West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
June 7, 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
6:15 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 June 7th, 2016 at 6:15 pm with Mayor Craythorne presiding.

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

EXCUSED: None

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

VISITORS: Rob Ortega, Rawlee Wilson, Kyle Hamblin, Cody Hill, Deputy Fire Chief Taylor, and Marc Edminster

1. **Discussion of FY2017 Budget -** Mr. Kyle Laws
   Mr. Laws stated that previous discussions have been held regarding the budget, and welcomed the Council to ask any questions they might have on what has already been presented. The pay scale for FY2017 is not changing from the previous year; a market study will be held next year to make any necessary adjustments for cost of living. The Council had also previously directed Staff to compare the rate the City pays it Planning Commissioners with those around the State. Of the 48 cities that responded, 18 did not pay their PC Members anything, 5 paid $75 per meeting or more, 11 paid $50 per meeting, 8 paid $30-$40, and 7 paid $25. West Point currently pays $35 per meeting, with $45 for the PC Chair. Mr. Laws felt that the City was in a good place, as it pays right in the middle of the market.

   The proposed changes to the City Fee Schedule are as follows:
   Returned Check Fee – Due to the increased costs to the City when a check is returned for non-sufficient funds, we need to pass this cost on to the issuer. We are proposing an increase from $20 to $45.

   Park, Trails, and Recreation Impact Fee (Single Family) – This fee was rounded down in the fee schedule and we have added the exact amount to the new fee schedule (an extra 86 cents).

   Road Impact Fee (Single Family) – According to the Road Impact Fee Analysis conducted this year, the Road Impact Fee for single family dwellings dropped from $3,403 to $1,529.

   Road Impact Fee (Multi-Family) – According to the Road Impact Fee Analysis conducted this year, the Road Impact Fee for multi-family dwellings dropped from $2,382 to $1,063.

   Road Impact Fee (Commercial) – The following changes were also made as a result of the impact fee analysis:
   - General Commercial – increased from $3,578 to $4,529 per 1,000 sq ft of building space

- Professional Office – new fee of $1,759 per 1,000 sq ft of building space
- Manufacturing/Industrial – new fee of $1,114 per 1,000 sq ft of building space

North Davis Fire District Impact Fee (Single Family) – The NDFD also conducted an impact fee analysis and their fee dropped from $295.29 to $138.68.

Re-inspection Fee – This fee is currently $47, we propose it be increased to $50.

One-time Inspection Fee – Every now and then we are asked to inspect newly installed hot water heaters or other small projects. There was no fee in the schedule for this and we were using the Re-inspection fee amount. We want this to be less to encourage inspections to take place so we propose a $25 fee.

Garbage Can (monthly – additional can) – based on our discussion of recycling costs increasing, and in order to encourage more curbside recycling, we have increased the cost of an additional black garbage can from $9.00/month to $10.00/month.

Sewer Rates – Sewer rates are proposed to increase in accordance with the North Davis Sewer District rate changes. The residential rate will increase from $22.20 to $25.20. Commercial and multi-family rates also increase by the same amount.

In regards to the Property Tax Rate, it is not yet known what the increase in property values are in West Point for the year. The County will set a Certified Rate, and if the City chooses to consider a rate higher than the certified rate, we must go through the Truth in Taxation (TNT) process like we have the last three years. The Council has previously sought to maintain a stable tax rate, which increases revenue when property values are rising. The Council was in agreeance in going forward with the TNT process, to allow public input on the matter and remain transparent, regardless of what rate is ultimately implemented. This will push the final budget approval until the first meeting in August, but the FY2017 Fee Schedule will be on the agenda for approval at the next meeting, as well as the final budget for the CDRA.

The CDRA Budget includes a $20,000 loan from the City to pay for possible administrative costs that may be incurred, but the largest item in the budget is the issuance of the sales tax revenue bond. Mr. Marc Edminster, with Lewis, Young, Robertson and Burningham, the City's financial advisor, explained to the Council that there is a required public hearing on the Agenda tonight, as well as an authorizing Resolution for the both the City and the CDRA to approve.

2. **Discussion Regarding the Street Cut Permit Policy** – Mr. Boyd Davis
Due to time restrictions in the Administrative Session, this item was discussed in the General Session

Mr. Davis stated that Council had directed Staff to review the policy on street cut and excavation permits. Staff compared the City's policy to those of Syracuse, Layton, and Clinton City. The comparisons are as follows:

City	Moratorium	New Road	Patch width	Additional Trench length
West Point	No	2 years	Trench	0'
Syracuse	Yes	8 years	Lane	15'
Clinton	No	3 years	Lane	0'
Layton	No	3 years	Lane	5'

Mayor Craythorne stated that reviewing the policy at this time is important because of the new roads in the City, such as 3000 W and the upcoming 1300 North improvements. The City wants to be careful to have a policy in place that will keep the integrity of our roads, in preparation for street cut/excavation permit requests.

Council Member Petersen asked the Mayor if, in his experience, 15' additional trench length was too much, or how much would be needed. The Mayor replied that as contractor, he does not want the Code the changed, but as the

Mayor, his opinion is that the length of the patch makes a big difference, and thinks the City should change its policy to protect its roads. Mr. Davis commented that Layton City has the best model, in his opinion. Council Member Chatterton commented that there are currently no inspections required when the cuts are repaired, such as backfill and compaction tests, and he suggested that these be addressed as well. Mr. Davis clarified that inspections and test are required by the City. The Council agreed that further discussion was needed.

3. **Discussion Regarding Speed Bumps on 520 N –** Mr. Kyle Laws
Mr. Laws stated that Staff needs some direction from Council on how they envision the speed bumps along this road. After some discussion regarding the purpose of the speed bumps and need for crosswalks, it was decided there will be three speed bumps and at least three crosswalks. The exact location of the crosswalks could be discussed at a later date, as the speed bumps are what need to be designed and installed in the very near future.

4. **Discussion Regarding Road Connection in Derby Acres** – Mr. Boyd Davis
Mr. Davis stated that Staff had received a request from Clinton City that the City write a letter confirming that the Council did not want to allow the road connection from Clinton City into West Point via the Derby Acres subdivision. Mayor Craythorne stated that he did not want to make any commitment to Clinton. Fire Chief Taylor stated that the International Fire Code is a 500' maximum for a cul-de-sac; West Point City's Code is 600', which is still acceptable to the Fire Department, but exceeding that length is an issue for fire safety and logistics. The cul-de-sac is already non-conforming in length. Deputy Chief Taylor stated that the new apparatuses cannot turn that tight, and he believes that this cul-de-sac as it currently stands is a safety issue. He recommends that the City does connect the roads in the future once another access into the new development is constructed. The Mayor stated that when the Council first discussed the new development, they had told the developer that the 1800 N access be completed before the City would allow the connection to Derby Acres. Instead, the developer tried to connect to Derby Acres before any other access was installed. The residents of Derby Acre were upset, addressed the Council about the issue, and the City was able to stop the developer from connecting. Now, the City has two choices: if the Council does feel strong about never allowing a connection, then go ahead and confirm that to Clinton City. The second option would be to do nothing, and address a connection later as the need arises. Council Member Chatterton stated that this issue was worth further discussion, and nothing be sent to Clinton City either way at this time. Council Member Petersen stated the original agreement was that 1800 N be connected, which would be a benefit to the residents of Derby Acre, as it is likely that all traffic would head east, not west. He felt that if the City were to write a letter, it should only state that we are opposed to a connection at this time, but once the development was complete, that might change. Council Member Chatterton agreed that if 1800 N was connected, that access would definitely see more traffic than the Derby Acres access. The Mayor commented that if no definitive answer was given to Clinton, they could end up never connecting 1800 N, and then the safety issue that currently exists would never be rectified. The health and safety of those residents is of the most concern, whether the residents see it as a safety issue or not.

The Council agreed that this issue needed further discussion, with more information of the developer's future plan, and they were not ready to commit either way. The Mayor will inform Clinton City that the Council has discussed the issue, and no commitment was made.

5. **Discussion Regarding Wise Country Meadows Phase 2 –** Mr. Boyd Davis
As a side note, Mr. Davis stated that Mike Schultz, the developer, had told him that the couple that was originally under contract to purchase one of the lots that was later discovered as nonconforming, had backed out of the sale.

Castle Creek is proposing two options to amend the plat to fix the error, while hopefully keeping the same number of lots. The first proposal will result in one lot that is non-conforming: Lot 34 will have a 75' frontage and 8,600 sq. ft. of area. The code requires 85' of frontage and 9,000 sq. ft. of area. The lot will still accommodate the size of the house required by code. The second proposal is to allow two non-conforming lots in 34 and 35. Both lots would meet the minimum 9,000 sq. ft. of area, but would both have less than 85' of frontage; lot 34 would have 77' and lot 35 would have 79'. Rawlee Wilson and Kyle Hamblin, employees of Castle Creek, were in attendance at the meeting, and presented the Council with pictures of the houses that could fit on the lots, which included some of the larger house designs. Mr. Hamblin commented that he would prefer the second proposal, because it only results in the setbacks not meeting Code, not the setbacks and the size of a lot. The Council agreed with that option, and the Development

Agreement would be approved by resolution in the General Session. The amended plat would then be presented for approval at the next Council meeting.

The Administrative Session adjourned.

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

City Manager
Kyle Laws

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
June 7, 2016

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 June 7, 2016 at approximately 7:00 pm with Mayor Craythorne presiding.

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

EXCUSED – None

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

VISITORS PRESENT – Rob Ortega, Rawlee Wilson, John Taylor, Duane Singleton, Brian Singleton, Chad Britt, Lisa Britt, Tyler Britt, Doug Zaugg, Cody Hill, Linda Gates and Steve Gates

1. **Call to Order –** Mayor Craythorne welcomed those in attendance.
2. **Pledge of Allegiance** – Repeated by all
3. **Prayer** – Given by Council Member Chatterton
4. **Communications and Disclosures from City Council and Mayor**

   Council Member Chatterton – Had spoken with Governor Herbert at an event, and the Governor wanted it relayed back to the City that he regretted not being able to attend the Purple Heart Ceremony, but was grateful and very appreciative for what the City had done in declaring West Point the first Purple Heart City in the State.

   Council Member Dawson – The Smith's Marketplace VIP Opening was incredible, and it will be a great addition to our community. He complimented the Mayor on his comments, and all the work that Staff has done on the project.

   Council Member Petersen – no comment

   Council Member Turner – no comment

   Council Member Henderson – no comment

   Mayor Craythorne – The Purple Heart Presentation was not well attended, but Senator Stevenson was in attendance and commented to the Mayor that he had not expected to feel such a dose of patriotism that he felt during the program, and deeply admired the veterans that were in attendance and their stories they shared. The Mayor also commented that Smith's Marketplace had donated $10,000 to the Military Memorial, which would go a long way in ensuring its completion. The grand opening of Smith's is on Wednesday, June 8th, and he encouraged

all residents to attend. The Miss West Point Pageant would also be on June 11th, and he also encouraged all to attend.

5. **Communications from Staff**
Mr. Laws stated that the Ribbon Cutting Ceremony will be at 7:30 AM, and it will be a really fun event for residents and families to attend, with free giveaways and prizes. Fox 13 would also be covering the event.

6. **Citizen Comment Follow-Up**
None

7. **Citizen Comment**
None

8. **Consideration of Approval of Minutes from the May 17, 2016 City Council Meeting**
Council Member Petersen motioned to approve the minutes from the May 17, 2016 City Council Meeting
Council Member Turner seconded the motion
The Council unanimously agreed

9. **Public Hearing for the FY2017 Budget for West Point City** – Mr. Kyle Laws
Mr. Laws stated budget discussions have been ongoing for the last three Council meetings, and welcomed any additional comments or clarifications from the Council. The Fee Schedule does have some changes; most are in regards to results of studies that were conducted for impact fees. The North Davis Sewer District has also increased its rate as part of a four-year rate increase by $3.00 dollars, which will be passed on to residents. The price of a second or third regular garbage can is also increasing from $9.00 to $10.00 to encourage curbside/green waste recycling and cover some of the increased tipping fees.

   a. **Public Hearing – None**
   Council Member Dawson motioned to close the Public Hearing for the FY2017 Budget for West Point City
   Council Member Petersen seconded the motion
   The Council unanimously agreed

10. **Public Hearing of West Point City on the West Point Community Development and Renewal Agency Tax Increment and Sales Tax Revenue Bonds, Series 2016 in the Amount not to Exceed $1,250,000 for Improvements Related to the 300 North Community Development Project Area; and Related Matters** – Mr. Kyle Laws
Mr. Laws stated that this is similar to the resolution passed in the CDRA meeting, but the City Council also has to approve a resolution to pledge sales tax revenue.

   a. **Public Hearing**
   Council Member Petersen motioned to close the Public Hearing
   Council Member Henderson seconded the motion
   The Council unanimously agreed

11. **Consideration of Resolution 06-07-2016A, a Resolution Authorizing the Maximum Amount of $1,250,000 Tax Increment and Sales Tax Revenue Bonds of the Community Development and Renewal Agency of West Point, Utah, to Finance Certain Improvements Related to the 300 North Community Development Project Area;**

Pursuant to a Master Resolution or Indenture to be Approved by a Pricing Committee; and Related Matters – Mr. Kyle Laws

Council Member Petersen motioned to approve Resolution No. 06-07-2016A
Council Member Dawson seconded the motion
The Council unanimously agreed

12. **Consideration of Final Approval of the West Edge Subdivision** – Mr. Boyd Davis
Mr. Davis stated that this item has also been discussed in previous Council sessions, and is located at 1300 N 5000 W. It consists of four, half acre lots. The subdivision was granted final approval by the Planning Commission. A Postponement Agreement will also be up for approval, as the existing street does not accommodate the improvements and it would be better to install them at a future date.

Council Member Chatterton motioned to approve the West Edge Subdivision
Council Member Petersen seconded the motion
The Council unanimously agreed

13. **Consideration of Approval of Resolution No. 06-07-2016B, a Resolution Approving a Postponement Agreement between Duane Singleton and West Point City of the Installation of Street Improvements in the West Edge Subdivision** – Mr. Davis
Council Member Petersen inquired as to whether the Postponement Agreement will follow the property once it changes ownership, to which Mr. Davis confirmed that it would; the Agreement will stay in effect for all new owners.

Council Member Turner motioned to approve Resolution No. 06-07-2016B
Council Member Petersen seconded the motion
The Council unanimously agreed

14. **Consideration of Approval of Resolution No. 06-07-2016C, a Resolution Approving a Development Agreement Between Castle Creek Homes and West Point City Allowing a Non-Conforming Lot in the Wise Country Meadows Phase 2 Subdivision** – Mr. Boyd Davis
Mr. Davis stated that the home on Lot 33 in Wise Country Meadows Phase 2 was built on the property line. Castle Creek Homes has requested that the property lines be adjusted, creating a non-conforming lot. If the Council approves the Development Agreement, he asked that they specify which of the two options Castle Creek has proposed. Option 1 is Lot 34 having 75' of frontage and 8,600 sq. ft. or area (Code requires 85' of frontage and 9,000 sq. ft. of area). Option 2 is allowing two non-conforming lots in lots 34 and 35, both meeting the minimum of 9,000 sq. ft. of area, but both having less than 85' of frontage.

Council Member Turner motioned to approve Resolution No. 06-07-2016C, specifying that Option 2 be referenced in the Development Agreement, making Lot 34 be 9,380 sq. ft. with 77' of frontage, and Lot 35 be 9,383 sq. ft. with 79' of frontage
Council Member Henderson seconded the motion
The Council unanimously agreed

15. **Motion to Adjourn into Closed Session**
Council Member Petersen motioned to adjourn into Closed Session pursuant to UCA §52-4-205(1)(a)&(d)

Council Member Chatterton seconded the motion
The Council unanimously agreed

16. **Motion to Adjourn General Session**
Council Member Petersen motioned to adjourn the General Session
Council Member Chatterton seconded the motion
The Council unanimously agreed

CLOSED SESSION

Immediately following the General Session (Board Room)

1. **Call to Order**
Mayor Craythorne called the June 7, 2016 Closed Session to Order
Roll Call -
Mayor Erik Craythorne
Council Member Jeff Turner
Council Member Kent Henderson
Council Member Gary Petersen
Council Member Andy Dawson
Council Member Jerry Chatterton
City Manager Kyle Laws
Assistant City Manager Boyd Davis
City Recorder Casey Arnold

2. **The Council discussed personnel pursuant to UCA §52-4-205(1)(a)**

3. **The Council discussed the purchase of real property pursuant to UCA §52-4-205(1)(d)**

4. **Motion to Adjourn Closed Session and enter the General Session**
Council Member Chatterton motioned to adjourn the Closed Session and enter into the General Session
Council Member Dawson seconded the motion
The Council unanimously agreed

June 21, 2016
MAYOR ERIK CRAYTHORNE DATE

June 21, 2016
CASEY ARNOLD, CITY RECORDER DATE

WEST POINT CITY
CORPORATE SEAL
DAVIS COUNTY - UTAH