



**CITY OF KEARNS
COMMUNITY REINVESTMENT AGENCY (CRA) MEETING**

JULY 14, 2025, 6:00 PM
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****DRAFT MINUTES – UNAPPROVED****
CITY OF KEARNS CRA MEETING MINUTES
July 14, 2025

BOARD MEMBERS PRESENT:

Kelly Bush, Chair
Chrystal Butterfield
Patrick Schaeffer
Alan Peterson
Tina Snow

BOARD MEMBERS EXCUSED:

STAFF PRESENT:

Adam Long, CRA Attorney
Nathan Bracken, City Attorney
Dan Torres, Economic Development Manager

Others Present:

1. CALL TO ORDER

Board Chair Kelly Bush, presiding, called the meeting to order at 6:00 PM.

2. DETERMINE QUORUM

Chair Bush announced that a quorum was present allowing the meeting to proceed.

Chair Bush asked to address two key points of clarification before moving to public comment. First, she stated that the meeting was not a special meeting, despite some indications to the contrary. She explained that the council would be conducting two types of business during the meetings tonight. The first meeting would involve matters related to the Community Reinvestment Agency (CRA), specifically the establishment of board bylaws and related organizational structures. She emphasized that this portion did not classify the meeting as special. Following the CRA portion, the council would transition into its regular meeting. Second, Chair Bush addressed recent concerns and public commentary regarding issues with the city's website, particularly related to document accessibility. She acknowledged that the problem had been brought to her attention by Tina Snow and confirmed that the concerns were valid. According to Chair Bush, a "document dump" had occurred, resulting in records being available online but not easily located under the appropriate file sections. She affirmed that the documents in question were indeed available and not being concealed, but

CITY OF KEARNS COUNCIL

MAYOR KELLY BUSH, DEPUTY MAYOR TINA SNOW
COUNCIL MEMBER CHRYSAL BUTTERFIELD, COUNCIL MEMBER ALAN PETERSON,
COUNCIL MEMBER PATRICK SCHAEFFER

acknowledged the need for a more user-friendly organization. She informed the public that she and Tina Snow had met earlier in the day with the team responsible for managing the website. As a result of this meeting, the city's webpage would undergo a week-long maintenance period to reorganize and update the site for easier navigation. While some materials would remain accessible during this period, a notice would indicate that the site was under maintenance. Mayor Bush urged the public to instead use the Utah Public Notice Website during this time and encouraged residents to subscribe for email notifications through that platform, which include agendas and attached documents. She concluded by offering an apology for the inconvenience and reiterated the city's commitment to transparency.

3. CITIZEN PUBLIC INPUT

Christopher Geertson, a current candidate for mayor, addressed the council to highlight a community resource he developed several years ago. He shared information about a self-guided tour he created for Kearns using the Adventure Lab App, which is operated through Groundspeak. The tour, which has received approximately 18 reviews and maintains a 4.3-star rating, features several notable locations, including the Camp Kearns Memorial, a site at the Olympic Oval, the local Nature Preserve, and a memorial on 5400 South. He encouraged residents to download the app and try the tour. In response, Chair Kelly Bush encouraged Mr. Geertson to work with Paula Larson and the Community Council to further develop and promote his ideas.

CRA Attorney Adam Long clarified that this portion of the meeting was for public comment related specifically to the Redevelopment Agency, and that a separate public comment period would be held for the regular city council meeting.

Janet Nerdin then spoke, identifying herself as new to the process and asking questions related to the Community Reinvestment Agency (CRA). Her first question concerned the accountability structure of the CRA and how it relates to both the City Council and the community. In response, Adam Long provided a brief overview, explaining that the CRA is a separate legal entity created under Utah law as a local economic development tool for counties and municipalities. In this case, the agency is governed by a board composed of the same individuals as the City Council, meaning the Council also serves as the governing body for the CRA.

Ms. Nerdin followed up with a question about how the agency might be affected by the upcoming election and any resulting changes in council membership. Chair Bush responded that both the current and incoming mayor and council members would work closely with legal counsel, economic development officials, and the community to guide the agency's future. She emphasized that the direction of the CRA would ultimately be determined by the incoming elected body.

In closing, Chair Bush noted that establishing the agency had been a two-year process that required coordination and approval from the Lieutenant Governor's Office and encouraged continued support for the initiative, while acknowledging that its future rests with the next group of elected officials.

4. CONSENT AGENDA - None

5. BOARD BUSINESS

- 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

Adam Long, an attorney from the law firm Smith Hartvigsen and a redevelopment specialist, addressed the board to outline the purpose and structure of the meeting. He noted that Nathan Bracken is the city's regular attorney, but he himself was present to assist due to his expertise in redevelopment matters. Mr. Long explained that this meeting marked the formal beginning of the Community Reinvestment Agency (CRA), which had been initiated by a city ordinance passed several months earlier. He acknowledged Diana Baun's successful efforts in preparing and filing the necessary documents with the Lieutenant Governor's Office, resulting in the official establishment of the agency.

Mr. Long described the meeting agenda as focused on housekeeping tasks necessary to operationalize the agency. These included appointing officers to manage agency operations, adopting agency bylaws that would define internal procedures, approving Smith Hartvigsen as the legal counsel for the CRA—since it is a legally separate entity from the city—and discussing, though likely not adopting, a procurement policy. He offered to go through each agenda item individually and respond to any questions.

Board Chair Kelly Bush asked whether it was typical for the CRA board, which is composed of City Council members wearing a separate institutional “hat,” to permit public input. Mr. Long confirmed that the CRA board is legally defined as the same individuals who make up the City Council and that the CRA operates like other governmental bodies, being subject to transparency and public notice requirements. He explained that the public could provide input through formal hearings or other mechanisms the board might establish.

Chair Bush further inquired about the possibility of forming a committee to involve residents in the CRA's development efforts. She noted a strong public interest in participating and asked whether the board could formally create such a body. Mr. Long confirmed that while the board could not delegate formal decision-making authority, it could absolutely form a committee to gather public input. He recommended creating a resolution to establish such a committee with clear structure and guidelines. Chair Bush then asked the community members present to indicate interest in joining such a committee, and upon receiving positive responses, directed that a resolution be drafted to formalize its creation. She asked Daniel Torres to work with Gray, who was noted as already familiar with the redevelopment efforts, to help organize the committee. Dan Torres agreed to take on this responsibility.

Mr. Long then recommended that the board move forward with appointing CRA officers. He suggested designating a Chair (typically, but not necessarily, the Mayor), a Vice Chair, and a Secretary. For the Secretary role, he proposed Diana Baun, who already serves in a similar

capacity for the city and is familiar with the responsibilities, despite the role often being underappreciated. He also drew attention to the bylaws, which contemplate the appointment of an Executive Director—an individual empowered to carry out specific directives as assigned by the board. Mr. Long emphasized that this role does not come with inherent decision-making authority unless formally delegated by the board. Chair Bush responded by nominating Daniel Torres for the position of Executive Director, which aligned with Long's recommendation.

Board Member Snow moved to approve the Community Reinvestment Agency Officers as discussed and listed above. Board Member Schaeffer seconded the motion; vote was 5-0, unanimous in favor.

B. Discussion and Approval of Agency Bylaws

Adam Long presented a draft version of the bylaws for the newly established Community Reinvestment Agency. He acknowledged that the content was procedural and not particularly engaging, but emphasized their importance in establishing the operational framework of the agency. He explained that because Utah state code provides limited detail regarding the agency's internal mechanics, the city had some flexibility in shaping how the agency would function. The draft bylaws outlined the roles of various officers—Chair, Vice Chair, Secretary, and Executive Director—and detailed the agency's powers, responsibilities, and obligations related to open and public meetings. These provisions, he noted, closely mirrored those already applicable to municipal operations. He offered to walk through the bylaws in more detail or to make revisions if requested by the council, noting that any changes could be presented at the following month's meeting if necessary.

Board Chair Kelly Bush stated that she had reviewed the document and did not identify any changes that needed to be made. She then opened the floor to the council for input.

Board Member Al Peterson responded that he had no objections and was comfortable adopting the bylaws as presented. He added that if concerns arose after further review, he would be willing to revisit the topic in the future.

No other board members raised objections, indicating general agreement to proceed with the bylaws in their current form.

Board Member Snow moved to approve the Community Reinvestment Agency Bylaws as presented and published for tonight's meeting. Board Member Butterfield seconded the motion; vote is 5-0, unanimous in favor.

C. Approval of Smith Hartvigsen as CRA Legal Counsel

Board Member Snow moved to approve Smith Hartvigsen as the Community Reinvestment Agency's Legal Counsel. Board Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.

D. Adopt Calendar of Meetings for 2025

Board Chair Kelly Bush announced the scheduled Community Reinvestment Meeting dates for the remainder of 2025, listing July 14 (today), August 11, September 8, October 13, November 10, and December 8 as the planned dates. She stated that efforts would be made to ensure that these dates are publicly accessible.

Adam Long noted that it was possible some of the scheduled meetings might not be necessary, depending on the agency's workload. He explained that, given the current stage of the agency's development, it did not have as much business to conduct as the city itself.

Chair Bush confirmed that all of the scheduled meetings would begin at 6:00 p.m. She added that the format would remain consistent with the current evening's meeting, beginning with the CRA Meeting followed by the regular public meeting.

Board Member Snow moved to approve the Community Reinvestment Agency's proposed 2025 meeting calendar as discussed and published. Board Member Butterfield seconded the motion; vote was 5-0, unanimous in favor.

E. Adopt Procurement Policy for CRA

Adam Long informed the board that the procurement policy had not yet been finalized for presentation. He explained that the intent had been to adopt a procurement policy for the agency modeled after the city's existing policy, describing the matter as primarily administrative in nature.

Board Chair Kelly Bush expressed reservations about adopting a separate procurement policy for the agency. While acknowledging that it was ultimately the council's decision, Bush stated a personal preference for keeping procurement authority under the City Council, noting that the council and agency boards consisted of the same individuals. She questioned whether a separate procurement policy was necessary, particularly since there appeared to be no anticipated purchasing activity at this time.

Mr. Long agreed with that assessment, confirming that no agency purchases were currently expected. Chair Bush reiterated the view that no procurement policy was necessary at present and emphasized the importance of keeping decision-making authority with the City Council, given the overlap in membership. Mr. Long confirmed that any agency-specific expenditures would still require board approval before being made.

Chair Bush concluded by asking if anyone had concerns with that approach, and with no objections raised, the matter was considered resolved. Long confirmed he had no objections.

Nathan Bracken noted for the record that there had been an issue with the public notice for the meeting, specifically regarding the intended posting under the Community Reinvestment Agency (CRA).

Mr. Long clarified that the agenda had been posted on the public notice website under the City Council rather than the CRA due to a technical issue with the state website. He explained that the reinvestment agency option was not functioning at the time, preventing the proper posting. He stated that going forward, agendas would be posted correctly under the Community Reinvestment Agency as a separate body.

Chair Bush added that the city's website was currently undergoing maintenance, which also contributed to the confusion. She mentioned that the redesigned site would address this issue and encouraged attendees to check back in about a week for the updated version.

Mr. Long confirmed that, according to Diana, the glitch on the state website had since been resolved, and future postings should be properly listed under the Community Reinvestment Agency.

6. CLOSED SESSION 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

Board Member Snow moved to adjourn the July 14, 2025 Community Reinvestment Agency Meeting and move to the City Council Meeting. Board Member Schaeffer seconded the motion; vote was 5-0, unanimous in favor.

The July 14, 2025 CRA meeting adjourned at 6:18 PM

This is a true and correct copy of the July 14, 2025 Kearns Community Reinvestment Agency Meeting Minutes, which were approved on September 8, 2025.

Attest:

Diana Baun, Secretary

Kelly Bush, Board Chair