

Draft Minutes – Town of Spring Lake

Council Meeting Agenda

Meeting to be Held

February 4, 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 FEBRUARY 4, 2026, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/89652022118?pwd=R7NsOKSgbeJlM6HqH8BsFWXgbAawel.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 Marsh, Council member Judd.

Staff present: Temporary Town Recorder, Spencer Foster.

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

Mayor Menlove: Called the meeting the order and did a roll call.

2. OPENING CEREMONIES

a. PLEDGE OF ALLEGIANCE: BY INVITATION

Mayor Menlove: Led attendees in the pledge of allegiance.

b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Jason Knapp: 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.

Citizen Comment Richard Behling: Brought up an agreement that has been made between cities in Utah County and Strawberry Highline Water Users Association. All the cities around Spring Lake have signed the agreement. He notified Sterling Brown that Spring Lake would maybe like to be a party to that agreement. Recommended that someone from the council reach out to Sterling and let him know that the town would like to be a part of the agreement. It has to do with future water from CUP in this area. Also, as a representative from SESD, there is a franchise agreement that will be coming to Spring Lake for the tax revenue for electricity and continued services for the community.

Mayor Menlove: Asked for a bit more details about the water system agreement.

Citizen Comment Richard Behling: Now Spring Lake has no plans for future water, but the association technically should have water for this area coming through the system that the Town may want to investigate and may need in the future. If they do, it's up to the council. If they don't, he is good with the water system the way it is right now.

Council member Charles: Has Sterling Brown's contact information.

Council member Judd: Who was the franchise agreement with again?

Citizen Comment Richard Behling: SESD.

Mayor Menlove: Explained how SESD taxes and how this works for municipal electric taxes.

Citizen Comment: Asked if there was any follow up on the Subdivision under development nearby and the big trucks using the Spring Lake roads.

Council member Judd: Provided an update on the big trucks driving down the Spring Lake roads and that the town members are concerned about the trucks beating up the roads. They met Chris who oversees development and he was good to work with. He was nice and understanding of the situation and concerns. He said now the road isn't ready for heavy equipment to come through the Payson roads.

Mayor Menlove: Pointed out that they didn't get a chance to talk with him about going down the Batty's road, but they will reach out and talk with him about that.

Council member Bascom: Talked with the County engineer about the roads in Spring Lake. He said the town has a right to set speed limits and weight limits on their roads. However, he told her that they don't have the right to exclude certain types of vehicles on the roads, just the weight limits. The town is kind of limited. He said to be careful because anything they put in place, all the drivers on the roads must obey the rules. Any speed or weight limits. Keep that in mind.

Mayor Menlove: Brought up being careful of imposing laws and having unintended consequences. Restated that the conversation with Chris went well and that when he brought up that if they changed routes the trucks would then be going through a neighborhood. And when the mayor pointed out that the neighborhood would be a Payson neighborhood it sort of clicked for him.

Citizen Comment Layne Batty: Did they say anything about sweeping it and keeping it clean while they are using the road.

Mayor Menlove: They didn't have a chance to talk about this.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

3. DISCUSSION AND POTENTIAL ACTION – RESOLUTION AUTHORIZING THE MAYOR TO ESTABLISH BANK ACCOUNTS FOR THE TOWN OF SPRING LAKE (RESOLUTION NO. 26-01).

Mayor Menlove: The mayor investigated multiple banks. Talked with Zions bank and they told him he needed a resolution to create the bank account. He went to Central Bank, and they have the same requirement. The mayor doesn't have a preference of which bank to use for the town. Ask the council if they have a preference of a specific bank.

Council member Charles: Asked what does the potential treasurer think?

Mayor Menlove: Zions bank sound good. The town also needs to decide who should be authorized to sign checks for the town. Does it have to be at least two people, or should it just be one.

Spencer Foster: Best practice says to have two. That's why in the resolution it says that the mayor and town treasurer and then the town recorder when/if required by the financial institution.

Mayor Menlove: Do we need to put names to the people in the ordinance?

Spencer Foster: The way the ordinance is written is so the position is mentioned and not the name so that if these people change the ordinance still allows that position to oversee this responsibility. The recorder is only in their to sign only if required by the financial institution.

Council member Marsh: Recommended that they have one more authorized signer added to the list just in case someone isn't available to sign.

Citizen Comment: They should put the Mayor Pro Tem as the other authorized signer.

Mayor Menlove: Yea, we are going to discuss that we need to do this in the meeting next time.

Citizen Comment: If the town has a surplus of funds can the town invest these funds.

Spencer Foster: Yes, you can transfer funds and invest them. Probably the best account to do this is the PTIF accounts as they have a high interest rate. They act sort of like a high yield savings account.

Mayor Menlove: Explained what the PTIF account is and that they are trying to get these set up. These accounts have a decent interest rate. Can the Town transfer money into the PTIF account? They will find this out. The town already has some taxes waiting for them to go into the bank account or PTIF account. Most likely these taxes are sales tax that has been collected. Asked if they can pass the ordinance and add another signer too the ordinance?

Spencer Foster: What they could do is pass the resolution on the recommended changes they want to make for it. If the change is that they want Mayor Pro Tem, they can say this in the motion. Stated that he would change the ordinance to say that three of the four positions are authorized signers.

Mayor Menlove: Stated that a motion could say that the town adopt the resolution 26-01 with the change of authorized signer to be the mayor pro tem.

Council member Bascom: Made the motion that the town should adopt the resolution 26-01 with the change of adding the mayor pro tem as an authorized signer.

Council member Charles: Seconded the motion.

Vote: Unanimous. Vote passes.

Mayor Menlove: Stated that now that the resolution has passed, he will go to the bank to set up their account.

Council member Judd: The town didn't do previous minutes. Do they need to discuss approving these?

Spencer Foster: The minutes aren't quite ready; they will be ready next meeting for approval. The town has 30 days to prepare draft minutes which means we are in good shape and have plenty of time.

a. PUBLIC COMMENT

No public comment

WORK SESSION

4. INTERVIEWS AND POTENTIAL APPOINTMENTS OF SPRING LAKE PLANNING COMMISSION MEMBERS.

Mayor Menlove: Explained the process that was discussed to select the planning commission members. Also, explained the organization of the planning commission and how this will work. Explained the alternates of the planning commission. Excited that they got so many volunteers for the commission, recorder, and treasurer. The part that the Mayor dreads is saying no to people who have volunteered their time to do this. Pointed out that if anyone is told no to being on the commission or to a role, they can still be used as consultants in the town. Explained that emails were sent out to all potential applicants with questions regarding why they want to be on the commission, recorder, or treasurer. Wants to make sure that the town gets the right people in these roles.

Ryan Moore: Doesn't want the town to fill up with apartment buildings. Knows that the town needs to grow to succeed but doesn't want to be overrun. Wants to keep the town small town rural.

Mayor Menlove: Any questions. No.

Jordi Smith: Didn't show up for the meeting.

Joy Benson: Also ran for council. Just want to be involved in planning. Planning is the most important part of the process. Make a plan and stick to the plan. Sometimes people just jump into things. There's a lot of planning that must be done. Served on the Payson master planning board. Also served as a liaison on cleaning up. Has a lot of experience. Talked about efforts to get a red light that was needed.

Mayor Menlove: Any questions. No.

Vaughn Menlove: Talked about a chance he had to buy land on the west side of the lake. 250 acres. He explained how the change has been over the past little bit and how growth is coming toward the town. If the town doesn't plan correctly, the town won't have the money to pay for roads and infrastructure. Pointed out that business in the town is important for the plan. It's a long-term thing and that hopefully it won't happen overnight.

Mayor Menlove: Any questions. No.

Jason Knapp: Primary reason why he wants to be on the commission is that he believes he has a skillset that could be beneficial to the town. Has dealt with a lot of legal contracts and etc. He understands how to research and create a vision and translates this into ordinances. His skillset will be very helpful for this commission. Pointed out that the town provides accurate and true information to dispel rumors or misinformation. Also, wants to encourage open involvement so that the town has a vision rather than only having the plan that individuals think of.

Mayor Menlove: Any questions. No.

Richard Behling: The only reason why he signed up for this is that Spring Lake has always been his hometown. Told a story about his mission president saying he was from Payson. He would tell his mission president that he is from Spring Lake. He wants the town to develop how they want to develop rather than being told how to develop. Pointed out the water issues and that this will be a big deal. The town wants to be able to decide how the growth will happen. Eventually, there may be an interchange off the freeway near Spring Lake. He wants Spring Lake to be a rural jewel in the county.

Mayor Menlove: Any questions. No.

Layne Batty: Wants to be on the Planning Commission because the town wants to make their own way. He wants to see the town grow smart. Someone contacted him this week to ask about a building in the town and starting a business there. He knows growth is coming, but the town just needs to manage it properly.

Mayor Menlove: Any questions. No.

Greg McDavitt: Growth is a reality. He wants to be involved because he feels like he can help. He has made some development in the past. He has never developed a town but has invested and developed real estate. Has experience with that. On the commercial side, he feels like there needs to be a balance. He agrees with comments from others that they need to keep Spring Lake a little more rural like Heber or something like that. A place where everyone wants to live but that not everyone can. He stated that the town needs to bring businesses in. For him it's critical to talk about infrastructure. Road, water, etc. are big decisions so that the town can succeed.

Mayor Menlove: Where did he grow up?

Greg McDavitt: Grew up in Provo, Washington DC, Arizona, Idaho, Florida, other places.

Mayor Menlove: What drew you to Spring Lake?

Greg McDavitt: Looking for a place to live and wanted space. His wife knew about Spring Lake, but he didn't. He likes the location between Payson and Santaquin. They can grow and let them take the crappy infrastructure. He loves the location close to the forest and mountains.

Mayor Menlove: You mentioned business. What kind of businesses would you like to see?

Greg McDavitt: Not sure but pointed out that it needs to be a good mix of them. Thinks that more touristy attractions that people want to come to and spend their money on things that are nice. Ultimately a good mix is what he thinks.

Council member Charles: What is your background?

Greg McDavitt: Physician, Business, Technology, Real Estate investment on the side.

Council member Marsh: Asked about the time commitment he is willing to make?

Greg McDavitt: When in town he is available. 3 days out of the week he is here. 50% of the time he is always here. He has the time to be involved in this, but he will be travelling some of the time and can attend via Zoom.

Mayor Menlove: Planning on going into a closed session to discuss this a bit. Before the council goes into the closed session, we want to hear from those who applied to be the recorder and treasurer.

5. INTERVIEWS AND POTENTIAL APPOINTMENT OF SPRING LAKE TOWN RECORDER POSITION.

Brenda Warner: Lived here for more than 35 years. Grew up in Santaquin. Has worked in accounting and currently full-time HR. Wants to volunteer to assist whoever is going to be the full-time recorder. Has a full-time job but it's flexible. Has a lot of knowledge and is willing to help the town become a town and willing to do what needs to be done until someone more qualified comes along.

Mayor Menlove: Any questions. No.

Rebecca Batty: Did turn in her answers to the questions. Interested because she has been fascinated by small towns. Has a degree in political science and political conflict. Worked in a congressman's office and has fielded many constituent calls. Has a lot of skills that may help the town get a little more organized. Pretty neutral person when talking about development. More focused on getting organized and making sure things are done right. Has dealt with many town recorders who act as the recorder and attorney and manager and more. Feels like we can do better than that.

Mayor Menlove: Any questions. Are you a Gilmore Girls person?

Rebecca Batty: Funny because someone mentioned that Spring Lake is like that. The town is like the same vibe as the show.

Mayor Menlove: Talked about getting a gavel in the mail one day and thought it was funny. He needs to bring it to council one day.

6. INTERVIEWS AND POTENTIAL APPOINTMENT OF SPRING LAKE TOWN TREASURER POSITION.

Carrie Knapp: Has a lot of experience and a 4-year degree in payroll and accounting. Has worked for a public CPA firm but likes doing her own thing better. Was open with her questionnaire. Hasn't done any government accounting but knows that through training she will be able to figure that out.

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.

Mayor Menlove: Asked Spencer to explain how to go into a closed meeting so the town does it right.

Spencer Foster: Explained how the motion works and the purpose of the closed session.

Mayor Menlove: Clarified how this works and the process of reopening the meeting after.

Spencer Foster: Explained the affidavit for the closed meeting and how that works.

Mayor Menlove: Asked for an explanation on what the council can talk about.

Spencer Foster: The council can talk about the character, competence, or the physical or mental health of an individual.

Mayor Menlove: Like Spencer said it is just to talk about any major concerns with the applicants. They can't talk about who they think the final decision should be. Explained the voting process that they are planning. They are going to write down the names of the individuals who have the most votes. The ones with the most votes will be the commission members, the ones with the least votes will be the alternates. They will be back very quickly.

Council member Marsh: Made a motion that they close their town council meeting temporarily to discuss the character, professional competence, or the physical or mental health of an individual.

Council member Charles: Seconded the motion.

Vote: Unanimous. Motion passes. Meeting closed. Affidavit signed.

Mayor Menlove: Opened the meeting back up to the public. Roll call vote taken and all council members are present. Explain how the vote will be taken. All council members will write down in order the seven names in rank order. Top 5 will be voting members, the next 2 will be the alternates. Explained the rules of alternates again.

Citizen Comment: Asked if the public must be informed on how the votes are.

Spencer Foster: Yes, we will make the votes into an attachment to the meeting minutes so if people want to see how the votes were, they can look at these.

Mayor Menlove: Hoping that there will be some diving intervention and that it will work out. Asked Spencer what positions are appointed by the mayor and what are appointed by the council.

Spencer Foster: The rules says that the mayor has the final decision on appointing all these positions in the end.

Mayor Menlove: Appreciates everyone and that they even volunteered. Asked Spencer if he needed a calculator. While Spencer adds up the votes, they are going to talk about the recorder and treasurer. Mayor asked Brenda and Becca if they are willing to work with each other if there is an assistant or deputy recorder? Asked if they needed to do a motion.

Spencer Foster: They don't need to necessarily as the Mayor has the power to appoint them. But to be safe they could go ahead and do that.

Becca Batty: Would both recorders need to have be a notary?

Spencer Foster: Only one of the two of them would need to be a notary. The recorder would need to be, not the deputy. If Becca has already started that process, then that is great.

Mayor Menlove: Is the proper term Deputy or Assistant Recorder.

Spencer Foster: Whatever you want to call her. What does she want to be called?

Mayor Menlove: Made a motion that the town appoints Becca Batty as the Town Recorder and Brenda Warner as the Deputy Recorder.

Council member Marsh: Seconded the motion.

Vote: Council member Marsh – Yes, Council member Judd – Yes, Council member Charles – Yes, Council member Bascom – Yes, Mayor Menlove – Yes. Vote passes.

Mayor Marsh: There will be training, the town will pay for the notary and training and those types of things. Asked both Brenda and Rebecca if they accepted these positions.

Brenda and Rebecca: Yes, they accepted.

Spencer Foster: You'll swear them in at your next council meeting. They must be sworn in.

Mayor Marsh: The treasurer was the easiest to decide. Does someone want to make a motion for the treasurer?

Council member Bascom: Made a motion that the Town appoint Carrie Judd as the treasurer.

Council member Judd: Seconded the motion.

Vote: Council member Marsh – Yes, Council member Judd – Yes, Council member Charles – Yes, Council member Bascom – Yes, Mayor Menlove – Yes. Vote passes.

Council member Bascom: Said that she has faith in the assignments that they have done and that they will make for the planning commission members. If everyone works together, they can pull this off.

Mayor Menlove: Anything else want to say anything?

Council member Charles: Very grateful to all those who have volunteered their time and efforts and being willing to be a part of this process.

Spencer Foster: Stated he is ready with the votes.

Mayor Menlove: Before they tell the final votes, he wanted to explain that the planning commission will select a chair. They will determine the days that they will meet. He thought that they could just take a few moments to meet and decide a few things. However, the first meeting of the commission needs to be posted on the open public website. What can happen is that they can just decide when their first meeting can be held and at that meeting, they can choose their chair and set up when their meeting schedule will be. Explained the rules of the meetings to the new potential commission members and that they need to be careful with OPMA rules and laws.

Council member Judd: Reminded the room that texts and emails also apply to open meetings and groups of 3 people talking need to be avoided.

Spencer Foster: Explained that they do need to have an annual calendar of meetings and the process of canceling or scheduling meetings. Also explained what serial meetings are.

Mayor Menlove: Spencer is going to attend and do training on planning commission responsibilities and OPMA rules at the first meeting. Spencer are you ready for the final total?

Spencer Foster: Clarified the two-year term members vs. the four-year term members. The 4-year planning commission members will be – Jason Knapp, Layne Batty, and Ryan Moore. The 2-year planning commission members will be Joy Benson and Richard Behling. Alternate number 1 will be Vaughn Menlove, Alternate number 2 will be Greg McDavitt. And that's the planning commission as voted by the town council.

Mayor Menlove: Clarified the totals and names of the commission members once again. Is everyone willing to do this? Pointed out that the alternates still have expertise and that the commission still needs their help. Confirmed that the alternates are still willing to be alternates.

Council member Marsh: Do we need to decide who the 1st and 2nd alternates are?

Mayor Menlove: We did, this has been completed.

Spencer Foster: Reminded the planning commission that there is an electronic meeting ordinance that allows them to attend the meeting virtually if needed. Explained how this works.

Jason Knapp: Asked if the planning commission members can talk with council members about things outside of meetings.

Spencer Foster: Reminded them about OPMA rules. Said that a planning commission member can speak with 2 council members and vice versa, but to be careful of how this looks.

Mayor Menlove: Appreciate these comments and the skillsets of all the people who are volunteering. Once again reviewed the names of the planning commission members.

Council member Judd: Made a motion to adopt these members as the planning commission.

Council member Bascom: Seconded the motion.

Vote: Council member Marsh – Yes, Council member Judd – Yes, Council member Charles – Yes, Council member Bascom – Yes, Mayor Menlove – Yes. Vote passes.

Spencer Foster: What we will do is have them sworn in at their first meeting next week. That will be the first thing they do. At the next council meeting the recorders and treasurer will also be sworn in. The mayor will be the one to swear them in.

REPORTS

7. TOWN COUNCIL

Council member Charles: Asked if the Mayor received the information about the CPA firm from Genola.

Mayor Menlove: Did receive this information and they will talk about this.

Council member Charles: Did we figure out how to do the County Sheriff's office agreement and get them paid for the contract?

Mayor Menlove: Still waiting on the County to transfer money for the grant and get that taken care of before they are able to do more with this agreement.

8. MAYOR

Mayor Menlove: Got a bill from ULCT to become members for the rest of the year and continue to utilize Spencer and the LAA program. \$250 is all. Said that it's the best \$250 they will spend.

Spencer Foster: Will put a resolution at the next council meeting to approve the bill and the agreement to become a ULCT member.

Mayor Menlove: Explained that the bill will be prorated for the rest of the year and that it will go up next year. We also need to discuss attorneys and a contract engineering company and come up with a short list. Asked if the council needs to make an ordinance or resolution for each contract they put in place.

Spencer Foster: Said that this isn't always necessary, but it would be a good idea to have these.

Mayor Menlove: The council needs to investigate an attorney, so they don't get in trouble. Also brought up a drop box that needs to be discussed on the next agenda. The council can consider where they could put this drop box. At the next meeting they will talk more about this. Updated the council about becoming an entity with the Lt. Governor's office and state. Now that is completed.

Citizen Comment Layne Batty: Is it Spring Lake Town or the Town of Spring Lake?

Spencer Foster: Town of Spring Lake.

Mayor Menlove: One of the things the town needs to start thinking about is budgeting. He will email a link to the council that is for training for the council on budgeting.

Spencer Foster: Reminded the council that they will be going through Truth in Taxation for the first time this year so their budget process will be a bit different than normal. This process will set their property taxes for the town. They won't have a property tax until they set it this year.

Mayor Menlove: The town also needs to start thinking about a town vision and strategic plan. This should also help the planning commission as they start thinking about things.

Spencer Foster: What we could do is a strategic planning workshop. Explained what this means and how it would be done. Can be a regular meeting combined with the planning commission.

Mayor Menlove: Similar training for the planning commission called land use 101 that he will send to the commission. Asked about the 1st half of that training for the commission and if both are available for the commission.

Council member Judd: Asked if the other commission members received a meeting invite for a UDOT meeting,

Mayor Menlove: Stated he got the invitation as well. Probably need to attend the meeting.

Spencer Foster: If you're available to attend that would be great. Pointed out that those in charge of the meeting will be recording it and that this makes it so more than 2 of the council can attend because OPMA is being followed at that meeting.

9. STAFF MEMBERS

Spencer Foster: Has two things for the council. The council must select the Mayor Pro Tem at the next meeting. Explained the process of how this will be done at the next meeting. The other item is the conflict-of-interest disclosures that the council needs to sign. These will need to be put on a link on the website, and the link will need to be sent to the state.

Becca Batty: Asked how the recorder's job will work and where they will sit. And if she needs to attend the meeting with the council members at UDOT.

Spencer Foster: They will sit where he is currently sitting. She doesn't have to go to that meeting at UDOT. The council will fill her in on how that goes and what happens. She only needs to record the minutes for their own Town Council and Planning Commission meetings.

Citizen Comment Ryan Moore: Does the planning commission need to go to this meeting too?

Spencer Foster: No, there will be other meetings that come up that they should go to, but not this one.

Citizen Comment: This is cool that the council is getting things done. It's a lot quicker than a lot of other communities. They are getting things done.

Spencer Foster: Do you want to ask the planning commission when they want to have their first meeting?

Citizen Comment Jason Knapp: Led discussion on when the planning commission wants to meet. Decided to meet on February 11 at 5 pm.

Spencer Foster: Stated that he is available at that time as well. The recorders will need to attend the commission meetings and council meetings as well. Will get an agenda put out and send it to Jason for the Town Website as well.

10. OTHER

ADJOURNMENT

Council member Judd: Motion to adjourn.

Council member Bascom: Seconded the motion.

Vote: Unanimous. 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.