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

City Manager
Kyle Laws

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
March 3, 2015

Administrative Session
6:17 pm – Board Room

Minutes for the West Point City Council Administrative Sèssion held at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 on March 3, 2015 at 6:17 pm with Mayor Craythorne presiding.

The Administrative Session was scheduled to begin at 6:30pm; however the Council recommended starting the meeting at 6:17 pm. Council Member Petersen motioned to begin the Administrative Session at 6:15 pm and Council Member Turner seconded the motion. The Council unanimously agreed.

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

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

VISITORS PRESENT – Rob Ortega and A. Hislop

Mayor Craythorne welcomed those in attendance; he then turned the time over to Mrs. Rogers

1. **Discussion of Vote-by-Mail** – Mrs. Misty Rogers

   Mrs. Rogers stated in 2013, West Point contracted with Davis County Clerk/Auditor's Office for elections services. The total cost of the 2013 election was $8,640.92; $4,826.46 for the Primary Election and $3,814.46 for the General Election.

   In February 2015, Mrs. Rogers attend a meeting with the Davis County Clerk/Auditor's Office to discuss the 2015 Municipal Election. Davis County provided the City with the following two proposals for election services:
   - Traditional Voting Election – an estimated cost of $4,005 (an estimated 14% turnout)
   - Vote-by-Mail Election – an estimated cost of $7,408 (an estimated 30% turnout)

   Mrs. Rogers informed the Council that the estimates provided to the Council are for a General Election only. If a Primary Election is required, the cost estimate will likely double. She then stated that if a Special District such Hooper Water and the NDSD have ballot items, election costs will be shared with the Special Districts.

   Council Member Chatterton asked if Mrs. Rogers had contacted the Special Districts with regards to possible ballot items for the 2015 election. Mrs. Rogers stated yes, she had called Hooper Water and the NDSD. Both entities stated that they did not have any ballot items.

   Mrs. Rogers stated the voting machines currently used by the County are becoming obsolete and software and replacement parts are becoming difficult to obtain. The County has stated that within the next 5-10 years, either new election equipment will need to be purchased or Vote-by-Mail elections will need to be held. She then stated that the County estimates the replacement of the election equipment will cost between $3 million and $5 million.

Mr. Laws stated in 2014, the County only offered a vote-by-mail election. Ballots were mailed to homes approximately one month before the election.

Mrs. Rogers stated the County provides several security measures when sending, receiving, and processing ballots. She then stated that it is likely that within the next 5-10 years, Davis County will only off vote-by-mail elections. Mrs. Rogers stated over the next few years, it is likely that the Council will need to consider both voting methods. She then stated that in the future, alternative voting methods may be needed.

Mrs. Rogers recommended proceeding with traditional voting for the 2015 Municipal Election and budget for a Vote-by-Mail election in 2017. She stated in 2017, the Council will have the opportunity to discuss and determine which voting method is better suited for West Point City.

Mayor Craythorne stated discussing election options again in 2017 will allow the Council and Staff to discuss voting methods as well as adequately budget for elections services. He then asked the Council if they were in support of Staff's recommendation.

Mr. Laws stated in 2013, West Point City had the opportunity to participate in an all Vote-by-Mail Election. However, the Council opted to keep the traditional voting method for another year.

Council Member Petersen expressed his concern with the Vote-by-Mail method. Mrs. Rogers stated a registered voter can contact Davis County to verify that their ballot was received. Council Member Petersen expressed his concern with voters who receive a ballot by mail and either misplace the ballot or forget to send the ballot. He then asked if there will always be a physical location where voting machines will be available. Mrs. Rogers stated yes, it is likely that voting locations will exist throughout the County.

Council Member Turner asked if a ballot return box will be located in City Hall. Mrs. Rogers stated yes, the City would have a locked ballot box available in City Hall. Council Member Turner stated he is in favor of the Vote-by-Mail method of voting.

Mayor Craythorne stated the Vote-by-Mail is appealing, however the cost is concerning. He then stated the projected turnout provided by the County for traditional voting seems low.

Council Member Henderson stated that in the future, the City could pay more for traditional voting.

Council Member Petersen stated his disbelief that new voting machines and election equipment will cost between $3 and $5 million. He recommended the Council and Staff consider other voting options.

Council Member Turner asked if the County received increased participation in the all Vote-by-Mail election held in 2014. Mrs. Rogers stated yes, the County has stated the participation level was significantly higher than traditional voting. Council Member Turner stated he is in support of the recommendation given by Staff.

Council Member Petersen expressed his support of the Staff recommendation. However, he is concerned with committing to an all Vote-by-Mail election in the future. Mrs. Rogers agreed, she stated both the traditional voting Vote-by-Mail options should be carefully considered in the future.

Council Member Dawson asked when ballots are mailed to registered voters in a Vote-by-Mail election. Mrs. Rogers stated ballots are mailed approximately one month prior to the election; this allows voters time to educate themselves on ballot issues, candidates, and return the ballot to the County.

Council Member Dawson expressed concern with ballots being delivered approximately one month in advance. He stated the few weeks prior to the election can be critical for campaigning.

Council Member Petersen expressed his support for Election Day voting. He stated there have been many times when issues with a candidate(s) have arisen in the days prior to Election Day.

Mr. Laws stated Vote-by-Mail can provide a way for voters to make a more educated vote. He stated the voters have time to review the ballot and educate themselves on ballot issues as well as candidates.

Mayor Craythorne and the Council expressed their support with traditional voting for the 2015 Municipal Election.

Council Member Turner asked if the Council will budget for an all Vote-by-Mail election in 2017. Mr. Laws stated the 2017 election budget will be considered in the future. He then stated before the budget is set, the Council will have the opportunity to discuss election options and determine an adequate elections budget.

Mr. Laws stated it will be interesting to see if in the future Davis County chooses not to offer traditional voting. He stated in the future, the City may be forced to either participate in a Vote-by-Mail election or purchase our own election equipment.

2. **Other items** – Mayor Craythorne
Because of the excess time in the Administrative Session, an update of the Smith's project was provided to the Council.

Mr. Davis stated the Council has approved the rezone of a 120ft section of property located at approximately 2200 West 300 North. He then stated that PRI and Mr. Gary Wright have submitted a rezone request for additional property located at in the area of 2200 South 300 North, between the back of the Smith's development and the home located at 2315 West 300 North. The Planning Commission will review the rezone request on March 26th and then be presented to the Council on April 7th.

Council Member Dawson asked how many acres are included in the rezone request. Mr. Laws stated approximately 18 acres. Mayor Craythorne stated rezone requests that 3.4 acres be zoned commercial, 9 acres be zoned R-5, and 6.8 acres be zoned R-4.

Mr. Davis stated the Smith's Marketplace Development has received preliminary approval from the Planning Commission for their site plan and subdivision plat. The Planning Commission cannot grant final approval for the project until UDOT has granted approval. Mr. Davis stated the Smith's parcel will be owned by Smith's and the other parcels within the development will be divided and owned by Mr. Gary Wright.

Mayor Craythorne informed the Council that there has been concern with using chain-link fencing as a buffer between the Smith's development and future residential development. Staff has requested that the Smith's development install a wall instead of chain-link for a buffer between the commercial and residential zones. Mayor Craythorne informed the Council that it is likely the City will participate in the funding for the buffer wall.

Mr. Laws stated the CDRA met several weeks ago to discuss the Interlocal Agreements with the taxing entities. It is anticipated that the CDRA will collect $2.1 million in tax increment over the next 15 years. Mr. Laws reminded the Council that the project has a budget shortfall of approximately $2 million and funding is needed upfront to pay for improvements, administrative costs, road right-of-ways and structural issues with regards to the soil. Mr. Gary Wright has agreed to help reduce the $2 million shortfall by up fronting the money and be reimbursed from tax increment at a later date. West Point City will not waive the Impact Fees; rather the CDRA will pay for Impact fees over time. This process will leave a shortage of approximately $1 million. The CDRA will bond for $1 million and each year, tax increment collected will be used to for the bond payment.

Mayor Craythorne reminded the Council that the first phase of the project will include the Smith's store and Fuel Station and the second phase will include the pads. He then stated it is likely that a credit union will be located on the corner of 300 North 2000 West. Mayor Craythorne informed the Council that the developer has received a letter of intent for a 5,000 sq. ft. medical office building within the project area.

Council Member Petersen expressed frustration because the Council hasn't had the opportunity to comment on the layout of the development. He then stated that he prefers the false windows to vines on the side of the Smith's building.

Mayor Craythorne stated the Planning Commission has approved the preliminary design; however the Planning Commission and City Council will have the opportunity to make recommendations for the actual design before final approval.

Council Member Dawson asked if the City's architectural standard have been met on the preliminary design. Mr. Davis informed the Council that the City's architectural standards requires false windows, however the Planning Commission and Council have the authority to vary from the design. He then stated that he will share any recommendations from the Council with the Planning Commission.

Mayor Craythorne recommended Council Members with concerns, questions, or recommendations contact Mr. Davis.

Council Member Petersen asked where dedicated road access will be located on 2000 West (south of 300 North). Mr. Davis stated the next dedicated road access will be located at Center Street; one public street will exist on west side of 2000 West between 300 North and 200 South. He stated the other accesses in the project area will be used for access to the Smith's development. Mr. Laws then stated access will also be located on 300 North

Council Member Petersen asked if the location for the dedicated road access provides enough access to the future residential development. Mr. Davis stated yes.

Council Member Chatterton asked if the timeline of the Smith's Development is on track. Mayor Craythorne said yes, the City has kept up with the timeline for the Smith's development. He stated it is UDOT that has slowed the process.

The Council then adjourned the Administrative Session.

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Andy Dawson
R. Kent Henderson
Jeffrey Turner

City Manager
Kyle Laws

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
March 3, 2015

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 March 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, Council Member Jeff Turner, and Council Member Kent Henderson

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

VISITORS PRESENT – Jacob Smith, Aimee Patterson, TJ Beddes, Dylan Thomas, Brandon Reed, Rob Ortega, Adison Hislop, Alex Valencia, Wayne McEntire, Kate McEntire, Anne Stoddard, Howard Stoddard, Brandon Wilson, Glen Wade, Trey Schofield, Conner Manning, Jake Manning, Jackson Manning, Emily Linares, Ruben Garcilazo, Bennett Carlson, Trish Estheimer, Brock Estheimer, Kylie Kap, Brian Vincent, Spencer Hill, and A. Hislop

1. **Call to Order -** Mayor Craythorne welcomed those in attendance.

2. **Pledge of Allegiance**

3. **Prayer** – Council Member Turner

4. **Communications and Disclosures from City Council and Mayor**

   Council Member Henderson – no comment

   Council Member Turner – no comment

   Council Member Petersen – no comment

   Council Member Dawson – no comment

   Council Member Chatterton – no comment

   Mayor Craythorne stated that he serves on the board for the Wasatch Integrated Waste. Waste from West Point City is sent to the Waste Energy Facility to be recycled and burned to create energy and steam. The steam and energy which is created is sold to Hill Air Force Base and Rocky Mountain Power. Mayor Craythorne stated within the next year, the Waste Energy Facility will be making improvements to the Waste Energy Facility. The improvements to the facility include the installation of a tumbler to sort metals, batteries, grass and a picking station to separate cardboard, and plastics to create more efficient recycling.

Mayor Craythorne stated the Wasatch Integrated Waste continuously looks for ways to extend the life span of the landfill. He then informed those in attendance that once the landfill is full, the local waste will need to be transported out of the area and creating an increased cost to the residents.

5. Communications from Staff

Mr. Laws stated that he and the Mayor Craythorne have been attending the Legislative Policy Meetings in Salt Lake City with the Utah League of Cities and Towns (ULCT). He stated several Transportation bills are moving forward and it is likely that that additional funding will become available for cities to assist with road maintenance. Mayor Craythorne stated that it is likely the Utah Gas Tax will be increased by $0.10.

Mayor Craythorne stated additional transportation funding is needed for several road projects. He then stated that he and Mr. Laws have been discussing the following road projects with Senator Jerry Stevenson and Senator Stuart Adams.

- 2000 West widening – Mayor Craythorne stated that since the completion SR-193, the traffic on 2000 West has drastically increased. It is anticipated that 2000 West from Antelope in Syracuse City to 300 North in West Point will be widened in 2017.
- SR-193 expansion from 2000 West to 3000 West. Mayor Craythorne stated the expansion of SR-193 to 3000 West could be used as an alternate route to divert traffic during the widening of 2000 West.
- 3000 West widening – In the near future, Clinton, West Point, and Syracuse will be working together to widen 3000 West.

Mr. Laws stated the West Point City Easter Egg Hunt will be held on Saturday, April 4th at 10:00 am.

Mr. Laws stated new playground equipment will be installed at the Loy Blake Park and renderings of the playground design can be viewed after the Council Meeting. He then stated the Take Pride Day has been moved to June 6th to coincide with the installation of the new equipment. Mr. Laws stated other improvements to the Loy Blake Park include the reconstruction of the tennis courts and possibly the reconstruction of the basketball courts.

6. Consideration of Adoption of Minutes from the January 9, 2015 Council Retreat and the February 17, 2015 Council Meeting

Council Member Petersen motioned to approved the minutes from the January 9, 2015 Council Retreat.
Council Member Henderson seconded the motion.

Council Member Petersen motioned to approved the minutes from the February 17, 2015 Council Meeting.
Council Member Turner seconded the motion.

The Council unanimously agreed.

7. Citizen Comment – no comment

8. Youth Council Update

Ms. Kylie Kap (Mayor Pro-Tem) stated the Youth Council recently held an un-birthday retreat and filled 10,000 Easter Eggs which will be used for the West Point City Easter Egg Hunt.

Mr. Brock Estheimer stated in the near future, some of the Youth Council Members will have the opportunity to attend a Youth Council Conference at USU.

Mayor Craythorne expressed his appreciation to the Youth Council Members and Advisors for the services in which they provide to the community.

9. **Consideration of Resolution No. 03-03-2015B, Accepting a Quitclaim Deed for the Transferring Right-of-Way Property at Owned by the LDS Church at Approximately 300 N 2200 W to West Point City** – Mr. Boyd Davis

Mr. Davis stated that during the survey process of property located at approximately 2200 West on 300 North it was determined that PRI owns property to the center of the road. PRI would like to donate the property in the road right-of-way to West Point City. Staff recommends the approval of Resolution 03-03-2015A, accepting a Quitclaim Deed for the transferring right-of-way property to West Point City.

Council Member Dawson motioned to approve Resolution No. 03-03-2015B, accepting a Quitclaim Deed for the Transferring Right-of-Way Property Owned by the LDS Church at Approximately 300 N 2200 W to West Point City. Council Member Chatterton seconded the motion.

The Council unanimously agreed.

10. **Consideration of Resolution No. 03-03-2015A, Approving an Interlocal Agreement between West Point City and the CDRA of West Point City** – Mr. Kyle Laws

Mayor Craythorne informed those in attendance the Community Development Renewal Agency (CDRA) of West Point creates a specific taxing area for the Smith's Project. He then stated that some of the tax increment collected from the project area can be used to enhance the project area. During the CDRA meeting held earlier in evening, the board approved agreements with Davis County, Davis County School District, West Point City, the NDSD, the NDFD, Weber Basin Water, and the Mosquito Abatement District Davis. The agreements permit the CDRA to collect additional property tax increment within the 300 North project area for the next 15 years.

Council Member Henderson motioned to approve Resolution No. 03-03-2015A, approving an Interlocal Agreement between West Point City and the CDRA of West Point.
Council Member Turner seconded the motion.

The Council unanimously agreed.

11. **Consideration of Discussion of the West Point Military Memorial** – Mayor Erik Craythorne

Mr. Laws stated the Military Memorial Committee had requested a meeting with the Council to discuss statue and donor wall options.

Mayor Craythorne informed those in attendance that residents within the City have created the West Point Military Memorial Committee. He then stated the committee has designed a Military Memorial Monument and is in the process of raising funds for its installation at the Loy Blake Park.

The West Point City Council and the Military Memorial Committee discussed statue and donor wall options.

12. **Motion to Adjourn**

Council Member Henderson motioned to adjourn.
Council Member Petersen seconded the motion.

The Council unanimously agreed.

WEST POINT CITY
CORPORATE SEAL
DAVIS CO.

ERIK CRAYTHORNE, MAYOR — DATE 3/17/15

MISTY ROGERS, CITY RECORDER — DATE 3-17-2015