Town of Spring Lake

Town Council Meeting Agenda

Meeting to be Held

August 13, 2026 – 7:30 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 THURSDAY, AUGUST 13, 2026, AT 7:30 PM.

JOIN US DIGITALLY AT https://zoom.us/j/98280693509?pwd=qWHaa7jpsmuCywO2a3gTLt5E9UgKHB.1

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

Councilmembers Present: Mayor Menlove; Councilmember Bascom, Councilmember Charles, Councilmember Marsh.
Councilmembers Absent: Councilmember Judd
Staff Present: Rebecca Batty, Recorder; Carrie Knapp, Treasurer.
Staff Present Online: Brenda Warner, Deputy Recorder.
Mayor Menlove: Conducted roll call to start the meeting.

RECOGNIZE: TODD GODFREY AND NEW MAG UTAH REPRESENTATIVE, CLAUDIA SALDANA.

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.

Carrie Knapp: Expressed concern regarding continued dump-truck traffic traveling along local roads in connection with nearby development and construction activity.

****AGENDA ACTION ITEMS****

TOWN COUNCIL MAY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS

2. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF ORDINANCE NO. 26-09, ADOPTING AN OFFICIAL ZONING MAP.

Mayor Menlove: Introduced Ordinance No. 26-09, adopting the revised Official Zoning Map of Spring Lake, as recommended by the Planning Commission earlier that evening through Resolution No. 26-15. The revised map established the Town's official zoning designations, including Residential Cluster (RC), Agricultural Residential (AR), and limited Light Industrial classifications. The proposed revisions incorporated written requests from certain property owners for Agricultural Residential zoning and reflected existing Agricultural Protection Area considerations.
Councilmember Charles: Commented on the importance of recognizing the interests and contributions of individuals serving in public positions. He specifically acknowledged Commissioner Richard Behling's efforts to communicate with the Church, neighboring property owners, and other interested parties during the zoning-map review process.
Following discussion, the Council considered the revised Official Zoning Map as recommended by the Planning Commission.
Councilmember Marsh: Made a motion to adopt Ordinance No. 26-09. "*Spring Lake Official Zoning Map (Revised).*"
Councilmember Charles: Seconded the motion.

Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Absent**, Councilmember Marsh – **Yes**. Motion carried, and ordinance adopted.

3. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF ORDINANCE NO. 26-10, ADOPTING BUILDING PERMIT AND REZONING APPLICATION DOCUMENTS.

Mayor Menlove: Explained that the proposed documents were developed to establish consistent administrative procedures for receiving, reviewing, and processing building-permit and rezoning applications under the Town's adopted land-use ordinances. The documents address application requirements, supporting materials, administrative processing, and recordkeeping. They are intended to provide guidance to property owners, Town staff, and designated officials while allowing technical building-code compliance to be evaluated by qualified professionals.
Discussion also addressed the implications of adopting application documents by ordinance, including the need for future ordinance amendments when revisions to the adopted documents are required.
Councilmember Charles: Made a motion to adopt Ordinance No. 26-10.
Councilmember Bascom: Seconded the motion.
Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Absent**, Councilmember Marsh – **Yes**. Motion carried, and ordinance adopted.

4. DISCUSSION AND POTENTIAL ACTION – APPROVAL OF RESOLUTION NO. 26-18, AUTHORIZATION TO ADMINISTER LAND USE AND DEVELOPMENT (ROLES & RESPONSIBILITIES).

Mayor Menlove: Reiterated that the Planning Commission had previously reviewed and recommended the proposed roles and responsibilities through Resolution No. 26-17, including an updated *Role Recommendations* document.
The Council reviewed the proposed administrative structure, intended to distinguish legislative authority, administrative land-use functions, professional building-code responsibilities, and independent appeal procedures.
Land-Use and Development Administration: The recommendations outlined the following responsibilities:

a. **Town Council:** Retains legislative authority over zoning amendments, land-use ordinances, and other legislative land-use decisions.
b. **Planning Commission:** Provides recommendations on legislative land-use matters and retains responsibility for reviewing and deciding conditional-use permit applications, with assistance from qualified professionals as needed.
c. **Development Staff / Land-Use Authority:** A qualified planning professional or outside firm may provide technical review, subdivision administration, and designated administrative land-use functions.
d. **Building Official:** A qualified building official is responsible for applicable building-code reviews, inspections, and related compliance responsibilities.
e. **Designated Town Officials:** The Town Recorder and Assistant Recorder would coordinate administrative permit functions, including receiving applications, checking completeness, maintaining records, and coordinating professional review.
f. **Appeal Authority / Board of Adjustments:** A qualified independent hearing officer was recommended to hear applicable land-use appeals and variance requests.

The Council discussed the distinction between assigning administrative responsibilities and appointing the specific individuals or professional service providers who would fulfill those roles. Additional professional resources, including a development-staff provider and independent hearing officer, had not yet been identified. The recommendations established a framework for administering land-use and development functions while allowing additional implementation arrangements to be completed.
Councilmember Charles: Made a motion to pass Resolution No. 26-18, with the updated “Role Recommendations.”
Councilmember Marsh: Seconded the motion.
Vote: Mayor Menlove – **Yes**, Councilmember Charles – **Yes**, Councilmember Bascom – **Yes**, Councilmember Judd – **Absent**, Councilmember Marsh – **Yes**. Motion carried, and resolution passed.

WORK SESSION

5. DISCUSSION – UPDATES ON FRAUD RISK ASSESSMENT POLICIES.

The Council reviewed portions of the Town's proposed Fraud Risk Assessment Policies and Internal Control Procedures, focusing primarily on credit-card administration and employee reimbursement requirements.

Councilmember Charles: Recommended addressing the credit-card provisions during the current work session and postponing further review of reimbursement procedures until a subsequent meeting.

Members discussed the fact that the Town did not currently maintain municipal credit cards and questioned the necessity of retaining detailed credit-card procedures within the policy. Council members expressed general support for removing or simplifying the credit-card provisions at this time, with the understanding that appropriate procedures could be incorporated in the future if the Town elected to establish municipal credit-card accounts.

Reimbursement Procedures: Discussion identified inconsistencies among existing policy documents regarding reimbursement approvals and authorized expense limits, particularly for travel-related expenses. Members emphasized the importance of establishing clear approval procedures, maintaining timely reimbursement processing, and ensuring that individuals do not approve their own expenses.

Invoice Processing:

Mayor Menlove: Asked for clarification regarding the proper handling of invoices, including invoices received from the Town's legal counsel.

Discussion clarified that invoices could be submitted through the Town's regular payment-processing procedures, with appropriate authorization and documentation. The Council agreed to address the credit-card provisions first and conduct additional review of reimbursement procedures at a later meeting. Travel-related policies would be reviewed separately. Additional work on the draft policy was anticipated in coordination with Town Recorder Rebecca Batty, with reimbursement sections to be circulated for further review.

6. DISCUSSION – UPDATES ON BUILDING PERMIT APPLICATIONS & PROCEDURES.

Mayor Menlove: Discussed the implementation of building-permit administration following the adoption of Ordinance No. 26-10 and Resolution No. 26-18. Discussion focused on the remaining administrative steps necessary for the Town to begin formally processing and issuing building permits.

It was explained that the Town would need to complete the formal designation of the Recorder and Assistant Recorder as designated Town officials for administrative permit processing and formally establish the Building Official's authority to perform required building-code functions.

The Town had previously considered engaging a professional building-services firm to provide plan review and inspection services. The Council discussed the importance of clearly defining the responsibilities of Town staff and the Building Official, including the receipt of application materials, technical review, inspection coordination, and permit documentation. The adopted application documents were intended to support these procedures and establish consistent expectations for property owners and applicants. The Council acknowledged that additional administrative implementation would be necessary before the Town's building-permit process was fully operational.

REPORTS

7. MAYOR – UPDATES ON POLICE DISPATCH MEETING (HELD 8/13/26).

Mayor Menlove: Reported on discussions held earlier that day regarding police dispatch services and the Town's potential participation in Utah County Dispatch. He noted that Lieutenant Howell had not attended the earlier meeting and that additional coordination with county representatives would be necessary.

Dispatch Interlocal Agreement:

Mayor Menlove: Explained that Utah County Dispatch would provide a proposed interlocal agreement for the Town's review. Participation would require formal approval through resolutions adopted by both the Town of Spring Lake and the applicable dispatch governing board. The order of those approvals was not considered significant.

The Council anticipated considering the necessary resolution at a subsequent meeting after receiving and reviewing the proposed agreement.

Dispatch and Animal Shelter Cost Estimates:

Mayor Menlove: Discussed preliminary estimates associated with police dispatch and animal-shelter services. He reported that Lieutenant Howell had previously estimated approximately $65,000 in Service Area Six funds, with potential credits of $5,000 each for dispatch and animal-shelter expenses, leaving an estimated $55,000 balance. The estimates were reportedly based in part on dispatch-call activity from the preceding two years.
Council members discussed differing estimates of dispatch costs per call, including figures ranging from approximately $10 to nearly $100 per call.
Mayor Menlove: Indicated that the actual costs and proposed financial arrangements would need to be confirmed upon receipt of the interlocal agreement.
Follow-Up: The Town will review the proposed Utah County Dispatch interlocal agreement when received and consider the required authorization at a future Council meeting.

8. TOWN COUNCIL

Councilmember Charles: Reported that a meeting was scheduled for the following week with Lieutenant Howell and other Utah County representatives to discuss the proposed law-enforcement services agreement. The anticipated meeting participants included Undersheriff David Oliver and representatives of the County Attorney's Office. The purpose of the meeting was to review contractual arrangements and address outstanding questions regarding law-enforcement services.
Councilmembers: Discussed the upcoming meeting schedule and determined that the next Planning Commission and Town Council meetings would be held on September 2, 2026, at the following times: 1) Planning Commission: 6:00 PM; and 2) Town Council: 7:30 PM. Discussed potential municipal revenue associated with electrical-service franchise arrangements, including the possibility of a contract with South Utah Valley Electric Service District (SESD).
Mayor Menlove: Reported receiving a preliminary estimate suggesting that a municipal electrical franchise arrangement could potentially generate approximately $160,000 annually. The estimate was also described in terms of roughly $800 per household for approximately 140 to 150 households. Mayor Menlove expressed skepticism regarding the projected revenue and indicated that the figures required further verification.
Council members discussed comparing the estimate with information from another electrical-service provider, identified during the discussion as Cardinal Mountain Power, to better understand potential rates, revenue, and benefits to the Town.
Follow-Up: Mayor Menlove will investigate the franchise revenue estimates and obtain additional information before further consideration.

9. STAFF MEMBERS

Treasurer Knapp: Reported a discrepancy involving the Town's capital-funds budget lines. She explained that certain amounts did not reconcile properly and that the State had requested a correction. The correction was reportedly required within 60 days. Based on the information received, the discrepancy could be addressed administratively without requiring a formal budget amendment or additional public hearing.
Follow-Up: The Treasurer will coordinate the necessary correction to the budget documentation.
Recorder Batty: Raised a scholarship opportunity associated with attendance at the Utah League of Cities and Towns (ULCT) Annual Convention. The opportunity reportedly included two scholarships available within the region, covering convention registration, lodging, and travel expenses. The application deadline was August 19, 2026. Council members discussed potential applicants, including the Mayor and other Town representatives involved in land-use planning and municipal administration.
Mayor Menlove: Expressed willingness to attend if selected. Discussion emphasized the potential value of attending the convention to learn about municipal administration, land-use issues, and practices used by other Utah municipalities. Members acknowledged that scholarship applications could be submitted without a guarantee of selection.

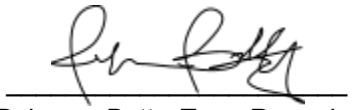
10. PLANNING COMMISSION
11. OTHER

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 Charles: Moved to adjourn the meeting.
Councilmember Marsh: 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.