



**West Point City
Community Development and Renewal Agency**

West Point City Hall
3200 West 300 North
West Point City, UT 84015
August 19, 2014

Board Chair
Erik Craythorne
Board
Jeff Turner, Vice Chair
Gary Petersen
Jerry Chatterton
Andy Dawson
R. Kent Henderson
Executive Director
Kyle Laws

Community Development and Renewal Agency Organizational Meeting

Minutes for the West Point City Community Development and Renewal Agency held at 8:10 pm on August 19, 2014 at the West Point City offices, 3200 West 300 North, West Point City, Utah 84015 with Chairman Erik Craythorne presiding.

CDRA Officers Present – Erik Craythorne, Chairman; Jeff Turner, Vice-Chairman; Jerry Chatterton, Board Member; Andy Dawson, Board Member; Gary Petersen, Board Member; Misty Rogers, Secretary

EXCUSED – Kent Henderson, Board Member; Kyle Laws, Executive Director

- 1. Call to Order**
- 2. Communications from Staff** – no comment
- 3. Consideration of Resolution No. R08-19-2014A, Approving Bylaws for Community Development and Renewal Agency**
– Mr. Randy Sant

Mr. Sant thanked Mr. Chair and Members of the Board. He then stated approximately seven years ago, West Point City began the CDRA (RDA) creation process however specific requirements were missed. Consequently, the City must again complete the creation process for the Community Development and Renewal Agency of West Point City.

Mr. Sant stated the CDRA creation process requires the following documents be filed with the Lt. Governor's office:

- Ordinance No. 08-19-2014C, approving the Creation of the Community Development and Renewal Agency of West Point City (approved by the West Point City Council)
- Notice of Impending Boundary Action
- Boundary plat of the Community Development and Renewal Agency of West Point City

Within 10 days after creating the CDRA, the must submit the required documentation to the Lt. Governor's Office Once West Point receives the Certificate of Creation from the Lt. Governor's office, documents must be recorded with the County.

Mr. Sant informed those in attendance that the CDRA of West Point City must be organized and bylaws must be approved. He stated the Agency Officers are proposed as the Chair, Vice-Chair, Secretary, Treasurer, and Executive Director. For transparency purposes, the Treasurer will assume the responsibility of CDRA funds.

The proposed CDRA bylaws clarify the following:

- The Chair of the Board shall be the Mayor of the City.
- The Executive Director shall be appointed by the Chair with the advice and consent of the Board of Directors.
- The Vice-Chair of the Board shall be a member of the governing board of the Agency.
- The Agency Secretary shall be the City Recorder.
- The Agency Treasurer shall be the City Treasurer.

Mr. Sant informed the board members and officers of the Agency that they will be asked to approve the following:

- Appointment of a Vice-Chair
- Appointment of an Executive Director
- Approve officers of the Agency as constituted in the by-laws of the agency

Mr. Sant informed the board that the proposed bylaws include the following:

- Clarifies the CDRA meetings and requirements
- Agency Separation, CDRA of West Point is a separate body and not a department of the City. Mr. Sant stated, when acting as the Community Development and Renewal Agency do not act as West Point City. He stated again, the CDRA of West Point City is a separate body and not a department of the City.
- Appropriations, the CDRA may borrow money from West Point City or another source by entering into an Interlocal Agreement. Mr. Sant stated during the early stages of the CDRA, there will be expenditures, but no revenue sources.
- Resolutions require a roll call vote.

Mr. Jeff Turner asked what expenditures should be expected during the early stages of the CDRA. Mr. Sant stated the Agency could expect fees of him as a consultant, document review fees, engineer fees, etc. He stated if funds are used from the General Fund they must be reimbursed to the General Fund.

Mr. Gary Petersen motioned to approve Resolution No. R08-19-2014A, Accepting Bylaws for the Community Development and Renewal Agency of West Point City.

Mr. Andy Dawson seconded the motion.

Roll Call Vote

- Mr. Jeff Turner - yes
- Mr. Gary Petersen - yes
- Mr. Chair, Erik Craythorne - yes
- Mr. Andy Dawson – yes
- Mr. Jerry Chatterton - yes

The Board unanimously agreed.

4. Appointment of Officers and Staff – Mr. Randy Sant

Mr. Gary Petersen asked if the Chair of the Board is name specific. Mr. Sant stated no, the Chair of the Board is position specific, "The Mayor of the City shall be the Chair of the Board". The Chair will always be the Mayor of the City, Vice- Chair will be a member of the governing body, the Secretary will be the City Recorder, and the Treasurer will be the City Recorder.

Mr. Chair Erik Craythorne nominated Mr. Kyle Laws to serve as the Executive Director of the CDRA of West Point City. Mr. Andy Dawson seconded the motion.

The Board unanimously agreed.

Mr. Andy Dawson nominated Mr. Jeff Turner serve as the Vice-Chair of the CDRA of West Point City. Mr. Jerry Chatterton seconded the motion.

The Board unanimously agreed.

Mr. Sant informed the Board that the bylaws have been adopted. Within 30 days, the Agency Secretary must post the bylaws on the Agency or City website and be available for public review.

5. Consideration of Resolution No. R08-19-2014B, Authorizing the Creation of the 300 North Community Development Project Area, and Directing Staff to Prepare the Project Area Plan and Budget – Mr. Randy Sant

Mr. Chair Erik Craythorne stated the approval of R08-19-2014B, creates a project area within the City boundaries. Mr. Sant stated the approval of R08-19-2014B, creates the 300 North project area, which will include property on 300 North where Smiths Marketplace will be developed. He stated once approved by the Board, the legal description and other related documents can be drafted and reviewed with the Board in a future meeting.

Vice-Chair Jeff Turner motioned to approve Resolution No. R08-19-2014B, authorizing the creation of the 300 North Community Development Project Area and directing staff to prepare the project area plan and budget. Mr. Jerry Chatterton seconded the motion.

Roll Call Vote

Mr. Jerry Chatterton - yes
Mr. Andy Dawson - yes
Mr. Chair, Erik Craythorne - yes
Mr. Gary Petersen – yes
Mr. Vice-Chair, Jeff Turner - yes

Mr. Chair, Erik Craythorne thanked Mr. Sant for his assistance with the creation of the CDRA of West Point City.

6. Motion to Adjourn

Mr. Andy Dawson motioned to adjourn the CDRA of West Point City Organizational Meeting.
Mr. Gary Petersen seconded the motion

The Board unanimously agreed.

Approved this 21st day of October, 2014




Agency Chair, Mr. Erik Craythorne



Executive Director, Mr. Kyle Laws





Agency Secretary, Mrs. Misty Rogers