



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

**WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
3200 W 300 N, WEST POINT UT
October 6th, 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 at West Point City Hall, 3200 W 300 N, West Point, Utah on October 6, 2020 at 6:00 pm with Mayor Erik Craythorne presiding. Also available via electronic Zoom Meeting, accessible to attendees by entering Meeting ID #847 3036 3268 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 Annette Judd, Council Member Kent Henderson (attending electronically), Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: None

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

EXCUSED: None

VISITORS PRESENT: No sign-in required from those attending the meeting electronically.

1. Discussion Regarding a Donation Agreement for the Dahlia Estates Subdivision – Mr. Boyd Davis

Mr. Davis presented a map of the Dahlia Estates Subdivision highlighting the portion of Cold Springs Road that is being donated by the developer. The developers are responsible to build a standard 60 ft. road as part of the subdivision from 300 N to the south end of Lot 125. The property south of Lot 125 is being donated for the future construction of Cold Springs Road once it is extended. Additionally, a 6 ft. width along the entrance road is also being donated, as City Code requires 66 ft. road on collector roads. The City Council, in previous discussions, had agreed to pay for that additional 6 ft. portion because it is above what the developer is required to install and will be covered by impact fees.

Mr. Davis stated that the Donation Agreement has been reviewed by the City's Land Use Attorney and the developer accepted all of his proposed changes. It is a fairly simple and straightforward agreement that says the City will pay for the additional 6 ft. width on the entrance road and that the developers are donating the discussed property. Staff recommends approval of the Donation Agreement.

The Council had no further discussion and will consider the item for final approval in tonight's General Session.

2. Discussion Regarding the Bennett Century Farms Subdivision Phase 2 – Mr. Boyd Davis

Mr. Davis stated that the Bennett Century Farms Subdivision is located at 1100 N 4000 W. Phase 1 of the subdivision is nearly complete, and most of lots are now occupied. The developer has now submitted plans for Phase 2 and is requesting approval.

Phase 2 includes 15 lots ranging in size from 12,350 sq. ft. to 24,497 sq. ft. These lot sizes are smaller than what was originally planned in the preliminary plat that was approved by the Planning Commission, but are still larger than the minimum lot size for this zone. The east boundary line of the phase borders Lynn Kirkman's property and there is a tail water and supply water ditch that goes along the existing fence line. The developer has agreed to pipe that ditch and there will be an easement for the ditch in the backyard of the lots that run along the boundary line. This will be temporary until the rest of the property develops.

Council Member Chatterton inquired as to the drainage water plan for Phase 2. Mr. Davis stated that the detention pond in Parcel A of Phase 1 is already installed and will act as the detention pond for the entire subdivision.

The Council had no further discussion at this time and will consider final approval of Phase 2 at the next meeting.

3. Discussion Regarding CARES Act Funding for the Davis Education Foundation and the North Davis Fire District – Mr. Kyle Laws

Mr. Laws stated that at the last Council Meeting on September 15th, the Council discussed the request from the Davis Education Foundation for CARES Act funding to help residents in West Point receive assistance for child care. The Davis School District Board was also having a meeting that same night and were considering whether to stay with the current schedule or increase the number of in-person class days. The Council motioned to approve the request if the Davis School District continued with in-person classes two days per week, but if they moved to in-person classes four or five days per week, it would come back to the Council for further discussion. The Board approved increasing in-person classes to four days per week, and so the request for funding is being brought back to the Council for consideration.

Mr. Laws stated that since the last meeting, he has spoken with Kara Toone of the Davis Education Foundation to discuss how the Board's decision affected the use of the funding and if the requested amount would change. Ms. Toone set an email outlining their new approach, which they are referring to as "Phase 2", as well as a Memorandum of Understanding for the Council to consider entering into. The requested amount is not changing from the original "Phase 1" amount of \$51,400, but rather than \$200 per qualified child, Phase 2 will provide \$75 per qualified child to assist with remote learning on Fridays. They would like to use the remaining money for social, emotional, mental health, "well checks" for the Davis Connect students, which is the program for those doing 100% online learning. These check-ins would be done by a family service worker that would travel to the students' homes. Mr. Laws stated that the Davis Education Foundation's modified request still benefits West Point residents and recommends entering in a Memorandum of Understanding with them.

Mr. Laws stated that the City has also received a second request from the North Davis Fire District for CARES Act funding in the amount of \$40,750.00 from all three contract cities. If this amount is split proportionally between the cities as done in the first request, (Clearfield (66.5%), West Point (22.4%), and Sunset (11.1%)), West Point's portion would be \$9,128.00. Staff also recommends approval of this request from the NDFD.

Mayor Craythorne noted that any money the City receives from the CARES Act funding that is not spent must be given back to the State and they will redistribute it elsewhere. He hopes that as much money as possible is providing benefits to West Point, such as through businesses taking advantage of Davis County's Business Grant Program. Council Member Petersen suggested that providing funds to the Davis Chamber of Commerce be considered if there is excess CARES Act money, as it is an organization that would use the money wisely throughout the County, which benefits West Point residents as well.

The Council had no further discussion on the requests from the Davis Education Foundation and the North Davis Fire District. The City's other uses of the CARES Act funds will continue to be discussed in the following item.

4. Discussion Regarding City Hall Maintenance Project and Changes at City Hall – Mr. Kyle Laws

Mr. Laws stated that Staff has been discussing changes and modifications to City Hall, some of which have been presented to the Council in previous discussions about the City's possible uses of CARES Act funding, in order to use the building and office spaces more efficiently. Most of these changes do not require any funding, such as the shuffling of offices and reorganization of cubicles, but some will require the removal of walls and the addition of other walls, which will also necessitate the purchase of some cubicle partitions and desks/furniture.

As the City has grown and positions added, the new employees have been placed in whatever office space was available, resulting in staff from the same departments being spread sporadically throughout City Hall. Additionally, Mr. Laws stated that there are areas of City Hall that are not being utilized the way the building was designed, or are just not being used as efficiently as they could be. He presented to the Council the current layout of City Hall with each employee's office space indicated in order to visualize how disconnected department staff currently are from one another – for just one example, the two Recreation Department employees are on opposite sides of the building. Mr. Laws then presented a layout of the proposed changes and reorganization of employee offices/work spaces. One significant change is that the Recreation Department would all be located in the northwest end of the building, which will enable them to use the separate entrance there for recreation sign-ups, equipment deliveries, etc.

The repurposing of the Mayor's office into the City Manager's office would also be a significant change. Mayor Craythorne stated that, as Mayor, he has never used that office and feels that it could be much better utilized. For example, he and Mr. Laws frequently meet with residents and other individuals together in the City Manager's current office and it is a tight space for multiple people to be in. He feels that by making the current Mayor's office become the City Manager's office and expanding it, more space will be available for a separate meeting area with a conference table, seating, etc., still within the same room, for these and other types of meetings. The Council agreed with this proposal and the redesign of that office space.

Mr. Laws stated that he would also like to move the workstations of the front desk employees to be more setback from the customer service desk in order to provide more distancing between Staff and the public. A computer would be placed at the front desk for payments, registrations, etc., and a Plexiglas shield would be installed so that these employees can still see and greet customers and walk up to the window when needed.

The Council and Staff discussed the proposed changes and other improvements to City Hall to increase security and efficiency, and also how to best construct the new office spaces (such as installing windows in some of the walls, different cubicle wall heights, door locations, etc.). The Council was in agreeance that these changes and upgrades are necessary and are a wise use of both CARES Act funding (when appropriate) and for the City Hall Maintenance and Repair Project budget item in the Capital Project Fund.

5. Other Items

Mr. Laws stated that Mr. Davis and Mr. Moyes (City Planner) have been working with the Land Use Consultants the City hired earlier this year to help review and revamp the current City Code. He wanted to update the Council on the progress of that project, informing them that there are some proposed changes currently being worked through at the Planning Commission level and have public hearings scheduled. The Council will discuss and consider these items once the Planning Commission has approved their recommendations.

No other items were discussed.

The Administrative Session adjourned.



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
3200 W 300 N, WEST POINT UT
October 6th, 2020

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

General Session
7:00 PM

Minutes for the West Point City Council General Session held at West Point City Hall, 3200 W 300 N, West Point, Utah on October 6, 2020 at 6:00 pm with Mayor Erik Craythorne presiding. Also available via electronic Zoom Meeting, accessible to attendees by entering Meeting ID #847 3036 3268 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 Annette Judd, Council Member Kent Henderson (attending electronically), Council Member Andy Dawson, and Council Member Jerry Chatterton

EXCUSED: None

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

EXCUSED: None

VISITORS PRESENT: No sign-in required from those attending the meeting electronically.

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

Council Member Chatterton – None

Council Member Dawson – The North Davis Sewer District Board will meet later this week and so he has no update from them at this time. However, he did want to note that with conferences and trainings being held virtually this year, the Board decided that it would be appropriate for staff members to be able to attend, which is an exciting opportunity for those employees and will benefit to the District as a whole.

In regards to the North Davis Sewer District, Mayor Craythorne stated that the common thought has been that the sewer system main line would have to stop at 1300 N on 5000 W, because it wouldn't be able to go any farther north due to the issues caused by Howard's Slew in limiting the depth a large sewer pipe could be placed at. However, Steve Lamb with the North Davis Sewer District had suggested the possibility of running two smaller pipes that would not need as much depth, but allow for the same capacity as a large line. This could allow the sewer system to be extended a lot farther north than what has been thought possible. The Mayor wanted to make sure that the current Sewer Study that is in progress consider this possibility, and Mr. Davis confirmed for the Mayor that he has spoken with the consultants that are conducting the study and told them that it is a priority to determine whether or not this would be possible. They will be coordinating with the NDSD to do so.

Council Member Henderson – None

Council Member Petersen – The North Davis Fire District normally holds their Open Houses in the month of October, but those have been canceled this year. However, Council Member Petersen stated that it is still a good time to think of our firefighters and the service that they do for us.

Council Member Judd – None

Mayor Craythorne – He asked if any of the Council would be interested in touring Wasatch Integrated Waste’s new Davis Material Recovery and Transfer Facility; it is a huge, multi-million-dollar project with fascinating technology. All of the Council Members expressed their interest in attending a tour of the facility. The Mayor stated he and Mr. Laws would get that coordinated.

4. Communications from Staff

Mr. Laws stated that, as he mentioned at the end of the Administrative Session, the Land Use Consultants have been working on the City’s current ordinances and codes, and they would like to schedule a joint meeting with the City Council and Planning Commission to provide an update of what they have been working on and some of the State Code changes that our Code needs to be updated to. Mr. Laws stated that although the Council would normally meet on the first Tuesday of the month, the first Tuesday in November is Election Day and so that meeting is canceled. With that, Staff would like to know about the Council’s availability of meeting on Thursday of that week, with the Planning Commission, for a joint work session solely devoted to the discussion of these code changes and also some land use training. Mr. Laws asked for the Council to check their availability and get back to him on whether that date would work.

5. Citizen Comment

Emailed comment read to the Council by the City Recorder

Elliot Decker – 4399 W 625 S: I will be starting a petition to request that West Point City build pickleball courts at one of our parks. It would be preferable to have 16 courts, with lighting. I suggest this, based on the models of the pickleball facilities at Steed Park in Clearfield, and at Wardle Park in Bluffdale. These are both very excellent facilities. Pickleball is a sport that is growing VERY quickly in our community. Adding pickleball courts to our community would be a wonderful addition, which would provide countless benefits to our residents. I have spent much time at Steed Park playing pickleball, and have been impressed by both the quantity of people who come to play, and by the diversity of people who come to play. Most evenings, every single court will be occupied by 4 or more people. I have seen pickleball players range in age from small children to quite elderly. I see families playing together, friends playing together, strangers playing together, with all ages, genders, ethnicities, and athletic abilities.... I've never seen such a friendly and diverse population of people combine for good exercise and wholesome fun. I present this idea to the city council to consider. I will gladly begin a petition, which will help you gauge how strong the interest is for this endeavor.

6. Consideration of Approval of the Minutes from the September 1st, 2020 West Point City Council Meeting

Council Member Dawson motioned to approve Minutes from the September 1st, 2020 West Point City Council Meeting
Council Member Chatterton seconded the motion
The Council unanimously agreed

7. Consideration of Approval of the Minutes from the September 15th, 2020 West Point City Council Meeting

Council Member Petersen motioned to approve Minutes from the September 15th, 2020 West Point City Council Meeting
Council Member Henderson seconded the motion
The Council unanimously agreed

8. Consideration of Approval of Resolution No. 10-06-2020A, Accepting a Donation Agreement for the Dahlia Estates Subdivision – Mr. Boyd Davis

Mr. Davis stated that this subdivision is located at 4300 W 300 N and has been discussed in multiple previous meetings by the Council. Mr. Davis displayed the map of the Dahlia Estates Subdivision, which highlights the portion of Cold Springs Road that is being donated by the developer. The developers are responsible to build a standard 60 ft. road as part of the subdivision from 300 N to the south end of Lot 125. The property south of Lot 125 is being donated for the future construction of Cold Springs Road once it is extended. Additionally, a 6 ft. width along the entrance road is also

being donated, as City Code requires 66 ft. road on collector roads. The City Council, in previous discussions, has agreed to pay for that additional 6 ft. portion because it is above what the developer is required to install and will be covered by impact fees.

Mr. Davis stated that the Donation Agreement is a fairly simple and straightforward agreement that says the City will pay for the additional 6 ft. width on the entrance road, the developers are donating the described property, and that the developer will determine the value of the donation. The City's Land Use Attorney has reviewed and accepted the agreement, and also said that it is very typical in these types of agreements for the developer to determine the value of the property that is being donated; whatever that valuation is determined to be has no effect on the City. Council Member Petersen added that the valuation is solely for the developer's tax purposes, although he/she has an obligation to value it appropriately.

Mr. Davis added that the Donation Agreement is the last outstanding item need for the subdivision to receive final approval, and therefore if approved, the Dahlia Estates Subdivision will be finally approved. Staff recommends approval of the Donation Agreement. The Council had no further comments or discussion.

Council Member Petersen motioned to approve Resolution No. 10-06-2020A
Council Member Dawson seconded the motion
The Council unanimously agreed

9. Consideration of a Memorandum of Understanding with the Davis Education Foundation Regarding CARES Act Funding – Mr. Kyle Laws

Mr. Laws stated that, as has been discussed in the previous meeting and tonight's Administrative Session, the Davis Education Foundation has proposed a Memorandum of Understanding that has been modified from the original proposal of \$200 per qualified child to \$75 per child, due to the Davis School District's decision to increase in-person class days from two days per week to four days per week. The remaining money will be used for wellness checks on those students that are participating in the Davis Connect Program and attending school 100% online. All of the funds contributed will be used solely for West Point students and families. The total requested amount is \$51,400 and Staff recommends approval of this contribution and the Memorandum of Understanding.

Additionally, the North Davis Fire District has requested another contribution from the three contract cities in the District, of which West Point's proportionate share is \$9,128. Staff feels that this is an appropriate use of CARES Act funds, and although it does not need a specific motion of approval by the Council because it is not using the City's budgeted funds, the Council can include it with the motion for the Memorandum of Understanding or separately if it wishes to do so.

Council Member Petersen motioned to approve the Memorandum of Understanding with the Davis Education Foundation for the amount specified, as well as the funding request from the North Davis Fire District.
Council Member Judd seconded the motion
The Council unanimously agreed

10. Motion to Adjourn the General Session

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


ERIK R. CRAYTHORNE, MAYOR

October 20th, 2020


CASEY ARNOLD, CITY RECORDER

October 20th, 2020

