



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
January 18th, 2022

Mayor
Brian Vincent
City Council
Gary Petersen, Mayor Pro Tem
Jerry Chatterton
Annette Judd
Michele Swenson
Brad Lee
City Manager
Kyle Laws

Administrative Session

6:00 PM

Minutes for the West Point City Council Administrative Session held on January 18th, 2022 at 6:00 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and also electronically via Zoom. Zoom meeting was accessible to attendees by entering Meeting ID# 859 0359 8981 at <https://zoom.us/join> or by telephone at (669) 900-6833.

MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Brian Vincent, Council Member Gary Petersen, Council Member Jerry Chatterton, Council Member Annette Judd, Council Member Michele Swenson, and Council Member Brad Lee

EXCUSED: None

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

EXCUSED: None

VISITORS PRESENT: No sign-in required for those attending virtually.

1. Discussion Regarding an Amendment to the Agreement for Animal Services – Mr. Kyle Laws

Mr. Laws stated that Davis County and West Point City renegotiated the Interlocal Agreement for Animal Care Services several years ago that had an expiration date of December 31, 2020. The agreement was amended each year to update the fees paid by the City, which were based on the previous year's usage. However, with the COVID situation and some changes that were occurring within their agency, the agreement was extended by one year through the end of 2021. That amendment to the contract for 2021 was intended to be the final amendment before renegotiating a new contract, however, there have been some developments at the legislature that are allowing for some major changes with Animal Care services in the County, and extending the current agreement for one more year through the end of 2022 will allow time for those changes to take effect. The intent moving forward is for Davis County to add a tax levy throughout the County for Animal Care services. This will remove the contract and Animal Care Services will be funded through the tax levy rather than individual city payments. There are details to still sort through, but this will be a much better way to fund this much needed service. More information and details on that process will be coming throughout the year, but at this time, an amendment to the current agreement is needed so that animal services will continue to be provided to West Point throughout 2022.

Mr. Laws reviewed the amendment, stating that, as in past years, the charges are based on the previous year's usage of Animal Care & Control by our residents. The fee paid by the City provides 24-hour animal care and control services, including the housing and processing of stray animals. The City's costs will either increase or decrease based on the number of calls received the previous year. The cost for this year (Calendar Year 2022) is:

- \$50,759.85 for general animal care services, excluding calls for wild nuisance, animal pick up and/or euthanization
- \$2,028.82 for the capital projects fund regarding the shelter

However, aside from the changing cost, there are three specific areas this amendment focuses on and they are important to understand and review. They are regarding the overall budget, wildlife services, and the capital projects fund:

Overall Budget

According to the Animal Care Director, Ashleigh Young, they saw a slight increase in annual expenses, as has been the case every year. This year's increase is 7% vs. 11.5% in 2021. Animal Care did not add any new positions to their team in this upcoming budget year, but due to the current state of the labor market, wages have gone up significantly over 2021. This is where the majority of the

increase can be found. They are seeing a decrease in medication and operating supplies in 2021 due to heightened management in these two areas.

Their building improvements line item is significantly higher this year due to engaging in a 9-month long feasibility study with Citygate Associates, LLC in preparation for building a new animal care facility in the coming years. This feasibility study comes at a cost of \$189,525. This cost is being split between all the cities and the county 50/50 as discussed in the last meeting.

Wildlife Services

The County is no longer providing wildlife services, and as a result this has service has been completely removed from Amendment No. 7 to the Interlocal Cooperation Agreement for Animal Services. Council Member Swenson inquired as to how residents will be able to resolve issues with wildlife animals moving forward. Mr. Laws stated that while there may be some pushback or frustration from residents dealing with raccoons or skunks or similar animals, the County has a list of private entities that they can contact to come take care of the problem. The County has provided flyers and pamphlets to help spread the information that they are no longer providing these wildlife services and the other resources that are available.

Capital Projects Fund

Animal Care of Davis County is actively working towards relocating to a newer, more suitable shelter for effective animal care operations and the convenience of our citizens. However, until that time, it is important to extend the Capital Projects Fund regarding the shelter at the same rate/amount that has been collected in the past. This fund will help with any necessary facility repairs that have been identified or present themselves prior to a new facility being built.

They have expressed their willingness to be prudent knowing that the intent is to move to a new building in the near future. However, they have expressed the sensibility to ensure the aged facility is still able to properly house animals, provide a safe work environment for their employees, and safely and effectively serve our residents and their pets.

Mr. Laws summarized the cost increase included in the proposed amendment (Amendment No. 7) as follows:

Calendar Year 2021:

- \$43,948.99 for general animal control services
- \$231.75 for wild animal calls and services
- \$2,033.71 for the capital projects fund regarding the shelter

Calendar Year 2022:

- \$50,759.85 for general animal care services, excluding calls for wild nuisance, animal pick up and/or euthanization
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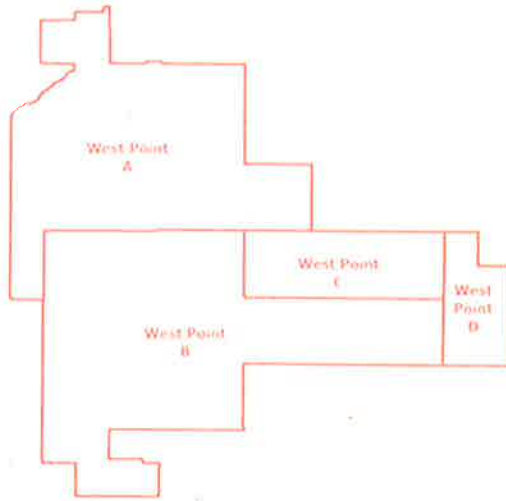
The total cost is \$52,788.67, up from a total \$46,214.45 last year, which is within the budgeted amount of \$55,000. Mr. Laws noted that the new Director of Animal Services, Ashleigh Young, was hoping to attend tonight's meeting but was not able to make it; however, she has expressed that she would like to come and introduce herself and share some information with the Council, and answer any questions that they may have. The Council stated that they would appreciate that opportunity as well and hoped it could be coordinated for a meeting in the near future.

The Council had no further discussion at this time and will consider approval of the amendment to the agreement in tonight's General Session.

2. Discussion Regarding Voter Participation Areas – Ms. Casey Arnold

Ms. Arnold stated that in 2019, the Utah State Legislature made some changes to the election and voting laws, requiring that cities with a population of over 10,000 be divided into "four contiguous and compact voter participation areas of substantially equal population". The population is to be based on the most recent U.S. Census Bureau data. The City was not affected by this change when it went into effect in 2019, but with the 2020 Census completed and West Point now having exceeded that 10,000-population threshold, those "Voter Participation Areas" (VPA's) must now be established and approved by the City Council. Ms. Arnold explained that VPA's are used to qualify voter signature percentages for ballot initiatives and referendums to ensure that a broad range of residents are represented as opposed to a small geographical area (for example, the signatures of at least 11.5% of the number of active voters in at least 75% of a city's voter participation areas are needed in order for an initiative to be submitted). The State Code also requires that each county must also establish VPA's, and as a second-class county, Davis County is required to be divided into eight areas of substantially equal population. As part of their process in defining their own VPA's, which includes calculating population percentages, GIS mapping, etc., the County offered to update the VPA's of each city within the county as well.

West Point's four Voter Participation Areas of equal population as established by the 2020 U.S. Census Bureau data are shown below:



Ms. Arnold stated that VPA's must be established via resolution, and recommends that the Council approve such resolution establishing the City's Voter Participation Areas as shown. She added that the VPA's are to be updated every ten years, and noted that with the growth in the City, these areas are likely to change substantially by the next update in 2032.

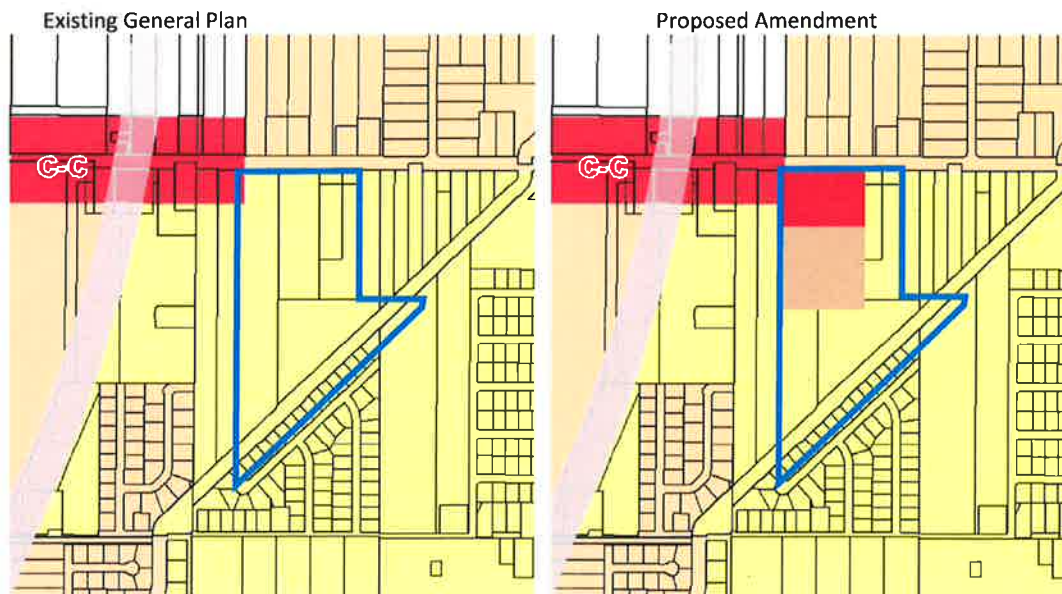
The Council had no further discussion and will consider approval of the resolution in tonight's General Session.

3. Discussion Regarding General Plan Amendment Applications – Mrs. Bryn MacDonald

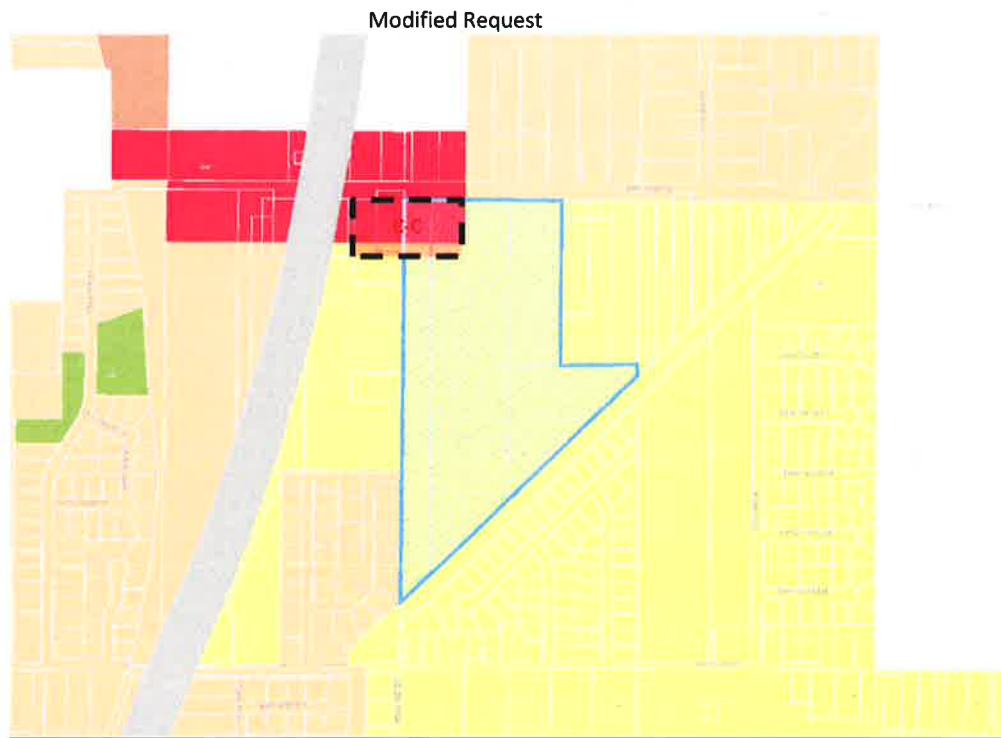
Mrs. MacDonald stated that the Council recently adopted an ordinance to allow general plan amendment applications to be submitted by developers. The process established in that code allowed the applications to be submitted in April and October. During this previous October submittal period, the City received three general plan amendment applications. Mrs. MacDonald explained that these amendments would not change the current zoning of a property, but if approved, only change the future zoning designation from what is currently reflected on the City's General Plan. The three applications received are as follows:

Request 1 – 3900 W 1800 N

Don Mendenhall, who is the acting agent for Dawna Smith Trustee and JT Acres LLC, is petitioning to amend the General Plan Map from R-2 residential (2.7 units per acre) to R-4 residential (8.0 units per acres), along with extending the C-C commercial along 1800 North on a portion of the 39.12 acres of property located at approximately 3900 West 1800 North.



Since the original application was received, the applicant has modified his request based on feedback from the Planning Commission. **The current request is to extend the Commercial across the north side of the property, and leave the remaining property R-2. The Planning Commission held a public hearing at its last meeting and recommended approval of the modified request to extend the Commercial.**



The Council requested that Staff obtain more information regarding why the request is not to extend the commercial zone across the full width of the area (from the west to the east), and also details about what potential limiting factors on development would occur if a road were to be installed through the area and there was commercial on one side and residential on the other because the commercial zone didn't extend the full width. The Council will have further discussion on the request once that information is provided by Staff.

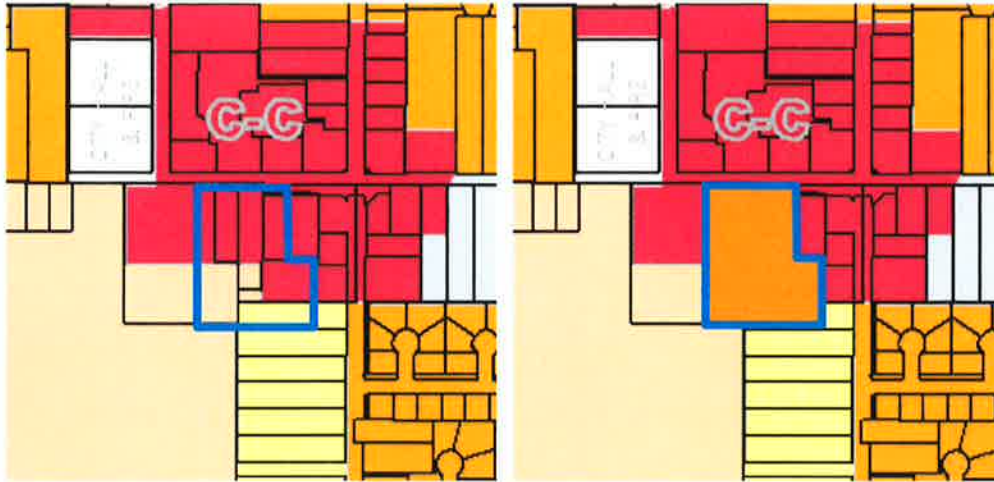
Request 2 – 3181 W 300 N

Don Mendenhall, who is the acting agent for Ned & Julie King Trustees, is petitioning the City to amend the General Plan Map from a mix of C-C Commercial and R-1 Residential (2.2 units per acre) to R-3 Residential (3.6 units per acres) on their 4.56 acres property; located at approximately 3181 West 300 North.

Below is a map of the existing general plan and the proposed amendment, along with a land use table.

Existing General Plan

Proposed Amendment

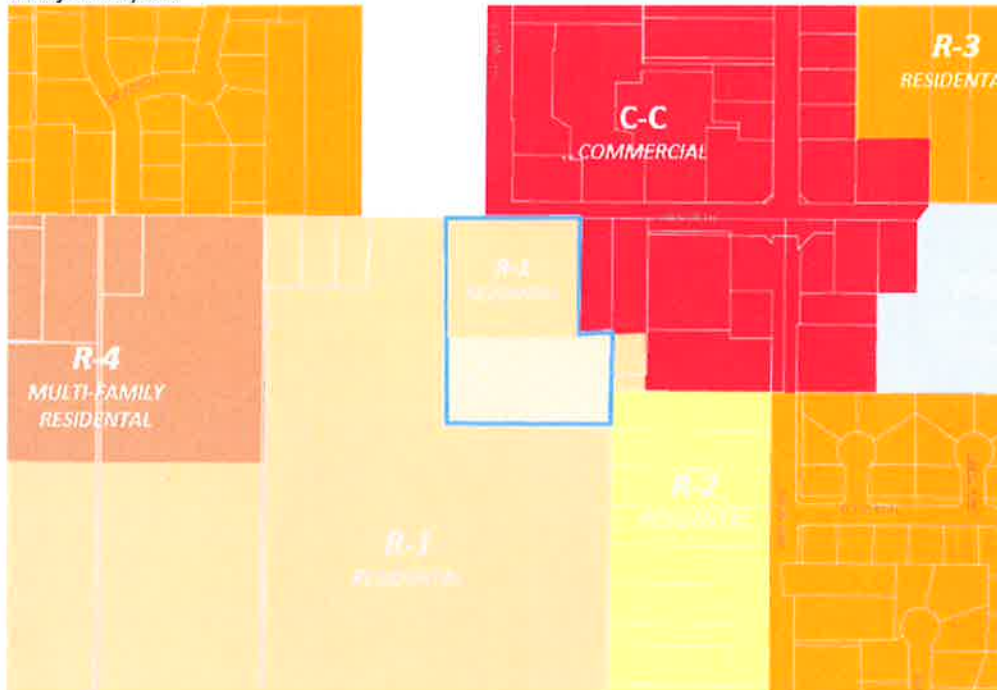


	Current General Plan		Proposed Amendments
Zone	C-C Commercial	R-1 residential	R-3 residential
Max Density	N/A	2.2 units/acre	3.6 units/acre
Acres	2.3 acres	2.26 acres	4.56 acres
Total Units	N/A	5 units	*16 units

*Note: The applicant is proposing 10 additional units (not including the existing home). This number is slightly over by one unit of the allowable density in the R-1 zone.

Since the original application was received, the applicant has modified his request based on feedback from the Planning Commission. **The applicant is now requesting to remove the commercial and designate the entire property as R-1.** The Planning Commission recommended approval of the request to remove the commercial and designate the property as R-1.

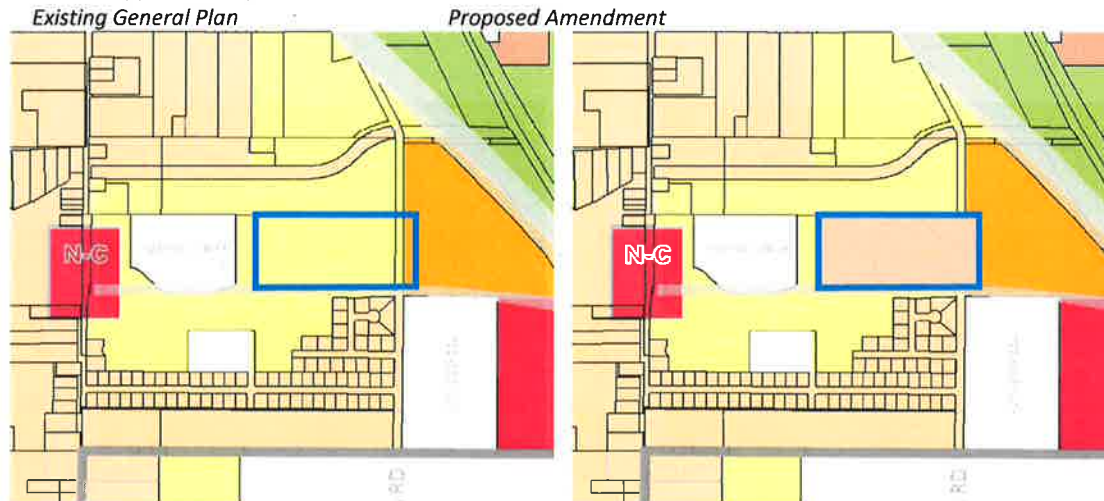
Modified Request



Mrs. MacDonald stated that when the City last amended the General Plan about three years ago, this property owner actually requested the commercial zone along the front portion of the property. Council Member Petersen stated that he believes that the City chose to designate it as so because it felt that there would be a higher value of the property if it had some commercial zoning. Mrs. MacDonald noted that the Planning Commission had a lot of discussion about whether or not to remove the commercial, but did ultimately approve the request to designate it as entirely R-1. The Council will continue to discuss the request in future meetings.

Request 3 – 4100 W 400 S

Jerry Preston, who is the acting agent for Lynn Craythorn and Terry Ellis Trustees, is petitioning the City to amend the General Plan Map from R-2 residential (2.7 units per acre) to R-4 residential (8.0 units per acres) on a portion of the 20.85 acres of property; located at approximately 4100 West 400 South.



The City is in the process of conducting a market analysis and completing a small area plan for the future interchange of the West Davis Corridor and SR-193. The Planning Commission recommended denial of the request to designate this property R-4 in order to wait for the outcome of the market analysis and small area plan. As the code does not allow for a duplicate request to be resubmitted on a property once it is denied within the a 12-month period, Mrs. MacDonald confirmed for the Council that the City has the ability to initiate a general plan amendment at any time, and not just when an amendment application is received. As such, the request can be reconsidered at the Council's choosing after the analysis is complete, or they could submit another application for the property that is requesting substantially different amendments the next time applications are allowed to be submitted (about 6 months from now). The Council had some discussion with Staff on whether the application could be withdrawn and therefore not considered as denied, or if it was already too far in the process as the Planning Commission has already held a public hearing and made a recommendation. Mrs. MacDonald explained that the information is being presented to the Council only for discussion at this point. If the Council decided to move forward with any or all of the requests, public hearings would have to be held before a final decision could be made.

Council Member Petersen stated that he agreed with the Planning Commission's recommendations on all three requests, noting that their recommendation to deny Request 3 at this time due to the market analysis and area plan that will soon be conducted.

Council Member Judd stated that she is concerned about Request 2, particularly in regards to what kind of traffic townhomes would be on 300 N, and would like to keep this portion of 300 N available for potential commercial. However, she does like the compromise of the modified request, as it requests R-1 zoning rather than R-3, and is undecided at this time on whether she is in favor or not in favor of this particular request. In regards to the other requests, she stated she is comfortable with Request 1 and the recommendation to deny Request 3.

Council Member Chatterton stated that he agrees with the Planning Commission's recommendations on all three requests.

Council Member Swenson stated that it makes sense to deny Request 3 at this time, as the market analysis and area study will provide a better vision for the area. She is also concerned about Request 1 and would like to know the specific dimensions of the area being requested to be zoned commercial, as that would be a big factor for here in determining what is appropriate for the remaining area behind it.

Council Member Lee stated that, in regards to Request 1, he is pleased to see that the applicant amended his original request by removing all of the R-4 zoning. He served on the Planning Commission when this request was discussed and many concerns were

shared about having a multi-family project in this potential wetland area, which the applicant never addressed. He noted that it was particularly aggravating to see that a big sign had been put up on the property advertising multi-family housing, even though that zoning designation had not yet been approved or even discussed by the Planning Commission. With the removal of a request for the R-4 zone, he agrees with the Planning Commission's recommendation. He stated that he also agrees with the recommendation for Request 2, as the property is located in a place where any subdivision developed on it would be "one-way-in and one-way-out" and having an R-1 development rather than a high-density R-3 development is more appropriate. He also agrees with the recommendation to deny Request 3.

The Council agreed to hold public hearings for each request and continue the discussion at that point.

4. Other Items

Mr. Laws stated that the Visioning and Planning Session is coming up on February 4 – 5, and explained to the new Council Members that the purpose of this meeting is for the Council and Staff to talk about potential budget items, project priorities for the year, developments, upcoming items or events, etc., to help plan out and give general direction to Staff on the Council's vision or desires for the year. There will also be time for Council Members to raise individual items or issues to the rest of the Council for discussion. He noted that although not a regular meeting, it is still open to the public with the agenda being noticed to residents and the meeting recorded and posted for the public to listen to, and stressed that no official action is taken by the Council at the meeting.

The Administrative Session adjourned.



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General Session

7:00 PM

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MAYOR AND COUNCIL MEMBERS PRESENT: Mayor Brian Vincent, Council Member Gary Petersen, Council Member Jerry Chatterton, Council Member Annette Judd, Council Member Michele Swenson, and Council Member Brad Lee

EXCUSED: None

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

VISITORS PRESENT: No sign-in required for those attending virtually.

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

Council Member Swenson – None

Council Member Judd – None

Council Member Petersen – The North Davis Fire District has been called out on multiple fires this past month, with one of them being the iconic Circle Pizzeria in Clearfield. The firefighters did a good job of containing that fire and were able to save the building next door. No injuries have been sustained, and he commended them on the great job that they do. He noted that the cause of the Pizzeria fire is still under investigation.

Council Member Chatterton – None

Council Member Lee – Would like to disclose that he has been approached with questions regarding the annexation petition that has been submitted to the City. He stated that he answered general questions, but referred them to the City Manager to obtain more specific information.

Council Member Lee then publicly expressed his sincere condolences to family of Jake Shepherd. Jake was a dear friend to him and he was honored to have had the privilege to serve with him on the Planning Commission for many years. He hoped that there is something the City Council can do to help prevent the residents in our community from reaching such a low place in their lives where they feel like there is only one way out. It is his hope and prayer that this wife and daughters will be able to carry on. Regardless of our opinions of certain people, he hopes that we can all show a little more love and compassion and can resonate that through the community so that another tragedy like this does not have to be experienced by anyone.

Mayor Vincent – Echoed Council Member Lee's remarks and expressed his own condolences to his family, friends, and neighbors. He stated that the loss of Jake has left a hole in our community that will be empty for quite some time.

5. Communications from Staff

Mr. Laws stated the regular meeting scheduled for February 1, 2022 will be canceled due to the Planning & Visioning Session being held on February 4th – 5th. In regards to the annexation petition mentioned by Council Member Lee, Mr. Laws stated that he has spoken to many residents over the past few weeks and encouraged the Council to refer any questions they receive to him. He noted that many concerns have been in regards to the notice that was sent out, as State Code requires that notice of the annexation petition be sent out to all residents within the proposed annexation area, and also all residents within ½ of the area, which in this case, required notices to be sent ¼ mile into Weber County in some areas. Many residents' concerns have been alleviated upon hearing this information and understanding that although they received a notice, their property is not actually affected. The annexation petition is currently in the protest period, which ends on January 31st. If no protests are received, a public hearing will be scheduled and noticed, after which the City Council can take action on approving or denying the petition. If protests are received, a Boundary Commission will be formed by Davis County to consider the protests and issue a decision on whether to approve, deny, or modify the annexation petition. If approved or modified, it comes back to the City Council for the ultimate decision. It is expected that multiple protests will be submitted.

6. Citizen Comment

Joelle Caruso – 457 N 3650 W: In regards to the general plan the conversations being had about high-density housing around school zones, she has real concerns about the safety of the children getting to and from school. It is already an extremely dangerous situation on 300 N in front of West Point Elementary, and she would like the Council to consider how much worse it will be with more development of high-density housing.

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

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

8. Consideration of Approval of Resolution No. 01-18-2022A, Appointing West Point City Council Members to Serve on Local District Boards of Trustees – Mayor Brian Vincent

Mayor Vincent stated that he has considered these appointments heavily over the past few weeks and would like to propose the following to the Council for approval:

North Davis Fire District
Mayor Vincent
Council Member Petersen
Council Member Judd

North Davis Sewer District
Mayor Vincent

Mosquito Abatement District Davis
Council Member Lee

Wasatch Integrated Waste Management District
Mayor Vincent

Great Salt Lake Scenic Byway Board
Council Member Swenson

The Council had no comments on the proposed appointments.

Council Member Swenson motioned to approve Resolution No. 01-18-2022A

Council Member Chatterton seconded the motion

The Council unanimously agreed

Mayor Vincent expressed his appreciation to the Council for their representation of the City on these boards and their willingness to do so. He noted that Council Member Lee will continue to serve on the 4th of July Committee, and he has asked Council Member Swenson to be the Council's liaison with the Planning Commission. Council Member Judd stated that some other cities have an appointed council member that serves as the liaison for their city's youth council. If the Mayor felt that it was a need and appropriate, she stated that she would be willing to take on that assignment. Council Member Petersen stated that when the West Point City Youth Council first started, Council Member Chatterton was assigned as the liaison where he served for several years, and he stated he even served in the position for a short time, but at some point, it stopped being assigned. Mayor Vincent stated that it would be a great idea to resume appointing this position, and thanked Council Member Judd for her suggestion and willingness to be assigned this position. The Mayor assigned Council Member Judd as the Council's liaison to the West Point City Youth Council.

9. Consideration of Approval of Resolution No. 01-18-2022B Approving Amendment No. 7 to the Interlocal Cooperation Agreement with Davis County for Animal Services – Mr. Kyle Laws

Mr. Laws reviewed the information presented in tonight's Administrative Session for all those that did not attend that meeting:

As in past years, the charges for the new year are based on the previous year's usage of Animal Care & Control by our residents. The fee paid by the City provides 24-hour animal care and control services, including the housing and processing of stray animals. The City's costs will either increase or decrease based on the number of calls received the previous year. The cost for this year (Calendar Year 2022) is:

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However, aside from the changing cost, there are three specific areas this amendment focuses on and they are important to understand and review. They are regarding the overall budget, wildlife services, and the capital projects fund:

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Their building improvements line item is significantly higher this year due to engaging in a 9-month long feasibility study with Citygate Associates, LLC in preparation for building a new animal care facility in the coming years. This feasibility study comes at a cost of \$189,525. This cost is being split between all the cities and the county 50/50 as discussed in the last meeting.

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Capital Projects Fund

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They have expressed their willingness to be prudent knowing that the intent is to move to a new building in the near future. However, they have expressed the sensibility to ensure the aged facility is still able to properly house animals, provide a safe work environment for their employees, and safely and effectively serve our residents and their pets.

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- \$2,028.82 for the capital projects fund regarding the shelter

The total cost is \$52,788.67, up from a total \$46,214.45 last year, which is within the budgeted amount of \$55,000.

The Council had no further discussion

Council Member Chatterton motioned to approve Resolution No. 01-18-2022B

Council Member Judd seconded the motion

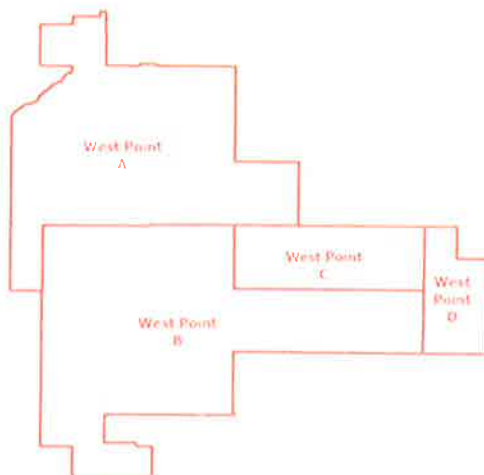
The Council unanimously agreed

10. Consideration of Approval of Resolution No. 01-8-2022C, Establishing Voter Participation Areas of West Point City – Ms.

Ms. Arnold stated that this item was also discussed by the Council in tonight's Administrative Session and summarized the information presented:

In 2019, the Utah State Legislature made some changes to the election and voting laws, requiring that cities with a population of over 10,000 be divided into "four contiguous and compact voter participation areas of substantially equal population". The population is to be based on the most recent U.S. Census Bureau data. The City was not affected by this change when it went into effect in 2019, but with the 2020 Census completed and West Point now having exceeded that 10,000-population threshold, those "Voter Participation Areas" (VPA's) must now be established and approved by the City Council. Ms. Arnold explained that VPA's are used to qualify voter signature percentages for ballot initiatives and referendums to ensure that a broad range of residents are represented as opposed to a small geographical area (for example, the signatures of at least 11.5% of the number of active voters in at least 75% of a city's voter participation areas are needed in order for an initiative to be submitted). The State Code also requires that each county must also establish VPA's, and as a second-class county, Davis County is required to be divided into eight areas of substantially equal population. As part of their process in defining their own VPA's, which includes calculating population percentages, GIS mapping, etc., the County offered to update the VPA's of each city within the county as well.

West Point's four Voter Participation Areas of equal population as established by the 2020 U.S. Census Bureau data are shown below:



Staff recommends approval of the resolution establishing the Voter Participation Areas for West Point City.

The Council had no further discussion.

Council Member Petersen motioned to approve Resolution No. 01-18-2022C
Council Member Swenson seconded the motion
The Council unanimously agreed

11. Consideration of Approval of Resolution NO. 01-18-2022D, Approving an Interlocal Agreement with the Davis County Storm Water Coalition— Mr. Boyd Davis

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

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

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

Mr. Davis stated that the Coalition has been a very positive program and recommends that the City continue this relationship and approve the Interlocal Agreement for another five-year period.

The Council had no further discussion.

Council Member Petersen motioned to approve Resolution No. 01-18-2022D
Council Member Lee seconded the motion
The Council unanimously agreed

12. Consideration of Approval to Award the Contract for the Market Analysis and Small Area Plan – Mrs. Bryn MacDonald

Mrs. MacDonald stated that the City recently issued a Request for Proposals (RFP) for a Market Analysis and Small Area Plan for the new interchange of the West Davis Corridor and SR-193. Three proposals were received for this Market Analysis and Small Area Plan; those proposals were submitted by Zions Bank Public Finance, Lewis Young Robertson & Burningham, and GSBS Consultants. All of the applicants were strong candidates and submitted good proposals. Several staff and Council Members reviewed the proposals and determined that Zions Public Finance, Inc., should be chosen to complete the Market Analysis and Small Area Plan. The contract states the final price is \$47,260. The scope of the contract is for an analysis of this area, current conditions, environmental issues, transportation factors, etc., and then a recommendation of different scenarios that would be the highest and best use of this property. They will also do a small area plan, which involves working with a planning consultant to go through the City's current General Plan and zoning regulations, and make recommendations on zoning designations for the area. The contract scope is to essentially gather information and make recommendations, however, Mrs. MacDonald stated that Staff inquired as to how much they would charge to draft an entirely new zone that includes a lot of design guidelines, architectural standards, etc. They estimated that cost to be an additional \$6,500 - \$7,000. If the Council desires, this could be added to the scope of the current contract and approve the additional cost. She stated that creating this new zone would be one of the next steps after receiving the recommendations, and so it may be helpful to add that on to this contract. The Council agreed that adding this to the scope of the contract would be money well spent. A budget amendment will be needed if the contract is approved, as this project was not included in this year's budget. The proposed budget amendment will be proposed to the City Council at the next meeting.

Mrs. MacDonald noted that while there may not be a recommendation for an entirely new zone, it would still be beneficial to have them help create specific design guidelines and criteria for the area so that it is developed cohesively, regardless of the zoning.

Mr. Davis noted that the process of updating the City's Transportation Master Plan is already in progress, which will include an even more in-depth study of transportation needs of this area.

The market analysis and small area plan process will begin as soon as possible after the contract is approved.

Council Member Judd motioned to award the contract for the Market Analysis and Small Area Plan to Zion's Public Finance, with the creation of design guidelines & criteria added to the scope of work to be included in the contract

Council Member Lee seconded the motion

The Council unanimously agreed

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

Mr. Davis explained that when any development goes into construction after they've been approved, they are required to put into an escrow account 100% of the costs of the infrastructure (roads, pipes, etc.). This is an escrow account that the City has control over. In addition, they're required to put an additional 10% into that escrow account that is kept for one year after the construction is done to guarantee that everything will stay in good condition before it's turned over to the City for maintenance.

The Sunview Subdivision Phase 1 is located at 1100 N 5000 W and was placed on warranty on December 1, 2020. The required one-year warranty period has now been completed and the developer is requesting that it be removed from warranty. An inspection of the improvements in the Subdivision was done in anticipation of the end of the warranty period, and a punch list of items that needed to be repaired/replaced before the end of the warranty period was given to the developer. A final inspection verified that all of the items listed on the punch list have been completed. Staff recommends that Phase 1 be removed from warranty.

The Council had no further discussion.

Council Member Lee motioned to approve

Council Member Petersen seconded the motion

The Council unanimously agreed

14. Consideration of Approval to Remove Phase 2 of the Bannock Subdivision from Warranty – Mr. Boyd Davis

Mr. Davis stated that the Bannock Subdivision Phase 2 is located at 650 S Cold Springs Road and was placed on warranty on September 9, 2020. The required one-year warranty period has now been completed and the developer is requesting that it be removed from warranty. An inspection of the improvements in the Subdivision was done in anticipation of the end of the warranty period, and a punch list of items that needed to be repaired/replaced before the end of the warranty period was given to the developer. A final inspection verified that all of the items listed on the punch list have been completed. Staff recommends that Phase 2 be removed from warranty.

The Council had no further discussion.

Council Member Petersen motioned to approve

Council Member Judd seconded the motion

The Council unanimously agreed

15. Consideration of Approval of the Appointment of West Point City Planning Commissioners – Mayor Brian Vincent

Mayor Vincent stated that applications to serve on the Planning Commission were submitted by residents from a wide variety of age groups and lived all throughout the City. He and the City Manager met with each applicant and he was highly impressed with all of them, feeling that they were all "top-notch" and would each have done a great job.

The three applicants that he would like to propose to serve on the Planning Commission are:

Rochelle Farnsworth
Jason Nelson
Jeffrey Turner

The Council and Mayor expressed their appreciation to these individuals and look forward to working with them.

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

16. Motion to Move into a Closed Session

Council Member Lee motioned to move into a closed session
Council Member Judd seconded the motion
The Council unanimously agreed

Closed Session

1. Motion to Open Closed Session

Council Member Judd motioned to open the Closed Session
Council Member Petersen seconded the motion
The Council unanimously agreed

2. Call to Order and Roll Call

Mayor Brian Vincent called the January 18, 2022 Closed Session to order

Roll Call -

Mayor Brian Vincent
Council Member Gary Petersen
Council Member Annette Judd
Council Member Jerry Chatterton
Council Member Michele Swenson
Council Member Brad Lee

Kyle Laws, City Manager
Boyd Davis, Assistant City Manager
Bryn MacDonald, Community Development Director
Paul Rochell, Public Works Director
Casey Arnold, City Recorder

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

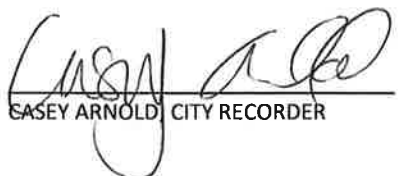
4. Motion to Adjourn Closed Session and enter the General Session

Council Member Petersen motioned to close the Closed Session and enter the General Session
Council Member Lee seconded the motion
The Council unanimously agreed

17. Motion to Adjourn the General Session

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


BRIAN VINCENT, MAYOR June 7th, 2022


CASEY ARNOLD, CITY RECORDER June 7th, 2022