



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
December 4, 2012**

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

City Manager
Gary Hill

ADMINISTRATIVE SESSION

6:00 pm – Council Room

Minutes for the West Point City Administrative Session held December 4, 2012 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

MAYOR AND COUNCILMEMBERS 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 Gary Hill, Assistant City Manager Kyle Laws, City Engineer Boyd Davis, Recreation Director Kelly Ross, Public Work Superintendent Paul Rochell, and City Recorder Misty Rogers

VISITORS PRESENT - Angela Hunter and Greg Graves

Mayor Craythorne welcomed all in attendance and opened the Administrative Session by turning the time over to Mr. Davis

1. Discuss Landscaping Standards for Collector & Arterial Roads – Mr. Boyd Davis
(A power point presentation was shown during the discussion)

Mr. Davis stated over the past several years West Point City Staff, Planning Commission, and City Council have discussed a need to implement uniform landscaping standards along arterial and collector roads. Over the past several months, the Planning Commission has reviewed this item and developed alternative A and alternative B for landscaping standards for collector & arterial roads.

The Planning Commission held a meeting on November 15, 2012; it was during that meeting a vote was held and the Planning Commission selected alternative B to recommend to Council. Mr. Davis stated the vote which occurred during the November 15, 2012 Planning Commission meeting was split, 3 to 1 in favor of alternative B. Staff prefers alternative A; therefore both alternatives were presented to Council.

Alternative B, Any lots backing up to a collector or arterial street would be required to install landscaping with the following specifications, a 6 ft. sidewalk connected to the curb, followed by a 4 ft. grass strip and then 8 ft. of landscaping with trees, shrubs, and bark. The Planning Commission recommended alternative B for the following reasons:

- It will cost less to install
- It will use less water
- It will give more landscaping options
- A wider sidewalk is better

The City Council Members expressed concern with alternative B because of the following reasons:

- Snow removal may be difficult; as the streets are plowed snow may be pushed onto the sidewalk.
- The sidewalk appears to be too close to traffic, there is no extra buffer between the sidewalk and the street. This could be a concern for safety of pedestrians.
- No buffer exists between the grass and the landscaping, if not properly maintained the grass could encroach into the landscaping.

Alternative A, any lots backing arterial or collector streets would be required to install landscaping with the following specifications. 5 ft. grass mow strip behind the curb, a 5 ft. sidewalk, and then 8 ft. of landscaping with trees, shrubs, and bark as required in alternative B. Staff recommended alternative A for the following reason:

- A standard park strip provides area for snow removal.
- This is a safer option for pedestrians as there is more separation between sidewalk and the street.
- It is Staffs opinion this option is visually appealing.

The Planning Commission also recommended the following language be added to the code which would define who is responsible for the maintenance of the landscaping.

- The requirements apply to developments along arterial and collector roads where lots back up to the street.
- The landscape buffer must be owned by a homeowners association.
- If only one lot backs up to the street an HOA will not be required.
- A landscape plan must be approved by the Planning Commission and they may approve changes from the standard if, in their opinion, it will result in a better design.
- Landscaping shall consist of trees, grass, and shrubs.
- One tree for every 25' of frontage is required. Trees must be selected from the City's approved list.
- Five shrubs will be required for each required tree.
- A 6 ft. solid or semi-private fence.
- The developer is responsible to install landscaping.
- An HOA must be set up to own the property and to do the long term maintenance.
- The HOA must be professionally managed.
- City may asses a fee if the HOA fails to properly maintain the landscaping.

City Council recommended Staff proceed with Alternative A. Mr. Davis stated this item would be brought to Council at the January 15, 2013 City Council meeting for approval.

2. Discussion of Final Approval Extension for Bartholomew Lane Phase 2— Mr. Boyd Davis

The Bartholomew Lane Phase 2 Subdivision is located at approximately 3600 West and 1300 North. Bartholomew Lane Phase 1 only has a few lots remaining and the infrastructure in Phase 2 is nearly complete. The developers are requesting a one year extension for final approval, as the plat has not yet been recorded. Mr. Davis stated Bartholomew Lane Phase 1 and 2 are in compliance with code and Staff recommends granting a one year extension for the final approval for the Bartholomew Lane Subdivision.

3. Renewal of Contract with Davis County Sheriff for Police Services – Mr. Gary Hill

Mr. Hill stated the five-year Interlocal Agreement between West Point City and the Davis County Sheriff for Police Services will expire in June 2013. Mr. Hill informed Council that he and the Davis County Sheriff's office have been in discussion of possibly entering into a seven year Interlocal agreement. The current contract with the Davis County Sheriff's office allows for 3 additional hours per day of law enforcement services. The City currently pays approximately \$77,000 for the services provided. The base rate would remain the same; however the annual amount will increase each year by a cost of living adjustment (cola) as determined by Davis County. Over the past five years, the cola has increased by approximately 3%. Staff recommends entering into a seven year Interlocal Agreement with the Davis County Sheriff's office, from July 1, 2013 through June 30, 2020. Mr. Hill stated the seven year Interlocal Agreement will need to be approved by the Davis County Commissioners. Mr. Hill asked the Council Members if they were comfortable with a seven year Interlocal agreement with the Davis County Sheriff's office. Mr. Hill stated in addition to what the city pays for police services, Davis County keeps all portions of the fines and forfeitures, and West Point City does not receive any portion of those fees.

Council Member Chatterton asked if West Point City receives any state liquor tax revenue. Mr. Hill stated the city does collect state liquor tax, however; the city currently uses those revenues to pay towards the Davis County Sheriff's contract. Council Member Chatterton requested copies of the police reports be given to the Council and periodically ask the Sheriff's office to attend and report at a West Point City Council meeting.

The City Council recommended entering into a 7 year contract with the Davis County Sheriff's office if approved by the Davis County Commissioners.

4. Quarterly Goal Update – Mr. Gary Hill

- Fiscal Balance and Accountability
 - Budget and Audit - Mr. Laws stated West Point is in the process of implementing a new budget and audit program.
 - City Banking Services - Currently West Point City uses Wells Fargo for banking services, however it has been several years since an RFP has been issued for those services. Therefore, Mr. Laws stated in the near future a request for proposals will be issued for banking services.
 - Pay periods – The city is currently on a semi-monthly pay period. The current pay period ends on the 15th and 30th or 31st day of the month. However, this creates an issue with the date timecards are due, as these dates could fall on any day of the month. This ultimately creates an issue with payroll. Therefore, beginning January 1, 2013 the pay period will be changed to bi-weekly. Timecards will be due every other Monday and pay dates will occur every other Friday. This change will increase the number of pay periods per year from 24 to 26.
- Develop, Plan, and Maintain Infrastructure
 - Road replacement schedule – Mr. Davis stated West Point City has spent approximately \$200,000 for road projects this year.
- Community-Compatible Economic Development
 - Economic Development Strategy – Mr. Hill stated he recently attended an Economic Development training and the information in which he received will be very beneficial to West Point City.
 - Commercial Code Update – This item will be revisited in the spring of 2013.
 - Loy Blake Restroom – Mr. Laws stated this item will be discussed in detail during the City Council Retreat on January 4, 2013. Council Member Chatterton asked if the Loy Blake Park restroom would be completed this fiscal year or next fiscal year. Mayor Craythorne stated there may be a funding issue for this project; Council will need to make the decision if this project should wait until next fiscal year.
- Sustainable Growth through Vision and Planning
 - Code Updates - A number of code updates have been completed.
 - Recycling – The current participation for general recycling is 53.8% and green waste recycling 50%.
 - Firearms – Several months ago it was recommended Staff research surrounding cities firearms ordinances. Upon review, Staff found BB guns and air soft guns to be prohibited in other cities. The West Point City Code currently prohibits anything in which is propelled through a barrel; this would include BB guns and air Soft Guns. Based on safety concerns and the research found, Staff recommended leaving the firearms ordinance as is. Council agreed with the recommendation.
- Quality Recreation Programs
 - Field Use - The field use policy is close to completion and will be presented to Council during the Council retreat in January 2013.
 - Late Fees - Late fees have been implemented and this practice has been successful and well received.
 - Code of Conduct - The code of conduct for coaches has been successful.

Council Member Petersen recommended a code of conduct policy be prepared for all recreation participants and their parents or guardians.

- Active Emergency Preparedness
 - Emergency Preparedness Fair - The City recently participated in a tri-city emergency preparedness fair which included 32 vendors. The fair was a success with approximately 400-500 participants who attended the fair. In the future the tri-city emergency preparedness fair will be held bi-annually.
 - CERT – Anyone wishing to sign up for the CERT can sign up until January 29, 2013 and the class will be held in February 2013.
- Regional Cooperation, Coordination, and Involvement by Council and Staff
 - SR 193 Corridor – Grant money obtained by the three cities relative to the SR193 Corridor exists. Recently an RFP was issued and Staff is in the process of selecting a design firm for landscaping along the trail and the intersections of SR 193.

5. Council Retreat Discussion – Mr. Gary Hill

Mr. Hill asked if Council had recommendations for topics to discuss during the January 4, 2013 Council retreat. No recommendations were given.



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GENERAL SESSION

7:00 pm – Council Room

Minutes for the West Point City Administrative Session held December 4, 2012 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

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

EXCUSED – Council Member Roger Woodward

CITY EMPLOYEES PRESENT - City Manager Gary Hill, Assistant City Manager Kyle Laws, City Engineer Boyd Davis, Public Works Superintendent Paul Rochell, Public Works Assistant Superintendent Adam Favero, and City Recorder Misty Rogers

VISITORS PRESENT – Angela Hunter, Sandy & Lance Walker, Dan Hendry, Rock & Laurie Hendry, Lyle & Chris Johnston, Margie Kite, Howard Stoddard, Leo & Linda Famuliner, Nile Carlson, Melinda Frost, Lynette Riley, Mike Porter, Jacob Hall, Earl & Sharon Cammock, Randy Brown, Brian Vincent, JoVonna Amidan, Rod Carter, Lola Carter, Mark Howells, Kent Wallertine, Troop 831, Troop 372, and Troop 381.

1. **Call to Order** – Mayor Craythorne welcomed all in attendance and excused Council Member Woodward.

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

3. **Prayer** – Council Member Petersen

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

Council Member Henderson – none

Council Member Petersen – none

Council Member Chatterton – none

Council Member Dawson - none

Mayor Erik Craythorne – none

5. **Communications from Staff** – none

6. **Citizen Comment** –

- Leo Famuliner – Mr. Famuliner stated he was addressing the Council on behalf of his wife’s family. Mr. Famuliner informed the Council during the construction of the Pheasant Creek Subdivision an irrigation pipe was damaged. In 2004, the Developer piped the irrigation ditch; however in 2006 the pipe was leaking. In the fall of 2011 a joint on irrigation pipe was repaired, however the family did not have the opportunity to inspect the repair. Mr. Famuliner stated during the summer of 2012 water was seen on the property, however the landowner was unsure if the water was coming from irrigation pipe or from his sprinkler system. Mr. Famuliner requested that West Point City warranty the irrigation pipe for one year if the Pheasant Creek Subdivision is released from warranty.
- Howard Stoddard (4080 West 800 North) - Mr. Stoddard said he was addressing Council in regards to the West Davis Corridor alignment. He expressed his desire for the West Davis Corridor alignment to remain in its original

location. Mr. Stoddard stated on October 6, he had sent a letter to Mr. Randy Jefferies with recommendations for the West Davis Corridor alignment. He asked the Council to remain firm with the proposal of the original alignment.

- Carson Bowles (3850 West 1355 North) – Mr. Bowles expressed his concern for the residents along the West Davis Corridor alignments. He also stated he does not want for any residents along the West Davis Corridor route to be forced to leave their homes.
- Rod Carter (358 North 4500 West) – Mr. Carter stated in March 2011 a petition to keep the West Davis Corridor in its original alignment was signed by approximately 1386 persons and was delivered to Mr. Randy Jefferies. He requested that Council listen to the voice of residents.

7. Appointment of board members to the North Davis Fire District – Mayor Erik Craythorne

Mayor Craythorne stated it has become necessary to reappoint four individuals to serve on the North Davis Fire District.

Mayor Craythorne recommended Gary Petersen, Erik Craythorne, Jerry Chatterton, and John Petroff be appointed to the North Davis Fire District Board.

Council Member Dawson motioned to appoint the nominated persons to the North Davis Fire District Board. Council Member Henderson seconded the motion.

The Council unanimously agreed.

8. Appointment of new West Point City Planning Commissioners – Mayor Erik Craythorne

Mayor Craythorne expressed his appreciation to those individuals in the city who applied for this position. Mayor Craythorne recommended Brian Vincent and Kory Kap and be appointed to the West Point City Planning Commission.

Council Member Chatterton motioned to appoint Brian Vincent and Kory Kap to the West Point City Planning Commission. Council Member Dawson seconded the motion.

The Council unanimously agreed.

9. West Davis Corridor Update – Mr. Randy Jefferies
(A power point presentation was shown)

Mr. Jefferies informed the Council a transportation study is being performed to find the best location for the West Davis Corridor. He stated it is difficult to find a location which meets transportation needs that does not have any impacts. The study area is 20 miles, extending from southern Farmington to the northern part of Hooper and West Haven. Mr. Jefferies stated two routes are being studied, Alternative A and Alternative B. This is a federal process and the study must be completed in a specific way to comply with the law. One requirement is there must be more than one route to study and evaluate. In the Syracuse, West Point, and farther north areas two alignments have been studied. In the spring of 2011 a report was being drafted and it was discovered many homes and farms would be impacted. One specific issue is “wetland areas,” a federal law called the clean water act which protects wetlands. It was determined more information regarding the locations of wetlands was needed. In 2010 and 2011 Biologists were sent to locate wetland areas based on wetland vegetation and the presence of water. It was then determined soil samples were needed, with additional funding over 550 test kits were processed to determine true wetland areas

Mr. Jefferies then gave a power point presentation showing both the advantages and disadvantages of Alternative A and Alternative B. He then introduced the adjustments which were made to the routes. Mr. Jefferies informed the Council a new report will be complete in the spring of 2013 at which point public hearings will be held. Mr. Jefferies stated all the public comment and input are of value and are reviewed. Mr. Jefferies again stated a draft will be available in the spring of 2013 and a final recommendation will be given in the spring of 2014 and at this time UDOT does not prefer Alternative A or B. Mr. Jefferies informed those in attendance more information regarding the West Davis Corridor and the process which is followed can be found on the West Davis Corridor website.

Mayor Craythorne thanked Mr. Jefferies for the West Davis Corridor update.

10. Final Approval Extension for Bartholomew Lane Phase 2 – Mr. Boyd Davis

Mayor Craythorne disclosed his father is part owner of Bartholomew Lane Phase 2 Subdivision.

Mr. Davis stated the Bartholomew Lane Phase Subdivision is located at approximately 3600 West 1300 North. Phase 1 is under construction however a few lots need to be complete. Therefore the developers are requesting an extension of the final approval for the Bartholomew Lane Subdivision. Mr. Davis stated the Council can grant a one-time one year extension for final approval. Staff has reviewed all code changes and recommends Council approve the extension for Bartholomew Lane Phase 2.

Council Member Petersen motioned to accept the final approval extension for Bartholomew Lane Phase 2.
Council Member Henderson seconded the motion.

The Council unanimously agreed.

11. Resolution No. 12-04-2012, amending the West Point City Schedule of Fees relative to Cemetery Rates and Hydrant Water Connection Fees – Mr. Adam Favero/Mrs. Misty Roger

Over the past several of months, Staff and Council have discussed to a couple of proposed changes to the Fee Schedule. The proposed changes to the fee schedule would include amending non-resident cemetery fees and adding hydrant water connection fees. Staff recommended adopting by Resolution the West Point City Amended Fee Schedule.

Non-Resident Cemetery Fees

- Decrease the non-resident full size burial plot price from \$1,000 to \$600 and increase the non-resident interment fee from \$300 to \$700.
- Decrease the non-resident ½ sizes or urn burial plot price from \$500 to \$300 and increase the non-resident interment fee from \$200 to \$400.

Hydrant Meter Connection Fee

- Fire Hydrant Meter Set-up Fee \$50.00
- Short Term Meter Usage (3 days or less) \$10.00 plus water usage fee
- Long Term Meter Usage (4 days or more) \$40.00 per month, plus water usage fee
- Water Usage Fee \$1.60 per 1,000 gallons greater than 10,000 gal.

Council Member Henderson motioned to approve Resolution No. 12-04-2012, amending the West Point City Schedule of Fees.

Council Member Petersen seconded the motion

The Council unanimously agreed.

12. Removal of Bison Point Subdivision from Warranty – Mr. Boyd Davis

Mr. Davis stated Bison Point Subdivision is located at approximately 470 North 2200 West. In July of 2010, the Bison Point Subdivision was placed on warranty. The required one year warranty is complete and the subdivision has passed final inspection. Staff recommends the removal of Bison Point Subdivision from warranty.

Council Member Petersen motioned to remove Bison Point Subdivision from Warranty.
Council Member Henderson seconded the motion.

The Council unanimously agreed.

13. Removal of Pheasant Creek Phase one and two from Warranty – Mr. Boyd Davis

Mr. Davis stated the Pheasant Creek Subdivision is located at approximately 4350 West 350 North. This subdivision has been under warranty since 2008 and the developer has completed all items on the punch list. Mr. Davis stated he spoken with Mr. Leo Famuliner earlier in the day and it was at that time Staff realized Mr. Famuliner did not have the opportunity to inspect the repair done to the irrigation pipe in the fall of 2011. West Point City Staff did inspect the repair and found it acceptable and satisfactory. The repair was completed over one year ago and the irrigation pipe has been used for an entire irrigation season. Staffs recommended removing Pheasant Creek Subdivision from warranty, but not accept responsibility and warranty of the irrigation pipe.

Council Member Henderson asked if staff had explored why water had been seen in the area over the summer. Mr. Davis stated he had spoken with the landowner regarding the water but it was unclear to the landowner if the water was from the irrigation pipe or from his sprinklers system.

Mr. Davis informed the Council the irrigation line had been inspected and tested several times prior its repair 2011 without any issues. Staff believes the water seen over the summer is not coming from the irrigation pipe. Mr. Davis clarified the irrigation pipe itself was not leaking, the joint attached to the irrigation pipe was leaking because the incorrect part was used at the location.

Council Member Petersen asked if it was possible to inspect the irrigation pipe. Mr. Davis stated the line could be dug up to inspect however, there is no way to see a leak if there is no water running through the pipe. The pipe is only used during irrigation season.

Mr. Davis informed the Council the removal of Pheasant Creek Subdivision from warranty could be continued to a future meeting if they were uncomfortable with release. Mr. Davis stated he spoke to the renters of the property, Jeff and Earl Hammond regarding the irrigation water and they have used the repaired irrigation pipe for an entire season without issues.

Council Member Chatterton stated he is uncomfortable with releasing the Pheasant Creek Subdivision from warranty with the concerns of Mr. Faulminer, as they were unable to inspect the repair of the line.

Council Member Dawson asked who would be responsible for the irrigation pipe if the subdivision is released from warranty. Mr. Davis stated if Pheasant Creek Subdivision is released from warranty, the property owner would be responsible for the irrigation line.

Council Member Dawson asked if there were any ramifications for not releasing this item. Mr. Davis stated there would be no consequences for continuing this item; however this subdivision needs to be released from warranty.

Mr. Hill recommended allowing Staff to further review this item as well as discuss this item with Mr. Felshaw King, the West Point City Attorney. He also stated this item could be brought back to a City Council meeting in January 2013.

Council Member Chatterton motioned to table the release of Pheasant Creek Subdivision from warranty. Council Member Henderson seconded the motion.

The Council unanimously agreed.

14. Ordinance No. 12-04-2012, Adoption of City Council Meeting Schedule for 2013 – Mrs. Misty Rogers

Council Member Dawson motioned to approve Ordinance No. 12-04-2012, the Adoption of the West Point City Council Meeting Schedule for 2013.

Council Member Chatterton seconded the motion

The Council unanimously agreed

15. Adoption of Minutes from the November 20, 2012 Council Meeting – Mrs. Misty Rogers

Council Member Petersen motioned to approve the November 20, 2012 City Council Minutes

Council Member Dawson seconded the motion

The Council unanimously agreed.

16. Motion to Adjourn

Mayor Craythorne thanked those in attendance as well as those who addressed the Council.

Council Member Petersen motioned to adjourn

Council Member Henderson seconded the motion

The Council unanimously agreed.




ERIK CRAYTHORNE
MAYOR

1/15/13
DATE


MISTY ROGERS
CITY RECORDER

1/16/2013
DATE