

MINUTES OF THE TOWN COUNCIL
MEETING
OF THE TOWN OF CLARKSTON

March 19, 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, Mike Kelly

Town Clerk: Kristi Hidalgo

Public Attendance: Deputy Clerk Holly Jones, Cemetery Sexton Jeremy Hidalgo,
Kara Tim - CAPSA

1. CALL TO ORDER

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

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held March 5, 2024. Councilmember M. Kelly motioned for the Clarkston Town Council to approve and adopt the minutes of March 5, 2024. Councilmember S. Kurek seconded the motion. All in favor "Aye" Motion Carried.

2. BUSINESS

CAPSA – Sexual Assault Awareness Month –Kara Tim stated that she was in the Business and Development Department at CAPSA. CAPSA stands for Citizens Against Physical and Sexual Abuse. Ms. Tim reported that this April for Sexual Assault Awareness Month CAPSA is highlighting the importance of believing survivors when they open up about having experienced sexual violence. At CAPSA they have seen firsthand how negative responses and disbelief can worsen the trauma and foster an environment where perpetrators face no consequences for their crime. Decades of research demonstrate that victims of sexual assault are often doubted or blamed and these negative responses have many harmful effects. Negative responses also decrease the likelihood that victims will report the crime and reach out for help. Rape is the most underreported crime and 63% of sexual assaults are not reported to police. This is why the message of "Start by Believing" is so vital. Outcomes will only change when survivors receive supportive responses to their disclosures. When you start by believing your telling survivors, "When you tell us you have been hurt, we will believe you. We will help you get the help you need, and we will help you seek justice." Ms. Tim gave the Mayor and Councilmembers a copy of CAPSA's FY 23 Impact Report and asked them to look through it and review the services they offer to the community.

Business License Application – Oliver Films LLC – Jordan Oliver was not present at the meeting. Mayor Hidalgo stated that the name of the business is Oliver Films LLC and would be located at 15 North Main Street. Mayor Hidalgo explained that it is a video production business. There are no parking requirements and projected monthly sales are \$10,000. Councilmember S. Kurek motioned to approve the business license. Councilmember M. Stephensen seconded the motion. All in Favor “Aye”. Motion carried.

3. DEPARTMENTS

Mayor Hidalgo – Business Practices – Mayor Hidalgo informed the Council of the following legislative laws that require Clarkston Town to make changes to the Clarkston Town Code and change how business is conducted going forward to comply with the new laws passed by the Utah State Legislature:

1. Subdivision Ordinance - The Utah Legislature passed SB 174 in the spring of 2023 that changed the subdivision requirements affecting all local governments in the state. All municipalities need to update their subdivision ordinances by December 31, 2024. One mandate of the law is that an administrative land use authority must be designated for the approval of subdivisions. This can be a team or one person. The mandate specifies that the administrative land use authority does not include a municipal legislative body or a member of the municipal legislative body. Mayor Hidalgo clarified that the Town Council or a member of the Town Council can no longer be involved in the review and approval of subdivisions. To facilitate this state-wide ordinance update the Department of Work Force Services has commissioned a handful of private companies to serve municipalities directly. Their services are paid for through grant funding provided by the State of Utah. Mayor Hidalgo informed the Council that he had contracted with one of these companies, Hansen Planning Group, to review and update the Clarkston Town Subdivision Ordinance and the Clarkston Town Minor Subdivision Ordinance to make sure they comply with the new subdivision requirements. This will not cost the Town anything. They will update our subdivision code for free.
2. .Gov Account - The Utah Legislature passed a law (Utah State Code 63D-2-105) dictating that all cities and towns are required to have a .gov account for all correspondence. This includes all websites and email addresses. Mayor Hidalgo discussed the additional cost the Town will incur to comply with this new regulation. Currently the Town pays \$550 per month (\$6,000 annually) to AllTech for IT support and security. This will increase to \$980 per month (\$12,000 annually) due to this legislation. This is a significant increase for Clarkston Town. There would also be a one-time Migration Fee of approximately \$3,000. This is the cost for AllTech to migrate Clarkston Town to the .Gov account, obtain Microsoft Licensing and install required security measures. Mayor Hidalgo reported that this law requires that all key town employees use a .Gov email for

all communications on behalf of Clarkston Town. Personal emails can no longer be used for town communications.

Mayor Hidalgo specified the following persons would be given and need to use a .Gov account:

- Mayor Hidalgo and each Town Councilmember
- Planning And Zoning Commission Members
- Town Clerk and Deputy Clerk
- Fire Chief and Assistant Fire Chiefs
- Water Operator

Mayor Hidalgo stated that .Gov accounts need to be in place by January 2025. Councilmember S. Kurek stated that he is frustrated with the State Legislature. They don't consider or care about the impact these laws have on municipalities, especially small towns. They don't realize how these laws adversely affect us.

3. Safety Policies and Procedures - Mayor Hidalgo stated that each of our departments need to look at and update or develop safety policies and procedures. The cemetery, roads, fire and EMT, youth council, parks, and water department need to have up to date safety policies in place for the well-being of town employees and to protect the town against litigation.

Town Hall and Community Center Project Update – Mayor Hidalgo stated that Lundahl Construction started excavation for the building. The excavation should be completed by the end of this week. Mayor Hidalgo said that he would have weekly status meetings with Lundahl Construction. Mayor Hidalgo said that he was very happy to report that Lundahl Construction had already saved the town nearly \$90,000 from what they had bid. Lundahl Construction met with the State Engineer and the building inspector, and it was determined that the building does not need to have a fire suppression system because it is not big enough to require one. Mayor Hidalgo said that Lundahl Construction also recommended not putting rock on the back side (east side) of the building. It would save the town approximately \$20,000 to do metal siding instead. Mayor Hidalgo stated that he agreed with the recommendation because there is no upkeep with siding. Rock must be sealed annually to keep it secure.

Councilmember M. Stephensen – Youth Council – Councilmember M. Stephensen reported that some of the youth councilmembers attended a Youth Council Leadership Conference up at Utah State University and had a great time. They were able to connect with other Youth Councils in the valley and communicated with them about participating in each other's town celebrations, including their parades.

Easter Egg Hunt - Councilmember M. Stephensen said that the Easter Egg Hunt would be a drive-through type activity again this year. It will be held March 30, 2024 from 9:00 – 10:30 am at the Town Square.

Citizen Advisory Committee – Councilmember M. Stephensen reported that they had submitted a 2024 RAPX Tax Application to fund the Pickleball Court Project. Deputy Clerk Holly Jones informed the Council that she had received confirmation from Cache County that they had received it.

Pony Express Days – Councilmember M. Stephensen stated that plans are well underway for the event. She is anticipating that the bounce houses and kids' games will be free. Wrist bands and Hold Harmless Agreements will still be required.

Councilmember S. Kurek – Roads Department – Snow Grader Repairs - Councilmember S. Kurek reported that the mechanic had not been able to look at the snow grader yet to determine if it is feasible to repair.

Road Repairs - Mayor Hidalgo stated there are some roads throughout town that need to be repaired and asked Councilmember S. Kurek to contact Cole Construction or have Roads Supervisor David Hale contact them and get on their schedule to get this done. One place in particular that needs patched is at 100 South Main Street by the southwest corner of the church.

Parks Department – Town Clean-Up Day – Councilmember S. Kurek stated that he would like to have a Town Clean-Up Day this year. The Council agreed. Councilmember S. Kurek will determine a date and organize this event.

Sports & Recreation – Baseball Signups – Councilmember S. Kurek reported that Baseball Signups would be starting in May. T-Ball for youth 5-6 years old and Coach Pitch for youth 7-8 years old.

Emergency Management – Training - Councilmember S. Kurek stated that he would contact Cache County Emergency Manager Will Lusk to schedule a National Incident Management System (NIMS) training for the Town Council and other interested parties.

Councilmember A. Hanover - Water Department – Councilmember A. Hanover stated that he had received an e-mail about Emergent Contaminants Funding that is available. He will contact Water Operator Bryan Goodsell to see if there are any projects that would qualify or if there is a need for it.

Planning Commission – Building Permit Approvals and Reviews - Councilmember A. Hanover reported that the planning commission had approved a building permit to Brad Jorgensen for a hay barn and are reviewing a building permit application for a cell tower submitted by Verizon. Councilmember A. Hanover wondered if a site plan with setbacks needed to be submitted by Verizon given the location of the tower. Mayor Hidalgo replied that Verizon had submitted everything necessary for the building permit. Deputy Clerk Holly Jones asserted that the site plan had already been submitted with the application.

Willis Acres Subdivision Phase 2 - Councilmember A. Hanover informed the Council that the planning commission would be holding a meeting on March 20, 2024 at 7:00 pm

to review and discuss the preliminary plat for Phase 2 of the Willis Acres Subdivision. Councilmember A. Hanover reported that the planning commission had received the attorney and engineering review comments on the preliminary plat and will review and discuss those comments at the meeting. The developer, Darren Michaelis, has been invited to the meeting so the planning commission will be able to talk to him directly. Councilmember A. Hanover is hoping that an understanding can be reached so a recommendation to approve the preliminary plat can be made to the Town Council.

Councilmember M. Kelly – Cache County School District – Councilmember M. Kelly stated that he had reached out to the Cache County School District liaison, but he hadn't heard back from them yet. Mayor Hidalgo stated that he would be getting an email invitation to their next meeting and would forward it on to Councilmember M. Kelly.

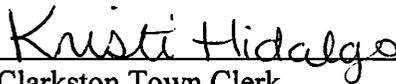
Float/Parades – Councilmember M. Kelly stated that he is willing to do whatever is necessary regarding the town float and parades, including pulling the float in the parades. Councilmember M. Stephensen said that there are two parades coming up in May. The Smithfield Health Days Parade is May 11, 2024 at 10:00 am and the Richmond Black and White Days Parade is May 18, 2024 at 5:00 pm.

4. RELEVANT BUSINESS

Next Meeting – The next Town Council Meeting will be held on Tuesday April 16, 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 M. Kelly seconded the motion. All members present voted "Aye". Motion carried. The meeting adjourned at 7:45 p.m.



Clarkston Town Clerk



APPLICATION FOR BUSINESS LICENSE

NAME OF BUSINESS Oliver Films LLC

NAME OF APPLICANT Jordan Oliver

MAILING ADDRESS PO BOX 412 Clarkston UT. 84305

APPLICANT'S PHONE NUMBER 801-528-8010

BUSINESS ADDRESS 15 North Main Street, Clarkston UT. 84305

APPLICATION IS FOR: New Business Temporary Business Renewal

LICENSE FEE: \$15.00 per year (resident)

DESCRIPTION OF BUSINESS (include nature of business, parking requirements, and projected monthly sales.) Video production services. No parking requirements. \$10,000/month.

PEDDLERS, SOLICITORS, & TRANSIENT MERCHANTS FEE:
(\$5.00/day; \$10.00/week; \$20.00/month; \$100.00/year)

Business to be located at: _____

For the following days: _____

RENEWAL

Renewals are due prior to January 31st. If renewal applications are not received in the Clarkston Town Office on or before March 31st, a penalty of \$50.00 will be assessed.

CERTIFICATE

I HEREBY CERTIFY the above information is a true and accurate statement, to the best of my knowledge and belief.

Dated this 16 day of February, 2024

Jordan Oliver
Applicant or Authorized Agent

BUSINESS LICENSE APPLICATION

3/13/2024
Date Approved

[Signature]
Planning/Zoning Chairman

CLARKSTON TOWN COUNCIL APPROVAL

Date 19 March 2024

N. Craig Biddle

CONDITIONAL USE PERMIT: Yes No

Conditions:

- 1: _____
- 2: _____
- 3: _____
- 4: _____
- 5: _____