



EAGLE MOUNTAIN CITY COUNCIL MEETING MINUTES

OCTOBER 7, 2025, 4:00 PM

EAGLE MOUNTAIN CITY COUNCIL CHAMBERS

1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005

ELECTED OFFICIALS PRESENT: Mayor Pro Tempore Brett Wright, and Councilmembers Donna Burnham, Melissa Clark, and Rich Wood.

CITY STAFF PRESENT: Benjamin Reeves, City Manager; Steve Mumford, Deputy City Manager; Fionnuala Kofoed, Assistant City Manager; Carson Stapley, Information Systems Manager; John Magness, Legislative and Policy Analyst; Evan Berrett, Economic Development Director; Marcus Draper, City Attorney; Gina Olsen, City Recorder; Kimberly Ruesch, Director of Administrative Services; Tyler Maffitt, Communications Manager; Natalie Winterton, Assistant to the City Manager; Terrence Dela Pena, Finance and Management Analyst; Jeret Shaffer, Finance Manager; Brandon Larsen, Community Development Director; Rob Hobbs, Senior Planner; David Stroud, Senior Planner; Steven Lehmitz, Planner; Lacie Messerly, Deputy Recorder; Mack Straw, Assistant Public Works Director; Jeff Weber, Fleet and Facilities/Operations Director; Zac Hilton, Assistant Public Works Director; Brad Hickman, Public Works Director; David Salazar, Assistant City Engineer; David Ulibarri, Public Safety Director; and Embret Fossum, UFA Battalion Chief.

4:00 PM WORK SESSION – CITY COUNCIL CHAMBERS

Mayor Pro Tempore Wright called the meeting to order at 4:00 PM. He noted Mayor Westmoreland and Councilmember Gray were both excused from the meeting.

1. DISCUSSION AND INFORMATION ITEMS

- 1.A. PRESENTATION/DISCUSSION - New Commercial Affordability Program (CAP), a forgivable loan tool for qualifying small businesses funded through the City's CDBG allocation

[The recording of the discussion can be found online here at 00:01:12.](#)

Affordable Housing Coordinator Kiara Polee presented that the proposed Commercial Affordability Program (CAP) is a HUD-funded initiative through the Community Development Block Grant (CDBG). The program provides forgivable loans of up to \$75,000 to assist home-based entrepreneurs and microbusinesses in opening their first brick-and-mortar locations. The FY2025 pilot phase aims to support two to three local businesses. Staff reviewed the program's purpose, structure, and intended outcomes, and requested Council feedback prior to launch.

- 1.B. CONCEPT PLAN - Bishop Project (Upper Hidden Valley)

[The recording of the discussion can be found online here at 00:13:18.](#)

Planner Steven Lehmitz presented the Upper Hidden Valley land use plan was approved in 2011, with the Master Development Agreement effective December 1, 2015. After years of limited activity, Staff received

a concept plan for development within the project area, which will be reviewed under the approved plan, agreement, and applicable City Code.

1.C. DISCUSSION - Legislative Priorities List for Eagle Mountain City

[The recording of the discussion can be found online here at 00:26:39.](#)

Management and Policy Analyst John Magness presented proposed updates to how the Legislative Priorities List is managed. The changes aim to clarify which items belong on the list, which should be handled by the City Manager, and which belong in the Strategic Plan. The proposal also seeks to improve communication between Staff and Council, provide clearer information for decision-making, and help prioritize items based on cost and impact.

2. AGENDA REVIEW

14.A. RESOLUTION - A Resolution of Eagle Mountain City, Utah Approving a Reimbursement Agreement for Crosswalk Access at Woodhaven Boulevard and Pony Express Parkway

[The recording of the discussion can be found online here at 00:54:49.](#)

Councilmembers and Staff discussed concerns about crosswalk safety during winter months, focusing on vehicles approaching from the hill, and explored potential solutions.

14.D. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Approving an Amendment to the Agreement with Advanced Engineering and Environmental Services, LLC (AE2S) for Design Services for the 6.0 MGD Sewer Treatment Plant Upgrade

[The recording of the discussion can be found online here at 00:54:49.](#)

Public Works Director Brad Hickman discussed that the City Council approved a previous change order to expand the wastewater facility design to 6 MGD (the original 4.8 MGD Water Treatment Facility Expansion was signed November 7, 2024). The proposed follow-up amendment formalizes scope, responsibilities, schedule, and costs, including the \$1,943,049 increase, ensuring alignment with consultants.

14.B. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Establishing an Advertising Policy for *Trailhead*

[The recording of the discussion can be found online here at 01:01:17.](#)

Communications Manager Tyler Maffitt presented a proposed advertising policy for Eagle Mountain's resident magazine, *Trailhead*, and outlined plans for the 2026 edition. The proposal included expanding the magazine to 90 pages and incorporating local business advertising while continuing to focus on community content.

3. CITY MANAGER INFORMATION ITEMS

4. ADJOURN TO A CLOSED SESSION

MOTION: *Councilmember Clark moved to adjourn to a Closed Session for the purpose of discussion of pending or reasonably imminent litigation; the character, professional competence, or physical or mental health of an individual; and/or the purchase, lease, or exchange of real property, pursuant to Section 52-4-205(i) of the Utah Code, Annotated. Councilmember Wood seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

The Work Session was adjourned at 5:18 PM.

[The recording of the motion can be found online here at 01:18:40.](#)

7:00 PM POLICY SESSION – CITY COUNCIL CHAMBERS

5. CALL TO ORDER

Mayor Pro Tempore Wright called the meeting to order at 7:03 PM. He noted that Mayor Westmoreland and Councilmember Gray were excused from the meeting.

[The recording of the discussion can be found online here at 01:21:11.](#)

6. PLEDGE OF ALLEGIANCE

Councilmember Clark led the Pledge of Allegiance.

7. INFORMATION ITEMS/UPCOMING EVENTS

8. PUBLIC COMMENTS

Mayor Pro Tempore Wright opened the public comment period at 7:05 PM.

The following individuals spoke during the Public Comment period: Jeff Ruth and Emily Buss.

Mayor Pro Tempore Wright closed the public comment period at 7:12 PM.

[The recording of the public comments can be found online here at 01:22:01.](#)

9. CITY COUNCIL/MAYOR ITEMS

The Mayor and Councilmembers offered comments to the public.

[The recording of the discussion can be found online here at 01:30:00.](#)

CONSENT AGENDA

10. BOND RELEASES

- 10.A. Antelope Meadows Phase B, Plat 6 - Into Warranty
- 10.B. Firefly NPA 8 Phase A, Plat 1 - Into Warranty
- 10.C. The District at Eagle Mountain Town Center Phase A - Into Warranty
- 10.D. Antelope Meadows Phase B, Plat 4 - Out of Warranty
- 10.E. Hidden Hollow Phase C, Plat 4 - Out of Warranty

11. CHANGE ORDERS

- 11.A. CHANGE ORDER #2 - Engineering Services Agreement for the Transportation Master Plan (TMP) and Review of Spring Run Layout - Horrocks Engineers, LLC

12. MINUTES

- 12.A. September 16, 2025 Minutes - Regular City Council Meeting

13. PRELIMINARY PLATS & SITE PLANS

- 13.A. MINOR SITE PLAN - Hidden Hollow Clubhouse Amenity Exchange - A request by Cadence Homes to amend an approved site plan pertaining to the Hidden Hollow clubhouse amenity, substituting a gym and additional lawn games for the swimming pool.
- 13.B. SITE PLAN - Parkway Fields Stake Center

14. RESOLUTIONS

- 14.A. RESOLUTION - A Resolution of Eagle Mountain City, Utah Approving a Reimbursement Agreement for Crosswalk Access at Woodhaven Boulevard and Pony Express Parkway
- 14.B. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Establishing an Advertising Policy for *Trailhead*
- 14.C. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Amending the Consolidated Fee Schedule
- 14.D. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Approving an Amendment to the Agreement with Advanced Engineering and Environmental Services, LLC (AE2S) for Design Services for the 6.0 MGD Sewer Treatment Plant Upgrade

MOTION: *Councilmember Wood moved to approve the Consent Agenda removing items 13.A., 14.A., and 14.C., and placing them on the scheduled items for further discussion and completely removing Item 14.B. from the agenda. Councilmember Clark seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 01:36:02.](#)

SCHEDULED ITEMS

13. PRELIMINARY PLATS & SITE PLANS

- 13.A. MINOR SITE PLAN - Hidden Hollow Clubhouse Amenity Exchange - A request by Cadence Homes to amend an approved site plan pertaining to the Hidden Hollow clubhouse amenity, substituting a gym and additional lawn games for the swimming pool

[The recording of the discussion can be found online here at 01:37:26.](#)

Senior Planner Rob Hobbs and Cadence Homes applicant Hunter Smith discussed that this is a request by Cadence Homes to amend an approved site plan pertaining to the Hidden Hollow clubhouse amenity. The proposal substitutes a gym and additional lawn games for the swimming pool, where the swimming pool is required by code. The property under consideration is Parcel D in Hidden Hollow Phase C Plat 5 (County parcel/serial # 68:202:0536) at the southeast corner of the intersection of N. Smooth Way and N. Carlton Way in Eagle Mountain, UT 84005.

Hunter Smith noted that while the Hidden Hollow community has not yet been fully built out, a survey of current residents was conducted. The majority of respondents indicated a preference for a gym or another year-round amenity. He also stated that all existing and future units are, or will be, rental properties under a single ownership entity.

MOTION: *Councilmember Wood moved to deny a request by Cadence Homes to amend an approved site plan pertaining to the Hidden Hollow clubhouse amenity, substituting a gym and additional lawn games for the swimming pool. Councilmember Clark seconded the motion.*

Donna Burnham	No
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a 3:1 vote.

[The recording of the motion can be found online here at 01:57:32.](#)

14. RESOLUTIONS

- 14.A. RESOLUTION - A Resolution of Eagle Mountain City, Utah Approving a Reimbursement Agreement for Crosswalk Access at Woodhaven Boulevard and Pony Express Parkway

[The recording of the discussion can be found online here at 01:58:03.](#)

Assistant City Engineer David Salazar discussed that the City Council requested the installation of a crosswalk at Woodhaven Boulevard and Pony Express Parkway to accommodate school children. During the process, it was discovered that a development, Rider's Station, was in design directly north of the intersection. Engineering staff coordinated with the developer and negotiated a reimbursement agreement under which the City would fund improvements on the City side of the intersection to meet City requirements for crosswalk placement.

The crosswalk was planned for the west side of the intersection, since most peak traffic turns east and would conflict with a crossing on the east side. Because the west side required additional construction due to an existing 20% grade, a second trail will be added to accommodate the crossing.

MOTION: *Councilmember Wood moved to adopt a Resolution of Eagle Mountain City, Utah, Approving a Reimbursement Agreement for Crosswalk Access at Woodhaven Boulevard and Pony Express Parkway and direct Staff to address unsafe conditions in winter. Councilmember Burnham seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 2:05:27.](#)

- 14.C. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Amending the Consolidated Fee Schedule

[The recording of the discussion can be found online here at 02:06:16.](#)

Finance Director Kimberly Ruesch reviewed Appendix A of the Consolidated Fee Schedule, highlighting updates to reflect the current Timpanogos Special Service District wastewater fee. She also noted the addition of a reference to Ordinance 10-2025, which partially suspends the transportation impact fee for non-residential uses.

Additionally, the *Trailhead* Magazine Advertising Rates item was removed from the agenda and not included in this motion.

MOTION: *Councilmember Burnham moved to adopt a Resolution of Eagle Mountain City, Utah, Amending the Consolidated Fee Schedule Appendix A only. Councilmember Wood seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 02:08:53.](#)

15. RESOLUTIONS/PUBLIC HEARINGS

- 15.A. RESOLUTION/PUBLIC HEARING - A Resolution of Eagle Mountain City, Utah, Approving the First Amendment to the Fiscal Year 2025-2026 Annual Budget

[The recording of the discussion can be found online here at 02:09:38.](#)

Management Analyst Terrence Dela Pena presented the proposed first budget amendment for Fiscal Year 2025-2026 which includes changes to the General Fund, Capital Project Fund, Special Revenue Funds, Internal Service Funds, and Enterprise Funds.

Mayor Pro Tempore Wright opened the Public Hearing period at 7:59 PM. Seeing no one wished to speak Mayor Pro Tempore Wright closed the Public Hearing at 7:59 PM.

[The recording of the public hearing can be found online here at 02:17:05.](#)

MOTION: *Councilmember Wood moved to adopt a Resolution of Eagle Mountain City, Utah, Approving the First Amendment to the Fiscal Year 2025-2026 Annual Budget. Councilmember Wright seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 02:19:03.](#)

- 15.B. RESOLUTION/PUBLIC HEARING - A Resolution of Eagle Mountain City, Utah, Authorizing the Disposal of Significant City-Owned Real Property Pursuant to Eagle Mountain Municipal Code Chapter 3.30 (Heath & Sheree Harper)

[The recording of the discussion can be found online here at 02:19:37.](#)

City Recorder Gina Olsen discussed that this is a public hearing to consider the Land Disposal Application from Heath and Sheree Harper to dispose of approximately 0.02 acres of real public property, identified as a portion of Utah County Parcel No 34:532:0117. The City determined this parcel should be designated as "Significant" Real Property.

Mayor Pro Tempore Wright opened the Public Hearing period at 8:07 PM. Seeing no one wished to speak Mayor Pro Tempore Wright closed the Public Hearing at 8:07 PM.

[The recording of the public hearing can be found online here at 02:24:23.](#)

MOTION: *Councilmember Wood moved to adopt a Resolution of Eagle Mountain City, Utah, Authorizing the Disposal of Significant City-Owned Real Property Pursuant to Eagle Mountain Municipal Code Chapter 3.30 at \$3.44 per square foot and to work out financing options with Staff. Councilmember Burnham seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 02:41:03.](#)

16. ORDINANCES/PUBLIC HEARINGS

16.A. ORDINANCE/PUBLIC HEARING - An Ordinance of Eagle Mountain City, Utah, Amending Rush Creek Industrial Phase A, Plat 1, Lot 102 and Lot 111

[The recording of the discussion can be found online here at 02:41:03.](#)

Senior Planner David Stroud presented a request to amend parcels 51:756:0102 and 51:756:0111 in Rush Creek Industrial Phase A, Plat 1, located at 657 East Split Rock Drive and 656 East Split Rock Drive. The parent plat was approved in 2023. The amendment is proposed to create a 1-acre lot for a potential user, with interest from others in similarly sized lots. Lot 114 is currently under site plan review for an auto repair business.

Mayor Pro Tempore Wright opened the Public Hearing period at 8:27 PM. Seeing no one wished to speak Mayor Pro Tempore Wright closed the Public Hearing at 8:27 PM.

[The recording of the public hearing can be found online here at 02:44:32.](#)

MOTION: *Councilmember Wood moved to adopt an Ordinance Of Eagle Mountain City, Utah, Amending Rush Creek Industrial Phase A, Plat 1, Lot 102 and Lot 111. Councilmember Wright seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 02:45:03.](#)

16.B. ORDINANCE/PUBLIC HEARING - An Ordinance of Eagle Mountain City, Utah,
Amending Eagle Mountain Municipal Code Chapter 17.72, Commercial and Multifamily
Design Standards

[The recording of the discussion can be found online here at 02:45:32.](#)

Senior Planner David Stroud outlined that the ordinance would amend Title 17, which is related to Commercial and Multi-family Design Standards, to include but not limited to landscaping, architecture, parking, and acceptable building material standards. The City Council has reviewed it over the past several months. Representatives Whitney Ward and Rachel Stein from VCBO Architecture presented the proposed changes to the City Council.

Mayor Pro Tempore Wright opened the Public Hearing period at 8:56 PM. Seeing no one wished to speak Mayor Pro Tempore Wright closed the Public Hearing at 8:56 PM.

[The recording of the public hearing can be found online here at 03:14:10.](#)

MOTION: *Councilmember Wood moved to table an Ordinance of Eagle Mountain City, Utah, Amending Eagle Mountain Municipal Code Chapter 17.72, Commercial and Multifamily Design Standards to bring back final changes from the discussion October 21, 2025 City Council meeting. Councilmember Wright seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 03:15:43.](#)

17. **ORDINANCES**

17.A. ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Approving a Franchise Agreement with Zayo Group, LLC

[The recording of the discussion can be found online here at 03:16:19.](#)

City Attorney Marcus Draper discussed that Zayo Group, LLC is a telecommunications provider seeking to install fiber infrastructure within the City's public right-of-way. To facilitate this, Staff have negotiated a franchise agreement outlining the terms and conditions of their access and use. The proposed agreement was presented to the City Council for formal approval on July 15, 2025, with the new draft incorporating feedback of the Council.

MOTION: *Councilmember Burnham moved to adopt an Ordinance of Eagle Mountain City, Utah, Approving a Franchise Agreement with Zayo Group, LLC. Councilmember Wood seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes

Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 03:16:58.](#)

- 17.B. ORDINANCE - An Ordinance of Eagle Mountain City, Utah Approving a Franchise Agreement for SummitIG Fiber, LLC

[The recording of the discussion can be found online here at 03:17:23.](#)

City Attorney, Marcus Draper discussed that SummitIG Fiber, LLC is a telecommunications provider seeking to install fiber infrastructure within the City's public right-of-way. To facilitate this, staff has negotiated a franchise agreement outlining the terms and conditions of their access and use. SummitIG services commercial customers and is not a residential provider. They have agreed to changes that were made to the template based on recent feedback from the council on other franchises.

MOTION: *Councilmember Wood moved to adopt an Ordinance of Eagle Mountain City, Utah, Approving a Franchise Agreement for SummitIG Fiber, LLC. Councilmember Burnham seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the motion can be found online here at 03:18:14.](#)

18. LEGISLATIVE ITEMS

- 18.A. 2026 State General Legislative Session

[The recording of the discussion can be found online here at 03:18:49.](#)

Director of Legislative and Strategic Services Evan Berrett presented that with the 2026 State General Legislative Session approaching, Utah League of Cities and Towns (ULCT) is preparing draft bills to add, amend, or remove various portions of State Code. The discussion provided Council with suggested topics for consideration and sought direction on additional areas or issues the City should address during the session.

19. CITY COUNCIL/MAYOR'S BUSINESS AND LIAISON REPORTS

Mayor Pro Tempore Wright and the City Councilmembers offered comments and reports on committees to which they are assigned as liaisons.

20. COMMUNICATION ITEMS

20.A. Upcoming Agenda Items

21. ADJOURNMENT

MOTION: *Councilmember Wood moved to adjourn the meeting at 9:42 PM. Councilmember Clark seconded the motion.*

Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Excused
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous 4:0 vote.

[The recording of the discussion can be found online here at 03:59:46.](#)

The meeting was adjourned at 9:42 PM.

Approved by the City Council on October 21, 2025.



Gina Olsen, CMC
City Recorder

