TOWN OF DEWEYVILLE

STATE OF UTAH

RESOLUTION 2026-07-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEYVILLE, UTAH, AUTHORIZING THE CREATION, PROCUREMENT, COORDINATION, AND ISSUANCE OF OFFICIAL CREDENTIALS FOR MUNICIPAL OFFICIALS

WHEREAS, the Town of Deweyville, Utah (the "Town"), operates under the laws of the State of Utah, including Utah Code Annotated Title 10, and maintains a Council-Mayor form of government; and

WHEREAS, the Town Council recognizes the importance of providing proper identification credentials to elected and appointed municipal officials to facilitate the performance of their official duties, enhance security and access at Town facilities, events, and emergency response sites, improve coordination with Box Elder County and state agencies, and promote public confidence in Town government; and

WHEREAS, such credentials may include photo identification badges, access cards, or other official documents bearing the Town seal, official titles, and appropriate security features; and

WHEREAS, the positions benefiting from such credentials include, but are not limited to: the Mayor, members of the Town Council, the Town Treasurer, the Town Recorder/Clerk, members of any Emergency Management Committee or similar body, and other appointed officials or designees as determined by the Mayor or Town Council; and

WHEREAS, the Town Council desires to authorize the procurement, design, issuance, and management of such credentials in a professional, secure, and accountable manner;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Deweyville, Utah, as follows:

Section 1. Authorization. The Mayor and the Town Recorder/Clerk are hereby authorized and directed to take all necessary actions to design, procure, coordinate, and issue official municipal credentials (hereinafter "Credentials") for the officials listed in Section 2.

Section 2. Eligible Officials. Credentials shall be issued to the following positions:

- Mayor
- Town Council Members (all current members)
- Town Treasurer
- Town Recorder/Clerk
- Emergency Management Committee Members (or equivalent designees)
- Such other appointed officials or staff as the Mayor or Town Council may designate from time to time.

Section 3. Design and Specifications. The Credentials shall include, at a minimum: a current photograph of the official; full name and official title; Town of Deweyville seal or logo; statement indicating "Official Municipal Credential – For Official Use Only"; term of office or expiration date; and appropriate security features (e.g., lamination, holograms, barcodes or QR codes for verification). The design shall be professional and consistent. Samples shall be presented to the Town Council for review prior to final procurement if requested by any Council member.

Section 4. Procurement and Funding. The Mayor and Recorder/Clerk are authorized to solicit quotes from reputable vendors (such as Utah-based badge manufacturers like SymbolArts or local printers) and expend funds from the Town's General Fund or other appropriate budget category for the creation and issuance of Credentials. Reasonable costs are hereby approved.

Section 5. Issuance, Accountability, and Return. Credentials shall be issued promptly upon election, appointment, or as needed. Each recipient shall acknowledge receipt and agree to use the Credential solely for official Town business. Credentials must be returned to the Town Recorder/Clerk upon expiration of term, resignation, removal from office, or upon request. Lost or stolen Credentials shall be reported immediately to the Recorder/Clerk, and replacements may be issued with appropriate safeguards and documentation.

Section 6. Permitted Uses. Credentials are intended for use during official Town activities, attendance at emergency sites or Incident Command posts, coordination with other governmental agencies, Town-sponsored events, inspections, or other duties as authorized by the Mayor or Town Council. They shall not be used for personal purposes or to imply authority beyond the official's designated capacity.

Section 7. Coordination with Emergency Management. For Credentials intended for emergency response use, the Mayor and appropriate designees are authorized to coordinate the design, format, and recognition protocols with Box Elder County Emergency Management, local fire and police departments, or other relevant agencies to ensure compatibility, acceptance at incident scenes, and effective integration into emergency operations plans.

Section 8. Policies and Procedures. The Town Recorder/Clerk, under the direction of the Mayor, shall develop and maintain simple administrative policies and procedures for the issuance, tracking, inventory, and revocation of Credentials, including a log of issued items and recipient acknowledgments.

Section 9. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED AND PASSED by the Town Council of the Town of Deweyville, State of Utah, this ____ day of _____, 2026.

_____

Curt Whiteford, Mayor

ATTEST:

_____

Stephanie Nelson, Town Clerk/Recorder

TOWN COUNCIL VOTE AS RECORDED:

Councilmember Page_____	Yes ____	No ____	Abstain ____	Excused ____
Councilmember Hunsaker _____	Yes ____	No ____	Abstain ____	Excused ____
Councilmember Spackman _____	Yes ____	No ____	Abstain ____	Excused ____
Councilmember Berger_____	Yes ____	No ____	Abstain ____	Excused ____
Mayor Whiteford_____	Yes ____	No ____	Abstain ____	Excused ____