



**West Point City Council Meeting  
3200 West 300 North  
West Point City, UT 84015  
May 7, 2013**

**Mayor**  
Erik Craythorne  
**Council**  
Gary Petersen, Mayor Pro Tem  
Jerry Chatterton  
Andy Dawson  
R. Kent Henderson  
Roger Woodward  
  
**City Manager**  
Kyle Laws

**Administrative Session**  
**6:00 PM**

Minutes for the West Point City Council Administrative Session held May 7, 2013 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

**MAYOR AND COUNCIL MEMBERS PRESENT** - Mayor Erik Craythorne, Council Member Jerry Chatterton, Council Member Gary Petersen, and Council Member Kent Henderson

**EXCUSED** – Council Member Andy Dawson and Council Member Roger Woodward

**CITY EMPLOYEES PRESENT** - City Manager Kyle Laws, City Engineer Boyd Davis, Public Works Director Paul Rochell, Recreation Director Kelly Ross, and City Recorder Misty Rogers

**VISITORS** – none

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

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

Mr. Davis stated the “brick rule” had been discussed by the City Council during the February 19, 2013 Administrative Session. During the February 19<sup>th</sup> meeting, the Council gave direction for Staff and the Planning Commission to review and make revisions to the brick rule. The Planning Commission has spent several months reviewing the brick rule, and during the May 7, 2013 Council meeting the following proposal was recommended to the West Point City Council.

Mr. Davis stated the current code allows for a minimum of 40% brick or stone. Staff has received numerous complaints from homebuilders as well as the Home Builders Association regarding the amount of brick or stone required for a home; therefore Staff determined the “brick rule” should be reviewed.

The Land Use Development and Management Act allows for a city to adopt regulations to promote & improve aesthetics, protect the tax base, and to protect property value. Mr. Davis recommended the Council keep “LUDMA” in mind while reviewing the brick rule.

During the February 19, 2013 Administrative Session, the Council agreed on three guiding principles should be discussed by the Planning Commission.

- The majority of brick should remain on the front of a home.
- Brick should be located on the sides of a home, possibly a 3’ wainscoting requirement.
- Limit vinyl siding to the back of a home.

After reviewing current brick rule and recommendations given from the City Council during the February 19<sup>th</sup> Administrative Session, the Planning Commission now recommend the following:

- 30% of brick overall (this option would still require brick on the sides of a home).

- Allow vinyl siding on the sides of home, except on a corner lot.
- Allow for a 100% hardie board exception (no minimum for brick).

Mr. Davis stated there was not action required. He then recommended the Council consider the Planning Commission's proposal and give response to the recommendation given by the Planning Commission. Mr. Davis stated a public hearing for this item had been scheduled for May 21, 2013; however the public hearing could be rescheduled if necessary.

Mayor Craythorne expressed the difficulty of trying to determine the percentage of brick. Mr. Davis stated agreed it may be difficult to calculate the area for brick, however the Planning Commission recommended requiring 30% of brick overall would give flexibility to a homebuilder.

Mayor Craythorne expressed his concern with the Planning Commission's proposal, as it may affect the aesthetics of the home as well as the difficulty in calculating the brick.

Council Member Petersen asked if the complaints received were in reference to the current brick rule. Mr. Davis stated a homebuilder is not in favor of the required wainscot on the side of a home. The homebuilder had also expressed concern with incorporating the current brick rule on a two-story home. He suggested removing the requirement for wainscoting on the side of a home to allow for the installation of 100% stucco on the side of a home.

The Council expressed concern with allowing a 100% Hardie board home, due to the aesthetics as well as upkeep. Hardie board is considered a quality cement product, however it requires upkeep. The Council also requested photos be sent to the Council to give examples of the proposed requirements from the Planning Commission and also what the wainscot would look like at various heights.

Mr. Davis stated the public hearing which had been scheduled for May 21, 2013 will be rescheduled.

## **2. Municipal Election Process – Mr. Kyle Laws**

Mr. Laws stated Davis County is has offered an entire Vote By-Mail Municipal Election for 2013 to all municipalities within the County. The County has stated any municipality willing to try the entire Vote By-Mail election for 2013 will be charged the same cost as an election with a polling location. Mr. Laws stated there are pros and cons to both voting options.

Council Member Chatterton inquired as to what the goal of Davis County would be by offering an entire Vote By-Mail election. Mr. Laws stated that Davis County believes an all Vote By-Mail election would give a higher voter turnout.

The Council expressed concern with the future cost of a Vote By-Mail election as well as the early stages with this process. The Council agreed to keep polling locations, and to continue forward with the 2013 Municipal Election.

## **3. Budget Discussion – Mr. Kyle Laws**

Mr. Laws stated that the FY2014 tentative budget is required to be adopted in the General Session of the June 4, 2013 City Council meeting. He then stated revenues and expenditures would be discussed.

The expenditures among all funds for the proposed FY2014 budget are \$5.5 million dollars. Approximately 33% of the expenditures are used for the General Fund. The largest change to the budget is located in the Capital Projects Fund. The Waste Fund is less due to the decrease in projects being funded.

Staff is seeing an increase to the General Fund revenues. In the first week of May 2013, West Point City has received 13 building permits. This is a significant increase from last year.

Revenues	2013 Original	2013 Adjusted	2014 Proposed
Tax Revenues	\$1,574,000	\$1,577,495	\$1,634,495
Licenses/Permits	\$82,000	\$82,000	\$82,000
Services	\$118,000	\$125,000	\$137,500
Total	\$1,744,000	\$1,784,495	\$1,853,995

Sales Tax Revenue - If the growth of Sales Tax continues, it is projected the City will collect approximately \$900,000 in sales tax revenue in FY2014.

Property Tax Revenue - Over the past few years, West Point has collected approximately \$300,000 in property tax revenue. West Point City has not received any information from the Tax Commission indicating property tax values. Mr. Laws stated that both the Council and Staff should be aware of the possibility of Truth in Taxation in order to maintain the current property tax rate. This would only occur if property values in the City increase causing the Certified Tax Rate to decrease.

Fee in Lieu of Property Taxes - The "Vehicle – In Lieu of property tax" revenue has been declining over the past years. As other cities increase their property tax rate, they receive a larger portion of the "vehicle-in lieu of property tax" revenue.

Energy Sales and Use – The Energy Sale and Tax revenue has slowly been increasing.

The Council dismissed into the General Session.



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Roger Woodward  
  
**City Manager**  
Kyle Laws

**General Session**  
7:00 pm – Council Room

Minutes for the West Point City Council General Session held May 7, 2013 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Mayor Craythorne presiding.

**MAYOR AND COUNCIL MEMBERS PRESENT** - Mayor Erik Craythorne, Council Member Jerry Chatterton, Council Member Kent Henderson, and Council Member Gary Petersen

**EXCUSED** – Council Member Andy Dawson and Council Member Roger Woodward

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

**VISITORS PRESENT** – Ivan Ray & Kent Spencer (Davis & Weber Canal Co.), Erin Davidson, Katelyn Davidson, Daniel Lowman, Kelton Shelley, Dole Shelley, Bryan Perkins, Diante Mitchell, Kara Ross, Glen Wade, and a Youth Scout Group.

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

Council Member Henderson – No comment

Council Member Petersen – No comment

Council Member Chatterton – No comment

Mayor Craythorne stated that the West Point City Staff has been working on the FY2014 budget. He also stated there has been a great success with the green waste recycling program located at the Wasatch Integrated Waste facility.

- 5. Communications from Staff**

Mr. Laws informed the City Council of the following dates:

- May 15, 2013 – West Point City Staff and City Council lunch at 11:30 am at City Hall.
- August 1, 2013 – West Point City Staff, City Council, and Planning Commission picnic.

**6. Citizen Comment**

Glen Wade – Mr. Wade thanked the Council for their effort in behalf of West Point City. He then recommended working with the Davis County School District for a future recreation area.

**7. Youth Council Update – No comment**

**8. Miss West Point Royalty**

Ms. Katelyn Davidson thanked the City Council for their support for the Miss West Point Pageant. Ms. Davidson stated she has had the opportunity to learn many important attributes which will assist her throughout her life and as well as serve members of the community. She also stated she will be using the scholarship obtained through the Miss West Point Pageant at Weber State University to further her education.

Mayor Craythorne expressed his thanks to Ms. Davidson and those who have been associated with the Miss West Point Pageant. The 2013 Miss West Point Pageant will be held June 29, 2013 at Syracuse High School.

**9. Presentation from Davis and Weber Counties Canal Company to Discuss Water Shortage – Mr. Boyd Davis**

Mr. Davis turned the time over to Mr. Ivan Ray with the Davis and Weber Counties Canal Company.

Mr. Ray introduced the Superintendent of Davis and Weber Counties Canal Company, Mr. Kent Spencer. He then stated that Utah is in a drought. During the past winter, the temperature inversion caused the Utah valleys to receive more snow than the mountains. Mr. Ray then gave a packet of information to the Council which reported the Snow Water Equivalent (SWE) and pictures showing the lack of snow located on the mountains.

The Davis and Weber Canal manages East Canyon Reservoir and Echo Reservoir. Davis and Weber Counties receive approximately 40% of water from Echo Reservoir and 66% of East Canyon Reservoir. Mr. Ray stated the current Utah stream flow is anywhere from 50% - 69% below normal.

The Davis and Weber Counties Canal Company have determined that there will be a water shortage for the summer of 2013 due to the lack of snow pack in the high mountain elevations. The Davis and Weber Counties Canal Company recommended the following water schedule:

All residential water users limit watering to two times a week for 20-30 minutes between the hours of 6:00 pm and 10:00 am.

- House numbers that end in 0, 1, 2 or 3 – Water only on MONDAY AND THURSDAY of each week.  
- EXAMPLE 1590, 2001, 1492, 1913
- House numbers that end in 4, 5, 6, 7, 8, or 9 – Water only on TUESDAY AND FRIDAY of each week.  
- EXAMPLE 1814, 1925, 1776
- House numbers that end in 7, 8, or 9 – Water only on WEDNESDAY AND SATURDAY of each week  
- EXAMPLE 2217, 1948, 1999

Mr. Ray stated if all residents do not adhere to the recommended watering schedule there will not be enough water for the entire 180 day irrigation schedule. The Davis and Weber Counties Canal Company will patrol areas to enforce the recommended watering schedule. Those persons who abuse the water restriction policy or waste water will have their irrigation systems locked for a period of time until they can show how they will comply with the watering schedule. Mr. Ray asked for the support from the West Point City Council to enforce the proposed water schedule.

Mayor Craythorne asked if the proposed schedule will impact secondary water pressure. Mr. Ray and Mr. Spencer stated the proposed watering schedule has split homes into zones using a GIS system. Davis and Weber Counties Canal Company are confident that there should be enough secondary water pressure, if residents follow the watering schedule. There may be an exception to the watering schedule for parks and school areas; however the entity must provide a written plan to the Davis and Weber Counties Canal Company showing how they will conserve water usage.

Mayor Craythorne thanked Mr. Ray and Mr. Spencer for their report. The Council agreed that they are in full support of the proposed watering schedule.

**10. Budget Hearing – Mr. Kyle Laws**

Mr. Laws informed the Council that State law requires the tentative budget be presented to Council during the first City Council meeting in May. He then stated a public hearing is required for the budget process and should be continued to future meetings. Mr. Laws then presented a power point presentation showing revenue, how the budget is allocated, and changes to the budget.

General Fund Revenues

Revenues	2013 Original	2013 Adjusted	2014 Proposed
Tax Revenues	\$1,574,000	\$1,577,495	\$1,634,495
Licenses/Permits	\$82,000	\$82,000	\$82,000
Services	\$118,000	\$125,000	\$137,500
Total	\$1,744,000	\$1,784,495	\$1,853,995

Sales Tax - Sales Tax is the primary revenue source for West Point City. A gradual increase has been seen over the past several years.

Property Tax Revenue – The rate will increase or decrease each year depending property values. If a property value increases then the property tax rate will decrease and if a property value decreases the property tax rate will increase. This provides a City with the same dollar amount for revenue.

Energy Sales & Use – A gradual increase has been seen.

Amendments to FY2013 Budget

Administration

- The Miss West Point Pageant – There has been an increased participation therefore Staff proposed an increase of approximately \$900 to the budget for FY2013 and FY2014.

Finance

- Bank Services Charges – A new line item was created for this item. The FY2014 budget has decreased due to the switch in banking services.

Recreation

- Football Program – By law it is required to replace any football helmet over a certain amount of years. The amended budget would increase the football budget by \$3,000 to assist with the purchase of new helmets.
- Baseball/Softball program – The Recreation Department has purchased a new pitching machine. The amended budget would increase the Baseball/Softball program to by \$2,500 to assist with the purchase of the new machine.

- Basketball/Program (3-on-3 Tournament) – The 3-on-3 Basketball Tournament will be ran as a City function.

Mr. Laws stated the cost to the amended FY2013 budget is approximately \$10,000; however a portion of the budget will be offset by revenues. He then stated the greatest impacts to the FY2014 budget are:

#### Personnel

- Retirement – Utah State Retirement System has implemented a 1.25% increase, which calculates to approximately \$9,500 increase among all funds.
- Health Insurance – Our insurance renewal with Altius has come in with a 12% increase, which calculates to approximately \$17,000 increase among all funds. The budget can support this increase; however the City is currently reviewing other possible options.
- Pay Plan Market Study/Adjustments – With the Councils recommendations, the increase to the budget is approximately \$51,000 across all funds.

#### Administration

- Records Budget – increase of \$1300, to assist with the elections process.
- Utah League Membership – Increase of \$400, to assist with membership costs.
- Miss West Point Pageant – Increase of \$935, due to high volume of participation.
- IT Support and Contracts – Increase of \$2400, due to new Software purchase.

#### Finance

- Risk Management - Increase of \$2,000, due to liability insurance increases.
- Bank Services Charges – This is a new line item with a budget of \$500.
- IT Support and Contracts – Increase of \$1,125 for budget software.

#### Community Development

- IT Support and Contracts – Increase of \$400, to support the purchase of GPS equipment and annual fees.

#### Public Safety

- Police Contract - Increase of \$2,000 to support the renewal of the Interlocal Agreement with Davis County for Law Enforcement services.
- Water Purchase – Increase to support the purchase of water from Weber Basin Water.

#### Recreation

- Football – Increase of \$7,000, this increase will be offset by registration.
- Volleyball - Increase of \$5,000, to support the implementation of a volleyball program. This increase will be offset by registration.
- Basketball/Program – Increase of \$3,000 to assist with the 3-on-3 tournament. This increase will be offset by registration.

Mayor Craythorne opened up the public hearing for FY2013 Amended Budget and the FY2014 Tentative Budget.

- a. Public Hearing –

Bob Checketts - 4074 West 750 North

Mr. Checketts expressed the need for the Council to consider all budget items and proper charges. He then recommend the Council consider a High-Deductible Health Plan as well as cost sharing options, as this may reduce the cost to the City budget.

Mayor Craythorne informed those in attendance that West Point City currently participates in a High-Deductible Health plan.

Council Member Petersen motioned to continue the Public Hearing until May 21, 2013.  
Council Member Henderson seconded the motion

The Council unanimously agreed.

**11. Award Bid for 4500 West Sewer Line Project – Mr. Boyd Davis**

Mr. Davis stated the 4500 West Sewer project encompasses the area of 1300 North to 1500 North. This project will allow the City to remove a lift station located on 1500 North. Six bids were received and the lowest bid was submitted by Brinkerhoff Construction. Staff recommended the approval of the 4500 West Sewer Line Project to Brinkerhoff Construction for \$187,186.75 and the budgeted amount for this project is \$200,000.

Council Member Chatterton motioned to approve the contract with Brinkerhoff Excavating and Construction for \$187,186.75 for the 4500 West Sewer Phase 2 Project.  
Council Member Petersen seconded the motion.

The Council unanimously agreed.

**12. Adoption of Minutes from the April 16, 2013 Council Meeting – Mrs. Misty Rogers**

Council Member Henderson motioned to approve the April 16, 2013 City Council minutes.  
Council Member Petersen seconded the motion.

The Council unanimously agreed.


**13. Motion to Adjourn**

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

The Council unanimously agreed.

  
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GARY PETERSEN  
MAYOR PRO-TEM

May 21, 2013  
DATE

  
\_\_\_\_\_  
MISTY ROGERS  
CITY RECORDER

5-21-2013  
DATE

