3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
September 2nd, 2025

Mayor:
Brian Vincent
City Council:
Annette Judd, *Mayor Pro Tem*
Jerry Chatterton
Michele Swenson
Brad Lee
Trent Yarbrough
City Manager:
Kyle Laws

Administrative Session
6:00 PM

Minutes for the West Point City Council Administrative Session held on September 2, 2025, at 6:00 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and livestreamed for the public to view via Zoom. The livestream of the meeting was accessible to view by entering Meeting ID# 817 7470 7840 at https://zoom.us/join or by telephone at (669) 900-6833.

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

EXCUSED: None

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

EXCUSED: None

VISITORS PRESENT: Matt Leavitt, Ken Whitaker, PJ Roubinet, Michelle Day, Richard Roginski. No sign-in is required for those viewing online.

1. **Discussion Regarding the 2025 Party at the Point Celebration – *Mrs. Heidi Moss***
Mrs. Heidi Moss, Community Specialist, began by expressing appreciation for the opportunity to serve in that role and to organize the City's Party at the Point celebration. She commented that the Fourth of July has always been her favorite holiday and that she is grateful for the chance to help coordinate such a large community event.

Mrs. Moss reviewed a budget summary for the 2025 celebration. She reported that total revenue from sponsorships, registrations, and related items was $18,009.35, while total expenses for the event were $88,233. This resulted in a net cost of approximately $69,298, which she noted was somewhat higher than in previous years due to inflation and several enhancements that were added to the event.

She then described new features for the year. A pirate ship attraction was added to the Kids Corner area in an effort to spread out lines and reduce the number of children waiting in the heat, and thereby improve the overall experience for families. She also highlighted that the fireworks display was new this year and was provided by Vortex. The show was produced by Curtis Frederick, a West Point resident. Mrs. Moss commented that the fireworks were "spectacular" and that many attendees described the experience as emotional and memorable.

Mrs. Moss explained that staff also implemented a revised traffic and exit plan for the end of the evening, based on feedback from the previous year. City Manager Laws elaborated on those changes, noting that parking was restricted on the west side of 3500 West north of the park because that area had historically created significant congestion as drivers tried to turn around. Following the fireworks, both lanes of 3500 West were used exclusively for northbound traffic so that vehicles exiting the Wights Fields parking area and the City park parking lot could be directed in a predictable and efficient manner to 800 North. Mr. Laws reported that this arrangement significantly improved how quickly and smoothly the park emptied after the fireworks. Council Member Lee stated that the new exit routes were "awesome" and that the changes made the dispersal of the large crowd noticeably smoother than in years past.

Mrs. Moss addressed communication efforts and challenges, particularly regarding early seat-saving along the parade route. She explained that the City had adopted a 24-hour policy for placing chairs and other items at City Hall and attempted to get the word out through Facebook and other channels. However, some residents along the route still placed items out as much as a week in advance, and some indicated that they did not realize there was a time limit. Mr. Laws and Council Members discussed how other communities, such as Hooper, strictly enforce a 24-hour rule by collecting items placed out too early and holding them at their public works yard, and they considered whether a similar approach might be appropriate in West Point.

Council Member Lee commented that residents living along the parade route feel pressure to use large vehicles and trailers to block the frontage in front of their own homes so others cannot place chairs there, and he characterized that situation as "a little crazy." He felt that a clearer policy and more consistent enforcement might ease the burden on those homeowners.

Mrs. Moss then spoke about attendance and regional draw. She reported that analysis by a software company indicated that West Point has a population of approximately 12,000 residents, yet about 19,000 people attended Party at the Point over the two days of the celebration. She emphasized that the event is not only for West Point residents but also attracts extended family members and visitors from surrounding cities, which she believed is something the City can be proud of, even though it also increases the scale and cost of the event.

Looking ahead, Mrs. Moss noted that 2026 will mark the Semiquincentennial—the 250th anniversary of the signing of the Declaration of Independence. She stated that planning for that year will need to begin immediately. She mentioned that she has already attended a class on what the State of Utah and other counties are planning, and that West Point's golf tournament and elementary basketball tournament are anticipated to be held on Friday, July 3rd, with the main Party at the Point event on Saturday, July 4th.

Council Members and staff expressed appreciation to Mrs. Moss, the committee, Public Works, and all city employees and volunteers who contributed to making the celebration successful. Mrs. Moss responded that "it takes a village" and said she felt fortunate to work with such a dedicated group.

2. **Discussion Regarding a Contract with JUB Engineers for the 300 N Road Project – *Mr. Boyd Davis***

Mr. Davis introduced Bryce Wilcox and Derek Moss of JUB Engineers, stating that they had been selected as the design engineers for the 300 North Road Project and to oversee the associated environmental review. He explained that three proposals had been received and evaluated by a committee consisting of himself, City Manager Laws, and Mayor Vincent, and that JUB was selected solely on qualifications as the most suitable firm for this project.

Mr. Davis emphasized that this is the largest road project the City has ever undertaken, with an estimated total project cost of approximately $10.5 million. The proposed engineering fee total of $799,000 represents about 7 percent of that figure, which he noted is slightly below the typical range of 8 to 10 percent for design costs on projects of this magnitude. He acknowledged that the fee appears large in absolute terms but stressed that, when broken down into its component tasks, it is consistent with industry standards and with the City's expectations.

He outlined six major tasks within the contract, beginning with the federally required NEPA environmental review. That task alone is budgeted at $91,000. Because federal funds are involved, the environmental review must cover the full anticipated project corridor. JUB recommended that the environmental review extend not only across the currently funded project area from 2000 West to 4000 West but also all the way to 4500 West, recognizing that the city intends eventually to extend improvements to that point. Completing the environmental work now would generate economies of scale and allow the City to rely on the document later, provided the project remains active under federal timelines.

Mr. Davis also described the public involvement component, budgeted at $132,000. He explained that this task involves meeting individually with approximately 180 property owners along the project corridor, providing them with site-specific drawings, explaining expected impacts, and obtaining "permission to enter and construct" documentation. He emphasized that this up-front outreach is a significant effort but is expected to save money later by avoiding more expensive federal acquisition processes. Most of these meetings will need to occur during evening hours to accommodate residents' schedules.

He clarified that the project will be designed in phases: preliminary design will cover the full length from 2000 West to 4000 West, while 60 percent and 90 percent design work will initially focus on the segment from 2000 West to 3000 West. This phasing reflects the funding strategy, which is to use county funds first because they involve fewer regulatory requirements than federal dollars. Once county funds are exhausted, the project will be "federalized" to complete the remaining work toward 4000 West. Mr. Davis noted that if the City is later able to swap federal funds for non-federal funds, staff would gladly pursue that option to reduce regulatory burdens.

He concluded that the total proposed fee fits within the City's budget, explaining that just over $1 million had been set aside for design and that this contract would leave approximately $200,000 for design work on a future phase. He noted that the contract appears as an action item on the General Session agenda later that evening and invited questions or further discussion from the Council at that time.

3. **Discussion Regarding UDOT Purchase of an Easement on City Property for West Davis Highway – *Mr. Boyd Davis***

Mr. Davis explained that UDOT had approached the City regarding a small portion of City-owned property where an easement is needed to reconstruct the Hooper Irrigation Canal as part of the West Davis Highway-related improvements. The property in question lies just north of the future Public Works building and the "pickleball park" area along 2550 South.

He stated that UDOT plans to relocate the canal from its current alignment on the east side of the area over to the west, where it will run along the west side of Cold Springs Road. UDOT had already acquired an easement across the pickleball park property but had discovered that no easement had been obtained for the adjacent City parcel to the north. As a result, they submitted an offer to purchase a perpetual easement on that portion of City property.

Mr. Davis noted that the offer amount is $8,500 for a perpetual easement interest. He clarified that the City will retain ownership of the property, and park or open space uses can still be located above the canal line, but UDOT will have the right to access and maintain the pipe. The proposed easement does not extend into the area designated for the future Public Works facility; rather, it is confined to the area associated with the park north of the road.

Council Members asked for confirmation that the easement would not interfere with the layout of the planned Public Works building, and Mr. Davis reiterated that the proposed easement lies on the park side of the roadway, not within the future building site.

The easement purchase is on the agenda in tonight's General Session for consideration of approval. Any further discussion will be held at that time.

4. **Discussion Regarding a Rezone Request for Property at 1383 N 4350 W (Applicant, Jason Hamblin) - *Mrs. Bryn MacDonald***

Mrs. MacDonald presented a rezone request for property located at 1383 North 4350 West. She displayed a map showing the site just north of 1300 North, east of 4500 West, and explained that the application involves two parcels that are not presently part of an existing subdivision. The parcels are currently zoned A-40, with a small portion in R-2, while the General Plan designates the area as R-1. The applicant is requesting to rezone the two parcels entirely to R-1 to allow them to be developed as two single-family residential lots.

In response to a question from Mayor Vincent, Mrs. MacDonald clarified that there are actually three separate parcels under common ownership in this area. The owner intends to sell the two interior parcels to a developer who plans to create two new lots and construct two homes there. Because these parcels were never included in the original subdivision to the west, they are not "legal lots" today. Rezoning to R-1 is the first step; a two-lot subdivision plat will then be required to formally create the lots and bring them into compliance.

Mrs. MacDonald also described a one-foot "protection strip" that was established along the frontage when the original subdivision was built. She explained that the original developer retained ownership of that one-foot strip so that if the excluded parcels were ever developed, the owner would need to purchase the strip to obtain legal access to the road that the developer had constructed. She noted that in this case, the original road developer is the same party now purchasing the interior parcels, so they will essentially convey that holding strip to themselves, and the access issue will be resolved as part of the subdivision process.

Council Members asked about existing structures on the site, and Mrs. MacDonald indicated that there appears to be a small accessory structure, possibly a chicken coop, on the southern portion of the property. She stated that any necessary adjustments will be addressed at the subdivision stage, when the lots lines are finalized. She further explained that, at that point, both new lots will need to be at least 85 feet wide and a minimum of 12,000 square feet in area to meet R-1 standards; staff believes there is sufficient land to meet those requirements by slightly adjusting the internal lot lines.

Mrs. MacDonald noted that the next step, if the Council is comfortable with the proposal, would be to schedule a public hearing on the rezone request. The Council directed Staff to notice a public hearing for the next Council Meeting.

5. **Discussion Regarding a Rezone Request for Property at 3900 W 300 N (Applicant, Matt Leavitt) - *Mrs. Bryn MacDonald***
Mrs. MacDonald introduced an updated concept plan and rezone request for approximately 13 acres located on the north side of 300 North near 3900 West, submitted by applicant Matt Leavitt. She reminded the Council that this item had been discussed previously and that the applicant is requesting R-4 zoning to match the General Plan designation for the property. Since the last discussion, the applicant and his engineer met with staff and some Council Members to address concerns raised during both Planning Commission and Council review.

She first showed the earlier layout that had been presented to the Planning Commission, in which several subdivision roads extended eastward into the backs of existing lots. She explained that the Planning Commission disliked that configuration because it appeared to push new streets directly behind existing houses and did not provide good linkage to neighboring property. In response, the applicant revised the design so that a main road now stubs into the adjacent property to the west, improving future connectivity and reducing direct impacts to the backs of existing lots.

Mrs. MacDonald then displayed the revised concept plan. She pointed out that one of the previously proposed twin homes along 300 North had been removed, reducing the total number of lots from 47 to 46. This change lowered the project's overall density to approximately 3.5 units per acre and brought the percentage of twin homes below the 20 percent cap for R-4 developments. Previously the plan had included twin homes on about 21 percent of the lots, which exceeded the maximum; the revised layout now complies with the twin-home percentage requirement.

The updated concept also introduces a five-foot-wide pedestrian access easement through one of the interior lots, providing a walkway from the internal stub road out to 300 North. Mrs. MacDonald stated that this amenity is intended to improve pedestrian access to the school, church, and nearby park, offering an alternative to walking longer distances around the block.

She noted that, despite these improvements, the project's density remains slightly below the minimum required for the R-4 zone, meaning that if the Council approves the rezone, an exception to the minimum density standard would need to be granted. She also identified one twin-home lot that currently measures approximately 4,700 square feet; R-4 standards call for 5,000 square feet for such a lot. She stated that the applicant appears to have sufficient room to adjust lot lines and bring that lot into compliance by shifting boundaries slightly, but that detail would need to be resolved at subdivision approval.

Council Members asked about driveway access for the lots fronting 300 North, specifically lots identified as 41 and 42. Mrs. MacDonald confirmed that the driveways for those lots, along with an existing home identified as lot 43, would continue to use an existing shared driveway onto 300 North. Additional internal streets will serve the remainder of the subdivision. She also noted that a five-foot pedestrian path, not a vehicle driveway, will extend through the center of one lot toward 300 North.

The Council then discussed sidewalk placement and timing. Mrs. MacDonald and staff explained that the road extending out to 4000 West is not currently proposed to include sidewalk improvements as part of this phase; instead, sidewalks along that street would likely be constructed in the future as adjacent properties develop. This approach avoids installing isolated segments of sidewalk that would not yet connect to a broader network.

Council Members reviewed how the proposed layout would function if the neighboring properties to the west remain zoned R-2. Mrs. MacDonald stated that depth and spacing between potential future lots appear sufficient to support an R-2 configuration or, if requested in the future, a different zone consistent with the General Plan. She emphasized that the internal layout of the Leavitt project provides stub streets that can reasonably tie into future neighborhoods, rather than creating landlocked or awkwardly shaped parcels.

Council Member Lee expressed concern about the surrounding zoning context, noting that properties to the west, east, and north are master-planned as R-2. He questioned whether granting R-4 zoning in this location could set a precedent that would encourage other developers to seek similar up-zoning in predominantly R-2 areas.

Mayor Vincent responded that, although the property is being requested for R-4, the actual density proposed more closely resembles R-3, and that the Council retains full legislative discretion to approve or deny future rezone requests based on site-specific merits. He also observed that the General Plan already designates this parcel for R-4, so the request is intended to bring the zoning into alignment with that adopted plan. City Manager Laws added that, because rezones are legislative acts, each request can be evaluated independently, and approval of this project does not bind the Council to approve similar requests elsewhere.

Other Council Members highlighted the location's advantages, including its proximity to a nearby school, church, and City park, and the benefit of the new pedestrian connection. There was also discussion about traffic on 300 North and the existing blind corner at 4300 West, with one Council Member noting that the City has funding planned to improve that intersection as part of the broader 300 North expansion project. At the same time, staff and Council pointed out that providing an additional access point may help distribute school-related traffic more evenly rather than concentrating it at a single intersection.

Overall, the Council acknowledged that the revised plan represents a compromise that reduces the number of twin homes, introduces a pedestrian connection, and better addresses Planning Commission concerns, while still requiring the Council to consider a density exception and to weigh the R-4 request against the surrounding R-2 context. Mrs. MacDonald indicated that the next step would be to hold a public hearing on the rezone request, if the Council desired was comfortable with moving forward. Staff was directed to hold a public hearing on the rezone request at the next City Council meeting. After which, they will continue to consider the application before taking any action.

6. Other Items

There was brief discussion about holding a "Meet the Candidates" night for the upcoming general election. Council Members agreed that such an event would be beneficial for residents and directed staff to move forward with coordinating the event.

Council Member Lee mentioned that he had received several complaints from residents about tall weeds near 700 South and Cold Springs Road, particularly on a stretch of property without sidewalk where weeds have reached significant height and are creating safety and visibility concerns. Staff acknowledged the concern and indicated they would follow up.

Another Council Member asked whether the City could evaluate the possibility of adding a pedestrian crosswalk on 300 North somewhere between SR-193 and the existing crossing near 3000 West. He noted that the distance between crossings is long and that joggers, bicyclists, seniors, and children frequently cross mid-block to access trails and neighborhood destinations. He suggested that a mid-block crossing with flashing beacons might be appropriate in the future. Mr. Laws noted that these types of structures can be expensive, but would look into options as the Council directs. The Council agreed to place the item on an agenda in a future meeting for further consideration.

No other items were discussed.

The Administrative Session adjourned.

3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL
MEETING MINUTES
WEST POINT CITY HALL
September 2nd, 2025

General Session
7:00 PM

Minutes for the West Point City Council General Session held on September 2, 2025, at 7:00 PM with Mayor Brian Vincent presiding. This meeting was held at West Point City Hall and livestreamed for the public to view via Zoom. The livestream of the meeting was accessible to view by entering Meeting ID# 817 7470 7840 at https://zoom.us/join or by telephone at (669) 900-6833.

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

EXCUSED: None

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

EXCUSED: None

VISITORS PRESENT: Matt Leavitt, Ken Whitaker, PJ Roubinet, Michelle Day, Richard Roginski. No sign-in is required for those viewing online.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer or Inspirational Thought** – Council Member Judd offered an inspirational thought, quoting Joseph Campbell: "When we quit thinking primarily about ourselves and our own self-preservation, we undergo a truly heroic transformation of consciousness." She reflected that many individuals in public service view their work as interconnected with others more like a family and that meaningful service isn't about recognition but about doing what is right for the broader good. She expressed appreciation for the shared purpose among the Council and for the strength this mindset brings to the community.

4. **Communications and Disclosures from City Council and Mayor**

   Council Member Yarbrough – None

   Council Member Judd – None

   Council Member Chatterton – None

   Council Member Swenson – Reminded the Council and the public of the upcoming Chalk Arts Festival on September 16th hosted by the West Point Arts Council. Those participating with entries are able to start at 7 AM that morning, but the public's help is needed after the deadline at 5 PM to vote on the entries. There will be music and food trucks and she invited all to come out and participate.

   Council Member Lee – None

   Mayor Vincent – None

5. **Communications from Staff**
   Mr. Laws updated the Council regarding the City's upcoming 9/11 Day of Service event. He explained that the City had purchased 30 large trees from J&J Nursery for planting this year. Unlike the previous year, when many smaller trees were planted quickly, this year's trees are larger and will require more effort, tools, and volunteers. The holes will need to be dug and prepared on site, and Public Works staff will help ensure proper depth and placement. He stated that volunteers should meet at 8:30 AM near the splash

pad/north parking lot, where the City will give a brief planting demonstration before groups disperse into the park areas. He encouraged residents and Council Members to bring shovels, wheelbarrows, and gloves, emphasizing that tree planting improves the long-term beauty and shade of the park system.

Mr. Laws also announced several upcoming City events:

- Senior Lunch the following Tuesday, which will be the final lunch of the season held in the park before moving back to City Hall for the winter.
- Complete Cemetery Cleaning on October 2.
- Fall Festival on October 11.
- Fall Cleanup dumpsters at the park on October 24–25.

6. Citizen Comment

No comments.

7. Youth Council Update

No update was provided at this time.

8. Consideration of Approval of the Minutes from the June 17th, 2025 City Council Meeting

Council Member Lee motioned to approve the minutes
Council Member Swenson seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

9. Consideration of Approval of the Minutes from the June 23rd, 2025 City Council Meeting

Council Member Chatterton motioned to approve the minutes
Council Member Swenson seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

10. Consideration of Approval of the Minutes from the July 1st, 2025 City Council Meeting

Council Member Judd motioned to approve the minutes
Council Member Chatterton seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

11. Consideration of Resolution No. 09-02-2025A, Approving UDOT's Purchase of an Easement on City Property for the West Davis Highway – *Mr. Boyd Davis*

Mr. Davis stated that this item was discussed earlier in tonight's Administrative Session and briefly summarized that UDOT is purchasing a perpetual easement on City-owned property just north of the future Public Works building to relocate the Hooper Irrigation Canal. The final negotiated amount is $8,500.

Staff recommends approval of the easement and the Council had no further discussion.

Council Member Chatterton motioned to approve Resolution No. 09-02-2025A
Council Member Yarbrough seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

12. **Consideration of Resolution No. 09-02-2025B, Approving Agreements with UDOT for the West Davis Highway – *Mr. Boyd Davis***
Mr. Davis stated that this resolution relates to multiple cooperative agreements with UDOT required for the West Davis Highway project within West Point. He reminded the Council that the agreements had been reviewed in detail at the prior City Council meeting and that the intent tonight was to formally approve those that were ready to proceed.

Mr. Davis explained that there were originally five agreements contemplated with UDOT, but that the drainage agreement is not yet complete and would need to come back to the Council at a future meeting once UDOT finishes its review. He apologized that this one could not be finalized in time for this meeting and noted that staff would bring it forward as soon as it is ready. In the meantime, the City is able to move ahead on the remaining four agreements.

He then summarized the four agreements that are ready for approval:
- A park-and-ride lot agreement
- A trail agreement
- A utilities agreement
- A lighting agreement

He reminded the Council that at the last meeting there were two specific questions about these agreements. The first question related to monument sign lighting and whether such lighting would be covered under the lighting agreement. Mr. Davis reported that UDOT had since revised the document to explicitly include the monument lighting, and that this concern had now been resolved and incorporated into the final version before the Council.

The second question dealt with the trail agreement, particularly why a segment of trail north of 1800 North was not included. Mr. Davis stated that UDOT had clarified their position: everything north of 1800 North will be included in a separate future agreement. The trail agreement being considered tonight covers only the portion of trail that corresponds to the current construction limits of the West Davis Highway project within West Point, which runs from 700 South to 1800 North. He emphasized that this is consistent with how UDOT phases large corridor projects and that the future trail segment will still be addressed once UDOT is ready to proceed with the northern section.

Mr. Davis noted that staff has reviewed all four agreements, confirmed that the requested changes were made, and recommends approval of the resolution authorizing the Mayor to sign the four agreements.

The Council had no further questions or discussions.

Council Member Yarbrough motioned to approve Resolution No. 09-02-2025B
Council Member Lee seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

13. **Consideration of Resolution No. 09-02-2025C, Approving a Funding Agreement with Davis County for the Storm Drain and Transportation Infrastructure Studies in Annexation Area – *Mr. Boyd Davis***

Mr. Davis recommended that this item be tabled for a future meeting because Davis County had not yet provided review comments on the agreement. He noted there were no known concerns that have been expressed, but just simply a delay in response from the County. He intended to follow-up with in order to have the agreement ready for approval by the next meeting.

Council Member Chatterton motioned to table approval of the funding agreement until Davis County has confirmed that they have reviewed the agreement and it is ready to be brought back for approval.
Council Member Yarbrough seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

14. Consideration of Resolution No. 09-02-2025D, Approving a Contract with JUB Engineers for the 300 N Road Project – *Mr. Boyd Davis*

Mr. Davis explained that this resolution authorizes West Point City to enter into a contract with JUB Engineers for the full design and engineering services associated with the 300 North Road Project. He thanked representatives Bryce Wilcox and Derek Moss from JUB for attending the meeting and being available for questions.

Mr. Davis reiterated that the City received multiple proposals for the engineering work but ultimately selected JUB after completing a formal qualifications-based evaluation process required under City procurement policy. He emphasized that JUB was the top-ranked firm based on experience, understanding of the project, and the strength of their proposed team, and that the City believes they are the best partner for a project of this size and complexity.

He then reviewed the proposed contract amount of $799,900, noting that it is "$100 shy of $800,000." Mr. Davis explained that although the amount may appear large at first glance, the entire contract will be funded through Davis County grant funds that the City previously secured specifically for this project. He clarified that, even when funded by an external grant, the City is still required to follow procurement rules and obtain City Council approval for expenditures of this magnitude.

Council Member Yarbrough asked about potential change orders, recognizing that a project of this size and complexity often encounters modifications as design work progresses. He wanted to understand whether change orders would increase the contract amount or if they were already accounted for in the project budget. Mr. Davis responded that if there are change orders that expand the project scope beyond what is included in the contract, those would require an amended contract and additional approval. However, he explained that the City has already set aside a contingency within the overall budget specifically to handle such adjustments, so the project should be financially prepared for that possibility.

Mr. Laws added further clarification regarding the City's purchasing policy. He stated that the City Manager is authorized to approve cumulative change orders up to 20% of the contract amount without returning to the Council. If cumulative changes exceed that threshold, the amended contract must be brought back to the Council for additional approval. The Council discussed this briefly, confirming that the process provides a balance between efficiency in approving minor adjustments and ensuring continued Council oversight for major changes. The Mayor noted that, overall, the project budget is structured to cover both the engineering contract and any anticipated change orders, and that the contract represents a major step forward for the long-planned expansion of 300 North.

The Council stated that they look forward to working with JUB on this project and had no further questions or comments.

Council Member Yarbrough motioned to approve Resolution No. 09-02-2025D
Council Member Swenson seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

15. Consideration of Ordinance No. 09-02-2025A, Amending WPCC Section 10.05.050 to Amend Winter Parking Restrictions – *Mrs. Bryn MacDonald*

Mrs. MacDonald presented the ordinance amending the dates of the City's winter parking restriction. The current restriction begins November 1, but staff proposes shifting the start date to November 15, while maintaining the end date of March 1. She noted this aligns better with typical early-season snow patterns.

The Council has discussed the amendments in previous meetings and agreed with the changes. No further comments or concerns were expressed.

Council Member Lee motioned to approve Ordinance No. 09-02-2025A
Council Member Swenson seconded the motion
Roll Call:
Council Member Judd – Aye
Council Member Chatterton – Aye
Council Member Lee – Aye
Council Member Yarbrough – Aye
Council Member Swenson – Aye
In Favor: All
Opposed: None
The Council unanimously agreed

16. Consideration of Approval of Payment to Capital Reef Management for Horizon Jr. High Park Improvements – *Mr. Boyd Davis*

Mr. Davis provided an overview of the invoice from Capital Reef Management (parent company of Ovation Homes), explaining that Ovation constructed the roadway improvements along the south side of the new junior high and requested that West Point City pay its share of the improvements in the amount of $50,000. He clarified that although the City does not yet legally own the adjacent 10-acre future-park parcel, the ownership transfer is nearly finalized. The school district is in the process of preparing the legal parcel separation, and both entities have agreed on price and acreage.

Mr. Laws further explained that the invoice is over two years old because the City deferred payment until it was more certain the land purchase would proceed. He noted that if, for some unexpected reason, the property transfer did not occur, the City would likely need to request reimbursement from the school district. However, he and the Mayor stressed that the risk of non-acquisition is extremely low and that this payment is included in the City's bond funding.

Council Member Yarbrough motioned to approve a payment of $50,000
Council Member Judd seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

17. Motion to Adjourn the General Session

Council Member Chatterton motioned to adjourn
Council Member Yarbrough seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed.

WEST POINT CITY
INCORPORATED 1935
CORPORATE SEAL
DAVIS COUNTY • UTAH

APPROVED THIS 2 **DAY OF** December**, 2025:**

BRIAN VINCENT, MAYOR

CASEY ARNOLD, CITY RECORDER