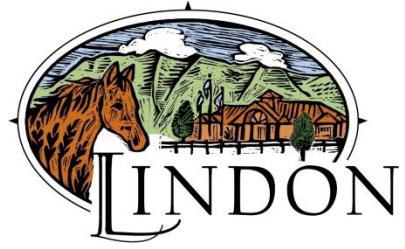


## **Lindon City Council Staff Report**

Prepared by Lindon City  
Administration

**September 2, 2025**

# Notice of Meeting of the *Lindon City Council*



The Lindon City Council will hold a meeting **at 5:15 pm on Tuesday, September 2, 2025** in the Lindon City Center Council Chambers, 100 North State Street, Lindon, Utah. Meetings are typically broadcast live at [www.youtube.com/user/LindonCity](https://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: Cole Hooley, Councilmember  
Pledge of Allegiance: By invitation

## 1. Call to Order / Roll Call

## 2. Presentations and Announcements:

- a) JustServe City recognition presented by Tom & Jane Fox, JustServe Specialists.
- b) Comments / Announcements from Mayor and Council members.

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

## 4. Council Reports

## 5. Administrator's Report

## 6. Approval of Minutes — The minutes of City Council meeting from August 4, 2025.

## 7. Consent Agenda — (*Items do not require public comment or discussion and can all be approved by a single motion*)

The following consent agenda was presented for approval:

- a) *There are no consent agenda items.*

## 8. Review & Action: America250 Utah celebration; Resolution #2025-21-R.

The Council will review a request by the Mayor and the Parks & Recreation Department to participate in the America250 Utah celebration by forming a committee and holding event(s) to celebrate the 250th anniversary of the founding of the United States.

## 9. Review & Action: Emergency Operations Plan update; Resolution #2025-19-R.

Kelly Johnson, Lindon City Emergency Manager, will present proposed updates to the Lindon EOP.

## 10. Review & Action: UDOT Agreement for road construction funding.

The Council will review and consider an agreement with UDOT for funds to be transferred to the city to assist with construction costs associated with the 400 West / 400 North connection to State Street.

## 11. Review & Action: Policy Manual updates, Resolution #2025-20-R.

The Council will review proposed updates to the Lindon City Policies & Procedures Manual.

## 12. Closed Session -

The City Council will discuss potential purchase or sale of real property and pending or possible litigation per Utah Code 52-4-205(1)(e) & 52-4-205(1)(c). This session is closed to the general public.

## 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.lindon.gov](http://www.lindon.gov). 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.lindon.gov](http://www.lindon.gov)) websites.

Posted by: *lsl* **Britni Laidler, Lindon City Recorder**

Date: **August 28, 2025**; Time: **4:30 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](https://www.youtube.com/user/LindonCity)*

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

Invocation: Cole Hooley, Councilmember

Pledge: By invitation

### **Item 1 – Call to Order / Roll Call**

**September 2, 2025 Lindon City Council meeting.**

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

### **Item 2 – Presentations and Announcements**

- a) JustServe City recognition presented by Tom & Jane Fox, JustServe Specialists.
- b) Comments / Announcements from Mayor and Council members.

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

## **Item 4 - COUNCIL REPORTS:**

*(20 minutes)*

- A) MAG/MPO, COG, UIA, ULA, ULCT, Youth Council, School Dist (Mayor), Public Relations (media)
- B) Public Works/Eng., Irrigation Co. Representative, Cemetery, Facilities/Building
- C) CTC, Healthy Utah, School District Liaison (Council), Historical Commission, Tree Board
- D) Police/Fire/EMS, CERT, Economic Dev., Lindon Days, Utah League of Cities & Towns Alternate
- E) Transfer Station Board, Planning Commission, Community Development/General Plan, Parks & Trails
- F) Youth Council (Lead Advisor), Econ. Dev, PG/Lindon Chamber of Comm., Senior Center, Edu. grants

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

## **Item 5 - ADMINISTRATOR'S REPORT**

*(10 minutes)*

### **Misc. Updates:**

- October Newsletter article – **Adam Cowie**
- Citywide Drill, Monday, Sept 15th at 6:00pm. Come assist w/food drive.
- Next regular meeting September 16<sup>th</sup> (**TUESDAY**)
- Meet the Candidates Night set for September 22 at 7:00 PM
- Misc. Items.

## **Item 6 – Approval of Minutes**

- Review and approval of City Council minutes: **August 4, 2025**

2 The Lindon City Council regularly scheduled meeting on **Monday, August 4, 2025, at**  
5:15 pm in the Lindon City Center, City Council Chambers, 100 North State Street,  
4 Lindon, Utah.

6 **REGULAR SESSION – 5:15 P.M.**

8 Conducting: Carolyn Lundberg, Mayor  
Invocation: Steve Stewart, Councilmember  
10 Pledge of Allegiance: Adam Cowie

12 **PRESENT** **EXCUSED**

Carolyn Lundberg, Mayor  
14 Van Broderick, Councilmember  
Cole Hooley, Councilmember  
16 Jake Hoyt, Councilmember – *arrived at 5:21 p.m.*  
Lincoln Jacobs, Councilmember  
18 Steve Stewart, Councilmember  
Mike Florence, Community Dev. Director  
20 Noah Gordon, City Engineer  
Trent Andrus, Assistant City Engineer  
22 Heath Bateman, Parks and Recreation Director  
Brian Haws, City Attorney  
24 Adam Cowie, City Administrator  
Britni Laidler, City Recorder

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

28 2. **Presentations and Announcements:**

30 a) **Employee of the Quarter Bryce McConkie** – Adam Cowie, City  
32 Administrator presented Bryce McConkie with the Employee of the Quarter  
34 Award, noting that Bryce had been with Lindon for 2.5 years after working in  
36 Draper for many years. Mr. McConkie was recognized for his friendliness,  
helpfulness, and positive attitude. He was specifically commended for  
38 handling the work of two building inspectors while the department was  
shorthanded, working extra hard to keep contractors happy during the  
transition. Mr. McConkie received a \$50 gift card in appreciation of his  
efforts.

40 b) **Introduction of new City Planner II** - Mike Florence, Community  
42 Development Director introduced Brittany Wilde as the Planning Departments  
44 new City Planner II to the council. Mr. Florence noted that Ms. Wilde  
previously worked for Bear River Association of Governments as a regional  
planner and has a master's degree from Penn State. Mrs. Wilde was welcomed

2 by the Council, with Councilmember Jacobs humorously remarking that she  
4 "cannot leave for 5 years" because they need her desperately.

6 **3. Open Session for Public Comment** – Mayor Lundberg called for any public  
8 comments. There were no comments.

10 **4. COUNCIL REPORTS:**

12 **Councilmember Hoyt** – Councilmember Hoyt commended the Lindon Days celebration  
14 and specifically recognized the police department's involvement in community events. He  
16 appreciated the leadership approach of the Police Chief in having officers interact with  
the community during events like the concert, where they handed out glow sticks, and  
their participation in the parade.

18 **Councilmember Broderick** – Councilmember Broderick reported on attending the  
20 Provo Bench Canal and Irrigation Company meeting, noting that multiple meetings  
22 would be held in the coming months to determine the future of the irrigation company.  
24 He explained this could be good news for Lindon, providing a more effective way to  
deliver water into the secondary water system. He also mentioned ongoing road  
improvement work with seal coating happening on Center Street and other locations.  
Additionally, he noted that water consumption was up about 10% on secondary water  
over last year due to dry conditions, emphasizing the need to use water wisely during  
drought.

26 **Councilmember Stewart** – Councilmember Stewart commended the Parks and  
28 Recreation Department for an incredible Lindon Days celebration. He specifically praised  
30 Heath, Alan, Jamie, Tracy, McKindra, Wade, and others in the Park and Recreation  
32 Department for their efforts, noting that many residents had commented it was one of the  
best experiences they'd had. He also highlighted the Youth Council's extensive  
participation at various events including the car show, ice cream social, night out against  
crime, rodeo, parade, first responders' breakfast, and boat regatta.

34 **Councilmember Jacobs** – Councilmember Jacobs praised Lindon Days, particularly  
36 highlighting the Huck Finn fishing activity and the joy it brought to children. He  
mentioned that Mr. Florence had submitted the annual moderate income housing report to  
the state the previous week

38 **Councilmember Hooley** – Councilmember Hooley reported on the Communities That  
40 Care program, noting they've been doing phenomenal work with their programming. He  
mentioned that the program received a grant to continue operations, which was  
significant considering that two other CTCs were recently shut down. The grant was  
smaller than in previous years, so they are applying for additional funding through IHC to

2 fill the gaps. He also reminded residents to vote in the primary election for school board  
seats.

4 **Mayor Lundberg** – Mayor Lundberg thanked Councilmember Hooley for leading the  
6 meeting until her arrival. She joined other council members in praising the Parks and  
8 Recreation Department for the Lindon Days events. The Mayor then discussed secondary  
10 water metering, explaining that a joint meeting was held with Saratoga Springs to explore  
12 their methodologies for water metering. She noted that while Lindon has installed meters  
14 as required by state law, they are collecting data before implementing usage-based  
charges for secondary water. The goal is to establish a rate structure based on lot sizes to  
balance conservation needs with preserving Lindon's character. Juan Garrido, Public  
12 Works Director, added that they're experiencing some technical issues with  
communication between meters and the central system, but they're continuing to gather  
14 data.

16 Mayor Lundberg also reported on collaboration with Mountain Land Association  
18 of Governments for suicide prevention signage at trailheads. Chief Brower explained that  
20 they've been working with the Forest Service on signage that would trigger emotional  
responses with messages like "you matter" to show people care. The Mayor mentioned  
22 that Lindon was recognized as one of the premier communities partnering on this  
initiative.

22 The Mayor also highlighted the upcoming completion of the Heritage Trail, which  
24 will be the first lake-to-mountain multi-use trail in the valley, connecting with Murdoch  
26 and Bonneville trails down to the lake. Additionally, she provided an update on the future  
28 nature center project in collaboration with Utah Lake Authority and UVU, noting that  
Congressman Owens and Senator Curtis are working to secure \$2.5 million in funding for  
the project.

30 **5. Administrator's Report**

32 Mr. Cowie reported on the following items:

- 34 • September Newsletter article – Chief Brower
- 36 • Next regular meetings: September 2nd (TUESDAY), September 16th (TUESDAY)
- Meet the Candidates Night is set for September 22 at 7:00 PM
- Misc. Items

38 **6. Approval of Minutes** – The minutes of the regular City Council meeting of July  
40 7, 2025 and July 15, 2025.

42 COUNCILMEMBER JACOBS MOVED TO APPROVE THE MINUTES OF  
44 THE REGULAR CITY COUNCIL MEETING OF JULY 7, 2025 AND JULY 15, 2025  
AS PRESENTED. COUNCILMEMBER HOYT SECONDED THE MOTION. THE  
VOTE WAS RECORDED AS FOLLOWS:

2 COUNCILMEMBER BRODERICK AYE  
3 COUNCILMEBER HOYT AYE  
4 COUNCILMEMBER JACOBS AYE  
5 COUNCILMEMBER HOOLEY AYE  
6 COUNCILMEMBER STEWART AYE  
7 THE MOTION CARRIED UNANIMOUSLY.

8  
9 7. **Consent Agenda Items** - Items do not require public comment or discussion and  
10 can all be approved by a single motion. The following consent agenda item was  
11 presented for approval.

12  
13 a) **Utah County Interlocal Agreement for renewal of Communities That  
14 Care (CTC) program funding**; Resolution #2025-17-R  
15  
16 b) **Surplus Equipment Disposal**. Resolution #2025-18-R

17 COUNCILMEMBER HOOLEY MOVED TO APPROVE THE CONSENT  
18 AGENDA ITEMS AS PRESENTED WITH CLARIFICATION ON SECTION 4 OF  
19 THE CTC AGREEMENT. COUNCILMEMBER STEWART SECONDED THE  
20 MOTION. THE MOTION CARRIED.

21  
22 **CURRENT BUSINESS**

23  
24 8. **Review & Action: Bid Award for Park Master Planning Services.** The  
25 Council will review and consider awarding a planning service contract to Civil  
26 Science in the amount of \$69,400 to create detailed park & recreation master  
27 plans for specific park locations.

28  
29 Heath Bateman, Parks & Recreation Director, and Ron Clegg presented  
30 information about the bid award for park master planning services. Mr. Clegg explained  
31 that the city was working to be better prepared for recreation grant opportunities by  
32 developing detailed master plans for three areas: the east bench, Lindon Hollow, and the  
33 Thornton property. He noted that they had sent out an RFP to four firms and received  
34 three responses, which were independently reviewed by himself, Heath, and Noah. Civil  
35 Science was recommended as the best fit despite their higher cost, due to their  
36 engineering division and their ability to handle the infrastructure aspects of the projects.

37  
38 The council discussed the value of these master plans and their concerns about the  
39 cost. Councilmember Hoyt questioned the expense and reflected on the Parks Master  
40 Plan from six years ago, pondering if it was already becoming outdated. He sought  
41 assurance that these specific park plans would have long-term value and that the city was  
42 committed to moving forward with the projects in the near future, expressing a desire for  
43 confidence that the city was making prudent budgetary decisions. Mr. Clegg and Mr.  
44 Bateman explained that the plans would help the city compete for grants worth hundreds

2 of thousands to millions of dollars, emphasizing the increased competition for recreation  
4 grants and the necessity of providing detailed plans to be awarded funds. Mr. Clegg noted  
that where Lindon once stood alone in its grant applications, now many other  
municipalities vied for the same funds.

6 After extensive discussion about the return on investment and consideration of  
8 which parks were priorities, it became clear that the council appreciated the  
comprehensive approach, realizing the competitive nature of current grant attainment.  
10 Councilmember Broderick raised concerns about the existing state of critical  
infrastructure and the need for effective allocation of resources yet acknowledged the  
12 significant opportunity that grants could provide. Ultimately, the council decided to  
proceed with all three sites, underlining a commitment to a calculated investment,  
14 leveraging the opportunity to secure outside funding to enhance public spaces. They  
recognized the potential benefits of the master plans not only in securing future grants but  
16 also in providing a strategic framework for the city's recreational infrastructure  
development.

18 Mayor Lundberg asked for any further comment from the council. Hearing none,  
20 she called for a motion.

22 COUNCILMEMBER BRODERICK MOVED TO APPROVE AWARDING  
24 CIVIL SCIENCE, THE PARK PLANNING SERVICE CONTRACT IN THE AMOUNT  
OF \$69,400 AS PRESENTED. COUNCILMEMBER JACOBS SECONDED THE  
MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

26 COUNCILMEMBER BRODERICK AYE  
COUNCILMEMBER HOYT AYE  
28 COUNCILMEMBER JACOBS AYE  
COUNCILMEMBER HOOLEY AYE  
30 COUNCILMEMBER STEWART AYE  
THE MOTION CARRIED.

32 **9. Review & Action: Traffic calming recommendations.** The Council will review  
34 & consider recommendations from the Lindon City Engineering division for  
traffic calming measures to be installed on 400 North between 400 E and 800 E.

36 Trent Andrus and Noah Gordon from the Engineering Division presented  
38 information regarding traffic calming measures for 400 North based on a resident's  
request. The request stemmed from concerns about speeding in the area, and a traffic  
40 study conducted by the city found that the 85th percentile speed was 33 mph in a 25 mph  
zone, with average daily traffic of 3,400 vehicles. This speed and volume met the  
42 threshold for traffic calming measures according to the city's citizen-initiated traffic  
calming program criteria.

2        The engineers suggested the use of temporary plastic delineators, similar to those  
3        employed by Lehi City, to create chokers in the roadway, aiming to narrow the road  
4        width and subsequently slow down traffic. This approach was considered a temporary  
5        solution to evaluate effectiveness before committing to permanent concrete structures.  
6        Mr. Gordon added that temporary delineators could offer an inexpensive way of  
7        determining the necessity of more permanent installations.  
8

9  
10        Mr. Washburn, a resident who had organized the local community regarding this  
11        issue, raised concerns about the potential aesthetic impact and driveway access  
12        challenges posed by the delineators. He suggested other options such as implementing a  
13        center island, which he argued could be accommodated without significantly  
14        compromising on-street parking, or reinstating a four-way stop at the intersection of 400  
15        North and Canal Drive. He emphasized that many residents preferred these options over  
16        the proposed delineators.

17  
18        Mrs. Washburn also addressed safety concerns, highlighting the difficulty in  
19        visibility at the 400 North and Canal intersection, particularly with the retaining wall and  
20        landscaping, and the potential for increased traffic once the temple opens. She invited  
21        council members to drive the area themselves to assess the visibility concerns firsthand  
22        and consider the future strain on traffic flow.

23  
24        The council discussed these concerns and acknowledged the need for further  
25        study. They decided to look into the effectiveness of existing chokers within the city, like  
26        those on 800 West, and agreed to wait for further data collection once school is back in  
27        session, as traffic patterns may change with the school year. The decision was made to  
28        revisit the issue after collecting more comprehensive data to best inform any further  
29        actions regarding traffic calming measures on 400 North.

30  
31        Mayor Lundberg asked for any further comment from the council. Hearing none,  
32        she called for a motion.

33  
34        COUNCILMEMBER BRODERICK MOVED TO CONTINUE THE TRAFFIC  
35        CALMING MEASURES ON 400 NORTH. COUNCILMEMBER HOYT SECONDED  
36        THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

37        COUNCILMEMBER BRODERICK            AYE  
38        COUNCILMEMBER HOYT                    AYE  
39        COUNCILMEMBER JACOBS                  AYE  
40        COUNCILMEMBER HOOLEY                AYE  
41        COUNCILMEMBER STEWART                AYE  
42        THE MOTION CARRIED.

43  
44        **10. Public Hearing - General Plan Future Land Use Map Amendment,**  
45        **Ordinance 2025-10-O.** The council will review and consider an amendment to  
46        the Lindon City General Plan Future Land Use Map designation for the property

2 located at 377 S 800 W (Parcel 45:417:0017) from Flex Office to Flex  
4 Commercial. The Planning Commission recommended approval of this item.

6 COUNCILMEMBER HOYT MOVED TO OPEN THE PUBLIC HEARING.  
8 COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE MOTION  
CARRIED.

10 Mike Florence, Community Development Director presented this item. He noted  
12 he would be presenting this item and agenda item #11 together. Mr. Florence presented a  
request to amend the General Plan Future Land Use Map designation for the property at  
14 377 S 800 W from Flex Office to Flex Commercial. The property is located in the  
Canopy Business Park, which was subdivided around 2005. The applicant, Jeff  
16 Alexander of Alexander's Print Advantage, was looking to add an office/warehouse  
building on the corner parcel to expand his business while remaining in Lindon.

18 Jeff Alexander and his son Nick explained that they had outgrown their current  
20 location and needed more warehouse and office space. Their current location was well-  
22 maintained, and they emphasized their intent to build a tilt-up concrete building that  
would complement the existing aesthetic of the business park, maintaining consistency  
24 and architectural character. They assured the council that the building would not just be a  
plain warehouse; it would possess multiple entrances, canopies, and varied designs to  
26 meet the community's expectations for an attractive business environment. Nick  
Alexander added that the new building's appearance would be similar in height to an  
adjacent warehouse they are currently renting and promised it would be more  
characteristically appealing.

28 The council discussed the implications of changing the zoning, with concerns  
30 about the precedent it might set. They were reassured by Mr. Florence, who clarified the  
stringent design standards within the regional commercial zone, which include a  
32 requirement for 60% glass on street-facing facades, articulated designs, and landscaped  
surroundings. These assurances helped alleviate concerns regarding future ownership  
34 should the Alexanders decide not to proceed with the purchase. In addition, it was noted  
36 that the regional commercial zone does allow for more flexibility in building design,  
making it a suitable choice for Alexander's updated warehouse and office needs.

38 The Planning Commission had already unanimously recommended approval for  
40 this amendment, noting the importance of supporting local businesses. The Alexanders  
42 expressed their commitment to maintaining high standards in both property appearance  
and landscaping, akin to their original building, which is nearing its 30th year and  
44 remains in good condition. Jeff Alexander conveyed their ability to subdivide the new  
building into multiple office warehouse units if necessary, ensuring its adaptability and  
continued alignment with business park standards.

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

4                    COUNCILMEMBER HOYT MOVED TO CLOSE THE PUBLIC HEARING.  
5        COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE MOTION  
6        CARRIED.

8        Councilmember Hooley expressed concern about changing the zoning as it might  
10      set a precedent. He highlighted the city's master plan's original intention for the area to be  
12      cohesive and questioned what might be lost by deviating from that vision. Despite his  
14      concerns, he recognized the importance of supporting the growth of local businesses like  
16      Alexander's, which promised to maintain high aesthetic standards for their new building.

18        Mayor Lundberg asked for any further comment from the council. Hearing none,  
20      she called for a motion.

22                    COUNCILMEMBER HOYT MOVED TO APPROVE ORDINANCE 2025-10-O  
24      AMENDING THE LINDON CITY GENERAL PLAN FUTURE LAND USE FOR THE  
26      PROPERTY LOCATED AT 377 S. 800 W. FROM FLEX OFFICE TO FLEX  
28      COMMERCIAL AS PRESENTED. COUNCILMEMBER STEWART SECONDED  
30      THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBER HOYT	AYE
COUNCILMEMBER JACOBS	AYE
COUNCILMEMBER HOOLEY	AYE
COUNCILMEMBER STEWART	AYE
THE MOTION CARRIED	

32                    **11. Public Hearing - Zoning Map Amendment, Ordinance 2025-11-O.** The  
34      council will review and consider an amendment to the Lindon City Zoning Map  
36      designation on the property located at 377 S. 800 W. (Parcel 45:417:0017) from  
38      Research & Business to Regional Commercial. The Planning Commission  
40      recommended approval of this item.

36        COUNCILMEMBER BRODERICK MOVED TO OPEN THE PUBLIC  
38      HEARING. COUNCILMEMBER HOYT SECONDED THE MOTION. THE MOTION  
40      CARRIED.

42        *This item was presented in agenda item #10.*

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

2 COUNCILMEMBER HOYT MOVED TO CLOSE THE PUBLIC HEARING.  
3 COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE MOTION  
4 CARRIED.

6 Mayor Lundberg asked for any further comment from the council. Hearing none,  
she called for a motion.

8 COUNCILMEMBER STEWART MOVED TO APPROVE ORDINANCE 2025-  
10 11-O TO AMEND THE LINDON CITY ZONING MAP FROM RESEARCH &  
BUSINESS TO REGIONAL COMMERCIAL AS PRESENTED. COUNCILMEMBER  
12 HOYT SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:  
13 COUNCILMEMBER BRODERICK AYE  
14 COUNCILMEMBER HOYT AYE  
15 COUNCILMEMBER JACOBS AYE  
16 COUNCILMEMBER HOOLEY AYE  
17 COUNCILMEMBER STEWART AYE  
18 THE MOTION CARRIED

20 **12. Review & Action: Planning Commissioner reappointments.** The Council will  
review and consider re-appointing Steve Johnson as a Planning Commissioner,  
22 serving a new three-year term.

24 Mike Florence, Community Development Director, presented this item. He stated  
that Steve Johnson has served on the Planning Commission for 3 terms and would like to  
26 serve another 3-year term.

28 COUNCILMEMBER HOYT MOVED TO APPROVE THE RE-  
APPOINTMENT OF STEVE JOHNSON AS A PLANNING COMMISSIONER WITH  
30 A THREE-YEAR TERM AS PRESENTED. COUNCILMEMBER BRODERICK  
SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:  
32 COUNCILMEMBER BRODERICK AYE  
33 COUNCILMEMBER HOYT AYE  
34 COUNCILMEMBER JACOBS AYE  
35 COUNCILMEMBER HOOLEY AYE  
36 COUNCILMEMBER STEWART AYE  
37 THE MOTION CARRIED.

38 **13. Closed Session** - The City Council will discuss potential purchase or sale of real  
40 property and pending or possible litigation per Utah Code 52-4-205(1)(e) & 52-4-  
205(1)(c). This session is closed to the general public.

42 COUNCILMEMBER BRODERICK MOVED TO ENTER A CLOSED  
44 SESSION. COUNCILMEMBER HOOLEY SECONDED THE MOTION.  
THE VOTE WAS RECORDED AS FOLLOWS:

2 COUNCILMEMBER BRODERICK AYE  
3 COUNCILMEMBER HOYT AYE  
4 COUNCILMEMBER JACOBS AYE  
5 COUNCILMEMBER HOOLEY AYE  
6 COUNCILMEMBER STEWART AYE  
7 THE MOTION CARRIED UNANIMOUSLY.  
8

9 COUNCILMEMBER BRODERICK MOVED TO CLOSE THE CLOSED  
10 SESSION AND RECONVENE THE REGULAR CITY COUNCIL MEETING.  
11 COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS  
12 RECORDED AS FOLLOWS:

13 COUNCILMEMBER BRODERICK AYE  
14 COUNCILMEMBER HOYT AYE  
15 COUNCILMEMBER JACOBS AYE  
16 COUNCILMEMBER HOOLEY AYE  
17 COUNCILMEMBER STEWART AYE  
18 THE MOTION CARRIED UNANIMOUSLY.

19 Adjourn –

20 COUNCILMEMBER BRODERICK MOVED TO ADJOURN THE MEETING  
21 AT 8:38 PM. COUNCILMEMBER STEWART SECONDED THE MOTION. ALL  
22 PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

23

24 Approved – September 2, 2025

25

26 

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27 Britni Laidler, City Recorder

28

29 

---

30 Carolyn O. 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.

- a) There are no consent agenda items.

**Sample Motion:** I move to ~~(approve, continue, deny)~~ the consent agenda items ~~(as presented or amended)~~.

8. **Review & Action: America250 Utah celebration; Resolution #2025-21-R.** The Council will review a request by the Mayor and the Parks & Recreation Department to participate in the America250 Utah celebration by forming a committee and holding event(s) to celebrate the 250th anniversary of the founding of the United States.

**Sample Motion:** I move to (*approve, deny, or continue*) Resolution #2025-21-R (*as presented, or with changes*).



**Resolution #2025-21-R**

***A RESOLUTION OF LINDON CITY SUPPORTING AMERICA250 UTAH, AND  
RECOGNIZING AND APPROVING THE LINDON HERITAGE UTAH250 COMMUNITY  
COMMITTEE, AND SETTING AN EFFECTIVE DATE.***

Whereas Governor Spencer J. Cox and the Utah State Legislature created the [America250 Utah Commission](#) (also known as America250 Utah); and

Whereas the mission of America250 Utah is to commemorate and celebrate on July 4, 2026 the 250<sup>th</sup> anniversary of the founding of the United States, and to reflect on our nation's past, build community, and look toward the future by educating, engaging, and uniting Utahns and visitors to our state; and

Whereas America250 Utah is seeking partnerships with counties and municipalities to further its mission; and

Whereas this partnership will be formed by creating a local committee called the **LINDON HERITAGE Utah250 Community Committee** consisting of the Mayor, a City Council member, the Parks & Recreation Director, Recreation Superintendent, and other city employees and/or residents as deemed appropriate; and

Whereas the LINDON HERITAGE Utah250 Community Committee will focus on important events, people, and places within Lindon in Utah County to commemorate and celebrate Utah County's role in America's 250th anniversary and may celebrate this milestone as part of its annual Lindon Days festival; and

Whereas local projects will enhance tourism, community building, and economic development opportunities.

Now, therefore be it RESOLVED, that LINDON CITY:

1. Hereby creates and recognizes the **LINDON HERITAGE Utah250 Community Committee** as its official committee to coordinate Lindon's participation in the America250 celebration;
2. Will partner with America250 Utah;
3. Will support signature programs of the America250 Utah Commission; and
4. Will support the LINDON HERITAGE Utah250 Community Committee in its local efforts to educate, engage, and unify Utahns and our visitors in Utah County.

Adopted and approved this 2<sup>nd</sup> day of September 2025.

By \_\_\_\_\_  
Carolyn O. Lundberg, Mayor

Attest: \_\_\_\_\_  
Britni Laidler, City Recorder

SEAL:

9. **Review & Action: Emergency Operations Plan update; Resolution #2025-19-R.** Kelly Johnson, Lindon City Emergency Manager, will present proposed updates to the Lindon EOP.

**Sample Motion:** I move to (approve, deny, or continue) Resolution #2025-19-R (*as presented, or with changes*).

**LINDON CITY**  
**RESOLUTION NO. 2025-19-R**

**A RESOLUTION OF LINDON CITY, UTAH UPDATING AND RE-ADOPTING THE LINDON CITY EMERGENCY OPERATION PLAN, AND SETTING AN EFFECTIVE DATE.**

WHEREAS, Lindon City recognizes the need of an Emergency Operation Plan to help prepare for and speed the assistance of people and protection of property within Lindon City during an emergency; and

WHEREAS, Lindon City has participated in the creation of an Emergency Operation Plan (Plan), hereby known as the Lindon City Emergency Action Plan in accordance with the subsequent FEMA requirements; and

WHEREAS, the Plan identifies goals and actions to reduce or eliminate emergency risk to people and property in Lindon City from the impacts of future hazards and disasters; and

WHEREAS, the Plan was previously adopted but has need to be periodically updated to ensure its purposes and details meet the needs of a growing community and follow current federal, state, and local regulations related to the Plan and its execution; and

WHEREAS, adoption by Lindon City demonstrates its commitment to emergency mitigation and achieving the goals outlined in the Lindon City Emergency Operation Plan.

THEREFORE, BE IT RESOLVED by the Lindon City Council of Lindon City, Utah County, State of Utah, as follows:

**Section I.** Lindon City hereby adopts the updated Lindon City Emergency Operation Plan as kept on file with the Lindon City Recorder and additionally found at the following website link or future links as may be amended from time to time: [www.lindon.gov](http://www.lindon.gov) .

**Section II.** This resolution shall take effect immediately upon passage.

PASSED AND ADOPTED by the Lindon City Council on this the 2nd day of September, 2025.

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Carolyn O. Lundberg  
Lindon City Mayor

ATTEST:

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Britni Laidler  
Lindon City Recorder

# 2025 Lindon City EOP

## Updates, Changes, & Proposed Changes

### **Support Annex F: Resolution #2024-37-R**

#### **Updated**

2025 Mayor Pro-Tem, Mayor and Council Liaison Assignments

#### **Promulgation Document**

#### **Change & Proposed Change**

This emergency operations plan is a flexible living document which will be followed as far as it applies to a given circumstance. It is written in compliance with Utah State Code (53-2a-104). It complements the Utah County EOP **CEMP** which emphasizes the importance of mutual aid coordination (MAC). It utilizes the Incident Command System (ICS) structured under the National Incident Management System (NIMS). Meant to change with the needs of the community it serves, this EOP will be implemented under the direction of the Lindon City Chief of Police or City Administrator with guidance from the Lindon City Emergency Manager and the Lindon City Policy Group. The Policy Group will repromulgate this plan every \_\_\_\_X\_\_\_\_ years.”

**(for discussion)**

#### 7.6.4 Plan Maintenance Summary Table (Table 7)

##### Change(s) & Proposed Change(s)

This following activity summary is subject to revision based on City needs as established by the Chief of Police or the Policy Group.

Activity	Responsible Party	Tasks	Frequency
Maintenance, Review, and Update	Emergency Management Coordinator Emergency Manager	<ul style="list-style-type: none"> <li>Review plan for accuracy</li> <li>Incorporated lessons learned and changes in law, ordinance, code, policy, best practice, &amp; philosophy</li> <li>Manage distribution</li> </ul>	Annually ____X____
Interdepartmental Review	Department Heads	<ul style="list-style-type: none"> <li>Review plan for accuracy</li> <li>Suggest revisions</li> </ul>	Annually ____X____
Approve and Promulgate	Lindon City Council / City Recorder	<ul style="list-style-type: none"> <li>Review plan for accuracy</li> <li>Vote and adopt</li> <li>Record and retain record</li> </ul>	Annually ____X____
Plan and Conduct Exercises	Emergency Management Coordinator Emergency Manager	<ul style="list-style-type: none"> <li>Plan and conduct exercises</li> <li>Participate in partnership exercises</li> <li>Conduct or participate in debriefs and written reviews</li> <li>Create AARs</li> </ul>	3 Times Annually
Training	Emergency Management Coordinator Emergency Manager  Department Heads & Select Personnel  Policy Group	<ul style="list-style-type: none"> <li>Participate in training <ul style="list-style-type: none"> <li>FEMA IS Courses</li> <li>Emergency Management Institute</li> <li>Rural Domestic Preparedness Consortium (RDPC)</li> <li>TEEX</li> <li>Lexipol</li> <li>State DEM Videos</li> <li>Other, as approved</li> </ul> </li> </ul>	1-2 Times Annually

**10. Review & Action: UDOT Agreement for road construction funding.** The Council will review and consider an agreement with UDOT for funds to be transferred to the city to assist with construction costs associated with the 400 West / 400 North connection to State Street.

**Sample Motion:** I move to (*approve, deny, or continue*) the agreement between UDOT and Lindon City for the 400 West/400 North project funding (*as presented, or with changes*).

**400 North Improvement Project Agreement**  
**US-89/400 North Intersection**  
**LINDON CITY**  
**Federal ID No. 876000242**

## **COOPERATIVE AGREEMENT**

**THIS COOPERATIVE AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **UTAH DEPARTMENT OF TRANSPORTATION**, hereinafter referred to as “**UDOT**” and **LINDON CITY**, a municipal corporation in the State of Utah, hereinafter referred to as the “**CITY**” (collectively, the “**Parties**”).

### **RECITALS**

**WHEREAS**, the Parties previously entered into a Cooperative Agreement establishing a traffic signal and access control plan along US-89 within the **CITY** limits, **UDOT** Agreement #228565, executed on December 6, 2021 (“2021 Agreement”), which, among other things, identified the proposed installation of a traffic signal at 200 North; and

**WHEREAS**, the Utah Transportation Commission, on June 27, 2025, approved funding in the amount of \$1,000,000 for improvements to connect 400 North at US-89 (Utah Transportation Commission approval attached hereto as Exhibit A); and

**WHEREAS**, the **CITY** intends to construct an extension of 400 North between US-89 and 400 West (“400 North Extension”); and

**WHEREAS**, the Parties agree that the public is best served through improvements at the 400 North intersection with US-89 in lieu of installing a traffic signal at the intersection of 200 North and US-89 (as contemplated under the 2021 Agreement); and

**WHEREAS**, the Parties desire to set forth their respective roles and responsibilities this Agreement is now written to define the process under which the funding approved by the Transportation Commission will be provided.

### **AGREEMENT**

**NOW THEREFORE**, in consideration of the foregoing recitals, which by this reference are incorporated herein, and for other good and valuable consideration, which the Parties agree is sufficient, the Parties agree as follows:

1. Paragraph 1 of the 2021 Agreement is amended to remove 200 North from the list of proposed traffic signal installations along US-89.
2. If **UDOT** determines it necessary, the **CITY** agrees to support the installation of center median islands on US-89 at 200 North.
3. **UDOT** agrees to provide \$1,000,000 to the **CITY** for construction of the 400 North Extension, upon the **CITY**’s request, following commencement of the 400 North Extension. The **CITY** shall provide a detailed invoice to **UDOT** in connection with said request for funding. **UDOT** will not pay beyond this lump sum payment amount.

**400 North Improvement Project Agreement**  
**US-89/400 North Intersection**  
**LINDON CITY**  
**Federal ID No. 876000242**

4. If the **CITY** has not requested from UDOT funding for the 400 North Extension within two (2) years of date of this Agreement, this Agreement shall terminate, unless an extension is granted in writing by **UDOT**.
5. If the 400 North Extension is not constructed to completion within two (2) years of **UDOT** providing \$1,000,000 to the **CITY**, the **CITY** shall return said funds to **UDOT**, unless an extension is granted in writing by **UDOT**.
6. UDOT and the CITY are both governmental entities subject to the Governmental Immunity Act. Each party agrees to indemnify, defend, and save harmless the other party from all damages, claims, suits, costs, attorneys fees and actions arising from or related to its actions or omissions or the acts or omissions of its officers, agents, or employees in connection with the performance and/or subject matter of this Agreement. It is expressly agreed between the parties that the obligation to indemnify is limited to the dollar amounts and other terms set forth in the Governmental Immunity Act, provided said Act applies to the action or omission giving rise to the protections of this paragraph. This paragraph shall not be construed as a waiver of the protections of the Governmental Immunity Act by the parties. The indemnification in this paragraph shall survive the expiration or termination of this Agreement.
7. Except as expressly set forth in this Agreement, the 2021 Agreement is not modified and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be executed by their duly authorized officers as of the day and year first above written.

**ATTEST:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(IMPRESS SEAL)

**LINDON CITY**, a municipal corporation in the State of Utah

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**RECOMMENDED FOR APPROVAL: UTAH DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

By: \_\_\_\_\_

**400 North Improvement Project Agreement****US-89/400 North Intersection****LINDON CITY****Federal ID No. 876000242**

Region Three Traffic Operations Engineer

Date: \_\_\_\_\_

Region Three Director

Date: \_\_\_\_\_

**COMPTROLLER OFFICE**

By: \_\_\_\_\_

Contract Administrator

Date: \_\_\_\_\_

**DRAFT**

Lindon City  
100 North State Street  
Lindon, UT 84042-1808



TEL 801-785-5043  
FAX 801-785-4510  
[www.lindon.gov](http://www.lindon.gov)

UDOT Region 3  
Attn: Rob Clayton  
658 N 1500 W  
Orem, Utah 84057

**Re: Request to reallocate funds from 200 N traffic signal to 400 N State Street (US-89) connection**

Dear Rob,

On behalf of Lindon City, I am writing to request that the UDOT funds (\$1M) required for the 200 North State Street intersection improvement project be reallocated and applied to Lindon's 400 West / 400 North roadway improvement project. This project will connect the 400 West roadway on the west side of Lindon to the signalized intersection at 400 North State Street (US-89). Connection of this roadway should negate the need for installation of a separate traffic signal at 200 North State Street.

The City has previously purchased a portion of the road right-of-way for this connection. On May 5, 2025, Lindon City Council approved purchasing an additional 6.12 acres of land that is immediately west of State Street. The city will thus control all the needed right-of-way for 400 West to connect to the existing signalized intersection. The total cost of the project is \$4.9M. Lindon City is committed to fund the balance of the roadway expenses that are more than the \$1M that UDOT will be contributing if approved. UDOT's funds will ensure that the roadway will begin construction during Lindon's fiscal year 2026-27 (July 2026~June 2027).

Lindon commits to support UDOT in future actions at 200 North, including installation of a median to prevent left-turn movements, if safety concerns are found at that time.

Thank you for considering our request. We appreciate the collaborative efforts of UDOT and city employees and officials that have helped come up with this creative solution for a win-win opportunity that saves money and improves safety. Please contact our City Administrator, Adam Cowie, if you have any questions related to this request at 801-785-5043 or by email at [acowie@lindon.gov](mailto:acowie@lindon.gov).

Sincerely,

Carolyn O. Lundberg  
Lindon City Mayor



**11. Review & Action: Policy Manual updates, Resolution #2025-20-R.** The Council will review proposed updates to the Lindon City Policies & Procedures Manual.

**Sample Motion:** I move to (*approve, deny, or continue*) Resolution #2025-20-R (*as presented, or with changes*).

**RESOLUTION NO. 2025-20-R**

**A RESOLUTION APPROVING UPDATED POLICIES AND PROCEDURES FOR  
LINDON CITY EMPLOYEES, TO BE INCLUDED IN THE LINDON CITY POLICIES  
AND PROCEDURES MANUAL, AND SETTING AN EFFECTIVE DATE.**

WHEREAS, the Lindon City Policies and Procedures Manual (Manual) was created by ordinance in Lindon City Code Chapter 1.20, to govern the administrative functions and employee policies of the City that are not otherwise outlined within Lindon City Code and identifies the organizational structure, rules, benefits, responsibilities, and obligations of employment with the City including policies on topics such as risk management, proper use of city property and equipment, purchasing and procurement, personnel policies, employee benefits, performance responsibilities, etc., and

WHEREAS, the Manual as is currently constituted, and as may be amended from time to time, is authorized as an official regulatory document of Lindon City and is supplementary to the ordinances thereof, and minor alterations to the Manual can be authorized by the City Administrator, with periodic ratification by the City Council, but significant policy changes to the Manual shall be subject to approval by the City Council after recommendation by the City Administrator, and

WHEREAS, Lindon City desires to now amend portions of the Manual regulating employee and city functions to conform with current practices and laws of the State of Utah; and

WHEREAS, enactment of new and updated Policies and Procedures will ensure fair and legal practices to govern the employee and city practices and job functions for the City; and

WHEREAS, the creation of the new policies will benefit the City and the public for which it serves.

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

**Section 1.** The Lindon City Policies and Procedures Manual is hereby amended and approved to include updated Policies and Procedures, with a summary of said changes attached in Exhibit A.

**Section 2.** This resolution shall take effect immediately upon passage.

Adopted and approved this 2nd day of September 2025.

By \_\_\_\_\_  
Carolyn O. Lundberg, Mayor

Attest:

By \_\_\_\_\_  
Britni Laidler, City Recorder

SEAL:

## **Lindon Policies & Procedures Manual Updates, September 2, 2025**

The Lindon City Policies & Procedures Manual was updated on September 2, 2025 and is publicly accessible for download from the 'Administrative Department' page on the city website or by clicking this link below. Please discard any previous version of the policy manual.

[https://media.rainpos.com/442/Lindon\\_City\\_Policy\\_Manual\\_ADOPTED\\_w\\_UPDATES\\_09.02.2025.pdf](https://media.rainpos.com/442/Lindon_City_Policy_Manual_ADOPTED_w_UPDATES_09.02.2025.pdf)

***Employees are responsible for knowing and following the policies and procedures in this manual. Please review the manual and ask your Dept Head or Supervisor questions about anything you don't understand.***

A summary of more significant updates are as follows:

- [3.3 Authorized Use of City Vehicles & 3.3.1 Vehicles Assigned to Employees for Their Specific Use](#): Updated to reflect that Department Heads can decide who is authorized to ride in and operate city vehicles instead of City Administrator; updated list of employees authorized to use vehicles; updated to include police vehicles within this policy.
- [4.15 City Credit Cards / Purchasing Cards](#): Clarification of who can be issued a city card; miscellaneous clarifications about what the P-card can be used for; requires turning in receipts.
- [5.17.2 Subsistence and Other Costs](#): Updated to clarify that meals will be reimbursed per specific federal and state rates for in-state and out-of-state travel.
- [5.18.3 Procedures](#): Clarification that the city attorney or a third-party attorney will investigate any harassment or discrimination claims made against the city administrator.
- [5.26 Suspension Pending Investigation and Decision](#): added definition of Administrative Leave and requirements of an employee placed on this type of leave.
- [6.1.2\(a\) Merit Pay Bonus Program](#): clarifications on how & when this pay is dispersed. (no changes to the compensation)
- [6.1.5 Overtime](#): Added K9 handler overtime policy for care and maintenance of K9.
- [6.6.2 Retirement Savings Account Contribution](#): clarification that the 401k contribution is for a URS approved retirement savings plan only.
- [6.15.2\(1\) Approved Differentials](#): Clarification that differential pay is available for Water Operator certification and/or Wastewater Operator certification (as is current practice).
- [7.8 Drugs to be tested](#): Clarification of existing policy that certain city positions, including police officers, are prohibited from using medical cannabis if such use may jeopardize federal funding, a federal security clearance, or any other federal background determination required for the employee's position; or if the employee's position is dependent on a license or peace officer certification that is subject to federal regulations.
- [8.2 Policy \(Social Media\)](#): clarification of existing policies ensuring that employees represent the city professionally and post appropriate materials and statements that reflect properly upon the city.

**12. Closed Session** - The City Council will discuss potential purchase or sale of real property and pending or possible litigation per Utah Code 52-4-205(1)(e) & 52-4-205(1)(c). This session is closed to the general public.

**Sample Motions:**

- I move to enter a closed session. (roll-call vote)

**Discussion**

- I move to close the closed session and reconvene the regular City Council meeting.

# **ADJOURN**