



## Elk River City Council Meeting Minutes

Wednesday, May 8, 2024

9:15 a.m. – 10:30 a.m.

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

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

**Members absent:** Councilwoman Connie McCartney

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

**Visitors:** Michelle Bly: TD&H Engineering, JW Ingraham: Elk River Fire Department, Terrance Stevenson: Merrick & Co., Susan Jacobson: CCED, Vicki Buchert

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 on status of funded activities for wastewater facility
  - a. Open Hearing: Mayor Dave opened the hearing at 9:17 a.m.
  - b. Comments: Michelle Bly and Terrance Stevenson gave an update on the project:
    - Contractors should begin mobilizing by the end of May.
    - Construction looking to wrap up end of August 2024.
    - DEQ did not have much funding to give out this year. The City will look into monies available through USDA for Phase II.
    - Terrance will be meeting with USDA RD at the end of June in Elk River.
    - Tuesday, May 21 at 9 a.m. Tony Tenne, Idaho Department of Commerce, will do a review of the City's Department of Commerce Community Development Block Grant.
    - 95% of the CDBG dollars have been spent. The remaining will be spent at the end of Phase I.
  - c. Close Hearing: Mayor Dave closed the hearing at 9:29 a.m.
4. Approve minutes April 10, 2024 meeting and April 15, 2024 workshop: Councilwoman Williams made a motion to accept the minutes from the April 10, 2024 meeting and April 15, 2024 workshop. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
5. Financial Report: Councilwoman Williams made a motion to accept the financial report. Councilwoman Manwaring 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
  - a. Pay bills: Councilwoman Martin made a motion to pay the bills. Councilwoman Manwaring 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
6. **Visitors:** Vicki Buchert expressed her request for more law enforcement presence in Elk River.
7. **Reports**
  - a. Clerk: Christina went over the report.
  - b. Public Works: Randy went over the Public Works report. Christina and Randy explained the lead service line inventory that the City is required to complete by DEQ. The City will be sending survey's out to residents in the May w/s/g billing
  - c. Mayor: normal taking in water tests & deposits. He met with the new Forest Service Ranger, Buddy Carroll, and is working with them to see about getting a new shooting range in Elk River. They are looking at putting one in either Elk River or Moscow.

The Mayor has been working with property owners that received a nuisance abatement letter. The City did not receive the paving grant through LHTAC. The City is looking into other options. The City did not receive the grant that would add the pathway from the recreation district parking lot to town, crosswalks and speed radar signs.

- d. Council: Councilwoman Williams inquired about the status of properties getting cleaned up. She also received feedback from LHTAC about the city's short-comings on the paving grant that she went over. The City will be adding a Clearwater Highway District, CHD, report to the Council agenda each month to show the mutual aid that both entities have giving each other but haven't put it in writing. A CHD Commissioner will attend Council meetings a few times a year to help further the mutual aid agreement. Public Works needs to keep track of the cancelled training they had planned to attend as well as the training they have attended. City needs to work on proper signage and keep track of it through the signage program set up in IworQ. List other mutual aid projects such as the Library and city street drainage issue that the City helped with and storm drainage upgrades the city makes.
- e. Fire Department: Assistant Chief JW Ingraham stated that they have received the new popup for the Fire Department. For the May Fun Run they will be set up next to the registration table selling hamburgers and turkey sandwiches. The Auction in April raised \$22,700 for extraction equipment. They will be selling hamburger and hotdogs at the SLORA boat races Memorial weekend. The Elk River Fire Department has been invited by Dear FD to live fire training at the end of May.
- f. Ambulance: none.

### **Council Business Items**

8. CCED annual membership request: Councilwoman Williams made a motion to approve a CCED membership amount of \$500.00. Council woman Manwaring 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**
9. Wastewater Facilities Project possible update: covered in the public hearing earlier in the meeting.
10. Adopt Ordinance #227: annexation of 3 properties located on 4<sup>th</sup> Street of Elk River: Shull, Fuchs & Chapman
  - a. “Under suspension of the rule requiring three complete and separate readings and that the Clerk read the Ordinance by Title only”: Councilwoman Williams made a motion to adopt ordinance #227 under suspension of the rule requiring three complete and separate readings and that the Clerk read the Ordinance by Title only adopt ordinance #227: annexation of 3 properties located on 4<sup>th</sup> Street of Elk River: Shull, Fuchs & Chapman. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – nay, Councilwoman Martin – aye. **Motion Carried.** Clerk Christina read ordinance #227 by title only.
  - b. Adopt Ordinance #227 and the summary for publication: Councilwoman Williams made a motion to adopt Ordinance #227 and the summary for publication. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – nay, Councilwoman Martin – aye. **Motion Carried.**
11. Elk River Firework Association request for donation: Councilwoman Martin made a motion to donate \$100.00 to the Elk River Firework Association. Councilwoman Manwaring 2<sup>nd</sup>. Roll call

vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye. **Motion Carried.**

12. Fiscal year ending 2025 “budget talks”: Clerk Christina presented a first draft of the proposed fiscal year ending 2025 budget. She went over a draft master fee ordinance. The city leases to Morris, Elk River Lodge and Yockey/Mattson/Brinkley are up for renewal and the Clerk requested direction on those rates. It was determined to keep them as they are. The Clerk also would like to do away with the sewer rate “properties with service, no structure” and charge the same as “residential with serviced structure”. Michelle Bly state that getting rid of the “no structure” rate will also help with funding applications. The Clerk has also set up and listed fees that are referenced in our ordinances for planning and zoning matters but the City never set up the applicable fee. Those fees are in line with the fees with similar size cities.
13. Proposed Elk River camper ordinance update: updates were reviewed. The City attorney has reviewed the ordinance and the Clerk has sent a copy to the Clearwater County Sheriff’s office for them to review. When the Clerk has received that review a public hearing/workshop meeting will be set up to get the public’s input and make any further changes to the ordinance.
14. Resident’s Solid Waste tax possible update: none.
15. Elk River Communication update: none.

Meeting adjourned at 10:30 a.m.

Minutes submitted by Christina Bartlett, City Clerk/Treasurer