



MAGNA CITY COUNCIL MEETING

FEBRUARY 10, 2026 @ 6:00 PM
WEBSTER COMMUNITY CENTER
8952 West Magna Main Street
Magna, Utah 84044

MAGNA CITY COUNCIL MEETING MINUTES February 10, 2026

Council Members Present:

Mayor Mick Sudbury
Council Member Audrey Pierce
Council Member Terry George
Council Member Steve Prokopis
Council Member Megan Olsen
Council Member Mike Jensen

Council Member(s) Excused:

Staff Present:

David Brickey, City Manager
Paul Ashton, Legal Counsel
Diana Baun, City Recorder
Chief Del Craig, Unified Police Department
Lt. Chris Benedict, Unified Police Department
Madison Warner, Emergency Planner

Others Present: Paul Clayton

6:00 PM – PUBLIC MEETING

1. Call to Order

Mayor Mick Sudbury, presiding, called the meeting to order at 6:00 pm.

2. Determine Quorum

A quorum was present, allowing the meeting to proceed.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

MAGNA COUNCIL MEMBERS

MAYOR MICK SUDBURY, COUNCIL MEMBER STEVE PROKOPIS,
COUNCIL MEMBER MEGAN OLSEN, COUNCIL MEMBER MICHAEL JENSEN,
COUNCIL MEMBER TERRY GEORGE, COUNCIL MEMBER AUDREY PIERCE

4. PUBLIC COMMENTS

Cisco Rodriguez addressed the Council regarding a recent student walkout at Cyprus High School. Mr. Rodriguez stated that students had exercised their civic voices in a manner that should be respected but asserted that an outside adult had disrupted the student-led event. He characterized the individual as an agitator from outside the community whose actions escalated the situation. Mr. Rodriguez stated that schools should remain safe spaces for students and expressed appreciation for the Unified Police Department's response. He commended the officers for removing the individual and stated that their actions upheld constitutional principles, protected student safety, and preserved the students' right to express themselves without intimidation.

Melissa Wayman introduced herself as the manager of the Magna Library. Ms. Wayman stated that she wanted to introduce herself to the Council, expressed interest in sharing information about upcoming library activities in the future, and offered to assist the City if needed.

Kayla Pixton addressed the Council regarding the crosswalk at Cordero Drive and Cloud Peak. Ms. Pixton stated that at a previous City Council meeting she had been told she would be contacted about the crosswalk project but had not yet received communication. She reiterated her concerns about children's safety, describing vehicles speeding through the crosswalk and braking abruptly while children attempted to cross. She requested transparency, a clear timeline, and specific next steps for installation of crosswalk lights, stating that the safety of children should not be delayed.

Mayor Mick Sudbury responded that the flashing lights for the crosswalk had been ordered and acknowledged that he had not followed up directly with Ms. Pixton. When asked about the installation timeline, staff present at the meeting indicated that a specific date was not yet available. Ms. Pixton stated that she would continue attending Council meetings until the lights were installed.

Teresa Brown addressed the Council regarding the Fourth of July celebration. Ms. Brown stated that at a previous meeting she had announced her role as chair of the event but had since decided to step down. She explained that while on vacation she had experienced anxiety about returning to the responsibilities and contacted Mayor Mick Sudbury and Jennifer D'Haenens to request that Jen assume the chair position. Ms. Brown stated that she made sure to identify someone with a new perspective and ideas before relinquishing the role. She apologized for not completing her assignment and asked that negative reactions cease. Ms. Brown expressed confidence in Jen's leadership and noted that the upcoming celebration would coincide with both Magna's first elected mayor and the nation's 250-year anniversary. She again apologized for not fulfilling the role as she had intended.

David Brickey took a moment to introduce the engineers who would be regularly involved in projects in Magna. He invited them to the podium and explained that they would be working on

street and road projects, traffic control matters such as stop signs and no parking zones, and recent flooding issues involving stormwater management and drainage from private property into public systems. He noted that the introduction would be helpful, particularly for the three new Council Members.

Lizel Allen introduced herself as the Director of Engineering and stated that she looked forward to working with the Council.

Tamaran Woodland introduced herself as the Assistant City Engineer assigned to Magna.

Ian Hartman introduced himself as the Traffic Engineer.

5. STAKEHOLDER REPORTS

A. Unified Police Department

Chief Del Craig presented the January crime report to the Council and public. He reported that Unified Police Department responded to approximately 100 more calls for service in January compared to January of the previous year. He stated that overall crime categories remained relatively consistent, with the exception of assaults, which showed a notable increase. Chief Del Craig reported that there had been 17 assaults in January 2025 compared to 34 assaults this year. He described the increase as concerning and noted that while increases in assault numbers are often associated with domestic violence cases, his review indicated that the incidents were not exclusively domestic-related. He stated that the increase appeared to reflect heightened tensions among individuals and expressed hope that the trend would subside.

Council Member Megan Olsen requested that future crime reports be provided to Diana Baun in advance so they could be displayed during the meeting. Chief Del Craig agreed and stated that the department was in the process of changing the reporting format. He indicated that future reports would likely include data broken down by districts and would be distributed in advance for presentation.

6. CONSENT AGENDA

A. Approve City Council Minutes

1. January 27, 2026 City Council Meeting

No minutes were presented for approval, they will be presented at the next council meeting.

7. PRESENTATION ITEMS

A. MyHometown Presentation

Paul Clayton reviewed his prepared presentation slides (Attachment A) regarding the MyHometown Program. Mr. Clayton addressed the Council and thanked Mayor Mick Sudbury and the Council for the opportunity to present. He introduced himself as a representative of the

My Hometown Utah initiative and explained that the program had been operating for approximately six and a half years. He described it as a partnership between local cities and community organizations designed to provide community-building opportunities. He stated that the initiative began in West Valley City and had since expanded to operate in seven cities along the Wasatch Front: Ogden, Layton, West Valley City, Salt Lake City, Orem, Provo, and Santaquin. He explained that the program involved a formal partnership between local municipalities and The Church of Jesus Christ of Latter-day Saints, along with other faith-based and community organizations, businesses, and residents. He emphasized that a central goal of the initiative was to help neighbors build relationships and serve one another to strengthen communities. He explained that within each city, the program operated in smaller geographic areas referred to as communities to make efforts more manageable. In 2025, the initiative operated in 16 such communities across participating cities. He reported that in 2025 nearly 1,400 service missionaries and long-term volunteers participated, along with 23,903 additional community and partner volunteers, totaling 5,286 volunteers serving along the Wasatch Front. He stated that those volunteers contributed 264,914 service hours and referenced an estimate from the Mayor of Ogden valuing the volunteer service in that city at approximately \$1.7 million. Mr. Clayton described two primary components of the initiative. The first was the operation of Community Resource Centers, often hosted in facilities owned by The Church of Jesus Christ of Latter-day Saints, though other public buildings could also be used. He explained that these centers offered free classes and educational programs to community members. In 2025, 13,991 students enrolled in courses such as English as a Second Language, basic computer skills, homework tutoring, music lessons including piano, guitar, and ukulele, and sewing. He stated that classes were offered on a semester basis at no cost and were open to all community members. The second component was Days of Service events, typically held on Saturday mornings, during which volunteers completed projects such as landscaping, yard cleanups, park improvements, and home refurbishments. Paul Clayton reported that in 2025 the initiative completed 841 separate service projects statewide. He stated that these events often involved hundreds of volunteers and could accomplish 15 to 20 projects within a single community in one day. He concluded by stating that the initiative's theme was supporting communities of caring by listening, loving, and lifting together. He expressed interest in partnering with Magna City in the future and invited questions from the Council.

8. COUNCIL BUSINESS

A. Resolution R2026-09, Appointing a Representative to the Magna Communities that Care (CTC) Board

It was decided that no Resolution was needed for this appointment.

Council Member Jensen moved to appoint Council Member Olsen as the city's representative to the Magna CTC Board as discussed above. Council Member Prokopis seconded the motion; vote was 5-0, unanimous in favor.

B. Resolution R2026-10, Authorizing the Mayor, or in his Absence the Mayor Pro

Tempore and/or City Manager to Sign Purchase Documents for Broadway Property

Council Member Jensen moved to approve Resolution R2026-10, Authorizing the Mayor, or in his Absence the Mayor Pro Tempore and/or the City Manager to Sign Purchase Documents as detailed above. Council Member George seconded the motion; vote was 5-0, unanimous in favor.

C. Resolution R2026-11, Smith Hartvigsen and Meridian Land Counsel Agreement for Legal Services

It was noted that they did not receive an agreement for Meridian Land Counsel so they were only looking at approving the agreement with Smith Hartvigsen for legal services at this time.

Council Member Jensen moved to approve Resolution R2026-11, Approving an agreement for Legal Services with Smith Hartvigsen. Council Member George seconded the motion; vote was 5-0, unanimous in favor.

D. Resolution R2026-12, Adopting a Personnel Policy

Nathan Bracken presented the proposed personnel policy included in the agenda packet and explained that it was intended to establish a basic framework so Magna City could hire its own direct employees rather than continuing to rely on the Municipal Services District's personnel policies. He stated that under state law, a public employer must adopt a personnel policy before hiring employees. He explained that the City had previously utilized the MSD's policies as a temporary solution, but that arrangement was not ideal for long-term governance. Mr. Bracken described the document as a standard, "bare bones" personnel policy template that had been updated by the firm's HR attorney, Clayton Preece. He stated that the intent was to adopt a foundational policy that would allow the City to begin staffing and later amend it as needed once practical experience revealed necessary adjustments. He directed the Council's attention to Article 10, which addressed leave policies. He explained that the proposed vacation accrual rates for full-time employees began at three hours per pay period for employees with zero to four years of service, increasing incrementally with tenure. Part-time employees would receive 50% of those accrual amounts. Sick leave was proposed at four hours per pay period for full-time employees and two hours per pay period for part-time employees. He emphasized that these figures were starting points and could be adjusted later. Mr. Bracken also highlighted the paid holidays section in Article 10, Section 6. The listed holidays included New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Pioneer Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. Mayor Mick Sudbury asked about adding Juneteenth, noting that he believed the MSD had that day off.

Council Member Megan Olsen suggested aligning the holidays for city employees with the MSD's schedule since there would be no one at those offices available if local city staff needed something on those dates. Nathan Bracken recommended approving the policy subject to

amendments to align paid holidays with those observed by the MSD, including Juneteenth as appropriate. Mr. Bracken then addressed Article 13 concerning Council oversight. The draft language stated that the Council managed the operation of the City and had authority over employees and contractors. He asked whether the Council preferred that authority to be exercised by the Council directly or by the City Manager. He explained that under a council-manager form of government, administrative oversight of employees was typically delegated to the City Manager, who would then report to the Council. Council Members expressed agreement with changing the language to designate the City Manager as the authority overseeing staff.

Council Member Megan Olsen asked about the Mayor's assistant position and whether it needed to be specifically excepted from general hiring procedures. Mr. Bracken explained that a separate section addressed the Mayor's assistant, consistent with state statute, allowing the Mayor to hire an assistant after consulting with the Council. He clarified that while the Mayor would have final authority in selecting the assistant, the Council retained authority over the budget and the personnel policies governing that position. He indicated that language could be clarified further if desired, but that the exception was already addressed in Section 11.

Council Member Mike Jensen stated that he was comfortable with the proposed language and moved to approve the personnel policy with amendments to revise Article 13 to designate the City Manager as the administrative authority and to amend the paid holiday section to align with MSD's holiday schedule, including discussion of Juneteenth.

Council Member Jensen moved to approve Resolution R2026-12, Adopting a Personnel Policy with the discussed changes to the draft version. Council Member Prokopolis seconded the motion; vote was 5-0, unanimous in favor.

E. Resolution R2026-13, Adopting the Amended Multi-Jurisdictional Hazard Mitigation Plan

Madison Warner introduced herself as the assigned emergency planner from the Municipal Services District and clarified that the agenda item referred to the Hazard Mitigation Plan rather than the Comprehensive Emergency Management Plan. She provided a brief update for new Council Members regarding emergency management efforts in Magna. Ms. Warner explained that she and Brian Buckhout serve as emergency planners for MSD jurisdictions, including Magna, Kearns, and Copperton. She outlined the structure of emergency response, noting that incidents typically escalate from city to MSD, then to county, state, and potentially FEMA. She stated that the City Council's role during large-scale emergencies is primarily policy-level guidance and support of the designated emergency manager, Council Member Audrey Pierce. She reviewed recent progress, including adoption of the Comprehensive Emergency Management Plan last year, ongoing development of evacuation zones for Magna, coordination of emergency communications such as ham radio testing, and consideration of Starlink mobile communication kits for use during grid-down events. She also noted plans to provide WebEOC access cards and identification credentials for Council Members and offered

additional training opportunities, including NIMS 402 training for elected officials. She requested early coordination for major events such as the Fourth of July to assist with event action planning.

Ms. Warner then presented the Hazard Mitigation Plan. She explained that mitigation refers to sustained actions taken to reduce or eliminate long-term risks to life and property. The plan is a countywide strategy updated every five years and includes 23 cities and towns, two school districts, and Salt Lake Community College. She stated that the document is approximately 600–700 pages and provides detailed analysis of hazards, vulnerabilities, and mitigation strategies. The plan builds on the 2019 version and includes updated hazard profiles based on historical data, public surveys, stakeholder workshops, and public review processes. She explained that a multi-jurisdictional approach was used because disasters do not stop at city boundaries and because collaborative planning improves eligibility and competitiveness for FEMA mitigation grants. She noted that FEMA approval is required for jurisdictions to qualify for certain federal mitigation funding. The plan consists of a countywide section and jurisdiction-specific annexes, including one specific to Magna, addressing local demographics, infrastructure, and hazard risks.

Mayor Mick Sudbury asked whether a copy of the plan would be maintained at City offices. Diana Baun stated that a hard copy would be printed and retained for access in case digital access was unavailable.

Council Member Audrey Pierce clarified that the Hazard Mitigation Plan is a long-term planning and risk reduction document, distinct from operational response plans such as the Comprehensive Emergency Management Plan, which governs emergency response activities. Madison Warner confirmed that distinction, describing the mitigation plan as a “blue sky” planning document used outside of active incidents.

Ms. Warner reviewed the plan’s mitigation goals, including protection of life and infrastructure, preservation of communication systems, promotion of preparedness education, support of government continuity, and protection of natural and historic resources. She noted that the plan contains mitigation action tables outlining suggested tasks, most of which involve coordination with MSD or county partners rather than solely the City of Magna. She explained that the plan had been adopted by the Salt Lake County Council in July of the previous year and by the MSD Board in August. However, because FEMA required additional language revisions, some jurisdictions would need to re-adopt the updated version. She stated that Magna has until the end of 2026 to formally adopt the plan. Council Member Audrey Pierce noted that Magna had previously delayed adoption pending FEMA approval and that the current version reflects FEMA’s finalized review and feedback.

Council Member Pierce moved to approve Resolution R2026-13, Adopting the Amended Multi-Jurisdictional Hazard Mitigation Plan as presented tonight. Council Member Jensen seconded that motion; vote was 5-0, unanimous in favor.

F. Approval of Magna 4th of July Float by Modern Design

Mayor Mick Sudbury introduced the proposed design for a Magna City Fourth of July parade float to commemorate the nation's 250-year anniversary. He displayed a rendering of the float and explained that sponsor names would be placed on the back to recognize contributors helping fund the celebration. Mayor Sudbury stated that the estimated initial cost to construct the float would range between \$18,000 and \$22,000. He explained that the City would own the float, while Modern Display would store it for an annual fee of approximately \$1,500 to \$1,800. He noted that once constructed, the float could be reused for future events, including participation in other cities' parades such as Pioneer Day celebrations. He stated that in future years the float design could remain the same or be modified with additional features if desired.

Council Member Steve Prokopis asked whether the City would be responsible for covering costs if sponsorship funding fell short. Mayor Sudbury responded that the intent was to fund the float through volunteer sponsorships but acknowledged the City's responsibility if necessary.

During discussion, Council Member Steve Prokopis suggested incorporating a reference to Magna's mining heritage into the float design. Mayor Mick Sudbury stated that such an addition could be accommodated.

An audience member, Todd, commented that the City already owned a float base with a motor that had previously been operational. Mayor Sudbury responded that he would follow up to inspect the existing base to determine whether it could be utilized.

Council Member George moved to approve the Magna 4th of July Float by Modern Design as presented and discussed tonight. Council Member Olsen seconded the motion; vote was 5-0, unanimous in favor.

9. MANAGER/CITY ATTORNEY UPDATES

David Brickey provided a City Manager update. He reported that the Pleasant Green Cemetery sign had been paid for but acknowledged ongoing community dissatisfaction with the metal-topped entrance columns. He stated that he and Mayor Mick Sudbury had discussed modifying the columns by removing the metal tops, leveling the pillars, installing cement caps, and adding bronze plaques displaying "Pleasant Green Cemetery" on one side and the establishment date on the other. He noted that prior Council had approved funding through Unique Welding to reinstall the old sign, but the company had not been responsive. He stated that he and Mr. Ashton were pursuing the matter and that a demand letter would be sent. Council Members requested cost estimates for the proposed column modifications before proceeding.

David Brickey then addressed the crosswalk at Cordero Drive and Cloud Peak. He stated that the Mayor and Mayor Pro Tem had directed MSD staff to order a Rectangular Rapid Flashing Beacon (RRFB) sign. The installation cost was \$13,600, with an estimated four-week timeline

from order to installation.

Council Member Jensen moved to approve the \$13,600 expenditure for the RRFB sign installation. Council Member George seconded the motion; vote was 5-0, unanimous in favor.

David Brickey next reported that tree maintenance was underway, beginning in District 2. He stated that Council Member Megan Olsen had reviewed identified trees with the arborist to determine which were hazardous or diseased, particularly those affecting sidewalks or posing safety risks from potential late-season snow. He explained that door hangers in English and Spanish would be distributed to affected homes before work began and that district representatives would be invited to review trees in their areas. He clarified that the focus was primarily on park strip trees and those causing sidewalk damage, while Rocky Mountain Power's trimming efforts were limited to clearance around power lines. Mr. Brickey also raised concerns about the current fine schedule for violations involving red-tagged construction or code enforcement issues. He stated that some individuals had repeatedly ignored stop-work orders, with fines currently set at \$100 per violation. He proposed implementing a graduated fine structure, suggesting increases to \$300, \$600, \$900, and continuing upward for repeated violations. Mayor Sudbury suggested a more substantial increase after the first offense, possibly escalating to \$1,000 to ensure deterrence. Council Member Steve Prokopolis recommended reviewing the entire fee and fine schedule at the upcoming retreat to ensure consistency and effectiveness. The Council discussed revisiting the matter comprehensively rather than adopting immediate changes.

Council Member Mike Jensen inquired about the timeline for appointing members to the Planning Commission and Traffic and Safety Committee, expressing a desire to expedite appointments so the commissions could begin reviewing matters such as the fine schedule. David Brickey reported that 10 applications had been received, with six applicants applying for both committees and others expressing specific interest. He indicated that applications would be distributed to Council Members by Friday and suggested holding a closed session on February 24 to review candidates based on professional competence and character, consistent with legal requirements.

Nathan Bracken clarified that closed session discussions must fall within authorized categories, such as professional competence. David Brickey confirmed that Planning Commission appointments could be reviewed in closed session under those criteria.

Mr. Brickey noted that the next Planning Commission meeting was scheduled for March 12, as the February meeting had been canceled due to lack of agenda items. Council Member Megan Olsen requested information on current Planning Commission members' term lengths, noting that some had served beyond the eight-year limit established in the bylaws. Mr. Brickey acknowledged that several members had exceeded term limits and that the Council could consider staggered replacements to preserve institutional knowledge. Mayor Mick Sudbury recommended not replacing all members simultaneously to maintain continuity and training.

The Council directed that Planning Commission and Traffic and Safety Committee appointments be placed on the February 24 agenda for consideration. David Brickey also noted positively that recent Traffic and Safety Committee applicants represented multiple council districts, reflecting broader community interest.

Paul Ashton addressed the Council and announced his resignation as City Attorney. He stated that he had served Magna since its formation as a metro township and had set a personal goal of guiding the community through its transition to cityhood. He expressed satisfaction with the City's progress and current direction. Paul Ashton explained that his decision to step down was primarily due to his upcoming retirement through the Utah Retirement System in April and a scheduled back surgery in 10 days. He expressed confidence in Nathan Bracken as his successor and noted that while they did not always agree, they shared substantial professional alignment. He stated that serving Magna had been a pleasure and that he looked forward to observing the City's continued growth.

Mayor Mick Sudbury thanked Paul Ashton for his service, noting his contributions not only to the City but also to the Magna Water District. He expressed appreciation for Paul Ashton's guidance and leadership during Magna's transition to city status.

Council Member Steve Prokopis and other members of the Council also expressed appreciation. Mayor Mick Sudbury presented Paul Ashton with a token of appreciation on behalf of the City. Paul Ashton thanked the Council and encouraged them to "keep out of trouble," adding that he would still be involved at the Legislature and remained available as needed.

Nathan Bracken thanked Paul Ashton for his service and mentorship, noting Paul Ashton's longstanding work in special district law and his contributions to protecting service districts that support Magna. He stated that they would continue working together in other professional capacities.

Nathan Bracken then reviewed the revisions made to the personnel policy following Council direction. He explained that he had updated the paid holiday section to mirror the Municipal Services District's holiday schedule more closely. The revised list included New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Pioneer Day, Labor Day, Veterans Day, Thanksgiving Day and the following Friday, and Christmas Day. He clarified that the policy language also mirrored MSD's provisions for holiday observance when holidays fall on weekends and addressed how holidays are handled if they fall on an employee's scheduled day off. He noted that holiday pay would not be included in overtime calculations, consistent with MSD policy.

Council Member Audrey Pierce confirmed that Thanksgiving Day and the following Friday were included. Council Member Mike Jensen observed that the total number of holidays effectively amounted to 13 days.

Mr. Bracken then reviewed the revised Council oversight section. He stated that the language had been updated to reflect the council-manager form of government. The revised provision delegated administrative authority and employee oversight to the City Manager, who would manage operations in consultation with the Mayor and serve at the pleasure of the Council. Council Members indicated agreement with the revised language.

Council Member Olsen raised a question about the proposed paid time off accrual rate, noting that three hours per pay period equated to approximately 9.75 days per year for a new full-time employee. She questioned whether the fractional figure was appropriate. Council Member Audrey Pierce asked whether unused leave could roll over into the following year. Nathan Bracken reviewed the document and stated that the current draft did not specifically address rollover. He explained that the policy was intended as a foundational document to allow the City to begin hiring staff and could be amended later once staffing levels were established and operational needs were better understood. He reiterated that the primary purpose of adopting the policy at this stage was to satisfy legal requirements for direct City employment rather than relying on MSD policies.

10. COUNCIL REPORTS

Council Member Audrey Pierce reported that she briefly attended the Animal Services Advisory meeting to introduce Council Member Terry George as her replacement representative. She stated that the board was conducting required open meetings training, which she had already completed, and she departed after introductions. She also reported that the Magna Mosquito Abatement District meeting, typically held on the first Wednesday of the month, had been rescheduled to the following day and that she would provide an update at the next Council meeting. Additionally, she confirmed that she had met with Madison Warner to review emergency planning items presented earlier in the meeting.

Council Member Terry George reported that at the Animal Services meeting, the shelter was adding new kennels and updating existing ones. He noted that House Bill 102 would classify certain animal services employees as first responders. He also announced that the department would be hosting a "Doggy Derby" event on March 28.

Council Member Mike Jensen reported that the Municipal Services District Board had approved the Emigration Canyon road widening feasibility study and that public attendance had been significant. He stated that he had been appointed to the audit committee, which would meet the following day, along with the full board meeting.

Mayor Mick Sudbury reported that he was serving on the Wasatch Front Waste and Recycling District board but had been unable to attend the most recent meeting. He also noted that he had attended training for the Unified Fire Authority Board and that his first official meeting would be the following Tuesday.

Council Member Steve Prokopis provided an update regarding the Unified Fire Authority. He announced that on February 17, the Fire Chief would meet with the Council and Mayor to discuss community risk reduction and standards of cover. He also informed the Council of Fire School 101, scheduled for March 27 at the Magna Fire Training Center, which provides training for elected officials on fire service operations and budgeting considerations. He encouraged Council Members to attend. He further reported that Unified Police Department's finance committee would meet the following day and that the board would meet on the 19th, with a more detailed update to follow at the next Council meeting.

Council Member Mike Jensen asked about the status of pending legislation. Paul Ashton provided an update on a House Bill primarily affecting the Wasatch Front Waste and Recycling District. He explained that Herriman had sought to withdraw from the district after entering into an agreement with a private waste provider. The proposed legislation initially included language that would have allowed Salt Lake County to withdraw from SLVLESA without input from other members, which generated opposition. Paul Ashton stated that following discussions with the bill sponsor, SLVLESA was removed from the bill, though Wasatch Front Waste and Recycling District provisions remained under negotiation. He explained that the Utah Association of Special Districts supported allowing withdrawal only if done equitably, without financially harming remaining member entities. He characterized the matter as ongoing legislative negotiations.

Mayor Mick Sudbury noted that Council Member Megan Olsen had no board updates and asked whether she would be willing to assist with oversight of the Fourth of July Committee and coordinate with Jennifer D'Haenens on related matters. Council Member Megan Olsen agreed.

Council Member Jensen moved to recess the City Council Meeting and move into Closed Session to discuss the topics noted below. Council Member Olsen seconded the motion; vote was 5-0, unanimous in favor.

11. CLOSED SESSIONS IF NEEDED AS ALLOWED PURSUANT TO UTAH CODE §52-4-205

- A. Discussion of the character, professional competence or physical or mental health of an individual.**
- B. Strategy sessions to discuss pending or reasonably imminent litigation.**
- C. Strategy sessions to discuss the purchase, exchange, or lease of real property.**
- D. Discussion regarding deployment of security personnel, devices, or systems; and**
- E. Other lawful purposes as listed in Utah Code §52-4-205**

12. ADJOURN

The February 10, 2026 Magna City Council Meeting adjourned immediately following the adjournment of the Closed Session above.

This is a true and correct copy of the February 10, 2026 City Council Meeting Minutes, which were approved on February 24, 2026.

Attest:

Diana Baun

Diana Baun, Magna City Recorder

A handwritten signature in black ink, appearing to read 'Mick Sudbury', is written over a solid horizontal line.

Mick Sudbury, Magna City Mayor

RESOLUTION NO. _____, 2026

A RESOLUTION OF THE MAGNA CITY COUNCIL ADOPTING A
PERSONNEL POLICY

RECITALS

WHEREAS, Utah Code Ann. § 10-3-717(1)(c) authorizes the Magna City Council (the
“**Council**”) to adopt personnel policies and guidelines by resolution;

WHEREAS, the Council desires to adopt a personnel policy pursuant to Utah Code Ann.
§ 10-3-717(1)(c) and consistent with Part 11 of Title 10 of the Utah Code; and

WHEREAS, the Council has determined that the personnel policy attached to this
Resolution will serve the best interests of Magna City and the general public.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council that the personnel
policy attached to this Resolution, is hereby approved effective immediately.

APPROVED and ADOPTED this _____ day of _____, 2026

MAGNA CITY

By: _____
Mick Sudbury, Mayor

ATTEST

APPROVED AS TO FORM

Diana Baun, Recorder

MAGNA ATTORNEY

Voting:

Council Member Prokopis voting _____
Council Member Olsen voting _____
Council Member George voting _____
Council Member Pierce voting _____
Council Member Jensen voting _____

MAGNA CITY PERSONNEL POLICY

Adopted _____, 2026

ARTICLE I – GENERAL

Section 1 – Name: This will be known as the Magna City Personnel Policy (the “Policy”).

Section 2 – Purpose and Implementation: The Policy has been adopted for the purpose of guiding the City’s efforts for quality performance, equity in employment, and career development of its employees. This Policy will be applied in conformance with all applicable federal and state laws and regulations, including but not limited to Title 10, Chapter 3, Part 11 of the Utah Code. This Policy does not create any contractual rights for employees.

Section 3 – Definitions: The following definitions will apply for the purposes of this Policy:

1. “Council” means the Magna City Council.
2. “Contractor” or “Independent Contractor” means, consistent with Utah Code Ann. § 34A-2-103(2)(b)(i) or applicable successor statute, any person engaged in the performance of any work for the City who, while so engaged, is:
 - a. Engaged only in the performance of a definite job or piece of work on behalf of the City;
 - b. Independent of the City in all that pertains to the execution of their job or piece of work;
 - c. Not subject to the routine rule or control of the City;
 - d. Subordinate to the City only in effecting a result according to City’s design.
3. “Employee(s)” or “Staff” means a person or persons employed for wages or salary by the City.
4. “Ethics Act” means the Utah Public Officers’ and Employees’ Ethics Act, Utah Code Ann. §§ 67-16-1 *et seq.*, or applicable successor statute.
5. “Family and Medical Leave” means unpaid, job-protected leave for specified family and medical reasons under the Family and Medical Leave Act of 1993, as amended, 29 USC § 2601 *et seq.*
6. “FLSA” means the Fair Labor Standards Act, 19 U.S.C. 201 to 219.

7. “Full-time Employee” means an employee hired to work more than 30 hours per week on a regular basis in an established job.

8. “GAAP” means Generally Accepted Accounting Principles.

9. “Mayor” means the Mayor of the Magna City.

10. “Part-time Employee” means employment in an established job requiring not more than 30 hours per week.

11. “Policy” means this Personnel Policy.

12. “Public Officer” means a member of the Council consistent with Utah Code Ann. § 76-1-601(13) or applicable successor statute.

13. “Public Property” means, consistent with Utah Code Ann. § 76-8-101(5)(a) or applicable successor statute, real or personal property that is owned, held, or managed by the City, including real or personal property that is transferred by the City to an independent contractor which remains public property while in the possession of an independent contractor of the City for the purpose of providing a program or service for, or on behalf of the City.

14. “Public Servant” means, consistent with Utah Code Ann. § 76-1-101.5 or applicable successor statute, the following, who become public servants upon their election, appointment, contracting, or other selection, regardless of whether the person has begun to officially occupy the position of a public servant:

- a. A public officer;
- b. An appointed official, employee, consultant, or independent contractor of the City;
or
- c. A person hired or paid by the City to perform a government function.

15. “Temporary Employee” means employment in a job established for a specific period of time or for the duration of a specific project or group of assignments. A temporary employee may work full-time or part-time with the understanding that the employment will be terminated at the conclusion of a specific time or at the completion of a specific project.

16. “City” means Magna City.

Section 4 – Discrimination Prohibited: One of the reasons for the Policy is to insure that no employee or applicant for employment will be discriminated against in any personnel action by reason of race, color, religion, sex, national origin, political affiliation, age or disability and to safeguard their privacy, statutory rights, and constitutional rights as citizens.

Section 5 – Fair Employment Practices: It is the intent and purpose of the Council to assure equality and quality in all phases of the employment process. In so doing, the Council

intends to comply with all applicable State and Federal requirements pertaining to fair employment practices.

Section 6 – Professionalism: All employees are expected to accept and adhere to high standards of personal and professional conduct. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from behavior that might be harmful to themselves, their co-workers and/or the City, or negatively impact those persons and organizations served by the City or the perception of the City by the public at large. An employee whose performance, work habits, overall attitude or demeanor becomes unsatisfactory or who fails to perform assigned duties and responsibilities at prescribed levels may be subject to disciplinary action, including termination.

Section 7 – Council Review: The Council will periodically review the personnel policies to ensure that they conform to the requirements of state and federal law.

ARTICLE II – HIRING & TERMINATION

Section 1 – Job Description: Before an applicant may be hired or an existing employee may be promoted to a new or revised position, a job description must be prepared and the position must be evaluated, approved by the Council, and a salary or pay level determined in accordance with the applicant’s skills and qualifications. A job description is a description of the general duties, responsibilities, skills, degrees required, and other qualifications necessary to adequately perform a particular job.

Section 2 – At Will: Except as otherwise required by Utah Code Ann. § 10-3-1105 or another applicable provision of law, all City employees, both full-time and part-time, will be “at will;” and will acknowledge in writing that: (1) the employee’s employment status is either appointed or at-will, as the case may be; and (2) the employee has voluntarily waived the procedures required in Utah Code Ann. § 10-3-1106. An At-Will Employment Acknowledgement and Waiver is included at the end of this policy. The City will not take any action to promise or otherwise imply guaranteed employment to any employee on any other basis.

Section 3 – Job Advertising: All announcements and employment advertisements will comply with equal employment opportunity requirements. All such notices must specify the person for whom applications are to be obtained, the person to whom completed applications are to be returned, and the deadline for filing an application. Such notices should contain a statement indicating that the City is an equal opportunity employer. Generally, the City may post job announcements with the Department of Workforce Services and/or may be advertised in a newspaper published and/or distributed in Utah or on a related industry website or other job search website.

Section 4 – Employment Agencies and Search Consultants: The City may use private employment agencies and search consultants if the Council has reason to believe that a qualified candidate will not be attracted as a result of the procedures of this Chapter, or if the Council has reason to believe that the engagement of such agencies or consultants will result in additional qualified candidates applying for the position.

Section 5 – Hiring: All job applicants will complete such application forms and evaluations as required by the Council. In conducting any ability tests the Council may require, reasonable accommodations will be made for disabled applicants upon request.

Section 6 – Interviews: The Council will select an interview pool from those applicants who have passed the preliminary job application form screening and any ability tests that have been administered. During the interview, each applicant will be asked only questions pertaining to the applicant’s professional background, experience, training, education, and qualifications for the job. Applicants may not be asked about their marital or family status or pregnancy, religion, age, gender or sex, race, ethnicity or color, or disability. If references are contacted, to the extent practical, an equal number of references will be contacted for each applicant giving permission for the contact.

Section 7 – Notification Procedures: Before a person is offered a position, the offer must be evaluated and approved by the Council and any applicable direct-line supervisor. The job offer must include the basic conditions of employment. If the offer is extended verbally, a follow-up written offer must be delivered to the applicant within a reasonable time after the verbal offer has been extended. The written offer must be signed by the applicant before the applicant may assume duties as a City employee. If the position in question qualifies as an “at will” position, the written job offer must clearly state the job description, salary, conditions of employment, that the position is “at will,” and that the offer is not final until the candidate signs and returns the written offer letter. The offer letter should also include the job title; the name of the supervisor; if applicable; a statement that the job title, job description, and identification of the supervisor may change over time; the starting date; disclosure of the probationary period during which the employee may be terminated for no cause and without explanation; and any contingencies or conditions to the job offer (such as passing a drug test). Once a written offer has been signed by the candidate, the offer is final. The original of the final offer is to be maintained by the City as part of its personnel files, with a copy to be given to the new employee.

Section 8 – Notification of Closing: All recruiting sources used in the recruiting process should be notified of the closing of the job opening as soon as is reasonably practicable.

Section 9 – Orientation: Each newly hired employee will complete necessary paperwork and receive orientation as a new employee of the City on the first day of work or as reasonably practicable thereafter.

Section 10 – Immigration Reform and Control Act of 1986: In accordance with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and employment status by completing an employment eligibility verification form as required by the U.S. Department of Justice Immigration and Naturalization Service. The newly hired employee must declare, under penalty of perjury, that he/she is a United States citizen, a lawful permanent resident alien, or an alien otherwise authorized for employment in the United States.

Section 11 – Mayor’s Assistant: The Mayor may appoint and employ an assistant as needed to support the duties and functions of the Mayor’s office. Any such appointment is subject to

confirmation by the Council. The position shall be at will. The assistant shall serve at the pleasure of the Mayor, unless otherwise provided by policy or contract adopted by the Council. The Council shall establish, approve, and periodically review the compensation and budgeted funding for the position. The assistant's duties, qualifications, and scope of authority may be defined by the Mayor consistent with applicable ordinances, personnel policies, and budget approvals.

Section 12 – Termination. This policy establishes standards and procedures for the termination of at-will employees of the City and is intended to promote fairness, consistency, documentation, and legal compliance while preserving the at-will nature of employment; it applies to all employees designated as at-will and does not apply to employees covered by an employment contract, or who may not be designated as at-will by statute. All covered employees are employed at will, meaning employment may be terminated at any time by either the employee or the City, with or without notice and with or without cause, and nothing in this policy creates a contract or alters at-will status; although cause is not required, termination decisions may be based on factors including but not limited to unsatisfactory performance, misconduct, policy violations, insubordination, dishonesty, harassment, safety violations, misuse of public resources, failure to maintain required credentials, organizational restructuring, position elimination, or for reasons determined to be in the best interest of the City. Decisions to terminate an employee shall be made by the Council, with the exception of the decision to terminate of the Mayor's assistant. The Mayor shall have sole discretion to terminate the Mayor's assistant. In the event of termination, the City will provide written notice of termination stating the effective date, final pay, and return-of-property requirements, and other information relating to the termination. The omission of any such information shall not render the termination invalid. At will termination decisions are not subject to internal grievance or appeal unless required by statute. No termination decision may be based on unlawful discrimination, retaliation, protected speech, lawful whistleblowing, protected leave, or any other protected classification or activity under applicable law. This policy may be modified at any time by the City and does not create any guarantee of continued employment or procedural rights beyond those required by law.

ARTICLE III – DISCIPLINARY ACTION

Section 1 – General: All disciplinary actions except termination are intended to be corrective and constructive rather than punitive, and should be carried out with the intention of obtaining compliance with policies, orders, procedures, standards of conduct, expected performance standards and/or improve attitude.

Section 2 – Disciplinary Actions: There will be five types of disciplinary actions that may be used by the City: (1) reprimand; (2) suspension; (3) suspension-without pay; (4) restitution for damage to the City property or to other property; (5) demotion; and (6) termination. All disciplinary decisions must be documented in writing and given to the employee, with the City retaining a copy for its records. Unless the Council designates otherwise, it must approve all disciplinary actions. No employee will be disciplined because of political affiliation, age, race, gender, color, disability, national origin, religious beliefs, or other protected class established by state or federal law. Notwithstanding these provisions, all City employees, both full-time and part-time, will be at-will employees and may be terminated at-will by the Council, at any time, without cause or prior notice, for any reason or for no reason at all.

Section 3 – Appeals of Disciplinary Actions: Appeals of the disciplinary hearing decision, may be made to the Mayor for review by the Council within fifteen (15) working days after the employee received a copy of the disciplinary decision. The Council will review the appeal at its next regularly scheduled meeting, or at a special meeting if the next regularly scheduled meeting will take place thirty (30) calendar days after the date the appeal was received. By majority vote, the Council may reverse, uphold or modify the disciplinary decision. The Council’s decision regarding the appeal will be in writing and given to the employee within thirty (30) working days from the date the appeal was filed with the Mayor.

Section 4 – Limitations: Pursuant to Utah Code Ann. § 10-3-1106, an employee subject to Utah Code Ann. § 10-3-1105, may not be discharged, suspended without pay, or involuntarily transferred to a position with less remuneration because of the employee’s politics or religious belief; or incident to, or through changes, either in the elective officers, governing body, or head of City departments. Appeals made in response to alleged violations of this Section will be made in accordance with Utah Code Ann. § 10-3-1106.

ARTICLE IV – GRIEVANCE PROCEDURE

Section 1 – Complaints: Any employee alleging a grievance is encouraged to resolve the problem through an informal discussion with their immediate supervisor or the Council. If the results of such a discussion are not satisfactory, the employee will file a formal written grievance with the Council. The Council will authorize an investigation of such complaints and, based upon the findings, may present charges against any person derelict, or discriminatory in considering the grievance. A grievance must be filed in writing and clearly state the City policy, state law and/or federal law alleged to have been violated. Failure to include or identify a violation shall result in the waiver of that violation or ground on appeal. All grievances must be filed within thirty (30) calendar days following the alleged violation of any City policy, law, state law, or federal law.

Section 2 – Complaint Review: The Mayor will investigate the complaint. The Mayor will issue a written report to the employee and the Council setting forth findings and recommendations for the resolution of the grievance conclusion of the investigation. The employee may accept the recommendations of the Mayor, or file a written appeal to the Council within five (5) working days of receiving the Mayor’s recommendation. After hearing the grievance appeal, the Council will provide the employee with a written decision. The Council’s decision will be final.

ARTICLE V – EMPLOYEE DEVELOPMENT

Section 1 – Employee Evaluation: Personnel evaluation is closely related to employee development, promotion, and compensation. The Council may designate a Council member or supervising employee to hold regular goal-setting interviews with subordinates and regular follow-up meetings to motivate, train, and develop employees.

Section 2 - Employee Development and Training: When the Council, or a supervisor with the approval of the Council, requires that an employee attend a formal training program, the City will pay all reasonable and pre-authorized costs associated with the training. Employees may also

ask the Council for approval to attend trainings related to their position. The Council may, in its sole discretion, provide assistance to an employee who undertakes a course of study which leads to a job-related degree. In some cases, irregular work schedules may be arranged as a means of accommodating class schedules.

ARTICLE VI – SEXUAL HARASSMENT

Section 1 – Sexual Harassment Prohibited: The City is committed to provide all employees with a work environment free of sexual harassment and other forms of discrimination. Sexual harassment, in any form, is unacceptable. Any employee involved in sexual harassment will be subject to discipline, including termination.

Section 2 – Documentation: If an employee believes that the employee is being subjected to any form of sexual harassment, or that the working environment contributes to sexual harassment, the employee should document specific information regarding the harassment, including: dates, times, places, specific types of harassment, and the names of any witnesses. The employee should then verbalize his/her disapproval of the actions to the harasser(s) and state that his or her actions are not welcome. Employees must immediately report any circumstance which the employee believes may result in physical harm to the City Manager or Mayor.

Section 3 – Grievance Procedure: If an employee feels that the employee is a victim of sexual harassment, the employee is encouraged to file a grievance in writing with the City Manager or the Mayor, if the employee is unable or uncomfortable reporting to the City Manager. The City Manager or Mayor, if applicable, or their designee, will hear, entertain, and resolve allegations of sexual harassment in an expedient and discreet manner once such a grievance has been filed. Once a grievance has been filed, it will be the responsibility of the City Manager, or Mayor, if applicable, to immediately investigate the grievance.

ARTICLE VII – SUBSTANCE ABUSE

Section 1 – Drug Free Workplace: The City prohibits drug and alcohol use or impairment in the workplace to protect the public and the City’s employees. The Council may, in its discretion, test current employees and prospective employees for the presence of drugs or alcohol as a condition of hire or continued employment if it has a reasonable basis to require such testing. All testing shall conform to the requirements of Utah Code Ann. Section 34-38-1 *et seq.* Any employee or prospective employee failing or refusing to take the test will not be eligible for employment, or if employed, may be subject to termination. The City will consider all confirmed positive drug and alcohol test results with a medically sufficient explanation to be the equivalent of a negative drug test result.

Section 2 – City Action: Upon receipt of a verified or confirmed positive drug or alcohol test result, which indicates a violation of this policy, or upon the refusal of any employee or prospective employee to provide a sample, the Council may use that test result or refusal as the basis for all disciplinary or rehabilitative actions authorized herein, depending upon the circumstances.

Section 3 – Confidentiality: All information, interviews, reports, statements, memoranda, or test results received by the City, through this drug and alcohol testing program, are confidential communications and are not to be used or received as evidence, obtained in discovery or disclosed in any public or private proceeding, except to those having a demonstrated need to know, or in a proceeding related to an action taken by the City, or in defense of any action brought against the City, or as required by law. All testing results will be the property of the City, but test results may be released to the person who has been tested upon written request.

Section 4 – Acknowledgment: The City will require each employee to read this policy and sign a form stating that they have received and read a copy of this policy and agree to abide by its terms as a condition of continued employment. The signed acknowledgment will be kept in each employee's personnel file.

ARTICLE VIII – WORKERS COMPENSATION INSURANCE

Section 1 – General: Work-related accidents are covered by the workers compensation insurance. Premiums for this coverage are paid by the City. Employees are to report any work-related accidents to the Council, or applicable supervisor designated by the Council, as soon as possible and submit a written initial injury report to the Council or supervisor as soon as possible.

Section 2 – Payments: If a claim is approved by the Utah Labor Commission, the employee's medical costs and compensation will be paid by the worker's compensation insurance in accordance with the State policy. Because the City pays the total cost of worker's compensation insurance, an employee cannot draw sick leave pay while eligible for worker's compensation insurance payments.

Section 3 – Accounting for Sick and Annual Leave: The period of time an injured employee is off work and is waiting to qualify for worker's compensation insurance payments, will be charged to sick leave or vacation leave as selected by the employee. However, during the period an employee is eligible and receiving compensation from worker's compensation insurance, no sick leave or annual leave will be paid by the City.

ARTICLE IX – JOB CLASSIFICATIONS AND COMPENSATION

Section 1 – Compensation: The Council will conduct periodic market surveys to determine the salary range for particular job classifications and the salary, within the approved range, for particular employees based on their experience, qualifications, education, and other qualifying factors the Council deems relevant.

Section 2 – Performance Reviews: The Council will designate a Council Member or a supervisor to conduct periodic performance reviews to insure quality performance, provide feedback concerning employee performance, set work performance, and determine eligibility for merit raises. The Council may, in its discretion, require performance reviews more than once annually.

Section 3 – Merit Increases: The Council may, in its discretion, award merit increases in an employee’s compensation based on increased proficiency, qualifications, changes in an employee’s position or job description, or other circumstances that it deems to warrant an increase. Merit increases are not automatic but are subject to the results of an evaluation of the employee’s performance and the availability of sufficient budgeted funds.

Section 4 – Cost of Living Increases: The Council may, in its discretion, award cost-of-living increases to its employees, provided that all employees must receive the same cost of living increase and any such increases must be computed by the consumer price index published by the United States Bureau of Labor Statistics.

Section 5 – Pay Periods: Unless an exception is granted by the Department of Labor, as required by the FLSA, wages are to be calculated on a weekly basis and are to be paid at least twice monthly.

Section 6 – Overtime: Any non-salaried employee who is required to work more than 40 hours during any work week will be paid for all hours in excess of 40 at the rate of one and one-half times the regular rate at which the employee is employed or, at the Council’s election, will receive compensatory time off at the rate of one and one-half hours for each hour of employment for which overtime compensation would otherwise be required by the FLSA or any other applicable law.

Section 7 – Health Insurance and Retirement: The Council may elect, in its discretion, to provide health insurance and retirement benefits to its employees.

Section 8 – Payroll Deductions for Political Purposes Prohibited: The City will not deduct from the wages of its employees any amounts paid to:

1. A candidate as defined in Utah Code Ann. § 20A-11-101;
2. A personal campaign committee as defined in Utah Code Ann. § 20A-11-101;
3. A political action committee as defined in Utah Code Ann. § 20A-11-101;
4. A political issues committee as defined in Utah Code Ann. § 20A-11-101;
5. A registered political party as defined in Utah Code Ann. § 20A-11-101;
6. A political fund as defined in Utah Code Ann. § 20A-11-1402; or
7. Any entity established by a labor organization to solicit, collect, or distribute money primarily for political purposes as defined in Chapter 32 of Title 34 of the Utah Code.

ARTICLE X – LEAVE

Section 1 – Annual Leave: The following schedule will be used to earn vacation leave for full-time employees:

Length of Service	Hours Earned
0 - 4 yrs	3.0 hours per pay period
4 plus - 9 yrs	5.0 hours per pay period
9 plus - 14 yrs	7.0 hours per pay period
14 plus yrs	9.0 hours per pay period

Part-time will receive 50% of these amounts.

Section 2 – Use of Annual Leave: An employee may use any or all accrued annual leave at any time subject to the approval of the Mayor or their supervisor, whichever is applicable. Vacations will be scheduled well in advance so as to meet the operating requirements of the City, and in so far as possible, the preference of the employees. It will be the responsibility of the Council, or a designated employee, to maintain records of vacation leave used by each employee. Such records will be turned into the Council at the end of each quarter, or immediately upon the employee's separation, to be placed in the employee's official personnel records.

Section 3 – Sick Leave: Sick leave will be accrued at the rate of 4.0 hours per pay period for all full-time employees and 2.0 hours for part-time employees. Sick leave may be used as it is accrued. Sick leave is to be used in case of personal illness or injury to the employee or immediate family with the exception that three of the 12 days accrued annually may be used for personal business during the year of accrual. Personal leave must be noted on the employee's time record as personal leave. Personal leave must be approved in advance and may be taken in increments of one hour. If personal business days are not used in the year accrued, they automatically revert to normal sick leave effective January 1. An employee's supervisor is authorized to send an employee home and require the employee to use sick leave when the employee comes to work sick and is unable to perform his job in a safe, productive and effective manner because of sickness.

Section 4 – Family and Medical Leave: Employees who have worked for the City for 1,250 hours during the previous 12 consecutive months and have been employed for at least 1 year are eligible for up to 12 work weeks of unpaid Family and Medical Leave during any 12 month period as determined by the City. The Mayor or designee, may approve, based on individual circumstances, leave for employees who do not meet the "hours" or "months" eligibility requirement. Eligible employees are entitled to Family and Medical Leave in the following situations:

1. The employee has a serious health condition that makes the employee unable to perform the employee's job.
2. The birth of an employee's child, or placement of a child for adoption or foster care.

3. Caring for the employee's spouse, son or daughter, or parent, who has a serious health condition.

Eligible employees are entitled to take 12 work weeks of unpaid Family and Medical Leave for these reasons in any 12 month period, which 12 month period will be determined by the City. These benefits are renewable each year, but cannot be accumulated from year to year.

Before Family and Medical Leave is granted to an employee, the City will require medical certification to support a request for leave because of serious health condition, and may require second and third opinions (at the employer's expense). A fitness for duty report to return to work will be required of all employees returning from Family and Medical Leave. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."

The maximum 12 work weeks of Family and Medical Leave may be taken continuously or intermittently, if granted by the Mayor. The City requires that any available paid leave (sick leave, comp time, vacation, personal leave or other paid leave) be used by the employee as part of the 12 work weeks as provided in the "Family and Medical Leave Act of 1993."

Employees taking Family and Medical Leave will receive health benefits under the same terms and conditions as when they were on the job. Other benefit premiums, such as life insurance, long term disability insurance and short term disability insurance must be paid by the employee.

Employees are guaranteed the right to return from Family and Medical Leave to their previous or an equivalent position with no loss of benefits at the end of the leave. If there are layoffs or reductions in force while the employee is on Family and Medical Leave, and they would have lost their job had they remained, the employee loses their rights to reinstatement.

Section 5 – Leave of Absence: Leave of absence without pay or benefits up to 120 days may be granted by the Council. Leave of absence will not be regarded as an acquired right by an employee. Requests for a leave of absence will be made in writing and addressed to the Council. After the Council has made a decision, it will respond to the employee in writing stating the reasons for said decision. Benefits will not accrue while on leave of absence.

Section 6 – Paid Holidays: The following days have been designated by the City as paid holidays. Holidays observed by the City that fall within a scheduled vacation period will not be counted as vacation time but rather will be taken as a paid holiday

1. New Year's Day (January 1)
2. Martin Luther King Day (3rd Monday of January)
3. Presidents' Day (3rd Monday of February)
4. Memorial Day (Last Monday of May)
5. Juneteenth (June 19th, Observed June 18, 2025)
6. Independence Day- July 4th
7. Pioneer Day – July 24th
8. Labor Day (1st Monday in September)
9. Veterans' Day (November 11th)

10. Thanksgiving Day (4th Thursday of November and the following Friday)
11. Christmas Day (December 25th)
12. One Personal Preference Day (Employee specified, supervisor approved)

When a holiday falls on a Saturday, it will generally be observed on the preceding workday. When it falls on a Sunday, it generally will be observed on the following workday.

If a holiday falls on the employee's day off, the employee will, with the approval of their supervisor, observe the holiday by taking the day off before or after the employee's scheduled day off. Otherwise, the timing of the day off in lieu of the holiday will be determined by their supervisor, the supervisor's decision being final. Holiday pay is not included in overtime calculations.

Section 7 – Bereavement Leave. Pursuant to Utah Code Ann. Section 10-3-1103, employees may take up to 3 work days of paid bereavement leave.

ARTICLE XI – ETHICS

Section 1 – Application of the Utah Public Officers' and Employee's Ethics Act: The requirements of the Ethics Act are applicable to City employees and Council Members. The definitions included in the Act are incorporated by reference.

Section 2 – Gratuities: Acceptance of gratuities, whether in the form of a gift, compensation or a loan, may cloud the ethical judgment of an employee or Council member and violate the Ethics Act. District employees and Council members will not seek or accept gratuities except under circumstances allowed by the Ethics Act such as proper political campaign contributions, bona fide loans made in the ordinary course of business, public awards or an occasional non-pecuniary gift having a value of \$50.00 or less.

Section 3 – Conflicts of Interest: No employee or Council member of the City may invest in any business entity which will create a substantial conflict between the private interests and public duties of the employee, contractor, or Council member.

Section 4 – Penalties: Any employee or Council member of the City who knowingly or intentionally violates the Ethics Act may be dismissed from employment or removed from office and may also face criminal penalties as provided in Utah Code Ann. § 67-16-12. In addition, the City may rescind or void a contract entered into in violation of the Act, including contracts and subcontracts with independent contractors without returning any part of the consideration the City has received, as provided in Utah Code Ann. § 67-16-14.

ARTICLE XII – GLOBAL GOVERNANCE-MANAGEMENT CONNECTION AND UNITY OF CONTROL

Decisions or instructions of individual Council members, officers or committees are not binding on the City staff except when the Council has specifically authorized such exercise of authority by individuals or committees.

ARTICLE XIII – CITY MANAGER

The Council may appoint a City Manager to exercise those administrative and executive functions and duties the Council delegates to the City Manager by ordinance. The City Manager manages the operation of the City in consultation with the Mayor. All authority over and accountability of employees and contractors are considered to be the responsibility of the City Manager. The City Manager serves at the pleasure of the Council.

ARTICLE XIV – TREATMENT OF CONSTITUENTS/OTHERS

Section 1 – General: With respect to interactions with constituents, members of the public, and others, Council members, employees, and contractors will not cause or allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, imprudent, or in violation of Council policy. Accordingly, Council members, employees, and contractors will not:

1. Fail to develop and maintain positive relationships with constituents, public agencies and officials, contractors, service providers, insurers, consultants and others to effect the exchange of information, resources, programs and ideas to ensure the best interests of the public.
2. Fail to recommend policies and procedures to the Council that ensure compliance with all federal and state regulations and local laws.
3. Fail to provide for effective handling of complaints; including but not limited to prohibiting or making it difficult for a constituent to present a complaint to the Council if resolution has not been reached at the employee level.
4. Fail to disclose the opportunity to leverage relationships with other entities that share interests with the City.
5. Use methods of collecting, reviewing, transmitting or storing information that fail to protect confidential information.

Section 2 – Financial Management: With respect to the actual, ongoing condition of the City's financial health, Council members and employees will not cause or allow a material deviation from the policies adopted by the Council, cause or allow any fiscal condition that is inconsistent with achieving the Council's directives, fail to exercise due and prudent care, or place the long term financial health of the organization in jeopardy. Accordingly, Council members and employees may not:

1. Expend more funds than are conservatively projected to be received in the fiscal year, unless revenues are made available from unrestricted net assets, or other reserves in excess of minimum fund balances, as approved by the Council.
2. Indebt the City or create obligations beyond the City's anticipated revenues.

3. Fail to meet obligations in a timely manner.
4. Fail to continually review expenditures and effectiveness of budgetary controls of the City and present to the Council quarterly financial reports.
5. Allow reports or filings required by any local, state or federal agency to be overdue or inaccurately filed.
6. Expend any funds without disclosing to the Council any conflict of interest or fail to annually provide a conflict of interest report to the Council.
7. Fail to aggressively pursue receivables after a reasonable grace period.
8. Fail to keep complete and accurate financial records on a modified accrual basis by fund type and accounts in accordance with GAAP.
9. Receive, process or disburse funds under controls that are inconsistent with GAAP.
10. Violate the City's purchasing policy. Splitting orders to avoid this limit is not acceptable.
11. Change fee structures without properly executed public notice, public hearings and Council approval.
12. Use any long term reserves without the express consent of the Council.
13. Develop or administer any program that leverages the benefit of any individual Council or employee.
14. Fail to make an annual presentation to the Council of the City's goals, budget and activities.

Section 3 – Asset Protection: The Council, employees and contractors will not allow City assets to be unprotected, inadequately maintained, inappropriately used or unnecessarily risked. Accordingly, City Council, employees, and contractors (when applicable) will not:

1. Fail to insure adequately against theft and casualty and maintain adequate liability protection for Council members, employees, and the City itself.
2. Unnecessarily expose the City, the Council, employees, or contractors to claims of liability.
3. Fail to obtain insurance coverage against theft and property losses to 100 percent of replacement value.

4. Allow personnel access to material amounts of funds or fail to manage each major fund of the City, and closely supervise those having the care, management, collection, or distribution of public monies belonging to the City.

5. Subject facilities and equipment to improper wear and tear or insufficient maintenance.

6. For Council members and employees, make any purchases without strict compliance with the City's purchasing policies and procedures.

7. Receive, process or disburse funds under controls which are insufficient to meet the compliance standards of the City's Independent Auditor.

8. Invest or hold funds in instruments that are non-compliant with the State Money Management Act.

9. Fail to protect public records, City information and files from loss or significant damage.

10. Acquire, encumber or dispose of real property without a recommendation from the Council.

11. Fail to maintain a minimum general fund balance of 50% of the current year's property tax collections, unless authorized by the Council; nor allow the general fund balance to exceed 100% of the current year's property tax collections.

12. Fail to manage City assets in compliance with GASB Statement No. 34, and the asset capitalization policy adopted by the Council.

13. Endanger the organization's public image or credibility, particularly in ways that would hinder its purpose, mission and values.

Section 4 – Communication and Support to the Council: City staff will give the Council as much information as necessary to allow the Council to be adequately informed and supported in their work. Accordingly, City staff and contractors will:

1. Submit monitoring data required by the Council in a timely, accurate and understandable fashion, directly addressing provisions of the Council policies being monitored and including the staffs' or contractors' interpretations.

2. Advise the Council in a timely manner of trends, facts and information relevant to the Council's work.

3. Advise the Council of significant transfers of money within funds or other changes substantially affecting the organization's financial condition.

4. Advise the Council of changes in assumptions upon which Council policy has been established.
5. Provide for the Council as many staff and external points of view and opinions as needed for fully informed Council decisions.
6. Advise the Council if, the Council or individual members are not in compliance with the Council's policies, particularly in the case of Council or Council member behavior that is detrimental to the work relationship between the Council and the Mayor.
7. Provide a mechanism for official Council, officer or committee communication.
8. Work with the Council as a whole except when:
 - a. Fulfilling reasonable individual requests for information.
 - b. Working with officers or committees duly charged by the Council.
 - c. Communicating with the Mayor.
9. Report in a timely manner any actual or anticipated noncompliance with any Council or other policy.
10. Supply sufficient information about items on the agenda to enable Mayors of the Council to make informed decisions.
11. Provide to Council members a draft copy of Council meeting minutes within twenty (20) working days after each meeting.
12. Provide electronic notice to Council members, including a proposed agenda and related information at least five days prior to a scheduled Council meeting.
13. Supply for the consent agenda all items delegated to the Mayor, yet required by law or contract to be Council-approved, along with monitoring assurance.

ARTICLE XV – ACCEPTABLE USE POLICY

Section 1 – General: This acceptable use policy constitutes a “written policy of the public servant’s entity” for the purposes of Utah Code Ann. § 76-8-402(1)(a)(iii).

Section 2 – Authorization: City public servants are authorized to use public property for personal use as provided in this Article.

Section 3 – Guidelines: City public servants are encouraged to use City public property of in a manner that complies with the following:

1. The use does not damage the public property;
2. The use does not cost the City more than \$2,500.00;
3. The use does not interfere with use of the public property as intended for the public use; and
4. The use allows public servants who have been authorized, formally or informally, to use SCSA# equipment for personal use to do so in accordance with state laws.

Section 4 – Warnings: If the Council, a Council member, or a City supervisor believes that a public servant is using public property in a manner contrary to the guidelines set forth in Article XV, Section 3, the Council, Council members, or supervisor will give the public servant a written statement that describes the public servant’s improper use of SCSA# public property and informs the public servant that he or she should immediately stop using the public property in a manner that is contrary to the guidelines.

Section 5 – Repeat Violations: A public servant will violate this Article if he or she:

1. Receives a warning under Section 4 of this Article that is not appealed or is upheld by the Council; and
2. Uses public property in the same or in a substantially similar manner as set forth in the previously issued warning within a year of that warning.

Section 6 – Demand for Payment: If a public servant violates this Article, the City will demand in writing that the applicable public servant repay the full cost of his or use personal use of public property. Any written demand that the City issues under this Section must include the total amount owing, an explanation of how the City calculated the amount owing, and a deadline for the public servant to repay the amount owing. The public servant’s use of the public property will be deemed to be unauthorized if the public servant does not repay the amount owing within the time allotted in the written demand. Provided, however, that a public servant may respond to a written demand by requesting a re-payment schedule, which request the Council, in its sole discretion may approve or deny. If the Council establishes a re-payment schedule, failure of the public servant to comply with that re-payment schedule will constitute the unauthorized use of City’s public property.

Section 7 – Appeals: A public servant may appeal a warning or demand for payment issued under this Article to the Council if the public servant believes the warning or demand for payment is in error or is otherwise improper under this Article or applicable law. The public servant must file a written appeal with the Council within 10 days of the public servant’s receipt of the warning or demand for payment. The Council will hear the appeal at its next regularly scheduled meeting or, in its discretion, hold a special meeting to hear the appeal. When hearing an appeal filed under this Section, the Council will review the warning or demand for payment de novo along with any information or evidence provided by the public servant. The public servant will bear the burden of proof of showing by a preponderance of the evidence that the warning or demand for payment is

in error. The Council will issue a written decision explaining the reasoning for its decision and will provide the public servant with a copy of its decision, provided that any decision issued under this Section must include the following disclaimer: “This decision pertains to an internal City employment matter and does not constitute evidence of any criminal wrongdoing.”

Section 8 – Disciplinary Action:

1. A public servant who violates this Article will be subject to all applicable disciplinary actions set forth in this Policy and may be subject to civil and criminal penalties under Utah and federal law, depending on the circumstances, provided:

a. If an independent contractor violates this Article, such violation will constitute grounds for the City to rescind or void a contract entered into with that independent contractor;

b. A Council member who violates this Article may be subject to civil and criminal penalties, including but not limited to disqualification from office pursuant to Utah Code Ann. § 76-8-404; and

c. The Council may, in its discretion, refer violations under this Article to the appropriate law enforcement authorities if the Council has reason to believe that a public servant has committed a crime.

ARTICLE XVI – HIGHER LAW TO CONTROL AND SEVERABILITY

In the event of any conflict between this Policy and any applicable federal or state law, rule or regulation, the law, rule or regulation, including amendments and modifications thereto, shall control to the extent of such inconsistency. The provisions of this Policy are further declared to be severable, and if any provision of this Policy shall, for any reason, be held to be invalid or unconstitutional or if the application of this Policy to any person or circumstance is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provisions of the ordinance codified in this Policy.

At-Will Employment Acknowledgement and Wiaver

Pursuant to Utah Code Ann. § 10-3-1105(2)(e), I acknowledge that my employment with Magna City (“City”) is **at will**. I understand and agree that my employment is not for any definite term and may be terminated by the City or by me at any time, with or without cause, and with or without notice, subject only to applicable law. I acknowledge that no oral or written statement, policy, handbook, or representation by any supervisor, manager, or elected official alters my at-will employment status unless expressly approved by the City Council in a written contract signed by authorized representatives.

I acknowledge that I have been informed that certain employees of a municipality may be entitled to pre-disciplinary or pre-termination procedures under **Utah Code Annotated § 10-3-1106**, including notice and an opportunity to respond prior to suspension or termination. I further acknowledge that under Utah Code Ann. § 10-3-1105(2)(e), an employee may voluntarily waive those statutory procedures.

By signing this acknowledgment, I **knowingly, voluntarily, and expressly waive** any right I may have to the disciplinary, pre-termination, pre-suspension, or other rights or procedures described in Utah Code Ann. § 10-3-1106, to the fullest extent permitted by § 10-3-1105(2)(e). I understand that as a result of this waiver, the City may discipline, suspend, or terminate my employment without providing those statutory procedures, and that my status will remain strictly at will.

I confirm that this waiver is voluntary, is not a condition of any existing contractual employment right, and is executed without coercion or improper pressure. I have been given the opportunity to ask questions and to seek independent advice and legal counsel before signing. I understand that this waiver does not limit any rights that cannot be waived under federal or state law, including claims for unlawful discrimination, retaliation, or other protected rights.

Employee Name: _____

Employee Signature: _____ Date: _____

Position/Department: _____

City Representative: _____ Date: _____
Title: _____



myHometown



Listen, Love, Lift!

myHometown brings together a city, neighbors, and multi-faith resources to revitalize neighborhoods and provide resources for all.



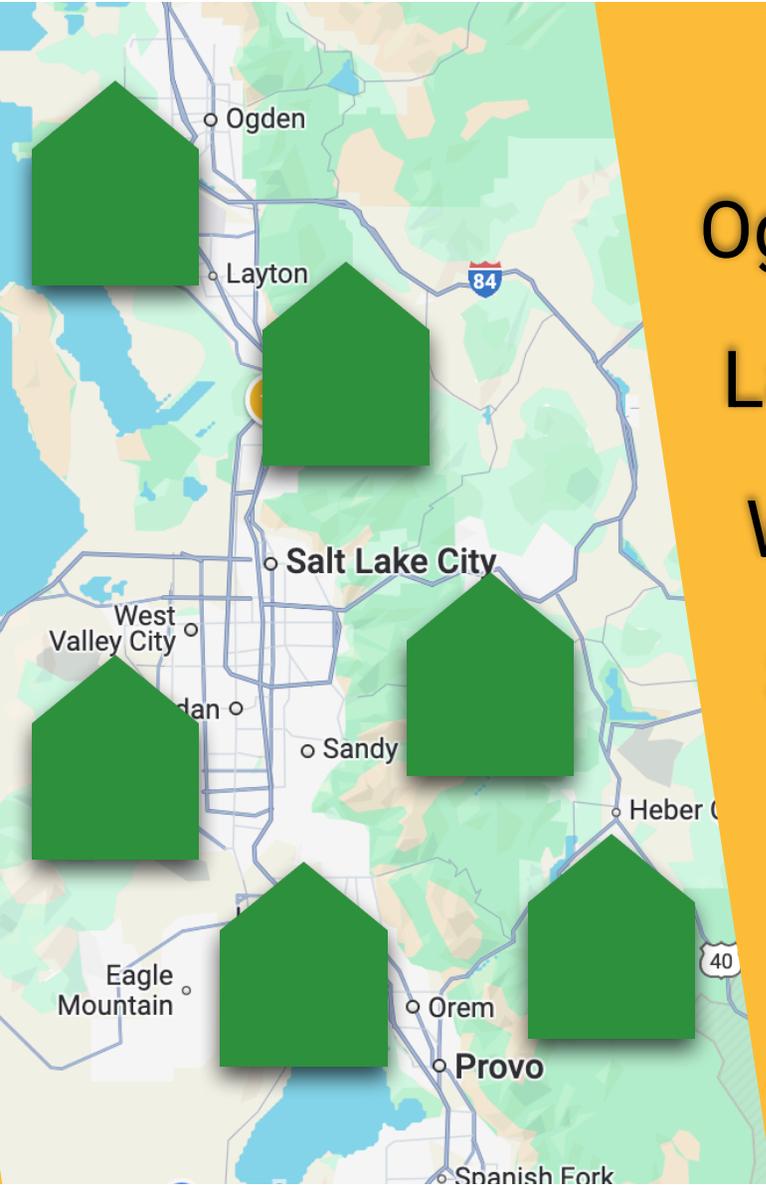


myHometown lifts the lives of residents and attracts individuals and families who want to live in and contribute to the long-term viability of their community.

myHometown is a cooperative venture between:

- Local Governments
- Churches
- Businesses/NGOs
- Neighbors





2025 Communities

Ogden **3**

Layton **1**

West Valley City **4**

Salt Lake City **3**

Orem **2**

Provo **3**

16
Communities



my
Home
town

2025

1,383 Service Missionaries & MHT Volunteers
23,903 Partner Stake & Community Volunteers
25,286 Total Volunteers



2025

264,914

Total Volunteer Hours
(Service Missionaries and all Volunteers)



Community Resource Centers

Our Community Resource Centers use church meetinghouses or other public buildings to provide free educational opportunities. .

We help neighbors learn critical skills that improve their lives



2025

13,991 Students Enrolled



Examples of Class Offerings



English as a Second Language



Basic computer Skills



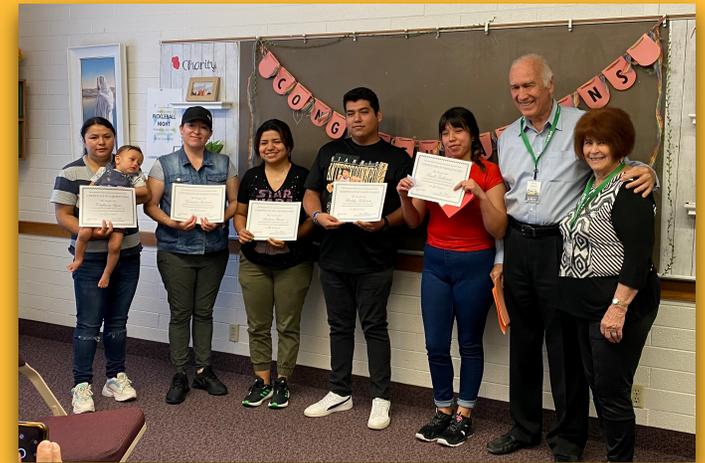
Homework help/tutoring



Music Lessons (Piano, Guitar, Ukulele)



Sewing



Days of Service (DOS)

Leaders from myHometown organize DOS. Community residents and volunteers join together to re-landscape and clean up yards and parks, refurbish homes, and more.

Generally 15-20 projects are completed in a community in a single day.



2025

841 DOS Projects Completed



What City Does

Partner with MHT

Provide resources and assume liability for DOS projects

Provide guidance for classes and projects

Save money on abatement

What MHT Does

Partner with the city

Provide structure/organization

Provide Volunteers (teachers, tutors, DOS service providers)

Provide places to meet for instruction



myHometown supports
communities of caring as we

Listen,
Love,
& Lift together.



