



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
December 21st, 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
6:30 PM

Minutes for the West Point City Council Administrative Session held on December 21st, 2021 at 6:30 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# 844 7776 0103 at <https://zoom.us/join> or by telephone at (669) 900-6833.

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

EXCUSED: Council Member Kent Henderson

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, Ryan Judd, and Brad Lee. No sign-in required for those attending virtually.

1. Discussion Regarding the Interlocal Agreement with the Davis County Storm Water Coalition – Mr. Boyd Davis

Mr. Davis stated that the City has been a member of the Davis County Storm Water Coalition from the time it was formed in 2003. He explained that every city is required by the federal government to create a storm water management plan and obtain a permit that covers all storm water activities within the city. The permit allows several communities to collaborate in their efforts if there is the possibility to do so. The cities in Davis County decided that it would be beneficial to work together on many of the permit requirements and thus the Davis County Storm Water Coalition was formed. The inter-local agreement forming the Coalition expires every five years, and the participating cities all agree that it should be renewed and effective until the end of 2026.

The inter-local agreement has two main purposes, the first of which is to set forth the activities that the cities agree to jointly implement, and second, to agree to share the costs of the various activities. By law, each city is required to complete certain tasks relating to public education, training, outreach, etc., and are much easier and more effective to complete as a group. The activities coordinated by the Coalition consist mainly of educational and training materials and opportunities. For example, Mr. Davis stated that the Coalition contributes to TV commercials aimed at pollution prevention and also offers training classes to teach contractors how to prevent pollution entering the storm drains from construction sites. The Coalition also gives a presentation to all 4th grade classes in the County and holds a fun water fair event each year.

The expenses of the Coalition are shared based upon the census population data. West Point City's obligation for FY 2022 will be \$1,815. This has been budgeted each year in the storm water fund.

The Council had no further discussion at this time and will consider approval of the Interlocal Agreement at the next City Council meeting.

2. Discussion Regarding the Davis County 2021 Natural Hazard Pre-Disaster Mitigation Plan Update – Mr. Ryan Harvey

Mr. Harvey stated that in the event of a disaster, a Pre-Disaster Hazard Mitigation Plan must already be in place for the City to be eligible for Federal Emergency Management Agency (FEMA) post-disaster funds. Davis County recently hired consultants to update their Natural Hazard Pre-Disaster Hazard Mitigation Plan, and Mr. Harvey stated that most cities in the County are also adopting that same plan as their own. The proposed Plan is over 300 pages, and outlines hazard history, risk assessment, risk potential, and development trends throughout Davis County. The complete Plan can be found at <https://davisahazardplan.org/plan/>.

The Council had no further discussion and will consider approval of the Pre-Disaster Mitigation Plan Update in tonight's General Session.

3. Other Items

Mayor Craythorne commented that tonight is the last City Council meeting he will attend in his tenure as Mayor, and also the last for outgoing Council Members Kent Henderson and Andy Dawson. The Mayor stated that he would like to adjourn the Administrative Session as a close of official discussion for minutes of the meeting, but invited both Council Members to share their thoughts and comments on their experience serving on the Council.

The Administrative Session adjourned.

The audio of the comments made can be heard at <https://www.utah.gov/pmn/files/822439.m4a> beginning at minute marker 14:58



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Gary Petersen, Mayor Pro Tem
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Kyle Laws

General Session

7:00 PM

Minutes for the West Point City Council General Session held on December 21st, 2021 at 7:00 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 #844 7776 0103 at <https://zoom.us/join> or by telephone at (669) 900-6833.

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

EXCUSED: none

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, Ryan Judd, Heather Christopherson, and the Craythorne Family. No sign-in required for those attending virtually.

1. **Call to Order** – Mayor Craythorne welcomed those attending the meeting.
2. **Pledge of Allegiance**
3. **Prayer or Inspirational Thought** – Given by Council Member Petersen
4. **Communications and Disclosures from City Council and Mayor**

Council Member Dawson – None

Council Member Chatterton – None

Council Member Judd – Although not able to attend, she stated that she has heard great things and received good feedback from residents that attended the Cemetery Luminary and Child Remembrance Ceremony. She thanked Staff for the work that they did for these events.

Mayor Craythorne – Echoed Council Member Judd's comments, expressing his appreciation to Staff as well.

5. **Communications from Staff**

Mr. Laws stated the Swearing-In Ceremony for the newly elected officials will be held on Monday, January 3rd at Noon. The Ceremony will be held at City Hall and all are invited to attend.

He stated that he would also like to take an opportunity to thank the Mayor and Council Members Kent Henderson and Andy Dawson for their service and the privilege it has been to work with them. They will definitely be missed and he has a great appreciation for all that they have done. He added that Staff is looking forward to working with the newly elected officials and for the good things that are undoubtedly ahead.

6. **Citizen Comment**

Davis County Commissioner Stevenson was in attendance at the meeting and shared his experiences working with the outgoing Mayor and Council Members, and expressed his appreciation for the service that they have given and for what they have accomplished for West Point.

7. Recognition of Outgoing West Point City Planning Commissioners – Mayor Erik Craythorne

Mayor Craythorne stated that Planning Commissioners Brian Vincent and Brad Lee will no longer be serving on the Planning Commission, as Brian Vincent has been elected as the City's new Mayor and Brad Lee as a new Council Member, which terms begin January 1st, 2022. They have both served on the Planning Commission for a combined 22 years and the Council thanked them for their service.

8. Consideration of Approval of the Reappointment of PJ Roubinet and Scott Welford to the West Point City Planning Commission – Mayor Erik Craythorne

Mayor Craythorne recommended that the Council reappoint PJ Roubinet and Scott Welford to serve on the West Point City Planning Commission.

Council Member Dawson motioned to approve the reappointments

Council Member Henderson seconded the motion

The Council unanimously approved

9. Recognition of Outgoing Mayor and City Council Members

Mayor Craythorne recognized Kent Henderson for his 13 years of service and Andy Dawson for his 16 years of service as City Council Members. Both Council Members shared their deep appreciation to City Staff, other Council Members, residents, colleagues, and the community for the opportunity they have had to work for and with them through the years. They both also wanted to thank their families for the sacrifices they made in order for them to fulfill their responsibilities.

Mayor Craythorne then shared his own thoughts, recognizing members of Staff and thanking them for the work that they do. He stated that when he first started as a Council Member, his oldest son was five years old and 20 years later, he now has several grandchildren. He was grateful for the opportunity he had to raise his family through this experience, and wanted them to know how much he appreciated their support, understanding, and the sacrifices they made while he has served; they never complained and always showed him their support. He thanked his wife, Jill, specifically, stating that "everything good in my life comes from her."

10. Consideration of Approval of the Minutes from the September 21st, 2021 West Point City Council Meeting

Council Member Petersen motioned to approve the minutes

Council Member Judd seconded the motion

The Council unanimously agreed

11. Consideration of Approval of the FY2021 Financial Audit for West Point City – Mr. Ryan Harvey

Mr. Harvey first expressed his appreciation to the outgoing Mayor and Council Members for being great to work with and for the relationships that have been developed, both professionally and as friends.

In regards to the FY2021 Financial Audit, Mr. Harvey stated that the City's financial records are audited to ensure that the City's financial position is fairly presented, and the auditors also review the City's internal controls that are in place to safeguard against fraud and error. City Staff works all year to make sure that there are no findings from the audit, and he is proud to say that the auditors issued no findings or recommendations on the financial audit of FY2021. He thanked the City's accounting firm and City Staff, especially the City Treasurer, Megan Mills, for the work that they have done in making sure that the City's finances are in good standing and without error. He thanked Heather Kristofferson and her team from Ulrich & Associates for their work in actually conducting the audit.

Mr. Harvey presented some of the highlights from Fiscal Year 2021:

- The City's total net position of \$57,415,138 is made up of \$42,175,137 in capital assets and other net position of \$15,240,001. Of this amount, \$9,354,886 may be used to meet the ongoing obligations of the City, while \$5,885,115 is restricted for specific purposes.
- The City's net position increased by \$7,489,374, or 15% (\$49,925,764 to \$57,415,138).
- The City's governmental funds reported a combined ending fund balance of \$10,903,284, an increase of \$2,610,399 from the prior year. The increase is primarily the result of continued high sales tax revenue and low expenditures.
- In the proprietary funds, the total net position increased by \$1,885,522 during the fiscal year.
- As of June 30, 2021, the City's general fund reported a fund balance of \$1,528,042. This represents an increase of \$590,784 from last year's ending balance.
- The transfer from the General Fund to the Capital Projects Fund was \$885,500.
- Once again, the City collected more sales tax than at any other point in its history, collecting \$1,937,040 in Fiscal Year 2021, a 19.1% increase from Fiscal Year 2020.
- Taxes continue to be the largest source of revenue in the general fund and represent 66% of total general fund revenues, which is consistent with prior years. The largest element of tax revenue is sales tax. Sales tax is 63%, property tax is 21.5%, and energy & franchise tax is 15.5% of general fund tax revenue.

The Council thanked Staff for their work and the great accomplishment it is to have not only no audit findings, but to have no recommendations issued either.

Council Member Petersen motioned to approve
 Council Member Dawson seconded the motion
 The Council unanimously agreed

12. Consideration of Approval of Resolution No. 12-21-2021A, Adopting the Davis County 2021 Natural Hazard Disaster Mitigation Plan Update – Mr. Ryan Harvey

Mr. Harvey stated that this item was discussed in tonight's Administrative Session and briefly summarized that this resolution approves an update to the Natural Hazard Mitigation Plan that must be in place for the City to be eligible for FEMA funds in the event of a disaster.

The Council had no further discussion and thanked Mr. Harvey for making sure that the plan is in place.

Council Member Chatterton motioned to approve Resolution No. 12-21-2021A
 Council Member Judd seconded the motion
 The Council unanimously agreed

Mayor Craythorne disclosed that he is involved with the Craythorn Homestead project and recused himself from the discussion. Mayor Pro Tem Petersen presided over the meeting for this item.

13. Consideration of Approval to Remove the Craythorn Homestead Subdivision Phase 1 from Warranty – Mr. Boyd Davis

Mr. Davis also expressed his deep gratitude to Mayor Craythorne and Council Members Kent Henderson and Andy Dawson and for the privilege it has been to have worked with each of them for so many years.

Phase 1 of the Craythorn Homestead Subdivision is located at 550 S Cold Springs Road. All of the required items have been completed and Staff recommends that they be removed from one-year warranty.
 The Council had no further discussion.

Council Member Henderson motioned to approve
 Council Member Judd seconded the motion

The Council unanimously agreed

14. Consideration of Approval to Award the Contract for the Transportation Master Plan– Mr. Boyd Davis

Mr. Davis stated that the FY2022 budget includes funding to update the City's Transportation Master Plan. Staff advertised a request for proposals and sent out 10 invitations to specific firms as well. Two proposals were received, evidencing the current demand for these types of consultants, but the two proposals received were from very highly qualified firms. The proposals were received from Horrocks Engineering and WCG Engineers, and were analyzed by a group of Staff and a representative from the City Council, Council Member Judd. He noted that in these types of professional services, the City is not obligated to accept the lowest priced proposal, but can select based upon qualification. The proposals were ranked using an objective scoring sheet by those in the group, and the unanimously highest scored proposal was the one issued by WCG Engineers. Both proposals were very strong, and Staff feels very comfortable recommending that the Council award the contract for the Transportation Master Plan update to WCG Engineering.

The Council had no further discussion.

Council Member Judd motioned to approve awarding the contract for the update to WCG Engineering
Council Member Chatterton seconded the motion
The Council unanimously agreed

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

Mrs. MacDonald stated this item is on the agenda in error and no action needs to be taken.

16. Consideration of Approval of Ordinance No. 12-21-2021A, Regarding Amendments to West Point City Code Title 17- Land Use and Development

Mrs. MacDonald stated that these changes have been discussed by the Council in multiple meetings, and summarized the proposed amendments as follows:

The proposed changes are in the following sections:

1. *Amendments to the Land Use Regulations and the General Plan:* Applications for General Plan Amendments are currently accepted during the months of April and October. With limited meetings during the holiday months it is proposed that the months be changed to March and September for adequate time to review the proposals.
2. *Table of Land Use Regulations:* The following changes are proposed.
 - a. Changing the "CC" approval back to "PC" approval within the table. This was an oversight that never got changed back prior to final adoption.
 - b. Adding "Internal Accessory Apartments" and "External Accessory Apartments" to the table to comply with new State code requirements.
 - c. Adding back to the table "Open Storage for Recreational Vehicle, Boat and Trailers" that was inadvertently removed prior to final adoption
3. *Residential Dwellings:* Utah State Code 10-9a-534 prohibits municipalities from enforcing regulations on "building design elements" (this includes brick and minimum square footage). The proposal removes sections that are not in compliance with state code.
4. *Accessory Buildings:* On December 15, 2020 the City Council adopted changes to accessory buildings code that removed the requirement to be limited to one story. As the new code draft was being finalized the wording for those changes made by City Council was not adjusted prior to final adoption. These changes correct the wording.
5. *Accessory Dwelling Units:* Utah State Code 10-9a-530 requires municipalities to approve "Internal ADU's." This section addresses those requirements.

Mayor Craythorne opened the public hearing.

- a. Public Hearing

No comments

Council Member Petersen motioned to close the public hearing
Council Member Judd seconded the motion
The Council unanimously agreed

b. Action

The Council had no further discussion on the proposed amendments.

Council Member Petersen motioned to approve Ordinance No. 12-21-2021A
Council Member Judd seconded the motion

Roll Call:

Council Member Chatterton – Aye

Council Member Dawson – Aye

Council Member Petersen – Aye

Council Member Henderson – Aye

Council Member Judd – Aye

The Council unanimously agreed

17. Motion to Move into a Closed Session

Council Member Chatterton motioned to move into a closed session

Council Member Henderson seconded the motion

The Council unanimously agreed

Closed Session

1. Motion to Open Closed Session

Council Member Henderson motioned to open the Closed Session

Council Member Dawson seconded the motion

The Council unanimously agreed

2. Call to Order and Roll Call

Mayor Erik Craythorne called the December 21st, 2021 Closed Session to order

Roll Call -

Mayor Erik Craythorne

Council Member Gary Petersen

Council Member Annette Judd

Council Member Jerry Chatterton

Council Member Andy Dawson

Council Member Kent Henderson

Kyle Laws, City Manager

Boyd Davis, Assistant City Manager

Ryan Harvey, Administrative Services Director

Bryn MacDonald, Community Development Director

Paul Rochell, Public Works Director

Casey Arnold, City Recorder

3. Closed Discussion Regarding the Sale and/or Purchase of Real Property, Pursuant to UCA §52-4-205(1)(d)

4. Closed Discussion Regarding Pending or Imminent Litigation, Pursuant to UCA §52-4-205(1)(c)

5. Motion to Adjourn Closed Session and enter the General Session

Council Member Petersen motioned to close the Closed Session and enter the General Session

Council Member Henderson seconded the motion

The Council unanimously agreed

18. Motion to Adjourn the General Session

Council Member Dawson motioned to adjourn

Council Member Henderson seconded the motion

The Council unanimously agreed


BRIAN VINCENT, MAYOR May 17th, 2022


CASEY ARNOLD, CITY RECORDER May 17th, 2022

