ORDINANCE NO. 26-08

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SPRING LAKE, UTAH, ADOPTING TITLES 7, 9, AND 10 OF THE SPRING LAKE MUNICIPAL CODE

WHEREAS, the Town Council of the Town of Spring Lake previously adopted Ordinance No. 26-01 establishing interim land use controls, including a temporary moratorium on certain development activities; and

WHEREAS, the Town Council has since adopted Resolution No. 26-13 establishing the Town of Spring Lake General Plan; and

WHEREAS, the Town Council seeks to implement the policies and objectives of the Town of Spring Lake General Plan and to establish the Town's initial comprehensive zoning and land use regulatory framework; and

WHEREAS, the Spring Lake Planning Commission conducted a public hearing to receive public comment regarding the proposed adoption of Titles 7, 9, and 10 of the Spring Lake Municipal Code; and

WHEREAS, the proposed adoption of Titles 7, 9, and 10 have been reviewed by legal counsel for the Town, and recommended revisions have been incorporated into the document; and

WHEREAS, the Town Council finds that the proposed ordinances establish regulations and administrative procedures relating to public works and infrastructure, building regulations, and land use and development within the Town of Spring Lake.

NOW THEREFORE, the Town Council of the Town of Spring Lake, Utah, hereby ordains as follows:

1. – Adoption

The Town Council hereby adopts Titles 7, 9, and 10 of the Spring Lake Municipal Code. The proposed ordinances generally include the following:

Title 7 – Public Works.
Establishes regulations and procedures relating to public infrastructure, Town roads, rights-of-way, roadway access, drainage facilities, utilities, public improvements, and related public works matters, including permits for certain work within Town rights-of-way and connections to Town roads.

Title 9 – Building Regulations.
Establishes the Town's building regulations, including adoption of applicable building and construction codes as adopted and amended by the State of Utah, and establishes requirements relating to building permits, inspections, and administration.

Title 10 – Land Use and Development.

Establishes the Town's comprehensive land use and zoning regulations, including zoning designations and permitted uses; dimensional and development standards; agricultural and residential uses; commercial and light industrial uses; accessory uses and structures; conditional uses; subdivisions; land use applications and review procedures; nonconforming uses and structures; enforcement; and other regulations governing the use and development of land within the Town.

The following policies are incorporated as the official policies of the Town of Spring Lake and are included under their respective sections in the document titled "*Municipal Code Book - Spring Lake (DRAFT) (with Legal Comments Incorporated) (clean)*".

2. – Administration

The Mayor, Town Recorder, Town Treasurer, and other Town officers and employees are authorized and directed to implement and administer these policies in the performance of their official duties.

3. – Periodic Review

The Town Council directs that the Spring Lake Municipal Code be reviewed periodically and updated as necessary to reflect changes in community needs and best practices, applicable state laws, and compliance changes dictated by new state legislation.

4. – Severability

If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions.

5. – Effective Date

This Ordinance shall take effect immediately upon its adoption.

ADOPTED AND PASSED by the Town Council of the Town of Spring Lake, Utah, this ____ of ___________________, 20______.

Signed: ___________________________

Wade Menlove, Mayor

Attest: ____________________________

Rebecca Batty, Town Recorder / Brenda Warner, Deputy Town Recorder

TOWN COUNCIL VOTE AS RECORDED

Councilmembers:	Yes	No	Abstain	Excused
Wade Menlove	_____	_____	_____	_____
Sharon Bascom	_____	_____	_____	_____
Robert Judd	_____	_____	_____	_____
Robert Marsh	_____	_____	_____	_____
David Charles	_____	_____	_____	_____

Meeting Minutes - May 20, 2026 - Town Council Meeting

Town of Spring Lake

Town Council Meeting Agenda

Meeting to be Held

May 20, 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, MAY 20, 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 Wade Menlove; Sharon Bascom, David Charles, Robert Judd.
Councilmembers Present Virtually: Robert Marsh.
Staff Present: LAA, Spencer Foster.
Staff Absent: Town Recorder, Rebecca Batty; Deputy Town Recorder, Brenda Warner.
Mayor Menlove: Conducted a roll call to start the meeting.

2. OPENING CEREMONIES

    a. PLEDGE OF ALLEGIANCE: BY INVITATION

    b. PRAYER/MOMENT OF SILENCE: BY INVITATION

Chair Jason Knapp: Offered the opening prayer, followed by the Pledge of Allegiance.

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.

No public comments were made.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

3. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF MINUTES FROM APRIL 15, 2026, MEETING.

The Council reviewed the April 15, 2026 Town Council meeting minutes. No corrections or revisions were proposed.
Councilmember Judd: Moved to approve minutes.
Councilmember Charles: Seconded the motion.
Vote: Mayor Menlove – Y, Councilmember Charles – Y, Councilmember Bascom – Y, Councilmember Judd – Y, Councilmember Marsh – Y. Motion carried unanimously, and minutes approved.

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-10 AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO UTAH COUNTY FOR MUNICIPAL RECREATION GRANT PROGRAM FUNDING.

Spencer Foster: Explained that Utah County annually offers municipalities the opportunity to apply for a Municipal Recreation Grant. Spring Lake qualified to apply for up to $1,000 in reimbursement funding for eligible recreation-related expenses, including park maintenance, equipment purchases, and community events. He explained that no matching funds were required and that the application deadline was June 8.

Mayor Menlove: Asked questions regarding the application process, eligible expenditures, reimbursement procedures, and whether the application required identifying specific projects. Mr. Foster explained that the application allowed flexibility by listing anticipated recreation-related expenses rather than committing to a single project.

Mayor Menlove: Invited Council members to assist with preparing the application. Councilmember David Charles volunteered to complete the application with assistance from staff if needed. Discussion included possible uses for the funding, including community events, park maintenance equipment, and recreational improvements.

Councilmember Judd: Made a motion to pass resolution 26-10..

Councilmember Bascom: Seconded the motion.

Vote: Mayor Menlove – Y, Councilmember Charles – Y, Councilmember Bascom – Y, Councilmember Judd – Y, Councilmember Marsh – Y. Motion carried unanimously, and resolution 26-10 passed.

5. DISCUSSION AND POTENTIAL ACTION – TRUTH IN TAXATION PROCESS CHALLENGES, APPROVAL OF THE TOWN TO APPROACH THE COUNTY TO DISCUSS ADDITIONAL FUNDING FOR FY 26-27.

Mayor Menlove: Informed the Council that the Utah State Tax Commission had determined Spring Lake would not be eligible to levy property taxes during Fiscal Year 2026–2027 because the Town's Certificate of Incorporation was signed by the Lieutenant Governor after January 1. Although the incorporation documents had been accepted in December, the official signature date prevented the Town from participating in the Truth in Taxation process for the upcoming fiscal year.

Mayor Menlove: Explained that he immediately contacted Utah County officials, including County Administrator Ezra Nair and Commissioner Skyler Beltran, to discuss replacing the anticipated property tax revenue. He reported that Commissioner Beltran expressed support for providing county funding equivalent to the Town's anticipated property tax revenue while the Town remained ineligible to levy property taxes, subject to formal County approval.

Spencer Foster: Explained that although the Truth in Taxation process would no longer apply, the Town would continue through the standard municipal budget adoption process. He reviewed the revised budget calendar, required public hearing notices, budget adoption deadlines, and filing requirements with the State Auditor.

Mayor Menlove/Spencer Foster: Reviewed the revised budget schedule and discussed replacing anticipated property tax revenues with county funding in the proposed budget.

Councilmember Charles: Commented that the revised process would likely result in a more accurate first-year operating budget and expressed appreciation that Utah County appeared willing to work with the Town during its transition.

Mayor Menlove: Also discussed efforts by the Utah League of Cities and Towns to pursue legislative changes that would prevent future newly incorporated municipalities from encountering the same issue.

No formal action was taken.

6. 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.

Spencer Foster: Explained that the interlocal agreement remained on the agenda in case the Council wished to move forward with negotiations.

Councilmember Charles: Recommended postponing approval until a contract attorney had been retained to review the agreement.
Mayor Menlove: Agreed that obtaining legal review before execution was appropriate.
No action was taken.

7. 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.

Mayor Menlove: Reported that a meeting with the Utah County Sheriff's Office had been scheduled to begin discussing contract terms and service expectations. Discussion focused on anticipated law enforcement costs and how the feasibility study compared with current county service area funding.
Mayor Menlove: Noted that the incorporation feasibility study estimated approximately $25,000 annually for contracted law enforcement based on comparable contracts with Goshen and Cedar Fort, while recent county calculations suggested substantially higher service area revenues had previously been collected for law enforcement. He expressed concern about paying significantly more than similarly situated communities for comparable services.
Councilmember Charles: Stated that while the feasibility study provided a useful benchmark, the Town should be prepared to negotiate based upon actual services provided. He emphasized the importance of understanding what level of patrol, reporting, and response the Sheriff's Office would provide before entering into an agreement.
Councilmember Marsh: Suggested contacting the consultants who prepared the incorporation feasibility study to better understand how the estimated law enforcement costs had been calculated, providing additional information for negotiations.
Chair Knapp: Reviewed the feasibility study and explained that the consultant's estimates were based upon existing sheriff contracts with Goshen and Cedar Fort rather than direct negotiations with Utah County.
Spencer Foster: Reviewed property tax calculations for the existing county service areas and explained how the County had estimated the amount previously collected for law enforcement, fire protection, and community development. The Council also discussed comparing services offered by the Utah County Sheriff's Office with potential law enforcement services from Santaquin City.
Mayor Menlove: Agreed to contact Santaquin before the scheduled meeting with the County to obtain additional information regarding potential contract costs.
Commissioner Behling: Suggested exploring regional partnerships, including possible coordination with Genola, if additional patrol services became desirable in the future.
Councilmembers: Further discussed law enforcement jurisdiction at the Payson City reservoir, animal control responsibilities, and future Justice Court options depending upon which law enforcement provider was ultimately selected. Consensus of the Council was to continue negotiations with both Utah County and Santaquin and postpone approval of any interlocal agreement until contract language had been reviewed by legal counsel.
No action was taken.

WORK SESSION/TRAINING

8. DISCUSSION – REVIEW OF THE BUDGET PROCESS AND ADOPTION OF A 26/27 BUDGET WITHOUT TRUTH IN TAXATION.

Councilmembers: Completed discussion of the revised budget process during Agenda Item 5. No additional discussion or action occurred under this agenda item.

9. DISCUSSION – CONTRACT ATTORNEY SERVICES AND TOWN INSURANCE UPDATE

Mayor Menlove: Reported that the Request for Proposals for contract legal services had been advertised and distributed directly to several attorneys. One attorney acknowledged receipt of the request, although no formal proposals had yet been submitted.

Spencer Foster: Reminded the Council that Utah County required submission of an invoice and IRS Form W-9 before distributing previously approved transition funding. He agreed to coordinate submission of the required documents.
Mayor Menlove/Spencer Foster: Discussed completion of outstanding transparency reporting requirements and coordination with the Utah State Tax Commission to upload required financial reports.
Mayor Menlove: Reported that work continued on obtaining municipal liability insurance, crime coverage, and cybersecurity insurance through the Utah Local Governments Trust. He also noted that cybersecurity implementation would require coordination with Jonah from the Town's technology provider to configure Town computers.
Additional discussion included upcoming legal orientation training, future animal control agreements, and determining the appropriate Justice Court after selecting a long-term law enforcement provider.

REPORTS

10. MAYOR

Mayor Menlove: Informed the Council that the Town had received an $810 donation to support Spring Lake Days and discussed how those funds might be used for the community celebration.

11. TOWN COUNCIL

Councilmembers: Briefly discussed community events and acknowledged continued progress in establishing Town operations.

12. STAFF MEMBERS
13. PLANNING COMMISSION
14. 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 Bascom: Moved to adjourn the meeting.
Councilmember Charles: Seconded the motion.
Vote: Motion carried unanimously.
Mayor Menlove: Adjourned the meeting at approximately 7:25 p.m.

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.

Meeting Minutes - June 3, 2026 - Town Council Meeting

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.