

MINUTES OF THE TOWN COUNCIL
MEETING
OF THE TOWN OF CLARKSTON

December 2, 2025
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, Mike Kelly
Adam Hanover, Jared Petersen

Town Clerk: Kristi Hidalgo

Public Attendance: Deputy Clerk Holly Jones, Luke Rashall, Paul Buntin

1. CALL TO ORDER

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

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held November 18, 2025. Councilmember A. Hanover motioned for the Clarkston Town Council to approve and adopt the minutes of November 18, 2025. Councilmember M. Stephensen seconded the motion. All in favor "Aye". Motion Carried.

2. BUSINESS

Ordinance 25-03 "An Ordinance Implementing a Clarkston Town Privacy Program Policy"- Mayor Hidalgo reported that the State of Utah is requiring that all municipalities adopt a Privacy Program Policy and it must be implemented by December 31, 2025. Town Clerk Kristi drafted the Clarkston Town Privacy Program Policy in accordance with the Utah State Code 63A-19-401(2)(a). Mayor Hidalgo asked if there was any discussion by the Council prior to passing the ordinance. There was none. Mayor Hidalgo read the ordinance and asked for a motion to adopt Ordinance 25-03. Councilmember A. Hanover motioned for the Council to approve and adopt Ordinance 25-03. Councilmember M. Kelly seconded the motion.

Roll Call Vote:

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

Town Square Lease Update - Mayor Hidalgo reminded the Council that he had received a new Town Square Lease Agreement from the Church of Jesus Christ of Latter-day Saints. The lease agreement places all care and maintenance of the Town Square on the Town.

All watering, mowing, landscaping, trees, fences, water and/or irrigation pipes, lines, curbs, gutters, asphalt surfaces, signs, lighting, buildings, etc. would be the responsibility of the Town to take care of. The new agreement also requires that the Town secure full insurance on the property. It would cost the Town approximately \$20,000 a year to take care of the Town Square per this agreement. The Council unanimously agreed to reject the lease agreement. Mayor Hidalgo stated that he reported the Council's decision to reject the lease agreement and the reasons why to the Church's real estate Company. They immediately responded back that they are willing to work with the Town on an amenable lease agreement. Mayor Hidalgo said that he referred to the 2010 Lease Agreement with the Church and asserted that the landlord and tenant responsibilities on that lease were still acceptable to Clarkston Town and that Clarkston Town would not take sole responsibility for all care and maintenance of the Town Square. Mayor Hidalgo concluded that he had not heard back from the Church's real estate company yet.

3. Departments

Councilmember M. Stephensen – November Warrant List - Councilmember M. Stephensen presented the Warrant List for November 2025. Councilmember A. Hanover 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 - Santa on the Fire Engine - The Youth Council will be sponsoring Santa on the Fire Engine again this year. It will be held on December 6, 2025 at 10:00 am.

Santa's Letter Box – Councilmember M. Stephensen stated that the Youth Council set up Santa's Letter Box for children to drop off letters to Santa. It is by the fire station. The Youth Council will send letters back to the children from Santa.

Councilmember A. Hanover – Planning Commission – Councilmember A. Hanover stated that he was putting together some on-boarding documentation and resources for newly appointed Planning Commission members to assist them in understanding their responsibilities.

Councilmember M. Kelly – Cemetery Department – Councilmember M. Kelly reported that the cemetery had been winterized.

Councilmember J. Petersen – Roads Department – Had nothing to report.

Mayor Hidalgo – Fire Department – Mayor Hidalgo reported that the fire department had been cleaning out culverts for the Town. They will be compensated \$50 per culvert for their time.

Appreciation Plaques – Mayor Hidalgo presented plaques to departing Councilmembers Adam Hanover, Mike Kelly, and McCall Stephensen. Mayor Hidalgo thanked them for the many hours of service they have rendered to the Town of Clarkston.

Mayor N. Craig Hidalgo served as Clarkston Town Mayor from 2018-2026, McCall Stephensen served as Councilmember from 2022-2026, Adam Hanover served as Councilmember from 2024-2026, and Mike Kelly served as Councilmember from March 2024-January 2026.

Employee Resignation Letters – Mayor Hidalgo reported that he had received resignations letters from the following employees:

Town Clerk Kristi Hidalgo – Her last day will be December 18, 2025

Cemetery Sexton and Parks - Jeremy Hidalgo – His last day will be December 19, 2025.

Parks Director Margie Archibald. Her last day will be December 18, 2025.

Cemetery and Parks Assistant Frank Holmes also resigned as of December 2, 2025

Town Clerk Kristi Hidalgo will post job notices for the vacant positions. The Mayor and Councilmembers sworn into office on January 6, 2025 will hire for these positions.

4. RELEVANT BUSINESS

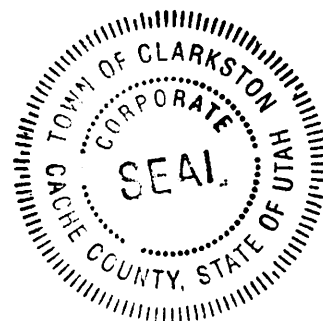
Next Meeting – The next Town Council Meeting will be held on Tuesday January 6, 2026 at 7:00 pm.

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 7:22 p.m.



Clarkston Town Clerk



**CLARKSTON TOWN CORP.
ORDINANCE 25-03**

**AN ORDINANCE ADOPTING THE CLARKSTON
TOWN PRIVACY PROGRAM POLICY**

WHEREAS, the Privacy Program Policy serves to document the Town's policies, practices, and procedures for the processing of personal data in accordance with Utah Code 63A-19-401(2)(a); and

WHEREAS, the policy consolidates privacy practices, outlines governance roles and responsibilities, and ensures compliance with generally applicable records management, data protection, and data privacy obligations. It is designed to safeguard individual privacy rights, promote transparency, maintain the integrity and security of personal data, and ensure accountability across the Town; and

WHEREAS, Utah State Code 63a-19-401.3 states that governmental entities must initiate a Privacy program by December 31, 2025;

See Exhibit

NOW THEREFORE BE IT ORDAINED by the Clarkston Town Council that the Clarkston Town Privacy Program Policy shall be implemented.

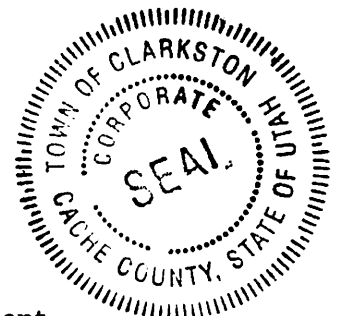
Adopted and effective this day by motion from Councilmember A. Hanover and seconded by Councilmember M. Kelly.

Dated this 2nd day of December 2025.

N. Craig Hidalgo
MAYOR

ATTEST:

Kristi Hidalgo
TOWN CLERK



Roll Call Vote:

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

Exhibit A



CLARKSTON

Clarkston Town Privacy Program Policy

1. Purpose

This policy serves to document Clarkston Town's ("Town") privacy program, which includes the Town's policies, practices, and procedures for the processing of personal data in accordance with [Utah Code § 63A-19-401\(2\)\(a\)](#), and which aligns with the records management and data governance requirements provided in both GRAMA and DARS. This policy will address the types of personal data that could be collected, how that data can be used, how long it is retained and under what circumstances it could be disclosed. Where applicable, this policy will refer to a more specific or detailed policy, procedure, or guidance that addresses a particular practice that the Town has developed.

2. Guiding Principles

This policy consolidates privacy practices, outlines governance roles and responsibilities, and ensures compliance with generally applicable records management, data protection, and data privacy obligations. It is designed to safeguard individual privacy rights, promote transparency, maintain the integrity and security of personal data, and ensure accountability across the Town. The Town will only collect the minimum necessary data to provide services. This could sometimes be no data at all or will be only data that individuals choose to share in order to receive information or certain services. Any personal data that is collected will be stored securely and released only under the conditions outlined within the policy, which will normally be the individual's express consent. This policy is meant to guide further alignment of the Town's practices and policies with the State Data Privacy Policy as detailed in [Utah Code § 63A-19-102](#).

3. Scope

This policy applies to all Town employees involved in the management, creation, and maintenance of records or who have access to personal data as part of their job duties. This policy also applies to all Town contractors that process or have access to personal data as a part of the contractor's duties under an agreement with the Town pursuant to [Utah Code § 63A-19-401\(4\)](#).

4. Definitions:

“Appointed Records Officer” (ARO) means the individual appointed by the Chief Administrative Officer of each governmental entity, to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.

"Classification," "classify," and their derivative forms mean determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under [Subsection § 63G-2-201\(3\)\(b\)](#).¹

“Cookie” means “Technology that records a user’s information and activity when the user accesses websites. Cookies are used by website owners, third parties, and sometimes threat actors to gather user data.”²

“Data breach” means— the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by a governmental entity, unless the governmental entity concludes, according to standards established by the Cyber Center, that there is a low probability that personal data has been compromised.”³

"Designation," "designate," and their derivative forms mean indicating, based on a governmental entity's familiarity with a record series or based on a governmental entity's review of a reasonable sample of a record series, the primary classification that a majority of records in a record series would be given if classified and the classification that other records typically present in the record series would be given if classified.⁴

“Device fingerprinting” means collecting attributes of a user's device configurations to create a trackable profile for the device.

"Individual" means a human being.⁵

¹ [Utah Code § 63G-2-103\(3\)](#)

² Cybersecurity & Infrastructure Security Agency, Project Upskill Glossary. Last visited 1/14/2025 at: <https://www.cisa.gov/resources-tools/resources/project-upskill-glossary>

³ Utah Code § 63A-19-101(4)

⁴ [Utah Code § 63G-2-103\(7\)](#)

⁵ [Utah Code § 63G-2-103\(13\)](#)

“Key logger” means “a program designed to record which keys are pressed on a computer keyboard...”⁶

“Personal data” means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.⁷ It corresponds to “Personally Identifiable Information” as commonly used in federal policy and regulation.

“Processing activity” means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.⁸

“Record” means the same as that term is defined at [Utah Code § 63G-2-103\(25\)](#).⁹

“Record series” means a group of records that may be treated as a unit for purposes of designation, description, management, or disposition.¹⁰

“Records officer” means the individual appointed by the chief administrative officer of each governmental entity, or the political subdivision to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.¹¹

“Sale of data,” means but isn’t limited to, the exchange of personal data for monetary consideration by a governmental entity to a third party.

“Schedule,” “scheduling,” and their derivative forms mean the process of specifying the length of time each record series should be retained by a governmental entity for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the state archives or destroyed.¹² A “retention schedule” is the encapsulation of the known record series held by an entity along with the retention and disposal requirements associated with each record series as set forth by statute, regulation and/or policy.

⁶ National Institute of Standards and Technology, Computer Security Resource Center, Glossary. Last visited 1/14/2025, at:

https://csrc.nist.gov/glossary/term/key_logger#:~:text=Definitions%3A,NIST%20SP%20800%2D82r3

⁷ [Utah Code § 63A-19-101\(13\)](#); may consist of first and last name, physical address, email address, telephone number, social security number, credit card information, bank account information, or any combination of personal information that could be used to determine identity.

⁸ [Utah Code § 63A-19-101\(14\)](#)

⁹ Only the citation to the definition of “record” is provided here due to the length of the definition.

¹⁰ [Utah Code § 63G-2-103\(26\)](#)

¹¹ [Utah Code § 63G-2-103\(27\)](#)

¹² [Utah Code § 63G-2-103\(28\)](#)

5. Governance

5.1 Chief Administrative Officer (CAO)

- A. The Mayor or an officer designated by the mayor shall serve as chief administrative officer (CAO) of the Town in fulfilling the duties outlined in [Utah Code § 63A-12-103](#).
- B. The CAO may assign responsibility for the duties outlined in [Utah Code § 63A-12-103](#) to one, or more, designees as the CAO deems appropriate.
- C. The designation of the CAO shall be reported to the Utah Division of Archives and Records Services (Archives) within 30 days of the designation.
- D. The designation of, and responsibilities assigned to, a designee shall be reviewed and confirmed by the CAO on an annual basis.

5.2 Appointed Records Officers (AROs)

- A. The Designated CAO shall appoint one individual to serve as records officer in fulfilling the duties of working with Archives and the Office of Data Privacy in the care, maintenance, scheduling, disposal, classification, designation, access, privacy, and preservation of records.¹³
- B. The appointment of the records officer shall be reported to Archives within 30 days of the appointment.
- C. The appointment of, and responsibilities assigned to, a records officer shall be reviewed and confirmed by the Town on an annual basis.

6. Record Series

6.1 Records and Record Series

- A. The Town shall create and maintain records and records series in accordance with the requirements provided in Division of Archives and Records Service (DARS) and Government Records Access and Management Act (GRAMA) in addition to correlated guidance issued by Archives.

¹³ [Utah Code § 63A-12-103\(2\)](#)

- B. The ARO shall be responsible for submitting a proposed retention schedule for each type of material defined as a record under GRAMA to the state archivist for review and final approval by the Records Management Committee (RMC).
- C. Upon approval by the RMC, the Town shall maintain and dispose of records in strict accordance with the approved retention schedule. In instances where the Town has not received an approved retention schedule for a specific type of record, the general retention schedule maintained by the state archivist shall govern the retention and disposition of those records.

6.2 Record Series Privacy Annotation

- A. The ARO shall perform a privacy annotation for each record series that contains personal data pursuant to [Utah Code § 63A-12-115](#).
- B. Privacy annotations shall include:
 - a. the legal authority under which personal data is processed;
 - b. the purposes and uses for personal data; and
 - c. the types of personal data that may be processed within the record series.
- C. Privacy annotations shall be conducted and reported in accordance with additional requirements provided by Archives via administrative rule.

7. Awareness & Training

7.1 Departmental Data Privacy Training

- A. The CAO shall ensure that all elected officials and employees that have access to personal data as part of the employee's work duties complete a data privacy training program within 30 days after taking office or beginning employment and at least once in each calendar year.
- B. The CAO is responsible for monitoring completion of data privacy training by elected officials and employees.

7.2 Appointed Records Officer Training and Certification

- A. The CAO shall ensure that, on an annual basis, all appointed records officers successfully complete online training on the provisions of GRAMA and obtain certification from Archives in accordance with [Utah Code § 63A-12-110](#).

- B. The CAO shall, on an annual basis, review and confirm the certification status of all appointed records officers.

8. Identify

8.1 Inventorying

- A. The CAO or designee shall maintain a comprehensive inventory of:
- a. All IT systems that may process state or federal data which the state owns or is responsible for, using the standard process that Division of Technology Services (DTS) provides.¹⁴
 - b. All records and record series that contain personal data and the types of personal data included in the records and record series.¹⁵
 - c. All processing activities, the inventory of which shall include:
 - i. Non-compliant processing activities—pursuant to the Government Data Privacy Act (GDPA) that were implemented prior to May 1, 2024, and a prepared strategy for bringing the non-compliant processing activity into compliance by no later than January 1, 2027;¹⁶ and
 - ii. All processing activities implemented after May 1, 2024, with documentation confirming compliance status.

8.2 Information Technology Privacy Impact Assessment

- A. The CAO or designee shall ensure that the Town completes a Privacy Impact Assessment (PIA) for all IT systems that may process personal data prior to the initiation of data processing in the IT system as required under [DTS Information Security Policy 5000-0002](#).
- B. The responsible CAO designee shall use the PIA template that is created and maintained by the Chief Privacy Officer and which is approved by the Chief Information Officer pursuant to [DTS Information Security Policy 5000-0002](#).

¹⁴ DTS [Information Security Policy 5000-0002](#), section 2.4.2.1

¹⁵ Utah Code §§ [63A-12-104](#) and [63A-12-115](#)

¹⁶ [Utah Code § 63A-19-401](#)

C. The CAO or designee must maintain a copy of each completed assessment for a period of four years to provide audit documentation and ensure accountability in privacy practices.

9. Transparency

9.1 Website Privacy Policy

A. The CAO or designee shall create and maintain a privacy policy on the Town website as outlined in [Utah Code § 63D-2-103](#) and [Utah Admin. Code R895-8](#).

B. The CAO or designee shall ensure that personal data related to a user is not collected unless the Department's website complies with [Utah Code § 63D-2-103\(2\)](#).

C. The CAO or designee shall ensure that all websites contain a privacy policy statement that discloses:

- a. The identity of the governmental website operator;
- b. How the governmental website operator may be contacted;
- c. The personal data collected by the governmental entity;
- d. The practices related to disclosure of personal data collected by the governmental entity and/or the governmental website operator; and
- e. The procedures, if any, by which a user of a governmental entity may request:
 - i. Access to the user's personal data; and
 - ii. Access to correct the user's personal data.
- f. A general description of the security measures in place to protect a user's personal data from unintended disclosure.

9.2 Privacy Notice

A. Employees shall only collect personal data from individuals if, on the day the personal data is collected, the Town has provided a privacy notice to an individual asked to furnish personal data that complies with Utah Code §§ [63G-2-601\(2\)](#), [63A-19-402](#), [63D-2-103\(2\)-\(3\)](#), or other governing law, as applicable.

B. Such a personal data request privacy notice shall generally include¹⁷:

¹⁷ Utah Code §§ [63G-2-601\(2\)](#) and [63A-19-402](#).

- a. the record series that the personal data will be included in;
- b. the reasons the person is asked to furnish the information;
- c. the intended purposes and uses of the information;
- d. the consequences for refusing to provide the information; and
- e. the classes of persons and entities that currently:
 - i. share the information with the Town or
 - ii. receive the information from the Town on a regular or contractual basis.

10. Individual Requests

- A. The CAO or designee shall ensure that the Town has established appropriate processes and procedures that facilitate compliance with applicable governing law for handling the following privacy requests of individuals:
 - a. Individual's requests to access their personal data;
 - b. Individual's requests to amend or correct their personal data;
 - c. Individual's requests for an explanation of the purposes and uses of their personal data; and
 - d. At-risk governmental employee requests to restrict access to their personal data.
- B. The CAO or designee shall ensure that the Town has established processes for public access requests to inspect or copy the Town's records, which are not requests from an individual to access their personal data.¹⁸
- C. The CAO shall ensure that employees of the Town follow established business practices with respect to GRAMA.¹⁹

11. Processing

11.1 Minimum Data Necessary

- A. The CAO or designee shall ensure that all programs obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified

¹⁸ This is likely detailed in a specific Department policy.

¹⁹ Dept. of Government Operations Internal Policy 01. Code of Conduct. Section 3.2 Managing Records and Information.

purpose.²⁰

- B. The CAO or designee shall ensure that all programs regularly review their data collection practices to ensure compliance with the data minimization requirement.

11.2 Record and Data Sharing or Selling Policy

- A. Clarkston Town will only share or disclose personal data when there is appropriate legal authority. The sale of personal data is prohibited unless required by law.
- B. Data sharing must comply with GRAMA or other governing law and may include sharing with governmental entities, contractors, private providers, researchers, or any other allowable person/entity under the law. Compliance with GRAMA or other governing law is contingent upon the purpose of the sharing, the parties involved, and the nature of the records.
- C. All contracts involving personal data must incorporate appropriate privacy protection terms. Written agreements for data sharing are recommended to ensure compliance with applicable laws and regulations.

11.3 Retention and Disposition of Records Containing Personal Data

- A. Employees shall maintain, archive, and dispose of records—which includes all personal data—in accordance with an approved retention schedule.²¹
- B. Employees shall comply with all other applicable laws or regulations related to retention or disposition of specific personal data held by the Town or by a particular operating unit or program of the Town.

12. Information Security

12.1 Incident Response

- A. The Town adopts and follows the Division of Technology Services (DTS) **Cybersecurity Incident Response Plan** to manage and address all security incidents, including data breaches, and privacy violations.

²⁰ [Utah Code § 63A-19-401\(2\)\(c\)](#).

²¹ Utah Code §§ [63G-2-604\(1\)\(b\)](#) and [63A-19-404](#).

- B. Employees shall report all suspected security incidents, including non-IT incidents such as unauthorized access to physical records, to the **Enterprise Information Security Office (EISO)**. Any additional department-specific response measures for non-IT incidents are the responsibility of the CAO to develop and implement as appropriate.
- C. The CAO shall ensure compliance with all other applicable laws or regulations related to incident response and breach notification of specific personal data held by the City.

12.2 Breach Notification

- A. The Town is required to provide notice to an individual or the legal guardian of an individual, if the individual's personal data is affected by a data breach in accordance with [Utah Code § 63A-19-406](#).²²
- B. The Town is required to notify the Cyber Center and the state attorney general's office of a data breach affecting 500 or more individuals in accordance with [Utah Code § 63A-19-405](#). An internal incident report must be created in accordance with [Utah Code § 63A-19-405\(5\)](#) for a data breach affecting fewer than 500 individuals. These requirements are in addition to any other reporting requirement that the Town may be subject to.

13. Surveillance

13.1 Covert Surveillance

- A. Employees may not establish, maintain, or use undisclosed or covert surveillance of individuals unless permitted by law.²³
- B. Employees are responsible for engaging with appropriate leadership for review—to include legal counsel where pertinent—of any activity that may be considered a type of surveillance.
- C. The CAO or designee shall ensure that surveillance activities are documented and that a Privacy Impact Assessment (PIA) for the activity has been completed.

²² [Utah Code § 63A-19-401\(2\)\(b\)](#).

²³ [Utah Code § 63A-19-401\(2\)\(f\)](#).

13.2 Cookies, Fingerprinting, Key Loggers, and Tracking Technologies

The Town is committed to transparency and privacy protection for individuals that visit a Town website in regard to the use of any tracking technologies, including but not limited to cookies, device fingerprinting, key loggers, and other similar methods for monitoring or collecting information from website users.

A. Cookies

The use of cookies on Town websites and digital services must comply with applicable privacy and security policies. Cookies should be limited to essential operational purposes, and any use of tracking or third-party cookies for analytics or similar functions must be disclosed clearly to users, with an option to consent where required by law.

B. Device Fingerprinting

Device fingerprinting is prohibited unless explicitly authorized by the CAO and where the legal basis or appropriate justification for such processing is documented in a PIA. The purpose and extent of fingerprinting must be clearly defined, documented, and disclosed to users in a privacy notice or statement that complies with applicable legal requirements.

C. Key Loggers

Key loggers are prohibited without specific authorization from the CAO and documented justification in the activity's PIA. Key loggers may only be used when there is a clearly defined operational need that complies with security standards and legal requirements, including appropriate user notice where required.

D. Other Tracking Technologies

The use of other tracking technologies, such as web beacons, pixel tags, or similar tools, is prohibited unless explicitly authorized by the CAO, and the legal basis for such tracking is documented in a PIA. Disclosure of these technologies must be included in user-facing privacy statements, with user consent obtained when required by law.

E. User Notification and Consent

The Town must ensure users are informed about the use of tracking technologies. A clear website privacy statement must explain the types of data collected, the purpose of the tracking, and how users can manage their preferences or consent. Any updates to tracking practices must be promptly reflected in the privacy statement.

F. Data Security and Retention

Data collected through authorized tracking technologies must be securely stored, with access limited to authorized personnel. Retention of this data must align with approved retention schedules, and the data should only be retained as long as necessary for the defined operational purpose.

14. Related Documents

- [Department of Government Operations Internal Policy 01. Code of Conduct. Section 3.2 Managing Records and Information.]
- [DTS Cybersecurity Incident Response Plan]
- [Dept. of Government Operations Internal Policy 01.]
- [Department policy on handling public records requests under GRAMA]

15. Privacy Team

- The Clarkston Town Privacy Committee shall consist of the CAO; IT Manager; the Town Attorney who will serve as the Town's Privacy Officer; the Town Clerk and the Town Treasurer.
- The Committee's primary duty among other things, is to ensure compliance with the Utah Government Privacy Act.
- For Additional information or if you have questions regarding this policy, you may reach out to any member of the Clarkston Town Privacy Committee.

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							
ADMINISTRATION							
10-44-220 MILEAGE							
440	KRISTI HIDALGO	112425	Mileage	11/24/2025	100.80	100.80	11/24/2025
10-44-240 OFFICE SUPPLIES & EXPENSE							
440	KRISTI HIDALGO	112425	REIMBURSEMENT - SYMPATHY	11/24/2025	4.28	4.28	11/24/2025
10-44-270 UTILITIES							
657	ALLTECH	A7137-1854	PHONE SERVICE - TOWN HALL	11/17/2025	36.48	36.48	11/20/2025
246	COMCAST	110625	INTERNET	10/26/2025	128.32	128.32	11/06/2025
189	ENBRIDGE GAS	110625	UTILITIES	10/23/2025	14.71	14.71	11/06/2025
10-44-300 SUBDIVISION EXPENSES							
184	OLSON & HOGGAN, PC	230821	WILLIS ACRE SUB REVIEW - PH	10/31/2025	130.00	130.00	11/20/2025
207	SUNRISE ENGINEERING, INC.	ARIV10077682	WILLIS ACRES SUBDIVISION - P	11/10/2025	1,067.98	1,067.98	11/20/2025
10-44-305 LEGAL/PROFESSIONAL							
272	STEVEN R. MISENER, CPA	59894	QUARTERLY REPORTS	11/01/2025	245.00	245.00	11/20/2025
10-44-330 SANITATION COLLECTION FEES							
913	WM CORPORATE SERVICES,IN	0065947-2514-	SANITATION COLLECTION	11/04/2025	5,092.62	5,092.62	11/20/2025
10-44-340 ELECTIONS							
260	CACHE COUNTY CORPORATIO	7600	2025 MUNICIPAL GENERAL ELE	11/13/2025	1,019.00	1,019.00	11/20/2025
Total ADMINISTRATION:					7,839.19	7,839.19	
FIRE & RESCUE							
10-53-270 FUEL/OIL & UTILITIES							
657	ALLTECH	A7137-1854	PHONE SERVICE - FIRE DEPT.	11/17/2025	36.48	36.48	11/20/2025
246	COMCAST	110625	INTERNET	10/26/2025	128.32	128.32	11/06/2025
189	ENBRIDGE GAS	110625	UTILITIES	10/23/2025	21.52	21.52	11/06/2025
Total FIRE & RESCUE:					186.32	186.32	
ROADS & STREETS DEPARTMENT							
10-60-250 EQUIPMENT - SUPPLY/MAINT							
853	CENTURY EQUIPMENT COMPA	LW08218	EQUIPMENT SERVICE	10/31/2025	2,291.79	2,291.79	11/06/2025
10-60-255 FUEL & OIL							
189	ENBRIDGE GAS	110625	UTILITIES	10/23/2025	7.22	7.22	11/06/2025
489	HALL OIL INC.	A126578	FUEL	11/10/2025	541.39	541.39	11/20/2025
Total ROADS & STREETS DEPARTMENT:					2,840.40	2,840.40	
PARKS & RECREATION							
10-70-250 PARK GENERAL							
916	VISA	112025	DRINKING FOUNTAIN COVER	10/17/2025	70.60	70.60	11/20/2025
916	VISA	112025	RAPZ SIGN	10/17/2025	25.00	25.00	11/20/2025
10-70-270 UTILITIES							
189	ENBRIDGE GAS	110625	UTILITIES	10/23/2025	11.10	11.10	11/06/2025
10-70-430 YOUTH COUNCIL							
916	VISA	112025	YOUTH COUNCIL HALLOWEEN	10/17/2025	376.65	376.65	11/20/2025
10-70-741 CAPITAL OUTLAY - EQUIPMENT							
956	NON-TYPICAL CONSTRUCTION	6	ROADS DEPARTMENT ROAD	11/04/2025	8,000.00	8,000.00	11/06/2025
10-70-800 CONTRACT SERVICES - MOWING							
848	DISTINCTIVE LANDSCAPE	9260	LAWN CARE	11/11/2025	450.00	450.00	11/20/2025
10-70-820 CIVIC CENTER UTILITIES							
189	ENBRIDGE GAS	110625	UTILITIES	10/23/2025	14.72	14.72	11/06/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PARKS & RECREATION:					8,948.07	8,948.07	
Total GENERAL FUND:					19,813.98	19,813.98	
WATER FUND							
WATER DEPARTMENT							
51-81-230 WATER TRAVEL & TRAINING							
485	HOLLY JONES	112425	MILEAGE	11/24/2025	26.60	26.60	11/24/2025
916	VISA	112025	FALL CONFERENCE - HOLLY	10/17/2025	354.10	354.10	11/20/2025
51-81-240 OFFICE SUPPLIES & EXPENSE							
916	VISA	112025	CERTIFIED MAILING	10/17/2025	38.80	38.80	11/20/2025
51-81-350 CONTRACT SERVICES							
957	ENVIRONMENTAL SYSTEMS RE	26321164	ANNUAL FEES	11/22/2025	888.10	888.10	11/24/2025
51-81-370 WATER SAMPLING							
114	BEAR RIVER HEALTH DEPT.	7586	WATER SAMPLING	11/03/2025	25.00	25.00	11/06/2025
129	CHEMTECH-FORD, LLC	25H2056	ANNUAL TESTING	10/31/2025	290.00	290.00	11/06/2025
51-81-720 WATER SYSTEM REPAIRS & MAINT							
548	JKT CONSTRUCTION	2525	WATER LEAK	10/31/2025	1,000.00	1,000.00	11/20/2025
Total WATER DEPARTMENT:					2,622.60	2,622.60	
Total WATER FUND:					2,622.60	2,622.60	
PERPETUAL CARE FUND							
PERPETUAL CARE DEPARTMENT							
71-40-810 BURIAL FEES							
548	JKT CONSTRUCTION	2525	BURIALS	10/31/2025	300.00	300.00	11/20/2025
71-40-710 MAINTENANCE							
175	LOWES	975424	CEMETERY MISC	10/14/2025	22.68	22.68	11/06/2025
916	VISA	112025	DRINKING FOUNTAIN COVER	10/17/2025	70.59	70.59	11/20/2025
71-40-810 MISC/IMPROVEMENTS							
855	JEREMY HIDALGO	112025	LAWN MOWER	11/20/2025	200.00	200.00	11/20/2025
71-40-850 CONTRACT SERVICES							
889	CIRCLE B IRRIGATION	2511-240894	CEMETERY MOWER REPAIR	11/21/2025	285.15	285.15	11/24/2025
957	ENVIRONMENTAL SYSTEMS RE	26321372	ANNUAL FEES	11/24/2025	473.70	473.70	11/24/2025
Total PERPETUAL CARE DEPARTMENT:					1,352.12	1,352.12	
Total PERPETUAL CARE FUND:					1,352.12	1,352.12	
Grand Totals:					23,788.70	23,788.70	

endor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: 2 Dec. 2025Mayor: N. Craig HidalgoCity Council: [Signature][Signature]
[Signature]
[Signature]City Recorder: Kristi Hidalgo

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.