



WEST HAVEN CITY COUNCIL MEETING MINUTES

December 3, 2025 6:00 P.M.

City Council Chambers
4150 South 3900 West, West Haven, UT 84401

Present:	
Rob Vanderwood	Mayor
Carrie Call	Councilmember
Ryan Saunders	Councilmember
Kim Dixon	Councilmember
Shawn Warnke	City Manager
Emily Green	City Recorder
Amy Hugie	City Attorney
Stephen Nelson	Community Development Director
Edward Mignone	City Engineer
Excused:	
Nina Morse	Councilmember
Ryan Swapp	Councilmember

5:00 Work Session – In City Council Chambers

NO ACTION CAN OR WILL BE TAKEN ON ANY CITY COUNCIL MEETING AGENDA ITEMS DISCUSSED DURING PRE-COUNCIL WORKSHOP - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION OF AGENDA ITEMS.

MEETING TO ORDER: **MAYOR VANDERWOOD**

REPORTS AND DISCUSSION AS FOLLOWS:

1. Discussion-Elected Officials and City Manager Updates

Councilmember Saunders said his wife Leslie Saunders would like to present something to the City Council next meeting.

2. Discussion-Annual Meeting Schedule-Shawn Warnke, City Manager

Shawn Warnke presented having special meetings next year on January 27, 2026 and April 23, 2026.

City Council decided to change the April meeting to April 28, 2026.

3. Discussion-RAMP Projects and EZ Ramp Grants-Sheri Bingham, Special Events and Grant Coordinator and Shawn Warnke, City Manager

Shawn Warnke said the City has been working with a vendor for pricing but they do not seem to have any of the kind of playgrounds we are looking for.

Councilmember Call thinks its better to leave the playground out this year and do benches and pocket pavilions.

Councilmember Dixon said she is ok with just doing benches and pavilions for the time being.

Councilmember Saunders said he didn't know if we needed pocket pavilions if we already have a large pavilion.

6:00 Regular City Council Meeting

1. MEETING BROUGHT TO ORDER:

The Council met at their regularly scheduled meeting held in the Council Chambers.

Mayor Vanderwood brought the meeting to order at 6:00 PM and welcomed those in attendance.

2. OPENING CEREMONIES

A. PLEDGE OF ALLEGIANCE

Councilmember Saunders

B. PRAYER/MOMENT OF SILENCE

Councilmember Dixon

3. PUBLIC PRESENTATION: Resident(s) attending this meeting will be allotted 2 minutes to express a concern or ask a question about any issue that IS NOT ON THE AGENDA. No action can or will be taken on any issue(s) presented.

Randy Hunter suggested making a new zoning ordinance that allows for homes with a smaller footprint that are about 900 square feet and are owner occupied.

4. **UPCOMING EVENTS**
- | | | |
|--|-------------------|-----------------|
| ULCT Officials Training Day-Local Government Trust | December 6, 2025 | 9:00 AM-1:00 PM |
| ULCT Officials Training Day (Virtual) | December 13, 2025 | 9:00 AM-1:00 PM |
| Music Circle-The Barn | December 22, 2025 | 7:00 PM |

5. **COUNCIL UPDATES**

Mayor Vanderwood said Heart of the Holidays turned out to be a great event. He said the events committee and youth council coordinated well to organize it and gave a rundown of the activities during the event.

Councilmember Dixon said they are still accepting donations until December 15, 2025 for the teen center.

*****AGENDA ACTION ITEMS*****

6. **ACTION ON CONSENT AGENDA**

A. CITY COUNCIL MINUTES	MEETING HELD	November 5, 2025
B. SPECIAL BOARD OF CANVASSERS MINUTES	MEETING HELD	November 18, 2025
C. STAKER PARSON COMPANIES	\$110,335.37	Inv.#214031-5

Councilmember Dixon made a motion to approve the consent agenda. Councilmember Call seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

7. **ADVICE & CONSENT OF: ONE (1) PLANNING COMMISSION MEMBER APPOINTMENT-Submitted by Mayor Vanderwood** To fill the remainder of one, 4-year term. The term will be from October 15, 2025 thru December 31, 2027

Mayor Vanderwood presented James Jensen.

Councilmember Saunders made a motion to give advice and consent to appoint James Jensen to Planning Commission. Councilmember Dixon seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

8. **SWEARING IN CEREMONY**

Emily Green swore in James Jensen.

9. **ACTION ON RESOLUTION 53-2025-CONSIDERATION OF ADJUSTMENT AND PARTIAL REFUND OF THE STANDARD TRANSPORTATION IMPACT FEE-E.K. BAILEY CONSTRUCTION-3454 W 4000 S-STEPHEN NELSON, COMMUNITY DEVELOPMENT DIRECTOR**

Councilmember Dixon made a motion to adopt resolution 53-2025. Councilmember Saunders seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

10. **ACTION ON PLANNING COMMISSION MEETING RECOMMENDATION(S)**

A. ACTION ON RESOLUTION 54-2025-WATER USE AND PRESERVATION ELEMENT FOR THE GENERAL PLAN-STEPHEN NELSON, COMMUNITY DEVELOPMENT DIRECTOR

Stephen Nelson said the City contracted with Landmark to create this master plan. He said they received a comment during the public hearing that has been addressed in what is presented tonight.

Aubrey Larsen gave a presentation on the water use element of the General Plan.

Mayor Vanderwood asked if adding meters is the long term goal.

Stephen Nelson said it is a state requirement and studies show that tracking reduces water use.

Councilmember Call asked if developers can do a water analysis for multiple homes.

Stephen Nelson said he thinks that we can require that. He said the water districts have strict requirements as well.

Councilmember Call expressed concern about not seeing will serve letters when it came to the water districts for each subdivision as it comes through.

Stephen Nelson said that it was always a requirement of the application process before but it is now codified to ensure that it is happening.

Councilmember Saunders made a motion to adopt resolution 54-2025. **Councilmember Call** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

11. ACTION ON RESOLUTION 55-2025-APPROVING WEST HAVEN CITY UTAH250 COMMUNITY COMMITTEE

Mayor Vanderwood said the events committee could help with the planning for this.

Councilmember Dixon made a motion to adopt resolution 55-2025. **Councilmember Call** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

12. ACTION ON RESOLUTION 56-2025-LEASE OF CITY REAL PROPERTY-3100 W 3300 S

Shawn Warnke said this allows the City and District to lease our property and for us to still use it for parking during West Haven Days.

Councilmember Call asked if it was correct that they would not pay for the lease until July.

Shawn Warnke confirmed that is correct and it is to help them because they would have cash flow during that time of year.

Councilmember Call asked about the ditch we filled in to allow people to drive over for parking during West Haven Days and if that is addressed in this lease.

Amy Hugie said that is addressed in the real estate contract.

Councilmember Call made a motion to adopt resolution 56-2025 with an addition of the line that designates the district and the city will share the lease payments. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

13. ACTION ON 2025 SLOUGH MAINTENANCE PROJECT-REJECTION OF ALL BIDS

Shawn Warnke said we found a procedural flaw during the bidding process that would not allow us to accept any bids. He said we will itemize out the bid moving forward.

Councilmember Saunders made a motion to reject all bids. **Councilmember Dixon** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

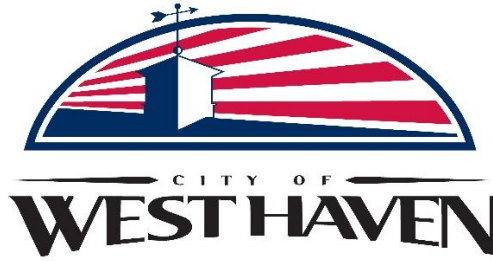
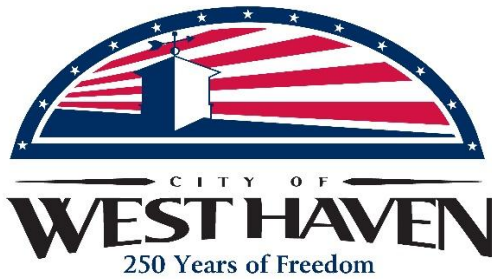
14. ACTION ON RESOLUTION 57-2025-REPEALING RESOLUTION 50-2025 AND AUTHORIZING THE CITY MANAGER TO SUBMIT GRANT APPLICATIONS FOR RAMP FUNDING

Councilmember Dixon made a motion to adopt resolution 57-2025 but taking out the Poulter Pond playground and pavilions and inserting benches. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

15. ACTION ON RESOLUTION 58-2025-ADOPTING A TEMPORARY COMMEMORATIVE LOGO

Council agreed to adopt the logos below.



Councilmember Dixon made a motion to adopt ordinance 58-2025 with the logos noted. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

16. **PRESENTATION-QUARTERLY CITY MANAGER AUDIT REPORT**

Shawn Warnke presented the quarterly audit report.

17. **PRESENTATION AND DISCUSSION-AT THE MAYOR AND CITY COUNCIL'S ELECTION CONTINUATION OF ANY AGENDA ITEM FROM THE 5:00 WORK SESSION**

Councilmember Call expressed concern about parking on Hinckley Drive in front of the new apartment complex.

Shawn Warnke said staff would look into this issue.

18. **EXECUTIVE SESSION-**The Council will consider a motion to enter into a closed meeting for the purpose of a strategy session to discuss pending or reasonably imminent litigation and the purchase, exchange, or lease of real property; To be held in accordance with the provisions of Utah Code 52-4-205.

Councilmember Dixon made a motion to enter into the executive session. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

Mayor Vanderwood said the executive session was used to discuss pending or reasonably imminent litigation and the purchase, exchange, or lease of real property.

Councilmember Call made a motion to leave the executive session. **Councilmember Saunders** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

19. **ADJOURNMENT**

Councilmember Call made a motion to adjourn at 8:03 PM. **Councilmember Dixon** seconded the motion.

AYES:	Councilmember Dixon, Councilmember Call, Councilmember Saunders
NAYS:	
RECUSED:	

Emily Green
City Recorder

Date Approved: 12/17/25