

# Gift and Conflict of Interest Disclosure Statement

Are you an Elected Official (or an appointed to fill a vacancy in the office of mayor or councilmember)

Yes

Name

Landon Tooke

Position/Title

City Council Member

Today's Date

Thursday, January 1, 2026

I swear and acknowledge that the information that I initially provided regarding gifts and conflicts of interest is still accurate and that nothing has changed since that time.

I have read and agree to abide by:

1. [Utah Code 10-3-1304](#)  
Use of office for personal benefit prohibited
2. Employee Personnel Policy  
[1.20.95.040 Gifts](#)
3. [Utah Code 10-3-1305](#)  
Compensation for assistance in transactions involving the municipality
4. [Utah Code 10-3-1306](#)  
. Interest in business entity regulated by municipality
5. [Utah Code 10-3-1307](#)  
. Interest in business entity doing business with municipality
6. [Utah Code 10-3-1308](#)  
. Investment creating conflict of interest with duties

My statements are true and accurate with this signature made under penalty of perjury.

The State of Utah's Municipal Officers' and Employees' Ethics Act establishes standards of conduct for municipal officers and employees and requires these persons to disclose actual or potential conflicts of interest between their public duties and their personal interests.

[§10-3-1302](#)

The **Municipal Officers' and Employees' Ethics Act** requires you to disclose any conflicts of interest you may have with Spanish Fork City. There are **5 Disclosure Statements** to help you comply with this legislation:

**Disclosure 1:** Use of Office for personal benefit prohibited

**Disclosure 2:** Compensation for assistance in transactions involving municipality

**Disclosure 3:** Interest in business entity regulated by municipality

**Disclosure 4:** Interest in business entity doing business with municipality

**Disclosure 5:** Investment creating conflict of interest with duties

Definitions:

[Definitions Link](#)

Please review the links with each disclosure and make a sworn statement regarding your responses.

## Disclosure Statement 1

**Disclosure 1:** Use of Office for personal benefit prohibited

Please read the documents found at the following links:

1. Utah Code  
[10-3-1304 Use of office for personal benefit prohibited](#)
2. Employee Personnel Policy  
[1.20.95.040 Gifts](#)

I swear and acknowledge that I have read UCA §10-3-1304, AND the Spanish Fork City Employee Personnel Policy 1.20.95.040 with this signature made under penalty of perjury.



## Disclosure Statement 2

**Disclosure 2:** Compensation for assistance in transactions involving municipality.

Please read the following & answer the questions in this section:

[Utah Code 10-3-1305](#)

Please read code section for more detail.

As used in this section, "municipal body" means any public board, commission, committee, or other public group organized to make public policy decisions or to advise persons who make public policy decisions.

There is an offense for an officer who is a member of a municipal body to receive or agree to receive compensation for assisting a person or business entity in a transaction involving the municipality of which the officer is elected or appointed unless the officer:

(a) files with the mayor a sworn statement disclosing the information described in Subsection (8);

(b) discloses the information described in Subsection (8) in an open meeting to the members of the municipal body of which the officer is a member immediately before the discussion; and the appointed officer's or municipal employee's immediate supervisor; and any other municipal officer or employee who

may rely on the appointed officer's or municipal employee's representations in evaluating or approving the transaction.

(c) for an officer who is an elected officer, files the sworn statement described in Subsection (2)(a) with the city recorder.

(b) and disclosing all of the following:

- The name and address of the officer or municipal employee;
- The name and address of the person or business entity being or to be assisted or in which the appointed or officer or municipal employee has a substantial interest;
- A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

The officer or municipal employee shall file the statement on or before the earlier of:

- 10 days before the date of any agreement between the officer or municipal employee and the person or business entity being assisted; or
- 10 days before the date on which the officer or municipal employee receives compensation.

The statement is PUBLIC INFORMATION and, in the case of an elected or appointed officer who is a member of a municipal body, shall be posted on the Spanish Fork website for as long as you serve.

**Disclosure 2: I need to report a conflict of interest regarding compensation for assistance in transactions involving municipality.**

No

**I swear and acknowledge this form is true and accurate to the best of my knowledge regarding 10-3-1305 Compensation for assistance in transactions involving municipality with this signature made under penalty of perjury.**



## Disclosure Statement 3

**Disclosure 3: Interest in business entity regulated by municipality**

**Please read the following & answer the questions in this section. Read the code section for more information.**

Utah Code

[10-3-1306. Interest in business entity regulated by municipality.](#)

<sup>1</sup>  
(1) An officer under this part, or municipal employee who is an officer, director, agent, or employee or the owner of a substantial interest in any business entity which is subject to the regulation of the municipality

in which he is an elected or appointed officer or municipal employee shall disclose the position held and the nature and value of the officer or employee's interest.

- upon first becoming appointed, elected, or employed by the municipality, and
- when the officer's or municipal employee's position in the business entity changes significantly or when the value of the officer's or municipal employee's interest in the entity significantly increases above the officer's or municipal employee's most recent disclosure.

(2) The disclosure shall be made in a sworn statement filed with the Mayor and City Recorder. The Mayor shall report the substance of all such disclosure statements to the members of the governing body, or may provide to the members of the governing body copies of the disclosure statement within 30 days after the statement is received by the Mayor.

(3) This section does not apply to instances where the value of the interest does not exceed \$5,000. Life insurance policies and annuities may not be considered in determining the value of any such interest.

(4) The statement is PUBLIC INFORMATION and, in the case of an elected official, shall be posted on the

Spanish Fork website for as long as you serve. No

**Disclosure 3: I need to report a conflict of interest regarding my position or a substantial interest in a business entity that is regulated by the City**

**Disclosure 3: I swear and acknowledge this form is true and accurate to the best of my knowledge regarding 10-3-1306 - Interest in business entity regulated by municipality with this signature made under penalty of perjury.**



## Disclosure Statement 4

**Disclosure 4: Interest in business entity doing business with municipality.**

**Please read the following and answer the questions in this section. Read the code section for more detail.**

Utah Code

[10-3-1307. Interest in business entity doing business with municipality.](#)

(1) An officer under this part, or municipal employee who is an officer, director, agent, employee, or owner of a substantial interest in any business entity which does or anticipates doing business with the municipality in which the officer or municipal employee is appointed, elected, or employed, shall:

- publicly disclose the conflict of interest to the members of the body of which the officer is a member or by which the municipal employee is employed, immediately before any discussion by the municipal body concerning matters relating to the business entity, the nature of the officer's or municipal employee's interest in the business entity; and for an officer who is an elected officer, file a sworn statement describing the conflict of interest with the city recorder.

- (2) The disclosure statement shall be entered in the minutes of the meeting.
- (3) The statement is PUBLIC INFORMATION and, in the case of an elected official, shall be posted on the Spanish Fork website for as long as you serve.
- (4) Disclosure by a municipal employee under this section is satisfied if the employee makes the disclosure in the manner required by Sections 10-3-1305 and 10-3-1306.

**Disclosure 4: I need to report a conflict of interest regarding my position in or a substantial interest in a business entity that does or anticipates doing business with the City:**

No

**Disclosure 4: I swear and acknowledge this form is true and accurate to the best of my knowledge regarding 10-3-1307 - Interest in business entity doing business with municipality by signing disclosure 4 under penalty of perjury.**



**Disclosure 5: I need to report an investment creating conflict of interest with duties.**

No

## Disclosure Statement 5

**Disclosure 5: Investment creating conflict of interest with duties**

**Please read the following and answer the questions in this section**

Utah Code

[10-3-1308. Investment creating conflict of interest with duties](#)

An officer or municipal employee who has a personal interest or investment that creates a conflict between the officer's or municipal employee's personal interests and the officer's or municipal employee's public duties shall disclose the conflict in the manner described in Section 10-3-1306.

The statement is PUBLIC INFORMATION and, in the case of the elected official shall be put on the Spanish Fork website for as long as you serve.

**Disclosure 5: I swear and acknowledge this form is true and accurate to the best of my knowledge regarding 10-3-1308 - Investment creating conflict of interest with duties by signing disclosure 5 under penalty of perjury.**



If you have any questions regarding a possible conflict of interest you should carefully review Part [§10-3-13](#) of the Utah Code. If you are receiving compensation from anyone other than Spanish Fork City for assisting a person or business entity in a transaction involving Spanish Fork City, or if you have other conflicts of interest identified in Part 10-3-13 of the Utah Code, you should review your situation with a personal attorney to determine if a sworn statement is required. Please contact the City Attorney's office if you need further clarification at 801-804-4676. Elected officials shall prepare an annual conflict of interest disclosure and submit it to the City Recorder. The questions below will assist you. This disclosure is a public record and will be posted on the City's website and provided to the lieutenant governor.

For clarification on this section see Utah State Code [§20A-11-1604](#). More specifically subsection 6.

**Are you currently employed or have been within the preceding year?**

Your Employer's Name & Address	A Brief Description of Employment	Occupation & Job Title	When employed
Noorda College of Osteopathic Medicine, 2162 S 180 E, Provo, UT 84606	Full time HR team member focusing on special projects, events, wellness support, and company intranet, etc..	Human Resources Special Projects Manager	Both

**Are you currently or in the preceding year an owner or officer of an entity**

**Have you received \$5,000 or more in income from a single entity or individual during the preceding year?**

Do you hold any stocks or bonds having a fair market value of \$5,000 or more as of the date of the disclosure form or during the preceding year, but excluding funds that are managed by a third party, blind trusts, managed investment accounts, and mutual funds.

No

For each entity not listed in Subsections (6)(d) through (f). Do you currently serve, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors:

No

You have the option to give a description of any real property in which you hold an ownership or other financial interest that you believe may constitute a conflict of interest, including a description of the type of interest you hold in the property. Would you like to do this?

It doesn't apply to me

Do you have a spouse?

Yes

Your spouse's current and the preceding year of employment

S p o u s e' s F u l l N a m e	Name and Address of Their Employer	A Brief Description of Their Employment	Occupation & Job Title	When Employed
J e n n i f e r T o o k e	Noorda College of Osteopathic Medicine, 2162 S 180 E, Provo, UT 84606	Assists the dean of her college with academic calendaring, scheduling, and student needs	Academic Affairs Specialist / Administrator	Both

**Do you have an adult residing in your household who is not related by blood or marriage.**

No

**Would you like to list any other matter or interest that the you believe may constitute a conflict of interest?**

No

If you have any questions regarding a possible conflict of interest you should carefully review [§20A-11-1604](#)

of the Utah Code. Review your situation with a personal attorney. Please contact the City Attorney's office if you need further clarification at 801-804-4676

**I swear and acknowledge this form is true and accurate to the best of my knowledge.**

A handwritten signature in black ink, appearing to read "H. Drake", is written over the signature line.