

RESOLUTION NO. 26-01

A RESOLUTION AUTHORIZING THE MAYOR TO ESTABLISH BANK ACCOUNTS FOR THE TOWN OF SPRING LAKE AND DESIGNATING AUTHORIZED SIGNERS

WHEREAS, the Town of Spring Lake, Utah, was recently incorporated pursuant to Utah Code Title 10, Chapter 2a; and

WHEREAS, the Town Council finds it necessary and appropriate to establish one or more official depository accounts for the receipt, holding, and disbursement of Town funds; and

WHEREAS, Utah law authorizes municipalities to designate financial institutions and authorized officers for municipal accounts; and

WHEREAS, the Town Council desires to authorize the mayor to take all actions necessary to establish such accounts and ensure the Town's ability to conduct financial operations in an orderly and lawful manner.

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

1. – Authorization to Establish Accounts

The mayor is hereby authorized to establish one or more bank or financial institution accounts on behalf of the Town of Spring Lake, Utah, for official Town business, including, but not limited to, operating accounts, saving accounts, and other accounts as may be necessary.

2. – Designation of Financial Institutions

The mayor is authorized to select federally insured banks or credit unions as depositories for Town funds, subject to applicable state law and Town policy.

3. – Authorized Signers

The following Town officials are hereby designated as authorized signers on all Town bank accounts:

- Mayor
- Town Treasurer
- Town Recorder (if required by the financial institution)

The mayor is authorized to work with the selected financial institution to determine appropriate signature requirements, including dual-signature controls where applicable.

4. – Execution of Documents

The mayor is authorized to execute all documents, agreements, signature cards, and certifications required by the selected financial institution(s) to establish and maintain such accounts.

5. – Compliance with Law

All accounts shall be established and maintained in compliance with Utah law, Town ordinances, and generally accepted public finance practices.

6. – Effective Date

This Resolution 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: _____

Spencer Foster, Temporary Town Recorder

TOWN COUNCIL VOTE AS RECORDED

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

Thanks for your interest in volunteering to serve on the Spring Lake Planning and Zoning Commission (I need to check with Spencer to see if this is just a planning commission or if it is planning and zoning commission). Setting up this commission with the best people possible is the town council's highest priority. We know that this is probably the most important issue facing our community and the very reason most of the residents voted to incorporate. This will be a huge undertaking and we are so excited that you are willing to be part of it. Thank you for your willingness to serve. This first year has so many questions about taxes and finances so we are asking for volunteers but hopefully we will be able to make that up to you as we set our budget for next year.

We are hoping to appoint the commission at our next town council meeting on Feb 4th. We will meet at 6:00 and start with public comments and then move into a work session. We would like to invite you to take just 2 minutes to address the council and town. You can introduce yourself, talk about who you are, why you are wanting to be on the commission, what your goals are for the future of the town, etc. We will then give 2 minutes for follow-up questions. If you are not able to attend please text or email Wade so we know who to plan on. 801-368-8571 or wade.menlove07@gmail.com.

We would also like you to reply to the questions listed below. Please just reply to this email and I will share your responses with the town council prior to our meeting on the 4th.

1- Why are you interested in being on the planning and zoning commission?

2- being on the planning and zoning commission will require a substantial amount of training and time. We are thinking it could be as much as 5+ hours per week, at least as we get our plan created and then it will probably cut back. Are you available and willing to make that kind of commitment?

3- The commission will be made up of 5 voting members and 2 alternates. The alternates will be expected to do the same work and put in the same amount of time as the voting members. In the absence of a voting member, one of the alternates will vote in their place. 2 of the 5 voting members will serve for 2 years, 3 of the 5 voting members will serve for 4 years, 1 of the alternates will serve for 2 years and the other will serve for 4 years. Which of the following are you most interested in?

- A voting member serving for 2 years
- A voting member serving for 4 years
- An alternate serving for 2 years
- An alternate serving for 4 years
- Any of the above positions

4- Working on a committee with differing points of view can be difficult and yet rewarding. Have you ever had experience working in a similar situation? How do you feel you would work in this type of committee?

5- What is your vision for the future of Spring Lake in terms of Planning and Zoning?

6- How would you react if a neighbor or close friend came to you with a proposal that is contrary to the vision and plan of the committee?

7- How do you balance individual landowner rights with overall needs and character of the town?

Thank you so much for taking the time to answer these questions. Hopefully we are able to hear from you in person at our next town meeting on the 4th.

Thanks for your interest and willingness to help us get the town off on the right foot.

Wade

JOB DESCRIPTION



Title:	Planning Commissioner	Effective Date:	XXX
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

General Purpose

Serves as a volunteer member of the Planning Commission and acts in an advisory capacity to the Town or City Council on matters relating to land use, zoning, development, and long-range planning. Performs statutory duties as established under Utah State Code, including reviewing land use applications, making recommendations on land use policies and ordinances, and helping guide the orderly growth and development of the community in accordance with the General Plan.

Supervision Received

Works under the general direction of the Town or City Council, with administrative support provided by staff as designated by the Mayor or Council.

Supervision Exercised

None.

Essential Functions

Serves as a member of the Planning Commission as established by Utah State Code and local ordinance; attends regular and special Planning Commission meetings and hearings; participates in discussions, deliberations, and votes on matters properly before the Commission.

Reviews and makes recommendations to the Town or City Council on land use matters, including but not limited to zoning ordinances, subdivision applications, site plans, conditional use permits, variances (where applicable), annexation-related land use issues, and amendments to the General Plan or land use regulations, in accordance with Utah law and adopted local procedures.

Assists in the development, review, and periodic update of the General Plan and land use ordinances to ensure consistency with community goals, state laws, and sound planning principles.

Conducts public hearings as required by Utah law and local ordinance; reviews staff reports, application materials, maps, and supporting documentation prior to meetings; considers public testimony and evidence presented during hearings.

Applies adopted ordinances, plans, and policies in a fair, impartial, and consistent manner; bases decisions and recommendations on the factual record, applicable standards, and the public interest.

Participates in training opportunities related to land use law, planning practices, ethics, and public meeting requirements, including compliance with the Open and Public Meetings Act.

Demonstrates professionalism, integrity, and respect in interactions with applicants, staff, elected officials, and members of the public; discloses conflicts of interest as required by law and abstains from participation when necessary.

Performs other related duties as required or assigned by the Town or City Council consistent with Utah law.

Minimum Qualifications

Education and Experience

No formal education or planning experience is required, but prior planning experience is preferred.

AND

Must be a registered voter of the municipality, unless otherwise permitted by local ordinance and Utah law.

Knowledge, Skills, and Abilities

Working knowledge of:

General principles of land use planning, zoning, and community development; the purpose and function of a General Plan; basic understanding of Utah land use laws and local ordinances governing planning and zoning; public hearing procedures and quasi-judicial decision-making.

Ability to:

Read and understand planning documents, maps, and development proposals; apply adopted ordinances and policies objectively and consistently; listen to public testimony and evaluate evidence presented at hearings; ask thoughtful questions and engage in respectful deliberation; communicate effectively and professionally in a public meeting setting; work collaboratively with fellow commissioners, staff, and elected officials; comply with ethics requirements, conflicts-of-interest rules, and public meeting laws.

Special Qualifications

Must be willing and able to attend scheduled meetings, training, and hearings, which may occur during evenings or occasional weekends.

Must complete any training required by Utah law or local ordinance during the term of appointment.

Work Environment

Duties are primarily performed in a public meeting or office setting. Physical demands may include sitting for extended periods, standing during meetings or hearings, and reviewing documents. Job functions require the ability to see, hear, speak, and communicate effectively in person and electronically. Mental application includes judgment, attention to detail, ethical reasoning, and the ability to consider complex and sometimes controversial issues in a public forum.

JOB DESCRIPTION



Title:	Town Recorder	Effective Date:	XXX
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

General Purpose

Performs a variety of administrative, technical, and intricate clerical duties, which include the statutory responsibilities of the Town Recorder, municipal elections, records management, and risk management. Coordinates activities and responsibilities with elected officials, outside agencies, and the public. Ensures compliance with the Open and Public Meetings Act. Provides complex staff support and serves as a technical resource for the Town Council and other town personnel.

Supervision Received

Works under the general direction of the Mayor.

Supervision Exercised

None.

Essential Functions

Manages the Office of the Town Recorder and related activities and services; prepares agendas and packets for official legislative and executive meetings of the town; arranges public notices for meetings and actions as required by Utah State Code; attends council and board meetings; prepares resolutions and ordinances for adoption by the town council and may work closely with the Town Attorney in drafting language and preparing documentation; records, publishes, and files new ordinances and resolutions; oversees codification of ordinances.

Serves as custodian of the town seal; acts as a notary public and attests to signatures on official documents, agreements, and contracts; acts as auditor for the town assuring compliance with laws and guidelines regarding town code, agreements, and public access to town records; maintains town records management system; catalogs and references documents and information for easy identification and location; establishes and monitors

retention schedules on documents and assures timely archiving or purging of records according to law, ordinance, or practice.

Receives and responds to GRAMA requests; assures compliance with state laws related to public access following established regulations and guidelines; collects material, redacts protected information, and delivers documentation in a timely manner; collects fees and issues results with hard copies or via electronic communication.

Attends and participates in professional and community meetings; stays current on issues relative to the role of Town Recorder, elections, financial disclosures, conflicts of interest, public meetings, public records, purchasing, and risk management.

Serves as staff to the Town Council; records and maintains minutes; imports minutes into permanent records, files, and cross-references; maintains any electronic or permanent hard copy records in minute books; maintains permanent record of all original documents, copies, and reference books for resolutions and ordinances; maintains bonds, contracts, and personnel files.

Administers oaths to town officers and maintains an index of all oaths; certifies authenticity of municipal corporate documents for public officials, government agencies, and the general public.

Demonstrates an understanding of applicable laws, policies, procedures, and methods related to assigned duties; responds to questions and concerns from the public; provides information when appropriate and helps resolve public complaints; establishes positive working relationships with representatives of community organizations, state and local agencies, staff, and the public; communicates clearly and meets with the public in situations requiring diplomacy and tact; deals constructively with conflict and develops effective resolutions.

Performs other duties as required.

Minimum Qualifications

Education and Experience

Graduation from high school or G.E.D.

AND

Four (4) years of responsible experience performing duties of a Town Recorder or a closely related field;

OR

Graduation from college with a bachelor's degree in accounting, finance, public administration or a closely related field;

AND

Two (2) years of responsible experience performing duties of a Town Recorder;

OR

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

Working knowledge of:

Laws governing records retention, archiving, management and access (GRAMA); modern office practices and procedures; coding, classifying, and indexing methodology related to recording town ordinances, laws, contracts, and documents; town government and the inter-relationship of various town functions; technical writing; general research methods, sources, and procedures; public agency purchasing requirements and best practices; various software applications (word processing, spreadsheets, presentations, etc.).

Ability to:

Interpret, explain, and apply applicable laws and ordinances governing the operation of the Town Recorder; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to Town Council meetings; exercise initiative, independent judgment, and act resourceful under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate a personal computer in utilizing various programs to produce or compose formal documents, reports, and records; operate the town's records management system; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively verbally and in writing; operate standard office equipment; meet with the public in situations requiring diplomacy, sensitivity and tact.

Special Qualifications

Must be bondable to a dollar amount prescribed by statute.

Licensed in the State of Utah as a Notary Public or ability to obtain license within six (6) months of employment.

Certified Municipal Clerk (CMC) certification preferred but not required.

Work Environment

Tasks will be completed in a normal office environment; physical demands may occur in activities related to walking, standing, stooping, sitting, and reaching; job functions require seeing, talking, hearing, operating office and computer equipment and communicating in person, by phone, or through email; a significant amount of time is spent viewing computer screens and keyboarding for data input and analysis; mental application utilizes memory for details, emotional stability, adaptive thinking, and creative problem solving.

JOB DESCRIPTION



Title:	Town Treasurer	Effective Date:	XXX
Range:	Volunteer / Unpaid Position	Last Revised:	January 5, 2026

General Purpose

Performs a variety of administrative and technical duties related to receiving, controlling, and investing town funds. Serves as the custodian of the town treasury, processes payroll, and handles accounts receivables. Manages all aspects of utility billing and utility collection functions.

Supervision Received

Works under the general direction of the Mayor.

Supervision Exercised

None.

Essential Functions

Serves as the designated Town Treasurer as defined in Utah State Code 10-6-141; organizes the treasury processes, procedures, and methods as needed to assure compliance with legal requirements of the office of Town Treasurer as defined in Utah Code and the Utah Money Management Act; recommends policies as the custodian of all money.

Coordinates the receiving, receiving, and investing of all town revenues; manages and directs investments in accordance with state laws and regulations; assures secure and safekeeping of investment certificates; assures investments comply with the town's established investment policy;

Assures the receipt of all monies into appropriate accounts; determines cash flow requirements to maximize the investment of town funds; assures availability of sufficient funds to cover financial needs and issued checks; makes funds transfers as needed; prepares daily deposits and monitors running daily balances.

Processes payroll for all employees; uses software to maintain payroll reports, employee attendance records and payroll deductions reporting; reconciles payroll general ledger

accounts; completes and files payroll reports with employees and entities as required by local, state, and federal regulations.

Generates accounts receivable invoices; maintains accounts receivable accounts and performs and oversees collection duties as needed.

Manages processes of issuing utility billings and receiving payments; handles frequent conversations with customers about the status of their utility accounts; coordinates utility billing functions with Public Works Director; handles building permits, business licenses, and billing developers for services; assures accuracy and quality of utility and billing record keeping functions; continually reviews processes for improvement.

Monitors and tracks tax revenues; maintains and submits state and federal reports.

Performs other duties as required.

Minimum Qualifications

Education and Experience

Graduation from college with a bachelor's degree in accounting, finance, business management or a closely related field;

AND

Three (3) years of responsible experience performing duties of a Town Treasurer or a closely related field;

OR

An equivalent combination of education and experience.

Knowledge, Skills, and Abilities

Working knowledge of:

Municipal investment practices and options; laws and regulations governing receiving, accounting and investing of municipal funds; managing an investment portfolio; monitoring rates of return compared to an investment baseline and/or objective; municipal and uniform accounting principles, practices, and procedures; bond requirements; municipal organizations and department operations including applicable laws and regulations; the Utah Money Management Act; payroll processing and management practices; town utility billing procedures; report writing and record keeping; computer software programs including creating and operating spreadsheets, financial reports, etc.

Ability to:

Analyze a variety of financial problems and make recommendations; manage an investment portfolio and provide recommendations; report on rates of return compared to an investment baseline and/or objective; analyze complex accounting problems and make standard adjustments; appropriately handle confidential personal and financial information and documents; operate a personal computer and standard office equipment; utilize various software programs to produce formal documents, reports, records, charts, and graphs; complete tasks in a timely manner and meet specific and recurring deadlines; follow current policies and procedures and develop and implement new policies and procedures; communicate effectively verbally and in writing; develop effective working relationships with fellow employees, the public, and town leadership; deescalate, calm, and provide solutions to customers while maintaining proper etiquette while representing the town in a professional manner at all times.

Special Qualifications

Must be bondable to a dollar amount prescribed by statute.

Certified Municipal Treasurer and/or Certified Public Finance Administrator (CPFA) certification preferred but not required.

Work Environment

Tasks will be completed in a normal office environment; physical demands may occur in activities related to walking, standing, stooping, sitting, and reaching; job functions require seeing, talking, hearing, operating office and computer equipment and communicating in person, by phone, or through email; a significant amount of time is spent viewing computer screens and keyboarding for data input and analysis; mental application utilizes memory for details, emotional stability, adaptive thinking, and creative problem solving; considerable exposure to high stress may occur as a result of stringent payroll and utility billing processing and reporting deadlines.