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

City Manager
Kyle Laws

West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
June 4, 2013

Administrative Session
6:00 PM

Minutes for the West Point City Council Administrative Session held June 4, 2013 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Erik Craythorne presiding.

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

EXCUSED – Council Member Roger Woodward

CITY EMPLOYEES PRESENT - City Manager Kyle Laws, City Engineer Boyd Davis, Public Works Director Paul Rochell, Special Events Coordinator Jolene Kap, and City Recorder Misty Rogers

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

1. **Budget Discussion** – Mr. Kyle Laws

   Mr. Laws stated the following fees or revisions have been incorporated into the West Point City Fee Schedule for FY2014.

   - Rental Fee for the Inflatable Toys – A fee associated with the rental of the bounce house and the obstacle course.

   - Football Fee – Staff recommended increasing the football fee to $115. Mr. Laws stated any football participant that registers early will receive a t-shirt. Council Member Chatterton recommended the football fee be increased to $110 and omit the t-shirt because West Point City currently subsidizes a portion of the football program. Mayor Craythorne expressed the need for participants to sign up for football in advance, as the uniforms must be ordered and teams must be structured. Staff believes giving a T-shirt to football participants who register early is an incentive and may help with the late registration problem. Mr. Laws requested the Council approve the recommendation given from Staff for the coming year and see how it works, the Council agreed. Council Member Dawson recommended selling West Point City football shirts and hats at city events, as this may help offset the cost of football.

   - Council Member Dawson inquired as to why West Point City doesn't operate the West Point City Soccer program in the spring and fall like the A.Y.S.O. organization. Mayor Craythorne stated because soccer has lower participation in the fall, teams would likely need to be restructured if the City soccer program operated on a schedule similar to A.Y.S.O. Mayor Craythorne then stated the recreation department could review the level of participation for both spring and fall soccer and then make a determination as to the best schedule for soccer.

   - Council Member Chatterton inquired as to why a new resident is required to pay a fee for new garbage cans. Mr. Rochell stated only new construction is charged for the production of new garbage cans and the fee is charged on the building permit. Mrs. Kap stated each can is inventoried and linked to an address and not a specific resident. When a resident moves out of a home, the cans are supposed to stay with the address.

- Secondary Water – In the past, West Point City has been charging $30.05 for any lot greater than 3/4 acre. At the request of the Davis & Weber Counties Canal Company, Staff has incorporated a fee for secondary water connections on properties over one acre. The rate for properties over one acre will be calculated by Davis & Weber Counties Canal Company.

- Sewer – Several years of scheduled rate increases have been approved by the North Davis Sewer District. The proposed increase to the sewer rate for FY2014 is $1.50.

- Water – FY2014 is the last year for the scheduled rate increases for culinary water.

- Storm Water Impact Fee – Removed and replaced by a single fee based on acreage.

The following budget issues were also discussed:

- Health Insurance – Altius Insurance, the current health care provider for West Point City has increased renewal rates approximately 12%. A street bid received from Select Health showed a possible savings of 23% for a similar health insurance plan. West Point City then requested a formal bid be submitted from Select Health. The formal bid received from Select Health showed an actual increase of 70%. Mr. Laws stated health insurance could see an increase 30% - 40% next year. He then recommended leaving the employees benefits the same for FY2014 as the budget can support a 12% increase. Mr. Laws then stated it is very likely that major changes will occur with employee's healthcare next year. Council Member Petersen recommended communicating with the employees the possibility of healthcare changes in future.

- Property Tax Rates - The Davis County Assessor is projecting a 3% increase to property values within Davis County. However in the West Point City and Hooper area, it is projected property values will increase approximately 10%. Mr. Laws stated if property values increase then the certified tax rate will decrease. Mr. Laws recommended the Council proceed with the "Truth in Taxation" process in order to maintain our current property tax rate.

  Council Member Petersen stated the "Truth in Taxation" process is unpleasant; however it is a necessary process for the City; the Council Members agreed. The "Truth in Taxation" process will allow West Point City to maintain the certified tax rate and this will increase revenue. The Council agreed the additional revenue could be utilized to upgrade infrastructure and other needed items.

  Mayor Craythorne stated because the Council has agreed to proceed with the Truth in Taxation" process, the adoption of the Final Budget for FY2014 will be extended. Mr. Laws stated items related to the adoption of FY2014 final budget which had previously been scheduled for the June 18, 2013 will be postponed until August 2013.

- 300 North Sidewalk Project – Mr. Davis reminded Council, that the City received a "Safe Sidewalk Grant" from UDOT for the installation of sidewalk along 300 North between 1800 West to 1900 West to eliminate a gap in sidewalk. During the design face of the project, several residents as well as the West Point City Public Works Department requested that curb and gutter be included in the project to eliminate an issue with flooding in the area. Staff then contacted UDOT regarding the issue and they agreed to allow West Point City to use funds from the "Safe Sidewalk Grant" to assist with the cost of the installation curb and gutter. UDOT also agreed to pay for and install the needed asphalt. With the needed additions to the project West Point City estimates a shortage of $23,000. Mr. Laws stated funding is available from the 3000 West Widening Project as the funding match for that project has been determined to be impact fee eligible. The Council agreed the 300 North sidewalk project is a necessary project and funding should be used to allow for its completion.

Mr. Laws stated the Council should consider closing the public hearing for the budget as well as the approval of the Resolution 06-04-2013A, the adoption of FY2014 Tentative Budget for West Point City during the General Session.

2. **Discussion of Inflatables Policy & Fee's** – Mrs. Jolene Kap

Mrs. Kap stated West Point City owns two inflatable toys, a bounce house and obstacle course. In the past, the City has allowed the North Davis Fire Department, West Point Elementary, Lakeside Elementary, and the West Point Junior High Functional Skills class to utilize the inflatable toys requiring only a refundable deposit. The estimated cost to replace both the bounce house and the obstacle course is $7,000. Due to the numerous calls from residents and businesses, Staff has determined it necessary to implement a policy and a lease agreement which would give clarity as to which local organizations and City employees could rent the inflatables and how the inflatables could be used. A fee of $100 for the use of the bounce house and a fee of $200 for the use of the obstacle course would be required and would be non-refundable. Regular year-round West Point City employees, Planning Commission Members, and City Council Members would have the ability to utilize the inflatables at no charge.

Mayor Craythorne and Council Member Petersen asked if the schools had been notified of the possible changes to the inflatables policies. Mrs. Kap stated they are aware of possible changes to the use and availability of the inflatables. She then stated the fees being assessed for the use of the inflatables is for "man power" hours as well as for any needed repairs. Mr. Laws stated the policy is scheduled to be approved during the June 18, 2013 City Council meeting and the fees will take effect on July 1, 2013.

3. **Discussion of the Purchasing Policy** – Mr. Boyd Davis

Mr. Davis stated all purchases made by the City are governed by the purchasing policy in section 3.25 of the West Point City Code. The purchasing policy establishes a purchasing agent (City Manager) and gives him rights and authority over the policy. The purchasing policy stipulates limits and requirements for purchases, outlines the formal bidding process, surplus property, credit cards, and clarifies who would have authority to sign a contract.

During the Council retreat held in January 2013, the previous City Manager, Mr. Gary Hill presented a replacement policy with similar items. However, as Staff compared the current purchasing policy and the proposed purchasing policy it was determined to keep the current policy and implement the following items into the purchasing policy. Mr. Davis then stated the following general policies could be found within the purchasing policy:

- All purchases must be made by an employee of West Point City
- No splitting of purchase to avoid rules
- Which items require Council approval
- Formal Bidding
  - Building improvements over $40,000 (annually)
  - Public improvements over $125,000 (annually)
- Advertising requirements for formal bidding
- Electronic advertising allowed (BidSync)

Council Member Chatterton asked if the West Point City Council Members are considered employees of the City. Both Mayor Craythorne and Mr. Laws stated that the City Council Members and Planning Commission Members are considered West Point City Employees.

No action required, Staff recommended maintaining the current policy with addition of new limits and definitions into the purchasing policy. Staff stated the purchasing policy will be brought before Council during the June 18, 2013 Council meeting for approval.

4. **Discussion of Commercial Land Uses** – Mr. Boyd Davis

Mr. Davis stated there is currently a moratorium on commercial projects in West Point City. Staff has reviewed and discussed the entire land use table and regulations with the Planning Commission and the following amendments were recommended.

- Several items were removed from the allowed land use table because items were already prohibited in other zones, they were undesirable uses, or there were no definitions. Removed land uses include but are not limited to:

    - Mobile Home Park
    - Halfway House of Similar Facility
    - Wrecking of Salvage Yard
    - Tavern
    - Resource Recycling
    - Junk Yards
    - Outdoor Storage
    - Storage of Sand, Gravel, Earth, or Stone

Council Member Dawson asked if a business selling sand, gravel, or stone would be prohibited within West Point City with the proposed land use table. Mr. Davis stated a business selling a product is different than the storage of those items. Mr. Davis then stated within the next year, the entire land use list should be revised using descriptions. Council Member Petersen expressed the need for a description for land uses.

- Modified Uses (modified but found within code) include but are not limited to:
    - Gasoline, sales, Wholesales (Removed from RC, added to R/I-P)
    - Service Stations, Minor Repairs (Conditional in all C zones)
    - Animal Clinic or Pet Hospital with no outside pens
    - Building Material and Sales
    - Contractor Storage
    - Heavy Machinery Storage
    - Lumber Yard
    - Mini-Storage Unites (permitted in R/I-P) – Council recommended removing the word "mini" off of Storage Units as this could cause confusion
    - Storage Warehouse (Conditional in R/I-P)
    - Manufacturing (light) (conditional in R/I-P)

Council Member Petersen recommended a provision allowing farmers to store gasoline for farm use.

No action required, Staff recommended the Council form a consensus and provide direction to allow for a date to be set for a public hearing. Mr. Davis stated the moratorium for Commercial Projects could be lifted upon the adoption of the updated land use table.

The Council directed Staff to set a date for a public hearing for consideration of the West Point City Land Use Table.

5. **Discussion of Brick Rule** – Mr. Boyd Davis

Due to the lack of time during the Administrative Session, the Brick Rule was discussed during the General Session.

The Council dismissed into the General Session.

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Roger Woodward

City Manager
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West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
June 4, 2013

General Session
7:00 pm – Council Room

Minutes for the West Point City Council General Session held June 4, 2013 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Erik Craythorne presiding.

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

EXCUSED – Council Member Roger Woodward

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

VISITORS PRESENT – Patti Seffker, Scott Seffker, Austin Morris, Chenille Morris, Julianne Orton, and Courtney Starks

1. **Call to Order** – Mayor Craythorne welcomed all in attendance.

2. **Pledge of Allegiance** – Repeated by all

3. **Prayer** – Council Member Petersen

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

   Council Member Chatterton – No comment

   Council Member Dawson - No comment

   Council Member Petersen stated Mr. Mark Becraft had been appointed Chief of the North Davis Fire District.

   Council Member Henderson – No comment

   Mayor Craythorne stated several cities are incorporating curb side and green waste recycling programs. He then stated the budget process is nearing completion for FY2014 and there are no significant rate increases to report.

5. **Communications from Staff**

   Mrs. Rogers reminded the Council of the filing period for the Municipal Election. Mr. Laws stated the Candidacy filing period was in progress and would continue through 5:00 p.m., on June 7, 2013.

6. **Citizen Comment** – No comment

7. **Youth Council Update**

The Youth Council Members informed the Council they had finished wooden cars for "Operation Give A Little." Military members will deliver the wooden cars to children around the world. The Youth Council Members have visited with, entertained, and planted flowers for residents at Senior Citizens home. They have also been busy planting and working in the community garden. The Youth Council recently donated picnic tables for residents and Youth Council Members to use at the Community Garden. Several Youth Council Members participated in a mock earthquake disaster with the North Davis Fire District.

Mayor Craythorne asked about the progress of the Community Garden. Mrs. Seffker stated the garden is growing and it seems to bring unity to the West Point City residents. Council Member Chatterton expressed his appreciation to the Youth Council for their interest and participation with the Community Garden. Mrs. Seffker stated the Youth Council donates the fruit and vegetables from the garden to the homeless and hungry. She then stated the Youth Council Members learn a valuable lesson by being involved with the garden. Mayor Craythorne thanked the Youth Council for their effort with the Community Garden.

Council Member Dawson asked if the Youth Council should be aware of a specific watering schedule for the Community Garden and new sod which had been laid. Mayor Craythorne stated the Davis and Weber Counties Canal can give exceptions for new sod, and the Youth Council should continue to water the garden as needed. The Youth Council then asked to be excused from General Session.

8. **Resolution No. 06-04-2013A, Consideration of Adoption of FY2014 Tentative Budget for West Point City and All Related Agencies** - Mr. Kyle Laws

Mr. Laws stated the West Point City Fee Schedule had been discussed during the Administrative Session. He then stated FY2014 is the last year of scheduled culinary water rate increases approved by the Council and the sewer fee will increase because the North Davis Sewer District has approved an increase to their fees. Mr. Laws then stated the budget discussions for the tentative budget have been completed.

a. Public Hearing - No comment
Council Member Dawson motioned to close the public hearing.
Council Member Petersen seconded the motion

The Council unanimously agreed.

b. Action
Council Member Petersen motioned to approve Resolution No. 06-04-2013A, the Adoption of FY2014 Tentative Budget for West Point City and All Related Agencies.
Council Member Henderson seconded the motion.

The Council unanimously agreed.

9. **Resolution No. 06-04-2013B, Consideration of Approval of Interlocal Agreement with North Davis Sewer District** – Mr. Kyle Laws

Mr. Laws stated this item had been discussed during the May 21, 2013 Administrative Session. The North Davis Sewer District had requested entities extend their Interlocal Agreement from the expiration of 2031 until 2062. The extension of the expiration of the Interlocal Agreement will assist with the Sewer District maintaining their bond rating.

Council Member Dawson motioned to approve Resolution No. 06-04-2013B, an Interlocal Agreement with North Davis Sewer District.
Council Member Henderson seconded the motion.
The Council unanimously agreed.

Continuation of Discussion of the Brick Rule from the Administrative Session – Mr. Boyd Davis

Mr. Davis stated over the past several meetings, the Council and Planning Commission have reviewed and discussed the brick rule requirements. He then presented the following two options to Council for their recommendation.

Option #1

- 30% Brick Overall
- Vinyl Siding Allowed on Sides and Back
- Option for 100% Hardie Board

Option #2

- 40% Brick on Front
- 3' Wainscot on Sides (minimum)
- Vinyl Siding Allowed on Back Only

Examples were then shown of different Brick, Vinyl, and Hardie Board homes which met the requirements of either Option #1 or Option #2. No action required, however Staff requested the Council form a consensus as to give direction for Staff.

The Council and Mayor Craythorne expressed their satisfaction with Option #2, with the recommendation of allowing Vinyl Siding on the back and sides of the home. The Council directed Staff to proceed with the following:

Option #2

- 40% brick on front (Brick, Stone, or Rock)
- 3' wainscot on sides (minimum)
- Vinyl Siding Allowed on Back and Sides

A Public Hearing and consideration of the approval will be scheduled for the July 18, 2013 City Council meeting.
Council Member Petersen welcomed Ms. Courtney Starks, a student from Syracuse High.

10. Adoption of Minutes from the May 21, 2013 Council Meeting – Mrs. Misty Rogers

The Council recommended canceling the July 2, 2013 Council meeting due to the preparation of the Fourth of July Celebration.

Council Member Chatterton motioned to approve the May 21, 2013 City Council minutes.
Council Member Henderson seconded the motion.

The Council unanimously agreed.

11. Motion to Adjourn

Council Member Petersen motioned to adjourn.
Council Member Dawson seconded the motion.

The Council unanimously agreed.

WEST POINT CITY
CORPORATE SEAL
DAVIS COUNTY - UTAH

6-18-2013

ERIK CRAYTHORNE — DATE
MAYOR

Misty Rogers 6-18-2013

MISTY ROGERS — DATE
CITY RECORDER