

# City of Clark Fork

## **Minutes of the 9/8/2025 Clark Fork Regular City Council Meeting**

Mayor Russell Schenck called the September 8, 2025 Regular Meeting of the City Council to order at 6:00 p.m.

**Pledge of Allegiance:** Mayor Schenck lead the Pledge of Allegiance.

**Roll Call of Council Members:** Sharon Banning, Tanya Becker, Jay White and Vicky Woodward were present, constituting a quorum.

**ADDITIONS to the AGENDA No.**

**CONSENT AGENDA: ACTION ITEM.**

### **Motion to Approve the Consent Agenda:**

Council Member Banning moved to approve the Consent Agenda. Council Member Becker seconded the motion. All in favor. Motion Carried.

### **Fire Department Report:**

Chief Schacht presented the fire report and noted that August saw a record number of emergency calls. He is currently exploring an emergency response billing company, already in use by neighboring fire departments, to determine whether it could be a good fit for our own department.

### **New Business:**

#### **A. Discussed, Century West Engineering Contract, ACTION ITEM.**

City Engineer Ryan Luttmann presented the annual engineering contract, which is renewed each year with updates to keep the City informed. He also provided an overview of grant opportunities available in the coming year. Mr. Luttmann noted that by renewing the contract at this time, the City was able to lock in last year's rates, avoiding upcoming higher costs and resulting in budget savings. The council raised no concerns with the updated contract.

Council Member Banning moved to approve the mayor signing the contract agreement. Council Member Woodward seconded the motion.

Roll call Vote of Council Members:

Sharon Banning - Y

Tanya Becker - Y

Jay White -Y

Vicky Woodward -Y

**Motion carried.**

**B. Discussed, Century West Engineering Application for payments 1 and 2 for the Sidewalk Project, ACTION ITEM.**

Ryan Luttmann stated that \$250,000 of the project cost is covered by the LHTAC grant. He noted that they received approval for a minor project extension, bringing the total anticipated cost to approximately \$254,000 — an amount he expects will still be fully covered by the grant. The pay request will be sent to LHTAC and they will present the payments to the contractor.

Council Member Woodward moved to approve the application for payment requests 1 and 2 for the sidewalk project. Council Member White seconded the motion.

Roll call Vote of Council Members:

Sharon Banning - Y

Tanya Becker - Y

Jay White – Y

Vicky Woodward -Y

**Motion carried.**

**C. Discussed Century West Engineering Phase 2 Water Construction Award, ACTION ITEM.**

Dan Remmick presented the bid award to LaRiviere for the Phase 2 Construction Water Project. Mr. Remmick said they presented the lowest bid as well as fulfilling all the necessary requirements.

Council Member White moved to approve the mayor signing the Phase 2 Water Construction Award to LaRiviere. Council Member Becker seconded the motion.

Roll call Vote of Council Member:

Sharon Banning -Y

Tanya Becker -Y

Jay White -Y

Vicky Woodward -Y

**Motion carried.**

**D. Discussed Century West Engineering Phase 2 Construction Management and Inspection, ACTION ITEM.**

Dan Remmick submitted the paperwork for the Phase 2 Construction Management to the council for review. The council had no issues with the paperwork.

Council Member Banning made a motion to approve the mayor signing amendment #3, authorizing for engineering services for the Phase 2 Construction Project. Council Member Woodward seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning – Y

Tanya Becker – Y

Jay White- Y

Vicky Woodward -Y

**Motion carried.**

**E. Discussed, Century West Engineering Contract for Phase 3 Design, ACTION ITEM.**

Ryan Luttmann presented the Phase 3 Water Design plan and explained that because of grant funds that were saved on the previous phase, we were able to extend the distance to 11,700 feet of new water line.

Council Member White made a motion to approve accepting the Century West Engineering Phase 3 Water Design Contract. Council Member Becker seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning – Y

Tanya Becker – Y

Jay White – Y

Vicky Woodward -Y

**Motion carried.**

**F. Discussed, 105 First Ave. Site Plan, ACTION ITEM.**

The Council reviewed the site plan application submitted by Mr. Brenton Keller for 105 First Avenue. The mayor presented the plan and stated that one correction had been brought to his attention of the RP number needing to be corrected. Council member Woodward noted there was no septic information provided from Panhandle Health. The mayor requested that the paperwork from Panhandle Health would need to be provided showing there is sufficient service the new home.

Council Member White made a motion to approve the site plan, with the contingency that the inspection comes back with approval from Panhandle Health. Council Member Banning seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning -Y

Tanya Becker -Y

Jay White -Y

Vicky Woodward -Y

**Motion carried.**

**G. Discussed, Annual Appropriation Ord. 302 for the Fiscal Year 2025-2026,  
ACTION ITEM.**

The Annual Appropriation Ordinance 302 has been already approved in the Special Meeting of August 11. There were no changes to the Ordinance provided to the Council.

Council Member Woodward made a motion to dispense with the rule requiring Ordinances to be read three separate days and once in full and that Ordinance be read once by title. Council Member Banning seconded the motion.

Roll call Vote of Council Members:

Sharon Banning -Y

Tanya Becker -Y

Jay White -Y

Vicky Woodward -Y

**Motion carried.**

Mayor read out loud:

**ORDINANCE NO. 302**

AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING ON SEPTEMBER 30, 2026, APPROPRIATING THE SUM OF SEVEN HUNDRED FORTY-SEVEN THOUSAND FIVE HUNDRED SIXTY-EIGHT DOLLARS TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF CLARK FORK, IDAHO FOR SAID FISCAL YEAR, AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SAID APPROPRIATION IS MADE.

Council Member Banning made a motion to approve Ordinance #302 Annual Appropriation for the fiscal year 2025-2026. Council Member Woodward seconded the motion.

Roll call Vote of Council Members:

Sharon Banning -Y

Tanya Becker -Y

Jay White -Y

Vicky Woodward -Y  
**Motion carried.**

**H. Discussed, Resolution 2-2025 Fee Schedule, ACTION ITEM.**

The mayor explained the resolution is aimed at bringing all the City fees into one location for ease of use. He further explained that the council will be considering approving the fees they previously reviewed in the special meeting of August 11, apart from the water fee increase of 5 percent and reconnect/disconnect fee due from non-payment and off hour services. The resolution will need to be amended later when revisions are added for land use fees as recommended by the City Planner and a public hearing will be provided to the public for the amended resolution at that time.

Council member Banning made a motion to approve Resolution 2-2025 Fee Schedule. Council member White seconded the motion.

Roll call Vote of Council Members:

Sharon Banning -Y  
Tanya Becker -Y  
Jay White -Y  
Vicky Woodward -Y

**Motion carried.**

**I. Set Date for Public Hearing Fee Resolution.**


The council discussed and agreed to set the date for November 17, 2025, at 6pm.

**MOTION TO ADJOURN. ACTION ITEM.**

Council Member Banning moved to adjourn. Council Member Becker seconded the motion. All in favor. Motion carried. The meeting adjourned at 6:54 p.m.

Respectfully Submitted,

  
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Kat King, City Clerk

  
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Russell Schenck, Mayor