



Lindon City Council Staff Report

Prepared by Lindon City
Administration

January 2, 2024

Notice of Meeting of the Lindon City Council



The Lindon City Council will hold a meeting at **5:15 pm on Tuesday, January 2, 2024** in the Lindon City Center Council Chambers, 100 North State Street, Lindon, Utah. Meetings are typically broadcast live at www.youtube.com/user/LindonCity. The agenda will consist of the following:

Scan or click here for link to download agenda & staff report materials:



REGULAR SESSION – 5:15 P.M. - Conducting: Carolyn Lundberg, Mayor
Invocation: Van Broderick
Pledge of Allegiance: By invitation

(Review times are estimates only)

1. Call to Order / Roll Call

(2 minutes)

2. Presentations and Announcements:

(5 minutes)

- a) Oath of Office / Swearing-in of Britni Laidler as the new Lindon City Recorder. Kathy Moosman, retiring City Recorder, will administer the oath.
- b) Oath of Office / Swearing-in of newly elected City Officials who will all serve 4-year terms in their respective office. City Recorder, Britni Laidler, will administer the oath.
 - i. Cole Hooley, City Councilmember
 - ii. Lincoln Jacobs, City Councilmember
 - iii. Steve Stewart, City Councilmember
- c) Comments / Announcements from Mayor and Council members.

3. Open Session for Public Comment *(For items not listed on the agenda)*

(10 minutes)

4. Council Reports

(20 minutes)

5. Administrator's Report

(5 minutes)

6. Approval of Minutes — The minutes of the regular City Council meeting of December 4, 2023 will be reviewed.

(5 minutes)

7. Consent Agenda — *(Items do not require public comment or discussion and can all be approved by a single motion.* The following consent agenda item was presented for approval.

(5 minutes)

- a) No Consent Agenda items.

8. Review & Action — 2024 Mayor & Council Liaison Assignments; Resolution #2024-1-R. The Council will review and consider Resolution #2024-1-R updating the Mayor & City Council member liaison assignments as recommended by Mayor Lundberg, appointing mayor pro tem for the 2024 calendar year, appointments to the RDA Board, and consenting to other recommended assignments.

(10 minutes)

9. Presentation — Annual Open & Public Meetings Training. City Attorney, Brian Haws will present the required annual training on the Open and Public Meetings Act and review the annual Disclosure Statements and Ethical Behavior Policy.

(20 minutes)

10. Review & Action — Review & Signing of Disclosure Statements (conflict of interest disclosure) & Ethical Behavior Policy. Council members will each review and complete the Lindon City

Disclosure Statement & Ethical Behavior Policy forms and submit them to the Mayor & City Recorder. *(10 minutes)*

Adjourn

All or a portion of this meeting may be held electronically to allow a council member to participate by video conference or teleconference. Staff Reports and application materials for the agenda items above are available for review at the Lindon City Offices, located at 100 N. State Street, Lindon, UT. For specific questions on agenda items our staff may be contacted directly at (801)785-5043. City Codes and ordinances are available on the City web site found at www.lindoncity.org. The City of Lindon, in compliance with the Americans with Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance. Persons requesting these accommodations for city-sponsored public meetings, services programs or events should call Britni Laidler, City Recorder at 801-785-5043, giving at least 24 hours-notice.

CERTIFICATE OF POSTING:

I certify that the above notice and agenda was posted in six public places within the Lindon City limits and on the State (<http://pmn.utah.gov>) and City (www.lindoncity.org) websites.

Posted by: /s/ Britni Laidler, City Recorder

Date: December 27, 2023; Time: 5:00 p.m.; Place: Lindon City Center, Lindon Police Dept., Lindon Community Development, Lindon Public Works, Lindon Community Center, Lindon Justice Court

Meetings are typically broadcast live at www.youtube.com/user/LindonCity

REGULAR SESSION – 5:15 P.M. - Conducting: Carolyn Lundberg, Mayor

Invocation: Van Broderick

Pledge: By invitation

Item 1 – Call to Order / Roll Call

January 2, 2024 Lindon City Council meeting.

Carolyn Lundberg
Van Broderick
Cole Hooley
Jake Hoyt
Lincoln Jacobs
Steve Stewart

Item 2 – Presentations and Announcements

- a) Oath of Office / Swearing-in of Britni Laidler as the new Lindon City Recorder. Kathy Moosman, outgoing City Recorder, will administer the oath.
- b) Oath of Office / Swearing-in of recently elected City Officials who will all serve 4-year terms in their respective offices. City Recorder, Britni Laidler, will administer the oath.
 - a. Cole Hooley, City Councilmember
 - b. Lincoln Jacobs, City Councilmember
 - c. Steve Stewart, City Councilmember
- c) Comments / Announcements from Mayor and Council members.

Item 3 – Open Session for Public Comment *(For items not on the agenda - 10 minutes)*

Item 4 - COUNCIL REPORTS:

(20 minutes)

- | | |
|--|--------------------|
| A) MAG/MPO, COG, UIA, Utah Lake Commission, ULCT, Youth Council, Public Relations (media) | - Carolyn Lundberg |
| B) Public Works/Eng., Irrigation Co. Representative, Cemetery, Facilities/Buildings | - Van Broderick |
| C) CTC, Healthy Utah, 2024 Centennial Celebration, Historical Commission, Tree Board | - Cole Hooley |
| D) Police/Fire/EMS, CERT, Economic Dev., Lindon Days, Utah League of Cities & Towns Alternate | - Jake Hoyt |
| E) Transfer Station Board, Planning Commission, Community Development/General Plan, Parks & Trails | - Lincoln Jacobs |
| F) Youth Council (Lead Advisor), Econ. Dev, PG/Lindon Chamber of Comm., Senior Center, Edu. grants | - Steve Stewart |

Item 5 - ADMINISTRATOR'S REPORT*(10 minutes)***Misc. Updates:**

- Next regular council meetings: January 16th (**Tuesday meeting**), February 5th
- February 2024 newsletter assignment (due last week of January): Lincoln Jacobs
- Misc. Items.

Item 6 – Approval of Minutes

- Review and approval of City Council minutes: **December 18, 2023 Regular City Council Minutes will be reviewed.**

2 The Lindon City Council regularly scheduled meeting on **Monday, December 18, 2023,**
 4 **at 5:15 pm** in the Lindon City Center, City Council Chambers, 100 North State Street,
 Lindon, Utah.

6 **REGULAR SESSION – 5:15 P.M.**

8 Conducting: Carolyn Lundberg, Mayor
 Invocation: Jake Hoyt, Councilmember
 10 Pledge of Allegiance: Juan Garrido

12 **PRESENT**

EXCUSED

Carolyn Lundberg, Mayor
 14 Mike Vanchiere, Councilmember
 Daril Magleby, Councilmember
 16 Jake Hoyt, Councilmember
 Van Broderick, Councilmember
 18 Randi Powell, Councilmember
 Adam Cowie, City Administrator
 20 Brian Haws, City Attorney
 Mike Florence, Community Dev. Director
 22 Kathryn Moosman, Recorder

24 1. **Call to Order/Roll Call** – The meeting was called to order at 5:15 p.m.

26 2. **Presentations and Announcements:**

- 28 a) Employee Recognition Award: Callie Jenkins, Lindon City Accounts
 Payable Clerk was recognized. Mr. Cowie read comments submitted by
 30 co-workers about Callie and her wonderful work ethic. The Mayor and
 Council congratulated Ms. Jenkins for her good works for the city.
 32 b) Recognition of Outgoing Council members: Randi Powell, Daril Magleby
 and Mike Vanchiere were recognized for their many combined years of
 34 service to the city. Mr. Cowie presented the outgoing councilmembers
 with an award in appreciation for their service to the city. He also
 36 presented them with a flag flown at the city building. The Mayor and
 council expressed their appreciation to the councilmembers for their
 38 service, knowledge and friendship.
 c) Recognition of retiring City Recorder, Kathy Moosman. The Mayor and
 40 council expressed their appreciation to Ms. Moosman for her years of
 service to the city.
 42 d) Councilmember comments/announcements

44 3. **Open Session for Public Comment** – Mayor Lundberg called for any public
 comments. There were several residents who addressed the council at this time as

2 follows:

4 **Eve Warner:** Ms. Warner stated she is a Lindon City resident. She explained that she is
here representing her neighbors that live on 725 North in Lindon. There are 22 Lindon
6 residents and 10 Pleasant Grove residents that live on that street. They have concerns
with a rezoning of land behind them on the border of Lindon and Pleasant Grove. It is
8 currently zoned to be a road named 1000 South. They only heard about this from the PG
City Council meeting. The rezoning is on the PG side even though some Lindon City
10 residents are impacted, and they expressed their concerns. They have researched land
records and much of the road is owned by Lindon City and situated in both tax
12 jurisdictions. They also asked various city employees and it appears to be in the city plan.
She expressed that city plans can be rezoned to meet current needs and they would ask
14 the council to consider to rezone.

She stated this new 1000 South Road offers no benefit to Lindon and it will
16 increase traffic with PG residents and will add to the already bad roads in Lindon. Our
city cannot afford additional wear and tear on our roads. This will sandwich 725 North
18 with busy streets on both front and back. She then showed an aerial map of Lindon that
shows no other areas with streets on both front and back of homes. She noted there has
20 not been an environmental impact study done and she would urge the council to rezone
this to single family homes that could be subdivided with backyards that share a fence
22 line; this would help to maintain a little bit of country. She emphasized that this street
may benefit PG but not Lindon City. She pointed out that PG claims Lindon City is in
24 support of this.

Ms. Warner further stated they, as concerned residents, they expect the council to
26 push back to PG and research this to rezone to residential single family. They also expect
full transparency and to put up a fight for the residents. She added that all the
28 information they know they have heard from PG City; they expect more from our public
officials.

30 **Matt Stokes:** Mr. Stokes stated Ms. Warner did a great job representing the residents.
He stated he is a father of 5 and lives on 725 North adjacent to the proposed street. He
32 also has some serious concerns. He sees this street as a continuation of PG Blvd. that will
double traffic, noise and lights and substantially impose other safety issues. There are
34 already speedbumps there and the street is already beat-up. There is currently a lot of
traffic and more traffic would be highly problematic and would propose a danger issue.
36 Due to all of these reasons he would ask that the council please help the citizens who live
on 725 North.
38

40 **Sean Warner:** Mr. Warner stated he sent a letter to the council expressing his concerns.
He would implore the council to do their part in keeping the city motto of “a little bit of
42 country” and to please take the care of the residents and to keep the citizens informed.

44 Mr. Cowie provided an aerial photo showing the area in question. He stated this
was approved last month in the budget for reconstruction of 725 North and is scheduled

for a complete rebuild in 2024. In regards to the master plan roadway, it is technically in Pleasant Grove and the things to rezone would be within the Pleasant Grove jurisdiction. We have had conversations with PG on this roadway in the past and this has been on master plan since 1968. He noted what was presented to Pleasant Grove was how properties would be platted and developed. Mr. Cowie also explained the process as properties develop that is when streets are developed.

Mr. Florence, Community Development Director stated that he had met recently with Pleasant Grove City, where Pleasant Grove presented new plans that they want to do. Previously it had been 3 downhill cul-de-sacs, the new plan would have 3 downhill streets. Mr. Florence presented the street alignment map showing the future streets layout. He noted that there is no rezoning happening.

4. COUNCIL REPORTS:

Councilmember Hoyt – Councilmember Hoyt reported on police updates where there are a lot of things going on with officers pushing snow for an elderly resident, sub for Santa, and helping citizens in need; they go above and beyond the call of duty.

Councilmember Vanchiere – Councilmember Vanchiere expressed that it has been his privilege to serve on the NPSWD for the past 4 years. There are good things and plans happening there that will benefit everyone. As of right now we are a special services district under state law under Utah County, but at the insistence of Rod Mann they have gone to an interlocal agreement and Utah County will not have authority to approve members of the board; this empowers member cities who belong. He asked about continuing to be the city's representative on that board but understands that may not be feasible because that is typically an elected official. He also asked about "at large" positions noting it may dilute the member cities opportunities. They haven't made the switch yet to explain to cities when they change to this new forum. He is asking about the possibility to continue until we are formally approved by all the member cities. He noted it would not be for a lengthy time. Mr. Cowie stated the mayor is finalizing the liaison list to present on January 2nd. Councilmember Vanchiere also gave a reminder that on Lindon City webpage you can make a request on the webpage instead of calling which is the quickest most efficient way.

Councilmember Magleby – Councilmember Magleby reported it has been a privilege to work with Heath Bateman and his staff on Lindon Days and he is grateful for them noting it is in good hands and in conjunction with the 2024 centennial. He reported the Tree Advisory Board met a month ago and he also mentioned board member names. There have been great efforts from the community development department with the tree board and he is grateful to serve in this capacity.

Councilmember Powell – Councilmember Powell reported the police dept. did a great job hosting the Christmas party. She has also enjoyed working with Kelly Johnson over

the years noting she does a great job. The Youth Council had a recent meeting noting she has enjoyed working with them and is thankful to the mayor for implementing this program. She will continue at the senior center where she will continue on with cardio drumming that is a lot of fun. She reported the educational grants are finished and 11 applicants have been approved. There are good projects for teachers in the community and she is grateful for the opportunity to work on this project.

Councilmember Broderick – Councilmember Broderick asked Juan Garrido for an update on the canal drive water line replacement. Mr. Garrido gave an update.

Mayor Lundberg – Mayor Lundberg gave kudos to Chief Brower and his department for the great Christmas party. She also reported MAG approved increase in funding for the Heritage Trail and agreement in working with the Union Pacific Railroad.

Administrator's Report: Mr. Cowie reported on the following items.

Misc. Updates:

- Next regular council meetings: December 18th & January 2nd
- January 2024 newsletter assignment (due last week of December): Brian Haws
- Dec 4th, 6:00pm, Tree Lighting at Community Center
- Dec. 4th, Santa Extravaganza, after tree lighting ceremony
- Dec. 6th, Santa Parade, beginning at 6pm
- Dec 13th, Kathy Moosman retirement open house 12 – 1pm
- Dec 15th, Employee Christmas Party at Community Center, 6:00pm.
- Misc. Items.

6. Approval of Minutes – The minutes of the regular City Council meeting of December 4, 2023 will be reviewed.

COUNCILMEMBER BRODERICK TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF DECEMBER 4, 2023 AS AMENDED. COUNCILMEMBER POWELL SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER POWELL	AYE
COUNCILMEMBER VANCHIERE	AYE
COUNCILMEMBER MAGLEBY	AYE

THE MOTION CARRIED UNANIMOUSLY.

7. Consent Agenda Items – The following consent agenda item was presented for approval.

a) Planning Commissioner re-appointments: Mike Marchbanks; Rob Kallas

COUNCILMEMBER HOYT MOVED TO APPROVE THE CONSENT AGENDA ITEM AS PRESENTED. COUNCILMEMBER MAGLEBY SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER VANCHIERE	AYE
COUNCILMEMBER POWELL	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER MAGLEBY	AYE

THE MOTION CARRIED UNANIMOUSLY.

CURRENT BUSINESS

8. Review & Action — Financial Audit Report for Fiscal Year 2023.

Representatives from Gilbert & Stewart, CPA PC, and the Lindon City Finance Department will present the city's annual financial audit report, included as part of the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2023.

Mayor Lundberg invited Kristen Colson Aaron, Lindon Finance Director and Ron Stewart representing Gilbert & Stewart forward. Mr. Stewart addressed the Council at this time. He noted state law requires that all general-purpose local governments publish within six months of the close of each fiscal year a complete set of audited financial statements presented in conformity with generally accepted accounting principles and audited in accordance with generally accepted auditing standards by a firm or licensed certified public accountants.

Mr. Stewart then gave his audit report. He stated they have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Lindon City, Utah, for the year ending June 30, 2023, which collectively comprise the City's basic financial statements. He stated in their opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2023, the respective changes in financial position, and, cash flows and the respective budgetary comparison of the general and major special revenue funds for the year.

Mr. Stewart explained they conducted their audit in accordance with auditing standards generally accepted in the United States. Their responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of their report. They are required to be independent of Lindon City and to meet their other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. They believe that the audit evidence they have obtained is sufficient and appropriate to provide a basis for their audit opinions.

Mr. Stewart further explained it is their responsibility to express opinions on these financial statements based on their audit. They also conducted their objectives to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes their opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, they do the following:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Lindon City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Lindon City's ability to continue as a going concern for a reasonable period of time.

Mr. Stewart stated they are required to communicate the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit. They do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Mr. Stewart stated their audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. In their opinion, the combining statements and budgetary comparisons are fairly stated in all material respects in relation to the basic financial statements as a whole.

Mr. Stewart commented that management is responsible for the other information included in the annual report. Their opinions on the basic financial statements do not cover the other information, and they do not express an opinion on that. In connection with their audit of the basic financial statements, their responsibility is to read the other information and consider whether a material inconsistency exists between the other

information and the basic financial statements, or the other information otherwise appears to be materially misstated.

Mr. Stewart stated the purpose of that report is to describe the scope of their testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance.

Following the audit presentation, the Mayor and Council thanked Mr. Stewart and Ms. Colson Aaron for the information presented noting they appreciate their professionalism and expertise with the audit.

Mayor Lundberg called for any further comments. Hearing none she called for a motion.

COUNCILMEMBER MAGLBEY MOVED TO APPROVE THE FINANCIAL AUDIT REPORT FOR FISCAL YEAR 2023 AS PRESENTED. COUNCILMEMBER HOYT SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER VANCHIERE	AYE
COUNCILMEMBER POWELL	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER MAGLEBY	AYE

THE MOTION CARRIED UNANIMOUSLY.

9. Public Hearing — Ordinance Amendment, LCC 3.05 PARC Tax (Ordinance #2023-25-O). Given the approval and passage of the PARC Tax question in the 2023 municipal election, this is a City initiated action to update LCC Chapter 3.05 Parks, Arts, Recreation and Culture Tax, which will enact and levy a renewal of the existing tax to finance cultural and recreational facilities and ongoing operations, and to finance operations of cultural organizations within Lindon City pursuant to U.C.A. § 59-12-1402.

COUNCILMEMBER BRODERICK MOVED TO OPEN THE PUBLIC HEARING. COUNCILMEMBER POWELL SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Mr. Cowie presented this item noting on December 18, 2023 the Lindon City Council enacted a renewal of the 0.1% increase to the sales and use tax to fund arts and recreational facilities as statutorily permitted in Utah Code. This tax in Lindon City is referred to as the PARC tax (Parks, Arts, Recreation, and Culture). This tax will remain in place for a period of 10-years, expiring on March 31, 2034 unless renewed by the Lindon voters and City Council.

Mr. Cowie explained we now need to give notice to the Utah State Tax Commission that Lindon City has enacted the renewal of the sales and use tax (PARC tax), which will be effective April 1, 2024 at the rate of 0.1%. This tax will remain valid for a ten-year period until March 31, 2024.

Mr. Cowie noted the Council adopted a resolution submitting an opinion question to the residents of Lindon City as to whether or not the City should be authorized to renew the existing PARC tax and impose a 0.1% (one tenth of one percent) sales and use tax for the purpose of financing cultural and recreational facilities and ongoing operations, and to finance ongoing operations of cultural organizations within Lindon City. This tax would remain in place for a period of ten years.

Mr. Cowie stated this authorizes the City to enact the PARC tax. Following the election canvass, the Council determined that 76.22% of the citizens of Lindon City who voted in the general election held on November 21, 2023 favored enactment of the PARC tax, and was canvassed and certified by the Lindon City Board of Canvassers on December 5, 2023. This action requires that this ordinance enacting the PARC tax be approved by the City Council.

Following some general discussion, the Council was in agreement to approve Ordinance Amendment #2023-25-O as presented by staff.

Mayor Lundberg called for any further public comments. Hearing none she called for a motion to close the public hearing.

COUNCILMEMBER BRODERICK MOVED TO CLOSE THE PUBLIC HEARING. COUNCILMEMBER MAGLEBY SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Following general discussion, Mayor Lundberg called for any further comments. Hearing none she called for a motion.

COUNCILMEMBER POWELL MOVED TO APPROVE ORDINANCE #2023-25-O UPDATING LCC CHAPTER 3.05 PARKS, ARTS, RECREATION AND CULTURE TAX AS PRESENTED. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER POWELL	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER MAGLEBY	AYE
COUNCILMEMBER VANCHIERE	AYE

THE MOTION CARRIED UNANIMOUSLY.

10. Public Hearing — (Continued from October 16, 2023) Ordinance #2023-17-O; Recommendation from the Planning Commission to the Lindon City Council for an amendment to Lindon City Code 17.02, 17.80, and the Standard Land Use Table to define, allow, and adopt regulations for short-term rentals within Lindon City.

COUNCILMEMBER POWELL MOVED TO OPEN THE PUBLIC HEARING. COUNCILMEMBER MAGLEBY SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Mr. Mike Florence led this item stating at the October 16, 2023 city council meeting the council asked city staff to review options regarding fire department requirements as well as owner occupied vs. non-owner occupied short-term rental provisions.

Mr. Florence then went over owner vs. non-owner-occupied unit regulations. He noted City staff reviewed several regulations that provided different requirements for owner vs. nonowner- occupied units as listed below. He noted staff did not include any of these proposals in the draft ordinance, but these can be discussed and added to the ordinance if desired:

- Ogden City: non-owner-occupied units can only be located in multi-family zones. Owner-occupied units can go in an R1 zone.
- Torrey Utah: No limit on the number of owner-occupied units but caps the number of current non-owner-occupied units at the time of adoption of their short-term rental ordinance. Baltimore, MA, Littleton, CO have a very similar ordinance.
- Some cities limit the number of nights a non-owner-occupied unit may be rented. Ninety days seems to be a common allowance for some larger communities outside of Utah. This would be difficult for the city to manage and would be more of a trust item for the city.
- Gilpin Colorado, they have a three-tiered system of owner-occupied, county resident, and not county resident. No limit on owner-occupied units. County residents are limited to two non-owner-occupied short-term rentals. Non-county residents are limited to one short-term rental. There is a 5% cap of the housing stock that can be used as short-term rentals for Tier 2 and Tier 3 owners.\
- At a future date the city council could also consider adopting a higher business license fee for non-owner-occupied short-term rentals. The city is in the process of studying its business license fees and those will be presented early next year to the city council.

Mr. Florence also discussed Fire Department Regulations noting City staff added the following fire regulations/inspections requirements to the draft short-term rental ordinance:

- Each short-term rental shall have an initial inspection by the fire department prior to approval of a business license and an annual inspection as part of the business license renewal.
- Each short-term rental shall have a fire extinguisher on each floor. Additional fire extinguishers may be required by the fire department for homes with larger square footage.
- Other requirements such as fire suppression systems, occupancy restrictions, exit lighting and other fire related code requirements shall be evaluated by the City at the time a business license is submitted with accompanying documents as found in section two.

Mr. Florence also presented other additions to the ordinance as follows:

- Use of an Accessory Dwelling Unit as a Short-Term Rental shall only be allowed when the primary dwelling is owner occupied.
- Enforcement, penalties and appeals shall follow the procedures as found in Title 5 – Business Licensing and Regulations.

Mr. Florence then presented the draft ordinance followed by some general discussion. Mayor Lundberg called for any public comments at this time.

Lincoln Jacobs spoke at this time. He asked why we are just distinguishing between cul-de-sacs and not on through streets. He stated he has heard concern with there being multiple on a through street, not just in cul-de-sac also. Mr. Florence explained the reason for this and explained the parking concerns within a cul-de-sac. General discussion followed.

Following some additional comments, the Council was in agreement to approve the Subdivision Ordinance Amendment #2023-17-O as presented by staff.

Mayor Lundberg called for any further public comments. Hearing none she called for a motion to close the public hearing.

COUNCILMEMBER MAGLEBY MOVED TO CLOSE THE PUBLIC HEARING. COUNCILMEMBER POWELL SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Mayor Lundberg called for any further discussion or comments from the Council. Hearing none she called for a motion.

COUNCILMEMBER BRODERICK MOVED TO APPROVE ORDINANCE #2023-17-O AS PRESENTED WITH CHANGE AS DISCUSSED.

COUNCILMEMBER MAGLEBY SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT	AYE
COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER POWELL	AYE
COUNCILMEMBER VANCHIERE	AYE
COUNCILMEMBER MAGLEBY	AYE

THE MOTION CARRIED UNANIMOUSLY.

Mayor Lundberg called for any further discussion or comments from the Council. Hearing none she called for a motion to adjourn.

Adjourn –

COUNCILMEMBER POWELL MOVED TO ADJOURN THE MEETING AT 7:30 PM. COUNCILMEMBER BRODERICK SECONDED THE MOTION. ALL PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

Approved – January 2, 2023

Kathryn A. Moosman, City Recorder

Carolyn Lundberg Mayor

Item 7 – Consent Agenda – Consent agenda may contain items which have been discussed beforehand and/or do not require significant discussion, or are administrative in nature, or do not require public comment. The Council may approve all Consent Agenda items in one motion, or may discuss individual items as needed and act on them separately.

The following consent agenda item was presented for approval.

a) No consent agenda items.

Sample Motion: I move to (*approve, reject*) the consent agenda item (*as presented or amended*).

- 8. Review & Action — 2024 Mayor & Council Liaison Assignments; Resolution #2024-1-R.**
The Council will review and consider Resolution #2024-1-R updating the Mayor & City Council member liaison assignments as recommended by Mayor Lundberg, appointing mayor pro tem for the 2024 calendar year, appointments to the RDA Board, and consenting to other recommended assignments. *(10 minutes)*

Sample Motion: I move to *(approve, reject)* Resolution #2024-1-R *(as presented or amended)*.

RESOLUTION NO. 2024-1-R

A RESOLUTION APPROVING 2024 LINDON CITY MAYOR PRO TEM APPOINTMENTS, COUNCILMEMBER LIAISON ASSIGNMENTS AND APPOINTMENTS, AND REDEVELOPMENT AGENCY BOARD APPOINTMENTS, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Municipal Council of Lindon City has need of appointing a Mayor pro tem to fill in for the Mayor when the Mayor is absent or otherwise unavailable; and

WHEREAS, the City Council and Mayor find it is appropriate to rotate the appointment of Mayor pro tem on a quarterly basis and that it is prudent to appoint such positions by resolution at the beginning of each calendar year; and

WHEREAS, Mayor Carolyn Lundberg recommends assignment and appointment of the Councilmembers to serve in various positions, boards, and committees, and to be a Council liaison for various aspects of the City as outlined in Exhibit A; and

WHEREAS, Secondary Councilmembers have been assigned to assist or fill in for a Councilmember who is absent or needs assistance with his or her assignments; and

WHEREAS, per this Resolution, the Mayor and City Council members shall all be appointed as Lindon City Redevelopment Agency (RDA) Board members with the Mayor serving as Chair of the RDA Board; and

WHEREAS, other Mayoral appointments and assignments to citizens at large and/or city employees are also identified on Exhibit A; and

WHEREAS, Mayor Lundberg recommends appointment of the Council members and other individuals as listed in Exhibit A to serve in the positions of Mayor pro tem, on the RDA Board, and other assignments and appointments as therein listed.

THEREFORE, BE IT RESOLVED by the Lindon City Council as follows:

1. That for the 2024 calendar year the identified individuals as outlined in the attached Exhibit A are appointed to fill the position of Mayor pro tem, fill various Councilmember assignments and/or other appointments as listed, and each City Council member is appointed as RDA Board of Director members with Mayor Lundberg serving as Chair of the RDA Board of Directors.
2. That the appointments and assignments as contained herein are effective immediately upon passage.

Adopted and approved this 2nd day of January, 2024.

By _____
Carolyn O. Lundberg, Mayor

Attest:

By _____
Britni Laidler, City Recorder

SEAL:

2024 LINDON CITY MAYOR AND COUNCIL LIAISON ASSIGNMENTS RESOLUTION #2024-01-R

MAYOR CAROLYN LUNDBERG

1. Mountainland Association of Governments (MAG) / Metropolitan Planning Organization (MPO)
2. Utah County Council of Governments (COG); Wasatch Front Regional Council (WFRC) liaison from MAG
3. Utah Lake Authority Governing Board
4. Utah Infrastructure Agency (UIA) Board Member
5. Utah League of Cities and Towns Representative
6. Youth Council
7. Public Relations – (media contact as needed)

COUNCILMEMBER STEVE STEWART (Secondary – Cole Hooley)

1. Youth Council, Lead Advisor
2. Senior Center
3. PG / Lindon Chamber of Commerce / Utah Valley Chamber of Commerce
4. Education Grants
5. Other Duties as assigned

COUNCILMEMBER JAKE HOYT (Secondary – Lincoln Jacobs)

1. Police/Fire/Emergency Medical Services
2. Community Emergency Response Team (CERT)
3. Economic Development
4. Lindon Days
5. Utah League of Cities and Towns, Alternate
6. Other Duties as assigned

COUNCILMEMBER VAN BRODERICK (Secondary – Steve Stewart)

1. Public Works / Engineering
2. Irrigation Companies Representative / Board member
3. Cemetery
4. Facilities / Public Buildings
5. Other Duties as assigned

COUNCILMEMBER COLE HOOLEY (Secondary – Van Broderick)

1. Communities That Care (CTC); Healthy Utah
2. Tree Advisory Board
3. Historical Commission
4. 2024 Centennial Celebration
5. Other Duties as assigned

COUNCILMEMBER LINCOLN JACOBS (Secondary – Jake Hoyt)

1. North Pointe Transfer Station and Solid Waste Board
2. Planning Commission
3. Planning and Zoning; General Plan
4. Parks, Trails, and Recreation
5. Other Duties as assigned

MAYOR PRO-TEM – 2024-25

Jan. – March	Van Broderick
April – June	Cole Hooley
July – Sept.	Jake Hoyt
Oct. – Dec.	Lincoln Jacobs
Jan – March '25	Steve Stewart

Secondary fills in if Mayor Pro-Tem is unavailable.

Newsletter Articles – 2024

Jan. –	Brian Haws
Feb. –	Lincoln Jacobs
March –	Van Broderick
April –	Kristen Colson
May –	Heath Bateman
June –	Steve Stewart
July –	Cole Hooley
Aug. –	Carolyn Lundberg
Sept. –	Police Chief
Oct. –	Adam Cowie
Nov. –	Juan Garrido
Dec. –	Jake Hoyt
Jan 2025 –	Mike Florence

Staff appointments to boards and/or committees as follows:

- **Adam Cowie**, Lindon City Administrator: UTOPIA Board Member; Utah League of Cities and Towns Representative
- **Juan Garrido**, Lindon Public Works Director: City representative on various canal and irrigation company boards
- **Michael Florence**, Lindon Planning & Econ. Development Director: PG-Lindon Chamber of Commerce Board; MAG Technical Advisory Committee
- **Noah Gordon**, Lindon City Engineer: MAG Technical Advisory Committee
- **Trent Andrus**, Lindon City Staff Engineer: Utah Lake Authority Technical Advisory Committee
- **Lt. Orlando Ruiz** - North Utah Valley Animal Shelter Board (NUVAS)

- 9. Presentation — Annual Open & Public Meetings Training.** City Attorney, Brian Haws will present the required annual training on the Open and Public Meetings Act and review the annual Disclosure Statements and Ethical Behavior Policy. *(20 minutes)*

Sample Motion: No motion needed.

- 10. Review & Signing of Disclosure Statements (conflict of interest disclosure) & Ethical Behavior Policy.** Council members will each review and complete the Lindon City Disclosure Statement & Ethical Behavior Policy forms and submit them to the Mayor & City Recorder.
(10 minutes)

Sample Motion: No motion needed.

Ethical Behavior Policy

Employee Code of Ethics

Employees shall annually sign and submit the Ethical Behavior Pledge Form (found in [Appendix A](#)) signifying that they will adhere to this Code of Ethics. The following list of ethical considerations, policies, and prohibited conduct applies to all employees and officers of Lindon City:

1. Matters for Disqualification from Acting on Lindon City Business.
 - a. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disclose said matter or disqualify him or herself from official action in those instances where conflict occurs;
 - b. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disclose said matter or disqualify him or herself from acting or participating;
 - c. Fail to disclose or disqualify him or herself from acting on any transaction which involves Lindon City and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
 - d. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which Lindon City or any City agency may be a party, and fails to disclose such interest to the appropriate authority prior to the formation of the contract or the time Lindon City or City agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.
2. Improper Use of Official Position.
 - a. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of Lindon City; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;
 - b. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any City funds or property, for a purpose which is, or to a reasonable person would appear to be, for something other than a legitimate purpose.
 - c. Except in the course of official duties, assist any person in any transaction where the employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with the City; provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;
 - d. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with Lindon City, and influence or attempt to influence the selection of, or the conduct of business with that business or entity.
3. Accept Gifts or Loans.

- a. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty; except that the following shall be allowed:
 - i. Unsolicited flowers, plants, and floral arrangements;
 - ii. Unsolicited advertising or promotional items of nominal value, such as pens and notepads;
 - iii. Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
 - iv. Unsolicited food items given to a department when the contents are shared among employees and/or the public;
 - v. Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by the City;
 - vi. Information material, publications, or subscriptions related to the recipient's performance of official duties;
 - vii. Food and beverages consumed at hosted receptions where attendance is related to official duties;
 - viii. Meals, beverages, and lodging associated with City approved meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from the City;
 - ix. Travel costs, lodging, and tuition costs associated with City sanctioned training or education when not provided by a private entity under contract with the City;
 - x. Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization in which the employee or officer was invited as a representative of the City and other officials or employees of similar agencies are in attendance;
 - xi. Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;
 - xii. Campaign contributions; and
 - xiii. Unsolicited gifts with an aggregate economic value of \$50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.
4. Disclose Privileged Information.
5. Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.
6. Financial or Beneficial Interest in Transactions.
7. Regardless of prior disclosure an employee or officer may not participate in or benefit from (personally or through his or her family) a contract or agreement where that employee or officer acted as an agent of Lindon City. This includes receiving compensation, gratuity or other benefit from an interested party of an agreement or contract with Lindon City.
8. Nepotism.
 - a. Employees and Officers shall not violate [Utah Code § 52-3](#) and Lindon City Anti-Nepotism policies ([Section 5.5](#)) which prohibits employment and/or supervision of

relatives, with few exceptions.

9. Misuse of Public Resources or Property / Fraud Prevention.

- a. Employees and Officers shall not violate [Utah Code § 76-8-4](#), which delineates the unlawful use of public funds and destruction of property, including records, and [Section 3](#) of this manual regarding appropriate use of City Property & Equipment.
- b. All employees, and elected & appointed officials have a responsibility to prevent, detect and report any fraud, corruption, unlawful use of public funds or property, or similar suspicious activity. The City will promptly investigate any suspected fraudulent or related dishonest activity made against the city.
 - i. **Fraud** is defined as any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain. Dishonest or fraudulent activities include, but are not limited to, the following:
 1. Forgery or alteration of documents (checks, bank draft, time sheets, invoices, agreements, etc.) or bank accounts belonging to the company or its subsidiaries;
 2. Misrepresentation of information on documents;
 3. Misappropriation of funds, supplies, or assets;
 4. Theft, disappearance, or unpermitted destruction of assets;
 5. Improprieties in the handling or reporting of money or financial transactions;
 6. Authorizing or receiving payments for goods not received or services not performed;
 7. Authorizing or receiving payment for hours not worked;
 8. Inappropriate use of the city's records and disclosing confidential and proprietary information to outside parties;
 - ii. **Corruption** is defined as the offering, giving, soliciting, or acceptance of an inducement or reward that may improperly influence the action of a person or entity. Some examples of corruption include: bribery, conspiracy, or extortion.
- c. Financial policies, procedures and internal controls shall be followed, including but not limited to, proper separation of duties related to accounting for and handling of public funds, proper handling of and use of city or state issued purchase cards, following of the city's purchasing and procurement policies, etc..
- d. **FRAUD HOTLINE:** If aware of any financial fraud or other fraudulent behavior by employees or officials of Lindon City, please call the City Administrator or City Attorney who can both be reached at 801-785-5043.

10. Outside Employment.

- a. Employees and Officers shall not retain secondary employment outside of Lindon City employment, which, as determined by the Lindon City Council, and according to [Utah Administrative Code R477-9-2](#):
 - i. Interferes with an employee's performance.
 - ii. Conflicts with the interests of Lindon City or the State of Utah.
 - iii. Gives substantial reason for criticism or suspicion of conflicting interests or duties.

11. Political Activity.

- a. Except as otherwise provided by State and Lindon City law & policies:
 - i. The partisan political activity, political opinion, or political affiliation of an

applicant for a position with Lindon City may not provide a basis for denying employment to the applicant.

- ii. A Lindon City officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
- iii. A Lindon City employee may not engage in political campaigning or solicit political contributions during hours of employment.
- iv. A Lindon City officer or employee may not use City equipment while engaged in campaigning or other political activity.
- v. A Lindon City officer or employee may not directly or indirectly coerce, command, or advise another City officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.
- vi. A Lindon City officer or employee may not attempt to make another officer or employee's employment status dependent on the officers or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.
- b. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.
- c. Nothing in this chapter shall be construed to:
 - i. prohibit a Lindon City officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or
 - ii. Permit a Lindon City officer or employee partisan political activity that is prohibited under federal law.
- d. No Lindon City officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Lindon City property.
- e. No Lindon City officer or employee shall promise any appointment to any position with Lindon City as a reward for any political activity.
- f. A Lindon City employee who is elected to an office with Lindon City shall terminate City employment prior to being sworn into the elected office.

12. Fair and Equal Treatment.

- a. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, sexual orientation, national origin, political affiliation, or functional limitation as defined by applicable state or federal laws and Lindon City policies, if otherwise qualified for the position or office.
- b. No Lindon City officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

13. Prohibited Conduct After Leaving Lindon City:

- a. No former employee shall, during the period of one (1) year after leaving Lindon City office or employment:
 - i. Disclose or use any privileged or proprietary information gained by reason of his/her City employment for his/her gain or anticipated gain, or for the gain or

anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;

- ii. Assist any person in proceedings involving an agency of Lindon City with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty;
- iii. Represent any person as an advocate in any matter in which the former employee was officially involved while a Lindon City employee;
- iv. Participate as a competitor in any competitive selection process for a City contract in which he or she assisted the City in determining the project or work to be done or the process to be used.

(Updated Oct. 19, 2020 Resolution #2020-24-R)

Ethical Behavior Pledge Form

Annual Ethics Pledge

The following pledge is required to be made annually by all officers and employees of Linton City:

I, (name) _____, (job title/office) _____ with Linton City, pledge to adhere to the code of ethics as approved by the Linton City Council and which is available in its entirety within the Linton City Employee Policies & Procedures Manual at <http://www.lintoncity.org/administration.htm>. This code of ethics includes, but is not limited to:

- improper use of official position,
- accepting gifts or loans,
- disclosing privileged information,
- retaining a financial or beneficial interest in a transaction,
- nepotism,
- misuse of public resources or property / fraud prevention,
- outside employment,
- political activity,
- fair and equal treatment, and
- conduct after leaving office or employment.

Fraud Hotline: *If aware of any financial fraud or other fraudulent behavior, or other violations of Linton City's Ethical Behavior Policy, I am aware that I should immediately call the City Administrator or City Attorney who can both be reached at 801-785-5043.*

Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and City policies provide for penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable policies, statutes and ordinances, as well as the Linton City code of ethics.

DATED THIS _____ DAY OF _____ 20____

(Signature)

LINDON CITY ANNUAL CONFLICT OF INTEREST DISCLOSURE

Utah statute (UCA 10-3-13) requires all elected or appointed officers and employees of municipalities to disclose any compensation they get for assistance in transactions involving Lindon City and any substantial interest they have in any businesses that are regulated by Lindon City, businesses that do work for Lindon City, or investments they have in any business that might create a conflict of interest with their duties working for Lindon City.

Employee Information

UCA 10-3-13 requires the name and address of the municipal employee.

- Please enter your name: _____
- Please enter your address: _____

• Business Interest

UCA 10-3-13 defines a substantial interest as, "the ownership, either legally or equitably, by an individual, the individual's spouse, or the individual's minor children, of at least 10% of the outstanding shares of a corporation or 10% interest in any other business entity." For instances where the substantial interest in a business does not exceed \$2,000, disclosure is not required.

- Do you have a substantial interest in a business to disclose?
☐ Yes ☐ No
- Please disclose the nature of your business interest:
 - ☐ I get compensation for assisting third parties with transactions involving Lindon City.
 - ☐ I myself, my spouse, or my minor children own 10% of the outstanding stock in a corporation or a 10% interest in any other business entity that is regulated by Lindon City.
 - ☐ I myself, my spouse, or my minor children own 10% of the outstanding stock in a corporation or a 10% interest in any other business entity that does work for Lindon City.
 - ☐ I myself, my spouse, or my minor children have investments in a business or businesses that could create a conflict of interest with my duties working for Lindon City.
- Please enter the business name: _____
- Please enter business address: _____
- Please enter the business phone number: _____
- What position do you hold at the business? _____
- What is the value of your interest in the business? _____
- Please enter the percentage you own.

- Please describe your interest in the business:
- Do you have another business interest to disclose?
☐ Yes ☐ No
- If you have more than 5 substantial interest in businesses, please email Chase Adams at cadams@lindoncity.org for further instructions.

• Email Address: _____

Signature: _____

LINDON CITY POLICY
MANUAL RECEIPT

A digital copy of the most current version of the Lindon City Policies and Procedures Manual is available for download at this link: <https://www.lindoncity.org/administration.htm>

(Print Name)

I acknowledge receipt of a copy of, and/or I have been provided the location of the digital link to, the Lindon City Policies and Procedures Manual. I understand that while training may be provided by the city regarding these policies, it is my responsibility to read the manual, and direct any questions regarding implementation of the policies contained in the manual to the Supervisor/Department Head, or the City Administrator for clarification. By signing this form, I affirm that I will abide by the Policies and Procedures of Lindon City as a condition of my employment, and that a violation of any policy contained in the manual may be cause for disciplinary action.

(Signature)

(Date)

ADJOURN