



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
December 7th, 2021

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

Administrative Session

6:00 PM

Minutes for the West Point City Council Administrative Session held on December 7th, 2021 at 6:00 PM with Mayor Erik Craythorne presiding. This meeting was held at West Point City Hall and also electronically via Zoom. Zoom meeting was accessible to attendees by entering Meeting ID# 851 1682 6380 at <https://zoom.us/join> or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Erik Craythorne, Council Member Kent Henderson, Council Member Jerry Chatterton, Council Member Annette Judd, and Council Member Andy Dawson

EXCUSED: Council Member Gary Petersen

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Brian Vincent and Brad Lee. No sign-in required for those attending virtually.

1. Code Enforcement Update – Mr. Bruce Dopp

As they are nearing the end of their terms as Mayor and Council Members, Mr. Dopp first wanted to express his appreciation to Mayor Craythorne, Council Member Henderson, and Council Member Dawson for not only the service they have given to the City, but also for the opportunity he has had as a member of City Staff to work with them and for the pleasure it has been.

In regards to code enforcement, Mr. Dopp stated that his regular activities include addressing issues and complaints that have been submitted by residents, and also patrolling the City looking for obvious issues or safety hazards that also need to be addressed. In addition, Mr. Dopp stated that he has also focused on the following projects over this past year:

Tree Trimming Project

From October 5th to October 11, 2021, Mr. Dopp conducted the annual tree trimming project to prepare for the winter snow plowing season. He patrolled the City and found 26 trees in various parts of the City in violation of tree trimming ordinances which require trees to be trimmed 13.5 feet above the curb and 7 feet above the sidewalk. He issued courtesy and/or 14 Day Notices on these residences and secured compliance on all but two residences. Mr. Dopp stated that this has been a very worthwhile project that he plans to continue each fall.

City Clean-Up Spring and Fall

On May 23rd and 24th and October 22nd and 23th the City sponsored the annual Spring and Fall Clean-ups. The City's newsletter, website, and social media accounts were used to advertise these events. Eighteen Foot dumpsters were in place in each of the three City parks beginning on Thursday evening.

During each of the two-day events, dumpsters were available to be filled all day on Friday and until 3:00 PM on Saturday. Mr. Dopp personally monitored the dumpsters at each park and received very positive feedback from several citizens. Public works employees assisted in the clean-up and did an excellent job in making sure the dumpsters were crushed down for proper hauling. The Fall event produces less dumpsters than usual with about 14 dumpsters being filled. This project continues to be a popular activity each spring and fall.

Winter Parking

Education of residents is the primary consideration for actions taken during November of each year. On November 3rd and 4th, Mr. Dopp did early morning patrol of the City to measure compliance with winter parking requirements. Articles were published in the City Newsletter alerting residents of the requirement to refrain from parking on the streets from November 1st until the end of February, as well as on the City's website and social media account. The articles also instructed residents to trim trees so that snow plows could clean streets without damaging equipment or trees.

Courtesy Notices were placed on windshields of 326 vehicles during these early morning patrols informing residents that it is illegal to park on the street beginning November 1st. All of these vehicles were illegally parked. The notices also warned residents that citations could follow if they continue to park illegally, and that beginning December 1st, Davis County Sheriff's Department would begin issuing citations.

As complaints are received, Mr. Dopp stated that he forwards the information to Lt. Cox who coordinates the issuance of citations for illegal winter parking. Last year, December 2020 and January 2021, 25 citations were issued.

He stated that he usually does an additional round of early morning patrols to measure compliance and alert Davis County Sheriff of trouble spots, and plans to conduct this patrol during either December or early January this year.

Junk Cars

The COVID-19 restrictions on unregistered vehicles was lifted in about April 2021. Davis County did not prosecute this ordinance during 2020 and the winter of 2021 because of backlog at the DMV. Mr. Dopp completed the annual Junk Car Project in August of 2021, and a total of 46 vehicles were either registered or removed as the result of this project.

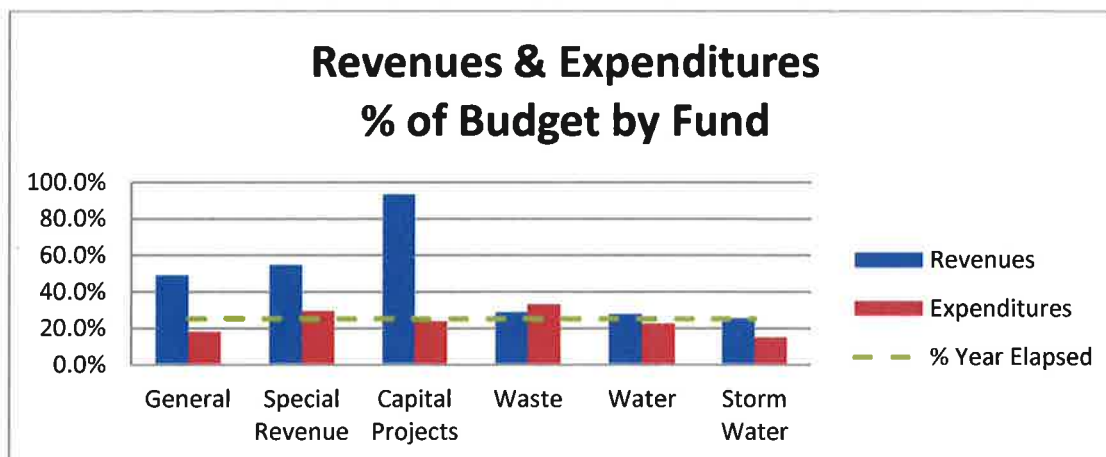
Mr. Dopp stated that the Spring/Summer of 2021 was a significant weed year, and there was an increase in weed complaints because of the drought restrictions. Many residents simply stopped caring for their yards and just let the weeds take over. Hopefully a wet winter will help with this problem. However, of the 75 courtesy notices issued all but 3 were complied with.

The Council thanked Mr. Dopp for the work that he does and complimented him on the great job he is doing for the City.

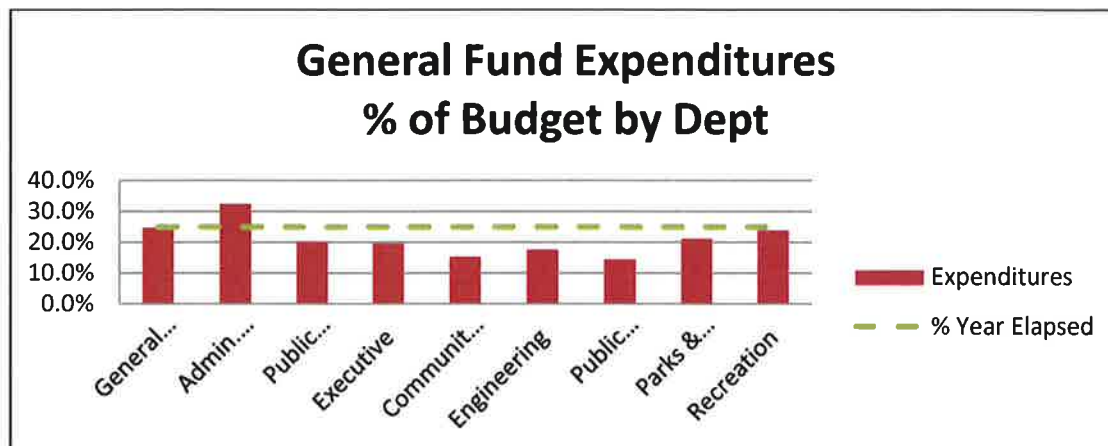
2. Quarterly Financial Report Update – Mr. Ryan Harvey

Mr. Harvey stated that this report is for the first quarter of Fiscal Year 2022, representing July 1 – September 30, 2021 and presented a summary of the expenditure, revenue, budget, and balance sheet data for this quarter.

As shown in the graph below, Mr. Harvey stated that with 25% of the year elapsed, revenues exceed 25% in every fund of the City. Expenditures are below 25% in each of the funds except for the Special Revenue Fund and the Waste Fund. The reason for this in the Special Revenue Fund is because it is a pass-through fund for some development fees, so as we collect more fees than what we budgeted for, we also pass on more fees than what we budgeted for. The reason expenditures are over 25% in the Waste Fund is because of Impact Fee Projects that the City has spent money on during the first quarter of the year.



This second graph shows that only one General Fund department exceeds 25%. It is the Administrative Services Department, and this is the result of the City insurance through the Local Government Trust being due at the beginning of the fiscal year. All other departments are below 25% through September 30, 2021:



Mr. Harvey stated that overall, the City's finances for this quarter are healthy and revenues are meeting budget expectations. The audit for FY2021 will be completed and presented to the Council soon, but he did want to let the Council know that the auditors recently let him know that there are no findings, nor any recommendations. The Council congratulated Mr. Harvey and the rest of City Staff on this accomplishment and thanked him for all the work he does in keeping the City in good financial standing.

3. Discussion Regarding Storm Drain Pipe Standards – Mr. Boyd Davis

Mr. Davis stated that the contractor working on the Bluff View Subdivision made a request to allow an alternative type of pipe for the storm drain system because of supply issues with concrete, which is required for the Reinforced Concrete Pipe ("RCP") that is currently required by the City. He noted that several other contractors have expressed concern with lack of concrete availability as well, along with other certain building materials. In regards to the Bluff View Subdivision, construction of Phases 1a and 1b will begin soon, and they are requesting that they be allowed to use "ADS" pipe, which is a brand name of a certain type of High-Density Polyethylene Pipe (HDPE) and is essentially a plastic pipe, to connect to the standard concrete pipe that they were able to install in Phase 1. ADS is a black corrugated plastic pipe that is commonly used for storm drain purposes, which UDOT actually uses as their standard in many applications. Mr. Davis stated that it is not quite as "forgiving" as concrete pipe when it comes to installation because the compaction has to be done just right, but when it is installed properly, it can function just as well as other types of piping. Mr. Davis stated that because of the need for specific installation and proper compaction, he would recommend leaving the RCP as the City's standard for storm drain pipe, but there are situations wherein it may be ok for HDPE to be used. The Bluff View Subdivision is one of these situations, as it is a private subdivision with a private storm drain system that will be maintained by the HOA. With that, the development would be responsible for any issues with the pipe. However, the developers did agree in the development agreement for this subdivision that they would follow all City building standards, and so if the Council was comfortable allowing them to use the alternate pipe material, that agreement would need to be modified.

In response to the Council Member Dawson's inquiry, Mr. Davis stated that a concrete pipe has a 100-year lifespan, and this corrugated pipe has a similar lifespan as long as it is installed correctly. Mayor Craythorne stated that the current wait for concrete pipe is about 26 weeks and due to that, expects that the City will be receiving more requests to use alternative pipe from developers of other subdivisions as well. His opinion is that concrete pipe is most preferable, but HDPE piping isn't corrugated like the ADS pipe being requested, which could separate easier when settling or being driven over. Regardless, both HDPE and ADS are a more brittle material that can fracture really easily and cause major problems in a road. He is definitely concerned about allowing any alternative pipe material other than concrete, but it may be ok with this subdivision because it is a private system that wouldn't be the City's responsibility to repair. Mr. Davis agreed, adding that the City has actually plastic pipe in some projects, but in areas where there is little impact on the pipe, such as through a detention pond or park and not under a road. Council Member Chatterton commented that even the ADS pipe installed through East Park floated up and buckled when a trench was left open and water got under it, so the risks are real with water levels and compaction with plastic pipe. He also expressed a concern about the additional burden inspecting and testing the installation of this pipe will place on City Staff to make sure that it is done correctly. Mayor Craythorne also added that even if it is a private system under a private road, the residents living there are the ones that will be most affected if the road does fail because of the pipe.

The Council was in agreeance that the reinforced concrete pipe continues to be the standard for storm drain pipes throughout the City, and hold the developer of the Bluff View Subdivision to the terms of the development agreement.

4. Discussion Regarding an Amendment to the Developer's Agreement for Monument Sign Requirements in the Wildfire Estates Subdivision – Mrs. Bryn MacDonald

Mrs. MacDonald stated that Mark Sandberg, the developer of the Wildfire Estates Subdivision, is seeking to amend the approved the development agreement. The agreement states that the developer shall construct the "landscaped entrance feature at locations shown on Exhibit C". The exhibit shows an entrance monument being constructed on the north and south sides of the main street (40 South). The developer is asking to amend the agreement and only install the monument sign on the north side of the street. They will enhance the landscaping on the south side in lieu of installing the monument sign.

Mr. Davis commented that the installation of the north entrance sign was difficult as the homeowner next door was really upset about it, and Council Member Dawson expressed his dislike for the look of it was well. Mrs. MacDonald confirmed for Council Member Henderson that in Staff's review of the development agreement, the second entrance sign was not a significant factor amenity considered in exchange for higher density. Mr. Sandberg has offered an "enhanced" feature along the fence line in place of an actual entrance sign.

The Council was in agreeance that they needed more information from the developer on what the plans are for "enhancing" that side of the entrance and the fence line of the property located on that corner, feeling that there needed to be a clear expectation of what would be in place of the second entrance sign if it was allowed to not be installed. Staff was directed to obtain that information from the developer and provide it to the Council for consideration in considering whether to approve an amendment to the developer's agreement for the second entrance sign.

5. Other Items

Mr. Davis stated some great news was recently was received from Davis County, which is that they have awarded the City a \$3 million grant to add to the 300 N Widening Project that spans the section from 2000 W to 4000 W. The City has already received two grants from the Wasatch Front Regional Council in the amounts of \$3 million for the first section and \$3 million for the second section. Staff's concept cost estimate for the project was \$9 million, and so the full grant amount requested has been received and the project has been fully funded. Mr. Davis noted that the City will likely try to and swap the funds received from the Wasatch Front Regional Council for State Funding, in order to avoid having this be a 'federalized' project, which adds multiple regulations and processes and make projects much more expensive to complete. This project will hopefully be able to be started within the next year or two. Mayor Craythorne stated that this funding opportunity is a great thing for Davis County cities; about \$15 - \$16 million is available each year and cities can request funds for projects every year.

Mayor Craythorne stated that he has another obligation and will not be able to attend tonight's General Session. As Council Member Petersen, who is designated as Mayor Pro Tem and would assume responsibility to preside in the Mayor's absence is also absent, the Mayor stated that one of the attending Council Members will need to be appointed to preside over the meeting.

Council Member Judd motioned to appoint Council Member Dawson to preside over the following General Session

Council Member Henderson seconded the motion

The Council unanimously agreed

The Administrative Session adjourned.



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Kyle Laws

General Session

7:00 PM

Minutes for the West Point City Council General Session held on December 7th, 2021 at 7:00 PM with Council Member Dawson presiding (as elected in the preceding Administrative Session due to the absence of both Mayor and Mayor Pro Tem). This meeting was held at West Point City Hall and also electronically via Zoom. Zoom meeting was accessible to attendees by entering Meeting ID #851 1682 6380 at <https://zoom.us/join> or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Council Member Dawson, Council Member Kent Henderson, Council Member Jerry Chatterton, and Council Member Annette Judd

EXCUSED: Mayor Erik Craythorne and Council Member Gary Petersen

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Boyd Davis, Assistant City Manager; Bryn MacDonald, Community Development Director; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

VISITORS PRESENT: Brian Vincent, Brad Lee, and Matt Bodiker. No sign-in required for those attending virtually.

1. **Call to Order** – Council Member Dawson welcomed those attending the meeting.
2. **Pledge of Allegiance**
3. **Thought** – In honor of Pearl Harbor Day, Council Member Judd invited all to take a moment of silence to remember the men and women who have served in our Armed Forces and the sacrifices they have made for our Country and for each our freedoms.
4. **Communications and Disclosures from City Council and Mayor**

Council Member Chatterton – Expressed his appreciation for the moment of silence just taken to remember our servicemen and women. His father served in WWII and was on a boat two days out of Pearl Harbor when it was attacked. He passed some time ago, and it felt good to take a moment to remember him and although he didn't talk about it often, what that experience and time must have been like for him.

Council Member Henderson – Thanked the City Staff for a great Christmas social held the previous weekend. It was a very enjoyable evening and a very well-done event.

Council Member Judd – Echoed Council Member Henderson's comments regarding the Christmas social and thanked City Staff for all of the work that was put in for the event. It was a great evening that also provided an opportunity to thank and recognize outgoing Council Members Dawson and Henderson and Mayor Craythorne for all that they have given to the City for the past many years.

Council Member Dawson – Also thanked City Staff for the event, adding that even though it was his last, it was also one of the most fun. He appreciated the gift basket and street sign presented to him in recognition of the end of his time serving on the Council and restated his comments of appreciation for the opportunity to serve and work with all those involved in the City. He is really going to miss the "amazing ride" it has been.

Council Member Chatterton also wanted to add that one of the City's Planning Commissioners told him that as a State employee, he attends the State's yearly Christmas party which has a budget of \$1.8 million. Even with a huge budget, he said that the party "pales in comparison" to West Point City's. He wanted to pass the compliment on to City Staff as proof that they do a great job every year.

5. Communications from Staff

Mr. Laws stated the annual Child Remembrance Ceremony at the Angel of Hope statute at the cemetery was held the previous evening. It was a great program with performances by the Syracuse High Choir and the Singers Company. Portable heaters, hot chocolate, and refreshments were provided. Luminaries are placed on the headstones of all the children buried in the cemetery, and everyone is invited to place a flower on the Angel of Hope statue in remembrance of those they have lost. There was a good turnout at the event and Mr. Laws encouraged all those who have not to try and attend in the future – it is held each year on December 6th at 7 PM.

The Cemetery Luminary will be held on Friday, December 17th. In the late afternoon, the Youth Council and all others who would like to participate will help fill luminary bags with sand and candles and then place them on each headstone in the cemetery and light the candles. They will burn through the night and it is a really special sight to see. Mr. Laws encouraged everyone to take the chance to go to the cemetery and see it Friday night.

Mr. Laws also stated that there is currently one vacancy on the Planning Commission, and there will be two additional vacancies after January 1st, as two current Commissioners will begin terms as Mayor and Council Member. A notice of the openings has been posted on Facebook and those interested in serving are encouraged to submit letters of interest to be considered. They can be submitted to hr@westpointcity.org or mailed or dropped off to City Hall. The letter of interest should include their name and contact info, and a summary of why they are interested in serving and any other information they would like to have be considered. All submissions need to be submitted by December 23rd.

6. Citizen Comment

Michele Swenson – 890 N 4100 W: Mrs. Swenson stated that she has reviewed the information provided in the Staff Report regarding the City's current storm drain pipe standard and the request to allow an alternative plastic type of pipe in a certain subdivision (discussed in tonight's Administrative Session). She is concerned about there being a potentially large cost incurred by the City in connecting a different type of pipe to the City's main cement pipeline, and would like more information on that process, as there was no information provided or a discussion about it.

7. Youth Council Update

Matt Bodiker, Youth Council Member, updated the City Council on the YC's activities over the past few months. In October, they assisted with the Halloween Carnival, helping with running booths and some of the activities. There as a great turnout at that event. In November, the Youth Council made "Thank You Turkeys" that they wrote notes of appreciation on and delivered to the Fire Station and to some of the medical businesses in the City. The City Hall Lighting Ceremony was also held at the end of November, where the Youth Council Members sold hot chocolate, sang carols, helped keep the lines to see Santa and Mrs. Clause organized, colored with the kids, and helped clean up. All of the children were really excited to see Santa and the fireworks and it was a lot of fun to participate. Mr. Bodiker stated that it is a great Youth Council group this year, with a lot of members that are really eager to serve and they are excited for all the things coming up this year.

The Council thanked Mr. Bodiker for his update and asked that he pass along their appreciation for the great service the Youth Council provides and the "awesome" work that they do.

8. Consideration of Approval of the Minutes from the September 7th, 2021 West Point City Council Meeting

Council Member Judd motioned to approve the minutes
Council Member Henderson seconded the motion
The Council unanimously agreed

9. Consideration of Approval of the Final Plat for Phase 2 of the Westlake Estates Subdivision – Mrs. Bryn MacDonald

Mrs. MacDonald stated all of the building permits have been issued for Phase 1 of this subdivision and the developers are requesting approval of the final plat for Phase 2. Phase 2 consists of 17 larger-sized lots and will connect to the Sun View Estates Subdivision on the north side, and in doing so, create the second access for that subdivision. The sewer system for this phase

will also connect to the sewer lift station built by the developer of the Sun View Estates Subdivision, and so there is a Payback Agreement in place. The Payback Agreement requires that before the final plat for Phase 2 can be recorded, this developer must pay the amount outlined in the agreement to the developer of Sun View Estates to reimburse its portion of the installation costs of the lift station that it will use. The developer is aware of the agreement and has agreed to pay that cost.

The Council had no further discussion.

Council Member Henderson motioned to approve
Council Member Chatterton seconded the motion
The Council unanimously agreed

10. Consideration of Approval of a Request to Simultaneously Develop Phases 3 and 4 of the Wildfire Estates Subdivision – Mrs. Bryn MacDonald

Mrs. MacDonald stated that Phases 1 – 3 of this subdivision have already been approved, and the developers are now requesting approval of the final plat for Phase 4, which consists of 17 lots. Phase 1 is completely built out, about 50% of the building permits in Phase 2 have been issued, and Phase 3 is still under construction. In order to begin construction of Phase 4 immediately, the Council would need to allow an exception for it to be done simultaneously with Phase 3.

The Council has discussed this request in a previous meeting and had no further discussion.

Council Member Chatterton motioned to approve the request
Council Member Henderson seconded the motion
The Council unanimously agreed

11. Consideration of Approval of the Final Plat for Phase 4 of the Wildfire Estates Subdivision – Mrs. Bryn MacDonald

Mrs. MacDonald stated that as the Council granted the request to begin develop of Phase 4 simultaneously with Phase 3, the final plat for Phase 4 can now be considered for approval. The Planning Commission has approved the final plat and Staff recommends approval.

The Council had no further discussion.

Council Member Judd motioned to approve
Council Member Henderson seconded the motion
The Council unanimously agreed

12. Consideration of Approval of Ordinance No. 12-07-2021A, Adopting an Impact Fee Facilities Plan & Impact Fee Enactment for the Sanitary Sewer System – Mr. Boyd Davis

Mr. Davis stated that approval of the Impact Fee Facilities Plan and Impact Fee Enactment was on the agenda for a public hearing and consideration of approval at the previous City Council meeting held on November 16th, but final action was tabled by the Council in response to a request by Mark Thayne, who is developing in the area and would be affected by the action, to have more time to review the information. Staff has since had multiple discussions with Mr. Thayne and the study consultants to address Mr. Thayne's concerns. The consultants informed Staff that State Statute allows for a developer that is developing in an area that would be impacted by an increased impact fee the option to prepay the impact fee for all of the lots at the current fee to avoid paying the higher fee. A new impact fee would not go into effect for 90-days once being approved, and the consultants said that the reason for this waiting period is to give developers in this very type of situation the ability to prepay the fees before they increase. Mr. Thayne stated that he intends to prepay the impact fees for his lots at the current fee and has no other issues or concerns. As the public hearing was also continued from the November 16th meeting, Mr. Davis provided an overview of the item, stating that it has been in process for several months and been discussed by the City Council in multiple meetings. The City contracted with the firm Bowen Collins & Associates to complete the sewer system study and provided a brief overview of the results of the study and the information that has been previously presented:

This Impact Fee Facilities Plan is specific to the area northwest of the City that is expected to be annexed in to West Point at some point in the future. This area will be served by the sewer system proposed in the plan, and will be considered its own system with its own impact fee that is unique to the area. Because of this, the impact fee is expected to be much higher than the impact fee in other parts of the City because it will be a brand-new system and nearly 100% of the costs will be borne by new growth.

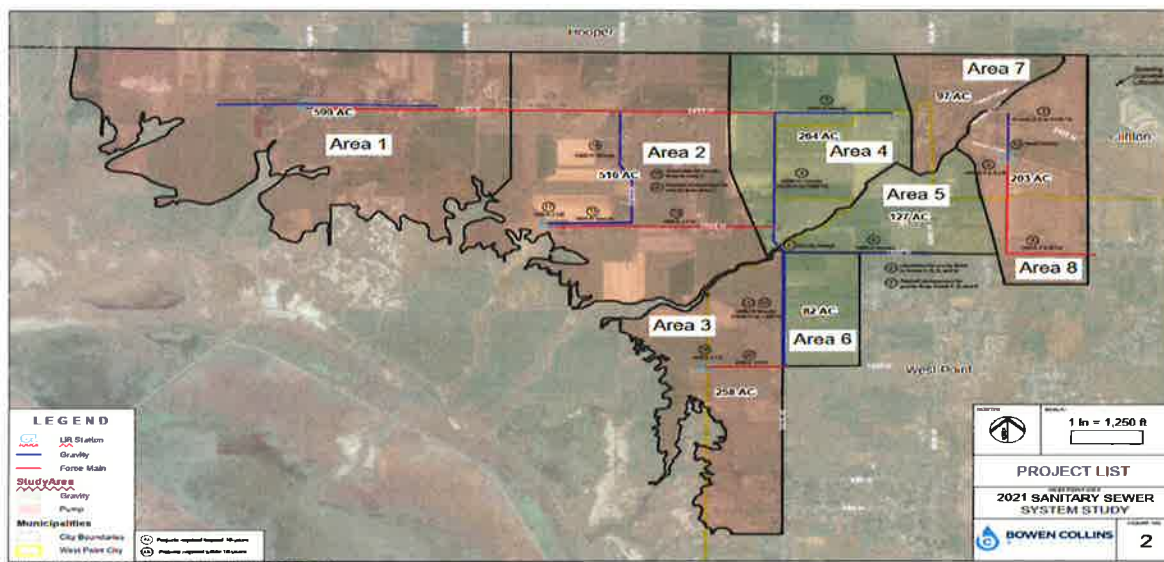
The purpose of the impact fee facilities plan is to identify new projects that will be required to meet the future needs. It also provides an estimated cost of the improvements and possible financing sources. A fair impact fee is calculated by dividing the cost of existing and future facilities by the amount of new growth that will benefit from the unused capacity. Only the capacity that is needed to serve the projected growth within in the next ten years is included in the fee. Costs used in the calculation of impact fees include:

- New facilities required to maintain (but not exceed) the proposed level of service in the system; only those expected to be built within ten years are considered in the final calculations of the impact fee.
- Historic costs of existing facilities that will serve new development
- Cost of professional services for engineering, planning, and preparation of the Impact Fee Facilities Plan and impact fee analysis

The costs not used in the impact fee calculation are as follows:

- Operational and maintenance costs
- Cost of facilities constructed beyond 10 years
- Cost associated with capacity not expected to be used within 10 years
- Cost of facilities funded by grants, developer contributions, or other funds which West Point City is not required to repay
- Cost of renovating or reconstructing facilities which do not provide new capacity or needed enhancement of services to serve future development

The following map depicts the eight different areas that will be served, and the sewer system capital projects that are proposed to be needed:



The total cost of these projects is between \$25 to \$30 million, which only includes the system level projects (main trunk lines) – it does not include the costs that developers will have to pay to connect to these lines to serve their developments. By law, projects can only be included if they are projected to be needed within the next ten years, and a summary of the costs and impact fee analysis for the next 10-year period is summarized in the table below:

Table E8-1
Impact Fee Calculation per ERU – West Point City Service Area

System Components	Total Cost of Component	% Serving 10-year Growth	Cost Serving 10-year Growth	10-year ERUs Served	Cost Per ERU
Collection Facilities					
10-Year Projects	\$ 15,784,110	24.5%	\$ 3,870,251	1049	\$ 3,689
10-Year Project Interest Costs	\$ 6,760,806	24.5%	\$ 1,657,744	1049	\$ 1,580
Credit for User Fees Paid Toward Existing					\$ (128.96)
Subtotal	\$ 22,544,916		\$ 5,527,995		\$ 5,141
Studies					
All Studies	\$ 65,300	96.3%	\$ 62,867	1049	\$ 59.93
TOTAL	\$ 22,610,216		\$ 5,590,862		\$ 5,201

The impact fee assessed cannot be higher than the amount calculated, and rather than setting the fee at \$5,201, Staff has recommended that the impact fee be set at an even \$5,200.

In response to Council Member Dawson’s inquiry, Mr. Davis stated that if property is annexed into West Point and the sewer system has been installed in the area, City ordinance requires that all new homes connect to the sewer system if their property is within 300 ft. Any homes that are built before the sewer system is installed and available can still apply for a septic system through the Davis County Health Department. He also confirmed that the City’s impact fee is in addition to the impact fee assessed by the North Davis Sewer District. Council Member Dawson commented that it may be expensive to build in this area but it is also expensive to provide sewer services, but there is no doubt that it needs to be done.

Council Member Dawson invited any who wished to make a comment as part of the continued public hearing to do so at this time.

a. Public Hearing

No comments

Council Member Chatterton motioned to close the public hearing.

Council Member Henderson seconded the motion

The Council unanimously agreed

b. Action

The Council had no further discussion.

Council Member Chatterton motioned to approve Ordinance No. 12-07-2021A

Council Member Henderson seconded the motion

Roll Call:

Council Member Chatterton – Aye

Council Member Henderson – Aye

Council Member Judd – Aye

Council Member Dawson – Aye

Council Member Petersen – Absent

The Council unanimously agreed

13. Consideration of Approval of a Contract with Landmark Design for West Point City’s Parks and Trails Master Plan – Mrs. Bryn MacDonald

Mrs. MacDonald stated that the City recently issued a Request for Proposals (RFP) for a new Parks and Trails Master Plan. Three proposals were received, all of which were from strong applicants and good proposals. Several Staff members reviewed the proposals, and previous master plans the applicants had completed were also reviewed and references were contacted. After

review and consideration, Staff recommends that Landmark Design should be chosen to complete the Parks and Trails Master Plan. Landmark has extensive experience with parks and trails master plans, and Staff is really excited to work with them in completing West Point's. The proposed contract amount is not to exceed \$39,905, but the City will only be billed for actual time worked. There are also a few items that will be removed from the scope of work listed in the contract, and so the total cost will likely be less than that maximum amount.

Mrs. MacDonald stated that the first meeting with them is scheduled for the following week and the process is projected to take about eight months to complete. The project will include the creation of a website that offers a survey residents can take to provide their input and include an interactive map of the City where comments can be made directly on specification locations; taking an inventory of existing parks, facilities, amenities, and conditions; determining the current level of service and whether that is satisfactory or should be increased; how to maintain the level of service as the City grows; amenity standards per park acreage; goals and policies in to guide the City in moving forward; and many other factors.

Mrs. MacDonald noted that all three of the proposal bids received were within the \$36,000 - \$40,000 price range, and while Landmark Design's proposal was not the lowest bid at \$39,905, they have a lot of experience, good references, and one of the best proposals.

The Council had no further discussion.

Council Member Judd motioned to approve
Council Member Henderson seconded the motion
The Council unanimously agreed

14. Motion to Adjourn the General Session

Council Member Chatterton motioned to adjourn
Council Member Judd seconded the motion
The Council unanimously agreed



BRIAN VINCENT, MAYOR

May 3rd, 2022



CASEY ARNOLD, CITY RECORDER

May 3rd, 2022

