

MAG Executive Council

AGENDA | October 24, 2024 | 6:30 - 8:00 p.m.



MAG

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Location:

Wasatch County Library, Bowcutt Room, 465 E. 1200 S., Heber City, UT

Zoom: Link was sent to Committee members

Attending:

Mayor Brad Frost
Mayor Denise Andersen
Heidi Franco
Jan McCosh
Mayor Matt McCormick
Steven Stewart,
 Delegate for Carolyn Lundberg
Mayor Bill Wright
Mayor Matt Packard
Commissioner Skyler Beltran
Mayor Celeni Richins
Council Member Karl McMillan
Council Member Kendall Crittenden
Council Member Luke Searle

Representing:

American Fork
Cedar Hills
Heber City
Hideout
Kamas

Lindon
Payson
Springville
Utah County
Wallsburg
Wasatch County
Wasatch County
Wasatch County

Excused

Carla Merrill
Wyatt Cook
Troy Walker
Kurt Ostler
Mark Johnson
Celeste Johnson
Zane Woolstenhulme
Nann Worel
Guy Fugal

Alpine
Cedar Fort
Draper City
Highland
Lehi
Midway
Oakley
Park City
Pleasant Grove

MAG Staff:

Michelle Carroll
Linda Cole
April Crane
LaNiece Davenport
Jimmy Golding
Johnathon Knapton

Shelly Leavitt
Shawna Mecham
Mele Palemani
Phyliscia Prince
Rebecca Smyrniotopoulos
Andrew Wooley

The meeting was started by Mayor Celeni Richins at 6:35 pm.

1. Welcome and Introductions of Elected Officials and MAG Staff

Introductions were made around the room.

2. Public Comment

There were no public comments received before the meeting and no public comments on site or through Zoom.

3. Approve MAG Executive Council May 23, 2024, Meeting Minutes

Motion was made to approve the minutes by Mayor Karl McMillan; Mayor Bill Wright seconded the motion. The motion passed unanimously.

4. Technical Assistance to Governments (TAG) Program Update

Information Item | LaNiece Davenport, MAG

An overview of the TAG program was given. Essentially, what this program does is it funds any kind of project, study or vision for your community that has anything to do with growth and any kind of transportation and land use interrelated project. Every year the program has about \$750,000 to fund projects. A project can range in cost from about \$25,000 to \$150,000. Examples of the kinds of things that it could fund are a main street revitalization program, an update to zoning code, an update to a general plan or it could fund elements of a general plan. Also, community visioning processes could be funded.

MAG is in the 3rd year of the TAG program and for this year we received 12 applications. Those are listed on the Staff Report. We typically fund about half of what we get. It is a competitive grant program, so we can't fund all of the projects.

The next step is for our Program Manager, Dan Wayne, to work with each of these communities to make them as competitive as they can be for final applications which are due in mid-December and they are awarded in February. We wanted to remind you that this program exists. If you have any questions or want more information, contact LaNiece Davenport or Dan Wayne.

5. Update on Audit

Information Item | April Crane, MAG

As many of you know, we have been undergoing an accounting software upgrade from DOS to NetSuite since 2022. NetSuite has been very challenging for us and it turns out it's a really difficult software to use period, but also not designed for government or grant management. We are currently not ready to present our audit findings. Typically, MAG likes to present the audit findings at our October Executive Council meeting. We will be postponing that until January 2025. We will meet the state deadline of 12/31/24.

We have decided to change to a new software program for accounting called Pelorus. Many of you are familiar with this software. This software program is currently being used by other AOG's in Utah and we have received great reviews from them regarding Pelorus. We will be going live in Pelorus in January 2025. Are there any questions? (There were no questions.)

6. Ethical Behavior and Conflict of Interest Annual Forms

Information Item | April Crane, MAG

As cities, you are participating in the required conflict of interest and ethical behavior policy training. Because you already receive this training, we won't duplicate the effort but we will be sending out these forms for your acknowledgement that you have received that training and that you are obligating yourselves to behaving ethically and without conflict of interest. These will be coming through your emails as a Docusign item. If you need any one-on-one training because you are not doing so in your city, just let April Crane know.

Mayor Celeni Richins: Can you add Wallsburg to your training?

April Crane: Yes, I can.

7. MAG Roadshow Update

Information Item | Michelle Carroll, MAG

We made a goal to visit all 40 of our counties, cities and towns this year. We are calling it our MAG Roadshow. So often, we work closely with the city on just a couple of our programs and not the whole purview of all that MAG can offer. Thus far, we have met with 19 of our jurisdictions and we have scheduled 9 in the near future. We have just a handful that we are still working on to get on your schedule. So if you are on that list, we would love to come out and visit with you. It's been a great opportunity to have some good discussions and to briefly go over the programs that we offer in our 3 departments. Most importantly, to find out what is on your radar, whether it is a transportation issue or you didn't realize the aging services or the housing programs that we offer and then also working with our Communications Manager, Johnathon Knapton, to be able to push that information out to your citizens who could directly benefit from some of our programs. During this Roadshow, we have done work sessions with the entire city councils and staff or just meeting with staff; whatever the city wants us to do, we would love to come out and meet with the remaining cities that are on the list. We are hoping to get 100% of these 40 jurisdictions.

My goal next year is to come out annually to either your Council meetings or your commission meetings to give a report on MAG. Things like how much have we invested in your jurisdiction and how many of the citizens of your city/town did we deliver meals to, etc. , just so you can see how we are serving your cities. So we will be working on that and launching that in 2025.

8. Executive Council Social

Discussion Item | Michelle Carroll, MAG

I am looking for your feedback: The last few years we have been doing a Holiday Winter Executive Council social and we rotate between the 3 counties. We have noticed a significant dwindling of participation. It's a busy time of year and it is hard to ask 2 of our counties to trek down the mountain during winter. I have talked with our chair and we have talked about tabling it this year. We are proposing, instead, that we perhaps look at reinstituting our Summer Social for 2025. We used to do a Summer social and it seemed to work out better because of the warmer weather and it stays lighter longer. While some people do go on vacation during the summer, overall, it just doesn't seem as busy as the Holiday season.

So we are looking at getting feedback from you all as to whether or not we should do any type of social or should we move it to the summer or should we resurrect the winter social next year?

It was agreed that winter is hard and busy but that they still wanted to get together as a group. A summer social was wholeheartedly thought to be a great idea. Earlier in the summer rather than the middle. Late June or late August were suggested. MAG will do some surveying to see everyone's availability and then we will push that out next year and see how it goes.

9. Potential New MAG Building

Action Item | Michelle Carroll, MAG

Previous to this meeting, we met with our Budget and Audit Committee and they did pass a motion to recommend the support of this proposal. However, I am willing to take as much time as is necessary and answer any questions this body may have.

This is a big decision that we are embarking on. There are attachments (see hyperlinks). The first one is a case study of why we are looking at a new building. There is a lot of information. I am not going to read it, but I do want to highlight a few key points.

Let me first set the stage regarding our ownership situation. We own our Orem building that's on 800 North. And we lease a building in Vineyard with a warehouse and our HEAT and Weatherization teams are over in Vineyard.

We have a conference room space issue. As MAG has grown, we are constantly having to go offsite for all of our staff meetings, our Utah County transportation meetings, MPO, and most of our technical meetings. We are constantly having to travel to meet as a large group which causes issues with AV and setting up the building. Let me reiterate that we will always rotate meetings for the Executive Council because we represent 3 counties. But we have monthly meetings that are sometimes 4, 5, or 6 meetings in a one month period that we are going offsite for.

Office space: At our Orem location, many of our offices are double, tripled and quadrupled up. We turned two small conference rooms into office spaces. File rooms which were basically closets have also been turned into office space. We recently were faced with needing a mother's room for an employee who was coming back to work and we were honestly discussing having to use our supply closet because it was really our only option. And then at Vineyard, they are not as tight, but it is a very old building and that lease increases every time it comes up for a new lease. We are currently paying about \$15,000 a month at Vineyard, and it is in pretty rough shape and the lease is not to our favor. We are responsible for any kind of repair or upgrade. We recently found out we didn't even have smoke detectors over there and so, at our cost, we had to install smoke detectors.

Also, having 2 locations for the size of staff that we have, has been very difficult. We have about 85 employees, but I would say about 12 of those are Meals on Wheels drivers and backup drivers. So around 70 staff that are in our offices. That is too small to be spread out. The staff at the Vineyard location feel separated from MAG. Our administrative team is at the Orem location, and while we do make efforts to go over there weekly or bi-weekly, there is still quite a lot of separation. And when I go over there, they get nervous because they are not used to seeing me around.

And importantly, we are a transportation planning agency. We provide all of our staff members transit passes. Neither building is located within walking distance or reasonable biking distance to transit.

This is the last of the pain points that I wanted to present. And now I am going to talk about the opportunity that we have. Most of you know that Vineyard City opened up a new Frontrunner station about 2 years ago and they are calling it Utah City. That area is going to be built up and Vineyard City is looking at building a new City office building within walking distance of that new Frontrunner station. I went to the ribbon cutting of that station and had a big dream that I would love for MAG to be located over there. I started talking to the Vineyard folks and they are open to a joint ownership of a building in Vineyard. There would be 4 floors and MAG would have one entire floor just for MAG staff and then there would be a lot of shared space: a huge event space that we would have access to, a gym, and a kitchen. And we would have a warehouse on site for our weatherization supplies. We currently house windows, HVAC, insulation and those types of things. In this packet, you will see some of the costs that we are looking at. We have some initial renderings that an architectural firm gave to us just to make sure that we could fit, because what I did not want to happen is enter in this type of agreement and then outgrow it within a year or 2. So, as we played with the floor plan, we have room for about 25% growth. We are looking at less private offices and more shared kind of working space and more of an open environment.

And so the official design work, more than the initial architectural renderings, is estimated between 1 million and 1.2 million, and MAG would be responsible for 1/3rd of that cost

The total building cost, because the land is being donated by the developer, would be approximately 30 million dollars and MAG would, again, be responsible for 1/3rd of that cost.

We own our Orem building and we had an appraisal done and it came back at 2.8 million dollars. And then we have about a 5 million pot of money that is accessible to put towards this and that comes primarily from interest from a Treasury account held at the State. Most of our transportation dollars are deposited into that Treasury account and due to the nature of how those funds are programmed, it earns a significant amount of interest as they sit and wait to be used. The balance of that 5 million dollars is due to my predecessor working out an arrangement with the State of Utah to get some reimbursements for past local projects and the vast majority of that has been reprogrammed out to our communities, but we were able to hold on to a little bit of that money.

This means we have about 7.8 million dollars. That does leave us a gap. In talking with Vineyard City, they did offer to fill our gap with their bond, which would be a huge benefit.

April Crane ran some initial calculations, putting in a buffer of 2 million dollars to make our portion 12 million dollars and that at current bond rates, we would be looking at approximately the same payment amount as we are currently paying for our Vineyard lease.

I do want to point out that also attached is the term sheet. I have highlighted Item 6. This would be corrected before moving forward because it currently identifies Vineyard City as retaining ownership and in all my verbal discussions with Vineyard, they have agreed that we would not enter into an agreement unless we own that piece of the building. What I am looking for tonight is to move forward with the design work and continuing down this path. This is a big decision and I am looking forward to any discussion or questions that you may have.

There was a discussion wherein it was said that it seemed like time for a new building for MAG, not only for the reasons stated but for retention of keeping staff. The opportunity with Vineyard does not come along very often and should be taken advantage of.

It was asked if when we meet at the Water Conservancy district do we rent that space. We do not currently rent the space. It is donated to us.

It makes sense to pull everyone into one building and to be close to transit is so attractive

The question was asked as to the time frame. Answer: Vineyard is waiting for our governing body (you all) to either approve or deny and then they are going to their council. They are discussing and then the council will approve or deny, at which point, if it is approved, they will go through their bonding process. They are really wanting to bring MAG in because we can bring some funds and stability to the project. So if all goes well, we are looking at 2 years from now. That aligns with our current least at our Vineyard building. In talking with our commercial real estate agent, he did suggest selling the Orem building a little bit ahead of time. They think it will take 6 to 8 months, if everything went well and we could then have a lease back option until we can vacate and move to our new building in Vineyard.

The question was asked whether the 1 million to 1.2 million cost for the design was already accounted for out of the current budget or is that part of the bonding cost that April figured out. Answer: It would be separate from the bonding cost. We would use some of our interest monies. We

have some extra interest outside of the aforementioned 5 million that is available to purchase the building that we would use for the \$400,000 or so needed for the design portion.

The question was asked if we had considered what the bond costs would be and if we had included those costs into the 10 million. Answer: We are not familiar with the bonding process or its costs. This is a good point. And we want to remind everyone that when April ran the costs she did add in a 2 million dollar buffer, which could help with those costs. I also want to point out that there would be opportunities for outside entities to lease and so those lease dollars would also offset some of our costs and help with the repayment of that bond.

The question was asked as to whether 25% growth estimate was enough. Answer: The conventional wisdom is to plan for growing 10% so the 25% growth estimate was greater than expected. However, as I have looked at MAG, we brought on HEAT and Weatherization and that all happened in the last 7 - 8 years and those were huge teams. We had to get a whole other building and a warehouse. So it is hard to predict what other programs could come our way that may bring a significant amount of staff with it, but I think we would go at a slower pace. I feel confident that we can house about 25 additional staff members in this space that we are looking at. Also, I was talking to my counterparts across the country and right now so many organizations offer flexible hours, some hybrids and work from home and then some spaces are not designated but are shared spaces for when you come into the office. So there are other possibilities to consider if we should need more space.

Something to consider. On the terms, Clause 10A. It could protect us more. It is saying that if everything is canceled, we are on the hook for costs, but we need to clarify that according to 6C, we are only obligated to pay 1/3rd of the costs instead of whatever they decide to bill.

This is an excellent point and I will make sure I discuss it with Vineyard.

Question on the interlocal, does this have to go through every city and pass unanimously or is this interlocal just between Vineyard City and MAG? Answer: The way it is set up is that it is between Vineyard and MAG, unless you all feel otherwise. I would only enter into this agreement with the approval of the governing body, which is all the cities and counties in our jurisdiction.

Question: So just worst case scenario, because I always do that, worst case scenario the budget goes over 12 million dollars, for whatever reason, what other funding capacity would you have? Answer: Good question. Off the top of my head, in the next 2 years we will earn more interest because we still have that money in the account earning interest. Also, it would balance out because every time we renew the Vineyard lease, which is coming up in 2 years, it goes up substantially. And then ultimately, it goes to the programs. We do charge our programs with building and operation costs.

Comment: I have not read this entire document, but because this is really familiar with American Fork City, I would say that building maintenance fees, if they are not baked into that in some sort of way, that they can be quite a charge and an unforeseen charge at that. I would think building maintenance should be addressed.

We do have an attorney at MAG that would review our contract and we can add those types of things. He can assist us with things like this.

Any other comments, questions, or concerns?

Mayor McCormick: I move to approve MAG to enter into a contract with Vineyard for final design, engineering and construction documents with consideration for the comments made. It was seconded by Karl McMillan and was unanimously approved.

10. Meals on Wheels Non-Profit Update

Information Item | Jimmy Golding, MAG

For Fiscal Year 26, we will have a \$600,000 shortfall for our Meals on Wheels program. So, preemptively, knowing this was coming, we created a nonprofit to start to raise funds. And we targeted multiple different areas to kind of generate those funds. We are doing grants, which I will touch on all of these a little more. We are talking to the State legislature. We are trying to get sponsorships through some of our local businesses and doing some fundraising events.

I am going to tell you a little bit about each of those. We are doing several fundraising events and the first one coming up is on November 15th and this is LIVE PC, GIVE PC. This is an event in Park City where a whole bunch of different nonprofits get together on this specific day and try to raise funds for their nonprofit. Those people who are looking to give funds and donate to different organizations can have an avenue and a specific day to do that. We were able to get in on this event this year. We are really excited about that. If you are interested and in the area on November 15th, come up and see us. I will make sure an informational flyer gets sent out to you.

Yesterday, we were able to get onto KPCW radio station and we were able to talk about Meals on Wheels and talk about what we do, what the need is right now. We were priming the pump a little bit so that everybody in the community understands the need of our Meals on Wheels program.

A little while ago, we were able to get on another radio show, "Speaking on Business" on KSL radio. Our board chair, Curtis Blair, was the one who was able to go up there and give a bit of background about Meals on Wheels and the lack of funding and the need for sponsorship and aid from the community.

The next thing I want to touch on is the Giving Machines. I don't know if you are at all familiar with them, but what they are is they are vending machines the the LDS church puts in different locations where people can donate to different charitable organizations right there at the vending machine. Starting November 25th up until the end of December, these machines are active and people can go and give. We have 3 different options in the machine: you can donate 1 meal for \$5, 5 meals for \$25, and 20 meals for \$100. We are really excited to be a part of this!

This coming year, we are changing the way we do March for Meals. We are still going to have all of you go and deliver with us and see the individuals in your community, but we are also going to do a fundraising piece with it. So, we will have a Kickoff event on March 3rd in Utah County. We will have sponsors to sponsor the event and then we will fundraise to get people to donate and support our Meals on Wheels program. We will have speakers and will have a point person to talk about the good that we do in the community. We are really trying to cultivate that support and show that this program really touches lives.

There was a comment by Councilmember Crittenden that they should do a kickoff event in each of the counties, not just Utah County to raise awareness in all the communities.

We are for sure doing the one in Utah County and will consider doing a kickoff in each county if we can logistically swing it. Right now, it is just Utah County but if we can do it, we will.

Johnathon Knapton, our Communications Manager is working closely with Meals on Wheels and our nonprofit team to spread the word and get more involvement with all of these efforts that I've mentioned. And to Councilmember Crittenden, I do want to make sure that you know that our 501c3 nonprofit board does have members from Summit, Utah and Wasatch counties so everyone is represented. The tricky part of trying to have a kickoff event in every county is finding the sponsors to sponsor the donated space and donated food. But we have a very engaged board that feels very strongly about Summit and Wasatch, as well.

I really appreciate all of the comments. Are there any more before I move on? (there were none) I briefly mentioned that we are doing grants. We have applied for 19 grants and we have been awarded 2 so far. One of them is Larry H. Miller, and these have been great. We are still looking for more grants to apply to so if you hear of any that we can apply to, please send them our way. The grants we have applied for range from \$5,000 to \$50,000 and are still in the pending stage where they either need more information or are waiting to award them.

The question was asked whether we give those who sponsor some incentive to continue to sponsor. Answer: Yes, we have a little sponsorship package that we offer to them if they are just donating. We are working on our web page to build a Donor page that would showcase those businesses that donate to Meals on Wheels. Another way we show recognition to our business sponsors is, for a certain level, we have those car flags that our Meals on Wheels trucks carry and that will show their business name.

The last thing I want to touch on is we are, again, targeting the State legislature. Last year, we got a one time funding of \$371,300 and again, our funding gap is \$600,000. So that does cover quite a bit of the portion of last year, but again, it was a one time give and is not guaranteed for this upcoming year. We have secured a lobbyist that is specifically targeting funding for Meals on Wheels. It is a state ask and not specifically a MAG ask. We are asking for \$4.8 million dollars this year. That breaks down to \$2.3 million for ongoing funding and \$2.5 one time funding. That breaks down for MAG specifically \$376,000 ongoing and \$409,000 one time. This would total over that \$600,000

shortfall, but again, last year we got less than half of that. But that will be our ask this year. MAG gets 16.38% of the total ask and that's how we came up with the numbers.

The last thing I want to say is we are seeking donors right now so if you know of anybody or entity that is looking for charitable organizations to give to, send them our way. We would love to talk to them about the different ways we could partner with them. A warm ask is always better than a cold call. I would like to add on that the \$600,000 shortfall does not include over 300 people on our waiting list. So really, if we want to address all of those in need, we need more funds than that. We have our work cut out for us. Also, on a positive note, we are the only Meals on Wheels program in the state doing our own fundraising. It is critical that as we continue to grow in our population and our population ages, the demand on this program continues to increase. We are showing that we are serious about investing in our seniors and we are trying to do our part to bring in some of those private dollars. Long term with our legislators as well, that will also be a key part of telling our story. We don't want to have to keep relying on State funding. We want to be able to secure these funds and make sure that our Meals on Wheels program is not in danger and so we can not only get rid of the waiting list but be able to grow as the need grows.

11. [MAG Wins and Updates](#)

Information Item | Johnathon Knapton, MAG

MAG Organizational Assessment Survey will be sent out by the firm we have hired to do our organizational assessment, A/R 360. Please be looking for that and we appreciate your participation in this survey. Be honest and help us be better. That will be coming out on Monday, October 28th.

9/11 Day of Service- Every year on September 11, the Federal government has designated it as National Day of Service and so this year we decided to do our inaugural participation in this event. We went out to the Jordan River park in Lehi and dug up puncture weeds. That day we were able to pull over 500 lbs of weeds and the cool part is that they provide a bounty per pound. They paid us \$2.50 a pound and that equated to \$1,250 that we were able to put right into the Meals on Wheels nonprofit. So not only were we doing some good but we were able to benefit one of our programs, which is pretty neat. This will become a yearly event that we at MAG will participate in the 9/11 National Day of Service.

MOW Volunteer Hero - This is a pretty great story about a gentleman named Tom Greer. One of the messages we try and push out through our Meals on Wheels program is that food is medicine and so is companionship. This is a great example of companionship being medicine. The gentleman went out on his regular delivery route for Meals on Wheels and when he knocked on the door, found that the woman who usually answers the door didn't come to the door. Since this was highly unusual, he started calling out and was able to hear her responding that she had fallen down. He called the authorities and she had fallen down and broken her hip. If he hadn't come by that day we don't know how long she might have been laying there or what the end result might have been, but they credit him for saving her life. He was recognized by local law enforcement for his efforts.

State Recognition - MAG was selected by the State as one of the 100 Companies Championing Women. This shows diversity in our leadership, both within MAG and in our committees, hybrid opportunities for women and paid parental leave. We want to thank the Executive Council for the support in getting the parental leave approved that enabled us to achieve this award.

Economic Roundtables - We are starting our Economic Roundtable again. The first one will be Tuesday, October 29th at 12:00 pm. We used to do this but about 2 years ago we stopped doing it for a number of reasons. The purpose of the meetings is to support regional collaboration and communication between our different jurisdictions, discuss current and future challenges, and just really to try and get everybody on the same page and working towards the same goals from an economic development perspective. So when you see calendar invites come out for these, we would ask that you send a representative that could bring some insights and help us understand your jurisdiction better.

Congress Visits the MPO - We had both Representative Owens, as well as Representative Curtis, come out and sit down with us at our MPO Board meeting. It was a really great opportunity for them to come and kind of hear us discuss some of the regional collaboration that we have, the way that we work together and the way that we solve issues. They were also able to provide insights from their positions in Washington. Both of these gentlemen are very supportive of MAG. They are very interested in what the MPO is doing and what MAG, at large, is doing. It is nice to have that support.

It was asked if we could get the Representatives to come to the RPO as well. MAG will reach out to them and extend an invitation.

Utah League of Cities and Towns - We had an opportunity for several members of our Planning staff to be able to present information on analytics and different tools and processes that cities and towns and municipalities can use to try to understand themselves better as we look forward to all the growth and change in the future. We also had a great opportunity with Mayor Kafusi and Michelle Carroll, or Executive Director, to be able to present and be on a panel, which was really nice.

And lastly, Michelle talked earlier about the MAG Roadshows. If we've been to your city or county, then you have seen these brochures. It is a menu of programs of all the different programs that we offer in all 3 of our departments. It is a really great resource and we want you to have access to these brochures, so I brought some tonight. If we haven't been to your town yet or if we have and you want more of them, please come by and grab a pile of these.

12. Executive Council Updates - Roundtable

If you have any feedback or legislative questions or things that are on your radar that you want us to be aware of, let us know. Also, the legislative session will already be started by the next time we meet, so anything you are hearing that you want to put on our radar, we are happy to hear about them.

Just this morning, some of our staff met with the Governor's office of Planning and Budget and they are having a lot of discussion about our aging population. And so that is definitely on everyone's radar. The 3 critical counties in the state are Washington, Wasatch and Summit. So we have 2 of the 3 critical counties regarding aging in our MAG area.

Other Business

- Next meeting January 23, 2025, held in Orem at Central Utah Water Conservancy District
- **Action Item:** Adjournment Councilmember Crittenden moved to adjourn and it was seconded by Karl McMillan. The meeting was adjourned. at 7:38 pm.