



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

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

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

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

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

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

22                   V. POWERS AND DUTIES

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

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

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

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

38                   C. Executive Director. The Executive Director shall be responsible for providing staff  
39                   support to the Board. The duties, responsibilities and authority of the Executive  
40                   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.

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13 VI. MEETING NOTICE AND AGENDA

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

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

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

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

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

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

## VII. CONDUCT OF MEETINGS

A. Quorum: A majority of the Board constitutes a quorum for the transaction of agency business. The Board may not adopt a resolution, pass a motion, or take any other official board action without the concurrence of at least a majority of the Board members present at a meeting at which a quorum is present. A Board Member who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward the required quorum in accordance with UTAH CODE ANN. § 52-4-207. Any Board Member participating via electronic means may make, second and vote on all motions and participate in the discussion as though present, except that the Board Member who chairs the meeting must be present at the anchor location.

B. Control of the Meeting: Unless the Chair or Vice Chair, as appropriate, is participating in the meeting via electronic communication, each meeting of the Board will be conducted by the Chair, if present or by the Vice Chair in the absence of the Chair. If neither the Chair nor the Vice Chair is physically present (but there is still a quorum) a Board Member who is physically present at the anchor location will preside over the meeting with the consent of a majority of the Board members who are physically present at that location. The Board Member chairing the meeting may relinquish the chair to the next Board Member in succession, other than a Board Member participating via electronic communication, at any time during the meeting. The Board Member chairing a meeting may discuss every matter coming before the Board, make, second and vote on motions, and otherwise fully participate in the meeting.

C. Public Participation: Time for public comment may, at the discretion of the Chair, be allowed at any meeting of the Board in accordance with the following:

1. Each speaker will be expected to state his or her name before directing comments to the Board.
2. The public comment portion of a meeting is not a question-and-answer session. Rather, it is intended to enable the Board to receive testimony and input from the public. Any member of the public who has questions regarding any aspect of the Agency's operations is encouraged to contact an appropriate staff member outside of the meeting, including staying after the meeting has been adjourned.
3. The purpose of public comment is to allow citizens to address the Board, and each speaker will be asked to complete a written comment form and present it to the Recorder. In general, the chair will allow an individual three minutes to address the Board. A spokesperson, 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.

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## VIII. ELECTRONIC MEETINGS

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

## IX. MINUTES AND RECORDINGS

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

## X. APPLICATION OF THE POLICY

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

APPROVED BY THE COMMUNITY REINVESTMENT AGENCY OF KEARNS BOARD OF TRUSTEES IN  
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