

MINUTES OF THE TOWN COUNCIL
MEETING
OF THE TOWN OF CLARKSTON

December 15, 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, Dan Smith
Jessica Buttars, Nichole Sparks

Kristi Hidalgo, Town Clerk

Public Attendance: Jay Downs – Smithfield City Fire Chief, Michelle Downs,
Casey Andersen - Clarkston Fire Chief

1. CALL TO ORDER

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

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held November 3, 2020. Councilmember N. Sparks motioned for the Clarkston Town Council to approve and adopt the minutes of November 3, 2020. Councilmember D. Smith seconded the motion. All in favor “Aye”. Motion carried

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held December 1, 2020. Councilmember D. Smith motioned for the Clarkston Town Council to approve and adopt the minutes of December 1, 2020. Councilmember M. Fawcett seconded the motion. All in favor “Aye”. Motion carried

2. NEW BUSINESS

EMS Agreement – Smithfield City Fire Chief Jay Downs – Mayor Hidalgo reminded the Council that when Logan City pulled out of the Cache County Emergency Medical Services (CEMS) Agreement it resulted in the CEMS Agreement being discontinued. Mayor Hidalgo said that the Cache County Council has been focused on trying to get a new EMS system in place. They focused on the South end of the valley and have an EMS system in place for the South end of the valley but the North end of the valley does not currently have an EMS System. Mayor Hidalgo stated that Smithfield City has graciously stepped up and offered to provide Emergency Medical Services for Clarkston, Trenton, Newton, and Lewiston. Mayor Hidalgo turned the time over to Fire Chief Downs to present the proposed Smithfield City Emergency Medical Services Contract. Fire Chief Downs stated that Smithfield City agrees to:

- Provide offline Medical Control as required by the Utah Bureau of EMS Policy for Quick Response Unit Designation. This includes any training videos, communication of training, practical training and access to offline medical control protocol as requested by Clarkston First Responders.

- Provide access to Medical Reporting Software that is compliant with Utah Bureau of EMS standards. This includes software that is available for Fire Reporting.
- When requested by Clarkston First Responders, assist Medical Control in the recertification process by verifying skills and hours of the Clarkston First Responders as required by Utah Bureau of EMS.
- Resupply Quick Response Units with supplies used on EMS Responses. The supplies should be acquired either during or after the call.

Clarkston Town would agree to:

- Participate in the training provided and outlined by the offline Medical Director.
- Provide mutual aid response as requested in the event of a mass casualty Incident (MCI) or other event that overwhelms EMS resources from another community.
- Provide annual Emergency Vehicle Operations (EVO) training as required by the Bureau of EMS.
- In consideration of the provision of services Clarkston Town would pay Smithfield City a starting fee of \$1,403.00 per year. The amount is determined by the amount of what is charged by the Offline Medical Director for a Quick Response Unit plus the amount for the reporting software for EMS and Fire Responses. Since this amount is based on call volume activity it will be evaluated on an annual basis and fees adjusted accordingly.

Fire Chief Downs gave the Council a handout explaining and itemizing the fees associated with the contract.

See Attachment A

The following are the annual fees Smithfield City incurs:

- Imagetrend Program - \$7,750.00
- Cad System Integration Program - \$1,750.00 (used by all participants)
- Call Volume Revenue - \$6,000 based on Fire and EMS calls (Smithfield, Richmond, and Hyde Park consist of 85% of calls leaving \$900 to be split between Trenton, Clarkston, Newton, and Lewiston based on their total fire and EMS calls)

The following are the proposed annual fees for Clarkston Town:

- Clarkston comprised 17% of the total calls in 2020. 17% of \$900 is \$153.00
- Cad System Reporting Software - \$350.00
- Medical Director Fee - \$900.00

Totaling \$1,403.00

Councilmember M. Fawcett sought clarification that since part of the contract fee is based on fire and EMS call volume the annual fee would fluctuate from year to year. Fire Chief Downs stated that it would be adjusted from year to year based on the prior year's call volume. Councilmember J. Buttars specified that Clarkston Town only has two options. Either contract with Smithfield City for EMS services or do it all on our own. Mayor Hidalgo stated that there is a third option. Clarkston Town could get out of the Fire and EMS business altogether and turn it over to the County. Mayor Hidalgo said

that he doesn't want to go with that option but it is an option. Councilmember N. Sparks stated that Smithfield city would be covering a big area and wondered what the paramedic staffing would be like. Fire Chief Downs stated that they are going to have five people on staff some full time and some part time with one person on call. They also have reserves or volunteer staff that can be called out. Smithfield has a fifty man department and has also entered into an Automatic Mutual Aid Agreement with Logan City and can call on them for assistance, if needed. He is also working on getting Automatic Mutual Aid Agreements with Cache County, Franklin County and the State of Utah. Fire Chief Downs reported that Smithfield City has four ambulances. One ambulance would be stationed in Richmond City and the other three would remain in Smithfield City. The Council discussed and determined to contract with Smithfield City for Emergency Medical Services.

Business License Application – Carolyn Blundell – Carolyn Blundell was not present at the meeting. The name of the business is Carolyn & Company L.C. Mayor Hidalgo explained that Mrs. Blundell would be selling Fabric Embroidery Art. There would only be one vehicle at her residence at a time. Mrs. Blundell anticipates projected monthly sales to be around \$100 per month. 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 further to report on the Fire Department.

Cares Act Update – Mayor Hidalgo informed the Council that this project is well underway. The following has been done:

- The server has been established
- New computers, a scanner, and other office equipment has been installed.
- A new phone system has been set up.
- A television and recording system are being installed.
- Security cameras are being installed at the Town Hall, Community Center, and at the Fire Department.

Cemetery Buildings – Cemetery Shed - Mayor Hidalgo stated that he had negotiated a five year lease agreement with the Church of Jesus Christ of Latter-day Saints for use of the green shed out at the cemetery. The lease goes into effect January 1, 2021. The Benson Utah Stake is supposed to get the building cleaned out and ready for the town to use. Mayor Hidalgo reported that the town doesn't have to pay any money to lease the building but the town does have to maintain the building. The building will be used to store the town float and other items.

Amphitheater Light Poles – Mayor Hidalgo believes that the amphitheater light poles need to be removed. Mayor Hidalgo stated that the Clarkston Town Attorney Seth Tait has concurred with him that it is a risk and a liability to the town. If someone were to climb them and fall the town would be liable.

Amphitheater Rules and Regulations – Mayor Hidalgo stated that he would be drafting a resolution for the Council to discuss and approve that stipulates what the rules and regulations are regarding usage of the amphitheater and cemetery grounds.

Councilmember N. Sparks – November Warrant List – Councilmember N. Sparks presented the Warrant List for November 2020. Councilmember D. Smith motioned for the Clarkston Town Council to approve the Warrant List as read. Councilmember M. Fawcett seconded the motion. All in favor “Aye”. Motion carried

LUDMA – Councilmember N. Sparks reported that at the November LUDMA Meeting a Business License was approved for Carolyn Blundell and Gilbert Salas came before LUDMA to give an update on some horse runs he is building on his property located at 80 North 100 East. Councilmember N. Sparks stated that Mr. Salas split the horse run shed into two sheds of less than 200 square feet and changed the pitch of the roof on both horse runs to comply with the Zoning Ordinance. The LUDMA Commission also continued discussing the Clarkston Town Annexation Plan.

Councilmember N. Sparks informed the Council that the LUDMA Commission did not hold a meeting in December.

Councilmember M. Fawcett – Water Department – Councilmember M. Fawcett reported that he had touched base with Water Operator Bryan Goodsell and that there are still a few water meters that need to be replaced. Mr. Goodsell said that he would get that done before it is time to begin reading meters again this year.

Animal Control – Dog Clinic – Councilmember M. Fawcett reported that the Annual Dog Clinic has been scheduled for February 6, 2021 from 10:00-Noon.

Councilmember D. Smith – Roads Department – Councilmember D. Smith reported that Clarkston Town Roads Supervisor Dean Archibald passed away. Mayor Hidalgo informed the Council that David Hale stepped in and has been taking care of snow removal. Mayor Hidalgo stated that he sure appreciated Mr. Hale’s efforts and willingness to help out.

Councilmember J. Buttars – Cemetery Department – Cemetery Lots – Councilmember J. Buttars stated that Deputy Clerk Holly Jones gave her a list of people that would like to sell their cemetery plots back to the town. Mayor Hidalgo reported that he had talked to the Church of Jesus Christ of Latter-day Saints Real Estate Department and was told that the Church has a lot of cemetery plots that people have donated from estate settlements to the Church and they would be willing to sell some of them back to the town. The Council discussed and determined that the town would buy back Clarkston Cemetery plots for the current Residential Grave Sale price of \$400.00.

Cemetery Concerns - Councilmember J. Buttars reported that the Cemetery Sexton Randy Smith had two concerns regarding burials. The first one is that he feels that 48 hours’ notice of a burial is not enough time to prepare the grave and recommended the required minimum notice of a burial be changed to 72 hours instead of 48 hours. Mayor Hidalgo stated that Clarkston Town will do the best we can to accommodate the 48 hour notice but if issues arise and that is not feasible the Cemetery Sexton has the authority to

coordinate with the family or the funeral home and let them know that it can't be done within that time frame or more time is needed to get the grave ready. The main concern is when headstones need to be removed before the grave can be dug. It is the family's responsibility to get the headstone removed and there is coordination that has to take place with the monument company by the family or the Mortuary which can make it and difficult for the sexton to get the grave prepared in 48 hours. Mayor Hidalgo asserted that the Cemetery Department needs to have a backup plan with people in place that can be called upon to take care of burials if the Cemetery Clerk, backhoe person or sexton are not available. The second concern Mr. Smith had was that, due to the Covid - 19 pandemic and grave side services being held more often than funerals, families are lingering for a long time at the grave site making the monument company wait too long to close the grave. Mr. Smith recommended limiting the amount of time families can be at the grave site. Mayor Hidalgo stated that this concern has nothing to do with Clarkston Town. Clarkston Town opens and closes the grave. This issue is between the mortuaries and the monument companies, not Clarkston Town.

2020 Bear River Region, Utah Pre-Disaster Mitigation Plan – Councilmember J. Buttars stated that the Council needed to adopt this plan in order to stay eligible for Federal Grant Assistance for various types of FEMA, HUD, and USDOT Grants as well as remaining eligible for FEMA, Public, and Individual Assistance Programs post disasters. Councilmember J. Buttars stated that she would invite Will Lusk or Zac Covington to the next Town Council Meeting to be held Tuesday January 5, 2021 to discuss the mitigation plan and answer any questions the Council may have regarding it.

Emergency Preparedness – Councilmember J. Buttars said that she is still looking for someone to be over the Community Emergency Response Team (CERT) and asked the Council to let her know of anyone that might be interested in the position.

4. RELEVANT BUSINESS

Public Comment – Councilmember M. Fawcett made mention that Roads Supervisor Dean Archibald was awarded the 2020 Employee of the Year Award. He also publicly thanked all of the Clarkston Town Employees and Volunteers who help out the town.

Next Meeting – The next Town Council Meeting will be held on Tuesday January 5, 2021 at 7:00 pm.

5. ADJOURN

There being no further business to come before the Council, Councilmember M. Fawcett motioned that the Clarkston Town Council Meeting adjourn. Councilmember D. Smith seconded the motion. All members present voted "Aye". Motion carried. The meeting adjourned at 8:23 pm.

Kristi Hidalgo
Clarkston Town Clerk

