



West Point City Council Notice and Agenda

West Point City Municipal Center
3200 West 300 North
West Point City, UT 84015

May 7, 2013

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

City Manager
Kyle Laws

ADMINISTRATIVE SESSION

6:00 pm – Council Room

- page 5 1. Discussion of Brick Rule – Mr. Boyd Davis
- 2. Municipal Election Process – Mr. Kyle Laws
- page 7 3. Budget Discussion – Mr. Kyle Laws

GENERAL SESSION

7:00 pm – Main 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. Youth Council Update
- 8. Miss West Royalty
- 9. Presentation from Davis and Weber Counties Canal Company to Discuss Water Shortage – Mr. Boyd Davis
- 10. Budget Hearing – Mr. Kyle Laws
 - a. Public Hearing
- page 15 11. Award Bid for 4500 West Sewer Line Project – Mr. Boyd Davis
- page 19 12. Adoption of Minutes from the April 16, 2013 Council Meeting – Mrs. Misty Rogers
- 13. Motion to Adjourn

Posted and dated this May 2, 2013

MISTY ROGERS, 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 eight hours prior to the meeting and we will seek to provide assistance.

TENTATIVE UPCOMING ITEMS

Date: 5/21/2013

Administrative Session

- 1. Discussion of Amending the Agreement with North Davis Sewer District – Mr. Kyle Laws (action item at next meeting)
- 2. Budget Discussion – Mr. Kyle Laws
- 3. Veteran’s Memorial Discussion – Mr. Kyle

General Session

- 1. Continuation of Budget Discussion – Mr. Kyle Laws
 - a. Continuation of Public Hearing
- 1. Ordinance No. 05-07-2013, Consideration of Amending Section 15.15.130 of the West Point City Code, Relative to Brick Requirements on New Homes
 - a. Public Hearing
 - b. Action

Date: 6/4/2013

Administrative Session

- 1. Inflatables Policy & Fee’s – Mrs. Jolene Kap
- 2. Discussion of the Purchasing Policy – Mr. Kyle Laws
- 3. Budget Discussion – Mr. Kyle Laws

General Session

- 1. Youth Council Update
- 2. Resolution No 06-04-2013, Consideration of Adoption of FY2014 Tentative Budget for West Point City and All Related Agencies - Mr. Kyle Laws
 - a. Public Hearing
 - b. Action

Date: 6/18/2013

Administrative Session

- 1. Budget Discussion – Mr. Kyle Laws

General Session

- 1. Resolution No 06-18-2013A, Consideration of Adoption of the Schedule of Fees for West Point City – Mr. Kyle Laws
- 2. Resolution No 06-18-2013B, Consideration of Adoption of the FY2013 Property Tax Rate for West Point City – Mr. Kyle Laws
 - a. Public Hearing
 - b. Action

- 3. Ordinance No 06-18-2013, Consideration of Adoption of the Revised Budget for West Point City for FY2013, a Budget for FY2014, and a Compensation Schedule for Employees and Officers of the City – Mr. Kyle Laws
 - a. Public Hearing
 - b. Action
- 4. Ordinance No 06-18-2013B, Consideration of Amending Title 3.25 of the West Point City Code, Relative to Purchasing Procedures – Mr. Kyle Laws
- 5. Resolution No 06-18-2013C, Consideration of Adoption of the Inflation Fees and Policy – Mr. Kyle Laws

Community Development and Renewal Agency Meeting

- 1. Resolution No R06-18-2013, Consideration of the Adoption of FY2013 Amended Budget and the FY2014 Annual Budget for West Point City – Mr. Kyle Laws
 - a. Public Hearing
 - b. Action

Date: 7/2/2013

Administrative Session

General Session

- 1. Youth Council Update

Date: 7/16/2013

Administrative Session

General Session

Date: 8/6/2013

Administrative Session

General Session

- 1. West Corridor Update, Draft EIS Report – Randy Jefferies

Future Items

Administrative Session

General Session

January
February
March
April
May

7	City Council-7pm
9	Planning Commission-7pm
15	Council/Staff Lunch-11:30am
20	Senior Lunch-11:30am
21	City Council-7pm
23	Planning Commission-7pm
27	Memorial Day-Office Closed

June

4	City Council-7pm
13	Planning Commission-7pm
17	Senior Lunch-11:30am
18	City Council-7pm
27	Planning Commission-7pm
29	Miss West Point Pageant RHS-7pm

July

2	City Council-7pm
4	Independence Day-Office Closed
	4th of July activities
11	Planning Commission-7pm
15	Senior Lunch 11:30am
16	City Council-7pm
24	Pioneer Day Observed-Office Closed
25	Planning Commission-7pm

August

1	Summer Party-5pm
6	City Council-7pm
8	Planning Commission-7pm
16	Senior Dinner-5:30pm
20	City Council-7pm
22	Planning Commission-7pm

September

2	Labor Day-Office Closed
3	City Council-7pm
4	Council/Staff Lunch-11:30am
11-13	ULCT Annual Convention
12	Planning Commission-7pm
16	Senior Lunch-11:30
17	City Council-7pm
26	Planning Commission-7pm

October

1	City Council-7pm
3	Cemetery Cleaning
10	Planning Commission-7pm
15	City Council-7pm
21	Senior Lunch-11:30am
24	Planning Commission-7pm
25	Halloween Carnival-7pm

November

5	Election Day
9	Flags on Veteran's Graves YC
11	Veteran's Day-Office Closed
14	Planning Commission-7pm
18	Senior Lunch-11:30am
19	City Council-7pm
28-29	Thanksgiving -Office Closed

December

6	Christmas Party-7pm
2	City Hall Lighting Ceremony-6:00 pm
3	City Council-7pm
12	Planning Commission-7pm
16	Senior Lunch-11:30am
17	City Council-7pm
20	Cemetery Luminary-4pm
25-26	Christmas -Office Closed

January 2014

10-11	Council Retreat
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City Council Staff Report

Subject: Brick Rule
Author: Jeff Oyler/Boyd Davis
Department: Community Development
Date: May 7, 2013

Background

The current code calls for each residential home in West Point to contain at least 40% brick or stone. This rule, which was implemented in October 2005, has recently come under some scrutiny due to changes to a similar rule by Syracuse City. The change was the result of a complaint filed by the Home Builder's Association. Due to the likelihood that a similar complaint could be filed against West Point, the Council directed the Staff and Planning Commission to review the current rule and consider possible changes.

The Planning Commission has discussed this rule over the past couple of months and has prepared a recommendation for the City Council, which is summarized in this report.

Analysis

It should be noted that the State Code allows the City to have rules, such as the brick rule, which promote the aesthetics of the municipality, protect the tax base, and protect property values. Any change to the current rule must be in line with the guidelines provided in the State Code.

The Planning Commission considered many options with regards to the brick rule and considered the following guiding principles:

- A. The majority of the brick should be on the front of the home.
- B. Brick should be required on the sides of the home.
- C. Vinyl siding should be limited to the rear of the home.

After a great deal of discussion, the Planning Commission resolved on the following:

- (1) Reduce the overall percentage of brick to 30%. This will still require some brick on the sides.
- (2) Vinyl siding can be located on both the sides and rear of homes, except that no siding is allowed on the side of a home that faces a street (corner lots for example).
- (3) As an exception to the 30% rule, a home exterior that is 100% fiber cement board (hardie board) would not need to meet the 30% rule. Brick and/or stone can be incorporated on that home.

The following language is the proposed language for the City Code:

15.15.130 Residential standards.

C. For purposes of this subsection, the definition of “facade” means all exterior walls.

A minimum of 30 percent of the exterior wall construction for all single family, duplex, and townhomes shall be constructed of brick, rock, or stone. The 30 percent requirement shall be calculated by measuring all facades of the structure from the foundation to the top plate line of the uppermost level, excluding openings for windows, doors, and trim, and by multiplying that figure by 30 percent. The builder of the structure shall be authorized to satisfy the 30 percent requirement by lacing the brick, rock, or stone on one or more facades of the structure, provided that the facade that faces the public street or private road that services the structure shall have a minimum of 30 percent of that facade covered with brick, rock, or stone. The balance of the facade facing the public street or a private road shall be in stucco or other masonry product similar to fiber cement board. Vinyl siding is allowed on the sides and rear elevation of any structure. Vinyl siding is not allowed on the side of a structure facing a public street.

The entire façade may be constructed solely of fiber cement board or in combination with brick, rock, or stone in any amount.

Recommendation

No action required. This is for discussion purposes only, but Staff would like any feedback or direction the Council may have.

Significant Impacts

There are no significant impacts at this time.

Attachments

None

City Council Staff Report

Subject: FY2013 Amended Budget & FY2014 Budget
Author: Kyle Laws
Department: Finance
Date: May 7, 2013

BACKGROUND

Each year cities and towns in the State of Utah are required to adopt a balanced budget for the upcoming fiscal year (July 1- June 30) on or before the 22nd of June. The tentative budget must be presented to the City Council at or before the first meeting in May.

ANALYSIS

Staff, City Council and the Mayor will discuss the FY2014 Tentative Budget over the course of the next four City Council Meetings. The attached Budget Process Calendar will provide Council with an overview of the items to be discussed.

Revenues & Expenditures

The FY2014 budget proposes that the City allocate \$5,443,624, with the greatest share appropriated to the General Fund (32%). The Water Fund will be 27%, the Waste Fund 22%, the Special Revenue Fund 7%, the Capital Projects Fund 7%, the Storm Water Fund 3%, and the Debt Service Fund 2% of total expenditures, as shown in the table below.

2014 Proposed Budget

	Revenue	Transfers In	Expenditures	Transfers Out	% of Total
General Fund	\$2,109,495	\$50,000	\$1,802,591	\$356,766	33%
Special Revenue Fund	\$146,320	\$250,000	\$396,320	\$0	7%
Capital Projects Fund	\$368,000	\$0	\$368,000	\$0	7%
Waste Fund	\$1,209,500	\$0	\$1,188,670	\$20,000	22%
Water Fund	\$1,565,339	\$0	\$1,495,604	\$69,000	27%
Storm Water Fund	\$188,400	\$0	\$161,634	\$25,500	3%
Debt Service Fund	\$0	\$106,766	\$106,766	\$0	2%
Total	\$5,587,054	\$406,766	\$5,519,585	\$471,266	100%

Expenditures

As can be seen in the table on the next page, the fund with the largest increase in expenditures is the Capital Projects Fund. This is due to the funding of a couple new projects. We will discuss the capital improvement projects at the next council meeting. The 24% increase in the Water Fund is also due to projects that are funded for the 2014 fiscal year.

Fund	2013 Original*	2014 Budget*	% Change
General	\$1,726,630	\$1,802,591	4%
Special Revenue	\$360,320	\$396,320	10%
Capital Projects	\$265,000	\$368,000	39%
Waste	\$1,301,732	\$1,188,670	-9%
Water	\$1,203,266	\$1,495,604	24%
Storm	\$145,480	\$161,634	11%
Debt Service	\$106,884	\$106,766	0%

* Excludes Transfers

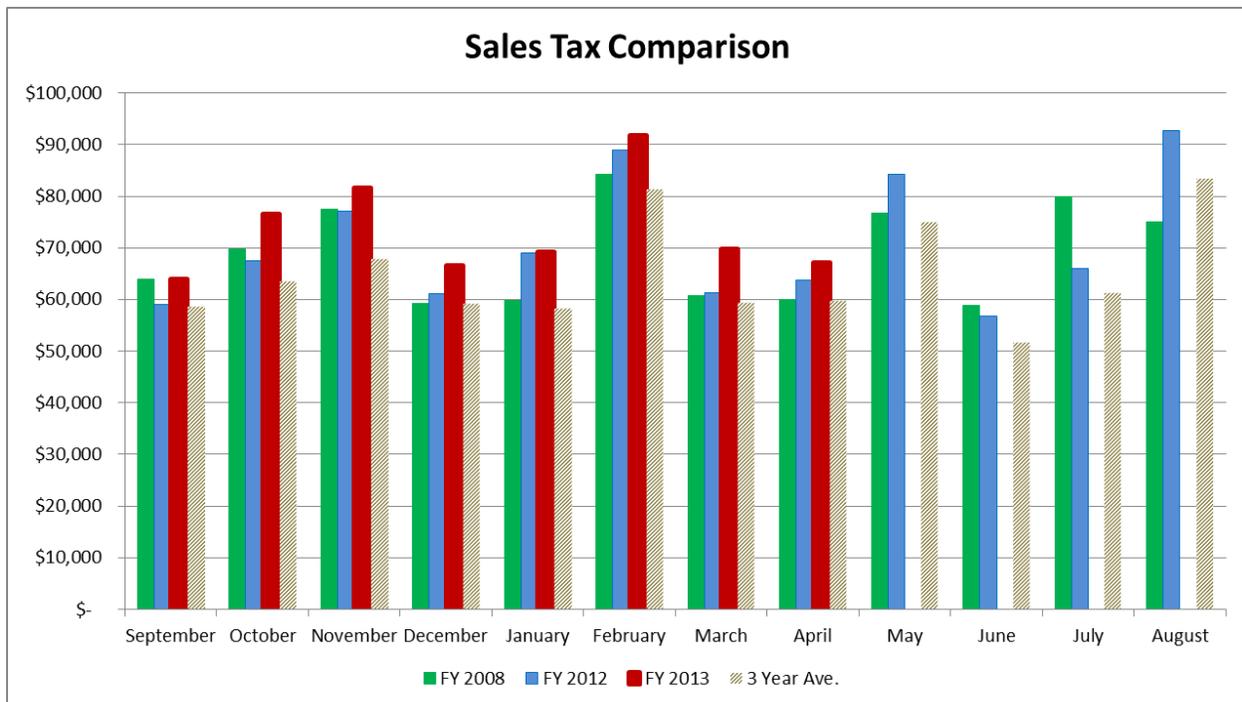
Revenues

We are seeing slow increases to General Fund revenues (see years 2010-2012 below). The chart below shows the history since 2010. Keep in mind that the 2013 Budgets and the 2014 Proposed Budget are not actuals.

	2010	2011	2012	2013 Original	2013 Adjusted	2014 Proposed
Tax Revenue	\$1,520,589	\$1,581,341	\$1,671,029	\$1,574,000	\$1,577,495	\$1,634,495
Licenses/Permi	\$122,609	\$78,915	\$118,513	\$82,000	\$82,000	\$82,000
Services	\$126,508	\$139,541	\$134,265	\$118,000	\$125,000	\$137,500
Total	\$1,769,706	\$1,799,797	\$1,923,807	\$1,774,000	\$1,784,495	\$1,853,995

Sales Tax

We are seeing the most revenue growth in Sales tax. Fiscal year 2012 was our highest year of sales tax revenue, prior to last year the highest year was FY2008. The graph below shows the FY2008 and FY2012 actuals along with the actuals for the current year (FY2013) and the previous 3-year average (which excludes FY2008). We are in every instance higher than we were in 2012 which is a very good sign. We have continued to budgeted revenues conservatively, albeit with a \$55,000 increase, as sales tax is the most volatile tax revenue source.



Property Tax

We continue to rank near the bottom of Davis County cities with our individual property tax rate. While we aren't projecting an increase in revenues we do want to maintain our rate. It is not anticipated that values will increase enough this year to drop the rate, but we want to keep this on our radar in case the need arises to go through the Truth in Taxation process this fall. It is also important to note that the "Vehicle - In lieu of property tax" revenue has been slowly declining over the years. As other taxing entities increase their property tax rate, they receive a larger portion of the "vehicle- in lieu of property tax" revenue.

Energy Sales and Use Tax

Over the past several years this revenue source has slowly been increasing. We have been budgeting very conservatively here and are confident enough in the actual revenues of previous years that we have proposed a small increase to the budget of \$2,000 for FY2014.

Budget Option Summary Sheet

These summary sheets are titled "Summary of Changes for FY2013" and "Summary of Changes for FY2014" and can be found attached to this staff report. These sheets summarize the budget requests for each year and are shown by department and fund. This sheet shows us how the budget requests affect the overall budget and provides a smooth transition into the discussion of each request.

Operating Budget Requests

The operating budget requests will be divided into two areas: Personnel and Department Requests. Each area will summarize the budget option requests to provide you with a little more information.

- **Personnel Budget Requests**

Employee Healthcare Benefits – This year we have assumed a 12% increase, which results in a \$17,470 increase to the budget. The renewals we recently received from Altius indicate a 12% increase. With the new regulations attached to the Affordable Care Act, all signs indicate that a significant increase is looming for next year's renewal. Realizing this to be a real possibility, staff recommends leaving all healthcare benefits intact this year, while preparing for plan changes and major adjustments next year.

Retirement Benefits – The Utah Retirement Systems has seen some major changes over the last couple of years. As a result of the bad economy, the system lost large sums of money from their investments. The state legislature has instituted several measures to ensure the system will continue to function properly and provide retirement for public employees. One of those measures was an increase each year for the next several years to the contribution rate. This year we saw a 1.25% increase in the rate, which resulted in a \$9,533 increase in costs to the City.

Pay Plan Market Study & Adjustments – Last year, as part of our pay plan process, the City Council approved a 2% market increase to all positions. This year we conducted a market study to see whether our positions are in line with the market. We discussed this process in detail at our last meeting. The overall sense of that study and the outcome was very positive. The Council suggested looking into establishing a type of career ladder in the public works department. This has been done and included in the budget option. The total cost for all adjustments across all funds is \$51,709. Of that amount, \$35,818 is supported by the General Fund.

Intern – Last year we received a \$5,000 grant from the Utah City Managers Association (UCMA) to help fund a summer intern. We budgeted \$10,000 for the intern last year knowing that half would be supported by the grant. The intention was for the funding to be a one-time budget increase. Based on the work our intern conducted for us, and the added value that provided to the organization, staff recommends the City continue to fund \$10,000 for a summer intern, realizing we will not have a grant to help support the position.

- **Department Requests**

Administration

Recorder's Office (Elections) – With the municipal elections this Fall, we have increased the Recorder's Office budget by \$1,300.

Utah League of Cities & Towns (Membership) – There was a slight increase to our membership fees for the league, resulting in a budget increase of \$400.

Miss West Point Pageant – We have seen an increased interest in participation to the Miss West Point Pageant over the last couple of years. Additionally, several years ago when budget cuts were made, the funding for the pageant was cut slightly. To help support the increased costs, we have added \$935 to both FY2013 and FY2014 budgets.

IT Support & Contracts (MS Exchange 365) – During the current fiscal year, we have purchased a new server and have added a new contract for Microsoft Exchange 365. This is to allow our email system to be housed on an off-site server and free up space internally. The cost of \$2,400 per year will be shared among the General Fund (50%), Waste Fund (25%), and Water Fund (25%).

Finance

Risk Management – This budget supports our general liability, property and auto insurance premiums. Due to various factors that have increased these costs, we have increased the budget by \$2,000.

Bank Service Charges – There has been some confusion in the past on where to pay for our bank service charges. To clarify this issue and to ensure they aren't inappropriately

affecting other budgets we have created a separate line to pay for these charges. For FY2013, the budget is \$1,200, and for FY2014 the budget is only \$500. The reason for the dramatic difference is a result of switching our banking service from Wells Fargo to Zions.

IT Support & Contracts (McLain Budget Software) – During the current fiscal year, we purchased budgeting software to help ensure more accurate budgeting. The implementation came later than expected and has not allowed us to successfully use it this year. However, a discount has been given and we will be up and running for next year's budget season. This software will cost about \$5,000 per year and will be supported by the General Fund (55%), Waste Fund (22.5%), and Water Fund (22.5%).

Community Development

IT Support & Contracts (GPS Fees) – We will be purchasing new GPS equipment in the next month which will be extremely valuable to the City. This equipment will allow us to accurately mark various things in the City including street lights, utility systems, sprinkler heads in the parks, sports field boundaries, etc. The annual fees will be around \$1,200 and will be shared equally by the General Fund, Waste Fund, and Water Fund.

Public Safety

Police Contract – With the renewal of the Interlocal Agreement with Davis County for Law Enforcement Services, we have increased the budget by 2.5%.

Public Works

Water Purchase (Weber Basin) – Weber Basin Water Conservancy District had a small increase in fees that resulted in a \$5,000 increase to the Water Fund budget.

Recreation

Football – According to Utah Code, any football helmets with over 10 years of use must be destroyed. We had many helmets that fell into this category which required the purchase of new helmets. For the FY2013 adjusted budget the request is for \$3,000. This is a one-time request and will not be carried over into next year's budget. Also, in order to properly account for money coming through the City we have made a change to how we handle money for sweatshirts and t-shirts for football. While the budget for FY2014 will increase by \$7,000, this will be offset by the money collected for the purchase of these items.

Volleyball – With City Council approval, Fiscal Year 2014 will bring to West Point a volleyball program. This program will take place in the fall, will last for 8 weeks, and be held at West Point Jr. High. The recommended budget for the program is \$5,000 and will be offset by revenues from registration fees.

Baseball/Softball – An increase in the amount of \$2,500 is requested for FY2013. Most of this is to purchase a new pitching machine. There has been some concern over the

inconsistency of our current machines. The anticipated cost is about \$2,200. The additional \$300 is to help offset the cost of the all-star baseball tournament held on the 4th of July.

Basketball (3-on-3 Tournament) – The City has decided to bring the 3-on-3 basketball tournament in-house this year. This is the basketball tournament held on the 4th of July and has been run by Kelly Ross and his family for many years. The cost is about \$3,000 and will be offset entirely by registration fees. This amount is for both the current fiscal year (2013) and next fiscal year (2014).

RECOMMENDATION

Staff would like Council to discuss and provide direction on the City Manager's Recommended Budget.

SIGNIFICANT IMPACTS

There are no significant impacts at this time.

ATTACHMENTS

Summary of Changes for FY2013

Summary of Changes for FY2014

Summary of Changes for FY 2013

	General Fund	Waste Fund	Water Fund	Storm Water	Net Cost/Savings to Other Funds	Total Cost/Savings
Administration						
1 Miss West Point Pageant	\$935					\$935
Subtotal	\$935	\$0	\$0	\$0	\$0	\$935
Finance						
2 Bank Service Charges	\$1,200					\$1,200
Subtotal	\$1,200	\$0	\$0	\$0	\$0	\$1,200
Recreation						
3 Football Program	\$3,000					\$3,000
4 Baseball/Softball Program	\$2,500					\$2,500
5 Basketball Program (3-on-3 Tournament)	\$3,000					\$3,000
Subtotal	\$8,500	\$0	\$0	\$0	\$0	\$8,500
	Net Change to General Fund	Waste Fund	Water Fund	Storm Water	Net Change to All Other Funds	Total Cost/Savings
Grand Total	\$10,635	\$0	\$0	\$0	\$0	\$10,635
Grand Total (less Class C)	\$10,635	\$0	\$0	\$0	\$0	\$10,635

Summary of General Fund Changes Including Revenues

General Fund Changes (FY 2012-FY 2013 Adj)

2013 General Fund Revenue Original Budget	\$2,084,500
Change in GF Revenues	\$10,495
Amended 2013 GF Revenue Budget	\$2,094,995
2013 General Fund Expenditure Original Budget	\$2,083,566
2013 GF Increases	\$10,635
2013 GF Reductions/Offsets	\$0
Change in GF Expenditures	\$10,635
Total General Fund Expenditures	\$2,094,201
Total Shortfall/Overage	\$794

Summary of Changes for FY 2014

	General Fund	Waste Fund	Water Fund	Storm Water	Net Cost/Savings to Other Funds	Total Cost/Savings
Personnel						
1 Employee Healthcare Benefits	\$11,169	\$2,932	\$2,932	\$437	\$6,301	\$17,470
2 Retirement	\$6,382	\$1,428	\$1,428	\$295	\$3,151	\$9,533
3 Pay Plan Market Study Adjustments	\$35,818	\$7,346	\$7,346	\$1,199	\$15,891	\$51,709
Subtotal	\$53,369	\$11,706	\$11,706	\$1,931	\$25,343	\$78,712
Administration						
4 Recorder's Office (Elections)	\$1,300				\$0	\$1,300
5 Utah League Membership	\$400		\$0		\$0	\$400
6 Miss West Point Pageant	\$935				\$0	\$935
7 IT Support & Contracts (MS Exchange 365)	\$0	\$600	\$600		\$1,200	\$1,200
Subtotal	\$2,635	\$600	\$600	\$0	\$1,200	\$3,835
Finance						
8 Risk Management	\$2,000				\$0	\$2,000
9 Bank Service Charges	\$500				\$0	\$500
10 IT Support & Contracts (Budget Software)	\$0	\$1,125	\$1,125	\$0	\$2,250	\$2,250
Subtotal	\$2,500	\$1,125	\$1,125	\$0	\$2,250	\$4,750
Community Development						
11 IT Support & Contracts (GPS Fees)	\$400	\$400	\$400		\$800	\$1,200
Subtotal	\$400	\$400	\$400	\$0	\$800	\$1,200
Public Safety						
12 Police Contract (2.5%)	\$2,005				\$0	\$2,005
Subtotal	\$2,005	\$0	\$0	\$0	\$0	\$2,005
Public Works, Emergency Management, and Parks						
13 Water Purchase (Weber Basin)			\$5,000		\$5,000	\$5,000
Subtotal	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000
Recreation						
14 Football Program	\$7,000					\$7,000
15 Volleyball	\$5,000					\$5,000
16 Basketball Program (3-on-3 Tournament)	\$3,000				\$0	\$3,000
Subtotal	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Transfers and Other						
17 Debt Service on City Hall	(\$118)				\$0	(\$118)
Subtotal	(\$118)	\$0	\$0	\$0	\$0	(\$118)
	Net Change to General Fund	Waste Fund	Water Fund	Storm Water	Net Change to All Other Funds	Total Cost/Savings
Grand Total	\$75,791	\$13,831	\$18,831	\$1,931	\$34,593	\$110,384

Summary of General Fund Changes Including Revenues

General Fund Changes (FY 2013-FY 2014)

2013 General Fund Revenue Budget	\$2,084,500
Change in GF Revenues	\$74,995
2014 General Fund Revenue Budget	\$2,159,495
2013 General Fund Expenditure Budget	\$2,083,566
2014 GF Increases	\$75,909
2014 GF Reductions/Offsets	(\$118)
Change in GF Expenditures	\$75,791
Subtotal	\$2,159,357
Total Shortfall/Overage	\$138

City Council Staff Report

Subject: 4500 West Sewer Phase 2 Bid Award
Author: Boyd Davis
Department: Community Development
Date: May 7, 2013

Background

When the North Davis Sewer District installed the new sewer line along 1300 North it was installed deep enough to allow West Point City to install a new gravity flow sewer line and eliminate the lift station at 1500 N 4500 W. Two years ago a similar project was done to eliminate the lift station at 1000 N 4500 W. After this next project is completed there will only be one lift station remaining in the City. At one time there were 5 different lift stations.

Analysis

The project includes installing 950 feet of 10-inch PVC sewer pipe in the east shoulder of 4500 West from 1300 N to 1500 N. It will also include abandoning the existing lift station. This will be a great benefit to the residents in that area and to the City because the lift station is out dated and has no backup power system.

Bids were opened on April 9th. The attached bid tabulation sheet shows each bid and the overall low bidder. We have reviewed the bids and find that Brinkerhoff Excavating and Construction, Inc.'s bid in the amount of \$187,186.75 is the lowest responsive bid and should be awarded for that amount.

It is estimated that construction will begin the week of June and be completed within 60 days.

Recommendation

Staff recommends that the bid for the 4500 West Sewer Phase 2 Project be awarded to Brinkerhoff Excavating and Construction, Inc. for \$187,186.75.

Significant Impacts

None.

Attachments

Bid Tabulation

BID TAB

4500 WEST SEWER IMPROVEMENT PROJECT - PHASE II

WEST POINT CITY, UTAH



RANK	CONTRACTOR	TOTAL
1	Brinkerhoff Excavating and Construction, Inc.	\$187,186.75
2	Kapp Construction and Development Co., Inc.	\$189,583.55
3	Craythorne, Inc.	\$217,162.68
4	Associated Brigham Contractors, Inc.	\$225,748.00
5	Wardell Brothers Construction, Inc.	\$228,971.00
6	Allied Construction and Development, Inc.	\$245,065.77

**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
April 16, 2013**

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

City Manager
Kyle Laws

**Administrative Session
5:30 PM**

Minutes for the West Point City Council Administrative Session held April 16, 2013 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

MAYOR AND COUNCIL MEMBERS PRESENT - Mayor Erik Craythorne, Council Member Jerry Chatterton, Council Member Roger Woodward, Council Member Gary Petersen, Council Member Andy Dawson (arrived at 5:50 pm), and Council Member Kent Henderson (arrived at 5:55 pm)

CITY EMPLOYEES PRESENT - City Manager Kyle Laws, City Engineer Boyd Davis, and City Recorder Misty Rogers

VISITORS – none

Mayor Craythorne welcomed all in attendance and turned the time over to Mr. Davis.

1. Discussion of Ordinance 04-16-2013B, Consideration of 2013 Commercial Zone Development Temporary Land Use Regulations Ordinance – Mr. Boyd Davis

Mr. Davis stated the topic of temporary land use regulations (also known as a moratorium) has been discussed by Staff following the March 19, 2013 City Council meeting, as Staff has seen an increased interest in commercial developments. As Staff reviewed the allowed uses for commercial zones it was determined the current list is outdated and should be revised.

Mr. Davis stated there is a possibility West Point City could receive commercial development applications before the list of allowed uses for commercial zones could be updated. If a commercial development application is submitted before the West Point City Code is updated those applications submitted would be grandfathered under the current code. Utah State Code allows for a temporary land use regulations to protect cities in circumstances such as these, if the City can find compelling countervailing public interest. State Code requires that an ordinance adopting temporary land use regulations be passed, however there are no noticing requirements for this item. The ordinance also states that no commercial application will be accepted for a period of six months, unless the Council chooses to release the temporary land use regulations early. Therefore, Staff recommends approving the 2013 Commercial Zone Development Temporary Land Use Regulations.

Mayor Craythorne asked if the City Attorney was aware of the proposed Temporary Land use Regulations Ordinance. Mr. Davis stated that Mr. Felshaw King, the West Point City Attorney along with City Staff had reviewed state code regarding temporary land use regulations and it was the recommendation of Mr. King that West Point City adopt a temporary land use regulation ordinance to allow time for the West Point City Code to be revised.

Council Member Chatterton asked if this Ordinance would encompass the entire city or only a specific area. Mr. Davis stated the temporary land use regulation ordinance would encompass the entire city.

Mayor Craythorne stated the intent of the temporary land use ordinance is to allow for review of the allowed uses for commercial zones. He also expressed the importance of having appropriate allowed uses for each area of the city, as this will protect the residents of West Point City.

Mr. Davis stated the Planning Commission is scheduled to discuss the West Point City table of land use regulations.

2. Discussion of Amended Interlocal Agreement with Davis County for Law Enforcement Services – Mr. Kyle Laws

Mr. Laws stated the Interlocal Agreement with Davis County for Law Enforcement Services had approved during the March 19, 2013 City Council meeting. Following the March 19, 2013 Council meeting, Mr. Laws received notification from Davis County that it was necessary to make a revision to the contract. The amendments to the Interlocal Agreement with Davis County included the following changes:

The previous language to section 5(A)(i):

Any State liquor taxed revenues attributable to the City which are, in fact, paid to the City will be forwarded to the County as part of the City's monthly payment.

The amended language to section 5(A)(i)

Any State liquor taxed revenues attributable to the City which are, in fact, paid to the City will be forwarded to the County and are not included as a part of the City's payment based on the requirement to pay for housing and prosecution of alcohol violations that would exceed available State liquor revenue funds attributable to the City.

Previously West Point City would receive the alcohol tax as revenue and continue to pay a monthly payment to Davis County for Law Enforcement Services. The new amendment would require the City to give the collected alcohol revenue directly to Davis County in addition to the monthly contract amount.

Mr. Laws stated the amount of alcohol tax revenue collected is approximately \$5,000. Staff recommends the approval of the Interlocal Agreement with Davis County for Law Enforcement Services.

3. Discussion of Animal Control Ordinance – Mr. Boyd Davis

Mr. Davis stated it has been discovered that Davis County Animal Control is unable to enforce the West Point City Code regarding the number of allowed farm animals because of a technicality within their contract. The rules regarding farm animals are found in the zoning section of the West Point City Code and they need to be referenced in the Animal Control section of the code as well. The Davis County Attorney has requested the following language be added to section 2.65.030 (Animal Care and Control) of the West Point City Code:

Sections 17.10.020 and 17.40.020, which include a definition of a dog kennel and sets forth the quantity of animals allowed on certain properties within the City respectively, are incorporated herein and shall be included as part of the animal care and control ordinances of the City.

Staff recommends approving Ordinance 04-16-2013D, An Ordinance Amending West Point City Code, Section 2.65 Animal Care and Control.

4. Discussion of Pay Plan Market Study – Mr. Kyle Laws

Mayor Craythorne stated because of the budget process it is necessary to discuss the Pay Plan Market Study. He then requested the Council discuss the position and not the person in the position.

The established pay plan process involves a two-year rotation. One year, West Point City conducts a market study to see where positions fall compared to that of benchmark cities. The next year, West Point City incorporates a standard 2% market adjustment to all positions. Mr. Laws stated areas of the process were difficult to implement, therefore he

did incorporate a few adjustments to the process. He then recommended refining the pay plan market study process in the future.

Mr. Laws then presented a power point presentation to the Council showing market ranges for each position. Mr. Laws stated several positions were difficult to benchmark, as a few of the cities being benchmarked against were larger cities, higher populations, and may have public safety departments.

Upon review of the data it was discovered four positions were more than 10% out of market, most were out of range under 10%, and only a few positions actually fell within market. The past philosophy allowed for a position to increase up to three pay grades (30%) if a position were out of market. However, the West Point City budget could not sustain such an increase. Therefore, Mr. Laws felt the necessity to make revisions to the pay plan process. Mr. Laws recommended increasing all positions out of market below 10% a maximum of 5%. He then recommended increasing all positions out of market above 10% a maximum of 8%.

In the past, the Public Works Superintendent position had been benchmarked with other Public Works Superintendent positions. However, the pay plan committee agreed the West Point City Superintendent job description was a better match with the Public Works Director position in the survey system database. Mr. Laws recommended reclassifying this position and increasing the budget for the position by 8%.

The City Planner position was within market, therefore it no increase was recommended.

The Recreation Director position was found to be out of market above 10% therefore an 8% increase was recommended.

The City Treasurer position will be removed from the exempt pay scale and placed into the non-exempt pay scale.

The City Recorder position was found to be under market by 24%, therefore an 8% increase was recommended. The bottom of the ranged was also adjusted to match the market.

It was determined that the Building Inspector position should be benchmarked internally with the Public Works Lead. It was determined by the pay plan committee to benchmark the Community Affairs Assistant with the Utility Billing Clerk. It was also determined the Public Works I position should be matched to the Utility Billing market range for internal equity reasons.

Council Member Petersen asked if the city would continue to increase the out of market positions 2% each year or if the City would need to increase an out of market position 8% for the next couple of years. Mr. Laws stated an increase to each out of market position will need to take place each year until the position is moved into the market range.

Mayor Craythorne stated a portion of the pay plan process is a personal philosophy. Mayor Craythorne expressed the need to widen the ranges for each position.

Council Member Dawson expressed the importance of West Point City focusing on education and training of employees, specifically the Public Works Department. Mr. Laws recommended a career ladder within the Public Works Department.

Council Member Chatterton asked if a Public Works Department employee receives an increase to wage if certain certifications are made. Mr. Laws stated currently West Point City does not have such a program. Council Member Chatterton recommended reviewing this as an option. Mr. Laws stated the budget could potentially be a factor with this option.

Council Member Chatterton expressed his appreciation for the information presented.

Council Member Henderson expressed the need for the widening of the market ranges. He then recommended those positions significantly out of range be first priority, as to bring positions closer to range. He then stated the importance of staying within budget.

Mr. Davis stated because the City has a publicly regulated water system, West Point has a requirement to meet specific certifications. Currently the Public Works Director and the Public Works Lead have all required certifications.

Council Member Petersen expressed the importance to help the West Point City employees excel and better themselves.

Council Member Henderson stated due to the size of City, West Point is potentially a training ground for employees. He then expressed the importance of West Point employees obtaining certifications and training to assist with further growth and development.

Mr. Laws stated the Public Works Lead position didn't show an increase within market. However he recommended increasing the budget closer to the high end of market. Council Member Henderson stated the City should look at other options to increase the standard of living of those employees who may be paid less than they are worth.

Mr. Laws recommended reclassifying The Public Works Superintendent position to a Public Works Director. The Council agreed to the position title change and to implementing a career ladder within the Public Works Department. The Council also recommended adding another level to the public works department between the Public Works Lead and the Public Works Director.

Council Member Henderson asked how many employees are within the Public Works Department. Mr. Laws stated the Public Works Department currently has 3 Public Works I, 1 Public Works II, 1 Lead, 1 Public Works Director, and 1 seasonal person year round.

Mr. Laws stated several positions within the City are difficult to benchmark, as most positions provide multiple levels of services. Mayor Craythorne and Mr. Laws stated in the future a committee will not be involved with the pay plan process. They expressed the need for the City Manager, the Assistant City Manager, and the Human Resource Manager to have the responsibility of carrying out the pay plan process.

Mr. Laws stated the proposed plan is estimated to cost approximately \$42,000 however the amount the budget could support was closer to \$52,000. The Council expressed their satisfaction with the information presented and recommended that Mr. Laws use the remaining budget to implement discussed items within the Public Works Department. Mr. Laws stated the final numbers will brought before Council during an upcoming budget discussion.

5. Discussion of Loy Blake Park Restroom – Mr. Boyd Davis

Mr. Davis stated staff has been working with Bott Pantone Architects to design the restroom at Loy Blake Park. The current design is nearly complete; however it was determined that Staff should propose other design options to the Council.

A power point presentation showing the designs was shown.

Option 1 - \$167,000 (approximately)

Option one includes eight stalls and four sinks and is modeled after Riverdale City. The design features include atlas brick, stainless steel fixtures, epoxy coated floor, graffiti guard, and vandal resistant partitions. Option one would also include an 18x28 storage room, and a sprinkler control room. The design is similar to the size and shape of the existing restroom found at Loy Blake Park.

Option 2 - \$130,000 (approximately)

Option two includes six family stalls and six sinks and is modeled after a restroom located in the St. George area. This option does not include a storage area; an additional facility would need to be built elsewhere at the park. Mr. Davis stated all other design features found in option one could be incorporated into option two.

Mayor Craythorne informed the Council that this item would be continued in the General Session because of lack of time. The City Council adjourned to the General Session.

DRAFT

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
April 16, 2013

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

City Manager
Kyle Laws

General Session
7:00 pm – Council Room

Minutes for the West Point City Council General Session held April 16, 2013 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

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

CITY EMPLOYEES PRESENT - City Manager Kyle Laws, City Engineer Boyd Davis, and City Recorder Misty Rogers

VISITORS PRESENT – Rebecca Laws, Brian Vincent, Kyle Hamblin, Bud Heslop, Lloyd Heslop, Scott Seffker, Patti Seffker, Kristy Byington, Maile Hatch, Steve Thorne, Randy Minson, and Darrell Mueller

1. **Call to Order** – Mayor Craythorne welcomed all in attendance.
2. **Pledge of Allegiance** – Repeated by all
3. **Prayer** – Council Member Henderson

Mayor Craythorne expressed his sympathy to the residents of Boston and to all of those individuals who were affected by the Boston Marathon tragedy.

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

Council Member Henderson – no comment

Council Member Petersen – no comment

Council Member Woodward – no comment

Council Member Dawson – no comment

Council Member Chatterton – no comment

Mayor Craythorne – no comment

5. **Communications from Staff**

Mr. Laws invited residents and Council Members to participate in Take Pride Day on May 4, 2013.

Mayor Craythorne informed those in attendance that item number five from the Administrative Session would be discussed at the end of the General Session.

6. Citizen Comment

Bud Heslop – 1775 West 800 North

Mr. Heslop expressed his confusion and disappointment with the March 19, 2013 City Council meeting. Mr. Heslop stated he expected the City Council to approve the rezone as it was recommended for approval by the West Point City Planning Commission. Mr. Heslop stated that when he moved back into West Point he had received a letter from Mayor Craythorne stating the residents of West Point City did not want full commercial within their City. He then stated the wish of the Heslop family is to have a quality development at the proposed location. Mr. Heslop asked the City Council to render a decision regarding the rezone as to not waste time.

Randy Minson – 1654 West 525 North

Mr. Minson stated after the March 19, 2013 Council meeting, he and his neighbors became concerned with the plan presented by the West Point City Staff for the discussed property. There is concern with the exiting a neighborhood into a commercial area. Mr. Minson requested the City Council support the rezone of 1800 West 800 North.

Kristy Byington - 771 North 1725 West

Ms. Byington stated she and her neighbors are in support of the proposed rezone. She then stated the amount of commercial property proposed in the rezone is adequate for the area.

Steve Thorne - 1823 West 625 North

Mr. Thorne stated during the March 19, 2013 City Council meeting Mr. and Mrs. Haycock expressed their opposition with the proposed rezone. He then stated since the March 19, 2013 City Council meeting Mr. and Mrs. Haycock have reconsidered and are now in support of the proposed rezone.

Maile Hatch - 1677 West 800 North

Mrs. Hatch stated she is in support of the proposed rezone.

7. Youth Council Update

Mr. Scott Seffker stated the Youth Council participated in the West Point City Easter Hunt. There were many positive comments made by participants regarding the special needs area, organization, and the quality of the hunt.

The Youth Council has recently donated five bags of coats to a refugee center located in Salt Lake City. The donated coats were collected from the West Point City Junior High lost and found.

The Youth Council recently held a retreat at the community garden. The Youth Council participated in preparing the garden for planting, holding a scavenger hunt, and learning leadership attributes.

Mr. Seffker thanked the Council Members for the support they show to the Youth Council program.

Mayor Craythorne thanked both Mr. Scott Seffker and Mrs. Patti Seffker for their participation in the West Point City Youth Council.

8. Approving the Contract and Appointment of Mr. Kyle Laws as the West Point City Manager – Mayor Craythorne

Mayor Craythorne stated during the March 19, 2013 City Council meeting a Closed Session was held to discuss the competency of personnel. After the Closed Session, the Council reopened the Administrative Session and a motion was made to appoint Mr. Kyle Laws as the West Point City Manager. The West Point City Council gave direction for Mayor Craythorne and Council Member Henderson to negotiate a contract with Mr. Laws.

Mayor Craythorne stated the Council Members had the opportunity to review the negotiated contract between West Point City and Mr. Kyle Laws. Council Member Chatterton recommended the following amendments be made to the contract:

- The City Manager must provide 30 days notification of termination of employment.
- Clarity for the automobile allowance, mileage reimbursement will be provided on trips exceeding 100 miles, and will be calculated after the first 100 miles.

Council Member Woodward motioned to approve the contract and appointment of Mr. Kyle Laws as the West Point City Manager as amended with recommendations.

Council Member Dawson seconded the motion.

The Council unanimously agreed.

Mayor Craythorne congratulated and expressed his appreciation to both Mr. and Mrs. Laws.

9. Ordinance No. 04-16-2013A, Consideration of Rezone Application for the Property located at approximately 1800 W 800 N – Mr. Boyd Davis

Mr. Davis stated Castle Creek Homes has requested a rezone at approximately 1800 West 800 North in behalf of the Heslop family. He also stated Mr. Kyle Hamblin was present representing Castle Creek Homes, the developer. The current zone is R-2 and the majority of the property is zoned as A-40 (agriculture). The General Plan calls for C-C (community commercial), the applicant requested a zoning of R-3 (single family residential).

Mr. Davis then showed a sketch of the proposed plan submitted by the applicant. The applicant proposed 10 acres be developed as single family residential and 2.7 acres for future commercial property.

Staff recommended the denial of the rezone request for the following reasons:

- To preserve the integrity of the general.
- To preserve the limited commercial opportunities that exists in West Point City.
- The philosophy that commercial should be developed before other uses are considered.

Mr. Davis stated that Council would need to approve, deny, or table the rezone request. He then turned the time over to Mr. Kyle Hamblin, a representative of Castle Creek Homes.

Mr. Hamblin expressed his appreciation to the West Point City Council for their consideration. He then stated the proposed rezone and plan submitted by Castle Creek Homes is an excellent request, incorporating both residential and commercial development. Mr. Hamblin then expressed the importance of having a Master Plan that is also a working plan. Mr. Hamblin stated it is the belief of Castle Creek Homes that with the development of SR-193 other commercial areas will develop within West Point City. Mr. Hamblin asked that the City Council keep an open mind when considering the requested rezone of 1800 West 800 North.

Council Member Dawson asked if there was a possibility of removing lots 11-17 within the proposed rezone to allow for more commercial. Mr. Hamblin stated that Castle Creek Homes would be willing to consider the removal of lots 11-17.

Mayor Craythorne expressed his appreciation for those persons who had addressed the City Council. He then stated during the process of updating the General Plan, the Council is required to hold a public hearing. Unfortunately, the Council rarely receives feedback from interested persons during these public hearings, as they are not well attended.

Mayor Craythorne recommended that residents keep themselves informed with City Council discussion items and public hearings.

Council Member Petersen clarified that with either plan, Staff is unaware if access from the residential neighborhood would connect into commercial development.

Council Member Woodward expressed concern for the landowner if the rezone was denied. With current economic strife, it may be difficult to sale his property as commercial development. Council Member Woodward expressed satisfaction with the proposed plan.

Council Member Petersen agreed with Council Member Woodward. However he expressed the importance of maintaining the integrity of the General Plan. He also stated it is premature to determine the full use of the property. Council Member Petersen stated it may be early to approve the rezone.

Mayor Craythorne stated a third option should be considered. He recommended relooking at the General Plan and making a decision regarding the 1800 West 800 North property at that time.

Mr. Hamblin asked when the General Plan would be reviewed. Mayor Craythorne stated that a General Plan review has not been scheduled yet so the timeframe is unclear at this time.

Mayor Craythorne stated in past years, revisions to the general plan were typically five to six years apart. However; the city could review this section of the general plan earlier than anticipated.

Council Member Henderson asked Mr. Hamblin if Mr. Schultz would agree to removing lots 11-17 from the proposed plan to allow for more commercial. Mr. Hamblin stated that Mr. Schultz would be willing to consider the removal of lots 11-17.

Council Member Woodward recommended the City Council deny the request and review the General Plan in the near future.

Mr. Davis stated the removal of the lots 11-17 may result in a cul-de-sac which may not meet standards.

a. Action

Council Member Petersen motioned to deny Ordinance No 04-16-2013A, the rezone of property located at approximately 1800 West 800 North.

Council Member Chatterton seconded the motion.

Roll Call Vote

Council Member Henderson – no
Council Member Petersen – yes, motion to deny
Council Member Woodward – no
Council Member Dawson – yes, motion to deny
Council Member Chatterton – yes, motion to deny

The Council had two Council Members in favor of the approval of Ordinance No. 04-16-2013A, and three Council Members opposed, Ordinance No. 04-16-2013A denied.

Mayor Craythorne thanked all who made public comment as well as Castle Creek Homes for their patience.

10. Ordinance 04-16-2013B, Consideration of 2013 Commercial Zone Development Temporary Land Use Regulations Ordinance – Mr. Boyd Davis

Mr. Davis stated Staff has seen an increased interest with commercial development within West Point City. As Staff reviewed the allowable uses for commercial zones and it became evident that the list is outdated and should be revised. Staff expressed concern with the possibility that the City may receive an application for commercial

development before the list of allowable uses could be updated, therefore Staff recommended the Council approve a Temporary Land Use Regulation (moratorium) found in Utah State Code. The temporary land use regulation would prohibit any commercial development application from being accepted with West Point City for a six month period. Approving the temporary land use regulation will allow time for Staff to review and revise the allowed uses for commercial zones. The West Point City Attorney and Staff recommend the Council approve Ordinance No. 04-16-2013B, no public hearing was required.

Council Member Petersen asked if a temporary land use ordinance could potentially be released earlier than the anticipated six months. Mr. Davis stated the temporary land use ordinance could be released early if the Council were comfortable with the release.

Council Member Chatterton motioned to approve Ordinance No 04-16-2013B, 2013 Commercial Zone Development Temporary Land Use Regulations.

Council Member Dawson seconded the motion.

Roll Call Vote

- Council Member Chatterton – yes
- Council Member Dawson – yes
- Council Member Woodward – yes
- Council Member Petersen – yes
- Council Member Henderson – yes

The Council unanimously agreed.

11. Ordinance 04-16-2013C, Consideration of Amending Section 17.10.020 of the West Point City Code, Relative to Setback Requirements on Cul-De-Sac Lots – Mr. Boyd

Mr. Davis stated setback requirements for cul-de-sac lots or irregular shaped lots were discussed by Council on March 19, 2013. The current code does not address setback requirements for cul-de-sac lots; therefore Staff recommended the following language be added to City Code.

On cul-de-sac or five (5) sided lots, the required minimum rear yard depth may be reduced to fifteen (15) feet measured from any point of a building foundation to the nearest point of a lot line. Only one corner of a home may project into a required rear yard space.

Mr. Davis stated a definition of lot lines had also been included within the City Code. Staff recommended the approval of Ordinance 04-16-2013C, Amending Section 17.10.020 of the West Point City Code.

a. Public Hearing – no comment

Council Member Petersen motioned to closed the Public Hearing
Council Member Chatterton seconded the motion

The Council unanimously agreed.

b. Action

Council Member Woodward motioned to approve Ordinance No 04-16-2013C, amending section 17.10.020 of the West Point City Code, Relative to Setback Requirements on Cul-De Sac Lots.

Council Member Dawson seconded the motion

Roll Call Vote

Council Member Henderson – yes
Council Member Petersen – yes
Council Member Woodward – yes
Council Member Dawson – yes
Council Member Chatterton - yes

The Council unanimously agreed.

12. Ordinance 04-16-2013D, Consideration of Amending the West Point City Animal Control Regulations – Mr. Boyd Davis

Mr. Davis stated it was recently discovered that Davis County Animal Control is unable to enforce the number of farm animals permitted within a property because of a contract technicality. Davis County has stated they are willing to enforce the number of animals permitted on a property; however they have requested the following language be added to the West Point City Code:

Sections 17.10.020 and 17.40.020, which include a definition of a dog kennel and sets forth the quantity of animals allowed on certain properties within the City respectively, are incorporated herein and shall be included as part of the animal care and control ordinances of the City.

Staff recommended the approval of Ordinance 04-16-2013, Amending the West Point City Animal Control Regulations.

a. Public Hearing – no comment

Council Member Woodward motioned to close the Public Hearing.
Council Member Henderson seconded the motion.

The Council unanimously agreed.

b. Action

Council Member Chatterton motioned to approve Ordinance 04-16-2013D, Amending the West Point City Animal Control Regulations.
Council Member Henderson seconded the motion

Roll Call Vote

Council Member Chatterton - yes
Council Member Dawson – yes
Council Member Woodward – yes
Council Member Petersen – yes
Council Member Henderson – yes

The Council unanimously agreed.

13. Award Bid For 300 North Water Line Project – Mr. Boyd Davis

Mr. Davis stated the 300 North water line project is located between 1750 West and 1500 West. Currently an old 3” line runs along the north side of the road and services approximately 10 homes. The water line is over 50 years old and parts for the water line are becoming difficult to find. This project will abandon the old 3” line and connect the homes on the old line to the new waterline on the south of the road.

Mr. Davis stated Braker Construction submitted the only bid. The engineers estimate for the 300 North water line project was \$54,000, however Braker Construction submitted a bid for \$48,000. This bid for this project has come in

under budget. Staff recommended approving the contract with Braker Construction for the 300 North water line project.

Council Member Henderson and Council Member Chatterton expressed the need to verify all pertinent information regarding the contractor. Mr. Davis stated Braker Construction LLC, must provide all bonding and insurance before construction begins.

Council Member Chatterton then asked why only one bid was received for this project. Mr. Davis stated it was unclear why only one bid was received, he would assume because of the size of the project.

Council Member Dawson motioned to approve the contract with Braker Construction for the 300 North water line project.

Council Member Petersen seconded the motion.

The Council unanimously agreed.

14. Consideration of Placing 800 North Church on Warranty – Mr. Boyd Davis

Mr. Davis stated the church which exists at 3200 West 800 North should have been placed on warranty in August 2012. Their letter of credit will expire in August of 2013, therefore Staff recommends placing the 800 North church on warranty until August 2013.

Council Member Woodward motioned to place the 800 North church on warranty until August 2013.

Council Member Petersen seconded the motion.

The Council unanimously agreed.

15. Resolution No 04-16-2013A , Consideration of Approval of Amended Interlocal Agreement with Davis County for Law Enforcement Services – Mr. Kyle Laws

Mr. Laws stated on March 19, 2013 the City Council approved an Interlocal Agreement with Davis County for Law Enforcement Services. After the meeting, Mr. Laws received notification from Davis County of a necessary change to the contract, specifically the State Liquor Tax Revenue. Staff recommended the adoption of the Amended Interlocal Agreement with Davis County for Law Enforcement Services.

Council Member Dawson motioned to approve Resolution No 04-16-2013, the Amended Interlocal Agreement with Davis County for Law Enforcement Services.

Council Member Chatterton seconded the motion.

The Council unanimously agreed.

16. Adoption of Minutes from the March 19, 2013 Council Meeting – Mrs. Misty Rogers

Council Member Woodward informed the Council of a clerical error within the draft minutes of the March 19, 2013 City Council meeting (page 69 of the packet, missing the word “member”).

Council Member Petersen motioned to approve the minutes from the March 19, 2013 City Council Meeting with the recommended changes.

Council Member Dawson seconded the motion.

The Council unanimously agreed.

Continuation of Discussion of Loy Blake Park Restroom (item 5 of the Administrative Session) – Mr. Boyd Davis

Staff and Council held a discussion of both options for the Loy Blake restroom facility. The Council Members expressed the need for the restroom to accommodate a large volume of people as well as the safety and privacy of patrons. Council Member Chatterton recommended option number one with the addition of a changing station for patrons. Council Member Petersen recommended discussing this issue with the architect.

The current budget for the Loy Blake Park Restroom is \$120,000; however the estimated cost of the building is \$167,000. A new sewer line would need to be installed which would increase the cost by approximately \$20,000. The overall cost of the project is estimated at \$190,000. The budget will need to be increased to allow for this project. The Council agreed option one would be the best option for the Loy Blake Park restroom.

Mr. Davis stated the plans for the Loy Blake Restroom are 80% complete and construction will begin after the Fourth of July celebration.

17. Motion to Adjourn

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

The Council unanimously agreed.

ERIK CRAYTHORNE
MAYOR

DATE

MISTY ROGERS
CITY RECORDER

DATE