huggins requested keeping the 5% buffer published for the Waste Disposal (Garbage) Fund only, due to increase at Pickles Butte Landfill. Impact of the landfill increase was not known for inclusion in the published budget.

Council paused to review the written budget information.

Discussion followed regarding manganese filtration, including planning, potential construction costs, and grant opportunities. Discussion continued, including potential manganese re-classification. It was noted that manganese planning dollars have been budgeted.

Staff was directed to craft a communication to the community so that the public has visibility to the city's efforts.

Brad Holton closed the public hearing at approximately 7:27p.

- 7.2 Consideration of the FY2025 Budget – Draft Ordinance FY2024-03 (FY2025 Appropriations Ordinance) - AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 (FY-2025), APPROPRIATING THE SUM OF \$9,760,000.00 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, suspend other readings, and consider the appropriations ordinance. Ryan Schnuerle seconded. The motion received unanimous approval.

City Attorney Cherese McLain read once by title. Ryan Schnuerle 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.

- 7.3 Consideration of City Engineer's Award Recommendation on bids received for the Wastewater Treatment Plant (WWTP) project and award of project [ACTION ITEM]

Please see written recommendation for detail. Three bids were received, with recommendation was for TerraCo, bid amount \$166,716.62.

Ryan Schnuerle moved to award as recommended and authorizing Mayor to sign contract after legal review. Dan Hyer seconded. The motion received unanimous approval.

- 7.4 Consideration of Draft Resolution #007-FY24 - ITD ADA Ramps Key 22963 Project No. A022(963) Cooperative Agreement Addendum [ACTION ITEM]

Discussion followed regarding need for extension so that CenturyLink infrastructure can be moved to allow project completion.

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

7.5 Consideration of authorizing Mayor's Signature on the Idaho Department of Commerce (IDOC) Terms and Conditions and Work Plan for a FY2025 IDOC EDPRO Grant benefitting the Western Alliance for Economic Development (WAED) [ACTION ITEM]

Western Alliance for Economic Development Executive Director David Lincoln explained the EDPRO Grant and required paperwork for the grant. (Clerk's Note: The City is fiscal agent for the Western Alliance and therefore is technically the recipient of the Commerce grant)

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

7.6 Projects Report

City Engineer Amy Woodruff noted that the city has many projects going. Focus has been on the WWTP Quarter Pivot project, scheduled for completion by end of the calendar year, with emphasis on substantial completion during this year's irrigation season. CPS sidewalk grant has been adjusted to install sidewalk along Academy Road instead of SH-19 due to reduction of access along SH-19 required by ITD. Shooting Range feasibility plan will start soon. Water facility plan (50/50 DEQ Grant) is nearing completion.

Discussion followed, including the BioSolutions pilot project at the WWTP.

Fire hydrants were discussed, including need for paint on hydrant at Academy & Harmony, and hydrant repair at Antrim and Gem, plus repair to hydrants on Peckham from the Peckham Road project.

Tree limbs at Antrim and Gem were also discussed.

7.7 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

City Treasurer Carrie Huggins gave the report. Please see written reports for detail. Balance Sheet was reviewed, as was the profit and loss by class. Irrigation fund is at a loss due to the emergency irrigation project earlier this year. The Budget vs. Actual report was reviewed. The city is at 83.3% through the fiscal year. Sales tax revenue sharing is down 3% from budget with no additional expected. Interest income was noted. Expenses were reviewed. The disbursement report was reviewed, with McDonald's Upholstery requested as a vendor. Payment to Golden Gate Highway District for the Peckham Road project, Kendall Auto-mall for new truck, and to Emergency Responders for lights, etc. for the new truck, and the Auditor's bill are all on this disbursement list. VISA reports were highlighted.

## 8.2 Public Services Director's report

Please see written report for detail. DEQ has contacted Doug about a compliance review for discharge permit, this will likely occur after 27 August. Peckham will be chip-sealed and striped with Golden Gate Highway District next summer. Discussion followed, including the Peckham Road project.

## 8.3 City Clerk's report

Please see written report for detail.

## 8.4 Monthly new construction valuation report

No change. No building permit applications received yet this calendar year.

Discussion followed. The Clerk was directed to follow up on the conditional use permit (CUP) issued for carport on Whittier Drive and send a friendly reminder to the CUP recipient.

## 8.5 Consideration of consent agenda [ACTION ITEM]

Dan Hyer moved to approve including addition of McDonald Upholstery to the vendor list. 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 taken.

### 11.2 Consideration of minutes for this meeting [ACTION ITEM]

Ryan Schnuerle moved to approve. Dan Hyer 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 8:46p.

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.