

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=0A6Gu4f1xIXz3xnFKvYJ01OezDYacw.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 1st and 3rd Wednesdays of each month. The next meeting will be on January 7th 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 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.