



**CITY OF KEARNS
COMMUNITY REINVESEMENT
MEETING AGENCY
AGENDA
July 14, 2025**

Kearns Library
4275 W 5345 S
Kearns, Utah 84118

PUBLIC NOTICE IS HEREBY GIVEN that the Kearns Community Reinvestment Agency will hold a meeting on the **14th day of July 2025** at 6:00 p.m. at the Kearns Library, 4275 W 5345 S, Kearns, Utah as follows:

*****Portions of the meeting may be closed for reasons allowed by statute. Motions relating to any of the items listed below, including final action, may be taken.***

PUBLIC MEETING

- 1. CALL TO ORDER**
- 2. DETERMINE QUORUM**
- 3. CITIZEN PUBLIC INPUT *(Limited to 3 Minutes Per Person)***

ORDER OF BUSINESS:

- 4. CONSENT AGENDA - None**
- 5. BOARD BUSINESS (Discussion/Motion)**
 - A. Appointment of Agency Officers
 - a. Chair – Kelly Bush
 - b. Vice Chair – Tina Snow
 - c. Secretary – Diana Baun
 - d. Executive Director – Daniel Torres
 - e. Attorney – Adam Long
 - B. Discussion and Approval of Agency Bylaws
 - C. Approval of Smith Hartvigsen as CRA Legal Counsel
 - D. Adopt Calendar of Meetings for 2025
 - E. Adopt Procurement Policy for CRA
- 6. CLOSED SESSIONS IF NEEDED AS ALLOWED PURSUANT TO UTAH CODE §52-4-205**
 - A. Discussion of the character, professional competence or physical or mental health of an individual
 - B. Strategy sessions to discuss pending or reasonably imminent litigation
 - C. Strategy sessions to discuss the purchase, exchange, or lease of real property
 - D. Discussion regarding deployment of security personnel, devices, or systems; and/or
 - E. Other lawful purposes as listed in Utah Code §52-4-205

7. ADJOURN

Upon request, within three working days' notice, the Greater Salt Lake Municipal Services District will provide free auxiliary aids and services to qualified individuals (including sign language interpreters, alternative, etc.). For assistance, please call (385) 377-9466 – TTY 711.

JOIN VIA ZOOM:

Meeting link:

<https://us06web.zoom.us/j/89969413562?pwd=T27GCTSPpwaqgVyToMjCz2mFLMKseE.1>

Meeting ID: 872 7799 2611

Passcode: 790959

POSTED ON: July 11, 2025

**COMMUNITY REINVESTMENT AGENCY OF KEARNS
BYLAWS, POLICIES, AND PROCEDURES**

I. BACKGROUND

- A. Policy: This shall be known as the Community Reinvestment Agency of Kearns ("Agency") Bylaws, Policies, and Procedures (the "Policy").
- B. Purpose: The Policy establishes guidelines for meetings of the Board, including how meetings are to be convened, how they are to be conducted, and how minutes are to be prepared and approved.

II. COMPLIANCE WITH STATE LAW

- A. Application of the Open and Public Meetings Act: In adopting the Policy, the Agency recognizes the application of the Open and Public Meetings Act, Utah Code §§ 52-4-101 et. seq. as it may be modified, amended, superseded or replaced from time-to-time (the "Act"). Any inconsistency or conflict between this Policy and applicable provisions of the Act shall be governed by the Act.
- B. Definitions: The definitions stated in Utah Code § 52-4-103 are incorporated herein by reference.

III. NAME OF THE AGENCY

- A. The name of the Agency shall be the "Community Reinvestment Agency of Kearns."

IV. BOARD, OFFICERS, AND AGENCY OFFICE

- A. Board: The Board shall be the Kearns Council.
- B. Chair and Vice Chair: The council shall select from its membership the Chief Executive Officer/Chair of the Board and the Vice Chair of the Board.
 - 1. The Chair of the Community Reinvestment Agency of Kearns presides over meetings, ensures the execution of board decisions, and provides overall leadership to the agency.
 - 1. The Chair of the Board shall be the elected Mayor of Kearns.
 - 2. The Vice Chair supports the Chair and assumes the Chair's duties in their absence, assisting in the leadership of the agency.
 - 1. The Vice Chair shall be the Deputy Mayor of Kearns.
 - 3. Term: The Chair and Vice Chair shall hold office for the duration of their terms as Mayor and Deputy Mayor of Kearns.
- C. Secretary: The Recorder is responsible for maintaining official records, preparing meeting minutes, and ensuring proper documentation for the agency.
 - 1. The recorder of the Agency shall be the Kearns Recorder, deputy recorder, or designee.
- D. Executive Director: The Executive Director of the Community Reinvestment Agency of Kearns oversees operations, implements policies, manages redevelopment projects, and ensures regulatory compliance.

1. The Executive Director of the Agency shall be the Economic Development Manager for Kearns or an otherwise qualified person appointed by the Board.

E. Treasurer, or Finance Officer: The Treasurer or Finance Officer is responsible for the care, custody, and disbursement of agency funds, pre-auditing expenditures to ensure compliance with budgetary appropriations, maintaining accurate financial records, and providing financial reports to the agency as requested, with the ability to designate an acting officer in their absence.

1. The Treasurer or Finance Officer shall be the Chief Financial Officer of Kearns, or their designee, or an otherwise qualified person appointed Kearns Treasurer, or designee.

F. Attorney. The Agency Attorney shall serve as legal counsel to the Board and Agency, providing advice on legal matters, reviewing contracts and agreements, preparing and reviewing resolutions and policies, ensuring compliance with applicable state and federal laws, representing the Agency in legal proceedings as needed, and assisting the Board and staff in carrying out their duties in accordance with Utah Code Title 17C and other governing statutes.

1. The Attorney shall be appointed by the Board and may be an employee of the Agency, an employee of Kearns, or an independent contractor.

G. Principal Office of the Agency: The principal office of the Agency shall be 8952 W Kearns Main St Kearns, Utah 84044.

V. POWERS AND DUTIES

A. Powers of the Board: The Board is the governing body of the Agency. All policy making powers of the Agency shall be exercised by the Board.

The Board holds the authority to fulfill the powers, duties, and functions of the Agency, as prescribed by **Title 17C of the Utah Code** or its successor provisions, along with other applicable state laws.

The Board is responsible for determining the selection and compensation of personnel, unless otherwise governed by a service contract with the City, in accordance with Utah state laws.

B. Chair. The Chair of the Board and will preside at all meetings of the Board and shall sign all resolutions adopted by the Board. At each meeting, the Chair shall submit such recommendations and information as the Chair may consider proper concerning the business, affairs and policies of the Agency. The Chair may sign contracts of the Agency, if the Board by resolution has specifically authorized the Chair to execute such document, subject to the terms and conditions of any contract of services with the City.

C. Executive Director. The Executive Director shall be responsible for providing staff support to the Board. The duties, responsibilities and authority of the Executive Director shall be as determined by resolution of the Board. Notwithstanding the

1 above, the Board shall not delegate any of the following powers and duties to the
2 Executive Director:

- 3 1. Powers and duties of the Agency's Recorder Treasurer, or Finance
4 Officer;
- 5 2. Powers and duties to be performed by the City or its officers or
6 employees under any contract of services between the City and the
7 Agency.

8 D. Additional Duties. The officers of the Agency shall perform such other duties
9 and functions as may from time to time be required by the Board or the by-laws
10 of the Agency. An officer of the Agency may be appointed to fill more than one
11 office.
12

13 14 VI. MEETING NOTICE AND AGNEDA

15 A. Required Annual Notice: The Board will, either shortly prior to or at the beginning
16 of each calendar year, establish an annual meeting schedule, including the
17 date, time, and location of each regular Board meeting through the year, and give
18 public notice of the annual meeting schedule as required by law.

19 Notwithstanding the foregoing, any meeting may be rescheduled at the request
20 or on the affirmative vote of a majority of the Board, with notice of the
21 rescheduled meeting to be provided as stated in paragraph IV

22 B. Special and Emergency Meetings: The Board may hold special and emergency
23 meetings, if they are properly called and notice of every such meeting is given as
24 provided in paragraph IV D. No emergency meeting of the Board may be held
25 unless an attempt has been made to notify all members of the Board, and a
26 majority of the Board approves holding the meeting. A special meeting of the
27 Board may be called by the Chair and an emergency meeting may be called by
28 the Chair. Any two Board Members may request that a special meeting of the
29 Board be held, but the approval of the Chair will be required. In the absence of
30 the Chair, the Vice Chair may call or approve either a special meeting or an
31 emergency meeting of the Board.

32 C. Agenda: An agenda shall be prepared for every meeting of the Board. Each topic
33 to be considered by the Board shall be listed with reasonable specificity to notify
34 the public as to the topics to be considered at the meeting. Any two Board
35 Members or the Chair may request an item for an agenda.

36 D. Notice: Not less than 24 hours' advance public notice, including the agenda,
37 date, time, and place, will be given for each regular and special meeting of the
38 Board, by posting a written notice at the principal office of the Agency, be posted
39 to the Kearns Website and be posted on the Utah Public Notice Website created
40 under Utah Code § 63F-1-701. If, due to unforeseen circumstances, it is
41 necessary for the Board to hold an emergency meeting to consider matters of an
42 emergency or urgent nature, the provision of Utah Code § 52-4-202(5) shall
43 apply.

- 1 E. Amendments to Agenda: The agenda of a meeting of the Board may be amended
2 even though notice of the meeting has already been given as provided in
3 paragraph IV D immediately above if the amended notice is posted and given in
4 accordance with the requirements of paragraph IV D at least 24 hours before the
5 scheduled time of the meeting.
6

7 VII. CONDUCT OF MEETINGS

- 8 A. Quorum: A majority of the Board constitutes a quorum for the transaction of
9 agency business. The Board may not adopt a resolution, pass a motion, or take
10 any other official board action without the concurrence of at least a majority of
11 the Board members present at a meeting at which a quorum is present. A Board
12 Member who is not physically present may nevertheless participate in the
13 meeting through electronic means and be counted toward the required quorum
14 in accordance with UTAH CODE ANN. § 52-4-207. Any Board Member
15 participating via electronic means may make, second and vote on all motions
16 and participate in the discussion as though present, except that the Board
17 Member who chairs the meeting must be present at the anchor location.
- 18 B. Control of the Meeting: Unless the Chair or Vice Chair, as appropriate, is
19 participating in the meeting via electronic communication, each meeting of the
20 Board will be conducted by the Chair, if present or by the Vice Chair in the
21 absence of the Chair. If neither the Chair nor the Vice Chair is physically present
22 (but there is still a quorum) a Board Member who is physically present at the
23 anchor location will preside over the meeting with the consent of a majority of
24 the Board members who are physically present at that location. The Board
25 Member chairing the meeting may relinquish the chair to the next Board Member
26 in succession, other than a Board Member participating via electronic
27 communication, at any time during the meeting. The Board Member chairing a
28 meeting may discuss every matter coming before the Board, make, second and
29 vote on motions, and otherwise fully participate in the meeting.
- 30 C. Public Participation: Time for public comment may, at the discretion of the
31 Chair, be allowed at any meeting of the Board in accordance with the following:
- 32 1. Each speaker will be expected to state his or her name before directing
33 comments to the Board.
 - 34 2. The public comment portion of a meeting is not a question-and-
35 answer session. Rather, it is intended to enable the Board to receive
36 testimony and input from the public. Any member of the public who
37 has questions regarding any aspect of the Agency's operations is
38 encouraged to contact an appropriate staff member outside of the
39 meeting, including staying after the meeting has been adjourned.
 - 40 3. The purpose of public comment is to allow citizens to address the
41 Board, and each speaker will be asked to complete a written comment
42 form and present it to the Recorder. In general, the chair will allow an
43 individual three minutes to address the Board. A spokesperson,
44 recognized as representing a group in attendance, may be allowed up

1 to five minutes. At the conclusion of the citizen comment time, the
2 chair may direct staff to assist the citizen on the issue presented;
3 direct the citizen to the proper administrative department(s); or take
4 no action. This policy also applies to all public hearings. Citizens may
5 also submit written requests (outlining their issue) for an item to be
6 considered at a future meeting. The chair may place the item on the
7 agenda under citizen comments; direct staff to assist the citizen;
8 direct the citizen to the proper administrative departments; or take no
9 action.

- 10 D. Expulsion from a Meeting: The right to attend and observe a public meeting does
11 not include the right to otherwise participate in that meeting unless it is a public
12 hearing. Public participation in Agency Board meetings is a privilege granted by
13 the Board in the interest of open government but is not a right. Any person who
14 willfully disrupts a Board meeting to the extent that the orderly conduct of the
15 meeting is seriously compromised may be removed from the meeting. Should
16 the person refuse to leave the meeting when asked to do so by the Board
17 Member chairing the meeting, security personnel or law enforcement officials
18 may be called to remove the person.
- 19 E. Closed Meetings: Except as otherwise provided in this paragraph E, all meetings
20 of the Board are to be open to the public. A meeting, or a portion of a meeting,
21 may be closed to the public upon a two-thirds affirmative vote of the Board
22 members present at the meeting, provided that a quorum is then present. A
23 meeting may be closed for any of the reasons specified in Utah Code § 52-4-205
- 24 F. Conduct of a Closed Meeting: The Board members may not approve any
25 ordinance resolution, rule, regulation, contract or appointment during a closed
26 meeting. The identity of the specific person whose character, competence or
27 health is to be discussed, the identity of the parties to pending or reasonably
28 imminent litigation, or the identity of property which the Board is considering
29 purchasing, exchanging or leasing need not be stated in the motion to close the
30 meeting or in the public portion of the meeting where such disclosure might
31 infringe on the confidence necessary to fulfill the purpose of closing the
32 meeting. Only the Board members, and those persons designated by the Board,
33 may be present during a closed meeting.
- 34 G. Recording of Meetings: The Agency is required to record all Board meetings. Any
35 other person in attendance may record all or any part of an open meeting,
36 provided that the recording does not interfere with the conduct of the meeting.
37 The Agency's recording of a meeting is to be maintained for such period of time
38 as established by State Archives.
- 39 H. Official Book of Resolutions: All resolutions shall be in writing and designated by
40 number, reference to which shall be inscribed in the minutes and an approved
41 copy of the approved resolution should be filed in the Official Book of
42 Resolutions of the Agency.
- 43
44

1 VIII. ELECTRONIC MEETINGS

- 2 A. Adoption by Reference: The Board hereby adopts by this reference the
3 electronic meetings rules, regulations, and policies adopted by Kearns.
4

5 IX. MINUTES AND RECORDINGS

- 6 A. Adoption by Reference: The Board hereby adopts by this reference the minutes
7 and recording rules, regulations, and policies adopted by Kearns.
8

9 X. APPLICATION OF THE POLICY

10 Neither this Policy nor the Act shall apply to any chance meeting or social meeting or
11 gathering of any Board members provided, however, that such chance meeting or social
12 meeting or gathering shall not be used to circumvent this Policy. Similarly, any number of
13 Board members not constituting a quorum may meet and may discuss Agency business.
14 Otherwise, this Policy shall apply to all regular, special and emergency meetings of the
15 Board.

16 APPROVED BY THE COMMUNITY REINVESTMENT AGENCY OF KEARNS BOARD OF TRUSTEES IN
17 KEARNS, SALT LAKE COUNTY, UTAH THIS ____ DAY OF _____, ____.

Community Reinvestment Agency (CRA) of Magna
Proposed 2025 Meeting Calendar

2025

- July 14, 2025
- August 11, 2025
- September 8, 2025
- October 13, 2025
- November 10, 2025
- December 8, 2025