

**BIG WATER MUNICIPAL TOWN COUNCIL  
REGULAR MEETING**

**APPROVED MINUTES**

**Wednesday January 21, 2026**

**60 N Aaron Burr, Big Water, Utah 84741**

**6:30pm Work Session Public Hearing-7:00pm 7:01pm Meeting**

**WORK SESSION**

**CALL TO ORDER** – Mayor David Schmuker calls to order at 6:52 PM

**1. ROLL CALL**- -Jim Lybarger, Tara Chiasson, Luke McConville, Jennie Lassen and David Schmuker here

**2. DISCUSSION ON AGENDA ITEMS**— Discussion of Sunrise Engineering roadway project listed under New Business. Clarification was provided that Council action that evening would be limited to approval to initiate the project and authorize the initial payment, not approval of the entire roadway project. Additional details and information will be provided by the engineers as the project progresses.

Discussion of America250. This would be a \$1500 grant subject to availability. This is to celebrate the 250th anniversary and to be able to use the logo to promote or organize an event. The Community Recreation and Enhancement Board could definitely help with this. Jim Lybarger wanted clarification on some financials. Council asked questions regarding voided payroll entries appearing in the wages and benefits report. Staff confirmed the items were payroll processing errors that had been voided and did not result in improper payments.

**3. ADJOURN**— 7:03pm

**PUBLIC HEARING 7:00pm- Adopting Utah Fire Code-** David opens the public hearing at 7:05 adopting the Utah Fire Code

Shirlene Hull- has anybody gone into this and followed it back to know what it entails. She has some concerns. When it talks about fire prevention, the areas around the outside area of our town that touches our sage brush, that has to be cleared by a certain area.

David Schmuker: This is at the Chief's request. David calls Chief Westenskow for clarification.

Chief says this will not change any rules, it is all rules that we already follow, we have just never formally adopted the Utah fire code for our Town. This is in regard to structures and how things are built moving forward. This would not apply to existing homes. The State has already adopted this; each entity needs to adopt this as well. Brush clearing is all local ordinances, not fire code. This would help us enforce the safety requirements as required.

**Close at 7:21 PM**

**MEETING**

**CALL TO ORDER**— 7:21 PM

**1. ROLL CALL** – Jim Lybarger, Tara Chiasson, Luke McConville, Jennie Lassen , David Schmuker here

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

**3. STATEMENT OF CONFLICT**- None

**4. APPROVAL OF DECEMBER MEETING MINUTES**- Jennie Lassen motions to approve December minutes, Jim Lybarger seconds. All in favor.

**5. APPROVAL OF DECEMBER 18, 2025, SPECIAL MEETING MINUTES**- Jim Lybarger motions to approve, Luke McConville seconds. All in favor

**6. APPROVAL OF JANUARY 6, 2026, SPECIAL MEETING MINUTES**- Jennie Lassen motions to approve special meeting minutes, Jim Lybarger seconds. All in favor.

## 7. MAYOR, COUNCIL, AND DEPARTMENT REPORTS—

- **Mayor:** Stephanie and I reached out to Roger Carter with Five Counties, our Local Administrative Advisor to get up to date on some of the things he was working on with Katie. He is willing to help with interviews. David asks for council volunteers to help with interviews for a new clerk. Tara and Jim are willing to help conduct interviews.  
David states he is eager to get started on the road project with Sunrise and thanks Jim and Luke for being present with the Sunrise meeting.
- **Council:**
  - **GCSSD; Jennie Lassen:** GCSSD discussed the possibility of switching trash companies, just needs some additional details.
  - **Community Recreation and Enhancement Board; Jennie Lassen:** -Started reviewing plans for the year. Tara presented a really good healthy eating seminar with a good turnout. Possible rock-climbing workshop in February, maybe a community hike day in March, and an earth day clean up in April. What to do with 4<sup>th</sup> of July, America 250 sounds like a good possibility to help promote an event.
  - **Planning & Zoning; Luke McConville:** Working hard on Transportation Master Plan.
  - **Public Safety; Jim Lybarger:** Not much to report- Chief Westenskow and Russ have both been really busy.
- **Fire Chief:** Report by Chief Westenskow read by Russ- All agreements from the prior month have been executed and are currently in effect. The Community Wildfire Protection Plan (CWPP) was updated per state request and signed by the Fire Chief and Mayor, maintaining compliance and eligibility for additional wildland resources. All 2025 reporting has been completed and filed with NFIRS, with NERIS reporting currently underway; the department responded to 215 calls during the year. The department reported an upcoming full-time staff vacancy, submission of a \$40,000 grant request for SCBA equipment, ongoing coordination with Fredonia Fire for interim equipment, and successful completion of active shooter training with plans for additional joint training.
- **Marshal :** Russ Johnson welcomes Tara Chiasson as a new council member. His door is always open, and she is welcome to call anytime if she has any questions. 12 cases in December and 11 cases so far this month. Down from the norm. Drug cases are limited and our local crime is quiet. Jennie asked about a recent death in the community and wanted to know if it had to be a Utah doctor in the last six months or and if there wasn't a visit to a doctor, then the body has to go to Salt Lake to the medical examiner?  
Russ Johnson states that when a death is considered “unattended” (meaning the individual had not seen a doctor within the past 30 days), the Medical Examiner becomes involved, and an autopsy may be required. If the individual had recently been under a physician’s care and there are no suspicious circumstances, an autopsy is typically not required. Russ noted that hospice deaths and most expected deaths are not considered suspicious, though suicides and unusual circumstances are always investigated.
- **Planning & Zoning Administrator; Denise Wood:** Wasn’t able to make it today
- **Treasurer:** Council reviewed tax revenue updates and interest rates, noting stable PTIF earnings and recent fire truck loan payments.

**8. CITIZEN COMMENTS –** Russ Johnson- would like to let everyone know he is willing to sit in on the interviews with the applicants as he will be working with the person who is hired. Shirlene Hull- is there background checks done on employees? We haven’t in the past. Can Russ run background checks? Russ states he cannot run background checks without a criminal report, but applicants can provide their own BCI background checks, and he will check on how that process works.

## 9. OLD BUSINESS –

- a) **Discussion and Possible Action on Annexation & Expansion of Town Boundaries-**Tabled. Talked with Roger and all agreed that we would wait for a new clerk to be onboard before we continue.

- b) **Discussion and Possible Action on Adopting Big Water Municipal Privacy Policy-** Tabled until further direction from the State.

**10. NEW BUSINESS**

- a) **Discussion and Possible Action on Approving Quarterly Appreciation Pay for Part Time Employees-** Jennie Lassen motions to approve the fourth quarter appreciation pay. Jim Lybarger seconds. Chiasson abstains, her husband is on that list. Luke McConville yes, Jim Lybarger yes, Jennie Lassen yes, David Schmuker yes.
- b) **Discussion and Possible Action on Adopting Resolution 2026-02 Reappointing Jack Brisbin to Planning and Zoning Commission-** Luke McConville speaks that he is a good member of P&Z. Luke McConville motions to reappoint Jack Brisbin to the Big Water Planning and Zoning Commission and Jim Lybarger seconds. All in favor.
- c) **Discussion and Possible Action Adopting Resolution 2026-03 Appointing a Member to Glen Canyon Special Service District Administrative Control Board-** Jim Lybarger motions to reappoint Graydon Meeks, Luke seconds. All in favor.
- d) **Discussion and Possible Action on Ordinance 01-2026 Adopting the Utah State Fire Code-** Tabled
- e) **Discussion and Possible Action on Amending Resolution 2026-01 Appointing Stephanie Burkett as Interim Town Clerk and Compensation Considerations-** Jim Lybarger mentions the added language addressing training requirements and adjustments to the stipend during the training period. It was clarified that the interim clerk's hours generally remain below the overtime threshold, making a stipend structure more appropriate than overtime compensation. Council acknowledged the increased workload and emphasized that the stipend reflects the interim nature of the role and the performance of two distinct positions. General consensus supported the stipend structure as reasonable and justified. Luke McConville motions to approve amended Resolution 2026-01 and Jennie Lassen seconds. All in favor.
- f) **Discussion and Possible Action on Sunrise Engineering Work Release 2026-01 for Town Roadway Improvements-** Council discussed the Sunrise Engineering Work Release 2026-01 for roadway improvements, including authorization of the initial payment of approximately \$20,700, which is already budgeted, and noted that full payment may not be required upfront. David mentions they will help us get grant money and find loans. Jim Lybarger motions to move forward with the Work Release number 2026-01 Big Water Roadway Improvement Plan and Luke McConville seconds, all in favor.
- g) **Discussion and Possible Action on Resolution 2026-04 Authorizing Participation in America250 Utah and Execution of Related Agreements (Subject to Stipend Availability)-** Jennie Lassen motions to adopt resolution 2026-04 and related agreements. Jim Lybarger seconds. All in favor.

**11. FINANCIAL REPORTS AND CHECK REGISTER—** Jim motions to approve the financial as written and Jennie Lassen seconds, all in favor

**12. ADJOURNMENT—** Jim Lybarger motions to adjourn, Luke McConville seconds. All in favor. 7:55pm