

**BIG WATER MUNICIPAL
TOWN COUNCIL
REGULAR MEETING
APPROVED MINUTES**

**Wednesday November 19, 2025
60 N Aaron Burr, Big Water, Utah 84741
6:30pm Work Session
7:00pm Meeting**

WORK SESSION

CALL TO ORDER— 6:39pm

1. ROLL CALL- Council Members in Attendance: Mayor- David Schmuker | Council Members- Luke McConville, Jennie Lassen, Jim Loyd | Absent- Jim Lybarger

2. DISCUSSION ON AGENDA ITEMS—Annexation and Expansion of Town Boundaries; Discussion noted that the process has begun but remains in early stages. No further updates at this time; the topic will remain on the agenda for future meetings.

Adoption of Big Water Municipal Privacy Policy-It was clarified that the privacy policy is not required to be formally adopted this year to meet state compliance standards. The Council must complete the annual privacy report and appoint the Chief Administrative Officer (CAO) and Records Officer to satisfy 2025 requirements. Discussion included delegation of certain CAO responsibilities and upcoming assistance from Mark (IT), who has been consulting on privacy and cybersecurity compliance. A follow-up meeting with Mark is scheduled in the coming weeks.

Employee Appreciation Pay-Quarterly appreciation pay was brought up for approval.

Resolution 2025-22 – Amendment to Resolution 2025-12--Resolution clarifies member qualifications for the Big Water Recreation and Enhancement Board. New stipulations were added for Residency: Must live in or own property/business in the community. Community Involvement: Demonstrated interest in recreation, development, or enhancement activities. Attendance: Minimum of 75% of meetings per year and participation in at least one project or subcommittee. Ethics: Members uphold integrity, avoid conflicts of interest, and act respectfully. Volunteer Commitment: All positions are volunteer based; no compensation. Collaboration and Respect: Cooperation and constructive communication required. Removal for Cause: Council may remove members for absenteeism or conduct issues. Background Checks: May be required for members working with youth or recreation programs.

Cybersecurity and Privacy Updates--Mark discussed multiple state mandates for cybersecurity and data privacy compliance. Implementation will incur some costs (estimated \$2,000–\$3,000 per year) for additional Microsoft licensing and system updates. Discussion included possible grant opportunities to offset costs. Council acknowledged that compliance would strengthen data security for both physical and digital town records.

3. ADJOURN— Motion made by Jennie Lassen, McConville seconds. All aye. Session adjourned.

MEETING

CALL TO ORDER— 7:01pm

1. ROLL CALL— Council Members in Attendance: Mayor- David Schmuker | Council Members- Luke McConville, Jennie Lassen, Jim Loyd | Absent- Jim Lybarger

2. PLEDGE OF ALLEGIANCE— Mayor leads Pledge of Allegiance

3. STATEMENT OF CONFLICT— None

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4. APPROVAL OF OCTOBER MEETING MINUTES— Motion to approve October minutes as written made by Jennie Lassen, seconded by Jim Loyd. All aye. Motion passed

5. MAYOR, COUNCIL, AND DEPARTMENT REPORTS—

- **Mayor:** Thoughts and prayers go out to Mike Noelle (Kane County Water Conservancy District) who underwent open-heart surgery; council sent best wishes. We are working on the annexation stuff still. Upcoming collaboration with Sunrise Engineering to plan road resurfacing projects; estimated \$500,000 currently saved in the road fund.. We will be looking at cost, expenses, planning etc. Our roads need to be resurfaced.
- **Council:**
 - **GCSSD; Jennie Lassen:** Our south well was down; it is now back up and running.
 - **Parks & Recreation; Jennie Lassen:** Annual holiday potluck & pictures with Santa Dec. 18. Town cleanup on November 8 collected 24 bags of trash with about 15 volunteers.
 - **Planning & Zoning; Luke McConville:** Nothing to report as of now.
 - **Public Safety; Jim Lybarger:** Absent
- **Fire Chief:** Not present
- **Marshal:** November has been quiet. Mayor asked me to sight the guy that brought the big houseboat here, which we have done. The county prosecutor doesn't think it meets the state requirement of a public nuisance but does think it meets our local ordinances of a nuisance. He believes the best route would be to have the town have it towed off at the town's expense and then go after repayment. If payment is not made, then the prosecutor will get involved.
- **Planning & Zoning Administrator; Denise Wood:** Not present
- **Treasurer:** Revenue: \$115,400; Expenditures: \$72,200 Net position: +\$42,000. Primary funding sources: CLID contract and quarterly payment from Kane County Hospital.

7. CITIZEN COMMENTS - Citizens are given a reasonable amount of time to comment— Tom Reneau- Under new business item 9. D, are we going to be moving toward making this a paid position? Mayor: No this will not be paid positions on the board.

8. OLD BUSINESS —

- a) **Discussion and Possible Action on Annexation & Expansion of Town Boundaries**— Table
- b) **Discussion and Possible Action on Adopting Big Water Municipal Privacy Policy**— Table
- 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 In Compliance with the Government Data Privacy Act (GDPA)** — Motion made by Jennie Lassen to adopt Res 2025-21, seconded by Luke McConville. All aye. Motion passed

9. NEW BUSINESS

- a) **Discussion and Possible Action on Appreciation Pay Approval** — Motion made to approve by Luke McConville, seconded by Jennie Lassen. Jim Loyd abstains due to being included on the Appreciation Pay. Mayor aye. Motion passed.

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b) **Discussion and Possible Action on Adopting Resolution 2025-22 Amendment to Resolution 2025-12 - Establishing the Big Water Recreation & Enhancement Board - to clarify member qualifications and requirements** -- Motion made to adopt Res 2025-22 by Jennie Lassen, seconded by Loyd. All aye. Motion carried.

10. FINANCIAL REPORTS AND CHECK REGISTER— Motion made to approve by Jennie Lassen, seconded by Luke McConville. 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— Motion made to go into closed session for personnel business made by Jennie Lassen. Seconded by Luke McConville. All aye. Motion passed.

Roll Call: Mayor- David Schmuker | Council Members- Luke McConville, Jennie Lassen, Jim Loyd | Town Clerk: Katie Joseph | Treasurer: Peggy Short

Adjourn Closed Session @ 7:45 motion made by Jennie Lassen, seconded by Loyd. All aye.

12. RETURN TO REGULAR MEETING—

a) **Discussion and Possible Action on Closed Session**— Jennie Lassen made a motion that we follow the advice of the auditor and the attorney in regard to the personnel issue discussed in the closed meeting and go forward with discussing with the personnel involved their choices in this matter. Luke McConville seconds. All aye. Motion passed.

13. ADJOURNMENT— Luke McConville motions to adjourn. Jim Loyd seconds. All 7:49pm