



**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
August 2, 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 August 2<sup>nd</sup>, 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, and Council Member Jeff Turner

**EXCUSED:** Council Member Jerry Chatterton and Council Member Andy Dawson

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

**VISITORS:** Rob Ortega

**1. Discussion of FY2017 Budget–** Mr. Ryan Harvey

Mr. Harvey introduced himself to the Council, and they welcomed him to the City.

There are two final steps to approve the final budget: setting the property tax rate, and then holding the public hearings for the tax rate and final budget. Both of these items are on the Agenda for the next City Council meeting.

The County has set our certified tax rate at 0.000984, which is lower than the 2015 Council approved rate of 0.001036. The Council can choose to accept the lower certified rate, maintain the rate from 2015, or approve a rate somewhere between. Mr. Harvey explained the potential revenue with potential rates. If the certified rate is approved, the property tax revenue will increase by \$23,794 over last year. If the rate is maintained, revenue increases by \$44,955. Maintaining the 2015 rate would increase the property tax of an average home in West Point by \$6.55 per year. In accordance with the Truth in Taxation process, a public hearing will be held at the August 16<sup>th</sup> meeting before the Council chooses what rate to approve.

Mr. Harvey detailed some of the things that the additional revenue could be used for:

- Seal coat on the entire trail system: \$51,341.51
- Sidewalk maintenance: Over \$10,000 worth of repairs per year for several years
- Park Development: Depending on how we want to phase the development of Loy Blake Park near 520 North, this could be one time or ongoing for multiple years. The amount to completely develop this section of park is unknown at this time.
- Other budgetary needs

Council Member Turner stated that the Council had previously decided a few years ago to hold the TNT process, so that it could increase the rates if needed to fund future needs. He used Clinton as an example of not raising the rates in years that it needed to, as they are now having to implement a major increase to fund its needs. Mr. Laws agreed, and

commented that the Council had also previously decided that small increases are better over a number of years, rather than a large increase in just one year. Mayor Craythorne stated that new growth will increase revenue, as well as the new Smith's, which residents are expecting to be a large revenue generator for the City. If there was ever a year to use the certified rate, the Mayor believed that this was the year. Council Member Henderson stated that although there will be increased revenue, the City still has many needs that the additional revenue from maintaining the rate could be used for. He stated that the City has ran pretty "lean" for the past number of years, and cautioned against getting itself in a position of having to have a major increase in coming years.

Council Member Petersen stated that while additional sales tax revenue will be generated from Smith's, it is not a good idea to base budgetary decisions on that revenue, because it fluctuates and is unpredictable. Property Tax Rate is a set value that can be counted on. However, he continued to state that the residents are also expecting additional revenue from Smiths, and will question why the Council is still raising their property taxes. He is in favor of approving the certified tax rate, rather than maintaining the 2015 rate. Council Member Henderson agreed that this year would be a good year to approve the certified rate, from the residents' perspective. However, the increase of maintaining the rate is minimal (\$.54 a month), and even though the sales tax will be additional revenue, that revenue goes towards additional costs; it is not purely "profit".

The Council was in agreeance that it should adopt the certified tax rate, which is a lower rate than the rate approved in 2015, but will hear public input on the issue at the next public hearing.

The Council agreed that holding the Truth in Taxation process each year is a good way for the Council to have better discussion about the tax rate, and because the Council has adopted different rates each year, it shows that there is real discussion about the City's needs and residents can see that the Council scrutinizes the decision each year.

Mr. Harvey continued on with the proposed budget changes, which include an increase to the General Fund of \$1,000 for the Miss West Point fund, and an increase of \$500 for the 4<sup>th</sup> of July to go towards a band for the parade next year. Syracuse High School's band has not wanted to participate, and that money would go towards recruiting surrounding schools' participation. Additionally the liability insurance increased, as the parade route is along UDOT roads, and UDOT requires a \$3 million liability insurance policy, and the City's current policy is only \$2 million. The ULGT only offers coverage from \$2 or \$5 million, and so the City must have the \$5 million dollar policy coverage to meet UDOT's standards.

Proposed changes to the Capital Projects Fund include increases to the Park Improvement Projects for the paving of the North Parking lot off of 520 N, HA5 application for the trail system, and new playground equipment at the Bingham Park, as well as an increase for 2000 West utilities to upgrade existing utility lines to coincided with UDOT's extension of the 2000 W widening project to 470 North.

The Local Option Transportation Projects has been added to the CIP Matrix to account for the additional funding source provided by the State Legislature approved in last November's election. This revenue can be used for specific projects in the future.

## **2. Discussion of Animal Control Ordinance Regarding Trapping of Cats – Mr. Kyle Laws**

Mr. Laws stated that in previous sessions, removing cats from the "At-Large" definition of the Animal Control Ordinance has been discussed. This would allow cat owners to let their cats out of the house, unleashed, to which the Council was favorable, but also directed Staff to also explore options regarding the trapping or baiting of cats. In discussions with Clint Thacker of Davis County Animal Control, Mr. Laws proposed that the following should be considered in the language:

- Only legal and humane trapping methods would be allowed
- Only authorized agents or organizations be allowed to trap cats, meaning that residents would not be allowed to trap a cat and turn it in to Animal Control
- A cat with clearly identifiable marks of ownership must be immediately released if trapped, (an exception would be a nuisance cat as determined by the nuisance definition).

The Council agreed with this language, and the item would be on the agenda for approval at the next City Council Meeting.

- 3. Discussion Regarding a Proposed Rezone at 800 N 3000 W from A40 to R-3 (SW Corner) – Mr. Boyd Davis**  
Mr. Davis explained that the Oleson family property is approximately 6 ½ acres on the southwest corner of 800 N 3000 W. A developer is purchasing the property and is requesting a rezone from A-40 and R-2 to R-3. They do plan to do a residential subdivision. The rezone fits the General Plan, and is on the agenda for the next Planning Commission meeting for approval before coming to the City Council for final approval.
- 4. Discussion Regarding the Rezone of the Dahl Family Property at 4500 W 300 N – Mr. Boyd Davis**  
This rezone is for approximately 20 acres on the southeast corner of 300 N 4500 W. The family is planning to develop the property into a residential subdivision, and is requesting a rezone to R-1 from A-40 and R-2. The request is consistent with the General Plan, and the Planning Commission will also hold a public hearing for this item on August 11<sup>th</sup> before it comes to the Council for final approval.
- 5. Discussion of Ordinance No. 08-02-2016A, Establishing Temporary Regulations Pertaining to Development within the Residential Zones of West Point City – Mr. Boyd Davis**  
Mayor Craythorne stated that with the General Plan currently being revised, and the increased interest in developing residential properties within the City, Staff has discussed the need to update the regulations on residential properties in the City. With the changes to these regulations and to the General Plan, he has discussed with Staff the idea of placing temporary land use restrictions (a moratorium) on rezone and subdivision applications, to allow the City enough time to update the Code and General Plan before considering the applications. The Mayor stated that the current zoning ordinance may allow some uses that are not in the best interest of the City, and the City may receive an influx of applications once the public learns the ordinances are being updated. The time length of the moratorium is short enough that the Mayor does not feel like it will cause any undue burden on residents, and the building season is slowing down heading into fall.

The Council agreed that this ordinance was needed.

The Administrative Session adjourned.



**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
August 2, 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 August 2, 2016 at approximately 7:00 pm with Mayor Craythorne presiding.

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

**EXCUSED** – Council Member Jerry Chatterton and Council Member Andy Dawson

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

**VISITORS PRESENT** – Rob Ortega, Kylie Kap, Doug Zaugg, Jon Phillips, Dax Phillips, and Robert Halter

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

Council Member Henderson – Wanted to thank the Planning Commission for their continuing work on the General Plan, and for their desire to do what is truly best for the City.

Council Member Turner – no comment

Council Member Petersen – Wanted to comment on the large fire at Balchem Chemicals (Albion Labs) this last week. He commended the North Davis Fire District and surrounding agencies for their leadership, cooperation, and firefighting. The cause of the fire is currently being investigated, but the structure is a total loss. No firefighters were injured, and they all did a great job fighting the massive fire.

Mayor Craythorne – Echoed Council Member Petersen’s compliments.

5. **Communications from Staff**

Mr. Laws reminded the Council of the Summer Party on August 4<sup>th</sup> at Bingham Park. Mr. Laws was also asked to remind the Council that the Senior Lunch in August is actually a dinner that will be held on Friday, August 19<sup>th</sup> and invited Council to attend.

6. **Citizen Comment Follow-Up**

Mr. Laws stated that as a follow-up from comments from two meetings ago, asking for better control of speeding through the Bartholomew Lanes subdivision, he reported that traffic counters were placed on the road to count

the number of cars and speed. The counters were set-up a few days before the intersection at 1300 N and 3000 W was open, and then for a few days after. Once the intersection was open, the number of cars using that road decreased by roughly 150 per day, and about 80% of the traffic was within the speed limit. Staff feels that is considered successful, and is accordance with UDOT's regulations when it sets its speed limits. Staff has also spoken with the Sherriff's department asking for more patrol in that area.

## **7. Citizen Comment**

Robert Halter – 3529 W 1500 N: He is a resident that previously commented on the speeding issue addressed in Citizen Comment Update. Since the intersection has been opened, the number of cars has gone down significantly, but speed is still a major issue. His son was almost hit last night, and he is still deeply concerned about the issue. He has not yet seen a police officer patrolling at the times needed, which would be around 6 – 8 PM at night, when the kids are outside. The speed is fairly random, but it is a nice, long, straight road that is inviting to speeders. The subdivision below them does not have an access other than through 1300 N, which they do not want to go through. He has thought about buying speed bumps to place outside his road. He understands that while the 80% is within regulations, it is still a lot of speeding. Mr. Laws commented that the count of cars per day before the intersection opened was around 670, so 500 cars is still a lot of traffic using that road.

Doug Zaugg – 430 N 3000 W: Would like the speed counters along 3000 W as well, because people are going very fast along that road too. He would also like to mention that a manhole cover on 3000 W is really loose and makes a loud noise when cars hit it. Mr. Davis commented that Public Works is already scheduled to take a look at the issue in the next day or so.

## **8. Consideration of Approval of Minutes from the July 19, 2016 City Council Meeting**

Council Member Petersen motioned to approve the minutes from the July 19, 2016 City Council Meeting

Council Member Henderson seconded the motion

The Council unanimously agreed

## **9. Youth Council Update**

Ms. Kylie Kap updated the Council on what the Youth Council has been up to. The Awards Banquet is on September 9<sup>th</sup>, which the Council will be invited to attend. The Youth Council helped with the 4<sup>th</sup> of July, and had a good turnout of members. The Youth Council has also been weeding the Community Garden, and will be helping with the Senior Dinner this month as well. The Mayor thanked the Youth Council for their work and all that they do for the City, especially for how many came out to help with the 4<sup>th</sup> of July.

## **10. Consideration of Approval of a Contract with Holbrook Asphalt for Street Maintenance Work – Mr. Boyd Davis**

Mr. Davis explained that Holbrook Asphalt was bid as a sole supplier of the HA5 product, which is a High Density Mineral Bond Seal treatment to extend the life of the roads and trails. The HA5 will be used on all of 3000 W, all of the trails in the City, and for two new subdivisions (which will be paid by the developers at the City's price, which is about \$19,000 of the contract). The total contract is for \$132,516, which includes the treatment, striping, and traffic control.

Council Member Henderson motioned to approve the contract with Holbrook Asphalt for street maintenance work

Council Member Turner seconded the motion

The Council unanimously agreed

**11. Consideration of Approval of Bid for Advanced Paving to Pave the Dirt Parking Lot at Loy Blake Park – Mr. Boyd Davis**

Mr. Davis stated that the Council had discussed the possibility of doing a change order in order to also pave the North Parking Lot, while Advanced Paving was already on site to pave the South Parking Lot. The total cost of the change order is \$92,538, and a change order of this size requires the Council's approval. A few of the line items did increase from the original bid, but the price is still lower than the average of the ten original bids.

Mr. Laws commented that the parking lot will be slightly longer and narrower than the original concept plan to accommodate existing utility lines, but will still have roughly the same number of parking stalls.

Council Member Petersen motioned to approve the change order bid of Advanced Paving to pave the dirt parking lot at Loy Blake Park

Council Member Turner seconded the motion

The Council unanimously agreed

**12. Consideration of Final Approval of the Craythorne Homestead Phase 2 Subdivision Located at 549 S 4500 W – Mr. Boyd Davis**

As a matter of disclosure, Mayor Craythorne stated that he is not the applicant on this subdivision. Mr. Davis stated that Staff is recommending this item be tabled, as they have been notified of additional requirements UDOT is requesting.

Council Member Petersen motioned to table the final approval of the Craythorne Homestead Phase 2 Subdivision indefinitely

Council Member Henderson seconded the motion

The Council unanimously agreed

**13. Consideration of Approval of Ordinance No. 08-02-2016A, Approving a Postponement Agreement for the Craythorne Homestead Phase 2 Subdivision – Mr. Boyd Davis**

Mr. Davis stated that this item also needs to be tabled.

Council Member Petersen motioned to table approval of Ordinance No. 08-02-2016A indefinitely

Council Member Henderson seconded the motion

The Council unanimously agreed

**14. Consideration of Approval of Ordinance No. 08-02-2016A, Establishing Temporary Regulations Pertaining to Development within the Residential Zones of West Point City – Mr. Boyd Davis**

Mayor Craythorne stated that this Ordinance is effectively a moratorium on any zoning or subdivision applications. The General Plan revision is about 2/3 of the way completed, and it is necessary to stop any requests until that revision, as well as the updating of ordinance regulations, is complete. The moratorium can last as long as 6 months, but the restrictions could be lifted sooner. Council Member Petersen commented that he agrees with needing the restrictions, though they might not need to last the full 6 months.

Council Member Turner motioned to approve Ordinance 08-02-2016A

Council Member Henderson seconded the motion

The Council unanimously agreed

Roll Call Vote

- Council Member Turner – Aye
- Council Member Henderson – Aye
- Council Member Petersen – Aye
- Council Member Chatterton – Excused
- Council Member Dawson – Excused

The Council unanimously agreed.

**15. Consideration of Appointing Megan Mills as City Treasurer for West Point City – Mr. Kyle Laws**

Mr. Laws stated that Megan Mills could not attend the meeting, due to a pre-planned vacation, but would attend a future meeting so that she could meet the Council. Mr. Laws continued to state that she is catching on really quickly, and is excited to have her as part of West Point City. Staff recommends approving Megan Mills as City Treasurer for West Point City. The Mayor commented that it seems like she is fitting in really well, and is excited about having her and Ryan Harvey joining the team.

Council Member Petersen motioned to approve the appointment of Megan Mills as City Treasurer for West Point City

Council Member Turner seconded the motion

The Council unanimously agreed

**16. Motion to Adjourn**

Council Member Henderson motioned to adjourn the General Session

Council Member Turner seconded the motion

The Council unanimously agreed



  
MAYOR ERIK CRAYTHORNE      August 16, 2016  
DATE

  
CASEY ARNOLD, CITY RECORDER      August 16, 2016  
DATE