



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
January 9, 2015**

Mayor
Erik Craythorne
Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Jeffrey Turner
City Manager
Kyle Laws

City Council Visioning Retreat

The West Point City Council Retreat was held at West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on January 9, 2015 at 8:30 am with Mayor Craythorne presiding.

MAYOR AND COUNCIL MEMBERS PRESENT - Mayor Erik Craythorne, Council Member Kent Henderson, Council Member Jeff Turner, Council Member Andy Dawson, Council Member Jerry Chatterton, and Council Member Gary Petersen

CITY EMPLOYEES PRESENT - Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Evan Nelson, Administrative Services Director; Paul Rochell, Public Works Director; Kelly Ross, Recreation Director; and Misty Rogers, City Recorder

1. Welcome & Call to Order (8:30 am)– Mayor Craythorne

Mayor Craythorne expressed his appreciation to the Council Members for attending the Council Retreat. He then stated that before each Council meeting informational packets are prepared for the Council. Mayor Craythorne stated that the packets are useful, but can at times be lengthy and take time to read and prepare. He recommended the packets be shortened and asked if there were recommendations on how to improve the Council packets.

Mayor Craythorne stated he will be leaving the Council Retreat at 10:45 am to attend the West Point Elementary DARE Graduation. He stated that he would be gone for a short period of time and Council Member Petersen would conduct the meeting during his absence.

2. City Finances and Upcoming Budget Issues (8:30 am)– Mr. Evan Nelson

Mr. Nelson stated determining the financial position of a city can be difficult. He then stated when predicting the future, we should look into the past. Mr. Nelson stated four revenue sources were used when determining the financial health of the city.

- Sales tax declined during FY2010 as a result of the recession. But over the past few years, sales tax revenues have begun to slowly increase. It is projected that sales tax will continue to increase and the city could collect an additional \$266,000 in sales tax revenue from the Smith's Marketplace development. This equates to an estimated 43% increase in sales tax revenue from FY2014 to FY2017.
- Property tax trends remain positive; this is credited to new growth and maintaining the tax rate.
- Class C Road revenue is generated by gasoline tax and the trend line is beginning to show decline. State officials have expressed concern that as gasoline tax revenue decreases, Class C Road revenue will also decrease. Because it is projected that gasoline tax revenue will continue to decrease, State officials are considering increasing the gasoline tax. Mr. Nelson stated the balance of the West Point City Class C Road Fund is approximately \$735,000.

Mayor Craythorne stated that gasoline tax is paid per gallon rather than per dollar. It is likely that as gasoline prices decrease State officials will approve an increase to the Utah gas tax.

- Building permit revenue declined in 2007 and 2008 as a result of the recession. In FY2014, the city saw an increased number of building permits being submitted. It is projected that the number of building permits filed with the city will continue to increase.

Mr. Nelson stated the Revenues per Capita graph compares population, revenue and inflation. Since 2011, the Revenues per Capita have slowly increased.

Council Member Chatterton asked if the revenues being presented to the Council are calendar or fiscal year totals. Mr. Nelson stated information presented to the Council is fiscal year totals.

(Revenue to Expenditure Comparison)

- General Fund revenues and expenditures continue to increase. In 2011, Class C Road fund balances were transferred from the General Fund to the Special Revenue fund. Because of this transfer, the expenditures in FY2011 portray higher than actual, in reality the revenues in FY2011 were higher than expenditures.

Mr. Nelson reminded the Council that the state of Utah regulates what percentage of the fund balance can be maintained year to year in the General Fund.

Council Member Chatterton asked what percent of the fund balance can remain in the General Fund each year. Mr. Nelson informed the Council that the state of Utah allows 25% of the next years budgeted revenues to remain in the General Fund as a fund balance.

- Waste fund trends look good and revenues are slightly exceeding expenditures; this is an indicator that rates are in line.
- Water fund revenues have increased slightly higher than expenditures as a result of past water rate increases. After FY2014, the water fund revenue will level off as no additional increases to the water rates have been scheduled.
- Storm water fund expenditures fluctuate depending on projects throughout the year. The storm water fund is healthy and it is projected that revenues will continue to increase.

Mr. Nelson informed the Council that the late fees collected from delinquent utility bills are shared between the utility funds.

Mr. Laws stated the late fee was incorporated into the fee schedule in hopes of deterring late payments. It was anticipated that over time the number of late utility bills and number of water shut-offs would decline. The implementation of a late fee has not been a deterrent for residents and the city continues to collect approximately \$50,000 in penalties (late fees and shut-off fees) each year.

Council Member Turner asked how much money West Point city charges for a late fee. Mr. Nelson stated utility payments are due on the 24th of each month. If a payment is received after the last day of the month, the payment is deemed delinquent and the resident is assessed a \$15 late fee.

Mr. Laws stated the penalty charges collected from water shut-off fees can be assessed as high as \$45 per shut-off.

Mayor Craythorne stated when the late fee was incorporated into the fee schedule; the Council believed the number of late utility bills and shut-offs would decrease. He then stated that the implementation of a late fee was not meant to generate revenue.

Mr. Nelson stated the general fund and the capital projects fund balances have steadily increased over the past four years.

- Special revenue trends indicate a high fund balance. Impact fee revenue and Class C funds are collected in the special revenue fund, as projects are completed, the fund balance will decrease.

Council Member Petersen asked if Class C funds are carried over year to year. Mr. Laws stated no, the reason for the high fund balance is because the city is a few years behind on scheduled projects.

Council Member Turner asked what projects the city will use the Class C funds for. Mr. Laws stated the majority of the Class C money has been allocated for projects listed on the Capital Projects Matrix.

- Proprietary funds (Enterprise Funds) continue to show positive trends. In 2013, the waste fund balance declined due to a major sewer line project. The water fund will be used to pay for the 2000 West waterline project.

Mr. Nelson presented a comparison of the fund balances and projected capital expenditures. The comparison allows for the Council and Staff to visually see how prepared the city is to meet the future needs of the city. He then cautioned the Council not to be overly concerned with the “difference” in the special revenue fund and the water fund. Mr. Nelson stated the comparison does not include the projected revenue over the next five years. He then stated the city will continue to collect revenue that will be used to offset the differences.

	2014 Fund Balance	5-Year Scheduled Expenditures	Difference
Spec Rev	\$2,506,591	\$4,827,058	(\$2,320,467)
Cap Project	\$1,217,937	\$1,128,025	\$89,912
Waste	\$570,683	\$439,225	\$131,458
Water	\$871,276	\$1,116,125	(\$244,849)
Storm	\$626,379	\$267,025	\$359,354

Council Member Petersen agreed, the comparison should not be concerning as the projected revenues for the next five years were not included in the comparison. He then asked what projects are funded by the special revenue fund. Mr. Nelson stated the impact fees for water, sewer, streets, and parks are deposited into the Special Revenue Fund.

Mr. Laws explained that the special revenue fund could pay for water projects and class c projects that are impact fee eligible.

(Budget issues for the upcoming year)

- Water Meters - Approximately eight years ago, the city upgraded the water meter system to a radio read system. The electronic devices were purchased for \$198 per device and they included a 10 year warranty. Because all of the radio read system meters were purchased at one time, their warranties will expire on the same date. Currently, each month the Public Works Department is replacing approximately 23 failing water meters. He then stated the radio read system currently being used by the city is considered “old” technology and replacement parts are no longer available. The cost of “new” technology water meters is estimated at \$233 per device and includes a

10 year warranty and a battery life of 10-15 years. The city is being permitted to purchase the new technology meters for \$173 per device for the remainder of the 10 year warranty period.

Mr. Rochell stated it would cost an estimated \$500,000 to change all of the old technology water meters in the city to the new technology water meters. He then stated replacing all of the meters at one time is not cost effective or wise. If the city gradually replaces water meters, the budget will experience less of an impact and warranty periods will be offset. Mr. Rochell stated it is estimated that the water fund is in need of approximately \$65,000 for the purchase of new technology meters which will be used for new construction and failing water meters.

Council Member Chatterton asked what would happen if the city does not replace the old technology meters with the new technology meters. Mr. Rochell stated if the current radio read meters fail and the meters are not replaced, the meters will need to be read manually. He then stated that in the past when meters were read manually, it took four full time Public Works employees one week to read water meters and meters were not read monthly. The current radio read technology allows one employee to read all of the meters within the city in six hours, 12 months out of the year. He then stated the current radio read technology allows the employee reading the meters to check usage reports. If a meter shows unusual usage, the employee travels to the location of the meter and verifies the meter is accurate. Mr. Rochell stated the reporting information provided by the meter reading system is beneficial to both the resident and the city. He then stated the Public Works Department will continue to monitor and replace meters as necessary.

Council Member Petersen asked how long it takes to replace one water meter. Mr. Rochell stated the electronic portion of the old technology water meter can be replaced in approximately three minutes. The new technology water meters can be changed within 15 minutes. Council Member Petersen asked Mr. Rochell how many old technology water meters he plans to replace each year. Mr. Rochell stated there are approximately 2,300 water meters within the city and approximately 1/8 of those water meters have already been replaced with the new technology meters. He stated that he plans to replace 250 water meters per year. Mr. Rochell stated Mr. Kasey Gibson, an employee of the Public Works Department does a fantastic job monitoring and maintaining the water meter system.

Council Member Chatterton asked if the city could experience a shift in revenue with the incorporation of the new technology water meters. Mr. Rochell stated it is possible, but unlikely that a shift in revenue would be noticed.

Council Member Chatterton asked if there have been issues with water meters in cul-de-sacs "sanding up". Mr. Rochell stated the city hasn't had a plugged meter in 8-10 years.

Council Member Petersen asked if the current water rates will be sufficient to allow for the future water meter needs. He expressed concern that when the water rates were increased in the previous years, new meter reading technology wasn't considered. Mayor Craythorne stated each year the budget is carefully reviewed to ensure adequate funds.

Council Member Chatterton asked if the new water meters are from the same manufacturer. Mr. Rochell stated yes, the current old technology meters and the new technology meters are from Master Meter.

Council Member Petersen asked if the current computer software is compatible with the new technology water meter. Mr. Rochell stated yes. Council Member Petersen expressed his support with replacing old technology water meters with new technology water meters.

Mr. Rochell stated the information which can be obtained from a meter is remarkable. He then stated that as Mr. Gibson travels through the city reading meters, a detailed report of water usage compiled. The reporting information which can be obtained can provide the city and a property owner with insight as to when and what may be causing high water usage. Mr. Rochell stated the water meter technology is a benefit to both the resident as well as the city.

Mr. Laws asked if the meter will typically provide lower reads and favor the resident if the meter is failing. Mr. Rochell stated if the meter starts to fail, the read will be lower. The resident will receive more water than they are actually paying for. If the electronic portion of the meter begins to fail, neither the resident nor the city benefits. The inconsistency of the meter read is typically caught when the meters are read.

- Lawn Mowers – Many of the high quality lawn mowers used by the city are nearing the end of their life span. He stated each week, the 42" Walker lawn mower is used to mow the Cemetery, gateway, City Hall, and the larger parks. The Walker mower has been in use by the city for the past nine years and over the last two years it has become unreliable. Staff is proposing \$18,000 be budgeted in FY2016 to replace the current mower.

Council Member Chatterton asked what length of warranty could be obtained with the purchase of a new mower. Mr. Rochell stated when purchasing a lawn mower, a one or two year warranty is typically offered. Council Member Chatterton recommended purchasing an extended warranty for the new mower if possible.

Mr. Rochell stated the 12' wide Jacobson mower will need to be replaced in the next few years. He stated the cost to replace the mower is estimated between \$50,000 and \$60,000. The Jacobson mower has significantly reduced the mowing time of the parks to approximately 2.5 days.

Council Member Chatterton expressed his appreciation to the Public Works Department for the snow removal after the last snow storm.

- Health Insurance – It is anticipated the health insurance rates will increase. The actual increase to the budget is unknown as the health insurance renewal isn't until December 2015. Mr. Nelson stated in FY2015, a 12% increase had been budgeted for health insurance, but the overall increase to the budget was 7.9%. Therefore, Staff is proposing a 12% increase in FY2016. Mr. Nelson stated the Council will be informed of the actual renewal rate increase when rates become available.
- Retirement – Over the past few years, retirement rates with the Utah Retirement System (URS) have increased. Recent information provided to the city from URS indicates that retirement rates in FY2016 will not increase.
- Davis County Sheriff Contract allows for inflationary increases each year. Staff is proposing an additional \$2,400 for the FY2016 budget for law enforcement services. Mr. Nelson stated it is likely that additional law enforcement services will be needed as a result of the upcoming development of Smith's Marketplace.

Mr. Laws stated he plans to meet with Sheriff Richardson to discuss the Smiths project, upcoming development and the possible increase for law enforcement services.

- Salary Adjustments – When Mr. Laws was appointed as the West Point City Manager, changes were made to the market study and pay plan process. The market study became a function of the City Manager and the Human Resources Department. The current pay plan allows for a merit increase of up to 2% each year, and an additional COLA increase of up to 2% every other year, depending on what the budget could support. Mr. Laws stated in FY2015, employees received a merit increase of up to 2%. This year, the Human Resources Department and the

City Manager will complete a market study. It is anticipated that the Council will be asked to budget for a 2% merit increase and 2% COLA in FY2016.

Mr. Nelson stated all revenues are positive and it is anticipated that revenues will continue to exceed expenditures. Mayor Craythorne recommended the Council contact Mr. Nelson for any questions regarding the budget and the budget process.

3. Recreation Programs Discussion (9:30 am)– Mr. Kelly Ross

Mr. Ross stated that he periodically receives calls requesting the city implement new recreation programs. He then expressed his desire to offer recreation programs that will appeal to most everyone. But until recreation participation increases, it is not practical to implement new programs. Mr. Ross stated that he will continue to look for and implement recreational opportunities when needed.

Volleyball has recently been incorporated into the recreation program. The volleyball program has been successful and participation continues to increase. Mr. Ross stated implementing volleyball into the recreation program has opened up another recreational opportunity without taking away participation from other programs.

In 2003, there were only 600 participants in the West Point City recreation program. Low participation required West Point City recreation to combine with surrounding cities to create leagues. Combining cities to create leagues has been a cause of frustration and confusion for participants and parents. Over the years, the recreation program has grown and in 2014 approximately 1,756 kids participated in West Point City recreation programs. In many cases, the increased number of participation has allowed for West Point City to run our own leagues.

Mr. Ross stated even though the recreation program has received complaints from time to time, overall the recreation programs continue to be successful. He then informed the Council that last year, he had received complaints from a parent of one of the participants. As he met with the parent, he was told that he was unorganized and that their child would never again participate in West Point City recreation programs. Mr. Ross stated that as he considered the concerns and frustrations of the parent, he found that there were things in the recreation process which could be improved upon. He then stated that he has made changes to the recreation programs which have resolved past frustrations. For instance, pictures are now being scheduled at the beginning of the season to ensure the players receive their pictures before the end of the season. Mr. Ross stated he has contacted the parent and thanked her for informing him of her frustrations. He then stated that her children have once again signed up to participate in our recreation programs.

Mr. Ross stated having the assistance of Taylor Russell has been an asset to the recreation program. With the extra assistance, the recreation department has been able to more efficiently create and distribute rosters, practice schedules, and game schedules.

Mr. Ross stated that he is working to improve the recreation programs offered to the girls. He stated last year, there were not enough 1st and 2nd grade girl basketball participants to form a league. Rather than play basketball games the girls in this age group participated in a basketball camp. Mr. Ross stated by the end of the camp; there were enough 1st and 2nd grade girls that they could have run a league. He stated the basketball camp was a success, and most of the girls who attended the camp have registered for basketball this year. Mr. Ross stated that West Point is one of the only cities who separate the 1st and 2nd grade basketball participants into boys and girls teams. He then stated that seeing the girls have fun while they are participating in the recreation program is exciting.

Mr. Ross stated that camps offered by the City generate a small amount of revenue. Over the past few years, boys have had the opportunity to participate in a basketball camp with Trent Whiting. The camp generated approximately \$2,500 in revenue each year. Mr. Ross stated the revenue received from the basketball camp was deposited into the General Fund and then used to assist in the purchase of football helmets.

Jr. Jazz Basketball continues to be a successful program. In the past, the participation in Jr. High girls' basketball has been low and we've had to combine with Clinton City. This year, Clinton wanted us to travel to North Layton and combine with them to form a league. We have gym time during the week at West Point Jr High and didn't think it made sense to travel to another facility and play on a Saturday. Clinton did not want to join our league during the week at West Point Jr High so we are now trying to get enough girls to play so we can run our own league here. If participation will not allow for enough teams to be formed, the Jr. High Girls will participate in instructional clinics.

Mr. Ross stated the new restroom facility at the Loy Blake Park has provided additional storage for the recreation department. The additional storage space has allowed for the recreation department to be more organized and better maintain the recreation equipment.

Mr. Ross stated that online recreation registration continues to increase. In the past, the city had partnered with Sportsites for online recreation registration. Sportsites would charge the city a \$5 fee for every online registration. This year Mr. Ross and the City Intern created and implemented an online recreation registration option through Xpress Bill Pay. This year, 40% of all basketball registrations were completed online and switching from Sportsites to Xpress Bill Pay saved the city approximately \$2,000 in registration fees in one year.

Mr. Ross stated this year, instruction camps have been incorporated into basketball practices. The focus of practices has been to teach the players the fundamentals of basketball. He then stated it is likely that basketball camps will be offered at the Loy Blake Park during the summer.

Council Member Chatterton stated it can be frustrating for players and parents when referees or umpires are not properly trained. He then asked Mr. Ross if specific sport related trainings were being held for referees and umpires each year. Mr. Ross stated it is difficult to referee recreation sports for several reasons. The officials are typically young and can be intimidated by parents and coaches and that referees must be careful to not affect the self-esteem of the players. In many cases, the skill level of the participants is different from game to game, some of the players are advanced and others are beginners to the sport. Mr. Ross stated in most cases, it is easier to officiate a high school sport rather than a youth recreation game. The younger participants are still learning the fundamentals of the sport. Mr. Ross stated that at the beginning of the year, he provides the recreation officials with refereeing instruction, but that no formal training is currently provided. Finding that kind of training is often difficult particularly to have it match up with the timing of program start time.

Spring and Fall Soccer – Spring and Fall Soccer will continue as a co-ed sport. The soccer program gives the kids in the community the opportunity to play soccer without playing in a competition league.

Mr. Ross stated that the AYSO organization typically utilizes the soccer fields at public schools. But because of safety issues, Davis County School District has decided to remove all soccer goals from their fields. This year, AYSO utilized the fields at West Point Jr. High and had brought in their own soccer goals. But there were issues with not having restroom facilities available for participants and their families. Mr. Ross stated the city received numerous complaints as people attending the AYSO games were relieving themselves next to the Jr. High and portable classrooms. He stated that the city isn't affiliated with AYSO but he did contact Davis County School District to inform them that AYSO is

required to provide restroom facilities for participants. Mr. Ross stated with the soccer goals being removed from school property it is likely that AYSO and other organizations will want to utilize the city parks. He then recommended the city charge AYSO a fee if they are going to utilize the West Point City fields as there will be additional maintenance and wear and tear to the parks and the fields.

Mr. Ross stated that West Point City has great parks. As the recreation participation increases, the city may need to utilize fields at the local schools and the absence of restroom facilities will be an issue. Mr. Ross stated the city may want to partner with the school district to build restroom facilities at the local schools.

Baseball and Softball continues to be the largest recreation sport offered by the city and participants range from Pre-K through Jr. High. Mr. Ross stated in most cities, 3rd and 4th grade boys participate in live pitch. But in West Point, the 3rd & 4th grade boys use pitching machines. Using the pitching machine for an extra year allows for the kids to further learn the fundamentals of the game and become better hitters and fielders. Mr. Ross then stated the Jr. High boys baseball league will continue to combine with Syracuse City. He then stated the girls' softball remains a strong program and participation is similar to that of surrounding cities.

Council Member Turner asked if the West Point City fields are in good condition. Mr. Ross stated yes, the West Point City baseball fields are older, but they are good fields.

Council Member Turner asked if the city has a concession stand available during the recreation season. Mr. Ross stated yes, a concession stand is available, but it is a work in progress. Several years ago, the City tried to operate the concession stand but it became too cumbersome. The city now contracts with individuals to actually run the concession stand. Mayor Craythorne stated the concession stand is not a revenue source; it is merely a convenience to the residents.

Mr. Laws stated the city has received questions as to why one person can sell concessions during recreation sporting events but they cannot. He stated in the past, the city has allowed someone to use the city's trailer and operate a concession stand. The individual must obtain all supplies for the concessions stand, and the city does not receive any benefit from the operation of the concession stand. Mr. Laws recommended contracting with someone to provide concessions during recreational activities. The contract could require the individual to use their own concessions trailer or allow them to use the city's trailer. Mr. Laws stated the city currently only uses the concessions trailer for the Lighting Ceremony and the 4th of July celebration. Mayor Craythorne stated the concessions trailer was purchased specifically for concessions. He stated it was purchased as a convenience for the residents. Mr. Laws stated he is supportive of the concessions trailer but a contract between the city and the vendor should exist.

Council Member Dawson recommended having interested persons submit an RFP. Mayor Craythorne stated an RFP is a good idea; however he is concerned that the vendor may lose interest.

Mr. Ross recommended having interested persons apply for the opportunity to sale concessions. He then stated the concessions trailer is a benefit to those attending the recreation games.

Council Member Chatterton recommended requiring a background check for the person providing concessions during the recreation games.

Council Member Petersen stated whoever is selected to provide concessions during the recreation games should have access to the city owned concessions trailer. He then recommended charging a deposit for the use of the trailer.

Mr. Ross stated currently, the person operating the concessions trailer is required to provide proof of insurance and promise to return the trailer clean. Mr. Laws stated the concessions trailer must be removed from the park every night.

Council Member Turner asked who operates the concessions trailer. Mr. Laws stated last year, Michelle Evans operated the concessions trailer. Mr. Ross stated prior to Ms. Evans, Matt VanKomen operated the concessions trailer.

Council Member Henderson asked if the city needs to use the concessions trailer to sale drinks during the 4th of July celebration. Council Member Dawson recommended selling drinks out of coolers, as this would allow for the concessions trailer to be stationed at another location in the park.

Council Member Dawson asked if the concessions trailer can only be used for city events. Mr. Ross stated yes, the concessions trailer is only used for city events.

Football participation has remained consistent, the West Point City Football program is small compared to surrounding cities, but it is a great program. Mr. Ross stated participation isn't increasing as the risk of a concussion is becoming more of a concern to parents. He then stated that the NFL has also expressed concern with the risk of concussions. The NFL purchased USA Football and they travel around and provide concussion training for coaches. He stated all of the West Point City Coaches have attended the USA Football training. Mr. Ross stated parent and participant education is critical.

Mr. Ross stated each year, West Point City offers a football camp where the participants are weighed and timed. This allows for the participants to see how much they improve each year as well as prepare them to attend camps such as the "NIKE" Sparq camp. Mr. Ross stated the Football Camp generates a small amount of revenue and he will continue to offer the camp.

Volleyball went from 96 participants the first year to 120 participants the second year without playing match. Currently the volleyball program is offered to both boys and girls and it is run similar to that of an instructional camp. Mr. Ross stated next year it is likely that West Point and South Ogden will combine to offer some volleyball matches.

Mr. Ross stated the 3-on-3 Basketball Tournament during the 4th of July celebration began approximately 20 years. Approximately 19 years ago, the Council approached Mr. Ross and asked that he run the 3-on-3 tournament. The 3-on-3 tournament is professional and the prizes give to the participants are quality. Mr. Ross stated registration fees cover the cost of the tournament. Approximately two years ago, the Council asked Mr. Ross to turn over the 3-on-3 tournament to be run by the City. Mr. Ross agreed but asked that tournament be able to run and operate with quality prizes and that the quality of the tournament would not diminish.

Mr. Ross stated he is aware that people have asked why the "Ross family" and those volunteering for 3-on-3 basketball tournament receive different clothing than those volunteering for the other 4th of July events. He stated for the past 20 years the Ross family has not done anything else over the 4th of July because they are always volunteering to help with the 3-on-3 Basketball Tournament. Mr. Ross stated that he would never want his family to be in a situation where they were being accused of receiving special benefits. He then stated that his family does not need to run the 3-on-3 tournament and the city could find other volunteers if the Council is concerned.

Mayor Craythorne expressed his support with the Ross family continuing to run the 3-on-3 Basketball Tournament.

Council Member Petersen stated if the 3-on-3 Tournament is a city function the volunteers should have the same clothing as the other volunteers.

Mayor Craythorne stated that he disagrees; the only compensation that the 3-on-3 basketball volunteers are receiving is nicer quality shorts and a shirt.

Council Member Petersen asked if other 4th of July volunteers receive the same quality of shirt or shorts.

Mayor Craythorne stated the volunteers for the basketball tournament spend the majority of the day under the hot sun refereeing games. He stated most volunteers who assist with the 4th of July celebration do not work the entire day in the hot sun, like those at the basketball tournament.

Mayor Craythorne stated the Basketball Tournament remains professional and quality because of the way that it has been operated in the past. He stated the volunteers assisting with the tournament are good and qualified. Mayor Craythorne stated if the quality of the volunteers diminishes, the tournament will suffer. He then stated that if the Council wants to continue the 3-on-3 Basketball Tournament, then the process by which it is ran should remain the same.

Mr. Laws stated most people who volunteer to assist on the 4th of July only serve for a few hours. He stated the 3-on-3 Basketball Tournament volunteers are volunteering the majority of the day.

Mr. Ross stated volunteering for the Basketball Tournament is difficult, they are in the sun referring all day and dealing with participants of the program and competition tends to bring out the bad in some people.

Council Member Henderson stated anyone who volunteers to help with the 4th of July celebration typically receives some type of gift card afterwards. He then asked if the 3-on-3 basketball volunteers also receive a gift card. Mr. Ross stated no, the 3-on-3 Basketball volunteers do not receive a gift card; they receive a pair of shorts and a shirt.

Council Member Chatterton recommended having the 4th of July committee approve what the 3-on-3 basketball volunteers receive.

Mayor Craythorne stated the 3on3 Basketball Tournament is legitimate and run fairly. He stated if people understood the quality of volunteers and the professional program they would come to understand why the 3-on-3 volunteers receive a nice pair of shorts and shirt.

Council Member Petersen agreed with Council Member Chatterton, if the event is city sponsored, it should be subject to the same process as other events. However, the volunteers with the 3-on-3 tournament should be treated fairly as there is a difference with volunteering requirements.

Mayor Craythorne and the Council agreed, Mr. Ross should continue to operate the 3-on-3 Tournament, but as a protection to the employee all purchases should be discussed with the 4th of July committee or the City Manager.

Council Member Henderson expressed the importance of having competent and quality volunteers for the 3-on-3 tournament.

Mr. Ross stated because of the way the 3-on-3 tournament has evolved into a quality event, participants have learned what is and isn't acceptable when participating in the tournament. He then cautioned that if the quality of program diminishes and the volunteers are not quality participation will decrease. Council Member Henderson stated that West Point City offers a quality and family friendly tournament.

(Possible Future Programs and Requests)

Mr. Ross stated with the reconstruction of the tennis courts, the recreation department may consider offering tennis lessons.

Council Member Petersen asked if the Recreation Department has considered the implementation of Pickleball. Mr. Ross stated he and Mr. Laws have both received calls with regards to Pickleball. The recreation department could consider implementing Pickleball in the future if we had courts and enough interest.

Mr. Laws stated Pickleball is very popular and not all cities offer Pickleball courts. He then stated that Pickleball courts are relatively small, approximately four Pickleball courts can fit inside of one tennis court.

Council Member Dawson asked if a tennis court can be converted into Pickleball courts. Mr. Laws stated yes, the Pickleball court lines could be painted or taped on the tennis courts and portable nets could be set up.

Mr. Ross stated that he receive calls with regards to implementing Lacrosse. If Lacrosse is implemented into the recreation now, the City would need to combine with surrounding cities to create a league and baseball participation would likely decrease. Mr. Ross stated that the Lacrosse equipment is expensive and extremely hard on the park grounds and he does not recommend we venture into Lacrosse at this time.

4. Break (10:50 am)

5. Mixed Use Area and R-6 zone Discussion (11:05 am)– Mr. Boyd Davis

Mayor Craythorne stated over the past several weeks he has considered the proposed definition for a Mixed Use (M-U) Area. The principle of the definition is sound; however there is concern with not having a General Plan that is clear.

Council Member Petersen stated that he values Mayor Craythorne's opinion. He then asked that Mayor Craythorne share his thoughts regarding the M-U area as well as an alternative with the Council.

Mayor Craythorne stated if the M-U area is approved, the General Plan will become less clear and more flexible. He then stated that in his opinion allowing an area to be developer driven may not be in the best interest of the city.

Mr. Davis informed the Council that Staff is not advocating for or against the M-U area. He stated that the M-U zone had been incorporated into the General Plan several years ago. At that time, neither the Council nor the Planning Commission felt comfortable designating a specific zoning for the area. Because of this, the M-U area was created with the understanding that in the future a definition would be created.

Mr. Davis stated the Planning Commission has drafted a definition for the M-U area and it will be presented to the Council. He then stated in his opinion, the Planning Commission completed the task to define the M-U area as requested by the Council. Mr. Davis stated he will provide the Council with the proposal from the Planning Commission, receive direction from the Council, and possibly create a definition of the M-U area.

Mayor Craythorne stated the LDS Church owns approximately 99% of the property within the M-U area. The LDS Church, or Property Reserve Inc. (PRI) would like their property to be rezoned from agriculture and they have reviewed the proposed M-U definition. PRI expressed concern with the proposed language and recommended the city consider traditional zoning for the area.

Council Member Petersen asked if a study could be done to determine mixed use alternatives. Mr. Davis stated during planning with Syracuse City and Clearfield City a market study had been done by Bonneville Research.

Mayor Craythorne stated the market study completed by Bonneville Research reported the General Plan designated too much commercial for the area. He stated the market studies only look at current conditions and surrounding cities. Mayor Craythorne stated that he doesn't believe that West Point has set aside too much commercial, as the studies cannot predict the future needs. He stated it is critical for the city to preserve as much potential commercial space as possible. Once an area has been designated for another use, it is almost impossible to change it back to commercial. Mayor Craythorne recommended changing from the M-U area back to traditional zoning.

Mayor Craythorne stated the General Plan designates commercial uses closer to 2000 West and Research and Industrial along SR-193. However, the PRI believes the corridor along SR-193 is more suitable for commercial uses rather than Industrial & Research. Mayor Craythorne stated that through Mr. Gary Wright, PRI will likely submit a rezone request. If the rezone is approved, only a small portion of land will remain within the M-U area.

Council Member Henderson asked what the PRI would like the property rezoned to. Mayor Craythorne stated that PRI has mentioned, C-C (offices), higher density buffer (R-4 or R-5), and single family residential (R-3).

Council Member Henderson asked if PRI has indicated when and how much of the property in which they own will be sold. Mayor Craythorne stated the property within the M-U area and the property to the south of City Hall will not be sold for at least two years.

Council Member Henderson asked if the desires of the LDS Church are similar to that of Mr. Gary Wright. Mayor Craythorne stated from his understanding the LDS Church would like commercial along SR-193 corridor and R-4 and R-5 off of the main corridor.

Council Member Petersen stated the Council doesn't know what the next development may be. He recommended requiring specific ratios throughout the General Plan.

Mayor Craythorne stated if the Council wishes to keep an area vacant, it should be zoned commercial. Once development begins, the area could then be rezoned to compliment the area. Mayor Craythorne stated once homes are developed, the option for commercial in the area is gone.

Council Member Petersen stated that commercial doesn't mean retail as manufacturing could be allowed.

Mayor Craythorne recommended the Council redo the General Plan either as a whole or in sections. He then stated that Layton City has placed most growth areas in West Layton into an R-S cell (lower density housing, larger lots, and larger homes). He stated in the future, these developments will remain desirable.

Mr. Davis expressed his support with redoing the General Plan in two sections, the east half of the city and then the west half of the city.

Council Member Davis asked when the final decision will be made for the alignment of the West Davis Corridor. Mr. Davis stated it is unclear but he anticipates a final decision on the alignment of the West Davis Corridor next year.

Council Member Petersen stated before the recession hit, developers were interested in the majority of land available in the western part of the city. He stated this is the time for the Council to act and reopen the General Plan and complete the planning process. Council Member Petersen recommended opening the entire General Plan but focus on the east half of the city.

Mayor Craythorne and Council Member Chatterton agreed with Council Member Petersen, now is a great time to open the entire General Plan for review.

Mr. Davis asked if the Council is interested in hiring a Planning Consultant to assist in the revision of the General Plan.

Council Member Petersen stated no, Staff, the Planning Commission, and the Council Members are informed of potential issues with the General Plan. He then stated that he has confidence that Staff, the Planning Commission, and the Council can work together to revise the General Plan.

Mayor Craythorne expressed the importance of holding joint meetings and involving the Planning Commission in the revision process. He then stated that acquiring professional assistance with the planning can be a benefit but it is not always practical. Mayor Craythorne stated that the Planning Commission and City Council must work together in the revision process.

Council Member Petersen expressed the need to incorporate sustainable communities into West Point. He stated Patterson Estates is located at approximately 4000 West 800 North at it is an example of a good sustainable community.

Council Member Henderson and Council Member Petersen agreed with Mayor Craythorne, it is important for the Planning Commission and Council work together during the revision process.

Council Member Petersen stated he would like to get to know the Planning Commission Members. He recommended the Planning Commission and City Council have a social gathering to get to know one another.

Mayor Craythorne agreed with Council Member Petersen. He then stated the Planning Commissioners are a great asset to the city.

Council Member Henderson stated the Planning Commissioners are thorough.

Council Member Chatterton agreed with Council Member Petersen, the Planning Commission and Council should hold some type of social gathering to get to know one another.

Council Member Petersen stated he values Mayor Craythorne's opinions and recommendations. He then asked if it would be feasible to require developments to meet certain standards.

Mayor Craythorne stated the city could require a developer's agreement for every development.

Council Member Petersen stated it may be wise for the city to require certain level of exterior finishes as well as inside.

Mr. Davis reminded the Council that the city must be careful to keep balance.

Mayor Craythorne stated the current standards are ok, but a Developer's Agreement can allow for flexibility.

6. Lunch (11:50 pm) – Zupas

7. Open & Public Meetings Act Training (12:10 pm) - Video presentation of Mr. David Church with the League of Cities and Towns.

8. 2014 Accomplishments (12:30 pm) – Mr. Kyle Laws

Mr. Laws stated during the Management Team Retreat time was spent listing the accomplishments within the city for 2014. He then stated that a few months ago an all employee training had been held at the Loy Blake Park. During the training, employees participated in unity and team building exercises. Mr. Laws stated the training was educational and extremely beneficial as it allowed employees from different departments to work together and build friendships. He then stated prior to the exercises, Staff also spent time brainstorming and creating a list of accomplishments from the 2014 calendar year. Mr. Laws stated that it was interesting to see the accomplishments listed by the employees. He then stated the list of accomplishment for 2014 show the success of the City Council and Staff.

Mr. Laws then presented the following accomplishments to the Council:

- 200 South water line and road (through Cody Turner's property)
- Smith's Marketplace Announcement
- Community Development & Renewal Agency Created
- 2000 West water line from 200 South to 300 North
- Pedestrian Trail Crossing on 800 North
- Changing online registration for Recreation Programs
- New Pavilion at East Park
- New Code Enforcement Officer (Mike Osiek) & Vehicle Wrap
- New Subdivision Approvals
- Eagle Projects (nearly 50 new trees planted in the parks)
- Dead Trees removed from Loy Blake Park
- Military Memorial Committee established
- Restructuring of Public Works Staff & hiring of Kolten Kay
- Purchase of the Vac Truck
- New City Hall Hours
- Personnel Policy Update (Employment Classifications, Compensation, and Leaves)
- Another successful 4th of July Celebration
- Social Media presence (Facebook & Twitter)
- Rain Sensors at the parks
- New Hours at City Hall
- Reorganize the supply room
- Minimal shut-offs
- Hazard assessments on sidewalks

- Paperless inspections

Mr. Laws thanked the Council for allowing Staff to change working hours at City Hall. He stated that Staff hasn't received any complaints from residents and that we've been able to provide services to resident who cannot get to City Hall before 5:00 pm.

Council Member Petersen expressed his appreciation for involving not only the Management Team, but also the employees when listing the accomplishments for 2014.

Mr. Laws stated as one of Ms. Linda Webb's goals for the year she organized the supply room. He stated numerous employees have expressed their appreciation to her for completing a substantial goal that benefits everyone.

Mr. Henderson asked Mr. Laws to explain the accomplishment "minimal shut-offs". Mr. Laws stated in the past, shut-off notices were mailed one week before the shut-off date. Now, the Utility Billing Clerk (Casey) mails out shut-off notices approximately two weeks before the shut-off date. Providing notice of shut-off two weeks before the actual shut-off date has allowed for residents to have another reminder and more time to pay their bill.

Council Member Turner asked what a "hazard assessment on sidewalk" is. Mr. Rochell stated that Mr. Kolton Kay, an employee of the Public Works is extremely good at cement work. After he was hired, he was given the assignment of traveling through the city and making a list of sidewalk hazards. Council Member Turner stated the sidewalk in front of his home could be considered a hazard. He recommended the Public Works Department look at the sidewalk and add it to the sidewalk replacement matrix. Mayor Craythorne recommended the Public Works Department also check the sidewalk between 550 North and Lakeside Elementary for sidewalk hazards. Mr. Rochell informed the Council that a sidewalk hazard is also located on 300 North just west of the trail. He stated the sidewalk needs to be fixed but he would like to obtain permission to have the tree removed.

Council Member Chatterton stated in the past, UDOT has had funding available to assist with the replacement of hazardous sidewalks.

Mr. Davis stated that he and Mr. Rochell are considering the purchase of a line locator. The city has metal detectors but the city has been borrowing a line locator from Clinton City. Mayor Craythorne asked how the line locator works. Mr. Rochell stated the line locator uses frequency, metal detection, and voltage to locate lines. Mr. Davis stated the line locator can also be used to trace wires.

Mayor Craythorne asked if the city requires continuity tests for the tracer wire on a waterline. Mr. Davis stated no, but it would be good to include it on the punch list.

Mr. Davis stated Brent Page, the Building Inspector, has implemented paperless inspections. Paperless inspections have been in place for a few weeks and Contractors are excited about the new process.

Mr. Laws stated there has been a concern of injury at the Public Works Building as snow slips off of the roof of the in the area in front of the man doors. Mr. Mark Laub and other members of the Public Works Department have built entryways on the sides of the man-doors to act as a protection to those who enter through the doors.

Mr. Laws thanked the Council for allowing Staff to complete numerous tasks and projects throughout the year.

9. Future Projects and Priorities Discussion (1:00 pm) –Mr. Boyd Davis & Mr. Paul Rochell

Mr. Davis provided the Council with an update of projects which have been budgeted in this year.

- Transportation Master Plan/Impact Fee Analysis - An RFP was issued and proposals were submitted from five or six engineering and financial companies. Horrock's Engineers and Lewis, Young, Roberson and Burningham have been selected and a kickoff meeting has been scheduled for January 14th. During the next Council meeting, the Council will be asked to approve a contract with Horrock's Engineers.

Mr. Davis stated it is essential for the Impact Fee Analysis to be completed as it may have an effect on the Impact Fees collected from the Smith's Marketplace.

Mayor Craythorne stated the Impact Fees collected from the Smith's Marketplace are estimated at \$500,000. Mr. Davis stated a large amount of the fee collected is for the Road Impact Fee.

- Street Maintenance – Over the past few years, street maintenance has fallen behind schedule. This year, the cul-de-sacs along 550 North from 2000 West to 2300 West will be reconstructed and on 3000 West from 300 North to 200 South will be overlaid. There are several other roads that will be chip sealed and crack sealed.

Mr. Rochell stated the city had a three year contract with Parsons and it has expired. The city will complete the bidding process and a contractor will be selected.

Mayor Craythorne asked if a 3-year contract is typical for road maintenance. He stated many other cities enter into one year contract for these services. Mr. Davis stated the city could do either a one or three year contract. Mayor Craythorne recommended contracts for one year, this will keep companies competitive. Mr. Davis stated the three year contract with Parsons specified that pricings would be held for a specific number of years. He then stated the contract used is the same contract in which Layton City has used. Mayor Craythorne stated he was okay with a three year contract knowing other cities use the same process.

- 300 North Street Lights – The Public Works Department has stored streetlights for the past few years. Staff is hopeful that the bidding process for the installation of the street lights will begin soon.

Council Member Chatterton stated in the past, the Council and Staff discussed changing street lights to LED lighting. He asked if the city plans to change the lighting to LED lighting. Mr. Rochell stated the current lighting could be changed to LED, but the city already owns the lights and fixtures. As Mr. Rochell, Mr. Laws, and Mr. Davis researched lighting it was discovered that converting the entire city to LED is extremely costly. Staff is considering changing construction standards to require that all newly installed lighting is LED lighting. Mr. Laws stated if the Council is interested in converting to LED lighting they must decide if it should be done in phases or all at once and bond for the project. An analysis provided by Lewis, Young, Robertson and Burningham estimates savings each month on the power bill from converting the entire city to LED street lighting would likely cover the bond payment.

Mr. Rochell stated the actual buyout amount from Rocky Mountain Power is less than originally anticipated, leaving the project less feasible than once thought.

Council Member Turner stated the bidding for LED street lighting was completed over a year ago and over the past year the cost of LED lighting has decreased.

Council Member Petersen asked if the cost of LED lighting will continue to decrease. Council Member Turner stated the cost of LED lighting may decrease slightly but that there isn't room for it to come down too much lower.

- 3000 West Road Widening - West Point City received a \$3 million dollar grant to assist with the widening of 3000 West. The city has hired a real-estate agent to work with property owners for property acquisitions.

1300 North 3000 West Round-about - Negotiations for the property needed for the round-about at 1300 North 3000 West are nearly complete. Three of the four properties have been secured, it is anticipated the fourth will be secured soon.

800 North 3000 West Round-about - Negotiations for the property needed for the round-about at 800 North 3000 West are nearly complete. Three of the four properties have been secured and the city is in final negotiations with the property owner on the north/east corner.

Council Member Turner asked if the driveway of the property on the north/east corner of 800 North 3000 West will need to be moved. Mr. Davis stated yes, the driveway will be relocated to the north and the property owner has requested to be paid to complete the concrete work himself. Mr. Davis stated that he is comfortable with allowing the homeowner to complete the concrete work as it is his profession. He then informed the Council that the property owner has expressed concern that value of his home will decrease because of the round-about.

550 North 3000 West Round-about – Mr. Davis stated negotiations for the acquisition of properties on the corner of 550 North 3000 West are difficult. He stated Mr. Mike Schultz, of Castle Creek Homes, is the owner of the lot on the northwest corner of 550 North. Mr. Schultz originally requested the city purchase the entire lot and not only the corner of the lot. He was informed that purchasing the entire property isn't feasible for the city. Mr. Schultz then requested the city purchase the corner of the lot and take over the landscape and sidewalk maintenance of the west side of 3000 West. Mr. Davis then stated the property owner on the southwest corner of 550 North is Mrs. Eldeen Barnes and she is unwilling to participate unless she is forced. The property owner of the northeast corner is Mr. Justin Brady and he hasn't provided the city with much response.

Mr. Davis asked the Council if they would like the city to keep in negotiations with the four property owners.

Mayor Craythorne expressed his concern with the Mr. Schultz's offer. He stated it is not in the best interest of the city to purchase the entire corner lot or take over the landscape and sidewalk maintenance on 3000 West. Mayor Craythorne stated the city may want to wait on acquiring property for the round-about on 550 North.

Mr. Laws stated financially, the grant received by the city will pay for the round-about. In the future, the city would be required to provide the funding.

Council Member Chatterton stated a round-about at 550 North 3000 West is needed. He then recommended that Staff keep in negotiations with property.

Council Member Petersen stated the stipulations that come with the lot are undesirable.

Mayor Craythorne stated if the city takes over the maintenance of the landscaping and sidewalk it would likely be forever. He then asked the Council provide the Staff with direction.

Council Member Petersen asked why Mrs. Barnes isn't willing to negotiate with the city. Mr. Davis stated that Mrs. Barnes and her family are concerned the installation of a round-about will push the road closer to her home.

Mr. Davis stated in order for the project to be completed this year, the bidding process must begin soon. He stated that Staff must know if the Council would like to proceed with a round-about at 550 North 3000 West within the next 4 weeks.

Mayor Craythorne stated Mr. Schultz was offered \$20,000 for the purchase of the corner of his lot. He stated if the Council wants a round-about at 550 North 3000 West, the city will either need to purchase the entire lot and maintain the landscaping and sidewalk on 3000 West or purchase the corner of the lot and take over the landscaping and sidewalk maintenance on 3000 West. Mayor Craythorne reminded the Council that the provisions of the lot being discussed require the owner of the lot to maintain the landscaping and sidewalk maintenance on 3000 West.

Council Member Chatterton and Council Member Petersen agreed that a round-about will be needed at 550 North 3000 West.

Mr. Dawson stated that Staff should continue to work with property owners and an update should be presented to the Council on January 20, 2015.

Council Member Petersen requested that Staff let Mrs. Barnes know that the city plans to have a round-about installed at 550 North 3000 West and the city would like her support.

Mayor Craythorne asked the last time that Staff had spoken with the Brady's. Mr. Davis stated that it has been a few months since he has spoken with the Brady's. He then stated that the Brady's were offered a specific amount of money to repair the damages to their landscaping. The Brady's were not satisfied with offer and wanted to obtain another bid for the repairs. Staff agreed to review another bid, however the Brady's have not submitted anything to the city. Mr. Davis stated he is under the impression that the Brady's are ok with the installation of the round-about; they were more concerned about the offer from the city.

- 520 North Road Connection (Loy Blake Park) - Mayor Craythorne and Mr. Laws have been working with the Davis County School District to obtain additional funding for the construction of a parking lot. Mr. Laws stated the 520 North road connection is currently at a standstill. Before the connection can be discussed any further, the city and school district must determine what needs to be done to the Nature Park in order for the city to take back that property. Mr. Laws stated the 520 North road connection will not be approved until the city receives a financial commitment from the Davis County School District for the installation of a parking lot.

Mayor Craythorne stated the School District will not provide a financial commitment until the city has received a bid for project. He then stated that he believes the school will be willing to participate if their financial portion is less than \$150,000.

Mr. Laws stated the School District had requested the city complete the bidding process for the project. The district would then ask the school board to approve a dollar amount. However, Mr. Laws has asked the School District to ask the board to approval a certain percent, up to a specific dollar amount for the project.

Mayor Craythorne stated in the past, the Davis County School District Staff hasn't been supportive of the project. Mr. Ross stated that he recently met with Mr. Gary Payne at the Davis School District and he is showing excitement for the project.

Council Member Petersen asked how many acres fit into the Nature Park. Mayor Craythorne stated approximately five acres.

- 2300 West/800 North Intersection - Yarborough Construction is under contract and the project will begin as soon as the weather allows. Mr. Davis stated that curb and gutter will be installed around the corners at the intersection of 2300 West 800 North.
- 800 North Sidewalk – The installation of the 800 North sidewalk is in reaction to the School Districts request for a sidewalk. Yarborough Construction is under contract for the installation of sidewalk. Mr. Yarborough began the installation of the sidewalk using the design provided by the city. Mr. Davis stated that residents have expressed concern with the height of the sidewalk. Staff met with property owners and it was decided to wait until spring before the project is complete. The extra time will allow for residents and staff to see how the sidewalk will affect the water flow in the area. Mr. Davis stated that he believes using the current design of the sidewalk will keep water flow out of property owner's yards.

Mayor Craythorne agreed with Mr. Davis and then stated the installation of the sidewalk will benefit the property owners. He then stated the height of the sidewalk took residents by surprise, many of them didn't realize their homes are that much lower than the road.

Mr. Davis stated that resident were also concerned with why curb and gutter weren't going to be installed. He then stated curb and gutter hadn't been budgeted, it will be installed when 800 North is widened.

Mayor Craythorne stated last year; West Point City and Clinton City applied for a grant to assist with the widening of 800 North. He then stated that in many cases, a city must apply several times before awarded the grant. West Point City and Clinton City will again apply for the grant this year.

- 200 South Trail – The trail project should have been constructed last summer but because bids were higher than anticipated the project was placed on hold. The project will be rebid within the next few weeks. Once new bids have been submitted, Staff will determine if enough funding is available to start construction.

Council Member Petersen asked what improvements are needed for the 200 South Trail. Mr. Davis stated paving, the installation of some fencing, culverts, etc. The majority of the trail is done; and only waiting for paving.

Mayor Craythorne expressed his frustration that the Federal Process can make a project more expensive.

- 1300 North Waterline – It is likely that the 1300 North Waterline project will be completed in the fall of 2015. Mr. Rochell stated the line to be replaced is a 4" asbestos cement waterline. He stated that it is unclear if the waterline starts on 3000 West or 3200 West and extends to 3600 West. Mr. Rochell stated that he didn't even know about this waterline until it began to leak a few years ago. He then stated because of the asbestos line, special monitoring of the line is required.

Council Member Dawson asked how what size of pipe will replace the old 4" line. Mr. Rochell stated the 4" line will be replaced with a 10" line.

Mayor Craythorne stated money saved on the 2000 West project will be used to assist with the fund of the 1300 North waterline.

- 300 North Ditch Piping – UDOT has purchased pipe and boxes which will be used to pipe the ditch along 300 North from 4300 West to 4500 West. The pipe purchased by UDOT is being stored in the Public Works materials yard until the installation in the spring. Mr. Rochell stated the project will be completed in phases.

Council Member Chatterton asked if the water issues on the south side of the road have been resolved. Mr. Rochell stated D&W has agreed to connect the line. Mr. Davis stated the area where the pipe will be installed is further to the west (from the Hooper canal to 4500 West).

Council Member Petersen stated with the piping of the ditch, the city should have plans to prevent flooding. Mr. Rochell stated possible flooding has been discussed; he stated perforated pipe and gravel will be installed alongside of the 36" pipe. This will allow for ground water to drain into the storm drain.

Mayor Craythorne and Council Member Petersen stated because of the depth of the ditch along 300 North it is amazing that someone hasn't been seriously injured.

- Cemetery Expansion – The city has proposed a property swap with the Bureau of Reclamation. Before plans for the Cemetery expansion can occur, the city must receive approval from the U.S. Bureau of Reclamation.

Council Member Dawson asked how many additional plots would be created if the Cemetery is expanded to the west. Mr. Laws stated expanding the cemetery to the west could allow for approximately 750 additional plots.

Council Member Henderson asked how many years an additional 750 plots would extend the life of the cemetery. Mayor Craythorne stated an additional 750 plots could double the life of the cemetery.

Council Member Henderson asked who maintains the Layton Canal property. Mr. Davis stated the West Point City Public Works Department maintains from 700 South to 1300 West from fence to fence.

- Tennis Courts/Basketball Courts (Loy Blake Park) – The tennis court reconstruction is underway. Parkin Construction has removed the fencing around the tennis courts and placed road base on top of the existing courts. The concrete portion of the project will be completed in the spring. Mr. Laws stated that Staff has been reviewing lighting proposals and Council Member Turner has provided his Staff with his opinion. He then stated that a quality lighting system that would project light onto both the tennis courts and the basketball courts will cost approximately \$30,000. The lighting system will include a timer which will allow for the lights to stay active for a period of time and a master timer which will shut the lighting system down when the park closes.

The Council and Staff would like to install a Jazz Court. The Larry H. Miller charity committee met in December but because of other agenda items, the awarding of the grant for the installation of a Jazz court has yet to be decided. If the city isn't awarded the grant from the Utah Jazz, the Council will need to decide if the city should pay for the new basketball courts or wait.

Council Member Petersen asked how much the construction of a basketball court will cost. Mr. Laws stated that the construction of a basketball court would cost approximately \$50,000.

Mayor Craythorne stated if the city doesn't receive the grant from the Utah Jazz, the city should still proceed with the construction of the basketball court. He stated that he is willing to contact businesses such as Lifetime Products and ask for donations.

- **Playground Equipment** – Mr. Laws stated the city issued an RFP for the replacement of the playground equipment at the Loy Blake Park. Eight companies' submitted one primary proposal with the option of submitting an alternative proposal. A committee consisting of five staff members independently reviewed all proposals and the top three companies were interviewed by members of the committee. Ultimately, Big T Recreation (Playworld Systems - manufacturer) was selected. Mr. Laws stated that after the independent reviews, all five committee members had selected Big T Recreation as their number one choice.

Mayor Craythorne stated the Council has budgeted \$250,000 for the replacement of the playground equipment at the Loy Blake Park. He then asked the Council if they were comfortable using the full \$250,000 budgeted to fill up the Loy Blake Park with new playground equipment.

Council Member Chatterton asked if any of the equipment being proposed is handicap assessable. Mr. Laws stated yes, the equipment meets ADA requirements. Mayor Craythorne stated the park will not be tailored the same as the Chloe's Park in Syracuse, but there will be equipment for special needs or handicap children.

Mr. Laws stated that after the Council approves a contract with Big T Recreation, Staff will work with one design, removing and adding items as desired. He then stated the playground equipment will be an exciting addition for the kids in the community and it may even keep patrons at the park longer on the 4th of July.

Mayor Craythorne asked the Council if they are comfortable spending \$250,000 for playground equipment for one park. He stated many of the companies had a difficult time filling up the area with playground with the amount of money budgeted.

Council Member Dawson recommended putting as much playground equipment into the area as possible.

Council Member Petersen asked if the city needs that amount of playground equipment at the Loy Blake Park.

Mr. Laws stated that he and Mr. Evan Nelson has recommended incorporating a raised planter with some type of benched seating in the center of the playground. He then stated that smaller planters and seating could be placed on the edges or corner of the playground. The Council expressed their support with Mr. Nelson and Mr. Laws recommendations.

Council Member Petersen recommended grass berms on the edge of the playground near the planter boxes.

Council Member Dawson recommended incorporating a gazebo into the design.

Mayor Craythorne expressed his appreciation to Mr. Laws and other members of Staff for their efforts for the project.

Mr. Laws stated that he has spoken to Mr. Taft Egan, the owner of Big T Recreation with regards to the timing. He then stated the timeline is as follows:

- January/February – finalize the design
- March – order materials
- Start the installation process as soon as materials arrive
- 4th of July – completion of the project

Mr. Laws stated if the community comes together and spreads all of the bark; the city will save approximately \$7,000.

Mayor Craythorne stated the Council will be asked to approve the contract with Big T Recreation on January 20, 2015. He then recommended any Council Member with questions or concerns about the project contact Mr. Laws.

Mr. Laws stated the intent with the RFP was to gain a contractor for the next three to five years.

- Nature Park - The Davis County School District may be willing to help the city eliminate the Nature Park and turn the area into other usable space. The usable space could include a parking lot and soccer fields, basketball courts, or pickleball courts.

Mayor Craythorne stated the drop-off and pick-up of students and parking at West Point Elementary can be difficult. Available parking in the rear of the building will allow for better drop-off and pick-up of students.

Council Member Petersen expressed the need for the school district to assist with the cost of the parking lot.

Mayor Craythorne stated the school district has expressed concern that providing parking in the rear of the building is too far away from the school building. He then stated the distance isn't unreasonable, as many parents are currently parking a significant distance away from the school

Mr. Laws stated with the elevation changes at the Nature Park, it may be nice to fill in the pond and leave some elevation within the park. He then stated that if the elevation differences are left, the area could not be used for any type of courts. Mr. Laws then stated that there are numerous trees within the area. Some of the trees are in good condition, but many of them will need to be removed.

Council Member Chatterton asked if the park would be used more than the other parks if the elevations were left. Council Member Petersen stated that he lives near a park and he believes that the park would be used regularly.

Mayor Craythorne stated there are pros and cons to keeping the elevation differences in the park. For instance, keeping the elevation changes and including trees will be difficult to maintain. He stated leveling the land will be more usable and easier to maintain.

Council Member Petersen recommended leveling the Nature Park, creating a parking area and soccer fields. He also recommended building a berm around the fields to allow for patrons to sit and watch the games.

Mr. Ross recommended leaving a spot within the area for a restroom.

Mayor Craythorne stated the condition of the Nature Park is disheartening and the dissolution is in the best interest of the city and the school. He then stated that he will be contacting Mrs. Jewel Lee Kenley to discuss the condition of the Nature Park and to inform her of the dissolution of the Nature Park and relocation of the butterfly garden built in memory of her daughter.

Mr. Laws stated he is hopeful that Mrs. Kenley will understand as to why the dissolution of the Nature Park is important.

Mr. Nelson stated the Nature Park and the space within it is unique. The condition of the property is in poor condition but with work and determination, the Nature Park could be transformed into something amazing. He stated before the Nature Park is leveled, the Council should consider keeping it.

Mr. Laws stated he doesn't disagree with Mr. Nelson; the Nature Park could be amazing. However, the longer the city takes to determine what should be done with the Nature Park the harder it will be to keep the support of the school district. He then stated the next step is to complete the bidding process.

Council Member Petersen expressed the need for the parking lot to be installed soon.

Mayor Craythorne stated because of the poor condition of the Nature Park, the school district must get the property back into a condition in which the city will take the Nature Park back. He then stated the residents whose homes back the Nature Park have expressed their excitement of its dissolution. Residents in the area have experienced rats and mice in their neighborhood because of the condition of the Nature Park.

Mr. Laws stated the school district would like to take the process one step at a time. The condition of the Nature Park will be considered first and the parking lot will be considered last.

Mayor Craythorne stated the school district has been concerned with the pond within the Nature Park. It is a liability for the school district as well as a health concern. He then stated that the Nature Park is not a successfully program.

- Veteran's Memorial - The Veteran's Memorial Committee is continuing to meet and fundraise.

Mr. Laws stated the architect received revised drawings from the Military Memorial Committee and he has incorporated their revisions to the design.

Mr. Dawson stated the design from the architect is similar to the original design of the Military Memorial Committee. He then stated the Veteran's committee has raised almost \$19,000, received their Tax ID #, and has their articles of incorporation. The committee is continuing the process to obtain their tax exempt status and once it is received it is likely that large donations will be received. Mr. Dawson stated the money which has been raised will purchase the granite. He then informed the Council that all of the cement will be donated for the project.

Projects which will be done in the next few years

- 2000 West Water Line North Phase (300 North to 800 North)
- 650 North Sewer (North of Bingham Park) – To be completed in FY2016
- 650 North Storm Drain
- 650 North Road Widening

Council Member Petersen stated that 800 North 4000 West is in need of a crack seal. Mr. Davis stated each year; roads are analyzed and it is determined when the road should be crack sealed.

10. Break (2:30 pm)

11. Parks Discussion (2:35 pm) – Mr. Kyle Laws

Mr. Laws stated there are numerous detention ponds scattered throughout the city. He asked if the Council is interested in creating pocket parks in some of the detention ponds within the city. Mr. Laws stated any playground equipment removed from the Loy Blake Park deemed safe could be used in the pocket parks, or over the next few years small pieces of equipment could be purchased for these areas.

The Council expressed support with the inclusion of pocket parks.

Bingham Park – Mr. Laws stated there has been concern with the age appropriate playground equipment and the safety zone for the swings. If the furthest north swing were to break, the person on the swing may land on playground equipment. He stated it is likely that swings will be relocated and older equipment will be removed. He then stated that playground equipment for toddler aged children is needed.

Council Member Petersen stated spending \$250,000 for the replacement of playground equipment at the Loy Blake Park is substantial. He then asked how much it would cost to move the swings and replace the older piece of equipment with something newer at Bingham Park. Mr. Laws stated the estimated cost would likely be around \$10,000.

Council Member Petersen stated \$10,000 is doable, he then expressed the need for the improvements sooner rather than later.

Council Member Chatterton asked if Park Impact Fees could be used for the replacement of the playground equipment. Mr. Davis stated Park Impact Fees can only be used for expansion or growth.

Mayor Craythorne stated that it is likely that the Council could find \$10,000 for the improvements at Bingham Park.

The Council expressed their support.

Pheasant Creek – On December 24th, a resident of the Pheasant Creek Subdivision called Mr. Laws and asked if the city would consider purchasing a vacant lot within the subdivision for a park. The resident stated that her neighborhood would like to have a park close to their homes. Mr. Laws informed the resident that it was likely the city would not purchase the vacant lot because the city currently owns property just north of that lot between the phase one and phase two. He then informed the resident that the city would like to have residents in the area assist with the development of a park. Mr. Laws stated the resident expressed her excitement with a park, she then stated it is likely her neighbors would assist with development.

Mr. Laws asked how the Council would like to proceed with the Pheasant Creek property. He asked if the Council is interested in having a design of the east portion of the property done. Mr. Laws stated the vision he has had for the property is an open space park with a small bowery and that we probably didn't want playground equipment at this park.

Council Member Turner stated that he has had another resident contact him with regards to creating a park in or near the Pheasant Creek Subdivision.

Mayor Craythorne stated Impact Fees could be used for the construction of the Pheasant Creek Park. He then recommended the park be constructed in phases.

Council Member Petersen recommended starting the creation of the park with sprinklers and grass. He stated the park could evolve over time.

Council Member Dawson recommended removing the city fence, except for what is near the road and allowing Mr. Kirkman to rent the city owned property on the west side of the road.

Council Member Petersen recommended planting grass on the east side of the road one year and the west side of the road another year.

Mr. Laws recommended focusing efforts on the east side of the property, the west side of the property can evolve over time. He then stated Staff will create design options and present it to the Council in a future meeting.

Mr. Laws stated there won't be funding available for the installation of the fence until next fiscal year. He then asked if the Council has concerns with the waterways within the Pheasant Creek subdivision. Council Member Dawson recommended the installation of sign, releasing the city from all liability. Council Member Petersen recommended Staff research if the city could be held liable if someone were injured.

Blair Dahl Park - The last payment for the park will be paid in June 2015. After the final payment for the park, the city plans to set aside \$135,000 each year for the future development of the Blair Dahl Park.

Council Member Petersen asked if the access to the Blair Dahl Park property has been resolved. Mr. Laws stated no, Staff has been trying to reach the property owner for months.

Mr. Laws stated he had been contacted by someone who had expressed concern because the property is undeveloped and still being farmed. Several years ago, the city received a grant from the Federal Parks Service and the funds received from the Grant were used for one of the payments for the property. He stated that he has been told when the city was awarded the grant, the city committed that within five years, there would be no farming on the property and there would be improvements to the property. Mr. Laws stated it is likely that a meeting will need to be held with the Federal Parks Service to discuss the grant. He then stated that as he reviewed the grant applications it was stated that the intent of the city would be to lease the property out for farming until the development.

Council Member Petersen asked if the County has fenced off their portion of the property. Mr. Dawson stated yes, it was installed approximately three years ago. He then stated that several years ago, the county discussed the possibility of giving West Point City access to the property through their property. He then recommended the city and the county enter into an Interlocal Agreement to grant the city access to the Blair Dahl Park property.

Council Member Dawson recommended staff contact Rocky Mountain Power to discuss the creation of a park in the east power line corridor.

12. Miscellaneous Items (3:05 pm) – Mr. Kyle Laws

- Deposit for City Hall – Staff has had issues with the rental of City Hall. Currently, the city charges a \$100 deposit and \$25 per hour (2 hour minimum) for the rental of City Hall. The deposit is fully refundable if city hall is cleaned and no damage has occurred.

Mr. Laws informed the Council the building isn't being taken care of, renters are damaging the building and staining the carpet and that bounce houses or inflatable toys have even been put up in City Hall. Because the carpet doesn't hide

stains, a carpet cleaner is being contacted monthly to spot clean the carpet. Mr. Laws stated the current deposit amount isn't adequate for even the carpet cleaning. Mr. Laws then recommended increasing the deposit amount from \$100 to \$150.

Council Member Chatterton recommended increasing the deposit to \$200. He stated if the building is satisfactory at the end of the rental, the \$200 can be refunded, if not the deposit would be used to pay for damages or clean carpets.

Council Member Petersen asked how much other facilities charge to rent space. Council Member Turner stated several years ago, he was charged approximately \$250 to rent space at Farmington City.

Mayor Craythorne recommended that Staff contact other facilities to find out how much they charge to rent space. He then stated that unintentional damage is going to occur, but city hall is being damaged more often than it should. Mayor Craythorne then stated it is important to repair the damage as it occurs and not wait.

Mr. Ross stated rental of the building is a service and benefit to the residents, but the fees currently being assessed are not adequate to provide maintenance.

Council Member Petersen stated the Council is trying to provide a service to the residents as well as keep the building in good condition.

The Council recommended increasing the hourly rental rate.

Mr. Ross asked who is allowed to rent the building. Mrs. Rogers stated only residents of the city are allowed to rent the building. She also stated renters who have caused a significant of damage or not complied with the approved uses are not allowed to rent the building again.

- Bounce House – While meeting with Utah Local Governments Trust regarding risk management it was discovered that bounce houses or inflatable toys are not covered by liability insurance. Mr. Laws asked if the Council would like to sale the bounce toys or search for a company who will provide liability insurance for the inflatable toys.

Mayor Craythorne asked if anyone wanting to play on the bounce toys could be required a sign waiver before being allowed to play on the bounce toys. Mr. Rochell stated at the recommendation of Utah Local Governments Trust, waivers are not an option.

Council Member Petersen stated if the city contracts with a company to provide bounce toys, the city will release risks. The Council agreed.

- Mr. Laws presented the following Christmas party locations to the Council:
 - Timbermine
 - Ogden Eccles Center
 - Rodizio Grill
 - Maddox
 - Rickenbackers

The Council recommended Maddox if available.

- Mr. Laws asked if the Council would like to continue the Council Retreat. If so, would the Council like to remain onsite or offsite?

Mayor Craythorne stated staying onsite is good, but changing the format or location every few years is a good idea.

The Council Members agreed, they the recommended traveling offsite for the retreat in 2016.

Mayor Craythorne thanked the Council for taking time out of their day to attend the Council retreat. He then thanked Staff for preparing the information in the packet and Mrs. Rogers for her assistance. Mayor Craythorne reminded the Council that they would be meeting for dinner at Ruby River at 6:30 pm.

The following information was also provided to the Council:

- Mrs. Rogers informed the Council that the notice of the 2015 Election will be published within the next few days.
- Mayor Craythorne asked if the Council has any objections to implementing a small fireworks show for the lighting ceremony in December. He then informed the Council that Mr. Rawlee Wilson presented the idea of fireworks to him and he believes it would be a great addition to the lighting ceremony. The Council expressed their support.
- Mr. Davis informed the Council that the Planning Commission recently held two public hearings for the Smiths Project. The first was for the rezoning of 2.3 acres and the second was for a Conditional Use Permit. Numerous people attended the public hearing and the majority of the concerns were with regards to the widening of 2000 West. Ultimately the Planning Commission approved the Conditional Use Permit and rezone application. Mr. Davis stated on January 20, 2015, the City Council will hold a public hearing for the rezone request.
- Mr. Laws informed the Council that Mr. Brad Lee had been reappointed as the Planning Commission Chair and Mr. Curtis Seeds had been reappointed as the Planning Commission Vice Chair.
- Council Member Dawson informed the Council that he had been reappointed as the Vice Chair of the North Davis Sewer District.

13. Adjourn (3:30 pm)

Council Member Dawson motioned to adjourn.
Council Member Turner seconded the motion

The Council unanimously agreed.

After the meeting, the City Council and members of staff met socially for dinner at Ruby River Steakhouse 4286 Riverdale Rd, Ogden, UT 84405




ERIK CRAYTHORNE, MAYOR 3-3-15
DATE


MISTY ROGERS, CITY RECORDER 3-3-2015
DATE