

**BIG WATER MUNICIPAL  
TOWN COUNCIL  
REGULAR MEETING**

**APPROVED MINUTES**

**Wednesday October 22, 2025  
60 N Aaron Burr, Big Water, Utah 84741  
6:30pm Work Session  
7:00pm Meeting**

**WORK SESSION**

**CALL TO ORDER— 6:53pm**

**1. ROLL CALL- Council Members in Attendance:** Mayor- David Schmuker | Council Members- Jim Loyd, Jim Lybarger, Luke McConville, Jennie Lassen | Absent- None

**2. DISCUSSION ON AGENDA ITEMS**— Lassen- Asks for update on meeting with LAA R. Carter regarding annexation. Roger Carter previously met with the Council regarding annexation cost estimates. SITLA (School and Institutional Trust Lands Administration) would be the only affected landowner in the proposed annexation area. Legal clarification is pending on whether national recreation area land can be annexed. Historical land swaps between BLM and SITLA were reviewed. The Council confirmed that SITLA eventually upheld prior BLM recreation leases with the Town.

Discussion of Procurement Policy Amendment (Ordinance 15-2025)-The Council reviewed an amendment to Section 2.05.040 of the Procurement Policy, adding language to exclude routine recurring monthly expenses (utilities, rent, subscriptions, office supplies) from requiring a purchase order.

Amendment only adds clarification; no other sections changed. Council agreed to move the item to a regular meeting for action.

Discussion on the Privacy Policy Compliance issue-The Council reviewed the proposed Big Water Municipal Privacy Policy to comply with the Government Data Privacy Act (GDPA), effective December 31, 2025. Template provided by Five County Association of Governments. The policy must be in place by Dec. 31, 2025, with full implementation phased through 2027. Employees will be required to complete privacy training annually (training expected Spring 2026). Council agreed to review the document further and bring it back under old business next month. Resolution 2025-21 (appointing Mayor as CAO and Clerk as Records Officer) to accompany this policy.

Discussion held regarding the Emergency Medical Services (EMS) Agreement with Kane County Hospital. Kane County Hospital is the current provider of EMS for Big Water. The RFP process will recur every three years as required by new state legislation. Council expressed support and intent to continue the partnership.

Discussion on the Beekeeping regulations- amendments to align with Utah State Code encouraging beekeeping. The ordinance applies to hobbyist beekeeping, not commercial operations. Council discussed allergy concerns and possible notification procedures for neighbors. State law restricts municipalities from prohibiting beekeeping in rural areas. Final version was brought forward for adoption in the regular session.

Discussion on Ordinance 16-2025 – Single-Family Dwellings on amendments clarifying minimum size and permitting of manufactured homes. Minimum dwelling size: 1,000 square feet with a 24-foot width. Council clarified oversight for manufactured home permitting by the Building Inspector after delivery. Council agreed to move forward with adoption.

**3. ADJOURN— 7:19pm**

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**MEETING**

**CALL TO ORDER**— 7:19pm

**1. ROLL CALL— Council Members in Attendance:** Mayor- David Schmuker | Council Members- Jim Loyd, Jim Lybarger, Luke McConville, Jennie Lassen | Absent- None

**2. PLEDGE OF ALLEGIANCE**— Mayor leads Pledge of Allegiance

**3. STATEMENT OF CONFLICT**— None

**4. APPROVAL OF SEPTEMBER MEETING MINUTES**— Lassen motions to approve, McConville seconds. All aye motion passed.

**5. MAYOR, COUNCIL, AND DEPARTMENT REPORTS—**

- **Mayor:**
- **Council:**
  - **GCSSD; Jennie Lassen:** We have one pump down at the south well. It will get pulled out and we will be able to find out what's wrong.
  - **Parks & Recreation; Jennie Lassen:** Nov 8<sup>th</sup>, town little pickup. Chili cookoff. Online waiver for highway cleanup. Sundial Guiding offered to do a free climbing clinic this Saturday Oct. 2025. Sign up through sundialguiding.com? Yoga and Dance Fitness
  - **Planning & Zoning; Luke McConville:**
  - **Public Safety; Jim Lybarger:** We interviewed someone today for a full-time Fire Department employee. He was very impressed by our station and the impression he got of Big Water. The appreciation event was amazing.
  - **Roads; Jim Loyd:** He has now been assigned.
- **Fire Chief:** Cameron Westenskow – We had the big fatality wreck on 89 through our town. Everyone did great responding to that incident. It was a big tragedy, but we were proud of our staff and how they performed. 12 emergency responses during the month, including a fatal accident on October 1 and a fire at Home and Gary on October 9. One new full-time firefighter hired (start date: October 26). Working on new mutual aid agreement with Page Fire Department (first in over 10 years). Attended National Night Out and Page FD Open House with strong community engagement. I received new ice machine and am expecting a new ambulance delivery. Two members enrolled in Advanced EMT training. Developing highway response agreement with Kane County.
- **Marshal:** Deputy Marshal Chris Travis present. Russ gave a rundown to go over on his behalf; Chris reads through that. We have been busy for two-man team. September: 24 total cases (missing persons, reckless driving, thefts, accidents). October (through Oct 22): 20 cases including trespassing, reckless driving, and assists on fatal accident. Reported community support during major incidents; commended Big Water Storage for traffic assistance. Continues proactive patrol with 6–8 traffic stops per weekend.
- **Planning & Zoning Administrator; Denise Wood:** Compliance letters are being issued, and we are moving forward with all these things. Two new building permits issued; more pending. Working with Roger Clark on Land Use Authority procedures and flow charts. Ongoing

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ordinance updates to align with Utah State Code. Monitoring compliance letters and responding to development inquiries.

- **Treasurer:** A written report was provided. The treasurer went to annual conference and reported that we as a Town are all up to date with compliance with the state. Financials routine, no irregularities. Noted State Tax Commission assessment fee increase (from 0.65% to 0.80%) effective Jan 1, 2026. Announced Big Water recognized in top 30% statewide for transparency compliance on TransparencyUtah.gov (all green indicators). Awaiting final audit packet; preliminary report shows no findings.

**7. CITIZEN COMMENTS** - Citizens are given a reasonable amount of time to comment—

**8. OLD BUSINESS** —

- a) **Discussion and Possible Action on Annexation & Expansion of Town Boundaries**— Mayor to contact SITLA to explore initiation of annexation process. No action taken. keep on old business.
- b) **Discussion and Possible Action on Accepting Sealed Bid for the Decommissioned Fire Department Quick Response 1999 GMC Suburban Truck**— One bid was presented. Bid was for \$105 and was accepted.

**9. NEW BUSINESS**

- a) **Discussion and Possible Action on Adopting Ordinance 15-2025 Amending the Procurement Policy; Section 2.05.040 Procurement Methods: Subsection 1; Small Purchases; Adding c.) “Regular Monthly Expenses: Recurring monthly expenses, such as utilities, rent, subscriptions, office supplies, and/or equipment, do not require a purchase order (PO). These expenses are considered already encumbered and authorized as part of ongoing operational costs. Proper documentation and approvals for these expenses are maintained through standard accounting and financial reporting processes.”** — Motion made to adopt made by Lybarger, seconded by Loyd. All aye. Motion passed.
- b) **Discussion and Possible Action on Adopting Big Water Municipal Privacy Policy (to be in compliance with the Government Data Privacy Act (GDPA) by Dec. 31, 2025**— Table. Move to old business.
- c) **Discussion and Possible Action on Adopting Resolution 2025-21 Appointing the Mayor as Big Water Municipal’s Chief Administrative Officer, And the Town Clerk as the Records Officer**— Table. Move to old business.
- d) **Discussion and Possible Action on Kane County Hospital Response to Kane County Request For Proposal (RFP) for Emergency Medical Services (EMS) & Big Water Letter of EMS RFP Acceptance**— Motion made by Lassen to approve and move forward as, seconded Lybarger. All aye. Motion passed.
- e) **Discussion and Possible Action on Adopting Ordinance 13-2025 Amendments to Apiary or Beekeeping**— Lassen, I believe we are just bringing our code up to state code. Lassen motions to adopt, McConville seconds. All aye. Motion passed.

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**f) Discussion and Possible Action on Adopting Ordinance 16-2025 Single Family Dwellings —**  
Motion made to adopt made by Lybarger, seconded Lassen. All aye. Motion passed.

**10. FINANCIAL REPORTS AND CHECK REGISTER**— Discussion included clarification on day laborer insurance coverage: 1099 workers performing supervised tasks are covered under Town's Worker's Compensation insurance. They remain responsible for their own tax reporting. Council requested safety training for all such workers. Lassen motions to approve, McConville seconds. All aye. Motion passed.

**11. POSSIBLE CLOSED SESSION**— Legal Business; Litigation; Land purchase; Personnel business; or items as described under Utah State Code Utah Code 52-4-205— None

**12. RETURN TO REGULAR MEETING—**

**a) Discussion and Possible Action on Closed Session—**

**13. ADJOURNMENT**— Motion to adjourn Lybarger. Loyd seconds. All aye. Motion passed. 7:55pm

APPROVED