



EAGLE MOUNTAIN CITY COUNCIL MEETING MINUTES

NOVEMBER 18, 2025, 3:30 PM

EAGLE MOUNTAIN CITY COUNCIL CHAMBERS

1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005

3:30 PM BOARD OF CANVASSERS - CITY COUNCIL CHAMBERS

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

ELECTED OFFICIALS PRESENT ELECTRONICALLY: Councilmember Jared Gray.

CITY STAFF PRESENT: Steve Mumford, Deputy City Manager; Fionnuala Kofoed, Assistant City Manager; Marcus Draper, City Attorney; Gina Olsen, City Recorder; Lacie Messerly, Deputy Recorder; Stephanie Allred, Deputy Recorder, Brandon Larsen, Planning Director and David Stroud, Senior Planner.

1. CALL TO ORDER

Board Chair Westmoreland called the Canvass meeting to order at 3:34 PM.

2. MOTION

- 2.A. RESOLUTION - A Resolution of the Board of Canvassers Certifying the Official Canvassers' Report of the November 4, 2025 General Municipal Election for Eagle Mountain City, Utah

[The recording of the discussion can be found online here at 00:00:41.](#)

City Recorder Gina Olsen presented the results of the 2025 Municipal General Election. The Utah County Elections Office has verified the ballots from the General Election with the following results:

- 27,204 ballots were mailed and a total of 8,831 were returned for a 32.46% return rate.
- 27 provisional ballots were issued, of which 1 were not counted due to incomplete information on the provisional ballot form.
- 284 ballots were returned but not counted due to missing signatures (10), signature discrepancies (85), or returned past the deadline (187), other reasons (2).
- 314 residents voted in person on Election Day (or an early vote center).
- 30 UOCAVA ballots were issued and 6 returned through Enhanced Voting.

Mayoral Candidates	Votes Cast
Jared R. Gray	4,506
Melissa Clark	4,197

Council Candidates	Votes Cast
Craig Whiting	4,224
Brett L Wright	4,020
Emily Buss	3,839
Charlotte Ducos	3,677

MOTION: *Boardmember Burnham moved that the Board of Canvassers adopt a Resolution verifying and ratifying the canvass results of the 2025 Municipal General Election; accept the report of the Election Official and certify the election results; and declare Jared R. Gray elected as the Four-year Mayor; Brett L. Wright and Craig Whiting elected as Four-year City Councilmembers; and certify that Proposition 8 (RAP Tax) was approved by voters and is therefore officially adopted. Boardmember Wood seconded the motion.*

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

The motion passed with a unanimous vote.

3. ADJOURNMENT

MOTION: *Boardmember Wright moved to adjourn the Canvass meeting. Boardmember Wood seconded the motion.*

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

The motion passed with a unanimous vote.

[The recording of the adjournment can be found online here at 00:07:24.](#)

The Canvass meeting was adjourned at 3:45 PM.

4:00 PM WORK SESSION - CITY COUNCIL CHAMBERS

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

ELECTED OFFICIALS PRESENT ELECTRONICALLY: Councilmember Jared Gray.

CITY STAFF PRESENT: Fionnuala Kofoed, Assistant City Manager; Carson Stapley, Information Systems Manager; Evan Berrett, Director of Legislative and Strategic Services; Marcus Draper, City Attorney; Gina Olsen, City Recorder; John Magness, Legislative and Policy Analyst; Angela Valenzuela, Human Resource Manager; Brad Hickman, Public Works Director; Natalie Winterton, Assistant to the City Manager; Brandon Larsen, Community Development Director; Robert Hobbs, Senior Planner; David Stroud, Senior Planner; Steven Lehmitz, Planner; Elizabeth Fewkes, Planner; Jeret Schaffer, Finance Manager; Lacie Messerly, Deputy Recorder; Stephanie Allred, Deputy Recorder; Mack Straw, Assistant Public Works Director; Vince Hogge, City Engineer; Jeff Weber, Fleet and Facilities/Operations Director; Zac Hilton, Assistant Public Works Director; David Salazar, Assistant City Engineer; Embret Fossum, UFA Battalion Chief; and Erik Knutzen, Chief Deputy Sheriff.

CITY STAFF PRESENT ELECTRONICALLY: Kimberly Ruesch, Director of Administrative Services.

4. DISCUSSION AND INFORMATION ITEMS

Mayor Westmoreland called the City Council meeting to order at 4:01 PM. He noted that Councilmember Jared Gray would attend the meeting electronically.

4.A. PRESENTATION - Annual Resident Survey - OnPointe Insights

[The recording of the discussion can be found online here at 00:08:46.](#)

Representative from OnPointe Insights Ron Gailey gave a presentation on the Eagle Mountain City city-wide survey which was recently completed. The survey, which is done annually, covered a variety of topics to inform the City Council on resident desires, beliefs, and more. This year, the resident survey was conducted by OnPointe Insights, who completed the General Plan survey last year. The survey was conducted a couple months ago and is now ready to be presented to Council.

Mr. Gailey stated the survey results were similar to results from the previous year and cited traffic and road connectivity as major impacts to residents. Discussion took place among the Council on items that could be expanded or brought into more detail in future surveys.

4.B. PRESENTATION - Mid Valley Road Feasibility Study Report

[The recording of the discussion can be found online here at 00:39:33.](#)

Assistant City Engineer David Salazar and representative Kevin Croshaw from Avenue Consultants presented the completed feasibility study for the proposed roadway connection. The study evaluated alignment alternatives, traffic demand, rights-of-way, utilities, environmental impacts, and construction costs to determine if the roadway is cost-effective, and consistent with the City's Transportation Master Plan.

4.C. DISCUSSION - Proposed Annexation Policy Plan

[The recording of the discussion can be found online here at 01:18:11.](#)

Community Development Director Brandon Larsen proposed an Annexation Policy Plan as part of the General Plan update, identifying areas eligible for annexation and criteria for evaluation, including water and neighborhood considerations. Six areas are highlighted, and the plan will return to the Planning Commission on November 25, 2025, for a public hearing and recommendation.

5. 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(1) of the Utah Code, Annotated. Councilmember Burnham seconded the motion.*

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

The motion passed with a unanimous vote.

The Work Session was adjourned at 5:54 PM.

[The recording of the motion can be found online here at 02:00:42.](#)

7:00 PM POLICY SESSION – CITY COUNCIL CHAMBERS

6. CALL TO ORDER

Mayor Westmoreland called the meeting to order at 7:04 PM. He noted that Councilmember Gray would be attending electronically.

7. PLEDGE OF ALLEGIANCE

Councilmember Wright led the Pledge of Allegiance.

8. INFORMATION ITMES/UPCOMING EVENTS

9. PUBLIC COMMENTS

Mayor Westmoreland opened the public comment period at 7:06 PM.

The following individuals spoke during the Public Comment period: David Salazar and Emily Buss. Joy Rasmussen's Public Comment was read by City Recorder Gina Olsen.

Mayor Westmoreland closed the public comment period at 7:10 PM.

[The recording of the public hearing can be found online here at 02:06:57.](#)

10. RECOGNITION

10.A. RECOGNITION - Food Pantry Services Coordination

[The recording of the recognition can be found online here at 02:08:48.](#)

Mayor Westmoreland recognized community members who assisted in coordinating food pantry services during the federal economic shutdown, including Mandy Lane, Simone Mestanza, Tamara Brown, Hannah Wertz, and Rachel and Trieste Smith.

11. CITY COUNCIL/MAYOR ITEMS

The Mayor and Councilmembers offered comments to the public.

[The recording of the discussion can be found online here at 02:13:35.](#)

CONSENT AGENDA

12. BOND RELEASES

12.A. Rose Ranch Phase A, Plat 1 - Into Warranty

13. ORDINANCES

13.A. ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Repealing and Reenacting Eagle Mountain Municipal Code Section 15.10.280 Regarding Traffic Control and Road Closures

14. RESOLUTIONS

14.A. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Amending the Eagle Mountain City Consolidated Fee Schedule Section 11, Regarding Traffic Control and Road Closure Permits and Penalties

14.B. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Repealing and Replacing Section 22.00 (Privacy Program Policy) and Amending Section 5.75 (Artificial Intelligence Employee Policy) of the Eagle Mountain City Employee Policies and Procedures Manual

14.C. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Approving a Reimbursement Agreement for Desert Willow Drive with Patterson Construction, Inc.

14.D. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Amending Various Sections of the Eagle Mountain Policies and Procedures Manual

MOTION: *Councilmember Wright moved to approve the Consent Agenda and removing 13.A. and placing it on the Scheduled Items for further discussion and also removing Item 14.C. completely from the agenda. Councilmember Burnham seconded the motion.*

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

The motion passed with a unanimous vote.

[The recording of the discussion can be found online here at 02:30:50.](#)

SCHEDULED ITEMS

13. ORDINANCES

13.A. ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Repealing and Reenacting Eagle Mountain Municipal Code Section 15.10.280 Regarding Traffic Control and Road Closures

[The recording of the discussion can be found online here at 02:31:26.](#)

Assistant City Engineer David Salazar presented that Staff reported ongoing issues with contractors performing unapproved road closures or unsafe traffic control in the public right-of-way, creating safety concerns and requiring repeated City intervention. To address this, staff proposed updating City Code 15.10.280 to create a formal Traffic Control and Road Closure Permit requiring advance plan submittals, proper notification, and permittee responsibility for all traffic control. The update also adds a fee schedule and enforcement measures, including warnings, fines, and potential payment withholding for non-compliance.

MOTION: *Councilmember Clark moved to adopt an Ordinance of Eagle Mountain City, Utah, Repealing and Reenacting Eagle Mountain Municipal Code Section*

15.10.280 Regarding Traffic Control and Road Closures updating Subsection B as follows:

- A traffic control plan and communications plan for notifying residents shall be submitted to the City for review and approval no less than seven (7) calendar days prior to any scheduled work within the public right-of-way.*
- All traffic control plans shall comply with the most recent edition of the Utah MUTCD and applicable City standards.*
- Work shall not commence until the City has reviewed and approved the traffic control plan, communications plan, and issued a permit.*
- Notification of the City Engineer, or designee, shall be provided a minimum of three (3) business days (Monday through Friday) prior to the start of the activity. Example: If work is scheduled to begin on a Monday, notification must be provided no later than the preceding Wednesday.*
- Contractors shall be responsible for maintaining approved traffic control in good working order and in compliance with applicable standards for the duration of the work.*

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 vote.

**Councilmember Gray lost satellite connection and did not vote.*

[The recording of the motion can be found online here at 02:38:46.](#)

15. ORDINANCES/PUBLIC HEARINGS

15.A. ORDINANCE/PUBLIC HEARING - An Ordinance of Eagle Mountain City, Utah, Approving the Second Amendment to the Lower Hidden Valley Master Development Plan and Agreement

[The recording of the discussion can be found online here at 02:39:47.](#)

Senior Planner Robert Hobbs and Assistant City Engineer David Salazar presented a request by Perry Homes for Master Development Plan Amendment approval to amend the Lower Hidden Valley Master Development Plan and Agreement pertaining to approximately 244.60 acres of property (Parcels #s 58:040:0149 & 58:040:0010) located west of the southwest corner of Hidden Valley Parkway and Pony Express Parkway on the east side of Pony Express Parkway (aka The Trails at Hidden Valley).

Mayor Westmoreland opened the Public Hearing period at 7:51 PM.

The following individuals spoke during the public hearing period: Chris Turner on behalf White Birch Drive Citizen Group and Bettina Cameron on behalf of the Eagle Mountain Nature Wildlife Alliance.

Mayor Westmoreland closed the Public Hearing at 7:58 PM.

[The recording of the public hearing can be found online here at 02:49:36.](#)

Perry Homes applicant Lynsi Neve presented proposed plans for Lower Hidden Valley related to the Second Amendment to the Master Development Plan.

Much discussion took place between the City Council and the applicants regarding the proposed changes. Perry Homes asserted the revised application is a better product overall for the City. Staff indicated they are willing to spend additional time with Perry Homes on the application and return to a future meeting.

Prior to a motion being made, Perry Homes withdrew their application, and no action was taken by the City Council.

[The recording of the public hearing can be found online here at 03:30:27.](#)

15.B. ORDINANCE / PUBLIC HEARING - An Ordinance of Eagle Mountain City, Utah, Adding the Water Use and Preservation Plan, an Appendix to the 2018 Eagle Mountain General Plan

[The recording of the discussion can be found online here at 03:35:01.](#)

Community Development Director Brandon Larsen and representative Andrew McKinnon from Bowen & Collins presented a proposal required by Utah Code 10-20-404 to be incorporated into the General Plan. The proposal addresses the impacts of development on water demand and infrastructure, strategies to reduce water use for new and existing development, and opportunities for the City to eliminate water waste.

Mayor Westmoreland opened the Public Hearing period at 8:53 PM. Seeing no one wished to speak Mayor Westmoreland closed the Public Hearing at 8:53 PM.

MOTION: *Councilmember Wright moved to adopt an Ordinance of Eagle Mountain City, Utah, Adding the Water Use and Preservation Plan, an Appendix to the 2018 Eagle Mountain General Plan. Councilmember Burnham seconded the motion.*

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

The motion passed with a unanimous vote.

[The recording of the motion can be found online here at 03:59:13.](#)

15.C. ORDINANCE / PUBLIC HEARING - An Ordinance of Eagle Mountain City, Utah, Amending EMMC 16.30.090.C.5.b.iii, Connectivity Standards, and EMMC 17.100.050.C.3, Site Plan Development Standards

[The recording of the discussion can be found online here at 04:00:01.](#)

Senior Planner David Stroud presented conflicting code sections regarding non-residential lot interconnections and recommended clarifying that interconnections are required only in CN, CC, CR, MEC, and OP zones to support commercial circulation, and not in Industrial, LMD, or Commercial Storage zones.

Mayor Westmoreland opened the Public Hearing period at 9:04 PM. Seeing no one wished to speak Mayor Westmoreland closed the Public Hearing at 9:04 PM.

MOTION: *Councilmember Wood moved to adopt an Ordinance of Eagle Mountain City, Utah, Amending EMMC 16.30.090.C.5.b.iii, Connectivity Standards, and EMMC 17.100.050.C.3, Site Plan Development Standards. Councilmember Wright seconded the motion.*

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

The motion passed with a unanimous vote.

[The recording of the motion can be found online here at 04:02:59.](#)

15.D. ORDINANCE / PUBLIC HEARING - An Ordinance of Eagle Mountain City, Utah, Amending the Eagle Mountain Municipal Code Chapter 17.80 Sign Regulations and Sign Permits

[The recording of the discussion can be found online here at 04:03:33.](#)

Planner Steven Lehmitz presented a proposal to amend EMMC 17.80 to clarify the permit requirements for certain signs, along with minor text updates and revisions to figures and schematics.

Mayor Westmoreland opened the Public Hearing period at 9:13 PM. Seeing no one wished to speak Mayor Westmoreland closed the Public Hearing at 9:14 PM.

MOTION: *Councilmember Wood moved to adopt an Ordinance of Eagle Mountain City, Utah, Amending the Eagle Mountain Municipal Code Chapter 17.80 Sign Regulations and Sign Permits adding that height recommendation be "from natural grade". Councilmember Burnham seconded the motion.*

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

The motion passed with a unanimous vote.

[The recording of the motion can be found online here at 04:12:17.](#)

16. LEGISLATIVE ITEMS

16.A. UPDATE – Legislative Priorities List

[The recording of the discussion can be found online here at 04:13:17.](#)

Management and Policy Analyst John Magness provided updates on the Legislative Priorities List.

17. CITY COUNCIL/MAYOR’S BUSINESS AND LIAISON REPORTS

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

18. COMMUNICATION ITEMS

18.A. Upcoming Agenda Items

19. ADJOURNMENT

MOTION: *Councilmember Wood moved to adjourn the meeting at 9:22 PM. Councilmember Gray seconded the motion.*

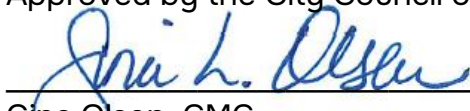
Donna Burnham	Yes
Melissa Clark	Yes
Jared Gray	Yes
Rich Wood	Yes
Brett Wright	Yes

The motion passed with a unanimous vote.

[The recording of the discussion can be found online here at 04:19:36.](#)

The meeting was adjourned at 9:22 PM.

Approved by the City Council on December 2, 2025.


Gina Olsen, CMC
City Recorder

