

Town of Spring Lake

Council Meeting Agenda

Meeting to be Held

April 15, 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 APRIL 15, 2026, AT 6:00 PM. JOIN US DIGITALLY AT

<https://us06web.zoom.us/j/83089320705?pwd=MvT9MtXI3iEPPDjWYPicuk56TGL44a.1>

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

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

Staff Present: Deputy Recorder Brenda Warner.

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

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

Mayor Menlove: We have council meetings held on April 15th, held at 6pm. We appreciate you being here. We'll take a roll call. David Charles. Robert Judd. Wade Menlove. Robert Marsh. Sharon Bascom. All right, everyone's counted for. And Spencer, who's with us virtually, Rebecca, who's not here, and I thought Carrie was going to be here, but Carrie's not here. All right. We're good. All right. We're going to have Robert give us the pledge then I will offer the prayer today.

2. OPENING CEREMONIES

a. PLEDGE OF ALLEGIANCE: BY INVITATION

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

b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Mayor Menlove: Began the meeting with a prayer.

PRESENTATIONS

3. EASTER EGG HUNT REPORT – JERI CARTER

Mayor Menlove: Jerry, would you mind taking some time to talk to us about the Easter Egg Hunt, which, by the way, I'll just say, I mean, I was there and involved in one of the groups, and I thought it was a success. Right. I thought it was great for that. You can tell us all about it, but I really appreciate what you were doing for the Easter. But tell us a little bit. You're volunteers. Yes. So, tell us about the Easter Egg Hunt. Give us a little report.

Jeri Carter: Well, first off, everyone was great in the town. We're very, very generous and helped us a lot with donations and so forth. We had no idea what it was going to cost because last year we just did it on the wing and prayer and then it continued. It was a town event and the people we didn't know, or a lot of people that didn't know, we wanted an opportunity for them to visit. We had about 2,034 eggs and that made about 500 eggs for each group. And we had 70 golden eggs, which were prizes. We didn't have as many as we'd hoped for, because last year we had about 90. And this year, the beginning of it, we started out at 92, but then four came late. But then we were competing against General Conference. And we have had several people say, oh, we didn't come because of this. And that has added up in my mind from what people have said to me around 15 to 20, what we kind of expected to increase from last year. So, I think next year we will see that increase. I have to tell a couple of cute stories. The four-to-six-year-olds had a little mix-up on who was supposed to be there to start them. And you have to imagine, four to six-year-olds, everyone else is going and hunting their eggs. They're standing there with their moms and dads. And they're kind of standing there looking around. And finally, Janet and I realized that, oh my gosh, no one's

over there. So she ran over and got them started. But it was amazing to me, number one, that they would stay there. They're really, really cute about it. And then I have to tell you about this one little boy here. We put his picture up on Facebook, he had this running record. And that kid jumped up and down a little bit. He smiled. I don't think I didn't see him continue smiling until he left to go home. So, and that's the reason we do the work. And one of the big reasons we do it. The three of us want to volunteer. Until we're to old to do it. And I know I'm fast approaching that. But we love our town and the kids. We had one lady who came and wanted to know if she could hunt. She ended up with some eggs and some candy in it. So, that helped us with making her not feel left out. It costs really a lot. Until after we bought it, we had no idea how much we were spending. And none of us told our husbands. Anyway, but it costs, from what I have figured this year, probably between \$800 and \$1,000. And as far as if it is good for our taxes, dollars to go to that? Is it good for some tax dollars to go to unify our town or to give our town special moments or an activity where we relate and become a town? You know that's kind of up to you guys. We got several donations, but between the donations and what Jana and Holly and I donated, it's taken care of it's not like we're in the hole because we did it. But our donations were a little larger than what we'd like to see continue. I mean, we don't mind spending \$100, but when it got over double or triple that, it got a little bit where maybe we needed some help. And Wade at one point said, maybe we could have a budget of 4 or 5 hundred in the treasury for this activity. And that would be good, but it would be more fallback money. After what we felt comfortable donating, and after what we gathered from people who were so kind to donate, then we would see where we were at. I don't expect that it will cost, No, I never see that it would cost the town \$1,000 at all, because we don't want to go to bikes and big prizes. We want it to stay hometown, little town, where more kids can get prizes and better prizes in their eggs and things like that. And we've done some different adjusting for the year, but it would be nice if we could have \$300 or \$400 in the budget and maybe even give Jana, that she has bought the bigger items, the bunnies and things, if we could find a way to give her 100 or 150 right now, because we have purchased things for next year already, because this is the time to buy them, because we get twice as much for about the same amount of money. And I've spent 150, but that's not quite half the eggs I felt like we need to fill with prizes. And so that's kind of where we are at money-wise. It's of course up to the town if they don't want to help support. We'll just go and beg more people for money.

Citizen Comment (Recording Unclear): It's important for them to give something like this.

Jeri Carter: It's a town activity all on their own without anybody begging them or making them or anything else. I think, you know, that's whatever people can donate and want to that's important, too. And I did do a report, and it's pretty detailed, and I'll give this copy to Wade and then, you know, you guys can ponder it or test it or whatever you want to do. But anyway, we did feel—I did feel good about it. I really felt like the kids felt good about it. More kids went away with prizes than not. And too, was the parents. The other town told me that within 15 minutes it would be over with. I didn't get home till 11.30 and it started at 10. That's because people wanted to visit and hang out and become a Spring Laker, in my mind.

Mayor Menlove: Jerry, can you give us just a quick report? What were some of the major expenses and what kind of donations did you get?

Jeri Carter: The major expenses are the cookies cost about \$125. The posters to put out was about \$115. And we gave out money in the eggs because last year we did and we wanted to continue that, and that was \$150. Now for next year, we've cut that back. The prizes for the eggs, I would guess run around \$300. The prizes to give out kids, Jana, what she spent so far this year is \$400 something, almost \$500. And it's because things just aren't cheap. And then we had several or some \$100 donations. We had \$20 donations. We had bags of candy. We had one lady who did 3D little toys. I had no idea what she told me she wanted donate them. I said, great. but then when I saw them, they were really, really cute, you know, and the kids loved them. So, we had those kind of donations. And, and then, you know, is that it?

Mayor Menlove: Yeah, that's good. I kind of have to wonder, I kind of have to wonder, last year was the first year we did it. And we weren't a town yet. And so we didn't even have a budget. So, I kind of wondered if the first year, we seem to have more donations last year, right? We had more donations this year? Or did we have more donations?

Jeri Carter: Some people who donated last year didn't donate. Some didn't donate quite as much. But then we had some who donated that didn't last year. You know, I mean, I was really surprised and thrilled with the donations. And so we did get that. I think last year for the beginning year, we all just did whatever. And don't think you or I or any of us had any idea what it really was costing. And so now that we've had this other year behind us and we could see, okay, we're spending this. And then, so when we had money left over this year, I divided it up. And then Holly and I each got 150, and we gave Janet 245. So we each felt 100 to 200, in my mind, for me to donate was fine.

Mayor Menlove: Yeah. Any questions? Because we'll talk about this a little bit when we start talking about funding. Any other questions? Oh, yeah.

Citizen Comment: I was wondering if there could be some sort of a fundraiser during the year?

Mayor Menlove: That's a possibility. We also, we also have some donations given to the town that are in the bank now. And maybe you'd rather use actual tax money. I mean, it would maybe be easier just by donations that are there to go towards that.

Jeri Carter: Yeah, unless someone wants to be a sugar daddy for somebody, that would be fine.

Jason Knapp: I'd prefer a sugar mama myself.

Mayor Menlove: Like I said, I thought it was a success, and we'll discuss in a minute whether... I heard some really great things about it.

Jeri Carter: Talked about her bunny rabbit costume that people loved getting pictures with.

Councilmember Judd: I heard that, yeah, compared to other proceedings, it was just amazing. I just couldn't be there.

Mayor Menlove: I personally think it's a good event, we just need to decide if it's something we want to spent a bunch of money on it. So we'll discuss that very briefly. But we appreciate it. I think it's definitely different than most cities, Easter Egg Hunts. I'll bet there's still some eggs out around the lake town.

Jeri Carter: There are actually towns with quite a certain town history on this. In other towns, most kids have maybe four eggs, if they were lucky. And our walked away with anywhere between 12 and 18

Mayor Menlove: Or 25. I think there's some things we can adjust, you know.

Jeri Carter: Like I said, we did adjust the eggs. We took that down because we felt like,

Mayor Menlove: All right. Thank you, Jerry. I appreciate it. All right.

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: Well, first thing on the agenda, that is the public comments.

Layne Batty: So if we have an idea to brings you forward to the town council and we have maybe some documentation to help you make a decision or to look over, do we give you that report, do we bring it to the meeting, how would you like that handled?

Mayor Menlove: My first instinct is to say it depends on what kind of stuff you've got to bring before us. Oh, I would say for the most part, I would say you would bring it here and bring it up in this public open forum first. And if you have some documentation to go along with it, you give it to us. If it's something that we can address in that meeting, we address it. If it's something that has to be tabled to the next meeting, At least we have information. We put it on the agenda. I would imagine most things could probably be addressed right then and there. Unless it involves an ordinance or a resolution or something like that. Yeah. I don't know. Anybody? Anything else?

Councilmember Judd: I'm going to say this, but I don't want this to come off harsh to anybody or anything. I think that it was a great opportunity and it was a great purpose. But when I was looking at the budget, I just looked at Easter Egg Hunt and it cost \$500 for the city or for the town. I don't know if that's an appropriate use of tax funds. So, I'm just bringing that up as a citizen.

Mayor Menlove: Yeah. So, we haven't spent any money. So, I just put that into the budget. And we're going to let Jerry talk a bit in a minute. About some issues that they encountered this year. So that really was not money that's been spent. I just put it in the budget so we can see. Thanks, Robert.

Councilmember Marsh: I just wanted to point out in response to your question that if you feel like something that you wanted to convey individually to each council member, mayor, that that were to be sent to us individually, so that we can look at it, consider it, ponder on it, think about it, just in time to get it at the next council meeting, then that's okay, not just broadcasted to all of us. So, I mean, I'm not going against what Mayor's suggesting. I'm just saying, if you feel like it should be, I don't see why it couldn't.

Mayor Menlove: Right. And I think that's a good option. If it's something that you actually want on the agenda, we just need to have that three or four days in advance so we can have Spencer or our recorders add it to the agenda. If it's something that you feel like should actually just be on there. Sure. We could add it to the agenda. We just need it soon enough. All right. Any other public comments? All right.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM APRIL 1, 2026

Mayor Menlove: Item number four on our agenda, approval of minutes from April 1st. Any comments, questions about April 1st minutes? Okay, in that case, do we have a...

Councilmember Judd: I'll motion that we accept the minutes as they are on the agenda.

Councilmember Marsh: Seconded the motion.

Mayor Menlove: All right, there's been a motion made to accept the minutes from April 1st made by Council Member Judd.

Councilmember Marsh seconded it. All in favor say aye. Aye.

Vote: Unanimous in favor of the motion. Motion carried and passed.

5. DISCUSSION AND POTENTIAL ACTION – RESOLUTION NO. 26-07 AUTHORIZING THE MAYOR TO ENTER AN INTERLOCAL AGREEMENT WITH PAYSON FIRE & EMS FOR SERVICES FOR THE TOWN

Mayor Menlove: Number 5. Discussion of potential action, a resolution number 26-07, authorizing the Mayor to enter into an interlocal agreement for the Payson Fire and EMS for services in town. So, we've been in discussion, as you can see, about fire services with Chief Spencer, and they've given us a pretty good, a pretty good deal, \$25,000, and maybe a little change, or maybe \$25,000 something. That's a base fee. And then they'll come and respond to any fires. And Robert, correct me if I'm wrong, it seems like they stay more than two hours or four hours.

Councilmember Judd: I thought it was more than an hour that it started the clock.

Mayor Menlove: I'll find for sure. But there is a fee.

Councilmember Judd: I remember he said most of the fires that they deal with, they're done in an hour. Yeah. And so there is no fee in that first hour. And then I think that the second hour is when it started.

Mayor Menlove: It could be that I should double check. That's trying to make a little agreement with Payson, that includes EMS services. But for the most part, they have insurances bill the ambulance. So, Payson City or us really don't pay much for that, because they get that paid for through insurance purposes.

Councilmember Judd: And just to note that Mayor, that \$25,000 roughly baseline, that was what the county was paying them originally to do that, and so they're not asking for any more money.

Councilmember Charles: And it's the same fee structure, you know, anything like after the hour, but it's the same.

Mayor Menlove: If you look in the feasibility study, the feasibility study showed that Town collected a little more than that. So, to get it for \$25,000, a decent bill. Any discussion on that resolution to enter into an interlocal with Payson? Questions? Kelly?

Kelly Warner: Did anyone romance Santaquin? I think they're closer.

Mayor Menlove: I don't think they're closer when it comes to fire. And the other thing about Payson is Payson's the one that's been doing us through the county. And in the future, Payson's going to have a station right there. I mean, we may not like it, or some may not like it, but there will be a station driving over it. No, to be honest, Kelly, we didn't even talk to them. We probably should.

Councilmember Judd: Honestly, when we talked to Chief Spencer, he was like, well, we're not trying to make money or do anything. We just want to help. And this is something that we just kind of thought was happening.

Mayor Menlove: We'll talk about budget issues here in a minute when it comes to that. So, yeah.

Councilmember Marsh: The other thing with Payson, obtaining a burn. In agriculture, they give open burn periods, a certain period during the spring and then fall, and it's fair as far as cost. Yeah.

Kerry Warner: Is that something we're going to implement?

Councilmember Marsh: Yeah, if we go with basin, it would be.

Kerry Warner: So, we burn some, we have hot hogs out there.

Councilmember Marsh: Mine is an agriculture, so I didn't go into the hot dog burning.

Mayor Menlove: I think just to protect yourself, I mean, I don't think, I don't know, I should say the town will come after you if there's a fire that gets out of control, but if something gets out of control and you have permits, I think you're just covered legally better.

Councilmember Judd: If you do have a fire and it gets out of control and hits the mountain, you are in trouble. Because it gets pretty extreme, according to Chief Spencer on fire mitigation up on mountains.

Mayor Menlove: All right, any more discussion on that resolution?

Councilmember Charles: I think that it sounds like we're being very fair with the Payson City, but I think with this agreement and with the one county, we really need to get an attorney in place. I don't know how complex the agreement is. I know Jason, just with some of the things that you've got coming up with the planning commission, we need to get an attorney in place. And I, for me, I don't think that, like I negotiate and look at multimillion dollar contracts all day long. I wouldn't be comfortable negotiating this with the Town. Well, negotiating it, one, but just entering into that without having further eyes on it and without having an attorney on it. And I agree with you, the right step is to get an attorney involved so that we can then have something in place to do this, not just with the police.

Mayor Menlove: Yeah, I agree with you. And that's, they will have the internal agreement ready for us. This just authorizes us to pay when it is ready. But I agree that we need to get it. And so, there's several things we need to address.

Councilmember Charles: Yeah. And so to me, I don't think the right step is to go through and to approve this. I mean, to start the process, yes. To start negotiating, yes. But to approve, to execute it, we've got to get eyes on it and know what the agreement is, where we're ready to approve it. And then I really think we need to get an Attorney in place so that we've got one for the planning commission. So that we can look at these agreements. I would have to, it's probably quite complex. Yeah, because it comes back.

Spencer Foster: Mayor, can I point something out. This resolution isn't approving any agreement, it's just approving the mayor to negotiate for an agreement.

Councilmember Charles: It says approve and execute under section one.

Spencer Foster: Yeah, so it's approving the mayor to go and talk through those agreements and end up executing it. But of course, you're going to want to have an attorney review the contract, the interlocal agreement before you execute it. This just makes it so your council doesn't have to come in to another a council meeting and approve that agreement, this allows the mayor to go in and finalize that.

Mayor Menlove: Spencer, would we want to have that interlocal agreement though here that we review as a council? And if we do, then the resolution doesn't really stop us from going negotiating, does it?

Spencer Foster: No, the resolution doesn't stop you from doing anything. It's up to you. It's up to guys. If you guys want to review that as a council, that's fine. But this resolution makes it so you don't have to do that if you don't want the whole council to go and slow the process down.

Mayor Menlove: OK, so here's what I'm thinking then. If we want to review the interlocal agreement, if y'all want to have eyes on that agreement, then you're right. There's no sense in passing the resolution until we've seen the agreement. Because then we can pass the resolution and the agreement at the same time. There's no rush. There's nothing that says this has to happen before we can have an agreement. Right?

Councilmember Marsh: Here's one thing. That you gotta think of, though, is what happens if there's a fire? We reach out to Payson, and they say, well, we don't have an agreement in place. What do we do?

Mayor Menlove: They have agreed. They told us they will respond to anything that happens.

Councilmember Charles: And the county said the same, that they're, I mean, we're acting in good faith. I think if we're moving the process along and negotiating that, I think that both sides have continued to act in good faith. To me, I think we need multiple eyes just to protect the town and to make sure that we're doing the right thing on these agreements. We don't know, we've not seen them, we don't know how complex they are, but I do think that we need that it's just to protect the town to get some additional eyes on and not just approve this as is my opinion on there and I'm willing to help at whatever level and I do think we need to move it along and we need to move but, you know, so that we're getting it, you know, completed here, but that would be one recommendation of how to treat that. And get an attorney to review it, so that we can review the agreement, and then so that we've got it ready for, you know, other upcoming things, like with the planning commission.

Councilmember Bascom: So, David, do you have recommendations for an attorney, for what it is going to be?

Councilmember Charles: No, we've had several that have been suggested, And I think we probably need to go through that same process that we did with the building inspectors and just talk to them and just try to vet it out and find the right one that's a good fit for us.

Mayor Menlove: Yeah. Any other comment on this? I'm totally fine. Like I said, there's not a rush. There's not a deadline that we're trying to meet on that. So, I don't have a problem tabling the resolution until we have a contract in hand, and then we review the contract, sign the resolution and then we can sign the contract. I don't have a problem with that. And if we go that route, then the next resolution is the same thing.

Councilmember Charles: Yeah, I think so.

Councilmember Marsh: So, my question would be, if you go meet with Payson and say, we would like to see the actual agreement, do you think they'll deal with it pretty soon?

Councilmember Judd: He was going to work on it. He was working on it, but he didn't have it. Yeah, he didn't have it ready.

Councilmember Charles: And the county was the same. We just need to give them, follow up with them and just give them a thumbs up. And then the sheriff said that he would have the county attorneys start preparing that for us to do it. So, to me, I think both of them, the action item might be just to get that process started and then get those agreements back. And then in the meantime, You know, I'm happy to, to speak with the county. You and I met with them and just, really, it just gave them the thumbs up, like, yes, let's get that agreement moving with the county attorney. Payson, it sounds like is in the works. And then we need to start, maybe now, trying to do those ones that come in.

Mayor Menlove: And we never did really come up with a very firm figure with the county. The county was kind of like, oh, whatever they've been collecting, in that special service area, right? Which that's a little questionable, but it was close to \$23k or \$24k. But I get looking at Goshen's budget, and Goshen actually shares a contract with the county sheriff. They get somebody that's there, I can't remember, 10 or 12 hours a week, and they attend all of their town council meetings. Their budget's only \$16,000. So, I'm just kind of like, well, I think we need to negotiate a little bit with the county, because they're going to want whatever that special service area collected, which is more than Goshen's.

Councilmember Charles: Well, and to Kelly's point too, maybe we should have a conversation with Santaquin too, just as a comparison, because we know that Genola is using Santaquin, and I know that that Mayor Brown told me that it was significantly less. And so maybe we need to broach that as well.

Mayor Menlove: I have several people that are familiar with Payson, Santaquin, and the Utah County Sheriff's Department. And they've all said you will get much, much better service with county.

Councilmember Charles: And I heard that too, the county's resources are substantially better. And so that's a conceded issue.

Mayor Menlove: Yeah, it might be a little bit cheaper too. But I see Payson's, well, it's in the feasibility study, but the feasibility study for Payson to provide police service was a lot of money. It was \$100,000 plus. Now, we're not actually negotiating with Payson, just going through the feasibility studies, but like, yeah.

Councilmember Judd: One thing, Mayor, that is, if we do reach out to Santaquin, which I think is fine to reach out to Santaquin, but we also have to compare, they're not exactly on the same level. So, Payson's EMS is on a different tier level than what Santaquin's is on, according to what Chief Spencer, is that Payson in this area is, I don't know how we classify them, but he said it was in their top tier as far as the available service they can provide. And so you also have to look at that aspect of the service that they're providing. So especially when it comes to the EMS and that sort of thing.

Mayor Menlove: Yeah. Let's have a conversation with Santaquin. I'm happy to reach out to them and schedule something. We will see what able to do fire and police protection, just so we know for sure.

Councilmember Charles: Do you want me to follow up with the county and just see if we can try to nail that number down and try to determine that?

We need to, but do we want to go visit the Santaquin first?

Councilmember Charles: Do we have some ambition? Yeah, probably so.

Mayor Menlove: Let's try to get something for Santaquin in the next week and see what they'll do for us. Okay. That way we at least have something. At least have a second bid.

Councilmember Marsh: Can you also bring up what you know about, did you say Genola or Goshen? Goshen. In terms of what they're getting from the county?

Mayor Menlove: We can bring that up at the county. Yeah, yeah.

Councilmember Charles: And we did talk about that. And they don't have another city that they can split. The answer was that they told us that they do not have another city that they can split that time with for an officer. But we had asked them that question. They said if the opportunity arose that they could do that, that they would definitely be willing to approach that in the future. But they didn't have another city that we could share. Because I think it was Goshen, and...

Mayor Menlove: Like Goshen, and, Eagle Mountain or Saratoga Springs. Yeah.

Councilmember Charles: It was a bigger city on there. It's where they're splitting the time.

Mayor Menlove: To be honest, I questioned when I looked at Goshen's budget, that it was only \$16,000 for the number of hours that they were getting. Because, I mean, they're taking an officer, a salary, and splitting it between, you know, \$40 a week. And Goshen's getting 10 hours. Like, you'd be paying more for the salary, which I don't think I don't think is \$16k. So let's look into that a little bit more. All right. Are we okay to table both of these two resolutions then? There's not a rush. I do feel a rush to get something in place. But to pass to the resolution, I don't think is a must do today.

Councilmember Marsh: I want to make a motion that we table resolutions 26-07 and 26-08.

Councilmember Bascom: Seconded the motion.

Vote: All in favor say aye. Motion carried and resolutions were tabled.

Mayor Menlove: Spencer, do we have to vote to table something?

Spencer Foster: Yeah. Okay. You motioned and you seconded, now you just vote real quick and you just did.

Mayor Menlove: I wasn't sure if in order to table something it had to be voted on.

Spencer Foster: You don't have to do a motion to table anything but it's a good idea

Mayor Menlove: Oh, so you don't have to do a motion and vote to table?

Spencer Foster: Yea you don't have to, but you since you just did that's great it just formalizes it you can do either way but voting to table it's fine.

Mayor Menlove: Okay that's what I just got thinking. I didn't know we actually had to pass a motion to table something but that's good to know we can do it. Just have fun.

Brenda Warner: Mayor it's 6:45.

Mayor Menlove: Yes, we're going to, yeah thanks we're not going to go over time today.

6. DISCUSSION AND POTENTIAL ACTION – RESOLUTION NO. 26-08 AUTHORIZING THE MAYOR TO ENTER AN INTERLOCAL AGREEMENT WITH UTAH COUNTY SHERIFF FOR SERVICES FOR THE TOWN

Tabled via motion under item #5.

WORK SESSION/TRAINING

7. DISCUSSION – SPRING LAKE'S INITIAL AND FY 26-27 BUDGETS

Mayor Menlove: All right we're gonna have a big discussion now in item 7 wait 6 so did we skip something?

Councilmember Charles: So, the takeaways then, do you want me to, oh, I know Lieutenant Wall, you want me to set something up?

Mayor Menlove: Yeah, sure.

Councilmember Charles: Okay, and then what about attorneys? We want to get that process started as well to start vetting.

Mayor Menlove: I think we do, yeah. Yeah, I think so. Genola, I don't remember who they said.

Councilmember Charles: I've got the name. I'd have to go back to the list.

Mayor Menlove: Was it somebody that they said was still available? Or was that someone that the consent was provisioned.

Councilmember Charles: I'll look it up.

Mayor Menlove: David, I'll also look, because Spencer sent us a list of attorneys, and I've got attorneys from that first spreadsheet I put together a few months ago. So, let's, yeah, let's look at our lists and come up with a few names. We'll make a few contacts. Okay. Yeah.

Councilmember Charles: Sorry.

Mayor Menlove: No, no, it's good. Let's get it going. The Planning Commission is going to need some legal advice as they start to move forward as well.

Jason Knapp: Please.

Mayor Menlove: Budget issues. So, we need to pass a, it's not called a temporary budget, Spencer, but it's a tentative budget to get us through June. But we also need to start looking at fiscal year 26-27 budget because there are certain things that have to happen in order to be able to pass that budget by August. By the end of August, it has to be done. And so there are public hearings, there's meetings, there's things that have to be submitted. So, if you want to take a quick look, first of all, I'm going to pull this up so you guys can see it. This, seriously, is just something I threw together to get us started off with. I've given you guys a paper copy of this, this budget

spreadsheet. I'll tell you what it is real quick, and I'll pull it up so you can see it? Okay. All right, here's what I got. So, column number one, or column B. Column B is revenue. That we have for the first six months of this year. It will get us through June of this year, all right? I'll walk you through that. So that's \$83,320 that the county has submitted to us. We don't actually have that yet. We need to submit an invoice to them so we can get that money. That basically comes from property taxes that they collected last fall to get them through one fiscal year that goes through June, and they would get a state income tax, \$320. State sales tax. I don't want to posit just how accurate this is. We have gotten three months' worth of state sales tax. I took those three months and I averaged them out because January and February were both quite a bit more than March. They were both of them were just over 10,000. And March's was maybe 8,000. I should have provided that for you. The average of those three months, I took the average of those three months, multiplied it by six, six months, and I guess it's 55.

Councilmember Charles: Okay, Is part of that carry over from the holidays? Do you know? How far delayed.

Mayor Menlove: That's what I don't know. So, January may have been high because we're, you know, Christmas shopping online. So, this could be, this could be a little bit up. Sales tax is always just that way. I mean, when you go to, when we went to the budget trainings, they all said there's sales tax inflections. So, it's, you can't necessarily count on them. Now I'll tell you right here, Column B is what the feasibility center is showing. So that would be for a year. But if you double this, that's only 110, 112k, based on the last three months, Average? Yes. So, it's a little bit less than what Feasibility is essentially saying, but it's close, right? We did finally get some funds put into the PTIF account for B&C Road funds. That came, I'm assuming they paid that quarterly because it came March, the end of March, the first part of April. We finally got the deposit, and it was half of this. It was 10,250. Because I figured by June, we will get one more of those. And that doesn't fluctuate either. I mean, that's pretty much set, unless our roads change. So, I think that's pretty definite. And that money, I mean, is an earmarked item for roads maintenance, okay? We have had some donations come in in the tune of \$10,000. So that gives us a budget for this year until donations come in. I don't know, some of them are just some private donations. So that is \$169,000.

Spencer Foster: Hey Mayor? Did you put the donations on this revenue?

Mayor Menlove: Do you know what Spencer, I'm sorry, I updated this a little bit. So, the copy that you have is old. Should I share this with you?

Spencer Foster: I'm just looking off the old one. So, if you have updated the new one to have the donations on it, that's great.

Mayor Menlove: Do you want me to share this real quick so you can open it up?

Spencer Foster: If you have a second, that's fine. But if you guys are trying to get through the meeting, that's fine too. You can send it to me after.

Mayor Menlove: Okay, let me send it to you after. Okay, so basically, that's this year, right? That's what we have to get us through June. But we also have to start thinking right now about fiscal year 26-27. Okay, so based on the same kind of thing, money from county property taxes, if we go off of what was on the feasibility study and the current county rates, we should get close to \$88,900 in county taxes, in property taxes, okay? We would get, hopefully, about \$111,000 sales tax, \$41,000 different than the feasibility study. So I mean, we have time to look at this a little bit, we need to approve a budget for this year so we can start spending some money. And we'll go over some things that we need to spend some money on. This one right here, by the 1st of May, I'll go through a timeline with you. But by the 1st of May, we have to start making some announcements that we have to go through the true in taxation process. But we don't have to provide the budget at that time. So, we have a little bit of time, a month or two, to work on this budget and maybe come up and solidify, is that really what we're going to get? Okay? But based on what I could collect, that's what I looked through.

Councilmember Charles: This is off 17% of the feasibility study. And it showed initial surplus of 13.

Jason Knapp: I mean, I think it's definitely worth looking closely at your B&C and your estimates in there and what period of time that truly covered versus how you're forecasting. I suspect you might find that there's some, yeah, in your, I mean, to be determined.

Von Menlove: Yeah, probably actually going up about 10%.

Mayor Menlove: We're not looking at raising the property tax. It has been worth it. So hopefully, we'll see how this all plays out. Right? But basically, if we go off on that, and I can't think of any other revenue. I mean, they have fines figured into the feasibility study way.

Kelly Warner: Yeah. Now we go about getting that. And I see cops all year. I know that. You know, we need to work on that as well.

Mayor Menlove: Kelly, because we haven't, we haven't contracted with the judge. I think Elk Ridge, I think, they contracted with the county sheriffs. They have their own fire department, but I think they contracted with the county sheriff. So, they just contracted with the county. To handle all of that. I don't even know if they get a percentage of the fines, because they have to go to the county offices to settle up all the fines, right? So, I don't know if the city gets anything back from them. Now, there are some options there. We need to is one of the things that we need to address sometime. It's not been on the top of my radar yet, but maybe it should be. But that's Judge Jewel, that swore us in. He's a local judge, and he does Santaquin, maybe Goshen. So, I mean, we could contract Santaquin Justice Department and just have them go through their system. It's closer than sending people to Provo. We could do it on our own.

Kelly Warner: Everybody used to have Justice of the Peace. Maybe you can assign a Justice of the Peace and send them to traffic court or whatever. Don't know.

Mayor Menlove: We need to look into that. We do need to look into that. My point here is, the feasibility study does show that we are collecting some buy-ins. And I don't see that happening. They all show a little teeny bit, \$200 from permits. I don't know if that was building permits or exactly what that was, but I'm assuming it was a building permit. I don't see us in the next year. Or it could be licenses or fees for licenses. Either way I don't see us having a huge revenue source coming from any kinds of permits this year or in the future. So basically, based on the feasibility study, David said about 17% less. Yeah.

Jason Knapp: I wouldn't get too worried about that yet. These are some very preliminary back of the napkin numbers.

Mayor Menlove: Well, and so now we can look at expenses, right? Because that's our revenue sources. We can look at some expenses. Now, I just threw some numbers in here. I really have no idea. I need your help coming up with numbers here. We do have to pay back the incorporation costs. And I'm not saying anything to the lieutenant governor's office. I'm going to wait for them to say something. To me, I don't know if we have to pay that in this first six months or not until our first actual fiscal budget, which would be this year. So, this may not have to be. Do you know anything about that, Jason?

Jason Knapp: The timing, no, other than it's deferred over five years interest.

Mayor Menlove: It is five years, right. Now, in the feasibility study, they put like \$123,000, but it never says exactly what that goes to. I don't know what the general limit is.

Jason Knapp: So, I can give you a little clarity if you like. So, their methodology was they took, I think it was seven towns of roughly our size, and because they took two approaches. First was to do a line-item approach like you're doing on the left. And there was a lot of back and forth on that and just couldn't really get comfortable. So, then they instead took, I think it was seven towns of roughly our size and found the kind of the median of those numbers. And that's what that represented. So, you had some that were operating at \$50,000/year and others that were operating at \$250,000/year. So that was kind of a midpoint on this.

Mayor Menlove: Now, there were a number of scenarios in these feasibility studies. One was if we were going to buy a town building, and one if we were not. And these are pretty much based on scenario one or two, not buying it, not spending \$300,000. Okay? So now let's look at these expenses. So, incorporation costs may or may not have to have in office supplies. Now we'll look at buying some computers. I don't know if we want to think about purchasing a computer for every member of the council or just the recorder and the Mayor.

Councilmember Charles: I don't need one. But I would say, I think one for the recorders.

Spencer Foster: Yeah, the treasurer needs one too. I was saying that the treasurer probably needs one plus an accounting software.

Carrie Knapp: Yeah, that's a really good point. It has to be Microsoft Windows. The software doesn't work with mac.

Mayor Menlove: So at least two computers, if that's what it is, 6,000 was probably more than we need.

Councilmember Judd: Yeah, and you're probably going to get a printer to copy your fax texting. A lot of the time, you're going to hear something virus-like. Mayor Menlove: Because you're right, that probably means a copy machine has copied all this stuff out from the printer.

Jason Knapp: Or at least tab over at a copy place where you could maybe not pay for the fixed costs of a machine, but just go make copies.

Councilmember Charles: I do that. It's really cheap. You can just email it to them and they'll print it. You shouldn't be doing that on your own. I think that's a better cost than buying a printing machine.

Mayor Menlove: It probably is. It's not expensive to run them off on my home one. And it's easier than running to Payson. But nevertheless, if we have all the supplies, I'll turn in a receipt for ink, you know, or whatever. But you're right, sometimes maybe you've copied machines on everything. All right, I just threw \$500 in there for the Easter Egg right now. We can discuss whether we feel like the town should be contributing something to that. In my personal opinion, \$500 bucks or \$700 bucks toward the Easter egg hunt would have my approval. That's just me.

Councilmember Judd: Here's my only issue, and it's not against anything that's done. Once you start a precedence of spending money on something, then eventually it's going to be \$500 or whatever. \$15,000 It never cuts off. It just grows. So, the taxation just continues to grow. Does that make sense?

Mayor Menlove: Yeah. So, we talked about it, and we kind of felt like if we gave them a budget and said, here's your budget, they would have to stay with this budget, right? This year, they were buying things, assuming they were getting donations, and the donations didn't quite match what they got. So, I mean, if we wanted to put some money in there, it might give them a little more direction. Okay we got a plan that's for this moment.

Brenda Warner: Could you do like a holiday fund? Not earmark it specific Easter egg hunt. What if we want to buy some Christmas lights to put on the trees by the lake or something?

Mayor Menlove: Can do that.

Brenda Warner: And just set aside you know a thousand dollars for the town to contribute to.

Mayor Menlove: Yeah. Yeah. I mean, whether we lump that all in one holiday kind of thing or a separate line item, but anyway. Okay. Um, so there's some training that it would be good for us to go to, um, this month, 22nd and 23rd, the ULCT has their mid-year conference in St. George, and I know most towns and cities send people to that training. They have breakout sessions. I spoke with Spencer about this. Because we're working so hard on our general plan and working so hard on budget, I personally did not want to take two days to go down to St. George to attend some breakout session. It's just flooding my brain with something else I'm supposed to be doing, right at the moment, and Spencer said, exactly, they have all made sense for people to involve. So, I put some money into training, our recording device. Right now we're using Zoom as our recording device. I think there might be something better out there that records and transcribes it better so Spencer or Becca isn't having to do as much work. I don't know. Spencer can probably talk to that better than me. Accounting software. Tell us about the accounting software that you looked at.

Carrie Knapp: Set up fees are \$1000.00 plus \$500.00 a quarter after that. So that would be \$2000.00 for this first 6 months and then \$2000.00 each year after that. They have it all ready to go. It's all set up on their end. She just needs a computer to install the software on.

Mayor Menlove: Tell us the name of the program.

Carrie Knapp: Pelorus.

Mayor Menlove: We went to an auditor training meeting yesterday and there were a lot of towns that raised their hand that are using this one.

Carrie Knapp: I got another bid from Caselle and that one was more expensive than Pelorus. Quick books is cheaper than these but this is governmental software and all the reports are already done. You just click it and it's already customized with how the state wants the reports.

Mayor Menlove: Since we're not paying the treasurer, I think that the least we can do is provide her with an accounting system. It does a lot of that for you. Because it's only \$2,000 a year. Legal services I had no idea, I just put \$15k in there. Spencer provided us with a list. Ogden Valley's legal costs said \$100k but they are dealing with a lot of legal issues up there. They are in development phase and they have ski resorts and all kinds of stuff. And they have lawsuits. Insurance and bonds. We do need to pay for bonds for the recorder and treasurer. Spencer any clue what that would be?

Spencer Foster: If you have the recorder get their notary the package would be about \$120 for the stamp and the notary and the bond. I'm not sure how much a bond would be for the treasurer though. Probably \$150-\$200.

Mayor Menlove: What about insurance. Does a town need insurance?

Spencer Foster: You do need liability insurance for the town.

Mayor Menlove: Any idea of how much that would be.

Spencer Foster: You would talk to the Utah Local Governments Trust. That's where we had the meeting for the newly elected officials. That was at their building. They insure most cities and towns around the state.

Mayor Menlove: Engineering fees. I'm not sure when we'll need these. Probably when we discuss permits and those costs. I didn't put anything in the budget for engineering. IT, I mean Jason's our IT guy. Spencer's our IT guy.

Spencer Foster: I do what I can.

Mayor Menlove: Enterprise funds. Most cities have enterprise funds. Don't think we have any enterprise funds. Would we need any enterprise funds Spencer?

Spencer Foster: Not if you don't have utility services.

Mayor Menlove: So then I put Capital Projects. I put the rest of the budget. First of all, \$15,000 a year for 2 years to the county for snow removal and roads. \$25,000 for fire and EMS services to Payson. And I put \$23,000 for law enforcement.

Spencer Foster: Did you put on the updated budget, fees for ULCT and MAG.

Mayor Menlove: Nope.

Spencer Foster: Not sure what MAG's will be but ULCT's was \$250 right?

Mayor Menlove: Brought up that a physical bill came for \$500 from ULCT.

Spencer Foster: I wonder if they are changing you for the next year.

Mayor Menlove: Will get with them.

Spencer Foster: Just wanted to make sure that had been added so I can keep helping you.

Jason Knapp: Please add it.

Mayor Menlove: Councilmember Marsh did a search for insurance for the Town and found that it would probably cost about \$5k-\$15k for insurance. So about \$10k.

Jason Knapp: Is column B supposed to just be a 6 month period?

Mayor Menlove: Yes.

Jason Knapp: So, are you putting \$10,500 for six months. So \$21k/year.

Mayor Menlove: Was wondering about that. Texted Chief Spencer from Payson to ask him about that because if they do fiscal or calendar year it would change. The town would pay a smaller portion for this budget year. Then \$25k for the next year. He replied and said they can make that work.

Jason Knapp: Just noticing that you had a full year in the first 6 months and a full year in the year column. Feel like you're double counting.

Mayor Menlove: Thanks for pointing that out. Next what I did to balance the budget is for all the remaining funds, I put them in the Capital Project Fund and put it toward a Town Hall project. But more realistically, I think we should change that to roads. Do we want to even think about putting any money into a Town office?

Jason Knapp: Once town funds are allocated to a specific project, can the town council reallocate them to a different capital project or the general fund?

Spencer Foster: If you move them to a different capital project in that same fund, you don't have to do an amended budget. If you move them from the capital fund to the general fund, you would do an amended budget and come in and do a public hearing and quickly say where you are moving the funds. You can amend a budget. So don't be afraid to amend your budget after you approve it.

Mayor Menlove: Clarification on how this works.

Spencer Foster: If you change which fund it's in, you have to have an amended budget. If you don't change the fund you don't have to have a public hearing and an amended budget.

Mayor Menlove: In your general fund you can carry up to 100% above your budget in reserve, correct?

Spencer Foster: You can carry as much as you want in the capital projects fund. It just has to point toward a specific project.

Mayor Menlove: Does it have to have a timeline of when you need to spend it by?

Spencer Foster: Generally, your capital projects will have a timeframe of when you want it to be done. Eventually, you'll have a CIP that will show how long certain projects are expected to take. You'll point your projects to that document and the timelines that are in them.

Councilmember Charles: So, if you have excess funds in your general fund, or surplus, you can carry over one year at a time. How would you show that in your budget?

Spencer Foster: You can show that you have reserves up to 100% of your budget.

Councilmember Charles: So, at this point it's probably not critical that we worry about this until we have a reserve.

Spencer Foster: Yea, unless you are going up and above that 100% you don't need to worry about this yet. Explained how a transfer into the capital projects fund would work if there was more than 100% in reserve in the general fund.

Mayor Menlove and Councilmember Charles: Discussed a reserve, or a portion to roads, and discussed how this would work with everyone.

Councilmember Marsh: Asked about the best return on the funds.

Mayor Menlove: Explained the PTIF accounts and how they work and transfers to the bank account. Explained how the budget doesn't force you to have funds in a specific bank account.

Jason Knapp: Pointed out that you probably want to put the funds you want toward a specific project to be allocated to that, so you don't use it for something else. It probably doesn't matter at this point but will in the future.

Councilmember Charles: Would probably put in the number the feasibility study showed for the roads, so you could have money in the capital funds when that comes up, and you need to do road fixes when needed. Obviously, right now you would need less but in the future, you would need to think more about this.

Mayor Menlove and Councilmember Charles: Discussed where to put funding into the budget for roads and how this would work. Would put the difference between the budget expenses and the general fund revenue into the capital fund.

Jason Knapp: Clarified how the number would work because of the interlocal agreement with the County and that they are doing road and snow removal for the next few years. You can do it as simple as a formula in excel. Explained how to make this work in the excel budget sheet. The excess from the B&C funds would go into the future capital roads funds.

Councilmember Charles: Likes this and how this would work with future projects. This would put you at \$26k in the roads.

Jason Knapp: Hopefully this would just be a forecast and we'd actually have more come in and be able to put more in this fund.

Mayor Menlove: So would the accounting software do all this for you?

Carrie Knapp: Yep, I would just need to know what the numbers are.

Mayor Menlove: It automatically assigns codes.

Carrie Knapp: Will go ahead and do a reimbursement after the budget is approved. She has probably spend \$300 ish on stamps copies, envelopes.

Mayor Menlove: Would she rather just go ahead with this and get it going?

Carrie Knapp: Doesn't want to wait on this.

Mayor Menlove: Clarified the notice requirements with Spencer.

Spencer Foster: For the tentative budget there needs to be a seven-day notice. They will approve this budget at their next meeting. They would need to have the notice out before April 28.

Mayor Menlove: We would need to have this out so we can have the budget at our next meeting.

Spencer Foster: You would approve the budget on May 6th.

Councilmember Charles: And then the town would be able to immediately reimburse Carrie.

Spencer Foster: Yea and then you could start reimbursing anyone who spent money.

Mayor Menlove: This budget needs to be refined, but we'll go ahead and post the notice.

Spencer Foster: The notice needs to tie to a document. So your updated tentative budget document needs to be part of the notice and available by the 28th as well. You are going to be posting the budget with the document for review.

Carrie Knapp: Brought up the rules about doing a Audit Review if the Town's budget went above \$350k.

Councilmember Charles: Less than \$350k and what do you do?

Carrie Knapp and Jason Knapp: A self-audit.

Mayor Menlove: Told a story about a town that got a multi-million-dollar grant and had to pay a ton for an audit. The audit ended up being about as much as their budget.

Carrie Knapp: If we are applying for grants, we just need to think about that.

Mayor Menlove: Carrie and him will work on getting this budget done before May 28th. Shared a calendar with the council regarding Truth in Taxation process and what needs to be done with this. May 6th public statement. Statement that the budget includes a tax increase. The fact that they don't have a tax but that it needs to say a tax increase because of the fact they don't have a tax rate yet. The town is going to restore the tax rate to what it was. Property tax impact statement needs to be in place as well. A tentative budget and a scheduled meeting.

Councilmember Charles: Are we comfortable with Spencer help to help us through this. Spencer are you comfortable with this process?

Spencer Foster: Stated that he is not. Has never gone through the process. Recommended some additional help to go through it this first time. Would be comfortable if they got some additional help.

Mayor Menlove: Asked if they can visit later about this.

Councilmember Charles: There is no forgiveness with this process, they need some professional help. Mentioned that reaching out to Kerri Nakamura to see if she can help us with this process.

Mayor Menlove: There are some things they have to have on their agenda for May 6. Tentative budget. Asked Spencer if the tentative budget is changeable.

Spencer Foster: Yes, you can change that.

8. DISCUSSION – PLAT MAP BOUNDARY DISCREPANCIES DUE TO SURVEYOR ERROR

Mayor Menlove: There were some issues with the boundary map. Met with the Lt. Governor's office and the state geospatial office. Gave an update about how to fix this map and the discrepancies with this. Lt. Governor's office told the Mayor that he has to record the map as it is. He is going to talk to the county and see what else he can do to move this forward. There are a few little errors in the boundary map. The town will eventually have to deal with these.

REPORTS

9. MAYOR

10. TOWN COUNCIL

11. STAFF MEMBERS

12. PLANNING COMMISSION – UPDATE FROM PLANNING COMMISSION CHAIR REGARDING GENERAL PLAN

13. OTHER

CLOSED MEETING

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

ADJOURNMENT

Councilmember Charles: Made a motion to adjourn.

Councilmember Marsh: Seconded the motion.

Vote: All in favor. Unanimous. Motion carried and 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 springlake.utah.gov website, and the Utah Public Notice Website.