

UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
UTAH LOCAL GOVERNMENTS TRUST, 55 US-89, NORTH SALT LAKE, UT 84054
MONDAY, OCTOBER 16, 2017 @ 9:00 AM
(TIMES ARE APPROXIMATE)

- 1. Welcome and Introductions – Council Member Beth Holbrook, ULCT President** **9:00 AM**
- 2. Board Member Bios, Photos, Fun Facts, and NLC Conference – Cameron Diehl, Executive Director** **9:05 AM**
- 3. Review & Approval of Minutes – Council Member Beth Holbrook, ULCT President** **9:10 AM**
 - ACTION: Review & Approval of Minutes
 - HANDOUT: [September 5, 2017 Draft Minutes](#)
[September 12, 2017 Draft Minutes](#)
- 4. Conflict of Interest Disclosure – Council Member Beth Holbrook, ULCT President** **9:15 AM**
 - ACTION: Disclosure of any potential conflict of interest with agenda items
 - HANDOUT: [Conflict of Interest Disclosure Form 2017-2018](#)
- 5. ULCT Board & Commission Reports – Council Member Beth Holbrook, ULCT President** **9:20 AM**
 - ACTION: Receive reports from ULCT representatives to Boards & Commissions
 - HANDOUT: None
- 6. Review & Approval of Check Register – Nick Jarvis, Chief Operating Officer** **9:30 AM**
 - ACTION: Review & Approval of September Check Register
 - HANDOUT: [September 2017 Check Register](#)
- 7. FY 2018 Budget Amendments – Cameron Diehl, Executive Director & Roger Tew, Senior Policy Analyst** **9:50 AM**
 - ACTION: Public Hearing
Review & Approval of Budget Amendments
 - HANDOUTS: [FY 2018 Proposed Budget Amendments](#)
- 8. ULCT Events – Cameron Diehl, Executive Director** **10:30 AM**
 - ACTION: Adopt motion to pursue partnerships with relevant organizations
 - HANDOUT: [ULCT 2017-2018 Events Calendar](#)
- 9. ULCT Constitution & Bylaws – Cameron Diehl, Executive Director** **11:10 AM**
 - ACTION: Adopt motion to create a Constitution and Bylaws Review Committee
 - HANDOUT: [ULCT Constitution and Bylaws Review Memo](#)
- 10. Status of Utah Municipal Finance Cooperative II Trust – David Church, General Counsel** **11:20 AM**
 - ACTION: For Information Only
 - HANDOUT: None
- 11. Closed Session (if needed) As per Utah Code 52-4-205** **11:30 AM**
 - ACTION: Vote required to enter closed session (as per Utah Code 52-4-204)
 - HANDOUT: None
- 12. Other Business**
 - ACTION: For Information Only
 - HANDOUT: None
- 13. Adjourn**

**MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING**

UTAH LEAGUE OF CITIES AND TOWNS, 60 S 600 E, SUITE 100, SALT LAKE CITY, UT 84102
(AND PARTICIPATION VIA WEBEX CONFERENCE CALL)

TUESDAY, SEPTEMBER 5, 2017

9:00 AM

CONDUCTING: ULCT Board of Directors President, Mayor Steve Hiatt, Kaysville

PRESENT:

EXECUTIVE BOARD

President, Mayor Steve Hiatt, Kaysville
1st Vice President, Council Member Beth Holbrook, Bountiful
2nd Vice President, Mayor Jon Pike, St. George
Immediate Past President, Council Member Lynn Pace, Holladay

BOARD OF DIRECTORS

Mayor Dean Baker, Naples
Council Member Andy Beerman, Park City
Mayor Mike Caldwell, Ogden City
Mayor Karen Cronin, Perry City
Mayor Carmen Freeman, Herriman
Council Member Mike Mendenhall, Spanish Fork
Council Member Kelleen Potter, Heber City
Mayor Brent Taylor, North Ogden

EX-OFFICIO MEMBERS

Matt Dixon, UCMA
S. Annette Spendlove, UMCA
David Church, General Counsel*

ULCT STAFF

Roger Tew, Interim Executive Director *
Nick Jarvis, Chief Operating Officer*
Brandon Smith, Legislative Research Analyst*
Susan Wood, Director of Communications and Training*

*Attended at League Office, others attended via WebEx conference call

1. WELCOME AND INTRODUCTIONS – Mayor Steve Hiatt, ULCT President

ULCT President, Mayor Steve Hiatt, called the meeting to order at 9:05am.

2. CONFLICT OF INTEREST DISCLOSURE– Mayor Steve Hiatt, ULCT President

President Hiatt commented this is the Board's opportunity to declare any conflict of interest for this special meeting. None declared.

3. APPOINTMENT OF ULCT EXECUTIVE DIRECTOR – Mayor Steve Hiatt, ULCT President

President Hiatt stated that the Board hired The Mercer Group to help with the search for an Executive Director for the Utah League of Cities and Towns. There were approximately 150 applications. Ellis Hankins reviewed the applications and narrowed the applicants to eight. After the interviews, the committee selected 4 finalists and after a long day the consensus from the committee is Cameron Diehl to be presented as the new Executive Director of the ULCT. Cameron has asked the effective date be October 16, 2017 which will allow him to finish current lobbying efforts. You were all provided the agreement last night.

Mayor Cronin stated that in the contract it says that he is an at will employee and if I read it correct there are only two ways to get out of the contract from the ULCT standpoint; cause and it has to be proven and if not there will be a six month severance package. What if something comes up and he wants to take a different opportunity. Proposing that there might be 90 days' notice or some appropriate time.

David Church replied that Mayor Cronin is right that he can be terminated without cause; he will be entitled to a severance package. He can terminate at any time with no penalty. It is up to the Board whether you want to have a severance. The wording in the contract is fairly standard and I don't recommend any change.

Mayor Cronin stated that she wanted to make sure the league is protected.

Mayor Freeman asked about the car allowance and if we should be using the IRS mileage rate to reimburse.

David Church replied that this wording in the contract is what has been done previously, so he left it that way.

President Hiatt stated that this was talked about in great length as an executive board and it was decided to offer the \$750 a month as it makes things cleaner and easier.

Mayor Freeman stated that Cameron will have to keep track of mileage if he wants to be reimbursed for any more than the \$750. Either way it will work.

David Church replied that it is up to Cameron.

President Hiatt replied that Cameron didn't care either way and we decided this way for the simplicity.

Nick Jarvis replied, doing it this way as written helps us with budgeting because we really don't know how much Cameron will be traveling

David Church stated, this keeps it clean and makes it so we don't have people thinking he is padding his mileage. The question for me is the amount, is \$750 the right number, not the method for doing this. From budgeting, book keeping, and conflict resolution this works best.

Mayor Cronin suggested that David Church brings up a good question, is \$750 the right number and how did we come up with this number.

President Hiatt replied that this number was what we were doing for the last Director and we used 1,400 miles per month as a starting point.

Mayor Cronin asked for clarification.

President Hiatt replied that we did the math with the IRS rule and it came to about 1400 miles per month which is approximately \$750 per month.

Mayor Cronin stated that she doesn't care which method is used and just wants it to be fair.

Mayor Freeman stated that he is also comfortable with this as is.

Mayor Taylor stated that he believes this agreement is fair and balanced and asked what was discussed about outside employment. There is no provision in this contract that says anything about this.

Mayor Hiatt replied, we did have a brief discussion about this with Cameron. It seemed very clear that Cameron is aware of the Policy that prohibits outside employment. He is aware of this expectation.

Nick Jarvis replied that all full-time employees of the league can only work for the league and this is in our personnel policies.

Roger Tew stated that this is one reason he is not employed with the league full time.

President Hiatt stated that it seems like we have an understanding on the mileage reimbursement and asked for other questions on the agreement.

Immediate Past President, Lynn Pace stated he is comfortable with the discussion that has happened and assuming that there is some outside interest it might be wise to insert a paragraph into the contract that clarifies that outside employment is prohibited. The media or anyone looking at this will not know our policies and inserting wording to this contract will make it clear. It will be very easy to insert a sentence that states outside employment is prohibited.

David Church replied that he thought he had inserted that into the contract.

Mayor Taylor replied that it is in the contract but not as clear as Council Member Lynn Pace said it.

Council Member Beerman replied that it is in Section 7 add the following "employee shall have no other outside employment while employed with the league."

David Church suggested just adding, "employee shall have no other outside employment."

Council Member Beerman suggested that there is another issue. Cameron has been coaching and does this prohibiting of outside employment mean he can't coach or do we add, no outside employment unless otherwise authorized by the Board of Directors.

David Church replied that he left this out on purpose because it could be approved by one board and in 5 years there is a completely new board and they don't know that this was approved.

Nick Jarvis read from the personnel policy stating that this information is clear in the policy. The outside employment must not conflict with the interest or duties of the league...it provides the Executive Director with the opportunity for outside employment with the approval of the executive board annually.

Council Member Pace stated it shouldn't conflict in subject matter or scope of work.

President Hiatt stated that Cameron has had a chance to review this contract and doesn't have any concerns with it.

Mayor Freeman questioned if this restricts him from religious activity or volunteering in his community?

David Church replied, I don't bargain for the employee and if he wants to insert rights and things like that it is one thing. I don't know why we are bargaining for him if he hasn't objected to the current language.

Mayor Cronin replied that she is comfortable with it as stated and if Cameron wants to change it then it is his responsibility to bring those changes to us.

Mayor Freeman replied that he just wants to make sure this is fair and equitable for both parties.

President Hiatt stated that the only amendment he has heard is adding the language to Section 7 and received comments on mileage and outside employment. President Hiatt called for a motion.

Council Member Beth Holbrook motioned to approve the contract with the Utah League of Cities and Towns and Cameron Diehl the incoming Executive Director with the modification in Section 7 adding the wording, employee shall have no other outside employment. Council Member Mike Mendahall seconded the motion.

Voting on the motion: All voting aye

The motion passed.

Mayor Karen Cronin motioned to approve Cameron Diehl as the incoming Executive Director of the Utah League of Cities and Towns. Council Member Beth Holbrook seconded the motion.

Voting on the motion: All voting aye

The motion passed.

4. OTHER BUSINESS

There was none.

5. ADJOURN

Mayor Freeman motioned to adjourn. Council Member Holbrook seconded the motion.

Voting on the motion:

The motion passed.

The meeting adjourned at 9:44am

MINUTES OF THE UTAH LEAGUE OF CITIES & TOWNS
BOARD OF DIRECTORS MEETING
SHERATON HOTEL, 150 W 500 S, SALT LAKE CITY, UT 84101
TUESDAY, SEPTEMBER 12, 2017
9:00 AM

CONDUCTING: ULCT Board of Directors President, Mayor Steve Hiatt, Kaysville

PRESENT:

EXECUTIVE BOARD

President, Mayor Steve Hiatt, Kaysville
1st Vice President, Council Member Beth Holbrook, Bountiful
2nd Vice President, Mayor Jon Pike, St. George
Immediate Past President, Council Member Lynn Pace, Holladay
Treasurer, Mayor Len Arave, North Salt Lake

BOARD OF DIRECTORS

Mayor Dean Baker, Naples
Council Member Andy Beerman, Park City
Mayor Mike Caldwell, Ogden City
Mayor Karen Cronin, Perry City
Mayor Carmen Freeman, Herriman
Council Member Mike Mendenhall, Spanish Fork
Council Member Kelleen Potter, Heber City
Mayor Brent Taylor, North Ogden

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Matt Dixon, UCMA
S. Annette Spendlove, UMCA

ULCT STAFF

Roger Tew, Interim Executive Director
Cameron Diehl, Director of Government Relations
Nick Jarvis, Chief Operating Officer
Brandon Smith, Legislative Research Analyst
Susan Wood, Director of Communications and Training

1. Welcome and Introductions – Mayor Steve Hiatt, ULCT President

2. DISCUSSION AND/OR ACTION TO CONSIDER AUGUST 30, 2017 BOARD MEETING MINUTES

President Hiatt called for a motion to approve the August 30, 2017 Board Meeting minutes.

Mayor Caldwell motioned to approve the August 30, 2017 Board Meeting minutes. Council Member Pace seconded the motion.

Voting on the motion: All voting aye

The motion passed.

3. Conflict of Interest Disclosure – Mayor Steve Hiatt, ULCT President

President Hiatt commented this is the Board's opportunity to declare any conflict of interest for this special meeting. None declared.

4. ULCT BOARD & COMMISSION REPORTS

Mayor Karen Cormin stated that the Governor's Board is meeting with Economic Development Leaders.

Mayor Joe Pike stated that the Joint Highway Committee will be meeting the end of this month.

5. INTRODUCTION OF ULCT TREASURER MAYOR LEN ARAVE, NORTH SALT LAKE

President Hiatt introduced Mayor Arave from North Salt Lake as the ULCT Treasurer and thanked Mayor Freeman who has been serving as interim Treasurer.

Mayor Freeman stated this transition will happen mid-October when Cameron Diehl takes his position as Executive Director.

Roger Tew stated that there is value in a transition as Mayor Freeman can help Mayor Arave get up to speed with what has been done.

President Hiatt suggested that we have appointed Mayor Arave already and feels that he should start as of now.

Mayor Freeman replied that he is okay with handing the position over today.

Nick Jarvis asked if it could wait until after the conference as staff is busy doing things for the conference and next Monday would be a better day for them.

President Hiatt asked Mayor Arave to tell the Board Members about himself.

Mayor Arave stated that he is happy to serve as the ULCT Treasure. He has been the Mayor of North Salt Lake for 8 years; a Chief Financial Officer for a Real Estate Business, which he retired from 8 years ago, when he decided to become Mayor. I'm happy to do this.

Council Member Pace stated that there wasn't an effective date or terms discussed concerning this position.

President Hiatt suggested that the new treasurer begin immediately with some transition time for Mayor Freeman to assist as needed until Mayor Arave can be brought up to speed.

Council Member Pace asked if this needs to be added to our bylaws.

President Hiatt stated that the reason for not putting a term limit was to let staff review the bylaws and suggest a change to the board.

Mayor Freeman suggested adding an annual review of the treasurer position.

Mayor Baker suggested that a 2-year limit is too quick. Council Member Beth Holbrook agreed and would like a minimum 4-year term to coincide with the majority of their offices.

Mayor Freeman agreed.

President Hiatt stated that staff will review and bring back suggestions and receive board input at the next meeting.

6. REVIEW & APPROVAL OF CHECK REGISTER

Nick Jarvis presented and reviewed the check register with the Board Members.

Council Member Pace asked the difference between voided and reprinted checks. Nick explained that issues with the printer were the reason for having to void and reprint checks on preprinted checks.

Council Member Pace inquired whether the latest payment to Deseret Digital Media was the last payment. Nick responded in the affirmative.

The Board proceeded to discuss concerns about processing voided checks, handling check descriptions, credit card purchases, etc.

Mayor Pike motioned to approve the July & August 2107 Check Registers. Mayor Baker seconded the motion.

Voting on the motion: All voting aye.

The motion passed.

7. MEMBERSHIP DUES PAYMENT UPDATE

Nick Jarvis stated that 99% of dues have been collected. We have one City, Syracuse, who informed us that they choose not to pay dues this year.

Roger Tew replied that he contacted the Syracuse City Manager and he would love to have his City in the League, but it's the management's decision. He said that after the election they may have an entirely different attitude.

Nick stated that come November, there may be a few more elected and it will be important for all of us elected officials and staff to help educate them on the importance of cities and the importance of the League and how we're stronger together than if cities break off and do things on their own.

Discussion ensued on registration amount per member vs nonmember.

Mayor Taylor commented that it's important the League handles this carefully, because if people feel like we are suppressing other viewpoints it will only create more dissension. The best thing we can do is make sure they can have their say.

Nick stated that the bottom line is we have 99% of dues in with 95% of the communities throughout the State.

8. RECOMMENDED PERSONNEL & ACCOUNTING POLICIES

Nick Jarvis suggested that the Board add a sentence to the Personnel and Accounting Policies under the Division of Responsibilities – Board of Directors number 2. Reviews annual and periodic financial statements and information, adding simply: “including monthly check registers”.

So that's what we did earlier in the meeting, we just wanted to make sure we had that written down as part of our record of policies and procedures.

Mayor Freeman suggested that it would be good under “alerts the executive committee of any accounting deficiencies or concerns” I don't know whether they should go to the chair or executive committee “if the Board Treasurer finds discrepancies they will alert the Executive Director and Board”. Also, under Executive Director number 3. add “with exception of checks written personally to the Executive Director” they shouldn't be writing their own check. It doesn't look good for the Executive Director to be signing their own check. Council Member Holbrook agreed.

President Hiatt explained that we have E-signatures in payroll. If they choose not to use direct deposit they have E-signature on it.

Mayor Baker suggested leaving it in there as a capability, but it should be a policy that someone else should sign.

Roger Tew stated this would be pretty infrequent. Maybe a travel reimbursement.

Mayor Arave stated that he doesn't have a problem with the Executive Director signing his own check, but those reimbursements need to be flagged so we can see what's coming through.

Mayor Freeman stated that on page 35 under Chief Operating Office under 13 assists payroll officer, I was just going to suggest adding, “following the approval of executive director & treasurer”. We've got to have it in policy.

Mayor Cronin motioned to adopt the policies with the recommended amendments of 1, 2 & 4 as outlined. Adding to the Treasurer “approves payroll with Executive Director” and “alerts the Executive Committee and Director of any accounting deficiencies or concerns” and “reimbursement checks to Executive Director must be approved by Board Treasurer or President” and “sends payroll for processing following approval of Treasurer and Executive Director”. Mayor Baker seconded the motion.

Voting on the motion: All Voting Aye

The motion passed.

9. ULCT BOARD & COMMISSION APPOINTMENTS

Roger Tew stated there is a brief memo on two appointments: Ryan Snow, Roosevelt City Manager, to the Joint Highway Committee and Cameron Diehl, Executive Director of ULCT. That one is more informational.

Mayor Cronin motioned to Adopt a motion ratifying appointments of the following: Ryan Snow, Roosevelt City Manager to the Joint Highway Committee as the second municipal representative for Region 3 and Cameron Diehl the Executive Director of ULCT as a member of the EDC Utah Board of Advisors. Mayor Freeman seconded the motion.

Voting on the motion: All voting aye

The motion passed

10. DISCUSSION AND ADOPTION OF SPONSORSHIP AGREEMENTS

Roger Tew stated that the ULCT staff has gone to great lengths to recover the relationship with the Utah Local Governments Trust. Just a little bit about our sponsorship arrangements. The Trust and Zions Bank are the main contributors as sponsors. The Trust asked for a sponsorship agreement. They agreed to pay for 3 years. The commitment between the Trust and ULCT to accept the Trust as a sponsor with \$60,000 for each year of which we received the first installment in April 2017. They are so unique. This is their request. My personal feeling is that we need to sign this. Before you is the agreement for this partnership.

Council Member Holbrook stated that she is a vendor at the conferences and will abstain from voting. She said that as a vendor/sponsor, this is a great deal, but I don't know that this is the best deal for the League in the sense that there are a couple of issues that I think would not normally be required of a vendor and I get that they are paying more and guaranteeing a payment but it is a unique relationship. Do we assist the Trust with legislative matters that may affect it? As a vendor I would take it in a heartbeat, but I just feel like this is rather restrictive and I don't see this as advantageous long term.

President Hiatt stated as he reviewed the language in the agreement it appears strong and appears to commit us, but as you read it in detail it doesn't seem to me to be restrictive. The thing that stood out to me is number #4, and at first I thought they are stopping us from shopping in other entities but as I was talking to Roger, the issue was that the League terminated their relationship with the Trust and then others started their own ULCT insurance company offering insurance services to other cities. It is specifically speaking that for the duration of this contract this Board will not start its own insurance company. There are some specific things they are asking for but the sum is also significant.

Council Member Holbrook replied that the challenge is that it's not a right and certainly there is a timing issue as well. What if it's something that comes up during a legislative session and you need board approval.

Cameron Diehl stated that there was a 2-year effort during my time as director to review the government immunity statutes and at one point the instructions given to me were to ignore the Trust and not include them in those conversations. We were representing cities and the Trust was the insurance entity for many of those cities. That was an example where we needed to make sure that all of us were working on the same page. Part of my job as executive director going forward is to make sure those channels of communication are open year round so we don't have these challenges.

Mayor Beerman addressed inserting “League agrees to best efforts to provide the following to the Trust”. Legally it’s a little ambiguous, but it says we are going to try to provide it within reasonable degrees.

Council Member Holbrook stated she would argue that you are pretty much firmly committed to the language the way this is written, and as a vendor I think it’s great.

Roger Tew replied that they are giving us money we are not giving them money. What we are committing to is a working relationship. There is not a thing we are not doing before this went south. It goes south again, they will just stop giving us money. It is one of those situations that is a statement of intent.

Mayor Taylor stated that he is concerned with this agreement because this to me is a really unusual relationship. Are we contractual partners? I feel like we are surrendering part of our independence for money but our members are the ones who provided that money too. I’m really concerned about this and it could have the effect of excluding other insurance vendors. I don’t want the perception to be the League is creating an insurance monopoly, this is like we are becoming partners on a much larger level than a sponsorship and I’m not sure we should go there.

Roger Tew replied that he wants it to be very clear that this is the direction we were pushing. We asked for significantly more money and our hope is we will get it. That’s what led to the breakup to begin with. This is a very unique situation.

Cameron Diehl stated that the ULCT and the Trust were the same entity once upon a time. They split into two entities back in the 80’s and as a part of that split, the Trust was a higher sponsor than any other sponsor. Yes, it is a unique relationship compared to other sponsors. Part of the reason URMMA exists is because there was a fracture within the Trust.

President Hiatt stated that he couldn’t speak for anything that happened long ago, but earlier when he was on the board his understanding was there was a little bit of the belief that, “we started you, you should be participating more than you are” attitude. After events took place this year, one of the first things that Karen and Roger did was reach out to the Trust and say we want to be friends again. We are doing all we can to build the relationship. I don’t think we are committing ourselves to anything different. If I was on the board of an entity that was giving \$60,000 as a sponsorship, I would say I trust these guys but boards turn over all the time and I might want it in writing.

Council Member Holbrook responded it’s not just \$60,000, they don’t want us to hurry and ask for \$150,000 which is what other Trusts comparably do as sponsorships.

City Manager Matt Dixon asked that below this sponsorship, what is the next highest level of sponsorship? And do they know for this contribution, what do we get?

Nick Jarvis replied that the next level down from that is \$25,000 plus. They receive their own table, workshops at both events, etc. We do need some way of formalizing what they do get.

Council Member Holbrook gave praise as a vendor to the staff for establishing a fluid explanation.

City Manager, Matt Dixon asked if any other vendor is willing to come in with a \$60,000 commitment, would we be equally supportive to say, okay, here are the conditions?

Mayor Cronin asked what if URMMA came in and dropped \$60,000 would we give all the same benefits?

President Hiatt asked, if we are doing our due diligence, do we need to go to URMMA?

Mayor Arave replied that the Trust is a little different anyway. It is really a benefit to all of the cities. It is different than URMMA or any of the others.

Mayor Caldwell replied that he doesn't have a problem with this.

Mayor Pike stated two things, one there really isn't a termination clause but if we were to sign this agreement as is and we didn't like how it was going then we could just be done, right? The other thing is the League and Trust because of our membership, we are essentially the same, and will there really be opposing things. I don't think so. They are us.

Council Member Holbrook commented that it's all about money.

Council Member Pace stated the real question for this board is "Is a 3-year agreement too long"? Are you okay with that timeframe or do you want to reassess that relationship before then? If you look at paragraph 5, it's a 3-year agreement with automatic subsequent renewals. So, it's not \$60,000 for 3 years, it's \$60,000 forever unless someone retracts it. You have to give 60 days to cancel or just fail to perform. Can they sue us if they pay us and we don't perform? Do you think this deal is worth doing even if it stays at \$60,000 in perpetuity?

Roger Tew replied, yes. I think their board was very perturbed with our board. We asked for \$120,000 and their board won't do that until we get the relationship back to an even keel.

President Hiatt stated that the sentence, "will renew automatically for an additional 2-year period unless either party provides" is uncomfortable to him. Whenever the time is right, we need to re-negotiate. I'm even okay with 2 more years with notice.

Council Member Holbrook replied that it should be taken out.

Roger Tew cautioned to please not let this unravel. He has spent one year to put this together. I come from the standpoint that \$60,000 is a lot more than \$0.

Mayor Taylor asked how much does Zion's Bank contribute?

Nick Jarvis replied \$70,000.

Mayor Taylor asked if the ULCT has a written contract with Zions Bank?

Nick Jarvis replied we do not.

Mayor Taylor explained the tactics the Trust used on North Ogden by going around the process to get what they wanted. It was not professional and dishonest. I do not think we should sign a long-term agreement either.

President Hiatt added that in principle I expect to be told to my face. I think that's what caused the problem. They went around Ken.

Mayor Caldwell commented that we are plowing up a lot of past history. I personally don't want to pay more League fees and I think we can manage this. I have no problem with this and I have confidence in the League. I would expect that Camren and the staff will keep a close eye on this.

Mayor Cronin agrees with Caldwell and gives kudos to Roger Tew who has been in the trenches with this. The one request I would ask is if there is any negotiation they would do, the agreement ending would be April 30th, and take out the automatic renewal.

President Hiatt stated that he is not discounting anything but we've only been working on this for 9 months, it just feels like a year.

Council Member Pace commented that Steve Hansen said of course we will re-negotiate at any time, but I have no confidence that if Camren goes back and says it should be \$90,000 that Steve is going to be receptive.

Mayor Pike replied that after second payment the re-negotiating should start well in advance of the 60-days-notice.

President Hiatt stated that this is good for business and I am going to vote for it except for the automatic renewal.

Council Member Pace stated that they can terminate this by not sending a check and we can end it by not performing. This is our attempt to rebuild the relationship.

Council Member Holbrook replied that they need us.

Mayor Pike called for a motion. I would suggest that based on the discussion that we approve the agreement as is with one exception; that we strike the part in #5 and end it after April 30, 2020.

Mayor Taylor stated that he will vote for this but asked that we don't want to make anyone else in this market to feel unwanted.

Mayor Freeman asked to what extent do we make this known outside the ULTC. Some may raise an eyebrow.

Mayor Pike motioned to approve an Agreement between ULCT and Utah Local Governments Trust as is except for #5 and the wording, "The term of the agreement will be for three years with the initial term ending April 30, 2020. The agreement may be terminated if either party fails to live up to its obligation of the agreement." Mayor Caldwell seconded the motion.

Voting on the motion: Holbrook abstained all others voting aye.

The motion passed.

11. LEGISLATIVE ISSUES: TRANSPORTATION AND LAND USE

Cameron Diehl asked Council Member Beerman to take a few minutes and present a resolution he would like the Board to consider.

Council Member Beerman spoke on the DACA Program (Deferred Action Childhood Arrivals). He stated that the National League of Cities and Towns has taken a stand on this, asking Congress to take action. We wanted to see if the League has any interest in making a resolution asking Congress to take an action on this.

Council Member Pace stated that he doesn't know the background on this. What is the statue of children brought into the country by their parents?

Council Member Pace commented that the law doesn't provide any protection for children brought into the country by their parents and that the Obama Administration declared that they're not going to enforce that law and now President Trump has repealed this executive order. I am perfectly comfortable encouraging Congress to fix this now.

Mayor Pike stated that his City Council will not pass a resolution like this.

Cameron Diehl reviewed the process to pass this. First you would need 20 signatures in order to bring the resolution from the floor, and then 2/3 vote to consider it. If there is not a decision to pursue a League resolution, there could just be a statement from the Board of Directors. Utah was one of the first states in the country to adopt a state version of the Dream Act. Senator Hatch is the original sponsor in the Senate.

Council Member Pace stated that he is comfortable with a statement, but not with the resolution.

Council Member Holbrook agrees.

Mayor Taylor stated that this is the kind of thing the League should not get into. My City Council is very conservative and would be furious to see this. Getting embroiled in national political issues would be a mistake. I would strongly urge us not to do anything. It splits up this League, especially at the state level.

Council Member Mendenhall agreed with Mayor Taylor.

President Hiatt asked the Board if they want a general statement from the Board.

Mayor Beerman would be supportive of a statement that says there's a problem that needs to be fixed.

Mayor Taylor stated that he sees no upside in doing this.

Mayor Pike replied that he agrees.

President Hiatt stated that he doesn't hear a consensus. As of right now I don't see how we can do anything.

Cameron Diehl stated that this was a hurried resolution and asked the Board if they want this presented at the LPC meeting and to the General Membership.

12. ULCT ANNUAL CONVENTION

Susan Wood asked for help from the Board to help introduce presenters in the workshops and she will send the sign up around for those who can help with this. The ULCT has water bottles under each podium in the workshop rooms and the person introducing should give the presenter one. She also mentioned that the Friday night entertainment, The Piano Guys, will be at the Capital Theater with doors opening at 6:30

p.m. and the President's Banquet will be from 5 p.m. to 6:30 p.m. in the Courtyard or held in the Ballroom if it is raining.

13. STATUS OF UTAH MUNICIPAL FINANCE COOPERATIVE II TRUST ROGER TEW, INTERIM EXECUTIVE DIRECTOR

Roger Tew presented the status for accounting and legal fees. There was an issue where the prior Executive Director owes the ULCT money for what he thought were legitimate purposes. There are some final documents that need to be filed with the Lieutenant Governor's office when everything is done, but all the money has been pulled out of the other accounts. That's where we are; in the final acts of closure. I have been told that a check has been cut for an amount of money and I can't say anything more than that until I see the check. The situation with the building is not resolved and the building is not deeded over yet.

Council Member Pace asked how much is owed by the former Executive Director.

Roger Tew replied that staff doesn't know.

Nick Jarvis reminded the Board that as the ULCT wraps up things on this issue, they will still show up on the audit for one year.

Mayor Taylor asked if there were multiple parties we are expecting repayment from, or just Ms. Riley.

Roger Tew replied that they only one they know of is her. And we understand the amount that Ken pulled out is coming back. It was not a huge amount of money, and his attorneys informed him he should pay it back.

15. OTHER BUSINESS

There was none.

16. ADJOURN

Mayor Taylor motioned to adjourn. Council Member Holbrook seconded the motion.

Voting on the motion: All voting aye

The motion passed.

The meeting adjourned at 11:35 a.m.



ANNUAL CONFLICT OF INTEREST DISCLOSURE 2017-2018

Personal information

Name:

Address:

Title:

ULCT POLICY

I will not place my personal interests in conflict with the interest of ULCT.

I will not directly or indirectly benefit improperly from my position or from any ULCT activity.

I will not allow any outside business or personal relationship create a conflict of interest by influencing decisions within ULCT.

I will disclose any perceived, potential, or actual conflicts of interest with the ULCT Executive Director immediately.

Please list any organization, entity, or person with which you have a personal or business relationship that you believe could present a perceived, potential, or actual conflict of interest. Mere disclosure of such a relationship may not be used as grounds for discipline or termination. (Use an additional sheet if necessary.)

Briefly describe what you believe could be the perceived, potential, or actual conflict. (Use an additional sheet if necessary.)

I ACKNOWLEDGE THAT I HAVE RECEIVED THIS DISCLOSURE & UNDERSTAND THAT I AM RESPONSIBLE FOR ADHERING TO THE PRINCIPLES HEREIN.

SIGNATURE:

Date Signed:

4:27 pm

Utah League of Cities & Towns

Check Register (Checks and EFTs of All Types)

Sorted by Check Number

(Report period: September 1, 2017 to September 30, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
Cash Account #1 [Zions Bank - Checking]					
EFT	09/25/17	09252017 TPG 100	TPG Productions	0.00	42500.00
EFT	09/05/17	09052017 ZIO 100	Zions Bank	0.00	2802.27
EFT	09/13/17	201709 PEH 100	Public Employees Health Program	0.00	1888.00
EFT	09/15/17	URS 08 UTA 102	Utah State Retirement Fund	0.00	11165.38
EFT	09/01/17	08312017A NAT 102	National Payroll Systems	0.00	6006.58
EFT	09/30/17	09302017C NAT 102	National Payroll Systems	0.00	95.44
EFT	09/30/17	09302017B NAT 102	National Payroll Systems	0.00	22457.98
EFT	09/30/17	09302017 NAT 102	National Payroll Systems	0.00	931.17
EFT	09/30/17	09302017 NAT 102	National Payroll Systems	0.00	5836.82
EFT	09/15/17	09152017CC CHU 100	David Church	0.00	3000.00
EFT	09/15/17	09152017 NAT 102	National Payroll Systems	0.00	95.44
EFT	09/15/17	09152017 NAT 102	National Payroll Systems	0.00	22486.90
EFT	09/15/17	09152017 NAT 102	National Payroll Systems	0.00	955.74
EFT	09/15/17	091520 NAT 102	National Payroll Systems	0.00	5913.82
36776	09/11/17	AND104	Andrew D.L. Evans	0.00	500.00
36777	09/11/17	DS 100	DS Accounting Services LLC	0.00	2000.00
36778	09/11/17	FIL 100	Access	0.00	191.54
36779	09/11/17	HOF 102	Hoffman Law	0.00	1000.00
36780	09/11/17	ISL 100	Island Studios	0.00	800.00
36781	09/11/17	KAT 102	Kathleen Taylor	0.00	748.18
36782	09/11/17	LEX 100	RELX Inc. DBA LexisNexis	0.00	96.00
36783	09/11/17	MER 100	The Mercer Group	0.00	10845.52
36784	09/11/17	OPD 100	The OP Dealer	0.00	35.99
36785	09/11/17	PRE 100	Prescott Muir Architects	0.00	10540.00
36786	09/11/17	VAN 100	Vanguard Cleaning Systems	0.00	395.00
36787	09/11/17	VIS 100	VisionBount International, LLC	0.00	150.00
36788	09/11/17	AME 103	American Bar Association	0.00	298.00
36789	09/11/17	LAR 100	Peter Lara	0.00	2900.00
36790	09/26/17	6TH 100	Sixth East Condo Assoc.	0.00	900.00
36791	09/26/17	APA 101	APA Utah Chapter	0.00	500.00
36792	09/26/17	BRA 101	Brandon Smith	0.00	39.63

4:27 pm

Utah League of Cities & Towns

Check Register (Checks and EFTs of All Types)

Sorted by Check Number
(Report period: September 1, 2017 to September 30, 2017)

Check Number	Date	EFT #/ Vendor	Name	Discounts	Net Amount
36793	09/26/17	CAR 100	Carr Printing	0.00	230.00
36794	09/26/17	COM 100	Comcast	0.00	723.51
36795	09/26/17	DAN 104	Dan Clark & Associates	0.00	306.00
36796	09/26/17	DAV 102	Davis High School Bands	0.00	1500.00
36797	09/26/17	EXE 100	Executech	0.00	1087.05
36798	09/26/17	FIV100	Five Stone Inc.	0.00	12500.00
36799	09/26/17	GOL 101	Gold Star Awards & Engraving	0.00	327.87
36800	09/26/17	HOW 100	Howard M. Blackson III	0.00	500.00
36801	09/26/17	LEB 100	Le Bus	0.00	453.20
36802	09/26/17	MAI 100	MAILFINANCE	0.00	129.94
36803	09/26/17	MAP 100	Mapleton City	0.00	200.00
36804	09/26/17	MEG 100	Meg Ryan	0.00	41.94
36805	09/26/17	MOD 100	Modern Display	0.00	3858.63
36806	09/26/17	NIC 100	Nick Jarvis	0.00	18.12
36807	09/26/17	NIC 101	Nicole Handy	0.00	453.83
36808	09/26/17	PEH 100	Public Employees Health Program	0.00	249.12
36809	09/26/17	PLA 102	Place-to-Place Massage	0.00	1155.00
36810	09/26/17	QUE 100	Dominion Energy	0.00	16.78
36811	09/26/17	UTA 100	Utah Local Gov't Trust	0.00	441.37
Cash account Total				0.00	182267.76
Report Total				0.00	182267.76



TO: ULCT Board of Directors

**FROM: Cameron Diehl, Executive Director
Roger Tew, Senior Policy Analyst**

DATE: October 12, 2017

SUBJECT: 2017-18 Budget Amendment

Background

When the Utah League of Cities and Towns Board of Directors adopted the League's 2017-18 budget, the budget included \$88,000 in the "Transfer from Reserves" revenue category. This was made possible through FY 2016-2017 revenue over expenditures savings which totaled \$514,181 at year end. This total includes the additional \$200,652 received from the Utah Municipal Finance Cooperative described in FY 2016-17 Budget Amendment #1 (June 19, 2017), leaving the League with a year-end savings of \$313,529 excluding Co-Op funds. These monies have been transferred to fund balance, leaving the League with \$1,756,781 in ULCT's PTIF reserve account (55% of the original FY 2017-18 budget).

The original 2017-18 budget included \$160,000 in "Capital Improvements – Office Remodel" expenditures. Once the office remodel was approved by the Board, ULCT staff engaged with architects, contractors, and other professionals to begin the remodeling process. Professional estimates then indicated that the office remodel would cost significantly more than initially anticipated.

Proposed Budget Amendment

The ULCT staff created a budget amendment for the ULCT Board to consider. Through the amendment, the Transfer from Reserves revenue for 2017-18 is increased by \$200,000. Similarly, an increase in Capital Improvements – Office Remodel in the amount of \$200,000 is created in the 2017-18 budget. \$200,000 is approximately 11% of ULCT's PTIF reserves.

The ULCT staff provided public notice for a public hearing for the Board to accept public comment regarding the proposed budget amendment. Following the public hearing, the Board should consider adopting a motion amending the 2017-18 ULCT Budget.

Proposed Motion

I move that we adopt a motion amending the ULCT 2017-18 Budget as outlined in FY 2017-18 Budget Amendment #1 dated October 16, 2017 as prepared by staff.

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UTAH LEAGUE OF CITIES AND TOWNS

FY 2017-18 Budget Amendment #1 - October 16, 2018

REVENUES	<i>2017-18 Adopted BUDGET</i>	<i>2017-18 Budget Amendment</i>	<i>2017-18 Budget As Amended</i>
General Revenue			
Membership Dues	<i>\$1,650,000</i>	<i>\$0</i>	<i>\$1,650,000</i>
Registration Fees	<i>\$490,000</i>	<i>\$0</i>	<i>\$490,000</i>
Donations & Advertising	<i>\$320,000</i>	<i>\$0</i>	<i>\$320,000</i>
Exhibit Space	<i>\$118,000</i>	<i>\$0</i>	<i>\$118,000</i>
Interest	<i>\$3,500</i>	<i>\$0</i>	<i>\$3,500</i>
Publications	<i>\$15,000</i>	<i>\$0</i>	<i>\$15,000</i>
Miscellaneous Income	<i>\$250</i>	<i>\$0</i>	<i>\$250</i>
Transfer from Reserves	<i>\$88,000</i>	<i>\$200,000</i>	<i>\$288,000</i>
Rental Income	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
General Revenue	<i>\$2,684,750</i>	<i>\$200,000</i>	<i>\$2,884,750</i>
Grants & Special Projects			
Essay Contest Donations	<i>\$10,000</i>	<i>\$0</i>	<i>\$10,000</i>
Co-Op Funds for Deseret News Project	<i>\$48,000</i>	<i>\$0</i>	<i>\$48,000</i>
Grant for Research Assistant	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Transfer-Making Life Better	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Grants-Active & Healthy Communities	<i>\$300,000</i>	<i>\$0</i>	<i>\$300,000</i>
Grants-LUAU	<i>\$130,286</i>	<i>\$0</i>	<i>\$130,286</i>
Grant-UTOPIA	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Benchmarking	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Grants & Special Projects	<i>\$488,286</i>	<i>\$0</i>	<i>\$488,286</i>
TOTAL REVENUE	<i>\$3,173,036</i>	<i>\$200,000</i>	<i>\$3,373,036</i>

EXPENDITURES	<i>2017-18 Adopted BUDGET</i>	<i>2017-18 Budget Amendment</i>	<i>2017-18 Budget As Amended</i>
Personnel Services			
Employee Benefits	\$273,000	\$0	\$273,000
Staff Salaries	\$625,000	\$0	\$625,000
Personnel Services Subtotal	\$898,000	\$0	\$898,000
Charges for Services			
Database Maintenance	\$0	\$0	\$0
Accounting Expenses	\$30,000	\$0	\$30,000
Contract Labor	\$332,500	\$0	\$332,500
Building Utilities	\$4,000	\$0	\$4,000
Computer Services	\$24,000	\$0	\$24,000
Legal Expense	\$24,000	\$0	\$24,000
Charges for Services Subtotal	\$414,500	\$0	\$414,500
Operating & Program Expenses			
Car Expense	\$3,000	\$0	\$3,000
Building Repairs	\$0	\$0	\$0
Dues and Subscriptions	\$22,000	\$0	\$22,000
Convention Entertainment	\$94,000	\$0	\$94,000
Food & Beverage	\$545,000	\$0	\$545,000
Facility Rent/Setup	\$68,526	\$0	\$68,526
League Relations	\$24,000	\$0	\$24,000
Library	\$1,500	\$0	\$1,500
Insurance	\$8,500	\$0	\$8,500
Speakers Fee/Honorariums	\$150,000	\$0	\$150,000
Printing Expense	\$75,000	\$0	\$75,000
Postage and Freight	\$6,500	\$0	\$6,500
Equipment Purchases	\$1,000	\$0	\$1,000
Staff Training & Tuition Aid	\$2,500	\$0	\$2,500
Equipment Repairs and Maint.	\$10,000	\$0	\$10,000
Spec. Equip. Rental	\$65,000	\$0	\$65,000
Telephone Expense	\$15,000	\$0	\$15,000
Travel and Lodging	\$70,000	\$0	\$70,000
League Office Lease Payment	\$36,000	\$0	\$36,000
Credit Card Processing & Bank Charges	\$10,000	\$0	\$10,000
Board Expenses	\$11,000	\$0	\$11,000
Operating & Program Exp. Subtotal	\$1,218,526	\$0	\$1,218,526
Grants & Special Projects			
Special Project-UTOPIA	\$0	\$0	\$0
Salary Survey	\$12,000	\$0	\$12,000
Special Project-ULCTv	\$0	\$0	\$0

EXPENDITURES	<i>2017-18 Adopted BUDGET</i>	<i>2017-18 Budget Amendment</i>	<i>2017-18 Budget As Amended</i>
Grants & Special Projects (Cont.)			
Special Project-LUAU	\$76,000	\$0	\$76,000
Special Project-Making Life Better	\$0	\$0	\$0
Special Projects-Active & Healthy Communities	\$278,000	\$0	\$278,000
Deseret News Project	\$48,000	\$0	\$48,000
Tax Education Program	\$0	\$0	\$0
Municipal Funding Project	\$0	\$0	\$0
University of Utah Policy Institute	\$10,000	\$0	\$10,000
Essay Contest Expenses	\$10,000	\$0	\$10,000
Benchmarking	\$20,000	\$0	\$20,000
Grants & Special Projects Subtotal	\$454,000	\$0	\$454,000
Materials and Supplies			
Office Supplies	\$12,000	\$0	\$12,000
Materials & Supplies Subtotal	\$12,000	\$0	\$12,000
Miscellaneous			
Miscellaneous	\$1,500	\$0	\$1,500
Transfer To Fund Balance	\$0	\$0	\$0
Contingency Reserve	\$5,000	\$0	\$5,000
Miscellaneous Subtotal	\$6,500	\$0	\$6,500
Capital			
Capital Outlay	\$9,510	\$0	\$9,510
Capital Improvements - Office Remodel	\$160,000	\$200,000	\$360,000
Capital Subtotal	\$169,510	\$200,000	\$369,510
TOTAL EXPENSES	\$3,173,036	\$200,000	\$3,373,036
TOTAL ALL REVENUES	\$3,173,036	\$200,000	\$3,373,036
REVENUES (Under) Over EXPENSES	\$0	\$0	\$0



Calendar of Major Events 2017-2018

ULCT Board of Directors Meeting & Legislative Policy Committee – November 13, 2017

National League of Cities, City Summit (Charlottesville, NC) – November 15-18, 2017

ULCT Board of Directors Meeting & Legislative Policy Committee – December 11, 2017

Municipal Officials Training (Newly Elected) – December & January (Dates TBD)

ULCT Board of Directors Meeting & Legislative Policy Committee – January 8, 2018

First Day of Legislative Session – January 22, 2018

Local Officials Day at the Legislature – January 24, 2018

Utah Rural Water Annual Conference (St. George) – February 26 - March 2, 2018

Last Day of the Legislative Session – March 8, 2018

National League of Cities, Congress of Cities (Washington DC) – March 11-14, 2018

WaterNow Alliance Annual Summit – March 28-29, 2018

Road School (St. George) – April 11-13, 2018

ULCT Board of Directors Meeting (St. George) – April 24, 2018

Midyear Conference w/ Utah Association of Counties (St. George) – April 25-27, 2018

ULCT Board of Directors Meeting (Tentative Budget) – May 2018 (TBD)

ULCT Board of Directors Meeting (Budget Adoption) – June 2018 (TBD)

ULCT Board of Directors Meeting & Legislative Policy Committee – September 11, 2018

Annual Convention – September 12-14, 2018



TO: ULCT Board of Directors
FROM: Cameron Diehl, Executive Director
DATE: October 12, 2017
SUBJECT: ULCT Constitution and Bylaws Review

Background

The ULCT Board of Directors has committed itself to ensuring that the organization creates, implements, and complies with sound rules, policies, and procedures to provide for good governance and effective operations. It is with this mentality that the Board has recently adopted new personnel and accounting policies and revised the bylaws for the Legislative Policy Committee. Continuing in this effort, the Board should seriously consider an update to the ULCT Constitution to be brought forward to the general membership after consideration by a Constitution and Bylaws Review Committee and the Board of Directors.

Timeline for Amending the Constitution

First, a proposed amendment must be prepared in writing and submitted to the Board of Directors. Second, the ULCT membership must consider the amendment. Third, the ULCT membership must provide a two-thirds majority to amend the constitution. If an amendment is proposed for consideration at a special meeting (such as the Midyear Conference), then the Board must review the amendment on or before the first day of the meeting.

The membership shall consider an amendment in one of two ways: in a general meeting or voting by ballot. The proposed amendment may be presented to any annual or special meeting of members of the League. The Midyear Conference qualifies as a “special meeting of members of the League.” The voting by ballot process requires a minimum of 45 days for notice and ballot distribution to all ULCT members.

Comparison from 1980 to 2017

The ULCT Constitution dates to the 1980 Annual Convention with the last major revision occurring in 1995. Utah has changed dramatically since 1980, and yet the ULCT structure and organizational documents have not changed. For example, the constitution requires that a majority of the Board shall be from cities whose residents are approximately equal to 50% of the total number of residents of the State living in ULCT member municipalities. In 1980, people residing within the 11 incorporated municipalities of Salt Lake County consisted of 50.2% of the county’s total population. In 2017, people residing within the 17 incorporated municipalities consist of 93% of the county’s total population. Thus, the ULCT membership has

changed dramatically since 1980 and the ULCT constitution and bylaws should reflect those changes.

Meanwhile, Utah's population has grown 112% since 1980 from 1,461,037 to 3,098,761. The number of Utah's municipalities has increased by 14% since 1980. Specifically, Utah had one city of the first class (population of 100,000+, which was Salt Lake) in 1980. In 2017, Utah has five cities of the first class (Salt Lake, West Valley, Provo, West Jordan, and Sandy) with several cities projected to become cities of the first class in the decades to come.

Constitution and Bylaws Review Committee

I recommend that the Board of Directors authorizes me to form a Constitution and Bylaws Review Committee. I recommend that the committee consist of current and former board members as well as municipal attorneys or other staff members with the relevant and invaluable institutional knowledge required for such an endeavor. The committee will make recommendations to the Board for potential constitutional amendments which the membership would consider at the April Midyear Conference.

Proposed Time Frame

- October 16, 2017 – The Board authorizes the committee
- January 8, 2018 – Committee presents draft recommendations to the Board of Directors
- January-April – The Board finalizes the amendments for presentation to the membership at Midyear Conference
- April 25-27 – Midyear Conference with business session for amendment review and approval

Proposed Motion

Adopt a motion authorizing the Executive Director to for a Constitution and Bylaws Committee as outlined in this memo.

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