

RESOLUTION NO. 2026-01

A RESOLUTION OF THE TOWN OF BIG WATER, UTAH, KANE COUNTY APPOINTING STEPHANIE BURKETT AS THE TEMPORARY TOWN CLERK/RECORDER AND AUTHORIZING ADDITIONAL COMPENSATION

WHEREAS, pursuant to Utah Code § 10-3-916, the Mayor at the advice and consent of Town Council is authorized to appoint and compensate municipal officers, including the Town Clerk/Recorder, and to make temporary appointments as necessary to ensure the continued operation of municipal government; and

WHEREAS, a temporary vacancy exists in the position of Town Clerk/Recorder, necessitating an interim appointment to ensure continuity of operations and compliance with applicable laws, policies, and procedures; and

WHEREAS, the Town Council finds it to be in the best interest of the Town to appoint Stephanie Burkett to serve as Temporary Town Clerk/Recorder while the Town conducts recruitment and hiring for the permanent position; and

WHEREAS, Stephanie Burkett is qualified and capable of assuming the duties, responsibilities, and authority of the Town Clerk/Recorder on a temporary basis; and

WHEREAS, Stephanie Burkett has been performing the essential functions of the Town Clerk/Recorder since December 18, 2025, at the request and direction of Town leadership, and this Resolution is intended to ratify and formalize that service; and

WHEREAS, the Town Council recognizes that the assumption of these additional duties imposes increased responsibilities and workload beyond Ms. Burkett's regular position, and that additional compensation is appropriate to offset these demands;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF BIG WATER, UTAH, THAT:

1. Appointment.

Stephanie Burkett is hereby appointed as Temporary Town Clerk/Recorder for the Town of Big Water, effective retroactively December 18, 2025, and shall serve in that capacity until a permanent Town Clerk is appointed by the Town Council or until further action of the Council.

2. Duties and Authority.

During the term of this temporary appointment, Stephanie Burkett shall assume and perform all duties, responsibilities, and functions assigned to the Town Clerk/Recorder under Utah law, Town ordinances, resolutions, policies, and established practices, including but not limited to records management, meeting administration, elections coordination, and statutory compliance to the best of her ability.

3. Compensation.

In addition to her regular compensation as the Glen Canyon Special Service District Clerk, Stephanie Burkett shall receive temporary additional compensation in the form of a weekly stipend in the amount of \$232.00 for her service as Temporary Town Clerk/Recorder, effective retroactively to December 18,

2025. This stipend represents compensation for the additional duties, responsibilities, and statutory authority assumed under this appointment and is not based on tracked or segregated hours worked, recognizing the operational realities of a small municipality and shared administrative workspace. Such compensation shall be paid in accordance with the Town's payroll practices, applicable wage laws, and budgetary constraints and shall continue only for the duration of this temporary appointment. In no event shall compensation be paid at a rate less than the applicable federal or state minimum wage.

4. Temporary Nature.

This appointment is expressly temporary and does not create any expectation or entitlement to permanent appointment to the position of Town Clerk.

5. Authorization.

The Mayor and Town staff are hereby authorized to take any actions necessary to implement this Resolution.

PASSED AND ADOPTED by the Town Council of Big Water, Utah, this 6th day of January, 2026 by the Following Votes:

	Aye	Nay	Absent	Abstain
Mayor David Schmuker	_____	_____	_____	_____
Jim Lybarger	_____	_____	_____	_____
Luke McConville	_____	_____	_____	_____
Jennie Lassen	_____	_____	_____	_____
Tara Chiasson	_____	_____	_____	_____

Town of Big Water

By: _____
David W. Schmuker, Mayor

Attest: _____
Stephanie Burkett, Interim Town Clerk