

HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Heber City Council Meeting
Agenda Amended 12.1.2025
December 2, 2025

DRAFT Minutes

4:00 p.m. Work Meeting
6:00 p.m. Regular Meeting

I. WORK MEETING - 4:00 P.M.

Mayor Heidi Franco called the meeting to order at 4:03 p.m. and welcomed everyone present.

City Council Present: Mayor Heidi Franco
Council Member Yvonne Barney
Council Member Aaron Cheatwood - arrived 4:40 p.m.
Council Member Mike Johnston
Council Member Sid Ostergaard
Council Member Scott Phillips

Staff Present: City Manager Matt Brower
Assistant City Manager Mark Smedley
Community Development Director Tony Kohler
Planning Manager Jamie Baron
Airport Manager Travis Biggs
Finance Manager Sara Jane Nagel
Human Resources Manager Cherie Ashe
City Engineer Russ Funk
City Attorney Jeremy Cook
City Recorder Trina Cooke
Chief of Police Parker Sever
Police Lieutenant Blaine Rigby

Staff Participating Remotely: IT Director Anthon Beales, Public Works Director Matthew Kennard, Human Resources Director Cherie Ashe, Planner Jacob Roberts, Accounting Tech Lynsee Sulser, City Engineer Russ Funk, Deputy City Recorder Robin Bond, Finance Director Sara Jane Nagel, and Accounting Tech Wendy Anderson.

Also Present: Jason Talley, Bill Tew, Jay Henry, Jeanne Henry, Ryan Bunnell, Ryan Leick, Jay Townsend, Michael Plowman, Nadim Abuhaidar, Craig Hoggan, Brad Hatt, Morgan Murdock, Jason Glidden, Dave Harris, Tori Broughton, Daniel Monzello, Cal Johnson, Rae Lynne Kohler, and others who did not sign in or whose handwriting was illegible.

Also Attending Remotely: (names are shown as signed-in online) B, Curt, George, A, Andrew D, B, Grace Doerfler KPCW, Jen, Lars Erickson, RP, S, and Shorty5.

1. Airport Leases 101 (Ryan Leick, Aeroplex Group Partners) - 60 min

City Manager Matt Brower recalled the need for the City to update the Airports standard lease form.

Airport Consultant Ryan Leick shared a presentation containing the information provided as included in the meeting materials. He noted that the FAA (Federal Aviation Administration) had asked the Heber Valley Airport to accelerate the airport improvement plan to accommodate the 2034 Olympics. He impressed the importance of the airport remaining self-sustaining. Mr. Leick clarified the intent of the meeting that evening was to provide information and educate. Mr. Leick proceeded to provide details for the following airport points as outlined in the attached presentation:

- The state of the Airport
- Airport Finances
- Relevant Grant Assurances
- Airport Revenues
- Ground Lease Term
- Reversionary versus non-reversionary leases
- Lease Extension Models
- Next Steps:
 - Draft new lease policy
 - Address the City's first right of refusal on existing lease extensions
 - Renewal fee for long term non-reversionary lease extensions
 - explore sale versus lease of reverted hangars

Mr. Brower asked that the Airport Advisory Board (AAB) consider a renewal fee and consider the economics of rebuilding hangar row. City Council discussion followed.

Mayor Franco opened the discussion to the meeting attendees.

AAB Chairman Jason Talley wanted the Council to ensure all airport decisions went before the AAB for recommendations to Council. He felt a joint meeting with the City Council would be beneficial. There would be an AAB meeting on Thursday, December 11. A joint meeting between the Council and the AAB would be forthcoming.

2. Curt Magleby with Flex Read Homes Presentation for Potential Development at 895 South 1200 West (Tony Kohler, Community Development Director) - 30 min

Community Development Director Tony Kohler shared the vicinity map that had previously been considered for a retirement community. A new group had approached the City with a proposal for an affordable housing project. Brent Bluthe and Curt Magleby addressed the "missing middle" housing struggle and discussed key elements needed to provide such a product. Mr. Bluthe described a new product that would help keep building costs more affordable, shared images of the proposed product, and described the unique construction method implemented to create an affordable development. The end product was extremely efficient. It allowed the homeowner to build equity and potentially expand the size of the home. Council discussed: affordability; density; AMI income; open space; community need; construction costs; and other concerns.

Mountainlands Affordable Housing consultant Jason Glidden confirmed the AMI income needed for a family to purchase a \$400,000.00 home would be approximately \$135,000.00 annually.

Staff recommended taking the concept to the Planning Commission and holding a Public Hearing for public feedback. Council wished to have additional discussion to provide better direction, before sending the proposal to the Planning Commission.

3. MOU (Memorandum of Understanding) with Wasatch County Fire District regarding Dedication of Future Fire Station Sites (Tony Kohler, Community Development Director) - 20 min

Community Development Director Tony Kohler outlined the intent of the proposed MOU (memorandum of understanding) to seek developer-dedicated land for future fire stations. The MOU would return the land to the City if the Fire Department determined a fire station was unneeded after a certain amount of time elapsed. Chief Hales with the Wasatch County Fire District described the need for additional fire stations in the expanding development throughout the Valley.

II. BREAK - 10 MIN

III. REGULAR MEETING - 6:00 P.M.

1. Call to Order

Mayor Franco called the Regular Meeting to order at 6:44 p.m. and welcomed everyone present.

2. Pledge of Allegiance (Mike Johnston, Council Member)

Council Member Johnston led the recitation of the Pledge of Allegiance.

3. Prayer/Thought by Invitation (Heidi Franco, Mayor)

Mayor Franco shared a prayer.

IV. AWARDS, RECOGNITION, and PROCLAMATIONS:

1. Oath of Office for Jeremy Nelson

The oath of office was postponed to a future meeting.

V. CONFLICT OF INTEREST DISCLOSURE:

There were no conflicts disclosed.

VI. CONSENT AGENDA:

Mayor Franco noted the map for Consent Agenda item five showed a road that was not within the City boundary. City Attorney Jeremy Cook asked to pull item five from the Consent Agenda to be placed on the Action Items in order to review a few details with the Council before approval, and to correct the map as mentioned by the Mayor.

Motion: Council Member Phillips moved to approve the Consent Agenda, items one through four and six, and to remove item five to be placed first on the Action Items agenda.

Second: Council Member Cheatwood made the second.

Voting Yes: Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston.

Voting No: None.

The **Motion Passed Unanimously, 5-0.**

1. Approval of November 6, 2025, Special City Council Meeting Minutes (Trina Cooke, City Recorder)
2. Ordinance 2025-31 to Adopt the 2026 Annual City Council Meeting Schedule (Trina Cooke, City Recorder)
3. Heber City Observed Holidays 2026 (Cherie Ashe, Human Resources Manager)
4. Contract Award to Mountain States Contracting for the Southfield Rd Railroad Crossing Improvements in the amount of \$326,647.36. (Russ Funk, City Engineer)
5. Interlocal Agreement for Road Maintenance on Jordanelle Ridge Drive (Jeremy Cook, City Attorney)

City Attorney Jeremy Cook shared that a small section of the map included in the meeting materials was outside the City boundary, located in the County. Mr. Cook asked for permission from Council to make minor changes to section A.1., regarding the permitting process, if so requested by the County.

Motion: Council Member Cheatwood move to approve the interlocal agreement on road maintenance with the two changes stipulated by Mr. Cook: to move the red line on the map to show that Ambush Drive was not currently inside City limits and to give him the flexibility, and staff flexibility, to make changes to section A.1., if of an insubstantial nature, in coordinating with the county.

Second: Council Member Phillips made the second.

Voting Yes: Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston.

Voting No: None.

The **Motion Passed Unanimously, 5-0.**

Mayor Franco requested that the Council be provided a copy of the final document.

6. Nominees for the Airport Advisory Board and the Audit Committee (Heidi Franco, Mayor)

VII. PUBLIC COMMENTS: (3 min per person/20 min max)

No one from the public came forward to comment.

VIII. GENERAL BUSINESS ITEMS:

1. Atlas Towers Ground Lease Agreement and Potential Zone Change of City Property to Public Facilities Zone located at approximately 590 East Center Street (Tony Kohler, Community Development Director) - *30 min*

Community Development Director Tony Kohler advised the item was not seeking Council approval that evening. The proposed project would require a zone change which would need to go before the Planning Commission, and hold a public hearing, before returning to Council for final approval. Atlas Towers wished to enter a lease agreement with the City to place a cell tower on City property at the hospital well location. Atlas would build the tower and host additional cellular providers. Sandra Layton, project manager, described the proposed cell tower project and outlined details of the proposed lease agreement with Heber City, as found in the attached meeting materials.

Council expressed concerns with the aesthetic of the proposed tower, the tower height, potential impact on neighbors, and the low dollar amount of the rent proposed in the agreement. Consensus of Council majority was for the project to proceed with the next steps and present at the Planning Commission with a public hearing.

2. Communication Policy (Ryan Bunnell, Matt Brower, City Manager)

City PIO (Public Information Officer) Ryan Bunnell explained the purpose of the discussion was to obtain feedback from the Council to create a foundation for a Communication Policy. He recalled a presentation at a past Utah League of Cities and Towns (ULCT) conference in which communications best practices recommended that members of legislative bodies use personal platforms, rather than city-branded platforms, for communication with the public. Council discussion resulted with a consensus of the majority wishing for Staff to proceed with the creation of a policy that reflected best practices as recommended by the ULCT and to work towards distributing surveys to the community as agreed upon, and approved by, the Council.

The meeting discussion returned to agenda item five from the Consent Agenda.

IX. ACTION ITEMS: (Council can discuss; table; continue; or approve items)

1. Contract Award with Terracon for Trailhead Plaza Design Phase 1 (Tony Kohler, Community Development Director) - *30 min*

Community Development Director Tony Kohler described the negotiation process with Terracon for the scope of work on the Trailhead Plaza improvements project. City Manager Matt Brower described the community feedback gathering process the City would implement to encourage community engagement. Council discussed the survey process, public outreach, which amenities should be included in the design, and the cost of the contract.

The Mayor opened the meeting for public comment at 8:38 p.m. With no one coming forward to comment, the public comment period was closed.

Motion: Council Member Johnston moved to accept the proposed contract with Terracon for the Trailhead Plaza design phase one, as presented.

Second: Council Member Barney made the second.

Voting Yes: Council Members Ostergaard, Cheatwood, Barney, and Johnston.

Voting No: Council Member Phillips.

The **Motion Passed 4-1.**

2. Ordinance 2025-32 Springs at Coyote Phase 5 Development Agreement (Jamie Baron, Planning Manager) - *20 min*

Planning Manager Jamie Baron provided the information regarding Ordinance 2023-32 for the Springs at Coyote Phase five Development Agreement as included in the meeting materials. He reviewed the current zone and the exceptions the developers were seeking in the development agreement. The developers wished to build a mix of commercial and residential units. A public hearing had been held by the Planning Commission, who had forwarded a positive recommendation to Council. Council discussed the inclusion of affordable units, available parking, snow removal, and trees in the landscaping.

The applicant agreed to return in two weeks with a finalized draft of the development agreement, implementing Council's requests.

3. Mutual Termination of Heber City, Twin Creeks, and Charleston Agreement for Shared Waste Water Delivery and Facilities (Jeremy Cook, City Attorney) - *15 min*

City Attorney Jeremy Cook provided the background of the sewer agreement between Heber, Charleston Town, and Twin Creeks Special Service District (TCSSD). Charleston had not implemented usage as permitted by the agreement and had determined they wished to dissolve the agreement.

Motion: Council Member Phillips moved to dissolve the agreement.

Second: Council Member Cheatwood made the second.

Voting Yes: Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston.

Voting No: None.

The **Motion Passed Unanimously, 5-0.**

4. Fiscal Year 2027 Budget Calendar Adoption (Sara Nagel, Finance Manager)

Motion: Council Member Cheatwood moved to adopt the budget calendar as presented.

Second: Council Member Phillips made the second.

Voting Yes: Council Members Phillips, Ostergaard, Cheatwood, Barney, and Johnston.

Voting No: None.

The **Motion Passed Unanimously, 5-0.**

5. Establish 2026 Strategic City Council Retreat Dates (Matt Brower, City Manager) - *10 min*

Council set the annual Council retreat dates for Thursday evening, January 22, and Saturday, January 24, 2026. Mr. Brower indicated he would send the exact times to Council once the agenda was established.

X. COMMUNICATION:

Mr. Brower thanked the Park Record journalist Cannon Taylor for his article on the Daniel Road roundabout art installation. He felt the artist had done an excellent job with the eagle. He reminded Council of the upcoming Old Fashioned Christmas celebration and the City staff party. Public parking signs had been installed. There would be a weekly light festival taking place on festival street every Thursday, Friday, and Saturday, in December.

XI. CLOSED MEETING: (As Needed)

There was no Closed Meeting held.

XII. ADJOURNMENT:

Motion: Council Member Cheatwood made the motion to adjourn.

Second: Council Member Ostergaard made the second.

The meeting adjourned at 9:47 p.m.

Trina Cooke, City Recorder