



**COMMUNITY REINVESTMENT
AGENCY OF MAGNA
AGENDA
October 22, 2024**

Webster Center
8952 West Magna Main Street
Magna, Utah 84044

PUBLIC NOTICE IS HEREBY GIVEN that the Community Reinvestment Agency (CRA) of Magna will hold a business meeting on the **22nd day of October 2024** at the Webster Center, 8952 West Magna Main Street Magna, Utah as follows:

**** Portions of the meetings may be closed for reasons allowed by statute. Motions relating to any of the items listed below, including final action, may be taken.**

Anticipated meeting duration: 30 minutes

5:30 PM – COMMUNITY REINVESTMENT AGENCY

1. CALL TO ORDER
2. Determine Quorum
3. **PUBLIC COMMENTS (Limited to 3 minutes per person)**

Any person wishing to comment on any item not otherwise scheduled for a public hearing on this evening's agenda, should sign-up on the "Public Comment" form located at the entrance. Person's signing up to speak will be called up in the order that they signed-in on the "Public Comment" form. Persons addressing the CRA shall step-up to the microphone and give their name for the record. The CRA is interested in hearing directly from residents. In an effort to be both transparent and responsive, the CRA Board Members cannot respond directly to comments during public comment. However, the CRA Executive Director will be responsible for responding directly to citizens who request a response. Should an item on tonight's agenda generate a question you would like answered, there is a QR code at the front entrance. Please scan the QR code and send your question directly to CRA Staff. The CRA Board will not interrupt the evening's agenda to take questions from the audience once the formal meeting has commenced. ***Comments should be limited to not more than three (3) minutes unless additional time is authorized by the Governing Body.***

4. **DISCUSSION/ACTION ITEMS**

- a. Election of the Agency Chair and Vice Chair - ***Adam Long, Smith Hartvigsen*** (5 minutes)
- b. Discussion and Approval of Agency Bylaws - ***Adam Long, Smith Hartvigsen*** (5 minutes)
- c. Appoint Agency Officers – ***Adam Long, Smith Hartvigsen*** (5 minutes)
- d. Adopt Calendar of Meetings for Remainder of 2024 and 2025 - ***Adam Long, Smith Hartvigsen*** (5 minutes)
- e. Discussion and Possible Motion of Letter to the Redevelopment Agency of Salt Lake County for the Transfer of Assets and Real Property from the Arbor Park URA and the Main Street URA to the Community Reinvestment Agency of Magna - ***Adam Long, Smith Hartvigsen*** (10 minutes)

5. 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

6. ADJOURN

ZOOM MEETING: Topic: Community Reinvestment Agency of Magna

When: October 22, 2024, 05:30 PM Mountain Time (US and Canada)

Register in advance for this webinar at:

https://zoom.us/webinar/register/WN_3r3CGOQxSnSF7mFJeJVwgQ

After registering, you will receive a confirmation email containing information about joining the webinar.

Upon request with three (3) working days' notice, the Greater Salt Lake Municipal Services District, in support of Magna City, will make reasonable accommodations for participation in the meeting. To request assistance, please call (385) 468-6703 – TTY 711.

A copy of the foregoing agenda was posted at the following locations on the date posted below: Magna City website at <https://magna.utah.gov/> and the Utah Public Notice Website at <https://www.utah.gov/pmn/>. Pursuant to State Law and Magna Ordinance, Councilmembers may participate electronically. Pursuant to Utah Code § 52-4-205, parts of meetings may be closed for reasons allowed by statute.

POSTED: October 18, 2024

COMMUNITY REINVESTMENT AGENCY OF MAGNA BYLAWS, POLICIES, AND PROCEDURES

I. BACKGROUND

- A. Policy: This shall be known as the Community Reinvestment Agency of Magna ("Agency") Bylaws, Policies, and Procedures (the "Policy").
- B. Purpose: The Policy establishes guidelines for meetings of the Board, including how meetings are to be convened, how they are to be conducted, and how minutes are to be prepared and approved.

II. COMPLIANCE WITH STATE LAW

- A. Application of the Open and Public Meetings Act: In adopting the Policy, the Agency recognizes the application of the Open and Public Meetings Act, Utah Code §§ 52-4-101 et. seq. as it may be modified, amended, superseded or replaced from time-to-time (the "Act"). Any inconsistency or conflict between this Policy and applicable provisions of the Act shall be governed by the Act.
- B. Definitions: The definitions stated in Utah Code § 52-4-103 are incorporated herein by reference.

III. BOARD, OFFICERS, AND AGENCY OFFICE

- A. Board: The Board shall be the Magna Council.
 - A-1. The Board of the Community Reinvestment Agency of Magna governs the agency, makes key decisions on redevelopment projects, and ensures the agency's activities align with its mission and legal requirements.
- B. Chair and Vice Chair: The council shall select from its membership the Chief Executive Officer/Chair of the Board and the Vice Chair of the Board.
 - 1. The Chair of the Community Reinvestment Agency of Magna presides over meetings, ensures the execution of board decisions, and provides overall leadership to the agency.
 - B-2. The Vice Chair supports the Chair and assumes the Chair's duties in their absence, assisting in the leadership of the agency.
- C. Recorder: The recorder of the Agency shall be the Magna Recorder, deputy recorder, or designee.
 - 1. The Recorder is responsible for maintaining official records, preparing meeting minutes, and ensuring proper documentation for the agency.
- D. Executive Director: The Executive Director of the Agency shall be appointed by the Board.
 - 1. The Executive Director of the Community Reinvestment Agency of Magna oversees operations, implements policies, manages redevelopment projects, and ensures regulatory compliance.

~~C.E.~~ Principal Office of the Agency: The principal office of the Agency shall be 8952 W Magna Main St Magna, Utah 84044.

~~D.F.~~ Term: The Chair and Vice Chair shall hold office for one year and may be selected by the council to serve a second consecutive year.

~~IV.~~ MEETING NOTICE AND AGENDA DUTIES AND POWERS AND DUTIES

~~IV.~~ V. MEETING NOTICE AND AGENDA

- A. Required Annual Notice: The Board will, either shortly prior to or at the beginning of each calendar year, establish an annual meeting schedule, including the date, time, and location of each regular Board meeting through the year, and give public notice of the annual meeting schedule as required by law. Notwithstanding the foregoing, any meeting may be rescheduled at the request or on the affirmative vote of a majority of the Board, with notice of the rescheduled meeting to be provided as stated in paragraph IV
- B. Special and Emergency Meetings: The Board may hold special and emergency meetings, if they are properly called and notice of every such meeting is given as provided in paragraph IV D. No emergency meeting of the Board may be held unless an attempt has been made to notify all members of the Board and a majority of the Board approves holding the meeting. A special meeting of the Board may be called by the Chair and an emergency meeting may be called by the Chair. Any two Board Members may request that a special meeting of the Board be held, but the approval of the Chair will be required. In the absence of the Chair, the Vice Chair may call or approve either a special meeting or an emergency meeting of the Board.
- C. Agenda: An agenda shall be prepared for every meeting of the Board. Each topic to be considered by the Board shall be listed with reasonable specificity to notify the public as to the topics to be considered at the meeting. Any two Board Members or the Chair may request an item for an agenda.
- D. Notice: Not less than 24 hours' advance public notice, including the agenda, date, time, and place, will be given for each regular and special meeting of the Board, by posting a written notice at the principal office of the Agency, be posted to the Magna Website and be posted on the Utah Public Notice Website created under Utah Code § 63F-1-701. If, due to unforeseen circumstances, it is necessary for the Board to hold an emergency meeting to consider matters of an emergency or urgent nature, the provision of Utah Code § 52-4-202(5) shall apply.
- E. Amendments to Agenda: The agenda of a meeting of the Board may be amended even though notice of the meeting has already been given as provided in paragraph IV D immediately above if the amended notice is posted and given in accordance with the requirements of paragraph IV D at least 24 hours before the scheduled time of the meeting.

V.VI. CONDUCT OF MEETINGS

- A. Quorum: A majority of the Board constitutes a quorum for the transaction of agency business. The Board may not adopt a resolution, pass a motion, or take any other official board action without the concurrence of at least a majority of the Board members present at a meeting at which a quorum is present. A Board Member who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward the required quorum in accordance with UTAH CODE ANN. § 52-4-207. Any Board Member participating via electronic means may make, second and vote on all motions and participate in the discussion as though present, except that the Board Member who chairs the meeting must be present at the anchor location.
- B. Control of the Meeting: Unless the Chair or Vice Chair, as appropriate, is participating in the meeting via electronic communication, each meeting of the Board will be conducted by the Chair, if present or by the Vice Chair in the absence of the Chair. If neither the Chair nor the Vice Chair is physically present (but there is still a quorum) a Board Member who is physically present at the anchor location will preside over the meeting with the consent of a majority of the Board members who are physically present at that location. The Board Member chairing the meeting may relinquish the chair to the next Board Member in succession, other than a Board Member participating via electronic communication, at any time during the meeting. The Board Member chairing a meeting may discuss every matter coming before the Board, make, second and vote on motions, and otherwise fully participate in the meeting.
- C. Public Participation: Time for public comment may, at the discretion of the Chair, be allowed at any meeting of the Board in accordance with the following:
1. Each speaker will be expected to state his or her name before directing comments to the Board.
 2. The public comment portion of a meeting is not a question-and-answer session. Rather, it is intended to enable the Board to receive testimony and input from the public. Any member of the public who has questions regarding any aspect of the Agency's operations is encouraged to contact an appropriate staff member outside of the meeting, including staying after the meeting has been adjourned.
 3. The purpose of public comment is to allow citizens to address the Board, and each speaker will be asked to complete a written comment form and present it to the Recorder. In general, the chair will allow an individual three minutes to address the Board. A spokesperson, recognized as representing a group in attendance, may be allowed up to five minutes. At the conclusion of the citizen comment time, the chair may direct staff to assist the citizen on the issue presented; direct the citizen to the proper administrative department(s); or take no action. This policy also applies to all public hearings. Citizens may also submit written requests (outlining their issue)

for an item to be considered at a future meeting. The chair may place the item on the agenda under citizen comments; direct staff to assist the citizen; direct the citizen to the proper administrative departments; or take no action.

- D. Expulsion from a Meeting: The right to attend and observe a public meeting does not include the right to otherwise participate in that meeting unless it is a public hearing. Public participation in Agency Board meetings is a privilege granted by the Board in the interest of open government but is not a right. Any person who willfully disrupts a Board meeting to the extent that the orderly conduct of the meeting is seriously compromised may be removed from the meeting. Should the person refuse to leave the meeting when asked to do so by the Board Member chairing the meeting, security personnel or law enforcement officials may be called to remove the person.
- E. Closed Meetings: Except as otherwise provided in this paragraph E, all meetings of the Board are to be open to the public. A meeting, or a portion of a meeting, may be closed to the public upon a two-thirds affirmative vote of the Board members present at the meeting, provided that a quorum is then present. A meeting may be closed for any of the reasons specified in Utah Code § 52-4-205
- F. Conduct of a Closed Meeting: The Board members may not approve any ordinance resolution, rule, regulation, contract or appointment during a closed meeting. The identity of the specific person whose character, competence or health is to be discussed, the identity of the parties to pending or reasonably imminent litigation, or the identity of property which the Board is considering purchasing, exchanging or leasing need not be stated in the motion to close the meeting or in the public portion of the meeting where such disclosure might infringe on the confidence necessary to fulfill the purpose of closing the meeting. Only the Board members, and those persons designated by the Board, may be present during a closed meeting.
- G. Recording of Meetings: The Agency is required to record all Board meetings. Any other person in attendance may record all or any part of an open meeting, provided that the recording does not interfere with the conduct of the meeting. The Agency's recording of a meeting is to be maintained for such period of time as established by State Archives.
- H. Official Book of Resolutions: All resolutions shall be in writing and designated by number, reference to which shall be inscribed in the minutes and an approved copy of the approved resolution should be filed in the Official Book of Resolutions of the Agency.

VI.VII. ELECTRONIC MEETINGS

A. Adoption by Reference: The Board hereby adopts by this reference the electronic meetings rules, regulations, and policies adopted by Magna.

~~VII.~~VIII. **MINUTES AND RECORDINGS**

A. Adoption by Reference: The Board hereby adopts by this reference the minutes and recording rules, regulations, and policies adopted by Magna.

~~VIII.~~IX. **APPLICATION OF THE POLICY**

Neither this Policy nor the Act shall apply to any chance meeting or social meeting or gathering of any Board members provided, however, that such chance meeting or social meeting or gathering shall not be used to circumvent this Policy. Similarly, any number of Board members not constituting a quorum may meet and may discuss Agency business. Otherwise, this Policy shall apply to all regular, special and emergency meetings of the Board.

APPROVED BY THE COMMUNITY REINVESTMENT AGENCY OF MAGNA BOARD OF TRUSTEES IN MAGNA, SALT LAKE COUNTY, UTAH THIS ____ DAY OF _____, ____.

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**Community Reinvestment Agency (CRA) of Magna
Proposed 2024/2025 Meeting Calendar**

2024

- November 12th
- December 10th

2025

- January 14th
- February 11th
- March 11th
- April 8th
- May 13th
- June 10th
- July 8th
- **August 12th** – Municipal Primary Election
- September 9th
- October 14th
- **November 11th** - Veteran's Day
- December 9th