



**WEST POINT CITY COUNCIL
MEETING MINUTES
3200 WEST 300 NORTH
WEST POINT CITY, UT 84015**

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

City Manager
Kyle Laws

January 10 – 11, 2020

Minutes for the West Point City Council Visioning Session held at the Hyatt House Sandy, 9685 South Monroe Street, Sandy UT with Mayor Erik Craythorne presiding.

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

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

VISITORS PRESENT: None

JANUARY 10, 2020 – 2:00 PM

Mayor Craythorne welcomed Council Members and Staff and called the meeting to order. The Mayor also thanked all for attending and Staff for their efforts in preparing for and organizing the meetings.

1. Discussion of Council Rules of Order and Procedure – Ms. Casey Arnold

Ms. Arnold stated that the City Council has adopted the “West Point City Council Rules of Order and Procedure” and would like to take this chance to review that document as the new year begins. She also explained that Utah State Code requires that each municipal legislative body adopt rules of order and procedure and that the document must be made available to the public at each meeting of the City Council. A review of these rules and procedures was discussed with the Council and Staff as follows:

Council Meetings – Agendas

The Mayor, as the Governing Body Chairman, conducts City Council Meetings in accordance with the meeting agenda. All meetings MUST be held in accordance with the Utah Open and Public Meetings Act.

- A set agenda is prepared by the City Manager (or delegate) and must be noticed properly. Agendas may not be changed within 24 hours of the meeting.
- Only the Mayor or City Manager are authorized to place items on the agenda.
- The agenda will list the items to be discussed; **only** those items on the agenda can be discussed and/or be considered for action.
- Our typical agenda includes both an Administrative Session and General Session. Closed Sessions should also be listed, when applicable. There are strict restrictions on when a meeting can be closed.

Council Meetings – Agenda Items

A typical agenda for the West Point City Council will consist of the following:

- **Administrative session**
 - **Discussion Items**
 - These are the items that the Council will consider in the future or those that Staff needs direction on how to proceed.
 - Less formal meeting that allows for in-depth, quality discussions between Council Members and Staff.
- **General session**
 - **Public Comments/Hearings, Disclosures, Items for Consideration, etc.**
 - This meeting contains opportunities for the public to make comments to the Council and/or participate in any public hearings, for Staff to relay information to the Council, for Council Members to make comments and state any disclosures, and take official action on the items listed.

Council Meetings – Rules of Discussion

Robert’s Rules of Order, Revised, are informally followed in the conduct of meetings.

- **Wanting to Speak**

A Council Member should raise their hand or ask permission to speak and wait until the Mayor calls on them. A reasonable time limit may be placed on comments in order to give all Members an opportunity to be heard.

- **Interruptions**

Once recognized, no Member should be interrupted when speaking unless called to order by the Chairman. Once questions of order are determined, the Member may or may not be allowed to proceed.

Council Meetings – Motions

1. **Motion:** To propose a decision or action, a motion must be made by a Council Member ("I move that..." or "I make a motion that...", etc.) A second motion must then also be made (say, "I second it."). The Mayor will then ask for any further discussion and call for a vote.
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion by (explanation)." This also requires a second. After the motion to amend is seconded, a vote is taken on the amended motion. In some cases, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, he/she may amend their own motion.
4. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
5. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

In regards to tabling vs. postponing an item, there has been some confusion about when which motion is appropriate. Mr. Laws and Ms. Arnold explained that tabling an item should be with the expectation that the item will be on a meeting in the near future, and is being tabled to gather more information, consult with legal counsel, or some similar reason. To postpone indefinitely should be used with the intent of ending the consideration of an item, without the Council voting in favor or not in favor of the item. Although it can be brought before the Council at a later time, it is intended to "remove it from the Council's foreseeable radar." Ms. Arnold noted that Robert's Rules of Order do state that if the intent of a motion is clear to all, as evidenced through the meeting minutes or audio of the meeting, the motion is valid whether or not the exact language of the motion is technically correct.

Council Meetings – Voting

- There can be no vote on an item that is not listed on the agenda as being noticed that consideration of action is planned to take place. An item identified as for discussion cannot be voted upon. "Consideration" means the ability to take action.
- All Resolutions and/or Ordinances are to be reduced to writing and provided to the Council before a vote is taken thereon.
- A 'Motion' and a 'Second' are required before a vote can be taken. The Mayor will list the motion and the second, ask for any further discussion, and put the motion to vote
- Vote Taken:
 - The Mayor will call for the vote on the motion, first calling for the affirmative and then for the negative vote. A Roll Call of votes shall be taken on all Ordinances.
 - An affirmative vote by three or more Members of the Council shall be required for approval of the motion. The Mayor will only vote in the case of a tie.
 - The Mayor will then announce the result of the vote

City Council Relations and the Public

Adopted Rules of Conduct for Council Members:

1. **Representing the Council:** Council Members should be careful not to commit the City to positions if there has been no vote or consent of the Council.
2. **Complaints from Citizens:** Complaints received by a Council Member should be referred to Staff for possible investigation and resolution according to City processes.
 1. Complaints to Staff should be made objectively. Accompanying a complainant to address a Staff Member could place undue demand on Staff, as well as undue expectation by complainant. Staff cannot, and should not be put in a position expecting to give special treatment to one complainant over another.
3. **Negotiations:** The City gets involved in negotiations on a variety of subject matter, done through City Staff. The Council's proper role is to provide policy direction to Staff, and Staff will inform the Council of all proceedings. The Council will ultimately decide on a matter through a proper vote in a public meeting.

City Council Relations and Staff

Adopted Rules of Conduct for Council Members/Staff Interaction

- **City Manager:** As dictated by City Code, the City Manager is the Chief Administrative Officer of the City to whom all employees of the City report and Council Members' primary contact.
WPC Section 2.10.050:
"Except for the purposes of inquiry, the Mayor or Council or any of its members shall deal with the administrative service solely through the City Manager and neither the Mayor or Council or any member thereof shall give orders to any subordinates of the City Manager, either publicly or privately."
 - Questions, concerns, inquiries, etc., should first be made to the City Manager, if possible.
 - There are good reasons for this approach: the City Manager should know what it is going on in order to better serve the Council and be most efficient with Staff.
 - There will likely be situations when a Council Member will request information from Staff, and this is encouraged and helpful. To the extent that it is available, the information will be furnished. However, requests that involve a lot of time or additional effort should be avoided or directed to the City Manager as these requests could divert Staff from working on priorities and projects of the entire Council, as well as their own day-to-day responsibilities.
 - Only a majority of the Council may give direction directly to the City Manager.
 - Staff is fully committed to carry out Council-determined priorities and programs, but Staff resources are limited and are unable to pursue special interest projects of individual Council Members.
- **Personnel Complaints:** Council Members may receive complaints about City personnel. Problems do occur from time-to-time and information on a possible problem is welcome from any source.
 - City Manager should be informed of any personnel complaints.
 - In investigating and resolving an issue, protection of both the City's rights and the employees' rights are a paramount. This is the responsibility of the City Manager.
- **Lobbying:** Attempts to influence Staff Members' views on issues should be avoided. Staff is trying to be as objective as possible in their work and recommendations they make to the Council.
- **Information:** All Council Members will receive the same information about a matter; no one should receive different or special information that would put one Council Member at an advantage over the other.
- **Personal Issues:** Asking Staff for help on personal business or problems can present opportunities for problems or conflicts and should be avoided.
- **Office Visits:** Council Members are welcome to frequent any City department or office. However, please be respectful of the above guidelines. Please also be considerate of Staffs' time, as they have important responsibilities that they must complete.

Council and Staff had a good discussion on the City's Rules of Orders and Procedure, and the Council was encouraged to look through the current document for items that they may want to clarify, amend, or add. Mr. Laws stated that these Rules of Order and Procedures can be reapproved by the Council as they see fit. The Council thanked Ms. Arnold for the review of this important information.

2. Discussion of Community Development Projects and Updates to City Code – Mr. Boyd Davis

Mr. Davis stated that Staff would like to review the current projects that are in progress and those that will be coming up this year. The following residential developments have been approved by the Council and are under construction:

- Isla Vista – 30 Lots
- Sun Meadows – 28 Lots
- Bannock Ph. 2 – 24 Lots
- Zaugg Legacy – 15 Lots
- Oleson Fields – 36 Lots
- Bennet Farms – 12 Lots
- Craythorn Homestead 1 – 22 Lots
- Craythorn Homestead 3 – 18 Lots
- Sunset Vistas – 62 Lots
- Wildfire Estate 1 – 18 Lots
- Murray Place PRUD – 16 Lots
- The Point Apartments – 108 Units

There are currently 196 vacant lots in the City, which are all ready to be built upon. The City issued 70 single-family building permits in 2019 and 71 in 2018. Additionally, building permits for three buildings of The Point Apartments have been issued, leaving 24 of the 108 total units still to be constructed.

The following residential projects are in the approval process, or may be in the approval process soon:

- Wildfire Ph. 2 (50 S 4500 W)
- Dahlia Estates (300 N 4400 W)
Mr. Davis noted that this property has been purchased by Ovation Homes and has already received preliminary approval.
- Mark Thayne Property (1100 N 5000 W)
- Wade Property (1200 W 4500 W)
Mr. Davis also noted that the Planning Commission recently approved the most recent proposal for this project by Ovation Homes and will come to the Council for final approval in the near future.
- Stoddard Property (800 N 5000 W)
This property is under contract with Psion Homes, who recently developed the Sun Meadows Subdivision.
- Schneiter Property (3800 W 300 N)
- Matthews Property (3650 W 300 N)
Both the Schneiter's and Matthew's properties are being developed by Mark Thayne and Jake Shepherd.
- Parker Annexation (2400 N 5000 W)
Mr. Davis noted that this property is in the unincorporated portion of Davis County and they have requested an Annexation Application from the City. More information about the project will be known and discussed once and if the application is submitted.

In regards to commercial projects, Mr. Davis stated that the Monticello Academy Charter School and the Ogden Clinic are currently under construction, and the storage units that have been proposed by Tim Gooch on 1800 N are also in progress.

Council Member Petersen inquired as to whether Monticello Academy has yet submitted a traffic plan to the City. Mr. Laws stated that they have indicated that they plan to provide one within the next week.

Mr. Davis explained that much of the last year has focused on the General Plan Update, but the Moderate-Income Housing Report and swimming pool setback codes were also addressed and updated. In regards to upcoming Code issues, the Planning Commission recently approved their recommendations for the PRUD Code revisions and are currently working on changes to accessory building regulations. They will also start discussing the new residential zone designation between the current R-3 and R-4 zones. Additionally, Staff has requested bids for a land use consultant to review the City's Land Use Code, and much time will likely be spent on their recommendations for amendments that will ensure that the City's Code is both enforceable and in compliance with State Code. Staff also suggests a joint meeting with the City Council, Planning Commission, and land use consultant to discuss the General Plan, specifically on whether it should be used as a 'guide' in making zoning decisions or actually determine zoning decisions. There has also been the question raised about whether there should be a formal application process in place to amend the General Plan during a time when it is not open for changes, which could also be discussed at this meeting.

Council Member Chatterton stated that "he is impressed" with the job that Bruce Dopp, the City's Code Enforcement Officer, has been doing. For example, where the Ogden Clinic is being built on 3000 W, the only sidewalk is on the south side of the street and the contractors had parked a cargo trailer, flat bed trailer, and a tractor on it for about a week and a half, blocking it from use. He explained that he had stopped by City Hall and caught Mr. Dopp on his way out the door at the end of the day. He told him about the sidewalk, and Mr. Dopp "got right back into the City truck and went over and told them he wants them off [the sidewalk] today." Council Member Chatterton appreciated that Mr. Dopp understood the safety hazards that blocking the sidewalk creates.

Council Member Dawson commented that in regards to the Moderate-Income Housing Report, he would like to add to upcoming discussions the possibility of allowing in-home accessory apartments. He feels that this could really help the City meet the new affordable housing requirements.

The Council thanked Mr. Davis for his review and looks forward to the upcoming discussions regarding the City's Code.

3. Discussion of Technology Updates to Council Chambers and Conference Rooms – Mr. Kyle Laws

Mayor Craythorne noted that at a recent meeting with UDOT at City Hall, UDOT was unable to share much of the information they had prepared because none of their presentations were able to be displayed. He wanted to share this because it is a recent example of why this issue is being introduced to the Council for consideration.

Mr. Laws stated that Staff has been working with a few different vendors on how to enhance the technology in the Council Chambers and conference rooms used for meetings. A few different quotes have been received, with a wide variety of options and corresponding costs to consider. Mr. Laws explained that of the options that have been discussed, Staff proposes replacing the television in the conference room with one that is larger and has better connectivity to display from different devices. On the actual conference table is an option to have a click-share type unit that up to four devices could connect to at once, which could be toggled between for seamless transition between presentations. Staff would like to propose a similar type option for the conference room at the front of City Hall. Mr. Laws stated that as the Mayor mentioned, UDOT has been meeting with the City about various projects and most of the information that has needed to be discussed is shown on interactive maps and other electronic documents that they have not been able to display. The technological difficulties have really hindered those discussions and effectiveness of the meetings. The Council agreed with Staff's proposal for the conference rooms.

In regards to the Council Chambers, Mr. Laws explained that there are many different options, from simple to advanced upgrades and equipment. One of the simpler, cheapest options would be to upgrade the City's current projector – it is very old and there are much better options out there. The projector could be mounted into the ceiling and lowered with the screen to the right position for the best viewing. Another option would be to install monitors behind the Council dais for the public to look at, rather than strain to the side where the screen is. Another, larger monitor could be installed at the back of the Chambers that the Council could see. Mr. Laws stated that one of the vendors used a projector to display a presentation at the size that this monitor would be, and while the information could be seen from a Council chair, it was smaller than what would be seen on a projector screen and could be difficult to read. Mr. Laws stated that even so, there still could be some advantage to having a monitor on the back wall for other types of meetings and presentations outside of Council sessions.

Mr. Laws stated that he and Mr. Davis recently attended a meeting at a business in Farmington, where there were two screens at both the front and back of the room, side-by-side with projectors showing on both of them, and large monitors on each side wall displaying the information as well. While this is likely more than the City needs, Mr. Laws explained that it did give options for many different arrangements of the room.

Mr. Laws also discussed the option of having monitors installed on the dais for the Council/Planning Commission to see during meetings. Mayor Craythorne stated that from different parts of the room, the screen can be hard to see in its current location. Council Member Dawson commented that even from his Council seat, he has a hard time seeing the screen and often has to stand-up and move closer. Mayor Craythorne agreed. Council Member Petersen suggested that it be a two-step process and that we start with a new projector and decide from there. He continued to state that it needs to be remembered that the Chambers is a multi-purpose room and protecting any new equipment needs to also be considered. Mr. Laws stated that Staff has discussed the idea of installing a gate on each side of the dais to block the access. Council Member Dawson added that the Council chairs are also in need of replacement, as many of them are broken and have ripped or torn arm rests. Council Member Chatterton was in favor of purchasing a new projector, but also installing monitors on the dais as part of the first phase of the upgrades. He also agreed with the need for new chairs.

Lastly, Mr. Laws stated that they have been discussing other options for recording the meetings. One of the quotes includes the installation of drop-down mics that record directly into a recording system, both in the conference room and in the Chambers. Only what is directly picked up by the mic will be recorded, eliminating outside static and audience noise. Council Member Chatterton commented that drop-down mics work very well in meetings he has attended wherein they have been used.

The Council was in agreement that the technology in these rooms needs to be upgraded and had no further discussion.

While technology was being discussed, Mr. Laws updated the Council on the progress of the fiber-optic installation in the City. There are five different contractors currently installing conduit throughout the City and are moving quickly, with the actual fiber lines beginning to be pulled into the conduit and to some of the fiber huts. Mr. Laws stated that he put together a "Q&A" letter that UTOPIA will send out to each resident, which letter they have reviewed and given suggestions. A copy of the letter was provided to the Council and Mr. Laws gave a brief overview of the information. UTOPIA plans to have them mailed out by the end of the following week.

Break – Meeting resumed at approximately 3:20 PM

4. Discussion of City Events – Mr. Kyle Laws

Mr. Laws reviewed the events that the City sponsors throughout each year, most of which are facilitated by Shelby Sargent, the City's Community Relations Specialist:

- Quarterly Staff/Council Lunch
- Monthly Senior Lunch
- March: Economic Outlook with Zions Bank
 - Administrators and officials from surrounding cities are invited to this event put on by Zions Bank and hosted by the City at City Hall. Zions Bank presents information about the current economy and future trends. Mr. Laws stated that there is usually high attendance
- April: Easter Egg Hunt (Youth Council)
 - This event is largely prepared by the Youth Council, with the City organizing and overseeing
- May: Cemetery Cleaning, Take Pride in West Point
- June: Miss West Point Pageant, Movie in the Park
- July: Independence Day Celebration (Party at the Point), Movie in the Park
- August: Summer Party (Staff/Council Only), Movie in the Park
- September: Movie in the Park
- October: Cemetery Cleaning, Halloween Carnival (Pageant Royalty)
- November: Flags on Veteran's Graves (Youth Council), City Hall Lighting Ceremony
- December: Christmas Party (Staff/Council Only), Child Remembrance Ceremony, Cemetery Luminary

Mr. Laws stated that a particular event he would like to discuss with the Council is the Halloween Carnival held in October. This event has historically been put on by the Miss West Point Pageant Royalty and Committee, with past Pageant Director Erin Davidson largely shouldering most of the work. The Carnival is normally on the Friday of Fall Break, which is likely done to help limit the number of attendees because of how big the event has become. After this year's event, he and Shelby Sargent met with the new Pageant Co-Directors, Ashley Blake and Emily Vorshell, along with Committee Members Josie Bennett and Rynae Bowden. The Committee informed them that they no longer want the responsibility of orchestrating the Halloween Carnival. Mr. Laws stated that he originally explained to them that the City wanted the Pageant Royalty to put on an event for the City and the Halloween Carnival was chosen to be that event. The budget for the event is \$1,000 and is included with the budget for the Pageant (which is \$18,000). Mr. Laws stated that he has indicated to the Committee that putting on the Halloween Carnival is not a lot to ask of the Royalty, especially with the scholarship funds that the City contributes to them. However, the Committee has been adamant in that they do not want to be in charge of the Halloween Carnival, and have indicated that if it was still going to be their responsibility, they would no longer serve on the Committee or as Directors. Some of their reasons for not wanting to do the event are that it is over the Fall Break weekend and interrupts vacation plans that they may have, the building is overcrowded, and Erin Davidson (past Director) was the "one with the passion for the Carnival" and did not ask that any of the Committee Members help with the event. However, with her no longer serving, the responsibility has been put on them yet they don't have the same interest. Mr. Laws let them know that this is an issue that needs to be discussed with the Council and they will meet again after he has received the Council's direction. Mr. Laws offered his opinion on the issue, stating that the original expectation is that the Miss West Point Royalty be the ones actually in charge of the event, and not be the Committee's sole responsibility. It is a fairly simple event that the Youth Council assists with and other adults, like the parents of the girls, could be asked to attend and supervise the event if other Committee Members were not able to be there. It is a fairly expensive program compared to the number of girls that participate and there should be a trade off for that.

Council Member Petersen stated that he does not like the idea that the Carnival was "Erin [Davidson]'s thing" because it is a City event that the City sponsors. He inquired as to whether a different structure for the Pageant could help avoid this type of leadership problem. Mayor Craythorne stated that from his discussions with the women, he gathers that not having the responsibility of the Halloween Carnival is non-negotiable for them and they will remove themselves from the Pageant Committee if it is required. The Mayor feels that the Pageant is a good opportunity for the girls and has been a great experience for those that have participated; he does not want to have the Pageant end over this issue and feels that there are other options for the Carnival. Council Member Dawson stated his opinion that the parents of the girls that are in the Royalty could take on some of the responsibility for the event, especially because the scholarship funds that are given lighten their own financial burden of paying tuition.

Council Member Chatterton stated that he is "really concerned" that the Committee would "pit the Pageant and their involvement with it against the Halloween Carnival" and what kind of precedent that is setting for future things that they may decide they no longer want to do. Council Member Petersen echoed his concern about this as well.

The Council ultimately decided that the Miss West Point Royalty will be fully responsible for the Halloween Carnival and that the Pageant Committee Members and Directors do not need to be involved. Further discussions between Staff and the Committee will be had to facilitate this change and communicate clearly to participants that it is a requirement. Possibly changing the date of the Carnival will be discussed as well.

5. Discussion of Facility and Field Conditions for Recreation Programs – Mr. Kelly Ross

Mr. Ross explained that with the current health of the economy contributing to more and more development in West Point, the City's recreation programs will continue to grow as new, young families move here. Consequently, the City needs to ensure that it has the facilities and resources available to accommodate this growth. He believes that when it comes to our youth, there is a willingness of parents to pay for what is needed to provide recreational opportunities. With this, he feels that it is time to plan for funding some new facilities.

With the new junior high planning to be built in West Point, the City has "a once in a lifetime chance" to contribute the needed funds for a larger gym and extra field facilities to be included with its construction. Mr. Ross stated that if the City does not take advantage of this joint opportunity now, much more will have to be spent on new facilities, likely as soon as 5-6 years down the road, to keep up with the growth of participants.

Mr. Ross stated that Jr. Jazz is one of the City's most successful recreation programs is Jr. Jazz, being the top program in the entire organization for cities with under 15,000. The City has been fortunate to have the West Point Jr. High gym to use for these games and practices, but it already does not provide the space needed; the past few years, the number of practices has had to be cut back and game days not consistent because of the large number of teams and games that need to be scheduled around the scheduling conflicts with school events. Mr. Ross stated that they were able to use Syracuse Jr. High two nights a week this year for practices, which really helped accommodate all of our players, but it is not guaranteed that we will be able to continue using it each year. If the City were to do a joint venture with the Davis School District on a larger gym and field space/facilities with the construction of the new Jr. High, we have a "little more skin in the game" and right to use them. Mr. Ross displayed picture of the recently built Legacy and Shoreline Jr. Highs, which are great examples of how a four-court gym looks, rather than a regular two-court gym.

In regards to the Spring and Fall Soccer programs, the new soccer fields at Loy Blake Park put the City in a great position to accommodate all of the participants. There is excellent parking, Splash Pad, and both the new fields and the old fields at the Park are being utilized. Portable goal posts are used on most of our fields, so they can be taken down and the fields used for other activities.

The Baseball and Softball Program is by far the City's largest program. With that, it is close to or at capacity with the fields that are available. Last season, 60 games per week were played at the three parks (Loy Blake, East Park, and Bingham Park), using all fields, Monday – Thursday until dark; this leaves only Friday and Saturday for those 60+ teams to practice. In addition to space, Mr. Ross stated that the field conditions are also a concern. For example, the infields at Loy Blake Park are the same as when they were created and as the grass has raised, a lip has been created on the edges where the grass meets the dirt. This makes for a dangerous situation for players trying to judge a groundball. The base anchors have also all come loose and do not sit flush with the dirt, creating another safety concern, as well as the backstops that don't always hold foul balls. Mr. Ross stated that the softball fields at East Park are in good shape and only need some dirt added to the infield. The fields at Bingham Park are also in fairly good shape, however, there is an issue with balls going over the left field fence and into Gary Kapp's field, damaging some of his equipment.

Mr. Ross stated that the City's football field at Loy Blake Park is "amazing" and the envy of most of the league. With Public Works doing a great job in maintaining and caring for the grass and the line-painting and preparation by the Recreation Staff, Mr. Ross stated that at every game, he receives compliments from officials, visiting fans, and even opposing coaches about how great our field is and the beautiful setting in which it sits. As a League (Wasatch Front Football), and with the help of USA Football, Mr. Ross stated that this year, we have started 7- and 8-man football for our youngest two teams. Practices are shorter and only twice a week and the teams are smaller and participants are guaranteed more playing time. Results were positive in our first year. With this new program, numbers should increase in the future, as one of the biggest concerns from parents about football is the time commitment that it takes.

The Football Camp is held every year in the first part of May and is open to boys and girls. Mr. Ross stated that the camp has become a parent favorite, as it is a chance for kids to learn skills and track their growth and improvement from year-to-year.

The Basketball Camps are held each June for both boys and girls, and keeps kids excited about basketball season later in the fall. West Point is one of the only cities that separates the boys and girls basketball programs from 1st grade on, which takes away the intimidation factor the girls feel when playing against boys and they are actually able to play the game, instead of the boys never passing to them. This has really created a strong girls basketball program.

Mr. Ross and the Council discussed the benefit of also working with the Davis School District to have the new Jr. High have more field space outside that the City can use – the City could put forth the funds for an outdoor bathroom and contribute to the field costs. All were agreed that this would be a good benefit for both the City and the new school and the opportunity should be taken advantage of.

The Council also discussed where the best place for new pickleball courts should be. Mayor Craythorne stated that it is a popular request from many residents and is something the City needs to do in the near future, regardless of the concerns about the noise, lights, and amount of people it will attract. Mr. Laws noted that the difficulty in finding the best spot is that most of our parks are surrounded by homes and it is hard to mitigate all of those concerns. Council and Staff will discuss this further in future meetings.

The Council thanked Mr. Ross for his report and for his work for the Recreation Department. The items discussed will continue to be discussed and addressed in the future.

6. Discussion of New Residential Zone – Mr. Boyd Davis

Mr. Davis stated that the Council has recently discussed the need for a new residential zone to be created that allows for a density between the existing R-3 and R-4 zones. The R-3 zone allows for 3.6 units per acre and the R-4 zone allows for 8 units per acre. Mr. Davis displayed a picture of the Wise Country Meadows Subdivision, which is a true R-3 zone with about 9,900 – 10,000 sq. ft. A picture of the Sandy Point Townhomes was also shown, which is an R-4 development with a lot size of about 4,300 sq. ft. per unit. The Council has expressed its concern that this is a too big of a difference in density to go directly from one to the next. Mr. Davis stated that Staff would like more direction from the Council on what they would like this zone to look like.

For comparison, Staff has reviewed the zoning codes of neighboring cities. A chart summarizing those zones was presented to the Council and is as follows:

West Point			Syracuse		
Zone	Avg. Lot Size	Base Density	Zone	Avg. Lot Size	Base Density
R-1	15,800	2.2	R-1	15,000	2.3
R-2	12,900	2.7	R-2	11,500	3.0
R-3	9,600	3.6	R-3	8,700	4.0
R-4	4,300	8	R-4	3,200	11.0
R-5	1,700	20	PRD-6	5,800	6.0
			PRD-9	3800	9.0
			PRD-12	2900	12.0

Clinton			Layton		
Zone	Lot Size	Base Density	Zone	Lot Size	Base Density
R-1-15	15,000	2.3	R-S	15,000	2.3
R-1-10	10,000	3.5	R-1-10	10,000	3.5
R-1-9	9,000	3.9	R-1-8	8,000	4.4
R-1-8	8,000	4.4	R-1-6	6,000	5.8
R-1-6	6,000	5.8	R-2	4,000	8.7
PH	6,300	5.5	R-M1	2,500	13.9
R-M	3,500	10.0	R-M2	1,750	19.9
			R-H	1,400	24.9

Although the zones vary, there are obvious similarities. For example, West Point City Zones R-1 to R-3 are very comparable to the other cities in terms of lot size and density. Once you jump to the R-4 zone there is a large increase in density because that zone allows townhomes that occupy a much smaller area. The other cities have a similar gap in density as you transition from single family detached zones to a multi-family attached zone. Syracuse for example, goes from 4.0 to 11.0. Clinton goes from 5.5 to 10.0 and Layton goes from 8.7 to 13.9. Mr. Davis stated that both Clinton and Layton have an "in-between" zone, with an R-1-6 in Layton that allows 5.8 units per acre and the PH zone in Clinton which is for patio homes and allowed 5.5 units per acre. Existing subdivisions in the comparison cities were shown to the Council to give an idea of the types of developments that result from each zone.

Mr. Davis also reviewed Lake Point Village PUD in West Point, which is a mix of three different types of housing. A summary of the lot size and densities of this project as shown to the Council are as follows:

- Total acres = 12.7
- Total units = 70 (48 detached, 22 attached)
- Overall Density = 5.5 units/acre
- Detached Density = 4.8 units/acre
- Attached Density = 8.1 units/acre
- Average Lot Size (detached units) = 7,000 sf
- Average Footprint (attached units) = 1,400 sf

Mr. Davis stated that in comparing the different zoning charts and previous comments from the Council, Staff has gathered that the desire is for a zone that allows somewhere around 5.8 – 6 units per acre, but would like to pose the following questions to the Council to help in clarifying and creating this new zone:

1. What is the maximum density that would be acceptable?
2. What is the smallest lot size that would be acceptable?
3. What minimum distance between homes would be acceptable?
4. Would attached units be allowed?
5. Would duplexes be allowed?
6. Would 2 story townhomes be allowed?
7. Would 1 story patio homes be allowed?
8. Do you envision a traditional subdivision with lots, or a common space subdivision?
9. If a zone was created that allowed 5.8 units per acre (half way between R-3 & R-4) with no attached units the average lot size would be 6,000 sf. If the lot depth was 100' the frontage would be 60'. Is this what the Council would envision?

Council Member Petersen posed the question of whether anyone, under the current zoning structure, would actually build patio homes in the R-4 zones with they are allowed to have more units (8/acre)? Mr. Davis answered that the developers of the Schneider's property that was recently rezoned to R-4 have actually indicated that they plan to build patio-homes. Council Member Petersen stated that this is likely because of the location to and influence of the Schneider's Golf Course, but this is a unique property and other areas in the City are not in similar situations; most developers have the monetary incentive to maximum their density. He also expressed his desire that high-density projects are required to establish an HOA to take care of the yards/open space, snow removal, etc. and have restrictions on sheds, storage, junk accumulation, etc. Council Member Petersen also stated that he would potentially like to replace most of the existing R-4 areas in the City to the new, medium-density zone.

Council Member Petersen stated that in his experience, patio-home developments are quite nice subdivisions and he is not opposed to having them in the right parts of the City. The Council agreed, with Council Member Henderson adding that even with that, he is not in favor of attached homes with more than two units, or homes with more than one level in a patio-type subdivision.

In summary, the Council felt that Staff was on the "right track" with a 5.8 – 6 units/acre zone and further discussion will be had about the exact density and what type of home is and is not allowed.

The meeting was adjourned for the day and will resume the following day at 9:00 AM.

JANUARY 11, 2020 – 9:00 AM

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

EXCUSED: Council Member Andy Dawson

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

VISITORS PRESENT: None

Mayor Craythorne welcomed Council Members and Staff and called the meeting to order.

7. Discussion of City Website Redesign – Ms. Casey Arnold

Ms. Arnold stated the new City website is nearing completion and Staff would like to get the Council's comments and suggestions on the final draft before making it live. She presented the website and went over the various details, including the calendar modules, quick links, subscribe options, news and notices, parks, etc.

Council Member Petersen stated that he would like to see the Recycling Schedule for each year to be added as a quick link button. He also suggested that the cover photo be changed periodically to keep the website looking fresh. Mr. Laws stated that once the website goes live, if there are any suggestions the Council might have or hear from residents, to please share with Staff because it is going to be a work in progress.

The Council thanked Ms. Arnold for her work and agreed that the website looks great.

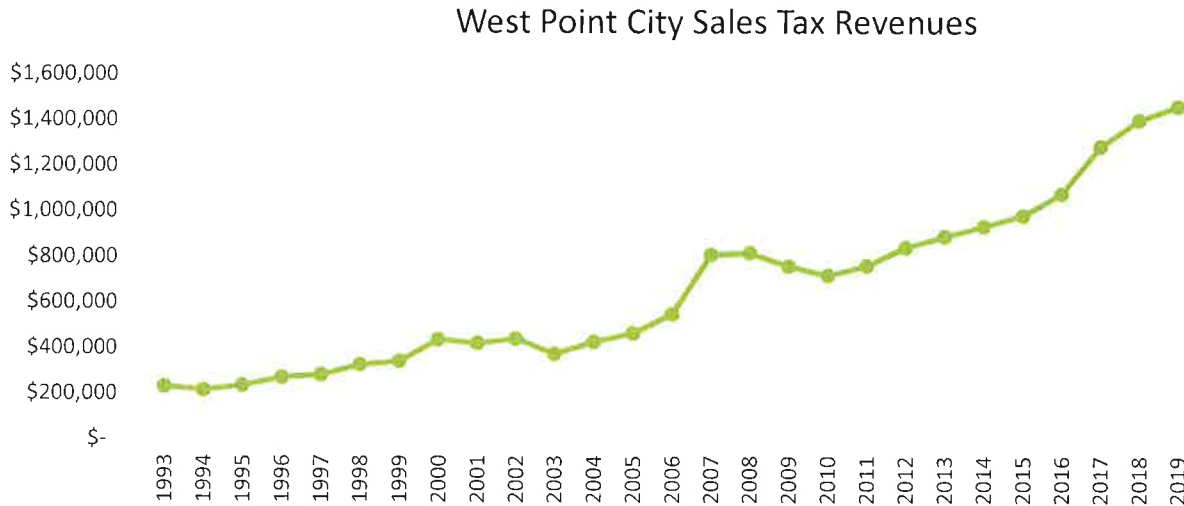
8. Discussion of City Finances and Upcoming Budget Issues – Mr. Ryan Harvey

Mr. Harvey stated that he would like to review the City's current financial standing, which is in great shape. Sales Tax revenue from the commercial businesses in West Point, as well as the State of Utah as a whole, has increased and have been on an upward trend since roughly FY2010. Expenditures the last few years have also held steady, which allows the City to have a sizeable transfer from the General Fund to the Capital Projects fund at the end of each year. In the last five years, the transfer amount has been \$561,610, \$535,000, \$450,000, \$615,000 and \$956,911. The transfer at the end of FY2019 of \$956,911, brought the balance in the Capital Projects Fund to \$3,148,743 as of June 30, 2019. This increases the City's ability to maintain and expand City infrastructure with projects that are funded by the Capital Projects Fund.

In all other Funds, revenues continue to outpace expenditures. The unrestricted net position of the Waste Fund has increased steadily, reaching \$990,995 by the end of FY2017. Last year the City invested a large amount in Capital Projects related to the Waste Fund, and by the end of FY2019 the balance was \$526,110. The Water Fund has also been able to build up a balance of unrestricted revenue to meet the needs outlined in the Capital Improvement Plan. The balance at the end of FY2017 reached \$1,514,404, before dipping in FY2018 due to Capital Expenditures related to the Water Fund. The balance as of June 30, 2019 is \$1,332,919. Revenues in the Storm Water Fund have always far exceeded expenditures, however, beginning in FY2015, an adjustment was made to employee salary allocations resulting in a larger portion being allocated to the Storm Water Fund. This accounts for the significant

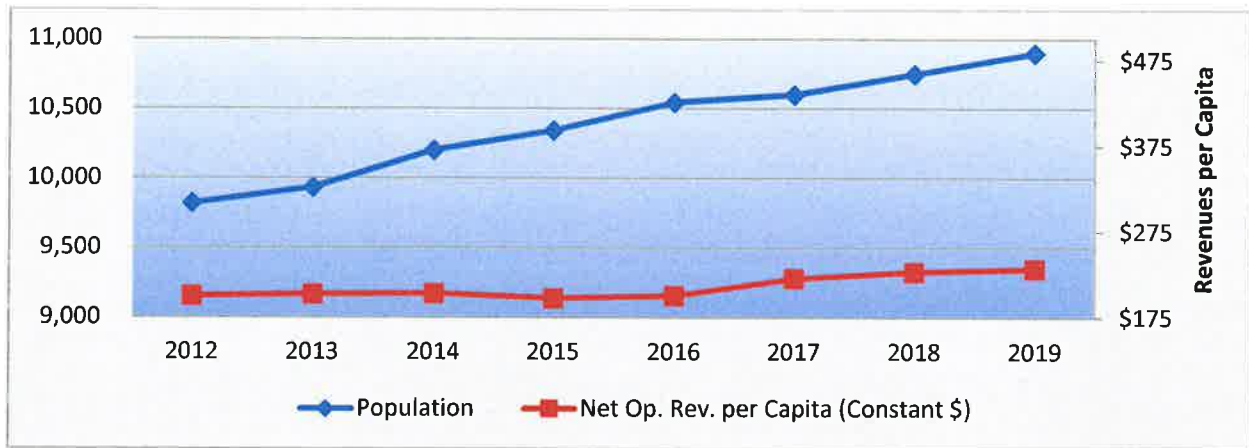
increase in fund expenditures since FY2015. Even with that additional expenditure, because of the positive trend in revenues, a balance of \$919,198 of unrestricted cash has built up in this Storm Water Fund.

Mr. Harvey presented a graph of West Point City Sales Tax Revenues over the past 25 years:



Mr. Harvey stated that the sharp boost in 2016 is due to Smith’s Marketplace and the other businesses in that development that opened and West Point was able to start receiving sales tax revenue from businesses actually in the City.

When inflation is factored into the equation, Mr. Harvey explained that a more accurate depiction of revenue trends can be seen. The graph below shows per capita General Fund and Class C revenues combined, adjusted for inflation, compared to population growth:



In looking at the graph, Mr. Harvey explained that years of significant population growth and an economic downturn had per capita revenues declining before 2012. However, from 2012-2016, per capita revenues held fairly steady, before a significant increase in 2017. This graph shows that although sales tax revenue for West Point has quite dramatically increased, with the population growth and inflation, the actual revenue per person has not dramatically increased as well.

Mr. Harvey stated that the City’s financial philosophy last few years has been to budget on the side of caution, meaning that revenues are budgeted in on the low end of estimates, while expenditures budgeted in on the higher end of estimated costs. As shown, Mr. Harvey explained that this has allowed the City to have significant transfers from the General Fund to the Capital Projects Fund at the end of each fiscal year, because actual revenues have exceeded actual expenditures. Mr. Harvey stated that although this may not be the official philosophy of the City, it has operated this way for many years and he would like to know if the Council wants to continue this way, or modify the City’s budget strategy moving forward. The Council discussed this and felt that other strategies like “use-it-or-lose-it” would not be beneficial in ensuring that the City is able to provide services and meet infrastructure needs from year to year, because they do not allow for balances to be built up that can be relied upon when needed. They were in favor in continuing with our current budget practice.

City Department Directors have begun preliminary discussions regarding upcoming budgetary needs for both the immediate and longer-term future. Mr. Harvey reviewed the items that have been discussed and identified:

Staff Changes:

At the Management Team Meeting in September, a strategic planning session was held regarding staff positions that the City will likely need in the future. The following six positions were those felt to have the most immediate need:

- **Public Works Inspector**
 - Mr. Laws explained that this position's main responsibility would be as an inspector for capital improvement and development projects and site plan review, but would likely also help with other public works functions when available. Staff has inquired with other cities about the structure of their public works department, and those that have a similar position say it is very beneficial and needed. Mr. Davis stated that Staff has discussed the need for this position for some time, and with the rate of development, that need has increased.
- **Public Works Full-Time Position**
 - In the recruitment earlier this year to fill a vacant public works position, Mr. Laws explained that the chosen applicant was a current seasonal parks employee that Staff felt would be a great employee to have onboard. However, a full-time Parks position seemed to be a better fit for this employee, and so that position was created and filled. With this, there is still a full-time Public Works position vacancy, and Staff has discussed the need for an additional full-time Public Works position as well.
- **Recreation Part-Time Coordinator**
 - Mr. Laws stated that this position may not be an immediate need, but with the growth that is coming, the number of participants and programs are going to grow as well. This position will help the Recreation Department to continue providing strong recreational programs.
- **Community Development Full-Time Planner**
 - The current City Planner is at three-quarter time, but with the increase in building permits and development, moving that position to fulltime is an immediate need. Mr. Davis stated that his concern is that there are some major landowners in the City that have either passed away or nearing that age and all of that land is going to become available right at the time that the West Davis Corridor Highway is completed into West Point, creating a huge boom in development in a short-time. This will be a lot for even one fulltime City Planner to handle and could only be a few, short years away. Council Member Petersen agreed that there is an urgency for the City to be prepared for the growth that is coming, and that may even include adding additional staff on top of moving the current City Planner to a fulltime position.
- **Administrative Services Full-Time Utility Billing Clerk**
 - There are currently two part-time Utility Clerks, which has helped ensure that there is coverage at the front desk. The idea is to have one, designated Utility Clerk at City Hall fulltime, and the other two part-time positions would continue to serve residents at the front on an alternating schedule. Mr. Harvey added that the issue with having two part-time clerks, is that there are things that fall through the cracks or information is missed; it would be ideal to have a designated Utility Billing Clerk and the other two current positions providing customer service and basic transaction back-up. Mr. Laws stated that while there is a need for this position, it is low-priority at this point and he is unsure of whether the existing staff would want to move into fulltime. With that, this position might be delayed until there is a change in staff and an opportunity to add it.
- **Full-Time Analyst for Administrative Services/Community Development/Executive Departments**

Community Development

Sewer Master Plan/Impact Fee Study for the Lift Station Areas (\$40,000)

Due to recent development pressure in the annexation area and other areas that are outside the current Impact Fee area, the City needs to conduct a study to determine what to charge any new developments.

Water Shares for Blair Dahl Park (\$80,000)

The Dahl family contacted the City to let us know that the shares for the Blair Dahl Park Property are available to purchase. The City did not purchase them when we originally purchased the property. The family is preparing to sell the water shares and would like to offer them to the City first.

Land Use Code Review by Contracted Consultant (\$10,000)

As discussed last year, our land-use code needs a major overhaul. Particularly needed is a review of our Code against changes to the State Law. We have budgeted \$30,000 for this project, but as we have received quotes recently, this is not quite sufficient to accomplish the review in the way we would like. The quotes we have received are about \$40,000 so we would ask that an additional \$10,000 be added to the current year budget. Mr. Laws added that this request is to amend the current budget for this increase. The Council was all in agreement that having the City's Land Use Code reviewed is extremely important and that the budget can be increased to fund it.

Public Works

Public Works Vehicles (\$60,000)

The Fleet Replacement Plan calls for the replacement of the 2015 Ford F350 Utility Bed. The estimated cost to replace the F350 is \$60,000.

Vacuum Truck Repair (\$35,000)

The vacuum is losing suction because the tank is rusting. The City will need to replace the vacuum tank on the truck. If we were to replace the entire truck it would be over \$150,000 for a used truck. Mr. Laws noted that the City was able to purchase the truck at an extremely discounted price and replacing the vacuum tank will cost much, much less than replacing the actual truck. This has been a valuable piece of equipment for the City and having it in working condition is a high priority.

Allegro Meter Reading Technology Conversion (\$12,000)

This technology would set us up for future fixed-based Meter Reading. It increases the data log technology of our current meters. It is normally over \$17,000, but Core and Main will cover just over \$5,000 of the cost. Mr. Rochell stated Core and Main, the provider of the City's water meters, have approached the City with the opportunity to upgrade all future meters purchased to ones that are capable of fixed-based meter reading. Although they are capable of this technology, these meters would still be readable by our current reading system. He noted that fixed-based reading is some time away in the City's future, but purchasing these meters now puts us in a better position to make the switch to that system. Because MasterMeter (the meter software company) and Core & Main would like to move all customers towards this technology and discontinue the older meters, they will cover about \$5,500 of the cost. All of the new meters purchased going forward would be fixed-based meters. Mr. Rochell also stated that last year, about 170 meters per month were having to be replaced as they are nearing or surpassed their 10-year lifespan. With this upgrade program, each new meter has a new 10-year warranty.

Executive

Technology Update to Council Chambers and Conference Rooms

Our City Council Chambers and conference rooms are in need of new technology and upgrades. The TV monitor and projector are over a decade old and upgrades are needed. Staff has reached out to a couple of vendors and are receiving quotes for major upgrades to the building and rooms. We expect to have these quotes by the time we meet on Friday and will have a better idea at that time what kind of budget will be needed to accomplish this.

Other Items

Health Insurance

Health insurance continues to be a difficult cost to estimate. While our budget will be set in July, our health insurance renewal does not come up until January 2021, halfway through the fiscal year. Because of the timing, it will be difficult to estimate the cost of increases to health insurance during the budget process. Last year we budgeted a 12% increase to health insurance expenses. Due to the uncertainty, we again propose budgeting for a 12% increase, subject to Council review and approval at the time of renewal.

Retirement

West Point City participates in the Utah Retirement System (URS). Retirement rates are set by URS. Rates have remained unchanged since FY2015. Preliminary information provided by URS indicates that rates will continue to hold steady for FY2021.

Salary Adjustments

The current Pay Plan calls for a merit increase of up to 2% each year, depending on what the budget can support. Additionally, every other year there would be a 2% Cost of Living Adjustment (COLA) to keep salary ranges close to the market. Merit increases to employee pay would be subject to positive performance and budgetary restrictions. This year we will be looking only at the 2% merit increase. Every other year, we conduct a market study to make sure the pay for our positions is keeping up with the changing market. This is critical to attract and retain the talented employees we have. We will be conducting the market study this year, so there may be an adjustment to some positions.

The Council thanked Mr. Harvey for his presentation and will continue to discuss these items throughout the upcoming budget process.

9. Discussion of Future Projects and Priorities – Mr. Kyle Laws, Mr. Boyd Davis, and Mr. Paul Rochell

Mr. Rochell stated that each year at this meeting, the Council and Staff have the opportunity to review and discuss some of the long-range projects and priorities of the City, as well as look back on what was accomplished the previous year. The following is a list of some of the notable accomplishments in 2019:

- 4500 West Reconstruction (1800 N to 2425 N)
- Bingham Park Parking Lot Slurry Seal and paint striping
- 300 North Sidewalk Design & Bid (4000 W off the bluff)

- 300 North Design (1500 W to 2000 W)
- 800 North Design (2000 W to 3000 W)
- 800 North 24" Storm Drain/Irrigation (3500 W to 4000 W)
- 200 South Sewer Trunk Line (3000 W to 2000 W)
- Electronic Speed Signs (300 North)
- Streetlights (2000 W)
- Subdivision Roads and Utilities Constructed
 - Sun Meadows
 - Isla Vista
 - Wildfire Estates Ph. 1
 - Bannock Ph. 2
- New GPS Equipment
 - Both Mr. Davis and Mr. Rochell commented about how beneficial this new GPS equipment has been and what it has allowed the City to do internally. They thanked the Council for supporting this purchase.
- New Drone
- Fleet Purchases
 - 2019 Dodge Caravan
 - 2019 Ford F150
- City Hall Carpet
- UDOT overlays (4500 W & 300 N)
- Dominion Energy gas line (800 N & 4500 W)
- UTOPIA Installations

Mr. Rochell then reviewed the projects that are currently in process or will begin in the near future. They have all been approved in the current (FY2020) budget:

1. 300 North Reconstruction (1000 W to 2000 W) Grant Project with Clearfield
2. 800 North Reconstruction (2000 W to 3000 W) Grant Project with Clinton
 - Mr. Davis stated that for now, the plan is to place decorative gravel in the park strips, rather than grass and sprinkling systems; in the experience with the 3000 W Reconstruction Project, it was found to be very difficult to tie the park strip landscaping into residents' existing sprinkling systems and many residents have since taken them out and replaced with gravel or cement. There are also existing park strips in some places along these sections and those are not planned to be replaced. However, street lights will be installed. Council Member Petersen stated that he would rather have consistency in the park strips throughout and if the project is going to be done, it should be done right and complete. Mayor Craythorne agreed that he is not in favor of the decorative gravel, using the gravel landscaping at the round-about on 550 N and 3000 W as an example of how it ends up looking. Mr. Davis stated that Clinton City has already made the decision to put decorative gravel in on their side of 800 N., which Council Member Petersen commented "is very frustrating" and he hoped that the City could approach them with a different alternative (i.e. stamped concrete or something) and do it throughout the entire section. Mr. Davis stated that with the utilities located in the park strip right-of-way, cementing it in is not the most desirable. He also stated that Clinton City plans to offer those residents that don't want gravel in their park strip the dollar amount that would have been spent on it to contribute to the resident's cost of installing landscape. Council Member Henderson stated that this will make it "even more of a patchwork." The Council agreed and felt that grass and trees in the park strip is the most desirable option. Mr. Davis stated that in the 3000 W project, many residents actually did not *want* landscaped park strips because of the maintenance hassle. Mayor Craythorne stated that it would be worth it to discuss other options with Clinton City.
3. 800 North 16" Waterline (2000 W to 2525 W)
4. Street Maintenance
 1. Repave 700 S (4500 W to 4000 W)
 2. Repave 3200 W (1300 N to 1050 N)
 3. Chip Seal
 1. 3000 W (200 S to 1300 N)
 2. 4500 W (1800 N to 2425 N)
 4. Crack Seal (various locations)
 5. HA5 in new subdivisions
5. Sidewalk Maintenance
 - Council Member Petersen inquired as to whether sidewalk maintenance includes curb and gutter that needs to be replaced. Mr. Rochell stated that these repairs are included within this budget item. There is also funding set aside for particular sidewalk projects; this is for small repairs throughout the City.

6. Storm Drain Masterplan/Impact Fee Study
7. SCADA Computer upgrade
8. Fleet Purchases
9. Air Compressor & Jack Hammer Purchase
10. Power Installation at Bigham & East Parks
11. Emergency Water Connection
12. Transportation Masterplan

Mr. Rochell then moved on to present a list of some of the projects that are in the Capital Projects Matrix to be planned out over the next five years:

- Trail Expansion (1300 N to Hooper)
- Rebuild PRV's
- 2000 West Widening 470 N to 800 N
- 2000 West Sewer & Water Upgrades
- Source Protection Plan
- Road Masterplan
- New Sidewalk Plan. Possible Projects Include:
 - 300 N (3500 W to 3650 W)
 - 3500 W (300 N to 550 N)
 - 4000 W (300 N to 800 N)
- Storm Water Management Plan
- 1300 N Storm Drain
- Public Works Facility Expansion/Relocation
- New Jr. High and Possible Partnership for Rec Center
- SR 193 Extension
- West Davis Highway

In regards to the Public Works Facility Expansion/Relocation, Mr. Rochell stated that he, Mr. Laws, and Mr. Davis met with the Public Works Departments of Syracuse City, Clearfield City, and North Ogden City and toured their facilities. Of the three, Mr. Rochell stated that they agreed that Syracuse's facility has the best layout and the most usable space. Council Member Petersen inquired as to how much space is being estimated to need. Mr. Rochell stated that to have a usable facility and grounds, at least 5-acres would be needed, but 7-acres would be ideal. Additionally, a square property will have the most usable space and one with multiple access points is also desirable. The Council and Staff discussed comments and suggestions regarding the new Public Works facility that will be constructed in the future.

These future projects and priorities will be discussed in more specific detail by the Council as they begin to come to fruition. The Council thanked Mr. Rochell for his presentation.

10. Discussion of Miscellaneous Items or Individual Council Items

Mr. Laws stated that there is a section in the City Code regarding the parking of travel trailers, vehicle trailers, boats, etc. that Staff would like to discuss with the Council. The Code states that these types of vehicles cannot be parked in front of the front plane of the home, which has not been enforced nor really communicated to residents. The City's Code Enforcement Officer has started to begin issuing notice to those that are not in compliance, but has discovered that the number of those in violation throughout the City is quite large. Before further enforcement takes place, Mr. Laws would like to discuss with the Council whether this is a regulation they are in favor of applying, because it is likely there will be major pushback from residents on this issue.

Council Member Petersen stated that he was under the assumption that this Code was being enforced and that the large number of violations he has seen were either temporary vehicles not subject to the Code or that enforcement was complaint-based. Mayor Craythorne stated that there are a number of reasons for this restriction, including keeping sidewalks clear of obstruction, driver visibility, and maintaining decluttered front yards. Council Member Petersen agreed, but questioned whether there could be some sort of variance residents can apply for in the situations where the vehicle may only extend a few feet in front of the plane of the house and creates no safety or aesthetic issues. Mayor Craythorne stated that the City does not have a clear variance process in place, and it would be difficult to determine what constitutes a valid need for a variance. The Council felt that this Code should still be enforced, but that the City conduct an 'education project' to inform residents that this Code exists and that they should make

sure they are complying. For those that don't, further enforcement methods should be taken. The Council and Staff also agreed that the language in the Code should be better clarified so that it encompasses all types of vehicles/trailers as intended.

Mr. Laws would also like to discuss with the Council the renaming of the West Point Trail section from 800 N to 4150 W after previous West Point Mayor Howard Stoddard. This has been discussed by the Council in previous meetings, but no final direction was given to Staff. The Council now instructed Staff to put together a proclamation to rename the trail and put it on a meeting agenda in the near future.

In regards to the request made by some residents last year regarding marking the Emigrant Trail with some sort of monument, the Council decided that Council Member Chatterton, and if able, Council Member Petersen to meet with those residents and put together a few different options to present to the Council. By the Council being involved on this project from the beginning, the intent is that the options presented are realistic, viable ideas that will last long-term.

Mr. Laws stated that he had received a list of items from Council Member Chatterton that he would like to see addressed, which are as follows:

1. Installation of Engine Brakes Restricted signs
 1. Mr. Rochell stated that the signs have been received and will be installed this month
2. The land of 550 N between 3000 W and 3150 W
 1. There is a piece of land here that he would like to give to the HOA to maintain. Staff was directed to approach the HOA about this possibility.
3. Neighborhood Watch Program
 1. Council Member Chatterton stated that there used to be a program about 15 years, but he would like to revive that and install signs to deter crime in our neighborhoods. The Mayor agreed that this is a good idea, but was concerned about how the program would be operated, who would oversee it, if people would volunteer, etc. He suggested that social media might be a better way for neighborhoods to share information.
4. Community Emergency Response Team training in West Point
 1. Mr. Laws stated that trainings have been held in West Point in the past, but there was little attendance and it was difficult to maintain. Clearfield City regularly holds the trainings, and what few residents have expressed interest in CERT have been referred there. The Council directed Staff to put out on social media and in the City newsletter a request for interest if a CERT training were to be held in West Point.
5. Skate Park in West Point
 1. Council Member Chatterton stated that a public comment had been in a past City Council meeting regarding a request for a skate park in West Point. The Council felt like skate park is not right the City at this point in time.
6. West Point Arts Council
 1. Council Member Chatterton stated that Randy Burgess had emailed him stating that she would to see an Art Council in West Point and that she would be happy to run it. Council Member Petersen stated that he would like to talk to Ms. Burgess and learn more about how it works and the vision she has. The Council agreed and directed Staff to reach out to Ms. Burgess to set up a meeting with the whole Council.
7. Tablets for the City Council
 1. Mayor Craythorne stated that this has been talked about in the past and it hasn't yet been something the Council wanted to pursue. The Council discussed the idea again and came to the same conclusion.

Council Member Petersen stated that he would like to discuss the City's regulations regarding cell phone towers; cell phone service is limited in the City and he would like to see if there is anything the City can do to incentivize residents or businesses to install them.

Council Member Chatterton stated that he would also like to discuss the position of the City Attorney at a meeting in the near future. He also stated that vehicles are still being parked at the water tank property and thinks signage should be placed to communicate that it is private property and parking is prohibited.

Council Member Henderson inquired as to what was concluded from the discussions regarding the widening of the park access at the south end of the parking lot in the new section of Loy Blake Park. The Council recalled that no final determination was made and that it is something to revisit at some point in the future.

Mayor Craythorne stated that he would like to propose that at least quarterly, a discussion item be added to the Council's meeting agenda that designates a time for the Council Members or Staff to bring up requests they have received, ideas, suggestions, etc., that they would like to bring to the attention of the whole Council. It would be similar to this discussion item on today's agenda, but would give a chance for things to be discussed in a timely manner throughout the year. Mr. Laws noted that the Council can still let him know of things they would like to have on an agenda for any meeting. The Mayor agreed, adding that his intent for the agenda item is that it would be a preliminary, informal, discussion of items to gauge the Council's interest in pursuing.

Mayor Craythorne stated his sincere appreciation for Staff and the Council Members. Each brings his or her own perspective and contributes to the quality of the discussions and decisions. He is grateful to be a part of a group that can disagree while still having respect for each other and remain focused on the solution.

The Mayor adjourned the City Council Visioning Session at approximately 12:05 PM.


ERIK R. CRAYTHORNE, MAYOR

April 7th, 2020


CASEY ARNOLD, CITY RECORDER

April 7th, 2020

