



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
February 17, 2015**

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

Administrative Session
6:00 pm – Board Room

Minutes for the West Point City Council Administrative Session held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on February 17, 2015 at 6:00 pm with Mayor Craythorne presiding.

MAYOR AND COUNCIL MEMBERS PRESENT – Mayor Erik Craythorne, Council Member Jeff Turner, Council Member Andy Dawson, Council Member Jerry Chatterton, and Council Member Gary Petersen (arrived at 6:05 pm)

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

EXCUSED – Council Member Kent Henderson

VISITORS PRESENT – Rob Ortega and Howard Stoddard

Mayor Craythorne welcomed those in attendance; he then turned the time over to Mr. Laws.

1. Discussion of Playground Design – Mr. Kyle Laws

Mr. Laws stated an RFP for the replacement of the playground equipment at the Loy Blake Park had been advertised several months ago. In January, the Council awarded the bid for playground equipment services to Big T Recreation with a budget amount of \$250,000. Staff plans to move forward using the budgeted amount, unless the Council gives direction otherwise. Mr. Laws stated that \$250,000 is a large budget but appears to be the right amount if the goal is to fill the entire area this year.

Mr. Laws stated the purpose of the discussion of the playground design is to provide the Council with an updated design and timeline for the project. He then stated that now is the time for the Council to provide Staff with final recommendations for the project. Mr. Laws informed the Council that the equipment in the playground design fills the space nicely and meets safety requirements. He then stated that Playworld is excited about the project and some of the components included in the design will be the first within the area.

Council Member Chatterton asked if “Playworld” is the manufacturer of the equipment and Big T Recreation is the distributor. Mr. Laws stated confirmed that is correct.

Mayor Craythorne stated the playground project was given a budget of \$250,000 and Staff has met with Mr. Taft Egan, from Big T Recreation to create a design using the full budgeted amount. He then asked that the Council Members voice their opinions with regards to utilizing the all of the budgeted funds for the project.

Council Member Petersen asked if the entire playground structure is included in the \$250,000 budget and if a raised cement barrier currently exists around the playground. Mr. Laws stated yes, the structure is included in the budgeted amount. He then stated a 1' high cement barrier already surrounds the playground area and after the installation of the new equipment the area will be filled with engineered wood chips. Mr. Laws informed the Council that the new design includes a raised tree and planter landscape area in the center of the playground. Council Member Dawson recommended including benches in the landscape area.

Council Member Petersen cautioned that bushes in the middle of a playground will be damaged; he recommended increasing the size of landscape area and planting grass instead of bushes. He stated grass and shade trees will be better utilized by patrons of the park.

Mayor Craythorne asked if the Council is comfortable with the budget amount of \$250,000. The Council agreed, the amount budgeted is substantial but the upgrading of the playground is essential.

Council Member Petersen asked if the addition of the sidewalk in the design is part of the budget. Mr. Laws stated no, the sidewalk shown on the rendering is not currently part of the design, but it could be added to the list of improvements at the park.

Council Member Petersen and Council Member Dawson recommended installing sidewalk around the playground area and connecting it to other sections of sidewalk within the park.

Council Member Chatterton asked if space will be available to add playground equipment in the future. Mr. Laws stated the area is nearly full, however pieces of playground equipment could possibly be incorporated in the future. He then stated the playground will include a Zip Line, Webbed Ball, Swing Sets, Cruise Line, NEOS 360, and much more.

Council Member Petersen asked if Staff is considering a new piece of playground equipment for the Bingham Park. Mr. Laws stated yes.

Mr. Laws informed the Council that Mr. Rob Ortega has met with Staff and Mr. Egan to discuss the playground design. He then presented the timeline for replacement of the playground equipment to the Council.

Timeline:

- End of February – Finalize the design of the playground equipment for the Loy Blake Park
- March – Order materials and equipment
- April 15th – Begin installation using two installation crews
- June 6th – Community installation of wood chips (Take Pride Day) – Final Completion

Mr. Laws stated residents renting the Loy Blake Park between April and June are being informed that the playground equipment will be unavailable due to the replacement project.

2. Discussion of West Point City Transportation Master Plan – Mr. Boyd Davis

Mr. Davis stated West Point City has entered into a contract with Horrocks Engineers for creation of a Transportation Master Plan. Traffic counters have been placed throughout the City and data needed to complete the Master Plan is being collected. Mr. Davis stated public involvement is important and Horrocks Engineers has recommended the Council consider six different options with how to gain public involvement.

Mr. Davis informed the Council that Staff is in favor of Option 3.

Option 3

- Advertise on the City website and social media outlets, utility bills
- Public comments come through social media and “Give Us Feedback” button on website.
- Horrocks email and hotline available to take public input
- 1 Public meeting before finalization of plan

Council Member Dawson expressed his support of Option 3.

Council Member Chatterton asked Mr. Davis to explain Options 5 and 6.

Option 5

- Advertise on City website and social media outlets, utility bills, radio, newspaper (press release)

- Public comments come through social media and “Give Us Feedback” button on website
- Horrocks email and hotline available to take public input
- 1 public meeting at the beginning of the project to introduce to the public
- 1 public meeting before finalization of the plan
- Mailer invitations to the open house for key stakeholders

Option 6

- Advertise on City website and social media outlets, utility bills, radio, newspaper (press release)
- Public comments come through social media and “Give Us Feedback” button on website
- Horrocks email and hotline available to take public input
- 1 public meeting at the beginning of the project to introduce to the public
- 1 public meeting before finalization of the plan
- Mailer invitations to the open house for all residents.

Mayor Craythorne expressed his support of Option 3.

Council Member Chatterton expressed concern with Option 3. He stated Option 4 provides another way for residents to be informed of the Transportation Master Plan.

Council Member Petersen stated because the Transportation Master Plan is general it may be difficult to gather much public interest. He recommended holding a public meeting or open house early in the process and again at the end, before final approval. He then recommended holding the public meetings in conjunction with Council Meetings.

Mr. Davis informed the Council that the public may confuse the Transportation Plan Master Plan with the West Davis Corridor.

Council Member Dawson recommended only holding one public meeting.

Council Member Chatterton stated providing two public meetings allows residents time to consider the plan and provide public input.

Mayor Craythorne recommended holding a meeting early in the process in conjunction with a Council Meeting to inform the public of the process and then proceed with Option 3. The Council expressed their support.

Council Member Turner asked what the public can do if they are unsupportive of the plan. Mayor Craythorne stated the plan provides the public with the information and the public can give their opinion and ask the Council to consider alternatives.

Mayor Craythorne stated the Transportation Master Plan will be associated with impact fees and the City needs to ensure that adequate impact fees are being collected.

3. Discussion of Military Memorial – Mr. Kyle Laws

Mr. Laws stated MGB+A, the architect of the Military Memorial Monument has modified the original rendering and presented two options to Military Memorial Committee for consideration. He then stated that Option A includes concrete bench seating, a statue, memorial wall, donor seat wall, open lawn, flagpoles, and trees. Option B includes concrete bench seating, a statue, memorial wall, perimeter sidewalk, open lawn, flagpoles, and trees.

Mr. Laws stated the architect has recommended Option A, as aesthetically it is more pleasing. He then stated the Military Memorial Committee considered both options and on February 11, 2015 the Committee approved Option B as their preferred design. Mr. Laws stated that the committee has been reminded that the Council will have final approval on the design.

Mayor Craythorne asked the cost of the each option. Mr. Laws stated the estimated cost of Option A is \$150,601.51 and \$124,441.55 for Option B. The actual cost of the project is unknown as the committee has stated that all of the concrete will be donated.

Council Member Dawson stated the cost of the granite needed for the Veteran's wall is \$18,000 and the cost of the bronze statue is \$50,000. The committee has raised approximately \$25,000, enough to purchase all of the granite needed for the project. Council Member Dawson stated the Military Memorial Committee would like permission to order the granite and possibly begin pouring cement for the project. He stated if the granite can be ordered, it can be shipped directly to the monument company and the engraving process can begin.

Mayor Craythorne expressed concern with allowing the committee to begin construction without having all of the funds needed to complete the project. He stated when the plan had been presented to the Council, it was decided that all funds should be available before the construction begins.

Council Member Dawson stated fundraising can be difficult when the project hasn't started. He then stated with the funds currently available and the donated cement, the memorial will be nearly complete. The only item which will not be installed right away is the bronze statue.

Mr. Laws stated if the memorial looks finished and complete without the bronze statue, it may be ok to begin the process.

Mayor Craythorne expressed his concern with only completing portions of the structure and memorial as funds allow. He stated looking at the cost of the design and what has been raised, additional funds are needed.

Council Member Dawson stated all of the concrete will be donated. The funds for the granite have been obtained and the only funds needed are for the bronze statue.

Council Member Petersen asked if the Veteran's names will be engraved on the granite. Council Member Dawson stated yes, the granite will be ordered through a monument company and they will engrave the names on the granite before it is brought on sight. Once the granite wall is installed, the monument company will go onsite to engrave Veteran's names as they are received.

Council Member Petersen stated ordering the granite and the engraving of the names will likely take the monument company several months to complete. He then expressed the importance of having one person to oversee and supervise the construction of the project.

Mayor Craythorne asked what size of granite slabs will be used for the walls. Mr. Laws stated the granite slabs are approximately 6ft x 4ft in size.

Mr. Laws stated in many cases, the architect is used as the construction supervisor. MGB+A could be utilized to prepare documents and oversee the project. Mr. Davis stated if MGB+A is utilized all funds will need to be obtained before the construction process could begin.

Council Member Petersen asked if pavers will be used as the flat work. Mr. Laws stated no, colored concrete will be used. The pavers or bricks for the donor wall will be placed around the flag pole.

Council Member Petersen stated that he is in favor of installing a sign at the future site of the Military Memorial Monument.

The Council expressed their support of Option B as the Military Memorial design.

Mr. Laws asked Mr. Howard Stoddard to provide the Council with information with regards to the signage that the committee wishes to install in the Loy Blake Park. Mr. Stoddard stated that Mr. Marv Drake as construction a 2ft x 6ft plywood sign to be installed at the Loy Blake Park

Council Member Petersen recommended a vinyl banner be purchased and used as signage to mark the future location of the Military Memorial Monument, the Council agreed.

Mr. Laws then asked the Council to provide clear direction with regards to the timing of the construction of the project.

Council Member Chatterton expressed his appreciation the Military Memorial Committee and Council Member Dawson for their assistance with the Military Memorial Monument.

Council Member Petersen asked if the entire project, except for the bronze statue is concrete and granite. Council Member Dawson stated yes.

Mr. Laws stated a new cost estimate will be prepared, removing the cost of the pavers and including the cost of the concrete.

Council Member Petersen asked who has committed to donate the concrete for the memorial. Mayor Craythorne stated Geneva Rock has committed to donating the concrete.

Council Member Petersen and Mr. Laws agreed, the committee should obtain something from Geneva stating they will donate 100% of the concrete for the memorial project.

The Council agreed, the committee can order the granite but the concrete work cannot be done until engraving on the granite is complete.

Mr. Laws informed the Council that the Donation Committee has approved a \$500 donation to Syracuse High to assist with the 2015 graduation party.

The Administrative Session adjourned.



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
February 17, 2015**

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

General Session
7:00 pm – Council Room

Minutes for the West Point City Council General Session held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on February 3, 2015 at 7:00 pm with Mayor Craythorne presiding.

MAYOR AND COUNCIL MEMBERS PRESENT – Mayor Craythorne, Council Member Jerry Chatterton, Council Member Andy Dawson, Council Member Gary Petersen, and Council Member Jeff Turner

CITY EMPLOYEES PRESENT - Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Services Director; Paul Rochell, Public Works Director; and Misty Rogers, City Recorder

EXCUSED – Council Member Kent Henderson

VISITORS PRESENT – James Orton, Zack Sheldon, Ashton Sheldon, Preston Kennelly, Anthony White, Howard & Anne Stoddard, Blake Miles, Kason Hamblin, Jacob Goar, Rob Ortega, Royce & Arlene Ross, and Kyle Hamblin

1. **Call to Order** - Mayor Craythorne welcomed those in attendance.
2. **Pledge of Allegiance**
3. **Prayer** – Mayor Craythorne
4. **Communications and Disclosures from City Council and Mayor**
Council Member Turner – no comment

Council Member Petersen – no comment

Council Member Dawson – no comment

Council Member Chatterton – no comment

Mayor Craythorne disclosed that Craythorne Construction is owned by his family and that he is an employee of the company. He stated that further into the meeting, the Council will considered awarding the bid for the 3000 West Irrigation Project to Craythorne Construction.

Mayor Craythorne informed those in attendance that installation of the new playground equipment at the Loy Blake Park will be complete in early June. He then invited anyone wishing to see the new design to remain after to Council Meeting.

5. **Communications from Staff**

Mr. Laws informed this year, the "Take Pride" day will be held on June 6th to coincide with the Loy Blake Park Project. Mayor Craythorne stated last year with the assistance of Eagle Scout Projects 50 trees were planted in the Loy Blake Park. He urged Scouts who are searching for Eagle Projects to contact City Hall.

6. Consideration of Adoption of Minutes from the February 3, 2015 Council Meeting

Council Member Chatterton motioned to approve the minutes from the February 3, 2015 City Council Meeting. Council Member Petersen seconded the motion.

The Council unanimously agreed.

7. Citizen Comment

Howard Stoddard – 4080 West 800 North, West Point City

Mr. Stoddard stated the Military Memorial Committee has obtained a 501(c)3 status. He thanked the Council for their assistance as well as supporting Option B for the memorial design. Mr. Stoddard informed the Council that a picture of the statue being considered will be presented to the Council for consideration.

Mayor Craythorne informed those in attendance that a volunteer committee has been working to create a design and raise funds for a Military Memorial Monument to be installed at the Loy Blake Park

Rob Ortega – 3816 West 520 North, West Point City

Mr. Ortega thanked the Council and Staff for creating a safer neighborhood by installing barriers in the dirt parking lot at the Loy Blake Park.

8. Consideration of Ordinance No. 02-17-2015A, Amendments to the West Point City Cemetery Code – Mr. Paul Rochell

Mr. Rochell informed those in attendance that the Council had discussed the changes to the Cemetery ordinance during the February 3, 2015 meeting. The changes being proposed are in response to calls received by the Cemetery Administrator.

12.15.010 Definitions

"City" shall mean West Point City, Utah, whether or not so designated. "Council" or "city council" shall mean the city Council of West Point City, Utah.

12.15.040 Duties of city manager

A. It shall be the duty of the ~~sexton~~ City Manager, or his representative, to supervise, manage, operate, maintain and improve the cemetery in accordance with the provisions of the city ordinances and the rules and regulations adopted by the city council including but not limited to the following:

12.15.060 Disinterment

A. No person shall disinter any human remains in the cemetery, except under the direction of the ~~sexton~~ City Manager. All disinterments shall comply with applicable state law.

12.15.100 Monuments and markers

B. Permanent grave markers and monuments shall either be flush with the ground or no taller than 36 inches in height, except for the portion of the cemetery designated specifically for the burial of Infants and Urns. All grave markers located in the Infant and Urn section of the cemetery must be flush with the ground. Secondary markers must be flush with the ground.

D. The combined length (extending north/south) of the mow strip and grave marker shall not be longer than 46 inches for a single headstone and 92 inches for a double headstone. The combined length (extending east/west) of the mow strip and grave marker shall not be longer than 40". The rights to which are owned by the monument owner. At the discretion of the City Manager or his representatives, headstones deemed oversized shall be moved by a monument company at the expense of the monument owner.

12.15.130 Traffic and safety regulations

B. Only vehicles and equipment that have been approved by the ~~sexton~~ City Manager, or his representative, may traverse any lawn area.

12.15.140 Defacement or littering of cemetery

A. It is unlawful for any person to injure, molest, deface, or otherwise damage, or remove any headstone from its foundation, curbing, urn, monument, tree, shrub, flowers, funeral flowers, floral pieces, vases and containers, or any other property in the cemetery. This section shall not apply to the ~~sexton~~ City Manager or employees of his representatives who are performing their assigned work. This section shall not apply to any person who is removing flowers, vases or containers which such person has placed upon a cemetery burial plot(s) or lot.

12.15.160 Erecting of fences, or copings, or planting of trees, hedges, etc., prohibited.

No person(s) shall erect a fence, coping, or corner post, or plant trees, flowers, shrubbery, hedges, or other boundary marker or obstruction upon any burial plot(s) or lot, nor grade the ground thereof. Any such obstructions in the cemetery shall be removed under the direction of the ~~sexton~~ City Manager. Nothing in this section shall prohibit the planting and maintaining of trees, shrubs, flowers, bushes, fences and other installations by the ~~sexton~~ City Manager in his official capacity. [Ord. 05-05-2009. Code 2000 § 12-3-16].

Mr. Rochelle stated that staff recommends the Council approval of the Ordinance No. 02-17-2015A, an Ordinance Amending Section 12.15 of the West Point City Cemetery Code.

a. Public Hearing - no comment

Council Member Petersen motioned to close the public hearing.

Council Member Turner seconded the motion.

The Council unanimously agreed.

b. Action

Council Member Dawson stated that a period is needed at the end of 12.15.100(B). He then asked what is considered a secondary marker. Mr. Rochell stated a secondary marker is typically a military stone that is placed at the foot of a grave.

Council Member Petersen stated (for the benefit of the public in attendance) that rules and regulations within the City are for the protection of the residents and the City. He then stated that the information found within the Cemetery Ordinance specifies permitted items, placement instructions, and size restrictions. Council Member Petersen stated the regulations within the Cemetery Ordinance have been carefully considered and the adding and removing of items from the code takes the Council and Staff weeks or months to complete.

Mayor Craythorne stated the rules existing in the Cemetery Code are for the protection of the City and cemetery patrons. The rules and regulations allow for the cemetery to be properly maintained.

Council Member Petersen motioned to approve Ordinance 02-17-2015A, amendments to the West Point City Cemetery Code.

Council Member Chatterton seconded the motion.

Roll Call Vote

Council Member Chatterton – yes

Council Member Dawson – yes

Council Member Petersen – yes

Council Member Turner – yes

The Council unanimously agreed.

9. Consideration of Approval of a Contract for the 3000 West Irrigation Project – Mr. Boyd Davis

Mr. Davis stated irrigation boxes located at 800 North 3000 West and 1300 North 3000 West must be relocated to make room for the future roundabouts. The City received five bids ranging from \$63,000 to \$100,000. The low bid was retracted because the contractor had made a mistake during the bidding process. The next lowest bid is for \$90,617 from Craythorne Construction. Staff recommends the Council approve a contract with Craythorne Construction for the 3000 West Irrigation Project.

Council Member Dawson asked when construction will begin. Mr. Davis stated the relocation of the irrigations boxes will begin in approximately 1 week.

Council Member Chatterton stated the bidding sheet lists "Thurgood" twice. Mr. Davis stated that is a mistake, the last column should have been Leon Poulsen Construction.

Council Member Dawson motioned to approve the contract with Craythorne Construction for the 3000 West Irrigation Project.

Council Member Turner seconded the motion.

The Council unanimously agreed.

10. Consideration of Adoption of Resolution No. 02-17-2015A, Amendments to Interlocal Agreement Between Davis County and West Point City for Animal Control Services – Mr. Kyle Laws

Mr. Laws stated the City contracts with Davis County for Animal Services. The Interlocal Agreement states that the compensation schedule must be reviewed annually and adjusted as necessary. Mr. Laws informed those in attendance that charges assessed to the City are based on the previous year's calls to Animal Control.

Mr. Laws stated that last year (calendar year 2014) the City paid \$22,115 for Animal Control Services and \$1,030 (\$25.75 per call) for wildlife calls. This year (calendar year 2015), the City will pay \$21,735 for Animal Control Services and \$1,596.50 (\$25.75 per call) for wildlife calls.

Mr. Laws stated the Interlocal Agreement with Davis County for Animal Control Services will expire in 2017, after which the agreement will automatically renew on a year to year basis. He then recommended the Council approve Resolution 02-17-2015, an Amendment to the Interlocal Agreement between Davis County and West Point City for Animal Control Services.

Mayor Craythorne stated the City contracts with Davis County for Law Enforcement and Animal Control Services.

Council Member Chatterton motioned to approve Resolution No. 02-17-2015A.
Council Member Dawson seconded the motion.

The Council unanimously agreed.

11. Motion to Adjourn

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

The Council unanimously agreed.




ERIK CRAYTHORNE, MAYOR

3-3-2015
DATE


MISTY ROGERS, CITY RECORDER

3-3-2015
DATE