

City of Clark Fork

Minutes of the 12/8/2025 Clark Fork Regular City Council Meeting

Mayor Russell Schenck called the December 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, 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 Woodward moved to approve the Consent Agenda. Council Member Banning seconded the motion. All in favor. Motion Carried.

New Business:

A. Discussed, Council Seat Appointment, ACTION ITEM.

Mayor Schenck proposed the appointment of Tim Yetter to fill the council vacancy and sought the council's approval. The council unanimously supported the appointment.

Council Member Woodward moved to approve the mayor appointing Tim Yetter as the new council member, to fill the vacancy left by council Becker. Council Member White seconded the motion.

Roll call Vote of Council Members:

Sharon Banning - Y

Jay White -Y

Vicky Woodward -Y

Motion carried.

City Clerk Kat King swore in Tim Yetter as follows:

"Do you, Tim Yetter, solemnly swear to support the Constitution of the United States, the Constitution of the State of Idaho, and the laws and ordinances of the City of Clark Fork, and that you will, to the best of your ability, faithfully perform the duties of Council Member of the City of Clark Fork, Bonner County, Idaho. so help you God?"

Mr. Yetter replied, "I do".

B. Discussed, City Election Results.

City Clerk Kat King read the election results as follows:

Mayor Schenck retained his position as Mayor with 83 votes against Tanya Becker's 65 votes. Council members Jay White and Vicki Woodward ran unopposed and retained their seats.

C. Discussed Century West Engineering Pay Request #8 for Phase 2 Water System, ACTION ITEM.

Dan Remmick was present, to present the Pay Request #8 for Phase 2 Water System for \$349,676.19 to LaRiviere Inc. Mr. Remmick stated LaRiviere plans to continue the work as weather permits, with the goal of completing the main line. Mr. Remmick also presented the Phase 3 preliminary plan to be implemented in the Spring of 2026.

Council Member Banning moved to approve the mayor signing the payment #8 request, for \$349,676.19 to LaRiviere for the Phase 2 Water project. Council Member White seconded the motion.

Roll call Vote of Council Member:

Sharon Banning -Y

Jay White -Y

Vicky Woodward -Y

Tim Yetter - Y

Motion carried.

D. Discussed, Scotchman Peak Estate Subdivision 1 Year Extension Request, ACTION ITEM.

Mayor Schenck explained that Mr. Kearns was able to request an extension for one year from the date of the application of 12/9/2024. He would then have to resubmit a new application if the project was not complete within that year as the City could only grant one extension for each application. The council saw no problems with the request.

Council Member Woodward moved to approve the one-year extension for the Scotchman Peak Estate. Council Member White seconded the motion.

Roll call Vote of Council Member:

Sharon Banning -Y

Jay White -Y

Vicky Woodward -Y

Tim Yetter - Y

Motion carried.

E. Discussed, Hewitt Request for Additional Funds, ACTION ITEM.

Mayor Schenck explained the City had received an email from Jesse Hewitt requesting an additional \$2000 to cover the estimated cost to drill a well and connect the service to his home. The City had originally offered \$28,000 as well as signing ownership of parcel RP56N02E349140A. The council discussed and came to the conclusion they felt the City had made a generous offer and that it should stand as is.

Council Member Banning made a motion to deny the Hewitt request. Council Member White seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning – Y

Jay White – Y

Vicky Woodward -Y

Time Yetter - Y

Motion carried.

F. Discussed, Renewal of Liquor Licenses, ACTION ITEM.

Mayor Schenck explained that each year the businesses within the city limits were required to renew their liquor licenses and with those requests would include a copy of their State and County licenses as well as their payment. Two businesses are waiting for their county licenses as they were both transfers in 2025 and are applying on their own for 2026. All businesses have until the end of December to fulfill these obligations. All the business are on track to have the paperwork in on time. Mr. Mayor suggested the council approve contingent upon receiving all paperwork within the time specified.

Council Member White made a motion to approve the licenses, contingent upon receiving the required paperwork. Council Member Banning seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning – Y

Jay White – Y

Vicky Woodward -Y

Tim Yetter - Y

Motion carried.

G. Discussed, Water Billing Revision, ACTION ITEM.

City Clerk Kat King explained the clerks would like to change the due date from the 20th of the month to the end of the month in order to accomplish a streamlined billing process. Instead of a day to process lates, a day to process new billing, and a day to process end-of-month, these can now be processed all on the same day. In addition, it would save the City money on the late billing forms, envelopes, and mailings.

This will make it less confusing for water customers as their new bill will go out on the first business day of the month, similar to most bills customers receive. This will also give them an extra week to pay their bill. The council agreed the streamlined process would benefit the City as well as water customers.

Council Member Woodward made a motion to approve moving forward with the water revision process. Council Member Banning seconded the motion.

Roll Call Vote of Council Members:

Sharon Banning – Y

Jay White – Y

Vicky Woodward -Y

Tim Yetter - Y

Motion carried.

Fire Department Report:

Chief Schacht was present to give an update on the fire department. Mr. Schacht stated that November was a fairly slow month for the fire department, partially due to the mild temperatures cutting down on chimney fires and slick roads. There was mention of the benefit of having a UTV for getting to emergencies in mountainous locations. Council Member Woodward, who is on the board of directors of the Clark Fork Valley Ambulance, said there might be an interest in the Ambulance co-owning the UTV with the Fire Department. The subject will be discussed further at a later date.

H. Set Date for Fire Department Workshop.

The date for the Fire Department Workshop was set for January 26, 2026 at 6:00pm

I. Set Date for Fee Schedule Resolution Public Hearing.

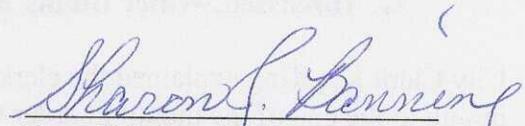
The date for the Fee Schedule Resolution Public Hearing is set for January 26, 2025 at 5:45pm

MOTION TO ADJOURN. ACTION ITEM.

Council Member Woodward moved to adjourn. Council Member Banning seconded the motion. All in favor. Motion carried. The meeting adjourned at 7:08 p.m.

Respectfully Submitted,


Kat King, City Clerk


Russell Schenck, Mayor