



WEST HAVEN CITY COUNCIL MEETING MINUTES

April 15, 2026 6:00 P.M.

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

| Present: | |
|-----------------|---|
| Rob Vanderwood | Mayor |
| Carrie Call | Councilmember |
| Kim Dixon | Councilmember |
| Nina Morse | Councilmember |
| Ryan Swapp | Councilmember |
| Shawn Warnke | City Manager |
| Emily Green | City Recorder |
| Stephen Nelson | Community Development Director |
| Edward Mignone | City Engineer |
| Michelle Witte | Social Media Coordinator & Admin. Assistant |
| Excused: | |
| Ryan Saunders | Councilmember |
| Amy Hugie | City Attorney |

5:00 Work Session – In City Council Chambers

NO ACTION CAN OR WILL BE TAKEN ON ANY AGENDA ITEMS DISCUSSED DURING WORKSESSION - DISCUSSION OF SUCH ITEMS IS FOR CLARIFICATION.

MEETING TO ORDER: **MAYOR VANDERWOOD**

REPORTS AND DISCUSSION AS FOLLOWS:

1. Discussion- Elected Officials and City Manager Updates

Councilmember Swapp asked if the City is going to put something out informing residents about their secondary water.

Michelle Witte said she reshared Weber Basin's post on Facebook.

Mayor Vanderwood gave an update on the Republican Convention.

2. Discussion-Irrigation of City Parks and Property for 2026 Season, Parks Construction Projects, and Related Matters-Brock Randall, Parks and Recreation Director

Brock Randall went over the irrigation and projects for City parks.

3. Presentation-Regarding the Possibility of Changing the General Plan and Zoning-Parcels 080480016 and 080480058 located at 4492 S 5100 W-Mike Bastian

Mike Bastian gave a presentation on a concept for a townhome development.

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 Morse

3. PUBLIC PRESENTATION: Resident(s) attending this meeting will be allotted 3 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.

Tyler Peterson said one of the buyers for a lot in Sunset Farms has not been able to get their building permit issued because there isn't a cul de sac in the subdivision. He explained that the subdivision was approved with a hammerhead turn around.

Angela Choberka said she is a candidate for District 9 and has previously served on the Ogden City Council and wanted to introduce herself. She said she looks forward to getting to know our city and its needs.

Tiffany Marsh expressed concerned about flock cameras in the state and our City. She said she thinks it is an overstepping of surveillance and does not agree with it.

Lt. Endsley said flock cameras do not record vehicle data and are not connected to any registration system. He said they monitor public road ways and that the 4th amendment protects against unlawful search and seizure. He said Flock requires a reason to search for a vehicle and case number. He said only detectives and supervisors have the authority to do a search.

Councilmember Swapp asked if they City could get a copy of the written policy for review.

Lt. Endsley said he would get a copy.

Adam Mott said he is the GOP Chairman for West Haven precinct 13. He said he is speaking on behalf of his precinct and expressed concerns about high density housing.

4. **UPCOMING EVENTS**

| | | |
|--|-------------------|----------|
| Senior Lunch Bunch-The Barn | April 22, 2026 | 11:30 AM |
| Utah League of Cities and Towns Midyear Conference | April 22-24, 2026 | |
| Music Circle-The Barn | April 27, 2026 | 7:00 PM |
| Touch A Truck | May 4, 2026 | 6:00 PM |

Mayor Vanderwood said there will be a Special Budget Work Session April 28, 2026, at 4:00 PM.

5. **COUNCIL UPDATES**

Councilmember Swapp said they had the first parks and trails meeting.

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

6. **ACTION ON CONSENT AGENDA**

| | | |
|-----------------------------|------------------------------|---------------|
| A. COUNCIL MEETING MINUTES | MEETING HELD | April 1, 2026 |
| B. COTTONWOOD TITLE COMPANY | \$381,900.00 & Closing Costs | 3481 S 2700 W |

Councilmember Call made a correction on the minutes that the luncheon the Mayor mentions in Council updates is the Lincoln luncheon.

Councilmember Swapp made a motion to approve the consent agenda with the minutes that include the slides from the work session. Councilmember Morse seconded the motion.

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| AYES: | Councilmember Dixon, Councilmember Call, Councilmember Morse, Councilmember Swapp |
| NAYS: | |
| RECUSED: | |

7. **DISCUSSION AND POSSIBLE ACTION-TEMPORARY PLACEMENT OF RV DURING CONSTRUCTION PROCESS-3108 S 3150 W-WAYNE CHADWICK**

Wayne Chadwick said they will be finished with their home in about 3-4 weeks.

Mayor Vanderwood said that the pop outs for the RV just need to be shut so they don't block the sidewalk.

Councilmember Call made a motion to approve a temporary placement of RV during the construction process. Councilmember Morse seconded the motion.

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| AYES: | Councilmember Dixon, Councilmember Call, Councilmember Morse, Councilmember Swapp |
| NAYS: | |
| RECUSED: | |

8. **ACTION ON RESOLUTION 15-2026-CONSTRUCTION ON IMPROVEMENTS ALONG 3600 SOUTH IN FRONT OF WESTWOOD ESTATES**

Councilmember Call suggested attaching the cost breakdown of the project to the resolution.

Councilmember Morse said this project makes sense but finds it hard to agree to because there are so many areas that need sidewalks in the City.

Councilmember Dixon made a motion to adopt resolution 15-2026 with the cost estimate from the staff report attached. **Councilmember Swapp** seconded the motion.

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| AYES: | Councilmember Dixon, Councilmember Call, Councilmember Morse, Councilmember Swapp |
| NAYS: | |
| RECUSED: | |

9. ACTION ON RESOLUTION 16-2026-AWARD BID FOR THE 5100 W ROADWAY WIDENING PROJECT

Mayor Vanderwood asked when the project will start.

Edward Mignone said it will wrap up sometime next year.

Councilmember Call made a motion to adopt resolution 16-2026. **Councilmember Morse** seconded the motion.

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| AYES: | Councilmember Dixon, Councilmember Call, Councilmember Morse, Councilmember Swapp |
| NAYS: | |
| RECUSED: | |

10. ACTION ON RESOLUTION 17-2026-DECLARING CERTAIN PARKS, RECREATION, AND PUBLIC WORKS EQUIPMENT AND MATERIAL AS SURPLUS

Councilmember Dixon made a motion to adopt resolution 17-2026. **Councilmember Morse** seconded the motion.

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| AYES: | Councilmember Dixon, Councilmember Call, Councilmember Morse, Councilmember Swapp |
| NAYS: | |
| RECUSED: | |

11. PRESENTATION-CITY MANAGER QUARTERLY AUDIT REPORT-SHAWN WARNKE, CITY MANAGER

Shawn Warnke presented the quarterly audit report.

12. REVIEW, DISCUSSION AND POSSIBLE ACTION- RELATED TOPICS ASSOCIATED WITH THE FISCAL YEAR 2027 BUDGET WHICH INCLUDE BUT ARE NOT LIMITED TO THE GENERAL FUND, CAPITAL PROJECTS FUND, CEMETERY FUND, STORM WATER FUND, REVENUE SOURCES, CITY SERVICES, AND INCREASE-SHAWN WARNKE, CITY MANAGER

Shawn Warnke gave a presentation on the fiscal year 2027 budget.

FY 2027 Budget

Significant Budget Items in FY 2027 in General Fund

Increases in FY 2027

- \$707,097- Law Enforcement (City's portion of new Deputies)
- \$7,300- Crossing Guard
- \$30,000- Emergency Manager
- \$45,000- Parks (Mowing Contract)
- \$30,000- Cemetery (Mowing Contract)
- \$30,198- Health Insurance
- \$10,000- Event Center Scheduling Software
- \$27,000- Part-Time Seasonal Employee Parks
- #####- Contract Employee Adjustments
- #####- Administrative Staffing
- \$148,375- Employee Wages (2.5% COLA & 3 Merit)
- \$1,004,971- Grand Total plus contract employee adjustments and administrative staffing

- *10-4390 Education- Community Promotion.* As a cost-saving measure implemented in January 2024, the City transitioned to electronically providing City newsletters to its residents. Since then, the City has received feedback from residents requesting a printed newsletter. The newsletter is proposed to be printed and mailed to each utility customer quarterly. Utility customers would receive a mailed copy of the March, June, August, and November newsletters. In the other months, the newsletter will be available electronically. The cost of printing a four-page, colored newsletter on 11" x 17" (ledger-size) paper is \$1,927.60 (4,880 quantity * \$0.395 cost per print = \$1,927.60). Folding and inserting 4,880 newsletters into an envelope is \$87.84 (4,880 × \$ 0.018 = \$87.84). Budget \$8,400.

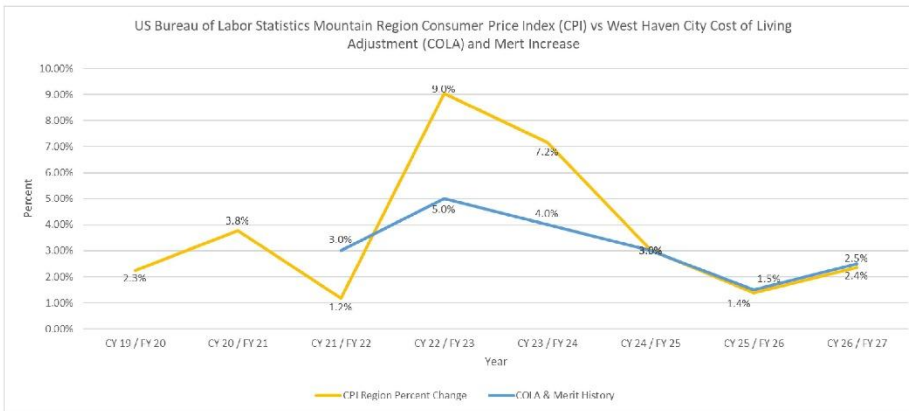
Capital Project Fund

Good or Great, & Essential Projects

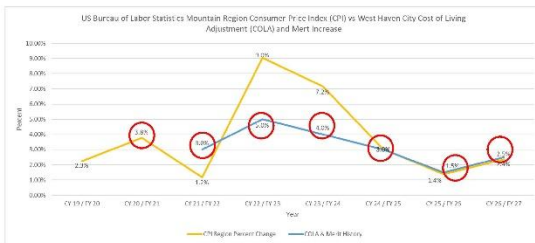
Though a capital project may be good or great, this is not always a sufficient reason to expend City staffing and financial resources.

At this point in the City’s evolution, its activities, initiatives, and plans should be grounded in the essentials; otherwise, good projects can distract efforts and erode financial resources.

Cost of Living Adjustments (COLA)



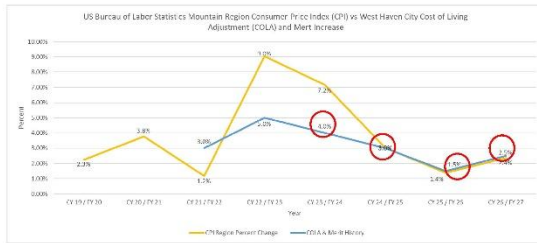
Engineering Contract



22.8% Granted Increases associated with inflation
Hourly rate contract for engineering

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|---------------------------------|------------------|--------------------------|---------------------|
| General Fund | | | |
| \$ 18,645.25 | General | | |
| \$ 28,235.71 | Mapping / GIS | | |
| \$ 5,294.00 | Street Lights | | |
| \$ 33,735.00 | Sub Rev | | |
| \$ 85,909.96 | TOTAL | 19% of the total billing | \$ 104,810.15 |
| Capital Project Fund | | | |
| \$ 32,914.50 | Parks | | |
| \$ 12,978.25 | Road Maintenance | | |
| \$257,873.32 | Road Projects | | |
| \$ 6,356.75 | Sidewalks | | |
| \$ 1,340.00 | Trails | | |
| \$311,462.82 | TOTAL | 70% of the total billing | \$ 381,541.95 |
| Storm Drain Fund | | | |
| \$ 49,331.58 | Storm Water | | |
| \$ 49,331.58 | TOTAL | 11% of the total billing | \$ 60,431.19 |
| \$446,704.36 GRAND TOTAL | | 100% | \$546,783.29 |

Attorney Contract



Fixed Rate Contract
Increase of \$12,000

11% Granted Increases associated with inflation
Fixed-rate contract with City Attorney
1% increase related to an increase in work & timing
Going forward, increase to match COLA granted to employees

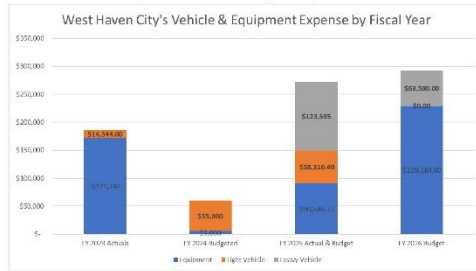
Public Defender

- The West Haven City Council adopted Resolution 15-2023 (March 2023), approving a Professional Service Agreement between West Haven City and Zachary Holbrook to provide indigent legal services. The Public Defender typically receives a flat fee of \$235 per case; however, the number of Justice Court cases has been increasing recently, and as a result, the number of cases assigned to the Public Defender has also increased.
- In February 2026, Zachary Holbrook requested a 6% increase in the per-case amount from \$250, totaling an additional \$2,940 annually. The requested increase seems reasonable, given that since FY 2025 through FY 2027, when the contract was approved, the Mountain Region Consumer Price Index (CPI) has experienced approximately 7% inflation, according to the US Bureau of Labor Statistics, and the City has given its employees the same 7% increase in cost-of-living adjustments (COLA).

Capital Equipment

- The City will spend \$4,078,005.20 in employee costs, representing its primary investment in providing services to its residents.
- A secondary investment needed to provide services to residents is equipping employees with the tools and equipment they need to perform their job duties.
- The upfront cost to provide employees with the proper equipment and tools is an expensive investment, but this investment is likely to be offset by the following outcomes:
 - Enhancing productivity.* The right equipment enables City employees to work more efficiently and accomplish more in less time, thereby increasing productivity.
 - Better Quality Work.* Investing in the right equipment ensures City employees' work is of higher quality.
 - Workplace Safety.* Using the appropriate equipment reduces the risk of accidents and injuries to City employees.

Capital Equipment



| Description | Classification | Amount |
|--|-----------------------------|----------------------|
| Ferris Stand-Up Trim Mower (Rotation Trade-In). | Equipment | \$ 10,000.00 |
| Concrete Grinding Machine (GrindLazer with LazerVac) | Equipment | \$ 36,000.00 |
| Fork Attachments for Loader (87" Frame 57" Tine). | Equipment | \$ 12,000.00 |
| Diamond Products Core-Cut CC Electronic Fuel-Injected Saw. | Equipment | \$ 25,000.00 |
| Tow-Behind Air Compressor. | Equipment | \$ 40,000.00 |
| | Equipment Total: | \$ 123,000.00 |
| Bucket Truck | Heavy Vehicle | \$ 135,000.00 |
| | Heavy Vehicle Total: | \$ 135,000.00 |

Concrete Grinding Machine

- The Trust is asking cities to institute a sidewalk inspection program that inspects the following elements:
 - All sidewalks within the safe school route are to be inspected every year.
 - All improved sidewalks outside of safe school routes are to be inspected every 3 years.
 - All rural walking paths and trails need to be inspected every 5 years.
- The Public Works Department has begun implementing this inspection program, and when trip hazards exceeding 0.5 inches are identified, the Department would like to immediately eliminate them by grinding them flat. The cost of outsourcing these repairs is very high.
- Budget \$36,000.

Concrete Grinding Machine



Fork Attachments for Loader

- Currently use a set of forks that attach to the front of the backhoe bucket for loading, unloading, and moving supplies.
- The backhoe bucket blocks the line of sight to the forks, making it very difficult to align with the pallet or object that the operator is trying to move.
- Also, the limited sight poses a safety hazard to the spotter as they try to direct the maneuver.
- Also, some loads max out the backhoe's lifting capacity, whereas the loader can handle much heavier loads.
- Budget \$12,000.

Fork Attachments for Loader



Diamond Products Core-Cut CC Electronic
Fuel-Injected Saw.

Diamond Products Core-Cut CC Electronic Fuel-Injected Saw.



Tow-Behind Air Compressor.

- A tow-behind air compressor and pneumatic tools are valuable pieces of equipment for the Public Works and Parks Equipment used in performing a wide variety of tasks.
- In the Public Works and Parks Departments, a compressor powers pneumatic tools for street maintenance.
- Applications include jackhammers, post pounders for installing new signs, blowing out sprinkler lines, and pneumatic compactors.
- Budget \$40,000.

Tow-Behind Air Compressor



Bucket Truck

- Bucket trucks provide a measure of safety, as the bucket serves as a stable, secure platform for workers, reducing the risk of falls compared with climbing ladders or scaffolding. Bucket trucks provide access to uneven terrain, where ladders or scaffolding would otherwise compromise employee safety.
- Specific applications of how this bucket truck is used within the Public Works and Parks Department to complete tasks efficiently and safely include the following:
 - Pruning Trees. Pruning or removing trees that are interfering with power lines, obstructing visibility, or posing safety hazards.
 - Building Maintenance. Painting, cleaning, inspecting, and other elements of a building.
 - Holiday Decorations. Installing Christmas lights, flags, and banners mounted on streetlights, as well as other tasks that require working at height.
 - City Signage. Installing and maintaining signage such as road signs, street signs, school zone lights, pedestrian-activated flashing lights, radar speed limit signs,
- Budget \$135,000.

Bucket Truck



Heating, Ventilation, and Air Conditioning (HVAC) System City Hall Replacement.

- The Heating, Ventilation, and Air Conditioning (HVAC) system is nearing 25 years old at City Hall.
- Recently, several malfunctions and breakdowns have occurred in the HVAC system. One of which started a small fire that did not cause any damage, but required the Weber Fire District to respond, and left the HVAC inoperable for approximately seven calendar days.
- In January 2026 to replace the boiler for \$35,462 and the chillers for \$136,650, for a total of \$172,112.

Heating, Ventilation, and Air Conditioning (HVAC) System City Hall Replacement.



3600 South Expansion (Between 3400 West and 3275 West- Westwood Improvements).

- The City can exact improvements as a condition of issuing a subdivision approval that are roughly proportional to the development's impacts. For this reason, the City did require Westwood Estates to develop the frontage of 3600 South for the lots they created as part of the subdivision, but the City could not require Westwood Estates to improve the frontage of 3600 South between 3400 West and 3275 West, where existing homes are (the red-dashed area).
- Staff is proposing that the City work with the developer's contractor to construct the frontage for the existing homes on 3600 South when the contractor installs the frontage for Westwood Estates' lots. Fully building out the right-of-way concurrently will yield a better road and drainage system, ensuring there are no cold joints in the asphalt and that the curb, gutter, and storm drainage function properly. It will also ensure that there are no gaps in the asphalt portion of the right-of-way.
- The Developer's Contract prices are listed below, and the City Engineer has reviewed and deemed them to be market rates for the work provided. The costs, being \$235,000, will be divided between the Capital Projects Fund for the Road Improvements (\$190,000) and the Storm Drain Fund (\$45,000).

3600 South Expansion (Between 3400 West and 3275 West- Westwood Improvements).



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

There were no items to discuss at this time.

14. **EXECUTIVE SESSION-The Council will consider a motion to enter into a closed meeting for the purpose of a strategy session to discuss 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 cancel the executive session. **Councilmember Morse** seconded the motion.

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| AYES: | Councilmember Dixon, Councilmember Call, Councilmember Morse, Councilmember Swapp |
| NAYS: | |
| RECUSED: | |

15. **ADJOURNMENT**

Councilmember Morse made a motion to adjourn at 7:35 PM. **Councilmember Call** seconded the motion.

| | |
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| AYES: | Councilmember Dixon, Councilmember Call, Councilmember Morse, Councilmember Swapp |
| NAYS: | |
| RECUSED: | |

Emily Green

City Recorder

Date Approved: 5/6/26