

City of Clark Fork

Minutes of the 8/12/2024 Clark Fork Regular City Council Meeting

Mayor Russell Schenck called the August 12, 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, 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.

New Business:

A. Discussed, Century West Engineering Design Agreement for the Phase two Water Improvements, ACTION ITEM.

City engineer Dan Remmick presented the phase two plan, stating that if we begin planning now, we should be ready to put it out to bid in the Spring of 2025.

Council Member White moved to approve the mayor signing the phase two design agreement.

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.

B. Discussed, the Stephen Street Project, ACTION ITEM.

Ryan Luttmann presented the updates on the Stephen Street Project and requested the mayor sign the notice to proceed. Mr. Luttmann also informed the council that he had been in contact with Idaho Transportation Department regarding the extra funds awarded by grant, and that they recommended we use those additional \$214,499.20 funds on local improvements. Ryan suggested widening Stephen Street out of town at an estimated \$134,389.13 and continuing the sidewalk down 1st street to the Filling Station Youth Center at estimated \$62,640.73. This would leave \$17,469.35 remaining.

Council Member White moved to approve the mayor signing the Notice to Proceed.

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.

Council Member White moved to approve a cap amount of \$25,000 to spend in additional funds for the Stephen Street improvements after the remaining amount of \$17,469.35 is used. Council Member Banning seconded the motion.

Roll call Vote of Council Member:

Sharon Banning - Y

Tanya Becker - Y

Jay White – Y

Vicky Woodward -Y

Motion carried.

C. Discussed bid proposals for a New Backflow Water Meter, ACTION ITEM.

Maintenance Supervisor Eric Babcock presented two bids for a backflow water meter to be added to a hydrant for the public to use for bulk water purchasing. Eric explained that the current system does not have a backflow and that it is needed to control cross-contamination as well as needing a meter to keep track of the amount of water taken. Currently the city has no way of measuring what is taken from the hydrant.

Council Member White moved to approve the purchase with a cap of \$4860 for a new backflow water meter. 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 Hefner Addition Minor Adjustment to the Approved Plat, ACTION ITEM.

Mayor Schenck explained the request by Hefner to increase a plat from 1 acre to 1.66 in order to move the property line back from the existing house and give more room between the adjacent plat. City planner Clare Marley explained by email that this would be considered a minor adjustment and only needed the council's approval without a new hearing.

Council Member White moved to approve the minor plat adjustment to the approved Hefner plat. 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.

E. Discussed, the Renewal of PelicanCorp Contract for One-Call Service, ACTION ITEM.

PelicanCorp holds the city contract for handling 811 calls to insure safe digging locations. The council saw no problems with renewing the contract for the new year.

Council Member Becker moved to approve the mayor renewing the PelicanCorp contract.

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.

F. Discussed, Signing the Final WOW Lease Agreement, ACTION ITEM.

Wired or Wireless signed the revised lease agreement and sent it back to council for signing.

This agreement will automatically renew every year until September 9, 2029, unless terminated or replaced by a superseding agreement prior to the date of expiration.

Council Member White moved to approve the mayor signing the new WOW Agreement.

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, Community Award Nomination and Setting Date for the Award Ceremony, ACTION ITEM.

Councilman White said there is a draft ready for use with any future nominees. It was suggested the award be presented as soon as possible after the nominations. It was also suggested two councilmembers will be chosen to decide whether to award any person nominated.

Council Member White moved to go forward with the award project and if a nominee is chosen to present awards at the beginning of the next regular council meeting. 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.

H. Discussed, Kelly Kearns Request for Consideration of Residential-Commercial Use within the Highway Commercial Zone.

Mr. Kearns explained that the he would like to see the highway district zone allow for residential and commercial simultaneously, for example, living in the residence and operating a business from a portion of the property. Currently, the ordinances allow for either residential or commercial. It was explained to Mr. Kearns that he was asking for a zone change and that he would need to submit his request in writing for the council to review and present to the city's planner.

I. Discussed Annual Appropriation Ordinance 299 FY 2024-2025, ACTION ITEM.

Council Member Banning 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 White seconded the motion.

Roll call Vote of Council Members:

Sharon Banning -Y

Tanya Becker -Y

Jay White -Y

Vicky Woodward -Y

Motion carried.

Clerk read out loud:

ORDINANCE NO. 299

AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING ON SEPTEMBER 30, 2025, APPROPRIATING THE SUM OF SEVEN HUNDRED NINETY-SEVEN THOUSAND SIX HUNDRED FIFTY-SEVEN 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 #299 Annual Appropriation for the FY 2024-2025. Council Member White seconded the motion.

J. Discussed, Salaries of Elected Officials Ordinance 300, ACTION ITEM.

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.

Clerk read out loud:

ORDINANCE 300

AN ORDINANCE OF THE CITY OF CLARK FORK, BONNER COUNTY, IDAHO, ESTABLISHING THE SALARIES OF THE ELECTED OFFICIALS OF SAID CITY AND PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS AND PROVIDING AN EFFECTIVE DATE.

Council Member Banning made a motion to approve Ordinance #300 Salaries of Elected Officials. Council Member White seconded the motion.

Roll call of Council Member:

Sharon Banning -Y

Tanya Becker -Y

Jay White -Y

Vicky Woodward -Y

Motion carried.

K. Discussed, Water Rate Resolution 3-2024, ACTION ITEM.

Council Members discussed Water Usage Rates and agreed on the minimum increase of 5%.

Council Member White made a motion to approve Water Rate Resolution 3-2024 to increase water rates at 5% for the FY 2024-2025. Council Member Becker seconded the motion.

Roll call of Vote:

Sharon Banning -Y

Tanya Becker -Y

Jay White -Y

Vicky Woodward -Y

Motion carried.

L. Set Workshop Date for Water Shutoff Fee Discussion.

Council discussed and agreed to set the date at the October regular council meeting.

City attorney Ben Allen was present to update the council of new laws that the city should be aware of in order to prepare, if needed, for any changes affecting the city.

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 8:08 p.m.

Respectfully Submitted,

Kat King, City Clerk

Russell Schenck, Mayor