

# OATH OF OFFICE

[\(Article IV, Section 10, Utah Constitution\)](#)

**STATE OF UTAH**

County of \_\_\_\_\_

\_\_\_\_\_  
Print Name of Officer Taking Oath

\_\_\_\_\_  
Title of Office

*I do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity.*

\_\_\_\_\_  
Signature of Officer Taking Oath

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath

\_\_\_\_\_  
Title of Person Administering Oath

## TO FILE THIS OATH OF OFFICE

| IF YOU ARE A:              | SEND YOUR OATH TO:  |
|----------------------------|---|
| State officer              | Utah Division of Archives & Records Service                             |
| County or Precinct officer | County clerk, except file county clerk's oath with county treasurer     |
| Municipal officer          | City recorder, except file city recorder's oath with the city treasurer |
| Town officer               | Town clerk, except file town clerk's oath with the town treasurer       |
| Metro Township officer     | County clerk  |
| Special District           | Clerk of the special district   |
| School District officer    | Clerk of Board of Education, except file clerk's oath with treasurer    |

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Date Received for Filing: \_\_\_\_\_

# Draft Minutes - Town of Spring Lake

## Council Meeting Agenda

### Meeting to be Held

January 21, 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 JANUARY 21, 2026, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/86531183658?pwd=MOsnBaF1EEcgPF1Fxx45C8nNflTnB7.1>

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

**Council Members present:** Mayor Menlove, Council member Bascom, Council member Judd, Council member March.

**Council Members absent:** Council member Charles.

**Staff present:** Temporary Town Recorder, Spencer Foster.

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

**Mayor Menlove:** Opened the meeting at 6:03 and asked whether to do roll call as Council member Charles is not in attendance. Spencer Foster said he should. Roll call completed.

#### 2. OPENING CEREMONIES

##### a. PLEDGE OF ALLEGIANCE: BY INVITATION

**Layne Batty:** Led those in attendance in the Pledge of Allegiance.

##### b. PRAYER/MOMENT OF SILENCE: BY INVITATION

**Robert Bascom:** Offered a prayer to begin the meeting.

### **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:** Asked whether he can update the public and council on a few items before moving ahead in the meeting. Spencer Foster said that he should wait for the reports section of the meeting to bring those items up and that the training they will be having will explain why.

**Citizen Comment Layne Batty:** Brought up the fact that there is a lot of construction going on nearby. There are a lot of big trucks that are going down Spring Lake roads that are very heavy. These trucks could go down other roads that aren't Spring Lake roads instead as they are for Payson development. Explained the path of the trucks and the path he thinks they could use.

**Citizen Comment:** They don't have to go down Spring Lake roads; there is another road in Payson they can use. There is another option for them.

**Mayor Menlove:** Has had the same question pop up in his head. The council will investigate what can be done. Some people complained about this before the Town was officially incorporated. Back then the County said they would investigate this and make sure the trucks had the right kind of permits.

**Council member Judd:** Stated that this may not be what everyone wants to hear, but he thinks that rather than putting a regulation in place for the roads and weight that they should contact the developer about the situation. They could discuss this with the developer and see if they would be willing to utilize a different route before the council enacts something that they don't know how it will affect the town. He is nervous about enacting something that they don't know what the result will be long term. If the developer isn't willing to discuss the situation, the town will have to do something different, but the council should try and discuss this with them first.

**Citizen comment Layne Batty:** Stated that this makes sense. Also brought up the fact that they have only swept the roads one time. They have only swept one side of the road.

Mayor Menlove: Stated that he will contact Payson City to discuss this with them.

**Council member Bascom:** Expressed concern about who should do this as everyone is so busy.

Mayor Menlove: Stated that he is willing to do this and that he will talk to Payson to get the developer's information. He will report back on this afterwards.

**Councilmember Marsh:** Brought up the question of road ownership and whether ½ of the road is Spring Lake's and ½ isn't. He explained that he looked at a map that showed which roads were Spring Lake's and there were little gaps in the map. The other thing he brought up is that there are trucks in his part of the town that are destroying the road. The county was contacted and told him that there is an actual truck route that these trucks are supposed to use. The trucks aren't using that route all the time even though the road in that route is designed for the bigger trucks.

### **\*\*AGENDA ACTION ITEMS\*\***

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

#### 3. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM THE DECEMBER 23, 2025 AND JANUARY 7, 2026 TOWN COUNCIL MEETINGS.

**Mayor Menlove:** Didn't print the minutes for everyone but asked if everyone was able to review them in the packet/website/email from Spencer. He didn't see any glaring errors. He did see one thing that needed to be fixed. The name of Donna Judd needs to be changed rather than Vonna Judd. Otherwise, the minutes look good.

**Spencer Foster:** This can be fixed easily. All you must do when approving the minutes is to mention that you will approve the minutes upon specific changes being made.

**Mayor Menlove:** Thanked Spencer for typing up the minutes.

**Spencer Foster:** Stated that until we get some type of recording device that hooks directly into the computer and do it for the town recorder, they will need to be typed up.

**Council member Judd:** Motioned that the minutes be adopted as they are written up with the correction that Mayor Menlove brought up.

**Council member Marsh:** Seconded.

**Vote:** All in favor. Unanimous. Council member Charles excused. Minutes approved.

#### 4. DISCUSSION AND POTENTIAL ACTION – ORDINANCE CREATING A PLANNING COMMISSION AND ESTABLISHING AN EFFECTIVE DATE (ORDINANCE NO. 26-02).

**Mayor Menlove:** Explained the ordinance to the council.

**Council member Judd:** Talked with another town member that was worried about the Planning Commissioners eventually gaining so much power that the Council wouldn't have as much power after some time. After that conversation he was worried that the town needs to not create an entity that has so much power that they become an entity unto themselves and can't be regulated by the Council. He doesn't want the future elected officials to have a hard time overcoming this problem.

**Council member Bascom:** Pointed to the ordinance and that the commission will do all the discussion and legwork while the Council makes the final decisions. The town council has the final say.

**Mayor Menlove:** Asked Spencer to clarify.

**Spencer Foster:** Brought up Utah Code and what it says about the Planning Commission's authority as an advisory board in relation to the Council. The Council almost always has final say over things unless giving the authority by the council to decide. The legislature did put one process in place that the Planning Commission oversees and that is Subdivision

administration after adoption of a subdivision ordinance. Almost everything that the commission does is advisory. The Council has power over them to make the final decision.

**Mayor Menlove:** Explained that the ordinance creates a Planning Commission of 7 members. 5 voting members and 2 alternates. Provided a list of the names of 9 applicants for the commission:

Vaughn Menlove

Richard Behling

Greg McDavit

Robert Bascom

Jordy Smith

Ryan Moore

Joy Benson

Layne Batty

Jason Knapp

Explained that he hated interviewing people for jobs during his career. He is happy that the council must help him with this process. He told Spencer to go ahead and put 7 in the ordinance. Now he wishes he would have put in 9.

**Council member Judd:** Asked Spencer to explain what the conflict-of-interest violations would be.

**Spencer Foster:** Explained situations that would qualify for conflict-of-interest. The town will also put in place a conflict-of-interest policy.

**Council member March:** Asked what it takes to amend an ordinance.

**Spencer Foster:** Explained the amendment process to the council. The council has the right to amend ordinances.

**Mayor Menlove:** Asked if the conflict-of-interest policy needs to be an ordinance.

**Spencer Foster:** Explained that this can simply be an administrative policy and doesn't have to be an ordinance, but it can be an ordinance if the council desires.

**Citizen Comment:** Asked if there are nepotism policies in Utah that protect the town.

**Spencer Foster:** Explained the rules and that there are carveouts for small towns that make the rules a bit laxer and allow for closer relations as a result. If there is a vote that has to do with relatives, there would be recusal processes that they need to follow. Towns don't always have as many participants for their councils and boards. The town will put in place a nepotism policy as well. In the policy you will point out how close of a relationship the nepotism policy covers.

**Mayor Menlove:** Pointed out that almost anyone who is on the Planning Commission could potentially

**Spencer Foster:** Explained the conflict-of-interest form that is required by the State that needs to be signed each year.

**Mayor Menlove:** Brought up development, businesses, companies, etc.

**Council member Marsh:** Asked how long the town is accepting applications for the commission.

**Mayor Menlove:** Through the 31<sup>st</sup> of January. The ordinance doesn't have to say anything about it.

**Spencer Foster:** The ordinance sets up the planning commission. The town can do the selection process how it sees fit.

**Mayor Menlove:** Need to discuss how to do the interview process for selection.

**Spencer Foster:** Does need to be in an open meeting so that the council selects the commission.

**Mayor Menlove:** Also stated that there is one applicant for each recorder and treasurer position at this point. Encouraged people to get the word out. Started discussing the planning commission ordinance again and pointed out that there are 3, 4-year members and 2, 2-year members.

**Spencer Foster:** Pointed out that the alternates are also discussed in the ordinance as 2-year members but without voting rights unless acting as a voting member in a meeting.

**Mayor Menlove:** Asked what the sense is of having only 5 voting members instead of 7 voting members.

**Spencer Foster:** Talked about achieving a quorum and a vote and it being more difficult with more voting members. It's more common to have a smaller commission with alternates. Explained the rules of quorum. It says in the ordinance that the alternates depend on the seating of the commission. The council will designate the 1<sup>st</sup> and 2<sup>nd</sup> alternate as well.

**Council member Marsh:** Pointed out that usually if there are non-residents who are on the commission, they would be designated as the non-voting alternates as well. But in this case, he argued that the commission all has voting ability because otherwise what motivation is there to attend and be involved every time.

**Mayor Menlove:** Brought up that there was a discussion in the last meeting about non-residents being on the commission. There are reasons for it, but that instead these types of people can be consultants and don't have to be on the commission.

Wanted to discuss the 5 versus 7 on the commission a bit more and the reasons for and against it. Does 7 complicate the commission more.

**Council member Bascom:** Brought up the fact that the alternates would need to be designated as voting members at the meeting.

**Council member Judd:** Recommended that the council adopt a commission of just 5 members at this time and move forward from there because they don't want to postpone this any longer than needed.

**Spencer Foster:** The other option is that the council passes the ordinance with any changes they'd like to make.

**Mayor Menlove:** Pointed out that there are three options. As written, 5 voting members no alternates, or 7 voting members no alternates.

**Council member Marsh:** If the council passes the ordinance as written, they will just amend the ordinance at a future date.

**Council member Judd:** Another thing to think about is that the town is small and they will have other boards and units that they are going to create, it will make it hard to fill these boards if they put too many people on the commission as well.

**Spencer Foster:** Anything the town creates; they will have to pull people from those who are willing to in the town. This is limited in these small towns.

**Mayor Menlove:** Asked for clarification on if someone wants to be pulled off one board and go to another.

**Spencer Foster:** The council would look for other people who would be willing to serve in the vacant position. You can fill this position however you see fit. The person of course must be willing.

**Mayor Menlove:** Worried about the alternates in this situation.

**Spencer Foster:** Good things about having 5, 7, alternates, etc.

#### a. PUBLIC COMMENT

**Citizen Comment:** Pointed out that the council can amend the ordinance later if they need to.

**Citizen Comment:** Coming from a small town in Texas, the planning commissioner's get good experience being on the commission. Be careful of confidentiality agreements for development and having more being having access to these agreements. Pointed out that growth is a concern to this area and that the council needs to consider all the people who may want to be involved in the commission. He likes the 5 and 2 alternates for the fact that more people get to be involved.

**Council member Marsh:** Brought up a ranch of 150 acres that is either going to join Payson or Spring Lake in the future. This is consideration that the future Planning Commission needs to be aware of and keep in their minds for the future.

**Citizen Comment:** Told the story of Salem and the struggles they are facing with developers and the fight between cities allowing county property owners to annex if the timing and situation is right.

**Mayor Menlove:** Made a motion to adopt this ordinance as it is written.

**Council member Marsh:** Seconded the motion.

**Vote:** Unanimous. Council member Charles excused. Ordinance passes.

### **WORK SESSION**

TOWN COUNCIL MAY NOT TAKE ACTION ON ITEMS DISCUSSED DURING A WORK SESSION

#### 5. OPEN AND PUBLIC MEETINGS ACT TRAINING – LED BY SPENCER FOSTER FROM MOUNTAINLAND ASSOCIATION OF GOVERNMENTS (MAG)

**Mayor Menlove:** Contacted by MAG that they must sign a document so that they must be trained on OPMA. Spencer is going to do the training currently. Asked how Council member Charles should be trained.

**Spencer Foster:** Slides will be available and the recording for David. Started the OPMA training. Explained the purpose of the act. Exceptions to the rules = closed meeting. Public bodies explained.

**Mayor Menlove:** Committee to discuss an Easter Egg hunt. Would this qualify as a body.

**Council member Marsh:** Any situations that wouldn't require them to have a public meeting.

**Spencer Foster:** Chance social gatherings explained. Wallsburg situation explained with church members in the same congregation.

**Council member Marsh:** Law and ordinances clarification requested.

**Spencer Foster:** City ordinances are the law of the town. Ordinances can have fines for disobeying the laws. You will put laws in place. Discussed Quorums. Emergency Meetings explained. Electronic Meetings reviewed.

**Council member Marsh:** Clarified the rules of virtual quorums.

**Spencer Foster:** Closed meetings and the reasons for them discussed. The planning commission interviews don't qualify for this.

**Mayor Menlove:** Argued that planning commission discussion could be for competence so could they be done in a closed session.

**Spencer Foster:** Explained that the decision needs to be made in a public setting so no.

**Mayor Menlove:** What about holding the interviews, should those be done in an open meeting?

**Spencer Foster:** They should if it's going to be held with all the council.

**Mayor Menlove:** Brought up confidentiality and concerns with this.

**Spencer Foster:** Recommended that only 2 of the council do the interviews and then update the public on who they are going to choose.

**Council member Marsh:** Thinks these interviews are needed and that the Mayor should be the one who interviews them.

**Mayor Menlove:** Resumes. Are these open and public?

**Spencer Foster:** No. Continued closed meeting explanation.

**Council member Judd:** Does a closed meeting have to be noticed.

**Spencer Foster:** Yes. That's why the closed meeting item has always been on the agenda as drafted.

**Mayor Menlove:** Wanted instructions on how to go into the closed meeting.

**Spencer Foster:** Process explained.

**Citizen Comment Jason Knapp:** There is a room at the back of the building the council could use for this.

**Spencer Foster:** Discussed Closed Meeting rules and "don't dos". Depending on what the closed meeting is about, it may need to be recorded. Annual meeting schedules explained. All minutes are posted on the Utah Public Notice Website. Notices and content of notices discussed. Postings discussed. Public hearings discussed and explained (land use and budget hearings). Creating a Planning Commission doesn't require a public hearing. Land use plans, a general plan, a roads plan, other land use plans require a public hearing.

**Mayor Menlove:** Adopting a zoning code will require public hearing?

**Spencer Foster:** Yes. Public hearings for this will be held before the planning commission and town council as well.

**Council member Marsh:** Wanted to recheck the quorum details for the planning commission that was just created.

**Spencer Foster:** Quorum details discussed and clarified. Meeting minutes and required details of those minutes discussed. Roll call vote details discussed. Electronic meeting votes need to be done via roll call vote. Virtual and audio recordings must be complete and unedited. Retention of files and audio/virtual recordings discussed. Minutes timelines discussed and uploading of minutes to the Utah Public Notice Website explained. Enforcement of the act explained. GRAMA and OPMA and their relationship explained. GRAMA will be another training that will need to be done in the future. Recordings and minutes are public records, and they can be requested under GRAMA. Be careful about having side conversations during the meeting and talking nicely about someone.

**Council member Judd:** If you take a phone call during a meeting, is that GRAMA-able?

**Spencer Foster:** Explained the rules for GRAMA-able phone calls, text, and email chains. Avoid text and email chains, utilize BCC emails to send out emails to all so you don't have a reply all for town business. Best practices discussed. Ask questions early. You will make mistakes but try your best not to make them and do better next time. Use staff and council for questions. When you are unsure if you should send notice or not, you probably should. Wallsburg situation shared with uploading files into google drive. Noticing rules explained for this situation.

**Citizen Comment:** Serial meetings question about going from one to one telling each other what you talked about.

**Spencer Foster:** Serial meetings discussion and how these would work so that the Town Council can avoid these.

## **REPORTS**

### 6. MAYOR

**Mayor Menlove:** How does the council want to determine who's on the Planning Commission? Idea to send follow up questions via email to the applicants. Share this with the council members. They then have a discussion at the next council meeting.

**Spencer Foster:** During the discussion the council would put forth the names of those individuals who they think should be on the commission. They would then vote for them.

**Council member Marsh:** Likes the Mayor's idea but reemphasized the fact that the council should do interviews and his concerns/reasoning for this.

**Mayor Menlove:** How do you share with the council what happened in the interviews? One on one? I don't understand how this would play out.

**Spencer Foster:** Clarification on the process. If interviews are held, all applicants should be interviewed.

**Citizen Comment:** Concern brought up about the interview process and OPMA rules.

**Mayor Menlove:** Is it appropriate to have each applicant stand up in front of the council and take two minutes to give their reasons for wanting to be on the commission?

**Spencer Foster:** That would be allowed. Fate Texas process of a workshop setting explained to the council.

**Mayor Menlove:** Doesn't like the interview process and how that would work with this.

**Council member Marsh:** Can a list of questions be sent out

**Spencer Foster:** Yes, that is allowed. These Planning Commission members are going to be representing the people in the town of Spring Lake anyway so they should be willing to be interviewed in a public meeting.

**Mayor Menlove:** Concerns about the after-interview process and

**Citizen Comment:** Explain the workshop idea a bit more.

**Spencer Foster:** Explanation on planning commission roles, a meet and greet in different sections of the room, and then a rotating gets to know your session in different sections of the room. They would explain why they want to serve on the commission.

**Council member Judd:** If you are doing that open forum method, are you allowing the public to mingle with them as well?

**Spencer Foster:** It's up to the council, but the ideal way to do it is to have the council be the ones asking the questions and the public be the listeners. There will be a public comment section for the meeting where the public can say things as well. That's how I would do it if you had a work session.

**Mayor Menlove:** Suggested that they do something like this rather than private interviews. Likes the idea of doing the workshop kind of thing. They were given all the job descriptions, so they know what their responsibilities are. Like the idea of sending out an email that asks some specific questions. Can they do all three of them or is that too much?

**Citizen Comments:** They would rather just do the talking one time rather than say the same thing repeatedly. Give us two minutes and just do that once.

**Council member Marsh:** Two-minute idea is great. Wants to have an opportunity to ask the applicants questions. The council would then have an opportunity to decide at that meeting or wait until the next meeting to pick the commission members.

**Spencer Foster:** Yep, they can wait to decide if they would like to.

**Mayor Menlove:** If we like what we've heard, we can decide, if not, then we can table the decision until next time.

**Citizen Comment:** Likes the idea of tabling it to decide on who to be on the commission to give it time.

**Council member Marsh:** Wanted to know if they could provide specific questions for the applicants and how that would work.

**Spencer Foster:** That would be allowed if each council member sent questions individually to the mayor.

**Mayor Menlove:** Specific question ideas discussed by all council members. Questions in the application process were discussed and how those were sent out to the community.

**Citizen Comment Jason Knapp:** Explained how this was done on the website.

**Mayor Menlove:** Asked the public to provide their thoughts on the time commitment for commission members.

**Citizen Comment Layne Batty:** Stated that it will be busy in the beginning with getting all the ordinances adopted and getting everything set up.

**Citizen Comment Jason Knapp:** Compared the time to what he has seen the council spend so far and said that it will probably be a similar commitment as of now.

**Council member Judd:** So probably like 15-20 hours, a month.

**Citizen Comment:** Does the Recorder work for the commission as well?

**Spencer Foster:** Depends on how the town sets it up. If the recorder takes care of the council and the treasurer takes care of the commission that's fine. Or if the council wants the recorder to take care of all meetings that's ok too.

**Mayor Menlove:** Questions re-emphasized. Time frame for questions and sending out these questions to the applicants discussed and the process going forward.

**Spencer Foster:** Will investigate if a closed session is allowed for discussing the planning commission applicants.

**Mayor Menlove:** Discussed having the applicants for the recorder and treasurer attend the meeting as well.

**Council member Marsh:** Would think yes as well to this.

**Mayor Menlove:** Been in this meeting a long time, let's move on. Asked council member Bascom to share her idea.

**Council member Bascom:** Would like to appoint some members to have an events planning committee. Wants to have an Easter event and have some ideas of who would be willing to do it.

**Mayor Menlove:** Asked how this would work and if they could call three people to make a committee.

**Spencer Foster:** Explained how this would work and how a committee would be organized by ordinance. They would also be subject to OPMA for their meetings.

**Citizen Comment Jason Knapp:** Asked if this can be simpler.

**Mayor Menlove:** Doesn't make sense to have this as a committee and be subject to OPMA and rules and such.

**Citizen Comment:** Can this just be volunteers?

**Spencer Foster:** Yes, this can just be done as volunteers rather than having a specific committee for this kind of thing. Unless the Town wants official town events for this type of thing, they can just volunteer for this type of thing.

**Mayor Menlove:** This year they will just have volunteers get together to plan events for the town. The incorporation is official. The Lt. Governor's office sent the official certificate to the town. Now they can move forward with getting bank accounts and PTIF accounts from the state.

**Spencer Foster:** You should consider putting the certificate in a frame and putting it up on the wall of the building you are going to meet in.

**Council member Judd:** Asked if the state gave the town a different zip code.

**Spencer Foster:** No, right now, it's the same zip code. If you decide you need a new zip code, you can go forward by contacting the post office and requesting this.

**Mayor Menlove:** This is not a current priority on the list now. Brought up the citizen ornaments that were going to go on the town Christmas tree. 3 of them were interesting. 1 said "No traffic lights ever". Another said, "I wish that Spring Lake would freeze hard enough that we could skate on it". Told stories about the lake freezing and that it was super fun. Another one said that they wish the people in the fields were considered as Spring Lakers. Last piece of business was that he reached out to other Mayors around the county. Asked them questions about population, sewer, garbage, law enforcement, judge, building inspectors, etc. Almost every town provides water, but about half are still on septic systems. This might be something that the planning commission needs to discuss. Law enforcement is interesting. Genola contracts with Santaquin. Goshen shares a contract with Utah County sheriff. Elk Ridge has a full-time county sheriff for the year. David and the Mayor met County Sheriff, and they said they can provide the same services they are currently offering to the town but can't guarantee specific weekly hours for the town. The mayor reached out to the county to see if they could calculate how much taxes are collected for sheriff services currently. The sheriff's office said that they would offer the same services for that amount that is already being collected for the town if the town is willing to just pay that amount to the county sheriff. They can't guarantee a specific number of hours. The town can still talk to Santaquin to see how that would be.

**Council member Judd:** Pointed out that the contract Genola has with Santaquin is for \$16k/month which would be over \$200k/year.

**Mayor Menlove:** This is a good point. Also stated that this service also includes the judge and court and his services to the Town as well. A lot of the towns use Utah County for judge and court services. This is an option for the town as well. Two last things. There was training that ULCT did for small towns. The Mayor attended and said that the purpose of the training was to get to know the LAA program.

**Spencer Foster:** The only other thing that they did in the training was that they did a section on Strategic Planning. We should do something like that soon to decide mission, vision, values. What are the goals and priorities for the next 1-3 years for the town and what do they want to accomplish.

**Mayor Menlove:** There are some other training opportunities that are archived on the ULCT YouTube channel that he recommended the council watch. Some are about budgeting and that process, planning, etc.

**Spencer Foster:** You will be going through the Truth in Taxation process to set your first tax rate this year so your process will be a bit different. That process is due in August. Maybe getting someone from ULCT or the Ombudsman to do training on budgeting and the Truth in Taxation process. This would be helpful for the town.

Mayor Menlove: The last thing was that he created a map for the town that says everyone's names who owns each piece of property. The map is kind of hard to read, but the mayor explained the details of the map and how to read it to those in attendance. Provide copies of these maps to the council members and will provide to the Planning Commission members upon appointment.

Citizen Comment: A copy should be put up for the citizens to see as well.

Mayor Menlove: Agreed. Comments made about the lake and who owns it and who should be taking care of it. Asked for a motion to adjourn the meeting.

7. TOWN COUNCIL
8. STAFF MEMBERS
9. 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**

Council member Marsh: Made a motion to adjourn.

Council member Bascom: Seconded the motion.

Vote: Unanimous. Vote passed. Council member Charles excused from the vote. Meeting adjourned.



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](mailto: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](http://springlakeutah.gov) website, and the Utah Public Notice Website.

# Draft Minutes – Town of Spring Lake

## Council Meeting Agenda

### Meeting to be Held

February 4, 2026 – 6:00 P.M.

3744 West 12240 South

Spring Lake, Utah 84651

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<https://us06web.zoom.us/j/89652022118?pwd=R7NsOKSgbeJlM6HqH8BsFWXgbAawel.1>

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

**Council Members present:** Mayor Menlove, Council member Bascom, Council member Charles, Council member Marsh, Council member Judd.

**Staff present:** Temporary Town Recorder, Spencer Foster.

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

**Mayor Menlove:** Called the meeting the order and did a roll call.

#### 2. OPENING CEREMONIES

##### a. PLEDGE OF ALLEGIANCE: BY INVITATION

**Mayor Menlove:** Led attendees in the pledge of allegiance.

##### b. PRAYER/MOMENT OF SILENCE: BY INVITATION

**Jason Knapp:** Offered a prayer to begin the meeting.

### **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.

**Citizen Comment Richard Behling:** Brought up an agreement that has been made between cities in Utah County and Strawberry Highline Water Users Association. All the cities around Spring Lake have signed the agreement. He notified Sterling Brown that Spring Lake would maybe like to be a party to that agreement. Recommended that someone from the council reach out to Sterling and let him know that the town would like to be a part of the agreement. It has to do with future water from CUP in this area. Also, as a representative from SESD, there is a franchise agreement that will be coming to Spring Lake for the tax revenue for electricity and continued services for the community.

**Mayor Menlove:** Asked for a bit more details about the water system agreement.

**Citizen Comment Richard Behling:** Now Spring Lake has no plans for future water, but the association technically should have water for this area coming through the system that the Town may want to investigate and may need in the future. If they do, it's up to the council. If they don't, he is good with the water system the way it is right now.

**Council member Charles:** Has Sterling Brown's contact information.

**Council member Judd:** Who was the franchise agreement with again?

**Citizen Comment Richard Behling:** SESD.

**Mayor Menlove:** Explained how SESD taxes and how this works for municipal electric taxes.

**Citizen Comment:** Asked if there was any follow up on the Subdivision under development nearby and the big trucks using the Spring Lake roads.

**Council member Judd:** Provided an update on the big trucks driving down the Spring Lake roads and that the town members are concerned about the trucks beating up the roads. They met Chris who oversees development and he was good to work with. He was nice and understanding of the situation and concerns. He said now the road isn't ready for heavy equipment to come through the Payson roads.

**Mayor Menlove:** Pointed out that they didn't get a chance to talk with him about going down the Batty's road, but they will reach out and talk with him about that.

**Council member Bascom:** Talked with the County engineer about the roads in Spring Lake. He said the town has a right to set speed limits and weight limits on their roads. However, he told her that they don't have the right to exclude certain types of vehicles on the roads, just the weight limits. The town is kind of limited. He said to be careful because anything they put in place, all the drivers on the roads must obey the rules. Any speed or weight limits. Keep that in mind.

**Mayor Menlove:** Brought up being careful of imposing laws and having unintended consequences. Restated that the conversation with Chris went well and that when he brought up that if they changed routes the trucks would then be going through a neighborhood. And when the mayor pointed out that the neighborhood would be a Payson neighborhood it sort of clicked for him.

**Citizen Comment Layne Batty:** Did they say anything about sweeping it and keeping it clean while they are using the road.

**Mayor Menlove:** They didn't have a chance to talk about this.

### **\*\*AGENDA ACTION ITEMS\*\***

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

#### 3. DISCUSSION AND POTENTIAL ACTION – RESOLUTION AUTHORIZING THE MAYOR TO ESTABLISH BANK ACCOUNTS FOR THE TOWN OF SPRING LAKE (RESOLUTION NO. 26-01).

**Mayor Menlove:** The mayor investigated multiple banks. Talked with Zions bank and they told him he needed a resolution to create the bank account. He went to Central Bank, and they have the same requirement. The mayor doesn't have a preference of which bank to use for the town. Ask the council if they have a preference of a specific bank.

**Council member Charles:** Asked what does the potential treasurer think?

**Mayor Menlove:** Zions bank sound good. The town also needs to decide who should be authorized to sign checks for the town. Does it have to be at least two people, or should it just be one.

**Spencer Foster:** Best practice says to have two. That's why in the resolution it says that the mayor and town treasurer and then the town recorder when/if required by the financial institution.

**Mayor Menlove:** Do we need to put names to the people in the ordinance?

**Spencer Foster:** The way the ordinance is written is so the position is mentioned and not the name so that if these people change the ordinance still allows that position to oversee this responsibility. The recorder is only in their to sign only if required by the financial institution.

**Council member Marsh:** Recommended that they have one more authorized signer added to the list just in case someone isn't available to sign.

**Citizen Comment:** They should put the Mayor Pro Tem as the other authorized signer.

**Mayor Menlove:** Yea, we are going to discuss that we need to do this in the meeting next time.

**Citizen Comment:** If the town has a surplus of funds can the town invest these funds.

**Spencer Foster:** Yes, you can transfer funds and invest them. Probably the best account to do this is the PTIF accounts as they have a high interest rate. They act sort of like a high yield savings account.

**Mayor Menlove:** Explained what the PTIF account is and that they are trying to get these set up. These accounts have a decent interest rate. Can the Town transfer money into the PTIF account? They will find this out. The town already has some taxes waiting for them to go into the bank account or PTIF account. Most likely these taxes are sales tax that has been collected. Asked if they can pass the ordinance and add another signer too the ordinance?

**Spencer Foster:** What they could do is pass the resolution on the recommended changes they want to make for it. If the change is that they want Mayor Pro Tem, they can say this in the motion. Stated that he would change the ordinance to say that three of the four positions are authorized signers.

**Mayor Menlove:** Stated that a motion could say that the town adopt the resolution 26-01 with the change of authorized signer to be the mayor pro tem.

**Council member Bascom:** Made the motion that the town should adopt the resolution 26-01 with the change of adding the mayor pro tem as an authorized signer.

**Council member Charles:** Seconded the motion.

**Vote:** Unanimous. Vote passes.

**Mayor Menlove:** Stated that now that the resolution has passed, he will go to the bank to set up their account.

**Council member Judd:** The town didn't do previous minutes. Do they need to discuss approving these?

**Spencer Foster:** The minutes aren't quite ready; they will be ready next meeting for approval. The town has 30 days to prepare draft minutes which means we are in good shape and have plenty of time.

a. PUBLIC COMMENT

**No public comment**

**WORK SESSION**

4. INTERVIEWS AND POTENTIAL APPOINTMENTS OF SPRING LAKE PLANNING COMMISSION MEMBERS.

**Mayor Menlove:** Explained the process that was discussed to select the planning commission members. Also, explained the organization of the planning commission and how this will work. Explained the alternates of the planning commission. Excited that they got so many volunteers for the commission, recorder, and treasurer. The part that the Mayor dreads is saying no to people who have volunteered their time to do this. Pointed out that if anyone is told no to being on the commission or to a role, they can still be used as consultants in the town. Explained that emails were sent out to all potential applicants with questions regarding why they want to be on the commission, recorder, or treasurer. Wants to make sure that the town gets the right people in these roles.

**Ryan Moore:** Doesn't want the town to fill up with apartment buildings. Knows that the town needs to grow to succeed but doesn't want to be overrun. Wants to keep the town small town rural.

**Mayor Menlove:** Any questions. No.

**Jordi Smith:** Didn't show up for the meeting.

**Joy Benson:** Also ran for council. Just want to be involved in planning. Planning is the most important part of the process. Make a plan and stick to the plan. Sometimes people just jump into things. There's a lot of planning that must be done. Served on the Payson master planning board. Also served as a liaison on cleaning up. Has a lot of experience. Talked about efforts to get a red light that was needed.

**Mayor Menlove:** Any questions. No.

**Vaughn Menlove:** Talked about a chance he had to buy land on the west side of the lake. 250 acres. He explained how the change has been over the past little bit and how growth is coming toward the town. If the town doesn't plan correctly, the town won't have the money to pay for roads and infrastructure. Pointed out that business in the town is important for the plan. It's a long-term thing and that hopefully it won't happen overnight.

**Mayor Menlove:** Any questions. No.

**Jason Knapp:** Primary reason why he wants to be on the commission is that he believes he has a skillset that could be beneficial to the town. Has dealt with a lot of legal contracts and etc. He understands how to research and create a vision and translates this into ordinances. His skillset will be very helpful for this commission. Pointed out that the town provides accurate and true information to dispel rumors or misinformation. Also, wants to encourage open involvement so that the town has a vision rather than only having the plan that individuals think of.

**Mayor Menlove:** Any questions. No.

**Richard Behling:** The only reason why he signed up for this is that Spring Lake has always been his hometown. Told a story about his mission president saying he was from Payson. He would tell his mission president that he is from Spring Lake. He wants the town to develop how they want to develop rather than being told how to develop. Pointed out the water issues and that this will be a big deal. The town wants to be able to decide how the growth will happen. Eventually, there may be an interchange off the freeway near Spring Lake. He wants Spring Lake to be a rural jewel in the county.

**Mayor Menlove:** Any questions. No.

**Layne Batty:** Wants to be on the Planning Commission because the town wants to make their own way. He wants to see the town grow smart. Someone contacted him this week to ask about a building in the town and starting a business there. He knows growth is coming, but the town just needs to manage it properly.

**Mayor Menlove:** Any questions. No.

**Greg McDavitt:** Growth is a reality. He wants to be involved because he feels like he can help. He has made some development in the past. He has never developed a town but has invested and developed real estate. Has experience with that. On the commercial side, he feels like there needs to be a balance. He agrees with comments from others that they need to keep Spring Lake a little more rural like Heber or something like that. A place where everyone wants to live but that not everyone can. He stated that the town needs to bring businesses in. For him it's critical to talk about infrastructure. Road, water, etc. are big decisions so that the town can succeed.

**Mayor Menlove:** Where did he grow up?

**Greg McDavitt:** Grew up in Provo, Washington DC, Arizona, Idaho, Florida, other places.

**Mayor Menlove:** What drew you to Spring Lake?

**Greg McDavitt:** Looking for a place to live and wanted space. His wife knew about Spring Lake, but he didn't. He likes the location between Payson and Santaquin. They can grow and let them take the crappy infrastructure. He loves the location close to the forest and mountains.

**Mayor Menlove:** You mentioned business. What kind of businesses would you like to see?

**Greg McDavitt:** Not sure but pointed out that it needs to be a good mix of them. Thinks that more touristy attractions that people want to come to and spend their money on things that are nice. Ultimately a good mix is what he thinks.

**Council member Charles:** What is your background?

**Greg McDavitt:** Physician, Business, Technology, Real Estate investment on the side.

**Council member Marsh:** Asked about the time commitment he is willing to make?

**Greg McDavitt:** When in town he is available. 3 days out of the week he is here. 50% of the time he is always here. He has the time to be involved in this, but he will be travelling some of the time and can attend via Zoom.

**Mayor Menlove:** Planning on going into a closed session to discuss this a bit. Before the council goes into the closed session, we want to hear from those who applied to be the recorder and treasurer.

## 5. INTERVIEWS AND POTENTIAL APPOINTMENT OF SPRING LAKE TOWN RECORDER POSITION.

**Brenda Warner:** Lived here for more than 35 years. Grew up in Santaquin. Has worked in accounting and currently full-time HR. Wants to volunteer to assist whoever is going to be the full-time recorder. Has a full-time job but it's flexible. Has a lot of knowledge and is willing to help the town become a town and willing to do what needs to be done until someone more qualified comes along.

**Mayor Menlove:** Any questions. No.

**Rebecca Batty:** Did turn in her answers to the questions. Interested because she has been fascinated by small towns. Has a degree in political science and political conflict. Worked in a congressman's office and has fielded many constituent calls. Has a lot of skills that may help the town get a little more organized. Pretty neutral person when talking about development. More focused on getting organized and making sure things are done right. Has dealt with many town recorders who act as the recorder and attorney and manager and more. Feels like we can do better than that.

**Mayor Menlove:** Any questions. Are you a Gilmore Girls person?

**Rebecca Batty:** Funny because someone mentioned that Spring Lake is like that. The town is like the same vibe as the show.

**Mayor Menlove:** Talked about getting a gavel in the mail one day and thought it was funny. He needs to bring it to council one day.

## 6. INTERVIEWS AND POTENTIAL APPOINTMENT OF SPRING LAKE TOWN TREASURER POSITION.

**Carrie Knapp:** Has a lot of experience and a 4-year degree in payroll and accounting. Has worked for a public CPA firm but likes doing her own thing better. Was open with her questionnaire. Hasn't done any government accounting but knows that through training she will be able to figure that out.

**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.

**Mayor Menlove:** Asked Spencer to explain how to go into a closed meeting so the town does it right.

**Spencer Foster:** Explained how the motion works and the purpose of the closed session.

**Mayor Menlove:** Clarified how this works and the process of reopening the meeting after.

**Spencer Foster:** Explained the affidavit for the closed meeting and how that works.

**Mayor Menlove:** Asked for an explanation on what the council can talk about.

**Spencer Foster:** The council can talk about the character, competence, or the physical or mental health of an individual.

**Mayor Menlove:** Like Spencer said it is just to talk about any major concerns with the applicants. They can't talk about who they think the final decision should be. Explained the voting process that they are planning. They are going to write down the names of the individuals who have the most votes. The ones with the most votes will be the commission members, the ones with the least votes will be the alternates. They will be back very quickly.

**Council member Marsh:** Made a motion that they close their town council meeting temporarily to discuss the character, professional competence, or the physical or mental health of an individual.

**Council member Charles:** Seconded the motion.

**Vote:** Unanimous. Motion passes. Meeting closed. Affidavit signed.

**Mayor Menlove:** Opened the meeting back up to the public. Roll call vote taken and all council members are present. Explain how the vote will be taken. All council members will write down in order the seven names in rank order. Top 5 will be voting members, the next 2 will be the alternates. Explained the rules of alternates again.

**Citizen Comment:** Asked if the public must be informed on how the votes are.

**Spencer Foster:** Yes, we will make the votes into an attachment to the meeting minutes so if people want to see how the votes were, they can look at these.

**Mayor Menlove:** Hoping that there will be some diving intervention and that it will work out. Asked Spencer what positions are appointed by the mayor and what are appointed by the council.

**Spencer Foster:** The rules says that the mayor has the final decision on appointing all these positions in the end.

**Mayor Menlove:** Appreciates everyone and that they even volunteered. Asked Spencer if he needed a calculator. While Spencer adds up the votes, they are going to talk about the recorder and treasurer. Mayor asked Brenda and Becca if they are willing to work with each other if there is an assistant or deputy recorder? Asked if they needed to do a motion.

**Spencer Foster:** They don't need to necessarily as the Mayor has the power to appoint them. But to be safe they could go ahead and do that.

**Becca Batty:** Would both recorders need to have be a notary?

**Spencer Foster:** Only one of the two of them would need to be a notary. The recorder would need to be, not the deputy. If Becca has already started that process, then that is great.

**Mayor Menlove:** Is the proper term Deputy or Assistant Recorder.

**Spencer Foster:** Whatever you want to call her. What does she want to be called?

**Mayor Menlove:** Made a motion that the town appoints Becca Batty as the Town Recorder and Brenda Warner as the Deputy Recorder.

**Council member Marsh:** Seconded the motion.

**Vote:** Council member Marsh – Yes, Council member Judd – Yes, Council member Charles – Yes, Council member Bascom – Yes, Mayor Menlove – Yes. Vote passes.

**Mayor Marsh:** There will be training, the town will pay for the notary and training and those types of things. Asked both Brenda and Rebecca if they accepted these positions.

**Brenda and Rebecca:** Yes, they accepted.

**Spencer Foster:** You'll swear them in at your next council meeting. They must be sworn in.

**Mayor Marsh:** The treasurer was the easiest to decide. Does someone want to make a motion for the treasurer?

**Council member Bascom:** Made a motion that the Town appoint Carrie Judd as the treasurer.

**Council member Judd:** Seconded the motion.

**Vote:** Council member Marsh – Yes, Council member Judd – Yes, Council member Charles – Yes, Council member Bascom – Yes, Mayor Menlove – Yes. Vote passes.

**Council member Bascom:** Said that she has faith in the assignments that they have done and that they will make for the planning commission members. If everyone works together, they can pull this off.

**Mayor Menlove:** Anything else want to say anything?

**Council member Charles:** Very grateful to all those who have volunteered their time and efforts and being willing to be a part of this process.

**Spencer Foster:** Stated he is ready with the votes.

**Mayor Menlove:** Before they tell the final votes, he wanted to explain that the planning commission will select a chair. They will determine the days that they will meet. He thought that they could just take a few moments to meet and decide a few things. However, the first meeting of the commission needs to be posted on the open public website. What can happen is that they can just decide when their first meeting can be held and at that meeting, they can choose their chair and set up when their meeting schedule will be. Explained the rules of the meetings to the new potential commission members and that they need to be careful with OPMA rules and laws.

**Council member Judd:** Reminded the room that texts and emails also apply to open meetings and groups of 3 people talking need to be avoided.

**Spencer Foster:** Explained that they do need to have an annual calendar of meetings and the process of canceling or scheduling meetings. Also explained what serial meetings are.

**Mayor Menlove:** Spencer is going to attend and do training on planning commission responsibilities and OPMA rules at the first meeting. Spencer are you ready for the final total?

**Spencer Foster:** Clarified the two-year term members vs. the four-year term members. The 4-year planning commission members will be – Jason Knapp, Layne Batty, and Ryan Moore. The 2-year planning commission members will be Joy Benson and Richard Behling. Alternate number 1 will be Vaughn Menlove, Alternate number 2 will be Greg McDavitt. And that's the planning commission as voted by the town council.

**Mayor Menlove:** Clarified the totals and names of the commission members once again. Is everyone willing to do this? Pointed out that the alternates still have expertise and that the commission still needs their help. Confirmed that the alternates are still willing to be alternates.

**Council member Marsh:** Do we need to decide who the 1<sup>st</sup> and 2<sup>nd</sup> alternates are?

**Mayor Menlove:** We did, this has been completed.

**Spencer Foster:** Reminded the planning commission that there is an electronic meeting ordinance that allows them to attend the meeting virtually if needed. Explained how this works.

**Jason Knapp:** Asked if the planning commission members can talk with council members about things outside of meetings.

**Spencer Foster:** Reminded them about OPMA rules. Said that a planning commission member can speak with 2 council members and vice versa, but to be careful of how this looks.

**Mayor Menlove:** Appreciate these comments and the skillsets of all the people who are volunteering. Once again reviewed the names of the planning commission members.

**Council member Judd:** Made a motion to adopt these members as the planning commission.

**Council member Bascom:** Seconded the motion.

**Vote:** Council member Marsh – Yes, Council member Judd – Yes, Council member Charles – Yes, Council member Bascom – Yes, Mayor Menlove – Yes. Vote passes.

**Spencer Foster:** What we will do is have them sworn in at their first meeting next week. That will be the first thing they do. At the next council meeting the recorders and treasurer will also be sworn in. The mayor will be the one to swear them in.

## **REPORTS**

### 7. TOWN COUNCIL

**Council member Charles:** Asked if the Mayor received the information about the CPA firm from Genola.

**Mayor Menlove:** Did receive this information and they will talk about this.

**Council member Charles:** Did we figure out how to do the County Sheriff's office agreement and get them paid for the contract?

**Mayor Menlove:** Still waiting on the County to transfer money for the grant and get that taken care of before they are able to do more with this agreement.

## 8. MAYOR

**Mayor Menlove:** Got a bill from ULCT to become members for the rest of the year and continue to utilize Spencer and the LAA program. \$250 is all. Said that it's the best \$250 they will spend.

**Spencer Foster:** Will put a resolution at the next council meeting to approve the bill and the agreement to become a ULCT member.

**Mayor Menlove:** Explained that the bill will be prorated for the rest of the year and that it will go up next year. We also need to discuss attorneys and a contract engineering company and come up with a short list. Asked if the council needs to make an ordinance or resolution for each contract they put in place.

**Spencer Foster:** Said that this isn't always necessary, but it would be a good idea to have these.

**Mayor Menlove:** The council needs to investigate an attorney, so they don't get in trouble. Also brought up a drop box that needs to be discussed on the next agenda. The council can consider where they could put this drop box. At the next meeting they will talk more about this. Updated the council about becoming an entity with the Lt. Governor's office and state. Now that is completed.

**Citizen Comment Layne Batty:** Is it Spring Lake Town or the Town of Spring Lake?

**Spencer Foster:** Town of Spring Lake.

**Mayor Menlove:** One of the things the town needs to start thinking about is budgeting. He will email a link to the council that is for training for the council on budgeting.

**Spencer Foster:** Reminded the council that they will be going through Truth in Taxation for the first time this year so their budget process will be a bit different than normal. This process will set their property taxes for the town. They won't have a property tax until they set it this year.

**Mayor Menlove:** The town also needs to start thinking about a town vision and strategic plan. This should also help the planning commission as they start thinking about things.

**Spencer Foster:** What we could do is a strategic planning workshop. Explained what this means and how it would be done. Can be a regular meeting combined with the planning commission.

**Mayor Menlove:** Similar training for the planning commission called land use 101 that he will send to the commission. Asked about the 1<sup>st</sup> half of that training for the commission and if both are available for the commission.

**Council member Judd:** Asked if the other commission members received a meeting invite for a UDOT meeting,

**Mayor Menlove:** Stated he got the invitation as well. Probably need to attend the meeting.

**Spencer Foster:** If you're available to attend that would be great. Pointed out that those in charge of the meeting will be recording it and that this makes it so more than 2 of the council can attend because OPMA is being followed at that meeting.

## 9. STAFF MEMBERS

**Spencer Foster:** Has two things for the council. The council must select the Mayor Pro Tem at the next meeting. Explained the process of how this will be done at the next meeting. The other item is the conflict-of-interest disclosures that the council needs to sign. These will need to be put on a link on the website, and the link will need to be sent to the state.

**Becca Batty:** Asked how the recorder's job will work and where they will sit. And if she needs to attend the meeting with the council members at UDOT.

**Spencer Foster:** They will sit where he is currently sitting. She doesn't have to go to that meeting at UDOT. The council will fill her in on how that goes and what happens. She only needs to record the minutes for their own Town Council and Planning Commission meetings.

**Citizen Comment Ryan Moore:** Does the planning commission need to go to this meeting too?

**Spencer Foster:** No, there will be other meetings that come up that they should go to, but not this one.

**Citizen Comment:** This is cool that the council is getting things done. It's a lot quicker than a lot of other communities. They are getting things done.

**Spencer Foster:** Do you want to ask the planning commission when they want to have their first meeting?

**Citizen Comment Jason Knapp:** Led discussion on when the planning commission wants to meet. Decided to meet on February 11 at 5 pm.

**Spencer Foster:** Stated that he is available at that time as well. The recorders will need to attend the commission meetings and council meetings as well. Will get an agenda put out and send it to Jason for the Town Website as well.

10. OTHER

### **ADJOURNMENT**

**Council member Judd:** Motion to adjourn.

**Council member Bascom:** Seconded the motion.

**Vote:** Unanimous. Meeting adjourned.

A handwritten signature in cursive script that reads "Spencer Foster". The signature is written in black ink and is positioned above a horizontal line.

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](mailto: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](http://springlakeutah.gov) website, and the Utah Public Notice Website.

## **RESOLUTION NO. 26-02**

### **A RESOLUTION COMMITTING TO PAY UTAH LEAGUE OF CITIES AND TOWNS MEMBERSHIP DUES AND AUTHORIZING PAYMENT UPON RECEIPT OF STATE REVENUE**

**WHEREAS**, the Town of Spring Lake, Utah is a newly incorporated municipality whose elected offices took office in December; and

**WHEREAS**, the Utah League of Cities and Towns (“ULCT”) has adopted a policy allowing newly incorporated municipalities to receive full membership benefits prior to receipt of State revenues, provided the governing body takes official public action committing to pay the applicable membership dues within ninety (90) days of receiving funding from the Utah State Tax Commission; and

**WHEREAS**, ULCT has issued an invoice to the Town for 50% prorated Fiscal year 2026 membership dues in the amount of \$250.00, calculated in accordance with ULCT bylaws and policies; and

**WHEREAS**, membership in ULCT provides the Town with immediate access to critical resources, training, advocacy, and continued participation in the Local Administrative Advisor Program, which directly supports the Town during its initial incorporation and operational phases; and

**WHEREAS**, the Town Council desires to formally commit to payment of the invoiced dues in compliance with ULCT policy once the Town receives applicable State revenue.

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

#### **1. – Commitment to Pay Dues**

The Spring Lake Town Council hereby commits to payment of the Utah League of Cities and Towns Fiscal Year 2026 membership dues in the amount of \$250.00, representing the 50% prorated membership fee for the current fiscal year.

#### **2. – Timing of Payment**

Payment of the ULCT membership dues shall be made within ninety (90) days of the Town’s receipt of revenue from the Utah State Tax Commission, in accordance with ULCT policy for newly incorporated municipalities.

#### **3. – Authorization to Process Payment**

Upon receipt of State revenue, the Mayor, Town Treasurer, or their designee is authorized and directed to process payment of the invoiced amount to the Utah League of Cities and Towns without further Council action.

**3. – Effective Date**

This Resolution shall take effect immediately upon adoption.

**ADOPTED AND PASSED** by the Town Council of the Town of Spring Lake, Utah, this \_\_ of \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_

Wade Menlove, Mayor

Attest: \_\_\_\_\_

Town Recorder

**TOWN COUNCIL VOTE AS RECORDED**

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

## Conflict of Interest Disclosure Form

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_