



Elk River City Council Meeting Minutes

Wednesday, December 17, 2025 9:15 a.m.

Rescheduled Monday, December 22, 2025 10:00 a.m.

10:00 a.m. – 10:44 a.m.

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

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

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

Visitors: Terrance Stevenson: Merrick & Co., Darren Alred, Eric Sharrock, Mark Martinak, Tim Brinkley: Elk River Historical Society

1. Call to order
 - Mayor Dave called the meeting to order at 10:00 a.m.
2. Pledge of Allegiance
 - Was said.
3. Approve minutes: November 19, 2025 meeting
 - Corrections were made to Clerk Christina Bartlett regarding the minutes of the November 19, 2025 meeting.
 - Councilwoman Martin made a motion to approve the amended minutes for the November 19, 2025 meeting. Councilwoman Schroedl 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
4. Financial Report
 - Councilwoman Martin made a motion to accept the financial report. Councilwoman Schroedl 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
 - a. Pay bills
 - Councilwoman Manwaring made a motion to pay the bills. Councilwoman Martin 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
5. Visitors:
 - Tim Brinkley – Elk River Historical Society: during the power outage last week the generator had to be ran to keep the sump pumps going to keep the water out of the basement. He would like to work with the city on getting a pipe in to divert the water so that sump pumps are not needed.
6. Reports
 - a. Clerk
 - Christina went over the Clerk report.
 - Christina presented job description and contract examples for the code enforcement position for the council to look over and give feedback.
 - b. Public Works
 - Randy went over the Public Works report.
 - c. Mayor
 - Usual duties of samples and deposits.
 - Updated Council on Haskett variance violation.
 - d. Council
 - Councilwoman Williams stated that the LHRIP grant application was submitted and we will hear late spring on it.
 - e. Fire Department

- Chief JW Ingraham reported that that had a great Christmas Party. They are looking at what it would take to become a Fire District.
- f. Clearwater Highway District
 - Councilwoman Williams noted that the mutual aid agreement is expiring this spring and needs to be renewed.
- g. Ambulance
 - None.

Council Business Items

7. Wastewater Facilities Project update
 - Terrance gave the update that 5 bids were received for the project. 3 came in under the engineering estimate. DW Excavating was awarded the bid. DEQ and USDA are now reviewing the bid documents. DW found a pit on the Park Road to use. Looking at moving in 70,000-80,000 yards of material in for the project.
8. Approve 2026 beer/liquor licenses for Tom's Tavern, Log Inn and Elk River Lodge and General Store contingent on receiving their state and county licenses
 - Councilwoman Martin made a motion to approve 2026 beer/liquor licenses for Tom's Tavern, Log Inn and Elk River Lodge and General Store contingent on receiving their state and county licenses. Councilwoman Schroedl 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
9. Syringa Club donation request
 - Councilwoman Manwaring made a motion to donate \$400.00 to the Syringa Club. Councilwoman Schroedl 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
10. Log Inn request to set fireworks off for Winterfest/Polish New Year's weekend: January 10, 2026
 - City Council declined to approve the Log Inn request to set fireworks off for Winterfest/Polish New Year's weekend: January 10, 2026

❖ Meeting adjourned at 10:44 a.m.