

MINUTES OF THE TOWN COUNCIL  
MEETING  
OF THE TOWN OF CLARKSTON

March 4, 2025  
7:00 P.M.

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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, Jared Petersen

Town Clerk: Kristi Hidalgo

Public Attendance: Hayden Atkinson, Luke Rashall, Matthew Regen CPA

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 to begin the meeting.

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held February 4, 2025. Councilmember A. Hanover motioned for the Clarkston Town Council to approve and adopt the minutes of February 4, 2025. Councilmember M. Kelly seconded the motion. All in favor "Aye" Motion Carried.

2. BUSINESS

Youth Council Liaison – Youth Councilmember Hayden Atkinson reported that on February 22, 2025 the youth council hosted a luncheon for all the widows and widowers in the community. It went well and was enjoyed by all in attendance. Mr. Atkinson informed the Council that three members of the youth council would be attending the 2025 Youth Council Leadership Conference held at Utah State University March 13-15. Mr. Atkinson concluded that the next event sponsored by the youth council would be the Easter Egg Hunt in April. Councilmember M. Stephensen stated that she had received four Youth Council Member Applications and that the applicants would be coming to a Town Council meeting to introduce themselves, explain why they want to be on the youth council and answer any questions the Council may have for them.

Matthew Regen – FY 2024 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, 2024 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 invited the Council to look at the Clarkston Town Compiled Financial Statements for the Year Ending June 30, 2024. See Attachment A

Mr. Regen referenced page 4 Statement of Net Position and said that this page summarizes Clarkston's assets, liabilities, and equity. In FY 2024 the Town spent approximately \$300,000 on the Town Hall and Community Center Project. In FY 2024 assets exceeded liabilities by \$2,639,270. Mr. Regen noted that the total net position for the General Fund and the Water Fund has steadily increased over the last three fiscal years.

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 2024. The Beginning Balance of the Water Utility Bond was \$214,000. An annual payment of \$41,000 was made leaving an Ending Balance of \$173,000. 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 in January 2028. Mr. Regen informed the Council that loan payments on the Town Hall and Community Center Building are taken out of the General Fund but since the water utilities run out of this building money from the Water Fund could be used to make advanced payments on the loan. Mr. Regen declared that there is no reason why that can't be done if the Council chooses to do so.

Mr. Regen referenced page 5 Statement of Activities and stated that this page shows revenues and expenses. The General Fund, Capital Projects Fund and Perpetual Care Fund are considered Governmental Activities, and the Water Utility Fund is a Business-type Activity. The last three years (2022, 2023, 2024) are shown so you can see how things have changed over this time period. Mr. Regen stated that the trends look great. At the end of Fiscal Year 2024, the town's governmental funds reported a combined end fund balance of \$336,597, a decrease of \$146,772 from the prior year. Of this total amount \$230,222 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 the perpetual care of the cemetery and for capital projects.

Mr. Regen referenced page 31 General Fund Budgetary Comparison Schedule and stated that this shows the original and final budget for FY 2024. The budget anticipated that \$569,418 in revenue would be received. Actual revenue received was \$488,577. The budget projected that \$569,418 would be expended. Actual expenditure was only \$426,500. The town spent \$142,918 less than originally budgeted. Mr. Regen stated that the State of Utah watches very closely to ensure that municipality expenses don't exceed the Fiscal Year Budgeted amount.

Mr. Regen referenced the Independent Accountant's Report on Applying Agreed-Upon Procedures See Attachment B and stated that there are 28 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. Regan 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 people to understand the topics to be discussed.
- That the internal check book reconciliation matches the balance on the bank statement and checks 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
- That the Treasurer is bonded or insured in accordance with Money management Council Rule R628-4-4
- That the entity requires and maintains a conflict-of-interest disclosure for all officials and employees with decision-making or management responsibilities that are updated annually.

Mayor Hidalgo stated that he really appreciated Mr. Regen and that he has used and relied on Mr. Regens' expertise to be successful in governing the finances of Clarkston Town. Mayor Hidalgo acknowledged that he worked very closely, over the past seven years, with Mr. Regen as he underwent the process of planning and constructing the Town Hall and Community Center Building. With Mr. Regens' counsel and advice, Mayor Hidalgo said that he was able to figure out how to finance the building and still remain financially solvent.

Resolution 25-03 "A Resolution Designating a Chief Administrative Officer (CAO), a Public Information Officer (PIO), and a Records Officer (ARO)" – Mayor Hidalgo reported that the State of Utah passed legislation (HB444) that requires Municipalities to establish a privacy plan by May 25, 2025. The State's Privacy Officer has recommended three key steps for compliance:

1. Designate a Chief Administrative Officer (CAO).
2. Designate at least one Appointed Records Officer (ARO)
3. Designate a Public Information Officer (PIO)

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 25-03. Councilmember A. Hanover motioned for the Council to

approve and adopt Resolution 25-03. Councilmember M. Stephensen seconded the motion.

Roll Call Vote:

Mayor Hidalgo	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember M. Stephensen	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember M. Kelly	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember A. Hanover	<u>X</u>	Aye	___	No	___	Abstain	___	Absent
Councilmember J. Petersen	<u>X</u>	Aye	___	No	___	Abstain	___	Absent

3. DEPARTMENTS

Mayor Hidalgo – Trees – Mayor Hidalgo reported that last year he had the trees trimmed in the park. One of the pine trees directly south of the town hall has split near the top coming down the main trunk of the tree. He had the tree trimmer put a temporary cable around the split to try to prevent further separation. For safety reasons and to prevent it from falling onto the town hall building the tree trimmer advised the removal of the tree and the pine tree next to it. Mayor Hidalgo stated that the problem with pine trees that are planted too close together is that the roots intertwine with each other and if the compromised tree were to go down it would take the other tree with it. Mayor Hidalgo recommended that the two trees be removed, and new trees planted in their place, along with two trees on the north side of the building. It would cost approximately \$1,000 per tree to have them removed. The Council discussed and determined to have Rodney and Jessica Buttars come to a Council meeting to discuss and recommend the best type of trees to plant around the town hall.

Councilmember M. Stephensen – February Warrant List – Councilmember M. Stephensen presented the Warrant List for February 2025. Councilmember A. Hanover motioned for the Clarkston Town Council to approve the Warrant List as read. Councilmember M. Kelly seconded the motion. All in favor “Aye.” Motion carried.

Youth Council – Leadership Conference – Councilmember M. Stephensen stated that three members of the youth council would be participating in the Annual Youth Council Conference this year and they are really excited about it. It is March 13-15 at Utah State University.

New Youth Councilmembers - Councilmember M. Stephensen stated that she had received four Youth Council Member Applications and would like the applicants to come to the March 18, 2025 Town Council Meeting to introduce themselves, explain why they want to be on the youth council and answer any questions the Council may have for them.

Pony Express Days – Councilmember M. Stephensen reported that she had booked a band, and that Texas Roadhouse would be catering the dinner again this year. Councilmember M. Stephensen said that she is open to any ideas from the Council for new activities or events for Pony Express Day. Councilmember J. Petersen stated that the Town buys one saddle and some belt buckles as prizes for the Pony Express Horse Race

every year. The saddle is given away in a drawing. Last year a business donated \$1,100 for a second saddle. The second saddle was awarded to the fastest rider of an individual lap. Councilmember J. Petersen said that it was such a big hit that he would like to do that again and wondered if it would be possible for the Town to buy two saddles for the horse race this year. Mayor Hidalgo said that it hadn't been budgeted for this year, but he would look at the budget and see if it would be possible.

Councilmember A. Hanover - Planning Commission – Councilmember A. Hanover reported that the newly appointed Planning Commissioner Lester Lee was present at the last Planning Commission Meeting held on February 13, 2025. The Planning Commission approved the Foy/Thomas Minor Subdivision and discussed the new State mandated process for Major Subdivisions.

Councilmember A. Hanover stated that the Planning Commission had submitted their first response to the Final Plat of the Willis Acres Subdivision Phase 2. There were several modifications from the legal, engineering and planning commission reviews that need to be addressed by the subdivider. The Planning Commission is still waiting for a response from the subdivider. Councilmember A. Hanover stated that there is some confusion regarding who is the Clarkston Town Land Use Authority who approves and signs off on subdivisions. It cannot be a member of the Town Council. Even though Councilmember A. Hanover is the Chairman of the Planning Commission he cannot sign approval on a subdivision. Some one else on the Planning Commission needs to be designated the Land Use Authority and sign final approval on all subdivisions. It was determined that Austin Powell would be designated the Land Use Authority for Clarkston Town. A resolution will be presented for approval and adoption to designate Austin Powell as the Land Use Authority for Clarkston Town at the next Town Council Meeting to be held March 18, 2025.

Councilmember M. Kelly – Cemetery Department – Councilmember M. Kelly reported that the cemetery has been busy so far this year. There have already been 12 burials. The Council discussed and determined that Clarkston Town Policy will be that no burials are scheduled after 3:00 pm.

Councilmember J. Petersen – Roads Department – Councilmember J. Petersen wondered, with spring flooding forthcoming, whose responsibility it is to replace inadequate or clogged culverts to prevent flooding. Mayor Hidalgo stated that it is the responsibility of the landowner to replace culverts if necessary. However, the fire department has been good and willing to blow out clogged culverts for the Town, as needed.

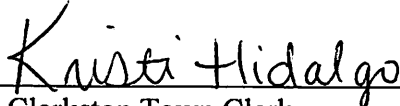
Sandbags – Councilmember J. Petersen stated that there are sandbags available in the Roads Building and in the Cemetery Green Shed. If citizens need some they can contact the clerks during business hours or Mayor Hidalgo and Councilmember J. Petersen after hours.

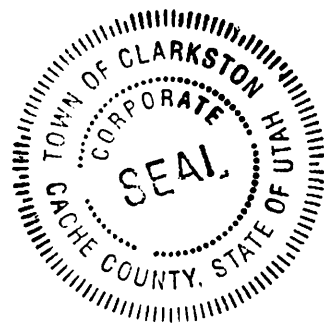
4. RELEVANT BUSINESS

Next Meeting – The next Town Council Meeting will be held on Tuesday March 18, 2025 at 7:00 pm.

5. ADJOURN

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

  
Clarkston Town Clerk



**CLARKSTON TOWN  
RESOLUTION 25-03**

**A RESOLUTION DESIGNATING A CHIEF ADMINISTRATIVE  
OFFICER(CAO), A PUBLIC INFORMATION OFFICER (PIO), AND A  
RECORDS OFFICER (ARO) FOR THE TOWN OF CLARKSTON,  
COUNTY OF CACHE, STATE OF UTAH.**

WHEREAS, pursuant to Utah Code 63A-12-103; Clarkston, Utah, has established the positions of Chief Administrative Officer (CAO), Public Information (PIO), and Records Officer (ARO) and is required to appoint qualified persons to those positions and,

NOW THEREFORE BE IT RESOLVED by the Mayor of Clarkston with the advice and consent of the Clarkston Town Council, that the following individuals are hereby appointed to the following positions:

Mayor N. Craig Hidalgo	Chief Administrative Officer (CAO)
Kristi Hidalgo	Public Information Officer (PIO)
Holly Jones	Records Officer (ARO)

Adopted and effective this day by motion from Councilmember A. Hanover and seconded by Councilmember M. Stephensen and all approved.

Dated this 4th day of March, 2025.

Roll Call Vote:

Mayor Hidalgo	<u>X</u> Aye	___ No	___ Abstain	___ Absent
Councilmember M. Stephensen	<u>X</u> Aye	___ No	___ Abstain	___ Absent
Councilmember A. Hanover	<u>X</u> Aye	___ No	___ Abstain	___ Absent
Councilmember M. Kelly	<u>X</u> Aye	___ No	___ Abstain	___ Absent
Councilmember J. Petersen	<u>X</u> Aye	___ No	___ Abstain	___ Absent

N. Craig Hidalgo  
MAYOR

ATTEST:

Kristi Hidalgo  
CLERK



## 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
<b>GENERAL FUND</b>							
<b>ADMINISTRATION</b>							
<b>10-44-220 MILEAGE</b>							
440	KRISTI HIDALGO	022425	Mileage	02/24/2025	91.70	91.70	02/24/2025
<b>10-44-240 OFFICE SUPPLIES &amp; EXPENSE</b>							
916	VISA	021325	DROP BOX ANNUAL FEE	01/15/2025	84.76	84.76	02/13/2025
<b>10-44-250 EQUIPMENT - SUPPLY/MAINT</b>							
895	TOWN WEB DESIGN, LLC	8698	ANNUAL HOSTING & MAINTENA	02/01/2025	367.50	367.50	02/06/2025
<b>10-44-270 UTILITIES</b>							
657	ALLTECH	A7137-648	PHONE SERVICE - TOWN HALL	02/18/2025	36.48	36.48	02/24/2025
246	COMCAST	020625	INTERNET	01/26/2025	118.26	118.26	02/06/2025
189	ENBRIDGE GAS	020625	UTILITIES	01/23/2025	74.42	74.42	02/06/2025
189	ENBRIDGE GAS	020625	UTILITIES	01/23/2025	82.41	82.41	02/06/2025
219	ROCKY MOUNTAIN POWER	020625	UTILITIES	01/20/2025	151.97	151.97	02/06/2025
219	ROCKY MOUNTAIN POWER	022425	UTILITIES	02/18/2025	137.52	137.52	02/24/2025
<b>10-44-280 PLANNING &amp; ZONING</b>							
932	RUSSELL DAVIS	020625	BOND REFUND	01/22/2025	500.00	500.00	02/06/2025
<b>10-44-300 SUBDIVISION EXPENSES</b>							
184	OLSON & HOGGAN, PC	223198	WILLIS ACRE SUB REVIEW - PH	01/31/2025	390.00	390.00	02/24/2025
<b>10-44-305 LEGAL/PROFESSIONAL</b>							
272	STEVEN R. MISENER, CPA	57860	4TH QTR. REPORTS/YEAR END	01/10/2025	490.00	490.00	02/13/2025
<b>10-44-320 E911 FEES</b>							
685	LOGAN CITY	020625	911 FEE	01/22/2025	834.00	834.00	02/06/2025
<b>10-44-330 SANITATION COLLECTION FEES</b>							
913	WM CORPORATE SERVICES,IN	0062497-2514-	SANITATION COLLECTION	02/03/2025	6,331.33	6,331.33	02/13/2025
Total ADMINISTRATION:					9,690.35	9,690.35	
<b>LAW ENFORCEMENT</b>							
<b>10-51-390 ANIMAL CONTROL</b>							
298	C.V.P.A	020125	Rabie Clinic	02/01/2025	900.00	900.00	02/06/2025
Total LAW ENFORCEMENT:					900.00	900.00	
<b>FIRE &amp; RESCUE</b>							
<b>10-53-240 FIRE SUPPLIES &amp; EXPENSE</b>							
916	VISA	021325	FIRE DEPT. SUPPLIES	01/15/2025	92.39	92.39	02/13/2025
<b>10-53-270 FUEL/OIL &amp; UTILITIES</b>							
657	ALLTECH	A7137-648	PHONE SERVICE - FIRE DEPT.	02/18/2025	36.48	36.48	02/24/2025
246	COMCAST	020625	INTERNET	01/26/2025	118.26	118.26	02/06/2025
189	ENBRIDGE GAS	020625	UTILITIES	01/23/2025	326.04	326.04	02/06/2025
219	ROCKY MOUNTAIN POWER	020625	UTILITIES	01/20/2025	262.90	262.90	02/06/2025
219	ROCKY MOUNTAIN POWER	022425	UTILITIES	02/18/2025	219.08	219.08	02/24/2025
Total FIRE & RESCUE:					1,055.15	1,055.15	
<b>ROADS &amp; STREETS DEPARTMENT</b>							
<b>10-60-220 MILEAGE</b>							
939	ORSON PASKETT	022425	MILEAGE	02/24/2025	22.27	22.27	02/24/2025
<b>10-60-250 EQUIPMENT - SUPPLY/MAINT</b>							
201	SMITHFIELD IMPLEMENT	2502-169573	ROADS MISC.	02/14/2025	19.31	19.31	02/24/2025
<b>10-60-255 FUEL &amp; OIL</b>							
189	ENBRIDGE GAS	020625	UTILITIES	01/23/2025	104.50	104.50	02/06/2025



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-60-420 ROAD UTILITIES/STREET LIGHTS</b>							
219	ROCKY MOUNTAIN POWER	020625	UTILITIES	01/20/2025	631.97	631.97	02/06/2025
219	ROCKY MOUNTAIN POWER	022425	UTILITIES	02/18/2025	626.42	626.42	02/24/2025
Total ROADS & STREETS DEPARTMENT:					1,404.47	1,404.47	
<b>PARKS &amp; RECREATION</b>							
<b>10-70-250 PARK GENERAL</b>							
219	ROCKY MOUNTAIN POWER	020625	UTILITIES	01/20/2025	17.26	17.26	02/06/2025
219	ROCKY MOUNTAIN POWER	022425	UTILITIES	02/18/2025	16.87	16.87	02/24/2025
<b>10-70-820 CIVIC CENTER UTILITIES</b>							
189	ENBRIDGE GAS	020625	UTILITIES	01/23/2025	82.42	82.42	02/06/2025
219	ROCKY MOUNTAIN POWER	020625	UTILITIES	01/20/2025	151.98	151.98	02/06/2025
219	ROCKY MOUNTAIN POWER	022425	UTILITIES	02/18/2025	137.51	137.51	02/24/2025
<b>10-70-840 CIVIC CENTER SUPPLIES/MAINT</b>							
916	VISA	021325	CIVIC CENTER SUPPLIES	01/15/2025	26.70	26.70	02/13/2025
Total PARKS & RECREATION:					432.74	432.74	
Total GENERAL FUND:					13,482.71	13,482.71	
<b>Capital Projects Fund</b>							
<b>41-40-210 TOWN HALL BUILDING</b>							
938	LANDSCAPE EXPRESSIONS	1832	TOWN HALL/CIVIC CENTER SP	02/05/2025	4,875.00	4,875.00	02/13/2025
Total :					4,875.00	4,875.00	
Total Capital Projects Fund:					4,875.00	4,875.00	
<b>WATER FUND</b>							
<b>WATER DEPARTMENT</b>							
<b>51-81-230 WATER TRAVEL &amp; TRAINING</b>							
284	BRYAN GOODSSELL	020625	WATER CONFERENCE	02/06/2025	1,514.00	1,514.00	02/06/2025
<b>51-81-240 OFFICE SUPPLIES &amp; EXPENSE</b>							
916	VISA	021325	DROP BOX ANNUAL FEE	01/15/2025	84.76	84.76	02/13/2025
<b>51-81-250 WATER DEPT EQUIP-SUPPLY/MAINT</b>							
895	TOWN WEB DESIGN, LLC	8698	ANNUAL HOSTING & MAINTENA	02/01/2025	367.50	367.50	02/06/2025
<b>51-81-270 UTILITIES</b>							
189	ENBRIDGE GAS	020625	UTILITIES	01/23/2025	104.51	104.51	02/06/2025
219	ROCKY MOUNTAIN POWER	020625	UTILITIES	01/20/2025	99.96	99.96	02/06/2025
219	ROCKY MOUNTAIN POWER	022425	UTILITIES	02/18/2025	90.68	90.68	02/24/2025
<b>51-81-370 WATER SAMPLING</b>							
114	BEAR RIVER HEALTH DEPT.	021325	WATER SAMPLING	01/30/2025	25.00	25.00	02/13/2025
Total WATER DEPARTMENT:					2,286.41	2,286.41	
Total WATER FUND:					2,286.41	2,286.41	
Grand Totals:					20,644.12	20,644.12	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: 4 March 2025Mayor: N. Craig HidalgoCity Council: M. LopezJuanitaM. LopezJuanitaCity Recorder: Kristi Hidalgo

## Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.