



EAGLE MOUNTAIN CITY COUNCIL MEETING MINUTES

DECEMBER 2, 2025, 4:00 PM

EAGLE MOUNTAIN CITY COUNCIL CHAMBERS

1650 E STAGECOACH RUN, EAGLE MOUNTAIN, UT 84005

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

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, Director of Legislative and Strategic Services; Marcus Draper, City Attorney; Gina Olsen, City Recorder; Tyler Maffitt, Communications Manager; Angela Valenzuela, Human Resource Manager; Emmu Salo, Management Analyst; Natalie Winterton, Assistant to the City Manager; Brandon Larsen, Community Development Director; Steven Lehmitz, Planner; Elizabeth Fewkes, Planner; Abby Ivory, Economic Development Director; Lacie Messerly, 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; Brad Hickman, Public Works Director; David Salazar, Assistant City Engineer; David Ulibarri, Public Safety Director; Embret Fossum, UFA Battalion Chief, Erik Knutzen; Chief Deputy Sheriff; and Jeret Shaffer, Finance Manager.

4:00 PM WORK SESSION – CITY COUNCIL CHAMBERS

Mayor Westmoreland called the meeting to order at 4:02 PM.

1. DISCUSSION AND INFORMATION ITEMS

- 1.A. DISCUSSION - Procedure and Timing for Upcoming Vacancies - Gina Olsen, City Recorder

[The recording of the discussion can be found online here at 00:00:37.](#)

City Recorder Gina Olsen and City Attorney Marcus Draper presented an overview of the procedures and timeline associated with upcoming vacancies on City boards and commissions. She outlined the steps for submitting applications, the expected deadlines, and the process for Council review and appointment.

2. AGENDA REVIEW

- 13.A. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Amending Section 5.40 (Employee Credit Card Policy) of the Eagle Mountain City Employee Policies and Procedures Manual

[The recording of the discussion can be found online here at 00:17:59.](#)

The City Council removed this item from the Agenda entirely and also requested the item be placed on a future Work Session for further discussion.

- 13.B. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Approving Amendments to the Contract for Mortgage Assistance Program Administration with Ultimate Home Lending, LLC

[The recording of the discussion can be found online here at 00:19:04.](#)

Councilmember Wood requested adding language stating that if the program reaches 100 applications, the contract will return to the City Council for amendment to ensure appropriate compensation for the contractor.

- 13.C. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Approving the 2026 City Council Meeting Schedule

[The recording of the discussion can be found online here at 00:19:45.](#)

The City Council and Staff reviewed and approved the City Council Meeting Schedule for 2026.

- 14.A. PUBLIC HEARING / ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Approving the Master Development Plan and Rezone for Spring Run Plaza

[The recording of the discussion can be found online here at 00:28:21.](#)

Planner Steven Lehmitz discussed the proposed Master Development Plan for a 27.35-acre parcel located on the northeast corner of Spring Run Parkway and SR-73. The first phase of the project (8.15 acres) would be rezoned to Commercial Community and likely subdivided into six lots.

- 14.B. PUBLIC HEARING / ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Amending the Eagle Mountain Municipal Code Title 6 and Title 17 to Establish Standards for Alternative Animal Management Plans and Update Other Zoning Provisions

[The recording of the discussion can be found online here at 00:32:53.](#)

Planner Steven Lehmitz presented the updated amendments for the City Council's approval, including revised animal allowances on larger lots, added Council notification requirements, and provisions allowing animal structures to be closer to property lines.

14.C. PUBLIC HEARING / ORDINANCE – An Ordinance of Eagle Mountain, Utah, Amending the General Plan for Moderate Income Housing

[The recording of the discussion can be found online here at 00:50:22.](#)

Long Range Planner Elizabeth Fewkes presented that on January 3, 2023, Eagle Mountain City amended Chapter 9 of the General Plan to include State-required Moderate Income Housing strategies. An error in Strategy 5 omitted the word “other,” which the State requested be corrected to match Utah Code 10-9a-403(2)(b)(iii)(W). This amendment updates Strategy 5 to reflect the exact Code language while maintaining compliance with State requirements.

15.A. PUBLIC HEARING / RESOLUTION – A Resolution of Eagle Mountain City, Utah, Amending the Eagle Mountain City Annexation Policy Declaration as Part of the General Plan

[The recording of the discussion can be found online here at 00:52:25.](#)

Community Development Director Brandon Larsen presented that in conjunction with Eagle Mountain City's General Plan update process, the City is proposing an updated annexation policy plan. This key document identifies areas of unincorporated Utah County from which the City is willing to consider annexation requests.

16.A. ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Enacting Chapter 3.45, "Recreation, Arts, and Park Tax", of the Eagle Mountain City Municipal Code

[The recording of the discussion can be found online here at 01:18:34.](#)

City Attorney Marcus Draper informed the City Council that this item is a procedural step to finalize the RAP Tax.

17.A. UPDATE – Legislative Priorities List

[The recording of the motion can be found online here at 01:20:46.](#)

Legislative Priorities Analyst John Magness provided an update on the Legislative Priorities list and requested the City Council take action on the list during the Policy Session.

3. ADJOURN TO A CLOSED SESSION

MOTION: *Councilmember Gray 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(f) of the Utah Code, Annotated. Councilmember 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 Work Session was adjourned at 5:43 PM.

[The recording of the motion can be found online here at 01:41:00.](#)

7:00 PM POLICY SESSION – CITY COUNCIL CHAMBERS

4. CALL TO ORDER

Mayor Westmoreland called the meeting to order at 7:05 PM.

[The recording of the discussion can be found online here at 01:42:30.](#)

5. PLEDGE OF ALLEGIANCE

Councilmember Wood led the Pledge of Allegiance.

6. INFORMATION ITMES/UPCOMING EVENTS

7. APPOINTMENTS

7.A. Library Advisory Board

1. Josh Biagio - Three-year Term, January 2026 through December 2028

[The recording of the appointment can be found online here at 01:43:23.](#)

MOTION: *Councilmember Burnham moved to approve the three-year appointment of Josh Biagio to the Library Advisory Board from January 1, 2026 through December 31, 2028. Councilmember 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.

2. Emily Hoehne - Three-year Term, January 2026 through December 2028

MOTION: *Councilmember Burnham moved to approve the three-year appointment of Emily Hoehne to the Library Advisory Board from January 1, 2026 through December 31, 2028. Councilmember 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. Dani McKean - Three-year Term, January 2026 through December 2028

MOTION: *Councilmember Burnham moved to approve the three-year appointment of Dani McKean to the Library Advisory Board from January 1, 2026 through December 31, 2028. Councilmember 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.

City Recorder Gina Olsen noted the new appointees were not present and would the Oath of Office for each Library Board member would be administered at the next Library Board meeting.

The Planning Commission appointments were removed from the agenda and not reviewed or discussed.

8. PUBLIC COMMENTS

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

The following individuals spoke during the Public Comment period: Elbamaría Perez and Maleah Bliss.

Mayor Westmoreland closed the public comment period at 7:18 PM.

[The recording of the discussion can be found online here at 01:46:51.](#)

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 01:56:14.](#)

10. PROCLAMATIONS

10.A. PROCLAMATION - Proclaiming Utah PTA Centennial Celebration Month

Mayor Westmoreland read the proclamation.

MOTION: *Councilmember Wright moved to approve a Proclamation of Eagle Mountain City, Utah, Proclaiming December 2025 as Utah PTA Centennial Celebration Month. Councilmember 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 proclamation can be found online here at 02:03:37.](#)

CONSENT AGENDA

11. BOND RELEASES

11.A. Firefly NPA 8, Offsite Sewer - Into Warranty

11.B. Parkway Fields Phase D, Plat 2 - Into Warranty

12. MINUTES

12.A. October 28, 2025 Minutes - Joint Planning Commission Special Session

13. RESOLUTIONS

13.A. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Amending Section 5.40 (Employee Credit Card Policy) of the Eagle Mountain City Employee Policies and Procedures Manual

13.B. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Approving Amendments to the Contract for Mortgage Assistance Program Administration with Ultimate Home Lending, LLC

13.C. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Approving the 2026 City Council Meeting Schedule

MOTION: *Councilmember Wood moved to approve the Consent Agenda, removing Item 13.A. - A Resolution of Eagle Mountain City, Utah, Amending Section 5.40*

(Employee Credit Card Policy) of the Eagle Mountain City Employee Policies and Procedures Manual; and, including language in Item 13.B - Contract for Mortgage Assistance Program Administration with Ultimate Home Lending, LLC to state that the contract will be brought back to the City Council if loan applications exceed 100. 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 02:09:52.](#)

SCHEDULED ITEMS

13. RESOLUTIONS

- 13.A. RESOLUTION - A Resolution of Eagle Mountain City, Utah, Amending Section 5.40 (Employee Credit Card Policy) of the Eagle Mountain City Employee Policies and Procedures Manual

MOTION: *Councilmember Wood moved to table a Resolution of Eagle Mountain City, Utah, Amending Section 5.40 (Employee Credit Card Policy) of the Eagle Mountain City Employee Policies and Procedures Manual, and directed Staff to bring the item to a future Work Session for further discussion. 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 discussion can be found online here at 02:11:34.](#)

14. ORDINANCES/PUBLIC HEARINGS

- 14.A. PUBLIC HEARING / ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Approving the Master Development Plan and Rezone for Spring Run Plaza

[The recording of the discussion can be found online here at 02:12:24.](#)

Planner Steven Lehmitz, along with Jason Thompson from AWA Engineering, discussed the proposed Master Development Plan and Rezone request for the Spring Run Plaza project at SR-73 and Spring Run Parkway. The proposal covers a 27.35-acre parcel, with the first 8.15 acres to be rezoned to Commercial Community and subdivided into six lots, while the remainder would stay Commercial until a future amendment. Since the February 18, 2025 meeting, the applicants have worked with staff, elected officials, and neighbors to determine the width and alignment of Road A, which will function as a minor arterial, with a portion constructed as part of this phase.

Mayor Westmoreland opened the Public Hearing period at 7:42 PM. Seeing no one wished to speak Mayor Westmoreland closed the Public Hearing at 7:42 PM.

MOTION: *Councilmember Wright moved to adopt an Ordinance of Eagle Mountain City, Utah, Approving the Master Development Plan and Rezone for Spring Run Plaza with the addition that the rights-of-way containing Roads A and B are rezoned to Agriculture. Councilmember 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 motion can be found online here at 02:22:09.](#)

14.B. PUBLIC HEARING / ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Amending the Eagle Mountain Municipal Code Title 6 and Title 17 to Establish Standards for Alternative Animal Management Plans and Update Other Zoning Provisions

[The recording of the discussion can be found online here at 02:23:00.](#)

Planner Steven Lehmitz presented the proposed amendments to the EMMC addressing standards for alternative animal management plans, clarifications to ADU exceptions, and public hearing requirements for variances and land use appeals. The Council had remanded the item to the Planning Commission on October 21, 2025, directing updates to Table 6.10.080 on permitted animal numbers for larger lots, adding Council notification requirements for alternative animal management decisions, and allowing animal-housing structures to be located closer to property lines with an approved plan.

Mayor Westmoreland opened the Public Hearing period at 7:56 PM.

The following individuals spoke during the public hearing period: Amanda Mendenhall

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

[The recording of the public hearing can be found online here at 02:33:44.](#)

MOTION: *Councilmember Wood moved to adopt an Ordinance of Eagle Mountain City, Utah, Amending the Eagle Mountain Municipal Code Title 6 and Title 17 to Establish Standards for Alternative Animal Management Plans and Update Other Zoning Provisions with the following addition:*

- *The non-transferable Notice of Intent (NOI) is tied to the applicant rather than the property; therefore, the Animal Management Plan automatically terminates upon sale of the property.*

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 02:35:38.](#)

14.C. PUBLIC HEARING / ORDINANCE – An Ordinance of Eagle Mountain, Utah, Amending the General Plan for Moderate Income Housing

[The recording of the discussion can be found online here at 02:37:21.](#)

Long Range Planner Elizabeth Fewkes explained that the proposed ordinance updates Chapter 9 of the General Plan to correct an omission in Moderate Income Housing (MIH) Strategy 5. The word “other” was inadvertently left out when the City adopted State-required MIH strategies on January 3, 2023. During the 2025 MIH report review, the State identified the error and requested the correction to ensure the strategy matches the exact wording in Utah Code 10-9a-403(2)(b)(iii)(W) and avoid misinterpretation. The City’s report remained compliant because the intent of the law had been met.

Mayor Westmoreland opened the Public Hearing period at 8:00 PM. Seeing no one wished to speak Mayor Westmoreland closed the Public Hearing at 8:01 PM.

MOTION: *Councilmember Gray moved to adopt an Ordinance of Eagle Mountain, Utah, Amending the General Plan for Moderate Income Housing. Councilmember 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 motion can be found online here at 02:38:18.](#)

15. RESOLUTIONS

15.A. PUBLIC HEARING / RESOLUTION – A Resolution of Eagle Mountain City, Utah, Amending the Eagle Mountain City Annexation Policy Declaration as Part of the General Plan

[The recording of the discussion can be found online here at 02:39:06.](#)

Community Development Director Brandon Larsen presented an updated Annexation Policy Plan. The plan identifies six areas of unincorporated Utah County that Eagle Mountain City may consider for future annexation. It includes an annexation policy map and criteria to guide City decision-makers in evaluating annexation proposals. Staff ensured the document meets all requirements of Utah Code §10-2-803 and highlights key considerations such as water availability, neighborhood compatibility, and statutory limitations.

Each of the six annexation areas includes a description of associated benefits and challenges. The proposal was presented to affected entities at the November 12, 2025 Planning Commission meeting and to the City Council on November 18, 2025. Councilmembers were generally supportive and suggested adding key desirable or undesirable land uses for each area.

Mayor Westmoreland opened the Public Hearing period at 8:12 PM.

The following individuals spoke during the public hearing period: Joy Rasmussen, Kent Dansie, Todd Crowther, and Fairfield Mayor Hollie McKinney.

Mayor Westmoreland closed the Public Hearing at 8:22 PM.

[The recording of the public hearing can be found online here at 02:49:30.](#)

MOTION: *Councilmember Wood moved to adopt a Resolution of Eagle Mountain City, Utah, Amending the Eagle Mountain City Annexation Policy Declaration as Part of the General Plan with the following conditions:*

- 1. That the plan include the “Statement Addressing Comments of Affected Entities” as drafted by the City Attorney with the amendment that the SITLA and Saratoga Springs verbiage be omitted for the following reasons:*
 - a. The alignment in Area 6 matches the previous alignment from the Eagle Mountain City 2009 Annexation Policy Plan, and*
 - b. The annexation policy plan may overlap the plans from another jurisdiction, which would allow a property owner to*

have the option of which municipality would be most beneficial for annexation.

- 2. That the Annexation Policy Plan show Area 1 extending to Utah Lake, as presented, and*
- 3. That the Annexation Policy Map show dates of previous versions of the annexation map/year it was approved, and*
- 4. That the Annexation Policy Map show crosshatching for old property vs. newly expanded property boundaries.*

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 03:08:44.](#)

16. ORDINANCES

- 16.A. ORDINANCE - An Ordinance of Eagle Mountain City, Utah, Enacting Chapter 3.45, "Recreation, Arts, and Park Tax", of the Eagle Mountain City Municipal Code

[The recording of the discussion can be found online here at 03:13:14.](#)

City Attorney Marcus Draper reported that on November 4, 2025, voters considered a ballot proposition to enact a Recreation, Arts, and Parks (RAP) Tax. State law allows a city council to impose the tax if a majority of voters approve it. After canvassing the election results on November 18, 2025, the Council confirmed the majority of voters supported the RAP Tax. To formally implement the tax, the Council must adopt an ordinance, which was presented for consideration.

MOTION: *Councilmember Wright moved to adopt an Ordinance of Eagle Mountain City, Utah, Enacting Chapter 3.45, "Recreation, Arts, and Park Tax", of the Eagle Mountain City Municipal Code. Councilmember 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 motion can be found online here at 03:14:37.](#)

City Attorney Marcus Draper outlined the next steps, including establishing a RAP Tax/Community Services Board. He noted that, under State Code, the earliest date the RAP Tax could begin being collected was April 1, 2026.

17. LEGISLATIVE ITEMS

17.A. UPDATE – Legislative Priorities List

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

19. COMMUNICATION ITEMS

19.A. Upcoming Agenda Items

20. ADJOURNMENT

MOTION: *Councilmember Wood moved to adjourn the meeting at 8:42 PM. 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 03:19:33.](#)

The meeting was adjourned at 8:42 PM.

Approved by the City Council on December 16, 2025.



Gina Olsen, CMC
City Recorder

