

# Town of Spring Lake – DRAFT MINUTES

## Council Meeting Agenda

### Meeting to be Held

December 23, 2025 – 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 THURSDAY DECEMBER 23, 2025, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/82199914425?pwd=0A6Gu4f1xlXz3xnFKvYJ01OezDYacw.1>

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

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

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

**Mayor Menlove:** Opened the meeting and thanked everyone for attending. Asked Donna Judd to lead everyone in the Pledge of Allegiance. Asked Councilwoman Bascom to offer a prayer.

#### 2. OPENING CEREMONIES

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

**Donna Judd:** Led those in attendance in the Pledge of Allegiance.

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

**Council woman Bascom:** Offered a prayer for the meeting.

**Mayor Menlove:** Clarified if there needs to be a roll call taken. All council members are present. If all council members are present, the mayor can state that all are present rather than going one by one.

**Spencer Foster:** Clarified that because there is no sign-in sheet available for the public that those present will state their names for the record. Those present at the meeting are referenced on the audio and video recording.

**Mayor Menlove:** Thanked Council member Marsh for skipping a family party for a bit to attend and Council member Judd for attending before he travels to Idaho.

### **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.

**Jason Knapp:** Stated that he loves seeing the Town Council up in their seats leading the town.

**Mayor Menlove:** Told the story of the Town Christmas tree going missing. Some teenage boys thought that the lonely tree needed a home and took it. They thought it was abandoned. They decorated it. The Mayor posted on Facebook that the Town's tree had gone missing and the boys returned the tree partially decorated and apologized.

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

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

3. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF THE MINUTES FROM THE DECEMBER 10 SPECIAL SWEARING IN MEETING AND THE DECEMBER 11 TOWN COUNCIL MEETING.

**Mayor Menlove:** The meetings were very lengthy and would have taken a long time to read through during the meeting. From now on we will continue to provide these minutes to the council before the meetings, seeking approval, so they can review them prior to the meeting.

**Spencer Foster:** They were practically word for word.

**Council member Charles:** There were some simple errors, such as grammar and spelling and other minor things. I thought they looked good and was amazed at what it was able to do.

**Mayor Menlove:** Mentioned that he was thinking that AI was going to do the minutes and was surprised when he learned that Spencer typed the minutes word for word from the audio recording.

**Spencer Foster:** Explained that the AI was making too many mistakes because the recording was too quiet and echoing. He had to go through the audio recording to type the minutes as a result. The total was approximately 26 pages of minutes.

**Mayor Menlove:** Thanked Spencer for his effort in doing the meeting minutes.

**Council member Judd:** Motion to approve the minutes.

**Council member Marsh:** Second

**Vote to Approve the Minutes:** Unanimous in favor of approval.

4. DISCUSSION AND POTENTIAL ACTION – RESOLUTION AUTHORIZING THE SIGNING OF AN INTERLOCAL COOPERATION AGREEMENT BETWEEN UTAH COUNTY AND THE TOWN OF SPRING LAKE FOR A MUNICIPAL SERVICES GRANT AND ROAD MAINTENANCE (RESOLUTION NO. 25-01).

a. PUBLIC COMMENT: None

**Mayor Menlove:** Explained the timeline of the commissioner's meeting last week regarding the interlocal agreement. The commissioners were supposed to discuss the item in their meeting but they did the approval on their consent agenda.

**Spencer Foster:** Explained how the county's consent agenda works and that the item was moved to that agenda. Councilmembers asked Spencer what items would qualify for a consent agenda. Spencer explained the criteria and how the consent agenda works. Items in the consent agenda can all be approved simultaneously if there is no objection to any specific item. If there is a concern, the item can be removed and moved to a different date and time or talked about individually. How items are moved from the action item agenda to the consent agenda was discussed and clarified. One on one conversations can occur between the Mayor and council members to discuss consent agenda items before the meeting as well. This is how the county treated the interlocal agreement item at their meeting. The interlocal agreement was passed as a result and Ezra, the County Administrator, texted Spencer and said that he will get the Town a signed copy when he is able to do so.

**Mayor Menlove:** Reviewed how the interlocal agreement with the County will work. The timing for the agreement was discussed. Services included in the agreement would be for public works and roads. The grant amount would be provided to the Town for use in contracting with other agencies for services. Part of the grant amount would be used to pay the county back for their public works and road services for the two years they are providing these services. Police and fire services are not included in the interlocal agreement so these would need to be negotiated with other agencies. B&C road funds were also discussed.

**Spencer Foster:** Clarified that the State and UDOT requested an updated map with a legend from the County to specify how the roads in Spring Lake are broken out. Updated the council on the process for collected B&C road funds.

**Mayor Menlove:** Pointed out that the Town will also receive this tax revenue stream and that it will be included in their budget for use.

**Spencer Foster:** Clarified that the Town will receive B&C road funds, the grant funding from the County, Sales and Use Taxes, and Property Tax after the Truth and Taxation process is completed. B&C road funds won't begin collection until quarter two of 2026.

**Council member Marsh:** Asked about how online sales taxes work and when the Tax Commission and Amazon will be able to see/recognize that Spring Lake is an entity. When making a purchase online there was a concern that the address kept switching to Payson.

**Spencer Foster:** Right now, Spring Lake isn't set up in the State Tax Commission's systems. Explained that there will be a lot of work on the back end done by the State Tax Commission to ensure that maps are updated, zip codes are accurate, and addresses for deliveries provide sales taxes to the correct municipality. Furthermore, Spring Lake still doesn't exist and won't until final approval is completed by the Lt. Governor's Office and a certificate is sent to Mayor Menlove.

**Mayor Menlove and Council member Charles:** Mentioned GEO coding also plays a role in this as well. Things are being done on the back end with the maps until the collection starts. We need to check with the State Tax Commission to make

sure there isn't anything else that needs to be done on the back end for the Town to receive their sales taxes. Christmas shopping sales tax this year will go to other cities and the county unfortunately.

**Council member Marsh:** Concern regarding the map Utah County provided and the gaps in the map. Is the County going to skip sections of the map.

**Spencer Foster:** Explained how the map Councilmember Marsh was referring to will work. The map referenced is simply a depiction of the roads that Spring Lake will own versus the roads that Utah County will retain. This map is for B&C road fund purposes. The interlocal agreement to provide road services for Spring Lake includes both the Spring Lake roads on the map and the roads shown in the gaps (as those are Utah County roads). All roads on the map will receive services because these roads are either Spring Lake owned or County owned.

**Mayor Menlove:** Questioned if a more detailed map would be able to specify if some of the roads are shared, who will oversee those roads. It would be nice to see a more detailed map that shows how the County determined who owns what and who oversees services for each section.

**Council member Marsh:** Section 2 of the interlocal agreement states that there should not be personal property obtained during the agreement. Requested that this section be clarified with the County, so we know what they are meaning by this and why.

**Mayor Menlove:** Agreed to check in on this section and see if someone can clarify the meaning of it.

**Council member Marsh:** The reason he brought up the B&C road fund map was because a part of the interlocal references the map and says that the County will provide services for roads that are blue on the map.

**Mayor Menlove:** Reiterated the same things that Spencer said and stated that the County is going to push the snow off the roads.

**Council member Judd:** Brought up the length of the contract. Does the town want to go along with the contract length as referenced or do they want to do something different? The contract is a two-year contract and ends on December 31, 2027. The contract can terminate earlier if the Town provides termination in writing and each party approves this termination.

**Spencer Foster:** This is normal contract language.

**Council member Judd:** Is the Town ok with going forward for two years.

**Mayor Menlove:** Does the contract say \$15,000 per year or total.

**Spencer Foster and Council member Charles:** It says per year in the contract. In section five of the contract.

**Council member Charles:** No problem with the two-year contract. \$15,000 for year for the services they are offering, why would the Town not take that offer and terming it before. Stated that he thought it shouldn't even be a discussion.

**Council member Marsh:** Only concern is the fact that the personal property clause is in the contract and wants clarification about that part of the interlocal.

**Council member Judd:** If it got to the point where the contract wasn't working for the Town, we would go ahead and terminate the contract and reach out to the County to be done with it.

**Spencer Foster:** Doesn't think that the County would have a problem ending the contract if the Town wanted to end it.

**Mayor Menlove:** Anything else the Town needs to check before they pass the resolution?

**Spencer Foster:** The Town can vote to pass the resolution if they want but they would put in the motion "based on clarification for section 2". How you would make this motion would be to say, "I would like to make a motion that we approve Resolution No. 25-01".

**Council member Judd:** Attempted to make a motion.

**Spencer Foster:** Clarified how to make the motion again and guided the council to the agenda to read the motion.

**Council member Judd:** Made a motion that the Town adopt the Resolution authorizing the signing of an interlocal cooperation agreement between Utah County and the Town of Spring Lake for a municipal services grant and road maintenance (Resolution No. 25-01) with the caveat that we get from the County clarification of section 2 of the agreement.

**Council member Charles:** Second

**Mayor Menlove:** Called for a vote in favor of the motion. Roll call vote. Unanimous. Passed.

## 5. DISCUSSION AND POTENTIAL ACTION – RESOLUTION AUTHORIZING THE APPROVAL OF THE ANNUAL TOWN COUNCIL REGULAR MEETING SCHEDULE FOR 2026 (RESOLUTION NO. 25-02).

**Mayor Menlove:** Directed the council to their packets to review the dates on the meeting schedule. If those dates look good, then they can move forward with the schedule. Council meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month. The next meeting will be on January 7<sup>th</sup> 2026 at 6:00 pm.

**Council member Marsh:** Made the motion to approve resolution authorizing the approval of the annual town council regular meeting schedule for 2026 (Resolution No. 25-02).

**Council member Charles:** Second.

**Mayor Menlove:** Opened the vote. All those in favor say I. Unanimous. Passed.

6. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF AN ORDINANCE ADOPTING RULES GOVERNING ELECTRONIC MEETINGS PURSUANT TO UTAH CODE §52-4-207 (ORDINANCE NO. 25-02).

**Mayor Menlove:** Second ordinance of the Town.

**Spencer Foster:** The ordinances will start over at 26-01 in the new year.

**Mayor Menlove:** Thanked Spencer for writing the ordinance. Asked Council member Judd if he has any concerns about the ordinance the way it is written.

**Council member Judd:** No concerns about the ordinance the way it is written. Felt like the ordinance covers them. If they run into a situation where the ordinance does not cover something the council can amend the ordinance.

**Spencer Foster:** Stated that he tried to make the ordinance simple enough that they could change the ordinance if they needed to.

**Mayor Menlove:** What this ordinance does is help those who are traveling to be able to attend and participate in the council meetings even when they are traveling. They can vote on ordinances and items.

**Spencer Foster:** Really the ordinance helps you be a quorum even when you aren't in the same room. That's the main point for doing this. If you don't have a quorum, you can't hold a meeting. This ordinance defines that the anchor location exists and that anyone who is not present on the town council can attend virtually and still participate.

**Council member Judd:** Asked a clarification question about the anchor location.

**Spencer Foster:** Clarified that the anchor location is the address of the current meeting and that noticing will take place in the future if the anchor location is changed to a different location.

**Council member Judd:** Made a motion to approve the ordinance adopting rules governing electronic meetings pursuant to Utah Code §52-4-207 (Ordinance No. 25-02).

**Council member Charles:** Second.

**Mayor Menlove:** Opened the vote. Roll call vote. Unanimous. Passed.

## **REPORTS**

7. MAYOR
8. TOWN COUNCIL
9. STAFF MEMBERS

**Spencer Foster:** Asked the council what they want to talk about on January 7, 2026. We are discussing job descriptions for Recorder, Treasurer, and Planning Commission, but what else does the council want to discuss? We had the electronic meeting ordinance scheduled for that date but decided to move that up to get that approved for council members to attend virtually as soon as possible.

**Councilmember Charles:** The Town needs to start talking about police services and any other services that need to be taken care of for the plan moving forward with them.

**Spencer Foster:** Any other discussion items the Town Council wants to talk about? There probably won't be any action items, just discussion items.

**Mayor Menlove:** At the council meeting we can discuss who we're going to contact like Santaquin to discuss services with them.

**Spencer Foster:** It will be kind of like a work session. We could even put, "Work Session from 6-7".

**Mayor Menlove:** Does it have to be on the agenda to discuss it?

**Spencer Foster:** Not if it's a work session and in your agenda, you tell the public you aren't going to do any action items for what you talk about.

**Mayor Menlove:** We can still add to the agenda if we wanted to, right?

**Spencer Foster:** Correct. Clarification on how this process works.

**Council member Judd:** Question asked about a stop sign that was hit on one of Spring Lake's roads. The stop sign is currently on the ground.

**Spencer Foster:** That would be the County who oversees taking care of that road because of the interlocal agreement they just approved.

**Mayor Menlove:** What about State roads? Would that be UDOT or the County?

**Spencer Foster:** That's a great point. If it's a state road it's probably UDOT. The state owns that road, so they would oversee fixing that sign. We'll have to get in contact with UDOT.

**Mayor Menlove:** Can we make assignments?

**Spencer Foster:** Yep.

**Council Member Bascom:** I can call the County.

**Council Member Judd:** We should probably do something with the sign as well.

**Mayor Menlove:** Stated that he could keep the sign safe until they need to fix it.

## 10. 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**

**Mayor Menlove:** No other items? I'll take a motion.

**Council member Charles:** I'd like to make a motion that we close the meeting.

**Council member Marsh:** I second.

**Mayor Menlove:** Opened the vote. All in favor. Unanimous. Passed. 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.

# Town of Spring Lake - DRAFT MINUTES

## Council Meeting Agenda

### Meeting to be Held

January 07, 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 07, 2026, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/85841161644?pwd=pOsTXqgr6aih79iv2eAjY9lVgbKqdA.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 Judd – via Zoom, Council member Marsh – via Zoom.

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

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

**Mayor Menlove:** Opened the meeting at 6:02 pm and thanked the Knapps for allowing us to utilize their party barn for the meeting. Recognized that both Robert Marsh and Robert Judd are online attending virtually. Mentioned that Robert Judd's family is facing some medical difficulties and that is the reason for his virtual attendance. Prayers of the Town are with Robert.

#### 2. OPENING CEREMONIES

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

**Brenda Warner:** Led those in attendance in the Pledge of Allegiance.

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

**Mayor Menlove:** 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.

**No Public Comment**

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

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

#### 3. DISCUSSION AND POTENTIAL ACTION – ORDINANCE AUTHORIZING A BUILDING MORATORIUM TO BE PUT IN PLACE **OR** ADOPTION OF THE COUNTY'S CURRENT ZONING ORDINANCES (ORDINANCE NO. 26-01).

**Mayor Menlove:** Pointed out that the Town needs something because the Town currently does not have anything. Options under consideration would be to make a moratorium on building until the Town has its Planning Commission in place and codes adopted or to simply adopt the County's zoning codes as they stand.

**Council member Charles:** Has been thinking about this and stated that he doesn't think they have an option other than doing a moratorium at this point. Brought up Genola's processes for plan reviews and building inspections and that they contract with a firm to make those things happen. There will be a time period before Spring Lake gets similar processes set up even if it were to adopt the County's ordinances. Pointed out that he thinks the Town probably should adopt the County's ordinances, but that he thinks that the Town should begin with a moratorium first. This would allow the town to get its Planning Commission established and contracts in place for building plan reviews and like services. Once those things are in place, the Town can pull the moratorium off and adopt the County zoning at that time because the Town would then be set up and be able handle those services. In his mind, he doesn't even think there is a discussion and that the Town must do a moratorium until it gets contracted with where it's going to go. The Town needs to have basic services in place to be able to handle these types of things.

**Council member Bascom:** Stated that she thinks they need to have something that protects everyone in the Town and then go forward from there. There are things that the County has that a lot of people in Spring Lake don't like. She has heard that from citizens. She thinks that they just need to make sure what they decide to do protects the Town and its citizens. As a result, a moratorium needs to be in place to kind of hold things for a bit until they can get things organized.

**Mayor Menlove:** Agrees with Council member Charles' comments. Pointed out the county zoning for Spring Lake area is either residential rural 5 or residential agriculture 5. This means you have to have 5 acres minimum to build. He looked at the County zoning map online to make his points on this. If you click on the map, it comes up with land use ordinances. If Spring Lake decided to just adopt the Utah County ordinances as is, there are some things that are permissive. If they adopt the code, they would be obligated to meet requests that are allowed under the code. The Town doesn't have anyone to review building permits at this point and time. However, he stated that he doesn't think it would take the Town too long to get these services in place. If the Town does do a Moratorium he doesn't want there to be a hard deadline. He wants it to be more open so that if the Town can get things in place quickly the moratorium can be removed. For instance, if the Town can get Santaquin's building inspector to provide services in Spring Lake this would allow for a shorter moratorium. The Town shouldn't make people wait on building if it is able to meet their needs.

**Council member Charles:** Had a question for Spencer. On the packet for the moratorium ordinance, he noticed that there are spots to put specific time frames in the ordinance. Can the council put stipulations in the ordinance. For instance, can the council do it based on the Planning Commission being established and contracting for specific services being completed or does the ordinance need to be for a specific date?

**Spencer Foster:** Yes, the Town can do the ordinance and make it dependent when certain things happen. There are only requirements for the maximum time frame for a moratorium and that's six months unless you do an extension of the moratorium for an additional six months for a total of one year. There are maximums but there's no minimum time limits. If you want to put a stipulation of having the moratorium in place until a Planning Commission is created, you could do that but put another clause in the ordinance saying that the moratorium would be up to six months as well.

**Council member Charles:** That's what he was suggesting. He thinks the ordinance needs to be stair stepped. The Town needs to have the Planning Commission ready to go in case someone comes and wants to build something. If the Town adopts the County's codes, the person wanting to build can go to those codes and the Town then has to abide by them. Right now, the Town just doesn't have a path to be able to do this. For plans, the Town has absolutely no path to do this. Until the Town has some processes for specific services, a moratorium needs to be put in place. Then a Planning Commission should be set up, a contract for services should be made, and then the Town can adopt the County's ordinances, and from there stair step it to the Town's General Plan. At this point he feels the Town has no choice.

**Council member Marsh:** Thoughts on this are in not penalizing any of the residents of Spring Lake who would like to move forward on building something. He stated that he understands the need for a moratorium to protect the Town, but if the ordinance can be written to where it can end the moment the Town has everything in place and the Town council votes to end the moratorium, then he thinks they can accomplish the things they need to. The Town would have the moratorium for protection and then people would be able to move forward with the things they have in mind and would like to do. He just doesn't want to penalize anyone in the Town just because they have become a Township.

**Council member Judd:** Started having phone issues.

**Mayor Menlove:** Wanted to clarify the rules behind doing a moratorium and adopting the County's zoning codes.

**Spencer Foster:** If the Town adopts a land use ordinance from the County the Town needs to do public notice to everyone the community that this will affect and hold a public hearing. There must be a 14-day public notice so that if people want to show up to the meeting and give their opinions on adoption, they can. A public hearing is not required for a moratorium.

A moratorium is not adopting a land use code; it's more of an administrative hold on building in the Town. There are different rules for each one. If you wanted to do the adoption of a code, you would have to do a public hearing but not for the moratorium.

**Council member Judd:** Feels that the comments by the other council members are valid and that's a good way to go. He thinks that the Town should be very cautious about how it proceeds. The Town should put a kibosh on building initially until it can get some things going and in place like has been said by others.

a. PUBLIC COMMENT

**Citizen Comment:** Is there anyone currently looking to do anything that you know of?

**Mayor Menlove:** There is one project that we are aware of.

**Citizen Comment, Jason Knapp:** There is a building permit through the county for the old school in Spring Lake that includes the roof, engineering, and getting the building secure and internally done. As for finishing the electrical work and finalizing the building, the Town will oversee the final building permit for that. Asked if anyone else knew of any other projects.

**Citizen Comment, John Burchett:** Not currently a citizen. He lives in Texas but is looking to move to the area. Compared the rules for Texas and Utah. One of the things he pointed out was that the rules need to be fair for all so be careful not to put the Town in a tricky situation with that. He pointed out the difficulty of obtaining water rights in the area and building wells. Recommended the Town does a moratorium as long as it's within the laws of the State. He pointed out that the County's zoning codes are the County's at this point and that the Town hasn't adopted anything. The Town at this point can't point to the County's ordinances yet. He pointed out that he thinks creating a P&Z is the least of the Town's problems right now. The first thing the Town needs to do is zone the Town. Where is residential, where is commercial, how is the Town going to support itself. Brought up other Towns in southern Utah that tried to incorporate and ended up going bankrupt because they couldn't support their services. The tax base needs the support of commercial. He pointed out sections of the Town that could potentially be zones for that purpose (gas stations etc). Spring Lake water system is currently full and that will keep the growth from moving into the area right away. Again, he pointed out that fairness to all is required legally and that zoning needs to be done before anything else takes place. A moratorium gives the Town the opportunity to zone the Town.

**Citizen Comment, Mike Stauffer:** He is building a chicken coop and has a concern about building this legally. Council member Charles and Mayor Menlove said that if the chicken coop is movable, there is no permit needed for this. Other citizens made comments as well and answered Mike's questions regarding height of the coop.

**Mayor Menlove:** Made a point that these types of questions, we just don't know how to really answer yet for the Town specifically.

**Citizen Comment, Von Menlove:** Stated that he feels that putting a moratorium on building is important until the Town does get the zoning put in place and processes for building permits and inspections as such. The shorter the moratorium the better, but the Town needs to know where it's headed. Is the Town going to adopt the County's zone for now or is it going to create its own codes. It sounds like the moratorium can only be for six months, but the shorter the better. It sounds like this needs to happen though.

**Citizen Comment, Joy Benson:** It sounds like everyone is now saying the same things at this point so we could probably move on to discuss other things.

**Mayor Menlove:** He went to the County a few weeks ago to ask for any building permits that were already in progress. Legally if there is a building permit that is still in process, this would now come to Spring Lake and the Town would oversee finishing the permit out. The Town would be obliged to find a way to finish the permit out. The only one that the County had was for the school permit that has already been discussed during this meeting. The LDS church had one but that has been finalized. Other than that, they did not have any other permits in process. Even if the Town does a moratorium, we will have to move fairly quickly on getting a planning commission put in place and a process in place to where the planning commission can move forward on some things. We will have a project that will need to move forward in the next month or two. Also, as far as he knows, the County Health Department would still have to approve all septic tanks as well.

**Council member Charles:** There were some questions asked about septic systems. His understanding is that all falls under County health and their jurisdiction. He owns some property in Elk Ridge in Loafer Canyon, and this property still falls under the County for septic system related issues. Everything related to septic must go through the County.

**Mayor Menlove:** If there is already an existing septic tank, that's different than one that is being put in that's brand new. If someone needs to replace an existing system, that's a much easier process than putting in a new septic system for a new home that's being put in. They must go through all the perc tests etc.

**Council member Marsh:** Still of the opinion that if we're looking to take care of the Town, they need to do that as soon as possible. Allow people to move forward as soon as possible to build. If the Town has a moratorium in place to give protection that we're seeking. Two months from now let's say we have something together where we can adopt an initial ordinance, I don't see why that can't be on the table to end the moratorium for people that want to build. Brought up the current permit with the school and concerns with the final inspection potentially holding up the finalizing of the project.

**Mayor Menlove:** Not necessarily, we can probably move forward with requesting a phase two building permit without phase one being finished. But phase one could be finished in about three weeks. The first permit doesn't need to be closed out before the next one is applied for or submitted.

**Council member Marsh:** Doesn't fully understand this because it sounds like the project couldn't be finished unless it is done through the Town.

**Mayor Menlove:** That's true. However, the final inspection isn't what's holding it up. What would hold the project up would be getting a building permit for phase two because that must come from the Town. The building permit from the County went in two phases. The phase two permits will need to be issued sometime from the Town. He stated that he is kind of at odds here because he's the Mayor and doesn't want that to be anything that takes place as special treatment as a result.

**Citizen Comment, Jason Knapp:** They are very much in support of the Town getting everything done that it needs to. Appreciate Robert's desire to expedite the process if possible. Doesn't want to put any undue pressure on the Town Council to do this quicker than needed.

**Council member Marsh:** Just was using the school project as an example. In a month or so you may have two or three people that would like to move forward with things. If there is a moratorium at six months minimum, then they can't move forward during that time. If the Town comes up with something that simply states, the maximum would be six months but that the Council should have it in their minds that they move forward as quickly as possible in establishing and adopting the County ordinances. Obviously, we would call them Spring Lake's ordinances but just adopting what the County has in place. If they follow all the correct procedures with 14-day notice and take all the correct steps, then could they adopt those, correct? Is he thinking along the correct lines?

**Mayor Menlove:** To me you are. Summarized what he had heard in this discussion. The Town can't adopt the County's zoning code tonight. And it wouldn't be County zoning. It would be copy and pasting and it would then be Town zoning and mirroring what the County had, just temporarily until the Planning Commission can come in and make changes to the codes based on what Spring Lake wants to do. This process will take months because the community and residents will need to be involved in the process. It will take the Town at least a month to even get a Planning Commission in place. The Planning Commission may then be able to adopt the County's code so that people can move forward with building based on those. Then the Town could move forward with doing a General/Master Plan afterward. It makes sense to me, summarizing, that we would put a moratorium on building just to protect the Town legally until that can happen. The ordinance should be worded in a way that the Council can kill the moratorium whenever they want to. The Planning Commission could then go in and adopt the codes just like the County has them right now if desired. That would allow people to come in and build a barn because they would be following the same ordinances that the County had after the Town adopted these. Is that kind of what he's hearing?

**Council Members Marsh, Judd, Bascom, and Charles:** Yep. That sounds good. Council member Marsh agreed with the Mayor and stated that he said it very well.

**Mayor Menlove:** Any further comments? Would this require a motion?

**Spencer Foster:** If the Town wants to put a moratorium in place and sign the ordinance, yes this would require a motion.

**Mayor Menlove:** I don't think we want to sign it how it reads now. I think that we need to put more clear verbiage in the ordinance to say that we want to end it when processes and the planning commission is in place. In this case it isn't even an ordinance, right?

Spencer Foster: Yes, this is an ordinance.

**Citizen Comment, John Burchett:** If three months and everything is in place you would do another ordinance that repeals the moratorium and there you go.

Mayor Menlove: Joked about if John Burchett has legal background and if he's interested in an Attorney position for the Town.

**Spencer Foster:** Another option would be to table the item until next council meeting to give the council time to decide, we could make changes to the ordinance. The council could then vote on the item with those changes. Or if they want to pass the ordinance tonight, the council could pass it with the changes that they want in the ordinance and in the motion stating that they are passing the ordinance with the changes that they want in the ordinance. Usually, the Mayor allows other council members to make motions but the Mayor could technically make a motion if he wants to.

**Mayor Menlove:** This would be the first ordinance of 2026.

**Council member Charles:** Comfortable with signing the ordinance how it reads already. Option A in the moratorium already states that it is a temporary moratorium anyway. As he reads the wording on it, it makes sense and would fit what they need. Doesn't feel like they need to wait to pass the ordinance as well.

**Mayor Menlove:** Waiting two weeks doesn't delay the Town. However, passing the ordinance two weeks earlier protects the Town two weeks earlier.

**Council member Charles:** Clarified the ordinance is Option A the moratorium. Then clarified that they need to state the time frame of the moratorium.

**Spencer Foster:** From the conversation held tonight, it sounds like the council wants to put a maximum time length of six months but to cancel the moratorium early.

**Council member Charles:** Made a motion, "For ordinance 26-01 Option A for a temporary moratorium on development for a time frame of up to 6 months or until the Town of Spring Lake has a Planning Commission and appropriate services established and can adopt the County ordinances at such time." Does that work?

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

**Mayor Menlove:** Opened the roll call vote.

**Council member Marsh: Yes**

**Council member Judd: Yes**

**Council member Charles: Yes**

**Council member Bascom: Yes**

**Mayor Menlove: Yes**

Vote passes unanimously.

There is now a moratorium on building. Mayor stated that we will work to quickly end the moratorium so that no one is held up on building anything. Thanked everyone for their comments.

### **WORK SESSION**

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

**Mayor Menlove:** This work session is to discuss job descriptions for the Recorder, Treasurer, and Planning Commission. Town Attorney and Public Safety will also be discussed, but mainly those volunteer positions first.

**Spencer Foster:** Insurance for the Town needs to eventually be discussed for liability for the Town as well.

**Mayor Menlove:** Requested that Spencer Foster pull up the job descriptions for these roles. Also introduced Spencer Foster and explained that he is acting as the Temporary Town Recorder currently. Spencer put together job descriptions for these roles. Hoping that these jobs will be volunteer for this first year. The Recorder job description was discussed. The responsibilities for the Recorder are extensive. Experience needed for the position discussed.

**Spencer Foster:** Pointed out that the description does state experience in a "closely related field" because the Town may have to just do its best with finding someone to fill the role.

**Mayor Menlove:** Can think of a few people who he thinks would be interested but they may not feel like they fit the role quite perfectly.

**Spencer Foster:** Point to the section that says equivalent education and experience and explain that the Town will appoint the best fit for the position as it needs to.

**Mayor Menlove:** Training requirements for the Town Recorder discussed. Joked about a training that we were watching the BYU vs. Texas Tech game and that we should have been paying better attention.

**Spencer Foster:** Notary, bondable, and records management or GRAMA training.

**Mayor Menlove:** Costs for notary and bonds?

**Spencer Foster:** Notary process explained to the council. There are costs.

**Council member Bascom:** Pointed out the costs for a Notary and Bond.

**Mayor Menlove:** Stated that he thinks the Town should pay for these costs related to the Recorder qualifications so that any cost burden for the person who is volunteering for the position doesn't fall on them. At the very least the Town would pay for the bond, notary, and training. How many hours does it take to get a notary.

**Spencer Foster and Carrie Knapp:** Explained the process for becoming a notary. No formal course is required. Only a test. There's a waiting period to get the notary certificate and stamp after the test is completed.

**Mayor Menlove:** Does the Town Recorder have to run the Town Website?

**Spencer Foster:** Depends on what you would like to do. Some Towns have a council member doing, others have a volunteer doing it. Whatever works for the Town. You don't have to have the Recorder run the website.

**Mayor Menlove:** Was curious about that because they currently have a great volunteer running the website and if there is interest in the recorder position, but they don't know how to do website stuff that would be a concern.

**Citizen Comment, Jason Knapp:** He said he can keep doing it for as long as we want and that if he can figure it out, anyone can.

**Mayor Menlove:** Any other questions regarding the job description for a Town Recorder?

**Council member Charles:** Question about the job description if there are more responsibilities (i.e. building permits, etc.)?

**Spencer Foster:** In some Towns, responsibilities are split between multiple clerks or the Recorder and Treasurer depending on what is needed and the bandwidth of the individual. Most important responsibilities for the Recorder upfront would be the minutes, recordings, ordinances, etc.

**Council member Marsh:** Commented on how to broadcast the job descriptions to the citizens in Spring Lake. Wants equal opportunity to all citizens up front. Where this is initially a volunteer opportunity, this is important for all to know about it.

**Mayor Menlove:** Wanted to look at the Treasurer and Planning Commission job description and then we can discuss broadcasting ideas after. Asked Spencer to bring up the Treasurer description.

**Council member Bascom:** Pointed out that the Recorder should have an Assistant Recorder to help them, so they don't become overwhelmed with everything that's involved in that.

**Spencer Foster:** Having an assistant will come with time. As the Town gets up and running the Recorder will focus on specific things. When more responsibilities are added in, a Deputy Recorder would be a good idea.

**Mayor Menlove:** He agrees with Robert that these job descriptions need to be posted for the public to see. The Treasurer job description isn't as long.

**Spencer Foster:** The Treasurer also needs to be bondable.

**Mayor Menlove:** Let's discuss the Planning Commission description.

**Council member Charles:** Do we have to specify the number of Planning Commission members in this job description?

**Spencer Foster:** Rules for adopting a Planning Commission ordinance discussed. Terms of service, number of commissioners, Spring Lake citizen, responsibilities. These things don't need to be in the job description, just in the ordinance. You also need to have an odd number of commissioners. Most common is five.

**Council member Marsh:** Are there sample ordinances that the council can look at?

**Spencer Foster:** Yes, there are samples that we can look at to create this. Stated that he can find some examples for the council.

**Mayor Menlove:** Can we pass a Planning Commission ordinance at our next meeting.

**Spencer Foster:** Will investigate if there is a public notice requirement to pass a Planning Commission ordinance, but if not, the Town can put it on the agenda for their next meeting.

**Mayor Menlove:** Can the Town advertise for Planning Commission members without having an ordinance passed yet?

**Spencer Foster:** Yes, and it should speed up selection. You just can't put them on a commission until it exists.

**Mayor Menlove:** Should we discuss some things about the Planning Commission ordinance to get this in place?

**Spencer Foster:** Yes, I need some directions to draft the ordinance (if you want me to draft it).

**Mayor Menlove:** Suggested 5 members

**Council member Marsh:** Minimum of 5

**Council member Judd:** 5. Asked a question about a degree for the Treasurer role and if that will limit the Town in finding someone to do the role. Can this be worded in a way that can allow for other options but not necessarily someone with a degree.

**Spencer Foster:** Pointed out that the Treasurer is dealing with the Town's finances so it may be important for them to have some specialized knowledge and a degree. Can change this if needed to a GED.

**Council member Charles:** Pointed out that the job description already allows for a combination of experience and knowledge rather than specifically a degree.

**Mayor Menlove:** Representation of the Planning Commission discussed. Large landowners, small landowners, people in different locations of the Town.

**Spencer Foster:** Try not to put things in your ordinance that will limit you in certain ways. Be careful of what you put in your ordinance. Don't necessarily put things in writing but have a checklist on your own to decide.

**Mayor Menlove:** Discussion on having to be a land owner of Spring Lake.

**Council member Marsh:** Should we allow them to live in the County or simply own land in Spring Lake.

Spencer Foster: Pointed out options between residency and allowing those from the County to be on the commission.

**Council member Marsh:** That was a clarification. He would be supportive of a minimum of 5 members.

**Council member Bascom:** How do you advocate for the Town if you don't live here?

**Citizen Comment:** People in the Town who live in the Town should be making the decisions for the Town. Discussion about the Town being able to figure things out regarding how to run the town.

**Citizen Comment, Layne Batty:** Provided an opinion that voting residents of Spring Lake should be on the Planning Commission but that they can always go outside of Spring Lake to get help and opinions from others who don't necessarily live in the Town. But that the actual commission members should live in the Town.

**Citizen Comment, John Burchett:** You don't want to limit yourself because of the fact you are doing this all by volunteer. You can control who's on the commission anyway because you will be picking them, but you don't want to limit yourself if you can help it.

**Citizen Comment, Layne Batty:** Clarification on limiting and that Planning Commission members should be residents.

**Mayor Menlove:** Clarification on putting things in writing. It would be surprising if anyone applied, other than Town citizens. The council and Mayor will be choosing the commission anyway.

**Spencer Foster:** Explained the options of not putting the residency requirement in writing but adding it later into the ordinance if something changes with the number of volunteers or needing residents to be the only ones on there.

**Council member Charles:** Would want to have the residency requirement written in the ordinance. Had always assumed this would be the case.

**Mayor Menlove:** Would agree.

**Council member Bascom:** Agree.

**Council member Marsh:** Doesn't have a strong opinion of putting the residency requirement in writing. Brought up the future of Spring Lake and having a non-biased perspective on the commission for an outside voice. Sometimes this helps in the overall process. No strong opinion to or to not allow the residency requirement in the ordinance.

**Council member Judd:** Be careful how you write the ordinance and how it may affect you in the future. Best intentions can maybe be used against you in the future. One last thought would be to have more commissioners if you are going to allow members to live outside the city.

**Spencer Foster:** Mentioned that some commissions have alternate members for consulting purposes

**Mayor Menlove:** Term limits discussed for the Planning Commission members. 2 year and 4 year term lengths discussed.

**Spencer Foster:** Clarified the ordinance structure and term lengths. Recommended that you have a specific time for term lengths to be written in the ordinance.

**Mayor Menlove:** Anything else to put in the ordinance?

**Council member Charles:** That at least gets us started.

**Mayor Menlove:** Would love to have a Planning Commission in place a month from now. Do you have to have an ordinance in place to interview individuals?

**Spencer Foster:** You don't have to wait other than to appoint them to the commission.

**Mayor Menlove:** Discussion on how to broadcast the job description.

**Council member Charles:** These descriptions don't specify where to send information.

**Council member Marsh:** Question about availability. Is it ok to reach out to certain individuals and approach them about willingness?

**Spencer Foster:** You can solicit interest in these roles.

**Mayor Menlove:** Likes the idea of just having a resume.

**Council member Charles:** Pulled up Payson City's process and explained that to the council. It's a super simple process. Something similar would be a good idea. For the Recorder and Treasurer, a resume would be appropriate but something simpler for the Planning Commission would be appropriate.

**Mayor Menlove:** Asked Jason if he could make something work on the website for soliciting interest. He said he could figure it out.

**Spencer Foster:** Offered his assistance as well.

**Citizen Comment, Carrie Knapp:** Google forms are simple and easy as well.

**Citizen Comment, Jason Knapp:** Offered to come up with some options and show them to the Mayor before they are posted.

**Spencer Foster:** Explained the Mayor's administrative powers allow him to technically go through the whole hiring process for the Town and the roles that they are discussing.

**Citizen Comment, Jason Knapp:** Will work with the Mayor to make something happen by publishing the job descriptions etc.

**Council member Charles:** Don't wait for this, if you can make it happen go for it.

**Mayor Menlove:** Should be creating one process for this whole thing and keep it the same once we figure it out. Asked Jason Knapp to go forward with the process. He agreed. The minute Jason is done with getting this ready, we should go forward with posting and getting this pushed out.

**Citizen Comment, Jason Knapp:** Pointed out the various ways the Town can push this out to residents. Website, Facebook page, compiled list of emails.

**Council member Marsh:** Asked a question about the possibility of signing up for text notifications. Communications via text would be helpful.

**Citizen Comment, Jason Knapp:** Having a subscription list can be put on the website for notifications. On Facebook I'm not sure. The Facebook page isn't technically a Town page yet but can be if the Town wants it.

**Council member Marsh:** Texts are often looked at quicker, and this form of communication is easier to see.

**Citizen Comment, Jason Knapp and Council member Charles:** Text software may be possible but will cost the Town money. Software can make this happen.

**Citizen Comment, Carrie Knapp:** Pointed out the struggles of trying to get texts out to citizens if there is no software available to help with this.

**Spencer Foster:** Pointed out that you want to incentivize the community to use the website for the HUB of information. Any way you can get them to go to the website and make that normal, the better this will be. This will normalize the use of the website.

**Mayor Menlove:** Carrie did this on Facebook and told them to go to the website to see information.

**Citizen Comment:** We should be directing our citizens to the website for the place to get the information. Everyone can get to the website and use that despite all the other programs everyone may be using based on their individual preferences.

**Mayor Menlove:** Suggested that Jason Knapp will get something available on the website, email, Facebook, and then he and Jason will move forward with the process. Planning Commission ordinance also discussed who will be leading the way on drafting this.

**Spencer Foster:** Offered to go back and forth with the Mayor on a Draft Ordinance for next council meeting. Eventually the Town Recorder will be doing these ordinances with the help of the Mayor.

**Mayor Menlove:** Phone call from the County Sheriff's Office to meet again and discuss further services.

**Spencer Foster:** Reminded that there can only be two of the council members in the meeting. Avoid any quorums.

**Mayor Menlove:** Asked the council if they should talk with Santaquin and Payson as well for police services.

**Council member Charles:** Yes, we should be talking with both the County and the others but shouldn't wait and can talk to them intermittently.

**Council member Marsh:** I agree.

**Mayor Menlove:** Discussed Payson's costs in the feasibility study. Also talked about the County Sheriff's benefit and extra resources that they can provide.

**Council member Charles:** Thinks that it will end up being the county, but that we should at least check with Santaquin/others in case. Santaquin is interested in providing services as well and wants to talk with the council.

**Citizen Comment:** Why does the Town need to contract? The police must respond anyway to emergencies. Is there something that says we must have a contract?

**Citizen Comment, Von Menlove:** If there is an emergency, every cop in the area shows up. Having an agreement with the County anyway is probably the best idea.

**Citizen Comment, Jason Knapp:** There is a rule that we must have the same level of services as the Town was having before it incorporated so I do think it's required to have a contract for this.

**Mayor Menlove:** Agreed that the police will show up in an emergency. It's the Town's obligation to prove that the Town does have police services.

**Citizen Comment, Jason Knapp:** There must be some sort of agreement to show who will come in and patrol the Town and offer those specific services.

**Citizen Comment, Bill Benson:** Brought up the aspect of prevention. The Town should be thinking about prevention and not just emergencies and patrolling.

**Mayor Menlove:** Brought up the last meeting that was held with the Sheriff's department and the fact they could not promise the Town with a specific number of hours each week. Payson also needs patrol the Lake because that is their property.

**Citizen Comment, Layne Batty:** Already sees Payson, Santaquin, and the County patrolling in Spring Lake's jurisdiction. Mayor Menlove: Meeting with Utah County next week. Will meet with Santaquin to discuss using their building inspector.

**Council member Charles:** Clarified that Genola uses a building inspector that is officed in Santaquin so this might be the case with Santaquin as well. He will investigate this and get the Mayor information.

**Citizen Comment, Jason Knapp:** Will need to investigate accounting software also.

**Citizen Comment:** What about court services?

**Spencer Foster:** That would be another conversation to have with Santaquin. Maybe having the judge that swore in Spring Lake's council members agree to take on their cases.

**Mayor Menlove:** Judge Jewell. There's a lot to get in place. Anything else. This is probably enough for tonight. We've already been here for a few hours.

**Council member Marsh:** Nope, not me.

**Council member Judd:** I'm good.

**Council member Charles:** Nope.

**Council member Bascom:** Nothing else.

**Mayor Menlove:** Asked Spencer about a form that needed to be sent to the Tax Commission

**Spencer Foster:** Already sent this to the State Tax Commission. We should be good. It was for sales tax. I submitted that when we submitted the sales tax ordinance. Have we heard back from Lt. Governor's office.

**Mayor Menlove:** Nope explained that we are waiting for the certificate.

**Spencer Foster:** When that is done the Town bank accounts should be created.

## **REPORTS**

4. MAYOR
5. TOWN COUNCIL
6. STAFF MEMBERS
7. 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**

**Mayor Menlove:** Asked for a motion to adjourn.

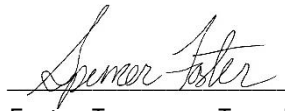
**Council member Charles:** Gladly made a motion to adjourn.

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

**Mayor Menlove:** Opened the motion for a vote.

Vote was unanimous and passed.

Meeting adjourned.

A handwritten signature in cursive script, reading "Spencer Foster", written over 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.

## **ORDINANCE NO. 26-02**

### **AN ORDINANCE CREATING A PLANNING COMMISSION FOR THE TOWN OF SPRING LAKE, UTAH AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the Town Council of the Town of Spring Lake, Utah (“Town”) is authorized under Utah Code Title 10, Chapter 9a, Land Use, Development, and Management Act, to create a Planning Commission by ordinance; and

**WHEREAS**, the Town Council finds that establishing a Planning Commission will promote orderly growth, transparency, and consistency in land use and development decisions; and

**WHEREAS**, the Town desires to define the composition, authority, and procedures of the Planning Commission in a manner consistent with Utah law and best practices of nearby municipalities.

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

#### **1. – Creation of Planning Commission**

There is hereby created a Planning Commission for the Town of Spring Lake, Utah (“Planning Commission”). The Planning Commission shall serve as an advisory body to the Town Council on matters relating to land use, planning, and development as provided by law and this ordinance.

#### **2. – Membership and Qualifications**

- A. Number of Members.** The Planning Commission shall consist of seven (7) members, comprised of five (5) voting members and two (2) non-voting alternate members.
- B. Voting Members.** The five (5) voting members shall have full authority to deliberate and vote on all matters before the Planning Commission.
- C. Alternate Members.** The two (2) alternate members shall be non-voting members who may participate in discussions but shall only vote when formally designated to serve in place of an absent or disqualified voting member, as provided by the rules of procedure adopted by the Planning Commission.
- D. Residency Requirement.** All members shall be voting residents of the Town of Spring Lake throughout their term of service.
- E. Qualifications.** Members shall be selected based on their interest in the orderly growth and development of the Town and their willingness to serve impartially and in the public interest.

#### **3. – Appointment and Terms**

- A. Appointment Authority.** All members of the Planning Commission, including voting and alternate members, shall be appointed by the Mayor with the consent of the Town Council.
- B. Initial Staggered Terms (Voting Members).** To avoid all voting member terms expiring at the same time, the initial appointments of the five (5) voting members shall be staggered as follows:
  - a. Two (2) members shall serve an initial term of two (2) years; and
  - b. Three (3) members shall serve an initial term of four (4) years.
- C. Initial Terms (Alternate Members).** The two (2) alternate members shall each serve an initial term of two (2) years.
- D. Subsequent Terms.** After the expiration of the initial terms, all subsequent appointments, including voting and alternate members, shall be for four (4) year terms.
- E. Vacancies.** Any vacancy occurring during a term shall be filled by the Mayor with Council consent for the unexpired portion of the term.

#### **4. – Oath of Office**

Each member of the Planning Commission shall take and subscribe to the oath of office required by Utah law prior to performing any official duties. The oath shall be filed with the Town Recorder.

#### **5. – Organization**

- A. Officers.** The Planning Commission shall annually elect from its membership a Chair and Vice Chair.
- B. Rules of Procedure.** The Planning Commission may adopt bylaws or rules of procedure consistent with Utah law, Town ordinances, and this ordinance.

#### **6. – Alternate Members**

- A. Purpose of Alternates.** Alternate members are appointed to ensure the Planning Commission can maintain a quorum and conduct business when a voting member is absent or disqualified due to a conflict of interest.
- B. Participation.** Alternate members may attend all Planning Commission meetings and may participate in discussion on all matters before the Planning Commission.
- C. Seating of Alternates.** An alternate member may vote only when formally designated by the Chair to serve in place of a voting member who is absent or disqualified. The designation shall be made on the record at the beginning of the meeting or prior to consideration of the affected agenda item and shall be noted in the minutes.
- D. Order of Seating.** When more than one alternate member is available, alternates shall be seated in a rotating order based on order of appointment, unless otherwise provided in the Planning Commission's adopted rules of procedure.
- E. Authority When Seated.** When properly seated, an alternate member shall have the same powers, duties, and voting authority as a voting member for the duration of the designation.
- F. End of Designation.** When the absent or disqualified voting member returns, or upon completion of the affected agenda item, the Chair shall announce the end of the alternate's designation, and the alternate shall return to non-voting status.

## **7. – Powers and Duties**

The Planning Commission shall have the following powers and duties, consistent with Utah law and Town ordinances:

- A. Review and make recommendations to the Town Council regarding:
  - The General Plan and amendments thereto;
  - Zoning ordinances, zoning map amendments, and land use regulations;
  - Subdivision ordinances and subdivision plats;
  - Conditional use permits and other land use applications as assigned by ordinance;
  - Long-range planning studies and policy documents affecting land use and development.
- B. Conduct public hearings as required by law or Town ordinance and forward written recommendations and findings to the Town Council.
- C. Serve as a forum for public input on land use and development matters.
- D. Perform such other duties as may be assigned by the Town Council consistent with Utah law.

## **8. – Meetings and Procedures**

- A. **Public Meetings.** All meetings of the Planning Commission shall be open to the public and conducted in compliance with the Utah Open and Public Meetings Act.
- B. **Meeting Schedule.** The Planning Commission shall establish an annual meeting schedule, which shall be posted on the Utah Public Notice Website.
- C. **Quorum and Voting.** A quorum shall consist of a majority of the five (5) voting members. Action of the Planning Commission shall require the affirmative vote of a majority of the voting members present and eligible to vote. Alternate members may vote only when formally seated in place of an absent or disqualified voting member.
- D. **Minutes.** Written minutes shall be kept of all meetings and made available to the public in accordance with law.

## **9. – Staff Support**

The Town Recorder shall provide administrative and clerical support to the Planning Commission, including preparation of agendas, posting of public notices, recording of minutes, and maintenance of records, unless otherwise directed by the Town Council.

## **10. – Removal**

A member of the Planning Commission may be removed by the Town Council for cause, including but not limited to:

1. Failure to maintain residency within the Town;
2. Failure to attend meetings regularly;
3. Conflict of interest violations;
4. Misconduct or inability to perform duties; or
5. Violation of applicable laws or Town policies.

Removal shall occur after notice to the member and an opportunity to be heard.

**11. – Severability**

If any provision of this ordinance is held invalid, such invalidity shall not affect the other provisions of this ordinance.

**12. – Effective Date**

This ordinance shall take effect immediately upon its adoption and publication as required by law.

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

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

Wade Menlove, Mayor

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

Spencer Foster, Temporary Town Recorder

**TOWN COUNCIL VOTE AS RECORDED**

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



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## **Open & Public Meetings Act**

Presented By: Spencer Foster, LAA



# The Purpose of OPMA

- OPMA exists so the public can see how and why decision are made – not just the final vote.
- Transparency is the rule
- Closed meetings are the exception
- If it feels questionable, slow down

“Public bodies must conduct the public’s business openly with full transparency”

Utah Code Section 52-4-101



# Public Bodies

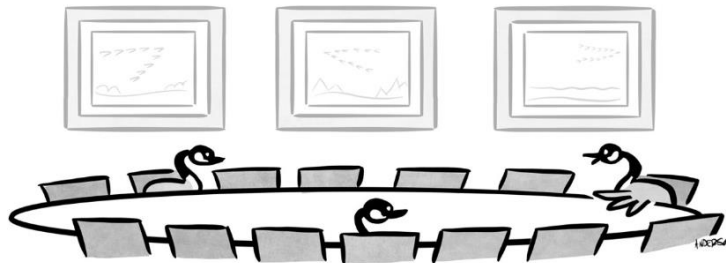
All public bodies are subject to the act.

What is a public body:

1. Created by law or ordinance
2. Two or more members
3. Discusses or decides public business

**\*Example:** 3 of 5 Council Members talking town business = OPMA territory

# Quorums



"I agree we have a gaggle. What we don't have is a quorum."

"Quorum" means a simple majority of the membership of a public body.

"Quorum" does not include a meeting of two elected officials by themselves when no action, either formal or informal, is taken.

# Chance Social Gatherings

A chance or social gathering.

Convening when no public funds are appropriated, and no formal action is taken.

*But best practice is to always err on the safe side. When in doubt, stop the conversation.*





# Emergency Meetings



Emergency = Immediate threat to life, safety, or property. Cannot wait 24 hours.

Allowed in an Emergency Meeting = Emergency spending, emergency response actions.

Not allowed in an Emergency Meeting = Routine or controversial policy decisions.

Reminder = Emergency meetings are rare – not a convenience tool.

# Electronic Meetings

The public must be able to hear and participate.

Municipality must have an adopted electronic meetings ordinance to hold Electronic Meetings.

Your ordinance must make special provisions defining a quorum.

An anchor location is usually required (except in limited situations involving safety and welfare).





# Closed Meetings

All reasons for a closed meeting:

- Discussion of character, competence, physical or mental health of an individual.
- Collective bargaining.
- Pending or imminent litigation.
- Purchase of real property (in most cases)
- Security systems.
- Criminal misconduct investigations.
- Certain procurement discussions.

Reason	Description	Recording?	Affidavit?
Litigation	Strategy session to discuss pending or reasonably imminent litigation.	Yes	No
Personnel	Discussion of the character, professional competence, or physical or mental health of an individual.	No	Yes
Property Acquisition	Strategy session to discuss the purchase, exchange, or lease of real property.	Yes	No
Security	Discussion regarding deployment of security personnel, devices, or systems.	No	Yes



## Closed Meetings – Don't Dos



The following cannot happen during a close session:

- Final votes
- Appointments
- Decisions
- Wandering off-topic

“Discuss, don’t decide.”




# Annual Meeting Schedules

Annual notice of regularly scheduled meetings must be posted:

- The date, time, and place of meetings for the year

*Written minutes and recordings of all open meetings must be given public access.*

Kent Jones  
County Clerk  
www.summitcounty.org/clerk  
kentjones@summitcounty.org




Phone (435) 336-3203  
60 No Main  
Coalville, UT 84017


**2021 Annual Notice of Scheduled Meetings**  
**Board of Summit County Council**

Pursuant to section 52-4-202, Utah Code, notice is hereby given that the Board of County Council, Summit County, Utah, will hold regular meetings on Wednesday, during the 2021 calendar year as follows:

January	6, 13, 20, 27
February	3, 10, 17, 24
March	3, 10, 17, 24, 31
April	7, 14, 21, 28
May	5, 12, 19, 26
June	2, 9, 16, 23, 30
July	7, 14, 21, 28
August	4, 11, 18, 25
September	1, 8, 15, 22, 29
October	6, 13, 20, 27
November	3, 10, 17, 24
December	1, 8, 15, 22

Unless otherwise noticed, all meetings will begin at 2:00PM and will be held in the Council Chambers at the Summit County Courthouse, 60 North Main, Coalville, Utah.

  
Kent H. Jones, Summit County Clerk



Posted: December 10, 2020  
Published: Park Record December 19, 2020

P.O. Box 128, Coalville, UT 84017

# Notices

## Content:

- Date
- Time
- Place (and/or Electronic Instructions)
- Agenda with “Reasonable Specificity”

## Post notices:

- At least 24 Hours in advance
- At the Utah Public Notice Website
- Physical location (office or meeting site)





# Meeting Minutes

Minutes of public meetings must include:

1. Date, time, and place of the meeting.
2. Names of members present & absent.
3. Substance of all matters discussed.
4. Record of each vote taken.
5. Name of each person who testified/commented.
6. Anything else that a member requests be entered into the minutes.

*Minutes are yours - Your body should be happy with them.*

*Minutes are retained permanently under GRAMA.*

## Approved Meeting Minutes

Fairfield Town Council

Joint Work Session with other Municipalities/Special Meeting  
May 21, 2024

## Joint Work Session

Date: Tuesday, May 21, 2024

Anchor Location: Anchor location: 1630 East Stagecoach Run, Eagle Mountain

Time: 4:00 PM

Minutes By: Stephanie Shelley

Agenda Item #1 - Open The Town Council Joint Work Session  
Mayor McKinney called the Town Council Work session to order at 4:00 p.m.

## Agenda Item #2 - Roll Call

Town Council Members Present Via-online: Mayor Hollie McKinney, RI Panek, Tyler Thomas, Michael

Weber

Excused: Richard Cameron

Staff Present:

Stephanie Shelley - Recorder

Others Present Via Zoom:

## Agenda Item #3- Presentation - Feasibility Study for the creation of a new school district prepared by LRB

Public Finance Advisors presented the feasibility study they conducted for creating a new school district, Eagle Mountain City, Saratoga Springs City, and Fairfield Town Councils.

In this meeting, the feasibility study for a proposed new school district in Utah was presented, required by state law (Utah Code 53C, Section 3). The analysis focused on financial impacts, especially tax implications, with several key points highlighted:

- 1) Enrollment and Taxable Value Projections: The new district's enrollment is projected to start at 24,600 students in 2024, increasing over time. Taxable value is expected to grow from 20-21% of the current Alpine School District (ASD) in 2025 to 26% by 2029.
- 2) Revenue and Expense Analysis: The study examined the General Fund, Capital Projects Fund, and Debt Service Fund. Revenues come from local (property taxes), state (based on weighted pupil units), and federal sources. Expenses are mostly tied to enrollment, with some based on the number of facilities.
- 3) Key Assumptions: Assumptions include a strong growth rate for taxable value and an increasing taxable value per student. Revenue projections consider the expiration of known redevelopment areas, and changing these assumptions could significantly impact revenue and feasibility.

1 of 5

## Approved Meeting Minutes

Fairfield Town Council

Joint Work Session with other Municipalities/Special Meeting  
May 21, 2024

Agenda Item #4- Discussion and approval of Resolution No. 2024-06. A Resolution adopting and establishing an investment policy for Fairfield.  
Larry Jenkins (Town lawyer) suggested a resolution to establish an official investment policy for Fairfield. The council reviewed the shorter proposed version.

Councilman Thomas made a motion to approve Resolution No. 2024-06. A Resolution adopting and establishing an investment policy for Fairfield. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

## Agenda Item #5 - Discussion on Ordinance #2024-07 Providing for the Compensation of Elected and Statutory Officials and Board Members.

The council discussed the proposed ordinance for compensating elected and statutory officials and board members. Various compensation figures, including potential increments and stipends, were discussed.

## Agenda Item #6 - Discussion on water conveyance transfer requirements.

There was a discussion on water conveyance transfer requirements for the light industrial area. Different options and approaches were considered about managing and allocating water shares for future development. A potential development agreement was examined, with thoughts on safeguarding the town's water provisions.

## Agenda Item #7 - Discussion on the public hearing dates for the school district split.

Public hearing dates for the school district split were set, with the first hearing scheduled for June 12th and the second for June 26th and July 11th for resolution calculations. It was emphasized that the hearing had to be done within the regulatory 45-day period.

## Agenda Item #8 - Update on Town Planner and Town Attorney.

An update was given on seeking a new Town Planner and Town Attorney. Discussions covered their roles and deliverables expected in the coming weeks, including an annexation policy and changes to internal procedures.

## Agenda Item #9 - Discussion on the Joint Session on May 29th at Lehi City Hall.

The council discussed the upcoming joint session scheduled for May 29th at Lehi City Hall. The purpose of the meeting will be to discuss transportation issues and showcase Fairfield's concerns. Attendance from at least one council member was deemed necessary.

4 of 5

# Recordings

Recordings must:

1. Be complete and unedited.
2. Be properly labeled with date, time, and place of the meeting.
3. Retained for 3 years under GRAMA.





# Minutes and Recordings Timelines

Pending minutes, minutes, and recordings are public records under the Government Records Access and Management Act (GRAMA).

Pending Minutes = Within 30 Days

Approved Minutes = Within 3 Days

Recordings = Within 3 Days

## How is the Act enforced?

State Records Committee (SRC) and Attorney General

Courts can void actions

Attorney fees may be awarded

Fines up to \$500/day for noncompliance

Reputational damage is often the biggest hit



## GRAMA and OPMA



Pending minutes, approved minutes, and recordings are public records under GRAMA.

Side conversations during meetings can violate OPMA.

Electronic communications (texting/emails) between members are subject to GRAMA - including those sent during meetings but not necessarily about public business.



## Best Practices

Ask questions early



When unsure, notice it and discuss it openly

Use staff and counsel

Put as little in writing as possible, only those things that are essential