



**West Point City Council Meeting
3200 West 300 North
West Point City, UT 84015
April 18, 2017**

Mayor
Erik Craythorne
Council

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

City Manager
Kyle Laws

Administrative Session

5:30 pm – Board Room

Minutes for the West Point City Council Administrative Session held at West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on April 18, 2017 at 5:30 pm with Mayor Pro Tem Petersen presiding.

MAYOR AND COUNCIL MEMBERS PRESENT: Council Member Kent Henderson, Council Member Jeff Turner, Council Member Jerry Chatterton, Council Member Gary Petersen, and Council Member Andy Dawson

EXCUSED: Mayor Erik Craythorne

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Paul Rochell, Public Works Director; Bruce Dopp, Code Enforcement Officer; and Casey Arnold, City Recorder

EXCUSED: Ryan Harvey, Administrative Services Director

VISITORS: Rob Ortega and Keeley Worley

1. Code Enforcement Update – Mr. Bruce Dopp

Mr. Dopp identified three areas he focused his efforts on in January, February, and March of this year: winter parking, snow removal, and spring clean-up. Illegal winter parking is a common problem each winter; on November 7th and 8th of this year, Mr. Dopp did a patrol of the City from 3 AM – 6 AM and gave out 239 courtesy notices during the two-day period, notifying residents of the parking restrictions effective November 1st. Information about the parking restrictions were also placed in the City newsletter in October and November. These efforts, combined with continued enforcement during regular patrols, resulted in Public Works reporting few problems with cars illegally parked on the street over-night while they were trying to plow.

Mr. Dopp also patrolled the City many times in the early mornings after snowstorms looking for residents illegally clearing snow from the driveways and sidewalks. Several residents were snow-blowing their snow back into the roads, and many expressed their frustrations that the City snowplows would come by and fill up their driveway entrances with snow after they had cleared them. Mr. Dopp tried to explain to residents that there was no other place for the snow to go, and the City could not possibly schedule their snowplows around the residents' schedule. Most residents were understanding, but several were "not at all friendly."

The Spring Clean-Up is also scheduled for April 21st – 22nd; dumpsters will be placed at the City parks on April 21st and be picked up at 3:00 PM on the 22nd. Mr. Dopp plans to patrol the City prior to the Clean-Up and leave notices with information about the free dumpster service to several residents whose yards need to be cleaned up. The Clean-Up is well used by residents and he receives many appreciative comments from residents about the event.

The focus of the next three months will be on weeds, landscaping, RV parking, and basketball standards in the street.

Mr. Dopp plans to specifically focus on vacant commercial lots that are uncared for and overgrown; puncture weeds are a particular problem.

The Council discussed various code issues throughout the City, and Mr. Dopp directed the Council to refer residents that approach them with issues to visit the City website to file a formal complaint. Mr. Laws stated that the Davis County Sheriff's Office has recently offered their support in enforcing Code violations in the few situations where residents will not come into compliance.

The Council thanked Mr. Dopp for all that he does in the City and with residents.

2. Discussion Regarding Changes to the West Point City Youth Council Program – Mrs. Jolene Kap

Mrs. Kap explained that the Youth Council currently consisted of youth in 7th through 12th grade, and the number of participants has been steadily increasing. The majority of the youth are in 7th and 8th grade, and the Youth Council Advisors feel that the kids in that age group participate more for the social aspect than for the service opportunities; the Advisors believe that increasing the age requirement may increase participation of older age groups that would be more dedicated to the program. For the 2017-2018 year, the minimum grade allowed to participate would be 8th grade rather than 7th, and then in the 2018-2019 increase to 9th grade. That grade requirement would be maintained so that the Youth Council would be an opportunity open to 9th through 12th graders.

The Youth Council Advisors would also like to adjust the Youth Council calendar from October through July to August through July. Registration would begin in April and end the last day of May. Officers would be selected in June, and participants would be sworn in in August. This change would allow participants to better plan for the many Youth Council fall activities; currently, the participants are sworn in and then expected to be able to attend important events that same month, the dates of which they were unaware of.

Lastly, the Youth Council Advisors would like to change the process for selecting Officers. Moving forward, the method would be an interview process with the outgoing Youth Council Mayor, Advisors, and a member of Staff on the panel. Applicants would also be required to submit a Youth Council Officer Application and two letters of recommendation.

Council Member Chatterton inquired as to how the numbers of the Youth Council participants would be affected by the age increase. Mrs. Kap stated that it is expected that the number of participants will drop, which will actually be a positive result of the age increase; there are currently 48 youth in this year's Youth Council, and 25 would be a more manageable number for the two Advisors to effectively oversee. The Council agreed that there is a big difference between a 7th grader and a 12th grader in regards to listening skills, maturity, following directions, etc., and the age increase would be a good way to retain more focused and motivated participants, and attract older youth to apply.

The Council agreed with the proposed changes, and thanked Mrs. Kap for her efforts with the Youth Council.

3. Discussion Regarding the Angel of Hope Statue Update – Mr. Kyle Laws

Mr. Laws refreshed the Council on the Christmas Box Angel of Hope Statue discussed with the Council this last December. Keeley and Micah Worley approached the Council about placing the Angel of Hope at the West Point Cemetery in memory and honor of children who have passed away. The statue is created by the Richard Paul Evans Foundation. At that meeting, the Council agreed to place the statue at the Cemetery, and Mr. and Mrs. Worley began fundraising for the \$14,000 Statue with that approval.

To have the Statue commissioned, half of the cost needs to be raised. Mrs. Worley was in attendance at the meeting and stated that they have raised about \$6,000 so far, and should have the full \$7,000 in the next week or two. Mr. Laws wanted confirmation from the Council regarding the placement of the Statue, and to begin discussions regarding the design of the base of the Statue (which cost is not included in the \$14,000). Mrs. Worley stated that a monument company has agreed to donate a granite slab to inscribe the Angel of Hope wording and dedication. Council Member Dawson suggested that Mrs. Worley meet with the Military Memorial Committee to discuss how they went about gathering bids, donated materials, etc., for their project. Mr. Laws stated that at the December meeting, which Council Member Petersen was unable to attend, the tentative decision was to place the Statue in the existing flowerbed

containing two large trees by the infant section.

Mrs. Worley’s plans for additional fundraising include a booth at the 4th of July with a silent auction, offering drinks and snacks at the cemetery on Memorial Day, and she will also be preparing the breakfast on the 4th. She hopes to have much of the food and supplies donated to increase profits.

The Council reaffirmed that they approve of the Statue and its placement in the Cemetery. The exact design for the base would be discussed as the Statue neared completion, and Staff would work with Mrs. Worley in getting the area prepared for the monument.

4. Discussion Regarding the West Point Park Expansion – Mr. Kyle Laws

The West Point Park Expansion was discussed briefly at the City Council Retreat in January, wherein Staff was directed to look further into costs for the desired improvements. Mr. Laws, Mr. Davis, the City Engineer, and Mr. Rochell, Public Works Director, have put together an estimated cost for the entire expansion (breakdown included in Mr. Laws’ Staff Report), which was about \$770,000. This includes the splash park costs. This amount is more than what the City budget would allow to be done in a single year; Mr. Laws recommends completing the expansion in phases.

At the City Council Visioning Retreat, it was discussed to complete the splash park first, a big reason being because of the excitement that it would generate in the community. Council Member Dawson felt that while he agreed with that theory, it would make more sense to him to have the entire park cleaned up first. Mr. Laws clarified that installation of the splash park would include some grassy area around its perimeter, as well as a new bathroom facility. The Public Works Department could also internally “clean-up” the rest of the park by removing dirt piles, clearing weeds, etc. Mr. Laws also commented that seeing how it is almost May, even if the City were to move forward with the splash park as the first phase, it would likely take at least all summer (assuming the contractor could begin immediately) to install the splash park, bathroom, and water systems (potentially including a system that would circulate the water into the park’s sprinkler systems). It may be a better idea to move forward with landscaping for the entire park. Mr. Laws also notified the Council that West Point Elementary has also requested that a fence be installed as a boundary definer, with open areas where the trail will connect to the parking lot. The School has been having an issue with kids going beyond the designated School yard. The Principal has given the indication to Mr. Laws that he would discuss with Davis School District cost-sharing the fence with the City.

The Council agreed that because of the unknown variables and specifics regarding the splash park, to move forward with finishing the west side of the park with landscaping, sprinkler systems, recreation fields, etc., as well as do basic landscaping on the east side as well so that it is not left unfinished until the splash park is in. The Council and Staff also discussed being able to potentially complete the bathroom facility as part of the first phase as well, if the budget allows.

5. Discussion Regarding the Campground Use Policy and Agreement – Mr. Kyle Laws

Council and Staff have had multiple discussions regarding using the property west of Blair Dahl Park as a campground for scout troops and other parties. Mr. Laws updated the Council on the status of the project: Staff has cleared up the access issues, been cleaning up the property, and preparing the road. As an Eagle Scout Project, Ben Craythorne also recently installed three fire pits on the property, designating the three separate campground spots that Staff had marked.

The next step is to establish the rules and policies for the campground, as well as a prioritization schedule for reservations. Mr. Laws has proposed the following reservation priorities:

Priority	Groups/Families	Available for scheduling:
1 st	Scout Troops or youth groups within West Point City	6 months prior to camping
2 nd	Scout Troops or youth groups within Davis County	2 months prior to camping
3 rd	Residents of West Point City	1 month prior to camping
4 th	Residents of Davis County	14 days prior to camping
5 th	Scout troops, youth groups, or residents outside of Davis County	the week prior to camping

Council Member Dawson suggested that West Point Residents be moved to 2nd priority, before scout troops or youth groups within Davis County. The Council agreed with that, as well as combining the proposed 4th and 5th priorities. This would open the campground up to reservations to anybody 14 days prior to camping. Council Member Petersen suggested placing a limit on the number of reservations a group could have at one time, as there is a potential for a group with 1st priority to monopolize the available camping dates. The decision was ultimately made to initially place a limit of two reservations scheduled at one time, if it does not appear to be issue, that restriction could be removed. The Council agreed with Mr. Laws' proposal that scout troops and youth groups not be charged the reservation rate, however they would only like to waive the fee for West Point scout troops and youth groups; Davis County scout troops and youth groups would still pay the \$25 reservation fee. All reservations would still be required to pay the refundable security/damage deposit. The Council discussed other sections of the proposed policy regarding parking, number of campers per site, quiet hours, and prohibited activities. Council also wished to make it clear in the policy that camping is restricted to tents only.

The Public Works Department will be listed as the contact for problems or questions campers have during the reservations; seasonal parks workers and on-call employees will be utilized for this.

Mr. Laws will make the revisions discussed and Policy would be placed on the agenda for the next meeting for the Council to consider its approval.

6. Discussion Regarding the General Plan Update Final Approval – Mr. Boyd Davis

Mr. Davis explained that since the last discussion with the Council regarding the proposed General Plan, and the comments made during the public hearing taken into consideration, only one change was made to the unincorporated area on the southeast corner of 700 S and 4500 W. This area was changed back to R-1 rather than R-4 as it was previously proposed. Staff confirmed that all the necessary public hearings have been held on the Update; if there are any comments during tonight's General Session, the Council could take those into consideration before considering its approval, but all comments heard at public hearings or by Staff have been addressed.

Council Member Petersen commented that the Planning Commission, City Council, and Staff have worked extremely well together during this update process. The Council agreed. Mr. Davis stated that he believed the process to update the General Plan was well advertised to residents, and the small number of comments received shows the trust residents have in the City.

The Administrative Session adjourned.



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Kyle Laws

General Session

7:00 pm – Council Room

Minutes for the West Point City Council General Session held at the West Point City Hall, 3200 West 300 North, West Point City, Utah 84015 on April 18, 2017 at approximately 7:00 pm with Mayor Pro Tem Petersen presiding.

MAYOR AND COUNCIL MEMBERS PRESENT – Council Member Kent Henderson, Council Member Jeff Turner, Council Member Jerry Chatterton, Council Member Gary Petersen, and Council Member Dawson

EXCUSED – Mayor Erik Craythorne

CITY EMPLOYEES PRESENT – Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

EXCUSED – Ryan Harvey, Administrative Services Director

VISITORS PRESENT – Jeff MacFarlane, Brian Vincent, Amber Wade, Mark Session, Caleb Whitesides, Curtis Seeds and Family, LouAnn Kroeger, Hunter Stanger, and Michael Hill

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

Council Member Henderson – no comment

Council Member Turner – no comment

Council Member Petersen – no comment

Council Member Dawson – no comment

Council Member Chatterton – As a Board Member of the Mosquito Abatement District Davis, Council Member Chatterton would like residents to know that they can visit the District's website and request a spray if they have a special event planned, and the effects of the spray should last 3 – 4 days. However, many requests are being received for the same areas due to the mindset of neighbors thinking that if they each send in a request, the area will get sprayed quicker and better. Unfortunately, the request system used by the sprayers does not work like this, and sprayers are spending a majority of their time closing the multiple requests for a spray that only took 45 minutes.

Mayor Craythorne - Excused

5. **Communications from Staff**

Mr. Laws stated the Utah League of Cities and Towns Mid-Year Convention was earlier in the month, and all of the Council Members were able to attend except for Council Member Petersen. The Conference was highly beneficial.

6. Citizen Comment Follow-Up

Mr. Laws stated that there were no citizen comments at the March 21, 2017 City Council Meeting.

7. Citizen Comment

Caleb Whitesides – 422 N 1600 W: Mr. Whitesides presented two concerns to the Council, the first being that at the intersection near his home, traffic on the two intersecting roads has increased and Mr. Whitesides believes that it now warrants that a four-way stop be installed. He fears that an accident is bound to happen in the near future, and the four-way stop would help to reduce that risk. The second concern is that the vacant lot next to him, which is owned by Rocky Mountain Power and contains the power lines, is completely overgrown and unkempt. Mr. Whitesides' particular concern are the puncture weeds from the lot that have grown over into the sidewalk and into his yard and driveway. Kids in the neighborhood are almost certain to get a flat tire each time they ride their bikes because of the puncture weeds, and the sidewalk is difficult to plow because of the overgrowth. Mr. Whitesides has considered clearing the lot himself, but would like the Council's direction on how best to resolve the situation.

Mark Sessions – 430 N 3425 W: Mr. Sessions inquired as to whether the Mosquito Abatement District Davis could do anything about the gnats that are currently swarming the City. Council Member Chatterton commented that the District does not have any funding to abate anything other than mosquitos.

8. Consideration of Approval of Minutes from the March 21, 2017 City Council Meeting

Council Member Henderson motioned to approve the minutes from the March 21, 2017 City Council Meeting
Council Member Turner seconded the motion
The Council unanimously agreed

9. Youth Council Update – Hunter Stanger, City Manager

Mr. Stanger serves as the City Manager of the West Point City Youth Council and updated the Council on the Youth Council's activities. In March, the Youth Council spent the majority of their meetings preparing for the Easter Egg Hunt on April 15th, which the Youth Council also attended and helped to facilitate. Many local businesses donated gift certificates to the event. The Youth Council Officers also attended a Retreat at Utah State University which Mr. Stanger felt was a great event that was both inspiring and educational. He thanked the Council for providing that opportunity for the Officers.

The year is coming to a close for this year's Youth Council, and the interview process is beginning for next year's Officers. Take Pride in West Point Day and the Party at the Point on July 4th are the Youth Council's last events that they participate in. Mr. Stanger felt that this past year was a learning experience for him; there were challenges in the beginning that he and the other Officers were able to work through and it was a fun and successful year.

The Council encouraged Mr. Stanger to schedule a time for the Youth Council Officers to shadow the Council Members and Mayor during a City Council Meeting, which is usually done each year. Council Member Petersen thanked Mr. Stanger for his participation in the Youth Council and for the tremendous work they do for the community, which was echoed by the rest of the Council.

10. Recognition of Planning Commissioner Curtis Seeds – Mayor Pro Tem Petersen

Mayor Pro Tem Petersen stated that Mayor Craythorne wished he was there to recognize Commissioner Curtis Seeds, who has been on the Planning Commission for 7 years, and wanted to pass along his appreciation for the value that he brought to the City. Mayor Pro Tem Petersen stated that the Planning Commission is a vital part of the

City, and much of their work goes unrecognized. The Council thanked Commissioner Seeds for his dedication to the City, and for the time spent and dedication he brought to the Commission.

11. Consideration of Awarding Bid for the 2017 Street Maintenance Project – Mr. Boyd Davis

Mr. Davis explained that 7 bids for the 2017 Road Maintenance Project were received, and Staff was happy with all of those bids from well qualified contractors. The bid was split into three separate schedules for chip seals, crack seals, and full reconstruction. The bids for each schedule presented to the Council were as follows:

Chip Seal (Schedule A)

Estimate	\$122,132
Low Bid	\$ 73,279
High Bid	\$ 99,899
Average	\$ 90,136

Crack Seal (Schedule B)

Estimate	\$143,214
Low Bid	\$ 72,290
High Bid	\$117,717
Average	\$ 99,048

Remove & Replace (Schedule C)

Estimate	\$461,305
Low Bid	\$328,322
High Bid	\$396,806
Average	\$350,429

Combined Bid (Schedule A, B & C)

Estimate	\$726,652
Low Bid	\$473,891
High Bid	\$540,992
Average	\$507,441

Advanced Paving was the low bidder on all three schedules, and Staff feels comfortable with their prices and with the contractor. Advanced Paving was also the contractor on the 570 N Project and parking lots in the Loy Blake Park Expansion. Staff recommends awarding the bid to Advanced Paving for \$473,891.50. The details of the contract were discussed with the Council.

Council Member Chatterton motioned to approve the 2017 Street Maintenance Project to Advanced Paving for \$473,891.50

Council Member Dawson seconded the motion

The Council unanimously agreed

12. Consideration of Approval of Ordinance No. 04-18-2017A, Adopting a Revised General Plan for West Point City – Mr. Boyd Davis

Mr. Davis described to the Council and those in attendance the process that was followed to revise the General Plan for West Point City. Staff was given direction from City Council to start the revision process at the City Council Visioning Retreat in January of 2016. A joint meeting between the City Council and the Planning Commission was held in March, 2016, and the General Plan was officially opened by a public hearing in an April Planning Commission Meeting, and the work began. The Planning Commission reviewed the General Plan in meticulous detail, and great

efforts were made to involve the public and invite any comments. Troy Moyes, the City Planner, did a tremendous job in preparing maps, website design for public input, and working with the Planning Commission and Staff to analyze each area of the City. The Planning Commission approved their proposed General Plan on January 12, 2017, and passed it to the City Council for final approval. The City Council held public hearing on March 21, 2017 at which there were only two comments. The new General Plan includes the following notable changes:

- A new zone allowing apartments near Smith's
- Addition of townhouse zone near Smith's
- Additional commercial zoning along SR-193
- Removal of the Mixed-Use zone
- Removal of the Central Business District
- Completion of the plan on the church farm
- Expansion of the Loy Blake Park

Staff recommends approval of Ordinance No. 04-18-2017A, adopting the Revised General Plan for West Point City. The Council thanked the Planning Commission and Staff for all the work done throughout this process.

Council Member Dawson motioned to approve Ordinance No. 04-18-2017A
Council Member Henderson seconded the motion
The Council unanimously agreed

Roll Call Vote

Council Member Henderson – Aye
Council Member Turner – Aye
Council Member Petersen – Aye
Council Member Dawson – Aye
Council Member Chatterton – Aye

13. Motion to Adjourn General Session

Council Member Dawson motioned to adjourn General Session
Council Member Turner seconded the motion
The Council unanimously agreed





MAYOR ERIK CRAYTHORNE May 2nd, 2017
DATE



CASEY ARNOLD, CITY RECORDER May 2nd, 2017
DATE