



**Elk River City Council Meeting Minutes**  
**Wednesday, August 14, 2024**  
**9:15 a.m. – 10:12 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, Councilwoman Denise Schroedl

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

**Visitors:** Terrance Stevenson: Merrick & Co., Ted Sharpe: Merrick & Co., Lawren & Teresa Harper, JW Ingraham: Elk River Fire Department

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 for proposed Fiscal Year 2024-2025 budget
  - a. Open Hearing ~ Comment ~ Close Hearing
    - Mayor Dave opened the hearing at 9:16 a.m.
    - Comments: none.
    - Mayor Dave closed the hearing at 9:16 a.m.
4. Public Hearing for new master fee resolution with proposed sewer rate increase of up to 15%, proposed sewer rate increase over 5% for properties with service but no structures, new planning & zoning fees
  - a. Open Hearing ~ Comments ~ Close Hearing
    - Mayor Dave opened the hearing at 9:17 a.m.
    - Comments: none.
    - Mayor Dave closed the hearing at 9:17 a.m.
5. Approve minutes: July 10, 2024 meeting and August 1, 2024 Special Meeting
  - Councilwoman Williams made a motion to accept the minutes July 10, 2024 meeting and August 1, 2024 Special Meeting with the 3 corrections stated. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring 2<sup>nd</sup>. Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.** Clerk Christina will make the corrections and post the corrected minutes.
6. Financial Report
  - a. Councilwoman Williams inquired on what can be done with the large past due water/sewer/garbage accounts. Clerk Christina stated that the City has been in touch with the City Attorney to find a solution. 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, Councilwoman Schroedl – aye. **Motion Carried.**
  - b. Pay bills
    - Councilwoman Williams made a motion to pay the bills. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
7. **Visitors:**
  - None.
8. **Reports**

- a. Clerk
  - o Christina went over the Clerk report.
- b. Public Works
  - o Randy went over the Public Works report.
- c. Mayor
  - o Normal taking in water tests & deposits. The Front Street pavement patch job will be done after Labor Day. He has spoke with the Forest Service and the Elk River location for a shooting range is still in the running. He is still working with Clearwater County on the solid waste agreement.
- d. Council
  - o Councilwoman Manwaring inquired if code enforcement officer could be part of JW Ingraham’s job duties. The Clerk will look into what may need to be done for that to be possible.
- e. Fire Department
  - o Assistant Chief JW Ingraham reported that the breakfast and lunch fundraisers over Elk River Days went well. They may not do breakfast in the park next year.
- f. Clearwater Highway District
  - o None.
- g. Ambulance
  - o Over Elk River Days the Mayor and DeEtta Mitchell: Elk River EMT, met with Daren: Administrator with Clearwater County Ambulance, and talked with him about the current location of the helipad by the fire hall and city shop. Mayor Dave also spoke with Sheriff Goetz and he is fine with the current location. Councilwoman Williams has concerns with stuff being left around the current helipad for landing purposes. An email had been sent to the Elk River Fire Department that Life Flight has suspended that spot for now so that’s why things are there. Mayor Dave said that he will contact Life Flight today or tomorrow.

**Council Business Items**

9. Wastewater Facilities Project update:

- Terrance Stevenson reported that the things are going well. Next month they will meet with USDA to discuss funding for Phase II. USDA said that it looks promising with a small loan and large grant package. It will be February/March 2025 before we know what the funding will look like.

10. Adopt Fiscal Year 2024 – 2025 Appropriations Ordinance #228

- a. “Under suspension of the rule requiring three complete and separate readings and that the Clerk read the Ordinance by Title only”
  - o Councilwoman Williams made a motion under suspension of the rule requiring three complete and separate readings and that the Clerk read the Ordinance #228 by title only. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring –aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.** Clerk Christina read the title of Ordinance #228 aloud.
- b. Adopt Ordinance #228
  - o Councilwoman Martin made a motion to adopt Ordinance #228. Councilwoman Schroedl 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring –aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye.

**Motion Carried.**

11. Approve Master Fee Resolution #08-14-24.1
  - Councilwoman Williams made a motion to Approve Master Fee Resolution #08-14-24.1. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
12. Renew City Land Leases 2024-2029
  - Councilwoman Martin made a motion to renew the City land leases 2024 – 2029. Councilwoman Williams 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring – aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
13. Adopt Ordinance #229: change of City Council meeting date and time
  - a. “Under suspension of the rule requiring three complete and separate readings and that the Clerk read the Ordinance by Title only”
    - o Councilwoman Williams made a motion under suspension of the rule requiring three complete and separate readings and that the Clerk read the Ordinance #229 by title only. Councilwoman Manwaring 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring –aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.** Clerk Christina read the title of Ordinance #229 aloud.
  - b. Adopt Ordinance #229
    - o Councilwoman Williams made a motion to adopt Ordinance #229. Councilwoman Martin 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring –aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
14. Approve Building Code Enforcement/Inspection/Services Agreement with Clearwater County
  - Councilwoman Williams made a motion to approve Building Code Enforcement/Inspection/Services Agreement with Clearwater County. Councilwoman Manwaring 2<sup>nd</sup>. Roll call vote: Councilwoman Williams – aye, Councilwoman Manwaring –aye, Councilwoman Martin – aye, Councilwoman Schroedl – aye. **Motion Carried.**
15. Review City Ordinance 102c: Zoning
  - Special meeting was set for September 10, 2024 at 11:00 a.m. to work on the zoning ordinance.
16. Residents solid waste fee possible update
  - See “Mayor’s report”.
17. Elk River communication issue possible update
  - Councilwoman Williams reported that the building up on Elk Butte was getting weather-proofed. Kane Steinbruecker: C-PTPA, had gone up to Elk Butte to fix some mechanical problems that had been occurring.

❖ Meeting adjourned at 10:12 a.m.