

Town of Spring Lake

Council Meeting Agenda

Meeting to be Held

May 6, 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 MAY 6, 2026, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/87591193496?pwd=baDaPPMSHoZoWcrbWCOFEazKoqalM4.1>

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

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

Councilmembers Absent: Councilmember Marsh

Staff Present: Local Administrative Advisor, Spencer Foster, Recorder Rebecca Batty.

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

2. OPENING CEREMONIES

a. PLEDGE OF ALLEGIANCE: BY INVITATION

Ryan Moore: Led those in attendance at the Pledge of Allegiance

b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Councilmember Charles: Offered a prayer to begin the meeting.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD ANY ITEM THAT THEY WISH TO DISCUSS. THESE ITEMS DIFFER FROM THOSE ON THE AGENDA CONSIDERED FOR PUBLIC HEARINGS. PLEASE KEEP COMMENTS TO THREE MINUTES MAXIMUM.

No public comments

PUBLIC HEARINGS

3. PUBLIC HEARING – ORDINANCE NO. 26-05 ALLOWING FOR THE ADOPTION OF SPRING LAKE'S JANUARY – JUNE 2026 BUDGET.

Mayor Menlove: Started to explain that there is an ordinance that will allow the Town to adopt their budget.

Spencer Foster: Reminded the mayor that this is the public hearing for any citizens who want to say anything about this item.

Mayor Menlove: Asked if there are any comments and explained that they will be going over the budget in a few minutes. Closed this public hearing item.

4. PUBLIC HEARING – ORDINANCE NO. 26-06 ALLOWING FOR THE ADOPTION OF A TENTATIVE FY 26-27 BUDGET AND BEGINNING THE TRUTH IN TAXATION PROCESS.

Mayor Menlove: Asked if there are any public comments about this item and if there is anyone online who wants to comment. Nobody online. No comments on this item. Closed the public hearing on this item.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

5. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF ORDINANCE NO. 26-05 ALLOWING FOR THE ADOPTION OF SPRING LAKE’S JANUARY – JUNE 2026 BUDGET

Mayor Menlove: Explained that he put some early numbers together for the Jan-June budget. Asked if they can pass the ordinance with any changes they make to the budget at this meeting.

Spencer Foster: Said that they can pass the ordinance on approval of any changes that the council recommend.

Councilmember Charles: Asked if the budget was posted.

Spencer Foster: The budget was posted on the website and on the UPNW. Guided the council to the budget on the website.

Mayor Menlove: Bought up a number in the budget that he didn’t understand.

Spencer Foster: Need to clarify the number with Carrie to make sure everyone understands it.

Mayor Menlove: Went through the budget line items for revenue. Discussed the grant from Utah County.

Spencer Foster: Asked if they have sent an invoice out yet.

Mayor Menlove: Haven’t sent an invoice to the county yet. Stated that the property tax they may receive in the future is a similar amount to the grant amount from the county. Discussed sales taxes next.

Layne Batty: Asked how long this budget is for.

Mayor Menlove: Clarified that this budget is until the end of June 2026. This budget doesn’t have to go through Truth in Taxation because they won’t be levying property tax for it. Went into B&C road funds estimates and the quarterly amounts they received. Talked about donations to the town as well. Did some math to explain a point regarding the transfer to general fund line item.

Spencer Foster: This is the question we have for Carrie about that number.

Mayor Menlove: Explained that Pelorus software requires the budget to do these calculations. Tried to make sense of the number.

Spencer Foster: Did an explanation of how the numbers make sense in the budget line items. Explained the transfer number and how that should look and how it works in Pelorus. Carrie is doing a transfer into the capital project fund for future assets for next year. Government accounting requires a balanced budget, so this is why she’s doing us. The Pelorus software made her do it this way. It looks like you’re doing double counting, but it really isn’t because it’s just a transfer.

Mayor Menlove: Clarified.

Spencer Foster: What Carrie is doing is accounting for the transfer in the budget now, rather than accounting for the transfer in the final budget after amendment.

Mayor Menlove: People need to understand that the actual budget is little lower than the sheet shows. Went into the expenditure line items. Explained that the computers they bought were a lot cheaper than the budget showed. Computers were bought from Costco.

Spencer Foster: Asked if the rest of the council wants computers due to their budget. If not, then they will transfer anything else that’s left into capital after the year ends.

Mayor Menlove and Councilmember Charles: Discussed getting a printer or if the town wants to go through a print shop.

Councilmember Charles: Asked some questions about the specs of the computers and if they will be capable of doing everything they need for security. Asked about windows personal vs. windows business.

Spencer Foster: The state didn’t specify if they needed the town to have business versions of windows vs. personal versions.

Councilmember Charles: Told the group that they may need to find out the answer to this question before they distribute the equipment.

Spencer Foster: The cyber center will remote onto the computer and get everything put on them and they will put everything that’s needed on there on the back end. Will check in with Jonah from the state to see if they need specific business vs. personal versions.

Councilmember Charles: Told a story about his IT and the reasons they had to buy business versions at his job as well.

Mayor Menlove: The computers come with a trial of office 365.

Spencer Foster: They will have to get the software eventually and that will cost about \$100 each.

Mayor Menlove: Is it recommended to wait and transfer money.

Spencer Foster: I'd keep it how it is and let Carrie worry about that.

Mayor Menlove: Made some comments about legal fees.

Councilmember Charles: Talked to Cameron Diehl about hiring an attorney and doing an RFP for services. Cameron is going to spread the word for them about legal at a conference. He created an RFP for the council to review. Talked about how much they would be willing to pay an attorney. Thinks that the amount in the RFP for legal is a little low.

Mayor Menlove: Asked about the budget year for a municipality and if the contract must fit the municipal calendar.

Spencer Foster: Stated that it just depends on the conversations you have with the attorney and if they want to do a different time. It doesn't have to be the fiscal year.

Councilmember Charles: Talked about the county and their contract being calendar year.

Spencer Foster: County and municipal fiscal years are different. Discussed the different budget calendars for the state, counties, and municipalities. If you send the RFP out, you can still talk with the attorney about dates later as well.

Councilmember Judd: Asked about the numbers in the contract for pay.

Spencer Foster: You can maybe change the amount that's in the budget and contract before sending the RFP out. Clarified the difference between tentative and final budgets and how they work. Tentative budgets can change before the final budget is adopted.

Mayor Menlove: Clarified the tentative budget. Spoke with three different attorneys on the list Spencer gave him. Talked about hourly prices versus a retainer. One of the attorneys stated that they would be about \$3000/month for their retainer. Explained that we can write things and then have an attorney review them. Rather than having the attorney write the whole thing and then get charged more for their services.

Councilmember Judd: Asked if it's worth it to allocate more in legal budget to get a retainer of \$3000/month. Asked Spencer what legal fees will look like upfront versus down the road.

Spencer Foster: State that he thinks that once the town figures out what they are doing, they will pay less in legal fees. Until then they will pay more upfront while getting up to speed.

Councilmember Judd: Upfront it makes sense to spend more to get a retainer for attorney services.

Mayor Menlove: Pointed out that the budget year is almost over this year. Maybe by the next fiscal year they can do hourly through someone for a bit.

Councilmember Charles: According to Cam the town must go through an RFP process and can't just pay someone.

Mayor Menlove: As far as this year is concerned \$15,000 is going to be plenty.

Spencer Foster: When are they expected the attorney to start. If the fiscal year is over before you choose an attorney, then you won't be paying someone until FY 26-27.

Councilmember Charles: We can tighten up the timeframe in the RFP, but right now it says that the attorney would start in July 2026.

Mayor Menlove: Asked about legal timeframe limits and how long RFPs should be out.

Spencer Foster: Doesn't think there is a minimum timeframe, but you need at least 14 days to get as many as possible.

Mayor Menlove: Thinks that getting an attorney to look at the general plan.

Councilmember Charles: When is the town trying to finish the general plan.

Layne Batty: They want the planning commission to approve it on 20th of May and then pass it to the council on June 3rd.

Spencer Foster: The absolute soonest they can approve the general plan would be June 3rd.

Councilmember Charles: They want to do the plan right. Are there outside pressures that they need to get the plan in place before the end of June? He's not aware of anything. They need to have an attorney in place to review it.

Mayor Menlove: Brought up the Moratorium.

Councilmember Charles: You can adopt county code.

Spencer Foster and Councilmember Judd: Or you can extend the moratorium.

Councilmember Charles: Or we can lift it and put in place the county codes.

Mayor Menlove: Asked Spencer if he thinks the general plan needs to be reviewed by an attorney.

Spencer Foster: It wouldn't be a bad idea. They will make sure they have everything in there that needs to be in there. Or you could send it to the planners at MAG to see if they have advice for you as well.

Councilmember Charles: It's the cluster zoning that he is concerned about. He doesn't think that July is an unreasonable timeframe to get an attorney.

Spencer Foster: Compared Spring Lake and Ogden Valley on where they are on their General Plans and Codes.

Mayor Menlove: With the amendment of the moratorium, they can be ok for a minute.

Councilmember Charles and Councilmember Judd: Talked about increasing the amount they pay an attorney in the RFP to \$36,000 for the year.

Mayor Menlove: Clarified the RFP dates and how this would work.

Councilmember Charles: Can change it to match the fiscal calendar.

Spencer Foster: Recommended they change the dates and update the cost to \$36,000. Pointed out that if they got an attorney in July they would just transfer any legal funds into their capital fund and use that for next year if needed.

Mayor Menlove: That sounds good and that will allow them to evaluate next year's costs.

Councilmember Judd: Brought up administration, accounting, and software and that they should be able to find \$1,000 in those three line items to get the money for the attorney cost increase.

Spencer Foster: I would rely on your treasurer to do all that and how she feels comfortable with transferring funds after the budget year.

Mayor Menlove: Kept going through the budget line items for expenditures.

Spencer Foster: Discussed self-audits and state required audits.

Mayor Menlove: Spoke to the Utah Trust about liability policies and pricing there for insurance and bonds. Kept going through the expenses to police, fire, county services, etc. Hasn't reached out to Santaquin yet to see about police and fire. Shared his opinion about which agency would be the best option to go with for these services: Payson EMS/Fire, and Utah County is his opinion.

Councilmember Charles: Expressed his concerns about the services and that they just need an attorney to review contracts and get services in place. Under the impression that they should get these agreements made this year and then rediscuss these things next year.

Mayor Menlove: Discussed the Easter Egg hunt as a line item

Rebecca Batty: Asked if they can have other town events under that line item.

Spencer Foster: You'd need other line items under that section in the budget; you couldn't put other line items under the Easter Egg line item for other town events.

Mayor Menlove: Asked if they want to add other events to the budget.

Rebecca Batty: Talked about Spring Lake Days.

Mayor Menlove: This is run through the LDS Church currently. Concerns about switching this to a city event.

Councilmember Judd: Doesn't recommend the town take this over because it would cause the event to be totally different.

Mayor Menlove: Lastly, discussed the capital project and outlay for future projects in the budget. Reminded everyone that this budget is for Jan – June 30, 2026.

Spencer Foster: Pointed out that anything that isn't spend will go into your reserve for next year.

Councilmember Charles: Made a motion to pass ordinance no. 26-05.

Councilmember Judd: Seconded the motion.

Vote: Mayor Menlove – Yes, Councilmember Charles – Yes, Councilmember Bascom – Yes, Councilmember Judd – Yes, Councilmember Marsh – Absent/Abstain. Motion carried and ordinance passed.

6. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF ORDINANCE NO. 26-06 ALLOWING FOR THE ADOPTION OF A TENTATIVE FY 26-27 BUDGET AND BEGINNING THE TRUTH IN TAXATION PROCESS

Mayor Menlove: Explained the tentative and final budget process for the FY 26-27 budget due to the Truth in Taxation Process. Explained what Truth in Taxation is and how it works. Went into the property taxes document. Explained how property taxes work. Talked about balanced budgets. Discussed budget/property tax increases and how they work. Pointed out that there are other types of taxes as well: Sales, B&C Road Funds, TRT, and others. Explained that there are other taxing entities that taxes go to and they have their own tax rates: the county, special districts, school district, and cities/towns. School Districts collect the most property taxes out of all taxing entities. Walked everyone through how a tax rate is set by the town sets a budget. Went through an explanation on home values and how property tax rates go down if a budget stays the same. Discussion on fluctuations of tax rates.

Von Menlove: Asked questions on where the money goes. Stated that his taxes have gone up by 20% every year.

Spencer Foster: Tried to explain how re-allocation of the property tax works based on home values going up or down. There are other factors too.

Councilmember Charles: Pointed out that there are other factors and taxing entities as well that may make your taxes go up while the city's portion may not have.

Spencer Foster: Pointed out that other taxing entities go through truth in taxation at different times. Mainly talked about the School District. Everyone points at the municipality and blames them.

Rebecca Batty: Does everyone know what Truth in Taxation means?

Spencer Foster: Explained what this is and how increasing the budget for the town works.

Rebecca Batty: The town doesn't have a rate, so they must go through the process this year.

Mayor Menlove: Further explanations on how the tax rate works and budget works.

Spencer Foster: If you are going to increase your budget is the more accurate way to look at this process rather than raising your tax rate.

Von Menlove: Made sure he understood how this process works and clarified things. Inflation isn't included in the budget setting process.

Mayor Menlove and Spencer Foster: More clarification on how all agencies must go through this same process.

Mayor Menlove: Explained his thoughts on inflation and how the town should deal with it. A town will never get a raise for services unless it goes through truth in taxation. Explained that development can increase the town's budget as well because they have a new taxable property to levy on. Read a disclaimer on how taxes affected the Spring Lake area and how taxes for service districts used to be levied on unincorporated Spring Lake properties in the past. Spring Lake's goal is to keep their property taxes like what the county was levying for the service districts in SA-6, 7, and 8. The citizens shouldn't see an increase in their property taxes at the town levy if they meet their goal. Further explained how property taxes work and tax rates go up and down with the town's budget. Explained that when Spring Lake was incorporated, the tax rate was then set at 0 and that to set a new tax rate, they will need to go through the Truth in Taxation process. Further explained that the county's service districts were the collection method until now.

7. DISCUSSION AND POTENTIAL ACTION – NOTIFICATION TO THE PUBLIC THAT AN EXECUTIVE OR BUDGET OFFICER OF SPRING LAKE INTENDS TO STATE IN THIS MEETING THAT THE TENTATIVE BUDGET INCLUDES A TAX RATE INCREASE

Discussed as part of items 6 and 9. Mayor Menlove read the statement as required by state law that the tentative budget includes a proposed tax rate increase.

8. DISCUSSION AND POTENTIAL ACTION – EXECUTIVE OR BUDGET OFFICER STATEMENT THAT THE TENTATIVE BUDGET INCLUDES A PROPOSED TAX RATE INCREASE

Discussed as part of items 6 and 9. Mayor Menlove read the statement as required by state law that the tentative budget includes a proposed tax rate increase.

9. DISCUSSION AND POTENTIAL ACTION – PROPOSED PROPERTY TAX IMPACT SCHEDULE

Mayor Menlove: Went through the property tax impact schedule and read the document to those in attendance. Explained that if they don't go through the Truth in Taxation process, they won't have the necessary funding to pay for police, fire, and other administrative services needed for the town. Also went into the total property value of the town and the specifics of how the tax rates are set. Explained how the feasibility study worked from LRB finance and the numbers that study showed.

Spencer Foster: Explained that if they set the budget at ~\$85k the tax rate will then be set. If the value goes up, their tax rate will go down.

Mayor Menlove: Explained where he figures out the tax rate and the website, he did this on. Told everyone that the goal isn't to raise taxes even though people have told them to set the budget higher because they are already going through the Truth in Taxation process. Admitted that they should probably take advantage of going through the process, but one thing that was adamant from the citizens was that they wouldn't raise taxes.

Councilmember Charles: This is all budget based. All these taxing entities are doing their own budgets and setting their own rates. All the budgets are compiled together to get the overall tax rate that's levied on the citizens.

Mayor Menlove: Went further into the explanation of tax rates and how the numbers are fairly consistent about the feasibility study.

Rebecca Batty: Asked if property taxes that will be collected will be sufficient to cover the services the county was providing previously.

Mayor Menlove: Yes. If they don't set a budget for a similar number of ~\$85k they won't have the funds to cover these services. Explained that the tax impact statement needs to be posted the first meeting in May. After that, they will go through the Truth of Taxation process for the next 4 months.

Von Menlove: So, does the town have to go through this process every 5 years.

Mayor Menlove: The town could go through it every year if it needed to.

Councilmember Charles: What do we need to do tonight. Stated that he needs to go soon.

Spencer Foster: The last thing that needs to be done is for the Council to adopt the tentative budget. This is tentative and will be changed before the final budget is adopted.

Mayor Menlove: This budget will allow the town to start spending money in July for the next fiscal year (FY 26-27). Went through the line items of the FY 26-27 budget. Will be changing the legal services amount in this budget before the final budget.

Councilmember Charles: Made a motion to adopt ordinance 26-06.

Councilmember Bascom: Seconded the motion.

Vote: Mayor Menlove – Yes, Councilmember Charles – Yes, Councilmember Bascom – Yes, Councilmember Judd – Yes, Councilmember Marsh – Absent/Abstain. Motion carried and ordinance passed.

Councilmember Charles: Sent the updated RFP to the Mayor and Spencer. Spencer agreed to get it sent out wherever it needs to go.

WORK SESSION/TRAINING

10. DISCUSSION – ABOUT PROPERTY TAXES DOCUMENT

Discussed as part of items 6 and 9.

11. DISCUSSION – CONTRACT ATTORNEY SERVICES AND TOWN INSURANCE UPDATE

Discussed as part of items 5, 6, and 9.

REPORTS

12. MAYOR

13. TOWN COUNCIL

14. STAFF MEMBERS

Spencer Foster: The County sent an email about a parks grant. \$1k on parks and rec. If they fill out the application, Spring Lake would qualify for this money. Applications are due Monday, June 8th. Can talk about this at the Council's next meeting. The grant is a reimbursement.

Mayor Menlove: Add it to the agenda for next meeting.

15. PLANNING COMMISSION

16. OTHER

CLOSED MEETING

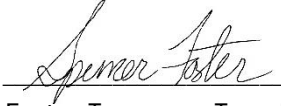
POSSIBLE MOTION TO ENTER INTO CLOSED MEETING FOR THE PURCHASE, EXCHANGE, OR LEASE OF PROPERTY; PENDING OR REASONABLY IMMINENT LITIGATION; THE CHARACTER, PROFESSIONAL COMPETANCE, OR THE PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Councilmember Judd: Motion to adjourn.

Councilmember Bascom: Seconded the motion.

Vote: All in favor say I. Unanimous. Motion carried and meeting adjourned.

A handwritten signature in black ink, 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 at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

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