



Elk River City Council Meeting Minutes **Amended**

Wednesday, November 19, 2025

9:15 a.m. – 10:01 a.m.

Andrew Bloom Community Center, 112 South Second Street, Elk River, Idaho

Members present: Mayor Dave Brown, Councilwoman Tena Williams, Councilwoman Debbie Manwaring, Councilwoman Marsha Martin – phone

Members absent: Councilwoman Denise Schroedl

Staff present: Christina Bartlett: Clerk/Treasurer, Randy Ball: Public Works

Visitors: Terrance Stevenson: Merrick & Co., Doug Nelson

1. Call to order
 - Mayor Dave called the meeting to order at 9:15 a.m.
2. Pledge of Allegiance
 - Was said.
3. Public hearing regarding fee regarding a new water and sewer rate for long term non-use on property that have a water meter and a sewer stub out on their property **ACTION ITEM**
 - a. Open Hearing ~ Comments ~ Close Hearing
 - Mayor Dave opened the public hearing at 9:15 a.m.
 - Comments: Councilwoman Manwaring stated that she did not want a lower rate code. There was back and forth discussion between City Council, Mayor, staff and visitors.
 - Mayor Dave closed the public hearing at 9:33 a.m.
4. Approve minutes: October 15, 2025 meeting
 - Councilwoman Williams made a motion to accept the minutes for the October 15, 2025 meeting. Councilwoman Manwaring 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
5. Financial Report
 - Councilwoman Martin made a motion to accept the financial report. Councilwoman Williams 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
- a. Pay bills
 - Councilwoman Manwaring made a motion to pay the bills. Councilwoman Williams 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
- b. Transfer \$33,000 from General Investment Pool to General Checking Account to be repaid at a later date
 - Councilwoman Williams made a motion to transfer \$33,000 from General Investment Pool to General Checking Account to be repaid at a later date. Councilwoman Manwaring 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
6. Visitors:
7. Doug Nelson: drainage at his property on Taft and 1st that he brought up a few months ago. Randy will meet with him today about finding a solution.

Reports

- a. Clerk
 - Christina went over the Clerk report.
- b. Public Works
 - Randy went over the Public Works report.
 - Councilwoman Williams asked about getting gravel on the top of 4th Street where the dig

was earlier this summer. Randy will take a look at it.

- c. Mayor
 - Usual duties of samples and deposits. He also touched on the voter turnout for the elections.
- d. Council
 - Councilwoman Manwaring inquired on where we were at with the code enforcement officer. Christina responded that she is getting information from another city on their process to make it easier. She asked if the city would be advertised for. It will be.
 - Councilwoman Manwaring asked about the statutes of the violation letter. The City is waiting on the attorney to draft the letter.
 - Councilwoman Martin said that there is a trailer sticking too far out on the upper end of 4th Street.
- e. Fire Department
 - Clearwater County will not tone out the Elk River Fire Department with the Ambulance calls as been requested. Things are being discussed and looked through with the County. The Fire Department is also looking at becoming a District.
- f. Clearwater Highway District
 - None.
- g. Ambulance
 - None.

Council Business Items

- 8. Wastewater Facilities Project update
 - Terrance gave the update that the project is out to bid. There was a preconstruction meeting with potential contractors yesterday. Possible bid opening will be December 4th but may be pushed out a week to give more time to the bidders. The City is looking at 3600 truck loads of dirt needed for the project.
- 9. Approve Master Fee Resolution #11-19-25.1
 - **Councilwoman Manwaring supporting this because all property owners should pay base rate for upkeep and maintenance.**
 - Councilwoman Williams made a motion to approve Master Fee Resolution #11-19-25.1. Councilwoman Martin 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – nay, Councilwoman Martin – aye. **Motion Carried.**
- 10. Adopt updated Transportation Plan for 2026
 - **Councilwoman Williams Martin** made a motion to adopt updated Transportation Plan for 2026. Councilwoman Williams 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
- ❖ Meeting adjourned at 10:29 a.m.