



# WEST POINT CITY COUNCIL NOTICE & AGENDA

West Point City Hall  
3200 West 300 North  
West Point City, UT 84015  
November 17, 2015

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

## ADMINISTRATIVE SESSION

6:00 pm (Board Room)

1. Discussion of the West Point City Council Meeting Schedule for Calendar Year 2016 – Mrs. Casey Arnold **Page 5**
2. Discussion of Rezone of Bennett Property located at 1300 N 4000 W – Mr. Boyd Davis **page 11**
3. Discussion of Quit Claim Deed for property located at 3335 W 300 N – Mr. Boyd Davis **page 21**
4. Citizen Comment Follow-up – Mr. Kyle Laws

## GENERAL SESSION

7:00 pm (Council Chamber)

1. Call to Order
2. Pledge of Allegiance
3. Prayer (Please contact the City Recorder to request meeting participation by offering a prayer or inspirational thought)
4. Communications and Disclosures from City Council and Mayor
5. Communications from Staff
6. Citizen Comment (If you wish to make comment to the Council, please use the podium and clearly state your name and address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Council to receive new information and perspectives)
7. Consideration of Approving the Appointment of Mrs. Casey Arnold as City Recorder – Mr. Kyle Laws
8. Consideration of approval of minutes from October 20, 2015 **page 29**
9. Approval of the Board of Canvassers Report for the West Point City Municipal General Election – Mrs. Casey Arnold **page 37**
10. Consideration of Ordinance No. 11-17-2015A, Approval of the West Point City Council Meeting Schedule for Calendar Year 2016 – Mrs. Casey Arnold **page 7**
  - a. Public Hearing
  - b. Action
11. Consideration of Resolution No. 11-17-2015A, Accepting a Quit Claim Deed from Richard C. Miller – Mr. Boyd Davis **page 23**
12. Consideration of Rezone for the Bennett Property located at 1300 N 4000 W - Mr. Boyd Davis **page 14**
  - a. Public Hearing
  - b. Action
13. Motion to Adjourn

Posted this 12<sup>th</sup> day of November 2015

CASEY ARNOLD, CITY RECORDER

If you plan to attend this meeting and, due to disability, will need assistance in understanding or participating therein, please notify the City at least twenty-four(24) hours prior to the meeting and we will seek to provide assistance.



## TENTATIVE UPCOMING ITEMS

**Date:** 12/1/2015

### **Administrative Session – 6:00 pm**

1. Audit Presentation – Mr. Evan Nelson
2. Discussion of Beer License for Smith’s Marketplace – Mr. Boyd Davis
3. Discussion of cul de sacs – Mr. Boyd Davis
4. Citizen Comment Follow-up – Mr. Kyle Laws

### **General Session – 7:00 pm**

1. Youth Council Update
2. Consideration of Approval of Fiscal Year 2015 Audit Report – Mr. Evan Nelson

**Date:** 12/15/2015

### **Administrative Session – 6:00 pm**

1. Citizen Comment Follow-up – Mr. Kyle Laws

### **General Session – 7:00 pm**

**Date:** 01/5/2015

1. Oath of Office - Noon

### **Administrative Session – 6:00 pm**

1. Citizen Comment Follow-up – Mr. Kyle Laws

### **General Session – 7:00 pm**

1. Resolution No 01-05-2015, Consideration of Reappointing City Treasurer and City Recorder – Mayor Craythorne

## **FUTURE ITEMS**

### **Administrative Session**

1. Discussion of Street Light Replacement – Mr. Kyle Laws
2. Building Rental Fees & Policy – Mr. Kyle Laws
3. Interlocal Agreement with Davis County for Property use West of Blair Dahl Park – Mr. Kyle Laws
4. Discussion of Pheasant Creek Property/Park – Mr. Kyle Laws
5. Discussion of Water Conservation Plan – Mr. Paul Rochell
6. Discussion of West Point City Water Conservation Plan – Mr. Paul Rochell (Resolution)
7. Pre Meeting – Road Impact Fee – Mr. Lewis Young

### **General Session**

Consideration of Final Approval for the Wise Country Meadows Phase 3 Subdivision – Mr. Boyd Davis

### **CDRA**

1. Resolution Amending the Interlocal Agreement Between the CDRA of West Point and West Point City – Mr. Randy Sant

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November

3 Election Day  
7 Flags on Veteran's Graves YC  
11 Veteran's Day-Closed  
12 Planning Commission-7pm  
16 Senior Lunch-11:30am  
17 City Council-7pm  
26-27 Thanksgiving-Closed

December

1 City Council-7pm  
4 Christmas Party-7pm  
7 City Hall Lighting Ceremony-6:00 pm  
10 Planning Commission-7pm  
15 City Council-7pm  
18 Cemetery Luminary-4pm  
21 Senior Lunch-11:30am  
24-25 Christmas-Closed

January 2016

8-9 Council Retreat

# City Council Staff Report

**Subject:** 2016 City Council Meeting Schedule  
**Author:** Casey Arnold  
**Department:** Executive  
**Date:** November 17, 2015

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## **Background**

The West Point City Council meets regularly to discuss and take action on items of the City. Municipalities must provide notice to the public of the date, time, and location for the holding of their regular meetings.

## **Analysis**

Utah State Code 10-3-502(a) states by ordinance, a municipality approve their annual meeting schedule, with dates, times, and locations listed. To comply with state statute and provide adequate notice to the public, the meeting schedule for 2016 must be adopted by ordinance.

## **Recommendation**

Staff recommends the adoption of Ordinance No. 11-17-2015A, the 2016 meeting schedule for the West Point City Council.

## **Significant Impacts**

None

## **Attachments**

Ordinance 11-17-2015A  
2016 West Point City Council Meeting Schedule



**ORDINANCE NO. 11-17-2015A**

**AN ORDINANCE SETTING THE WEST  
POINT CITY COUNCIL MEETING  
SCHEDULE FOR CALENDAR YEAR 2016**

**WHEREAS**, West Point City, a Municipal Corporation, hereafter referred to as the “city,” is a public body of the state of Utah; and

**WHEREAS**, as the city is governed by a Mayor and City Council duly elected according to law; and

**WHEREAS**, the City Council has traditionally met to consider and deliberate matters of city business on the first and third Tuesdays of every month; and

**WHEREAS**, the city is required by State Law (U.C.A. 10-3-502) to set by ordinance the meeting schedule and venue of the City Council;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WEST POINT CITY, UTAH as follows:** The Mayor and City Council of West Point City, Davis County, State of Utah, Hereby set the City Council meeting schedule for the calendar year 2016, as put forth in exhibit A, attached hereto. This ordinance shall become effective immediately upon passage.

**Passed and adopted** this 17<sup>th</sup> day of November, 2015.

WEST POINT CITY, a Municipal Corporation

BY: \_\_\_\_\_  
ERIK CRAYTHORNE  
MAYOR

ATTEST:

\_\_\_\_\_  
CASEY ARNOLD,  
CITY RECORDER



## West Point City Council 2016 Meeting Schedule

3200 West 300 North, West Point City UT 84015

(locations, dates, and times are subject to change)

<b>Date</b>	<b>Time</b>	<b>Consideration/Significance of Day</b>
January 4, 2016	12:00 PM - Oath Of Office	
January 5, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
January 19, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
January 28-29, 2016	Council Retreat & Visioning Session	
February 2, 2016	No Meeting	
February 16, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
March 1, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
March 15, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
April 5, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
April 19, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
May 3, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	Discussion of the FY2016 Amended Budget & FY2017 Tentative Budget for West Point City & CDRA / Public Hearing
May 17, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	Discussion of the FY2016 Amended Budget & FY2017 Tentative Budget for West Point City & CDRA / Public Hearing
June 7, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	Discussion of the FY2016 Amended Budget & FY2017 Tentative Budget / Adoption of Tentative Budget for West Point City & CDRA / Public Hearing
June 21, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	Discussion and Adoption of FY2016 Amended Budget & FY2017 Final Budget for West Point City & CDRA / Certified Tax Rate
July 5, 2016	No Meeting	
July 19, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
August 2, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
August 16, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
September 6, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
September 20, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
October 4, 2016	6:00 PM Administrative Session 7:00 PM General Session	
October 18, 2016	6:00 PM Administrative Session 7:00 PM General Session	
November 1, 2016	No Meeting - Elections	
November 15, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
December 6, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	
December 20, 2016	6:00 PM - Administrative Session 7:00 PM - General Session	



# City Council Staff Report

**Subject:** Rezone of Bennett Property located at 1300N 4000 W  
**Author:** Boyd Davis  
**Department:** Community Development  
**Date:** November 17, 2015

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## **Background**

Craythorne Development is requesting the rezoning of approximately 38 acres from the A-40 Agricultural zone to the R-2 Residential zone, to facilitate the subdivision of the lot and the construction of a new single-family residential development. The property is located approximately 1300 North 4000 West, on the southeast corner of the intersection. The current General Plan land use designation for the property is R-2 Residential. The Planning Commission on October 22<sup>nd</sup> held a public hearing and unanimously recommended that the City Council consider this proposal. Notices have been sent out to all the affected entities and all property owners within 300 feet of the proposed area and all postings have been in accordance to state statute.



## **Analysis**

Staff believes the proposed rezoning of the property to R-2 Residential and the subsequent development of the property as single-family residential is entirely in accordance with the general plan and will create no significant impact on the surrounding homes.



**Significant Impacts**

None

**Attachments**

Rezone Application



West Point City  
3200 W 300 N  
West Point, UT 84015  
www.westpointcity.org  
Phone: 801-776-0970  
Fax: 801-525-9150

**APPLICATION FOR PROPERTY REZONING**

APPLICATION DATE: \_\_\_\_\_ APPLICANT PHONE #: 698-9111

APPLICANT NAME: Craythorne Development

MAILING ADDRESS: 601 W 1700 S, Syracuse UT 84075

PROPERTY OWNER(S)' SIGNATURE: \_\_\_\_\_

REZONE PROPERTY ADDRESS(ES): 1300 N 4000 W

REZONE PARCEL ID #(S): 14-045-0021, 0023, 0025, 0024, 0002 and  
part of 0018

LEGAL DESCRIPTION(S) (MAY ATTACH COPY): \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

PURPOSE OF REZONE REQUEST: \_\_\_\_\_

AFFDAVIT: (SEE PAGE 2)

**FOR OFFICE USE**

FEE FOR REQUEST: \$250 DATE PAID: \_\_\_\_\_

Check #: \_\_\_\_\_

Credit/Debit Card

Cash

PLANNING COMMISSION ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_



West Point City  
 3200 W 300 N  
 West Point, UT 84015  
 www.westpointcity.org  
 Phone: 801-776-0970  
 Fax: 801-525-9150

**APPLICATION FOR PROPERTY REZONING**

APPLICATION DATE: 9-15-15 APPLICANT PHONE #: 801-698-9111

APPLICANT NAME: Craythorne Development

MAILING ADDRESS: 601 W. 1700 S. Syracuse Utah 84075

PROPERTY OWNER(S)' SIGNATURE: *Neil Haythorn*

REZONE PROPERTY ADDRESS(ES): 1300 N. 4000 W.

REZONE PARCEL ID #(S): 14-045-0021, 0023, 0025, 0024, 0002, and part of 0018

LEGAL DESCRIPTION(S) (MAY ATTACH COPY):



CURRENT ZONING: A-40 PROPOSED ZONING: R-2

PURPOSE OF REZONE REQUEST: Residential development

AFFDAVIT: (SEE PAGE 2)

**FOR OFFICE USE**

FEE FOR REQUEST: \$250 DATE PAID: \_\_\_\_\_

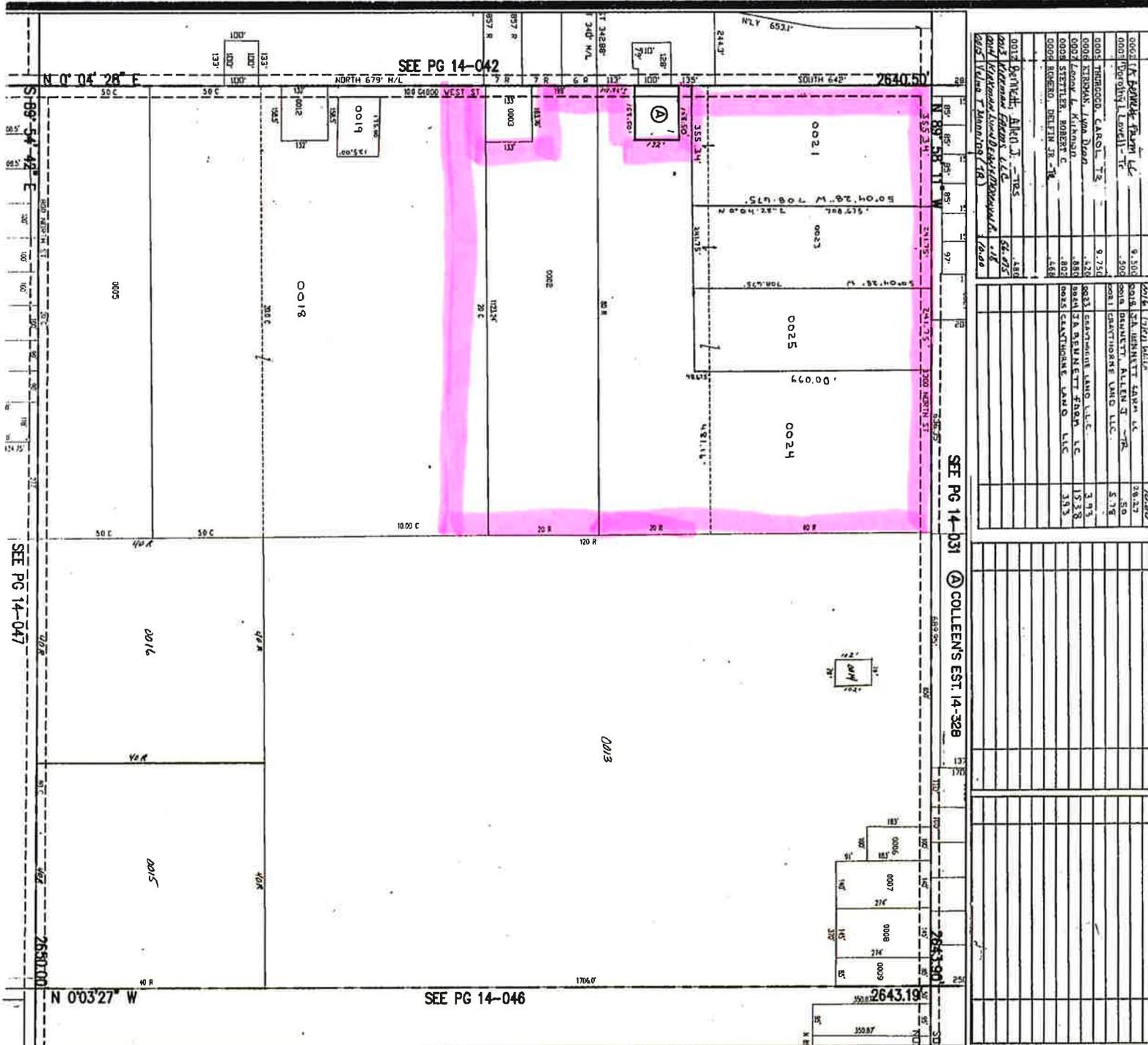
Check #: \_\_\_\_\_  Credit/Debit Card  Cash

PLANNING COMMISSION ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL ACTION: \_\_\_\_\_ DATE: \_\_\_\_\_

14

045



0001	THE FARMER FARM	9,500
0002	THE FARMER FARM	500
0003	THE FARMER FARM	5,700
0004	THE FARMER FARM	9,250
0005	THE FARMER FARM	1,500
0006	THE FARMER FARM	800
0007	THE FARMER FARM	800
0008	THE FARMER FARM	400
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0029	THE FARMER FARM	400
0030	THE FARMER FARM	400

NW SECTION 32 T 5N R 2W SALT LAKE MERIDIAN  
 DAVIS COUNTY, UTAH - RECORDERS OFFICE

SCALE: 1" = 200'

14-U-43  
 LAST #

14-045-0021

A PART OF THE NW 1/4 OF SEC 32-T5N-R2W, SLM: BEG AT THE NW COR OF SD NW 1/4, RUN TH S 89°58'11" E 355.34 FT ALG THE SEC LN, TH S 0°04'28" W 708.675 FT; TH N 89°58'11" W 355.34 FT TO THE SEC LN, TH N 0°04'28" E 708.675 FT ALG THE SEC LN TO THE POB. CONT 5.78 ACRES

14-045-0023

A PART OF THE NW 1/4 OF SEC 32-T5N-R2W, SLM; BEG AT A PT 355.34 FT S 89°58'11" E ALG THE SEC LN FR THE NW COR OF SD 1/4 SEC; RUN TH S 89°58'11" E 241.75 FT ALG THE SEC LN; TH S 0°04'28" W 708.675 FT; TH N 89°58'11" W 241.75 FT; TH N 0°04'28" E 708.675 FT TO THE POB. CONT 3.93 ACRES

14-045-0025

A PART OF THE NW 1/4 OF SEC 32-T5N-R2W, SLM: BEG AT A PT 597.10 FT N 89°58'11" E ALG THE SEC LN FR THE NW COR OF SD 1/4 SEC; RUN TH S 89°58'11" E 241.75 FT ALG THE SEC LN; TH S 0°04'28" W 708.675 FT; TH N 89°58'11" W 241.75 FT; TH N 0°04'28" E 708.675 FT TO THE POB. CONT 3.93 ACRES

May 28, 2015

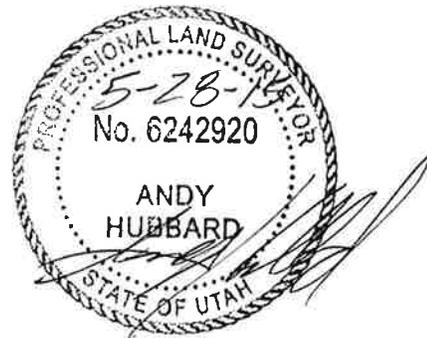
**Craythorne Bennett 2015 Takedown**

**East Parcel**

A part of the West Half of Section 32, Township 5 North, Range 2 West, Salt Lake Base and Meridian, U.S. Survey:

Beginning at a point on the Section line said point being 708.68 feet South 0°04'28" West from the Northwest corner of Section 32: and running thence South 89°58'11" East 486.07 feet; thence South 0°04'28" West 694.51 feet; thence North 89°55'32" West 486.07 feet to said Section line thence North 0°04'28" East 80.81 feet to the South line of the Dorothy L. Lovell Property; thence three (3) courses along and around said Lovell property as follows: (1) South 89°55'32" East 196.75 feet; (2) North 0°04'28" East 133.00 feet; and (3) North 89°55'32" West 196.75 feet to said Section line; thence North 0°04'28" East 311.26 feet along said Section Line to the Southwest Corner of Colleen's Estates Subdivision in West Point City, Davis County Utah; thence three (3) courses along and around said subdivision as follows: (1) South 89°55'32" East 158.50 feet; (2) North 0°04'28" East 132.00 feet; and (3) North 89°55'32" West 158.50 feet to said Section line; thence North 0°04'28" East 37.06 feet along said Section line to the point of beginning.

Contains 6.667 acres



May 28, 2015

**Craythorne Bennett 2015 Takedown**

**Middle Parcel**

A part of the West Half of Section 32, Township 5 North, Range 2 West, Salt Lake Base and Meridian, U.S. Survey:

Beginning at a point 708.68 feet South 0°04'28" West and 904.11 feet South 89°58'11" East from the Northwest Corner of said Section 32: and running thence South 0°04'28" West 694.83 feet; thence North 89°55'32" West 418.04 feet; thence North 0°04'28" East 694.51 feet; thence South 89°58'11" East 418.04 feet to the point of beginning.

Contains 6.667 acres



May 28, 2015

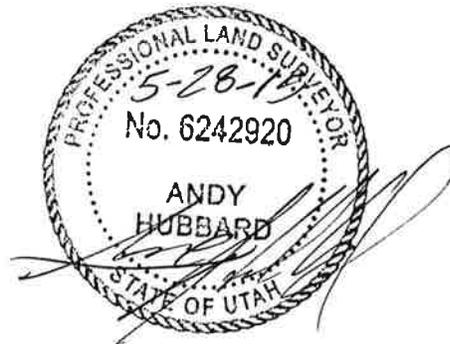
**Craythorne Bennett 2015 Takedown**

**West Parcel**

A part of the West Half of Section 32, Township 5 North, Range 2 West, Salt Lake Base and Meridian, U.S. Survey:

Beginning at a point 708.68 feet South 0°04'28" West and 904.11 feet South 89°58'11" East from the Northwest Corner of said Section 32: and running thence South 89°58'11" East 417.85 feet; thence South 0°04'28" West 695.15 feet; thence North 89°55'32" West 417.85 feet; thence North 0°04'28" East 694.83 feet to the point of beginning.

Contains 6.667 acres



# City Council Staff Report

**Subject:** Quit Claim Deed – Richard Miller  
**Author:** Boyd Davis  
**Department:** Community Development  
**Date:** November 17, 2015

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## **Background**

Richard Miller has requested that the City take ownership of a small parcel of property that he owns at 3335 W 300 N. The parcel is actually a holding strip that was recorded as part of the Lake Point Meadows Subdivision. Mr. Miller does not know how he came to own the parcel, however, he does not want the property and would like it removed from his tax record.

## **Analysis**

The property that will be transferred to the City is shown on the attached map. A quit claim deed has been prepared which has been reviewed by the City Attorney and found to be acceptable. Before the quit claim can be recorded it must be accepted by the City and the deed must be signed by the Mayor.

It should be noted that there are taxes owed on the property. Mr. Miller has been made aware of this and told that he must pay the taxes before the Council will accept the property. He owes approximately \$88.

## **Recommendation**

It is recommended that the City Council accept the property and authorize the Mayor to sign the quit claim deed.

## **Significant Impacts**

None

## **Attachments**

Resolution No. 11-17-2015A  
Quit Claim Deed  
Map



**RESOLUTION NO. 11-17-2015A**

**A RESOLUTION ACCEPTING A QUIT CLAIM DEED FROM RICHARD C. MILLER**

**WHEREAS**, RICHARD C MILLER is the owner of real property identified as Davis County parcel ID 140480109; and

**WHEREAS**, RICHARD C MILLER desires to transfer the right-of-way property to West Point City; and

**WHEREAS**, a quit claim deed and a legal description of the right-of-way property have been prepared; and

**WHEREAS**, the West Point City Council has reviewed said quit claim deed and finds it acceptable to the City.

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED**, by the City Council of West Point City as follows:

1. West Point City hereby accepts the right-of-way property described in the quit claim deed
2. The Mayor is hereby authorized to sign said quit claim deed.

**PASSED AND ADOPTED** this 17<sup>th</sup> Day of November, 2015.

**WEST POINT CITY,**  
A Municipal Corporation

By: \_\_\_\_\_  
Erik Craythorne, Mayor

**ATTEST:**

\_\_\_\_\_  
Casey Arnold, City Recorder



When Recorded Mail to:

WEST POINT CITY  
3200 WEST 300 NORTH  
WEST POINT CITY, UTAH 84015

**QUIT CLAIM DEED**

RICHARD C MILLER, owner of Davis County Parcel 14-048-0109, GRANTOR,  
HEREBY QUILTS CLAIM to WEST POINT CITY.

For the sum of ONE DOLLAR AND OTHER GOOD AND VALUABLE CONSIDERATION  
The following tract of land in Davis County, State of Utah:

A part of the southeast Quarter of Section 32, Township 5 North, Range 2 West, Salt  
Lake Base and Meridian, U.S. Survey in Davis County, Utah:

BEGINNING AT A POINT WHICH IS 1712.66 FT N 89°56'47" W ALONG THE  
SECTION LINE FROM THE SOUTEAST CORNER OF SAID SECTION 32 & RUNNING  
THENCE N 89°56'47" W 1.00 FT ALONG SAID SECTION LINE; THENCE N 0°02'49" W  
210.56 FT; THENCE S 89°56'37" E 1.00 FT; THENCE S 0°02'49" E 210.56 FT TO THE  
POINT OF BEGINNING.

CONTAINS 0.0048 ACRES

Witness the hands of said Grantor, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Richard C Miller

STATE OF UTAH )  
 : ss. (Individual)  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared  
before me  
\_\_\_\_\_, the signer(s) of the foregoing instrument, who duly  
acknowledged to  
me that he/she/they executed the same.

\_\_\_\_\_  
Notary Public

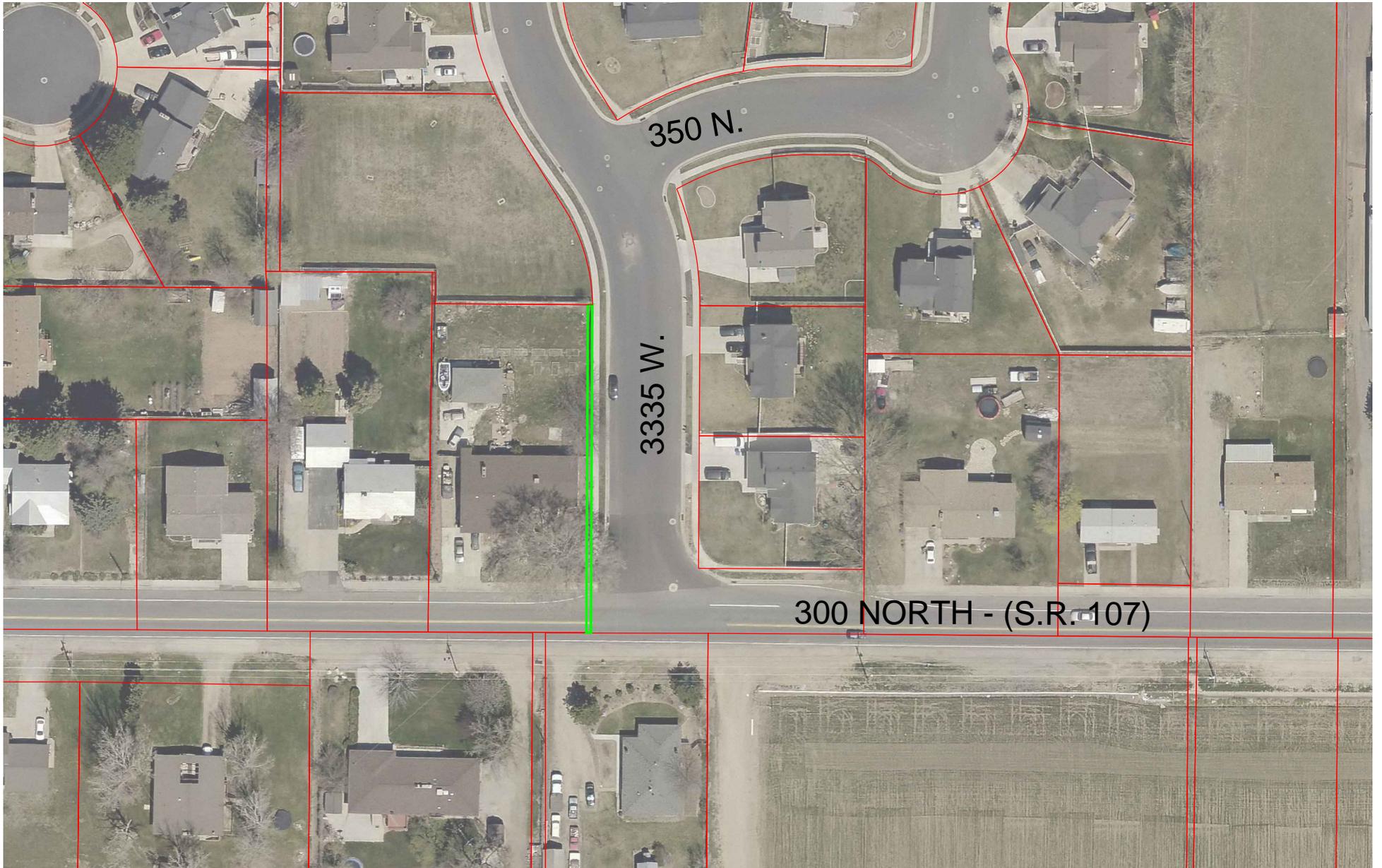
Accepted by West Point City on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

By \_\_\_\_\_  
Mayor Erik Craythorne

Attested by West Point City Recorder on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

By \_\_\_\_\_  
Casey Arnold, West Point City Recorder

West Point City Seal







**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
October 20, 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 West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on October 20, 2015 at 6:00 pm with Mayor Craythorne presiding.

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

**EXCUSED:** Council Member Andy Dawson

**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:** Rob Ortega

**1. Quarterly Financial Report (Mr. Nelson)**

Mr. Nelson stated over the past several years, Sales Tax has its “ups and downs,” but overall Sales Tax revenue continues to increase. The majority of sales tax that West Point City receives each year is from the population distribution formula of state-wide sales tax. Mr. Nelson informed the Council that the State of Utah anticipates a 4% increase to Sales Tax Revenues in this calendar. He then stated because of the volatility of sales tax, Staff continues to budget conservatively

Revenues & Expenditures – 25% of the FY2016 has elapsed

Mr. Nelson stated all revenues compared to expenditures are at appropriate levels. He then reminded the Council that the revenue for the Capital Projects Fund will be collected near the end of the fiscal year.

General Fund Expenditures - Percent of the Budget by Department

Mr. Nelson stated all departments are currently under budget, except for recreation. However it isn't a concern at this point in the year because the football program drives those numbers up at the beginning of the year.

Mr. Nelson stated that overall, the West Point City FY2016 Budget looks good up to this point.

**2. Discussion of Investment Policy (Mr. Nelson)**

Mr. Nelson stated investing public funds is heavily regulated by the Utah Money Management Act. He then stated that West Point City receive revenues from taxes, utilities, recreation fees, building fees, impact fees, etc. The revenue in which the City collects is held in several different accounts at Zions Bank and the Public Treasurers Investment Fund (PTIF). At the end of September 2015 the account balance at Zions Bank was \$1.6 million and \$5.6 million in the PTIF.

Mr. Nelson stated the City's savings account with Zions accrues minimal interest and the State Treasurers Account (PTIF) accrues interest at a rate of .55%. Over the past few years, the balance in the PTIF account has steadily increased. Mrs. Gentry (West Point City Treasurer) stated that in recent years funds from the PTIF have been

transferred to the Zions account one time. Mr. Nelson credited Mrs. Gentry for keeping the accounts in balance and ensuring the City's funds are being used appropriately.

Mr. Nelson introduced Risk & Liquidity to the Council and recommended the Council consider adding a third option to how the revenues are held. He recommended the City contract with an Investment Firm and investing funds strategically and in an appropriate manner approved by the State of Utah. Mr. Nelson stated the City could possibly receive a 1% return rate. He then stated a 1% return could subsequently provide tens of thousands of dollars in interest to the City.

Mr. Nelson stated West Point City accounts are currently in a state of "Low Risk & High Liquidity" (low risk + high liquidity = low interest rates). Mr. Nelson stated "High Risk" is not an option for investing public funds. He then proposed the Council consider a low risk investment by using strategic liquidity. Staff would look at future needs and projects of the City to determine how to invest the funds. Mr. Nelson stated low risk investments would "tie-up" a small portion of the City's funds for a short period of time.

Mr. Nelson then provided the Council with the following example:

	<i>Amount Invested</i>	<i>Term</i>	<i>Interest Rate</i>	<i>Interest Earned</i>
<i>PTIF for Emergencies</i>	\$1 million	3 years	0.55%	\$16,591
<i>PTIF for 2016</i>	\$1 million	1 year	0.55%	\$5,500
<i>24 month investment</i>	\$2 million	2 years	1.08%	\$43,433
<i>36 month investment</i>	\$1.6 million	3 years	1.08%	\$52,402
<i>Total</i>	\$5.6 million			<i>Total \$117,926 (over 3 years)</i>

Mr. Nelson stated the rates used in the example are from the previous 12 month history and the investment amounts only include funds from the PTIF account. He then stated investing could potentially double the rate of return on the cash invested. Investing in this way would leave \$2 million of liquid cash in the PTIF as well as money in the Zions accounts.

Council Member Petersen asked what type of investments would be used. Mr. Nelson stated the funds would be invested in Government securities and bonds. He then stated an Investment Advisor would be used to assist with the investing and to ensure the funds were being invested appropriately.

Mr. Laws stated a number of Investment Advisors are approved and authorized to invest public funds by the Utah Money Management Council.

Council Member Petersen expressed concern with investing public funds. He recommended discussing CD's with Zions Bank. Mr. Nelson stated he would contact Zions Bank to discuss CD options. Council Member Chatterton agreed.

Council Member Chatterton asked how much the Investment Firm charges in fees. Mr. Nelsons stated the Investment Firm charges a percentage of what is invested.

Council Member Henderson asked if there is early withdrawal penalties associated with the investment options. Mr. Nelson stated yes, however he was unsure of the actual penalty.

Mr. Nelson stated the benefit of using an Investment Advisor is that they know the State Law and can ensure funds are being invested appropriately. Council Member Petersen expressed the need for Staff to educate themselves on investing public money.

Mayor Craythorne instructed Staff to educate themselves on investing public funds, CD options with Zions Bank, and Investment Advisor.

Mr. Laws stated it can be unsettling to invest pubic funds.

Council Member Turner asked what funds are included in the \$5.6 million in the PTIF account. Mr. Laws stated the PTIF account includes Class C Road Money, Impact Fees, and other fees collected by the City. Revenues are deposited into the Zions account and then Ms. Gentry transfers a portion into the PTIF. Mr. Laws stated as projects in the City are completed, funds will be transferred out of the PTIF to pay for the project.

Mr. Petersen stated in the City each fund has a fund balance. A portion of the fund balance is actually located in the PTIF account.

Council Member Turner asked if the City funds set aside for unexpected expenses. Council Member Petersen stated yes, the fund balance in the General Fund can be used for unexpected expenses. He then stated the General Fund is unallocated.

Mr. Laws reminded the Council that State Law mandates how much money in the General Fund can be carried year to year.

### **3. Discussion of Health Insurance Renewal (Mr. Laws)**

Mr. Laws stated he has recently spoken to each Council Member about West Point City's Health Insurance Renewal. He stated last week, he received health insurance renewal rates and other health insurance quotes. Mr. Laws stated the City's health insurance is renewed on December 1<sup>st</sup> of each year. Therefore if the Council chooses to change health insurances, the broker must be notified by the end of October.

Mr. Laws stated the renewal rate calls for a 15% increase to the premium if the current plan is kept. He then stated the "grandmother" plan will expire in 2016 and West Point City will then be required to obtain a different health insurance plan. Because the increase to the renewal rate is 15% and the expiration of the "grandmother" plan, the broker obtained other health insurance bids. Mr. Laws stated all options being considered by the Council fall within the FY2016 Budget. He then asked the Council to provide Staff with direction with regards to Health Insurance.

Mr. Laws recommended changing to PEHP health plan with a \$5,000 deductible and increasing West Point City's HSA contribution from \$4,000 to \$5,000 per year (less than a 12% increase to the budget). He then stated that PEHP is self-funded and unique, they can offer Advantage Care or the Summit Care options. PEHP has been showing lower renewal rate under ACA than many other providers. Mr. Laws stated PEHP will allow for employees to select between Summit Care and Advantage Care (IHC or Mountain Star facilities) for a 16% increase. He stated he doesn't recommend this option because of the increase to the budget. Mr. Laws recommended only offering the Summit Care option to employees this year.

The Council expressed their support of changing to a PEHP health plan and increasing the City's HAS contribution to \$5,000.

Council Member Petersen stated West Point City has great employees and he agrees that benefits are important. He then expressed the need for employees to realize how much the City actually pays for benefits on their behalf. The Council agreed. Mr. Laws agreed, he stated during Open Enrollment employees will be shown the cost of benefits to both employees and the City.

Council Member Henderson stated the benefits offered by West Point City are "hard to beat."

On behalf of the West Point City employees, Mr. Laws thanked the Council for provided them with great benefits.

### **4. Discussion of the Trail Agreement with Davis County (Mr. Davis)**

Mr. Davis stated the 200 South Trail is complete however the Attorneys are requiring West Point City and Davis County enter into an agreement for the project. Mr. Davis stated the agreement between West Point and Davis County stated the City would pay \$18,000 for ¾ mile of asphalt and Davis County would provide the labor. He then stated Davis

County has provided more assistance to the City than what was actually promised. Mayor Craythorne and the Council agreed. Mr. Davis stated Staff recommends the Council approve an agreement between West Point City and Davis County for the 200 South Trail.

Mayor Craythorne expressed his appreciation to Davis County and the Davis County Commissioners for providing assistance to West Point City for numerous projects within the City.

#### **5. Discussion of Resolution to Support the Davis School District Bond – Mr. Laws**

Mayor Craythorne stated the Council discussed the Davis School District Bond several weeks ago. He then stated numerous cities in the County have approved a resolution in support of the Davis County School District Bond. Mayor Craythorne stated Davis County School district supports West Point City and the Council should consider supporting the School District.

Council Member Chatterton asked how many cities in the County have approved a resolution supporting the bond. Mr. Laws stated that Clearfield, Bountiful, Farmington, and Kaysville have expressed their support.

Council Member Petersen stated he supports his original decision to of individual support but not as a Council. However he believes supporting the bond will create unity between the City and the Davis County School District.

#### **6. Citizen Comment Follow-up – Mr. Laws**

Mr. Laws stated during the October 6<sup>th</sup> Council Meeting, Becky Jensen & Jill \*\* asked the Council to implement a Cultural Arts program or Community Choir into City. The Council expressed concern with the size of the city and the ability to accommodate an arts program or choir. Ultimately, the Council decided they need additional information before a decision could be made. The Council asked Mr. Laws to meet with Ms. Jensen and Ms. \*\* to discuss what they envision for a Cultural Arts program.

#### **Additional Items Discussed During the Administration Session (Mr. Davis)**

Mr. Laws informed the Council that a rezone was coming up at the next meeting. Because the November 3<sup>rd</sup> meeting has been cancelled due to the elections, Staff would like to provide the Council with information about the rezone to allow them time to think about the rezone in advance. The rezone of the Bennett property located at 1300N 4000 W was discussed.

Council Member Chatterton asked if Mr. Wendell Page has been. Mr. Laws stated he has notified Ms. Seffker and Ms. Westaway about the electrical box; however, he has yet to contact Mr. Page, but staff would follow up with him.

Mayor Craythorne excused himself from the Administrative Session.

Mr. Davis stated Allan Bennett's Farm is located on the corner of 4000 West 1300 North. He then stated Craythorne Construction recently purchased the property with the intent to develop the area with homes. The development complies with the General Plan and Craythorne Construction has submitted a rezone application. Mr. Davis stated the Planning Commission has reviewed the application, held a public hearing, and approved the rezone to a R-2 zone (2.7 units per acre).

Council Member Chatterton asked how many acres will be developed into homes. Mr. Davis stated approximately 30 acres. He then stated this development will be a multi-year project.

Mr. Davis stated a public hearing and consideration of approval of the rezone will be held on November 17, 2015.

The Administrative Session adjourned.



**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
October 20, 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**

7:03 pm – Council Room

Minutes for the West Point City Council General Session held at the West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on October 20, 2015 at 7:03 pm with Mayor Craythorne presiding.

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

**EXCUSED** – Council Member Andy Dawson

**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** – Doug Zaugg

1. **Call to Order** – Mayor Craythorne welcomed those in attendance. He then expressed his appreciation to the Boy Scouts for attending the meeting.
2. **Pledge of Allegiance** – Repeated by all
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 stated he serves on the Board of the North Davis Fire District. During the first week of October the North Davis Fire District holds a Fire Prevention Open House. This year's Open House was successful and well attended. Council Member Petersen stated the Open House is a great event for Scouts to attend.

Council Member Dawson – no comment

Council Member Chatterton stated he serves on the Board of the Mosquito Abatement District Davis. He stated he recently attended training in Provo where he learned that new methods to trap mosquitos are being developed and used.

Mayor Craythorne stated the Trail extension (east to west) from the Emigrant Trail to the Rail Trail is complete. He then stated that the Smith's project is moving along and the roof will likely be placed within the next month. Mayor Craythorne encouraged the citizens of West Point City to vote on November 3, 2015.

## 5. Communications from Staff

Mr. Laws stated Early Voting for the Municipal General Election has started. He then stated that last Monday, City Hall was closed to allow for Staff training. The training included a water contamination “mock disaster,” and it was extremely beneficial to all employees.

Mr. Laws stated this will likely be Mrs. Rogers last Council meeting as she has accepted a position with the North Davis Fire District. He thanked Mrs. Rogers (City Recorder) for the service she has provided to West Point City.

Mayor Craythorne expressed his appreciation to Staff for participating in the training and “mock disaster.” He then stated Syracuse City and Clinton City recently had water contamination issues. Syracuse City expressed the difficulty they had in notifying residents of the contamination because many people are not using landlines. Mr. Laws encouraged citizens register their home and cell phone number with Reverse 911 and the Davis County Code Red system.

Council Member Turner stated there are areas within the City who receive their culinary water from Hooper Water. He asked who tests the Hooper Water to ensure its safe to drink. Mr. Laws stated Hooper Water does their own sampling and testing to ensure its safety. He then stated if there is a concern with the safety of Hooper’s culinary water, West Point City will assist with notifying the residents in West Point City. Mayor Craythorne stated that he and Mr. Laws recently met with Hooper Water to discuss how both Hooper and West Point would handle a water contamination. He then stated most of the water Hooper Water uses is from a well in Roy.

## 6. Citizen Comment

\*\* - 3872 Canal Drive, West Point City

Ms. \*\* stated over the past year, there has been increased presence of police in yards in her neighborhood. She expressed frustration with not being notified as to why there is police presence in the area. Ms. \*\* then stated a canal is located behind her home and she’d like to know hunting rules and regulations in West Point City. She then asked who she should contact to answer questions she may have. Mayor Craythorne asked Ms. \*\* discuss questions and concerns with Mr. Laws after the meeting.

Doug Zaugg – 438 N 3000 W, West Point City

Mr. Zaugg stated 3000 West is looking good however he is concerned with the speeding. He requested the Council consider decreasing the speed on 3000 West. Mayor Craythorne recommending extra police patrols on 3000 West.

Council Member Chatterton informed Mr. Zaugg that he notified Staff today of the excessive of speeding on 3000 West.

Mr. Zaugg expressed frustration with the Agenda. He recommended placing the Citizen Comment period at the end of the meeting as this will allow time for residents to listen to the agenda items and still provide comment to the Council. Mayor Craythorne stated those in attendance can provide the Council with comment about an item during the Citizen Comment Period. He then stated if the Citizen Comment Period were at the end of the meeting, those making comment about an agenda item wouldn’t be able to give comment until after the items were voted upon.

Mr. Zaugg asked where information regarding and item on the agenda can be found. Council Member Petersen stated the posting of a meeting is done early enough where interested persons can obtain information before the meeting. Mr. Laws stated the agenda must be posted at a minimum of 24 hours in advance of the meeting. However, the agenda is typically posted Friday of the previous week.

Mr. Laws stated many of the items on the Agenda are discussed in the Administrative Session of the previous Council Meeting. He then informed those in attendance that the Administrative Session is an open meeting and anyone can attend to hear the discussions.





# City Council Staff Report

**Subject:** 2015 Municipal Primary Election  
**Author:** Casey Arnold  
**Department:** Executive  
**Date:** November 17, 2015

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## **Background**

Every two years, West Point City must hold a Municipal Election. This year, three Council seat vacancies were voted upon in the November 3, 2015 election. During the Candidate Filing Period, eight Declaration of Candidacy forms were filed with the West Point City Recorder. Because the number of candidates exceeded twice the number of persons needed to fill the office, a Primary Election was required.

## **Analysis**

In 2015, West Point City contracted with the Davis County Clerk/Auditor's office for election services. Poll Workers provided by the County assisted with West Point General Election held on November 3, 2015 from 7:00 am to 8:00 pm, with early voting available. Registered voters had the ability to either "Vote-by-Mail" (if registered) or vote during designated voting hours at West Point City Hall (3200 W 300 N).

Davis County Clerk/Auditor provided preliminary results of the 2015 Municipal General Election. Final results will be provided to the Council during the Board of Canvassers Report.

## **Recommendation**

Staff recommends the Council approve the Board of Canvassers Report from the November 3, 2015 Municipal General Election.

## **Significant Impacts**

The three candidates with the highest number of votes will be appointed to the office of City Council on January 5, 2015.

## **Attachments**

Documents from Davis County will be distributed during the Council meeting.