



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
June 18, 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
6:30 PM

Minutes for the West Point City Council Administrative Session held June 18, 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 Andy Dawson, and Council Member Kent Henderson

EXCUSED – Council Member Jerry Chatterton and Council Member Roger Woodward

CITY EMPLOYEES PRESENT - City Manager Kyle Laws, City Engineer Boyd Davis, Public Works Director Paul Rochell, 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 informed the Council that Resolution No 06-18-2013A, the Adoption of the West Point City Schedule of Fees for FY2014 and Resolution No 06-18-2013B, the Revised Budget for West Point City for FY2013 should to be adopted during the General Session. He then stated the adoption of FY2014 Final Budget would be postponed until August 2013, as the West Point City Council has advised Staff to complete the "Truth in Taxation" process. Mr. Laws then reminded the Council that the Community Development and Renewal Agency meeting would be held immediately following the General Session to allow for the adoption of the Community Development and Renewal Agency FY2014 Budget.

Mr. Laws stated the following changes had been made to the FY2014 Schedule of Fees and the Amended FY2013 Budget.

- **Football Fees** – In the past, the West Point City Schedule of Fees required a \$105 participation fee and a \$50 (per family) refundable deposit for the use of football equipment. The City would then hold the refundable deposit until the return of the equipment. Because of auditing purposes the City can no longer hold the refundable deposit check for an extended period of time.

The football registration fees have now increased to \$115 and no deposit will be required for the rental of football equipment. Participants who do not return rented equipment by a specified date will be invoiced \$150 by West Point City. After invoiced, if the equipment has not been returned the West Point City Attorney will then proceed with the collection process.

Council Member Dawson asked how much money the West Point City Attorney would charge to send a letter to participants in regards to unreturned football equipment. Mr. Laws stated the West Point City Attorney is currently paid a retainer; postage charges would be the only additional cost to the City. Mr. Laws stated most participants return the rented equipment; only a small number of participants do not comply.

Mr. Laws informed the Council that early football registration is being well received. Several participants have stated they have registered early because a t-shirt was being offered for early registration. Mr. Laws informed the Council that early registration t-shirts will not be ordered until early registration has completed, as this will allow for an accurate number of shirts to be ordered.

Council Member Petersen and Mayor Craythorne recommended any participants who do not return equipment be ineligible to participate in West Point City recreation activities until the rented equipment is returned or the \$150 unreturned equipment charge has been paid.

- **Property Tax Rate** - Mr. Laws stated the current Certified Tax Rate is 0.001111. With property values within West Point City increasing the Certified Tax Rate will decrease to 0.001041. In previous meetings, the Council determined it is necessary for West Point City to maintain a stable tax rate, therefore the Council agreed the City should complete the Truth in Taxation process. If the Truth in Taxation process is successful and West Point City is able to maintain a rate of 0.001111 West Point City's property tax revenue would increase by approximately \$21,000. Each household will see an increase of approximately \$6.00 annually or \$0.50 per month.

Mayor Craythorne and the Council expressed the need to complete the Truth in Taxation process because of increasing maintenance costs, operating costs, and mandatory changes to the Utah Retirement system. The additional property tax revenue could help offset these costs. The Council requested Staff have information available for residents should they question why West Point City should complete the Truth in Taxation process. The Council clarified that the Truth in Taxation process this time is not for an actual rate increase, but to allow for West Point City to maintain its current rate.

2. Pay Plan Changes – Mr. Kyle Laws

Mr. Laws stated the pay plan process had been discussed during an Administrative Session held in the April 2013. He stated the current pay plan process involves a two year rotation. One year a market study is conducted to determine if an employee is being paid within an appropriate range. Only employees whose positions were adjusted received an increase to their pay. The second year, all employees could receive a 2% COLA. Mr. Laws stated the current pay plan process has challenges, he then recommended the Council consider the following changes to the pay plan process.

- **Eliminate the Employee Pay Plan Committee** - The pay plan process is a Human Resource and City Manager function. Eliminating the Employee Pay Plan Committee would assist with employee morale. Mayor Craythorne and the Council agreed.
- **Narrow Pay ranges** - A narrow pay range does not allow room for an employee to grow. The FY2014 pay ranges were expanded to allow for an employee to grow within their range. The Council agreed the pay ranges should be expanded
- **Little Room for pay Increases and Recognition** – The current plan only allows for an employee to receive a 2% pay increase (COLA) every other year, unless their position range moved.

Mr. Laws recommended employees be eligible for a 2% merit increase each year and a 2% COLA every other year. A market study would be completed every two to three years to verify employees are being paid within the correct range. Allowing an employee to be eligible for a merit increase each year rewards the employee for good performance. Mayor Craythorne and Mr. Laws stated each year the Council would approve or deny the pay plan process and recommendations.

Council Member Henderson asked how the 2% merit would be determined for an employee. Mr. Laws stated the employee would be required to perform all job functions, meet or exceed expectations, and complete goals to receive a merit increase.

Council Member Dawson asked if the Public Works Department had implemented a system to allow for an employee growth. Mr. Laws stated he and Mr. Rochell have been working together to design and implement a "career ladder," he then stated the FY2014 tentative budget allows for changes upon implementation.

Mr. Laws then requested the Council allow him to discuss the proposed changes with employees. The Council agreed with the information provided by Mr. Laws.

The Council then adjourned into the General Session.



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
June 18, 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 June 18, 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 Kent Henderson, and Council Member Andy Dawson

EXCUSED – Council Member Jerry Chatterton and Council Member Roger Woodward

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

VISITORS PRESENT – Jeremy Bowles and Wyatt Bowles

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

Council Member Henderson – No comment

Council Member Petersen stated the North Davis Fire District was finishing up their budget process. He then stated a Deputy Chief will be announced during an upcoming NDFD meeting.

Council Member Dawson stated the North Davis Sewer District recently met with the Davis County Planning Commission and they have approved the North Davis Sewer plant expansion. He then stated the plant expansion has begun.

Council Member Henderson – no comment

Mayor Craythorne stated that Mr. Boyd Davis would be attending a meeting with the Davis and Weber Counties Canal. The Council agreed to discuss the Davis and Weber Counties Canal Companies and watering schedules before adjourning.

Mayor Craythorne requested any Council Members not attending the Fourth of July Celebration let Council Member Woodward know as parade preparations have begun.

Mayor Craythorne then stated the Davis County COG will be discussing a letter of support for UDOT and the West Davis Corridor process during their June 19, 2013 meeting. He stated the letter only gives support for the EIS process and

NOT the alignment or a specific route. The Council agreed, they also support the EIS process, NOT an alignment or a specific route for the West Davis Corridor.

Mayor Craythorne informed the Council that Mrs. Patti Seffker had resigned as a Youth Council Advisor effective September 30, 2013. He recommended the Council consider members of the community who may desire to work with the West Point Youth Council. Mayor Craythorne stated Mrs. Seffker had been involved with the Youth Council program for several years; he then expressed his gratitude for Mrs. Seffker and the time in which she had provided on behalf of West Point City and the Youth in the Community. Mayor Craythorne stated that Mrs. Seffker's position with the Youth Council is a volunteer position.

5. Communications from Staff

Mr. Laws asked if any Council Members would be available to hand out donuts before the Fourth of July Parade. Council Member Henderson and Mayor Craythorne stated they would be unable to assist with donuts as they are involved with the 5K and walk. Council Member Petersen and Council Member Dawson stated they would be available. Mayor Craythorne recommended contacting Council Member Chatterton.

Council Member Dawson asked if the Fourth of July parade will be organized differently due to lack of space. Mayor Craythorne stated the organization and lineup of the parade will continue as past years, as the City doesn't have many alternatives.

6. Citizen Comment

Jeremy Bowles – 4866 W 150 N

Mr. Bowles stated he has coached football within West Point City for several years. Over the years Mr. Bowles has seen an increased number of West Point youth participating in skateboarding, biking, and other non-main stream sports. He recommended the addition of a BMX park or a dirt jump park within West Point City; possibly at the Loy Blake Park. He then asked the Council if there was a process which should be used to formally present the idea to the City for consideration.

Mayor Craythorne stated the Council did not typically address the audience during citizen comment, however Mayor Craythorne allowed for the Council to communicate with Mr. Bowles. Mayor Craythorne asked what size of track would be needed for a BMX or dirt jump park. Mr. Bowles stated a 100' x 100' area would be adequate for a BMX or dirt jump park.

Mayor Craythorne and the Council requested Mr. Bowles supply the City with a proposed plan, size, material list, and any details which would be needed for consideration. Council Member Petersen requested Mr. Bowles have patience with the Council during the review process as there are numerous items to consider.

Mayor Craythorne requested Mr. Bowles submit all pertinent information regarding a BMX or dirt jump park to Mr. Laws.

7. Ordinance No 06-18-2013A, Consideration of Amending Chapter 3.25 of the West Point City Code, Relative to Purchasing Procedures – Mr. Boyd Davis

Mr. Davis stated the following change had been made to the Purchasing Policy since the June 4, 2013 Council meeting.

- The Mayor or the City Manager will be the only authorized person(s) eligible to sign a contract.

Staff recommended the Council approve Ordinance No 06-18-2013A.

Council Member Petersen motioned to approve Ordinance No 06-18-2013A, Amending Chapter 3.24 of the West Point City Code, Relative to Purchasing Procedures.

Council Member Henderson seconded the motion.

Roll Call Vote

Council Member Henderson – yes
Council Member Petersen – yes
Council Member Dawson – yes

The Council unanimously agreed.

8. Resolution No 06-18-2013A, Consideration of Adoption of the Schedule of Fees for West Point City – Mr. Kyle Laws

Mr. Laws stated that the West Point City Budget and Schedule of Fees had been discussed over the past several weeks. Mr. Laws recommended adopting Resolution No 06-18-2013A, the Adoption of the Schedule of Fees for West Point City, with the following amendment:

- Football Equipment Charge – Removal of the language “Will be added to Utility Bill” and add language stating any unreturned equipment will be invoiced \$150.

Mr. Laws then stated the Final Budget for FY2014 will be adopted in August, following the Truth in Taxation process.

Council Member Henderson motioned to approve Resolution No 06-18-2013A, the Adoption of FY2014 Schedule of Fees for West Point City.

Council Member Dawson seconded the motion.

The Council unanimously agreed.

9. Resolution No 06-18-2013B, Consideration of Adoption of the Revised Budget for West Point City for FY2013 – Mr. Kyle Laws

Mr. Laws recommended the adoption of Resolution No 06-18-2013B, the Adoption of the Revised Budget for West Point City for FY2013.

a. Public Hearing – No comment

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

The Council unanimously agreed.

b. Action

Council Member Dawson motioned to approve Resolution No 06-18-2013B, the Adoption of the Revised Budget for West Point City for FY2013.
Council Member Petersen seconded the motion.

The Council unanimously agreed.

10. Resolution No 06-18-2013C, Consideration of Adoption of the Inflatable Fees and Policy – Mr. Kyle Laws

Mayor Craythorne stated West Point City owns inflatable toys. It has become necessary to implement a fee schedule and policy in regards to the use of the inflatable toys, as they are utilized by North Davis Fire District, local schools and PTA organizations throughout the year.

Council Member Petersen motioned to approve Resolution No 06-18-2013, the Adoption of the Inflatable Fees and Policy.

Council Member Dawson seconded the motion.

The Council unanimously agreed.

11. Adoption of Minutes from the June 4, 2013 Council Meeting – Mrs. Misty Rogers

Council Member Petersen motioned to approve the June 4, 2013 City Council Minutes.

Council Member Henderson seconded the motion.

The Council unanimously agreed.

COUNCIL DISCUSSION - Regarding the Davis and Weber Counties Canal Company and the secondary watering schedule.

Mayor Craythorne stated he had recently met with Mr. Ivan Ray, the General Manager of Davis and Weber Counties Canal Company to discuss concerns with the secondary watering schedule and how the secondary water shut-offs have been handled.

Mayor Craythorne expressed concern with why only areas serviced by the Davis and Weber Counties Canal Company are the only cities facing strict water restrictions. Other cities across the Wasatch Front who receive water shed from the same areas are not required to follow strict watering restrictions. He then stated Weber Basin Water has requested that residents conserve water, they have not forced water restrictions.

Mayor Craythorne stated other cities receiving water from Davis and Weber Counties Canal are not enforcing the water restrictions. He then stated Syracuse City owns their secondary operating system; however they are provided secondary water from Davis and Weber Counties Canal.

Mr. Ray informed Mayor Craythorne that Roy City had released information to their residents stating there would be no watering restrictions. Mr. Davis informed the Council that Roy City receives their secondary water from the same canal as West Point; however Roy City may have more water shares than allocated West Point. Mr. Davis stated it is difficult to restrict water between cities, as gates cannot always be closed. He then stated Davis and Weber Counties Canal is working with farmers and trying to be as fair with secondary water as possible.

Council Member Henderson stated if the drought is real, all persons and entities should be required to comply with watering restrictions.

Mayor Craythorne and the Council agreed watering two times per week for 20 minutes per station is unreasonable. Mayor Craythorne stated the current water restriction is more than a 20% – 25% reduction in water usage.

Council Member Petersen expressed concern with the secondary water shut offs in his area. He then stated he was unaware that other cities receiving water from the same water shed locations are not following the same water restrictions.

Mayor Craythorne asked Mr. Davis if the Davis and Weber Counties Canal Board agreed to the strict water restrictions. Mr. Davis stated water restrictions were discussed, however he could not remember if an official recommendation was given by the board.

Mayor Craythorne requested the Davis and Weber Counties Canal consider shutting down the secondary water system on October 1st instead of October 15th, as this will allow for additional watering over the summer months.

Mayor Craythorne then informed the Council that Davis and Weber Canal Company service the following areas:

- Clinton
- West Point
- Portions of West Layton
- Portions of Kaysville,
- Portions of South Weber
- Provides the secondary water to Syracuse

Mayor Craythorne stated if water restrictions are in place, Davis and Weber Counties Canal Company should implement a consequence for any entity not in complying.

Member Petersen expressed concern with allowing the lawns of West Point City residents to die because of the strict water schedule if other entities are not required to comply.

Mr. Davis stated the only secondary water available is what is collected in the reservoirs. He then expressed the need to obtain actual water numbers, as this will allow for planning and possible revisions to the watering schedule.

Council Member Petersen requested that Mr. Davis research if Mr. Ray was given direction from the Davis and Weber Counties Canal Board to implement the strict water schedules.

Council Member Petersen expressed the concern over the following situations which have recently occurred within West Point City.

- Residents have been shut off without warning, all flyers distributed by the Davis and Weber Counties Canal Company clearly state warnings will be given before shut-offs would occur.
- Residents have been shut off due to incorrect property records. If a warning had been given, the resident could have discussed and solved the issue, ultimately avoiding their secondary water being shut off.
- Residents have not been successful in trying to contact members of Davis and Weber Canal Company.

Council Member Dawson asked if West Point City could prohibit Davis and Weber Counties Canal from shutting secondary water off unless approved by West Point City Staff.

Council Member Petersen requested Staff review the current contract with Davis and Weber Counties Canal to determine if West Point City has any authority to prohibit Davis and Weber Counties Canal Company from forcing water restrictions and secondary water shut-offs.

Mayor Craythorne stated he will meet with Mr. Ray as often as needed to resolve the concerns and frustrations of residents of West Point City.

Council Member Henderson asked how much water had been saved since the secondary water restrictions were placed. Mayor Craythorne stated Davis and Weber Counties Canal Company have reported that 1,200 acre feet of water had been saved as of May 15, 2013 from the previous year.

Council Member Petersen requested Staff provide him with a copy of the Davis and Weber Counties Canal contract.

Council Member Dawson requested the Council Members receive a copy of the agenda or notes from the Davis and Weber Counties Canal Board meeting.

12. Motion to Adjourn

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

The Council unanimously agreed.


ERIK CRAYTHORNE
MAYOR

7/14/13
DATE


MISTY ROGERS
CITY RECORDER

7/16/2013
DATE





**West Point City
Community Development and Renewal Agency
3200 West 300 North
West Point City, UT 84015
June 18, 2013**

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

City Manager
Kyle Laws

Immediately following City Council Meeting – Main Council Chambers

Minutes for the West Point City Community Development and Renewal Agency Meeting held June 18, 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 Kent Henderson, and Council Member Andy Dawson

EXCUSED – Council Member Jerry Chatterton and Council Member Roger Woodward

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

VISITORS PRESENT – Jeremy Bowles and Wyatt Bowles

1. **Call to Order** – Mayor Craythorne welcomed all in attendance.
2. **Communications from Staff** – no comment
3. **Resolution No. R06-18-2013, adopting the FY2013 Amended Budget and the FY2014 Annual Budget for the Community Development and Renewal Agency of West Point City.**

Mayor Craythorne stated the FY2013 Amended Budget and the FY2014 Annual Budget for the Community Development and Renewal Agency is \$0.

- a. **Public Hearing** – no comment

Council Member Dawson motioned to close the Public Hearing.

Council Member Henderson seconded the motion.

The Council unanimously agreed.

- b. **Action**

Council Member Petersen motioned to approve Resolution No R06-18-2013, adopting the FY2013 Amended Budget and FY2014 Annual Budget for West Point City.

Council Member Dawson seconded the motion.

The Council unanimously agreed.

4. Motion to Adjourn

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


ERIK CRAYTHORNE
MAYOR

7/16/13
DATE


MISTY ROGERS
CITY RECORDER

7/16/2013
DATE

