

# City of Clark Fork

## **Minutes of the 12/9/2024 Clark Fork Regular City Council Meeting**

Mayor Russell Schenck called the December 9, 2024 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, Jay White, and Vicki Woodward were present, constituting a quorum.

**ADDITIONS to the AGENDA No.**

### **FIRE REPORT**

Chief Schacht gave the fire department update, stating we were now in the chimney fire time of year, though we have not had one yet this season. Clerk Kat King stated the city has taken in \$57,98.13 from fire subscriptions, which is just under last year's amount. Assistant Clerk Eydee McDonald stated there were about ten subscription contracts left to respond as to whether they would like to continue and there were about six new contracts this year, balancing out to equal last year's amount.

### **CONSENT AGENDA: ACTION ITEM.**

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

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

#### **New Business:**

##### **A. Discussed, Stephen Street Improvement's Final Pay Application and Close Out ACTION ITEM.**

Ryan Luttmann walked the council through the final pay application, showing the adjustments made during the last construction of the Stephen Street Improvements.

Ryan also explained the close out for the project, stating that in the end the city paid \$5,798.78.

Council Member Woodward moved to approve the mayor signing the final payment application for the Stephen Street Rehabilitation Project. Council Member White seconded the motion.

Roll call Vote of Council Members:

Sharon Banning - Y

Tanya Becker - Absent

Jay White -Y

Vicki Woodward -Y

**Motion carried.**

Council Member Banning moved to approve the mayor signing the closeout report. Council Member White seconded the motion.

Roll call Vote of Council Members:

Sharon Banning - Y

Tanya Becker - Absent

Jay White -Y

Vicki Woodward -Y

**Motion carried.**

**B. Discussed, Phase 1 Water Improvement's Change Order #2, ACTION ITEM.**

Dan Remmick walked the council through the change order #2 for the water improvements. Dan presented an itemized list of where changes were applied, with quantity adjustments. Dan pointed out that due to having to move out in to the road for part of the waterline and needing to replace pavement, \$52,000 was added to the contract price. Due to \$26,000 being taken off previously, the ending price was \$1,841,850.68, adding approximately \$41,000 to the contract price. Mayor Schenck said he felt the 3% was pretty good considering all the issues that had come up and that they had received mostly positive feedback from the community.

Council Member Woodward moved to approve the mayor signing change order 2, pending DEQ approval. Council Member Banning seconded the motion.

Roll call Vote of Council Members:

Sharon Banning - Y

Tanya Becker - Absent

Jay White – Y

Vicki Woodward-Y

**Motion carried.**

**C. Discussed Pay Application #4 for Phase 1 Water Improvements, ACTION ITEM.**

Council Member White moved to approve the mayor signing for pay application #4. Council Member Woodward seconded the motion.

Roll call Vote of Council Members:

Sharon Banning - Y

Tanya Becker - Absent

Jay White – Y

Vicki Woodward-Y

**Motion carried.**

**D. Discussed, Liquor License Renewals, ACTION ITEM.**

Council discussed the renewal of annual liquor licenses for Squeeze Inn, Clark Fork Chevron, Monarch Market, Cabinet Bar & Grill and Clark Fork Beverage. Anita Weaver was present with paperwork for the Monarch Market. All other paperwork had been turned in.

Council Member Woodward moved to approve all annual liquor licenses, pending required documentation, and Bonner County final approval. Council Member White seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning –Y

Tanya Becker –Absent

Jay White -Y

Vicki Woodward -Y

**Motion carried.**

**E. Discussed, Reviewing and Signing the Scotchman Peaks Draft Decision Letter, ACTION ITEM.**

Mayor Schenk stated that he had reviewed the document, found one correction of a missing number and asked if the council if any other changes needed to be made. No other changes were found by council.

Council Member Woodward made a motion to approve signing the Scotchman Peaks Draft Decision Letter. Council Member White seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning –Y

Tanya Becker –Absent

Jay White -Y

Vicki Woodward -Y

**Motion carried.**

**F. Discussed, Employee Hours, ACTION ITEM.**

Mayor Schenk stated that at the last meeting council voted to extend the assistant clerk's hours and that Clerk King has requested her hours be extended as well to allow time to get her work completed as well as train the assistant clerk on her duties. He further stated it would be better to include all employees so that if there were a need during the extra hour for maintenance during that time, they would be available. The mayor presented a budget breakdown showing the balance of funds. He further stated that if needed, in the future, they could reduce the hours back to 8-12 if it were needed to balance the budget.

Council Member Woodward moved to approve extending the employees hours from 8-Noon to 8-1 Monday through Friday, to be reevaluated at the end of the 2024-2025 fiscal year. Council Member White seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning –Y

Tanya Becker –Absent

Jay White -Y

Vicki Woodward -Y

**Motion carried.**

**G. Discussed, Making December ½ Price Month for Dog Licensing in Perpetuity  
ACTION ITEM.**

Mayor Schenck stated that because the city has been doing ½ priced licensing in December for so many years, it makes sense to make it in perpetuity in order to not have to revisit it on a yearly basis.

Council Member Woodward made a motion to approve making December ½ price month for dog licensing in perpetuity. Council Member Banning seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning –Y

Tanya Becker – Absent

Jay White-Y

Vicki Woodward -Y

**Motion carried.**

**MOTION TO ADJOURN. ACTION ITEM.**

Council Member Banning moved to adjourn. Council Member White seconded the motion. All in favor. Motion carried. The meeting adjourned at 6:40 p.m.

Respectfully Submitted,

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Kat King, City Clerk

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Russell Schenck, Mayor