Town of Spring Lake

Town Council Meeting Agenda

Meeting to be Held

June 3, 2026 – 6:00 P.M.
3744 West 12240 South
Spring Lake, Utah 84651

NOTICE IS HEREBY GIVEN THAT THE COUNCIL OF THE TOWN OF SPRING LAKE WILL HOLD A TOWN COUNCIL MEETING ON WEDNESDAY, JUNE 3, 2026, AT 6:00 PM.

JOIN US DIGITALLY AT https://us06web.zoom.us/j/85812854760?pwd=NeoSiGhkbgaNUxE2SBaXl9wY0xLSDd.1

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

Councilmembers Present: Mayor Menlove; Councilmember Bascom, Councilmember Charles, Councilmember Judd, Councilmember Marsh.
Staff Present: Rebecca Batty, Recorder; Brenda Warner, Deputy Recorder; Carrie Knapp, Treasurer.
Public Present: Sign-in sheet uploaded as attachment to the minutes.
Mayor Menlove: Conducted roll call to start the meeting.

2. OPENING CEREMONIES

    a. PLEDGE OF ALLEGIANCE: BY INVITATION

Unidentified: Led those in attendance at the Pledge of Allegiance

    b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Unidentified: Offered a prayer to begin the meeting.

PUBLIC COMMENT

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO BRING FORWARD ANY ITEM THAT THEY WISH TO DISCUSS. THESE ITEMS DIFFER FROM THOSE ON THE AGENDA CONSIDERED FOR PUBLIC HEARINGS. PLEASE KEEP COMMENTS TO THREE MINUTES MAXIMUM.

Mayor Menlove: Welcomed members of the public and invited comments.
Residents discussed several procedural questions regarding future development applications, reimbursement procedures, and upcoming Town processes. Council members explained that the Town was continuing to establish administrative policies and encouraged residents to participate in future meetings as additional ordinances and procedures were adopted. Spencer Foster recommended adopting a formal procurement policy and reimbursement procedures to guide future expenditures. Councilmember David Charles offered to assist in preparing policy language, and Mayor Menlove requested that sample policies from neighboring municipalities be gathered for Council review. No formal action was taken.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

3. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM MAY 6, 2026, MEETING.

Councilmember Judd: Noted minor grammatical errors but stated they did not affect the substance of the minutes.
Councilmember Judd: Made a motion to approve minutes.
Councilmember Charles: Seconded the motion.
Vote: Mayor Menlove – Yes, Councilmember Charles – Yes, Councilmember Bascom – Yes, Councilmember Judd – Yes, Councilmember Marsh – Yes. Motion carried, minutes approved.

WORK SESSION/TRAINING

4. DISCUSSION AND POTENTIAL ACTION – AMENDING OR EXTENDING INTERIM LAND USE CONTROLS/MORATORIUM.

Mayor Menlove: Opened discussion regarding the expiration of the Town's interim land use controls.
Spencer Foster: Advised that the current moratorium would expire on July 7, 2026, and explained that the Council could extend the moratorium by ordinance for up to six additional months, or for a shorter period if desired. He recommended maintaining the moratorium until the Town adopted both its General Plan and initial development ordinances, noting that the Council could terminate the moratorium at any time once those documents were in place.
Jason Knapp: Reported that the Planning Commission was actively preparing the draft General Plan and expected to complete its review during early July. He explained that zoning ordinances would follow immediately after adoption of the General Plan and requested timely feedback from Council members as draft documents were circulated.
Mayor Menlove: Expressed the Council's goal of completing legal review and bringing the General Plan forward during the first Council meeting in July, if practical. Councilmember CharleS: Agreed that the timeline remained ambitious but achievable if drafting continued on schedule.
The Council discussed modifying the meeting schedule to allow the Planning Commission to consider the General Plan immediately before the Town Council meeting on the same evening.
Jason Knapp: Suggested holding the Planning Commission meeting first so that any recommendation could immediately be forwarded to the Town Council without waiting an additional meeting cycle.
Spencer Foster: Explained that this approach would be permissible provided both meetings were properly noticed and the same draft General Plan was made available during the required public notice period. He advised that any amendments adopted by the Planning Commission could be transmitted directly to the Town Council for consideration during the subsequent meeting. He further suggested extending the public notice period to fourteen days to maximize public participation.
Mayor Menlove: Expressed support for coordinating the meetings if legal review could be completed beforehand while ensuring all statutory notice requirements were satisfied.
Discussion then shifted to preparation of the Town's development ordinances.
Jason Knapp / Spencer Foster: Outlined the major components still needing completion, including:

- Zoning districts
- Zoning map
- Permitted and conditional uses
- Setbacks and development standards
- Subdivision regulations
- Wildland-Urban Interface (WUI) regulations
- Building code references

Mayor Menlove: Asked whether wildfire protection requirements, subdivision standards, and emergency planning should be incorporated into the Town Code.
Spencer Foster: Recommended adopting existing standards by reference where appropriate and using neighboring municipalities such as Elk Ridge as models. Councilmember Judd: Described Payson's experience encouraging residential fire suppression systems adjacent to wildland areas through the development review process rather than requiring them universally by ordinance.
The Council also discussed handling development applications submitted before adoption of the new ordinances. Spencer Foster advised that applications could be received, but meaningful review would be difficult until development standards had been formally adopted.
Mayor Menlove: Informed the Council that Spencer Foster would soon be leaving the Utah League of Cities and Towns' Local Administrative Advisor Program to become Administrative Director for Elk Ridge City.

Mayor Menlove: Thanked Mr. Foster for his extensive assistance during the Town's incorporation process, recognizing his work preparing agendas, minutes, ordinances, administrative procedures, and providing guidance to both the Town Council and Planning Commission.

Spencer Foster: Explained that ULCT would provide interim assistance through McKenna Marchant until a permanent replacement was hired. He encouraged the Town to continue using previously adopted ordinances as templates, utilize available resources, and submit draft ordinances to legal counsel for review before adoption. He also assured the Council that he would remain available to answer questions after beginning his new position.

Mayor Menlove: Asked whether someone would prepare the ordinance extending the moratorium prior to the July meeting.

Rebecca Batty: Volunteered to draft the ordinance for Council review. Spencer Foster agreed to review the draft before the July meeting if time permitted.

Following discussion, the Council reached consensus to:

- Prepare an ordinance extending the interim land use controls for consideration on July 1, 2026.
- Continue work toward adoption of the General Plan and initial development ordinances.
- Coordinate Planning Commission and Town Council public hearings, if legally feasible.
- Continue developing subdivision, zoning, wildfire, and related development regulations.
- Utilize existing municipal ordinance templates and submit drafts for legal review before adoption.

5. DISCUSSION AND POTENTIAL ACTION – UPDATE ON BUDGET PROCESSES AND TIMELINES FOR APPROVAL OF THE FINAL BUDGET.

Mayor Menlove: Introduced discussion regarding the Fiscal Year 2026–2027 budget and upcoming statutory deadlines.

Spencer Foster: Explained that the Town was required to hold a public hearing before adopting its final budget and advised that the public notice should be posted no later than June 7 in order to conduct the hearing during the June 17 Council meeting. He noted that the budget could later be amended if necessary but emphasized that an adopted budget needed to be submitted to the State before the end of June.

Council members discussed updating the proposed budget before publication to reflect new information received regarding public safety costs.

Mayor Menlove / Councilmember Charles: Reported on their recent meeting with representatives of the Utah County Sheriff's Office regarding law enforcement services.

Councilmember Charles: Explained that the Sheriff's Office indicated Spring Lake would be expected to contribute approximately $64,000 annually, representing the amount of property tax historically collected for county law enforcement services. He noted that the County was unwilling to reduce the overall amount but acknowledged that the Town would receive credit for the portion of property taxes not yet collected during its first year of incorporation.

Discussion included:

- Annual call volume within Spring Lake.
- Calls associated with the lake owned by Payson City, the trailer park, the apartment complex, and West Mountain area.
- County-wide response capabilities for major incidents.
- Costs not included within the proposed contract, including 911 dispatch and animal shelter services.
- Potential future costs associated with animal control.

Mayor Menlove: Noted that the estimated law enforcement costs contained in the incorporation feasibility study had been based upon existing county contracts with similarly sized municipalities and were substantially lower than the County's current proposal.

Councilmember Charles: Stated that the feasibility study remained useful for comparison purposes but that negotiations would ultimately depend upon actual services offered. He emphasized the importance of understanding the level of patrol coverage included within any agreement.

Mayor Menlove: Summarized discussions with Santaquin City regarding an alternative law enforcement contract. He reported that Santaquin had estimated approximately twenty hours of proactive patrol per week at an estimated annual cost of approximately $78,000, while indicating that a reduced level of service could potentially be negotiated.

Council members discussed requesting an updated proposal based upon approximately six hours of proactive patrol per week together with emergency response services. Several members expressed interest in comparing guaranteed patrol hours under a Santaquin contract with the Sheriff's Office proposal before making a final decision.
Discussion also included:

- Justice Court options.
- Citation revenue.
- Interlocal court agreements.
- Revenue sharing opportunities.
- Continued negotiations with Payson regarding responsibility for law enforcement services at the lake, owned by Payson City.

Councilmember Judd: Reported on the Council's meeting with Payson Fire Chief Spencer. Explained that Payson intended to revise its existing interlocal agreement for Spring Lake and remained supportive of providing fire and EMS services. Discussion included commercial fire inspections, wildfire protection requirements, and the State's future requirement that municipalities periodically issue Requests for Proposals for EMS providers.
Mayor Menlove: Stated that the fire and EMS costs appeared consistent with the assumptions contained within the incorporation feasibility study.
Councilmember Marsh: Observed that the proposed law enforcement expenditures would likely exceed the current budget allocation.
Councilmember Charles: Recommended increasing the preliminary law enforcement budget to approximately $54,000 until negotiations were complete.
Rebecca Batty: Agreed that increasing the budget would provide a more realistic planning figure while allowing later amendments once contracts were finalized.
Mayor Menlove: Directed that the budget be revised accordingly before publication of the public hearing notice.
Consensus of the Council was to:

- Publish notice for the June 17 public hearing on the final budget.
- Increase the proposed law enforcement budget allocation pending contract negotiations.
- Continue discussions with Utah County, Santaquin, and Payson before selecting a law enforcement provider.

6. DISCUSSION AND POTENTIAL ACTION – UPDATE ON LEGAL SERVICES REQUEST FOR PROPOSALS.

Mayor Menlove: Reviewed information obtained during recent legal services training regarding municipal attorney contracts.
Council members discussed the advantages and disadvantages of hourly billing compared with monthly retainer agreements.
Rebecca Batty: Rummarized recommendations presented during the training, explaining that newly incorporated municipalities generally benefit from hourly legal services during their first eighteen months while operational needs are still developing. She noted that smaller municipalities rarely require full legal retainers and instead benefit from paying only for services actually rendered.
Mayor Menlove: Reported that the Town's proposed legal services budget of approximately $36,000 had been reviewed during the training and was considered reasonable for the Town's anticipated workload.
Spencer Foster: Confirmed that the Request for Proposals reflected an appropriate budget for municipal legal services.
The Council also discussed encouraging proposals from multiple firms while recognizing that legal needs would likely decrease after the Town completed its initial organization and ordinance development.

7. DISCUSSION AND POTENTIAL ACTION – UPDATE ON POLICE AND FIRE SERVICE DISCUSSIONS.

The Council continued discussion of public safety services under Agenda Item 5.
No additional action was taken under this agenda item.

8. DISCUSSION AND POTENTIAL ACTION – APPLICATION FOR INSURANCE AND BONDS.

Mayor Menlove: Reviewed the Town's application for insurance coverage through the Utah Local Governments Trust, explaining that the remaining portion of the application required completion of a fraud risk assessment. Working through the assessment together, the Council reviewed questions regarding:

- Separation of financial duties.
- Financial controls.
- Council review of bank reconciliations.
- General ledger oversight.
- Payment authorization procedures.
- Conflict of interest disclosures.
- Internal controls.
- Fraud prevention practices.
- Required municipal training.
- Audit procedures.
- Cybersecurity resources.

Jason Knapp / Spencer Foster: Explained how existing review procedures and mitigating controls satisfied many of the assessment requirements while identifying several additional administrative policies that still needed to be formally adopted.

Rebecca Batty: Reviewed the scoring methodology and explained how adopting additional financial policies and completing required municipal training would substantially improve the Town's overall risk rating.

Spencer Foster: Informed the Council that template policies addressing ethics, financial controls, separation of duties, and related administrative procedures had already been provided and recommended adopting them by resolution at a future meeting.

The Council also discussed required Open and Public Meetings Act training, GRAMA training, budgeting instruction, ethics training, and other educational resources available through the Utah League of Cities and Towns. Council members agreed these trainings should be completed to strengthen the Town's governance practices and improve its insurance risk assessment. No formal action was taken.

REPORTS

9. MAYOR
10. TOWN COUNCIL
11. STAFF MEMBERS
12. PLANNING COMMISSION
13. OTHER

CLOSED MEETING (IF NECESSARY)

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

ADJOURNMENT

Councilmember Marsh: Moved to adjourn the meeting.
Councilmember Judd: Seconded the motion.
Vote: Motion carried unanimously.
Mayor Menlove: Adjourned the meeting.

Rebecca Batty, 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 206-596-1488 or by email at recorder@springlakeutah.gov at least 48 hours in advance of the meeting.

CERTIFICATE OF POSTING

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