



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
June 15th, 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

6:00 PM

Minutes for the West Point City Council Administrative Session held at West Point City Hall on June 15, 2021 at 6:00 PM with Mayor Erik Craythorne presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #896 5536 1753 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, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson and 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; Kasey Gibson, Public Works Lead; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Brian Vincent. No sign-in required for online attendees.

1. Discussion Regarding the FY2022 Final Budget and 2021 Property Tax Rate for West Point City– Mr. Ryan Harvey

Mr. Harvey stated that, as discussed in previous meetings, the Council is scheduled to meet as the Board of the Community Development and Renewal Agency tonight to consider approval of the FY2022 Final Budget for the CDRA. The CDRA Budget continues to have a debt obligation of \$140,000, and the FY2022 Budget includes a \$4,000 decrease to the interest expense line item and a \$4,000 increase to the principal debt expense; the interest expense will continue to decrease and the amount paid to the principal debt will continue to increase as the debt is paid off.

The City Council will also consider approval of the FY2022 Fee Schedule in tonight's General Session. The proposed Fee Schedule includes a change in Utilities Fees to increase the \$85 fee for new and replacement black and green cans to \$110, and also makes this fee applicable to additional cans requested by a resident. The other change is to delete this fee for recycling cans, as they are provided by Econo Waste, Inc. and not the City. Mr. Rochell explained that the first can is paid for as part of the building permit, but the City has spent a significant amount of money buying new cans because residents are requesting more than one black and/or green can. The replacement fee is not charged for when a can needs to be replaced for normal wear and tear, but when obviously damaged by resident error (fireworks, extremely overloaded, etc.) the fee has been assessed. The Council had no further discussion on this fee increase and adding the fee to be applicable to additional cans requested.

In regards to the Property Tax Rate, Davis County has set the Certified Tax Rate for 2021 at .000792. This is lower than the 2020 rate adopted by the Council of .000910. At the June 1st meeting, the City Council desired to move forward with the Truth-In-Taxation process and now needs to decide what rate to notice to residents as a potential increase; once noticed, the Council cannot adopt a rate higher than that number. In the past, the noticed rate has been set at the previous year's rate, which for the 2021 TNT process would be .000910. Mr. Harvey displayed the following graph showing the Certified and Adopted Property Tax Rates since 2006; the highlighted years are the years that the Council adopted a rate different than the Certified Tax Rate set by the County:

YEAR	CERTIFIED RATE	ADOPTED RATE	REVENUE
2021	0.000792	TBD	TBD
2020	0.000877	0.000910	\$544,484
2019	0.000859	0.000917	\$509,283
2018	0.000881	0.000917	\$459,924
2017	0.000902	0.000945	\$434,260

2016	0.000984	0.000984	\$400,443
2015	0.001005	0.001036	\$376,649
2014	0.000996	0.001036	\$356,700
2013	0.001041	0.001111	\$337,970
2012	0.001111	0.001111	\$313,495
2011	0.001008	0.001008	\$308,326
2010	0.000910	0.000936	\$302,867
2009	0.000876	0.000876	\$281,926
2008	0.000773	0.000895	\$281,925
2007	0.000834	0.000834	\$228,710
2006	0.000909	0.000909	\$199,212

The Council directed Staff to move forward with the Truth in Taxation noticing process using the 2020 Rate of .000910 as the maximum potential tax rate increase.

Mr. Harvey stated that the Council approved the FY2022 Tentative Budget at the last meeting, which the City will operate on until the Final Budget is approved in August after the Truth in Taxation hearing is held and the 2021 Property Tax Rate is adopted by the Council. Mr. Harvey also confirmed for the Council that the City is receiving sales tax revenue from online sales.

The Council had no further discussion on the Final Budget at this time.

2. Discussion Regarding the Wastewater Management Plan Annual Report for 2020 – Mr. Paul Rochell and Mr. Kasey Gibson

Mr. Rochell introduced Kasey Gibson, the Public Works Lead for the City, who presented the report to the Council. Mr. Gibson stated that the purpose of the Municipal Wastewater Planning Annual Report is to provide an opportunity to conduct a self-assessment of the City's wastewater collection system to identify and solve potential problems before they become serious and costly. The report also provides an opportunity to evaluate future needs and capital improvement projects that may be needed.

Mr. Gibson stated that new technology has been made available in recent years called a Sewer Line Rapid Assessment Tool ("SL-RAT"). Traditionally, inspection of the sewer lines has been done by first using a "jetter" truck to initially clear the line and then a camera being taken through that transmits the images of the line for to a computer and then viewed. The SL-RAT uses sound technology to pinpoint blockages and bad spots in the line; the devices are placed in two separate manholes along a line and the sounds transmitted from one to the other create an image of that particular section of the line. Using the SL-RAT technology is more cost-effective and less time consuming than the traditional route, allowing for more lines to be inspected each year and problem areas found and resolved much quicker.

The self-assessment report includes a financial evaluation of the system, analyzing items like operation and maintenance costs, capital improvements, projected needs, etc., as well as an evaluation of the collection system itself, considering factors like the age of the system, new development, operator certification, facilities, etc. Mr. Gibson noted that since last year's report, the City has gained approximately seven more miles of sewer lines, which is reflective of the rate of growth the City is currently seeing.

The Council thanked Mr. Gibson for preparing the report and the great job that he does for the City. The Council will consider approval of the 2020 Report in tonight's General Session and no further discussion was had at this time.

3. Discussion Regarding Change Order for Street Maintenance Projects – Mr. Boyd Davis

Mr. Davis stated that the City is currently in the third year of a three-year contract with Staker Parsons for City-wide street maintenance. This includes paving, patchwork, overlays, etc. In the last two years, \$352,000 has been spent on this street maintenance contract. Staff is proposing to add a chip seal and "bonded matrix" overlay application to two areas in the City that were not included in the original contract. These areas are on 3000 W from 200 S to 1300 N and on 4500 W from 1800 N to 2425 N. Mr. Davis explained that chips seals are the most cost effective and durable treatment the City can do for its roads and it is important to have it applied to these sections of pavement. Staker Parsons has agreed to do the work at the cost of \$110,000. The projects can be added by a change order to the current contract through Council approval, which the City's purchasing policy requires for any change orders over 10% of the original cost.

The Council had no further discussion regarding this change order to the current street maintenance project in the amount of \$110,000 and will consider approval in tonight's General Session.

4. Other Items

Council Member Petersen stated that the asphalt in the parking lot at Bingham Park was replaced a few years ago, but is starting to deteriorate and there have recently been cars doing 'donuts' in the parking lot because of the loose gravel. Mr. Davis stated that the gravel is coming from the slurry seal that was applied and suggested that the parking lot be swept in order to better evaluate the condition of the asphalt and determine how to best proceed. He noted that this is an example of why slurry seals are no longer used by the City.

Mr. Laws stated that there are two items he would like to discuss with the Council, which are outlined in the Staff Report included with the agenda packet for this meeting. The first is in regards to the Splash Pad, which was opened Memorial Day weekend. Due to the drought situation, Mr. Laws stated that he and Mr. Rochell determined to reduce the operating hours to three days a week, and close one hour earlier. The current operating schedule is Tuesday, Thursday, and Saturday from 11 AM to 7 PM. He would like direction from the Council on whether to continue a reduced schedule. He noted that there has been some disappointment expressed by residents on the shortened schedule. Council Member Chatterton inquired as to how use of the splash pad is being monitored in order to know whether this schedule is working in terms of usage by residents. Mr. Rochell stated that he has been monitoring the amount of people at the splash pad, and stated that when the splash pad opens, there's a crowd waiting and there remains a crowd throughout the day. The water used by splash pad is averaging about 44,000 gallons per day, which is a significant amount for just three days, but still much lower than if it was open every day of the week. Council Member Petersen noted that the splash pad uses water that is already owned by the City and does provide some value as it eventually goes downstream; however, this is not a "normal" water year and the City should be careful and prudent in its water use. Mr. Laws stated that the schedule can be modified a number of ways, such as having it be open every day but for fewer hours. The Council liked the current schedule that was determined by Staff, agreeing that it helps reduce the amount of water used while still being available for those whose schedules prohibit them from using the splash pad mid-day.

The second item Mr. Laws presented to the Council for discussion was in regards to options for communicating with residents. Staff has been exploring ways to better facilitate communication from the City to residents and have found an application called "Poly Platform" that seems to be a good option. Poly Platform is an app that can be downloaded to the phone of anyone wanting information from the City. Staff can then send updates directly to residents based on their subscription preferences, such as notifications of a road closure or water leak. Additionally, a user can subscribe to a particular event and receive updates directly related to that event. For example, a parent with a 1st grader playing baseball and a 3rd grader playing softball would subscribe to the "First Grade Boys Baseball" event and the "Third Grade Girls Softball" event; if the first-grader's game was rained-out, the alert would be sent to that specific group and only those subscribed to it would be notified. Similarly, events can be set up for activities like Take Pride in West Point Day or Party at The Point and event updates could be sent solely to those who subscribed to the event. The app also gives calendar reminders of events and activities, according to a subscriber's alert preferences. There is also a survey feature that can be sent out to receive some immediate feedback about an event or activity. This app is not a social media-type program in the sense that it allows back-and-forth communication from residents, but is primarily a tool for the City to communicate information out to residents. Mr. Laws stated that the cost of the app is about \$5,000/year, which seems to be reasonable in comparison to other options. He added that the initial first few years of a contract could be paid for with CARES Act funds the City has available.

Council Member Chatterton stated that he was in favor of moving forward with this app, especially because the CARES Act Funds allow for Staff to try it out for a few years at no cost to the City. Mr. Laws stated that a short demonstration could be scheduled for the Council if they would like to know more before moving forward. Council Member Judd inquired as to whether the price is based on the usage amount or is a set monthly and/or yearly cost. Mr. Laws explained that it is a flat rate that would not fluctuate based on usage. Council Member Petersen was also in favor of learning more about this app, understanding that the City needs to evolve its communication tactics along with evolving technology.

In regards to secondary water usage, Mr. Rochell inquired as to how the Council would like the Public Works Department to proceed with watering the City's parks in this drought situation. The Davis & Weber Counties Canal Company has asked residential users to reduce their water usage and only water on two assigned days per week (based upon their house number). However, they have not issued specific guidelines to municipalities. Mr. Rochell stated that watering of the detention ponds has been reduced, but the parks are being watered normally, especially Loy Blake Park in preparation for the Party at The Point Celebration on July 3rd. He added that earlier in the spring, extra fertilizer and an experimental wetting agent was put on the areas of the parks and at the cemetery where the grass has always struggled, which does seem to be helping, but is also quite expensive. Moving forward, Mr. Rochell noted that he would likely ask for more funding in the budget to be able to apply the mixture to more areas throughout the City. The Council directed that watering of the parks continue as it has been until after July 3rd, at which point watering can be reduced and focused on those parks that will be used for recreation programs and that have the most use by residents.

Council Member Chatterton stated that he has heard from roughly 50-75 residents about their desire for pickleball courts in the City, and would like to find some money in this next fiscal year's budget (FY2022) to install the courts as the sport keeps gaining in popularity. Mayor Craythorne stated that pickleball courts have been discussed in multiple previous meetings, and the issue has been about finding the best location to put them. Council Member Petersen agreed, adding that it has been on the Council's radar for some time, and while not likely to be included in the budget for FY2022, it will be considered in future budgets once it is determined where in the City it will be best to install them. Council Member Chatterton stated that Syracuse City had many residents also wanting the pickleball courts and were willing to fundraise for the costs, and Syracuse agreed to match the funds raised. He would like the Council to have a discussion on a similar fundraising option. Mayor Craythorne stated that the location issue would need to be solved before pursuing the financial aspect of installing and maintaining the courts.

The Administrative Session adjourned.



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WEST POINT CITY COUNCIL MEETING MINUTES

West Point City Hall

June 15th, 2021

Mayor

Erik Craythorne

City Council

Gary Petersen, Mayor Pro Tem

Jerry Chatterton

Andy Dawson

R. Kent Henderson

Annette Judd

City Manager

Kyle Laws

General Session

7:00 PM

Minutes for the West Point City Council General Session held at West Point City Hall on June 15, 2021 at 7:00 PM with Mayor Erik Craythorne presiding. This meeting was also available via electronic Zoom Meeting and was accessible to attendees by entering Meeting ID #896 5536 1753 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, and Council Member Jerry Chatterton

EXCUSED: Council Member Kent Henderson and 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; Kasey Gibson, Public Works Lead; and Casey Arnold, City Recorder

EXCUSED: None

VISITORS PRESENT: Brian Vincent. No sign-in required for online attendees.

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

Council Member Judd – no comment

Council Member Petersen – no comment

Council Member Chatterton – The Miss West Point Pageant was held the previous week and he wanted to commend the directors for their work on the event, and also praised former Miss West Point and Miss Junior West Point for the great job they did emceeing the event.

Mayor Craythorne – no comment

5. Communications from Staff

Mr. Laws stated that the Take Pride in West Point Day was held on June 5th and the project for this year was planting trees along the trail between 2000 W and 3000 W. Trees were originally planted along the trail when this section was completed, but have since died due to lack of water. New irrigation lines were installed last year that will keep these new trees watered, and the hope is to eventually fill in between the 20 trees that were planted as part of this project to restore the full tree line. Mr. Laws stated that there was not a huge turn-out at the event, with only about ten residents and six staff members, but all of the trees were able to be planted within just a few hours.

In regards to the Miss West Point Pageant, Mr. Laws stated that it was a very abbreviated pageant, taking less than an hour from start to finish. With it not being known earlier in the year what would and would not be allowed under any health and safety guidelines that might be in place, there was less time to plan and prepare but the Pageant Directors did a great job in putting the

event together and making it successful. Hopefully, the Pageant will return to its regular format next year with all of the normal events and activities. Mr. Laws announced the 2021 Pageant Royalty:

Miss West Point:	<i>Jade Matkin</i>	Miss Junior West Point:	<i>Kira Dalby</i>
1st Attendant:	<i>Aubrey Matkin</i>	1st Attendant:	<i>Aislinn Wilson</i>
2nd Attendant:	<i>Rieley Dewey</i>	2nd Attendant:	<i>Kenley Kap</i>

6. Citizen Comment

No comments

7. Consideration of Approval of the Minutes from the April 20th, 2021 West Point City Council Meeting

Council Member Petersen motioned to approve the April 20th, 2021 Meeting Minutes
Council Member Chatterton seconded the motion
The Council unanimously agreed

8. Consideration of Approval of the Minutes from the May 4th, 2021 West Point City Council Meeting

Council Member Judd motioned to approve the May 4th, 2021 Meeting Minutes
Council Member Chatterton seconded the motion
The Council unanimously agreed

9. Consideration of Approval of Change Orders for Street Maintenance Projects – Mr. Boyd Davis

Mr. Davis stated that, as discussed previously in the Administrative Session, the City has a three-year contract with Staker Parsons for street maintenance. However, the original contract did not include chip seal application and there are two sections of roads in the City that are on the schedule to be chip sealed this year. Staker Parsons has agreed to add these two projects to the contract at the additional cost of \$110,000. Staff recommends approval of a change order to the contract to include these chip sealings.

The Council had no further discussion.

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

10. Resolution No. 06-15-2021A, Approving an Amendment to the Contract for Law Enforcement Services – Mr. Kyle Laws

Mr. Laws stated that the Council has also previously discussed this item as well, which is an amendment to the Interlocal Agreement with Davis County for Law Enforcement Services. The amendment is to renew the contract for one additional year with a 3% increase in fees. Mr. Laws stated that this increase is very reasonable. Both he and the Mayor had a good conversation with Sherriff Sparks, Davis County Clerk/Auditor Curtis Koch, and County Commissioner Stevenson regarding the future of law enforcement services with the City, and will have in-depth conversations in the near future with the Council as more details are worked through. However, based upon that discussion, the County has indicated that they are willing to extend the contract for the next two years, with the same 3% yearly increase. With the County no longer providing paramedic services, they are wanting to give cities adequate time to adjust before entering into any long-term contracts. Mayor Craythorne expressed his belief that law enforcement services is likely going to be West Point's largest budget expenditure

and have a huge financial impact on the City over the next few years; as the population continues to increase, the need for and use of law enforcement is going to increase as well. The City's current contract is for 12 hours of coverage, however Sherriff Sparks indicated that the City is already right at the threshold of needing full, 24-hour coverage and/or potentially double the number of deputies. To give some perspective, the Mayor stated that the City paid less than \$100,000 for law enforcement services in 2014 and this year's contract is around \$283,000. Increasing to 24-hour coverage would cost over \$500,000 per year and if the number of deputies assigned to West Point did need to double to keep up with the fast pace of growth in the City, the cost would be over \$1million per year; these would be huge increases over a period of just a few years. The Mayor noted that he is very appreciative of the County Commission and Sherriff's Department for working with the City as solutions are created in moving forward.

The Council had no further discussion.

Council Member Chatterton motioned to approve Resolution No. 06-15-2021A

Council Member Petersen seconded the motion

The Council unanimously agreed.

11. Consideration of Approval of Resolution No. 06-15-2021B, Approving the 2020 Annual Report of the Municipal Wastewater Planning Program for West Point City – Mr. Paul Rochell and Mr. Kasey Gibson

Mr. Gibson stated that the purpose of the Municipal Wastewater Planning Annual Report is to provide an opportunity to conduct a self-assessment of the City's wastewater collection system to identify and solve potential problems before they become serious and costly. The report also provides an opportunity to evaluate future needs and capital improvement projects that may be needed. This year's report was provided to the Council as part of the Staff Report for this item and the City's Wastewater System was discussed more in-depth in the Administrative Session. Staff recommends approval of the 2020 Annual Report.

The Mayor and Council thanked Mr. Gibson for the work he and the whole Public Works Department does for the City. The Council had no further discussion.

Council Member Petersen motioned to approve Resolution No. 06-15-2021B

Council Member Judd seconded the motion

The Council unanimously agreed.

12. Consideration of Approval of Resolution No. 06-15-2021C, Approving the FY2022 Schedule of Fees – Mr. Ryan Harvey

Mr. Harvey reviewed the three changes proposed by Staff to the fee schedule and have been discussed by the Council in previous meetings. The first is a change in Utilities Fees to increase the \$85 fee for new and replacement black and green cans to \$110. The second change is to also make this fee applicable to additional cans requested by a resident. The last is to delete this new/replacement can fee for recycling cans, as they are provided by Econo Waste, Inc. and not the City. Mr. Laws added that the replacement fee is not charged for when a can needs to be replaced for normal wear and tear, but when obviously damaged by resident error (fireworks, extremely overloaded, etc.) the fee has been assessed, and this will continue to be the practice. Additional black or green cans (not replacement of a damaged can) requested by a resident will be charged the \$110 fee.

Council Member Judd motioned to approve Resolution No. 06-15-2021C

Council Member Petersen seconded the motion

The Council unanimously agreed

13. Motion to Recess into a Board Meeting of the Community Development Renewal Agency

Council Member Petersen motioned to recess into a Board Meeting of the Community Development and Renewal Agency
Council Member Chatterton approved the motion
The Council unanimously agreed

14. Motion to Move into a Closed Session

Council Member Judd motioned to move into a Closed Session
Council Member Chatterton seconded the motion
The Council unanimously agreed

Closed Session

1. Motion to Open Closed Session

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

2. Call to Order and Roll Call

Mayor Erik Craythorne called the June 15th, 2021 Closed Session to order

Roll Call -

Mayor Erik Craythorne

Council Member Gary Petersen

Council Member Annette Judd

Council Member Jerry Chatterton

Kyle Laws, City Manager

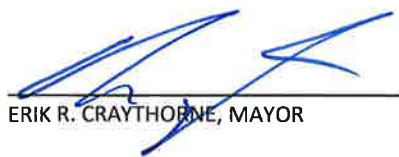
3. Closed Discussion Regarding Personnel Matters, Pursuant to UCA §52-4-205(1)(a)

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

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

15. Motion to Adjourn the General Session

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


ERIK R. CRAYTHORNE, MAYOR

July 20th, 2021


CASEY ARNOLD, CITY RECORDER

July 20th, 2021

