

MINUTES OF THE TOWN COUNCIL
MEETING
OF THE TOWN OF CLARKSTON

April 16, 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, Adam Hanover,
Mike Kelly

Absent: Councilmember Shaun Kurek

Town Clerk: Kristi Hidalgo

Public Attendance: Brooke Coulam, Garth Day, Kynlie Nelson, Kelly Nelson, Cache County Sheriff Chad Jensen

1. CALL TO ORDER

Mayor Hidalgo called the Clarkston Town Council to order at 7:00 p.m. Councilmember A. Hanover 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 19, 2024. Councilmember A. Hanover motioned for the Clarkston Town Council to approve and adopt the minutes of March 19, 2024. Councilmember M. Kelly seconded the motion. All in favor "Aye" Motion Carried.

2. BUSINESS

Youth Council Liaison – Youth Councilmembers Brooke Coulam and Kynlie Nelson introduced themselves and reported that the Easter Egg Hunt was a great success. Due to inclement weather, they did a drive-through Easter Egg activity this year.

Cache County Sheriff Chad Jensen – FY 2025 Law Enforcement and Animal Control Contracts – Sheriff Chad Jensen stated that he wanted to talk about the Law Enforcement and Animal Control Contracts for FY 2025. The Law Enforcement Contract won't need to be renewed this year. It is a three-year contract and FY 2025 is in the third year of the three-year cycle. Clarkston Town will pay \$9,684 for FY 2025 Law Enforcement Services, which is an increase of \$1,256. The Town paid \$8,428 in FY 2024. Sheriff Jensen informed the Council that last year in FY 2023, the Cache County Sheriff's Office spent 400 hours in Clarkston and the contracted hours were only 147. For the current year through nine months, they have spent about 185 hours in Clarkston and the contracted hours are 161. So, the increased contracted hours each year is getting Clarkston closer to the hours for service number in the contract. Sheriff Jensen said that calls for law enforcement service are creeping up a little bit for all municipalities in Cache Valley and attributed that to increased growth in the valley. Sheriff Jensen referenced the FY 2025 Animal Control Contract. See Attachment A

The Animal Control Contract is a three-year cycle contract beginning in FY 2025. In FY 2025 Clarkston will pay \$3,475 for 100 hours of service. This is an increase of \$275 from the current year (FY 2024). The contract will continue to increase for the next two years as follows:

<u>Contract Year</u>	<u>Category</u>	<u>Hours</u>	<u>Amount</u>	<u>Amount of Increase</u>
2022-2023	Contract	100	\$3475.00	\$275.00
2023-2024	Contract	100	\$3750.00	\$275.00
2024-2025	Contract	100	\$4025.00	\$275.00

The contract is for 100 service hours per year and those contracted hours will not increase each year. Sheriff Jensen stated that he hasn’t increased the hourly rate for Animal Control Services since 2016. The Animal Control Contract reflects a \$2.00 an hour increases over the next three years.

Consider Willis Acre Subdivision Phase 2 Preliminary Plat Approval – Garth Day was present at the meeting representing the Developer, Darren Michaelis. The Council reviewed and discussed the Willis Acre Subdivision Phase 2 Preliminary Plat. An adequate turnaround that would permit snow removal was discussed. Mayor Hidalgo concluded that a temporary hammerhead turnaround would be alright. He is not opposed to it but said that it would be challenging for the snowplow operators. Mayor Hidalgo asked Councilmember A, Hanover to discuss the issues the Planning Commission had with the Preliminary Plat. Councilmember A. Hanover read the following Letter of Recommendation from the Planning Commission:

The Clarkston Planning Commission met with Mr. Michaelis and Mr. Day, the developers of the Willis Acres Subdivision, on March 20, 2024. They went over the engineering and legal reviews of the Willis Acres Phase 2 Preliminary Plat item by item. The planning commission felt it was also important for the developers to consult with the Fire Marshall concerning the best approach to turnarounds for this phase of development. After a thorough review of the plat and consideration of professional input, the commissioners voted to approve the Willis Acres Phase 2 Preliminary Plat with the following conditions:

- 1 – All the engineering concerns will be addressed and satisfactorily corrected on the final plat.
- 2 – Same for all the points in the legal review.
- 3 – Mr. Michaelis and Mr. Day will consult the Fire Marshall concerning road access for emergency vehicles.

Councilmember A. Hanover stated that all the above conditions are in progress and that the Clarkston Town Planning Commission recommended approval of the Willis Acre Subdivision Phase 2 Preliminary Plat with the aforementioned conditions. Councilmember A. Hanover stated that all the engineers’ and attorneys’ concerns would be addressed and satisfactorily corrected on the Final Plat. They aren’t technically required until the final plat. Mr. Day asserted that they had already completed all the engineer and attorney reviews and have included them on the preliminary plat. Mayor Hidalgo asked for a motion to approve the Willis Acre Subdivision Phase 2 Preliminary Plat. Councilmember A. Hanover motioned for the Clarkston Town Council to conditionally approve the Willis Acre Subdivision Phase 2 Preliminary Plat. Councilmember M. Stephensen seconded the motion. All in favor “Aye” Motion

Carried. Mayor Hidalgo confirmed that the Willis Acre Subdivision Phase 2 Preliminary Plat was unanimously approved by the Council.

Amphitheater Use Request – Malad Idaho Stake - Mayor Hidalgo stated that Tori Green from Malad, ID had sent in a request to use the amphitheater on July 25, 2024 for a Youth Conference Fireside. They will be bringing approximately 350 youth aged 14-18. A man dressed as Martin Harris will speak to the group. They wanted to have an activity on the grounds and have already been notified that that is not acceptable and would not be allowed. They are welcome to use the park and pavilions, if they would like to, free of charge for an activity. Mayor Hidalgo stated that his only concern was restroom facilities for that many people. The cemetery restroom won't handle 350 kids. It was determined that they would need to arrange for porta-potties to be brought in to help accommodate that many people. Councilmember A. Hanover motioned for the Clarkston Town Council to approve the Amphitheater Use Application stipulating that porta-potties would need to be brought in to accommodate such a large group and no activities would be held on the grounds. Councilmember M. Stephensen seconded the motion. All in favor "Aye" Motion Carried.

3. DEPARTMENTS

Mayor Hidalgo – Fire Department – Mayor Hidalgo informed the Council that the fire department had been awarded a \$3,573 grant from the State of Utah. They are planning to use the grant money to update their radios and pager.

Green Waste – Mayor Hidalgo reported on the Green Waste Survey that was conducted by the Town. Of the results received, the no green waste option and a green waste dumpster with one dump per week option were very close. The no green waste option received two votes more than the one dump per week option. There were 22 votes for no green waste, 20 for one dump per week, 15 for the spring/fall only option, 9 for two dumps per week and 2 voted for residential green waste cans. Not even half of the population participated in the survey but of those that did half want green waste and half don't. Mayor Hidalgo stated that it's time for the Council to decide if the Town should continue providing green waste service to the community. Mayor Hidalgo said that he would like to continue with green waste but the first time there is an issue with people putting non green waste items in the dumpster it will be discontinued. The Council agreed and determined to continue providing green waste service to the community with one dump per week. The Council voted on the decision. All members present voted "Aye".

Town Hall and Community Center Update – Mayor Hidalgo reported that the project is moving right along. There have been two change orders. The first change order was on the shingles. Mayor Hidalgo decided to get the 50-year warranty shingles for the building, which increased the price \$2,500. The second change order eliminated the fire suppression system. Lundahl Builders determined that it wasn't necessary. The building isn't large enough to require one. That generated a credit on the building price of \$74,000.

Other changes are as follows:

- Mayor Hidalgo negotiated to replace all the metal sheeting on the outside of the building rather than trying to match what is already there. They will be re-skinning the whole building. This increased the price \$13,086.
- Mayor Hidalgo also determined not to put rock on the east side of the building. The east side of the building will all be metal siding. That will decrease the cost of the building by \$9,700.
- Interior Paint - One tone paint was changed to three tone paint increasing the price \$7,300.
- There was an unforeseen sewer line modification that cost \$3,200.
- Fire Extinguisher Cabinets – They will be counter sunk, so they are inside the wall instead of on the outside of the wall. That will be \$463 more.

Mayor Hidalgo stated that overall, the Town still has a credit of \$69,000. Office furniture and IT services are not included in the cost of the building. Mayor Hidalgo would like to have some fund-raising activities to generate money for those things. IT will cost \$20,000 and office furniture approximately \$15,000 - \$20,000.

Snow Grader – Mayor Hidalgo stated that he got the snow grader moved from behind the fire station out to the cemetery. Councilmember S. Kurek is going to have a mechanic come and look at it to determine if it is feasible to repair or if we need to just get rid of it.

Road Maintenance Plan & Potholes – Mayor Hidalgo stated that Councilmember S. Kurek will be purchasing some cold patch to fix the potholes in town.

Parks, Sports, and Recreation – Mayor Hidalgo reported that Sports Director Mike Balls has indicated a desire to be done. He said he would like to talk to Mayor Hidalgo a little bit more about it. He doesn't feel that he is being effective. Mayor Hidalgo believes Mr. Balls is trying to take too much upon himself. There needs to be some coordination with other mayors around our area and create sports programs with communities closer to us. Mayor Hidalgo is willing to help with this effort. This could include soccer, baseball, and basketball.

Councilmember M. Stephensen - April Warrant List – Councilmember M. Stephensen presented the Warrant List for April 2024. Councilmember M. Kelly motioned for the Clarkston Town Council to approve the Warrant List as read. Councilmember A. Hanover seconded the motion. All in favor "Aye." Motion carried.

Youth Council – Councilmember M. Stephensen reiterated that the Easter Egg Hunt went very well. They didn't have the turnout that they were expecting but it was a very cold day. The Youth Council will be doing a service project in May. They will be cleaning headstones at the Cemetery for Memorial Day.

Citizen Advisory Committee – Councilmember M. Stephensen said that they are still waiting to hear back on the RAPZ Tax Grant.

Pony Express Days – Councilmember M. Stephensen reported that plans are well underway for the event. She has most of the assistants for the committees and volunteers lined up and has been designing the T-Shirts to be sold at the event.

Councilmember A. Hanover – Water Department – Councilmember A. Hanover stated that he had asked Bryan Goodsell to show and review with him everything he does for the town water system so that he could start drafting policy and procedure documents for the water department to follow. Mayor Hidalgo agreed that it would be worthwhile for him to go out and check everything out with Mr. Goodsell. Mayor Hidalgo mentioned to Councilmember A. Hanover that the water springs area needs to be mowed. It should be mowed every year, and it has been probably three years since that was done. It was hired out last time.

Planning Commission – Councilmember A. Hanover reported that at the last Planning and Zoning Meeting held April 10, 2024 the Planning Commission considered the following:

- Reviewed and recommended conditional approval of the Willis Acre Subdivision Phase 2 Preliminary Plat.
- Reviewed and approved the Verizon Cell Tower Building Permit.
- Nichole Sparks resigned as a Planning Commissioner. Councilmember A. Hanover publicly thanked her for dedication and service to the Town of Clarkston.
- Violation of Town Code 10-7A 6B - Setback to Adjacent Streets – A shed has been placed on property located at 47 West 100 North, parcel number 15033009. The shed may even be in the public right of way. It's right next to a utility pole. In front of the house and is on a non-conforming lot. The Town Code requires the shed to be removed from the property. A violation letter was sent to the property owner today and they have 10 days to act on it.
- LeRoy Goodey's lot located at 90 West 100 South – There was a preliminary discussion on the Goodey family wanting to sell or gift part of it to the neighbor. There was discussion about adjusting the boundary line via a quick claim deed. Councilmember A. Hanover verified with Megan Kenney, spokesperson for the Goodey family, that they aren't trying to create a new parcel they just want to adjust the boundary line. Mrs. Kenney said that they had talked to the Cache County Recorder and were told it was fine to just create a warranty deed with the legal description change. Councilmember A. Hanover stated that the planning commission recommended that the family have the lot surveyed. Mayor Hidalgo stated that all they have to do is go through the process with the Cache County Recorder. They could split that lot. All they must do is notice the town that they're doing it and they've done that. We can't really require a survey and the Town doesn't get involved in land disputes among landowners. Mayor Hidalgo reiterated that the Town can't require them to get a survey done. All we can do is recommend it. If they don't want to, we can't force them to.

Councilmember M. Kelly – Cemetery Department – New Cemetery Road – Mayor Hidalgo stated that he would like Councilmember M. Kelly to get some bids of what it would cost to asphalt the road in the new section of the cemetery and also around the cemetery shed.

Memorial Day Flags – Councilmember M. Kelly said that he had talked to Councilmember S. Kurek about putting the flags up on Memorial Day and will get that taken care of.

Cache County School District - Councilmember M. Kelly reported that he finally got connected with the Cache County School District Liaison. She wasn't getting my messages. She gave me her business phone and offered her services. If we need something from them, she'd be more than happy to come out.

Councilmember M. Kelly said that he asked her to include us in things that are pertinent to Clarkston regarding the school district and she agreed that would happen.

4. RELEVANT BUSINESS

Next Meeting – The next Town Council Meeting will be held on Tuesday May 7, 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 8:27 p.m.

Kristi Hidalgo
Clarkston Town Clerk



Date Issued: 4/16/2024

By: Mayor N. Craig Hidalgo

Clarkston Town Amphitheater Use Application

Date of Application: 3/30/2024

Date of Event 7/25/2024

Applicant's name (must be a person): Tori Green

Organization: Malad Idaho Stake

Phone Number: 208-851-0874

Name of proposed event: Stake Youth Council

Attendance: 350

Audience age range: 14-18

Proposed Event (Describe in detail):

We will begin our Youth Conference by having a fireside with a man dressed as Martin Harris to speak to us in the Amphitheater. We would love to have an activity on the grounds if that is ok.

• Additional Port-a-Potties
• No activities on the grounds

The Amphitheater will not be rented for events beyond the capacity of what the venue can handle or its' intended purpose.

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
MAYOR & COUNCIL							
10-41-230 TRAVEL & TRAINING							
255	UTAH LEAGUE OF CITIES AND	1356	POWERS AND DUTIES HANDB	02/21/2024	90.00	90.00	03/11/2024
Total MAYOR & COUNCIL:					90.00	90.00	
COURT							
10-42-220 PROSECUTOR							
184	OLSON & HOGGAN, PC	213972	CRIMINAL PROSECUTION SER	02/29/2024	42.00	42.00	03/11/2024
Total COURT:					42.00	42.00	
ADMINISTRATION							
10-44-220 MILEAGE							
440	KRISTI HIDALGO	032124	Mileage	03/21/2024	62.23	62.23	03/21/2024
10-44-230 TRAVEL & TRAINING							
440	KRISTI HIDALGO	0032124	MUNICIPAL CLERK'S INSTITUTE	03/21/2024	410.80	410.80	03/21/2024
10-44-240 OFFICE SUPPLIES & EXPENSE							
103	Al's Trophies & Frames	1117	NAME PLATES	03/20/2024	17.50	17.50	03/21/2024
10-44-250 EQUIPMENT - SUPPLY/MAINT							
657	ALLTECH	10078	.GOV MIGRATION	03/20/2024	1,461.00	1,461.00	03/21/2024
10-44-270 UTILITIES							
657	ALLTECH	3703	PHONE SERVICE - TOWN HALL	03/15/2024	36.48	36.48	03/21/2024
246	COMCAST	031124	INTERNET	02/22/2024	104.70	104.70	03/11/2024
10-44-320 E911 FEES							
685	LOGAN CITY	032124	911 FEE	03/20/2024	834.00	834.00	03/21/2024
10-44-330 SANITATION COLLECTION FEES							
913	WM CORPORATE SERVICES,IN	0057997-2514-	SANITATION COLLECTION	03/01/2024	5,626.91	5,626.91	03/11/2024
10-44-620 MISC SUPPLIES/SERVICES							
869	ELAN FINANCIAL SERVICES	032124	TOWNWEB ANNUAL FEE	03/21/2024	367.50	367.50	03/21/2024
255	UTAH LEAGUE OF CITIES AND	032124	MEMBERSHIP FEE	03/14/2024	250.00	250.00	03/21/2024
Total ADMINISTRATION:					9,171.12	9,171.12	
FIRE & RESCUE							
10-53-270 FUEL/OIL & UTILITIES							
657	ALLTECH	3703	PHONE SERVICE - FIRE DEPT.	03/15/2024	36.48	36.48	03/21/2024
246	COMCAST	031124	INTERNET	02/22/2024	104.69	104.69	03/11/2024
Total FIRE & RESCUE:					141.17	141.17	
ROADS & STREETS DEPARTMENT							
10-60-250 EQUIPMENT - SUPPLY/MAINT							
119	BRENT GODFREY CONSTRUCT	031124	ROADS BUILDING DOOR	02/28/2024	644.93	644.93	03/11/2024
233	RON KELLER TIRE	LOGAN-41540	Tire Repair/Replacement	03/15/2024	85.00	85.00	03/21/2024
10-60-255 FUEL & OIL							
489	HALL OIL INC.	A114384	FUEL	02/29/2024	764.34	764.34	03/11/2024
Total ROADS & STREETS DEPARTMENT:					1,494.27	1,494.27	
PARKS & RECREATION							
10-70-250 PARK GENERAL							
889	CIRCLE B IRRIGATION	2403-186816	PARK MISC.	03/14/2024	2.89	2.89	03/21/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-70-430 YOUTH COUNCIL							
869	ELAN FINANCIAL SERVICES	032124	USU YOUTH COUNCIL CONFER	03/21/2024	680.00	680.00	03/21/2024
Total PARKS & RECREATION:					682.89	682.89	
Total GENERAL FUND:					11,621.45	11,621.45	
WATER FUND							
WATER DEPARTMENT							
51-81-230 WATER TRAVEL & TRAINING							
869	ELAN FINANCIAL SERVICES	032124	CERTIFIED MAILINGS	03/21/2024	75.40	75.40	03/21/2024
485	HOLLY JONES	0032124	MILEAGE	03/21/2024	16.37	16.37	03/21/2024
485	HOLLY JONES	032124	UMCA INSTITUTE/ACADEMY	03/21/2024	182.00	182.00	03/21/2024
440	KRISTI HIDALGO	0032124	MUNICIPAL CLERK'S INSTITUTE	03/21/2024	229.25	229.25	03/21/2024
51-81-240 OFFICE SUPPLIES & EXPENSE							
255	UTAH LEAGUE OF CITIES AND	032124	MEMBERSHIP FEE	03/14/2024	250.00	250.00	03/21/2024
51-81-250 WATER DEPT EQUIP-SUPPLY/MAINT							
657	ALLTECH	10078	.GOV MIGRATION	03/20/2024	1,461.00	1,461.00	03/21/2024
869	ELAN FINANCIAL SERVICES	032124	TOWNWEB ANNUAL FEE	03/21/2024	367.50	367.50	03/21/2024
51-81-370 WATER SAMPLING							
114	BEAR RIVER HEALTH DEPT.	240326	WATER SAMPLING	02/22/2024	25.00	25.00	03/11/2024
51-81-610 MISCELLANEOUS SUPPLIES							
207	SUNRISE ENGINEERING, INC.	0141670	DRINKING WATER SOURCE PR	03/19/2024	1,380.50	1,380.50	03/21/2024
Total WATER DEPARTMENT:					3,987.02	3,987.02	
Total WATER FUND:					3,987.02	3,987.02	
PERPETUAL CARE FUND							
PERPETUAL CARE DEPARTMENT							
71-40-610 BURIAL FEES							
140	DOUBLE C CONSTRUCTION	1301	BURIALS	03/03/2024	1,140.00	1,140.00	03/11/2024
Total PERPETUAL CARE DEPARTMENT:					1,140.00	1,140.00	
Total PERPETUAL CARE FUND:					1,140.00	1,140.00	
Grand Totals:					16,748.47	16,748.47	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: 16 April 2024Mayor: N. Craig HidalgoCity Council: ~~Mr. Steven~~~~Mr. [Signature]~~~~Mr. [Signature]~~~~Mr. [Signature]~~City Recorder: Kristi Hidalgo

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.