3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES

ELECTRONIC MEETING
NO PHYSICAL MEETING LOCATION

January 29th, 2021

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

City Council Visioning Session

10:00 AM

Minutes for the January 29th, 2021 West Point City Council Visioning Session beginning at approximately 10:00 AM with Mayor Erik Craythorne presiding. The meeting was held via electronic Zoom Meeting in accordance with the signed January 3rd, 2021 Written Determination of the Mayor and Planning Commission Chair of West Point City Concerning Electronic Meeting Anchor Location. Meeting was accessible to attendees by entering Meeting ID #88963304016 at https://zoom.us/join or by telephone at (669) 900-6833.

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

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; Kelly Ross, Recreation Director; and Casey Arnold, City Recorder

EXCUSED: None

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

Welcome & Call to Order: Mayor Craythorne thanked all those for attending and called the City Council Visioning Session to order.

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

Mr. Harvey stated that even with the uncertainty of the economic impacts caused by the Coronavirus pandemic, sales tax revenue within West Point continued to raise and $885,000 was able to be transferred from the General Fund to the Capital Projects Fund at the end of FY2020. The Capital Projects Fund currently has about $3.7 million available, which the City is fortunate to have to be able to fund some of the upcoming projects that are needed. In regards to all other Funds, revenues continued to exceed expenditures this past fiscal year and the Water and Storm Water Funds have especially high balances that will also fund some planned upcoming projects.

Mr. Harvey presented a graph of sales tax revenue received by the City since 1983. Beginning about 10 years ago, sales tax revenue has continually increased year after year. Because of the pandemic, the City budgeted conservatively at about $1.4 million in projected sales tax revenue for FY2021, but is already outpacing that amount and so there should be another healthy fund balance to transfer to the Capital Projects Fund at the end of this fiscal year (June 2021). The increase in the number of building permits issued has also contributed to the increase in revenues received by the City.

In regards to the upcoming fiscal year, Staff has begun discussions about budgetary needs and would like to present the following list of budget proposals for FY2022:

Community Development/Engineering Departments

Split the Community Development Budget into two Categories

With the hiring of Bryn MacDonald as the Community Development Director, Staff recommends splitting up the Community Development Budget and creating a separate Engineering Budget. The current budget already includes the additional salary for the new position and so won't require a budget increase, but there will be some slight increases, particularly for Training and Education. Staff will have a more precise amount in the next couple of months.

Recreation

New Scoreboard ($8,000)

Staff proposes adding $8,000 to the Parks Equipment Replacement Capital Project Fund for a new scoreboard at Loy Blake Park. This would include the cost to move the scoreboard from the South side of the football field to the North side of the field. Council Member Chatterton inquired as to whether any sponsors have been contacted to see if they would be willing to contribute to the cost. Mr. Harvey stated that the 10-year contract with the last sponsor of the scoreboard, Pepsi, required that the City use only Pepsi products for all activities and events. When that contract expired, he and Mr. Laws felt that it didn't make sense to renew that agreement or contract with another sponsor because of similar restrictions that may be placed on the City in return. However, Mr. Harvey stated that companies may have changed their sponsorship programs since that time and he would research the option if the Council desired. Mr. Ross stated that another option would be to purchase a scoreboard that included sponsor display locations so that local companies could be approached about sponsorships and there would be a spot to recognize them on the scoreboard in exchange; the displays could be changed out as sponsors came and went. Council Member Chatterton felt that it would be good to at least look into different options so that the City isn't spending money to fund the whole cost of the scoreboard if it isn't necessary. The Council agreed with that. Mr. Ross added that the cost of $8,000 is probably a high estimate and it likely won't cost that much, but it does provide a buffer in case the existing poles can't be reused or Public Works isn't able to do some of the installation. Mr. Laws stated that this is a preliminary discussion and thanked the Council for their direction. Staff will bring back some different options and images for the Council to discuss and approve within the next few months.

Public Works

Public Works Vehicles ($100,000)

The Fleet Replacement Plan calls for the replacement of the 2012 Ford F350 Utility Bed and the 2016 Chevy 3500 Crew Cab. The City will receive around $30,000 in trade-in value for the 2016 Chevy, so the estimated cost to replace these two vehicles is $100,000. Mr. Rochell clarified for the Council that replacement of Public Works vehicles is on a rotating schedule, which varies by the type of vehicle. This is done so that they are kept within the warranty period and at a point where they still have a good trade-in value. Council Member Chatterton inquired as to whether the City ever considers diesel engines, which usually provide better gas mileage. Mr. Rochell stated that the City currently has both types (diesel- and gas-powered vehicles) and he always looks at the costs for both types when considering a purchase.

Capital Projects ($980,000)

Staff proposes to add $980,000 to various Capital Projects as shown in the Capital Projects Matrix. These include recurring projects as well as new and ongoing projects. Staff will get into these projects in more detail later in this meeting.

Other Items

Health Insurance

Health insurance continues to be a difficult cost to estimate. While the City's budget will be set in July, the health insurance renewal period does not come up until January 2022, which is halfway through the fiscal year. Because of the timing, it is difficult to estimate the cost of increases to health insurance during the budget process. Last year, the City budgeted a 12% increase to health insurance expenses. Due to the uncertainty, Staff again proposes budgeting for a 12% increase, subject to Council review and approval at the time of renewal. Mr. Harvey noted that the City has been budgeting for a 12% increase for the past few years, but that increase is based upon the actual renewal rate of the previous year, not a 12% increase on the past year's budgeted amount.

Retirement

West Point City participates in the Utah Retirement System (URS). Retirement rates are set by URS and have remained unchanged since FY2015. Preliminary information provided by URS indicates that rates will continue to hold steady for FY2022.

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 is 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. FY2022 is a year for both a merit and COLA increase, totaling 4%.

Animal Care of Davis County

In the coming year, there will be discussions with the Council regarding the City's current contract with Davis County Animal Care. The County is going through a major restructure and rebuilding process in this department, which will be discussed in greater detail at our February 2, 2021 City Council Meeting. These changes may not be known until the latter part of 2021, but it may be a good idea to consider increasing the budget for this item in anticipation of changes to this program. Staff will continue to work with the County on this and keep the Council apprised of the progress. Mr. Laws noted that the County has hired a new Animal Care Director, Roland Cook, and that so far, he has been to great work with. He comes from a background in law enforcement and corrections, serving in some high-level positions throughout the State. Director Cook was apparently quite dissatisfied with the state of the facility, which the Council likely understands after touring it earlier last year, and has spent the first few months of his time there getting it cleaned up and making repairs to what is able to be fixed. Structurally, however, the building is not in great condition and the County is considering relocating to a more central area of the County and exploring different avenues to fund a new facility. Council Member Petersen noted that much of the funding could come from the sale of the property where the current facility is located because it is in a prime location and should have a quite high value. Council Member Dawson agreed with that and added that the new facility could be placed on property already owned by the County by the Fairgrounds in Farmington, which would also save money in not having to purchase any land and also be an ideal location.

Davis County Sheriff Contract
In the coming months, Staff is anticipating a deep dive into our law enforcement contract. The current contract must be revised as the term is coming to an end, and while numbers are not yet known, an increase to this budget is expected to be necessary. Council Member Chatterton noted that with the upcoming change to paramedic services no longer being offered through DCSO, the City should not be expecting a multi-year contract. Mr. Laws stated that Staff is aware of this and it is unknown yet if this adjustment will be a benefit or detriment to the City. Staff will bring the proposal given to the City by DCSO to the Council once it is received. The Council discussed the fact that there are likely going to be some major changes in how the City provides its police and emergency services within the next few years, although exactly what those changes will entail is not yet known at this point as there are many different factors to consider and options to explore.

Mr. Harvey stated that there are also some items Staff has identified that will necessitate amendments to the FY2021 Budget. More items may be added within the next few months, but below is a list of the current needs:

- *New vehicle for Public Works (Bucket Truck replacement).*
  Mr. Rochell explained that there were some necessary repairs needed to the bucket truck and he was given an estimate of $12,000 minimum to have those done. Because the repairs were going to be so costly, he started looking into other options and found a 2006 Ford F-450 in excellent shape. He discussed the possible purchase with Mr. Laws and they decided that after considering the high cost of the repairs and the year of the bucket truck (1991), purchasing the newer, heavier, and taller truck seemed to be the smarter option.
- *Purchase of Water Shares (from Dahl Family)*
- *Additional money for sidewalks on the 300 N Widening Project*
- *City Hall renovations (not related to COVID-19)*
- *iWorQ Cross Connection Module ($4,000)*

Lastly, Mr. Harvey updated the Council on the CARES Act Funding received by the State from the federal government. Originally, the funds were required to be spent by December 30, 2020, but that deadline has since been extended to December 30, 2021. The City had spent well under the amount received before the original deadline, and so the extension provides some time to evaluate how to use the remaining funds. As the end of 2021 approaches, more discussions will be had on what action to take if there are still funds remaining.

The Council thanked Mr. Harvey for his update and will continue discussions as the budget process moves forward.

2. Discussion of COVID-19 Impacts to City Programs & Events and Planning for 2021 – Mr. Kyle Laws
Mr. Laws stated that at last year's Visioning Session, Staff and Council discussed the events put on by the City in 2019 and planned some changes and adjustments of those events for 2020. However, as it is well known, COVID-19 had a great impact on City events and Recreation Programs, and Staff would like to review how the City responded and also discuss how to move forward in 2021.

Mr. Laws provided a list of City-sponsored events, most of which are provided for public participation, but also the events for or completed by Staff and City Officials (italicized):

- *Quarterly Staff/Council Lunch* *(Canceled in 2020)*
- Monthly Senior Lunch *(Canceled in 2020)*
- **March:**
  - *Economic Outlook with Zions Bank* *(Canceled in 2020)*
- **April:**
  - Easter Egg Hunt (Youth Council)
    - This was the City's most successful event with a drive-thru Easter Egg Hunt Kit pick-up in the Monticello Academy parking lot. Staff would like to propose doing the same event for this year, though the budget may need to be increased to avoid running out of kits so quickly again.
- **May:**
  - *Cemetery Cleaning*
  - Take Pride in West Point

- Take Pride in West Point was modified into an individual event, where residents were asked to take pride in West Point by taking pride in their own yards.

- **June:**
  - Miss West Point Pageant
    - The Pageant was held virtually this year and was also very successful.
  - Movie in the Park *(Canceled in 2020)*
- **July:**
  - Independence Day Celebration (Party at the Point) *(Canceled in 2020)*
  - Movie in the Park *(Canceled in 2020)*
- **August:**
  - *Summer Party (Staff/Council Only)* *(Canceled in 2020)*
  - Movie in the Park *(Canceled in 2020)*
- **September:**
  - Movie in the Park *(Canceled in 2020)*
- **October:**
  - *Cemetery Cleaning*
  - Halloween Carnival (Pageant Royalty)
    - This was also done virtually by the Pageant Royalty, with some online contests for residents to participate in.
- **November:**
  - Flags on Veteran's Graves (Youth Council)
  - City Hall Lighting Ceremony *(Canceled in 2020)*
- **December:**
  - *Christmas Party (Staff/City Officials Only)* *(Canceled in 2020)*
  - Child Remembrance Ceremony
    - The formal ceremony was canceled, but Staff still placed luminaries on the headstones and flowers were available for those wishing to place them on the Angel Statue in remembrance
  - Cemetery Luminary
    - The Luminary was done mostly by Staff, with residents helping light the candles

Mr. Laws stated that he was pleased many of the regular City events were still able to be held, but there were lots of good ideas and suggestions shared that could have been done for some of the events if Staff had more notice and time to plan and prepare. Hopefully, some of those can be put into place for 2021 as there will likely still be health and safety restrictions in place. Mr. Laws stated that he would turn the time over to Mr. Ross to discuss what the impacts were on Recreation Programs this past year, after which Staff would like the Council's feedback on this past year and how they would like to move forward in 2021.

Mr. Ross stated that when Utah Jazz player Rudy Gobert tested positive for COVID-19 and the NBA canceled the rest of the season, the situation really became "real" for the City – a Jr. Jazz game was scheduled for that same night, which was obviously canceled, and brought Recreation Programs to an abrupt halt. Both Spring Soccer and Baseball/Softball seasons were canceled, which was a tough blow to not only Staff, but to families and the kids who were already dealing with school being shut-down and having to stay isolated from their friends.

The next regularly scheduled activity was the Football Camp, which Staff thought they had planned carefully for and made modifications to so that it could still be held safely and within all health guidelines. However, Mr. Ross stated that it "was like all of these parents and kids had been let out of jail" and were at the park talking and hugging and congregating together. The Camp was canceled after the first day because the plans put in place were obviously not getting the intended results and Staff needed to regroup before moving forward. Using what was learned from the Football Camp, the summer Basketball Boys and Girls Camps were able to be successfully held and was greatly enjoyed by participants. Because of this, Staff felt the importance of making sure that as many of the City Recreation Programs as possible were able to be held for our community.

The WFFL Football season was scheduled to begin in the fall and Mr. Ross stated he had been working with the League and other coaches to determine how the season could still be held. He and Mr. Laws discussed the different options in-depth and the guidelines suggested by the League and put together an "Action Plan" for how the season would be held. The Plan included temperature and health checks at every game and practice, designated spectator areas that created social distancing, requiring masks, etc. Throughout the League, which covers Preston, ID to Centerville, UT, not one game had to be canceled due to COVID-19. Both the Fall Soccer and Volleyball Programs were also able to be held, using the same precautions and procedures as with football.

Moving into the Jr. Jazz Basketball season, the COVID-19 situation throughout the State and nation was looking quite bleak and Staff felt that even more precautions would have to be put in place in order to run the program safely. Each participant was only allowed to have one spectator at each game, an agreement outlining all of the restrictions in place had to be signed by the spectator before being allowed into the gym, temperature checks for all those entering were taken, no one was allowed in the halls, social distancing signs had to be followed, masks were required, and instead of players exchanging wristbands throughout the games, headbands were used instead, with players grabbing a new one each time. The hardest part has so far been enforcing the limit on spectators, but each player has been given a pass with their name and team on it so that passes aren't being shared and allowing more people in. Although some parents were upset at first, most have calmed down and realized that regardless of their views on the pandemic, it is all about the kids being able to play and these are the necessary restrictions the City had to put into place to make that possible.

The Council expressed their appreciation to the Recreation Department for the extra efforts they have made to be able to offer recreational opportunities to the youth during these difficult times. Many Council Members were able to attend some of the games and felt that they were all well managed and followed the appropriate health and safety guidelines.

In regards to moving forward with recreation activities, Mr. Laws stated that Spring Soccer should likely be able to be held, and Staff plans to follow the same procedures as Fall Soccer. However, whether or not the Baseball/Softball Program will be able to be held is unknown. There is no way to tell where the COVID-19 situation will be at the start of the season in May, and as it is not only the most popular program offered but also played outside during the months with the nicest weather of the year, controlling access to the park to limit the number of spectators would be difficult. Council Member Petersen stated that he feels that even though the season is a few months, the City should make its decisions based on what the status of the pandemic is right now. Hopefully, more and more people will be vaccinated as we approach the spring and summer months, but the vaccine does not make one immune to the virus; the vaccine essentially gives you the virus and simply minimizes the symptoms while your immune system responds and creates its antibodies. The virus will only go away once we have all created antibodies to it, whether by actually contracting the virus or being vaccinated for it. He stated that this is an important factor to note as we determine what restrictions will need to be in place, if we are even able to hold a Baseball/Softball season. Mr. Laws added that there is still a risk of contracting the virus a second time and masks are still a need even after being vaccinated, which are also factors that need to be considered. He also stressed the fact that the hardest part of this virus has been trying to plan for all the unknowns and not knowing what will change from month to month and even week to week; this will continue to be difficult as the City tries to plan ahead.

As previously noted, the City plans to again pass out Easter Egg Kits in place of having the regular Easter Egg Hunt. In regards to the Pageant, holding it virtually this past year seemed to work out very well and the Pageant Committee is moving forward with planning for another virtual Pageant. However, they would like to actually film each participant in her evening gown and compile those segments into a video to broadcast and also try to film the awarding of the Royalty to create more excitement than it was last year. The Council felt that holding the Pageant virtually again this year is the right choice and supports the Committee's efforts to make it more interactive and climactic for those viewing the events electronically.

As for the City's big Party at the Point Celebration held each year on the Fourth of July, Mr. Laws expressed his feelings that he doesn't see any realistic way to hold an event like this at the park like it always has been. However, he would like to find ways to offer some of the regular events at least in some capacity, by making modifications such as lengthening the parade route so that spectators can social distance or creating a route that goes through all areas of the City so that people aren't congregating in one central location, or finding a different location for the fireworks show so that it could be better viewed from different areas outside of the park. Mr. Laws stated that he has also thought about holding a celebration later in the fall that could celebrate the founding of West Point. He asked the Council for their thoughts and suggestions on how this popular event could be handled this year.

Mayor Craythorne stated that at the last Davis County Council of Governments meeting, the question was asked of whether cities were planning on holding their regular large summer events. Each city responded that although they will likely not be holding their regular event, they are looking at different ways to provide at least some sort of activity to their residents in its place. The Mayor felt that Staff has done a great job this past year in being creative and working through the logistics in order to offer some of the City's regular events and programs and thinks that with having more notice and preparation time, will be able to do even better this year. The Council agreed with that and echoed their appreciation of City Staff. The Council also felt that there was still a need for the Fourth of July Committee, as they can help City Staff work through the different options for this year's event.

Council Member Chatterton commented at this time that he would also like the City to do more in acknowledgement of the Holiday Season throughout the month of December, such as street decorations and more lights throughout the City. He referred to the lights put up by Roy City, and stated that although West Point doesn't need to go to that extreme, he feels the City should do more. The Council agreed to have this discussion placed on the agenda for a future meeting.

Mr. Laws stated that Staff will keep the Council updated on each program and event as they progress throughout the year and more discussion can be had at those times.

3. Discussion of Open and Public Meetings Act Training – Ms. Casey Arnold

Ms. Arnold stated that Utah Code requires that public officials complete a training on Utah's Open and Public Meetings Act annually and she will conduct the training for this year. Her presentation included information covering the intent of the Act, what a meeting is, what qualifies as a public body and a quorum, when a meeting is an "open" meeting, what necessitates a closed meeting and the restrictions of what can be done in a closed meeting, how meetings have to be noticed, when to allow public comment, what must be contained in the minutes, penalties for violating the Code, and best practices for transparency to the public.

The Council thanked Ms. Arnold for this training and recognized the importance of Utah's Open and Public Meetings Act. Ms. Arnold stated that she would issue certificates to each Council Member that verify they have completed the training for 2021.

After this item, at approximately 12:00 PM, Council and Staff broke for lunch.
The meeting resumed at approximately 12:45 PM and began with Agenda Item 4.

4. Discussion of Community Development Projects and Updates to City Code – Mrs. Bryn MacDonald

Mrs. MacDonald began by providing an update to the Council on some of the changes currently in process within the Community Development Department that are intended to provide better services in an efficient, quality, and professional manner. Those changes are as follows:

- *Implementing iWorQ's module for tracking business licenses, subdivisions, and excavation permits.*
- *Creating an online portal accessible through the City website to allow applications to be submitted and paid for online.*
- *Issuing decision letters after each Planning Commission or City Council decision.*
  - The appeal deadline for an applicant begins from the date that a 'written notice' is issued, not from the meeting wherein the decision was made. These decision letters are currently not being sent to applicants, which means that the written notice is not deemed as being given until the minutes from that meeting are approved. As minutes are not approved until the next meeting or later, the appeal deadline is being delayed by at least two weeks. Beginning the practice of issuing decision letters immediately after the meeting will help speed up the appeal process.
- *Creation of the Technical Review Committee.*
  - The purpose of this Committee is to review all the subdivisions prior to the developer formally submitting the plat so that any potential issues, code violations, or basically any 'red flags' that might be in the way are resolved beforehand. This will result in a more effective and timely approval process for both developers and City Staff.
- *Elimination of a PC meeting for final plat approval (City Council meeting only).*

In regards to zoning designations within the City, Mrs. MacDonald presented two graphs to the Council that show a breakdown of the current zoning designations within West Point and how they compare to the General Plan. She stated that this information can be helpful to analyze exactly how land use changes affect the City overall, and determine if the results are reflective of the direction the Council wants to be headed in. The graphs presented are as follows:

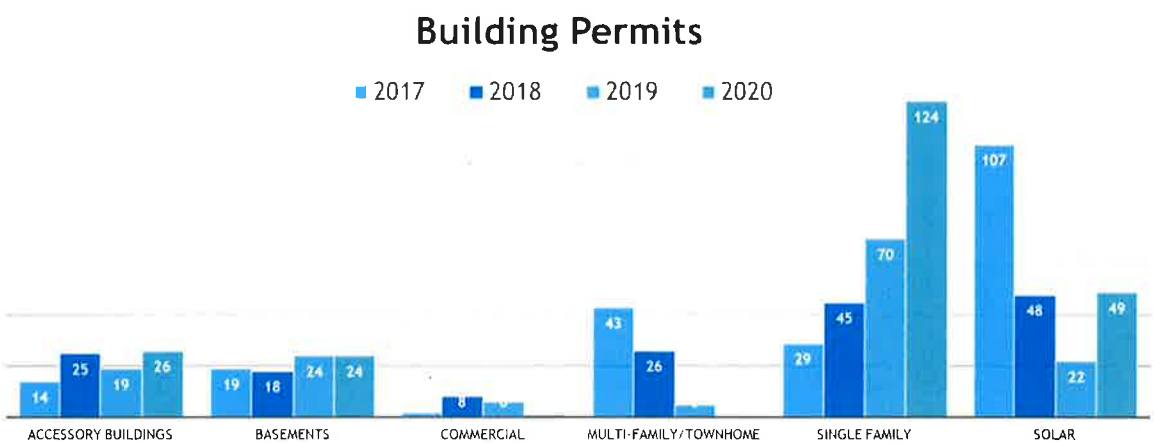
Zoning	Acres	% of land
R-1	785	17%
R-2	721.44	16%
R-3	586.32	13%
R-4	80.1	2%
R-5	5.44	0.1%
A-40	2013.16	44%
N-C	12.76	0.3%
C-C	68.77	1%
R-C	0	0%
P-O	0	0%
R/I-P	7.97	0.2%
Parks	177.18	3.8%
Public/Institutions	119.48	2.6%
Total	**4577.62**	**100%**

General Plan	Acres	% of land
R-1	1637.84	36%
R-2	979.22	21%
R-3	775.16	17%
R-4	123.93	2.7%
R-5	5.44	0.1%
A-40	170	4%
N-C	38.39	0.7%
C-C	217	5%
R-C	61.58	1.4%
P-O	24.42	0.5%
R/I-P	38.69	0.8%
Parks	311.12	6.8%
Public/Institutions	194.83	4%
Total	**4577.62**	**100%**

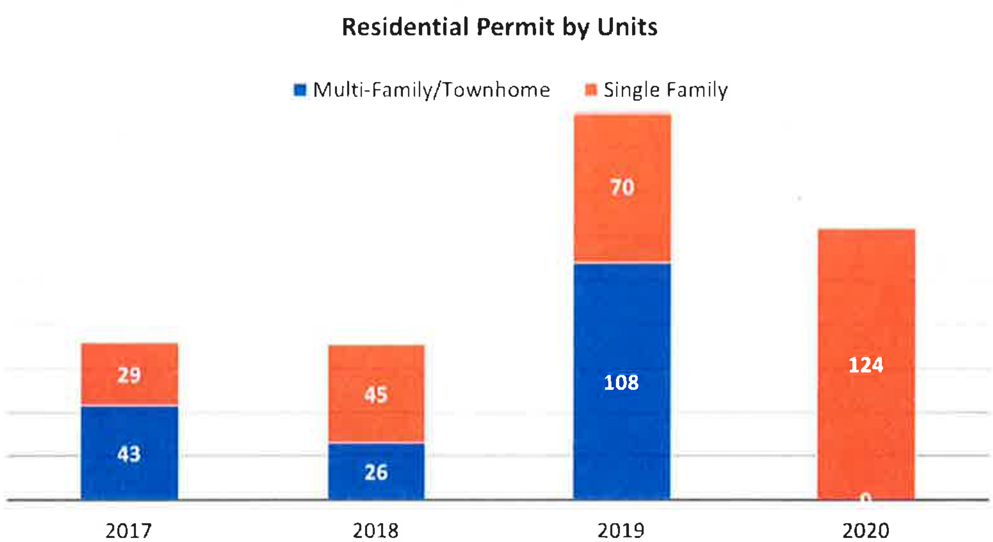
As for building permits, Mrs. MacDonald presented the following report of the types and amounts of building permits that have been issued since 2017:

Type	2017	2018	2019	2020
Accessory Buildings	14	25	19	26
Additions	9	7	3	6
Basements	19	18	24	24
Commercial	2	8	6	1
Demolition	8	3	1	2
Multi-Family/Townhome	43	26	5	0
Remodel	3	1	5	4
Single Family	29	45	70	124
Solar	107	48	22	49
Swimming Pool	1	5	6	4
Total	**235**	**186**	**161**	**240**

The following graph provides a better snapshot of how building permit types have increased or decreased during that time (Mrs. MacDonald noted that the multi-family/townhome permits are issued per building, not per unit):



In further analyzing the changes in residential building within the City since 2017, the comparison between the actual number of multi-family/townhome units and single-family homes is shown below:



Mrs. MacDonald then updated the Council on the current and upcoming residential projects within the City:

Current Developments
(those with lots with homes under construction or with lots ready to be built upon)

Subdivision	Total Lots	Built lots	Vacant lots
Isla Vista	30	21	9
Bennett Farms Ph 1	12	9	3
Craythorn Homestead Ph 3	19	9	9
Seasons at Simpson Springs	62	41	21
Wildfire Estate Ph 1	18	0	18
Murray Place PRUD	15	0	15
Sunview Estates Ph 1	6	3	3
Westlake Ph 1	16	6	10
Totals:	**178**	**89**	**88**

Under Construction
(approved and have begun installing infrastructure, roads, etc.)

Subdivision	Total Lots	Estimated completion
Bennett Farms Ph 2	15	Spring 2021
Wildfire Ph 2	21	Spring 2021
Harvest Fields Ph 3 & 4	44	Summer 2021
Dahlia Ph 1 & 2	49	Summer 2021
Total:	129	

Upcoming/Potential Projects
(projects that are in the preliminary approval stages)

- Sunview Ph 2 (22 lots)
- Westlake Ph 2 (21 lots)
- Wildfire Ph 3 (19 lots)
- Harvest Fields Ph 5 & 6 (41 lots)
- Craythorn Homestead Ph 4 (17 lots)
- Bluff View Ph 1 & 2 (28 townhomes, 35 patio homes)

Commercial Developments
The following is a list of commercial projects that either have been or are expected to be proposed to the City or are already under construction:

- Commercial Pad – North side of Smith's Marketplace
  - Plans have just recently been submitted for a three-tenant building with a drive-thru; the developer has told Staff that Wells Fargo will occupy the unit with the drive thru, a nail salon will occupy the second, and a tenant for the third has not yet been determined.
  - Council Member Petersen inquired as to whether this building will be attached to the existing building, which Mrs. MacDonald stated that although the original concept was that this pad would be attached to Smith's, the new design shows that the drive-thru will actually be between the two buildings. She noted that the plans that have been submitted are preliminary and Staff will work with the developers to provide suggestions for modifications before a final plat is submitted for consideration, including issues like the mismatched brick on the existing building that will now be visible because the buildings won't be attached.
- Commercial Property at North West Corner of 2000 W 300 N
- Legacy Storage Units (Tim Gooch Property)

2020 Code Changes
In regards to changes in the City's Land Use Code made in 2020, Mrs. MacDonald outlined the three major amendments approved by the Council:

- Accessory Buildings Standards
- Private Street Requirements
- PRUD Amenity List Items

Upcoming Code Changes
Mrs. MacDonald stated that the Code re-write project that Staff and the Land Use Consultants have been working on for the past several months is nearing completion and a final outline of the proposed changes will be presented to the Planning Commission and the City Council for consideration in the near future. She highlighted some of the major changes that will be included in the Code re-write:

- Procedure for amending the General Plan
- Add language from State code regarding:
    - Temporary Regulations ("moratoriums")
    - Exactions
    - Vested Rights
- Clarification on who is the Land Use Authority for each application type
- Simplification of the Subdivision process
- Creation of the Technical Coordinating Committee
- Update of the Conditional Use process
- Simplification of the Land Use table and allowed uses
- Creation of an Appeal Authority in place of a Board of Adjustments.

Mrs. MacDonald reiterated that these changes will be presented and discussed in depth in future meetings. Council Member Petersen stated that he looks forward to those meetings and appreciates the benefit Mrs. MacDonald's past experience brings to the discussion. Mayor Craythorne noted that in the joint training meeting held with the Planning Commission, the Land Use Consultants stated that when considering a rezone request, the City can require a site or concept plan, elevation drawings, etc., and even ask for a developer's agreement before approving the request – this was new information already learned from the Consultants, as the City has always operated under the understanding that almost no information can be asked for or used in consideration of a rezone, and that care should be taken to avoid appearing to do so. He felt that this is just one instance of how much land use laws have changed within the State, and also how much the City will benefit from having a current and thorough Land Use Code in place.

The Council thanked Mrs. MacDonald for the information shared and for her work on the Code re-write project so far.

5. **Discussion of Future Projects & Priorities and Current Project Updates – Mr. Kyle Laws, Mr. Boyd Davis, and Mr. Paul Rochell**
Mr. Rochell began the presentation of this item in review of what projects were accomplished in 2020:

- 300 North Sidewalk and Retaining Wall (4000 W off the bluff)
    - Mr. Laws noted that this project included the lowering of the sidewalk as it comes up the bluff, which really needed to be done because of how dangerous it was for not only pedestrians using the sidewalk, but also because of how it obstructed the view of drivers trying to turn onto 300 N.
- 800 North Reconstruction (2000 W to 2525 W)
    - Mr. Rochell stated that this was a combined project with Clinton City, with Clinton being the lead agency.
- 300 North Reconstruction (1500 W to 2000 W)
    - Mr. Davis noted that this 300 N project was going on at the same time as the 800 N reconstruction project done with Clinton City, and he would like to recognize the fact that West Point was able to complete this project in not only half of the time, but also for half of the cost.
- 800 North 16" Waterline (2000 W to 2525 W)
- 200 South Sewer line (2100 W to 3000 W)
- Repave 3200 W (1300 N to 1050 N)
- Subdivision Roads and Utilities Constructed
    - Sunview Ph 1
    - Westlake Estates Ph 1

- Craythorn Homestead Ph 3
    - Murray Place
    - Seasons at Simpson Springs

- Fleet Purchases
    - 2006 Ford F450 Bucket Truck
    - 2021 Ford F350 Utility Bed
    - 2021 Ford F150 Extended Cab

- City Hall Remodel
    - Mr. Rochell stated that glass shield protectors have been placed at counter windows, the front desk work areas have been moved back to allow more space between staff and customers, and offices are being shifted/created to allow for better social distancing and also efficiency and organization within departments.
- City Hall Roof (Membrane replaced)
- UTOPIA Installation
- Sidewalk Maintenance
- 1800 North Sidewalk (3500 West)
- Air Compressor & Jack Hammer Purchase

Council Member Chatterton commented that this is a significant list of projects that were accomplished and thanked Staff for all of the work and effort put in to get them completed. He inquired as to how the City Council could better prepare the budget in a way that makes sure the Public Works Department has the proper equipment it needs to best do their jobs. Mr. Rochell stated that he has always appreciated the Council's support when it comes to allocating funds for requested purchases and projects, and does not feel that there is a need for a change to the budget process. Mr. Laws agreed with that and echoed his appreciation for Council's support of Staff.

In regards to this year, Mr. Davis reviewed the following list of projects that are either currently under construction or will be soon, and that have all been approved in this year's budget (FY2021):

- 800 North Reconstruction 2525 W to 3000 W

- 2000 W Widening Planning/Design (470 N to 800 N)
    - Design Water and Sewer for 2000 West Widening

- West Davis Highway Construction

- SR 193 Extension (3000 W to West Davis Hwy)
    - There was some discussion on whether or not this project has been fully funded by UDOT, as conflicting information has been communicated to Staff by different parties – UDOT originally confirmed that the extension was fully funded, but the contractor for the project stated recently that it has *not* yet been funded, but that it is hoped to be in the upcoming Legislative Session. Mr. Laws stated that he spoke with Representative Mike Schultz, who represents our area, and he had seemed surprised to hear that the contractor said it hadn't been funded. Rep. Schultz told Mr. Laws he would keep it "on his radar." Mr. Laws added that UDOT has stated that their intentions with the West Davis Corridor are to not negatively impact local roads as much as possible, and in a meeting with UDOT's design team the previous week, Staff shared with them the concern that *not* extending SR-193 from 3000 W to 4500 W would create a huge increase of traffic and burden on 3000 W.

- Repave 700 S (4500 W to 4000 W)
    - Mr. Davis noted that traffic has increased on 700 S and the road is highly in need of repair. This project will repave the road completely and also widen it by about 1 ft. on each side. In answer to Council Member Chatterton's inquiry, Mr. Davis stated that the budget for this project does not include piping the ditch that runs along the road, which would be quite a significant project itself.

- 3000 W (200 S to 1300 N) Chip Seal
    - Mr. Davis stated that instead of just a regular chip-seal, what is called a "bonded matrix" will actually be applied to 3000 W like was done on 300 N. The bonded matrix is essentially a stronger type of chip-seal with an HA-5 cover on top and will really help protect this road; the reconstruction of 3000 W was a big investment for the City and it is important to protect it as much as possible

- 4500 W (1800 N to 2425 N) Chip Seal
    - Mr. Davis noted that this is planned to be just a regular chip-seal project, though Staff intends to bid it out both ways – if the bids received are within budget, a bonded matrix may be applied to this road as well.

- Sidewalk Maintenance ($10,000)
    - Council Member Petersen stated that the budget for street maintenance has remained at about $10,000 for the past several years, and he inquired as to whether that is still an adequate amount to be able to keep-up with repairs. Mr.

Rochell stated the City started a sidewalk grinding project about four years ago, which consists of the grinding down of high spots and trip hazards on sidewalks, and the upper south east corner of the City has been completed. He stated that the grinding process really helps to smooth and level out sidewalks and that more progress through the City could likely be made if the budget were increased. Council Member Petersen felt that this is an important project and that there are enough funds available to increase the budget for it this upcoming fiscal year. Mr. Laws agreed that the budget can likely support an increase, but noted that Class C Funds can also be used for these types of projects and can contribute to the budget.

- Studies and Reports
  - Storm Drain Masterplan/Impact Fee Study
  - Transportation Masterplan/Impact Fee Study
  - Storm Water Management Plan
  - Source Protection Plan
- Fleet Purchases
- Power Installation at Bigham & East Parks
- Emergency Water Connection
  - Mr. Davis confirmed for Council Member Chatterton that a valve will control the connection between the West Point and Clinton City water lines and would only be opened in emergency situations, such as the City's water source becoming disabled for whatever reason and so necessitating access to water through Clinton's system (and vice-versa). This is still in the 'concept phase" and Staff is working with Clinton City on the logistics and administration of a connection between the two systems.
- Storm Drains – 1300 N (4000 W & 4200 W)

Looking to the future, Mr. Laws reviewed the following list that highlights some of the projects that are currently in the Capital Project Matrix and scheduled to begin within the next few years; Mr. Laws noted that some of these projects have been discussed recently with the Council while the discussion on others will not be for some time:

- Public Works Facility Expansion/Relocation
  - Mr. Laws stated that Staff has been doing research on this project for the past few months, gathering information and design ideas from surrounding cities, and also meeting with different financial advisors to best select one that will guide the City through the bonding process. There is a wide range between preliminary budget estimates, but Staff expects the cost to be between $8 - $12 million. There are a few different options for the location of the new facility, which Mr. Laws stated will be discussed with the Council in upcoming meetings. The exact type of bond that will be best for the project will also be discussed in depth with the Council as more information and guidance is gathered.
- New Jr. High and Possible Partnership for Rec Space
  - Mr. Laws stated that the Davis School District had planned to go through the bonding process for the new Jr. High this past year, but was delayed for whatever reason. DSD has still indicated that this school will still be the first on the next bond. As such, the City needs to be ready to act if the Council is in approval of working with DSD for a joint rec space as part of the school. The extra gym space will really be needed as the City's Recreation Programs continue to grow in participants, and the school will also benefit from a larger gym as well. Mr. Ross noted that Layton City was able to do a similar partnership when the new Shoreline Jr. High was built, and it is a great example of what could potentially be done in West Point.
- Loy Blake Park Expansion
  - The Wade Family owns the property to the north of the Park and it is not yet known what their intentions are or timing is for selling the property. Regardless, the City's hope is to be able to eventually purchase the property in order to expand the Park and will keep this project on its radar until they are ready to act.
  - Council Member Petersen commented that he would like to see some sort of permanent gazebo or similar structure with a raised floor and a roof installed at the Park; he feels that this would be a unique amenity for the City and could be used all year-round for different purposes. He inquired as to whether this could be considered within the next few years. The Mayor was in favor of this idea, and suggested that all of the needed updates, ideas, and reconfiguration options for the Park be looked at in the near future so that a plan can be put together so that improvements can start being made sooner rather than later. The Council agreed and directed Staff to include funding for a study of the Park to be put on the Capital Projects Matrix to be completed.
  - The Council also directed Staff to put the replacement of trees as a possible budget item to be considered in the next fiscal year; many of the old trees at the parks are beginning to die and/or break off and they would like a plan to be put together for how and when they should be replaced.
- Trail Expansion (1300 N to Hooper)

- Mr. Laws stated that this project was funded through a grant with Davis County and there have been some significant roadblocks that have come up. For one, the trail is planned to run along an existing irrigation canal and the Hooper Irrigation Company is really not wanting to share that space along the canal, even though the intent is to improve their access road with a paved trail and there is plenty of space available. Mr. Laws stated they have said that they are only willing to share the space if the City will help pay for the piping of the canal, which is much too cost-prohibitive and unnecessary. To work around this, Staff is looking at other options such as widening the existing easement that runs along the access road by obtaining easements from the adjacent property owners. The County had intended that the grant be used and the project completed within one year, but with the issues that exist, that obviously wasn't able to happen and Staff has asked for a deadline extension. Jeff Oyler with Davis County has been working with the City and is aware of the situation and has indicated that he doesn't believe that there will be an issue with an extension being granted.

Mr. Laws stated that these next few items are ones that have not been discussed recently with the Council, but have been on the Capital Projects Matrix for some time. Staff would like to know what the Council's priority levels are for the projects, and whether there is an interest in funding them in the next few budget years:

- LED Street Light Conversion
    - This will be quite a costly project upfront, as Rocky Mountain Power would require the City to purchase their poles when they are converted; a few years ago, the cost was estimated to be around $250,000. There are great long-term benefits of installing LED street lights, but Staff is unsure whether the Council wants to fund the initial costs it will take to do so. Council Member Petersen stated that converting to LED street lights will benefit the City long into the future, and while he normally is not in favor of taking on any debt, if the City were to take out a loan for that amount and pay it over the next ten years, the future residents that will actually be paying the loan are the ones that will be benefitting from the LED lights, rather than current residents paying the upfront cost. Council Member Chatterton agreed, adding that the savings from the power bills and leasing costs from RMP would cover the initial costs within a few short years. Staff was directed to look into what the current cost estimate would be for this project and different options to get it funded.
- 300 North Lift Station Storage Expansion
    - This lift station services both the Abrams and Paice Farms Subdivisions and the storage tanks are currently at capacity. The project would expand the storage tank in order to allow more response time in a power outage. Mr. Rochell stated that over the Thanksgiving holiday about eight years ago, the lift station went down because of a major power outage, and from that experience, it was learned that 45 minutes is about the maximum response time available before the system would begin backing up into the first basement. The intent with this project would be to install a storage tank in 300 N that would allow for a 2-hour response time, which would be enough time to not only get crews on the scene but to also get the flush truck there to pump the tank while repairs are being made. Mr. Laws noted that there is a back-up generator that kicks on when there is a power outage, but this storage tank would be for a "worst case scenario" when that generator fails like it did in the instance mentioned by Mr. Rochell. Mr. Davis stated that his preliminary estimate, without having looked into it in-depth, would be a cost of about $100,000 for this project. Council Member Dawson stated that it is hard for the Council to consider funding these projects without knowing a more solid cost estimate. Mr. Laws stated the Capital Projects Matrix designates a $100,000 budget for this project, but he does not know when that was determined and whether or not that would still be in the current price range. However, the project has remained unfunded for the past several years and Staff would like direction from the Council on whether to "move it up the list" or keep it on the backburner for now. The Council was in agreeance that this project should be considered to be funded within the next one or two budget years.
- New Sidewalk Plan.
    - Mr. Laws stated that Staff has discussed the idea of putting together a sidewalk replacement schedule, similar to the street replacement schedule that the City has in place. The following is a list of four sidewalk sections that Staff feels are a high priority, and noted that the costs would be funded by the local option sales tax money received from the County:
        - 550 N (3450 W to 3500 W)
        - 300 N (3500 W to 3650 W)
        - 3500 W (300 N to 800 N)
          Mr. Davis noted that the Council may want to consider reconstructing this section of 3500 W by widening the road and installing curb, gutter, and sidewalk. This would obviously be much more costly than just a new sidewalk, but as this is the main access to Loy Blake Park, it is an important stretch of road and may want to be a project to consider doing sooner rather than later. The Council would like to discuss this suggestion more in-depth in a future meeting.
        - 4000 W (300 N to 800 N)

Mr. Laws stated that another project currently underway is a new website redesign for the City. Using some of the CARES Act funds made available to the City, one of the providers that was considered with the last redesign but was determined to be too expensive has now been contracted with to do a complete redesign of the City's website. Although much better than what the website was before it was recently redesigned, the current website does have some functionality issues, especially with the mobile version. Staff felt that with online services becoming more utilized over the past year, the City needs a fully-functional website and went with a company called CivicPlus as the provider. He presented a draft of the new website design and layout. He stated that the City has also contracted with them for their recreation module, CivicRec, which is a separate program that will be used for online recreation registration, park reservations, etc.

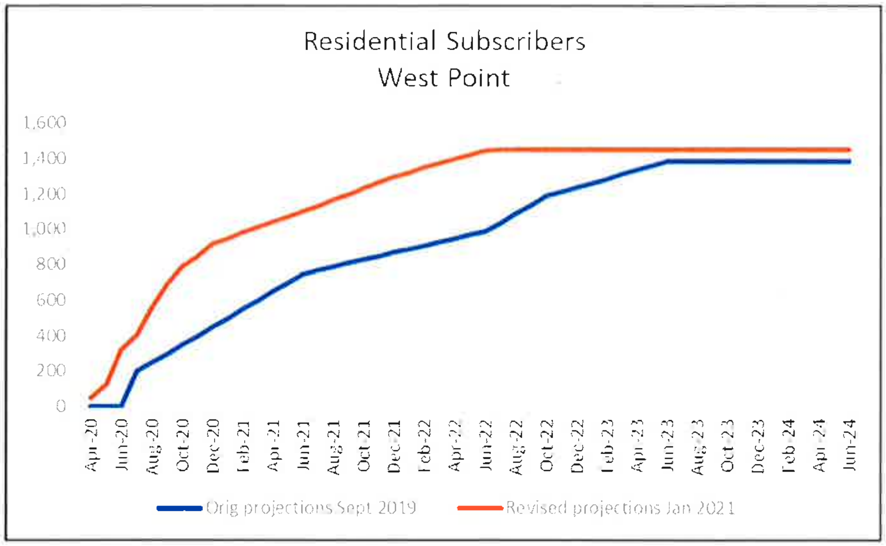
In regards to the UTOPIA Fiber project, Mr. Laws presented an update to the Council and shared some of the data received from UTOPIA's Financial Department. The bond was issued just over a year ago in November of 2019 and the first bond payment is due this coming November 2021. The following is the original growth expectations at the time the bond was issued:

Projected at time of bond issuance	FY 2021	FY 2022	FY 2023	FY 2024
Lease revenue	$ 171,000	$ 315,000	$ 472,000	$ 475,000
Municipal connections	1,500	2,000	2,500	3,000
50% non-residential	5,000	8,000	10,000	12,000
Total	177,500	325,000	484,500	490,000
Series 2019 debt service	-	(130,775)	(433,050)	(430,950)
Remaining revenue	177,500	194,225	51,450	59,050
Remaining revenues (cumulative)	$ 177,500	$ 371,725	$ 423,175	$ 482,225
Subscribers @ mid-year	475	875	1,311	1,319
Anticipated take rate	15%	27%	40%	40%

These projections were updated as of January 2021 and are as follows:

Projected as of January 2021	FY 2021	FY 2022	FY 2023	FY 2024
Lease revenue	$ 325,000	$ 474,120	$ 505,440	$ 526,680
Municipal connections	1,500	2,000	2,500	3,000
50% non-residential	5,000	8,000	10,000	12,000
Total	331,500	484,120	517,940	541,680
Series 2019 debt service	-	(130,775)	(433,050)	(430,950)
Remaining revenue	331,500	353,345	84,890	110,730
Remaining revenues (cumulative)	$ 331,500	$ 684,845	$ 769,735	$ 880,465
Subscribers @ mid-year	903	1,317	1,404	1,463
Estimated take rate	28%	41%	43%	45%

As can be seen, Mr. Laws stated that revenues are much farther ahead than originally projected and the City is on track to meet the required 1,200 subscribers rate this year rather than in October of 2022; the current take rate of 922 is 77% of the full 1,200 and subscribers are growing by about 100 each month. Below is a graph representing how initial projections of subscriber rates compare to the updated projections:



Mr. Laws further explained that the cash reserves from early growth is at about $600,000 which, if all growth stopped at this point and subscribers stopped signing up, would cover 16 months of debt payments. Mr. Laws stated that these are great numbers and that he is pleased with how the project is going – there is only one subdivision located at 1300 W and 4000 W that still needs to be completed before UTOPIA is available throughout the entire City. He clarified for the Council that UTOPIA has been installing the infrastructure in each new development, however, The Point Apartments had signed a contract with Comcast to provide internet services shortly before UTOPIA became available and so will not be able subscribe at this point; hopefully, when that contract expires they will make the switch to fiber internet through UTOPIA.

In regards to The Point Apartments, Council Member Dawson expressed his dissatisfaction with the quality of the construction of the buildings. He stated that he had relayed his concerns to Staff after touring some of the units a few weeks prior because they "look like they're 15 years old" with blue tape still on the walls, mud on the windows, dirty carpets, doors not shutting properly, etc. Mr. Laws stated that after hearing his concerns, he and Mr. Davis went through the units with the developer, pointing out all of the issues. Council Member Dawson stated that he has gone back to the apartments since that time "and nothing's changed." Mr. Laws thanked him for that update, adding that he thinks they all thought and hoped that there would be the same care and precision by Wright Development on this project as there has been with their others, but that seems to be lacking since Gary Wright, the founder, passed away and his son Spencer has taken over. Mayor Craythorne suggested that Staff talk with Spencer Wright about the City's disappointment with the apartments and let him know that as they continue building out the rest of The Point Development, this is "not how things are going to go from here on out." Mr. Laws stated that would be a good conversation to have and would make sure it happens.

Mr. Laws also provided an update to the Council on the crack and subsequent leak in one of the City's water storage tanks. He stated that the insurance company has confirmed that the earthquake early last year caused the damage and Staff is working with them to finalize costs and be paid the correct amount to cover the repairs. The funds should be received soon and the repairs will be made shortly after. Once the tank is fixed and filled, Staff is going to drain the other tank to make sure that there is no similar damage; it will be refilled if it is found to be in good condition or after any necessary repairs are made.

Mr. Davis then provided an update as to the status of the City's sewer study that is currently in progress. Bowen Collins & Associates has completed the preliminary evaluation of five different sewer systems that they were considering for the west part of the City: a traditional gravity system with lift stations, a low-pressure system, a septic tank effluent pumping system (known under the brand name "Orenco"), a vacuum system that is similar to what is in Hooper City, and a small area treatment plant. After that preliminary evaluation, they found that the two systems that look most promising for the area are a traditional gravity system with lift station and the Orenco effluent only system. Mr. Davis shared the following chart summarizing the different systems:

BOWEN COLLINS & ASSOCIATES

Table 1
Summary of Sewer System Alternatives

Alternative	Capital Costs[1] (Millions)	Annual O&M Costs[1] (thousands)	60 year Life Cycle Costs[1] (Millions)	Advantages	Disadvantages
Traditional Gravity	$2.1 - $3.6	$65 - $97	[illegible]	•Lower O&M costs •Same technology as current system (staff familiar with system) •Centralized lift stations •Back up power during power outages •Easy to access and monitor collection system •Time tested reliability	•Higher capital costs (Large pipes, deep excavations, etc.) •Requires minimum grades to operate •Requires lift stations and associated maintenance •Infrastructure required upfront (regional pipeline and lift stations must all be built first, less flexible phasing) •Traditional I&I can be expected as system ages
Low Pressure Sewer System (LPS)	$1.3 - $2.0	$106 - $159	$1.7 - $6.1	•Lower capital costs (smaller collection lines, shallow bury, etc.) •No septic tank required on each lot •Pressure pipe force mains eliminate system I&I	•Higher O&M costs (higher pump replacement costs compared to effluent only pumps) •Decentralized pumping required (thousands of grinder pumps) •Little emergency storage (immediate operator response needed when problems occur) •Minimum velocities are required in collection lines to mobilize solids. This means less flexible trunkline phasing.
Septic Tank Effluent Pumping (STEP)	$0.9 - $1.1	$60 - $90	[illegible]	•Lower capital costs (smaller collection lines, shallow bury, etc.) •Lower O&M costs (smaller effluent only pumps) •Pressure pipe force mains eliminate system I&I •Septic tank provides some emergency storage •No minimum velocities required in collection lines (allows for more flexible phasing of system)	•Decentralized pumping required (thousands of effluent only pumps and septic tanks) •Septic tank required (maintenance, periodic pumping, located on private property) •Disposal of septic tank waste
Vacuum Sewer System	$2.1 - $3.6	[illegible]	[illegible]	•Vacuum mains eliminate system I&I •Centralized vacuum and pump station •No air release valves required	•Higher capital costs (Cost savings of smaller collection lines, shallow bury, etc. are offset by more complicated vacuum system) •Higher O&M costs (large mechanical aspect to this system) •Collection valve pits required for every 3-4 homes •Little emergency storage (immediate operator response needed) •Minimum velocities required in collection lines (less flexible trunkline phasing) •High system complexity (valve pit, vacuum compressor, pumps, and backflow) •Specialized parts and training required.
Small Area Treatment Plant[2]	Treatment [illegible] Treatment & Collection [illegible]	[illegible]	Treatment [illegible] Treatment & Collection [illegible]	•Can be located at low point in system •Minimizes number and size of lift stations required •Potential to reuse treated water	•Highest capital and O&M costs (This alternative requires the costs from the "Traditional Gravity" system and the "Small Area Treatment Plant".) •Highly regulated - Utah Pollutant Discharge Elimination System (UPDES) Permit is required •Performance requirements - measurable and enforceable pollutant effluent levels must be met •Anticipated flows are significantly larger than what the state would typically allow for a "packaged" treatment plant •Significant increase in the City's wastewater responsibility. Would likely require multiple additional staff to operate the plant.

[1]Hypothetical costs for a 200 unit system from WERF *"Performance & Costs of Decentralized Unit Processes"*, Water Environment Research Foundation, April 2010. For comparison purposes only, not actual costs.
[2]Assumed Primary Treatment and Fixed Growth Secondary Treatment (lower assumed costs than suspended growth treatment options) costs estimates have been combined from WERF *"Performance & Costs of Decentralized Unit Processes"*, Water Environment Research Foundation, April 2010. Top costs are treatment only and bottom costs are treatment combined with traditional gravity system.

As shown in the chart, the capital costs for the traditional system are projected between $2 to $3 million in upfront costs and between $65-$97,000 in operational and maintenance costs. The upfront capital costs for the Orenco system are projected to be between $1-1.5 million with similar maintenance and operational costs. This system is also about half the replacement costs over a 60-year lifecycle than a traditional system. However, there are some factors other than cost that should be considered with both systems and they will be evaluated more in-depth during the next phase of the study. Mr. Davis added that these estimated costs are based on a basic review of the different systems – as these two are further analyzed, the projected costs are likely to change as details become more refined and accurate.

Mr. Davis also stated that running a gravity line as far north as possible has also been preliminarily evaluated and does seem to look promising; it appears that it may be possible to run a line across the Howard Slough and use a gravity line to go further north than was previously thought possible for this unincorporated area. Mr. Davis will update the Council on this as the study continues and more information is received.

6. **Other Items**
Mayor Craythorne invited each Council Member to share any concerns or issues that they would like to discuss.

Council Member Judd stated that there is a piece of property that is in her development and adjacent to a new development currently under construction in Clinton City. The recorded owner of the property is out-of-state and the Public Works Staff has been taking care of the mowing, watering, weeding, and snow removal to keep the property maintained. While it is not a large property, she knows that the Council tries to be conservative in how the City spends its resources and maintaining private property is not a good use of City Staff, time, or funds. Council Member Judd inquired as to whether there is anything the City can do to address an absentee owner that is not taking care of his or her property, and whether this particular piece of property could be sold to the adjoining development.

Mr. Davis explained the history of this parcel, stating that it was a piece that was leftover when the subdivision in West Point was completed. The taxes were not being paid on the property, and so Davis County put it up for auction about five years ago. The new buyer informed the City that he intended to fence the property off and use it as a storage yard for his old cars and boats, to which Staff told him was not allowed by City Code. Since then, it has been unknown where the owner is at or how to contact him, but Mr.

Davis stated that he does not believe he has any intention of doing anything with property, much less maintaining it, and so the City continued doing it so that it would get done. Mr. Rochell added that before being put up for auction, it was basically abandoned after being left over from the development, and there really wasn't an owner identified. As such, the City has been maintaining it for many years. He did note that he did see the new buyer soon after it was purchased and told him that he was responsible for the property, but he hasn't been heard from or seen since. The Council agreed that this issue needs to be addressed and discussed with Staff some different options on how to resolve it. Suggestions included placing a lien on the property for the costs of maintaining it, sending a bill to the owner and then to collections if not paid, or possibly approaching the owner about donating the parcel to the adjacent property owner so that they could incorporate it into their lot and take over maintaining it. Staff was ultimately instructed to find a way to contact the owner and inform him of his responsibilities and the expectations moving forward. If he is not willing to comply or donate the property, further discussion can be had at that point on what the appropriate action would be for the City to take.

Council Member Judd stated that she would also like to have a discussion on how West Point can create a better spirit of community and pride in the City. During her campaign, residents expressed how important it was to them to maintain the small-town feel we have here and she feels that the City should do what it can to help preserve these feelings of closeness and unity. She stated that ways to do this don't have to be big productions or cost a lot of money or time, but in her hometown of St. Louis, for example, businesses and residents all over the city display the city's flag and it is easy to see the sense of pride those residents have in where they live. Council Member Dawson agreed, adding that even just a more pronounced gateway into the City would help; the current 'Welcome to West Point' sign is covered with bushes and not even visible. He also suggested that more things could be hung on the City's light poles throughout the year, rather than just at Christmas. Council Member Judd stated that it would be great if residents themselves could have a way of sharing their pride in the City that they have chosen to live in because of what West Point has to offer. The Council agreed that this is an important issue and that the suggestions raised are worth further consideration and discussion. Mr. Laws informed the Council that a design for small street signs that will be placed every road entrance into the City has been finalized and he will check on the status of those being printed. He also agreed that larger entrance or gateway signs coming into the City would be a great idea and could be added to the budget if the Council would like to pursue the project.

Council Member Dawson stated that he felt the meeting was informative and had no additional items that he would like to discuss.

Council Member Chatterton stated that he has a few different items that he would like to suggest to the Council, the first being that a resolution honoring our first responders (including health care works) be approved and issued. Similar resolutions have been done in the past for various things and he feels that it would be a good way for the City to recognize these individuals and what they do for our community. Secondly, Council Member Chatterton stated that he would like the City to create a foodbank drive, possibly held twice a year in the spring and fall, to provide an opportunity for residents to help support others in need in our community. In a recent visit to the foodbank, he stated that there were more people picking food up than people dropping food off – it is obvious that many people are in need. Lastly, Council Member Chatterton stated that he would like to make sure that the project of constructing a monument to mark the Immigration Trail moves forward and not forgotten about. He understands that the pandemic halted the project, but would like to reschedule the meeting he and Council Member Petersen had planned with Earl Rogers, Craig Patterson, and Corey Venstra (who all proposed the idea to the Council), and Ryan Harvey (City Staff) that was cancelled last year due to COVID-19. He stated that he would contact those individuals and try to get another meeting arranged so that the project can continue moving forward. Council Member Chatterton also thanked the Council and City Staff for their efforts in making this a valuable meeting.

Council Member Petersen stated that about everything he had wanted to discuss was covered during the meeting, and he also thanked all attending; although over Zoom and not in-person, it was still a good, beneficial meeting. He did have one item he would like to discuss, which was whether the Council should have the opportunity to review their philosophy in regards to future growth and development in the City, especially with a new Community Development Director (Bryn MacDonald). Mrs. MacDonald stated that she would really appreciate that as she would like to have a better understanding of the Council's future vision for West Point. Mr. Laws suggested that this type of discussion could be an agenda item in a future administrative session. Council Member Petersen stated that for the most part, the current City Council is fairly unified in their overall goals for the City, although there are always going to be some items that they will have differing viewpoints on.

Council Member Henderson stated that items he wanted to raise have also already been discussed in the meeting and thanked Mr. Laws and the rest of Staff for not only the work put into preparing for this meeting, but for the job they do in the day-to-day running of the City. He feels that West Point is a great place to live, has great residents, and has great people he is able to serve with.

Mr. Davis noted that Michelle Bailey, longtime West Point employee and part of the Community Development Department, has submitted her resignation and her last day will be the following Friday. The Council expressed their disappointment with this news, commenting how great of an asset Mrs. Bailey has been to the City and how much West Point benefitted from having her as a member of Staff. Mayor Craythorne asked that official recognition of Mrs. Bailey be an agenda item in an upcoming meeting.

Mayor Craythorne also expressed his appreciation to all of Staff for this meeting and making it such a worthwhile discussion. He also wanted to make sure all were aware that the next few years are going to bring big changes to the City, especially in regards to City Staff, as development continues to grow at a fast-pace. The City Council has always been conservative when it comes to staffing, but it is going to take a lot of time and resources to handle the new growth and big projects that are coming up in the next few years; he encouraged the Council to keep this on their radar so that the City is adequately prepared to make sure things are being done right. The Mayor also thanked the Council for the great job that they do in representing West Point and for the experience and wisdom that they each bring to the table. He stated that it has been a pleasure to serve with them, especially over the challenges of the past year, and looks forwards to continue serving with them as we move forward into the better days and better times this year hopefully brings.

7. Motion to Adjourn the General Session

Council Member Dawson motioned to adjourn the Visioning Session
Council Member Chatterton seconded the motion
The Council unanimously agreed

May 4th, 2021
GARY PETERSEN, MAYOR PRO TEM

May 4th, 2021
CASEY ARNOLD, CITY RECORDER

WEST POINT CITY
CORPORATE SEAL
DAVIS COUNTY - UTAH