MINUTES OF THE TOWN COUNCIL MEETING OF THE TOWN OF CLARKSTON

October 6, 2020
7:00 P.M.

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

Attendance: Mayor N. Craig Hidalgo
Councilmembers: Nichole Sparks, Mylind Fawcett, Dan Smith, Jessica Buttars

Kristi Hidalgo, Town Clerk

Public Attendance: Bryce Lancaster - CAPSA, Jeff Young - Alltech

1. CALL TO ORDER

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

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held September 1, 2020. Councilmember N. Sparks motioned for the Clarkston Town Council to approve and adopt the minutes of September 1, 2020. Councilmember D. Smith seconded the motion. All in favor "Aye". Motion carried

2. NEW BUSINESS

Bryce Lancaster – CAPSA – Bryce Lancaster stated that he was from the Education Department of CAPSA. Mr. Lancaster came before the Council to give an update on what they have been seeing in terms of domestic violence during the Covid-19 pandemic, comparing August of this year with August of 2019. The following are statistics for this comparison:

- The Crisis Hot line, CAPSA's 24 hour phone service is where everybody starts when they come to CAPSA. The hot line has seen an increase of 110 percent. They received over 1,000 calls in the month of August. The call volume doubled from what it was in 2019. Mr. Lancaster reported that they have seen some differences in why people are calling. It comes down to the nature of abuse and of domestic violence. People tend to think of it as somebody lashing out but it fundamentally comes down to power and control. As people tend to lose a sense of control with the pandemic and economic issues associated with it there is an escalation in abusive situations.
- Case Work Sessions – People come in and CAPSA helps develop a safety plan for them and helps them connect with job resources. This service has seen an increase of 42 percent.

- Emergency Shelter – This service has seen an increase of 60 percent. They had 74 people come to the shelter in August and typically in 2019 CAPSA helped just over 320 for the year.
- Therapy – This service has increased by 22 percent.

Mr. Lancaster stated that the biggest thing CAPSA wanted to convey to communities is that they believe they are closer to seeing what the actual situation is for people and there is an escalation in abuse as people lose a sense of control over their lives. CAPSA wanted to impress upon the city officials to understand what abuse looks like, how to recognize signs and if they see it or think they see it encourage people to call CAPSA. Councilmember M. Fawcett wondered if CAPSA had any idea or data on how much a specific city or region of the county had increased. Mr. Lancaster said that CAPSA doesn't publicize regional data but the increase has been evenly spread. They haven't seen any pockets where it is not increasing. There has been an increase in rural areas as well as larger cities in the region. Councilmember N. Sparks wondered where CAPSA got their funding from. Mr. Lancaster stated that 70 percent of the funding comes from grants and the rest is fundraising. Councilmember J. Buttars wondered if the increase in abuse has effected all age ranges. Mr. Lancaster said that a lot more parents have come in and he attributed this to Healthy Relationship classes taught in Logan and Cache County Schools. Parents of children who have attended these classes have encouraged their parents to call or come in and get help. Mr. Lancaster asked the Council to educate citizens about CAPSA and the services they offer.

Jeff Young – Alltech – Mayor Hidalgo expressed appreciation to Mr. Young for reaching out to him and letting him know about the Coronavirus Relief Fund available to cities and towns. Mr. Young explained that the State of Utah received over a billion dollars in CARES money from the federal government. A portion of those funds were allotted to cities and towns. The first two allotments of this money was based off population. The State of Utah completely held back the third allotment for now. The State of Utah is in the process of determining on what basis the third allotment would be distributed. Mr. Young stated that he believes that 80 percent of the funds would be distributed based on population and the other 20 percent would be given to cities that were harder hit by the Coronavirus and need additional funds. Clarkston has already received the first two allotments of $21,669 for a total of $43,338. If 80 percent is allotted for the third tranche Clarkston would receive an additional $13,711. Total funds received would be $57,049. Mr. Young stated that he put together a bid that could accommodate up to 80 percent of the third allotment (57,049). The deadline for expending Coronavirus Relief Funds is November 30, 2020. Mr. Young explained the bid. **See Attachment A**
The bid includes the following:

- Digital Build – This upgrade includes a complete digital system from microphones to TV's/Monitors to full recording of both local and remote meetings.
- Computer Build – This upgrade will help to be prepared with cameras and remote options for potential quarantine etc.

- New Phone and Fax system – This bid includes replacement of all physical phones and options for virtual smart phone extensions. Digital fax box for faxes through physical fax machine and digital option.
- Small Server Setup – This bid is for a local main frame server. This allows proper storage and access of critical town resources whether local or remote.
- Cameras – These bids are for camera projects. They include automatic recording as well as access both locally and through mobile devices. The systems allow multiple profile logins that allow different people to have different access determined by an administrator.

Mayor Hidalgo reported that Scott Archibald called him and said that the Coronavirus Relief Money could also be used to create a complete mapping system of the culinary water system in the cloud. Then when there are issues with the water system the Council would be able to pull it up on the TV and see a visual of what is happening. Mayor Hidalgo stated that he and Mr. Young would continue to work on the bid, prioritize and refine it. Councilmember D. Smith wondered if Mr. Young had a time frame for this to be done. Mr. Young said that many of the supplies needed are on back order because of Covid-19 but he anticipated to begin installations by the end of the year and go into the first two to three months of 2021. The funding portion will have to be executed by November. The bid would need to be approved, signed and prepayment made by the town for the project. Mr. Young said that this is untraditional for his company, usually a percentage is put down and then when the project is complete the remaining percentage is paid. In this scenario the funds have to be expended by November 30, 2020 or they have to be returned to the State of Utah so prepayment is vital. Mr. Young stated that the funds have to be expended by November 30, 2020 but the project itself doesn't have to be completed by then.

Business License Application – Justin Bingham – Justin Bingham was not present at the meeting. The name of the business is Freedom UTV. Mayor Hidalgo explained that Mr. Bingham would be packaging and selling UTV parts and accessories. There would be one or two vehicles at his residence at a time. Mr. Bingham anticipates the projected monthly sales to be around $5,000. Mayor Hidalgo stated that he would contact Mr. Bingham and verify that all patron vehicles would be parked on his property, not on the town road or right-of-way. Councilmember M. Fawcett motioned to approve the business license. Councilmember J. Buttars seconded the motion. All in Favor "Aye". Motion carried

3. DEPARTMENTS

Mayor Hidalgo – Fire Department – Mayor Hidalgo had nothing to report.

Councilmember N. Sparks – September Warrant List – Councilmember N. Sparks presented the Warrant List for September 2020. Councilmember J. Buttars motioned for the Clarkston Town Council to approve the Warrant List as read. Councilmember D. Smith seconded the motion. All in favor "Aye". Motion carried

LUDMA – Councilmember N. Sparks reported that the next LUDMA Meeting would be held on Monday October 12, 2020 at 7:00 pm. The LUDMA Commission would be continuing their discussion on the development of the Clarkston Town Annexation Plan. Councilmember N. Sparks invited the Town Council to attend, if they would like to.

Youth Council – Halloween Activities – Councilmember N. Sparks stated that she hadn't heard about the Halloween activities yet. Mayor Hidalgo said that the Youth Council have planned a Monster Run and a Halloween Movie. It is scheduled for Saturday October 24, 2020. Councilmember N. Sparks would contact Diana Calderwood the Youth Council Advisor and find out just what has been planned. Mayor Hidalgo stressed the importance of abiding by the Covid - 19 guidelines - social distancing and wearing masks.

Councilmember M. Fawcett – Water Department – Water Meter Replacement Project Update – Councilmember M. Fawcett reported that Meterworks came and were able to replace approximately 80-85 percent of the water meters. Meterworks discovered that there are pressure valves on some of the meters so they couldn't replace those meters because under the 2014 State Water Act, if they did, they could lose their license. Councilmember M. Fawcett stated that it is not the town's responsibility to provide pressure valves. These valves are normally placed inside homes and homeowners are responsible to install them. Councilmember M. Fawcett stated that the Water Department would be sending a letter to the effected homeowners notifying them that in order to update their meter the pressure valve would be removed. The town would give them a certain amount of time to install one inside their homes before replacing the meter. If the homeowner decides not to install one inside their home then there is a possibility that leaks could occur inside their home. Councilmember M. Fawcett informed the Council that Water Operator Bryan Goodsell would have all of the remaining water meters replaced by spring of 2021, at the very latest and that he would get as many done as possible this fall. Mayor Hidalgo reported that he had talked to Scott Archibald from Sunrise Engineering and Mr. Archibald told him that the effected meters could be replaced now without removing the pressure valves thus giving some time for homeowners to install one in their homes. Mayor Hidalgo stated that the homeowners would have to replace the pressure valve and install an expansion tank in order to bring their home up to code. Mayor Hidalgo asserted that the main priority now is to get all Badger Meters transitioned over to Neptune Meters as soon as possible.

Councilmember D. Smith – Roads Department – Skid Steer Councilmember D. Smith reported that the new Skid steer had been purchased and was delivered today. The following implements were also purchased: Rotary Cutter, Snow Blower, and Snow Box Scraper. Mayor Hidalgo stated that Councilmember D. Smith has a lot of experience and expertise with skid loaders and has agreed to maintain the equipment and be responsible for training people on how to use it, before they use the skid steer and attachments. Mayor Hidalgo specified that the skid steer is not for citizens to use it is for town only use. Town employees are the only ones that will be allowed to use it and they will not be allowed to operate it until they demonstrate that they have the ability to do so. Mayor Hidalgo feels that the Council owes that to the citizens. A substantial amount of money was expended from the Roads Improvement Budget to procure this equipment.

Snow Removal - Mayor Hidalgo reported that Dean Archibald, Roads Department Supervisor, is going to need some help with snow removal this year. Mayor Hidalgo said that he had contacted David Hale, Curtis Godfrey, and Jeremy Hidalgo and they are willing to help as needed. Mayor Hidalgo hadn't been able to get hold of Brady Hale to see if he would still be willing to run the grader this year. Mayor Hidalgo recommended that Mr. Archibald focus on setting up a calendar of who is going to be on call when storms are coming rather than being in the equipment. Mayor Hidalgo stated that the Snow Plow needs to get serviced and make sure it is ready for winter. Mayor Hidalgo said that he told Mr. Archibald not to service the truck himself but to hire someone to come and service the equipment. Councilmember D. Smith stated that companies have mobile trucks that will come and service equipment on site. Councilmember D. Smith will follow up on that and make sure it gets done.

Parks Department – Parks Director – Councilmember D. Smith reported that he and Councilmember N. Sparks had interviewed and hired Jeremy Hidalgo to fill the position of Parks Director. Councilmember D. Smith stated that he thinks Mr. Hidalgo will do a fantastic job. Councilmember N. Sparks stated that there may be a lot of people in town with concerns about hiring Mr. Hidalgo and recommended that Mr. Hidalgo's hours get approved each month through the Parks Department, who would be Councilmember D. Smith, before a payroll check is issued to Mr. Hidalgo. Councilmember N. Sparks stated that the Warrant List is read and approved by the Council every month. If there is anything in the Warrant List that the Council doesn't agree on the Councilmembers can ask to pull the check or pull the receipts and review them. Councilmember N. Sparks emphasized that all of the Council has a role to play in that. It is the Councils responsibility is to make sure there are checks and balances in place. The Mayor and Town Clerk weren't involved at all in the hiring process of Mr. Hidalgo. Councilmember N. Sparks stated that Mr. Hidalgo currently works for the Cache County Roads Department mowing County roadsides and trimming trees and bushes throughout the County, he has worked for Utah State University maintaining and repairing sprinkling systems throughout the University grounds. Councilmember N. Sparks further stated that Mr. Hidalgo is a school teacher so he is available during the summer and is willing to help out other departments, as needed. Councilmember M. Fawcett stated that he doesn't have any issue with how it was handled. He believes it was handled very professionally and openly. Councilmember J. Buttars agreed with Councilmember M. Fawcett that the hiring process was handled appropriately. Mayor Hidalgo asserted that the Park Director position had been posted since May 2020 and no one but Mr. Hidalgo had shown an interest or applied for the position. The position was posted in the newspaper, at the Post Office, Town Hall, on the Clarkston Town Facebook Page and Clarkston Town Website.

Councilmember J. Buttars – Cemetery Department – Cemetery Expansion Project – Councilmember J. Buttars verified that the Council wanted the cemetery to be professionally surveyed before proceeding with expansion plans. Mayor Hidalgo stated that it is vitally important to know exactly where the cemetery property lines are. The Council unanimously agreed that the cemetery needed to be surveyed. Councilmember J. Buttars informed the Council that it would cost $1,500 - $3,000 to have the cemetery properly surveyed. Councilmember J. Buttars stated that all of the companies she contacted said that they could also make a draft of the burial plots for the new part of the

cemetery. The Town Clerk Kristi Hidalgo called the County Recorder's Office and got the legal land descriptions for the cemetery and the parking lot. Councilmember J. Buttars will send them to the surveyor companies so they can firm up their bids and remit them to Councilmember J. Buttars. Mayor Hidalgo stated that there are people who would like to sell their burial plots and recommended that the town look into buying them back. Mayor Hidalgo laid out the following plan for the Cemetery Expansion Project:

- Phase One – Survey the land.
- Phase Two – Buy back unused cemetery plots to resell.
- Phase Three – Have vendors come before the Council and demonstrate how they would design the new section of the cemetery and provide bids.
- Phase Four – Select a vendor to do the project.

The Council concurred with the plan. Councilmember J. Buttars will secure bids from three surveying companies and then she and Mayor Hidalgo will determine which company to hire.

4. RELEVANT BUSINESS

Next Meeting – The next Town Council Meeting will be held on Tuesday October 20, 2020 at 7:00 pm.

5. ADJOURN

There being no further business to come before the Council, Councilmember N. Sparks motioned that the Clarkston Town Council Meeting adjourn. Councilmember J. Buttars seconded the motion. All members present voted "Aye". Motion carried. The meeting adjourned at 8:26 pm.

TOWN OF CLARKSTON, UTAH CORPORATE SEAL CACHE COUNTY, STATE OF UTAH

Kristi Hidalgo
Town Clerk