3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES

ELECTRONIC MEETING
NO PHYSICAL MEETING LOCATION

June 2, 2020

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 via electronic Zoom Meeting, accessible to attendees by entering Meeting ID #843 5276 8331 at https://zoom.us/join or by telephone at (669) 900-6833, on June 2, 2020 at 6:00 pm with Mayor Erik Craythorne presiding.

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

EXCUSED: None

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Works Director; and Casey Arnold, City Recorder

EXCUSED: Boyd Davis, Assistant City Manager

VISITORS PRESENT: Visitors able to attend electronically, no sign-in required.

1. **Quarterly Financial Report – Mr. Ryan Harvey**
This quarterly financial report represents the data for the third quarter of FY2020, representing January 1 – March 31, and provides a snapshot of the City's financial state through the fiscal year. Mr. Harvey noted that the coronavirus pandemic really didn't start to surface here in Utah until late March, and so this data won't be indicative of how the City will be impacted financially.

Mr. Harvey stated that with 75% of the fiscal year completed, revenues also exceed 75% in every fund except of the Capital Projects Fund, where the majority of revenue is not recognized until the end of the fiscal year when the excess revenue is transferred into it from the General Fund. Expenditures are at or below 75% in each of the funds. Mr. Harvey also added that the revenues in the Special Revenue Fund are especially high for this point in the year, and that is due to revenue received from Impact Fees for development within the City.

The Council thanked Mr. Harvey and Staff for the work that they do keeping the City in good financial standing.

2. **Discussion Regarding the FY2021 Tentative Budget for West Point City & All Related Agencies – Mr. Ryan Harvey**
Mr. Harvey stated that in tonight's General Session, there will be a public hearing on the FY2021 Tentative Budget, after which the Council will consider approval. Prior to the General Session, the CDRA Board will also meet to adopt the FY2021 Tentative Budget for the CDRA. Mr. Harvey summarized for the Council the proposed FY2021 Tentative Budgets, which have been discussed with the Council in previous meetings:

CDRA
In regards to the CDRA Fund, this year the City received $157,890 from tax increment revenues, which is $8,000 more than last year's revenues. The CDRA continues to have a debt obligation of $140,000 per year. For FY2021, the only difference in the CDRA budget is that the interest expense will be $4,000 less, and the debt expense will be $4,000 more. As long as property tax revenues continue to grow, or at least remain steady, and considering the additional revenue from the apartments that are currently under construction, the CDRA Fund should continue being able to meet its debt obligation of $140,000 each year.

Compensation Schedule ($22,539)

Every year the City offers a 2% merit increase to employees based on positive performance. In addition, every other year the City offers a Cost of Living Adjustment (COLA). This was not the year for the COLA, so a 2% increase was budgeted in salaries for a merit increase only, and is included in the proposed FY2021 Tentative Budget for the Council's consideration. The FY2021 Pay Scale, which includes ranges for each budgeted position, will remain the same as last year, except for the new positions as well as the increases to elected officials that was approved earlier this year.

Fee Schedule
The Council will be considering approval of the Fee Schedule at the meeting on June 16, 2020. The only change to the fee schedule from last year is the increase in the charge for the first black can fee from $11.50 to $11.80, pending the Council's approval of the updated contract with Econo Waste, Inc. *(Note: The Amendment to the Econo Waste Garbage Collection Contract accounting for this increase was discussed in Item 3, which actually took place at the beginning of this meeting.)*

Benefits Increase ($13,047)
The City's health insurance plan renewed January 1, 2020, and the actual increase was less than 2%. The proposed budget includes a 12% increase to current health premiums, amounting to less than a 2% increase from last year's budget. Also, because of salaries increasing slightly, there were increases to benefits that correlate with salaries. This results in an increase of $13,047 across all funds.

Public Works Inspector ($91,164)
This position was discussed at the Council Visioning Session in January. The City is in need of a full-time inspector for the Public Works Department to inspect underground infrastructure as it is installed. The total cost of adding this position is $91,164, which consists of $55,162 in salary, and $36,002 in benefits across all funds.

Public Works Position ($71,813)
This position was also discussed at the Council Visioning Session in January. The City is in need of another full-time public works position. This position was going to be a full-time parks position. However, when Kenny England left we found an individual better suited for parks and backfilled the public works position with the parks position. This request is to bring back the public works position if the Council is in agreement. The total cost of adding this position is $71,813, which consists of $39,813 in salary, and $32,000 in benefits across all funds.

City Planner Position ($97,213)
This position was also discussed at the Council Visioning Session in January. With the continued growth of the City, we are finding that the Community Development Department is being stretched thinner and thinner. As a result, Staff would like to request a full-time planner position. The total cost of adding this position is $97,213, which consists of $58,510 in salary, and $37,532 in benefits in the General Fund. The Council agreed that with the West Davis Corridor coming and the development and growth that it will bring, it will be beneficial for the City to already have a City Planner in place that is practiced in and understands the City's vision for West Point.

Youth Court ($3,000)
The Syracuse Youth Court recently asked if West Point would like to join them, and the principal at West Point Jr. High expressed interest in participating. The Council discussed this in March, and were in favor of joining them. Staff is proposing to allocate $3,000 for the Youth Court for FY2021.

Public Safety ($25,000)
Staff proposes an increase of $12,000 to the Animal Control Budget as a result of Davis County shifting more expenses to participating cities. Also, the City has not discussed a new agreement with Davis County regarding Law Enforcement Services, so as of now Staff proposes budgeting for a 5% increase, or $13,000 in FY2021.

Recreation ($2,000)
Currently the Recreation Department only has $400 budgeted for Training and Education. It costs approximately $1,000 to send a person to St. George for a training, so Staff is proposing increasing the budget by $2,000 so each of the Recreation Employees can attend the Utah Recreation & Parks Association (URPA) conference in St. George. Recreation Staff attended this conference this year prior to the COVID-19 pandemic and found it to be very beneficial. In fact, they are using the downtime right now to draft policies and procedures they learned about that they feel will benefit the City and our programs.

Transfers (-$594,879)
Staff proposes a budgeted decrease of $419,879 from the transfer to the Capital Projects Fund as a result of the decreased budgeted revenue. Staff also proposes a decrease of $175,000 from the transfer of Class C Revenue. Mr. Harvey clarified that the budgeted transfer to the Capital Projects Fund is $588,000, which is $594,879 less than the previous year.

Property Tax Rate
The County has not yet set a Certified Rate, but Mr. Harvey stated that he has been told they should receive that information by the middle of next week (June 10th). The Certified Tax Rate is the rate that guarantees the City will collect the same amount of revenue

as last year, not counting the additional revenue the City will receive from new growth. Mr. Harvey stated that for the past several years, the Council has followed its practice of going through the Truth in Taxation process each year. If the Council elects to go through that process again this year, the Council may choose to accept the Certified Rate or select a different rate. If the Council chooses not to go through the Truth-in-Taxation process, then the Certified Tax Rate will be adopted as part of the Final Budget at the June 16th Council Meeting. Due to the COVID-19 situation and its impact on City revenues, Staff suggests the Council consider TNT, if for no other reason than to allow us to have a better idea where the budget sits in August. The Council agreed that it would be a wise decision to go through the TNT process, even if not considering a rate increase, to have a few more months to evaluate the economic impact of COVID-19. Once the Certified Tax Rate is known, the Council will discuss the matter further.

As the Council is choosing to go through the TNT process, the City will operate under the Tentative Budget, once it is approved, until the Final Budget is adopted in August. However, Mr. Laws stated that although the proposed Tentative Budget includes a 2% merit increase for employees, no wage increases will actually be implemented until the Final Budget is approved, as budgetary needs may not actually allow for the increase.

The Council had no further discussion at this point and will consider adoption of the FY2021 Tentative Budgets after public hearings held in both tonight's General Session and CDRA Meeting.

3. Discussion Regarding a Requested Amendment to the Garbage Collection Contract with Econo Waste, Inc. – Mr. Kyle Laws

Note: This item was discussed before Item 1.

Mr. Laws stated that since the Council's last discussion on the price increase request, Econo Waste has further evaluated their financial situation and sent another letter to the City indicating that it is not feasible for them to extend the current contract for an additional three years like the Council had proposed at the May 19th meeting. That letter is included with the Staff Report and details the reasons behind why they are not able to agree to an extension of the current contract.

Mayor Craythorne stated that with the expiration of the current contract in 2 years, it is almost guaranteed that the City's cost will be increasing based upon the bids received. By agreeing to a $.30 increase now, it would provide a sort of "buffer" for residents rather than one large increase in 2 years. In the Council's previous discussions, the Mayor stated it has been agreed that Econo Waste has been a good provider and done a great job for the City, and has cost well below what other cities are paying. He opened the item up for discussion with the Council.

Council Member Petersen stated that this situation is difficult because there is a contract already in place, and it isn't a one-time service that Econo Waste provides. However, he understands that costs are rising and agrees that Econo Waste has been good to the City. Therefore, he would be in favor of a $.15 increase this year and another $.15 increase next year, after which a new contract could be negotiated.

Council Member Henderson expressed his stance that if the requested increase split over two years is not feasible for Econo Waste, he does not have an issue with implementing the one-time $.30 increase. The City has been with Econo Waste for many years now and Council Member Henderson feels that they have done an outstanding job. Further, he does not want the City to be responsible for Econo Waste not being able to cover their own costs. He also inquired as to whether a new five-year contract could be negotiated at this point rather than waiting until the current contract expires.

Council Members Dawson, Judd, and Chatterton agreed with a one-time $.30 increase for the remainder of the contract. Val Sanders of Econo Waste was in attendance at the meeting and commented that the requested $.30 increase will be sufficient in covering operating costs for the remaining two years. At that point, he would be happy to negotiate a new contract with the City. Mr. Sanders also noted that he has not requested a price increase in the past 17 years, but his costs have significantly increased.

The Council thanked Mr. Sanders for his comments and had no further discussion. Mayor Craythorne stated that it appears the Council is unopposed to a one-time $.30 increase to the current contract and instructed Staff to put an amendment to the current contract on the agenda for approval at the next meeting and include the increase in the fee schedule for FY2021.

4. Discussion Regarding the Proposed West Point Arts Council – Mr. Kyle Laws

Mr. Laws stated that at the City Council Visioning Session in January, Council Member Chatterton shared with the Council the idea of a West Point Arts Council, which he had been approached about by resident Randee Bereece. At that meeting, Council directed Staff to contact Mrs. Bereece to gather more information on her vision and plans for what an arts council would look like. Mrs. Bereece, along with Brittany Szymanski, have provided a proposal, which Mr. Laws presented to the Council during this meeting:

Objective: Initiate an Arts Council in West Point City that will provide artistic outlets and opportunities that will help our residents and city thrive.

Need:

Opportunities Currently Available:

- Public Schools
  - Performing Arts:
    - orchestra, band, musical theater, drama classes, choir, and general music classes
  - Visual Arts:
    - painting, drawing, ceramics, art club, and art prep classes.
- Private Businesses
  - Performing Arts:
    - Dance - (The Movement Dance Center and Julie T. Rabe School of Dance),
    - Music - (Bereece Guitar & Piano Studio, Cox Violin Studio, Let's Play Music, Ticklin' the Ivories, Singers Company, and other private music lessons
    - Band - Muskrat Marching Band

The available arts programs have been enriching the lives of our City's residents. However, West Point City does not provide many artistic outlets for its adult citizens.

Most of the programs available to our children and youth are provided by the School District, which has limited resources, age demographics, and scope.

Private lessons can also be costly, which prevents some citizens from participating.

Benefit:

Opportunities with an Arts Council:

- Visual Arts:
  - Pumpkin Walk Festival, Sidewalk Chalk Festival, Bird House Competition, Art Classes, Art Gallery/Quilting/Sewing, Paint Parties, Parade Float Contest, and more
- Performing Arts:
  - Musical Theater, Choirs, Symphony Orchestra, Performances at Party at the Point (West Point's Got Talent), Summer Camps (dance, theater, choir, band, etc.), Dance Classes (line dancing, folk, ballroom, etc.), Storytelling Festival, Film Festival, etc.

Logistics:

- Many of these activities can be done at little to no cost. Some activities would require community space where classes and groups could gather to learn, rehearse, and present their work to the public.
- The West Point Arts Council (WPAC) would work to raise funds through community sponsors, grants, and other donations in order to help fund this need.
- Upon receiving the Council's approval, we would like to reach out to members of the community through a survey to gage public interest, research opportunities, and recruit volunteers who would wan to the join a WPAC and help move our ideas forward.
- We understand that we need to set up a 501(c)(3) non-profit corporation and establish a board of directors.

Conclusion:

- In conclusion, we are asking for your support and guidance as we pursue this exciting opportunity!
- The arts are essential to any community growth plan.
- We feel that increased participation in the arts will uplift, inspire, and unify the citizens of West Point.

After presenting this information, Mr. Laws asked the Council for their comments.

Council Member Petersen stated that he is in favor of pursing this opportunity; a community is somewhat defined by its arts and its ability to grow the talents of its citizens. He inquired as to whether this would be a separate, non-profit organization from the City that would just partner or coordinate with the City for certain events and facilities, or an actual entity of the City. Mrs. Bereece responded that she is not sure how best to set an organization like this up, and is open to the Council's suggestion/direction. Her preference would be connected to the City similar to the way the West Point Youth Council operates. Council Member Petersen felt that we should look at other cities and similar organizations to see how they are structured.

Council Member Chatterton stated that he is excited for the opportunity to see what this can bring to the City; this could be a great "rallying point" to bring people together that may not have other outlets to connect with their community.

Council Member Dawson commented that some of his children have participated with some of the Syracuse Arts Council theater events and suggested that we look into the possibility of partnering with them at some point, especially because some West Point students attend Syracuse schools, and all of our schools feed into Syracuse High School. He feels that it is a well-run program and would be a good resource to use as we get our own West Point Arts Council started.

Council Member Judd stated that she is excited about the opportunities an Arts Council would bring to all age groups, and bringing them together with common interests. Learning the art of sewing or quilting, for example, is not an opportunity all residents have access to and an arts council would help to keep these types of skills thriving. Approached with the right thought and consideration, this could be a really exciting opportunity and enhance the close-community feel we want West Point to continue to be.

Council Member Henderson agreed with all the comments made; he feels that the arts are important and is excited about the opportunity to bring the residents in our City closer together.

The Mayor suggested that Staff reach out to some neighboring cities with similar organizations to get some examples on structure, funding, participation, etc., as well as feedback and advice on what they have experienced. Council Member Chatterton felt that Mrs. Bereece and Ms. Szymanski may have a better link to other Arts Councils and could bring this information back to Staff. Council Member Dawson stated that he would be willing to help gather that information as well. The Mayor suggested that a meeting be held to delegate these tasks; there is information that Staff needs to gather and analyze, and also information that Mrs. Bereece and Ms. Szymanski would be better at researching. The Council agreed with this suggestion.

Staff and Council thanked the women for putting together this proposal and the City looks forward to working with them.

5. **Other Items**

No other items were discussed.

The Administrative Session adjourned.

3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES

ELECTRONIC MEETING
NO PHYSICAL MEETING LOCATION

June 2, 2020

General Session
7:00 PM

Minutes for the General Session of the West Point City Council held via electronic Zoom Meeting, accessible to attendees by entering Meeting ID #87093242763 at https://zoom.us/join or by telephone at (669) 900-6833, on May 19, 2020 at 7:00 pm with Mayor Erik Craythorne presiding.

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

EXCUSED: None

CITY EMPLOYEES PRESENT: Kyle Laws, City Manager; Ryan Harvey, Administrative Services Director; Paul Rochell, Public Workers Director; and Casey Arnold, City Recorder

EXCUSED: Boyd Davis, Assistant City Manager

VISITORS PRESENT: Visitors able to attend electronically, no sign-in required.

1. **Call to Order** – Mayor Craythorne welcomed those attending the electronic meeting.
2. **Prayer** – Offered by Council Member Petersen
3. **Communications and Disclosures from City Council and Mayor**

Council Member Chatterton – None

Council Member Henderson – None

Council Member Judd – She is excited to say that UTOPIA fiber internet was installed at her residence earlier in the day and also wanted to share a different option for paying the monthly $30 infrastructure fee charged by UTOPIA. Residents can pay a one-time ownership fee of $2,750 to eliminate every having to pay the $30 monthly fee (about 7.5 years of payments), and that ownership can be transferred to the new owner if the home is sold. By eliminating the portion paid to UTOPIA each month, she pays under $40 per month for fiber internet.

Council Member Petersen – None

Council Member Dawson – Like Council Member Judd, fiber internet was also just installed at his residence and he is excited to begin using the service.

Mayor Craythorne – As surrounding cities and special service districts discuss their budgets for the new fiscal year, there are a lot of unknowns about how COVID-19 will impact revenues. It seems that all are being cautious and using conservative budgeting. He and Mr. Laws continue to attend weekly meetings with the Davis County Health Department, receiving updates and new information. In the last two weeks, there have been 44 new cases in Davis County, with 35 of those coming from Syracuse and Layton. West Point is now up to 5 cases, and he hopes that the City can continue to maintain low case numbers.

4. **Communications from Staff**

Mr. Laws shared a spreadsheet tracking the number of completed UTOPIA connections in the City from week to week. As of May 29th, the total connections were 271. He noted that the entire east side of the City (from about 3200 W), encompassing roughly 2,000 homes, was open the week of May 15th and there have been 144 new sign-ups (connections) since then. The UTOPIA Project Manager has said that they were planning on opening the entire west side of the City by August, but they are waiting on some Bureau of Reclamation permits to cross the canals at 800 N, 1300 N, and 1800 N, and so the homes in those areas have been delayed. However, a majority of homes in the west part of the City will be able to sign-up by the end of July. Considering that it has only been about 2 months since some areas in the City were ready for connections and almost 300 homes have signed-up, Mr. Laws stated that he is optimistic about the connection numbers reaching the 1,200 target.

Council Member Chatterton commented that after the main water line was hit by Landmark Construction (a contractor installing the fiber lines) and the break repaired, his daughter who lives in the area told him that her water is brown. He inquired as to whether there should be a boil order. Mr. Laws stated that with the pressure changes in the line because of the break, some minerals in the pipe have broken lose and cause the water to be discolored. The water is safe to drink, as these aren't new minerals that water didn't already pass through before, but residents may want to flush their systems by running the bath water, outside faucets, etc., The discoloration shouldn't take much more than 24 hours to disappear. This information has been put out on Facebook and relayed to those calling City Hall. Mr. Laws shared an aerial image of the hole; once it was dug out the hole was about 8 ft. deep. For some reason, the water line veers out into the street in this area, even though the valve boxes indicate it ran along the south side of the street, which wasn't known or discovered by Blue Stakes when they marked the street for Landmark to bore through. UDOT will require a full patch of the road.

Mr. Laws also shared the Davis County Health Department's COVID-19 Data Dashboard with the Council (which is available to the public online). The cases in the County have increased with the phasing from Red to Yellow, which the Health Director has stated he is concerned about. The Director expressed that he would prefer to stay in the Yellow Phase through the month of June, but the State is not likely to do that due to economic reasons. Mr. Laws noted that there may also be a new "cautious" Green Phase with new guidelines issued by the State. He will continue to keep the Council updated.

5. **Citizen Comment**

No comments received.

6. **Consideration of Approval of the Minutes from the May 5, 2020 West Point City Council Meeting**

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

7. **Consideration of Approval of Resolution No. 06-02-2020A, Adopting the Tentative Budget for West Point City and All Related Agencies – Mr. Ryan Harvey**

Mr. Harvey stated that he had no information to add to what was discussed in the Administrative Session and in previous meetings, but would be happy to answer any questions the Council may have.

The Mayor stated that the Tentative Budget is available to the public online for inspection and also included with the agenda packet for this meeting; residents are welcome to raise any questions or concerns. He opened the item for public hearing.

a. **Public Hearing**

No Comments.

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

b. Action

Mayor Craythorne noted that the City will operate under the Tentative Budget until the Final Budget is approved, which will likely be approved in August after the City goes through the Truth in Taxation process. He asked the Council for any additional questions or comments.

The Council had no further discussion on the Tentative Budget

Council Member Chatterton motioned to approve Resolution No. 06-02-2020A
Council Member Henderson seconded the motion
The Council unanimously agreed

8. Motion to Adjourn the General Session

Council Member Petersen motioned to adjourn the General Session
Council Member Judd seconded the motion
The Council unanimously agreed

_________________________ July 7th, 2020
ERIK R. CRAYTHORNE, MAYOR

_________________________ July 7th, 2020
CASEY ARNOLD, CITY RECORDER

Council Member Judd seconded the motion
The Council unanimously agreed

b. Action

Mayor Craythorne noted that the City will operate under the Tentative Budget until the Final Budget is approved, which will likely be approved in August after the City goes through the Truth in Taxation process. He asked the Council for any additional questions or comments.

The Council had no further discussion on the Tentative Budget

Council Member Chatterton motioned to approve Resolution No. 06-02-2020A
Council Member Henderson seconded the motion
The Council unanimously agreed

8. Motion to Adjourn the General Session

Council Member Petersen motioned to adjourn the General Session
Council Member Judd seconded the motion
The Council unanimously agreed

ERIK R. CRAYTHORNE, MAYOR July 7th, 2020

CASEY ARNOLD, CITY RECORDER July 7th, 2020

WEST POINT CITY
CORPORATE SEAL
DAVIS COUNTY - UTAH