



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
December 17, 2013**

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

City Manager
Kyle Laws

Administrative Session
6:00 PM

Minutes for the West Point City Council Administrative Session held December 17, 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 Kent Henderson, Council Member Gary Petersen, Council Member Jeffrey Turner and Council Member Jerry Chatterton.

EXCUSED – Council Member Dawson and City Manager Kyle Laws

CITY EMPLOYEES PRESENT - Assistant City Manager Boyd Davis, Administrative Services Director Evan Nelson, Community Affairs Specialist Jolene Kap, and City Recorder Misty Rogers

VISITORS – Gary Hill, Bountiful City Mayor Randy Lewis, Glen Wade, Heather Christopherson (Ulrich & Associates), Alan McEwan and Julie Bashford (McEwan and Company).

Mayor Craythorne excused Council Member Andy Dawson and City Manager Kyle Laws due to illness. He then informed the Council that Mr. Boyd Davis would be the acting City Manager until Mr. Laws, the West Point City Manager returned to work. Mayor Craythorne then turned the time over to Mrs. Kap.

1. Discussion of Youth Council – Mrs. Jolene Kap

Mrs. Kap stated the Youth Council selection process occurred shortly after the beginning of the school year. Currently, the West Point City Youth Council Program has approximately 60 Youth Council members and the participation increases each year.

Mrs. Kap informed the Council that the term for leadership positions within the Youth Council program would continue as full year positions. She stated keeping the positions as full year terms would create less confusion for the Youth Council Members and hopefully encourage participants to continue with the Youth Council Program.

In the past, the Youth Council Members had the opportunity to shadow the West Point City Council Members during a regular Council meeting. Because of the success of this activity, the Youth Council had requested permission to shadow the Council Members two separate times within the coming year. The meetings in which the shadowing would occur would be determined by the agenda items being discussed.

Mrs. Kap stated Mrs. Trish Estheimer had recently been appointed as the West Point City Youth Council Advisor and she had been fantastic with both Staff and the youth thus far. Recently, Mrs. Esthemier had worked with members of Staff and to update the Youth Council Charter with regards to the roles and responsibilities of Youth Council Members, vacancies, and leadership positions. It also states that anyone serving as a Youth Council Officer must be in the grades 9 – 12 as well as attend 95% of the scheduled meetings and activities. She then presented the 2014 Youth Council calendar to the City Council Members for review. Mrs. Kap stated items may be added to the Youth Council calendar when necessary.

Mrs. Kap informed the Council that the West Point City Council has an "Adopt a Highway" program along 300 North and it had been recommended to the Youth Council that they to participate in the program over the next year.

Mayor Craythorne asked how often the Youth Council had been scheduled to meet in 2014. Mrs. Kap stated the Youth Council would meet two times per month, as well as report to the City Council once per month. It is the hope of the Advisors that the each member of the Youth Council would have the opportunity to report to the City Council within the next year.

Mayor Craythorne stated the Youth Council had approximately 60 members, he then asked Mrs. Kap if the current number of members was adequate for the program Mrs. Kap stated in the beginning of the Youth Council year, the program typically has a high number of participants, however by July the number of members consistently attending functions decreases to approximately 25.

Mayor Craythorne asked if all of the Youth Council Members would travel to Youth Council Leadership Institute held at Utah State. Mrs. Kap stated no, only those Youth Council Members who meet specific requirements would be eligible to attend. She also stated that each Youth Council Member attending the Leadership Institute would be required to pay \$100 towards registration costs.

Mayor Craythorne asked if Mrs. Estheimer, the Youth Council Advisor had an assistant. Mrs. Kap stated that Mrs. Tammy O'Neil had been assisting with the Youth Council. Parent volunteers are also being asked to help when needed, as this will allow for parent involvement.

Council Members Petersen recommended lowering the 95% participation requirement for those members with leadership roles. He also recommended the addition of excused absences into the charter, as this will allow for clear expectations for the youth.

Council Member Chatterton requested that Mrs. Kap review past records of Youth Council Members, as he would like to know the percentage of the Youth in which return each year to participate in the Youth Council program.

Council Member Petersen asked Mrs. Kap's opinion regarding capping the number of the Youth Council participants. Mrs. Kap stated she would discourage placing a cap on the number of Youth who could participate in the Youth Council Program. She recommended in the future increasing the number of advisors to accommodate the increase on the Youth Council participation. Council Member Petersen expressed his desire to allow all interested youth the opportunity to participate in the Youth Council Program. He agreed that the structure of advisors may need to be adjusted as growth occurs.

Council Member Henderson recommended implementing a layering structure into the Youth Council Program and add advisors if necessary. He stated this would assist with parent involvement.

Council Member Chatterton stated West Point City is fortunate to have Mrs. Kap as an employee. He stated that Mrs. Kap is involved with numerous city sponsored events and she is a pleasure to work with. On behalf of the Council Members, Council Member Chatterton thanked Mrs. Kap for the time she spends in behalf of West Point City.

Mayor Craythorne welcomed Mr. Gary Hill and Mr. Randy Lewis, the Mayor of Bountiful City.

2. Fiscal Year 2013 Audit Report – Mr. Evan Nelson

Mr. Nelson thanked Heather Christopherson (Ulrich & Associates, the West Point City Auditor), Alan McEwan and Julie Bashford (McEwan and Company, the West Point City Accountant), Julie Gentry the West Point City Treasurer, and the West Point City Staff for their assistance with the audit process. Mr. Nelson then stated Mrs. Gentry has been a great asset to the City, and he appreciates her efforts.

Mr. Nelson stated that financial report provides insight to West Point City's financial position. Ulrich & Associates reported that the West Point City FY2013 audit showed all financial statements were presented correctly and internal controls with regards to the handling of money were adequate. He then presented the 2013 Audit Report for FY2013 to the Council.

Mr. Nelson informed the Council that the West Point City Auditor, Ulrich and Associates receive direction from the State of Utah with regards to the type of information which should be reviewed for the financial reporting period. He then stated that it was common for the list to change periodically. Therefore the following items were found by the auditor and have since been implemented into practice by West Point City.

Budgetary Compliance

- State Code requires staff to provide financial reports to the City Council at least quarterly. Mr. Nelson stated the first quarterly financial report to the Council had occurred in the first quarter of FY2014. He then stated and financial reporting to the Council would continue each quarter to remain in compliance with State law.

Transfers from Utility Enterprise Funds

- The City is required to charge City departments for utility usage at the same rate charged to other utility customers. Mr. Nelson stated that West Point City had not been charging each department for the utilities used. For this reason, West Point City will begin to transfer the appropriate funds from the General Fund to the Utilities Fund.

Council Member Petersen asked if meters would be installed at City owned locations to meter the usage or if West Point City could estimate usage. Mr. Nelson stated the City would estimate usage. Mr. Alan McEwan, with McEwan and Company stated several City's allocate funds from their General Fund to their Utilities Fund based on estimated usage. Therefore Mr. McEwan stated estimating was an acceptable practice.

Mr. Davis asked what type of impact the General Fund could see by the implementation of this process. Mr. Nelson stated it was unclear the total impact to the General Fund, however he believed it would fairly minimal.

Mr. Nelson then highlighted the following areas of the FY2013 Audit Report:

- Governmental Funds - cash assets of approximately \$4 million, with approximately \$461,000 as unassigned.
- Statements of Revenues, Expenditures, and Changes in Fund Balances - a net increase to the Governmental Funds balance of \$631,000. The General Fund revenues were \$262,000 above budget projection and the General Fund expenditures were approximately \$200,000 below budget.
- Proprietary Funds – net positions of proprietary funds are in the positive.
- Notes to Financial Statements – West Point City debt totals are estimated at \$1 million with a scheduled interest of \$186,000 over the next 10 years.

Council Member Turner requested more information regarding Debt Service Fund. Mr. Nelson stated the Debt Services Fund pays for a bond which had been obtained to fund the construction of the West Point City Hall. He then stated that approximately 10 years remained on the life of the discussed bond.

Council Member Chatterton asked which fund would be pay for the final two payments of the Blair Dahl Park. Ms. Julie Bashford stated the final payments made for the Blair Dahl Park would be paid from the General Fund.

Council Member Petersen stated page 8 of the audit report for FY2013 shows an increase in the business type funds. He asked where the increase of funds were collected from. Ms. Julie Bashford stated water rate increases and increased building permit fees were a few of the reasons for the increase to the business type funds.

Mr. Nelson stated the West Point City is financially sound, revenues had been increasing, and City departments have kept within budget. The FY2013 budget had been amended at the end of the fiscal year, and staff will continue to monitor the FY2014 to keep within budget.

Mayor Craythorne stated the increased sales tax revenue had been appreciated. He then thanked Mr. Nelson, Mr. McEwan, Ms. Bashford, and Ms. Christopherson for their efforts with the budget process and the FY2013 audit report.

3. Discussion of Wise Country Meadows Ph. 2 – Mr. Boyd Davis

Mr. Davis stated Wise Country Meadows Phase 1 is located at approximately 550 N 3000 W, West Point. He then stated Castle Creek Homes, the developer of West Country Meadows had requested permission to begin the construction of Phase 2. The West Point City Planning Commission had reviewed and approved phase 2. Mr. Davis stated the Wise Country Subdivision Phase 2 will consist of 21 building lots. Mr. Davis stated Wise Country Meadows Subdivision will have approximately 60 lots located within all three phases of the subdivision, 22 lots within phase 1, 21 lots within phase 2, and approximately 17 in phase 3.

Mr. Davis presented the Wise Country Meadows Phase 2 Plat to the Council. He stated phase 2 would be zone R-3 and lot sizes would range from 9,333 sq. ft. to 13,000 sq. ft. The minimum frontage requirement is 85' to a maximum of 135'. Mr. Davis stated phase 2 meets all of the West Point City zoning requirements.

Mr. Davis informed the Council that a concern had risen regarding the north fence line, located between Wise Country Meadows Phase 2 and property owned by Mr. Glen Wade. To resolve the concern, Mr. Glen Wade and Castle Creek Homes entered into a boundary line agreement. Mr. Wade then addressed the Council by expressing concern with the type of fence the developer might install, as it may not be of material which could hold his cattle. Mayor Craythorne stated a developer would be required to a minimum standard and the farmer would be required to install proper fencing for his cattle.

Mr. Davis informed the Council of the following items:

- Drainage of Lot 42 could flow onto other lots. The developer had been notified and they will be required to install some type of a drainage system during the construction of either phase 2 or phase 3.
- 80% of lots within a phase 1 must be sold before a developer could begin phase 2. However the developer must sale approximately six additional lots to meet the 80% requirement. Mayor Craythorne stated the Council could approve the construction of phase 2, pending the sale of the required lots.
- The developer has agreed to extend the utilities to the north boundary line, and the developer may request a payback agreement for those utilities.
- Phase 2 will be required to adhere to the same maintenance agreement of phase 1. The owner of lot 1 is required for the upkeep of the landscaping along 3000 West. If landscaping is not maintained, West Point City has the option to charge a fee to each lot owner within the subdivision.

Council Member Henderson asked if Wise Country Meadows Phase 1 could be placed on warranty if 80% of the lots had not been sold. Mr. Davis stated the requirement of 80% of lots sold did not apply to approving the warranty. The requirements to approve the warranty include all infrastructure must be installed and approved by the Inspector, with the exception of sidewalk and slurry seal.

Council Member Chatterton asked how the property owners within the Wise Country Meadows Subdivision are notified that they could potentially be charged a fee for the up-keep of landscaping along 3000 West. Mr. Davis stated the developer had been required to list this agreement into the subdivisions restrictive covenants which were filed with the County and the information could also be found on a title search.

No action required, the consideration of approval of Wise Country Meadows Phase 3 would be brought before the Council in a future meeting.

The Council then adjourned into the General Session.



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

City Manager
Kyle Laws

General Session
7:00 pm – Council Room

Minutes for the West Point City Council General Session held December 17, 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 Kent Henderson, Council Member Jerry Chatterton, Council Member Gary Petersen, and Council Member Jeff Turner

CITY EMPLOYEES PRESENT - Assistant City Manager Boyd Davis, Administrative Services Director Evan Nelson, and City Recorder Misty Rogers

VISITORS PRESENT – Heather Christopherson, Jim (James) Rodgers, and Cody Grimaud

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

Mayor Craythorne excused Mr. Kyle Laws, the West Point City Manager and Council Member Dawson due to illness.

Council Member Chatterton stated the Mosquito Abatement District of Davis recently met and approved an increase to the Mosquito Abatement tax of approximately \$0.35 per month. The increased revenue will assist with the upgrading of Mosquito Abatement facilities and labs. He stated there is not adequate restroom and changing facilities to accommodate both male and female employees.

Council Member Petersen – no comment

Council Member Turner – no comment

Council Member Henderson – no comment

Mayor Craythorne stated Mr. Davis had been the acting West Point City Manager for the past week due to the illness of the Mr. Kyle Laws, the West Point City Manager. He then wished those in attendance a Merry Christmas and Happy Holidays. Mayor Craythorne thanked the Council for their support and willingness to serve both him and the community. He then expressed his appreciation to the employees of West Point City, for their service and uplifting attitudes.

- 5. Communications from Staff**

Mr. Davis informed the Council of the following items:

- West Point Cemetery Luminary - Friday, December 20, 2013 at 4:00 pm.
- Newly Elected Officials Oath of Office – January 6, 2014, noon at City Hall
- West Point City Council Retreat – January 31, 2014 at 9:00 am.

On behalf of West Point City Staff, Mr. Davis thanked the West Point City Council Members for the Christmas Party and the support they give on behalf of the City.

Mayor Craythorne asked when SR-193 would be opening. Mr. Davis stated the opening of SR-193 would occur upon the completion of the bridge, which would be weeks away. Mayor Craythorne then stated upon completion of SR-193, West Point would take ownership of 300 North from 1500 West through 2000 West and Clearfield City would take ownership from 1500 West to Main Street in Clearfield.

Council Member Turner asked the Council to describe the events of the Cemetery Luminary. Mayor Craythorne stated volunteers would meet at the cemetery, place sand and candles in paper bags, and place them on each headstone within the cemetery. Then at dusk, each candle is lit and remains lit throughout the evening.

Mayor Craythorne stated several years ago, Mrs. Barbara Langston, a previous Council Member implemented the tradition of the Cemetery Luminary and West Point City has come to love and cherish the luminary tradition.

6. Citizen Comment –

James (Jim) Rodgers – 152 N 4700 West, West Point City, UT

Mr. Rodgers asked the City Council to consider an Ordinance prohibiting a school from imposing disciplinary action on a child for an occurrence outside of school. He then recited both Davis County School District policy and State Law.

Mayor Craythorne thanked Mr. Rodgers for his comments.

7. Consideration of Approval Fiscal Year 2013 Audit Report – Mr. Evan Nelson

Mr. Nelson stated that the FY2013 Audit Report had been completed and that Ms. Heather Christopherson with Ulrich & Associates was present during both the Administrative and General Session. The auditors reported that the West Point City FY2013 financial statements were presented correctly. However, the following items were found by the auditor and it was recommended that West Point City implement them into practice.

- State Code requires staff to provide financial reports to the City Council at least quarterly. Mr. Nelson stated financial reporting to the Council began in the first quarter of the 2014 fiscal year and would continue each quarter to remain in compliance with State law.
- The City is required to charge City departments for utility usage at the same rate charged to other utility customers. To keep compliance with State law, West Point City will implement a process to determine utility usage and transfer the appropriate funds from the General Fund to the Utilities Fund.

Mr. Nelson stated the City Council approves the budget on an annual basis and has the ability to amend the budget throughout the year if necessary.

He then reported the following items for FY2013:

- The net position of West Point City increased by approximately 9.7%.
- The Governmental Funds increased by approximately \$600,000.
- The General Fund revenues were approximately \$262,000 above the budget projection and the General Fund expenditures were approximately \$197,000 below budget.
- The Enterprise Funds which include the waste, water, and storm utilities increased by approximately \$1 million across all funds.

Mr. Nelson stated that West Point City is in a good financial position. He then recommended the approval of the FY2013 Audit Report.

Mayor Craythorne stated the minor findings mentioned in the FY2013 Audit Report were found due to a changes made by the State Auditor. He then stated the mentioned findings had since be implemented into practice.

Council Member Henderson motioned to approve the West Point City FY2013 Audit Report.
Council Member Petersen seconded them motion.

The Council unanimously agreed.

Council Member Petersen thanked Mr. Nelson for his efforts with the FY2013 Audit.

8. Ordinance No 12-17-2013, Consideration of Approval of 2014 City Council Meeting Schedule – Mrs. Misty Rogers

Mayor Craythorne proposed the Council approve the 2014 West Point City Council Meeting Schedule. He stated that the first Council meeting in July has typically been cancelled due to the timing of the Fourth of July Celebration. The Council agreed to leave the date of July 1, 2014 as a scheduled Council meeting, with the knowledge that it may be cancelled due to preparation of the Fourth of July Celebration.

Council Member Petersen motioned to approved Ordinance No. 12-17-2013, approving the 2014 West Point City Council Meeting Schedule.

Council Member Chatterton seconded the motion.

Council Member Chatterton – yes

Council Member Petersen – yes

Council Member Turner – yes

Council Member Henderson - yes

The Council unanimously agreed.

9. Consideration of Approval of Amended Plat for Paice Farms Phase 2 – Mr. Boyd Davis

Mr. Davis stated Mr. Cody Grimaud had filed for an amended plat within the Paice Farms Phase 2 Subdivision, and that Mr. Grimaud was present at the Council meeting. Mr. Davis stated the Paice Farms Phase 2 Amended Plat had been discussed in a previous meeting. He then stated the proposed plat amendment would allow for portions of two lots to be combined into one to create one new building lot, while continuing to meet zoning requirements.

Mr. Davis stated notice had been given to the residents within the subdivision, a Public Hearing had been held and no public comment was given. The West Point City Planning Commission reviewed and approved the Amended Plat for Paice Farms Phase 2. Mr. Davis stated the proposed amended plat had been approved by both Hooper Water and Davis and Weber Counties Canal Company.

Mr. Davis stated all Staff comments had been addressed. He then informed the Council that if the amended plat were approved, an existing easement located on the property would be vacated and replaced with new easement in an appropriate location.

Mr. Grimaud verified that he had no intention to record the lot until a buyer could be found. Mr. Davis recommended the Council approve the amended plat for Paice Farms Phase 2. He then stated if approved, the amended plat would remain effective for a period of one year.

Council Member Chatterton asked if the proposed lot had drainage issues. Mr. Davis stated he hadn't reviewed Mr. Blaine Thurgood's property, however he was aware of a low spot located on the property as Mr. Thurgood had installed a pump on his property to allow for drainage.

Mayor Craythorne stated the approval of the amended plat would expire in one year with a possibility of an extension.

Council Member Petersen motioned to approve the amended plat for Paice Farms.
Council Member Turner seconded the motion.

The Council unanimously agreed.

10. Consideration of Placing Pheasant Creek Ph. #3 on Warranty – Mr. Boyd Davis

Mr. Davis Pheasant Creek Phase 3, located at 4325 W1800 N and Wise Country Meadows Phase 1, located at 550 N 3000 W are both owned by Castle Creek Homes. The developer had completed all but one of the required improvements and had requested both subdivisions be placed on warranty.

Mr. Davis stated both Pheasant Creek Phase 3 and Wise Country Meadows Phase 1 were missing street number signs, because they are on backorder. Staff recommended approving the one year warranty period subject to the installation of the street signs. Mr. Davis stated escrow funds for both subdivisions would be held until the end of the one year warranty period.

Council Member Petersen motioned to approve placing Pheasant Creek Phase 3 on Warranty, effective the date of installation and approval of street signs.

Council Member Henderson seconded the motion.

The Council unanimously agreed.

11. Consideration of Placing Wise Country Meadows Ph. #1 on Warranty – Mr. Boyd Davis

Council Member Petersen motioned to approve placing Wise Country Meadows Phase 1 on Warranty, effective the date of installation and approval of street signs.

Council Member Chatterton seconded the motion.

The Council unanimously agreed.

12. Adoption of Minutes from the December 3, 2013 Council Meeting – Mrs. Misty Rogers

Council Member Chatterton motioned to approve the December 3, 2013 City Council Minutes.

Council Member Turner seconded the motion.

The Council unanimously agreed.

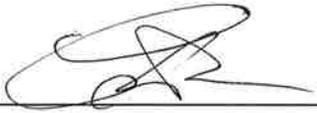
13. Motion to Adjourn

Mayor Craythorne stated West Point City Hall would be closing at 1:00 pm on December 24th, and would remain closed from December 25th - 27th. Mr. Davis and Mayor Craythorne informed the Council that December 27th would not be a paid holiday, employees would be required to use either accrued time off or time off without pay. Mayor Craythorne informed the Council that a telephone number will be available for emergency situations or cemetery services, he stated services would be provided on an as needed basis. Mayor Craythorne thanked those in attendance.

Council Member Chatterton motioned to adjourn.

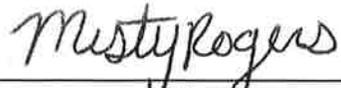
Council Member Henderson seconded the motion.

The Council unanimously agreed.



GARY PETERSEN, MAYOR PRO-TEM

1-21-2014
DATE



MISTY ROGERS, CITY RECORDER

1-21-2014
DATE

