



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
ELECTRONIC MEETING
NO PHYSICAL MEETING LOCATION
March 2nd, 2021

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

Administrative Session

6:30 PM

Minutes for the West Point City Council Administrative Session held via electronic Zoom Meeting on March 2, 2021 at 6:30 pm with Mayor Erik Craythorne presiding. This meeting was held in accordance with the signed February 8th, 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 #880 1447 8717 at <https://zoom.us/join> or by telephone at (669) 900-6833.

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

EXCUSED: Council Member Andy Dawson

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

EXCUSED: None

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

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

(This item was discussed after Item 3)

Mr. Laws stated that the proposal for a West Point Arts Council by residents Randy Bereece and Brittany Szymanski has been discussed by the Council in previous meetings and at the last meeting, the Council asked for more information in regards to how other cities are organizing their own Arts Councils. He stated that he, Mrs. Bereece, and Mrs. Szymanski contacted our surrounding cities and received the following information:

Syracuse Arts Council

- Syracuse has established their Council under their City umbrella. It has a volunteer Board of Directors (all appointed by the City Council).
- The City provides a budget of between \$3,000 and \$5,000 each year, however they bring in about \$20,000 per year from donations and sponsorships.
- There is some preference from City Officials for them to be their own organization, but it is recognized that it couldn't start out this way. In order for it to be successful, it is believed that being under the city umbrella is needed.
- Bylaws are adopted by the City Council and are in a section in the Syracuse City Code which requires that meeting minutes are taken, action is done through motions, etc.

Clinton Arts Council

- Clinton has established their Council in 2010 under a 501(c)3 created by the City and that is shared with Fire, Police, and Parks.
- The City provides no funding, but allows use of the Rec room. Rec staff helps put things together and advertise.
- They mentioned they have a hard time getting people on the board to commit

Clearfield Arts Council

- Clearfield has established their Council under a 501(c)3 created by the City.
- Established originally by some residents as an "Arts Committee" working with the Parks & Recreation Department. about 7 years ago a part-time director position was created.
- They have a full-time Arts Director which is paid by the City.

Mrs. Bereece added that from what she gathered from discussions with other cities, it is easy to organize and plan activities, but recruiting volunteers who are willing to assist is the harder part. Syracuse City stated that they have a lot of individuals willing to volunteer, while Clinton City has struggled with that aspect. She liked the idea of putting out a survey to residents to gauge their interest level in establishing an arts council in West Point, adding that as West Point grows there will hopefully be more and more individuals wanting to participate.

Council Member Petersen inquired as to what would be proposed for some of the first activities and events if an arts council was to be established. Mrs. Bereece stated that their first presentation to the City Council listed several ideas and suggestions, and they would start with some of those that are lower-budget activities. The availability of space would also be a factor to consider, since many of the events would require space for rehearsals, performances, group classes, etc. However, things like a "film festival" held at a City park would be low-cost, simple, and provide ample space for people to attend.

Council Member Petersen stated that he would be in favor of the City establishing an arts council, and if successful, make it its own 501(c)3 organization in the future; he feels that initial funding and backing from the City will be necessary to get it established. Council Member Chatterton stated that he is also in favor of an arts council in West Point and that we move forward in creating it; any issues that arise will be addressed as they come.

Staff was directed to issue a survey to residents, and also look at the bylaws of other arts councils to get an idea of how it should be organized and how it would operate.

2. Discussion Regarding the Harvest Fields Subdivision Phases 5 & 6 – Mrs. Bryn MacDonald

Mrs. MacDonald stated that at the February 2nd meeting, the City Council approved the developer's request to start the approval process for Phases 5 & 6 while Phases 3 and 4 are in construction. During that meeting, the Council discussed Phases 5 & 6 and had no further discussion at this time. Final approval is on the Agenda in tonight's General Session.

3. Discussion Regarding Request to Simultaneously Develop Wildfire Estates Subdivision Phases 2 & 3 – Mrs. Bryn MacDonald

Mrs. MacDonald stated that the developers have requested to begin Phase 3 of this subdivision while Phase 2 is still under construction; Phase 2 was given final approval at the September 1st, 2020 City Council meeting and the number of completed lots is not yet at the 50% required by City Code to receive approval for and begin another phase. However, the Code does allow the City Council to grant an exception to this standard. Council Member Petersen stated that although exceptions have been granted, he would not be in favor of amending the City's standard of development phases containing no more than 30 lots each. With housing currently in high demand, it has made sense for exceptions to be granted and allow simultaneous development of multiple phases, but having a breaking point of 30 lots helps ensure that developers have the ability to actually complete a phase before over-extending themselves by beginning a new one. Mr. Laws noted that in his understanding, each lot in Phase 2 is already attached to a homebuyer and lots are being sold about as fast as can be approved. Once the plat for Phase 2 goes through escrow and is recorded, building permits for lots can begin being issued.

The Council had no further discussion and will consider approval of the request at the next meeting.

4. Other Items

No other items were discussed.

The Administrative Session adjourned.



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General Session

7:00 PM

Minutes for the General Session of the West Point City Council Meeting held via electronic Zoom Meeting on March 2, 2021 at 7:00 pm with Mayor Erik Craythorne presiding. This meeting was held in accordance with the signed February 8th, 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 #880 1447 8717 at <https://zoom.us/join> or by telephone at (669) 900-6833.

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

EXCUSED: Council Member Andy Dawson – *(arrived after Item 4)*

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 Workers Director; and Casey Arnold, City Recorder

EXCUSED: None

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

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

Council Member Chatterton – None

Council Member Henderson – None

Council Member Judd – None

Council Member Petersen – None

Mayor Craythorne – None

4. Communications from Staff

Mr. Laws stated that the Utah State Legislative Session ends in just a few days and so there are likely to be multiple bills being passed through and voted on; the Utah League of Cities and Towns has taken a “neutral” position on Representative Paul Ray’s substitute bill regarding building inspections, meaning that they no longer oppose or support the bill. He will keep the Council updated on this bill and others that will affect Utah’s cities.

The 4th of July Committee has begun meeting and is intent on making sure that the City holds some sort of event this year. They would like to move forward with planning for most of the regular activities, but there is some reservation as to whether some of the daytime activities at the park will be able to happen this year. Mr. Laws stated that it is still unknown where the situation will be, but the hope is that as more and more people are able to be vaccinated, there will be less restrictions within a few months. He added that like West Point, other cities are proceeding with cautiously planning for their summer events as well. Mayor

Craythorne added that in his meeting with the Davis County Health Department earlier this week, Director Hatch indicated that the vaccine is expected to be available for everyone by June and was optimistic that a good percentage of the population will have received it, which will help to allow city events being held in at least some capacity.

5. Citizen Comment

No comments received.

6. Update from the Davis County Sheriff's Office

The update was rescheduled for the next meeting.

7. Consideration of Approval of the February 2nd, 2021 West Point City Council Meeting Minutes

Council Member Dawson motioned to approve the minutes

Council Member Henderson seconded the motion

The Council unanimously agreed

8. Consideration of Approval of the February 16th, 2021 West Point City Council Meeting Minutes

Mr. Laws stated that the draft minutes for this meeting have not yet been reviewed and will be presented to the Council for approval at the next meeting.

9. Consideration of Final Approval of the Sunview Estates Subdivision Phase 2 – Mrs. Bryn MacDonald

Mrs. MacDonald stated that Phase 2 was presented and discussed by the City Council several meetings ago and approved by the Planning Commission in December, however, final approval was delayed until the plans for the sewer lift station were reviewed and approved. She stated that Mr. Davis has been working with the developer, Mark Thayne, on these plans for several months.

Mr. Davis stated that he would like to recognize Mr. Thayne for his willingness to comply with all that the City has requested, and Staff feels "very comfortable" with the plans for this lift station. As the City Engineer, Mr. Davis stated that both he and the engineers from Boeing Collins & Associates (the City's consultants on this project and also the firm conducting the sewer study that is currently in process), have done very thorough reviews of the plans.

The lift station was originally proposed to be in 5000 W so that when the regional lift station is constructed and this one abandoned, it could become a thru-manhole and continue to the other property. However, there was the concern that this would not be secure enough as there would be no way to lock down access lids. With that, Mr. Thayne agreed to move the lift station to an enclosed pad at the west of end of the project and on the west side of the road. In addition to that change, one of the big things that was requested was that a "muffin monster" be installed. This is an inline grinder that will grind all of the water that flows into the lift station before reaching the pumps, which will greatly help to avoid the pumps getting clogged. Mr. Davis noted that there are still some minor items on the review letters issued by himself Bowen Collins & Association, but Mr. Thayne has indicated that there will be no problem in getting these items addressed. With that, Mr. Davis stated that Staff recommends approval of Phase 2 and this lift station.

Council Member Chatterton motioned to approve

Council Member Petersen suggested the motion be modified to include that final approval is contingent on completion of the outstanding items as listed in the review letters.

Council Member Chatterton amended his motion to include that final approval is contingent on completion of the outstanding items as listed in the review letters.

Council Member Petersen seconded the motion

The Council unanimously agreed

10. Consideration of Approval of the Elevations for the Murray Place Subdivision – Mrs. Bryn MacDonald

**Mayor Craythorne disclosed that he is involved with this project and recused himself from the discussion.*

Mayor Pro Tem Petersen presided over this item.

Mrs. Macdonald stated that the elevations were presented to the Council at the last meeting for discussion and are now being proposed for approval. She added that a 3 ft. wainscoting will need to be added to the sides of the buildings in order to comply with the City's building standards.

Council Member Chatterton stated that at the last meeting, the Council discussed the rear elevation and whether any sort of privacy fences or walls could be installed between the units; he has since looked at a similar project that had a lot of privacy fencing and felt that they "make a lot of sense." Mr. Craythorne stated that he has not looked into this suggestion, and although they wouldn't be considered an architectural feature and part of the elevations, would explore some different options. Mayor Pro Tem Petersen added that although also not part of the building elevations, he would like to have a future discussion on the possibility of requiring some sort of garbage can pad or designated space for these types of housing units, as he is concerned that there won't be enough space for residents to store them. Council Member Dawson suggested the idea of having community dumpsters rather than individual garbage cans for each unit in these types of developments.

The Council had no further discussion.

Council Member Chatterton motioned to approve

Council Member Henderson seconded the motion

The Council unanimously agreed

**Mayor Craythorne resumed to preside over the meeting*

11. Consideration of Final Approval of Harvest Fields Subdivision Phases 5 & 6 – Mrs. Bryn MacDonald

Mrs. MacDonald stated that the developers have been granted approval to simultaneously develop Phases 3 – 6 of the project, and Phases 3 & 4 have already received final approval and are under construction. There are a total of 41 lots between the two Phases (22 and 19).

This item has been discussed in previous meetings and the Council had no further discussion.

Council Member Petersen motioned to approve

Council Member Judd seconded the motion

The Council unanimously agreed

12. Consideration of Resolution No. 03-02-2021A, Approving an Interlocal Agreement with Davis County for Election Services – Ms. Casey Arnold

Ms. Arnold stated that the Mayor seat and two City Council seats are up for election this year. For the past several election cycles, the City has contracted with Davis County to administer the elections and Staff would like to propose contracting with the County again for the 2021 Election. The County has provided an estimate of just under \$9,700 per election (for each the general and primary election if needed). Ms. Arnold stated that there have been many benefits in contracting with the County, such as being able to cost-share some items with other contracting cities, having a full-time election staff, using their equipment, etc. With the success the City has had in the past, Ms. Arnold stated that Staff recommends approving the contract with Davis County for election services for the 2021 Municipal Election.

The Council had no further discussion.

Council Member Dawson motioned to approve

Council Member Henderson seconded the motion

The Council unanimously agreed

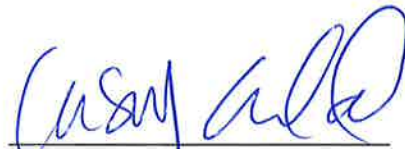
13. Motion to Adjourn the General Session

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



GARY PETERSEN, MAYOR PRO TEM

May 4th, 2021



CASEY ARNOLD, CITY RECORDER

May 4th, 2021

