



## WEST POINT CITY COUNCIL NOTICE & AGENDA

West Point City Hall  
3200 West 300 North  
West Point City, UT 84015  
March 1, 2016

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

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### ADMINISTRATIVE SESSION

5:30 pm (Board Room)

1. **Joint Meeting with the Planning Commission to Discuss General Plan Revision** [page 5](#)
2. **Discussion of 520 N Road and Park Redevelopment** – Mr. Kyle Laws/Mr. Boy Davis [page 9](#)
3. **Discussion of Final Plat Approval for Wise County Meadows Phase 3** – Mr. Boyd Davis [page 14](#)
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 Approval of Minutes from the January 29<sup>th</sup> & 30<sup>th</sup> City Council Visioning Retreat** [page 20](#)
8. **Consideration of Approval of Minutes from February 16, 2016** [page 34](#)
9. **Consideration of Resolution No. 03-01-2016A, Approving Changes to the Personnel Policies & Procedures Relating to Employment Practices and Holiday Leave** – Mr. Kyle Laws [page 44](#)
10. **Consideration of Final Plat Approval for Wise County Meadows Phase 3**– Mr. Boyd Davis [page 14](#)
11. **Motion to Adjourn**

### CLOSED SESSION

Immediately following the General Session (Board Room)

1. **Call to Order**
2. **Pursuant to UCA §52-4-205(1)(c), to discuss pending litigation**
3. **Motion to Adjourn Closed Session and enter the General Session**

Posted this 25<sup>th</sup> Day of February, 2016

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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: 3/15/2016

### Administrative Session – 6:00 pm

1. Discussion Regarding the Junk Car Ordinance – Mr. Boyd Davis
2. Discussion of Del Taco – Mr. Boyd Davis
3. Discussion Regarding Payback Agreement for the Homewood Subdivision – Mr. Boyd Davis
4. Citizen Comment Follow-up – Mr. Kyle Laws

### General Session – 7:00 pm

1. Youth Council Essay Contest Winners – Mrs. Jolene Kap
2. Consideration of Resolution No. 02-16-2016, Approving Amendment No. 3 to the Interlocal Cooperation Agreement with Davis County for Animal Control Services – Mr. Kyle Laws
3. Consideration of Approval of the Payback Agreement for the Homewood Subdivision – Mr. Boyd Davis

Date: 4/5/2016

### Administrative Session – 6:00 pm

1. Code Enforcement Update – Mr. Bruce Dopp
2. Discussion of FY2016 Amended Budget – Mr. Evan Nelson
3. Citizen Comment Follow-up – Mr. Kyle Laws

### General Session – 7:00 pm

1. Youth Council Update

Date: 4/19/2016

### Administrative Session – 6:00 pm

1. Quarterly Financial Report – Mr. Evan Nelson
2. Discussion of FY2016 Amended Budget – Mr. Evan Nelson
3. Citizen Comment Follow-up – Mr. Kyle Laws

### General Session – 7:00 pm

1. Public Hearing for the FY2016 Amended Budget – Mr. Evan Nelson
  - a. Public Hearing

## FUTURE ITEMS

### Administrative Session

1. Open and Public Meetings Training – Mr. Felshaw King
2. Discussion of Street Light Replacement – Mr. Kyle Laws
3. Building Rental Fees & Policy – Mr. Kyle Laws
4. Interlocal Agreement with Davis County for Property use West of Blair Dahl Park – Mr. Kyle Laws
5. Discussion of Pheasant Creek Property/Park – Mr. Kyle Laws
6. Discussion of Beer License for Smith's Marketplace – Mr. Boyd Davis
7. Discussion of Amendment No. 3 to the Interlocal Agreements with Davis County for Animal Control Services – Mr. Kyle Laws

### 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

# West Point City 2016 Calendar

## January

- 1 New Year's Day-Closed
- 5 City Council-7pm
- 11 Senior Lunch-11:30am
- 14 Planning Commission-7pm
- 18 Martin Luther King Day-Closed
- 19 City Council-7pm
- 28 Planning Commission-7pm
- 29-30 Council Retreat

## February

- 8 Senior Lunch-11:30am
- 10 Council/Staff Lunch-11:30am
- 11 Planning Commission-7pm
- 15 Presidents Day-Closed
- 16 City Council-7pm
- 25 Planning Commission-7pm

## March

- 1 City Council-7pm
- 10 Planning Commission-7pm
- 15 City Council-7pm
- 21 Senior Lunch-11:30am
- 24 Planning Commission-7pm
- 26 Easter Egg Hunt-10am

## April

- 5 City Council-7pm
- 14 Planning Commission-7pm
- 18 Senior Lunch-11:30am
- 19 City Council-7pm
- 28 Planning Commission-7pm

## May

- 3 City Council-7pm
- 5 Cemetery Cleaning
- 7 Take Pride Day
- 11 Council/Staff Lunch-11:30am
- 12 Planning Commission-7pm
- 16 Senior Lunch-11:30am
- 17 City Council-7pm
- 26 Planning Commission-7pm
- 30 Memorial Day-Closed

## June

- 7 City Council-7pm
- 9 Planning Commission-7pm
- 11 Miss West Point Pageant SHS-7pm
- 20 Senior Lunch-11:30am
- 21 City Council-7pm
- 23 Planning Commission-7pm

## July

- 4 Independence Day-Closed
- 5 City Council-7pm
- 14 Planning Commission-7pm
- 18 Senior Lunch 11:30am
- 19 City Council-7pm
- 25 Pioneer Day-Closed
- 28 Planning Commission-7pm

## August

- 2 City Council-7pm
- 4 Summer Party-5pm
- 11 Planning Commission-7pm
- 16 City Council-7pm
- 19 Senior Dinner-5:00pm
- 25 Planning Commission-7pm

## September

- 5 Labor Day-Closed
- 6 City Council-7pm
- 8 Planning Commission-7pm
- 19 Senior Lunch-11:30am
- 20 City Council-7pm
- 22 Planning Commission-7pm

## October

- 4 City Council-7pm
- 6 Cemetery Cleaning
- 12 Council/Staff Lunch-11:30am
- 13 Planning Commission-7pm
- 14 Halloween Carnival-7pm
- 17 Senior Lunch-11:30am
- 18 City Council-7pm
- 27 Planning Commission-7pm

## November

- 1 Election Day
- 5 Flags on Veteran's Graves YC
- 10 Planning Commission-7pm
- 11 Veteran's Day-Closed
- 15 City Council-7pm
- 21 Senior Lunch-11:30am
- 24-25 Thanksgiving-Closed

## December

- 2 Christmas Party-7pm
- 5 City Hall Lighting Ceremony-6:00 pm
- 6 City Council-7pm
- 8 Planning Commission-7pm
- 19 Senior Lunch-11:30am
- 20 City Council-7pm
- 23 Cemetery Luminary-4pm
- 26-27 Christmas-Closed

## January 2017

- 6-7 Council Retreat

# City Council Staff Report

**Subject:** General Plan Opening  
**Author:** Boyd Davis / Troy Moyes  
**Department:** Community Development  
**Date:** March 1, 2016

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## **Background**

One of the challenges municipalities face is trying to predict growth of land within its borders. Whether it's new or existing commercial, residential, industrial, or agriculture within the city. All of these create an impact (good and bad) to the city. The city tries its best to mitigate growth by developing a plan for the future needs of the city known as the General Plan.

The last time West Point City did a "major" change to the General Plan was in 2013 when it looked at the area alongside SR-193. The Mayor and Staff have discussed the need to open the General Plan to make some updates. This report includes an outline of what areas are recommended for discussion and possible revision.

## **Analysis**

When we began discussing the General Plan we asked the following questions:

1. What is the schedule to complete the plan?
2. What areas should we focus on?
3. How should citizen input be gathered?

### *Schedule:*

It is anticipated that an in-depth discussion and revision of the general plan will take eight to nine months. This would give adequate time to hold joint meetings of the Planning Commission and City Council, hold public hearings, and give the Council and Commission adequate time to discuss any proposed changes. A proposed timeline is attached to this report.

### *Focus Areas:*

- Area west of the Smith's project.
- Area east of the golf course.
- Consider mixing up the residential zones throughout the City.

### *Citizen Input:*

At a minimum a public hearing must be held at the beginning and end of the general plan process. The proposed timeline also includes an open house, if the Council would like to hold one.

In addition to opening the General Plan, Staff would also suggest that some zoning codes be reviewed and possibly revised. In particular, the architectural requirements for townhouse and apartment projects should be reviewed. Also, the development agreement requirements should be reviewed. As you are aware, there has been some ambiguity with regards to the requirements on the Heslop townhouse project. Perhaps the code could be addressed to help in situations such as this.

Below is a summary of the requirements of the State Code with regard to making revisions to the General Plan.

### **REQUIREMENTS**

Utah State Law requires that each municipality prepare and adopt a general plan. The following are requirements by State Law (*Utah Code 10-9a-404*) to amend a municipality's general plan:

1. The planning commission shall provide notice 10 calendar days of the intent to make an amendment to general plan before it's prepared to make any recommendation to the legislative body. They shall
  - a. Notice each "affected entity," Automated Geographic Reference Center, association of governments, and post on the Utah Pubic Notice website.
  - b. The noticing shall indicate the intent to amend the general plan, provide a map, and invite affected agencies to provide feedback.
2. Required elements
  - a. LAND USE ELEMENT: designates the long-term goals and the proposed extent, general distribution, and location of land for housing, business, industry, agriculture, recreation, education, public buildings and grounds, open space, and other categories of public and private uses of land as appropriate; and may include a statement of the projections for and standards of population density and building intensity recommended for the various land use categories covered by the plan;
  - b. TRANSPORTATION ELEMENT: consisting of the general location and extent of existing and proposed freeways, arterial and collector streets, mass transit, and any other modes of transportation that the planning commission considers appropriate, all correlated with the population projections and the proposed land use element of the general plan; and
3. The Planning Commission after completing its recommendation for an amendment to the general plan shall schedule and hold a public hearing and shall notice the public hearing as required in State Code (*Utah Code 10-9a-204*).
4. After the public hearing, the planning commission may modify the proposed amendment and then forward the proposed amendment to the city council (legislative body).
5. The city council may make any revisions to the proposed amendments that it considers appropriate.
6. The council may then adopt or reject the proposed amendments either as proposed by the planning commission or after making any revisions that the council considers appropriate.
  - a. If the council rejects the proposed amendments, it may provide suggestions to the commission for its consideration
7. The council shall adopt a "land use" element (*Utah Code 10-9a-403(2)(a)(i)*) and a "transportation" element (*Utah Code 10-9a-403(2)(b)(ii)*).

### **Recommendation**

Staff would recommend that the Council consider following the timeline in updating West Point City's General Plan

**Significant Impacts**

None

**Attachments**

Timeline

# West Point City

## General Plan Timeline



# City Council Staff Report

**Subject:** 520 N Road Design  
**Author:** Boyd Davis  
**Department:** Community Development  
**Date:** March 1, 2016

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## **Background**

At the City Council retreat, staff was given direction to begin the design of the road and utilities to connect 520 N through the Loy Blake Park extension. We have completed the majority of the design and would like to present it to the Council for your review and consideration.

## **Analysis**

The design includes shows the utilities and road plan, which includes the culinary water line, the secondary water line, the sewer line, and the storm drain line. Of these, the most challenging is the storm drain. The only option for the storm drain is to either get an easement from the school to run it to the south or to cut the asphalt on 520 N over to 3850 W to connect to the storm drain there.

The plan also includes the layout of the parking lot, soccer field, and berm along the west side of the field. There is a significant distance between the west property line and the field which allows room for the walking patch and the berm. This pushes the parking lot a little farther to the east than originally planned.

## **Recommendation**

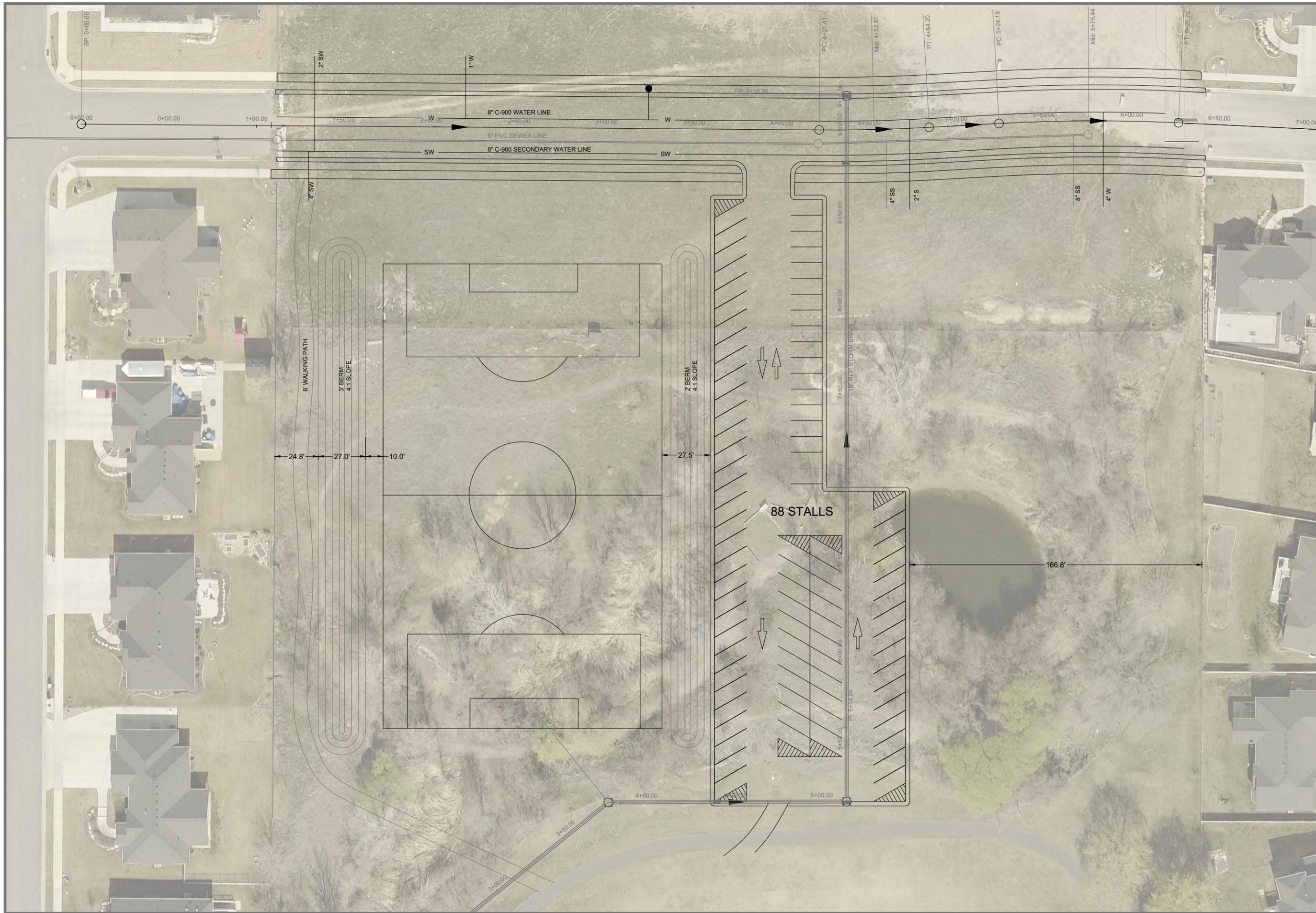
Staff would like any comments that the Council may have on the plan.

## **Significant Impacts**

None

## **Attachments**

Plan Sheets

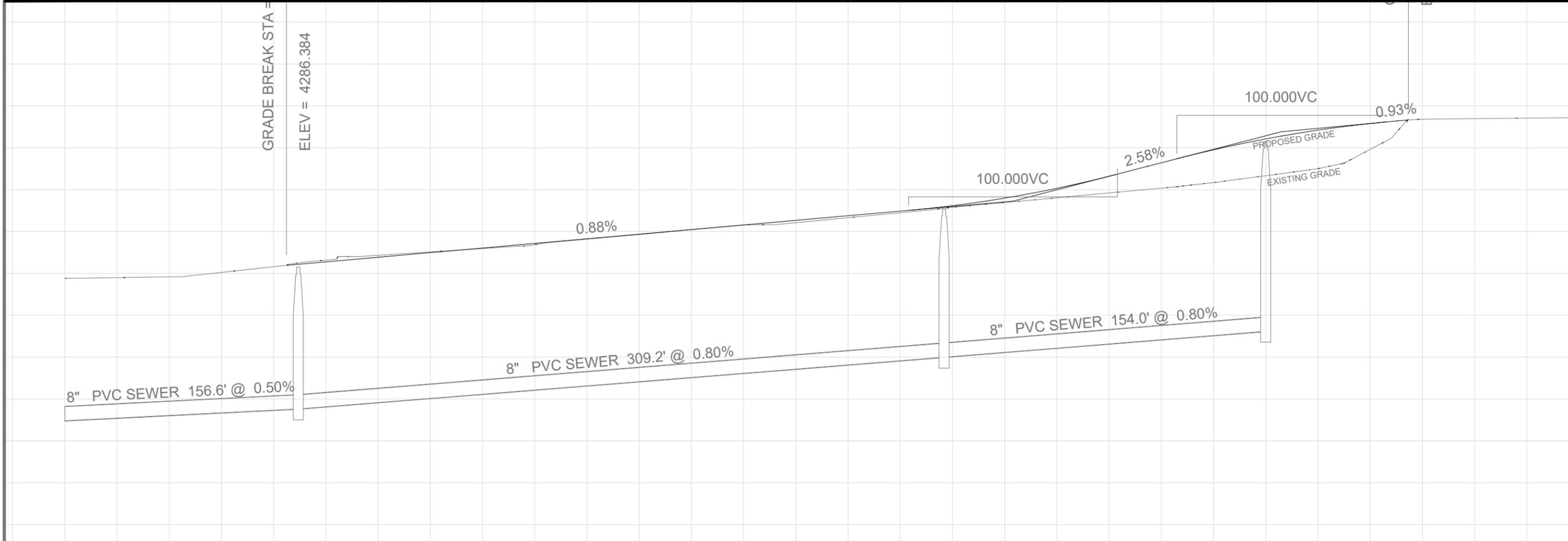
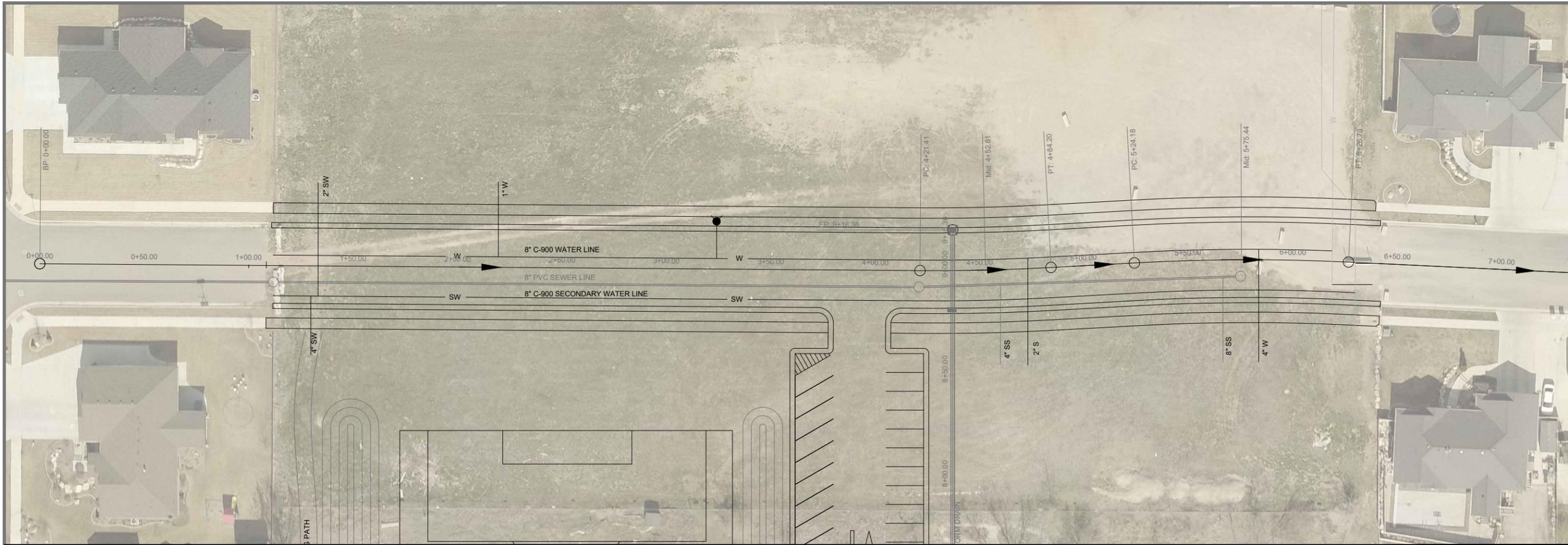


REVISIONS	
DATE	DESCRIPTION

SCALE: 1" = 50'
DATE: FEB 2016
DESIGN: BD
DRAWN: BD
CHECKED:

**WEST POINT CITY**  
**520 NORTH STREET**  
**PLAN AND PROFILE**  
**WEST POINT, DAVIS COUNTY, UTAH**

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4



SCALE: 1" = 50'

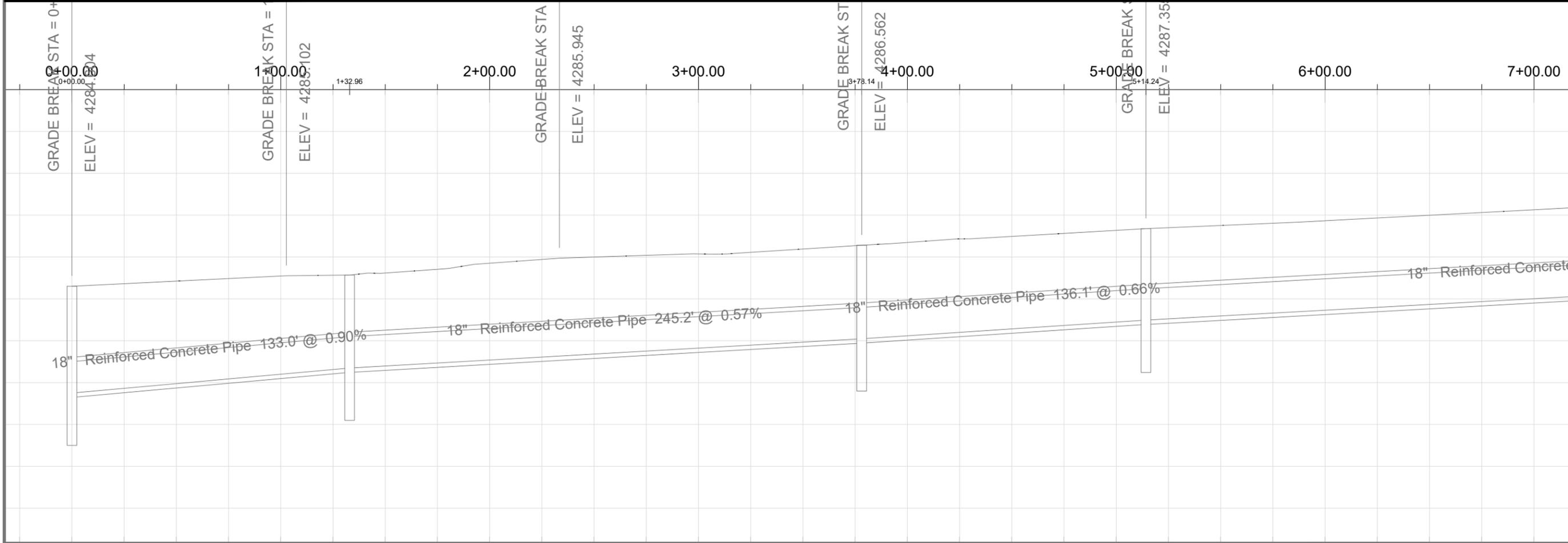
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REVISIONS	DESCRIPTION
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 520 NORTH STREET  
 PLAN AND PROFILE  
 WEST POINT, DAVIS COUNTY, UTAH

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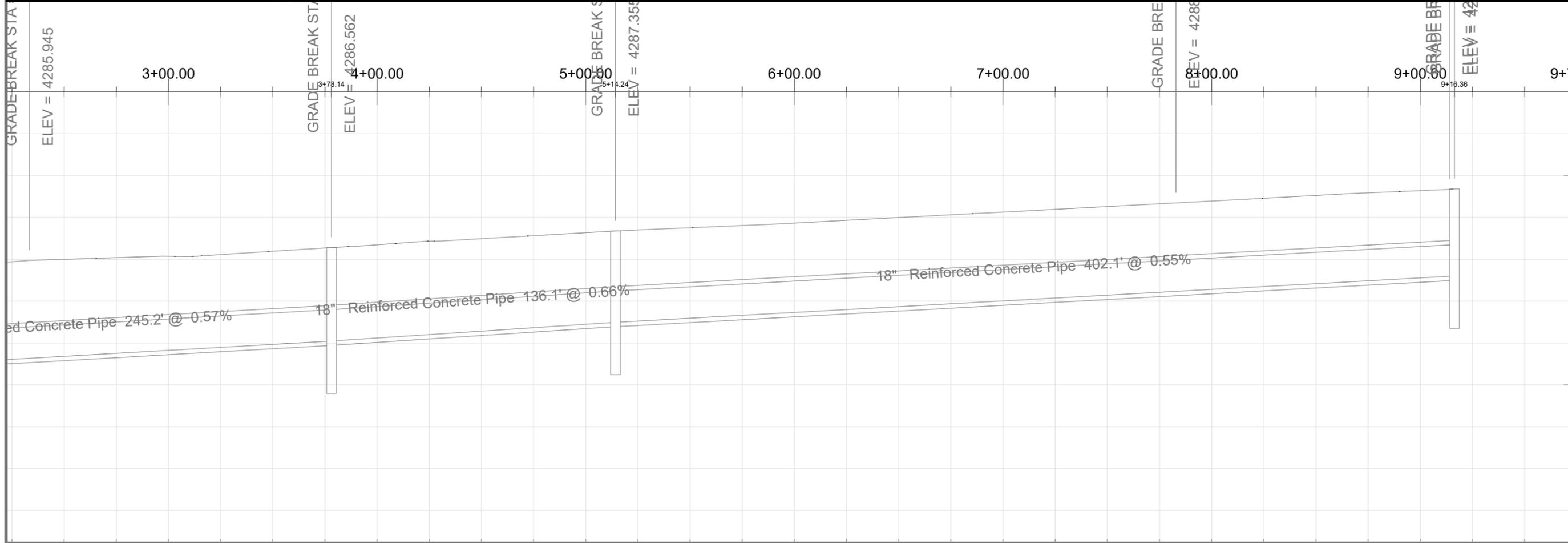
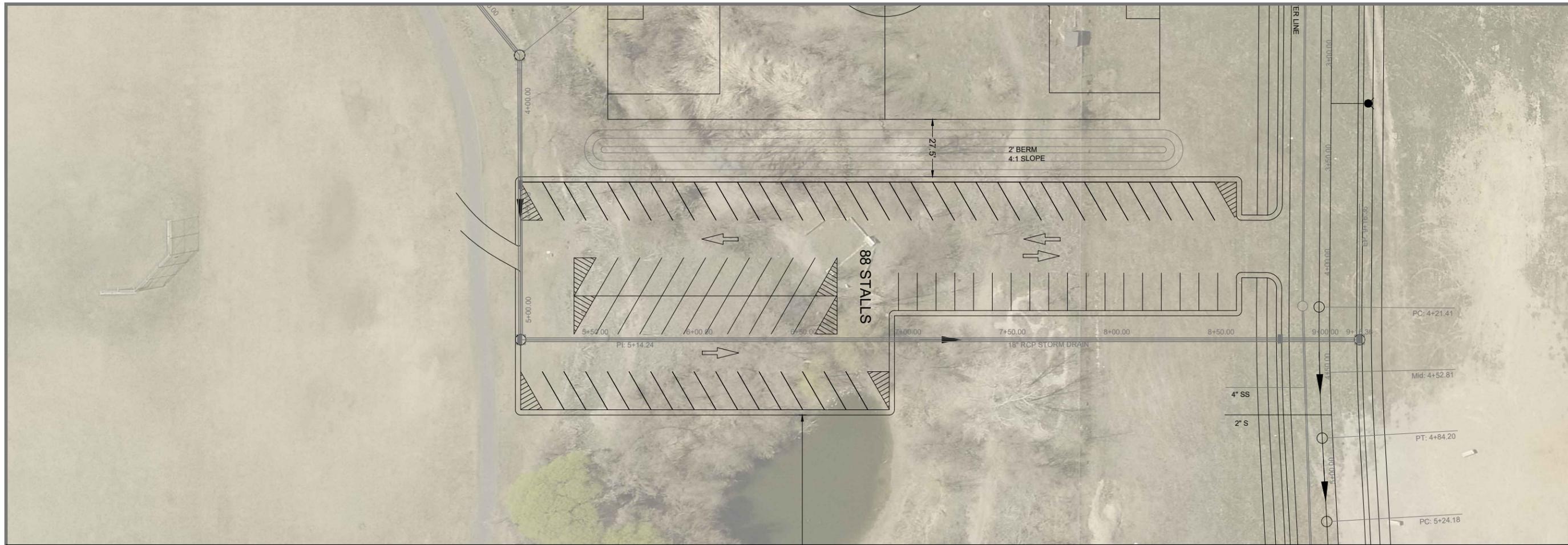


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WEST POINT CITY  
 520 NORTH STREET  
 PLAN AND PROFILE  
 WEST POINT, DAVIS COUNTY, UTAH

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REVISIONS	DATE	DESCRIPTION

SCALE: 1" = 50'
DATE: FEB 2016
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WEST POINT CITY  
 520 NORTH STREET  
 PLAN AND PROFILE  
 WEST POINT, DAVIS COUNTY, UTAH

4  
 4

# City Council Staff Report

**Subject:** Wise Country Meadows Ph. 3 Final Approval  
**Author:** Boyd Davis  
**Department:** Community Development  
**Date:** March 1, 2016

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## **Background**

Castle Creek Homes, the developer of the Wise Country Meadows subdivision, has submitted plans for the third phase of the subdivision. All of the improvements in Phases 1 & 2 are complete and several homes are under construction. Phase 3 will be just to the west of Phase 2.

## **Analysis**

Wise Country Meadows Phase 3 contains 5.5 acres and 18 lots. The lots range in size from 9,304 sq. ft. to 16,156 sq. ft. The lots and the streets meet all of the requirements of the zoning code for the R-3 zone.

The improvement plans have been reviewed by staff and all comments have been addressed with exception of the approval of the Fire District. The developer will submit the approval letter before the City Council meeting.

The Planning Commission granted final approval last year. It is now up to the City Council to grant final approval.

## **Recommendation**

Staff recommends final approval of the Wise Country Meadows Ph. 3 Subdivision.

## **Significant Impacts**

None

## **Attachments**

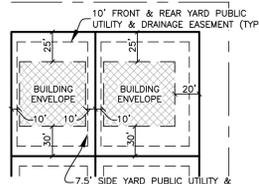
Plat of property  
Staff comments

# WISE COUNTRY MEADOWS - PHASE 3

PART OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY  
WEST POINT CITY, DAVIS COUNTY, UTAH  
JULY, 2015



VICINITY MAP  
NOT TO SCALE



EASEMENT & SET-BACK DETAIL

### NARRATIVE

THE PURPOSE OF THIS PLAT IS TO DIVIDE THIS PROPERTY INTO LOTS AND STREETS. ALL BOUNDARY CORNERS AND REAR LOT CORNERS WERE SET WITH A 3/8" REBAR AND PLASTIC CAP STAMPED "REEVE & ASSOCIATES". ALL FRONT LOT CORNERS WERE SET WITH A LEAD PLUG IN THE TOP BACK OF CURB AT THE EXTENSION OF THE SIDE LOT LINES.

### BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS PLAT IS THE SECTION LINE BETWEEN THE CENTER AND THE EAST QUARTER CORNER OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. SHOWN HEREON AS: S89°54'42"E

### BOUNDARY DESCRIPTION

PART OF THE SOUTHEAST QUARTER OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 39, WISE COUNTRY MEADOWS PHASE 2, SAID POINT BEING 661.87 FEET S00°01'48"E AND 859.03 FEET S89°58'12"W FROM THE EAST QUARTER CORNER OF SAID SECTION 32; THENCE ALONG THE WEST LINE OF WISE COUNTRY MEADOWS PHASE 2 THE FOLLOWING EIGHT (8) COURSES: (1) SOUTH 109.09 FEET; (2) S06°50'00"W 60.42 FEET; (3) S00°04'23"W 105.25 FEET; (4) S89°55'37"E 11.60 FEET; (5) S13°30'36"W 113.19 FEET; (6) ALONG A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 42.22 FEET, A RADIUS OF 180.00 FEET, A CHORD BEARING OF N83°12'34"W, AND A CHORD LENGTH OF 42.12 FEET; (7) N89°55'44"W 20.99 FEET; (8) S00°04'16"W 170.00 FEET TO THE NORTH LINE OF WISE COUNTRY MEADOWS PHASE 1; THENCE ALONG SAID NORTH LINE N89°55'44"W 383.79 FEET TO EAST LINE OF LOT 1, LAKE POINT MEADOWS SUBDIVISION; THENCE N00°02'47"W 550.87 FEET; THENCE S89°45'43"E 469.44 FEET TO THE POINT OF BEGINNING.

CONTAINING 241,901 SQUARE FEET AND 5.553 ACRES

### CURVE TABLE

#	RADIUS	ARC LENGTH	CHD. LENGTH	TANGENT	CHD. BEARING	DELTA
C1	180.00'	42.22'	42.12'	21.21'	N83°12'34"W	13°26'20"
C2	25.00'	12.63'	12.50'	6.45'	N75°35'37"E	28°57'18"
C3	55.00'	48.84'	47.25'	26.16'	S86°33'28"W	50°52'59"
C4	55.00'	58.44'	55.73'	32.32'	S37°33'45"E	60°52'36"
C5	55.00'	34.59'	34.02'	17.89'	S10°53'31"W	36°01'55"
C6	25.00'	12.63'	12.50'	6.45'	S14°25'50"W	28°57'18"
C7	20.00'	31.37'	28.26'	19.96'	S44°59'16"E	89°52'55"
C8	20.00'	31.46'	28.31'	20.04'	S45°00'47"W	90°07'12"
C9	25.00'	12.63'	12.50'	6.45'	N14°31'28"W	28°57'18"
C10	55.00'	36.11'	35.47'	18.74'	S10°11'28"E	37°37'18"
C11	55.00'	58.44'	55.73'	32.32'	S39°03'28"W	60°52'36"
C12	55.00'	47.55'	46.08'	25.37'	N85°44'16"W	49°31'54"
C13	25.00'	12.63'	12.50'	6.45'	S75°26'58"E	28°57'18"

### WEST POINT CITY PLANNING COMMISSION

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY THE WEST POINT CITY PLANNING COMMISSION.

CHAIRMAN, WEST POINT CITY PLANNING COMMISSION

### WEST POINT CITY ENGINEER

I HEREBY CERTIFY THAT THIS OFFICE HAS EXAMINED THIS PLAT AND IT IS CORRECT IN ACCORDANCE WITH INFORMATION ON FILE IN THIS OFFICE.

WEST POINT CITY ENGINEER DATE

### WEST POINT CITY COUNCIL

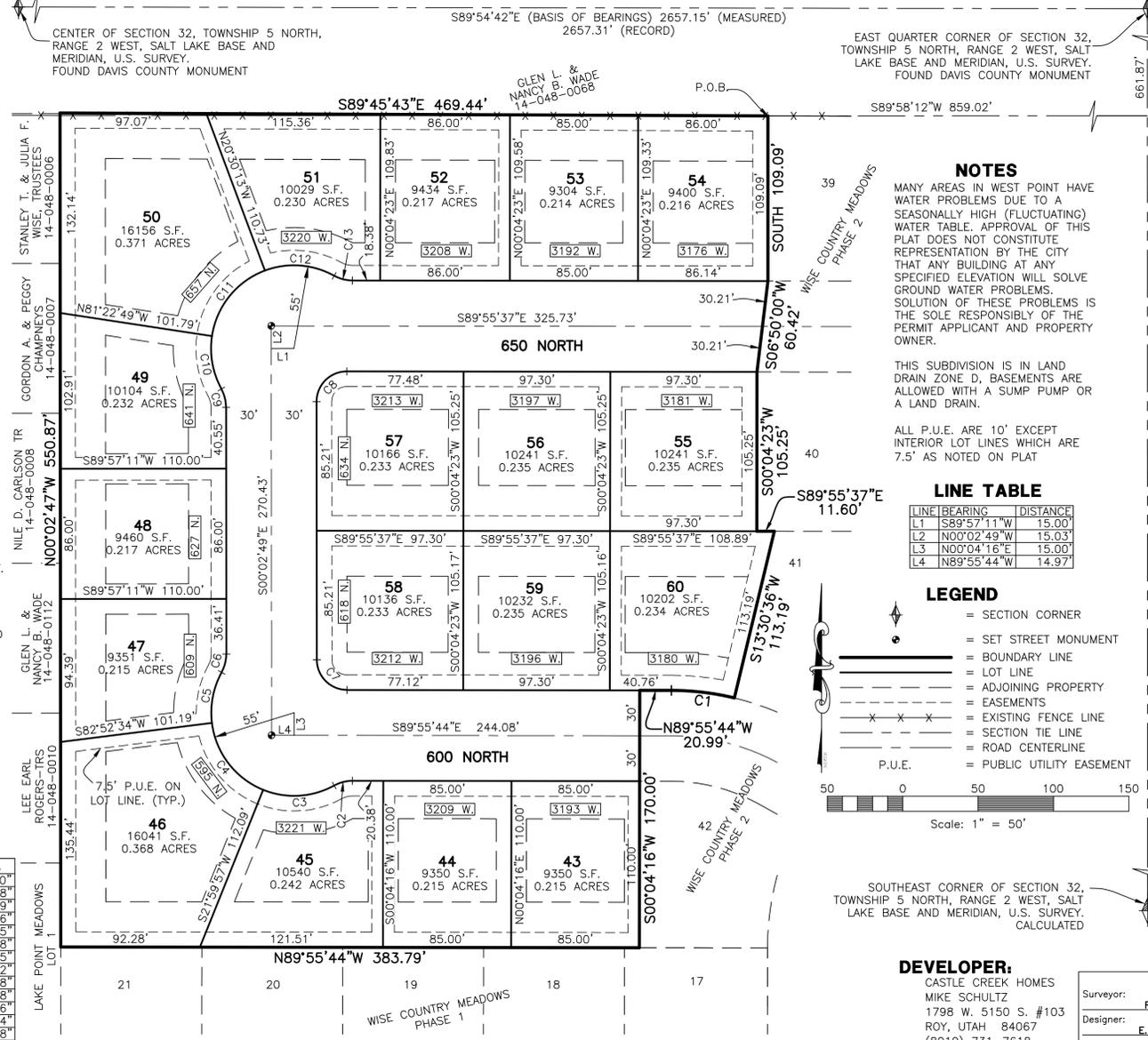
PRESENTED TO THE WEST POINT CITY COUNCIL THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AT WHICH TIME THIS SUBDIVISION WAS APPROVED AND ACCEPTED.

WEST POINT CITY MAYOR CITY RECORDER

### WEST POINT CITY ATTORNEY

APPROVED BY THE WEST POINT CITY ATTORNEY THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

WEST POINT CITY ATTORNEY



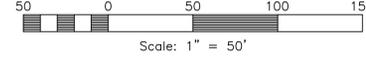
**NOTES**  
MANY AREAS IN WEST POINT HAVE WATER PROBLEMS DUE TO A SEASONALLY HIGH (FLUCTUATING) WATER TABLE. APPROVAL OF THIS PLAT DOES NOT CONSTITUTE REPRESENTATION BY THE CITY THAT ANY BUILDING AT ANY SPECIFIED ELEVATION WILL SOLVE GROUND WATER PROBLEMS. SOLUTION OF THESE PROBLEMS IS THE SOLE RESPONSIBILITY OF THE PERMIT APPLICANT AND PROPERTY OWNER.  
THIS SUBDIVISION IS IN LAND DRAIN ZONE D, BASEMENTS ARE ALLOWED WITH A SUMP PUMP OR A LAND DRAIN.  
ALL P.U.E. ARE 10' EXCEPT INTERIOR LOT LINES WHICH ARE 7.5' AS NOTED ON PLAT.

**LINE TABLE**

LINE	BEARING	DISTANCE
L1	S89°57'11"W	15.00'
L2	N00°02'49"W	15.03'
L3	N00°04'16"E	15.00'
L4	N89°55'44"W	14.97'

### LEGEND

- = SECTION CORNER
- = SET STREET MONUMENT
- = BOUNDARY LINE
- = LOT LINE
- = ADJOINING PROPERTY
- = EASEMENTS
- = EXISTING FENCE LINE
- = SECTION LINE
- = ROAD CENTERLINE
- = PUBLIC UTILITY EASEMENT



SOUTHEAST CORNER OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 2 WEST, SALT LAKE BASE AND MERIDIAN, U.S. SURVEY. CALCULATED

### DEVELOPER:

CASTLE CREEK HOMES  
MIKE SCHULTZ  
1798 W. 5150 S. #103  
ROY, UTAH 84067  
(801) 731-7618

### SURVEYOR'S CERTIFICATE

I, ROBERT D. KUNZ, DO HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF UTAH IN ACCORDANCE WITH TITLE 58, CHAPTER 22, PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACT; AND THAT I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED ON THIS PLAT IN ACCORDANCE WITH SECTIONS 17-23-17 AND HAVE VERIFIED ALL MEASUREMENTS, AND HAVE PLACED MONUMENTS AS REPRESENTED ON THIS PLAT, AND THAT THIS PLAT OF WISE COUNTRY MEADOWS - PHASE 3 IN WEST POINT CITY, DAVIS COUNTY, UTAH, HAS BEEN DRAWN CORRECTLY TO THE DESIGNATED SCALE AND IS A TRUE AND CORRECT REPRESENTATION OF THE HEREIN DESCRIBED LANDS INCLUDED IN SAID SUBDIVISION, BASED UPON DATA COMPILED FROM RECORDS IN THE DAVIS COUNTY RECORDER'S OFFICE AND FROM SAID SURVEY MADE BY ME ON THE GROUND; I FURTHER CERTIFY THAT THE REQUIREMENTS OF ALL APPLICABLE STATUTES AND ORDINANCES OF WEST POINT CITY, DAVIS COUNTY CONCERNING ZONING REQUIREMENTS REGARDING LOT MEASUREMENTS HAVE BEEN COMPLIED WITH.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
150228  
UTAH LICENSE NUMBER ROBERT D. KUNZ



### OWNERS DEDICATION AND CERTIFICATION

WE THE UNDERSIGNED OWNERS OF THE HEREIN DESCRIBED TRACT OF LAND, DO HEREBY SET APART AND SUBDIVIDE THE SAME INTO LOTS AND STREETS AS SHOWN ON THE PLAT AND NAME SAID TRACT WISE COUNTRY MEADOWS - PHASE 3, AND DO HEREBY DEDICATE TO PUBLIC USE ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DESIGNATED AS STREETS, THE SAME TO BE USED AS PUBLIC THOROUGHFARES ALSO TO GRANT AND DEDICATE A PERPETUAL RIGHT AND EASEMENT OVER, UPON AND UNDER THE LANDS DESIGNATED HEREON AS PUBLIC UTILITY, STORM WATER DETENTION PONDS, DRAINAGE EASEMENTS AND CANAL MAINTENANCE EASEMENT, THE SAME TO BE USED FOR THE INSTALLATION MAINTENANCE AND OPERATION OF PUBLIC UTILITY SERVICE LINE, STORM DRAINAGE FACILITIES, IRRIGATION CANALS OR FOR THE PERPETUAL PRESERVATION OF WATER CHANNELS IN THEIR NATURAL STATE WHICHEVER IS APPLICABLE AS MAY BE AUTHORIZED BY THE GOVERNING AUTHORITY, WITH NO BUILDINGS OR STRUCTURES BEING ERRECTED WITHIN SUCH EASEMENTS.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
MIKE SCHULTZ  
CASTLE CREEK HOMES

### ACKNOWLEDGMENT

STATE OF UTAH )ss.  
COUNTY OF \_\_\_\_\_ )  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, (AND) \_\_\_\_\_, SIGNER(S) OF THE ABOVE OWNER'S DEDICATION AND CERTIFICATION, WHO BEING BY ME DULY SWORN, DID ACKNOWLEDGE TO ME \_\_\_\_\_ SIGNED IT FREELY, VOLUNTARILY, AND FOR THE PURPOSES THEREIN MENTIONED.

COMMISSION EXPIRES \_\_\_\_\_ NOTARY PUBLIC

### ACKNOWLEDGMENT

STATE OF UTAH )ss.  
COUNTY OF \_\_\_\_\_ )  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, (AND) \_\_\_\_\_ BEING BY ME DULY SWORN, ACKNOWLEDGED TO ME THEY ARE \_\_\_\_\_ AND \_\_\_\_\_ OF SAID CORPORATION AND THAT THEY SIGNED THE ABOVE OWNER'S DEDICATION AND CERTIFICATION FREELY, VOLUNTARILY, AND IN BEHALF OF SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED.

COMMISSION EXPIRES \_\_\_\_\_ NOTARY PUBLIC

### PROJECT INFORMATION

Surveyor: R. KUNZ Project Name: WISE COUNTRY MEADOWS PHS 3  
Designer: E. ROCHE Number: 3784-44  
Begin Date: 05-07-15 Scale: 1"=50'  
Revision: 7-23-15  
Checked: \_\_\_\_\_

### DAVIS COUNTY RECORDER

ENTRY NO. \_\_\_\_\_ FEE PAID  
3784-44 FILED FOR RECORD  
AND RECORDED, \_\_\_\_\_ AT  
\_\_\_\_\_ IN BOOK \_\_\_\_\_ OF  
THE OFFICIAL RECORDS, PAGE \_\_\_\_\_  
RECORDED FOR:  
DAVIS COUNTY RECORDER  
\_\_\_\_\_ DEPUTY.



## MEMORANDUM

To: Reeve & Associates, Inc.

From: Boyd Davis, P.E.

cc: West Point City Planning Commission, Castle Creek Homes.

### **RE: WISE COUNTRY MEADOWS PHASE 3 FINAL PLAT REVIEW**

Date Plans Received: August 18, 2015

Date Reviewed: August 21, 2015

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I have completed a review of the final plan for the subject subdivision and offer the following comments for your review:

1. Plat
  - ✓ Make changes from the redlined plat.
  - ✓ Please add the addresses to each lot. See attached sheet for addresses.
  - ✓ Show dimensions to the center of the cul-de-sac at 600 N 3225 W.
2. Streets
  - ✓ In the typical cross section, replace the note for a "type A seal coat" with "high density mineral bond seal"
3. Culinary Water
  - a. Written approval from the North Davis Fire District is required.
    - ✓ Water shares will be required.
    - ✓ Call out blue colored pipe, tracer wire, and location tape.
4. Secondary Water
  - ✓ Written approval from the Davis and Weber Counties Canal Co. is required.
  - ✓ Water share will be required.
  - ✓ Call out purple colored pipe, tracer wire, and location tape.
5. Sanitary Sewer
  - ✓ Sheet 4 shows the slope at 0.05%. This should be 0.50%
  - ✓ Call out green pipe.
  - ✓ Show lateral locations.
6. Storm Drainage
  - a. NOI required before construction begins.

7. Land Drainage

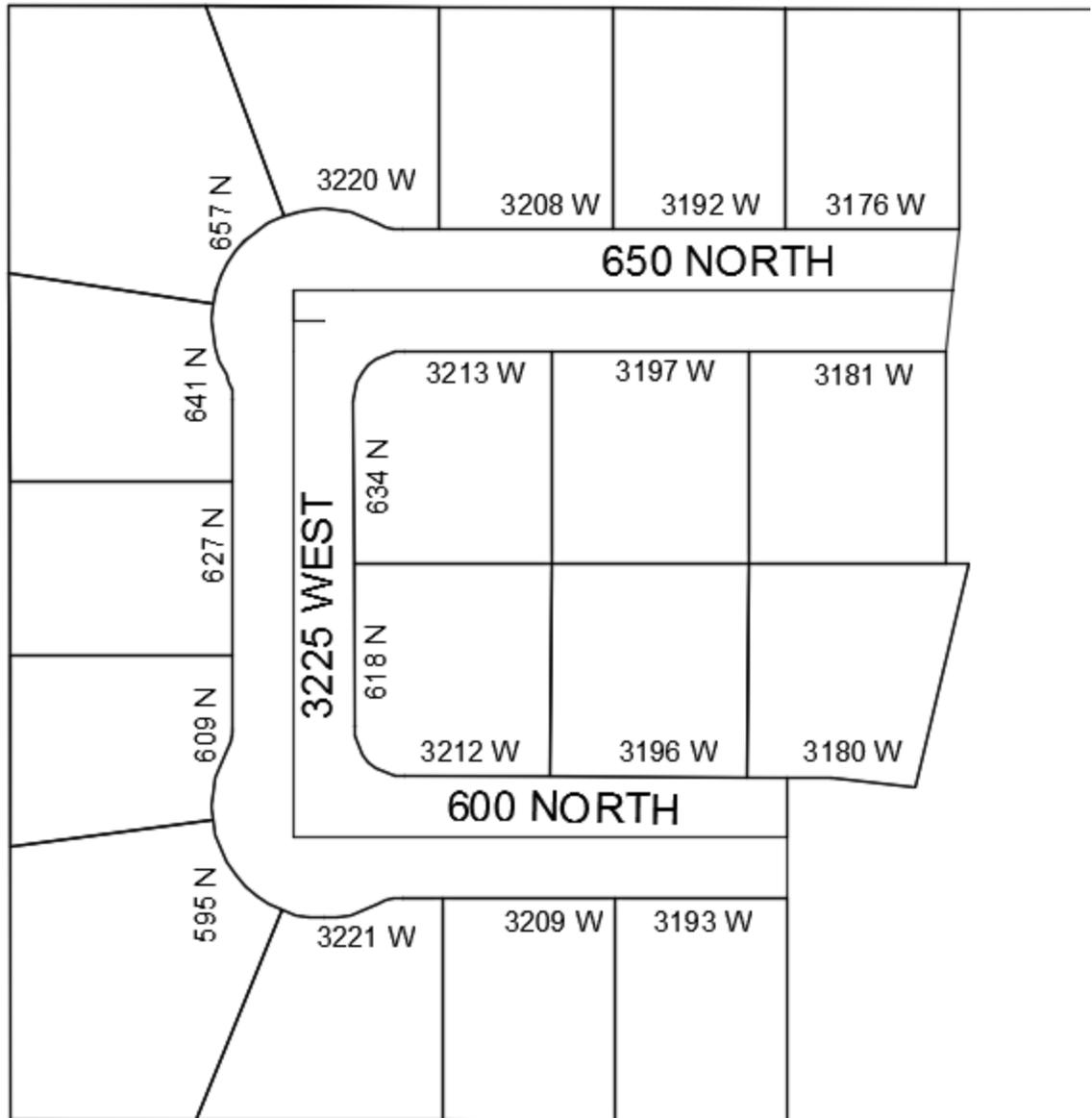
- ✓ Sheet 4 shows the slope at 0.05%. This should be 0.50%
- ✓ Call out white pipe.
- ✓ Show laterals.

8. Grading Plan

- ✓ Show drainage arrows on lots.
- ✓ Show proposed lot corner elevations.
- ✓ Show yard drains if required.

9. Others

- ✓ Indicate where fencing will be installed. At a minimum, a 6' chain link fence must be installed along the north boundary line.
- b. A title report must be submitted prior to recording the plat.
  - ✓ A cost estimate must be submitted prior to recording the plat.







**Mayor**  
Erik Craythorne

**Council**  
Gary Petersen  
Jerry Chatterton  
Andy Dawson  
Kent Henderson  
Jeff Turner

**City Manager**  
Kyle Laws

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## **West Point City Council Meeting**

**555 Main Street, Salt Lake City, UT 84101**

**January 29-30, 2016**

### **City Council Visioning Retreat**

The West Point City Council Retreat was held at 555 Main Street, Salt Lake City, Utah 84101 on January 29<sup>th</sup> and 30<sup>th</sup>, 2016 with Mayor Craythorne presiding.

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

**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 Casey Arnold, City Recorder

**January 29<sup>th</sup>, 2016 at 2:00 PM**

1. **Welcome & Call to Order** – Mayor Craythorne

Mayor Craythorne welcomed the Council and Staff for attending the Council Retreat.

2. **City Finances and Upcoming Budget Issues** – Mr. Evan Nelson

Mr. Nelson stated that West Point City is in the business of providing public services, and he would like to discuss finances as they connect to the services the City provides. In looking at the City's finances, Mr. Nelson stated that there are three important questions to analyze: can the City afford to pay for the services it is currently providing; can the City afford future capital investments to ensure continuation of these services; and can the City afford to expand services.

The City's finances are organized into four separate funds: General Fund, Waste Fund, Water Fund and the Storm Water Fund. In each fund, the revenues and expenditures are recorded to make sure that the funds can meet the needs for each fund, and the money in each fund is kept separate from the other funds. In regards to the General Fund, historically, the City's operating revenues have exceeded operating expenditures. Excess revenue in the General Fund is transferred into the Capital Projects Fund to fund future capital investments. The City's Capital Improvement Plan calls for approximately \$2 million in expenditures over the next five years. The current fund balance, plus future revenue estimates amounts to more than \$3.3 million over the next five years. Mr. Nelson stated that this was encouraging, and provides the City with a buffer after completing planned projects for unexpected costs.

The Waste Fund tracks sewer, garbage, recycling and greenwaste. The primary revenue for this fund comes from the fees for each of these services, as well as impact fees. Mr. Nelson explained that when the North Davis Sewer District increases their impact fee rates, the City tracks it as additional revenue, but then it is also an additional expenditure when the money is transferred to the Sewer District. With new growth in the City and increased fees, the Waste Fund has been able to build a fund balance as the margin between revenues and expenditures has increased.

The Water Fund includes the culinary water and secondary water, and has an even higher fund balance than the Waste Fund. The culinary water fees were increased over the last few years as a result of an analysis of future capital needs. This Fund can afford current services, and can support future needs outlined in the Capital Improvement Plan. Projected costs for planned projects are \$1.26 million, and the projected balance of this fund is \$2.8 million; the Water Fund is in good health to fund current projects. Council Member Petersen commented that there may be additional services that the City should provide. While he had no particular suggestions at this time, he stated that the Water Fund would potentially have the resources to fund such. Mr. Laws commented that in regards to the Waste Fund, there was some question as to whether there are some services that the City should *not* provide. This would be of particular concern if Wasatch Integrated were no longer to provide recycling and greenwaste services. Mayor Craythorne stated that Wasatch Integrated is looking into implementing and expanding a new system within the next two to three years, wherein the garbage would be sorted before being incinerated, so there would be no need for the City to provide separate recycling bins. This would decrease the City's revenue, and the City has money invested into those recycling cans, which would need to be addressed.

The Storm Water Fund is funded from the Storm Drain fees collected from residents. This Fund has historically had a high margin between revenue and expenditures. In FY2015, the expenditures increased because the City began charging more salary allocations to this Fund, as it was not bearing its "fair share" of those allocations. There is still quite a large margin between revenue and expenditures, and this Fund is approaching a balance of \$700,000. Capital Projects Matrix has \$380,000 in planned expenditures, which the Fund already can afford, and so there is opportunity for more projects. Council Member Chatterton inquired as to what the estimate would be of the revenue of the impact fees for the next five years. Mr. Nelson replied that the impact fees are excluded from the numbers presented, because the City is restricted on applying those fees. Council Member Henderson inquired as to whether there was a restriction on the fund balance we are allowed to have. Council Member Petersen stated the balance restrictions only apply to the General Fund, which is capped at 25%. This restriction is to prevent entities from raising rates or keeping rates too high for no purpose other than maintaining high balances.

Mr. Nelson stated that the most useful tool to evaluate economic conditions affecting City revenues is sales tax. The sales tax revenues tend to rise and fall with the statewide economic conditions. The recession in 2008 - 2010 is reflected in a 12% decrease (\$100,000) in the sales tax revenue. When it dropped in 2002 - 2003, it dropped by about 15%. Economists are currently projecting another recession; however the projections for 2016 in Utah are optimistic. The City should still keep the possibility of another recession in mind as they continue to budget for 2016 and the upcoming years, and not overextend itself. Council Member Chatterton asked for an estimate on

how the Smith's Marketplace would affect the City's sales tax revenue. In speaking with the developers, Mr. Nelson stated that roughly \$250,000 was expected in sales tax for Smith's, and a total of \$300,000 once the entire project was complete, which would change it significantly. Mr. Nelson stated that these projections were not included in his presentation. Mr. Laws stated that these revenues would start coming in after Smith's projected opening in June. This additional revenue will be a "game changer", and Mr. Nelson felt that it would soften any impacts a potential downturn would have on the City's finances.

There are some upcoming budget issues as follows:

*Full-time Public Works Employee* – By eliminating one of the seasonal Public Works positions, and using some of the budget dollars that were left from when Adam Favero was employed by the City, adding this position would increase the budget by a net \$15,500. Mr. Rochell commented that this employee would help to oversee the trails and parks, while also working within the Public Works Department. Mr. Laws stated that this additional position would not have too much of an impact on the operations, because one current seasonal employee has been working for the City almost year-round, between Parks and Public Works, and has been covering the additional workload. It is likely that he would be promoted to the full-time position. There would be no healthcare impact, because the previous City Recorder left, and her position was filled by Casey Arnold, who was already a benefited employee. Mrs. Arnold's position was filled with two part-time, non-benefited positions, and so this new Public Works position would be covered with those existing funds. This current employee has also been assigned a vehicle that is already in the Public Works fleet, so no additional funds would need to be spent on transportation.

Council Member Henderson and Petersen inquired as to whether Public Works tracked the amount and type of work performed. Mr. Rochell replied that the employees log their hours on water repairs, snow plowing, work orders, hours mowed, etc. Council Member Petersen stated that these logs could be used to evidence that this additional position is needed, and the workload constitutes such.

*Lawn Mower* – The City currently owns a large Jacobsen mower that has required significant maintenance costs in recent years to keep it running, and it is proposed that a new mower be purchased. Council Member Dawson inquired as to whether there was any trade-in value for the old mower. Mr. Rochell stated that he had received two bids, and the trade-in value is \$5,000 - \$6,000. The mower was bought used for about \$20,000 and it has significantly decreased the time that it takes to mow the parks. It takes about three days to mow all three parks with this mower; without it, it takes a full week. However, the mower has been in need of repair at least one to two times a month, and the costs of such repairs necessitate the need for a new mower as soon as possible. The proposed mower is brand new, with a life expectancy of roughly 10 years, costing an estimated \$60,700. Council Member Petersen stated that it seems there is no question that a new mower needs to be purchased.

*Full-time Planner* – This is a recommendation at this current time, but would be an additional \$49,106 impact to the General Fund. Mr. Davis stated that there had previously been a full-time planner, but the Department has gotten by with a part-time planner the last few years. Mr. Davis went on to state that the current planner is a great fit, and Staff is just determining the right time to

make the jump to either a full-time or ¾-time planner. Mayor Craythorne commented that this coming year will be significant in regards to City planning, and with the projected upcoming growth in the future, it would be in the best interests of the City to be prepared for that growth beforehand. Mr. Laws stated that even with the current workload, Troy Moyes, the current city planner, is barely keeping up, with little time to spend on updating ordinances, codes, etc., which will be essential to be up-to-date before the growth really starts to come. The Council agreed that having the codes and ordinances up-to-date is vital in preparation for the growth. Staff was in agreement that Mr. Moyes is a great asset to the City, and would ideally take the full-time position. Mr. Davis commented that the current Community Development department is the best that he has seen in his years at West Point City. Council Member Petersen stated that it might be prudent to amend the current year budget to allow for this change to happen prior to July 1<sup>st</sup>.

The Mayor advised the Council to keep this item in their sights in future budget planning, so that when the time is right, the position can be added.

*Tennis Program* – With the new tennis courts at Loy Blake Park, there has been increased interest from the community to add a tennis program to the City’s recreation activities. The projected cost would be around \$4,000, with remaining costs funded by participation fees. Mr. Ross stated that this \$4,000 expenditure from the General Fund would be a one-time cost to purchase equipment to start the programs. Mr. Laws stated that the program would be structured as lessons, with contract employees being hired by the City as instructors. Mr. Ross agreed, and added that there are many West Point residents that are capable and willing to do such.

*Health Insurance* – The health insurance rates are difficult to project, but Mr. Nelson stated that he feels it will be less than the 12% increase that was budgeted. The City did change carriers from Altius to PEHP, and felt that PEHP has a good record of lower rate increases.

*Retirement* – Rates are set by the URS, and remain unchanged for this upcoming fiscal year.

*Davis County Sheriff Contract* – They have indicated that they would like to renegotiate the contract that they have with the City. Mr. Laws has discussed this with Sheriff Richardson, and they indicated a small and/or gradual increase would likely be necessary. They also seem cooperative, and willing to work in good faith. Discussions on this will begin in the next month or so. Mayor Craythorne commented that North Salt Lake has about 2,500 more residents than us and their police budget is over \$2 million dollars per year, and so the City should be prepared to pay more for the contract with Davis County. Council Member Petersen commented that increased sales tax revenue could help fund this increase. Mr. Nelson stated that the budget for FY2015 for the Sheriff’s contract was \$84,000, and the City has now budgeted \$101,000 for FY2016 in anticipation of the increase, but will most likely need to add more funds.

*Salary Adjustments* – The City is on a 2% merit increase pay plan, with an additional 2% market adjustment every other year, depending on what the budget can support. This year the budget calls for a 2% merit increase, and that will be discussed in greater detail as the City moves forward in the budget process.

The Council thanked Mr. Nelson for his presentation.

**3. Recreation Programs Discussion – Mr. Kelly Ross**

Mr. Ross stated that he wanted an open discussion with comments, concerns and needs with the Council. The City wants to provide programs that can provide opportunities to a wide variety of kids, but also needs to be careful of not spreading itself too thin, and analyze what programs might no longer be beneficial. Council Member Dawson commented that they City should also look into other recreation programs, such as archery. The recent addition of a volleyball program has been very successful, and while it has a budget of \$5,000, this year the City will only spend about \$1,000. Coach Follett does a great job with the participants, and it is a great opportunity for the kids to establish a solid foundation so that they can move on to higher levels of play.

In Mr. Ross' discussions with the Mayor, it was suggested that a committee be put together consisting of a member of the Jr. High, the High School, member of Council, a member of Staff, and some members of the community on how the City can better provide recreation programs to its youth. Mayor Craythorne commented that a change has slowly been taking place in our society, where kids have a wider variety of choices in what they participate in. Consequently, kids are not as skilled and/or interested in the "staple" sports, i.e. baseball, football, basketball, etc. The City needs to strive to provide opportunities that are structured, competitive and a chance for the kids to gain the skills they need to be the best they can be. The City has many residents that are actively involved in various athletic programs, and they would be a great asset to a committee that was focused on analyzing what the City needs to do and could be doing better to provide the best opportunities for our kids. If the City is not trying to make itself better, it is going to fall behind.

In regards to volunteer coaches, Mr. Ross stated that the coaches are usually well-meaning but inexperienced parents, and this is not always beneficial to the kids. For example, Mr. Ross' grandson played basketball this year, and Mr. Ross agreed to coach his team. The drafts were done electronically, and he only knew two of the players on the team. He started training the kids a certain way, because he has had some basketball experience and the team has quickly become dominating in the league. Parents have accused him of hand-picking the team with all the best players, but he said it just goes to show how much influence an experienced coach can have on the success of the team. Hopefully the committee can address how to provide better coaching, focused on the fundamentals of the game. This will provide each program to be competitive and worthwhile for both the kids and the parents.

Football, Mr. Ross stated, is somewhere additional focus needs to be placed on training the coaches. He suggested that some funds be budgeted to actually pay individuals to come and mentor the coaches on proper hitting and tackling techniques to keep our kids safe. Mayor Craythorne stated that there are qualified individuals, in our community, that have a desire to participate. The Mayor clarified that the committee would be on a volunteer basis, but the football mentoring would be a more structured training, with some type of reimbursement for the trainers/mentors. Mr. Ross has also planned to have a meeting for any parents that are concerned with their kids playing football, and he will have experienced players, coaches, doctors, etc., that can talk about the benefits and actual risks of football. For any of those wanting to coach, the City would then make the coaches training mandatory, as well as provide consistent mentoring and training throughout the season.

Both the Mayor and Mr. Ross believe that coaches are a huge part of successful, competitive programs, no matter what sport it is. The basketball and football camps this year were a huge success, because the City took them seriously and provided experienced coaches to run the camps. Parents commented that their kids enjoyed and benefitted from these camps.

Additionally, the Council and Staff agreed that consistent background checks need to be done each year, and coaches should have to agree to a code of conduct each year as well. This will help legitimize the entire system. Council Member Chatterton stressed that background checks should be required, for each coach, to help protect our kids. Mr. Ross agreed, but stated that the background checks are expensive, and would require extra funds. However, he would work on implementing an administrative process to facilitate that.

In regards to the soccer program, Mr. Ross reminded the Council that the City's soccer program is to provide a place for all kids to play, regardless of skill level. The soccer program is an alternative to more competitive leagues, for the kids who are not playing on that level. Council Member Henderson stated that Syracuse High School should have more of an interest in our soccer program, as we are one of the main feeds into the school. Mr. Ross told the Council that the School has not shown much interest.

There was some discussion given to offering multiple children discounts so that parents can afford to have all their kids participate in the programs of their choice. Mayor Craythorne stated that discounted rates could bring in new kids that had not been able to play before. Additionally, there was suggestion from the Council that when parents sign their children up, they are given a packet or a handout that has the rules for each of the age groups in the respective programs. The packet should contain information about what kinds of fouls will be called, if bases can be stolen, etc., for each of the age groups in the applicable sport.

Additionally, Mr. Laws stated that he and Mr. Ross had been in discussion about holding the 3 on 3 Basketball Tournament that is usually held on the 4<sup>th</sup> of July be held the night before, out of the heat of the day and under our new court lights. This would free up participants to enjoy the other offered activities and spend the holiday with their families and friends. The Council liked the idea, and thought it would be a great improvement.

#### 4. **Parks Discussion** – Mr. Kyle Laws

Mr. Laws stated that the objective for this discussion is to narrow down what the Council would like to do with the "Nature Park", which is the property that will be taken back from the Davis School District that was cleared out, with the DSD paying half of those costs. The plan for right now is to fill in the ponds before spring.

Council Member Petersen stated that the Council should set base traits that all agree are needed. The Council and Staff agreed that a road should go all the way through and connect, and that the road should have speed bumps to prevent speeding. A parking lot that is accessible to both the school and the new park is also needed. Mr. Laws commented that the City needs to be careful in where the parking lot and the road is placed, so that it will also benefit the School and they will then

help share the costs. One part of the park should also have a recreational component, as well as some sort of walking trail/path. The Council and Staff also agreed that the road coming into the current Loy Blake Park needs to be readdressed, as it is not safe the way it is currently placed.

Mayor Craythorne stated that he would like to see a splash pad created in the park extension. Council Member Petersen commented that a splash pad would be the centerpiece of the park, should it be part of the design. The Mayor used the Kaysville splash pad as an example of how popular they can be, and that it doesn't have to be elaborate or expensive to get a lot of use. He went on to say that he has had more suggestions from residents about putting in a splash pad than any other component. Mr. Laws said that a splash pad could also be placed to the north of the new bathroom facilities in the existing Loy Blake Park. Mr. Ross commented that he would like the splash pad in that area as well, because it would keep the area centered around a family area, with a new park and the boweries already in place.

Mr. Laws offered that \$300,000 is already in the budget for the road and parking lot. If the Council agrees on the location for the parking lot and road, those should be started right now and other aspects of the design could be worked out later. Council Member Petersen wanted to have a further discussion for the exact placement of these put on an upcoming work session so that construction can start soon.

Council Member Petersen commented that when Bingham Park was created, he thought that he would extremely dislike having the park in his backyard. However, he has found that it is quite the opposite and he really enjoys having the park as his neighbor. Similarly, Mayor Craythorne and Mr. Laws commented that the residents lining East Park now feel the same way, and many have even added gates to their backyards so that they can easily access the park.

In summary, the Council and Staff are going to move forward with designing the exact placement of the road and parking lot, and will discuss the other design traits after that point.

- 5. General Plan/Economic Development** – Mayor Craythorne, Mr. Kyle Laws & Mr. Boyd Davis  
Mayor Craythorne stated that this year, the City is going to open the General Plan for the City. It has been roughly 14 years since the last General Plan revisions. With the possibility of more residential development on the west side, and in the area that is west of the Smith's project, the City needs to be ready for that. The City needs to take the time now to designate what it would like to see in these areas, as well as the area east of the golf course. Currently, there is not much variation in the lot size in this area, and will result in some starter homes, nicer communities, etc. The larger the lots, the bigger and nicer the developments will be. In the far east side of the City, the subdivisions consist of dense starter homes, with a more transient population. The Mayor suggested that larger sized lots should be required for the developments in the City's west half. In Clinton, there is a subdivision where the average lot size has to be 15,000 sq. feet. The Mayor believes that this zoning is perfect for that area, and would like to see the City mix up the zoning for this area similarly. Council Member Turner agreed, and stated that homeowners that have larger homes on larger lot sizes usually help keep developments looking well-kept.

Mr. Davis stated there are three questions that Staff needs direction from Council: what the focus areas should be, what the schedule should be to complete the General Plan, and how citizen input should be gathered. Mr. Davis' first recommendation would be to have a joint meeting with the Planning Commission to start the process, wherein they could discuss the objectives and goals for the revision. The rest of the schedule has to go according to State Law, and the Planning Commission will have to hold a public hearing to open up the General Plan for discussion. April through July the Planning Commission will discuss the Plan, and then hold another joint meeting with the City Council to present some of the ideas being considered. After the Planning Commission finalizes their plans on July 28<sup>th</sup>, another Open House could be held in August. The Planning Commission would then make their final recommendation September 8<sup>th</sup>, and forward it to the City Council on September 20<sup>th</sup> for discussion. Final vote for adoption of the Amendments would be on October 18<sup>th</sup>.

This schedule is suggested by Staff for the Council to follow, and covers an 8-month period. Mayor Craythorne commented that two joint meetings would be held with the City Council, because in the last General Plan update, the Planning Commission labored over creating the Plan and then presented a finished product to the Council. When that Council changed and redesigned that recommended Plan, it caused issues between the two bodies. Joint meetings at the beginning and middle would theoretically eliminate any similar issues. Council Members suggested that in addition to the two joint meetings, there be periodic updates from the Planning Commission Chairman or Council liaison during the Administrative Sessions to keep both bodies on the same page.

As for public involvement, the Mayor commented that it must be done in a way that the residents are involved with the process, but are also not offended or upset if they perceive that their comments and suggestions are not applied. The Council wants the public involved, and though the requirements by law are only to have two public hearings, they would like to have something more intensive and thorough than just a public hearing. Mr. Davis suggested that in addition to public hearings, a website for comments and suggestions could be created. Mayor Craythorne agreed, and said that the website used for the Transportation Master Plan was helpful, because it highlighted areas of residents' concern. The website could ask pointed questions to gather a better idea of what residents want West Point City to look like in this period of expanded growth.

The Mayor went on to say that this General Plan design is one of the most important responsibilities the Council and Planning Commission have; its effects will carry on throughout the next generations, as it will shape what West Point City looks like indefinitely. It is essential that it be done right. The Council agreed that the Planning Commission, City Council and the public must work well together in this redesign.

Additionally, Mr. Davis stated that the architectural standards on multi-dwelling developments be updated to avoid situations like the City is having with the Heslop Townhomes. He would suggest that the City err on the side of having too strict of standards, and have the developer asking the Council to reduce their standards, rather than the Council having to ask the developer to increase his/her standards. Multi-family projects are almost definitely coming, and the City needs to be prepared. The commercial development standards also need minor revisions.

In regards to economic development, Mayor Craythorne commented that when the extension of SR-193 extends to 3000 West, there is going to be a natural barrier from a 150 foot canal from accessing commercial development to the north. It is too cost prohibitive to pipe the canal and fill it in. The Mayor suggested setting aside some money now to pipe certain parts of the canal to make it more conducive to accessing commercial developments. Mr. Laws, along with the Mayor, suggested enlisting a retail consultant to assist in retail recruitment and planning, to help the City create the kind of developments that it wants to see.

The Council adjourned.

\*City Council and members of Staff met socially for dinner  
at 6:30 PM at the Brio Tuscan Grille  
80 S. Regent Street, Salt Lake City, UT 84101\*

### January 30<sup>th</sup>, 2016 at 9:00 AM

#### 6. **2015 Accomplishments** – Mr. Kyle Laws

Mr. Laws displayed a list of some of the accomplishments that the City accomplished last year. Those included a new playground, basketball courts, employee emergency preparedness training, Smith's Marketplace, 200 South trail completion, 3000 West project, hiring of new employees, successful Take Pride Day and Independence Day Celebration, park improvements, successful audit, and more. Mr. Davis stated that this past year was the busiest construction year that West Point has ever had, along with the largest budgets for such.

#### 7. **Future Projections and Priorities Discussion** – Mr. Kyle Laws, Mr. Boyd Davis, & Mr. Paul Rochell

Mr. Davis stated that the roles of project management are as follows: project manager (owner's representative, engineer/architect, and construction contractor). Depending on the project and size, the City will sometimes take on these roles itself. For example, the 300 N ditch was done completely in-house, including the design, execution and labor. In the actual project phases, those include the planning, design, bidding/procurement and then the construction/oversight. On most projects, the City handles the oversight in-house.

Mr. Davis asked for any feedback from the Council on the projects that were completed and/or started this last year. Council Member Petersen commented that it seems like the 3000 W project seems like it has taken much longer than he was prepared for, and wanted Staff's reasoning on why that was. Mr. Laws replied that Clinton and Syracuse started their parts of the project sooner, and West Point had more property to acquire before it could begin. He suggested that in the future, the City use a different property acquisition company that would hopefully be more efficient. Mr. Davis stated that it took almost a year to complete the property acquisition process, and the City withheld sending out for bids until after the property was acquired. Mayor Craythorne suggested that in the future, the City should take more advantage of the slow months before the start of a project.

The Mayor also commented that the open house that was held for the 3000 W project caused a lot of issues with residents, as the residents have felt that their comments were not taken into account. Mr. Davis stated that he would like some suggestions on how to better facilitate public input in the future. The Mayor stated that the public could be educated on certain points of the project design

that cannot be altered or modified, and the reasoning and requirements behind such. Council Member Henderson agreed, and added that the City should have a fairly completed design to present to the public. At that point, the City can explain the how's and why's of the design, and then ask for any additional citizen input.

Council Members Petersen and Henderson commented that they had the understanding that the 3000 W project was going to be completed before school started last fall. Staff agreed that there must have been a lack of communication between Staff and Council, because there was never any expectation that the project would be completed by the end of summer, and project updates must not have been consistently provided to Council. In regards to the major delay with Rocky Mountain Power, Mr. Laws stated that we should not have relied on the RMP rep that the City was assigned to. That rep was confirming that a crew was assembled and ready to do the project, but when the time came, it turns out that they were not prepared to begin their part of the project. Mr. Davis agreed that it would have been better to involve the City Liaison at RMP right from the beginning. Additionally, adding to the delay was the fact that Comcast would not work on the poles until RMP was completely finished with their part.

Mr. Davis stated that the residents were kept updated with an email group, and were provided a hotline where they could access any information or submit any complaints. Council Member Petersen stated that the email group should have been more detailed for the residents directly affected, as he did not think it was informative enough. Council Member Dawson agreed, and added that parents with kids attending West Point Jr. High and Lakeside Elementary should also have been included in the email group. Mr. Laws replied that Lakeside had offered compliments and thanks for how they were kept updated by the City on the project. Council Member Henderson added that he was aware of the status of the project, as he kept in close contact with Staff, and was able to pass information on to residents affected in the area.

Relating to projects in general, Mr. Laws also suggested that Public Works employees be more involved with day-to-day oversight of projects, even those that have been bid out to other contractors. This will help the City be proactive in resolving any issues. Mayor Craythorne asked that a summary of these past and current projects be presented, outlining the issues and possible resolutions for the future.

In summary, Council and Staff agreed that there were communication issues with the project, construction should have been started earlier, and gathering public input could have been handled better. Valuable lessons were learned that will influence further projects.

In regards to future projects, and projects that are still under construction, Mr. Davis stated that those include the following: 3000 W. widening, street maintenance, filling nature park ponds, 520 N. connection/Loy Blake extension design, 2000 W. water line and utilities, and the 1300 N. waterline.

An updated Street Maintenance Schedule was provided to the Council, and Mr. Davis asked that the Council feel free to offer any suggestions. Council and Staff agreed that replacing the current 1300 N road is a priority, as the road is in bad condition, and wait on reconstructing 650 N. There is

currently no curb, gutter or sidewalk on 1300 N; this project is just replacing the existing, failing asphalt. With this minor change, the Council agreed with the proposed schedule.

Mr. Rochell stated that filling the Nature Park ponds is something that should be done right away, before spring comes. He is currently obtaining pricing on equipment, pit run, etc. The ponds will be filled with imported and on-site materials. Mr. Laws stated that Mr. Davis has surveyed the property, and it appears that there is enough fill to level the property. However, until it is decided on the plan for the park, the City might want to leave some of the existing fill for berms, etc.

In regards to the 520 N road connection, Mr. Rochell stated that Staff is seriously considering doing the underground utilities in-house, and then bidding out the actual road. Mr. Rochell believed that most, if not all, labor could be done with existing machines and equipment. The Mayor suggested that leasing larger machinery could also be an option. The Council agreed that this project could be done in-house, but should be completed before the 4<sup>th</sup> of July. Location and design of the parking lots should be completed as soon as possible so that the utilities can be put in the right place. Mr. Davis inquired as to whether the road in the nature park should be more of a priority than the 1300 N waterline. The Council agreed that the road should take priority so that it is completed before the 4<sup>th</sup> of July.

The 2000 W. water line and utilities design and relocation is in preparation for the 2000 W widening project. Mr. Rochell is proposing replacing water lines in certain areas, such as 300 N to 470 N, and putting in new services along the roads, to avoid having to make repairs after the widening is complete. The Mayor agreed, as some of the vacant properties along the road have the potential for development. Staff is meeting with UDOT in the near future to discuss this option. Council will be kept updated on what UDOT says the City can do and when.

The 1300 N waterline is an asbestos pipe that must be replaced. Earlier discussion was given to the timing of this project, but the line will be replaced with a larger pipe that is more conducive to future development. The replacement will be done to coincide with the re-paving project.

One of the future projects planned for the next five years is the cemetery expansion. Mr. Davis explained that the agreements are in place, but design and construction will most likely start next year. Council Member Henderson wanted to know if more parking will be gained with the expansion, to which Mr. Davis confirmed.

Mr. Laws stated that it has also been suggested that gateway signs be placed on the main roads into the City, to brand and separate us from the surrounding cities. The Mayor and Council agreed that these types of signs would be more beneficial than repairing the current gateway sign. Additionally, it was suggested to place a sign in the landscaping of the new cul-de-sac next to SR193 and 2000 West. The other future planned projects are listed in the Staff Report.

In addition to the planned projects, Mr. Davis stated that UDOT had approached the City about 2000 W, and if they City wanted any additional aesthetic aspects. UDOT was told that at a minimum, the City would like decorative street lights. However, Staff has found out that Syracuse is proposing landscape medians for their whole section of the project. Mr. Davis would like Council's opinion on

doing the same in our City. Council Member Dawson stated that medians do provide a buffer, and would help to reduce speed. Council Member Peterson also stated that the medians on the St. George Boulevard look nice as well. Council agreed that if Syracuse is going to do it, we should look at doing it as well, so that it doesn't seem like our section of the road is a downgrade. The Mayor added that it would mean additional labor to upkeep the landscaping, and additional planning would be needed to determine the best spots for turn offs. Council Member Henderson stated that if the medians were put in and not maintained, it would turn into an eyesore, so the City would need to be diligent in maintaining the landscaping. The Council agreed to potentially consider a median, provided that the costs and maintenance of such were not too high.

An additional option project suggested by UDOT is when SR193 is extended from 2000 W to 3000 W, the City consider accommodating a boulevard community in this area. This community would have a main road going through, with side streets that access the businesses. Landscaped medians would provide the street separations. The Mayor believes that Syracuse City will most likely implement such a design in an effort to mitigate pedestrian accidents. The Council agreed to consider this type of design, and would discuss it in greater detail at a future point.

#### **8. Council Items/Miscellaneous**

Mayor Craythorne asked the Council for any additional comments, concerns or suggestions. Council Member Chatterton stated that the sidewalk on 4000 W and 300 N is dangerous. He knows that UDOT is not willing to do anything about it, but wondered if the City could try to apply for some of UDOT's safety sidewalk funds. The Mayor replied that UDOT has already said that they would not grant any funds for that sidewalk.

In regards to the property directly south (currently owned by the King's) of City Hall, Council Member Petersen inquired as to whether the property to the east would ever become available, if the City was not able to purchase the property to the west. The Mayor replied that at this point it would be cost prohibitive, and Council Member Petersen suggested that we look at purchasing it in the future if the price were to decrease.

Council Member Petersen also suggested the Moss' be the Grand Marshals for the 4<sup>th</sup> of July parade. The Council agreed that this would be a good year to invite them, as Mr. Moss is not in good health. Council Member Turner inquired as to how the Council would participate in the parade, and if they would still throw the otter-pops. Mr. Laws suggested that the Council be placed behind a dance or cheer team that makes periodic stops so that they aren't trying to keep up with the firetruck. Mayor Craythorne stated that the otter-pops were very popular with the residents, but took a lot of work. Council Member Turner suggested that the entire Council be placed together so that they can reach more residents along the parade route.

Council Member Henderson added that the Moss' still needed their curb and gutter installed, and Mr. Rochell stated that it was still on the schedule to be repaired and would be done soon. Council Member Petersen inquired as to the status of sidewalk on 300 N that is in need of repair. Mr. Davis stated that the City has applied for a grant to complete that project, and is still waiting to hear back. He believed there is a good chance that the City will receive that grant, but will be hearing the outcome in the next few weeks. Council Member Henderson also mentioned that there is a stretch

of ditch on 800 N that is fairly deep and should be addressed. Mr. Rochell and Mr. Davis agreed, and would look into filling it. Council Member Henderson wanted to ensure that these projects be kept on the schedule so that they are not forgotten about, even if they could not be addressed immediately.

Mr. Laws wanted to discuss with the Council using the additional revenue created from the passing of Proposition 1 to create a sidewalk project fund in the Capital Projects. This fund would be used to fund the numerous sidewalks in need of repair in the City. For example, on 3500 W from 300 N to the Loy Blake Park would be a great place to use that money to construct a sidewalk. Council Member Petersen agreed that would be a good use of funds, and could even use any additional funds leftover for the trail.

Council Member Chatterton commented that as you are turning onto 1300 N from 4000 W, there is a large ditch that would be easy to drive into if you were not familiar with the road. Mr. Rochelle suggested piping that ditch a few feet in each direction to give some radius to the turn.

The Mayor asked for input from the Council on the next year's City Council Retreat, in regards to discussion items, venue, etc. Council Member Dawson stated that he would like to see a bi-annual meeting similar to the Retreat, in addition to regular meetings. Council Member Petersen added that at times when the administrative sessions of regular meetings have a lot items, the meetings start at 5:30 to have adequate discussion time. He also suggested having future Retreat meetings take one full day, instead of breaking it up into two days. Mr. Ross stated that he felt that the Retreat was beneficial, because it allowed for Council and Staff to have an open discussion on many items that would not be on a regular meeting agenda. Mr. Davis agreed, and stated that the Retreat helped set his goals and priorities for the upcoming year.

The Mayor felt that this Retreat was beneficial, as there was good discussion and brainstorming between Council and Staff. The Mayor went on to thank Staff for their planning and preparation for the Retreat, and the Council for attending. He expressed his appreciation for the willingness of the Council to work well together and with Staff, and for all they do for West Point. The Council also wished to thank Staff for their efforts.

**9. Adjourn**

Mayor Craythorne adjourned the meeting.

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ERIK CRAYHTORNE, MAYOR

DATE

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CASEY ARNOLD, CITY RECORDER

DATE





**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
February 16, 2016**

**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 February 16, 2016 at 6:00 pm with Mayor Craythorne presiding.

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

**EXCUSED:** None

**CITY EMPLOYEES PRESENT:** Kyle Laws, City Manager; Paul Rochell, Public Works Director; Evan Nelson, Administrative Services Director; and Casey Arnold, City Recorder

**VISITORS:** Rob Ortega

**1. Discussion of Personnel Policies & Procedures Revisions relating to the Hiring Process, Holiday Leave, and Employment Classifications – Mr. Kyle Laws**

Mr. Laws stated that he has revised the Policy to be up-to-date and less redundant. The first change was to make the recruitment policy for open positions to selecting the most “suitable applicant”, rather than “most qualified”. Mr. Laws stated that this gives more flexibility to the City in selecting potential candidates, as “fit” and working well with current employees is as important as the qualifications a candidate might have. Mr. Laws also stated that in regards to the anti-nepotism language that is above and beyond what State Code requires, it was discussed in Management Team meetings that the City provide an exception for seasonal or temporary positions, as those positions are often hard to fill. It was also unclear as to whether “relatives” as described included Council members. Mr. Laws asked the Council for their input on these issues. Mayor Craythorne stated that the policy remain unchanged to allow the employment of relatives in those seasonal and temporary positions, and if it becomes an issue in the future, deal with it at that point.

In regards to veterans, the policy was changed to reflect Utah State Code, and veterans will have a section on the City’s employment application to claim veteran’s preference.

Council Member Henderson inquired as to the guidelines the City would follow for Reduction in Force (RIF). Mr. Laws stated that he chose to leave the guidelines that the City would follow out of the Policy, in an effort to keep it less wordy, but that there are guidelines the City would need to follow if forced to make that decision. Council Member Petersen mentioned that he liked keeping it simple.

Council Member Petersen inquired whether the change in the employment classification definition for seasonal employees was compliant with FLSA and other State and Federal Laws. Mr. Laws replied that the Policy has been sent to the City Attorney to ensure such.

The Holiday Leave section needed to be revised, as there are multiple part-time positions, with flexible or alternative schedules. The definition and holiday pay for these alternative work schedules was revised to contain the following:

*“For alternative work schedules, (9/80, 4/10, including the part-time equivalent for 9/80 and 4/10 schedules, or other flexible schedule wherein an employee has at least one day off per week on a regular basis).*

*Full-time employees are eligible for 8 hours of holiday pay per holiday (96 hours per year).*

*Part-time employees are eligible for holiday pay on a per holiday basis in the amount equal to the percentage of full-time hours (4) they are hired to work per week. For example, an employee hired to work 20 hours per week is eligible for 4 hours of holiday pay per holiday (48 hours per year).*

*Employees will make up the difference, if any, with floating holiday hours, compensatory time or vacation leave. Part-time employees shall be authorized to accrue compensatory time up to the amount needed to make up the difference they are short that year, in order to cover holidays they are scheduled to work.”*

Mayor Craythorne thanked Mr. Laws and Management Team for the time spent revising this Policy.

**2. Discussion of Lot 7 of The Point Development Subdivision – Mr. Kyle Laws**

Mr. Laws stated that this pad is up for final approval in the General Session. The plans are for a medical building on Lot 7 of the Point Development. The Planning Commission has granted approval, but was reluctant to do so because the back of the building faces the street. Ultimately, the building meets Code and it was approved.

This item was discussed in previous Council meetings, and from Staff and Council’s suggestions, the developer has added glazed windows on the east façade, glass doors instead of metal on the rear of the building, and landscaping around the perimeter. The colors and architecture of the building will match the design of the Smith’s. The Planning Commission wanted the developer to turn the building so that the parking lot was in front and face 2000 W. However, the project approval included the building facing west, and the developer did not want to change it.

The Council agreed that the building was aesthetically pleasing, and the landscape will make a big difference in how the back of the building lining 2000 W will look.

**3. Discussion of the Mackay Single Lot Subdivision – Mr. Kyle Laws**

Mr. Laws stated that this item will be up for approval at the next Council Meeting. The request is for approval of a single lot subdivision located at 880 N 4000 W. The lot is .88 acres and is zoned R-2, and the lot meets all requirements for those zones. Mr. Laws stated that the utilities will be stubbed into the property from 4000 W. Planning Commission will review the plans on February 25<sup>th</sup>, and it will then be sent to the Council for final approval.

Mayor Craythorne stated that a future internal discussion would be beneficial on street-cutting permits, as it is likely that the City will receive more applications for single lot subdivisions. Cuts in the road can be really damaging, and it is important for the City to be prepared with established guidelines.

**4. Discussion of the Barneck Single Lot Subdivision – Mr. Kyle Laws**

Mr. Laws stated that the applicant is requesting a single lot subdivision located at 2737 S 300 N. The lot is .51 acres and is zoned R-2, and the lot meets all the requirements for the zone. Utilities will be stubbed from 300 N. Mayor Craythorne commented that there are architectural standards any new home on this lot will have to adhere to, but was sure that the Building Department will not approve a building permit unless it meets those standards.

**5. Discussion of Proclamation to become a Purple Heart City – Mr. Kyle Laws**

Mr. Laws stated that West Point is the first City in the State to become a Purple Heart City. The Mayor will read and sign the Proclamation during the General Session. Council Member Petersen inquired as to whether the City should send the Proclamation to the newspaper for acknowledgement, but the Mayor felt that it was better for the City to “fly under the radar”. The Council agreed.

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

Mr. Laws stated that Mr. Trease had been the only citizen comment from the previous meeting, and felt that his request was being met by the City in issuing the Proclamation. Mr. Trease had also stated that he was working with the

State and County to be a Purple Heart State, and with that, wanted to hold an event celebrating these proclamations, with representatives from the State, Legislature, County and City present to raise funds for the Military Memorial. Mr. Laws wanted the Council's recommendation on how involved the City should be with the event. Council Member Petersen stated that he would like to provide support from the City, if this was a one-time event. If the Council and City is going to be represented, he felt that the City should contribute what it can to make the event a success. Council Member Turned said that he preferred less involvement compared to more involvement from the City. The Council agreed that the City should contribute in some way. Council Member Henderson stated that the type of event had not yet been decided by the Committee. When the Committee did have a more precise plan for the event, Mr. Laws stated that it could then be brought back to the Council for further discussion on how the City should contribute.

## **7. Other Items**

Mr. Laws stated that for his Eagle Scout Project, a scout has requested to construct a bench in the Loy Blake Park in honor of his sister who has passed away. Mr. Laws stated that the requested area in the park does need benches, and similar memorial markers like stones and trees have been placed in East Park and along the trail, but the question is whether the City wants to allow memorial benches. Mayor Craythorne stated that he would prefer not to allow this type of project, because as it deteriorates over time and is not properly maintained, it does not serve justice to the originally intended purpose. The Mayor was worried that allowing this type of project would turn into a similar situation as the butterfly garden. The Council agreed that the garden was a failed project, and could see the risk of allowing these types of projects. Council Member Dawson suggested that the scout pour a concrete pad that the City could then place one of its own benches on. The Mayor replied that the plaque that would mark the memorial is the issue. Council Member Henderson stated that he could see the potential negative consequences as well, in that if the City allows this bench, more requests will be received for similar projects, and it will result in multiple projects that the City will end up having to maintain. The Mayor stated that he did not want to be unsympathetic to this scout's loss in losing his sister; he just did not think that these types of projects were sustainable long term. Council Member Petersen inquired as to whether planting a tree could be the memorial, with no plaque or other marking, but the family would know that the tree was planted in honor of the daughter and sister that passed away. The Mayor was not sure that that would meet the requirements of an Eagle Scout project. Council Member Henderson suggested that a monument could be placed along the trail instead of the park, but the Council agreed that should it be damaged or vandalized, it would be the City's responsibility to repair it to the expected standard. That might be an obligation the City is not able to meet in the future.

The Mayor stated that he would like to meet with the scout and his family to explain the City's position.

Mr. Laws stated that he would like to discuss two additional issues relating to snow plowing. The first issue being receiving the Council's direction on how important it is for Staff to plow the trails right after a snowstorm. More specifically, should Staff spend overtime hours after a Friday snowstorm to plow the trail, or is it ok to wait until Monday to plow the trails. When this situation happened earlier this year, Public Works found that it was hard to plow the trail on the Monday following the snowstorm because of the traffic and packed snow on the trails. It is not usually an issue with weekday snowstorms, but Friday and Saturday snowstorms cause this issue. Council Member Petersen stated that he does not consider the trail vital transportation, and was against using overtime hours to plow. The Council agreed.

The second issue is in regards to plowing cul-de-sacs in the City. Currently the snowplowing schedule is to plow the main streets and through streets first, with the cul-de-sacs being plowed last. If there is less than three inches of snow, Public Works will only salt the cul-de-sacs, but will not go back to plow. Mr. Laws went on to state that there have been some complaints, with one cul-de-sac being of particular concern because the snow has still not melted and has become a sheet of ice. The Mayor stated that this policy has long been in place, and he believes that it is time to change the policy and that the cul-de-sacs should have the same priority as the main street. Council Member Turner agreed, but stated that the cul-de-sacs should still be plowed after the main and through streets are completed. Council Member Chatterton agreed, and felt that the residents living in cul-de-sacs paid the same fees and deserved the same services as those living on main streets. Council Member Petersen understood why the policy was in place, but also agreed that it needs to change. Mr. Rochell stated that in snowstorms where the entire crew was out plowing

overnight, he would still like to be able to send his crews home for a few hours of sleep after plowing the streets before bringing them back to plow the cul-de-sacs. Mr. Rochell's other concern was the budget impact of plowing cul-de-sacs each snowstorm, because they take twice as long to plow. The Mayor stated that the policy was put in place when the economy was suffering and budgets were tight, but he believed that it is now time to change this policy and that it would be an appropriate use of funds.

The Administrative Session adjourned.

DRAFT



**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
February 16, 2016**

**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 Hall, 3200 West 300 North, West Point City, Utah 84015 on February 16, 2016 at 7:00 pm with Mayor Craythorne presiding.

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

**EXCUSED** – none

**CITY EMPLOYEES PRESENT** – Kyle Laws, City Manager; Paul Rochell, Public Works Director; Evan Nelson, Administrative Services Director; and Casey Arnold, City Recorder.

**VISITORS PRESENT** – Jay Wells, Dan Sessions, Dee Gibson, Hannah Steed, Jake Thompson, Adam Thorson, Kendall Smith, Keyan Gordon, Jeff Krause, Jacob Goar, River Manning, Tanner Stewart, Isaac Pehrson, Dylan Patterson, Jackson Leekskar, Morris Family, Montgomery Family, Joseph Turgoose, Alex Hall, Jonathan Edwards, Caleb Schulz, Bronson Adams, Joan Carlos Flitton, James McCarrey, Sinjin Nanney, Drake Lafluer, \_\_\_ Barrell, Karl Smith, Nathan Garrett, Chris Burrell, David Hebdon, Thom and Carae Rodgers, Matt Drake, Howard Stoddard, Buzz Zaugg, Matt VanKomen, Austin Van Voris, Zack Van Komen, Camden Chase, Gavin Nelson, Gunnar Brown, Addison White, Lorenzo Doxey, Matt Van Komen, Mike Chambers, Doug Zaugg, Spencer Wright and Juliane Berglund.

1. **Call to Order** – Mayor Craythorne welcomed those in attendance, and gave a special thank you to the Purple Heart recipients in the audience, the scouts attending, as well as the students from Syracuse High School. He commented that this meeting will be one those in attendance will not soon forget.
2. **Pledge of Allegiance** – Repeated by all, led by Purple Heart Recipient Jay Wells
3. **Prayer** – Given by Purple Heart Recipient Dee Gibson
4. **Communications and Disclosures from City Council and Mayor**

Council Member Henderson – no comment

Council Member Turner – no comment

Council Member Petersen – currently serves on the Board for the North Davis Fire District. The District has reported just under 3,000 calls in 2015, and this District covers both West Point and Clearfield. This is a steady increase in calls, which stands to follow with the steady increase in population. This District is one of the busiest in the State of Utah.

Council Member Dawson – currently serves on the Board for the North Davis Sewer District. The Sewer District has sent bonds out for bids in the amount of \$15 million to replace the aging infrastructure. They were able to secure 2.68% interest rate from the winning bid.

Council Member Chatterton – currently serves on the Board for the Mosquito Abatement District - Davis. The Zika Virus is a major concern. Not much is known about this virus, and they are continually discovering new ways that it is spread, and the rate at which it can travel. The advice of the District is to keep up-to-date by visiting the District's website.

Mayor Craythorne – no comment

**5. Communications from Staff**

Kyle Laws – none

**6. Citizen Comment**

Hannah Steed (SBO - Publicity) – 2661 W 625 N and Jake Thompson (SBO - President) – 652 N 2700 W

Ms. Steed stated that they are representatives from Syracuse High School, as well as representatives from Students Against Electronic Vaping (SAEV Coalition). The Coalition has an official bill they are promoting to ban the use of e-cigarettes. They are working with Representative Paul Ray on this bill, and want to get it passed because it affects so many people. The bill will restrict advertisement of e-cigarettes, implement a tobacco tax, and restrict the ability to buy online. Mr. Thompson stated that there is a major issue with high school and junior high students vaping, because they don't believe that they are bad for them because they are not actual cigarettes. The truth is that the chemicals contained can do as much damage, if not more, than normal cigarettes. He stated that they need each city to get on board with this bill. He asked the City to get on board and do what it can to get this bill passed to keep our schools and youth safe.

Doug Zaugg – 438 N 3000 W

Mr. Zaugg stated that there are a few lamps that are not working on 3000 W and about 550 N, and it is a safety hazard.

**7. Consideration of Approval of Minutes from January 19, 2016**

Council Member Dawson motioned to approve the minutes from the January 19, 2016 City Council Meeting

Council Member Petersen seconded the motion

The Council unanimously agreed

**8. Youth Council Update**

Ms. Kylie Kap is the City Manager and presented the Youth Council Update to the City Council. In October, the Youth Council held their swearing in for new members, and also helped with the Halloween Carnivals for the City and the Davis County Sherriff Department. In November, the Council placed flags on the graves of all the veterans in the City's cemetery, with a get-to-know-you event following. The Council also helped with the City Hall Lighting Ceremony and Cemetery Luminary in December. In January, Officers travelled to the State Capitol building to attend a meeting and dance with the Youth Councils from surrounding cities. The Council is now beginning to stuff the eggs for the Easter Egg Hunt that will be held on March 26<sup>th</sup>. She relayed appreciation for all that the City and Council does.

**9. Proclamation for West Point city to become a Purple Heart City – Mayor Erik Craythorne**

Mayor Craythorne stressed that this Proclamation is extremely important, and that the City is honored to be a part of it. He invited the attending Purple Heart recipients to introduce themselves, and thanked them again for the honor of attending our meeting.

Mr. Dee Gibson expressed that it was an honor to be here for this event, and for the similar event he was able to attend at Davis County earlier in the day.

Mr. Tom Rodgers stated that he has lived in West Point for the past 25 years, and is the past Purple Heart Department Commander. He stated that the first chapter in Utah was created in 1995, and after working with Salt Lake and Saint George, they were able to qualify for a Department in 1998. The Purple Heart Assoc. has been present in the State for a number of years, and is an organization that everyone is proud of. Each recipient of the Purple Heart has shed blood in combat, and served our Country.

Mr. Jay Wells stated that he is from Weber County, and was very proud to wear his Purple Heart. For a few years, it was hard for him to wear or even let people know that he was a Purple Heart Recipient. One day, an old friend asked him why he wouldn't wear it in honor of those he had served with that paid the ultimate sacrifice. He has since worn it proudly. He knows that there are currently young men and women that are ashamed to wear their Purple Hearts, but he wants them to know that it is nothing to be ashamed of. When the Purple Heart was first created, it was a piece of burlap with a purple heart sewn onto it. It is the oldest act of merit that is around today.

The Mayor proceeded to read the West Point City Proclamation to Become a Purple Heart City, the first city in the State of Utah to do such.

**Representative Paul Ray Presentation** – Representative Ray was in attendance and wished to give the Council an update on the current Legislative Session. Representative Ray thanked the veterans in attendance for the service, and thanked the City for issuing the Proclamation to honor the Purple Heart Recipients.

The budget is the current topic in the Legislative session. Each new revenue projection is a little lower than the last, but the final revenue numbers are available on Friday. These numbers will help finalize the budgets for the upcoming year. The Education Fund will increase roughly \$350 million. Rep. Ray is in charge of the Social Services Fund, which budgets around \$4.5 billion, and has now surpassed the Education Fund as the largest fund in the State. He has implemented a policy that for any line item that is under budget it is to be restricted or removed. This has resulted in recovering about \$29 million in one-time cuts and about \$7 million in long term cuts that can be utilized elsewhere, like substance abuse counseling, etc.

The more controversial bills like Medicaid expansion and medicinal marijuana are still to come in the session. He does not believe that the marijuana bill has much traction. With the administration change coming in November, he believes that the states that have allowed these types of bills will have to retract them, as marijuana in any form is against federal law.

In regards to Medicaid expansion, Rep. Ray stated the bill that has the most traction is one that expands to include the childless men and women that are below the poverty line, who are largely suffering from substance abuse and mental health issues. The federal budget will match up to \$16 million in funds to assist these people.

The Mayor thanked the Rep. Ray for his work in representing the wants and the needs of the City, especially for his support in securing the funding for the SR193 extension to 3000 W. Council Member Petersen echoed his appreciation.

**10. Consideration of Ordinance No. 02-16-2016A, Approval of Rezone for Mr. Bill Phifer for property located at 3794 W 1800 N from A-40 to R-1 – Mr. Kyle Laws**

Mr. Laws stated that this rezone has been discussed in previous meetings. Mr. Phifer owns two houses at this address, and he is planning to sell the front house, and wishes to resize that lot. To do this, a rezone of the property is needed. The rezone is consistent with the general plan and is simply an effort to adjust his property lines. The Planning Commission held a public hearing in which there were no comments in opposition, and two comments in favor. Staff recommends approval of this rezone.

a. Public Hearing – no comment

Council Member Petersen motioned to close the Public Hearing

Council Member Dawson seconded the motion

The Council unanimously agreed

b. Action

Council Member Henderson motioned to approve Ordinance No. 02-16-2016A, Approval of Rezone for Mr. Bill Phifer for property located at 3794 W 1800 N from A-40 to R-1

Council Member Turner seconded the motion

Roll Call Vote

Council Member Henderson – Aye

Council Member Turner – Aye

Council Member Petersen - Aye

Council Member Dawson – Aye

Council Member Chatterton – Aye

The Council unanimously agreed

**11. Consideration of Pad Approval of Lot 7 (Pad F) of The Point Development – Mr. Kyle Laws**

Mr. Laws stated that this item has also been discussed in previous Council sessions, and outlined the changes that were made by the developer to satisfy the Planning Commission and City Council's requests. Staff recommends approval of Lot 7.

Council Member Petersen motioned to approve the Final Pad Approval of Lot 7 of the Point Development

Council Member Chatterton seconded the motion

The Council unanimously agreed

**12. Consideration of Final Plat Approval of the Cave's Creek Subdivision – Mr. Kyle Laws**

Mr. Laws stated that as discussed in previous Council sessions, this proposed subdivision is located at 1300 N 3000 W and will result in one existing lot being subdivided into three lots. The existing home would occupy Lot 3, and two additional building lots will be created. After minor corrections, the Planning Commission granted final approval of this subdivision. The subdivision meets City Code and Staff recommends final approval. Council Member Chatterton wanted to confirm that all utilities will be stubbed to the property from 3000 W. Mr. Laws confirmed.

Council Member Turner motioned to approve Final Plat of the Cave's Creek Subdivision

Council Member Henderson seconded the motion

The Council unanimously agreed

**13. Motion to Adjourn**

Council Member Petersen motioned to adjourn  
Council Member Henderson seconded the motion  
The Council unanimously agreed

\_\_\_\_\_  
MAYOR ERIK CRAYTHORNE      March 1, 2016  
DATE

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CASEY ARNOLD, CITY RECORDER      March 1, 2016  
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# City Council Staff Report



**Subject:** Personnel Policies & Procedures  
**Author:** Kyle Laws  
**Department:** Executive  
**Date:** March 1, 2016

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## **Background**

Over the last year we have been revising our Personnel Policies & Procedures Manual. There are a lot of outdated policies and many are redundant. We are trying to not only improve the policies but simplify them so they aren't so lengthy. This review has deals with Employment Practices and a revision to the Holiday Leave policy.

These policies have been reviewed and approved by the City Attorney, Felshaw King.

## **Analysis**

On February 16, the proposed changes were discussed with the City Council and are now ready for approval.

As with the other discussions, to help facilitate discussions, the different text colors show the changes that have been made.

- Language in **black** is language as it currently exists in the policy.
- Language in **red** are changes to the existing policy.

## ***Employment Practices***

This is the most extensive of the revisions being discussed. As you can see in the attached file, we have done a complete overhaul of this section. Much of the revisions are a rewording of existing policy. For the most part we have a very similar policy, but it makes more sense to Staff and is in an order that seems reasonable. Rather than discussing all of those changes in this report, we will go through the revised policy in our meeting. Please review the attached file to become familiar with the content.

## ***Employment Classifications***

This change in the Employment Classifications section is pretty minor. We often have at least one seasonal employee that stays on through the winter and moves from parks to public works. Our existing policy was written in a way that made this transition difficult so we are adjusting the policy to allow for more flexibility with our seasonal employees, particularly those who may stay on for a year or more and switch departments. We will discuss this in greater detail and go over any pros and cons that may exist with this change.

### ***Holiday Leave***

The Holiday Leave policy has taken a lot of time to revise. It is a lot more complicated than it seems particularly due to the varying work schedules that exist. We adopted a change to this policy almost two years ago and it was written with specific schedules and positions in mind. The main changes here are focused around alternative work schedules and how holiday pay is administered to employees on those schedules. We have many alternative schedules for part-time employees that made the existing policy difficult to administer. We will discuss the changes in greater detail at the meeting.

### **Recommendation**

Staff Recommends Council approve Resolution No. 03-01-2016A, adopting Personnel Policies and Procedures relating to Employment Practices and Holiday Leave for West Point City.

### **Significant Impacts**

There are no significant impacts with these revisions they simply clarify existing policy and make slight modifications. There will be some changes to the administration of holiday leave and the impact will be seen by some part-time employees on alternative work schedules.

### **Attachments**

Resolution No. 03-01-2016A

Policy Changes relating to:

- Employment Practices
- Holiday Leave

## SECTION 2 EMPLOYMENT PRACTICES

### 2-01 RECRUITMENT

- (1) ~~General Policy – It is the policy of the City to fill all job openings with the most qualified individual available.~~ **West Point City desires to fill all positions with the most suitable applicant.** Where possible, it shall be the policy of the City to promote from within, provided that all promotions shall be made of the most qualified individuals. ~~West Point City employees that apply and meet minimum qualifications required for the position should be interviewed together with the other applicants who are most qualified for the position.~~ **Further, it is the intent of the City to consider qualified in-house applicants when appropriate.** ~~Employees who are promoted are not necessarily required to pass through an interview and selection process.~~

#### EMPLOYMENT OF RELATIVES

- (1) ~~Utah State law (52-3-1 et seq.) prohibits an employee from being “directly” supervised by a relative. Relative is defined as fathers, mothers, husbands, wives, sons, daughters, sisters, brothers, uncles, aunts, nephews, nieces, first cousins, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law.~~
- (2) ~~No more than one relative shall be hired either full-time regular, part-time regular or paid on-call within any one department in the City. “Relative” is defined in paragraph (1).~~
- (3) ~~Family members of regular employees shall not be employed in or hired into temporary City positions. Family members shall include, fathers, mothers, husbands, wives, sons, daughters, brothers and sisters.~~
- ~~When incidents of hiring of family members arise which are in violation of this policy, they should be immediately brought to the attention of the Department Director or City Manager.~~
- a. **Statutory Compliance – West Point City complies with Utah “Prohibiting Employment of Relatives” statutes. Subject to the statutory exceptions, the City prohibits any person holding any position, to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Volunteers providing services to the City are excluded from this provision. (Utah State Code 52-3-1)**
- b. **Anti-Nepotism – The City will not hire or re-hire any current or former relative of a current employee. Relative, for the purposes of this restriction means, in addition to the relationships listed above, foster children, step-relationships, or any of their spouses.**
- c. **Employment of Minors – It is the policy of West Point City that no one under the age of 16 shall be hired as an employee.**

(2) Equal Employment Opportunity – West Point City is an “Equal Opportunity Employer,” and as such, follows a concept of non-discrimination in hiring and promotion of employees without regard to their race, religion, age, disabilities, sex, color, or national origin. Evaluation of employment candidates will be made on the basis of education, skills, experience, character, general competence, ability to work and relate with co-workers, and potential for job performance and learning consistent with the needs of the position to be filled. West Point City is an “Equal Opportunity Employer” and selects, hires, promotes, and compensates employees without regard to race, religion, pregnancy, age, disability, gender, color, national origin, sexual orientation, or any other protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.

(3) Approval of Job Openings and Postings

New regular or appointed positions may be created only with City Council authorization and approval of the classification and salary range of the position, either through the annual budget authorization process or by separate action. Any department directors wishing to create new positions within their department may submit a request to the City Manager for approval of the request, the proposed classification, the job description, and the proposed pay range for the job.

— Job Descriptions

The hiring department should prepare a job description listing the terms of required education, experience, skills and abilities, fitness, competence, and character. Department heads should review these descriptions annually and revise as necessary.

— Advertising the Position

— After the opening has been approved and the job description has been reviewed and finalized, the Department Director or hiring authority should submit the desired start date in writing to the City Manager and indicate their preference as to when the City should begin advertising the position.

Personnel Action Forms

Salaries, classifications, and all other factors relevant to the status of an employee shall be established with a Personnel Action Form (PAF). Likewise, new employees may not receive compensation unless an authorized PAF is in the possession of the Administrative Services Division.

Job Postings – In general, notices of all job openings are posted, although West Point City reserves its discretionary right to limit the recruitment to internal applicants or to not post a particular opening.

a. External job openings may be posted in the following locations:

- Employment agencies
- Professional staffing services
- Trade journals

- City website
- Department of Workforce Services
- Social media

Other advertising sources may be used to fill open positions in the best interest of the City.

- Internal job postings will include City emails to eligible employee groups and posting at appropriate City locations.

(4) Applications for Employment/Promotion

~~The City shall furnish a blank application to all persons meeting the requirements as set forth in the statement of qualifications. All applicants must list on their application their present and actual address where they reside at the time of filing their application. Any applicant who changes address or telephone number after filing shall immediately notify City Hall of the new address and/or telephone number. Failure to comply with this rule may prevent contacting the applicant on a timely basis and may be grounds for rejection of the application.~~

~~Applications for employment, full time and part time, will be accepted at any time, regardless of whether a position is open. The City may deem it necessary to act on an application when the Department Director and City Manager deem it appropriate to fill an open position or establish a roster because of the number of positions, frequency of turnover, or lead time required to fill a position in that department. Applications are kept on file for a period of 2 years.~~

Application Requirements – In general, the following application process is followed for all job postings. City employees are encouraged to apply for any posted position.

- All applicants for employment with West Point City shall complete a City application and are required to comply with the specific application process for each position. The applicant must submit all applications to the Human Resources Division by the closing date and time of the posted position.
- The City accepts applications from all interested parties and evaluates applicants based on job related criteria.
- Falsification of any information required in the application process is grounds for immediate disqualification.
- Applications will be retained for two (2) years (or three (3) years if a conditional job offer was declined or withdrawn).

Application by City Employees

~~City employees are encouraged to apply for posted positions. Any current City employee who completes an application for an open position and meets the minimum~~

qualifications required for the position should be tested and/or interviewed, together with the other applicants who are most qualified for the position.

(5) Screening of Applications

—Once the application deadline has passed, the Department Head or City Manager will screen all applications and compile a list of the most qualified applicants for further examination.

—The Administrative Services Division will contact those applicants to be tested and/or interviewed for an appointment.

Selection Procedures

- a. Skill Based Testing – Job applicants may be required to take tests which the City deems necessary for a specific position.
- b. Veterans Preference – In accordance with Section 34-30-11 Utah Code Annotated, 1953, each government entity shall grant a veteran’s preference upon initial hiring to each preference eligible veteran or preference eligible spouse. As defined in Section 71-10-1 Utah Code Annotated, 1953, “Veteran” means: (a) An individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions; or (b) any person incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty.

In reference to Section 71-10-2 (2) Utah Code annotated, 1953, the personnel officer of any government entity shall add to the score of a preference eligible who receives a passing score on an examination, or any rating or ranking mechanism used in selecting an individual for any career service position with the governing entity:

- (a) five percent of the total possible score, if he is a veteran;
- (b) ten percent of the total possible score, if he is a disabled veteran or purple heart recipient; or
- (c) in the case of a preference eligible widow or widower, the same percentage the qualifying veteran would have been entitled to.

A preference eligible who applies for a position that does not require an examination, or where examination results are other than a numeric score, shall be given preference in interviewing and hiring for the position. In accordance with Title 71, Chapter 10, Utah Code Annotated, eligible veterans and their spouses shall be given preference in the hiring process. The City employment application shall have a section to claim veteran’s preference.

c. Job Offer Requirements – Starting Salary

For each position in the West Point City organizational structure, there is an assigned salary range. In most situations, new employees begin in the bottom half of their range,

~~depending on qualifications; however, a new employee may start somewhere within the assigned range at the discretion and approval of the City Manager.~~ **Once an applicant is selected and a conditional offer has been created by Human Resources, approved by the City Manager, and signed by the applicant, the applicant will be required to submit to drug testing, a background check, and a driver's license check (if required). The Personnel Action Form shall be signed by the applicant, Department Director, and City Manager.**

#### Driver's License Requirements

~~Any employee who is hired in a position which requires operation of City vehicles or equipment must possess a valid Utah driver's license and must be insurable (under the City's insurance policy then in force without any additional premiums or costs being incurred by the City to insure that employee).~~

#### Prospective Employees

~~Prospective employees must provide the City with their date of birth and driver's license number in order for the City to ascertain the validity of their driver's license and their insurability. The status of the driver's license and insurability status of a prospective employee must be determined before that employee begins working for the City; however, the City will allow one month from date of hire to obtain a commercial driver's license if it is required for the position.~~

#### Filling a Part-time Position

~~Part-time positions are posted within the City and advertised in the same manner as full-time positions.~~

#### Hiring Status

~~Hiring may be made on a temporary, emergency or regular basis:~~

~~Emergency or Temporary Hiring: Department Directors, upon approval of the City Manager, may hire on an emergency or temporary basis. Any removal of personnel upward or downward in status of said emergency or temporary period is purely at the discretion of the Department Director and City Manager. The City Manager may temporarily hire or re-assign personnel within departments or across departments for an undefined period.~~

## 2-02 EMPLOYMENT CLASSIFICATIONS

**[Insert (1) Employment Status and (2) Probation Sections (previously approved) here]**

### (1) Employment Status

- c. Seasonal/Intern: An employee hired to work up to 40 hours per week to a maximum of 1560 hours during a rolling year **in the same position** ~~(from hire date)~~, are at-will, and not eligible for City benefits. Seasonal employees are normally employed for up to six (6)

months but may be employed longer for up to twelve (12) months provided they do not receive any city benefits exceed 1560 hours during the rolling year.

(3) Performance Reviews

Supervisors of all employees shall complete performance reviews as determined by the City Manager.

(4) Corrective Action Plan

As part of a disciplinary action or as part of a performance review, an employee may also be placed on a corrective action plan, the length of which shall be determined by the Department Director, in consultation with the City Manager.

(5) Employment Classification – In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.

- a. Exempt employees are those in managerial, administrative, or professional positions as prescribed by the FLSA and do not receive overtime for hours worked in excess of a 40 hour work week or other applicable work period.
- b. All other FLSA covered employees are paid overtime for hours worked in excess of a 40 hour work week or other applicable work period.

## 2-03 PERFORMANCE EVALUATIONS

~~Annual performance evaluations are to be completed for all regular employees. Regular part-time employees will be evaluated under the same system as is used for regular full-time employees. Whenever possible, performance evaluations for regular part-time and paid-on-call employees should be performed at the same time as those for regular full-time employees. Temporary employees need not be evaluated through a formal performance evaluation system.~~

~~Regular probationary employees should meet at least quarterly with their supervisor to discuss their performance and work expectations.~~

- (1) Department Directors shall conduct performance evaluations for Full-time, and Part-time Regular Benefited and Partial Benefited employees to assist employees in performing their job duties.
- (2) Department Directors will conduct an interim performance evaluation for any of the above employees transferred, reassigned, or promoted as a subordinate to a different department, within ten (10) business days of the effective date.
- (3) Employees may receive merit increases and bonuses based on performance evaluations and according to availability of funds as allocated by the City Council through the budget

process.

- (4) Copies of annual performance evaluations are placed in the employee's personnel file kept in Human Resources. Each employee will receive a copy of their annual performance evaluation.

## **2-04 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)**

Due to budgetary restrictions, reduction in workload, or reorganization, the City Manager may determine that an employee reduction in force (RIF) is necessary. When it becomes necessary to reduce the work force, full-time employee(s) in the positions to be eliminated shall, when possible, be notified in writing at least two weeks before the planned reduction in force.



**RESOLUTION NO. 03-01-2016A**

**A RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES  
RELATING TO EMPLOYMENT PRACTICES AND HOLIDAY LEAVE FOR WEST  
POINT CITY**

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

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

**WHEREAS**, the City desires to adopt personnel policies and procedure; and

**WHEREAS**, the West Point City Council has reviewed the personnel policies and procedures as attached hereto, specific to Employment Practices and holiday leave;

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the West Point City Council that the personnel policies and procedures, attached hereto, are hereby adopted, and shall be effective immediately upon passage.

**PASSED AND ADOPTED** this 1<sup>st</sup> day of March, 2016.

**WEST POINT CITY,**  
A Municipal Corporation

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

**ATTEST:**

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