



Elk River City Council Meeting Minutes

Wednesday, October 15, 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-phone, Councilwoman Debbie Manwaring, Councilwoman Marsha Martin, Councilwoman Denise Schroedl

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

Visitors: Lawren and Teresa Harper, Terrance Stevenson: Merrick & Co., Erica Holland: Clearwater County Chamber of Commerce, Michelle Bly: Michelle Bly Consulting – phone, JW Ingraham: Elk River Fire Chief

1. Call to order
 - Mayor Dave called the meeting to order at 9:15 a.m.
2. Pledge of Allegiance
 - Was said.
3. Approve minutes: September 17, 2025 meeting
 - Councilwoman Martin made a motion to accept the minutes for the September 17, 2025 meeting. Councilwoman Schroedl 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – 2nd, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
4. Financial Report
 - Councilwoman Manwaring made a motion to accept the financial report. Councilwoman Schroedl 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – 2nd, Councilwoman Martin – aye Councilwoman Schroedl – aye. **Motion Carried.**
 - a. Pay bills
 - Councilwoman Manwaring made a motion to pay the bills. Councilwoman Schroedl 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – 2nd, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
5. Visitors:
 - Erica Holland: Clearwater County Chamber of Commerce, spoke of the America 250 grant that the County was putting in for to get banners in all the towns. Asked if anyone would like the Chamber to host a candidate forum for the elections. Everyone agreed that it would be a nice idea.
6. **Reports**
 - a. Clerk
 - Christina went over the Clerk report.
 - b. Public Works
 - Randy went over the Public Works report.
 - c. Mayor
 - Usually duties of samples and deposits.
 - d. Council
 - Councilwoman Williams said that she is working on the LHTAC PHRIP grant. She will meet with Randy and Christina later to go through it.
 - Councilwoman Manwaring asked about opening the burn pile later after the leaves have fallen for a weekend. That won't be a problem.
 - e. Fire Department
 - Chief JW reported that they have purchased the extrication equipment. They are putting the chains on the equipment for winter. He and Darren Alred are looking at upgrading the engine and brush truck. They are getting an air tank filling station.

- f. Clearwater Highway District
 - None.
- g. Ambulance
 - None.

Council Business Items

- 7. Wastewater Facilities Project update
 - Terrance gave the update that the project plans and specs have been given to the appropriate agencies for review. Should be able to put it out for bid next week.
 - a. Adopt and have Mayor sign Limited English Proficiency Four Factor Analysis
 - b. Adopt and have Clerk sign Fair Housing Plan Update
 - c. Adopt and have Clerk sign ADA Plan Update
 - d. Approve Community Development Block Grant reimbursement request #2
 - Councilwoman Martin made a motion to appropriate the required people to sign the CDBG documents for the wastewater phase II project. Councilwoman Manwaring 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – 2nd, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
- 8. Water and sewer rate for non-use properties
 - Council discussed lowering the water and sewer base rates for properties that have water and sewer services but have been on a long term non-use basis. They settled on \$42.50 for each. Christina will have the rate resolution ready to pass at the next council meeting.
- 9. Code Enforcement officer rate
 - The Mayor and Council discussed paying the code enforcement officer on a per call basis of \$50/ call instead of an hourly rate. They also discussed that the Mayor and Council can report infractions to him
 - Councilwoman Manwaring made a motion to pay the Code Enforcement Officer at a rate of \$50 per code call out. Councilwoman Martin 2nd. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – 2nd, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**

❖ Meeting adjourned at 10:01 a.m.