



3200 WEST 300 NORTH  
WEST POINT CITY, UT 84015

# WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL February 6<sup>th</sup>, 2024

Mayor  
Brian Vincent  
City Council  
Jerry Chatterton, Mayor Pro Tem  
Annette Judd  
Michele Swenson  
Brad Lee  
Trent Yarbrough  
City Manager  
Kyle Laws

## Administrative Session 6:00 PM

Minutes for the West Point City Council Administrative Session held on February 6<sup>th</sup>, 2024, at 6:00 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and also electronically via Zoom. Zoom meeting was accessible to attendees by entering Meeting ID# 898 0593 5597 at <https://zoom.us/join> or by telephone at (669) 900-6833.

**MAYOR AND COUNCIL MEMBERS PRESENT:** Mayor Brian Vincent, Council Member Jerry Chatterton, Council Member Annette Judd, Council Member Michele Swenson, and Council Member Brad Lee

**EXCUSED:** Council Member Trent Yarbrough

**CITY EMPLOYEES PRESENT:** Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

**EXCUSED:** None

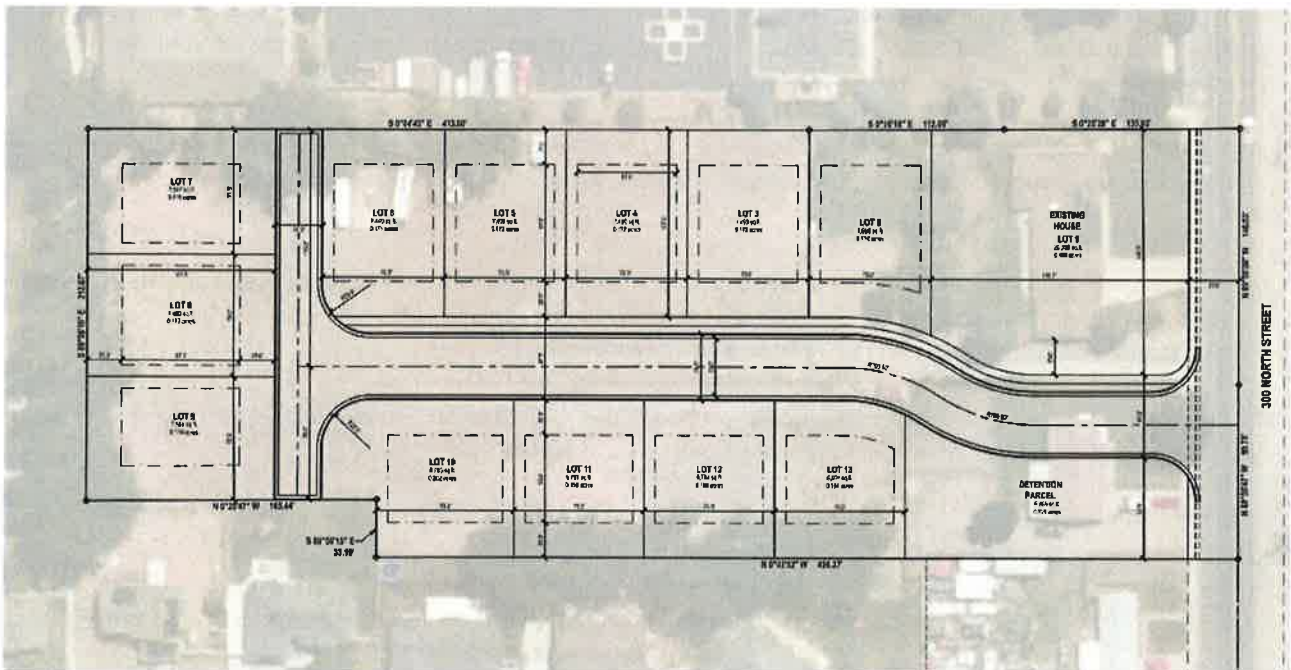
**VISITORS PRESENT:** Matthew Siemens and Craig Jacobsen. No sign-in required for those attending virtually.

### 1. Discussion Regarding a Rezone of Property at 3230 W 300 N (Hall Haven) – Mrs. Bryn MacDonald

*\*This item was discussed after Item #2*

Mrs. MacDonald presented the application of a rezone of property at 3230 W 300 N, known as Hall Haven. The proposal sought to rezone the property from R2 to R3, with a Planned Residential Unit Development (PRUD) overlay zone designation to allow flexibility in lot size and width. The proposed development will be marketed as an active adult community for residents aged 55 and older.

The applicant originally proposed 14 units, which would equate to 3.85 units per acre. On January 11, 2024, the applicant submitted a revised plan with 13 lots. After a discussion with the City Council, the applicant has now submitted (on January 24, 2024) another revised plan with only 12 lots:



Mrs. MacDonald outlined the changes made to the original plan, including adjustments to lot configurations, road placement, and setbacks. With the revised plan, they have eliminated the need for exceptions to lot width and side setbacks, however, they have created additional exceptions for lot depth, road standards, and lot size:

|  | R-3 PRUD   | Request    |
|--|------------|------------|
| Front Setback (Minimum distance to garage) | 25'        | 20'        |
| Rear Setback                               | 25'        | 20'        |
| Side Yard Setback (existing home)          | 20'        | 20'        |
| Minimum Lot Widths                         | 70'        | 70'        |
| Minimum Lot Depth                          | 100'       | 90'        |
| Minimum Lot Size (lots 11, 12, and 13)     | 7,000sq ft | 6,781sq ft |

The original plan had a 32-foot private lane with no sidewalks. The revised plan has removed the existing home on 300 North and now has a 47.5-foot road with a sidewalk on one side. The plans indicate that this 47.5-foot road would be private, however, this would be an exception to a standard 50-foot private road.

Mrs. MacDonald highlighted that the current plan addressed concerns raised by the Council, such as snow removal, lot configurations, and setbacks.

Council Members expressed overall satisfaction with the revised plan, noting improvements in snow removal, lot sizes, and setbacks. They discussed potential adjustments to setbacks for certain lots and requested further details on landscaping plans and amenities. Additionally, concerns were raised about potential traffic issues and safety considerations.

Overall, the Council commended the developers for their efforts to address concerns and improve the plan. They expressed support for the proposal pending further review and discussion of specific details. Consideration of final approval of the rezone and a development agreement detailing the variations will be on the agenda for the Council at the next meeting. Further discussion will be had at that time.

**2. Discussion Regarding a Request for Farmer’s Market – Mr. Kyle Laws**

*\*This item was discussed before Item #1*

Mr. Laws presented a proposal received regarding a request for a farmer's market from Matthew Siemens and his wife, owners of Dream Events, a company that organizes and runs farmer's markets. The proposal is to hold a farmer's market once a week on Friday evenings from 5 to 9, shifting to 8 o'clock in September as it gets darker earlier. The proposed location is Loy Blake Park, in the soccer field area east of the large bowery due to its visibility.

Mr. Laws outlined that the proposal involves vendors paying \$25 for a 10 by 10 space, with the revenue primarily allocated for advertising and other event-related expenses. He noted that vendors would be subject to regulations, including food handler permits.

The Council discussed various aspects of the proposal, including potential conflicts with existing park usage, vendor regulations, and insurance requirements. They expressed interest in ensuring that the contract included clauses for immediate termination if necessary and requested further review of the contract by the City's Attorney.

Overall, the Council expressed support for the proposal, pending further details and contract review. Staff will bring the contract back to the Council for approval once it has been finalized and reviewed by the City Attorney.

**3. Utah’s Open & Public Meetings Act Training – Ms. Casey Arnold**

Ms. Arnold stated that Utah State Code requires that members of a public body be provided with annual training on the requirements of Utah’s Open and Public Meetings Act. The stated goal of the Open & Public Meetings Act is to ensure that the state,

its agencies, and its political subdivisions deliberate and take action openly. Ms. Arnold stated that a review of these rules and procedures will be beneficial for both elected officials and City Staff, as well as satisfy the training requirement.

Ms. Arnold presented the training, which included the following key points:

- Public Meetings
- Public Notice
- Actions & Deliberations
- Closed Meetings
- Meeting Minutes & Recordings

The Council discussed the information and thanked Ms. Arnold for the presentation. She stated that certificates evidencing that they have received the annual training will be emailed to Council Members, which they may forward on to other public boards or agencies that they participate on.

#### **4. Other Items**

No other items were discussed.

The Administrative Session adjourned.



**WEST POINT CITY COUNCIL  
MEETING MINUTES  
WEST POINT CITY HALL  
February 6<sup>th</sup>, 2024**

**Mayor**  
Brian Vincent  
**City Council**  
Jerry Chatterton, Mayor Pro Tem  
Annette Judd  
Michele Swenson  
Brad Lee  
Trent Yarbrough  
**City Manager**  
Kyle Laws

**General Session**

**7:00 PM**

Minutes for the West Point City Council General Session held on February 6<sup>th</sup>, 2024, at 7:00 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and also electronically via Zoom. Zoom meeting was accessible to attendees by entering Meeting ID# 898 0593 5597 at <https://zoom.us/join> or by telephone at (669) 900-6833.

**MAYOR AND COUNCIL MEMBERS PRESENT:** Mayor Brian Vincent, Council Member Jerry Chatterton, Council Member Annette Judd, Council Member Michele Swenson, and Council Member Brad Lee,

**EXCUSED:** Council Member Trent Yarbrough

**CITY EMPLOYEES PRESENT** Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

**EXCUSED:** None

**VISITORS PRESENT:** Ezra Doxey, Shari Byers, Brooklyn Woodworth, Grace Price, Kelsey Kelley, Cassie Kelley, Chaundra Wilson, Justin Nye, Leslie Nye, and Sheryl Clements. No sign-in required for those attending virtually.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Prayer or Inspirational Thought** – Given by Council Member Swenson
- 4. Communications and Disclosures from City Council and Mayor**

Council Member Swenson – As the liaison to the Arts Council, she expressed her appreciation for all that the Arts Council is doing and is excited about the upcoming activities they have planned, including dance lessons throughout February, followed by textile related activities in March. She hopes for community involvement in these events and again thanked all those volunteering to be part of this great program.

Council Member Lee – Expressed condolences for the recent loss of Royce Ross, a valued member of the community. He highlighted Ross's contributions, particularly in organizing events such as the parade and his efforts in establishing the West Point Military Memorial. He noted the significant impact Ross's passing has had on the community, expressing sympathy for his family and wishing them strength during this difficult time.

Council Member Chatterton – Commended the efforts of the Public Works Department for their consistent hard work in maintaining the city. He highlighted the department's dedication to their tasks, often going unnoticed, but crucial for the city's upkeep and expressed gratitude on behalf of the community for their continuous service.

Council Member Judd – Expressed her appreciation for the hard work of the North Davis Fire District. They receive a high volume of calls and are continuously serving our city and surrounding community. The new station is nearing completion, which will be a great asset and enable them to continue providing high-quality emergency response services.

Mayor Vincent – None

- 5. Communications from Staff**

Mr. Laws stated that February's Senior Lunch will be held the following Tuesday at City Hall at 11:30 AM. He also provided information about the dance classes organized by the Arts Council, mentioning that although sign-ups are closed, there is a waitlist

available for those interested. He specified the schedule of dance classes, which includes the East Coast Swing, Charleston, and Tango. The cost of the lessons is \$10 per couple per night.

**6. Citizen Comment**

None

**7. Youth Council Update**

Grace Price, the Mayor Pro Tem, highlighted past activities including the cemetery luminary event in December, a visit to Capitol Hill in January, and a movie night in February. Brooklyn Woodworth, the City Manager, discussed future events, which include the Annual Easter Egg Hunt on March 30<sup>th</sup>, with the members are working to secure sponsors and donations from local businesses for. Additionally, some members will attend a leadership conference at Utah State University in March. The Mayor and Council expressed appreciation for the youth council's efforts, acknowledging them as excellent representatives for West Point.

**8. Update from the Miss West Point Pageant Royalty**

Kelsey Kelley, Miss Jr. West Point Second Attendant, shared recent activities of the royalty, which included participating in a community event focused on mental health awareness, organizing a successful Halloween carnival with a turnout of 1,000+ people, supporting the Turkey Trot event, and participating in a Community Christmas event at Ben Lomond High School, where they assisted families in need. Additionally, they organized a Sub for Santa initiative to support a homeless family during Christmas. The Council expressed appreciation for their efforts, and there were inquiries about the participation in events and plans for future activities. Kelsey mentioned upcoming events such as the Easter egg hunt and preparing for the 2024-2025 Pageant, which will be held this spring. next year's pageant. The Council also acknowledged Kelsey's grandmother, Andrea King, for all of the work that she does in our community.

**9. Consideration of Approval of the Minutes from the October 17<sup>th</sup>, 2023 City Council Meeting**

Council Member Lee motioned to approve the minutes

Council Member Judd seconded the motion

The Council unanimously agreed.

**10. Consideration of Approval of the Minutes from the December 5<sup>th</sup>, 2023 City Council Meeting**

Council Member Chatterton motioned to approve the minutes

Council Member Lee seconded the motion

The Council unanimously agreed.

**11. Consideration of Approval of Resolution No. 02-06-2024A, Amending the Agreement with Bowen Collins & Associates Regarding the Sewer Expansion Project – Mr. Boyd Davis**

Mr. Davis presented an overview of the amendments to the existing agreements with Bowen Collins & Associates and Davis County regarding the sewer expansion project. He outlined that the amended contract of \$1.7 million is for construction management, including inspections, engineering services, and public information dissemination throughout the project. He clarified that \$400,000 would come from the leftover funds in the original design contract, with the remaining \$1.3 million from the \$22 million construction budget.

However, Staff asks that the Council table approval of the amendments to the agreement, as they are still awaiting feedback from Davis County on their review of the amended agreement. Mr. Davis stated that the matter would be brought back for consideration once the County's response was received.

The Council had no further discussion.

Council Member Chatterton motioned to table consideration of approval of Resolution No. 02-06-2024A, amending the agreement with Bowen Collins & Associates until the County has reviewed the agreement.

Council Member Swenson seconded the motion  
The Council unanimously agreed.

**12. Consideration of Approval of Resolution No. 02-06-2024B, Amending the Sub-Recipient Agreement with Davis County Regarding the Sewer Expansion Project – Mr. Boyd Davis**

Mr. Davis discussed this item in conjunction with the previous item and recommended that the Council table approval of the amendment to the agreement until Davis County has reviewed the agreement and provided any feedback.

The Council had no further discussion.

Council Member Judd motioned to table consideration of approval of Resolution No. 02-06-2024B, amending the agreement with Davis County until the County has reviewed the agreement.

Council Member Swenson seconded the motion  
The Council unanimously agreed.

**13. Motion to Move into a Closed Session**

Council Member Swenson motioned to move into a Closed Session

Council Member Chatterton seconded the motion

The Council unanimously agreed.

**Closed Session**

**1. Motion to Open Closed Session**

Council Member Chatterton motioned to open the Closed Session

Council Member Lee seconded the motion

The Council unanimously agreed

**2. Call to Order and Roll Call**

Mayor Brian Vincent called the February 6, 2024 Closed Session to order

Roll Call –

Mayor Brian Vincent

Council Member Gary Petersen

Council Member Annette Judd

Council Member Michele Swenson

Council Member Brad Lee

Kyle Laws, City Manager

Casey Arnold, City Recorder / HR Manager

**3. Closed Discussion Regarding the Personnel, Pursuant to UCA §52-4-205(1)(a)**

**4. Motion to Adjourn the Closed Session and Enter the General Session**

Council Member Chatterton motioned to adjourn the closed session and enter the General Session

Council Member Swenson seconded the motion

The Council unanimously agreed

**14. Motion to Adjourn the General Session**

Council Member Chatterton motioned to adjourn

Council Member Judd seconded the motion

The Council unanimously agreed.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024:

*Brian Vincent*

BRIAN VINCENT, MAYOR

*Casey Arnold*

CASEY ARNOLD, CITY RECORDER



