Draft Minutes - Town of Spring Lake

Council Meeting Agenda

Meeting to be Held

February 18, 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 18, 2026, AT 6:00 PM. JOIN US DIGITALLY AT https://us06web.zoom.us/j/89531373008?pwd=a9lSlZCtLoh1r6kSbLqXRq2poOAtSU.1

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

Councilmembers Present: Mayor Menlove, Councilmember Bascom, Councilmember Judd, Councilmember Marsh.
Councilmembers Absent: Councilmember Charles.
Staff Present: Temporary Town Recorder, Spencer Foster, Town Recorder Becca Batty, Town Treasurer Carrie Knapp.
Public Present: Sign-in sheet uploaded as attachment to the minutes.
Mayor Menlove: Called the meeting to order at 6:10 pm and did the roll call.

2. OPENING CEREMONIES

    a. PLEDGE OF ALLEGIANCE: BY INVITATION

Councilmember Bascom: Led those in attendance in the Pledge of Allegiance.

    b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Councilmember Marsh: Offered a prayer to being the meeting.

3. OATH OF OFFICE FOR: TOWN RECORDER

Mayor Menlove: Performed the swearing in of Becca Batty as the Town Recorder.

4. OATH OF OFFICE FOR: DEPUTY RECORDER

Mayor Menlove: Brenda Warner is not present. This item will be moved to the next council meeting.

5. OATH OF OFFICE FOR: TOWN TREASURER

Mayor Menlove: Performed the swearing in of Carrie Knapp as the Town Recorder.

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.

Mayor Menlove: Explained that the Planning Commission plans to meet at 7:30 pm. To not make their meeting last until midnight, the council is going to push forward with the meeting.
Jason Knapp: Told those in attendance about a local newspaper doing an article about the old school that is being renovated by Mayor Menlove and Jason Knapp.

Citizen Comment: Easter Egg hunt donations and event discussed. Signs, cookies, event plan, easter eggs all discussed. Still need candy for the event. Asked the council whether they should do an evening easter egg hunt for the teenagers. Or should teenagers be allowed to hunt eggs at the normal egg hunt. Age limit for the various egg hunt groups discussed. Payson and Santaquin examples brought up.
Becca Batty: Do we know how many kids that age group we are talking about. Because if you only have 2 teenagers, you don't need to make a whole new group for these.
Citizen Comment: We plan to ask the parents participating to let us know if they have a teenager who wants to hunt.
Mayor Menlove: Discussed the option of just having a group that is for 10+ at the hunt. Also asked about the RSVP process for the event.
Citizen Comment: They had about 100 people there at the event, but 70-80 signed up.
Mayor Menlove: Asked what they hope to accomplish with the signups. They are still going to have the same number of eggs.
Citizen Comment: Hoping that with the signups they can see how many kids are in certain groups and distribute the eggs to the different groups fairly as a result. It gives those running the event a general idea of how to organize the eggs.
Mayor Menlove: Unless there are any other comments, direct those in charge to go with a 10+ group for the event.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

6. DISCUSSION AND POTENTIAL ACTION – ELECTION OF MAYOR PRO TEM

Mayor Menlove: Asked Spencer to explain the role of Mayor Pro Tem.
Spencer Foster: Explained that the Mayor Pro Tem will step in during meetings where the mayor is absent. Can also sign if the Mayor is absent.
Councilmember Judd: Pointed out that the Mayor Pro Tem would also need to be a signer on the bank accounts.
Spencer Foster: Correct.
Mayor Menlove: Stated that Councilmember Charles is already on the bank account documents. Do we make a motion?
Spencer Foster: You would nominate someone.
Councilmember Marsh: Nominated Councilmember Charles to be the Mayor Pro Tem.
Councilmember Bascom: Seconded the nomination.
Vote: All in favor say I. Unanimous. Councilmember Charles was absent and abstained from the vote.
Councilmember Judd: That will teach Councilmember Charles to go to California.
Spencer Foster: Make sure to specify that Councilmember Charles did not vote on it.
Mayor Menlove: Specified that Councilmember Charles is absent. Asker Spencer about the PTIF accounts and how to use this. Visited with Mayor Mckinney in Fairfield and she said they get their money directly into their bank account.
Spencer Foster: Explained that the Town can do it either way, but that the PTIF account is a high yield interest rate so they want to keep their money in that as long as possible to get the best interest return that they can.
Mayor Menlove: Explained that he watched the Budget Training from ULCT. Asked about the budget and how much town's can hold extra above and beyond the budget. 100% as towns, 35% for cities.
Spencer Foster: Explained the details about the 100% above budget rules. Also pointed out that a capital projects fund is available if they have a project their citizens want them to take care of.

7. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM JANUARY 21ST AND FEBRUARY 4TH TOWN COUNCIL MEETINGS

Mayor Menlove: Copies of the minutes were sent to the council members for review. Any questions about those minutes for the two meetings in question?
Councilmember Marsh: Asked a question about correcting the spelling of his name. Some misspelling in the draft minutes say his name is March. Requested that this be fixed so the public doesn't think there are two councilmen.
Spencer Foster: Got it. Will fix this.
Councilmember Judd: Found a couple of errors in the January 21 meeting. In the public comment there is a confusing reading. Read the sentence and asked this to be clarified.

Spencer Foster: Clarified this sentence and will fix this in the minutes.
Councilmember Judd: February 4 meeting. Sentence about the Mayor Pro Tem.
Spencer Foster: Clarified this sentence and will fix this in the minutes.
Councilmember Judd: Made a motion to adopt the minutes with those corrections.
Councilmember Marsh: Seconded the motion.
Vote: All in favor say I. Unanimous. Councilmember Charles was absent and abstained from the vote.

8. DISCUSSION AND POTENTIAL ACTION – RESOLUTION COMMITTING TO PAY ULCT MEMBERSHIP DUES AND AUTHORIZING PAYMENT UPON RECEIPT OF STATE REVENUE (RESOLUTION NO. 26-02)

Mayor Menlove: Explained that ULCT sent them an invoice for membership for the remainder of the year of $250. To have access to a lot of services and the LAA program they would need to pay for this.
Spencer Foster: Working on some training sessions for ULCT to teach the Town about budgeting and their attorney needs.
Mayor Menlove: Explained that this is a great deal and that they have already used Spencer a whole lot. Also said that Mayor Mckinney hasn't seen Spencer in a while.
Spencer Foster: She needs to talk to him then.
Mayor Menlove: It's because you've been spending all your time in Spring Lake helping us.
Spencer Foster: True.
Mayor Menlove: Went over the resolution.
Councilmember Marsh: Agree wholeheartedly. Made a motion to approve resolution no. 26-02 to pay ULCT membership dues yearly upon receipt of an invoice of them.
Councilmember Bascom: Seconded this motion.
Vote: All in favor say I. Unanimous. Councilmember Charles was absent and abstained from the vote.

9. DICUSSION AND POTENTIAL ACTION – COMPLETION OF CONFLICT-OF-INTEREST FORMS IN COMPLIANCE WITH UTAH LAW

Mayor Menlove: Asked Spencer to explain what this item is.
Spencer Foster: Explained the rules behind this form. The state requires this every year. Explained more about what a conflict of interest is. Also talked about how to recuse from discussions and votes if there is a conflict of interest.
Mayor Menlove, Councilmember Marsh, and Councilmember Judd: Brought up specific examples about recusal.
Spencer Foster: Specified that recusal only comes up with their own businesses or situations.
Becca Batty: Helped clarify this and how it works.
Mayor Menlove: The general plan would be an overarching document that would affect the whole town so nobody would have to recuse themselves for this right?
Spencer Foster: Correct. And this conflict-of-interest form is an administrative thing so there doesn't need to be a vote. The council can take these forms, fill them out, and sign them for next meeting if they want.
Mayor Menlove: We can fill them out after the meeting.

10. DISCUSSION AND POTENTIAL ACTION – GENERAL PLAN SURVEY AND SURVEY INSTRUCTIONS

Mayor Menlove: Got confused about this item being on the new agenda.
Spencer Foster: This was sent to the Mayor and Jason Knapp for posting. This updated agenda was noticed properly. Becca and Spencer discussed this in the packet and on the website.
Mayor Menlove: Asked Spencer to put this survey and survey instructions to the TV.
Jason Knapp Planning Commission Chair: Explained the purpose of this survey and instructions and the need for a General Plan. Talked about the required General Plan sections and recommended sections of the plan. A lot of ideas have been shared and articulated for the vision of the town up to now. These ideas have served as sort of a template for coming up with this survey and instructions. A couple of key components to this survey: 1) the importance of confidentiality (a place for the staff to put a number on each survey that will not be tied to residents. Asking that households consolidate their views and only submit one survey per household or property owner.
Councilmember Judd: Asked a question about non-resident owners of property and how those surveys work.

Jason Knapp: Clarified this. Length of the survey discussed. They are trying to maximize the participation rate of the community. His recommendation is to first have an additional meeting next week to have as many council and commission members come and explain this survey process to them. Google forms submission discussed and the confidentiality issue that may bring up with emails being request for that survey. Paper forms help control this survey a bit better for confidentiality. The Intention is to send out the survey in the mail and then they would already provide an envelope to the citizen to send back to make it as easy as possible.
Councilmember Judd: Wanted clarification of question 11 on the survey.
Jason Knapp: Explained the intent of the question and the reasons for wanting it in there.
Councilmember Judd: Concerned about the lay person and their understanding. Asked for rewording of the question related to "Infrastructure and Emergency Services".
Jason Knapp: Will reword the question to make it clearer.
Becca Batty: Does it matter the type of development?
Jason Knapp: This isn't designed to nail down specific situations but for the community to have ambiguity around the question. The council and commission would be the ones who decide on what this means afterwards.
Councilmember Bascom: How are we going to help those people who can't fill out the survey or have special considerations to be able to complete this?
Jason Knapp: Maybe the Town Recorder can help them out with this?
Becca Batty: I was just going to suggest that as well. If they need help with the survey, she can help walk them through it.
Jason Knapp: Can add this to the instructions so that if they need help, they can contact Becca Batty, Town Recorder for assistance.
Mayor Menlove: Wondered if there should be a final question that says, "any other thoughts/comments". Just an open ended question.
Spencer Foster: It wouldn't be a data point.
Jason Knapp: One counter point to that is that citizens can come and make their comments in the Planning Commission or Town Council meetings on these items.
Layne Batty: This is going to be decided in the meetings.
Jason Knapp: Asked Spencer to bring up question 15 on the screen. Open ended question again discussed and that it won't slow down the process.
Mayor Menlove: Clarified the process of the General Plan and the definition of what a General Plan is. This process isn't just zone and land use.
Councilmember Marsh: Asked for clarification on what needs to be in the plan.
Jason Knapp: Spring Lake only has two required sections but there are other sections that are recommended. The town can choose to respond to whichever sections they would like.
Councilmember Marsh: Recommended that there be something in the survey that discusses being a city vs. a town down the road and the vision the community members see for the growth of Spring Lake.
Councilmember Judd: Pointed out that if we share the differences in City vs. Town that we share what the new requirements are if the town does become a city.
Richard Behling: Brought up the need to have a question about water infrastructure.
Jason Knapp: Question 13 talks about this aspect and the water infrastructure desires of the town.
Richard Behling: If the town doesn't mention it, the town is going to get nervous/excited about this topic. Need to put more specific language in the question.
Jason Knapp: Clarified what change could be made to this question.
Councilmember Marsh: Is there contact information on the survey in case people need help answering anything?
Becca Batty: We can add her phone number to this, but she will not know the answers and will contact Jason.
Jason Knapp: That is fine.
Joy Benson: We should baby feed everything to everyone. People have the responsibility to follow through with their jobs as well. We've given them the chance to come and learn more about this tonight as well.
Becca Batty: We could do a survey once a month if we wanted.
Mayor Menlove: This is just the beginning. What is the timeline for this?
Jason Knapp: Will be recommending another meeting next week to present the outline and plan of the survey. Just a discussion about the survey. After that and after survey revision, the goal would be to make revisions at the end of next week

to send out the survey via mail. Talked about the requirement for noticing and thought that they need to send notice to draft the plan. Trying to get the survey in the mail by the end of February. Wanting to have a meeting on the 18th of March to go over the results of the survey. Want as much public participation as possible on the 18th for feedback before the Planning Commission drafts the General Plan. Talked about his discussion with Fairfield and their situation being different than Spring Lake's. They have money where Spring Lake may need to do it themselves rather than having a consultant do it.
Mayor Menlove: This General Plan is going to be a major hurdle. It sets the future for the community for the next while. If we can get this done it will be a major accomplishment.
Jason Knapp: You can amend the general plan and don't want to box yourself in from amending anything. However, we want to do a better job involving the public so that it is used and meaningful. Wants to raise the bar on this process so that amendments to the plan don't have to take place as often.
Councilmember Judd: Does the town have funding to send out the surveys?
Mayor Menlove: The town will figure it out. Discussed how much this may cost for the postage and envelopes.
Jason Knapp: This is a budgetary question and the mayor can tell them what he wants to do.
Mayor Menlove: Clarified the timeline again and what this General Plan can truly mean.
Becca Batty: Thinks this is too tight a turnaround.
Jason Knapp: If anyone has any questions they can reach out to him before next Wednesday.

WORK SESSION/TRAINING

11. DISCUSSION – POSSIBLE AMENDMENTS TO THE TOWN MORATORIUM

Mayor Menlove: Wondered if there is a possibility of making an amendment to the moratorium and wanted to discuss this tonight. Wants to potentially amend this to include existing structures.
Councilmember Judd: Asked a question about new developments.
Mayor Menlove: Only existing structures.
Jason Knapp: People would be able to work on their existing buildings and projects that have to do with them.
Mayor Menlove and Councilmember Judd: Shared examples of projects that might fit under this exemption category.
Mayor Menlove: Asked Spencer how amending the moratorium would work.
Spencer Foster: Explained the process and how this would work with an ordinance to amend the moratorium.
Jason Knapp: The planning commission is going to discuss this topic in their meeting as well. One thing that they might recommend is that the council have an ordinance to adopt building codes before they amend the moratorium. The town wants to have standards for their building codes before they change this. The town probably wants to have a building permit process before they amend as well.
Councilmember Bascom: Clarified that inspections for electrical.
Mayor Menlove: Went over this process of when an inspection is needed and when it isn't. This amendment of the moratorium wouldn't take place until next meeting. Asked Spencer how this would need to be done.
Spencer Foster: He would need to draft the ordinance and provide it to the council for their next meeting. He would put something together for the mayor to review. He will be gone until the first week in March and will have to work on the ordinance before the meeting after getting back from vacation. The town will want to take into consideration any recommendations from the Planning Commission for this as well.

12. DISCUSSION – BALLOT DROP BOX LOCATIONS AND DETAILS

Mayor Menlove: The state reached out and said they need to have something about where to put a ballot drop box within the town. Explained that this will need to be in place by June. He needs to get back to the state by the end of April with a location.
Councilmember Judd: Talked about a potential location for the drop box. Next to the highway.
Mayor Menlove: That might be a spot to consider if there is enough room to pull over and utilize the box.
Councilmember Judd: Asked if Payson City owns a specific road/section.
Mayor Menlove: That might not be a bad spot to put the drop box. There are a couple of locations that could work.
Jason Knapp: Provided another location idea (hard to hear on the recording).
Mayor Menlove: Concerned about power to that location.

Councilmember Marsh: Clarified the timeline for this is by the end of April to get the State information on a location.
Mayor Menlove: Yes, confirmed this.

13. DISCUSSION – CONTRACT ATTORNEY SERVICES

Mayor Menlove: Spencer mentioned that he is working on getting a training meeting with ULCT about this. Clarification requested on this.
Spencer Foster: Yes, still waiting to hear back from ULCT but is working on this with them.
Mayor Menlove: Talked about Fairfield and what they do and who they use.
Spencer Foster: Fairfield would know because they just went through the search. Spring Lake can do its own research; they can wait until they meet with ULCT.
Mayor Menlove: Fairfield was using Herriman's attorney, but he got too busy and so they switched and went to another firm. Fairfield has also gone through all their codes within the last couple of years. Mayor Mckinney told Mayor Menlove to just adopt all their ordinances and then to go through them and change the ones that don't fit.
Spencer Foster: Recommended that the town does not do this. For them the codes are great but not for Spring Lake.
Mayor Menlove: There are some they could use.
Spencer Foster: Some of the codes would fit but not all of them. They have a different situation than Spring Lake.
Mayor Menlove: Pointed out the differences in the communities. We'll look through some of the ordinances and see what we think about them.

REPORTS

14. MAYOR
15. TOWN COUNCIL
16. STAFF MEMBERS
17. PLANNING COMMISSION
18. 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 PHYSCIAL OR MENTAL HEALTH OF AN INDIVIDUAL; OR THE DEPLOYMENT OF SECURITY PERSONNEL, DEVICES, OR SYSTEMS.

ADJOURNMENT

Councilmember Marsh: Made a motion that the council adjourns the town council meeting.
Councilmember Bascom: Seconded the motion.
Vote: All in favor say I. Unanimous. Motion passes.

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.