

City of Clark Fork  
RESOLUTION NO. 2-2025

CITY SCHEDULE OF FEES

**A RESOLUTION OF THE CITY OF CLARK FORK, BONNER COUNTY, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REPEALING CERTAIN RESOLUTIONS, UPDATING POLICIES RELATED TO CERTAIN SERVICES, AND ADOPTING AN UPDATED SCHEDULE OF FEES FOR PROVIDING SERVICES WITHIN THE CITY.**

WHEREAS, Idaho Code § 63-1311 authorizes the City to set and modify fees for services provided by the City; and

WHEREAS, pursuant to the aforementioned statute, the City has previously adopted fees for various services provided by the City, which fees are contained within various other ordinances or resolutions; and

WHEREAS, periodic revisions to currently existing fees, or implementation of new fees, may also be necessary from time to time; and

WHEREAS, Idaho Code § 63-1311A requires public notice and public hearing when establishing new fees or increasing fees by more than 5%; and

WHEREAS, the City of Clark Fork desires to update existing fees, implement new fees, and unify all fees charged for services provided by the City within one unified fee schedule.

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THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Clark Fork, that a unified fee schedule for the City of Clark Fork be adopted, subject to the following:

I. FEE SCHEDULE

Fees for all services provided by the City shall be assessed in those amounts reflected in the attached **Exhibit A**.

II. DIRECTIVE TO CITY STAFF

City Staff shall be authorized to take all administrative actions necessary to implement and assess those fees for services established by the City.

III. FEES FOR CONSULTATION & PROFESSIONAL SERVICES

In addition to any applicable fees for services outlined in **Exhibit A**, an individual requesting any service from the City which requires the outside consultation of Professional Services by the City may be assessed those costs associated with such consultation.

#### IV. REPEAL OF PREVIOUS RESOLUTIONS

With the enactment of this Resolution, the following previous resolutions of the City are hereby repealed and replaced:

Resolution 10-90 Access to Public Records  
Resolution 5-2018 Cemetery Fees- Burials  
Resolution 6-2019 Animal Control Fees  
Resolution 4-2020 Fire Dept. Fees  
Resolution 3-2021 Land Use Fees  
Resolution 3-2024 Water Usage Rates

#### V. AMENDMENT OF PREVIOUS FEES

With the enactment of this Resolution, the following resolutions of the City are hereby amended and updated with respect to those provisions setting fees, to reflect the fees as set forth in **Exhibit A**:

Resolution 3-2010 Cemetery Fees- Plots  
Resolution 3-2019 Parks & Recreation

#### VI. SUPERCESSION OF PREVIOUS FEES

Any fee designated in any other resolution which is inconsistent with the provisions of this Resolution is hereby repealed or superseded to the extent of such inconsistency, as otherwise appropriate.

#### VII. EFFECTIVE DATE

This revised fee schedule shall be effective beginning October 1, 2025, unless another date is otherwise indicated in the resolution and shall remain in force until revised by subsequent resolution of the Clark Fork City Council.

#### VIII. PRIOR BILLING AND PAYMENT OF PROCESSING FEES

Anyone requesting services from the City which are subject to assessed fees, may be required to prepay for such services. In such instances, an invoice shall be sent to the requestor prior to the performance or production of services. If such invoice is noted to be an estimate for the cost of services, which the final amount may be unknown until all services have been provided, the City may still require prepayment of such estimated costs. In such instance, any unused fees shall be refunded to the requestor. Similarly, if the costs of services exceed the estimated cost that was prepaid, a requestor may be required to remit additional payment before services are completed.

#### IX. PRORATED FEES

No fees for any services provided by the City which utilize a specific period of time in calculating a fee amount (i.e. annually) shall be prorated, unless proration is authorized explicitly for such fee.

#### X. PUBLIC NOTICES, ADVERTISEMENTS, AND MAILINGS

Unless otherwise specified in ordinance or resolution elsewhere, an individual whose request requires the City to publish a notice or advertisement in any form, or to send out mailings, shall be



responsible for the actual costs of such notice or advertisement, the prepayment of which may be demanded by the City.

## XI. NON-SUFFICIENT FUNDS

Any payment of fees which is remitted using a personal check shall be drawn from accounts with adequate funds. An individual who remits payment utilizing a personal check which is returned to the City for lack of sufficient funds will be assessed an additional fee.

## XII. PROVISION OF CERTAIN SERVICES

In addition to those general requirements pertaining to all services provided by the City, the following provisions shall apply to certain specific services:

**SECTION 1: WATER SERVICES** - All water furnished or delivered by the City through its City water systems shall be delivered and measured through City owned meters, installed at or near the property line of the consumers' or owners' premises, subject to the following terms and conditions:

### (a) BASE WATER RATES

- i. *Residential* - A minimum charge per calendar month shall be made for each RESIDENTIAL meter installed for a property. An additional charge per each 1,000 gallons of water used will be charged thereafter.
- ii. *Commercial* - A minimum charge per calendar month shall be made for each COMMERCIAL meter, the rate of which shall be governed by the size of the commercial meter utilized. An additional charge per each 1,000 gallons of water used will be charged thereafter for all line sizes.

(b) BULK WATER RATE - A fee shall be assessed for every 1,000 gallons of water usage for construction or commercial water trucks.

(c) CONNECTION FEE/HOOKUP FEE - A fee for each 1-inch water connection, for each 2-inch water connection, and for 3 and 4-inch water connections, shall be paid prior to services being activated.

(d) SYSTEM MAINTENANCE FEE - Every owner of a non-active water meter shall pay a base rate each month whether water is used or not, to offset those costs associated with maintaining system lines.

(e) RECONNECT/DISCONNECT FEE - If any owner/tenant/occupant requests water to be shut off or turned on during regular business hours, no fee shall be charged to an owner. If any owner/tenant/occupant requests water to be shut off or turned on outside of regular business hours, a reconnect/disconnect fee will be assessed for each request. Additionally, a fee shall be assessed to reconnect services after a shutoff has been effectuated due to non-payment.

(f) LATE PAYMENT PENALTIES - All charges and service fees for water are due by the 20<sup>th</sup> of the month and delinquent if not paid by the end of the business day on the 20<sup>th</sup> of the month. A penalty will be assessed on all accounts with a balance on the 21<sup>st</sup> of the month or the following business day if the 21<sup>st</sup> day of any particular month is a weekend or holiday.

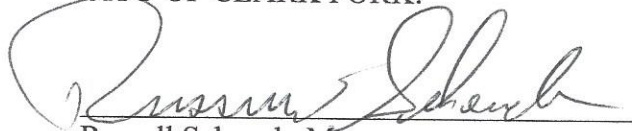
- (g) WATER METER READING – Water meters will be read by City staff at the end of each month and billing will be e-mailed or mailed by USPS to customers on or before the first day of each month. Although each residence or business supplied with water from a meter is considered a separate user, there may be more than one user on a meter.
- (h) DUTY TO INSPECT – Each user of the City water system bears the duty of regular inspection and maintenance of their own system. No credit will be given to a user for water lost due to leakage of the property owners system.

**SECTION 2: PUBLIC RECORDS** – Pursuant to Idaho Code Title 74, Chapter 1, the City hereby adopts the additional specific provisions relating to the processing, fulfillment, and assessment of fees associated with public records requests:

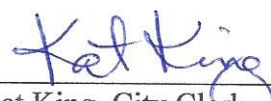
- (a) FORM – All public records requests submitted to the City shall be on a form as adopted by the City Council.
- (b) DESIGNATION OF RECORDS CUSTODIAN – The City Clerks shall serve as the public records Custodian as that term is defined in Idaho Code §74-101 and oversee the City's compliance with the public records disclosure requirements of Idaho Code §74-102. Information regarding such designation should be contained on any public records request form adopted by the City, and in other places which the City determines might provide the public with reasonable notice of such Custodian.
- (c) PROCESSING DISCRETION – The City's Clerks, as public records Custodian(s), shall have independent discretion in analyzing a public records request and determining the appropriate manner or method in which to respond. Such discretion shall include the ability to construe, where applicable, multiple requests of a like or similar nature as one request where such has been segregated by a requester in an attempt to avoid the payment of fees.

PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL THIS 8<sup>TH</sup> DAY OF September, 2025.

CITY OF CLARK FORK:

  
Russell Schenck, Mayor

ATTEST:

  
Kat King, City Clerk



## **Exhibit A**

| <b>WATER FEES</b>                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                          |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Pertaining to:</b>                                                                                                                                                                                                                                                                                                                                          | <b>Service</b>                                                                                                                                                                           | <b>Fee/Rate</b> |
| Water Rate – Residential Minimum Fee                                                                                                                                                                                                                                                                                                                           | calendar month                                                                                                                                                                           | \$34.87         |
| Water Rate – Residential Additional Fee                                                                                                                                                                                                                                                                                                                        | Each subsequent 1000 gal                                                                                                                                                                 | \$2.65          |
| Water Rate – Commercial Minimum Fee 3/4 in. Meter                                                                                                                                                                                                                                                                                                              | calendar month                                                                                                                                                                           | \$47.49         |
| Water Rate – Commercial Minimum Fee 1 in. Meter                                                                                                                                                                                                                                                                                                                | calendar month                                                                                                                                                                           | \$62.88         |
| Water Rate – Commercial Minimum Fee 2 in. Meter                                                                                                                                                                                                                                                                                                                | calendar month                                                                                                                                                                           | \$171.59        |
| Water Rate – Commercial Minimum Fee 3 in. or 4 in. Meter                                                                                                                                                                                                                                                                                                       | calendar month                                                                                                                                                                           | \$429.00        |
| Water Rate – Commercial Additional Fee 3/4 in. – 4 in. Meter                                                                                                                                                                                                                                                                                                   | Each subsequent 1000 gal / calendar month                                                                                                                                                | \$2.65          |
| Bulk Water Rate                                                                                                                                                                                                                                                                                                                                                | Per 1000 gallon, Construction usage and Commercial water trucks                                                                                                                          | \$22.43         |
| Connection/Hookup Fee – 1 in.                                                                                                                                                                                                                                                                                                                                  | Service activation in city limits*                                                                                                                                                       | \$8000.00       |
| Connection/Hookup Fee – 2 in.                                                                                                                                                                                                                                                                                                                                  | Service activation in city limits*                                                                                                                                                       | \$12,200.00     |
| Connection/Hookup Fee – 3 in./ 4 in.                                                                                                                                                                                                                                                                                                                           | Service activation in city limits*                                                                                                                                                       | \$14,200.00     |
| Fire Service Connection Fee - 4 in.**                                                                                                                                                                                                                                                                                                                          | Service activation in city limits*                                                                                                                                                       | \$8,500.00      |
| Returned Check Fee                                                                                                                                                                                                                                                                                                                                             | Return of check for insufficient funds                                                                                                                                                   | \$25.00         |
| Reconnect/Disconnect Fee                                                                                                                                                                                                                                                                                                                                       | Reconnection due to nonpayment                                                                                                                                                           | \$26.25         |
| Reconnect/Disconnect Fee                                                                                                                                                                                                                                                                                                                                       | Owner requests water to be shut off or turned on outside of normal business hours                                                                                                        | \$26.25         |
| Late Payment Fee                                                                                                                                                                                                                                                                                                                                               | Late fee for bills not paid by the 20 <sup>th</sup> of each month. Applies the 21 <sup>st</sup> of each month, or the next weekday if the 21 <sup>st</sup> falls on a weekend or holiday | \$20.00         |
| *The City will provide the meter, meter box, connection to the main, corporation stop and other materials as required to effectuate a service connection. A non-refundable deposit of 10% of the hookup fee is required at the time of application, which will be applied to the final invoice for the hookup fee at the time of full payment. Full payment of |                                                                                                                                                                                          |                 |

|                                                                                                                                                                             |  |  |
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| the hookup fee will be required before installation begins.<br>**Fire Service Connection Fees for requested lines larger than 4 in. will be quoted on a case-by-case basis. |  |  |
|                                                                                                                                                                             |  |  |

| PUBLIC RECORDS REQUESTS                                              |                                                                                                                                                                     |                                                                                                                                                                                                                      |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pertaining to:                                                       | Service                                                                                                                                                             | Fee/Rate                                                                                                                                                                                                             |
| Public Record Request – Copies                                       | Black and White Copies                                                                                                                                              | \$0.12                                                                                                                                                                                                               |
| Public Record Request – Copies                                       | Color Copies                                                                                                                                                        | \$0.55                                                                                                                                                                                                               |
| Public Record Request – Copies                                       | Copies on Non-Standard Paper                                                                                                                                        | Actual Cost                                                                                                                                                                                                          |
| Public Record Request – Digital Materials                            | Digital Media, DVD's, Software, Recordings, Hard Drives                                                                                                             | Cost of Storage Device                                                                                                                                                                                               |
| Public Record Request – Labor                                        | Labor for fulfilling PRR<br><br>For Residents: First two hours free<br><br>For Non-Residents: All labor costs                                                       | RESIDENTS: Labor to be billed at the hourly rate of the lowest-paid employee qualified to complete the request<br><br>NON-RESIDENTS: Labor to be billed at the hourly rate of the employee who completes the request |
| Public Records Request – Redactions or Outside Professional Services | Redaction of non-public information or utilization of outside professional services necessary to fulfill a request<br><br>Requestor responsible for all labor costs | Labor to be billed at the hourly rate of the employee qualified to redact the information or actual cost of outside professional services                                                                            |

| PARKS                            |                                                  |          |
|----------------------------------|--------------------------------------------------|----------|
| Pertaining to:                   | Service                                          | Fee/Rate |
| Parks/Facilities Reservation Fee | Resident All Day Use<br>(7:00 AM – 10:00 PM)     | \$50.00  |
| Parks/Facilities Reservation Fee | Non-resident All Day Use<br>(7:00 AM – 10:00 PM) | \$200.00 |



|                                  |                                                       |          |
|----------------------------------|-------------------------------------------------------|----------|
| Parks/Facilities Reservation Fee | Resident Half Day Use (6 Hours )                      | \$25.00  |
| Parks/Facilities Reservation Fee | Non-Resident Half Day Use (6 Hours)                   | \$100.00 |
| Parks/Facilities Reservation Fee | Use Deposit – Residents and Non-residents (All Hours) | \$100.00 |

| ANIMAL CONTROL                                                                                                                                                                                                                                                                                                                                                         |                                       |                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Pertaining to:                                                                                                                                                                                                                                                                                                                                                         | Service                               | Fee/Rate                                                                                                                                         |
| Animal Control – License                                                                                                                                                                                                                                                                                                                                               | Annual Dog License – Altered          | \$10.00                                                                                                                                          |
| Animal Control – License                                                                                                                                                                                                                                                                                                                                               | Annual Dog License – Non-Altered      | \$20.00                                                                                                                                          |
| Animal Control – License                                                                                                                                                                                                                                                                                                                                               | Annual Dog License – In December      | ½ price                                                                                                                                          |
| Animal Control – License                                                                                                                                                                                                                                                                                                                                               | Replacement Tag                       | \$6.00                                                                                                                                           |
| Animal Control – Kennel License                                                                                                                                                                                                                                                                                                                                        | Kennel License Residential*           | \$75.00 1 <sup>st</sup> year,<br>\$50.00 subsequent                                                                                              |
| Animal Control – Kennel License                                                                                                                                                                                                                                                                                                                                        | Kennel License Commercial*            | \$150.00 1 <sup>st</sup> year,<br>\$100.00 subsequent                                                                                            |
| Animal Control – Impound                                                                                                                                                                                                                                                                                                                                               | Daily Impound Fee Licensed            | \$25.00 per day                                                                                                                                  |
| Animal Control – Impound                                                                                                                                                                                                                                                                                                                                               | Daily Impound Fee Unlicensed          | \$50.00 per day                                                                                                                                  |
| Animal Control – Adoption                                                                                                                                                                                                                                                                                                                                              | Adoption Fees                         | \$5.00 plus license fee,<br>impoundment fee &<br>refundable deposit<br>\$100.00 w/ proof of<br>rabies vaccination &<br>\$50.00 proof of altering |
| Animal Control – Pick Up                                                                                                                                                                                                                                                                                                                                               | Humane Pick-Up Fee                    | \$10.00                                                                                                                                          |
| Animal Control – Pick Up                                                                                                                                                                                                                                                                                                                                               | After Hours Humane Pick-Up Fee        | \$40.00                                                                                                                                          |
| Animal Control – Pick Up                                                                                                                                                                                                                                                                                                                                               | Additional Non-Tagged, Non-Vaccinated | \$100.00                                                                                                                                         |
| Animal Control – Permit                                                                                                                                                                                                                                                                                                                                                | Non-Domestic Animal First Year        | \$250.00                                                                                                                                         |
| Animal Control – Permit                                                                                                                                                                                                                                                                                                                                                | Non-Domestic Animal Annual Renewal    | \$125.00                                                                                                                                         |
| Animal Control – Permit                                                                                                                                                                                                                                                                                                                                                | Non-Domestic Liability Insurance      | \$500,000.00                                                                                                                                     |
| *Kennel licenses do not include a license for each individual dog – each dog held at a kennel must have obtained its own individual dog license. If any kennel license is voided due to any violation of the most current animal control ordinance, the 1 <sup>st</sup> year fee will again be required prior to reissuance of a kennel license for the same premises. |                                       |                                                                                                                                                  |

| CEMETERY                    |                                                 |                     |
|-----------------------------|-------------------------------------------------|---------------------|
| Pertaining to:              | Service                                         | Fee/Rate            |
| Cemetery Fees – Urn Burial  | Summer 04/01 – 10/31                            | \$150.00 per burial |
| Cemetery Fees – Urn Burial  | Winter 11/01 – 3/31                             | \$200.00 per burial |
| Cemetery Fees – Full Burial | Summer 04/01 – 10/31                            | \$500.00 per burial |
| Cemetery Fees – Full Burial | Winter 11/01 – 3/31                             | \$800.00 per burial |
| Burial Plots (5' x 10')     | Includes all fees, perpetual and administrative | \$300.00            |
| Cremation Plots (plot size  | Includes all fees, perpetual and                | \$200.00            |



|                                                       |                                                 |          |
|-------------------------------------------------------|-------------------------------------------------|----------|
| greater than 5' x 6'8" but less than 5' x 10')        | administrative                                  |          |
| Cremation Plots (plot size 5' x 3'4" up to 5' x 6'8") | Includes all fees, perpetual and administrative | \$100.00 |

| CITY ADMINISTRATION        |             |          |
|----------------------------|-------------|----------|
| Pertaining to:             | Service     | Fee/Rate |
| Admin-Non-Sufficient Funds | NSF Penalty | \$25.00  |

| LIQUOR           |                                |          |
|------------------|--------------------------------|----------|
| Pertaining to:   | Service                        | Fee/Rate |
| Liquor - License | Beer /Wine License Application | \$50.00  |
| Liquor - License | Alcohol License Application    | \$325.00 |

| FIRE DEPARTMENT                |                                                     |                                                |
|--------------------------------|-----------------------------------------------------|------------------------------------------------|
| Pertaining to:                 | Service                                             | Fee/Rate                                       |
| Fire Dept Fees – Fire Code     | Fire Code Plan Review 0-1000 sq ft                  | \$100.00                                       |
| Fire Dept Fees – Fire Code     | FCPR 1001- 5000 sq ft                               | \$150.00                                       |
| Fire Dept Fees – Fire Code     | FCPR 5001- 20,000 sq ft                             | \$250.00                                       |
| Fire Dept Fees – Fire Code     | FCPR 20,001 and up sq ft                            | \$250.00 + \$50.00 per additional 10,000 sq ft |
| Fire Dept Fees - Sprinkler     | Fire Sprinkler Plan Review                          | \$150.00                                       |
| Fire Dept Fees –Subdivision    | Sub-Division Road Site Inspection                   | \$150.00                                       |
| Fire Dept Fees – Day Care      | Day Care Facility Inspection                        | \$30.00                                        |
| Fire Dept Fees – Special       | Special Permits                                     | \$30.00                                        |
| Fire Dept Fees – Outside       | Outside City Limits (structure fire) non-subscriber | \$562.00 per hour                              |
| Fire Dept Fees – Outside       | Wildland Fire (IDL, BLM etc.)                       | Posted billing rates per agency                |
| Fire Dept Fees – Hazardous     | Hazardous Condition call (smoke, propane, etc.)     | \$265.00 per hour                              |
| Fire Dept Fees – Motor Vehicle | (Includes traffic control, extrication, etc.)       | \$500.00 per hour                              |

| LAND USE FEES            |                                      |                       |
|--------------------------|--------------------------------------|-----------------------|
| Pertaining to:           | Service                              | Fee/Rate              |
| Land Use – Annexation    | Includes Zoning                      | \$1,000.00            |
| Land Use – Comprehensive | Comprehensive Plan Amendment         | \$1,000.00            |
| Land Use – Conditional   | Conditional or Special Use Permits   | \$500.00              |
| Land Use – Flood Plain   | Flood Plain Development 1- 10 acres  | \$1,000.00            |
| Land Use – Flood Plain   | Flood Plain more than 10 to 20 acres | \$1,500.00            |
| Land Use – Flood Plain   | Flood Plain more than 20 acres       | \$2,000.00            |
| Land Use – PUD           | Prelim Plan Review less than 2 acres | \$1,000.00            |
| Land Use – PUD           | PPR for 2 to 5 acres (residential)   | \$1,000.00 + \$725.00 |



|                              |                                                         |                              |
|------------------------------|---------------------------------------------------------|------------------------------|
| Land Use – PUD               | PPR for 5+ to 10 acres (residential)                    | \$1,000.00 + \$1,250.00      |
| Land Use – PUD               | PPR for 10+ to 20 acres (residential)                   | \$1,000.00 + \$1,725.00      |
| Land Use – PUD               | PPR for 20+ acres (residential)                         | \$1,000.00 + \$2,175.00      |
| Land Use – PUD               | PPR for 2 to 5 acres (mixed residential & commercial)   | \$1,000.00 + \$2,175.00      |
| Land Use – PUD               | PPR for 5+ to 10 acres (mixed residential & commercial) | \$1,000.00 + \$2,400.00      |
| Land Use – PUD               | PPR for 10+ acres (mixed residential & commercial)      | \$1,000.00 + \$2,600.00      |
| Land Use–Plat                | Preliminary (4 lots or less)                            | \$500.00 + \$50.00 per lot   |
| Land Use–Plat                | Preliminary (more than 4 lots)                          | \$1,000.00 + \$50.00 per lot |
| Land Use–Plat                | Final                                                   | \$12.00 per lot              |
| Land Use – Vacations         | Plat Vacations                                          | \$450.00                     |
| Land Use – Rezone            | Rezone                                                  | \$900.00                     |
| Land Use – Sign Applications | Sign Applications                                       | \$300.00                     |
| Land Use – Subdivision       | Subdivision Application (4 lots or less)                | \$900.00 + \$50.00           |
| Land Use – Subdivision       | Sub App (5 to 10 lots)                                  | \$1,000.00 + \$50.00         |
| Land Use – Subdivision       | Sub App (11 to 20 lots)                                 | \$1,500.00 + \$50.00         |
| Land Use – Subdivision       | Sub App (over 20 lots)                                  | \$1,500.00 + \$100.00        |
| Land Use – Variance          | Variance                                                | \$500.00                     |