

Draft Minutes - Town of Spring Lake

Council Meeting Agenda

Meeting to be Held

February 18, 2026 – 6:00 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREIN GIVEN THAT THE COUNCIL OF THE TOWN OF SPRING LAKE WILL HOLD A TOWN COUNCIL MEETING ON WEDNESDAY FEBRUARY 18, 2026, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/89531373008?pwd=a9lSlZCtLoh1r6kSbLqXRq2poOAtSU.1>

1. CALL THE MEETING TO ORDER/ROLL CALL: MAYOR WADE MENLOVE

Councilmembers Present: Mayor Menlove, Councilmember Bascom, Councilmember Judd, Councilmember Marsh.

Councilmembers Absent: Councilmember Charles.

Staff Present: Temporary Town Recorder, Spencer Foster, Town Recorder Becca Batty, Town Treasurer Carrie Knapp.

Public Present: Sign-in sheet uploaded as attachment to the minutes.

Mayor Menlove: Called the meeting to order at 6:10 pm and did the roll call.

2. OPENING CEREMONIES

a. PLEDGE OF ALLEGIANCE: BY INVITATION

Councilmember Bascom: Led those in attendance in the Pledge of Allegiance.

b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Councilmember Marsh: Offered a prayer to begin the meeting.

3. OATH OF OFFICE FOR: TOWN RECORDER

Mayor Menlove: Performed the swearing in of Becca Batty as the Town Recorder.

4. OATH OF OFFICE FOR: DEPUTY RECORDER

Mayor Menlove: Brenda Warner is not present. This item will be moved to the next council meeting.

5. OATH OF OFFICE FOR: TOWN TREASURER

Mayor Menlove: Performed the swearing in of Carrie Knapp as the Town Recorder.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD TO THE COUNCIL ANY ITEM THAT THEY WISH TO DISCUSS. PLEASE KEEP YOUR COMMENTS TO THREE MINUTES MAXIMUM.

Mayor Menlove: Explained that the Planning Commission plans to meet at 7:30 pm. To not make their meeting last until midnight, the council is going to push forward with the meeting.

Jason Knapp: Told those in attendance about a local newspaper doing an article about the old school that is being renovated by Mayor Menlove and Jason Knapp.

Citizen Comment: Easter Egg hunt donations and event discussed. Signs, cookies, event plan, easter eggs all discussed. Still need candy for the event. Asked the council whether they should do an evening easter egg hunt for the teenagers. Or should teenagers be allowed to hunt eggs at the normal egg hunt. Age limit for the various egg hunt groups discussed. Payson and Santaquin examples brought up.

Becca Batty: Do we know how many kids that age group we are talking about. Because if you only have 2 teenagers, you don't need to make a whole new group for these.

Citizen Comment: We plan to ask the parents participating to let us know if they have a teenager who wants to hunt.

Mayor Menlove: Discussed the option of just having a group that is for 10+ at the hunt. Also asked about the RSVP process for the event.

Citizen Comment: They had about 100 people there at the event, but 70-80 signed up.

Mayor Menlove: Asked what they hope to accomplish with the signups. They are still going to have the same number of eggs.

Citizen Comment: Hoping that with the signups they can see how many kids are in certain groups and distribute the eggs to the different groups fairly as a result. It gives those running the event a general idea of how to organize the eggs.

Mayor Menlove: Unless there are any other comments, direct those in charge to go with a 10+ group for the event.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

6. DISCUSSION AND POTENTIAL ACTION – ELECTION OF MAYOR PRO TEM

Mayor Menlove: Asked Spencer to explain the role of Mayor Pro Tem.

Spencer Foster: Explained that the Mayor Pro Tem will step in during meetings where the mayor is absent. Can also sign if the Mayor is absent.

Councilmember Judd: Pointed out that the Mayor Pro Tem would also need to be a signer on the bank accounts.
Spencer Foster: Correct.

Mayor Menlove: Stated that Councilmember Charles is already on the bank account documents. Do we make a motion?

Spencer Foster: You would nominate someone.

Councilmember Marsh: Nominated Councilmember Charles to be the Mayor Pro Tem.

Councilmember Bascom: Seconded the nomination.

Vote: All in favor say I. Unanimous. Councilmember Charles was absent and abstained from the vote.

Councilmember Judd: That will teach Councilmember Charles to go to California.

Spencer Foster: Make sure to specify that Councilmember Charles did not vote on it.

Mayor Menlove: Specified that Councilmember Charles is absent. Asker Spencer about the PTIF accounts and how to use this. Visited with Mayor Mckinney in Fairfield and she said they get their money directly into their bank account.

Spencer Foster: Explained that the Town can do it either way, but that the PTIF account is a high yield interest rate so they want to keep their money in that as long as possible to get the best interest return that they can.

Mayor Menlove: Explained that he watched the Budget Training from ULCT. Asked about the budget and how much town's can hold extra above and beyond the budget. 100% as towns, 35% for cities.

Spencer Foster: Explained the details about the 100% above budget rules. Also pointed out that a capital projects fund is available if they have a project their citizens want them to take care of.

7. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM JANUARY 21ST AND FEBRUARY 4TH TOWN COUNCIL MEETINGS

Mayor Menlove: Copies of the minutes were sent to the council members for review. Any questions about those minutes for the two meetings in question?

Councilmember Marsh: Asked a question about correcting the spelling of his name. Some misspelling in the draft minutes say his name is March. Requested that this be fixed so the public doesn't think there are two councilmen.

Spencer Foster: Got it. Will fix this.

Councilmember Judd: Found a couple of errors in the January 21 meeting. In the public comment there is a confusing reading. Read the sentence and asked this to be clarified.

Spencer Foster: Clarified this sentence and will fix this in the minutes.

Councilmember Judd: February 4 meeting. Sentence about the Mayor Pro Tem.

Spencer Foster: Clarified this sentence and will fix this in the minutes.

Councilmember Judd: Made a motion to adopt the minutes with those corrections.

Councilmember Marsh: Seconded the motion.

Vote: All in favor say I. Unanimous. Councilmember Charles was absent and abstained from the vote.

8. DISCUSSION AND POTENTIAL ACTION – RESOLUTION COMMITTING TO PAY ULCT MEMBERSHIP DUES AND AUTHORIZING PAYMENT UPON RECEIPT OF STATE REVENUE (RESOLUTION NO. 26-02)

Mayor Menlove: Explained that ULCT sent them an invoice for membership for the remainder of the year of \$250. To have access to a lot of services and the LAA program they would need to pay for this.

Spencer Foster: Working on some training sessions for ULCT to teach the Town about budgeting and their attorney needs.

Mayor Menlove: Explained that this is a great deal and that they have already used Spencer a whole lot. Also said that Mayor Mckinney hasn't seen Spencer in a while.

Spencer Foster: She needs to talk to him then.

Mayor Menlove: It's because you've been spending all your time in Spring Lake helping us.

Spencer Foster: True.

Mayor Menlove: Went over the resolution.

Councilmember Marsh: Agree wholeheartedly. Made a motion to approve resolution no. 26-02 to pay ULCT membership dues yearly upon receipt of an invoice of them.

Councilmember Bascom: Seconded this motion.

Vote: All in favor say I. Unanimous. Councilmember Charles was absent and abstained from the vote.

9. DISCUSSION AND POTENTIAL ACTION – COMPLETION OF CONFLICT-OF-INTEREST FORMS IN COMPLIANCE WITH UTAH LAW

Mayor Menlove: Asked Spencer to explain what this item is.

Spencer Foster: Explained the rules behind this form. The state requires this every year. Explained more about what a conflict of interest is. Also talked about how to recuse from discussions and votes if there is a conflict of interest.

Mayor Menlove, Councilmember Marsh, and Councilmember Judd: Brought up specific examples about recusal.

Spencer Foster: Specified that recusal only comes up with their own businesses or situations.

Becca Batty: Helped clarify this and how it works.

Mayor Menlove: The general plan would be an overarching document that would affect the whole town so nobody would have to recuse themselves for this right?

Spencer Foster: Correct. And this conflict-of-interest form is an administrative thing so there doesn't need to be a vote. The council can take these forms, fill them out, and sign them for next meeting if they want.

Mayor Menlove: We can fill them out after the meeting.

10. DISCUSSION AND POTENTIAL ACTION – GENERAL PLAN SURVEY AND SURVEY INSTRUCTIONS

Mayor Menlove: Got confused about this item being on the new agenda.

Spencer Foster: This was sent to the Mayor and Jason Knapp for posting. This updated agenda was noticed properly. Becca and Spencer discussed this in the packet and on the website.

Mayor Menlove: Asked Spencer to put this survey and survey instructions to the TV.

Jason Knapp Planning Commission Chair: Explained the purpose of this survey and instructions and the need for a General Plan. Talked about the required General Plan sections and recommended sections of the plan. A lot of ideas have been shared and articulated for the vision of the town up to now. These ideas have served as sort of a template for coming up with this survey and instructions. A couple of key components to this survey: 1) the importance of confidentiality (a place for the staff to put a number on each survey that will not be tied to residents. Asking that households consolidate their views and only submit one survey per household or property owner.

Councilmember Judd: Asked a question about non-resident owners of property and how those surveys work.

Jason Knapp: Clarified this. Length of the survey discussed. They are trying to maximize the participation rate of the community. His recommendation is to first have an additional meeting next week to have as many council and commission members come and explain this survey process to them. Google forms submission discussed and the confidentiality issue that may bring up with emails being request for that survey. Paper forms help control this survey a bit better for confidentiality. The Intention is to send out the survey in the mail and then they would already provide an envelope to the citizen to send back to make it as easy as possible.

Councilmember Judd: Wanted clarification of question 11 on the survey.

Jason Knapp: Explained the intent of the question and the reasons for wanting it in there.

Councilmember Judd: Concerned about the lay person and their understanding. Asked for rewording of the question related to “Infrastructure and Emergency Services”.

Jason Knapp: Will reword the question to make it clearer.

Becca Batty: Does it matter the type of development?

Jason Knapp: This isn’t designed to nail down specific situations but for the community to have ambiguity around the question. The council and commission would be the ones who decide on what this means afterwards.

Councilmember Bascom: How are we going to help those people who can’t fill out the survey or have special considerations to be able to complete this?

Jason Knapp: Maybe the Town Recorder can help them out with this?

Becca Batty: I was just going to suggest that as well. If they need help with the survey, she can help walk them through it.

Jason Knapp: Can add this to the instructions so that if they need help, they can contact Becca Batty, Town Recorder for assistance.

Mayor Menlove: Wondered if there should be a final question that says, “any other thoughts/comments”. Just an open ended question.

Spencer Foster: It wouldn’t be a data point.

Jason Knapp: One counter point to that is that citizens can come and make their comments in the Planning Commission or Town Council meetings on these items.

Layne Batty: This is going to be decided in the meetings.

Jason Knapp: Asked Spencer to bring up question 15 on the screen. Open ended question again discussed and that it won’t slow down the process.

Mayor Menlove: Clarified the process of the General Plan and the definition of what a General Plan is. This process isn’t just zone and land use.

Councilmember Marsh: Asked for clarification on what needs to be in the plan.

Jason Knapp: Spring Lake only has two required sections but there are other sections that are recommended. The town can choose to respond to whichever sections they would like.

Councilmember Marsh: Recommended that there be something in the survey that discusses being a city vs. a town down the road and the vision the community members see for the growth of Spring Lake.

Councilmember Judd: Pointed out that if we share the differences in City vs. Town that we share what the new requirements are if the town does become a city.

Richard Behling: Brought up the need to have a question about water infrastructure.

Jason Knapp: Question 13 talks about this aspect and the water infrastructure desires of the town.

Richard Behling: If the town doesn’t mention it, the town is going to get nervous/excited about this topic. Need to put more specific language in the question.

Jason Knapp: Clarified what change could be made to this question.

Councilmember Marsh: Is there contact information on the survey in case people need help answering anything?

Becca Batty: We can add her phone number to this, but she will not know the answers and will contact Jason.

Jason Knapp: That is fine.

Joy Benson: We should baby feed everything to everyone. People have the responsibility to follow through with their jobs as well. We’ve given them the chance to come and learn more about this tonight as well.

Becca Batty: We could do a survey once a month if we wanted.

Mayor Menlove: This is just the beginning. What is the timeline for this?

Jason Knapp: Will be recommending another meeting next week to present the outline and plan of the survey. Just a discussion about the survey. After that and after survey revision, the goal would be to make revisions at the end of next week

to send out the survey via mail. Talked about the requirement for noticing and thought that they need to send notice to draft the plan. Trying to get the survey in the mail by the end of February. Wanting to have a meeting on the 18th of March to go over the results of the survey. Want as much public participation as possible on the 18th for feedback before the Planning Commission drafts the General Plan. Talked about his discussion with Fairfield and their situation being different than Spring Lake's. They have money where Spring Lake may need to do it themselves rather than having a consultant do it.

Mayor Menlove: This General Plan is going to be a major hurdle. It sets the future for the community for the next while. If we can get this done it will be a major accomplishment.

Jason Knapp: You can amend the general plan and don't want to box yourself in from amending anything. However, we want to do a better job involving the public so that it is used and meaningful. Wants to raise the bar on this process so that amendments to the plan don't have to take place as often.

Councilmember Judd: Does the town have funding to send out the surveys?

Mayor Menlove: The town will figure it out. Discussed how much this may cost for the postage and envelopes.

Jason Knapp: This is a budgetary question and the mayor can tell them what he wants to do.

Mayor Menlove: Clarified the timeline again and what this General Plan can truly mean.

Becca Batty: Thinks this is too tight a turnaround.

Jason Knapp: If anyone has any questions they can reach out to him before next Wednesday.

WORK SESSION/TRAINING

11. DISCUSSION – POSSIBLE AMENDMENTS TO THE TOWN MORATORIUM

Mayor Menlove: Wondered if there is a possibility of making an amendment to the moratorium and wanted to discuss this tonight. Wants to potentially amend this to include existing structures.

Councilmember Judd: Asked a question about new developments.

Mayor Menlove: Only existing structures.

Jason Knapp: People would be able to work on their existing buildings and projects that have to do with them.

Mayor Menlove and Councilmember Judd: Shared examples of projects that might fit under this exemption category.

Mayor Menlove: Asked Spencer how amending the moratorium would work.

Spencer Foster: Explained the process and how this would work with an ordinance to amend the moratorium.

Jason Knapp: The planning commission is going to discuss this topic in their meeting as well. One thing that they might recommend is that the council have an ordinance to adopt building codes before they amend the moratorium. The town wants to have standards for their building codes before they change this. The town probably wants to have a building permit process before they amend as well.

Councilmember Bascom: Clarified that inspections for electrical.

Mayor Menlove: Went over this process of when an inspection is needed and when it isn't. This amendment of the moratorium wouldn't take place until next meeting. Asked Spencer how this would need to be done.

Spencer Foster: He would need to draft the ordinance and provide it to the council for their next meeting. He would put something together for the mayor to review. He will be gone until the first week in March and will have to work on the ordinance before the meeting after getting back from vacation. The town will want to take into consideration any recommendations from the Planning Commission for this as well.

12. DISCUSSION – BALLOT DROP BOX LOCATIONS AND DETAILS

Mayor Menlove: The state reached out and said they need to have something about where to put a ballot drop box within the town. Explained that this will need to be in place by June. He needs to get back to the state by the end of April with a location.

Councilmember Judd: Talked about a potential location for the drop box. Next to the highway.

Mayor Menlove: That might be a spot to consider if there is enough room to pull over and utilize the box.

Councilmember Judd: Asked if Payson City owns a specific road/section.

Mayor Menlove: That might not be a bad spot to put the drop box. There are a couple of locations that could work.

Jason Knapp: Provided another location idea (hard to hear on the recording).

Mayor Menlove: Concerned about power to that location.

Councilmember Marsh: Clarified the timeline for this is by the end of April to get the State information on a location.

Mayor Menlove: Yes, confirmed this.

13. DISCUSSION – CONTRACT ATTORNEY SERVICES

Mayor Menlove: Spencer mentioned that he is working on getting a training meeting with ULCT about this. Clarification requested on this.

Spencer Foster: Yes, still waiting to hear back from ULCT but is working on this with them.

Mayor Menlove: Talked about Fairfield and what they do and who they use.

Spencer Foster: Fairfield would know because they just went through the search. Spring Lake can do its own research; they can wait until they meet with ULCT.

Mayor Menlove: Fairfield was using Herriman’s attorney, but he got too busy and so they switched and went to another firm. Fairfield has also gone through all their codes within the last couple of years. Mayor Mckinney told Mayor Menlove to just adopt all their ordinances and then to go through them and change the ones that don’t fit.

Spencer Foster: Recommended that the town does not do this. For them the codes are great but not for Spring Lake.

Mayor Menlove: There are some they could use.

Spencer Foster: Some of the codes would fit but not all of them. They have a different situation than Spring Lake.

Mayor Menlove: Pointed out the differences in the communities. We’ll look through some of the ordinances and see what we think about them.

REPORTS

14. MAYOR

15. TOWN COUNCIL

16. STAFF MEMBERS

17. PLANNING COMMISSION

18. OTHER

CLOSED MEETING

POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETANCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Councilmember Marsh: Made a motion that the council adjourns the town council meeting.

Councilmember Bascom: Seconded the motion.

Vote: All in favor say I. Unanimous. Motion passes.



Spencer Foster, Temporary Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 801-310-9632 or by email at sfoster@magutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The Town does hereby certify that the above notice and agenda has been posted at the designated meeting place, the springlakeutah.gov website, and the Utah Public Notice Website.

Draft Minutes - Town of Spring Lake

Council Meeting Agenda

Meeting to be Held

March 04, 2026 – 6:00 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

NOTICE IS HEREIN GIVEN THAT THE COUNCIL OF THE TOWN OF SPRING LAKE WILL HOLD A TOWN COUNCIL MEETING ON WEDNESDAY MARCH 04, 2026, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/82825800115?pwd=7U7lpMGzF8wV14ZzloJLigw23jrsNT.1>

1. CALL THE MEETING TO ORDER/ROLL CALL: MAYOR WADE MENLOVE

Councilmembers Present: Mayor Menlove, Councilmember Bascom, Mayor Pro Tem Charles, Councilmember Judd.

Councilmembers Present Virtually: Councilmember Marsh.

Staff Present: LAA Spencer Foster, Town Recorder Becca Batty, Deputy Town Recorder Brenda Warner.

Public Present: Sign-in sheet uploaded as attachment to the minutes.

Mayor Menlove: Called the meeting to order at 6:00 pm. Roll call taken.

2. OPENING CEREMONIES

a. PLEDGE OF ALLEGIANCE: BY INVITATION

Robert Bascom: Led attendees in the Pledge of Allegiance.

b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Robert Judd: Offered a prayer to start the meeting.

Mayor Menlove: Before going any further into the meeting, Mayor wanted to express that the pledge meant more today because he has a son-in-law that has been deployed. The leaders of the country need the prayers of the community. Also, Ross Williams passed away, and the time of his services were discussed. Keep his family in your prayers. One last thing is that he noticed an incident in the Town over the week. There were a bunch of police and emergency services that responded to the incident from Payson, Santaquin, and the County.

Brenda Warner: Witnessed a revenue building situation with the police as well.

3. OATH OF OFFICE FOR: DEPUTY TOWN RECORDER

Mayor Menlove: Swore in Brenda Warner as the Deputy Town Recorder.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD TO THE COUNCIL ANY ITEM THAT THEY WISH TO DISCUSS. PLEASE KEEP YOUR COMMENTS TO THREE MINUTES MAXIMUM.

Layne Batty: Found something that everyone might be interested in now that they are incorporated. An article was posted on the internet regarding Spring Lake and what it is. He read the article to those in attendance. He thought it was interesting and whoever wrote it did a good job in terms of what the town wants to be like.

Jeri Carter: Brought up preparations for the Easter Egg hunt and the help that is still needed. The timing for the Easter Egg hunt and when it will begin was confirmed.

Robert Bascom: Brought a friend, Paul Ashton, who lives in Payson and works for Orem as a building inspector so we can pick his brain tonight.

Von Menlove: Didn't get his survey. Jason Knapp said she will get him a survey.

Mayor Menlove: Asked others in attendance if they got their survey and if they had any questions.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

4. DISCUSSION AND POTENTIAL ACTION – ORDINANCE NO. 26-03 AMENDING INTERIM LAND USE CONTROLS TO PROVIDE LIMITED EXEMPTIONS TO THE MORATORIUM FOR CERTAIN IMPROVEMENTS TO LEGALLY EXISTING STRUCTURES.

Mayor Menlove: Explained why this is on the agenda tonight and the need for amending the building moratorium. Explained the history of the moratorium and the need to put this in place on all construction in the Town initially after incorporation and while they don't have a building code yet. Explained that now that this is in place they have seen that there are certain situations that may need to allow for exemptions to this moratorium. The planning commission had a lengthy discussion about the necessary exemptions.

Spencer Foster: Greg McDavitt pretty much wrote the amending ordinance via AI.

Mayor Menlove: The planning commission as a result came up with the ordinance that is on the agenda tonight.

Mayor Pro Tem Charles: He said that this amended ordinance is needed but pointed out that he feels like there are some other things that need to take place first. He stated that he specifically thinks the Town needs to put a building inspector in place and get a permit process set up before they amend the moratorium. He had a discussion with Ryan Staley who does Genola's building inspections. His firm does work for the state but also for Genola and other small communities. They would have capacity to do Spring Lake's inspections as well. The town would be able to talk to them and see if they can get something with inspections in place. In his opinion, they need to get something like this in place before they amend the moratorium. He appreciates the work that has been done so far.

Councilmember Bascom: Brought up to some of the work that must take place that doesn't require permits to do and that the town should allow these at least.

Mayor Menlove and Spencer Foster: Pointed out that the ordinance does specify a permit will be needed where required. In letter B of the ordinance. Mayor Menlove explained the building situations that may require a permit.

Councilmember Bascom: Read another part of the ordinance and stated that she thinks the corrections are good.

Councilmember Marsh: Pointed at number 5 in the ordinance that requires a building official that's in charge of reviewing the construction of the projects. The ordinance itself says that someone must determine this.

Paul Ashton: Explained the Utah state code to the town. There are some exceptions that you don't need permits for. Works for Orem city and gave their definition and interpretation of the code. Anytime Orem does anything electrical, structural, plumbing, or mechanical they must have a permit for. If he goes in and moves a wall, upgrades electrical service, rearranges his bathroom, a permit is required. If he moved a fan or changed out the toilet a permit would not be required. If he changed the water heater in a house in Orem, a permit would also be required. With that, every jurisdiction is a little bit different, but he has been in so many houses that these changes have been wrong and have caused problems. That's what the building inspector is for. It's their job to make sure these projects are done right and help the community be safe. To make sure there aren't carbon dioxide deaths or sewage issues or electrical shocks. The state is the one who requires municipalities to do these things.

Councilmember Judd: Could you require people to have their own inspector for specific things.

Paul Ashton: Yes, you could but the inspector needs to have probably certification to be able to do that.

Councilmember Bascom: So, you're saying that the state is requiring this and not the town. So, we don't have a choice about certain things that require a permit or not?

Paul Ashton: That's correct. As for the building codes, the state adopts those codes in the legislature. As of this year the 2024 commercial building codes will be adopted, and the 2021 residential codes will be adopted. The towns can't amend the state adopted codes.

Councilmember Bascom: So, will we need to charge all these people for permits for all these different things?

Paul Ashton: That's a good question. Whether you charge for these permits, an inspection should happen regardless. That's how the code is read.

Jeri Carter: If your furnace goes out and you're freezing and you must get a permit, I can see some issues there.

Paul Ashton: The code does address emergency fixes as well. You would do the project and then a permit from the Town afterward.

Mayor Menlove: There are probably differences between fixes and replacements, correct?

Paul Ashton: There are situations with the furnace fix when you would do the fix and then get a permit afterward.

Mayor Menlove: Asked Paul as an inspector, there are different fees and as an inspector they would charge different fees for different types of projects, correct? What would be a typical fee for a water inspection.

Paul Ashton: Correct. Explained how Orem's process works with these permit costs. They have a base fee, then they add X amount for whatever type of project is. The issue the town will have is that they will be hiring a building official, and they are expecting to be paid. You need to charge a fee that will allow the town to pay their official. The cost may depend on how many times the inspector goes out.

Mayor Menlove: Asked Paul if the town cannot collect fees for those inspections and make the person doing the project go find their own third-party inspector? Possibly even from a third-party list.

Paul Ashton: You can do that, but you must be careful because you are opening things up for price gauging.

Mayor Menlove: If you have an improved list of inspectors that they could go to for an inspection can the Town do that? Asked Paul if he would be willing to do that? Could he do that on the side?

Paul Ashton: He would have to think about that because he works for Orem City first. He could do it on the side. Any other inspector could do it on the side.

Mayor Menlove: He has also been in contact with Santaquin's inspector, and they would also be willing to do that on the side as well. Thinks the town could get reliable, qualified inspectors to do this.

Paul Ashton: The key is that they must be qualified. The state requires them to be certified through ICC.

Mayor Menlove: Right, just like anyone that's working on a project must be licensed. That's why it might be nice to provide a list of approved inspectors for the public to choose from. This is a good discussion because whether we want to hire someone to do the inspections and we charge fees within our permit process to cover those costs, or if we want to don't charge as much for the permit and say the citizen is in charge of getting the inspection from the list of inspectors is what we need to figure out.

Greg McDavitt: Recommended doing both. Offer it through the city or allow the citizens to get there on their own if they want to.

Mayor Pro Tem Charles: Where does liability lie with these inspections. He brought up some project examples and asked how liability would apply.

Paul Ashton: Great question. Explained how it would work with the government immunity act for government employees. Explained that if inspectors do these on the side, they would be liable so they would need to carry their own insurance. You would need to make sure these approved inspectors have insurance.

Mayor Pro Tem Charles: Explained that that is where he was going with this and that he thinks it would be better to go with one inspector to limit liability. The town could shop this out and make sure they get a good price, but this would help allow the town staff to check this with every inspector. Think that having the list opens the town up for more liability issues.

Von Menlove: The town must have insurance as well.

Paul Ashton: You as a government entity would probably fit under the governmental immunity act as well.

Spencer Foster: You will fit under that act if you have liability insurance.

Mayor Menlove: Councilmember Charles has a good point. It seems like we are putting the cart before the horse here. So, if we pass this amendment tonight and someone comes to try to do a project, they will still have to get a permit, and we still don't have that process set up yet. The town does have to pass a resolution to create that process.

Spencer Foster: The town will be passing a resolution after they decide how they want the process to be.

Mayor Menlove: Clarified this and asked if they need to pass a resolution to create that process or if they have the process figured out do, they then do the resolution?

Spencer Foster: Explained that they don't have to have a resolution to create the process, they would have a resolution to approve and adopt the permitting process. Stated some things the town should consider putting in that process including fees.

Mayor Menlove: Asked how if there was something they wanted to change in this process how would they go about doing this?

Spencer Foster: Explained how the amendment process works for resolutions. There is no waiting period or public hearings for this process.

Brenda Warner: Asked how people would fix their septic right now. Would they fix it and then get a permit later?

Mayor Menlove: Well, now they can't do it because of the moratorium.

Brenda Warner: But if they have sewage running out and it's an emergency, what do they do?

Paul Ashton: Stated they would go to the County Health Department.

Mayor Menlove: Right now, if you must get a septic system installed anyway the County would have to do that right? Now who inspects that? Does the County do that?

Sergei: Explained how this process would work with the County and to work with Jared at the County. The County Health Department would do the inspection.

Mayor Pro Tem Charles: Explained that he just did one in Saratoga Springs and the engineer for his project did the inspection, not the County. The engineer that designed the system took care of this.

Mayor Menlove: His understanding is that you must choose from the County's list to be able to do this.

Mayor Pro Tem Charles: That's what he did.

Citizen Comment: Doing a project in Kane County and the County does the inspections there. He's been working with them all day to try and take care of the inspection for his project.

Mayor Menlove: Thinks that it's a recent thing that Utah County changed to an approval list.

Von Menlove: Explained the difference between Utah County and the County Health Department.

Mayor Menlove: Sort of knew that they were going to need to approve the process for permits before passing the resolution to amend the moratorium. Think it makes sense to table the ordinance until they have the process in place. Actual permits can be changed not by resolution at any time.

Mayor Pro Tem Charles: Agree and stated that the town should move the permitting process through as the next item and then amend the moratorium after.

Councilmember Marsh: Asked if the town would need an application process for permitting.

Mayor Menlove: Absolutely. The mayor printed some examples of permit applications from other cities and towns and brought them as examples to show the council and public. Genola's, Utah County's, Health Department's, Fairfield's, and Orem's.

Spencer Foster: The fee schedule needs to be approved by resolution.

Mayor Menlove: While talking about Orem's process and documents, he stated that he never knew that changing a water heater required a permit.

Paul Ashton: There's a lot of jurisdictions that don't require it, but in Orem do. There are some jurisdictions that just look past the need for a permit for certain things.

Mayor Menlove: He would guess that 80% of the water heaters being fixed didn't go through the permitting process.

Paul Ashton: That's correct.

Brenda Warner: That's fine as long as we don't know.

Paul Ashton: The issue isn't the 90% of those that are installed correctly, it's the 10% that are not installed correctly.

Mayor Menlove: The point someone else made is valid because of the liability it creates. If someone installs their own thing and then their kid dies, who's fault, is it?

Mayor Pro Tem Charles: Orem's lays it out very clearly.

Paul Ashton: They did get bit on that form once because someone said that it didn't say they had to get a permit for something. They pointed out that the list has a disclaimer that says, "This is not an inclusive list".

Mayor Menlove: Showed the council acceptable lights rule. How does the council want to go about creating this process.

Councilmember Judd: Asked how long a city generally takes before they start to allow building after incorporation. The town could be anal, or they could be more laid back and potentially open themselves up for some liability.

Spencer Foster: This is why they have the six-month moratorium rule. They give you this time frame to get this in place and that's usually good enough. If you need more time, you can extend it, but that's usually enough time to get everything in place.

Councilmember Bascom: Concerned about the people waiting for six months while the council is trying to get things done with this.

Mayor Menlove: Stated that he can see why it would take six months for things like new construction. But it feels like simple fixes and upgrades they can get done much sooner.

Spencer Foster: It also depends on your budget and if you're hiring people to do certain things, you can speed that process up. However, where Spring Lake is smaller and a town the budget is limited and makes things go faster.

Mayor Menlove: That's why while getting this process going, he thinks they may just want to have people use their own inspector until they find one for the Town to use.

Mayor Pro Tem Charles: But even with doing this we still don't have the process lined up yet.

Mayor Menlove: Right, as part of this building process initially they must have their own inspector.

Mayor Pro Tem Charles: Doesn't think finding our own inspector is going to slow us down too much. It could possibly help the town follow state code faster. The inspector could help guide the town and get them online quicker. Recommend that the town starts by talking to some firms and getting something in place with one.

Paul Ashton: Named some firms that would be good to talk with throughout the area.

Mayor Pro Tem Charles: Stated that he thinks we talk with them and have conversations about making something happen or the town. Said that Von made a good point. He mentioned that if you at least have the permit requirement on the list and have a regulation in place, it releases the town from liability if someone doesn't follow that and does it themselves. At the same time, doing a project on your own without approval is a personal decision and it's on the individual who does the project if it's done wrong and causes problems.

Mayor Menlove: Would it make sense to have two of the council meet with some inspectors/companies to have conversations.

Spencer Foster: Yep.

Sergei: You need to separate new construction from existing homes. Grandfathering discussed regarding existing homes. Liability brought up.

Mayor Pro Tem Charles: There are certain things in existing structure that still require a permit to take care of and if you do those things without a permit, you are disobeying state code.

Paul Ashton: Explained which existing home projects would require a permit due to Utah State code. Talked about future buyers that may get into the home as a reason for existing structure permits.

Mayor Menlove: Asked if they did two different building permit processes if they could do two different resolutions for these at two different times. If they were to separate processes out, could they do two resolutions.

Spencer Foster: Recommended to pass a resolution for both and just combine them and just have the language for both separated in the resolution.

Mayor Menlove: But the process for each of the types of permits would be different.

Spencer Foster: You'd specify at each part of the resolution that you are talking about the different processes.

Councilmember Judd: He's saying this because one of the resolutions could go forward sooner than the other.

Mayor Menlove: Right, one of the resolutions may take longer to move forward.

Spencer Foster: You can pass two different resolutions at two different times for two different processes.

Mayor Menlove: Suggested that they go talk to some inspectors to make this happen.

Mayor Pro Tem Charles: Likes this and maybe he and the Mayor can go and meet with an inspection firm and then some of the other council members can be working on things for the websites and lists and forms and such. Break this down into parts.

Mayor Menlove: Is there anything else the town should look at. Asked Paul if they could just sit down with him and go through some things.

Paul Ashton: You can but just know that the town isn't going to be able to catch everything the first time. Orem City is still changing things.

Spencer Foster: People are creative.

Paul Ashton: Very true.

Mayor Menlove: Asked if they need a motion to table the item.

Spencer Foster: Yes, you need a motion.

Mayor Menlove: Asked a member of the public to introduce themselves.

Glade Nielsen: Introduced himself. He is from Sunrise Engineering. Explained what Sunrise Engineering can do to help and what their company can do.

Mayor Menlove: Is Glade someone they should sit down and ask for help.

Glade Nielsen: Can get together and discuss these things with the town's representatives.

Mayor Menlove: Asked for a motion to table this item.

Mayor Pro Tem Charles: Made a motion that the council tables Ordinance No. 26-03.

Councilmember Bascom: Seconded the motion.

Vote: Councilmember Marsh – Yes, Councilmember Bascom – Yes, Councilmember Judd – Yes, Mayor Pro Tem Charles – Yes, Mayor Menlove – Yes. Motion passed unanimously. Ordinance was tabled to a later date.

Mayor Menlove: Thanked the Planning Commission for coming up with this ordinance. Stated that they can come up with a process for permitting and then pass ordinances at the same time to approve these two items.

Mayor Pro Tem Charles: Asked if the Planning Commission needs to approve of the ordinance for permitting.

Spencer Foster: They don't have to approve it as it's an administrative process.

Brenda Warner: They just give the council suggestions.

Mayor Menlove: Should this be coming from the Planning Commission?

Spencer Foster: No, this can come from you and the council.

Roy Warner: Can Glade Nielsen help you do this?

Councilmember Judd: Asked Glade if he has helped a city up and start. And which city this was.

Glade Nielsen: Talked about Hideout, Fountain Green, Fairfield, and Cedar Fort and how Sunrise has helped them. Sunrise wants to be proactive and preventive instead of reactive. The legislature changes things with city/state code and ordinances often. People are creative as was said earlier as well. Contractors and developers are pushing their interests as well. The reality of it is that the outcome isn't always the best for the citizen.

5. DISCUSSION AND POTENTIAL ACTION – ORDINANCE NO. 26-04 ADOPTING THE UTAH STATE CONSTRUCTION CODE BY REFERENCE.

Mayor Menlove: Explained the ordinance for this. Wondered why the ordinance didn't say the international building code in the title. Asked if it makes sense to adopt this now if they don't even have an amendment to the moratorium.

Spencer Foster: It's fine because the town is going to need to adopt this anyway.

Mayor Menlove: They want to get something done today.

Spencer Foster: It's kind of a formality.

Mayor Menlove: If they adopt this do they have to change the ordinance to 26-03?

Spencer Foster: No, the town will keep the no. as it is and go out of order. If it's organized in your code it is ok.

Mayor Menlove: Does anyone have any concerns about adopting this? Asked Paul if he had any comments.

Paul Ashton: Also need to have references to the other codes referenced in the building codes.

Spencer Foster: Pointed out all the other building codes that are referenced in the ordinance.

Councilmember Judd: Asked about the part of the ordinance that reads, "all future amendments to Utah code shall automatically be adopted by law." Is this how all other towns' codes are generally handled as well?

Spencer Foster: Explained how adoption by reference works and that it makes it easier to handle changes when they take place. It's basically a formality.

Paul Ashton: Orem used to change their codes annually, but he changed it, so it reads like this and makes it easier.

Spencer Foster: That's why we set it up how it reads in the ordinance here so that any changes will automatically take place.

Mayor Menlove: Asked Ryan Moore about the WUI codes and if that fits with this.

Ryan Moore and Spencer Foster: No, the town will need to talk about WUI at a different time and go through that process later.

Mayor Pro Tem Charles: Made a motion to adopt ordinance no. 26-04.

Councilmember Marsh: Seconded the motion.

Vote: Councilmember Marsh – Yes, Councilmember Bascom – Yes, Councilmember Judd – Yes, Mayor Pro Tem Charles – Yes, Mayor Menlove – Yes. Unanimous. Ordinance passed.

6. DISCUSSION AND POTENTIAL ACTION – RESOLUTION NO. 26-03 DIRECTING THE PLANNING COMMISSION TO PREPARE A GENERAL PLAN.

Spencer Foster: Pointed out that this agenda item was put on the most recent agenda. The agenda provided to the council by the mayor is an older version without this item. He read the ordinance and explained it to the council and all it entails. Explained the purpose of the ordinance and that it formalizes the process for starting to prepare a general plan for the community. This resolution formally begins this process.

Mayor Menlove: Even though surveys have already gone out, that's ok this resolution allows the Planning Commission to start drafting the document.

Spencer Foster: Read through each section of the ordinance and explained their meaning to the council.

Mayor Menlove: Does it specifically say things about public hearings.

Spencer Foster: This item is also on the agenda packet online as well.

Mayor Pro Tem Charles: Made a motion to pass resolution no. 26-03 allowing the planning commission to begin the process of creating a general plan.

Councilmember Bascom: Seconded the motion.

Vote: Councilmember Marsh – Yes, Councilmember Bascom – Yes, Councilmember Judd – Yes, Mayor Pro Tem Charles – Yes, Mayor Menlove – Yes. Unanimous, Motion passes.

7. DISCUSSION AND POTENTIAL ACTION – INPUT FROM TOWN COUNCIL AND TOWN TREASURER ON BANK ACCOUNT AND DEBIT CARDS.

Mayor Menlove: Brought up this topic to update the council on the PTIF account and bank account options. Provided a statement to council for review. They are already receiving taxes for some things and have some money in their PTIF account. Explained the concern on getting debit cards and purchase cards. Asked what they should do for incidental things, like purchases on Amazon. Checked into UCCU, but they told him it's a case-by-case basis.

Mayor Pro Tem Charles: Check on Genola's processes with finances. They had some embezzlement charges about 15 years ago and have been put on some strong measures. The mayor of Genola recommended not doing debit cards and just do reimbursements. Explained the signers of the checks and how reimbursements work for Genola. They do a monthly report at their meetings to discuss finances. They are quick with their reimbursements and take care of them quickly for their staff and council. Recommendation was not to do debit cards.

Mayor Menlove: Asked if Carrie Knapp was listening online. She isn't but he wanted to ask her opinion. She wasn't online. He requested that they keep things the same as have already been done so they don't have to change anything else at this time.

Brenda Warner: Asked if the Town couldn't get one credit card with a \$500 limit for the town to purchase things on Amazon.

Mayor Menlove: They would have to talk to Zions about what they would be willing to do for the town.

No action taken.

8. DISCUSSION AND POTENTIAL ACTION – TRAINING DATES FOR ULCT BUDGETING AND ATTORNEY TRAININGS.

Spencer Foster: Talked with ULCT about training dates for budgeting, truth in taxation, and attorney topics. He explained that they are willing to do two separate training courses for these topics. Asked which dates work best for the council members.

Councilmembers: Discussed their schedules and what would work best for each of them. It came up that potentially Friday afternoon would work best for Councilmember Marsh. Everyone else just needs a date to be able to put the training on their calendars.

Mayor Menlove: Asked about when budgets are due.

Spencer Foster: It will be a bit different for Spring Lake as they are going to go through the Truth in Taxation process this year. Pointed out that if the council members aren't available to attend, they are going to record the training, and we can send it to you.

Councilmembers: Asked to just send them the message that they are available whenever but will just put in on the calendar.

Spencer Foster: Will reach out and get dates from ULCT and go from there.

9. DISCUSSION AND POTENTIAL ACTION – BALLOT DROP BOX LOCATIONS

Mayor Menlove: Asked if drop boxes are still needed. Yes, they still are. He drove around the town and looked at spots for the box.

Councilmember Judd: Stated that he thinks it should be in the very middle of the lake.

Mayor Menlove: Pointed out the location that he thinks is the best. Needs to ask about power for the box and camera.

Councilmembers: No concerns about those locations. The town would need right of way for the location.

Sergie: There needs to be a camera there to avoid voter fraud and things like this.

Councilmembers: Gave the Mayor the recommendation for the location he mentioned.

WORK SESSION/TRAINING

REPORTS

10. MAYOR
11. TOWN COUNCIL
12. STAFF MEMBERS

Spencer Foster: Talked with Chief Spencer from Payson EMS. He would like to get together with the mayor and another council member to continue discussing the interlocal agreement for EMS and Fire services. Asked that the mayor text or call him to set up a meeting to discuss this further with him.

Mayor Menlove: He said he will call him and set something up. Asked if anyone else from the council would like to go with him to discuss this. Councilmember Bascom will attend this with him. The information from the county was getting complicated. Did he ever get that information from them.

Spencer Foster: Sent this information to Chief Spencer today. He would like to discuss this and a way to come up with an actual cost for the town.

13. PLANNING COMMISSION
14. OTHER

CLOSED MEETING

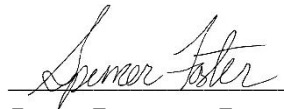
POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETANCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Councilmember Judd: Motion to adjourn.

Councilmember Charles: Seconded.

Vote: All in favor say I. Vote passed unanimously.



Spencer Foster, Temporary Town Recorder

In compliance with the Americans with Disabilities Act, persons needing special accommodations, including auxiliary communicative aids and services, for this meeting should notify the Town at 801-310-9632 or by email at sfoster@magutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

The Town does hereby certify that the above notice and agenda has been posted at the designated meeting place, the springlake.utah.gov website, and the Utah Public Notice Website.

ORDINANCE NO. 26-03

AN ORDINANCE AMENDING ORDINANCE NO. 26-01 ESTABLISHING INTERIM LAND USE CONTROLS TO PROVIDE LIMITED EXEMPTIONS TO THE MORATORIUM FOR CERTAIN IMPROVEMENTS TO LEGALLY EXISTING STRUCTURES

WHEREAS, the Town Council of the Town of Spring Lake previously adopted Ordinance No. 26-01 establishing interim land use controls, including a temporary moratorium on certain development activities; and

WHEREAS, the Town Council finds that limited exemptions are appropriate to allow routine maintenance, safety improvements, and minor renovations to legally existing structures during the moratorium period; and

WHEREAS, the Town Council desires to clarify that such exemptions shall not allow expansion, intensification of use, or new developments inconsistent with the purpose of the moratorium;

NOW THEREFORE, the Town Council of the Town of Spring Lake, Utah hereby ordains as follows:

1. – Amendment to Moratorium Ordinance

Ordinance No. 26-01 is hereby amended to add the following section:

2. – Exemptions for Legally Existing Structures

Notwithstanding any other provision of this Ordinance, the moratorium shall not apply to, and the Town shall accept, process, and issue permits for, the following activities on legally existing structures (structures lawfully constructed or established prior to the effective date of Ordinance No. 26-01):

A. – Permitted Activities

- a) Ordinary repairs and maintenance, including but not limited to roofing, siding, painting, foundation, repairs, and window or door replacement;
 - b) Interior renovations and upgrades, including but not limited to kitchen or bathroom remodels, flooring, electrical, plumbing, HVAC, insulation, or energy-efficiency improvements;
 - c) Exterior upgrades that do not increase the building footprint, gross floor area, height, or overall volume of the structure;
 - d) Accessibility, health, or safety improvements required or encouraged by state or federal law, including but not limited to ADA-related modifications, smoke detectors, or egress improvements;
- and

- e) Minor exterior alterations such as decks, patios, or porches that do not exceed two hundred (200) square feet and do not change the use or intensity of the property.

B. – Conditions for Exemption

The above activities shall qualify for exemption only if all the following conditions are met:

- 1) The work does not increase the footprint, gross floor area, height, or density or intensity of use of the structure or lot;
- 2) There is no change of use that would require zoning approval or conditional use approval;
- 3) The improvements fully comply with the Utah State Construction Code (as adopted and amended by the State of Utah) and all applicable health, fire, building, and environmental regulations;
- 4) A building permit is obtained where required by law; and
- 5) The Town’s Building Official, or designee, determines in writing that the proposed work qualifies as a renovation or upgrade rather than new construction, expansion, or intensification of use.

2. – No Expansion of Rights

Nothing in this amendment shall be interpreted to allow subdivision, new principal structures, additions that increase building area, or any development otherwise prohibited by the moratorium.

3. – Severability

If any provision of this ordinance is held invalid, the remainder shall not be affected.

5. – Effective Date

This ordinance shall take effect immediately upon adoption and shall remain in effect for the duration of the interim land use controls established by Ordinance No. 26-01.

ADOPTED AND PASSED by the Town Council of the Town of Spring Lake, Utah, this __ of _____, 20__.

Signed: _____

Wade Menlove, Mayor

Attest: _____

Rebecca Batty, Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
David Charles	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____