

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 the 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 that reads "Spencer Foster". The signature is written in black ink and is positioned above a horizontal line.

Spencer Foster, Temporary Town Recorder

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

CERTIFICATE OF POSTING

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