

City of Greenleaf

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CITY COUNCIL MEETING AGENDA

Special Session – 7:00pm – 28 October 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. Adjustments to meeting agenda [ACTION ITEM]
5. **AGENDA ITEMS REQUIRING COUNCIL ACTION**
 - 5.1 Public Hearing regarding Resolution #DRAFT 009-FY24 - Adjusting Consolidated Fee Schedule A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE CONSOLIDATED FEE SCHEDULE; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
 - 5.2 Consideration of Resolution #DRAFT 009-FY24 - Adjusting Consolidated Fee Schedule [ACTION ITEM]
 - 5.3 Consideration of adding Pacific Solutions Northwest (PSNW) to the approved vendor list [ACTION ITEM]
 - 5.4 Update regarding Development Fee Pass-Through to Caldwell Rural Fire Protection District.
 - 5.5 Discussion and consideration of Resolution #DRAFT 001-FY25 - A RESOLUTION OF THE CITY COUNCIL OF CITY OF GREENLEAF; Making Certain Findings; and Approving and Authorizing the Mayor and City Clerk to execute on behalf of the City Council that certain Agreement with the “*City of Greenleaf and Caldwell Rural Fire Protection District First Amended and Reformed Intergovernmental and Joint Powers Agreement for the Collection and Expenditure of Development Impact Fees for Fire District Systems Improvements*”; and Directing the City Clerk; and Setting an Effective Date. [ACTION ITEM]
 - 5.6 Consideration of Ordinance Draft FY25-001 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 2 OF CHAPTER 5 OF TITLE 10 GREENLEAF CITY CODE PROVIDING THAT THE DISTRICT ADMINISTRATOR RATHER THAN THE CITY DETERMINES APPLICATIONS FOR DEVELOPMENT IMPACT FEE EXEMPTIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]
 - 5.7 Consideration of Ordinance Draft FY25-002 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING CHAPTER 1 OF TITLE 2 BY THE ADDITION THERETO OF A NEW SECTION 14 PROVIDING FOR THE ESTABLISHMENT OF DEVELOPMENT IMPACT FEE ADVISORY COMMITTEES BY INTERGOVERNMENTAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]
 - 5.8 Consideration of Ordinance Draft FY25-003 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 13 OF CHAPTER 1 OF TITLE 2 GREENLEAF CITY CODE TO ESTABLISH THIS SECTION AS THE CITY’S DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE AND TO REMOVE REFERENCES TO INTERGOVERNMENTAL AGREEMENTS AND ANY OTHER GOVERNMENT ENTITY FROM ITS PROVISIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]
 - 5.9 Discussion regarding end of photocopier lease.
 - 5.10 Consideration of Resolution #001-FY25 - Adjusting the Consolidated Civil Rights & Non-Discrimination Policies - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ESTABLISHING POLICY AND PROCEDURE FOR CIVIL RIGHTS NON-DISCRIMINATION AS REQUIRED BY TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AMERICAN DISABILITY ACT, THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, OTHER APPLICABLE FEDERAL REGULATION, AND EXECUTIVE ORDERS; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]
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

Clerk was asked to take roll call:

X Seat 1: Ryan Schnuerle

X Seat 4: Dan Hyer

Also Present:

X City Clerk

X City Attorney

X Seat 2: Rob Fisher

X Mayor: Brad Holton

Public Services Director

X City Engineer

X Seat 3: Rachel Brobeck

Impact Area: Liza Warner

Police

City Treasurer

X Fire

4. Adjustments to meeting agenda [ACTION ITEM]

No adjustments were made.

5. **AGENDA ITEMS REQUIRING COUNCIL ACTION**

5.1 Public Hearing regarding Resolution #DRAFT 009-FY24 – Adjusting Consolidated Fee Schedule A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ADJUSTING THE CONSOLIDATED FEE SCHEDULE; 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 7:02p and verified that the public hearing was noticed correctly. No written or other input was received by the clerk prior to the meeting. No one in the gallery chose to speak to the resolution. Brad closed the public hearing at approximately 7:03p.

5.2 Consideration of Resolution #DRAFT 009-FY24 – Adjusting Consolidated Fee Schedule [ACTION ITEM]

Council paused to review changes to page 9 & 10 of exhibit A. Discussion followed. Page 9 was adjusted to remove day of week for standard residential garbage service to avoid confusion, as service is provided to the majority of the city on Tuesdays, and a smaller portion on Wednesdays.

Dan Hyer moved to approve, as adjusted. Ryan Schnuerle seconded. 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.

5.3 Consideration of adding Pacific Solutions Northwest (PSNW) to the approved vendor list [ACTION ITEM]

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

5.4 Update regarding Development Fee Pass-Through to Caldwell Rural Fire Protection District.

Caldwell Rural Fire Protection District (CRFPD) Administrator Mark Wendelsdorf reported that the State Legislature has made changes that necessitate changes in the documentation

with the city. CRFPD is also pursuing an update to the capital improvement plan. Mark described the process for implementing a CRFPD development impact fee advisory committee, and updating all partnering agency documentation. City Attorney Paul Fitzer explained that the statutes do not allow fire departments to do development impact fees directly, but can through partnership with cities and Counties. The CRFPD's attorney has done these agreements before, and Paul is comfortable with the documentation. Discussion continued.

5.5 Discussion and consideration of Resolution #DRAFT 001-FY25 - A RESOLUTION OF THE CITY COUNCIL OF CITY OF GREENLEAF; Making Certain Findings; and Approving and Authorizing the Mayor and City Clerk to execute on behalf of the City Council that certain Agreement with the "City of Greenleaf and Caldwell Rural Fire Protection District First Amended and Reformed Intergovernmental and Joint Powers Agreement for the Collection and Expenditure of Development Impact Fees for Fire District Systems Improvements"; and Directing the City Clerk; and Setting an Effective Date. [ACTION ITEM]

It was confirmed that the City Attorney has reviewed the intergovernmental agreement, and has no issues. Council paused to review the documentation.

Rachel Brobeck moved to approve. Rob Fisher seconded. The motion received unanimous approval.

5.6 Consideration of Ordinance Draft FY25-001 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 2 OF CHAPTER 5 OF TITLE 10 GREENLEAF CITY CODE PROVIDING THAT THE DISTRICT ADMINISTRATOR RATHER THAN THE CITY DETERMINES APPLICATIONS FOR DEVELOPMENT IMPACT FEE EXEMPTIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]

Brad Holton performed first reading by title. The City Attorney had no issues with the ordinance.

5.7 Consideration of Ordinance Draft FY25-002 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING CHAPTER 1 OF TITLE 2 BY THE ADDITION THERETO OF A NEW SECTION 14 PROVIDING FOR THE ESTABLISHMENT OF DEVELOPMENT IMPACT FEE ADVISORY COMMITTEES BY INTERGOVERNMENTAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]

Brad Holton performed first reading by title. The City Attorney had no issues with the ordinance.

5.8 Consideration of Ordinance Draft FY25-003 - AN ORDINANCE OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, AMENDING SECTION 13 OF CHAPTER 1 OF TITLE 2 GREENLEAF CITY CODE TO ESTABLISH THIS SECTION AS THE CITY'S DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE AND TO REMOVE REFERENCES TO INTERGOVERNMENTAL AGREEMENTS AND ANY OTHER GOVERNMENT ENTITY FROM ITS PROVISIONS; AND PROVIDING AN EFFECTIVE DATE; AND DIRECTING THE CITY CLERK. [ACTION ITEM]

Brad Holton performed first reading by title. The City Attorney had no issues with the ordinance.

5.9 Discussion regarding end of photocopier lease.

Ryan Schnuerle moved to continue to the 12 November Council Meeting as an action item. Dan Hyer seconded. The motion received unanimous approval.

5.10 Consideration of Resolution #002-FY25 – Adjusting the Consolidated Civil Rights & Non-Discrimination Policies - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENLEAF, CANYON COUNTY, IDAHO, ESTABLISHING POLICY AND PROCEDURE FOR CIVIL RIGHTS NON-DISCRIMINATION AS REQUIRED BY TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, THE AMERICAN DISABILITY ACT, THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, OTHER APPLICABLE FEDERAL REGULATION, AND EXECUTIVE ORDERS; DECLARING THAT ALL PREVIOUS RESOLUTIONS, ORDERS OR PARTS THEREOF IN CONFLICT ARE NULL AND VOID; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. [ACTION ITEM]

Proposed changes were reviewed. Dan Hyer read by title. Dan Hyer moved to approve. Ryan Schnuerle seconded. The motion received unanimous approval.

11. **Minutes Review**

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]

Rachel Brobeck moved to approve the minutes. Dan Hyer seconded. The motion received unanimous approval.

12 **Adjournment**

12.1 Adjournment [ACTION ITEM]

Rachel Brobeck moved to adjourn. Dan Hyer seconded. The motion received unanimous approval and the meeting adjourned at approximately 7:48p.

Respectfully submitted,

Lee C. Belt
City Clerk
City of Greenleaf

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Los materiales están disponibles en español a pedido.