



Lindon City Council Staff Report

Prepared by Lindon City
Administration

January 5, 2026

Notice of Meeting of the Lindon City Council



The Lindon City Council will hold a meeting at **5:15 pm on Monday, January 5, 2026** in the Lindon City Center Council Chambers, 100 North State Street, Lindon, Utah. Meetings are typically broadcast live at www.youtube.com/user/LindonCity. The agenda will consist of the following:

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



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

1. Call to Order / Roll Call

2. Presentations and Announcements:

- a) Oath of Office / Swearing-in of newly elected City Officials who will all serve 4-year terms in their respective office. City Recorder, Britni Laidler, will administer the oaths to Carolyn Lundberg as Mayor, and Van Broderick and Jacob Hoyt as 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 December 15, 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: Adoption of Park Master Plans; Resolution #2026-01-R. The Council will review and consider approval and adoption of the Park Master Plans for Thornton Park, City Center Park, and the Eastside Foothills park area.

9. Review & Action: Land & Water Conservation Grant, Thornton Park; Resolution #2026-02-R. The Council will review and consider a resolution supporting the application of grant funds and pledged match through the Land & Water Conservation grant program for development of the Thornton Park property.

10. Discussion Item: Aquatics Pay Scale & Pool Season Dates. Parks & Recreation staff will present information and desires feedback regarding potential pay adjustments for wages in the upcoming 2026 aquatics season and desires feedback on potential season closing dates.

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

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

Disclosure Statement & Ethical Behavior Policy forms and submit them to the Mayor & City Recorder.

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. 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) websites.

Posted by: /s/ **Britni Laidler, Lindon City Recorder**

Date: **December 30, 2025; Time: 4:00 p.m.**; Place: Lindon City Center, Lindon Police Dept., Lindon Community Development, Lindon Public Works, Lindon Community Center, Lindon Justice Court

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

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

Invocation: Lincoln Jacobs, Councilmember

Pledge: By invitation

Item 1 – Call to Order / Roll Call

January 5, 2026 Lindon City Council meeting.

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

Item 2 – Presentations and Announcements

- a) Oath of Office / Swearing-in of newly elected City Officials who will all serve 4-year terms in their respective office. City Recorder, Britni Laidler, will administer the oaths to Carolyn Lunberg as Mayor, and Van Broderick and Jacob Hoyt as Council Members
- 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, Public Relations (media)
- B) Public Works/Eng., Irrigation Co. Representative, Cemetery, Facilities/Building
- C) CTC, Healthy Utah, Historical Commission, Tree Board, Arts Committee
- 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:**

- February Newsletter: Lincoln Jacobs
- Misc. Items.

Item 6 – Approval of Minutes

- Review and approval of City Council minutes: **December 15, 2025.**

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

REGULAR SESSION – 5:15 P.M.

Conducting: Carolyn Lundberg, Mayor
 Invocation: Van Broderick, Councilmember
 Pledge of Allegiance: Jacob Hoyt, Councilmember

PRESENT

EXCUSED

Carolyn Lundberg, Mayor
 Van Broderick, Councilmember
 Jake Hoyt, Councilmember
 Cole Hooley, Councilmember
 Lincoln Jacobs, Councilmember
 Steve Stewart, Councilmember
 Adam Cowie, City Administrator
 Britni Laidler, City Recorder

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

2. Presentations and Announcements:

a) There were no Comments / Announcements from Mayor and Council members

3. Open Session for Public Comment – Mayor Lundberg called for any public comments. There was no public comment.

4. COUNCIL REPORTS:

Councilmember Jacobs – Councilmember Jacobs reported on the Planning Commission meeting from the previous week, noting that the commission appreciated the council's approval of the 700 North ordinance changes.

Councilmember Hoyt – Councilmember Hoyt voiced his appreciation for Adam Cowie's delivery of the grant and senate policy, and reported on his lunch with the Police Chief.

Councilmember Broderick – Councilmember Broderick stated that he had nothing to report this week.

Councilmember Stewart – Councilmember Stewart reported on the Youth Council meeting held the previous week, which included a tour of the city planning offices with Mike Florence. He noted that 16 of 18 youth council members had signed up for the

2 upcoming Utah Youth Cities and Towns day at the legislature on January 21, 2026. He
 4 also extended an invitation to the Christmas luncheon at the senior center on Wednesday,
 which costs \$5.

6 **Councilmember Hooley** – Councilmember Hooley reminded everyone that the Historic
 Commission is hosting Santa at the Pioneer Elm by Rocky Mount Elementary on
 Monday night from 6-8 PM.

8 **Mayor Lundberg** – Mayor Lundberg reported that Lindon City hosted the Utah Outdoor
 10 Recreation Grant staff and team from the state, with good attendance from the wider area.
 They presented information on grants being offered by the state, including new
 12 categories. She also reported attending the UIA board meeting for the fiber optic network
 through Utopia, noting steady growth in revenues and customer acquisition while still
 building the network.

14 **5. Administrator's Report**

Administrator Cowie reported on the following items:

- 16 • January Newsletter: Brian Haws
- 18 • Next Meeting: January 5th (Oath of Office / Swearing-In ceremony for
 newly elected officials)
- 20 • FY2024-25 Budget Audit completion will be late due to delays in the
 finance division
- 22 • City offices closed Dec 24th @ Noon; Dec 25th - 26th; and January 1st.
- Misc. Items.

24 **6. Approval of Minutes** – The minutes of the regular City Council meeting of
 26 December 1, 2025.

28 COUNCILMEMBER HOYT MOVED TO APPROVE THE MINUTES OF THE
 REGULAR CITY COUNCIL MEETING OF DECEMBER 1, 2025 AS PRESENTED.
 COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS
 30 RECORDED AS FOLLOWS:

32 COUNCILMEMBER HOYT	AYE
COUNCILMEMBER HOOLEY	AYE
COUNCILMEMBER STEWART	AYE
34 COUNCILMEMBER BRODERICK	AYE
COUNCILMEMBERT JACOBS	AYE
36 THE MOTION CARRIED UNANIMOUSLY.	

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

42 a) Employee Merit Increases mid-year evaluation. Per past practice, the City

evaluates mid-fiscal year budget constraints and economic indicators to determine if recommended merit increases are still financially prudent.

COUNCILMEMBER STEWART MOVED TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE MOTION CARRIED.

CURRENT BUSINESS

8. Review & Action: Data Privacy Policy; Resolution #2025-31-R. The Council will review and consider adoption of the Data Privacy Policy as required by the State of Utah.

Adam Cowie, City Administrator, presented the Data Privacy Policy, explaining that it is a new requirement by the state legislature for all local governments. He noted that while Lindon City has bits and pieces of this in place already, the new policy is quite extensive and covers many aspects of data privacy. Administrator Cowie explained that the policy requires notices on any forms collecting personally sensitive information such as names, addresses, phone numbers, and emails. This applies to sports events, coaches, volunteers, police department records, and business records. The city website has already been updated with the required notice.

The resolution identifies individuals who will help implement the policy, including the chief administrative officer (Adam Cowie), as well as designated CAOs for the purposes of this policy (the city recorder and the assistant finance director), and appointed records officers. Administrator Cowie noted that while the policy must be adopted by the end of the calendar year, the city has until 2027 to fully implement all aspects of it. He acknowledged that implementation will be time-consuming, especially for the first couple of years.

Council members asked questions about training requirements, AI considerations, and the level of effort required to implement the policy. Administrator Cowie explained that the policy is an extension of existing data protection policies but is more comprehensive, particularly for departments outside of the police and justice court which are already heavily regulated.

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

COUNCILMEMBER HOYT MOVED TO APPROVE RESOLUTION #2025-31-R AS PRESENTED. COUNCILMEMBER HOOLEY SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT	AYE
COUNCILMEMBER HOOLEY	AYE

2 COUNCILMEMBER STEWART AYE
COUNCILMEMBER JACOBS AYE
4 COUNCILMEMBER BRODERICK AYE
THE MOTION CARRIED.

6

Adjourn –

8

10 COUNCILMEMBER _BRODERICK MOVED TO ADJOURN THE MEETING
AT 5:35 PM. COUNCILMEMBER STEWART SECONDED THE MOTION. ALL
PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

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Approved – January 5, 2026

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Britni Laidler, City Recorder

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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: Adoption of Park Master Plans; Resolution #2026-1-R.** The Council will review and consider approval and adoption of the Park Master Plans for Thornton Park, City Center Park, and the Eastside Foothills park area.

Sample Motion: I move to (*approve, deny, or continue*) Resolution #2025-1-R (*as presented, or with changes*).

RESOLUTION NO. 2026-01-R

A RESOLUTION OF THE CITY COUNCIL OF LINDON CITY, UTAH COUNTY, UTAH, ADOPTING THE MASTER PLANS FOR THE PROPOSED THORNTON PARK, THE EASTSIDE PARK AREA, AND THE LINDON CITY CENTER PARK, AND SETTING AN EFFECTIVE DATE.

WHEREAS, Lindon City desires to adopt park master plans for the new Thornton Park located at 330 N 400 W, the Eastside Park area (future name yet to be determined) along the foothills as approximately 1200 E 140 N, and a master plan for the Lindon City Center Park at approximately 200 N State Street; and

WHEREAS, after gathering public input on the park designs and proposed amenities, the City now desires to adopt the park master plans to provide clear direction on how the parks should be developed in the future, and

WHEREAS, the adoption of master plans for these park areas will enable more effective ability for the City to budget for needed improvements and possibly obtain grant funds for development of these park areas, and

WHEREAS, the approval of the park master plans will benefit the City and the public for which it serves.

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

1. The Lindon City Council supports and approves the park master plans for the proposed Thornton Park, City Center Park, and Eastside Park area.

Adopted and approved this 5th day of January 2026.

By _____
Carolyn O. Lundberg, Mayor

Attest:

By _____
Britni Laidler, City Recorder

SEAL:

LINDON PARKS MASTER PLANS



DESIGNED AND PREPARED BY



DECEMBER 2025



THORNTON PARK

Concept Sketch



ITEM NO.	ITEM DESCRIPTION	EST QTY	UNIT	UNIT COST	AMOUNT
CONSTRUCTION COSTS					
1	Mobilization & Demobilization	5%	LS	\$ 110,000.00	\$ 110,000.00
2	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
3	Temporary Controls	1	LS	\$ 15,000.00	\$ 15,000.00
4	Clearing & Grubbing	218000	SF	\$ 0.15	\$ 32,700.00
5	Selective Site Demolition	1	LS	\$ 5,000.00	\$ 5,000.00
6	Excavation	45000	CY	\$ 6.00	\$ 270,000.00
7	Asphalt Pavement	5300	SF	\$ 5.00	\$ 26,500.00
8	Typical Curb & Gutter	340	LF	\$ 30.00	\$ 10,200.00
9	Concrete Flatwork	12600	SF	\$ 10.00	\$ 126,000.00
10	Water Service Connection	1	LS	\$ 7,000.00	\$ 7,000.00
11	Water Service Line	300	LF	\$ 30.00	\$ 9,000.00
12	Sewer Service Connection	1	LS	\$ 3,500.00	\$ 3,500.00
13	Sewer Service Line	90	LF	\$ 50.00	\$ 4,500.00
14	Storm Drain Infrastructure	1	LS	\$ 20,000.00	\$ 20,000.00
15	Pavement Marking & Signage	1	LS	\$ 4,000.00	\$ 4,000.00
16	2 Pickleball Courts w/ Fencing	1	LS	\$ 150,000.00	\$ 150,000.00
17	Pickleball Court Lighting	1	LS	\$ 160,000.00	\$ 160,000.00
18	Prefab. Concrete Restroom	1	LS	\$ 120,000.00	\$ 120,000.00
19	40' Hexagon Event Pavilion	1	LS	\$ 45,000.00	\$ 45,000.00
20	10" x 10" Picnic Pavilion	3	EA	\$ 25,000.00	\$ 75,000.00
21	Fenced Playground Area	1	LS	\$ 430,000.00	\$ 430,000.00
22	Picnic Table	10	EA	\$ 2,500.00	\$ 25,000.00
23	Park Bench	10	EA	\$ 1,000.00	\$ 10,000.00
24	Trash Receptacle	6	EA	\$ 2,000.00	\$ 12,000.00
25	Water Fountain	1	EA	\$ 5,000.00	\$ 5,000.00
26	Irrigated Landscape Area	31100	SF	\$ 6.00	\$ 186,600.00
27	Irrigated Lawn	160000	SF	\$ 2.25	\$ 360,000.00
28	8' BB Tree	46	EA	\$ 400.00	\$ 18,400.00
21	Site Electrical & Area Lighting	1	LS	\$ 60,000.00	\$ 60,000.00
Subtotal					\$ 2,310,400.00
Contingency 20%					\$ 462,080.00
Construction Total					\$ 2,772,480.00
INCIDENTALS & PROFESSIONAL SERVICES					
1	Incidentals & Professional Services	15%	EST	\$ 415,900.00	\$ 415,900.00
Project Total					\$ 3,188,380.00

Disclaimer:
This Engineer's Opinion of Cost (EOC) is made on the basis of Engineer's experience, qualifications, general familiarity with the construction industry and represents the Engineer's best judgement as an experienced and qualified professional . However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. Prices reflect 2025 pricing. If the project is constructed later than 2026 then consideration should be given to inflation and changes in cost.

- Notes:
- 1 - Quantities shown in the EOC are purely estimates based off a concept design. Quantities may be refined as design progresses.
 - 2 - Unit costs are our best estimates based on similar projects. These costs are not guarantees. A number of factors may affect these costs when ultimately priced by a contractor.
 - 3 - The EOC does not include fees that may be charged by the Owner such as impact fees, building permit fees, review fees, etc.
 - 4 - LS = Lump Sum; EA = Each; SF = Square Feet; SY = Square Yard; AC = Acre; LF = Linear Feet; CY = Cubic Yard; TON = Ton; GAL = Gallon; DAY = Day; HR = Hour; EST = Estimate
 - 5 - Quantities provided in this EOC do not include roadway improvements.



The City has identified this park area as a potential site for stormwater detention. The City is evaluating the need for a detention basin. If a detention basin is needed, the concept may be modified.

LINDON CITY CENTER PARK

Concept Sketch



Terraced Seating



Parking Lot with Retaining Wall



Improved Baseball Field



Restroom Building

ITEM NO.	ITEM DESCRIPTION	EST QTY	UNIT	UNIT COST	AMOUNT
CONSTRUCTION COSTS					
1	Mobilization & Demobilization	5%	LS	\$ 62,000.00	\$ 62,000.00
2	Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
3	Temporary Controls	1	LS	\$ 12,000.00	\$ 12,000.00
4	Selective Site Demolition	1	LS	\$ 10,000.00	\$ 10,000.00
5	Selective Building Demolition	1	LS	\$ 50,000.00	\$ 50,000.00
6	Earthwork	1	LS	\$ 25,000.00	\$ 25,000.00
7	Import Fill	2400	CY	\$ 15.00	\$ 36,000.00
8	Asphalt Pavement	19900	SF	\$ 5.00	\$ 99,500.00
9	Typical Curb & Gutter	980	LF	\$ 30.00	\$ 29,400.00
10	Concrete Flatwork	275	SF	\$ 10.00	\$ 2,750.00
11	Retaining Wall	240	LF	\$ 600.00	\$ 144,000.00
12	Storm Drain Infrastructure	1	LS	\$ 20,000.00	\$ 20,000.00
13	Water Service Connection	1	LS	\$ 7,000.00	\$ 7,000.00
14	Water Service Line	70	LF	\$ 30.00	\$ 2,100.00
15	Sewer Service Connection	1	LS	\$ 3,500.00	\$ 3,500.00
16	Sewer Service Line	150	LF	\$ 50.00	\$ 7,500.00
17	Pavement Marking & Signage	1	LS	\$ 15,000.00	\$ 15,000.00
18	Terraced Seating w/ Stairs	1	LS	\$ 150,000.00	\$ 150,000.00
19	Prefab. Concrete Restroom	1	LS	\$ 120,000.00	\$ 120,000.00
20	Announcer Box	1	LS	\$ 60,000.00	\$ 60,000.00
21	Baseball Field Improvements	1	LS	\$ 350,000.00	\$ 350,000.00
22	Gravel (UTBC) Parking Area	9700	SF	\$ 0.50	\$ 4,850.00
23	Irrigated Landscape Area	11100	SF	\$ 6.00	\$ 66,600.00
24	Adjust Existing Irrigation System	1	LS	\$ 15,000.00	\$ 15,000.00
25	Turf Grass Repair	1	LS	\$ 5,000.00	\$ 5,000.00
Subtotal					\$ 1,297,200.00
Contingency				20%	\$ 259,440.00
Construction Total					\$ 1,556,640.00
INCIDENTALS & PROFESSIONAL SERVICES					
1	Incidentals & Prof. Services	15%	EST	\$ 233,500.00	\$ 233,500.00
Project Total					\$ 1,790,140.00

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LINDON CITY CENTER PARK

Engineer’s Opinion of Cost



LINDON EAST BENCH

Concept Sketch 1



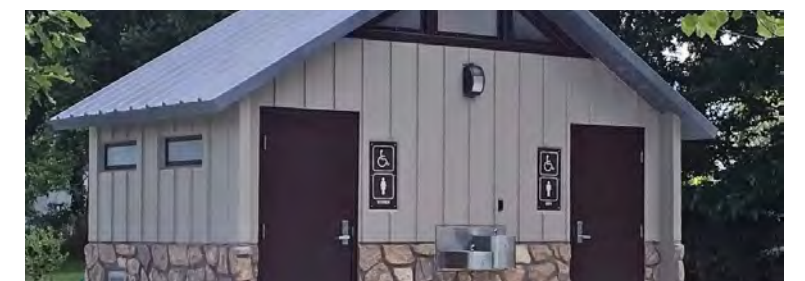
Bike Skills Course



Obstacle Course



Pickleball Courts



Restroom Building

ITEM NO.	ITEM DESCRIPTION	EST QTY	UNIT	UNIT COST	AMOUNT
CONSTRUCTION COSTS					
1	Mobilization & Demobilization	5%	LS	\$ 90,100.00	\$ 90,100.00
2	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
3	Temporary Controls	1	LS	\$ 15,000.00	\$ 15,000.00
4	Selective Site Demolition	1	LS	\$ 15,000.00	\$ 15,000.00
5	Earthwork	1	LS	\$ 25,000.00	\$ 25,000.00
6	Import Fill	1500	CY	\$ 15.00	\$ 22,500.00
7	Asphalt Pavement	20900	SF	\$ 5.00	\$ 104,500.00
8	Typical Curb & Gutter	1280	LF	\$ 50.00	\$ 64,000.00
9	Concrete Flatwork	8300	SF	\$ 10.00	\$ 83,000.00
10	Concrete Retaining Wall	206	LF	\$ 500.00	\$ 103,000.00
11	Boulder Retaining Wall	125	LF	\$ 85.00	\$ 10,625.00
12	Water Service Connection	1	LS	\$ 7,000.00	\$ 7,000.00
13	Water Lateral	305	LF	\$ 30.00	\$ 9,150.00
14	Sewer Service Connection	1	LS	\$ 3,500.00	\$ 3,500.00
15	Sewer Lateral	345	LF	\$ 50.00	\$ 17,250.00
16	5' Stairway	2	EA	\$ 20,000.00	\$ 40,000.00
17	Pavement Marking & Signage	1	LS	\$ 10,000.00	\$ 10,000.00
18	5 Pickleball Courts w/ Fencing	1	LS	\$ 375,000.00	\$ 375,000.00
19	Pickleball Court Lighting	1	LS	\$ 400,000.00	\$ 400,000.00
20	Prefab. Concrete Restroom	1	LS	\$ 120,000.00	\$ 120,000.00
21	10" x 10" Picnic Pavilion	4	EA	\$ 25,000.00	\$ 100,000.00
22	Picnic Table	4	EA	\$ 2,500.00	\$ 10,000.00
23	Trash Receptacle	5	EA	\$ 2,000.00	\$ 10,000.00
24	Wall Mounted Water Fountain	1	EA	\$ 5,000.00	\$ 5,000.00
25	Obstacle Course	1	LS	\$ 150,000.00	\$ 150,000.00
26	Bike Skills Course	1	LS	\$ 60,000.00	\$ 60,000.00
27	Compacted Trail / Course Area	12900	SF	\$ 2.00	\$ 25,800.00
28	Slope Stabilization Native Seed	29700	SF	\$ 0.20	\$ 5,940.00
Subtotal					\$ 1,891,365.00
Contingency				20%	\$ 378,273.00
Construction Total					\$ 2,269,638.00
INCIDENTALS & PROFESSIONAL SERVICES					
1	Incidentals & Professional Services	15%	EST	\$ 340,400.00	\$ 340,400.00
Project Total					\$ 2,610,038.00

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LINDON EAST BENCH

Concept Sketch 2



Bike Skills Course



Obstacle Course



Pump Track



Restroom Building

ITEM NO.	ITEM DESCRIPTION	EST QTY	UNIT	UNIT COST	AMOUNT
CONSTRUCTION COSTS					
1	Mobilization & Demobilization	5%	LS	\$ 57,700.00	\$ 57,700.00
2	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
3	Temporary Controls	1	LS	\$ 15,000.00	\$ 15,000.00
4	Selective Site Demolition	1	LS	\$ 15,000.00	\$ 15,000.00
5	Earthwork	1	LS	\$ 25,000.00	\$ 25,000.00
6	Import Fill	1500	CY	\$ 15.00	\$ 22,500.00
7	Asphalt Pavement	20900	SF	\$ 5.00	\$ 104,500.00
8	Typical Curb & Gutter	1280	LF	\$ 50.00	\$ 64,000.00
9	Concrete Flatwork	8300	SF	\$ 10.00	\$ 83,000.00
10	Boulder Retaining Wall	366	LF	\$ 85.00	\$ 31,110.00
11	Water Service Connection	1	LS	\$ 7,000.00	\$ 7,000.00
12	Water Lateral	305	LF	\$ 30.00	\$ 9,150.00
13	Sewer Service Connection	1	LS	\$ 3,500.00	\$ 3,500.00
14	Sewer Lateral	345	LF	\$ 50.00	\$ 17,250.00
15	Pavement Marking & Signage	1	LS	\$ 10,000.00	\$ 10,000.00
16	1 Pickleball Court w/ Fencing	1	LS	\$ 75,000.00	\$ 75,000.00
17	Pickleball Court Lighting	1	LS	\$ 200,000.00	\$ 200,000.00
18	Prefab. Concrete Restroom	1	LS	\$ 120,000.00	\$ 120,000.00
19	10" x 10" Picnic Pavilion	3	EA	\$ 25,000.00	\$ 75,000.00
20	Picnic Table	3	EA	\$ 2,500.00	\$ 7,500.00
21	Park Bench	1	EA	\$ 1,000.00	\$ 1,000.00
22	Trash Receptacle	5	EA	\$ 2,000.00	\$ 10,000.00
23	Wall Mounted Water Fountain	1	EA	\$ 5,000.00	\$ 5,000.00
24	Obstacle Course	1	LS	\$ 150,000.00	\$ 150,000.00
25	Bike Skills Course	1	LS	\$ 60,000.00	\$ 60,000.00
26	Asphalt Pump Track	1	LS	\$ 400,000.00	
27	Compacted Trail / Course Area	12900	SF	\$ 2.00	\$ 25,800.00
28	Slope Stabilization Native Seed	36300	SF	\$ 0.20	\$ 7,260.00
Subtotal					\$ 1,211,270.00
Contingency				20%	\$ 242,254.00
Construction Total					\$ 1,453,524.00
INCIDENTALS & PROFESSIONAL SERVICES					
1	Incidentals & Professional Services	15%	EST	\$ 218,000.00	\$ 218,000.00
Project Total					\$ 1,671,524.00

Disclaimer:
This Engineer's Opinion of Cost (EOC) is made on the basis of Engineer's experience, qualifications, general familiarity with the construction industry and represents the Engineer's best judgement as an experienced and qualified professional . However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. Prices reflect 2025 pricing. If the project is constructed later than 2026 then consideration should be given to inflation and changes in cost.

- Notes:
- 1 - Quantities shown in the EOC are purely estimates based off a concept design. Quantities may be refined as design progresses.
 - 2 - Unit costs are our best estimates based on similar projects. These costs are not guarantees. A number of factors may affect these costs when ultimately priced by a contractor.
 - 3 - The EOC does not include fees that may be charged by the Owner such as impact fees, building permit fees, review fees, etc.
 - 4 - LS = Lump Sum; EA = Each; SF = Square Feet; SY = Square Yard; AC = Acre; LF = Linear Feet; CY = Cubic Yard; TON = Ton; GAL = Gallon; DAY = Day; HR = Hour; EST = Estimate

LINDON EAST BENCH

Engineer’s Option of Cost 2





LINDON EAST BENCH

Concept Sketch 3



Bike Skills Course



Obstacle Course



Pump Track



Restroom Building

ITEM NO.	ITEM DESCRIPTION	EST QTY	UNIT	UNIT COST	AMOUNT
CONSTRUCTION COSTS					
1	Mobilization & Demobilization	5%	LS	\$ 100,800.00	\$ 100,800.00
2	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
3	Temporary Controls	1	LS	\$ 15,000.00	\$ 15,000.00
4	Selective Site Demolition	1	LS	\$ 15,000.00	\$ 15,000.00
5	Earthwork	1	LS	\$ 25,000.00	\$ 25,000.00
6	Import Fill	1500	CY	\$ 15.00	\$ 22,500.00
7	Asphalt Pavement	20900	SF	\$ 5.00	\$ 104,500.00
8	Typical Curb & Gutter	1280	LF	\$ 50.00	\$ 64,000.00
9	Concrete Flatwork	8300	SF	\$ 10.00	\$ 83,000.00
10	Boulder Retaining Wall	330	LF	\$ 500.00	\$ 165,000.00
11	Water Service Connection	1	LS	\$ 7,000.00	\$ 7,000.00
12	Water Lateral	305	LF	\$ 30.00	\$ 9,150.00
13	Sewer Service Connection	1	LS	\$ 3,500.00	\$ 3,500.00
14	Sewer Lateral	345	LF	\$ 50.00	\$ 17,250.00
15	Pavement Marking & Signage	1	LS	\$ 10,000.00	\$ 10,000.00
16	3 Pickleball Courts w/ Fencing	1	LS	\$ 225,000.00	\$ 225,000.00
17	Pickleball Court Lighting	1	LS	\$ 350,000.00	\$ 350,000.00
18	Prefab. Concrete Restroom	1	LS	\$ 120,000.00	\$ 120,000.00
19	10" x 10" Picnic Pavilion	4	EA	\$ 25,000.00	\$ 100,000.00
20	Picnic Table	4	EA	\$ 2,500.00	\$ 10,000.00
21	Park Bench	1	EA	\$ 1,000.00	\$ 1,000.00
22	Trash Receptacle	5	EA	\$ 2,000.00	\$ 10,000.00
23	Wall Mounted Water Fountain	1	EA	\$ 5,000.00	\$ 5,000.00
24	Obstacle Course	1	LS	\$ 150,000.00	\$ 150,000.00
25	Bike Skills Course	1	LS	\$ 60,000.00	\$ 60,000.00
26	Asphalt Pump Track	1	LS	\$ 400,000.00	\$ 400,000.00
27	Compacted Trail / Course Area	12900	SF	\$ 2.00	\$ 25,800.00
28	Slope Stabilization Native Seed	38600	SF	\$ 0.20	\$ 7,720.00
Subtotal					\$ 2,116,220.00
Contingency 20%					\$ 423,244.00
Construction Total					\$ 2,539,464.00
INCIDENTALS & PROFESSIONAL SERVICES					
1	Incidentals & Professional Services	15%	EST	\$ 380,900.00	\$ 380,900.00
Project Total					\$ 2,920,364.00

Disclaimer:
This Engineer's Opinion of Cost (EOC) is made on the basis of Engineer's experience, qualifications, general familiarity with the construction industry and represents the Engineer's best judgement as an experienced and qualified professional . However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. Prices reflect 2025 pricing. If the project is constructed later than 2026 then consideration should be given to inflation and changes in cost.

- Notes:
- 1 - Quantities shown in the EOC are purely estimates based off a concept design. Quantities may be refined as design progresses.
 - 2 - Unit costs are our best estimates based on similar projects. These costs are not guarantees. A number of factors may affect these costs when ultimately priced by a contractor.
 - 3 - The EOC does not include fees that may be charged by the Owner such as impact fees, building permit fees, review fees, etc.
 - 4 - LS = Lump Sum; EA = Each; SF = Square Feet; SY = Square Yard; AC = Acre; LF = Linear Feet; CY = Cubic Yard; TON = Ton; GAL = Gallon; DAY = Day; HR = Hour; EST = Estimate

LINDON EAST BENCH

Engineer’s Option of Cost 3



- 9. Review & Action: Land & Water Conservation Grant, Thornton Park; Resolution #2026-2-R.** The Council will review and consider a resolution supporting the application of grant funds and pledged match through the Land & Water Conservation grant program for development of the Thornton Park property.

Sample Motion: I move to (*approve, deny, or continue*) Resolution #2025-2-R (*as presented, or with changes*).

RESOLUTION NO. 2026-02-R

A RESOLUTION OF THE CITY COUNCIL OF LINDON CITY, UTAH COUNTY, UTAH, SUPPORTING SUBMITTAL OF THE 2025-26 LAND AND WATER CONSERVATION GRANT APPLICATION TO SECURE GRANT FUNDING TO ASSIST WITH CONSTRUCTION OF THE NEW THORNTON PARK, AND SETTING AN EFFECTIVE DATE.

WHEREAS, Lindon City desires to construct the new Thornton Park located at 330 N 400 W, Lindon, Utah; and

WHEREAS, the City supports and approves submitting a 2025-26 grant application for Land and Water Conservation Funds.

WHEREAS, the City recognizes that the grant requires a 50% match of City funds, and

WHEREAS, the development of the park will benefit the City and the public for which it serves.

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

1. The Lindon City Council supports and approves the submittal of the 2025-26 Land and Water Conservation Fund application.
2. The City is committed to providing the required matching funds identified in the grant application up to \$1,594,190.

Adopted and approved this 5th day of January 2026.

By _____
Carolyn O. Lundberg, Mayor

Attest:

By _____
Britni Laidler, City Recorder

SEAL:

10. Discussion Item: Aquatics Pay Scale & Pool Season Dates. Parks & Recreation staff will present information and desires feedback regarding potential pay adjustments for wages in the upcoming 2026 aquatics season and desires feedback on potential season closing dates.

Sample Motion: This is a discussion item – there will be no motion.

City Council Memo

To: Lindon City Council
From: Heath G. Bateman, Parks & Recreation Director
Date: 10-22-2025
Subject: Aquatics Center Wage Adjustment and Seasonal Operations Schedule

The purpose of this memo is to request City Council direction on three related matters concerning the Lindon Aquatics Center. These items are interrelated and should be considered together. Specifically, Council direction is requested on the following:

- Whether Aquatics Center staff should receive a wage adjustment;
- Whether the Aquatics Center should close earlier during the week; and
- Whether Aquatics Center operations—specifically open swim and facility rentals—should conclude on the same day Alpine School District school’s resume.

Background

The Lindon Aquatics Center relies heavily on seasonal and part-time employees, many of whom are students under the age of 16. Staffing availability, retention, and operational sustainability are directly impacted by school schedules, labor laws, and wage competitiveness with neighboring municipalities.

As the City prepares for upcoming aquatic seasons, staff are requesting policy direction to help ensure safe operations, fiscal responsibility, and the ability to recruit and retain qualified employees.

Discussion Items for Council Consideration

1. Aquatics Center Wage Adjustment

Aquatics Center employees include a small management staff, lifeguards, swim instructors, and cashiers. Lifeguard and Swim Instructor positions require specialized certifications to ensure public safety. Over the years, the City Council has been thoughtful in approving wage adjustments to help the City remain competitive with neighboring pools and improve our ability to attract and retain quality staff. The most recent wage adjustment occurred in 2019, when pool staff were placed into a range and step system designed to support recruitment and retention. That current range is shown below:

Aquatics Center Pay Range 2026

Range	1 st Year	2 nd Year	3 rd Year
1	\$10.52	\$12.27	\$14.02

2	\$11.68	\$13.44	\$15.19
3	\$12.85	\$14.60	\$16.36
4	\$14.02	\$15.77	\$17.53
5	\$14.82	\$16.53	\$18.24
6	\$15.96	\$17.67	\$19.38

<u>Range 1</u> Cashier/Concessions Facility Tech Aquatic Program Instructor	<u>Range 2</u> Lifeguard Flow Instructor
<u>Range 3</u> Lead Cashier Lead WSI Water Safety Instructor	<u>Range 4</u> Assistant Swim Coach Water Aerobics Instructor
<u>Range 5</u> Head Swim Coach Aquatic Supervisor	<u>Range 6</u> Aquatic Assistant Manager

Recent staffing challenges and market comparisons suggest that current wage rates may not be competitive with neighboring municipalities.

- Pleasant Grove (PG Pool) – Lifeguard: \$12.00/hr
- American Fork – Lifeguard: Starting at \$12.00/hr
- Orem – Lifeguard: \$13.00/hr
- Lehi (Legacy Center) – Lifeguard: \$10.32–\$14.45/hr (depending on qualifications)
- Provo – Lifeguard: \$12.00/hr
- Springville – Lifeguard: \$13.25/hr

Lindon – Lifeguard: \$10.52/hr

We recommend the following:

1st Year	2nd Year	3rd Year	MAX
\$13.52	\$15.27	\$17.02	\$17.02
\$14.68	\$16.44	\$18.19	\$18.19
\$15.85	\$17.60	\$19.36	\$19.36
\$17.02	\$18.77	\$20.53	\$20.53
\$17.82	\$19.53	\$21.24	\$21.24

\$18.96	\$20.67	\$22.38	\$22.38
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Important Facts:

- We are looking for a competitive wage that would allow us not to be forced to hire so many 15-year-old workers.
 - The optimal staff percentage is 30% 15 y/o and 70% 16+ y/o.
- 15-year-old staff have limited working hours due to federal labor law.
- There have been COLA increases when approved by Council.
- Lindon is behind the other local pools in starting lifeguard wage.
- There is important operational considerations to consider due to labor restrictions, 15-year-old employees cannot work past 9:00 p.m., limiting their availability for late rentals and evening programming. Competitive wages are a key factor in attracting older staff who can legally work extended hours and provide greater scheduling flexibility.
- Because of the low wage and the large number of 15-year-old staff members, we are struggling to maintain a safe level of service as the facility.
- If we increase our wages by \$2.00/hr across the board, and not adjust any open hours, we are looking at a \$130K (approx.) increase in projected wages. **(Not verified by Kristen)**
 - That projected increase amount would be if every shift was filled and every employee was at year two wages. This scenario is not likely to happen.

Council direction is requested on the following question:

- Should the City consider approving a wage adjustment for Aquatics Center staff to improve recruitment, retention, and operational stability?

2. Should the aquatics center close earlier on Monday-Saturday

- If we were to close an hour early M-S, we could save a projected \$122K in staff wages
- We would still end up paying the same utilities for the facilities because it runs 24/7 during the summer months
- By lowering the reservations hours, we would lose out on some revenue from reservations.
 - That number would be close to \$68K (+/-) if all 57 reservation dates were booked
- Overall, we would still end up saving \$53K against the projected wage increase.

Council direction is requested on the following question:

- Would the City Council support closing the Aquatics Center at 9pm, instead of 10PM Monday - Saturday?

3. Seasonal Closure Aligned with Alpine School District Calendar

Historically, staffing availability significantly decreases once Alpine School District school’s resume. This impacts the ability to safely and efficiently operate open swim hours and rentals. Aligning Aquatics Center operational closure with the school calendar may provide greater predictability for staffing, budgeting, and public communication.

Important Facts:

- We struggle to maintain staff once school starts as we can only have 16 Y/O + employees work the party shifts Tues – Friday and some shifts on Saturday.
- Overall, keeping the pool running once schools starts will not make the facility any money and we spend more than we take in. If all party dates are booked and all staff shows up to shifts, along without 2025 Revenue numbers, we lose close to \$6K
 - There is great benefit to the residents who purchase punch passes and would like to swim on the last weekends after school and Labor Day.
- If the decision to not do party rentals and just stay open for the weekends and Labor Day, the city would lose \$60K.

Council direction is requested on the following question:

Should the Lindon Aquatics Center close for the season at the beginning of the Alpine District School beginning?

These two tables represent the post-season revenue vs expenditures. The second table shows the numbers if we do not have post-season rental parties.

<i>All numbers calculated at 2025 wage, utilities</i>			
2026 Post Season Cost (Aug 16-Sept 7) - 1.2k Rental			
Item	Exp	Rev	Diff
Staff	\$ (42,725.55)		
Chems	\$ (17,442.90)		
Electricity	\$ (11,815.32)		

2025 wages

Gas	\$ (7,411.00)			
Water/Sewer/Storm	\$ (8,199.25)			
Misc Pool Costs	\$ (17,954.38)			Expenses pulled from P&R ledger (8.10-9.1)
Concessions		\$ 12,896.54		Numbers pulled from 2025 Toast sales (8.10-9.1)
Reservations		\$ 54,000.00		Calculated at max revenue and max rental dates
Admission		\$ 33,209.00		Daily admission, flow admission, punch pass sale number (8.10-9.1)
TOTALS	\$ (105,548.40)	\$ 100,105.54	\$ (5,442.86)	

<i>All numbers calculated at 2025 wage, utilities</i>				
2026 Post Season Cost (Aug 16-Sept 7) - 1.2k Rental				
Item	Exp	Rev	Diff	
Staff	\$ (42,725.55)			2025 wages
Chems	\$ (17,442.90)			
Electricity	\$ (11,815.32)			
Gas	\$ (7,411.00)			
Water/Sewer/Storm	\$ (8,199.25)			
Misc Pool Costs	\$ (17,954.38)			Expenses pulled from P&R ledger (8.10-9.1)
Concessions		\$ 12,896.54		Numbers pulled from 2025 Toast sales (8.10-9.1)
Reservations		NO RESERV.		Without any post season reservations
Admission		\$ 33,209.00		Daily admission, flow admission, punch pass sale number (8.10-9.1)
TOTALS	\$ (105,548.40)	\$ 46, 105.54	\$ (59,442.86)	

BONUS OPTION #1

Alternative Retention Incentive – Post-Season Commitment Bonus

As an alternative or supplement to a base wage adjustment, Council could consider a post-season retention bonus designed to encourage Aquatics Center employees to remain through the end of the operating season after Alpine School District schools resume.

Under this option, eligible Aquatics Center staff who commit to work from the start of the school year through the official end of the Aquatics Center season would receive a bonus equal to \$1.00 per hour worked during the post-season period. The bonus would be issued as a lump-sum payment at the conclusion of the season.

Eligibility Requirements

To qualify for the post-season bonus, employees must meet all of the following conditions:

- Work continuously through the final scheduled day of the Aquatics Center season;
- Have no unexcused absences during the post-season period;
- Ensure all scheduled shifts are worked or appropriately covered when conflicts arise;
- Maintain a clean disciplinary record, with no documented disciplinary actions during the post-season; and
- Remain in good standing with all certification and training requirements.

This incentive is intended to improve post-season staffing stability, reduce late-season service disruptions, and minimize operating losses that occur when staffing levels decline after school resumes. By tying the bonus to attendance, performance, and season-long commitment, the City can target retention while maintaining accountability and fiscal control. **In the charts below, 'Post-Season' is after school starts**

Option #1 – Bonus for employees if no increase in wages on 2026 approved pay before school starts.

- Run the summer like normal (no change to hours, approved 2026 wage)
- Bonus is \$1.00/hr worked for those who qualify
- Calculation is at 20% and 40% of employees qualify for bonus
- Hours are calculated before school starts and not the "post" season hours
- Wage does not matter in these examples as they get \$1.00/hr increase no matter the wage

Total Hours	Bonus 20% Qualify	Bonus 40% Qualify
46,786 – Season hours	\$9,357.20	\$18,714.40

Option #1b – Bonus for employees if no increase in wages on 2026 pay with daily hours reduced.

- Run the summer with reduced hours (cut an hour M-S, approved 2026 wage)
- Bonus is \$1.00/hr worked for those who qualify
- Calculation is at 20% and 40% of employees qualify for bonus
- Hours are calculated before school starts and not the "post" season hours
- Wage does not matter in these examples as they get \$1.00/hr increase no matter the wage

Total Hours	Bonus 20% Qualify	Bonus 40% Qualify
36,421 – Reduced Season Hours	\$7,284.20	\$14,568.40

Option #2 Bonus for post-season when school starts

- Run the post summer (when school starts) like normal (no change to hours, approved 2026 wage)
- Bonus is \$1.00/hr worked for those who qualify
- Calculation is at 20% and 40% of employees qualify for bonus
- Hours are calculated before school starts and not the "post" season hours

Total Hours	Bonus 20% Qualify	Bonus 40% Qualify
3,085.20 – post season hours	\$617.04	\$1,234.08

Option #2b Bonus for employees in post-season after school starts with no rentals and hours reduced.

- Run the post summer (when school starts) with open hours on weekend, no parties (approved 2026 wage)
- Bonus is \$1.00/hr worked for those who qualify
- Calculation is at 20% and 40% of employees qualify for bonus
- Hours are calculated before school starts and not the "post" season hours

Total Hours	Bonus 20% Qualify	Bonus 40% Qualify
1,396.95 – Reduced post season hours (no rentals)	\$279.39	\$558.78

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

Sample Motion: There will be no motion on this item.

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

Sample Motion: No motion required for this item.

Ethical Behavior Policy

Employee Code of Ethics

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

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

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

relatives, with few exceptions.

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

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

10. Outside Employment.

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

11. Political Activity.

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

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

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

12. Fair and Equal Treatment.

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

13. Prohibited Conduct After Leaving Lindon City:

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

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

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

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



Ethical Behavior Pledge Form

Annual Ethics Pledge

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

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

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

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

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

DATED THIS _____ DAY OF _____ 20____

(Signature)

LINDON CITY ANNUAL CONFLICT OF INTEREST DISCLOSURE

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

Employee Information

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

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

• Business Interest

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

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

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

Signature: _____

LINDON CITY POLICY
MANUAL RECEIPT

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

(Print Name)

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

(Signature)

(Date)

ADJOURN