

**Town Council Work Meeting**  
**November 13, 2025**  
**Final Minutes**

<u>Council</u>	<u>Attendance</u>	<u>Online</u>
Jean Krause	Krystal Percival	Thomas Iphone
Paul Luwe	Mark Meyers	Monica Bowcutt
Mistie Baird	Kent Peterson	Charles Matsler
April McKeon		Lee Ballard
Valerie Wenz		Marianne

**WORK MEETING: 6:01pm**

**A. CALL TO ORDER- Jean Krause**

**DISCUSSION ITEMS:**

**A. NON-ACTION ITEMS / NO VOTE**

**1. Discussion of the Election Canvass to be held on November 18th, 2025**

The Clerk stated that she will present the canvass results at the meeting, including a full report on the election results. At the Town Council meeting, the Clerk and the Council will certify the results and present the official certifications of the election winners.

**2. Minutes - October**

Mayor Krause stated that the October 2025 Regular Meeting minutes need to be voted on so that they can be submitted to the State as part of the Joint Agency Regional Water Conservation Plan. She asked the Council to review them and submit any changes prior to approval.

**3. Palmer Development Agreement**

Mayor Krause stated that the Council has not yet received the agreement and that they will need to check with the Town Attorney to obtain a copy. Councilman Paul Luwe requested that the Council be given at least one day to review the agreement before voting.

**4. Closure of Pocketville Road**

Mayor Krause stated that she is ready to close Pocketville Road. Councilmember Mistie Baird emphasized the need for a Public Hearing, noting that residents who live on Pocketville Road support the closure, while those who do not live on the road oppose it. Mayor Krause stated that a gate would be installed for emergency access allowing the road to be reopened if traffic needs to be redirected. Councilmember Valerie Wenz commented that while people resist change initially, they eventually adapt. Councilmember Paul Luwe requested a Public Hearing, noting he could not recall the details of public testimony at a prior Public Hearing held three years ago. Mayor Krause stated that the Public Hearing will be scheduled in the spring.

5. Planning Commission Ordinance

Mayor Krause stated that while the Council does not have the authority to create the rules of procedure for the Planning Commission, they do have the authority to approve them, as provided in the applicable ordinance

6. Chapter 8 Ordinance

Mayor Krause stated that this ordinance had been presented to the Council previously but was postponed. She noted that five items are being amended in Chapter 8.

7. Resolution 2025-L: Appointing a Chief Administrative Officer and Records Officer in compliance with the Government Data Privacy Act (GDPA)

Mark Meyers, Virgin Town Manager, stated that this resolution is a first step to bringing the Town into compliance with the State of Utah requirements. He explained that all Towns and cities are being asked to adopt this process to protect records and individuals' information, and that this resolution represents just one step of many in the overall compliance process.

8. Resolution 2025-M: Active Transportation Trail on Sheep Bridge Road

Mark Meyers, Virgin Town Manager, stated that he drafted the resolution with the assistance of Councilmember Paul Luwe. Councilmember Luwe suggested that all members of the Town Council sign a resolution to give it more weight when submitted to the county. The Clerk has added signature lines to the resolution accordingly.

9. Resolution 2025-N: Global Code Revision for the Virgin Municipal Code (VMC)

Mayor Krause stated that she spoke with Sunrise Engineering regarding a complete revision and update of the Town's Municipal Code. Councilmember April McKeon asked about the potential cost. Mayor Krause stated that she hopes to have the cost available by the next meeting on Tuesday. Councilmember Paul Luwe noted that the project could be funded either in the current budget or in next year's budget, depending on the cost.

**CLOSE PUBLIC MEETING AND OPEN CLOSED MEETING (IF NEEDED)**

**ADJOURN MEETING 7:19pm**

Motion to adjourn public meeting

Mistie Baird made a motion to adjourn / Jean Krause seconded the motion **Vote: All Aye; No Nay.**  
The motion carried unanimously.



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Krystal Percival Clerk/Recorder



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11/20/2024  
Approved Date