

MINUTES OF THE TOWN COUNCIL
MEETING
OF THE TOWN OF CLARKSTON

October 17, 2023
7:00 P.M.

Town Council Meeting held at the Clarkston Town Hall, 50 South Main, Clarkston, UT

Attendance: Mayor N. Craig Hidalgo

Councilmembers: Mylind Fawcett, Shaun Kurek
McCall Stephensen, Dan Smith

Town Clerk: Kristi Hidalgo

Public Attendance: Deputy Clerk Holly Jones, Water Operator Bryan Goodsell, Jordan Oliver,
Danny Hansen – Cache Valley Bank

1. CALL TO ORDER

Mayor Hidalgo called the Clarkston Town Council to order at 7:00 p.m. Councilmember M. Fawcett led the Pledge of Allegiance and offered Reverence to begin the meeting.

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held October 3, 2023. Councilmember D. Smith motioned for the Clarkston Town Council to approve and adopt the minutes of October 3, 2023. Councilmember M. Stephensen seconded the motion. All in favor “Aye

2. NEW BUSINESS

Cache Valley Bank – Danny Hansen – Municipal Building and Community Center Project Loan Proposal – Danny Hansen stated that he grew up in Lewiston, Utah and has been with Cache Valley Bank for two years and has been in lending for fifteen years. Mr. Hansen said that Cache Valley Bank is excited to see if they can help the town out with the Municipal Building and Community Center Project. Mr. Hansen proposed that Cache Valley Bank would lend ninety (90) percent of the value of the property being held for collateral. They would have a simple appraisal done of the parcel and buildings and would be willing to loan up to ninety percent of that value with the project cost into it as well. Mr. Hansen stated that collateral will not be an issue at all for this project. There is plenty of value to support the project. The type of loan is what is referenced as a drawn down line of credit or construction loan. The loan would be structured with a fixed rate loan for the first five years of a thirty (30) year amortization. After five years it will reprice depending on the interest rate market five years from now. It would be tied to the FHLB index plus 2.0%. The first five years will be fixed from the onset and would be 6.25%. Repayment for the loan is structured on a thirty (30) year amortization and would be due on January 1st of each year. The first loan payment would be due January 1, 2025. Interest payments on the construction loan can be made monthly or they can be paid

annually. There is a 1% Loan Origination Fee of the loan amount, a \$250 Evaluation Fee to evaluate the property held for collateral, and whatever costs are associated with the title work i.e., deed of trust and title insurance on the loan. Mr. Hansen estimated that the title work would cost between \$2,400 and \$2,800. Mayor Hidalgo informed the Council that the Water Bond Loan would be paid off in 5 years and the Verizon Tower will be done within the next year providing revenue to put toward the loan. Councilmember M. Fawcett wondered what the interest rate would be during the draw period. Mr. Hansen responded that it would be fixed at 6.25%. The five-year fixed rate starts at the draw period. It does not start at the completion of the project. The interest rate does not change during the draw period based on how much is withdrawn. It remains at 6.25%.

Amortization begins on completion of the project. Mayor Hidalgo asked for a Council Roll Call Vote authorizing Cache Valley Bank to become the lender for the Clarkston Town Municipal Building and Community Center Project.

Roll Call Vote:

Mayor Hidalgo	<u>X</u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent
Councilmember D. Smith	<u>X</u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent
Councilmember M. Fawcett	<u>X</u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent
Councilmember M. Stephensen	<u>X</u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent
Councilmember S. Kurek	<u>X</u> Aye	<u> </u> No	<u> </u> Abstain	<u> </u> Absent

Mayor Hidalgo stated that the voting was unanimous. Cache Valley Bank is now officially authorized to provide funding for the Clarkston Town Municipal Building and Community Center Project. Mayor Hidalgo stated that he would set up a mandatory kickoff meeting with the design engineer, architect, building inspector, and the contractors interested in submitting a bid for the project. The project will then be put out to bid. A committee will review the bids and select a contractor. Members of the committee will be Mayor Hidalgo, Councilmember M. Stephensen, Councilmember M. Fawcett, and Brent Godfrey.

Public Treasurers Investment Fund (PTIF) and Checking Account - Mr. Hansen asked if he could talk briefly more on banking relationships and Mayor Hidalgo allowed it. Mr. Hansen referenced the Public Treasurers Investment Fund (PTIF) and stated that Cache Valley Bank is willing to pay five basis points over that PTIF fund if Clarkston Town is interested in bringing those funds to Cache Valley Bank. Mr. Hansen stated that they also have a strong interest in becoming the operating checking account as well for the town. Mr. Hansen said that Cache Valley Bank would be willing to put a Remote Capture System in so that checks could be scanned and deposited right here. It would save trips to town going to the bank. It would be handled all on-line and they would set it up at no charge to the town. As far as checks themselves, Cache Valley Bank would cover the cost of the checks going forward and save the town some money. Mayor Hidalgo said that he was not opposed to moving the accounts to Cache Valley Bank.

Deputy Clerk Holly Jones – Cemetery Software – Deputy Clerk Holly Jones reported that the cemetery software was so old that the company wouldn't provide support for it anymore. The new software is a web-based platform. A Quick Response (QR) Code will be made available to the public out at the cemetery. People can scan the QR code with their phones and the cemetery viewer is displayed. This shows where graves are located in the cemetery. A search can be made by entering the deceased person's name and it will show where the grave is located and information about the deceased. The software also shows which cemetery lots are sold and which lots are available for purchase. The new software was paid for with American Rescue Plan Act (ARPA) funding Clarkston Town received from the federal government.

Water Operator Bryan Goodsell – Water System and SCADA System Updates – Water Operator Bryan Goodsell stated that Clarkston Town hired Sunrise Engineering to provide Cloud SMART GIS Mapping and Management Services for the Clarkston Town Culinary Water System and that project had been completed. Mr. Goodsell said that the GIS mapping program shows all the water lines, pipe sizes used, water valves, where the water mains are, and where every water meter is located. This project was paid for with Covid-19 funds received from the federal government. The SCADA System was updated. The SCADA System is a computer-based system that gathers and analyzes real-time data to monitor and control equipment that deals with the water system. A new computer was purchased along with updated SCADA software. Mr. Goodsell also reported that a water meter had been installed up by the water tank. The water meter will track exactly how many gallons per minute are coming into the tank, how many gallons are going to the town, and calculate what is overflowing. Mayor Hidalgo stated that the meter will be a tremendous benefit in determining summer water restrictions. This project was paid for with American Rescue Plan Act (ARPA) funding Clarkston Town received from the federal government.

Emergency Management – Jordan Oliver – Clarkston Town Emergency Management Manager - Jordan Oliver reported that Councilmember S. Kurek and himself had met with Cache County Emergency Manager Will Lusk regarding developing an Emergency and Disaster Plan for Clarkston Town. Mr. Oliver stated that because of our location Clarkston Town needs to be a community that is prepared because emergency assistance to us would most likely be delayed. Mr. Lusk recommended that the first step would be to have the Town Council participate in the National Incident Management System (NIMS) Elected Officials Training class. Mr. Oliver said that Mr. Lusk was willing to come to Clarkston and teach the class. Mayor Hidalgo asked Mr. Oliver to contact Mr. Lusk and make arrangements for him to come and teach the class. Mr. Oliver informed the Council that having someone in charge of Emergency Management isn't a nicety or just something good for a town to have it was actually mandated in 2021. Councilmember S. Kurek referenced the following Utah State Codes: **See Attachment A**

- 53-2a-1402 - Each political subdivision shall designate an emergency manager.

- 53-2a-1403 - Each municipality shall create and maintain an emergency plan or adopt the emergency plan created by the county in which they are located.
- 53-2a-807 – Emergency Interim successors for local officers. Councilmember S. Kurek stated that the mayor and two people designated by the mayor would be the interim successors.

Councilmember S. Kurek said that Mr. Oliver and himself would draft an Emergency Management plan specific for Clarkston Town and present it to the Council for review and approval.

3. DEPARTMENTS

Mayor Hidalgo – Fire Department – Had nothing to report.

Councilmember M. Fawcett – Water Department – Had nothing further to report.

Planning and Zoning – Councilmember M. Fawcett stated that the October Planning and Zoning Meeting was cancelled. The next Planning and Zoning Meeting will be held November 8, 2023. At that meeting the Planning Commission will be discussing and finalizing the Minor Subdivision Ordinance.

Councilmember D. Smith – Road Department – Councilmember D. Smith reported that the grader had been repaired and is ready for winter. The snowplow has some welding repairs that need to be done and that should be completed soon.

Snow Removal - Councilmember D. Smith stated that he is still waiting to hear back from the Cache County Road Department on what they would charge the town to take over snow removal this year.

Five Year Road Plan - Councilmember D. Smith reported that he was still working on the Clarkston Town Five-Year Road Plan and will have it done soon.

Councilmember M. Stephensen – Youth Council – Halloween Movie - Councilmember M. Stephensen reported that the youth council would be sponsoring a Halloween Movie on October 28, 2023 at 7:00 p.m. in the community center.

New Youth Councilmembers -Councilmember M. Stephensen informed the Council that there are some vacancies on the youth council and that she would be accepting applications from those interested in being on the youth council. She would like the applicants to attend the December Town Council Meeting, to be held December 5, 2023, to explain why they want to be a part of the youth council and for Council approval. Councilmember M. Stephensen would like to have the new members approved and in place by January 1, 2024.

Citizen Advisory Committee – Councilmember M. Stephensen said that they are still waiting on pickle ball court bids from two companies. They have received one bid on the project so far. Mayor Hidalgo stated that he would like the town to apply for a 2024 RAPZ Tax grant to fund that project and will ask Deputy Clerk Holly Jones to write and submit the grant application. Councilmember M. Stephensen will send Mayor Hidalgo copies of the pickle ball court bids to use for the RAPZ Tax Grant Application. The Application deadline is in March.

Councilmember S. Kurek – Cemetery Department – Councilmember D. Kurek reported the water had been turned off at the cemetery and park and the sprinkler lines have been blown out. Cemetery Sexton Jeremy Hidalgo will get the annual service and maintenance done on the lawn mowers so they will be ready to go in the spring.

Parks Department – Councilmember s. Kurek stated that the baseball diamond and the volleyball pit had been tilled and they look great.

4. RELEVANT BUSINESS

Next Meeting – The next Town Council Meeting will be held on Tuesday November 7, 2023 at 7:00 pm.

5. ADJOURN

There being no further business to come before the Council, Councilmember M. Fawcett motioned that the Clarkston Town Council Meeting adjourn. Councilmember M. Stephensen seconded the motion. All members present voted “Aye.” Motion carried. The meeting adjourned at 7:55 pm.



Kristi Hidalgo
Town Clerk

Attachment A

Effective 5/5/2021

53-2a-1402 Designation and duties of emergency managers.

- (1) Each political subdivision of the state of Utah shall designate an emergency manager.**
- (2) A political subdivision may designate an officer of the political subdivision to serve as the emergency manager.**
- (3) An emergency manager shall:**
 - (a) create a plan to coordinate emergency preparedness, response, mitigation, coordination, and other recovery activities; and**
 - (b) coordinate with other emergency managers and officials to ensure efficient, appropriate, and coordinated emergency preparedness, response, mitigation, and recovery.**
- (4) Each political subdivision shall provide for emergency interim succession of the emergency manager as described in Part 8, Emergency Interim Succession Act.**

Enacted by Chapter 106, 2021 General Session

Effective 5/5/2021

53-2a-1403 Emergency operations plan.

- (1) Each county shall create and maintain an emergency operations plan.
- (2) Each city, town, and metro township shall:
 - (a) create and maintain an emergency operations plan; or
 - (b) adopt the emergency operations plan created by the county in which the city, town, or metro township is located.

Enacted by Chapter 106, 2021 General Session

Effective 5/5/2021

53-2a-807 Emergency interim successors for local officers.

- (1) By July 1 of each year, each political subdivision shall:**
 - (a) for each officer and the emergency manager described in Part 14, Local Emergency Management Act, designate three emergency interim successors and specify their order of succession;**
 - (b) identify the political subdivision's alerting authority and any individuals authorized to send emergency alerts;**
 - (c) provide a list of those designated successors and individuals to the division; and**
 - (d) have an emergency alert plan in place and provide a copy of the plan to the division.**
- (2) In the event that a political subdivision does not designate emergency interim successors as required under Subsection (1), the order of succession shall be as follows:**
 - (a) the chief executive officer of the political subdivision;**
 - (b) the chief deputy executive officer of the political subdivision;**
 - (c) the chair of the legislative body of the political subdivision; and**
 - (d) the chief law enforcement officer of the political subdivision.**
- (3)**
 - (a) Notwithstanding any other provision of law:**
 - (i) if any political subdivision officer or the political subdivision officer's legal deputy, if any, is unavailable, a designated emergency interim successor shall exercise the powers and duties of the office according to the order of succession specified by the political subdivision officer; or**
 - (ii) counties may provide by ordinance that one member of the county legislative body may act as the county legislative body if the other members are absent.**
 - (b) An emergency interim successor shall exercise the powers and duties of the office only until:**
 - (i) the vacancy is filled in accordance with the constitution or statutes; or**
 - (ii) the political subdivision officer, the political subdivision officer's deputy, or an emergency interim successor earlier in the order of succession becomes available to exercise the powers and duties of the office.**
- (4) The legislative bodies of each political subdivision may enact resolutions or ordinances consistent with this part and also provide for emergency interim successors to officers of the political subdivision not governed by this section.**

Amended by Chapter 106, 2021 General Session