

Lindon City Council Staff Report

Prepared by Lindon City
Administration

December 1, 2025

Notice of Meeting of the Lindon City Council



The Lindon City Council will hold a meeting at **7:00 pm on Monday, December 1, 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. The agenda will consist of the following:

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



REGULAR SESSION – 7:00 P.M. - Conducting: Carolyn Lundberg, Mayor
Invocation: Steve Stewart, Councilmember
Pledge of Allegiance: By invitation

1. Call to Order / Roll Call

2. Presentations and Announcements:

- a) Presentation: Community Development Department, 2025 National Planning Month Photo Contest recognition.
- 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 November 17, 2025 and November 18, 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. Public Hearing: Wildfire / wildland urban interface ordinance; Ordinance #2025-18-O. During the 2025 Utah Legislative Session, the Utah Legislature passed House Bill 48, Wildland Urban Interface (WUI) Modifications. As a component of this legislation, Lindon City is proposing to amend Lindon City Code Title 15.08 to adopt the 2006 Wildland Urban Interface Code that is issued by the International Code Council and to adopt a Wildland Urban Interface zone map as required by House Bill 48. These actions are required in order for the city to be eligible for state financial reimbursement for fighting wildfires.

9. Discussion Item: Discussion Item: Trail easement release. The Council will discuss whether or not to require a trail easement between 300 East & Center Street.

10. Public Hearing: Ordinance Amendment to section 17.48.025; Lindon Village Zone; Ordinance #2025-17-O. The Council will review and consider a recommendation by the Planning Commission to amend permitted, conditional and non-permitted uses in the Lindon Village Zone.

11. Review & Action: Employee policies & procedures update; Resolution #2025-30-R. The Council will review and consider for approval a new Grant Incentive Award Policy and update to the Differential Pay & Certification policy.

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/ **Whitney Hatfield, Lindon City Deputy Recorder**

Date: **November 26, 2025; Time: 3:00 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 – 7:00 P.M. - Conducting: Carolyn Lundberg, Mayor

Invocation: Steve Stewart, Councilmember

Pledge: By invitation

Item 1 – Call to Order / Roll Call

December 1, 2025 Lindon City Council meeting.

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

Item 2 – Presentations and Announcements

- a) Presentation: Community Development Department, 2025 National Planning Month Photo Contest recognition.
- b) Comments / Announcements from Mayor and Council members.

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

LINDON

October is National Planning Month, a time when communities across the country celebrate the value of thoughtful planning and the role it plays in creating safe, vibrant, and well-designed places to live. Each October, Lindon City recognizes National Planning Month through our Community Photo Contest, inviting residents to capture the spirit of Lindon through its people, landscapes, gathering spaces, and unique character.

Our theme this year was “Lindon Life: Where We Shop, Gather & Grow” and we asked our community to show us the spirit of Lindon through its design and gathering spaces- whether it’s a favorite local business, a unique architectural detail, or the places where our community comes together.

This year, we are pleased to recognize all four community members who participated in the 2025 contest: Zane Winder, Rebecca Roberts, McKindra Camp, and Andrea Caldwell. Each submission offered a meaningful perspective of life in Lindon and highlighted the places and moments that make our community special.



Zane Winder captured a stunning early-morning view of Lindon’s lights and the boat harbor from the summit of Mount Timpanogos.



Rebecca Roberts captured a sweet moment of her young daughter playing with her stuffed dog and enjoying the open green space at Meadows Park.



McKindra Camp captured a joyful moment of *Crew and Wesley Camp* at the Lindon Aquatics Center, surrounded by sunshine, splash time, and mountain views. She shared that it was “another perfect summer day in Lindon, UT—where memories are made.



Andrea Caldwell captured a beautiful sunset as she stepped out of the historic Walker Farms barn, highlighting the warm glow and charm of the moment.

Lindon City extends our appreciation to all participants for helping us celebrate National Planning Month and for sharing their lens on what makes Lindon a great place to call home.

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:

- January Newsletter: Brian Haws
- Next Meeting: December 15th
- Employee Christmas Lunch, Community Center, Monday, Dec 8th @ 12:30pm
- Misc. Items.
 - From ULCT:

Things to talk about with your Legislators before Legislative Session:

- Explain how **property tax impacts** your city or town
- **Show** what your city is doing on **housing and land use (partnership not preemption)**
- **Water Infrastructure Project Fee Study**
 - Share your concerns about the recommended fee
 - Specifically look at how this will impact your system and citizens
 - Talk about cost of living concerns

Item 6 – Approval of Minutes

- Review and approval of City Council minutes: **November 17, 2025 & November 18, 2025**

The Lindon City Council regularly scheduled meeting on **Monday, November 17, 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: Cole Hooley, Councilmember
 Pledge of Allegiance: Glenn Mitchell

PRESENT

EXCUSED

Carolyn Lundberg, Mayor
 Van Broderick, Councilmember
 Jake Hoyt, Councilmember
 Cole Hooley, Councilmember
 Lincoln Jacobs, Councilmember – *excused self at 6:01 p.m.*
 Steve Stewart, Councilmember
 Brittany Wilde, City Planner
 Brian Haws, City Attorney
 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) **Recognition and Thanks for Service of Board of Adjustment members Jeff Wilson, Steve Smith, Jeff Southard, Greg Slater, and Glenn Mitchell.**
 – Mayor Lundberg expressed heartfelt thanks to the Board of Adjustment members for their many years of service. The members were called forward to be recognized, and it was discussed that many of the members have served on the Board for many years.

Mayor Lundberg explained that the Board of Adjustment serves when there's a dispute and someone wants an appeal to a decision made by the City Council. She noted that the city is now moving to a different process using an intermediary judge, which is becoming standard statewide.

- b) **Presentation:** Melinda Slater, a UVU student, presented a proposal for a weather station for Lindon City. Ms. Slater explained that the project was initiated after former Emergency Services Manager Kelly Johnson noticed during a severe hailstorm that there was a lack of timely information. She presented a map showing that Lindon is located between existing weather

sensors, creating a data gap for the city. The presentation covered three different weather station options:

- Davis Instruments (semi-professional grade): \$1,700-\$3,400 with 5-10 year life expectancy
- NovaLinks (professional grade): \$5,300 with 10-15 year life expectancy
- Campbell Scientific (research grade): \$12,000 with 15-20 year life expectancy

Ms. Slater discussed benefits including early warnings for severe weather events, improved flood drainage and wildfire risk planning, and support for public works operations. Public Works Director Juan Garrido noted that a weather station could connect to ground sensors to monitor watering within the city, potentially qualifying for rebates from water conservation programs.

Mayor Lundberg asked about funding sources, and Ms. Slater identified several grant options including the Department of Public Safety. For the short term, she recommended the less expensive option, with consideration for a more advanced system if the proposed education center by Utah Lake is developed. Administrator Cowie stated that the city would take the proposal under advisement and coordinate with Public Works to determine if and how to proceed.

- c) **Introduction** - Todd Christiansen, the new Emergency Services Manager, was introduced to the council. Mr. Christiansen shared that he was ending a 26-year career with the Utah Army National Guard and has a strong background in civil response, domestic response, weapons of mass destruction, and chemical response, as well as preparedness and survival instruction.

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

4. COUNCIL REPORTS:

Councilmember Hoyt – Councilmember Hoyt reported on police department activities, highlighting several noteworthy arrests that had taken place. He mentioned that the arrests included cases involving fugitives, DUIs, and incidents related to drugs and weapons, emphasizing the importance and effectiveness of the department's efforts. Councilmember Hoyt expressed his appreciation for the police department's work. He also shared his enthusiasm about his ongoing collaboration with the police, mentioning that he had a meeting scheduled with Police Chief Brower. The meeting was planned to discuss future strategies and ensure continued support for the police department's objectives.

2 **Councilmember Broderick** – Councilmember Broderick reported on water-related
 4 matters, stating that both the Provo Bench and North Union canal companies had voted to
 6 end canal operations as a means of conveyance. The city will now take its water through
 the Provo River aqueduct and the pipeline on 400 North. He explained that this change
 would bring significant benefits including reduced water loss, elimination of safety risks
 from open canals, and removal of liability for flooding basements

8 **Councilmember Jacobs** – Councilmember Jacobs reported on his attendance at a trash
 conference, noting that Lindon's landfill charges are significantly lower compared to
 10 other areas. Specifically, Lindon charges \$11.50 per ton, whereas San Juan County
 charges \$59 per ton, and areas in Ohio charge \$39 per ton. This substantial difference in
 12 charges highlights the effectiveness of Lindon's waste management strategies. He
 emphasized that the city has made good decisions in maintaining an efficient system and
 14 praised the individuals involved for having the right people in place to ensure this
 efficiency. Councilmember Jacobs also mentioned his planned attendance at a Northwest
 16 Solid Waste budget meeting that evening.

Councilmember Stewart – Councilmember Stewart reported on Youth Council
 18 activities, including a presentation from Public Works Director Juan Garrido about city
 operations and a visit from Lindon Cares Coalition Director, Jamie Jensen, who discussed
 20 risk factors and prevention strategies for addiction and substance abuse.

Councilmember Hooley – Councilmember Hooley reported on the interlocal school
 22 committee meeting with the newly elected board members, noting that Jen Lyman had
 won the Lindon board seat. He mentioned the city's ongoing commitment to support the
 24 lobbyist through the upcoming legislative session, and negotiations with other districts to
 approach the state for funding.

26 **Mayor Lundberg** – Mayor Lundberg reminded everyone about the city health challenge
 and encouraged participation. She also highlighted the upcoming tree lighting event
 28 scheduled for December 1st. The event would start indoors with a program, ensuring
 everyone stays warm before heading outside to light the tree.

30 .

32 5. **Administrator's Report**

Administrator. Cowie reported on the following items:

- December Newsletter: Jake Hoyt
- 34 • Next meeting: November 18th @ 1:00 PM
- Fall clean-up (dumpsters available around town): Nov 15 - Nov 24
- 36 • Tree Lighting, Monday, Dec 1st @ 6pm (City Council meeting follows at
 7pm)
- 38 • Misc. Items

40 6. **Approval of Minutes** – The minutes of the regular City Council meeting of
 November 3, 2025.

COUNCILMEMBER HOYT MOVED TO APPROVE THE MINUTES OF THE
REGULAR CITY COUNCIL MEETING OF NOVEMBER 3, 2025 AS PRESENTED.
COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS
RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT	AYE
COUNCILMEMBER HOOLEY	AYE
COUNCILMEMBER STEWART	AYE
COUNCILMEMBER BRODERICK	AYE

THE MOTION CARRIED UNANIMOUSLY.

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

a) Surplus Equipment; Resolution #2025-28-R

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

CURRENT BUSINESS

8. Public Hearing: 135 W Road Cross Section, Development Manual

Amendment - Ordinance 2025-16-O. The Council will review and consider a recommendation to approve Ordinance #2025- 16-O amending the Lindon City Land Development Policies, Standard Specifications and Drawings manual and adopting new 135 W. road cross-section.

COUNCILMEMBER BRODERICK MOVED TO OPEN THE PUBLIC
HEARING. COUNCILMEMBER STEWART SECONDED THE MOTION. THE
MOTION CARRIED.

Brittany Wilde, City Planner, presented a proposed amendment to the 135 West Trail Cross section in the Development Manual. She explained that the Planning Commission had recommended approval for the amendment, which would create a wider asphalt width to accommodate on-street parking needed for the farmers market and other city events. The updated cross section would eliminate the 2-foot right-of-way behind the curbs while maintaining the 50-foot overall width. The asphalt width would increase from 27 feet to 32 feet, and the sidewalk width would decrease from 5 feet to 4 feet. Public Works Director, Juan Garrido, explained that the road has an undersized and old waterline that needs replacement, and this cross-section amendment would help prepare for future improvements. He noted the importance of prioritizing the waterline replacement before tackling the road reconstruction. Director Garrido also mentioned that

the design and engineering process would be initiated after the adoption of the cross section to address topographical challenges, and infrastructure needs while keeping costs effective.

Mayor Lundberg noted that this road has been on the city's radar for some time but had many complications including topography and infrastructure issues. She indicated that funding could potentially be included in the 2026-2027 fiscal year budget. She further explained the long-standing need to address the various caveats like infrastructure and topography that have been delayed over time but are crucial for moving forward with the development.

Administrator Adam Cowie clarified that the 10-foot trail included in the cross section connects to the city's parks and trails master plan, creating a safe route to the park for children and swimmers. He emphasized that this plan aligns with the broader vision of connecting key areas within the city through designated trail pathways. Additionally, the trail is intended to match the width of the existing Heritage Trail, ensuring consistency throughout the city's trail system, and serving as a safe and accessible path for residents.

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

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

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

COUNCILMEMBER BRODERICK MOVED TO APPROVE ORDINANCE #2025-16-O AS PRESENTED. COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT AYE

COUNCILMEMBER HOOLEY AYE

COUNCILMEMBER STEWART AYE

COUNCILMEMBER BRODERICK AYE

THE MOTION CARRIED.

9. Review & Action: Bid Award for Concrete Construction Services. The Council will review and consider awarding the bid for general concrete construction services to the low bidder, FCI Companies, Inc. (Farnworth Concrete).

City Administrator, Adam Cowie, presented a recommendation to award the concrete construction services bid to FCI Companies Inc., owned by Denny Farnworth, a local resident. The bid covered all proposed road projects involving concrete work and involved a total summation of unit prices from multiple bidders with FCI emerging as the low bidder. Administrator Cowie highlighted that Denny Farnworth had improved his prices from the prior year, making the bid even more competitive. It was also noted that Mr. Farnworth had also bailed Lindon City out during a water main break, demonstrating reliability and readiness to assist the city swiftly.

Councilmember Broderick added his perspective as a general contractor, noting that the bid from FCI was not only the lowest but also solid and reputable. Councilmember Broderick emphasized the importance of such bids being within an appropriate range, stating that the low bid should ideally be within 10 percent of the next lowest bid. He mentioned that often the top few bids are high because some contractors are busy and not actively seeking the work, thus overpricing to cover potential time constraints or resource allocations. In contrast, Farnworth's bid was clearly both competitive and responsibly priced. Broderick expressed strong confidence in the decision, given FCI's track record in Lindon.

Mayor Lundberg echoed these sentiments, confirming the choice by noting that every resident who received work from Farnworth praised the quality and professionalism of the projects completed. Mayor Lundberg asked for any further comment from the council. Hearing none, she called for a motion.

COUNCILMEMBER HOYT MOVED TO APPROVE THE BID AWARD TO FCI COMPANIES, INC. FOR CONCRETE CONSTRUCTION SERVICES AS PRESENTED. COUNCILMEMBER STEWART SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT	AYE
COUNCILMEMBER HOOLEY	AYE
COUNCILMEMBER STEWART	AYE
COUNCILMEMBER BRODERICK	AYE

THE MOTION CARRIED.

10. Review & Action: 2026 Public Meeting Schedule; Resolution #2025-26-R. The Council will review and consider adoption of the proposed 2026 Public Meeting Schedule.

The Council reviewed the proposed 2026 public meeting schedule. After discussion, they decided to remove the December 21, 2026 meeting date due to its proximity to Christmas. They also noted that April 6, 2026 (during spring break) and October 19, 2026 (during fall break) might have attendance challenges but decided to keep those dates on the calendar with asterisks denoting potential scheduling conflicts.

The Council also agreed to remove the November 24, 2026 Planning Commission meeting due to its proximity to Thanksgiving.

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

COUNCILMEMBER BRODERICK MOVED TO APPROVE RESOLUTION #2025-26-R AS PRESENTED WITH THE REMOVAL OF THE DECEMBER 21, 2025 CITY COUNCIL MEETING AND NOVEMBER 24, 2025 PLANNING COMMISSION MEETING. COUNCILMEMBER HOYT SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT AYE

COUNCILMEMBER HOOLEY AYE

COUNCILMEMBER STEWART AYE

COUNCILMEMBER BRODERICK AYE

THE MOTION CARRIED.

11. Review & Action: 2026 Mayor & Council liaison & Mayor Pro Tem

assignments; Resolution #2025-27-R. The Council will review and consider adoption of the proposed 2026 Mayor & Council liaison & Mayor Pro Tem assignments as recommended by Mayor Lundberg.

Mayor Lundberg presented the proposed 2026 Mayor and Council liaison and Mayor Pro Tem assignments. She thanked all Council members for their service and engagement, noting that everyone was bringing their "A game" to their assignments. She mentioned that while the current assignments were working well, she was open to suggestions for changes if Council members wanted different experiences next year. After discussion, the Council agreed to swap the newsletter article assignments between Councilmembers Hoyt and Jacobs to space them more evenly.

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

COUNCILMEMBER HOYT MOVED TO APPROVE RESOLUTION #2025-27-R AS PRESENTED WITH CHANGE TO NEWSLETTER ORDER. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER HOYT AYE

COUNCILMEMBER HOOLEY AYE

COUNCILMEMBER STEWART AYE

COUNCILMEMBER BRODERICK AYE

THE MOTION CARRIED.

2 Before adjourning, the Council discussed the upcoming Lindon Temple open
house scheduled for the following year. Chief Brower and Administrator Cowie reported
4 that they were working with temple representatives on traffic management plans,
particularly concerning the impact on Center Street, which already has four schools and
6 gets congested during drop-off and pick-up times. There were also concerns about
pedestrian safety on the Murdock Trail crossing.

8 **Adjourn –**

10 COUNCILMEMBER BRODERICK MOVED TO ADJOURN THE MEETING
12 AT 6:43 PM. COUNCILMEMBER STEWART SECONDED THE MOTION. ALL
PRESENT VOTED IN FAVOR. THE MOTION CARRIED.

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16 Approved – December 1, 2025

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Britni Laidler, City Recorder

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Carolyn O. Lundberg, Mayor

The Lindon City Council regularly scheduled special meeting on **Tuesday, November 18, 2025, at 1:05 pm** in the Lindon City Center, City Council Chambers, 100 North State Street, Lindon, Utah.

REGULAR SESSION –1:00 P.M.

Conducting: Jacob Hoyt, Mayor Pro Tem

PRESENT

Jacob Hoyt, Councilmember
Van Broderick, Councilmember
Steve Stewart, Councilmember
Adam Cowie, City Administrator
Britni Laidler, City Recorder

EXCUSED

Carolyn Lundberg, Mayor
Lincoln Jacobs, Councilmember
Cole Hooley, Councilmember

1. Call to Order/Roll Call – The meeting was called to order at 1:00 p.m.

2. Review & Action – Canvass & Certification of 2025 General Election Results.

The City Council, acting as the Board of Canvassers, will canvass the results of the November 4, 2025 General Election and then, by motion, officially certify the results of the Canvass. Resolution # 2025-25-R.

City Administrator, Adam Cowie, presented the canvass and certification materials for the 2025 Lindon City General Election final results. Following the presentation and review of the canvass materials the council was in agreement to certify the results of the Canvass to certify Carolyn Lundberg as Mayor and Jacob Hoyt and Van Broderick as councilmembers for 4-year terms each.

Mayor Pro Tem Hoyt called for any further discussion or comments from the Council. Hearing none he called for a motion.

COUNCILMEMBER STEWART MOVED TO APPROVE THE CANVASS & CERTIFICATION OF THE 2025 GENERAL ELECTION RESULTS AND CERTIFY CAROLYN LUNDBERG AS MAYOR, AND JACOB HOYT AND VAN BRODERICK AS COUNCILMEMBERS TO SERVE 4 YEAR TERMS EACH BEGINNING JANUARY 5, 2026. COUNCILMEMBER BRODERICK SECONDED THE MOTION. THE VOTE WAS RECORDED AS FOLLOWS:

COUNCILMEMBER STEWART AYE

COUNCILMEMBER BRODERICK AYE

COUNCILMEMBER HOYT AYE

THE MOTION CARRIED UNANIMOUSLY

City Recorder, Britni Laidler presented council member with Certificate of Election, winners will be sworn in January 5, 2026.

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Approved – December 1, 2025

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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 is no consent agenda item

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

8. Public Hearing: Wildfire / wildland urban interface ordinance; Ordinance #2025-18-O.

During the 2025 Utah Legislative Session, the Utah Legislature passed House Bill 48, Wildland Urban Interface (WUI) Modifications. As a component of this legislation, Lindon City is proposing to amend Lindon City Code Title 15.08 to adopt the 2006 Wildland Urban Interface Code that is issued by the International Code Council and to adopt a Wildland Urban Interface zone map as required by House Bill 48. These actions are required in order for the city to be eligible for state financial reimbursement for fighting wildfires.

Sample Motion: I move to (*approve, deny, or continue*) Ordinance #2025-18-O (*as presented, or with changes*).

Ordinance Amendment – 15.08.010 – Wildland Urban Interface (WUI) Code Adoption and WUI Zone Map Adoption.

Date: December 1, 2025

Applicant: Lindon City

Presenting Staff: Michael Florence

Type of Decision: Legislative

Council Action Required: Yes

MOTION

I move to (*approve, deny, or continue*) ordinance amendment 2025-18-O (*as presented, or with changes*).

Summary of Key Issues

- During the 2025 Utah Legislative Session, the Utah Legislature passed House Bill 48.
- House Bill 48 requires municipalities to adopt two items before January 1, 2026:
 1. Adopt the 2006 International Wildland Urban Interface Code. The State of Utah has previously adopted the 2006 WUI Code.
 2. Adopt a Wildland Urban Interface Zone Map which outlines the areas where the WUI code will be applicable. Lindon City determines the boundaries of the WUI map.
 - Lindon City prepared the following online draft WUI Map:
 - [Draft Online WUI Map](#)

In consultation with Orem Fire, Lindon City prepared a WUI Zone Map that applies to properties in the following circumstances:

- Canberra Heights neighborhood. The development has certain fire requirements that were applied to the development.
- Areas abutting large undeveloped or vacant property, such as the Acerson property above Center Street.
- Areas abutting the Wildland Interface where the 1200 E. roadway is planned but has not yet been constructed.

Lindon City anticipates that as property develops or when 1200 E. is constructed then properties abutting those improved areas will be removed from the Lindon WUI Zone Map.

- Wildland Urban Interface is defined by the State of Utah as: *“the zone where structures and other human development meets, or intermingles with, undeveloped wildland.”*
- Wildland is defined by the State of Utah as: *“an area where:*
 - *Development is essentially non-existent, except for roads, railroads, powerlines, or similar transportation facilities; and*
 - *Structures, if any, are widely scattered.”*
- In addition to Lindon City adopting a WUI Map, the State Division of Forestry, Fire, and State Lands will be adopting their own High Risk WUI map in 2026.

Public Notices

- Lindon City sent individual notices to each property owner whose property is proposed to be located within Lindon’s WUI Zone Map.
- Notice was also published on the State Public Notice Website and on Lindon City’s website.
- On the City website, the city included additional information about the ordinance amendment, WUI code, HB 48, and information and videos from the Utah Division of Forestry, Fire, and State Lands.
 - <https://lindon.gov/community-development.htm>

What impact will there be to Lindon Residents by adopting the WUI code?

- The WUI Code requires heightened building code compliance when residents make certain improvements to their property. These improvements may include constructing a new single-family home, garage/shed, residential additions or replacing the roofing materials. In some cases residents may need to create a larger defensible landscape spaces, typically 30' from the home by removing certain types of nonfire-resistive vegetation or trimming trees 10' from structures or other trees.

Utah Division of Forestry, Fire, and State Lands

The Division has provided the following documents to provide more information to the public:

- Frequently Asked Questions: <https://ffsl.utah.gov/wuirisk/>
- Understanding WUI Zone vs Forestry, Fire, and State Lands High-Risk WUI Boundary
 - <https://ffsl.utah.gov/wp-content/uploads/WUI-Zone-vs-WUI-Boundary-Final.pdf>
- Utah Fire Risk Assessment Map: <https://wildfirerisk.utah.gov/>
- Utah Division of Forestry, Fire, and State Lands Presentation: <https://www.youtube.com/watch?v=Dm6-Le2awj4>

Exhibits

1. Draft Ordinance
2. Neighbor Notice

ORDINANCE NO. 2025-18-O

AN ORDINANCE OF THE CITY COUNCIL OF LINDON CITY, UTAH COUNTY, UTAH, AMENDING TITLE 15.08.010 TO ADOPT THE 2006 INTERNATIONAL WILDLAND URBAN INTERFACE CODE AND A WILDLAND URBAN INTERFACE ZONE MAP AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during the 2025 Utah legislative session, the Utah Legislature passed House Bill 48; and

WHEREAS, House Bill 48 requires municipalities, including Lindon City, to adopt the 2006 International Wildland Urban Interface Code; and

WHEREAS, House Bill 48 requires municipalities, including Lindon City, to adopt a Wildland Urban Interface Zone Map to designate where the Wildland Urban Interface Code will be applied; and

WHEREAS, in consultation with the local fire authority, Lindon City finds that the Wildland Urban Interface Zone Map meets the requirements for the public protection of life, safety, and welfare of Lindon residents; and

WHEREAS, the Lindon City Council is authorized by state law to enact and amend ordinances establishing regulations; and

WHEREAS, on December 1, 2025, the Lindon City Council held a properly noticed public hearing to hear testimony regarding the ordinance amendment; and

WHEREAS, after the public hearing, the City Council further considered the proposed ordinance amendment and adopted the attached ordinance; and

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

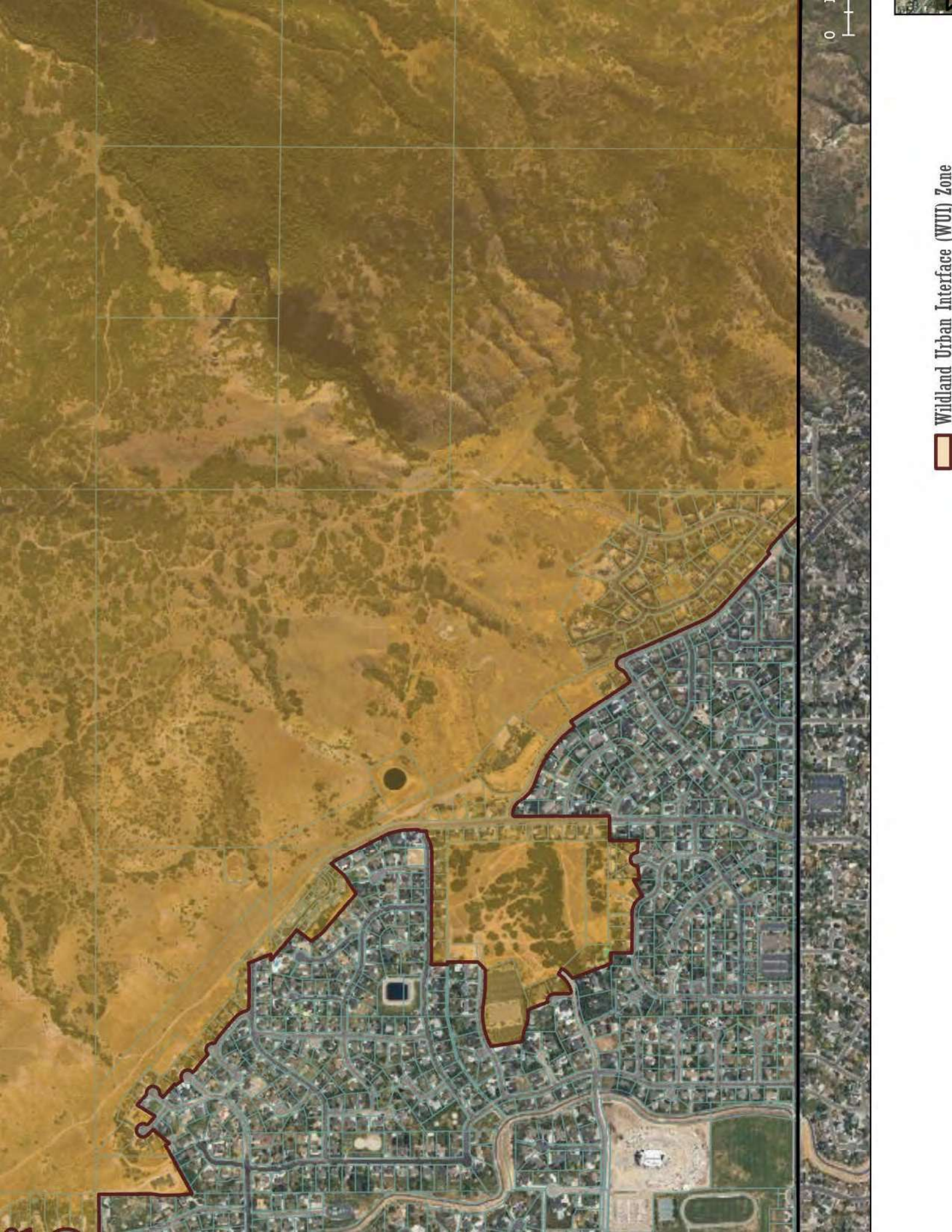
SECTION I: Amend Lindon City Code Section 15.08.010 as follows:

Adoption.

- a. It shall be Lindon City Policy to adopt and implement the current editions of the various state, national, and international standards and codes applicable to buildings and construction. Specifically these are the 2006 Editions of the International Plumbing, Mechanical, and Residential Codes, ~~and the 2005 National Electrical Code, and the 2006 International Wildland Urban Interface Code.~~ In addition such codes, in conjunction with the Lindon City Code and the Lindon City Fee Schedule, shall provide standards for the issuance of building permits and collection of fees; and provides for penalties for the violation thereof. The International Building Code Standards as approved and adopted by the State of Utah are approved and adopted as the building code standards and requirements for Lindon City, and they are by this reference made a part of this Chapter to the same extent and effect as though they were copied in full and in their entirety in this chapter. In addition Chapter 1 of the 2006 Edition of the International Building Code is specifically adopted as the section governing the administration of the building code in the City. A copy of the code shall be filed in the Community Development Department for use and examination by the public, specifically the 2006 International Plumbing Code, the 2006 International Mechanical Code, the 2006 International Residential Code, ~~and the 2005 National Building Code, and the 2006 International Wildland Urban Interface Code.~~

- b. Lindon City also adopts the Wildland Urban Interface Zone Map dated _____, and as amended.

SECTION II: Adopt the Lindon Wildland Urban Interface Zone Map as follows:



Wildland Urban Interface (WUI) Zone

SECTION III: The provisions of this ordinance and the provisions adopted or incorporated by reference are severable. If any provision of this ordinance is found to be invalid, unlawful, or unconstitutional by a court of competent jurisdiction, the balance of the ordinance shall nevertheless be unaffected and continue in full force and effect.

SECTION IV: Provisions of other ordinances in conflict with this ordinance and the provisions adopted or incorporated by reference are hereby repealed or amended as provided herein.

SECTION V: This ordinance shall take effect immediately upon its passage and posting as provided by law.

PASSED and ADOPTED and made EFFECTIVE by the City Council of Lindon City, Utah, this _____ day of _____, 2025.

Carolyn O. Lundberg, Mayor

ATTEST:

Britni Laidler,
Lindon City Recorder

SEAL

9. **Discussion Item: Trail easement release.** The Council will discuss whether or not to require a trail easement between 300 East & Center Street.

No motion is required, but feedback and general direction on this matter is desired.

Ty Walker Trail Easement

Date: December 1, 2025

Project Address: 62 S. Denali Circle

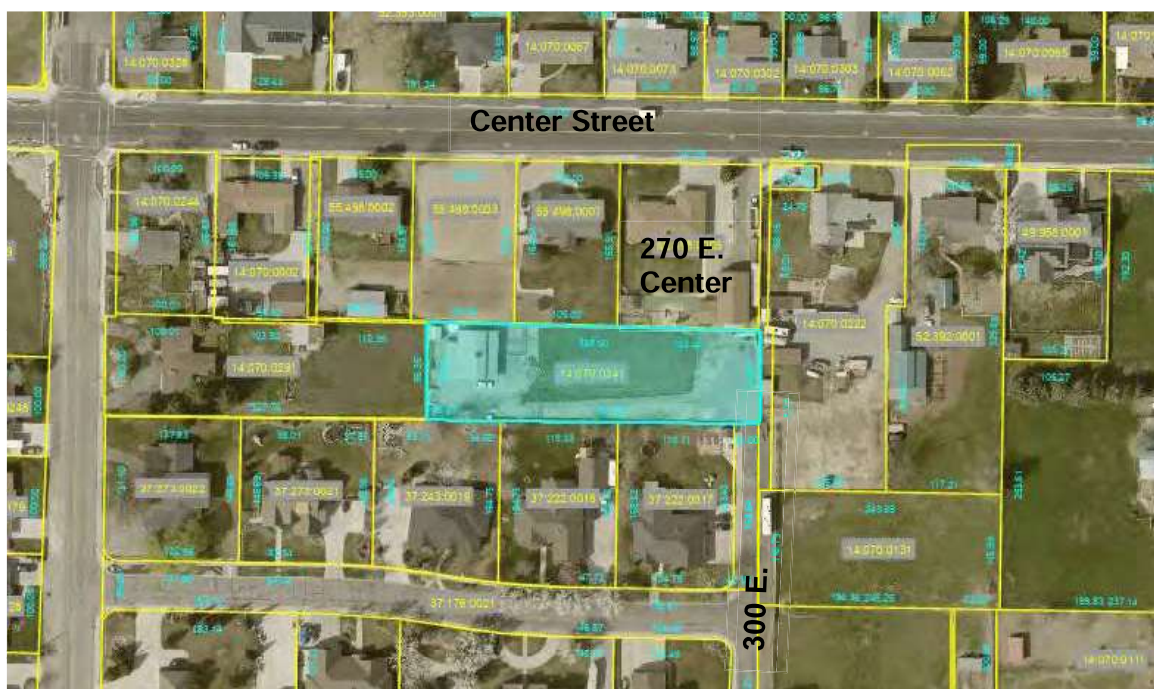
Parcel ID: 36:808:0011

Council Action Required: No

Presenting Staff: Michael Florence

Summary

- Ty Walker is requesting Minor Subdivision approval from the Planning Commission for a one-lot subdivision at the indicated parcel below highlighted in blue.



- In 2000, Lindon City entered into an agreement with Larry Walker who owned the property at 270 E. Center for a 25' road connection.
- In 2009, Lindon City renegotiated the agreement with Nathan Walker, owner of 270 E. Center, and entered into an agreement to replace the 25' road with a 10' trail and public utility easement.



Trail Easement

- In 2013, a developer requested to subdivide the same property that Ty Walker now owns into a one-lot subdivision with a hammerhead turnaround. This was approved by the city with a 10' trail so it would connect to the trail easement at 270 E. Center and create a neighborhood connection to Center Street. However, the plat was never recorded. See Exhibit 1 for Meine Plat for 2013.
- This trail connection used to be on the trails masterplan but was omitted (perhaps unintentionally) with the newest master plan adopted in 2020.
- Recently, Ty Walker purchased the property and desires to create a one-lot subdivision for a new single-family home. Ty does not want to install the trail on his new lot as part of his subdivision. Ty sought the feedback from the planning commission and they were willing to not require the trail. Since there is an existing agreement with the property owner at 270 E. Center for the trail easement, city staff thought that it would be best to have the city council discuss whether the trail should be included on the Ty Walker subdivision plat or not. If the council feels like the trail easement at 270 E. is a good idea and should remain, then it would make sense for Ty to keep the trail on his plat. If not, then city staff would work with the current property owner and remove the trail easement.

Exhibits

1. Meine Plat from 2013
2. Ty Walker Plat

LONDON CITY

SETBACK

LOT 1
32,171.78 SQ.FT.
0.74 ACRES
32 S 300 EAST

30' FRONT SETBACK

10' P.U.E.

10' P.U.E.

5' P.U.E.

276.14'

N89°07'56"W 276.14'

POINT OF BEGINNING

N89°07'56"W 25.00'

N00°24'47"E
20.54'

S89°35'13"E
25.76'

S89°35'13"

S00°24'47"W 30.71'

S00°26'51"W 73.76'

N00°24'47"E 67.52'

"C", LOT 16
:0016
RKER
DON, UT

DIRKER FARMS SUBD. PLAT "C", LOT 17
SERIAL NUMBER: 37:222:0017
OWNER: KAREN C JENSEN
ADDRESS: 295 E 70 S, LONDON, UT

N88°2'

ST

10. Public Hearing: Ordinance Amendment to section 17.48.025; Lindon Village Zone; Ordinance #2025-17-O. The Council will review and consider a recommendation by the Planning Commission to amend permitted, conditional and non-permitted uses in the Lindon Village Zone.

Sample Motion: I move to (*approve, deny, or continue*) Ordinance #2025-17-O (*as presented, or with changes*).

Ordinance Amendment – 17.48.025 – Lindon Village Zone

Date: November 25, 2025

Applicant: Lindon City

Presenting Staff: Michael Florence

Type of Decision: Legislative

Council Action Required: Yes, the planning commission recommended approval on a 5-2 vote.

MOTION

I move to (*approve, deny, or continue*) ordinance amendment 2025-17-O (*as presented, or with changes*).

Summary of Key Issues

- On October 28, 2025 the Lindon City Planning Commission held a no-action discussion to evaluate the permitted uses in the Lindon Village Zone.
- On November 11, 2025 the planning commission held a public hearing to review the proposed amendment and continued the item for a small working group of commissioners to discuss the amendments and return with proposed changes.
- November 25, 2025 the planning commission recommended approval of the ordinance amendment to the city council
- The planning commissioners who voted against the recommendation did so with the following for the council to consider:
 - Rob Kallas - Would like to see new car dealerships and assisted living added to the zone and not prohibited.
 - Steve Johnson – worried about being too restrictive.
- Standard Land Use Table Link: <https://lindon.municipal.codes/Code/AxA-III>

Overview

Lindon City Code 17.48.025 outlines how uses are determined within the Lindon Village Zone. The zone lists a number of non-permitted uses and then relies upon the Standard Land Use Table to determine other uses allowed in the zone.

17.48.025 (current zone)

Permitted Land Uses. Permitted, conditional, and nonpermitted uses in the LVC zone mirror those uses as reflected in the standard land use table for the general commercial (CG) zone with the exception of the following uses which are not permitted in the LVC zone:

- a. Motor vehicles/trucks/marine – new vehicle dealership;
- b. Used cars/trucks – used vehicle sales lots;
- c. Auto lube and tune-up;
- d. Auto tire shops/tire sales/tire services;
- e. Light equipment rental and leasing – automobile and light-truck rental;
- f. Indoor gun ranges;
- g. Assisted living facilities – large or small as defined by Chapter 17.72.

Lindon City General Plan Goals

- Periodically review the future land use map and table to ensure that the uses continue to be compatible with the vision of the community – Economic Development Goal 2, Implementation Measure C.
- Ensure that land uses are compatible and utilize adequate buffers to enhance harmony – Land Use and Community Character Goal 5.
- Organize and develop land use areas to take full advantage of Lindon’s strategic location in relation to transportation infrastructure – Economic Development Goal 1, Implementation Measure A.

Analysis

After the public hearing, the planning commission decided to put together a small working group of three commissioners to work on the proposed amendments and report back to the planning commission. Councilman Jacobs was also able to attend the meeting. The Lindon Village Zone is currently divided into 23 development districts as indicated in the map below and adopted in Lindon City Code 17.48.025. The recommendation from the working group was to identify a set of Core Districts as the focus area for development and pedestrian-friendly areas. Using the map below, Districts 3, 5, 7, & 9 are proposed as the Core Districts. The uses in these districts have some additional regulations as to location, allowable uses, and building size. The proposed ordinance amendment addresses uses in the Core Districts and the Lindon Village zone. This proposal and changes to the proposed uses were presented to the planning commission and received a positive recommendation to the city council.



 Core Districts

The table below shows some of the proposed changes in the zone

Current Uses	Proposed Use
Brewery – Not Permitted	Conditional Use - in conjunction with a restaurant with a minimum seating area of 2,000 sq ft
Building Material, Equipment Supplies & Hardware - indoor storage only - Permitted	Conditional Use - limited in size to 25,000 sq ft in the Core Districts. Larger building sizes allowed in all other districts
Home Improvement Centers	Conditional Use – limited in size to 25,000 sq ft in the Core districts. Larger building sizes allowed in all other districts
Candy or other confectionery products – Permitted	Conditional Use - Candy or other confectionery product manufacturing under 2,000 sq ft with a retail business open to the public
Automobile Wash – Permitted	Permitted – in all districts except for the Core Districts. Must be 500 ft from residence and school. 3,000 foot separation between automobile washes
Motorcycle, ATV, Water Craft, Snowmobile Sales and Service – Permitted but not Marine	Conditional Use – Indoor only
Permitted - Gasoline Service Station with or without pumps	Not Permitted – Gasoline Service Station without a store. With store permitted
Nursery Plants – Permitted	Conditional Use – in conjunction with a commercial retail business
Hotel - Permitted	Conditional Use – with a 200 ft separation from residential
Funeral Homes - Permitted	Conditional – not permitted in the Core Districts
Dance Clubs/Music Venues – Conditional Use	Not Permitted – Dance Clubs Conditional Use – Music Venues with fixed seating
Water Slides - Conditional Use	Not Permitted - Water Slide Parks
Golf Driving Range – Conditional Use	Conditional Use - Indoor Golf Driving Ranges
Arenas/fieldhouses – Conditional Use	Conditional Use – not allowed in Core Districts
The following uses are permitted or conditional but would not be permitted in the Lindon Village Zone: Membership lodging, Flea Market, Newspapers/Magazines, video rentals, laundromats, chimney sweep, small engine repair, re-upholstery repair, dance clubs, stadiums, amusement parks, water slide parks, gasoline service station without store.	

Exhibits

1. Ordinance

ORDINANCE NO. 2025-17-O

AN ORDINANCE OF THE CITY COUNCIL OF LINDON CITY, UTAH COUNTY, UTAH,
AMENDING TITLE 17.48.025 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Lindon City Council is authorized by state law to enact and amend ordinances establishing land use regulations; and

WHEREAS, the proposed amendment is consistent with the goal of the Lindon City General Plan to ensure that land uses are compatible and utilize adequate buffers to enhance harmony; and

WHEREAS, the proposed amendment is consistent with the goal of the Lindon City General Plan to periodically review the future land use map and table to ensure that the uses continue to be compatible with the vision of the community; and

WHEREAS, the proposed amendment is consistent with the goal of the Lindon City General Plan to organize and develop land use areas to take full advantage of Lindon's strategic location in relation to transportation infrastructure; and

WHEREAS, on November 11, 2025, the Lindon City Planning Commission held a properly noticed public hearing to hear testimony regarding the ordinance amendment; and

WHEREAS, after the public hearing, the Planning Commission further considered the proposed ordinance amendment and recommended that the City Council adopt the attached ordinance;

WHEREAS, the Council held a public hearing on _____, to consider the recommendation and the Council received and considered all public comments that were made therein.

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

SECTION I: Amend Lindon City Code sections as follows:

17.48.025 Lindon Village commercial (LVC) zone.

1. *Purpose.* The purpose of this section is to ensure that the Lindon Village commercial zone is developed cohesively. In addition to the planning requirements identified below for individual districts, it is intended that each district will develop in context and with consideration of adjacent districts to create a consistent and coherent development corridor. To accomplish this goal, the following principles are encouraged:

- a. Transportation networks should be interconnected within and between districts. Networks should provide multiple routes to and from destinations, and should consider pedestrian, bicycle, and vehicle users.

- b. Development should include high quality architectural treatments and amenities that create a desirable, comfortable, and consistent experience. Development design should include gathering places and thoroughfares that include continuous tree cover, ample sidewalks, appropriate street furniture and lighting, and supportive building frontages.
- c. The general plan identifies district 15 and the surrounding area, which includes districts 11 through 20, as a future transit node. These districts should be designed and developed to be transit ready by placing a special emphasis on pedestrian orientation. Design and amenities in these districts should create a pleasant pedestrian experience.
- d. All development in the Lindon Village commercial zone shall comply with the Lindon City commercial design standards. For further guidance on implementing the principles identified above, consult Section II on streetscape considerations, Section III on site design, and Section V on architectural character.

2. *Permitted Land Uses.* Permitted, conditional, and nonpermitted uses in the LVC zone mirror those uses as reflected in the standard land use table for the general commercial (CG) zone with the exception of the following uses ~~which are not permitted~~ in the LVC zone. In the event of any conflict between the list of uses below and the Standard Land Use Table, or any conflict regarding whether a use is conditional, or nonpermitted, the specific provisions of this section shall take precedence. For designating the area for allowable uses, Lindon City has created the Lindon Village Commercial (LVC) “Core Districts” with additional use restrictions, which are designated in Districts 3, 5, 7, and 9, as identified on Figure 1, Lindon Village Commercial (LVC) Districts Map, in this chapter.

Conditional Uses

- a. Nursery – plants in conjunction with a commercial retail business;
- b. Brewery in conjunction with a restaurant with a minimum seating area of two thousand (2,000) square feet;
- c. Motorcycle, personal atv, personal watercraft, & snowmobile, sales and service – indoor only;
- d. Marine Craft and Accessories – indoor only;
- e. Wedding/Event Reception Centers – indoor only. No outdoor gathering or event space;
- f. Automobile wash. Not allowed in LVC Core Districts and shall be located a minimum of five hundred (500) feet away from a single-family residential use or schools and three thousand (3,000) feet from another car wash as measured from property line to property line or property line to the area of the Automobile Wash use, whichever is more restrictive;
- g. Candy or other confectionery product manufacturing under two thousand (2,000) square feet with a retail business open to the public;
- h. Building material equipment supplies & hardware – indoor storage only and twenty-five thousand (25,000) square feet or less in building size allowed in the LVC Core Districts;

- i. Home improvement centers – indoor storage only and twenty-five thousand (25,000) square feet or less in building size allowed in the LVC Core Districts;
- j. Hotels – allowed in the Core Districts if separated from a single-family residential use by a minimum of two hundred (200) feet as measured from property line to property line or property line to the area of the hotel use, whichever is more restrictive;
- k. Funeral homes – not permitted in the LVC Core Districts;
- l. Indoor golf driving range;
- m. Arenas/fieldhouses – not allowed in the LVC Core Districts;
- n. Music venues – with fixed seating.

Nonpermitted Uses

- a. Motor vehicles/trucks/marine – new vehicle dealership;
- b. Used cars/trucks – used vehicle sales lots;
- c. Auto lube and tune-up;
- d. Auto tire shops/tire sales/tire services;
- e. Light equipment rental and leasing – automobile and light-truck rental;
- f. Indoor gun ranges;
- g. Assisted living facilities – large or small as defined by Chapter [17.72](#);
- h. Membership lodging;
- k. Flea market – indoor storage only;
- l. Gasoline service station without store;
- m. Newspapers/magazines;
- n. Video rentals;
- p. Laundromats;
- q. Chimney sweep;
- r. Small engine, appliance, electrical, & machine repair;
- s. Re-upholstery & furniture repair;

t. Dance clubs;

u. Stadiums;

w. Amusement parks;

x. Water slide parks;

SECTION II: Severability is intended throughout and within the provisions of this ordinance. If any section, subsection, sentence, clause, phrase or portion of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION III: Provisions of other ordinances in conflict with this ordinance and the provisions adopted or incorporated by reference are hereby repealed or amended as provided herein.

SECTION IV: This ordinance shall take effect immediately upon its passage and posting as provided by law.

PASSED AND APPROVED AND MADE EFFECTIVE by the City Council of Lindon City,

Utah, this _____ day of _____ 2025.

CAROLYN O. LUNDBERG
Lindon City Mayor

ATTEST:

Britni Laidler
City Recorder

- 11. Review & Action: Employee policies & procedures update; Resolution #2025-30-R.** The Council will review and consider for approval a new Grant Incentive Award Policy and update to the Differential Pay & Certification policy.

Sample Motion: I move to (*approve, deny, or continue*) Resolution #2025-30-R (*as presented, or with changes*).

RESOLUTION NO. 2025-30-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 1st day of December 2025.

By _____
Carolyn O. Lundberg, Mayor

Attest:

By _____
Britni Laidler, City Recorder

SEAL:

Lindon City Policies & Procedures Manual

Section 6.21 - Grant Incentive Award Policy

1. Purpose

The purpose of this policy is to establish a Grant Incentive Award Program to recognize and reward Lindon City employees who successfully obtain grant funding or facilitate donations that benefit the City. Grants and donations often require additional effort beyond normal work duties, and this policy provides a fair and structured way to incentivize such contributions.

2. Scope

This policy applies to all full-time and part-time Lindon City employees who prepare and submit successful grant applications and/or secure donations on behalf of the City. Sponsorship of city events or services in exchange for recognition, advertisement, promotional activities, or other similar expectations of action by the city in return are not considered grants or donations for purposes of this policy. Grants and Donations shall hereafter be collectively referred to as “grants”.

The Mayor and City Council members are not eligible to receive a grant incentive award, nor are contract consultants or firms hired specifically to apply for grants. If a consultant is the primary lead in preparing and submitting a grant on behalf of the city, employees who may have assisted the consultant on said grant are not eligible for an incentive award.

3. Eligible Grants

Grants must be greater than \$500, or have a donation value greater than \$500, for the employee to receive an incentive award. Grants facilitated by employees that are less than \$500 are encouraged but are not eligible for an incentive award.

Eligible grants may be from local, county, state, federal, or private sources. They may support a wide variety of City projects including, but not limited to:

- Utility infrastructure
- Police, Fire and Emergency services & equipment
- Parks and trails
- Senior services and facilities
- City buildings
- Trees and landscaping
- Historical preservation projects
- Community Development Block Grants (CDBG)
- Transportation infrastructure projects
- City events

4. General Guidelines

1. Supplemental Work – Most grant seeking efforts should be supplemental to an employee's normal work duties and shall not take precedence over normal day-to-day job duties to the detriment of an employee's performance or work productivity. As such, employees must obtain an annual Performance Evaluation score of 7.0 or higher to be eligible for a grant incentive award.
2. Pre-Approval – As many grants require significant employee time and often city financial investment, all grant applications must be approved by the employee's Department Director and/or the City Administrator before submission.
3. Award Timing – Incentives will be paid only after the grant award and/or contract has been executed in writing and signed by all parties, including any necessary City Council approval. Completion of the project is not required for the grant award to be paid since many large projects may take years to complete. The City wants to continue to incentivize grant applications while other projects are in progress.
4. Award Limits – Incentive payments shall not exceed \$1,200 per grant.
5. Team Efforts – If multiple employees contribute significantly to the grant application effort, the award may be divided, or may be duplicated, as determined by the City Administrator.
6. Discretion to Award – The City Administrator, after consultation with the appropriate Department Head, has final discretion in approving and assigning award amounts within policy limits, or denying such awards due to budgetary constraints, failure of an employee to follow established policies and procedures, or other compelling factors.

5. Scoring Matrix

Awards will be calculated using the following point-based matrix:

A. Grant Difficulty (Competition Level) – Max 20 Points

- Non-Competitive / Formula-based → 5 points
 - Fairly easy application process that takes less than 4 hours to apply for. Money may specifically be set aside for many entities, like Lindon, and simply require an application to be submitted. Awarding these funds to the applicant is highly likely and often recurring. (i.e., There is a pot of money waiting to be distributed to Lindon and other entities, and all it takes to be awarded is submitting the application. This would include grants like the Utah County Recreation Grant, grants from State DUI or Beer Tax funds, etc.)
- Moderately Competitive → 10 points
 - These are grants that take employees a moderate amount of time to prepare and administer if awarded (more than 4 hours). These are more than routine applications and likely involve some minimal coordination and planning efforts to prepare for the grant. The selection processes have some sort of scoring matrix and/or selection committee. Awards are not uncommon; have a moderate likelihood of success on a recurring basis.

- Highly Competitive / Significant Application Requirements → 20 points
 - These are grants that are highly competitive and likely having multiple entities submitting applications for limited funding. Amounts sought for these types of grants are often in the hundreds of thousands to millions of dollars and require significant coordination and planning efforts prior to and after submitting the applications. Selection for these grants often require many hours, weeks, and months of work before and after selection.

B. Grant Dollar Amount Awarded – Max 20 Points

- \$500 – \$50,000 → 5 points
- \$50,001 – \$250,000 → 10 points
- \$250,001 – \$999,999 → 15 points
- \$1,000,000 + → 20 points

C. Employee Time Commitment (Application + Administration) – Max 20 Points

- 0 – 4 hours → 2 points
- 5 – 20 hours → 5 points
- 21 – 40 hours → 15 points
- 40+ hours → 20 points

D. City Matching Requirement – Max 10 Points

- No City match required → 10 points
- Minimal City match (<10% of total grant) → 5 points
- Significant City match (>10% of total grant) → 2 points

F. “New” funding source not previously used – Max 5 Points

- Grant is from a funding source not previously used (to encourage seeking new grant funding opportunities) → 5 points

6. Award Calculation

The total points from the matrix (maximum 75 points) will determine the incentive award as follows:

Total Points	Incentive Award Range
0 – 30 points	\$100
31 – 40 points	\$400
41 – 50 points	\$600
51 – 60 points	\$800
61 – 75 points	\$1,200

7. Administration

- The scoring will be completed by the Department Director and a memo with the grant information, award amount, and calculated scoring by the Department Head, shall be submitted to the City Administrator for review and approval.

- The City Administrator has final authority on scoring adjustments and award determinations.
- If approved, Human Resources will process the incentive award through payroll. Taxes on the incentive awards will be withheld as required by State and Federal law.

Case Studies / Examples how past grant awards would score under the new policy

1. 2024 Utah Dept of Public Safety; Emergency Mngt grant = \$7,000
 - a. Score Matrix:
 - i. Moderately Competitive → 10 points
 - ii. Awarded dollar amount: \$500 – \$50,000 → 5 points
 - iii. Application Time Commitment: 21 – 40 hours → 15 points
 - iv. No City match required → 10 points
 - b. Total Score = 40 points = \$400 Incentive Award

2. 2024 Utah County Recreation grant = \$21,691
 - a. Score Matrix:
 - i. Non-Competitive / Formula-based → 5 points
 - ii. Awarded dollar amount: \$500 – \$50,000 → 5 points
 - iii. Application Time Commitment: 0 – 4 hours → 2 points
 - iv. No City match required → 10 points
 - b. Total Score = 22 points = \$100 Incentive Award

3. MAG Corridor Preservation grant for 400 West roadway = \$494,999
 - a. Score Matrix:
 - i. Highly Competitive / Significant Application Requirements → 20 points
 - ii. Awarded dollar amount: \$250,001 – \$999,999 → 15 points
 - iii. Application Time Commitment: 40+ hours → 20 points
 - iv. Significant City match (>10% of total grant) → 2 points
 - b. Total Score = 57 points = \$800 Incentive Award

4. MAG transportation funding grant – Lindon Heritage Trail completion = \$1,087,250
 - a. Score Matrix:
 - i. Highly Competitive / Significant Application Requirements → 20 points
 - ii. Awarded dollar amount: \$1,000,000 + → 20 points
 - iii. Application Time Commitment: 40+ hours → 20 points
 - iv. Significant City match (>10% of total grant) → 2 points
 - b. Total Score = 62 points = \$1,200 Incentive Award

Lindon City Employee Differential Pay & Certification Request Form

For differential pay and certifications that are not already approved in the Lindon City Policies & Procedures Manual, Section 6.15 – 6.15.2

Section 1: Employee Information

Employee Name: _____

Job Title: _____

Department/Division: _____

Supervisor/Department Head: _____

Section 2: Certification/Training Information

Name of Certification/Training Program: _____

Issuing Organization/Agency: _____

Date Certification Achieved (if applicable): _____

Expiration/Renewal Date (if applicable): _____

Continuing Education Unit Requirements (CEU's) (if applicable):

Estimated Annual Costs Associated with Certification:

- Annual Registration / Certification Fees: \$_____

- One-time Fees (Exam/Test Fees, Set-up charges, etc): \$_____

- CEU/Training Costs: \$_____

- Conference/Hotel/Travel Costs: \$_____

- Other (please specify): \$_____

Total Estimated Annual Cost (include one-time fees): \$_____

Section 3: Relevance & Justification

1. How does this certification enhance your ability to perform your assigned duties?

2. Is this certification required as part of your job duties and/or required in your job description?

☐ Yes ☐ No

3. Does this certification provide cross-training or benefit outside of your current division/department?

☐ Yes ☐ No

If Yes, has this work outside of your department been approved by your Dept. Head?

☐ Approved ☐ Not Approved

4. When factoring the total annual costs of the certification (registrations, exams, CEUs, training, travel, and time away from other work duties), please describe and justify how this differential pay is beneficial to the City and to the employee (e.g., reduces costs, broadens services, improves efficiency):

5. On a scale of 1 to 10 (1=easiest and 10=hardest), how difficult would you rate the effort, time, skills, and knowledge needed to obtain this certification? 1 2 3 4 5 6 7 8 9 10 (circle one)

6. What other factors should be considered when evaluating this request for differential pay?

Section 4: Documentation

☐ Copy of Certification Attached (if applicable)

☐ Proof of Renewal/Recertification Attached (if applicable)

Section 5: Approvals

Employee Signature: _____ **Date:** _____

Department Head ReviewRequest: ☐ Approved ☐ Denied

Comments: _____

Signature: _____ Date: _____

City Administrator ReviewRequest: ☐ Approved ☐ Denied

Comments: _____

Signature: _____ Date: _____

Human Resources VerificationCertification Verified: ☐ Yes ☐ No

Effective Pay Period: _____

Renewal/Expiration Date Recorded: ☐ Yes

HR Signature: _____ Date: _____

Note (per Section 6.15.1):

- Differential pay becomes effective the first pay period after proof of certification is submitted.
- Differential pay terminates in the pay period the employee is no longer certified.
- Department Head (and/or HR) must maintain certification/expiration records and terminate pay if renewal proof is not submitted.

ADJOURN