



3200 WEST 300 NORTH
WEST POINT CITY, UT 84015

WEST POINT CITY COUNCIL MEETING MINUTES WEST POINT CITY HALL December 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

6:30 PM

Minutes for the West Point City Council Administrative Session held on December 2, 2025, at 6:30 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 0116 1595 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, and Council Member Trent Yarbrough

EXCUSED: Council Member Michele Swenson and Council Member Judd

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: Trek Loveridge, Hunter Murray, Jeremy Strong, Don Mendenhall, PJ Roubinet, Zach Thompson, Michelle Thompson, Zeb Booker, and Joelle Caruso. No sign-in is required for those viewing online.

1. Discussion Regarding Commercial, Manufacturing, and Professional Office Landscaping Standards – Mrs. Bryn MacDonald

Mrs. MacDonald reviewed proposed amendments to the City's commercial, manufacturing, and professional office landscaping standards. She explained that while the City previously adopted residential landscaping requirements limiting turf grass to comply with state water conservation standards, corresponding updates to commercial and professional office zones were inadvertently missed at that time. She noted that the State requires all applicable landscaping standards to be updated in order for residents to qualify for certain water conservation incentive programs, including "Flip Your Strip."

Mrs. MacDonald explained that the proposed amendments limit turf grass to a maximum of 15% of the required landscaped area on commercial and professional office properties, consistent with state-defined standards. She clarified that turf used for active recreation areas, such as sports fields, would remain exempt. She stated that commercial developments already typically use minimal turf grass and that she does not anticipate the changes having a practical impact on new commercial projects.

Council Members asked questions regarding how the standards would apply to existing developments, including examples such as the Smith's Marketplace site. Staff explained that required landscaping includes trees, shrubs, and landscape areas along roadways and parking areas, which are already common practice.

Council Member Chatterton expressed concern that the City is being required to adopt unrelated commercial standards in order for residents, with residential homes, to be able to participate in incentive programs. Mr. Laws responded that while participation is voluntary, updating the full suite of landscaping standards is a prerequisite for residents to remain eligible for water conservation incentives statewide.

Mrs. MacDonald stated that, if the Council was comfortable moving forward, the next step would be a public hearing during the General Session. The Council agreed to set the public hearing and consider approval of the proposed changes at the next meeting on December 16th.

2. Discussion Regarding Park Enhancements – Mr. Kyle Laws

Mr. Laws presented proposed park improvements at the baseball fields located at Loy Blake Park. He explained that Staff is seeking Council input on planned enhancements that are already budgeted within the Parks Capital Projects Fund.

Mr. Laws outlined proposed improvements including extending baseline fencing on multiple fields to improve safety, replacing damaged fencing, adding mow strips, and completing unfinished concrete areas around backstops, bleachers, and dugouts. He explained that the goal is to improve functionality and safety while the City evaluates longer-term plans for park expansion.

Mr. Laws stated that approximately \$40,000 is proposed for these enhancements and that sufficient funding is available, noting that the City currently has approximately \$700,000 allocated or accumulated for park capital improvements.

Council Members discussed safety concerns related to foul balls, spectator areas, and youth warming up near uncovered fence lines. Council Members asked about the history of the current field layouts and discussed possible reasons the fences were originally shorter. Discussion also included the condition of existing backstops and whether future replacement might require removal of recently installed concrete. Staff explained that while the chain link could be replaced without removing concrete, the backstops themselves are original and may need to be addressed in the future.

Council Members asked about dugout improvements, including potential coverings. Staff explained that coverings have been discussed but not yet priced, and that any current improvements would still allow for future coverings to be added. Temporary netting options to improve spectator safety were also discussed.

Council Members also raised questions about restroom proximity and ADA accessibility. Mr. Laws noted that extending concrete walkways to improve accessibility is a potential future project that has been discussed but not yet priced.

The Council was comfortable with the proposed park projects and Staff will continue moving forward on the project.

Mr. Laws also reported that the City has engaged a landscape architect through a previously completed RFP process and has received proposed scopes of work for landscaping design at City Hall and conceptual design improvements at the City cemetery.

He stated that the City Hall landscaping design proposal is approximately \$3,000. The cemetery design proposal totals approximately \$20,000 and includes evaluation of options such as cremation gardens, columbariums, and other burial alternatives. He noted that approximately \$7,500 of the cemetery proposal relates to engineering for an internal cemetery road.

Mr. Laws explained that the City has funding available through both the Cemetery Perpetual Care Fund and Park funds. He asked for Council direction on whether to proceed with the full scope, including the road engineering, or to defer that portion.

Council Members discussed the importance of improving access to all areas of the cemetery, particularly during winter conditions. Council Member Chatterton expressed support for proceeding with the road improvements now rather than delaying, noting long-term equity and cost considerations.

During the discussion, Casey Arnold provided information regarding cemetery-related grant availability, noting that while direct grants are limited, there are occasional opportunities tied to historic preservation and veteran-related projects.

Staff confirmed that the proposed design process would include phased reviews with the Council, including opportunities for feedback before final concepts are completed.

Council Members were in agreement to direct Staff to move forward with the cemetery design scope as proposed, including the road component, and to also proceed with City Hall landscaping design.

3. Discussion Regarding Focus & Execute Strategic Planning Updated – Mr. Kyle Laws

Mr. Laws provided an overview of the City's "Focus & Execute" strategic planning platform, which tracks projects and goals aligned with the City's adopted strategic priorities. He reviewed the nine strategic priority areas and explained that not every priority will always have active projects.

Mr. Laws demonstrated how projects are categorized as completed, in progress, pending, or off-plan. He reviewed some of the current projects listed, such as code updates, capital projects, and the removal of pickleball court construction in the park from the plan due to nearby junior high facilities. Mr. Laws stated that Staff intends to use the platform to provide more regular, quarterly updates to the Council and that Council Members can be given access to view progress directly.

Council Member Chatterton expressed support for Council access to the system. Mr. Laws confirmed that Staff would work to set up access for Council Members. The Council thanked Mr. Laws for the update and had no further discussion.

4. Other Items

No other items were discussed.

The Administrative Session adjourned.



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General Session

7:00 PM

Minutes for the West Point City Council General Session held on December 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 0116 1595 at <https://zoom.us/join> or by telephone at (669) 900-6833.

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EXCUSED: None

VISITORS PRESENT: Trek Loveridge, Hunter Murray, Jeremy Strong, Don Mendenhall, PJ Roubinet, Zach Thompson, Michelle Thompson, Joelle Caruso, Matt Leavitt, Zeb Booker, Tony Thompson, Sharon Cammack, Jason Cammack, Rya Ellison, Elizabeth Hardy, Garrett Pickett, Michelle Day, Abby Spangler, and Jim Spangler. No sign-in is required for those viewing online.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Prayer or Inspirational Thought** – Given by Council Member Lee
4. **Communications and Disclosures from City Council and Mayor**

Council Member Lee – None

Council Member Swenson – Absent

Council Member Judd – Absent

Council Member Chatterton – None

Council Member Yarbrough – None

Mayor Vincent – None

5. **Communications from Staff**

Mr. Laws reported on recent and upcoming City events. He stated that the City Hall Lighting Ceremony was held the previous evening and included a Christmas fireworks show and Santa's arrival by fire truck. He thanked those who attended and assisted with the event. Mr. Laws also announced several upcoming December events, including the Child Remembrance Ceremony on December 6th at the cemetery, the Cemetery Luminary event on December 19th, and the final Senior Lunch of the year on December 9th. He invited residents to attend and participate in these events.

6. **Citizen Comment**

Joelle Caruso – West Point: Stated that she noticed there was no outdoor Christmas tree at the City's lighting event this year and that the event was referred to as a City Hall lighting ceremony rather than a Christmas tree lighting ceremony as it has been in the past. She stated that in prior years there had been a Christmas tree out front of City Hall and carolers and expressed that she enjoyed that tradition. She asked when the Christmas tree went away and whether that was a decision made by the City.

City Manager Kyle Laws stated that during his approximately 15 years with the City, he was not aware of a Christmas tree ever being placed outside City Hall. Mayor Vincent stated that he also was not aware of when or if that practice changed.

Sharon Cammack – West Point: Addressed comments made by City Council members at the November 18 meeting regarding the proposed development at 3900 W 300 N. She stated that many citizens spoke against rezoning the property from R-2 to R-4 for reasons including safety of children walking to and from school, pedestrian and cyclist safety, traffic on inadequate roads, the dangerous intersection at 4000 W and 300 N, higher-density homes not blending with existing properties, and concerns about lowered property values. She referenced the Planning Commission's recommendation to deny the development. Ms. Cammack referenced comments made by a Council Member regarding the death of a child near Syracuse Junior High due to an unsafe crossing and questioned whether safety improvements would only occur after a similar tragedy in this area. She stated that citizens were assured the Council did not favor developers over residents but expressed concern that Council members appeared to dismiss citizen input. She stated that she attended City Council meetings when she moved to West Point 33 years ago and that over time the Council has changed from being primarily farmers to including individuals involved in development and real estate, which she believes creates conflicts of interest. She stated that during her employment with the IRS she was prohibited from running for office due to the Hatch Act and expressed concern that similar restrictions do not apply to City Council members. Ms. Cammack stated that citizens did not say "no" to development, but asked that zoning remain as originally approved. She discussed housing density, infrastructure concerns, and lack of business development within the City, stating that residents must shop in neighboring cities. She commented on voter turnout in recent elections, stating that low participation may reflect residents feeling unheard or unrepresented. Ms. Cammack concluded by asking Council Members to speak clearly into microphones so residents can hear Council discussion, stating that some members speak quietly or toward the floor, making comments difficult to hear, and wondered why they are afraid to speak up.

Michelle Day – West Point: Stated that she contacted City staff regarding dirt and mud being tracked onto public streets by a construction site. She referenced City Code Section 13.30.050 regarding tracking mud or sediment onto public streets by construction or delivery vehicles and stated that provisions are required to clean streets or vehicles before leaving the site. Ms. Day stated that despite having a street sweeper on site, the area east toward Flint's Nursery remained muddy and that vehicles driving through the area could hear debris hitting the underside of their vehicles. She requested that the City contact the contractor to ensure the streets are properly cleaned.

7. Youth Council Update

Abby Spangler, Youth Council Mayor, provided an update on Youth Council activities. She reported that Youth Council members participated in Fall Festival game booths, placed flags on veterans' graves for Veterans Day, and assisted with the City Hall Lighting Ceremony. She noted increased participation, with approximately 30 members attending activities.

Council Members thanked Youth Council members and advisors for their service and engagement. Council Member Lee expressed appreciation for the Youth Council's efforts and leadership development, and Council Member Chatterton highlighted the importance of Youth Council as a training ground for future leaders.

8. Consideration of Approval of Meeting Minutes:

- a. August 5, 2025 City Council Meeting**
- b. August 26, 2025 Special City Council Meeting**
- c. September 2, 2025 City Council Meeting**

Council Member Lee motioned to approve the minutes for the listed meeting dates

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

9. Consideration of Approval to Award the Bid for the 200 South Box Culvert – Mr. Boyd Davis

Mr. Davis explained that the purchase of the box culvert itself was previously approved and that the item before the Council this evening was to award a construction contract for installation of the culvert. He explained that the existing culvert at 200 South is damaged and must be replaced before roadway construction can proceed.

Mr. Davis stated that the City solicited bids for installation of the culvert and received a total of 16 bids, which he noted was a strong response. He explained that there was a wide range in bid amounts and displayed the bid tabulation for the Council's review. He stated that the lowest bid was submitted by RJT Construction in the amount of \$203,783.85, while the highest bid received was approximately \$980,000. Mr. Davis stated that RJT Construction is a contractor the City has worked with previously and that they performed a significant portion of the City's recent sewer expansion project. He stated that Staff is familiar with RJT's work and has had positive experience with the contractor.

Mr. Davis explained that one reason RJT was able to submit a lower bid is that they are already on site performing waterline replacement work associated with the West Davis Highway project. He stated that the waterline being installed will pass beneath the box culvert, allowing RJT to reduce mobilization and construction costs by coordinating the work.

Council Members asked clarifying questions regarding the scope of the bid. Mr. Davis confirmed that the bid amount is for labor and installation only, as the culvert itself has already been purchased by the City.

Council Members commented on the significant difference between the low bid and the higher bids received. Mr. Davis stated that Staff was not certain why some bids were so high but reiterated that Staff is comfortable with RJT's pricing and qualifications. The Council had no further discussion.

Council Member Chatterton motioned to award the bid to RJT Construction for \$203,783.85

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

10. Consideration of Resolution No. 12-02-2025A, Granting an Easement to Davis County Along the Emigrant Trail – Mr. Boyd Davis

Mr. Davis stated that Davis County has requested an access easement across City property to maintain a drainage canal impacted by construction of the West Davis Highway. He stated that Davis County previously accessed the canal from Cold Springs Road but will no longer be able to do so once the highway is completed.

He displayed an aerial image showing the location of the drainage canal and the City-owned trail corridor. He explained that Davis County is requesting access along the Emigrant Trail to allow maintenance vehicles to reach the canal. He stated that the trail is constructed to a standard capable of supporting maintenance vehicles and is already used by City Public Works staff, Rocky Mountain Power, and other utility providers for access.

Mr. Davis explained that while Davis County will most likely access the trail near the cemetery, the City cannot legally grant an easement at that location because the underlying property is owned by the Bureau of Reclamation. As a result, the formal easement must be granted from the City-owned property at 300 North, even though practical access will occur farther south.

Mayor Vincent asked whether there are access control measures in place to prevent unauthorized vehicle use on the trail. Mr. Davis stated that there are locked bollards at access points and that Davis County would be provided keys to avoid the need to coordinate access with City staff each time maintenance is required.

Mr. Davis stated that Staff recommends approval of the easement to ensure Davis County can continue to properly maintain the drainage infrastructure and to avoid future access issues related to the West Davis Highway project. The Council had no further discussion.

Council Member Yarbrough motioned to approve Resolution No. 12-02-2025A
Council Member Lee seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

11. Consideration of Resolution No. 12-02-2025B, Accepting Property from UDOT for the Trail Along West Davis Highway – Mr. Boyd Davis

Mr. Davis stated that this item relates to property acquisition associated with construction of the West Davis Highway and extension of the Emigrant Trail. He stated that the proposed trail extension will connect the existing trail at approximately 1300 North northward to 1800 North, addressing a current dead-end condition that requires trail users to turn around and travel back south. Mr. Davis explained that the trail will be constructed by UDOT as part of the West Davis Highway project and will be built along the east side of the Hooper Irrigation Canal and will terminate at 1800 North for this phase of construction. Mr. Davis stated that while this phase will end at 1800 North, additional trail segments are anticipated in future phases of the West Davis Highway project.

Mr. Davis stated that UDOT has negotiated the purchase of the required strip of property from the Bringham family for construction of the trail. He explained that while UDOT will pay all costs associated with acquiring the property and constructing the trail, the property will be deeded to West Point City upon completion. He stated that this is consistent with prior trail acquisitions associated with UDOT projects. Mr. Davis explained that acceptance of the property means the City will assume long-term ownership and maintenance responsibilities for the trail once construction is complete. He stated that this was anticipated as part of the City's long-range trail planning and that Staff has planned for the City to ultimately own and maintain this segment of the Emigrant Trail. Staff recommends acceptance of the property so the trail can be completed and integrated into the City's existing trail system.

Mayor Vincent confirmed that UDOT would both purchase the property and construct the trail, and that the City's role would begin once the trail is completed and deeded to the City.

Council Members asked clarifying questions regarding the scope of the project and future phases, but had no concerns regarding acceptance of the property.

Council Member Yarbrough motioned to approve Resolution No. 12-02-2025B
Council Member Chatterton seconded the motion
In Favor: All
Opposed: None
The Council unanimously agreed

12. Consideration of Ordinance No. 12-02-2025A, Rezoning Property at Approximately 1800 N 5000 W from A-5 to R-1 with a PRUD Overlay Zone – Mrs. Bryn MacDonald

Mrs. MacDonald presented the request to rezone property located at approximately 1800 North and 5000 West from A-5 to R-1 with a Planned Residential Unit Development (PRUD) overlay. She explained that the property was recently annexed into the City and zoned A-5 at the time of annexation. The applicant is now requesting R-1 zoning to align with the General Plan designation for the property.

Mrs. MacDonald reviewed the proposed concept plan and explained that the PRUD overlay allows flexibility in lot size and density in exchange for amenities outlined in the City's PRUD code. She stated that a portion of the property lies within a slough area that is considered unbuildable and does not count toward density calculations. She explained that under the R-1 base zone, the property would allow approximately 2.2 units per acre, and with the PRUD overlay and a maximum 10% density bonus, the applicant could reach up to 2.42 units per acre. The applicant is requesting 2.41 units per acre.

Mrs. MacDonald explained that the base R-1 zoning would allow 41 lots, while the PRUD overlay would allow up to 45 lots if the Council determines that the proposed amenities justify the density increase. She stated that there is no minimum lot size in the PRUD code; however, at the Planning Commission's request, the applicant has proposed a minimum lot size of 10,000 square feet, with an average lot size of approximately 12,000 square feet.

Mrs. MacDonald reviewed the proposed trail dedication, noting that the applicant is dedicating approximately 1.8 acres for a future regional trail shown on the City's Trails Master Plan. She stated that dedication of land for a regional trail qualifies as an amenity under the PRUD code and allows additional density. She explained that the applicant is also dedicating a small open space area near the trail terminus and that, in total, the applicant is dedicating approximately 2.16 acres and requesting a 9.1% density bonus.

Mrs. MacDonald stated that the Planning Commission held a public hearing on the request, received no public comment, and recommended approval. She explained that if approved, the concept plan would be attached to the ordinance, meaning the subdivision would be required to substantially match what is being presented.

Council Members discussed the proposed trail configuration and questioned why the trail would not be constructed by the developer as part of the subdivision. Mrs. MacDonald explained that the PRUD code requires dedication of land for a trail, not construction, and that requiring construction would likely warrant a greater density bonus than allowed under the current code.

Council Member Lee expressed concern that while the City receives the land, the City would be responsible for long-term maintenance and future trail construction, and questioned whether the City is assuming a financial obligation without immediate benefit. Mr. Davis stated that if the land were not dedicated for a trail, it would be incorporated into private lots and the opportunity for a trail corridor would be lost. Mr. Laws stated that while the City would be responsible for maintenance and construction at a future date, the City is receiving property without having to purchase it, and that the value of the land should be considered part of the benefit.

Mayor Vincent opened the public hearing.

a. Public Hearing

Joelle Caruso – West Point: Stated that she had concerns with how open space and trail dedication were being counted. She stated that the agenda materials indicate that the City would ultimately be responsible for improving and maintaining the open space, meaning taxpayers would be paying to upgrade and maintain land provided by the developer. She questioned how much of the 1.8-acre trail dedication consists of slough area that is already protected and unbuildable, stating that protected slough land should not count toward the developer's amenity or density calculations. She stated that if a significant portion of the land cannot be built on, the developer should be required to provide additional usable open space rather than relying on protected areas.

Michelle Day – West Point: Stated that she reviewed the PRUD code and referenced provisions requiring a maintenance plan for open space and landscaped areas within a development. She stated that under her interpretation of the code, maintenance responsibility should remain with the developer or homeowners association, not the City. She stated that if the City is assuming maintenance responsibility, she believes that is inconsistent with the intent of the PRUD code.

Council Member Chatterton motioned to close the public hearing

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

b. Action

The Council discussed the concerns raised regarding trail dedication, open space, maintenance responsibility, and the calculation of amenities under the PRUD code. Council Member Chatterton stated that he would like additional time to review the information, digest the concerns raised, and have the full Council present for discussion and action.

Council Member Chatterton motioned to table Ordinance No. 12-02-2025A to the next meeting and also to place it on the agenda in the administrative session of that meeting for further discussion.

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None
The Council unanimously agreed

13. Consideration of Ordinance No. 12-02-2025B, Amending the General Plan Zoning Designation for Property at 39 S 2000 W from the R-3 to the C-C Zone – Mrs. Bryn MacDonald

Mrs. MacDonald presented the request to amend the General Plan zoning designation for approximately one acre of property located at 39 South 2000 West from R-3 Residential to Community Commercial (C-C). She stated that the property is located just south of an existing commercial development and that much of the surrounding frontage along 2000 West is already designated or developed for commercial use.

Mrs. MacDonald reviewed the uses permitted in the Community Commercial zone, noting that it allows retail, office, banks, and restaurants, but does not allow automotive uses such as gas stations or car washes, which are restricted to Limited Commercial zones. She explained that the Planning Commission held a public hearing and recommended approval of the General Plan amendment.

The applicant, Don Mendenhall, addressed the Council and stated that the property currently contains an older home and that residential use is no longer practical due to access limitations and surrounding commercial development. He stated that the property's access has been impacted by UDOT projects and that tying the parcel into adjacent commercial development is the most reasonable use. He stated that while there is no specific tenant identified, the property could be suitable for flex office or similar low-impact commercial uses. He noted that a business is currently operating out of the existing home.

Council Members discussed whether a single acre is sufficient for commercial use and whether the City should consider expanding commercial designations in the area. Council Member Lee stated that while he understands the request, he would like to consider the broader area before making a decision.

a. Public Hearing

No Comments.

Council Member Chatterton motioned to close the public hearing

Council Member Yarbrough seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

b. Action

Council Member Chatterton stated that while he did not have concerns with the requested change to Community Commercial, he would like the Council to revisit the surrounding area and discuss whether additional properties should be considered as part of a broader commercial planning discussion, as also expressed by other Council Members.

Council Member Chatterton motioned to table Ordinance No. 12-02-2025B to the next meeting and also to place it on the agenda in the administrative session of that meeting for further discussion.

Council Member Lee seconded the motion

In Favor: All

Opposed: None

The Council unanimously agreed

14. 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.

APPROVED THIS 20 DAY OF January, 2026:


BRIAN VINCENT, MAYOR


CASEY ARNOLD, CITY RECORDER

