

UDOT Submittal Form for Update of Class B or Class C Mileage Data

In column 2 of Table 1-A below, please insert figures for eligible new and upgraded Class B or Class C centerline and column 3 all total eligible Class B or Class C centerline mileage presently maintained and under the jurisdiction of Spring Lake, Utah

☐ County
☐ City
☒ Town

for each of three surface type classifications. UDOT will record mileage to 1/100 mile (xxx.xx).

(Column 1) Surface Type of Eligible Mileage	(Column 2) Eligible New and Upgraded Miles	(Column 3) Total Eligible Miles In Each Surface Type Classification
Paved	9.32	9.32
Gravel	.42	.42
Other (Dirt)		
TOTAL MILES	9.74	9.74

Table 1-A

Surface type definitions are based on Regulations Governing Class B & Class C Road Funds:

Paved road is a road with a concrete or bituminous surface, the minimum requirement is a chip seal over a gravel surface.

Gravel road is comprised of only those roads that combine an improved surface, an aggregate wearing surface and transverse drainage to prevent the road from becoming impassable when traveled by standard passenger vehicles in wet conditions.

Other roads include the remainder of eligible roads that do not meet the definition of paved or gravel.
(Note: Typically, "other" roads are dirt roads which receive regular grading.)

Certification of Data:

I certify that I am authorized by my agency to complete, submit this form and confirm that the mileage data listed in Table 1-A includes only that mileage eligible to receive Class B or Class C funding in the name of the county or municipality identified above, as per Utah Code 51-2a.

Authorized Signature: Wade R Menlove Date: 12/11/25

Wade R Menlove Mayor 801-368-8571
(Please Print Name) Title or Official Capacity Telephone Number

3977 W 12400 S Spring Lake UT 84651
Street Address or P.O. Box City/Town and Zip code

Wade.menlove07@gmail.com
E-Mail Address

Please return this form along with submit/al map to:

UDOT- Program Development ■ Attn: Chris Potter ■ 4501 S. 2700 W. ■ BOX 143600 ■ Salt Lake City, UT 84114-3600
Phone: (801) 633-6255 Fax: (801) 965-4551 E-Mail: cpotter@utah.gov

Suggested Format for Map Required with Submittal of Class B or Class C Mileage to UDOT

A map is required along with the submittal form to document the location of the Class B or Class C mileage by surface type reported on the form. For this purpose, we encourage entities to prepare a hard-copy map in a consistent statewide format which will allow the data to be most easily interpreted. The suggested format is as follows:

1. Scale

Municipal maps	1" =	800 feet
County maps (standard scale)	1/2" =	one mile
County maps (enlargements for congested areas)	2' =	one mile

If printing at the above scale requires more than one sheet for full coverage, sheet boundaries may be set up as match lines or they may simply overlap with each other.

2. Default Legend for identification and surface type of eligible Class B and C roads and streets claimed by the reporting local agency:

medium blue	=	Class B or C; <u>paved</u>
red	=	Class B or C; <u>gravel</u>
yellow	=	Class B or C; other eligible roads (<u>graded</u> dirt or better)

If it is not possible to use the default legend as above, the substitute legend used should be clearly defined

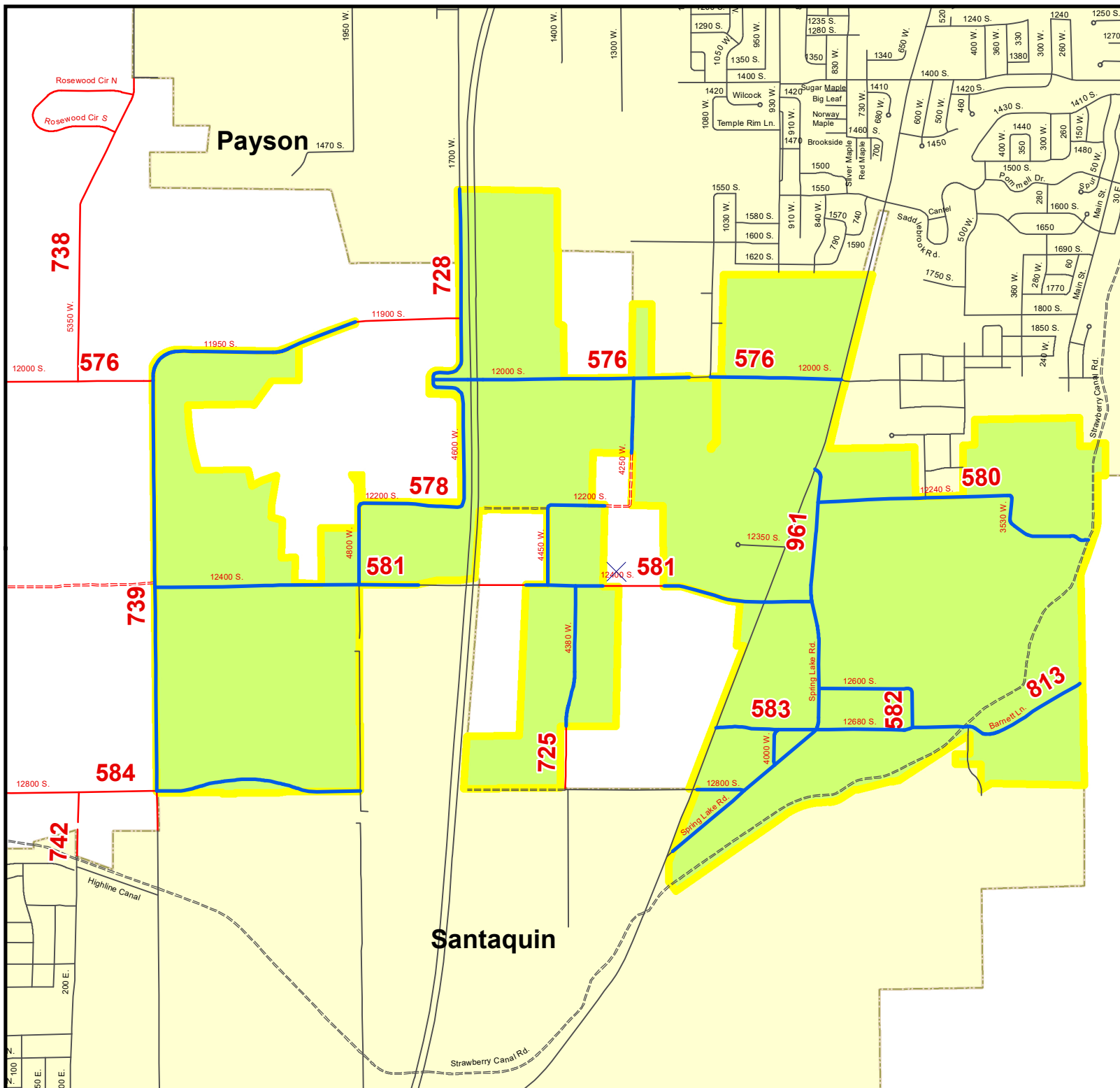
3. Ineligible Roads and Streets

Although it is desirable that all public roads be shown, care should be taken to prevent any ineligible roads (*such as State highways, alleys, roads inside of cemeteries or parks, and unpaved roads which are not maintained by regular grading*) from being indicated as eligible on the submittal map. Any private streets shown should be clearly designated as **private**

4. Attributes

It is desirable that the following features/attributes be included on the map. The first two are required; others are listed by order of importance:

- ...centerline alignment and surface type of eligible roads and streets
- ...municipal boundaries for municipal maps "street names/numbers for municipal maps
- ...local road numbering system for county maps (if available)
- ...boundaries for National Forest, Parks, Military Reservations and Tribal Lands
- ...significant lakes, reservoirs, rivers, creeks and canals
- ...railroad lines
- ...section grid (Township, Range and Section)
- ...public buildings, schools, city parks, cemeteries and churches



Spring Lake UNOFFICIAL

Spring Lake Roads

Paved approx 9.32
Unpaved approx .42

Total 9.74

2023 Imagery

Richard
Sam
Derek M
Glen
Travis
Cody
Jake
Darin
Logan
Kirk
Tricia
Logan D



Utah County
HEART of UTAH

1:20,877

Utah County GIS Division
2855 South State Street, Provo, UT 84606
(801) 851-8626

Map Created: 8/26/2025



Office of the
State Treasurer

Public Entity Resolution

1. Certification of Authorized Individuals

I, Wade R Menlove (Name) hereby certify that the following are authorized: to add or delete users to access and/or transact with PTIF accounts; to add, delete, or make changes to bank accounts tied to PTIF accounts; to open or close PTIF accounts; and to execute any necessary forms in connection with such changes on behalf of Spring Lake (Name of Legal Entity). Please list at least two individuals. Each individual must have a unique email.

Name	Title	Email	Signature(s)
<u>Wade R Menlove</u>	<u>Mayor</u>	<u>wade.menlove07@gmail.com</u>	<u>Wade R Menlove</u>
<u>DAVID CHARLES</u>	<u>COUNCILMAN</u>	<u>davidscharles@me.com</u>	<u>David Charles</u>

The authority of the named individuals to act on behalf of _____ (Name of Legal Entity) shall remain in full force and effect until written revocation from _____ (Name of Legal Entity) is delivered to the Office of the State Treasurer.

2. Signature of Authorization

I, the undersigned, Mayor (Title) of the above named entity, do hereby certify that the forgoing is a true copy of a resolution adopted by the governing body for banking and investments of said entity on the 12 day of December, 2025, at which a quorum was present and voted; that said resolution is now in full force and effect; and that the signatures as shown above are genuine.

Signature	Date	Printed Name	Title
<u>Wade R Menlove</u>	<u>12/12/25</u>	<u>Wade Menlove</u>	<u>Mayor</u>

STATE OF UTAH)
COUNTY OF UTAH) §

Subscribed and sworn to me on this 12th day of December, 2025, by Wade Menlove (Name), as Mayor (Title) of Spring Lake Town (Name of Entity), proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal)



Signature

Angela McPhail



M A G

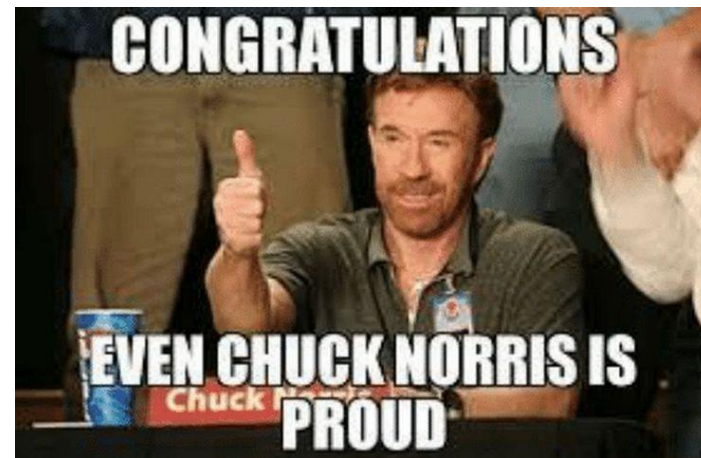
Expert Resources. Enriching Lives.

How to Run a Public Meeting

Presented By: Spencer Foster, LAA

Welcome & Purpose

- Congratulations on becoming the first governing body of your new town!
- Tonight's training will help you legally and confidently run public Town Council meetings.
- We will cover:
 1. What OPMA requires.
 2. Agendas & noticing.
 3. How to conduct the meeting.
 4. Voting rules.
 5. Minutes & recording.
 6. Public comments.
 7. Closed meetings.
 8. Common pitfalls for new councils.





What is OPMA and Why it Matters?



- Utah Open and Public Meetings Act (Utah Code 52-4) ensures: Transparency, Public access, Trust in government
- Applies to every meeting where a quorum discusses or decides Town business.



What Counts as a “Meeting”?



A meeting occurs when:

1. A quorum (majority of council) is present.
2. Town business is being discussed or acted on.
3. The gathering is intended for a decision, not purely social.

Examples

- ✓ Regular council meetings.
- ✓ Work sessions.
- ✓ Retreats where decisions may be discussed.
- ❖ Chance encounters at the grocery store.
- ❖ Social events (unless business discussion occurs).

Agendas & Noticing Requirements

For regular meetings:

- Post notice at least 24 hours in advance.
- On the Utah Public Notice Website.
- At the Town's physical posting location.
- On the Town's website.

Notice must include:

- Date, time, and location.
- Agenda items (must be reasonably clear).



Building a Legally Strong Agenda

Agenda Rules:

- Items must be listed with clarity so the public knows what will be discussed.
- Council may not take final action on an item not on the agenda except in limited emergency circumstances.



Common Agenda Structure:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Action Items
6. Discussion Items
7. Staff/Consultant Updates
8. Council/Mayor Reports
9. Adjourn



Running the Meeting

Mayor (or Chair)

- Presides over the meeting
- Keeps order
- Ensures compliance with procedure
- Does not have veto authority in Utah towns

Council Members

- Debate, make motions, vote, represent the public

Recorder

- Prepares notices/agendas
- Takes minutes
- Keeps the official record
- Manages the audio recording
- Ensures legal compliance with OPMA & GRAMA



Meeting Procedure: Motions & Voting

Basic Steps:

1. Member makes a motion.
2. Another member seconds.
3. Chair opens discussion.
4. Chair calls for a vote.
5. Recorder records the outcome.



Voting Requirements

- Majority vote of the quorum present.
- Vote must be open and recorded in the minutes.
- Roll call vote is required for: Close meetings, Electronic participation when technology is unclear (best practice).
- No secret ballots – ever (52-4-204).

Public Participation

- OPMA does not require a public comment period – but almost all towns include one.
- You may adopt reasonable rules:
 - Time limits (e.g., 2-3 minutes)
 - Behavior expectations
 - No personal attacks
 - Must address the council, not staff
- Public comment is not a debate with the council.
- Council should listen but generally not engage in back-and-forth.





Handling Difficult Public Comment Moments

Tips

- Mayor may ask speakers to stop if comments are:
 - Off-topic
 - Abusive
 - Disruptive
- Maintain dignity and order.
- Use phrases like:
 - “Thank you for your comment.”
 - “Your time has expired.”
 - “Please submit additional materials to the recorder.”

Minutes, Recording, & Records

Minutes must include:

- Date, time, place
- Who is present
- Motions, votes, outcomes
- Substance of discussion
- Public comment summary
- Time of adjournment

Posting Minutes

- Draft minutes must be posted within 30 days.
- Approved minutes posted within 3 business days.
- An audio recording must also be posted within 3 days of the meeting.



Closed Meetings



Closed meetings may NOT be used for:

- Avoiding embarrassment.
- "Sensitive issues".
- General policy discussion.
- Anything that must be acted on publicly.

Allowed ONLY for specific reasons (52-4-205):

- Character, competence, or physical/mental health of an individual.
- Pending or reasonably imminent litigation.
- Purchase, exchange, or lease of real property.
- Security issues.
- Criminal investigations.
- Collective bargaining strategies.

Closed meetings require:

- A 2/3 roll call vote.
- Citation of the legal reason.
- Recording (except when discussing character/competence).
- Written minutes (at minimum).



Electronic Meetings

Utah Code 52-4-207

- Allowed unless prohibited by Town ordinance.
- Must allow the public to hear the conversation.
- Must provide anchor location (unless emergency).
- Votes by remote members are valid.

Best Practices

- State who is attending remotely.
- Ensure audio quality.
- Do roll call voting.

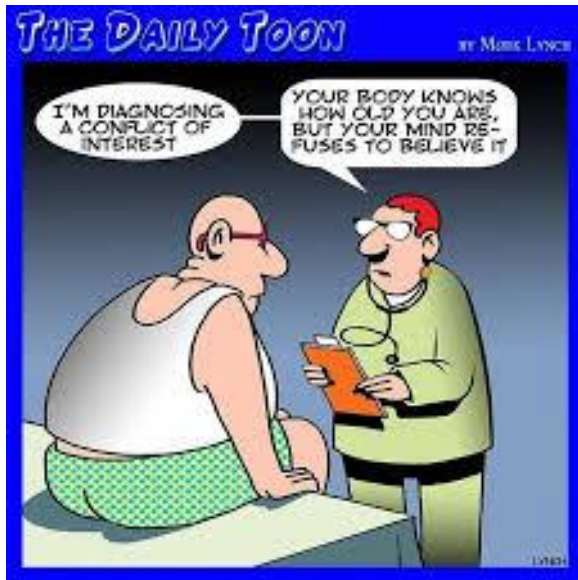




Common Pitfalls for New Councils

- Discussing town business via group text with a quorum.
- Taking action on items not on the agenda.
- Entering closed meetings for reasons not allowed by statute.
- Forgetting to post recordings/minutes on time.
- Failing to declare conflicts of interest.

Conflicts of Interest



Requirements

- Council members must public disclose: Financial conflicts and private business interests related to agenda items
- May need to recuse if conflict is substantial.
- When in doubt, disclose.



Sample Meeting Script

Mayor: "I call the meeting of the Spring Lake Town Council to order at 7:00 p.m."

Recorder: Conducts roll call.

Mayor: "We'll now open the public comment period... Please keep any comments to 3 minutes."

Mayor: "We'll now move on to our action items."

Council Member: "I move to approve Ordinance 25-XX."

Another Member: "Second."

Mayor: "Any discussion?... Seeing none, all in favor?"

Council: Votes.

Mayor: "The motion passes 5-0. Next item..."

Mayor: "If there is no further business, I'll entertain a motion to adjourn."





Questions?

ORDINANCE NO. 25-01

AN ORDINANCE OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING A 1% LOCAL OPTION SALE AND USE TAX AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Utah Code Section 59-12-1301 authorizes a municipality to impose a tax of not more than 1% on transactions paid or charged; and

WHEREAS, the governing body of the municipality is allowed to regulate the Local Option Sale and Use Tax under Utah Code 59-12-203; and

WHEREAS, pursuant to Utah Code 59-12-2103, a municipality is authorized to use revenues generated by the Local Option Sale and Use Tax for general fund purposes; and

WHEREAS, the Town Council, after careful consideration in a public meeting, has determined that it is in the public interest to impose said Local Option Sale and Use Tax, to regulate the same, and to use the revenues generated for general fund purposes.

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

SECTION I – ENACTMENT

A tax of 1% on all transactions paid or charged within the City or Town is hereby imposed. The details of such tax as more fully specified by Chapter 4.01 of the Town Code, attached as Exhibit A and incorporated herein by this reference, which is hereby enacted and adopted. Town staff is directed to provide public notice as required below and to send the notice required by Utah Code Section 59-12-2 to the Utah State Tax Commission.

SECTION II – AMENDMENT OF CONFLICTING ORDINANCES

If any ordinances, resolutions, policies, or zoning maps of the City or Town of (Insert) heretofore adopted are inconsistent herewith they are hereby amended to comply with the provisions hereof. If they cannot be amended to comply with the provisions hereof, they are hereby repealed.

SECTION III – EFFECTIVE DATE

This ordinance shall take effect upon its passage by a majority vote of Spring Lake's Town Council and following notice and publication as required by the Utah Code and after notice to the Utah State Tax Commission is sent in accordance with Utah Code 59-12-2.

SECTION IV – SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION V – PUBLIC NOTICE

The Town of Spring Lake Recorder is hereby ordered, in accordance with the requirements of Utah Code § 10-3-710–711, to do as follows:

- a. deposit a copy of this ordinance in the office of the Town Recorder; and
- b. publish notice as follows:
 - i. publish a short summary of this ordinance on the Utah Public Notice Website, as referenced in Utah Code § 10-3-711, § 63G-30-102 and on the Town's official website; and
 - ii. publish a short summary of this ordinance in a public location within the Town that is reasonably likely to be seen by residents of the Town.

ADOPTED AND PASSED by the Town Council of the Town of Spring Lake, Utah, this 11 of Dec, 2025

Signed: Wade R Menlove

Wade Menlove, Mayor

Attest: Spencer Foster

Spencer Foster, Temporary Town Recorder

CITY COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	<u>X</u>	_____	_____	_____
Sharon Bascom	_____	_____	<u>X</u> (Absent)	_____
David Charles	<u>X</u>	_____	_____	_____
Robert Judd	<u>X</u>	_____	_____	_____
Robert Marsh	<u>X</u>	_____	_____	_____

Chapter 4.01 City/Town 1% Local Option Sale and Use Tax.

Sections:

4.01.01. Local Option Sale and Use Tax Imposed.

4.01.02. Local Option Sale and Use Tax Administration and Collection.

4.01.03. Local Option Sale and Use Tax Revenue Use.

4.01.01. Local Option Sale and Use Tax Imposed. As provided for in Utah Code Section 59-12-13, there is hereby levied a one percent (1%) tax on all transactions paid or charged within the Town of Spring Lake as provided in state law. The location or point of sale of a transaction shall be determined in accordance with Utah Code Section 59-12-210. This tax shall not be imposed on any transaction that is exempt or otherwise prohibited under state law. This tax shall be called a "Local Option Sales and Use Tax."

4.01.02. Local Option Sale and Use Tax Administration and Collection. The sale and use tax shall be administered and collected by the state tax commission as provided in Utah Code Section 59-12-2. The mayor may enter any additional or amended agreement with the Utah State Tax Commission for collection under this Chapter. Penalties and interest equal to those authorized by state law shall be imposed on any person who is required to pay the tax under this chapter and does not remit the same to the Utah State Tax Commission.

4.01.03. Local Option Sale and Use Tax Revenue Use. The revenue generated from the Local Option Sale and Use Tax may be used for general fund purposes.

**Notice of Change in Sales Tax Rate**

County	City, town or entity	
Contact name	Email address	Phone
Tax type	New tax rate	Effective date (see instructions)
Statutory authority for this tax (Utah Code title, chapter, section and subsection, if applicable)		

- This change is a(n): ☐ New tax
- ☐ Repeal of an existing tax
- ☐ Increase of an existing tax rate
- ☐ Decrease of an existing tax rate
- ☐ Annexation resulting in the enactment or repeal of tax in the annexed area

Instructions

A locality must file this form with the Tax Commission whenever it enacts, repeals, increases or decreases a sales and use tax rate, or when land annexation will result in a tax rate change for existing businesses.

In the case of an annexation, include a list of existing businesses annexed into the locality. Include a copy of the ordinance, if available.

Effective date

Tax rate changes are effective the first day of a calendar quarter. The Tax Commission must receive this form, filled out completely, **at least 90 days before** an effective date.

<u>Effective date</u>	<u>Notice must be received by</u>
January 1	October 1 (of the previous year)
April 1	January 1
July 1	April 1
October 1	July 1

Submitting the Form

Email this form (and a list of affected business, if annexation) to: **salestaxdist@utah.gov**

UTAH LIEUTENANT GOVERNOR DIEDRE HENDERSON

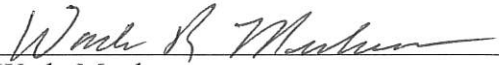
NOTICE OF IMPENDING BOUNDARY ACTION INCORPORATION OF THE TOWN OF SPRING LAKE

I hereby make the following affirmations, in compliance with the requirements of Utah Code Ann. §67-1a-6.5(3):

1. I am the duly elected Mayor of the Town of Spring Lake, pursuant to Utah Code Ann. §§ 10-2a-217(1)(a) and 67-1a-6.5(3)(e). I was elected on November 4, 2025, and was sworn in on December 10, 2025. Pursuant to Utah Code Ann. § 10-2a-217(1)(a) and § 67-1a-6.5(3)(e), I am the approving authority submitting this Notice.
2. The election of the city officials occurred on November 4, 2025, and the canvass of the election occurred before the end of November 2025.
3. Pursuant to § 10-2a-217, I am filing this Notice of Impending Boundary Action within 30 days after the canvass of the final election of municipal officers under Section 10-2a-215.
4. The type of boundary action for which certification is sought is the creation and certification of a new town.
5. The name of the future local entity that is the subject of this boundary action shall be the Town of Spring Lake. The powers of government for the Town of Spring Lake will be vested in a council consisting of five members, one of which is a mayor, pursuant to Utah Code Ann. §10-3b-402, et seq.
6. In accordance with the requirements of §67-1a-6.5(3)(e), and as the approving authority for Spring Lake, I hereby certify that all requirements for this proposed boundary action have been met.
7. In fulfillment of those requirements, I am filing the following documents herewith:
 - a. An "Approved Final Local Entity Plat" that has been prepared in accordance with Utah Code Ann. §§ 67-1a-6.5(1)(b) and 17-23-20(4).
 - b. A letter from the Utah State Retirement Office created under Utah Code Ann. §49-11-201 identifying the potential provisions under Title 49, Utah State Retirement and Insurance Benefit Act, that the Town of Spring Lake shall comply with if it employs personnel.

c. An ArcGIS Shapefile of the city boundaries.

Signed and dated this 12 day of December, 2025.



Wade Menlove
Mayor-Elect
Town of Spring Lake

SUBSCRIBED AND SWORN to before me this 12th day of December, 2025



Notary Signature

My Commission Expires:

October 20, 2026





Utah Retirement Systems

Retirement Office

560 East 200 South | Salt Lake City, UT 84102-2021
801-366-7700 | 800-365-8772 | Fax: 801-366-7734
www.urs.org

Daniel D. Andersen
Executive Director

PEHP Health & Benefits

560 East 200 South | Salt Lake City, UT 84102-2004
801-366-7500 | 800-365-8772 | Fax: 801-366-7596
www.pehp.org

R. Chet Loftis
Managing Director

December 17, 2025

Sent Via Email to: wade.menlove07@gmail.com

Town of Spring Lake
c/o Wade Menlove
3858 West 12240 South
Spring Lake, UT 84651

RE: Eligibility for Participation of a Newly Created Entity in the Utah State Retirement Systems

Dear Mr. Menlove:

When a governmental entity is being incorporated or created, Utah law requires the Utah State Retirement Office ("Office") to provide a letter to that entity identifying the potential provisions under Utah Code Title 49, Utah State Retirement and Insurance Benefit Act ("Retirement Act"), with which it shall comply. See Utah Code Ann. § 67-1a-6.5(3)(d). This letter serves as the official notice for the Town of Spring Lake, a newly created municipal corporation.

Based upon the information provided, the Office has determined that the Town of Spring Lake is an "employer" under the Retirement Act as a political subdivision of the state by virtue of its status as municipality. Accordingly, the Town of Spring Lake must comply with the participation requirements of the Retirement Act.

This does not mean that the Town of Spring Lake must provide retirement benefits to its employees. However, at the present time and throughout the future, Town of Spring Lake is required by law to participate with URS if and when it offers any type of retirement benefit to its employees.

The Town of Spring Lake may not currently have employees or may have not yet elected to provide a retirement benefit to its employees. Please be aware, it is not the obligation of the Office to monitor the activities of Town of Spring Lake. By law, it is the Town of Spring Lake's obligation to apply for membership with URS if and when it chooses to provide a retirement benefit to its employees.

Once the Town of Spring Lake begins participation with URS, its public employees will be covered under either the Tier 1 or Tier 2 public employee retirement systems, as described in the Retirement Act. If the Town of Spring Lake employs public safety or firefighter service employees, those employees will be covered under the separate Tier 1 or Tier 2 systems for public safety and/or firefighter service employees described in the Retirement Act.

In addition, Participating Employers of URS are required by Utah Code Ann. § 49-11-606 to “cover all employees eligible for service credit under this title.” As such, once admitted as a participating employer, the Town of Spring Lake will be required to cover all eligible employees, pursuant to the eligibility rules found in the Retirement Act.

Please note that the above-referenced laws are those used to determine eligibility for participation and are not the only laws with which a participating employer must comply. Participating employers are required to “inform themselves of their rights and obligations” under Title 49 and should become familiar with all provisions of the Retirement Act. Once the Town of Spring Lake is admitted into the system, URS provides education about the requirements with which the Town of Spring Lake must comply as a participating employer.

Additionally, please be aware that should the Town of Spring Lake fail to participate with URS while offering another retirement benefit to its employees, the Town of Spring Lake’s employees may have a claim against it for service credit under the Retirement Act, which the Office is required to enforce. Under the Retirement Act, such a claim would include all past employer contributions, interest, and in some cases, penalties. See Utah Code Ann. § 49-11-601(3).

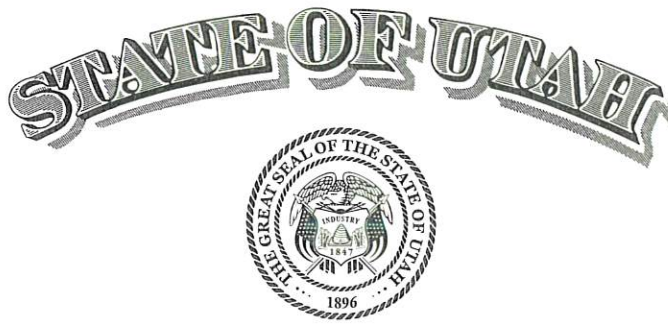
Please do not hesitate to contact me if you have any questions.

Sincerely,

/s/ Daniel D. Andersen

Daniel D. Andersen
Executive Director
Utah State Retirement Office

cc: Dee Larsen, URS General Counsel
James D. Hammer, URS Employer Services Director

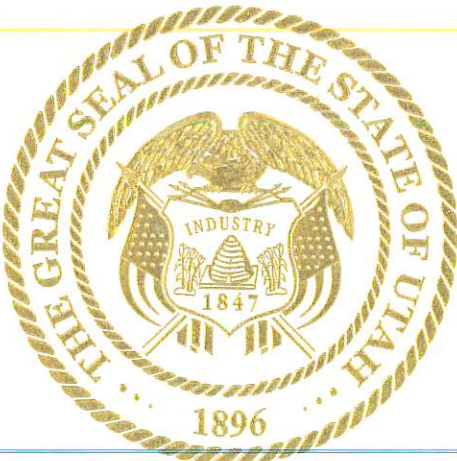


OFFICE OF THE LIEUTENANT GOVERNOR
CERTIFICATION OF PETITION FOR INCORPORATION

I, Deidre M. Henderson, Lieutenant Governor of the State of Utah, hereby certify that the petition for incorporation filed by the sponsors of the Spring Lake Incorporation on May 29, 2024, meets the requirements outlined in UCA §10-2a-208.

In accordance with UCA §10-2a-210 the Office of the Lieutenant Governor will direct the Utah County legislative body to schedule and hold an incorporation election for the proposed municipality during the Regular General Election on November 5, 2024.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed the Great Seal of the State of Utah on July 15th, 2024, in Salt Lake City, Utah.



A handwritten signature in black ink, reading "Deidre M. Henderson".

DEIDRE M. HENDERSON
Lieutenant Governor



Utah Retirement Systems

DANIEL D. ANDERSEN
EXECUTIVE DIRECTOR

PO Box 1590
Salt Lake City, UT 84110-1590
801-366-7700 | 800-365-8775
Fax: 801-366-7734

Utah Retirement Systems Eligibility Questionnaire

- 1) This questionnaire is designed to determine the eligibility of an agency or other entity, referred to hereafter as Entity, regarding coverage by Utah Retirement Systems (URS).
- 2) Use this form to request the new entity letter required by U.C.A. § 67-1a-6.5(3)(d) or simply for an eligibility determination. If you are applying for participation with URS, please use the URS Qualifying Application.
- 3) Please answer all of the following questions in detail.
- 4) If the question is not applicable to your Entity, indicate with "not applicable."

EMPLOYER INFORMATION	
Entity Name Town of Spring Lake	Email address wade.menlove07@gmail.com
Address 3858 W 12240 S, Spring Lake, UT 84651 (prior to certification)	Telephone Number 801 -368 -8571
City Spring Lake, UT, 84651	Title Mayor
St Utah	
Zip 84651	
Employer Representative Name Wade Menlove	

1. Was the Entity created and/or maintained pursuant to specific statutory authorization?

☒ Yes ☐ No

If yes, explain and cite to statute. Utah Code Chapter 2a, et seq (Municipal Incorporation); 67-7a-6.5(3)(d)

(Certification of Local Boundary Actions). We request a letter identifying potential application of Title 49.

2. Does the Entity have taxing authority?

☒ Yes ☐ No

If yes, please cite to the authority for taxing powers. After certification; see generally Title 10, Chapter 8 (Municipal Code)

and Title 59 (Revenue and Taxation) (authority to levy property, sales, franchise, energy, telecom, and other taxes)

3. Can the Entity exercise the power of eminent domain?

☒ Yes ☐ No

If yes, please explain. After certification, see §78B-6-501.

4. Does the Entity have police powers?

☒ Yes ☐ No

If yes, please explain. After certification, see §10-8-84 (General Welfare Clause), §10-3-913.

5. Is the Entity's budget subject to governmental review and approval?

☒ Yes ☐ No

If yes, please explain. After certification.

6. Are the Entity's financial records subject to periodic audit by the State Auditor?

☒ Yes ☐ No

If yes, please explain. After certification.

7. Are the Entity's employment decisions reviewed by a governmental body?

☒ Yes ☐ No

If yes, please explain. After certification.

8. Does the Entity provide payroll, policy and HR functions under its own Tax ID Number?

☒ Yes ☒ No

If no, please explain. After certification, if employees are hired.

9. Who has the authority to make executive decisions for the Entity? Mayor and Town Council.

How are these positions filled? (i.e. elected, appointed by elected officials, etc.) Elected

10. Does the Entity have the authority to adopt administrative rules that preempt other law?

☐ Yes ☒ No

If yes, please explain. _____

11. Does the Entity hold unit hearings with respect to services offered?

☒ Yes ☐ No

If yes, please explain. After certification.

12. Are the Entity's records subject to public disclosure (Governmental Records Access and Management Act, etc.)?

☒ Yes ☐ No

If yes, please explain. After certification.

13. Is the Entity non-profit?

☐ Yes ☒ No

If yes, please explain. The town will be a governmental entity, which is not a non-profit.

14. Is the Entity tax exempt?

☒ Yes ☐ No

If yes, please provide tax exempt number. The town will be a governmental entity, which is tax-exempt.

15. Does the Entity receive governmental/taxpayer funds or subsidies?

☒ Yes ☐ No

If so, from what governmental source and in what amounts? Sales Taxes, Property Taxes, Class B & C Road Funds.

Other governmental sources and amounts to be determined after certification.

16. Does the Entity have daily or periodic governmental supervision?

☒ Yes ☐ No

If yes, please explain. After certification, the town will be subject to Title 10 (Municipal Code) and other requirements applicable to municipalities.

17. Can the Entity enter into contracts or incur indebtedness without the approval of a governmental body?

☐ Yes ☒ No

If yes, please explain. _____

18. Does the Entity currently provide any retirement benefits?

☐ Yes ☒ No

If yes, please describe. _____

By signing this form, I hereby certify that:

- a. I have the power and authority to sign on behalf of the Entity;
- b. The information I have provided on this form is true, complete, and correct;
- c. I understand and agree that by completing and submitting this form I am NOT applying for participation with URS on behalf of the Entity;
- d. I understand that the new entity letter referenced above, if requested, is based on the information provided by me on this form and that incorrect or incomplete information could result in a different determination;
- e. I understand and agree that the terms and conditions of eligibility in URS are set by statute and are subject to change by the Utah Legislature at any time; and
- f. I understand and agree that it is the Entity's responsibility to know and comply with its rights, responsibilities, and obligations under Title 49.

I have attached the following documentation: ☐ Bylaws ☐ Articles of Incorporation ☐ Resolution

☒ Other Creation Documents Certification of Petition for Incorporation

SIGNATURE

This form was completed by:

Wade Menlove Mayor

Name of Person Submitting Title

858 W 12240 S, Spring Lake, UT 84651

Mailing Address

801-368-8571

Telephone Number

Wade R Menlove 12/11/25

Signature Date

INTERLOCAL COOPERATION AGREEMENT
between
UTAH COUNTY AND THE TOWN OF SPRING LAKE
For
For a Municipal Services Grant and Road Maintenance

THIS AGREEMENT, made and entered into this ____ day of _____ 2026, by and between UTAH COUNTY, a body corporate and politic of the State of Utah, ("County") and the Town of SPRING LAKE, a municipality and political subdivision of the State of Utah ("Town").

WHEREAS, the Utah Interlocal Cooperation Act, Utah Code Title 11, Chapter 13, permits local governmental units including cities, counties, towns, and political subdivisions of the State of Utah to make the most efficient use of their powers by enabling them to cooperate with other public entities on the basis of mutual advantage and to exercise joint cooperative action for the benefit of their respective citizens; and

WHEREAS, The Parties are local governmental units under the Interlocal Cooperation Act; and

WHEREAS, Town is a newly incorporated town with an incorporation date of January 1, 2026; and

WHEREAS, County may, under Utah Code 10-2a-219, share with Town taxes levied and collected from the previously unincorporated area that is now within the newly incorporated area of Town in order to allow Town to provide services within the newly incorporated area of Town; and

WHEREAS, County is willing to appropriate funds and distribute to Town in the form of a grant for municipal services; and

WHEREAS, Town needs assistants with and County is willing to provide assistants with road maintenance, including road snow removal, throughout Town; and

WHEREAS, Town and County held duly noticed public meetings wherein this Agreement was considered and an Authorizing Resolution was presented for approval by the respective legislative bodies.

NOW THEREFORE, in consideration of the covenants and agreements contained herein and other valuable consideration, the sufficiency of which is hereby acknowledged, Town and County hereby agree as follows:

Section 1. PURPOSES.

This Agreement has been established and entered into between County and Town for the purpose of outlining the respective rights and responsibilities of Town and County in the transition of the newly incorporated municipality. Further, the County intends to share tax revenue with Town under Utah Code 10-2a-219.

Section 2. ADMINISTRATION OF AGREEMENT.

The parties to this Agreement do not contemplate nor intend to establish a separate legal entity under the terms of this Agreement. The parties hereto agree that pursuant to Utah Code Section 11-13-207, the Utah County Administrator, shall act as the administrator responsible for the administration of this Agreement. The parties further agree that this Agreement does not anticipate nor provide for any organizational changes in the parties. The administrator agrees to keep all books and records in such form and manner as the Utah County Auditor shall specify and further agrees that said books shall be open for examination by the parties hereto at all reasonable times. The parties agree that they will not acquire, hold nor dispose of real or personal property pursuant to this Agreement during this joint undertaking.

Section 3. EFFECTIVE DATE, DURATION.

This Agreement shall become effective and shall enter into force within the meaning of the Interlocal Cooperation Act, upon the submission of this Agreement to, and the approval and execution hereof by the governing bodies of the County and the Town. The term of this Agreement shall be from the date of execution hereof until the terms and obligations identified herein are completed, but in any event, this agreement shall terminate no later than December 31, 2027.

Section 4. NO SEPARATE LEGAL ENTITY.

The Parties do not contemplate nor intend to establish a separate legal or administrative entity under the terms of this Agreement.

Section 5. TERMS.

A. Municipal Services Grant: Under Utah Code 10-2a-219, and to assist Town in paying startup expenses and to pay for municipal services, County will provide Town with a Municipal Services Grant from taxes levied and collected from the previously unincorporated area that is now within the newly incorporated area of Town in the amount of \$ 83,320.00.

B. Road Maintenance: From January 1, 2026, through December 31, 2027, County will provide road maintenance to the roads within the Town of Spring Lake as identified in blue on the attached map.

1. The road maintenance will include snow removal, patching, maintenance of existing striping and road signage, and road-side mowing in the same manner and priority as the County historically performed for the identified roads. The agreed cost for this service is \$15,000 per year payable from Town to County on June 30 of 2026 and 2027.

2. Additional road maintenance, not identified above, such as but not limited to, road widening, additional road signage, overlays, etc. can be provided by County at Town's request and will be payable by Town at County's cost to provide additional road maintenance, including materials, equipment, and labor.

3. It is understood by the Parties that Town will either provide its own road maintenance or select another service provider to provide road maintenance after the term of this agreement.

B. Town's Obligation to Provide Services: Except as otherwise expressly stated herein, all expenses for the provision of municipal services of Town and all other financial obligations of Town shall be the sole responsibility of Town.

Section 6. FILING OF INTERLOCAL COOPERATION AGREEMENT.

Executed copies of this Agreement shall be placed on file with the official keeper of records of the County and the Town, and shall remain on file for public inspection during the term of this Agreement.

Section 7. AMENDMENTS.

This Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be: (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties, and (c) filed in the official records of each party.

Section 8. SEVERABILITY.

If any term or provision of this Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law, which would render any of the terms of this Agreement unenforceable.

Section 9. GOVERNING LAW.

All questions with respect to the construction of this Agreement, and the rights and liability

of the parties hereto, shall be governed by the laws of the State of Utah.

Section 10. INDEMNIFICATION.

The Town shall indemnify and hold County harmless from any and all claims of liability for any injury or damage to any person or property whatsoever occurring in, on or about the Highway or any part thereof. The Town shall further indemnify and hold County harmless from and against any and all claims arising from any breach or default in the performance of any obligation on Town's part to be performed under the terms of this Agreement, or arising from any act or negligence of Town, or any of Town's agents, employees, contractors, subcontractors, or invitees and from and against all costs, reasonable attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon. Both the Town and the County agree that the terms of this Agreement are subject to, and not a waiver of, the protections, immunities and liability limits of the Governmental Immunity Act, U.C.A. 63G-1-101, et. seq. Town 's obligations under this provision shall survive the expiration or other termination of this Agreement.

IN WITNESS WHEREOF, the parties have signed and executed this Agreement, after resolutions duly and lawfully passed, on the dates listed below:

UTAH COUNTY

Authorized by Resolution No. 2026 - ____, authorized and passed on the ____ day of ____ 2026.

BOARD OF COUNTY COMMISSIONERS
UTAH COUNTY, UTAH

BRANDON B. GORDON, Chair

ATTEST:
AARON R. DAVIDSON
Utah County Clerk

By: _____
Deputy Utah County Clerk

REVIEWED AS TO FORM AND
COMPATIBILITY WITH APPLICABLE LAW:
JEFFREY S. GRAY
Utah County Attorney

By: _____

Deputy Utah County Attorney

TOWN OF SPRING LAKE

Authorized by Resolution No. ____, authorized and passed on the ____ day of _____ 2026.

TOWN OF SPRING LAKE

Print name: _____
Its _____ (title)

ATTEST:
Print name: _____
Spring Lake Recorder

By: _____

REVIEWED AS TO FORM AND
COMPATIBILITY WITH APPLICABLE
LAW:

Print name: _____
Attorney for Town

By: _____