

MINUTES OF THE TOWN COUNCIL  
MEETING  
OF THE TOWN OF CLARKSTON

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February 6, 2024  
7:00 P.M.

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

Attendance: Mayor N. Craig Hidalgo

Councilmembers: McCall Stephensen, Shaun Kurek  
Adam Hanover,

Town Clerk: Kristi Hidalgo

Public Attendance: Hayden Atkinson, Jordan Oliver, Shayden Buttars, Justin Keller, Georgia Keller, Matthew Regen, CPA

1. CALL TO ORDER

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

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held January 2, 2024. Councilmember S. Kurek motioned for the Clarkston Town Council to approve and adopt the minutes of January 2, 2024. Councilmember M. Stephensen seconded the motion. All in favor "Aye" Motion Carried.

2. BUSINESS

Resolution 24-03 "A Resolution Appointing a Town Clerk, Deputy Clerk, Town Treasurer, and a Mayor Pro Tempore for the Town of Clarkston, County of Cache, State of Utah" - Mayor Hidalgo asked if there was any discussion by the Council prior to passing the resolution. There was none. Mayor Hidalgo read the resolution and asked for a motion to adopt Resolution 24-03. Councilmember S. Kurek motioned for the Council to approve and adopt Resolution 24-03. Councilmember A. Hanover seconded the motion.

Voting:

Mayor Hidalgo	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember M. Stephensen	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember S. Kurek	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember A. Hanover	<u>X</u>	Aye	___	No	___	Abstain	___	Absent

Resolution 24-04 "A Resolution Appointing a Member to the Planning Commission for the Town Of Clarkston, County of Cache, State of Utah" - Mayor Hidalgo asked if there was any discussion by the Council prior to passing the resolution. There was none. Mayor Hidalgo read the resolution and asked for a motion to adopt Resolution 24-04.

Councilmember M. Stephensen motioned for the Council to approve and adopt Resolution 24-04. Councilmember S. Kurek seconded the motion.

**Voting:**

Mayor Hidalgo	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember M. Stephensen	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember S. Kurek	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember A. Hanover	<u>X</u>	Aye	___	No	___	Abstain	___	Absent

Business License Application – Justin Keller - Justin Keller was present at the meeting. Mayor Hidalgo stated that the name of the business is Black Wolf Plumbing LLC and is located at 171 E 200 S. Mayor Hidalgo stated that it is a plumbing business, there are no parking requirements and projected monthly sales would be around \$5,000. The application was approved by the Clarkston Town Planning Commission on January 10, 2024. Mayor Hidalgo asked Mr. Keller if he would be storing plumbing supplies on the property. Mr. Keller Stated that all plumbing supplies would be stored in a transportable trailer. Mayor Hidalgo asked for a motion to approve the business license. Councilmember M. Stephensen made a motion to approve the business license. Councilmember A. Hanover seconded the motion. All in Favor “Aye”. Motion carried.

Delegation of Councilmember Responsibilities - Mayor Hidalgo assigned the Council their new responsibilities for the upcoming year. See Attachment A Councilmember M. Stephenson stated that she would like to continue to be over the Citizen Advisory Committee if Councilmember A. Hanover did not object. Councilmember A. Hanover and Mayor Hidalgo had no objections to that request. Mayor Hidalgo asked for a motion to approve the Clarkston Town 2024 Responsibility Matrix with that change. Councilmember A. Hanover motioned for the Council to approve and adopt the Clarkston Town 2024 Responsibility Matrix. Councilmember M. Stephensen seconded the motion. All in Favor “Aye.” Motion Carried

Councilmember Vacancy – Mayor Hidalgo informed the Council that Town Clerk Kristi Hidalgo had posted a Notice of Councilmember Vacancy on the Clarkston Town Website and Facebook Page. One person has turned in an application for the vacant Councilmember seat. Mayor Hidalgo stated that the posting would remain open until February 29, 2024. An appointment will be made to fill the vacancy at the regularly scheduled Town Council Meeting on Tuesday March 5, 2024 at 7:00 p.m. The term of office for an appointed Councilmember is two years.

Annual Open and Public Meeting Act Training - Mayor Hidalgo reminded the Council that they needed to complete the Open and Public Meeting Act Training for this year. The Open and Public Meeting Act Training can be done online at the following website: <https://training.auditor.utah.gov/> The Certificate of Completion should be turned in to the Town Clerk Kristi Hidalgo as proof of completing the training for 2024. The Town Clerk

will keep it on file for the Annual Financial Audit. The training should be completed by the end of February.

Dog Clinic – Mayor Hidalgo reported that the annual Dog Clinic has been scheduled for February 10, 2024 from 10:00-Noon in the Roads Building.

### 3. DEPARTMENTS

Mayor Hidalgo –Green Waste Proposal – Mayor Hidalgo explained the green waste proposal. See Attachment B The proposal is for green waste dumpster services with Waste Management Company. The estimated number of weeks the green waste dumpster would be rented each year would be 32 weeks. The cost would be \$325 per dump plus tonnage fees if/when they are implemented by Logan City. The following are the four options:

Option 1 – One dump per week – monthly cost - \$3.15 – yearly cost - \$37.82

Option 2 – Two dumps per week – monthly cost - \$6.30 – yearly cost - \$75.64

Option 3 – Provide a green waste dumpster for one month in the spring (April or May) and one month in the fall (October or November) – One dump per week - monthly cost - \$0.79 – yearly cost - \$9.45.

Option 4 – A green waste can for each homeowner. It would be picked up every other week – monthly cost - \$11.00 – yearly cost - \$126.00. All citizens would be required to participate. There would be no opting out of the program.

Mayor Hidalgo stated that he would like to get citizen input on which option would best serve the needs of the community. It was determined that a survey would be sent out with the February Utility Bills asking for citizen participation to determine which option is preferable. Councilmember A. Hanover recommended adding another option. That of having no green waste services. The Council agreed. Option 5 will be no green waste.

Town Hall Update - Mayor Hidalgo informed the Council that the Town Hall and Community Center Project contract with Lundahl Building had been reviewed and approved by the town attorney and that he had signed the contract. Construction should be starting soon.

Councilmember M. Stephensen - January Warrant List – Councilmember M. Stephensen presented the Warrant List for January 2024. Councilmember S. Kurek motioned for the Clarkston Town Council to approve the Warrant List as read. Councilmember M. Stephensen seconded the motion. All in favor “Aye.” Motion carried.

Youth Council – Councilmember M. Stephensen reported that Youth Councilmembers would be attending the first Town Council Meeting of each month to listen and learn about how local governments work and find out what is going on in the town and take it back to the Youth Council so that they are aware of what’s happening in town. Councilmember M. Stephensen said that the Youth Council did not go to the Local

Officials Day at the Legislature this year. The Youth Council chose to attend the Youth Council Leadership Conference at Utah State University coming up in March.

Citizen Advisory Committee – Councilmember M. Stephensen reported that the Citizen Advisory Committee had been working on getting information together to apply for a RAPZ Tax Grant to fund the Pickle Ball Court Project. The RAPZ Tax Grant Application is due by March 1, 2024.

Pony Express Days – Councilmember M. Stephensen stated that she has booked a band, and the bounce houses and food are lined up.

Councilmember S. Kurek – Clarkston Town Emergency and Disaster Plan - Councilmember S. Kurek and Clarkston Town Emergency Manager Jordan Oliver presented the Clarkston Town Emergency Disaster Plan to the Council. Mayor Hidalgo and Fire Chief Casey Andersen have already reviewed the plan and endorse it. Mr. Oliver stated that the next step is to schedule a National Incident Management System (NIMS) training for the Town Council. Mr. Oliver said that he would reach out to Cache County Emergency Manager Will Lusk and set up a date for him to come and do the training in March. Mayor Hidalgo suggested that Clarkston citizens be invited to participate in the NIMS training, as well. Councilmember S. Kurek reported that Utah State Code (53-2A-1402-4 ) states that an Interim Successor (Assistant Emergency Manager) needs to be appointed. Mr. Oliver recommended Carl Christensen be appointed as the Assistant Emergency Manager for Clarkston Town. The Council agreed. Mr. Oliver will contact Mr. Christensen and ask him if he would be willing to be the Assistant Emergency Manager.

Matthew Regen – FY 2023 Financial Statement Review – Mr. Regen stated that he is a Certified Public Accountant. Mr. Regen gave Mayor Hidalgo and the Councilmembers copies of the Clarkston Town Compiled Financial Statements for the Year Ending June 30, 2023 and the Independent Accountant's Report on Applying Agreed-Upon Procedures.

Mr. Regen stated that every year the State of Utah requires that a formal financial statement be prepared to ensure that there is good accountability over public funds and to see where the money was spent. Mr. Regen stated that he was here to review them with the Council.

Mr. Regen referenced the Independent Accountant's Report on Applying Agreed-Upon Procedures See Attachment C and stated that there are 25 procedures, mandated by the State of Utah, which Certified Public Accountants are required to check and report on. The following are some of the procedures the Utah State Auditor requires Mr. Regen to check and report on:

- That proper notice is given of meetings.
- That the Town Clerk is doing the quarterly transparency reporting.
- That the meeting minutes are uploaded to the Public Notice Website.

- That a public hearing was held before the budget was approved.
- That the agenda was reasonably specific to enable persons to understand the topics to be discussed.
- That the internal check book reconciliation matches the balance on the bank statement and check the accuracy of the reconciliation by looking at five deposits and five disbursements to make sure that they have proper documentation, that transactions are coded properly, and that there was proper authorization.
- That the Council had training on the Open and Public Meeting Act.
- That there are adequate controls in place to safeguard town property.
- That the Records Officer has completed the annual Training for the Government Records Access and Management Act (GRAMMA).
- Nepotism

Mr. Regen declared that there were no exceptions found as a result of any of the procedures he conducted on behalf of the Town of Clarkston. There were no findings related to compliance with the Agreed-Upon Procedures. Mr. Regen concluded that the Town Council and Town Clerk Kristi Hidalgo were compliant with everything the State of Utah requires them to do.

Mr. Regen invited the Council to look at the Clarkston Town Compiled Financial Statements for the Year Ending June 30, 2023. **See Attachment D**

Mr. Regen referenced page 12 Statement of Revenues, Expenditures and Change in Fund Balances – Governmental Funds for the Year Ended June 30, 2023 and said that this page is a summary of the revenues and expenses for the General Fund, the Perpetual Care Fund and the Capital Projects Fund. This page shows where the money is coming from and where it is going. Property Tax and Sales tax continue to be the largest source of revenue in the General Fund. The General Fund received \$472,690 in revenue and expended \$375,757. The Perpetual Care Fund received \$19,501 in revenue and expended \$25,445. There was \$34,593 expended from the Capital Projects Fund. Total revenues received for FY 2023 were \$492,191 and total expenses were \$435,795.

Mr. Regen referenced page 5 Statement of Activities and stated that this page shows what is being added to the surplus. The last three years (2021, 2022, 2023) are shown so you can see how things have changed over this time period. Mr. Regen stated that the trends look great. As of the end of Fiscal Year 2023, the town's governmental funds reported a combined end fund balance of \$483,369, an increase of \$56,396 from the prior year. Of this amount \$236,146 constitutes unassigned fund balance, which is available to meet the future financial needs of the Town. The remainder of fund balance is restricted to indicate that it is not available for new spending because it is legally required to be used for capital projects.

Mr. Regen referenced page 28 Notes to Financial Statement Note 7 – Long-term Debt and said that this page shows the long-term liability transactions for FY 2023. The Beginning Balance of the Water Utility Bond was \$254,000. An annual payment of \$40,000 was made leaving an Ending Balance of \$214,000. Mr. Regen stated that the

\$705,000 Water Revenue Bonds issued in 2007 with an interest rate of 2.74 percent would be paid off January 2028.

Mayor Hidalgo thanked Mr. Regen for coming.

Executive Session – Legal Litigation Strategy - Mayor Hidalgo asked for a motion to go into an Executive Session to discuss a legal litigation case. Councilmember M. Stephensen made the motion to go into an Executive Session. Councilmember A. Hanover seconded the motion. All in favor “Aye”. Motion carried. At 7:55 p.m. the Mayor and Council entered into an Executive Session.

Mayor Hidalgo and the Council returned from Executive Session at 8:03 p.m. Mayor Hidalgo asked for a motion to return to the regular Town Council Meeting. Councilmember M. Stephensen made a motion to return to the regular Town Council Meeting. Councilmember A. Hanover seconded the motion. All in favor “Aye” Motion carried.

4. RELEVANT BUSINESS

Next Meeting – The next Town Council Meeting will be held on Tuesday February 20, 2024 at 7:00 pm.

5. ADJOURN

There being no further business to come before the Council, Councilmember M. Stephensen motioned that the Clarkston Town Council Meeting adjourn. Councilmember A. Hanover seconded the motion. All members present voted “Aye”. Motion carried. The meeting adjourned at 8:05 p.m.

Kristi Hidalgo  
Clarkston Town Clerk

