

**LAKE POINT CITY COUNCIL**

**ORDINANCE NO. 2026-02**

**DATE: 03/25/2026**

AN ORDINANCE ESTABLISHING THE DEPARTMENT OF WASTE MANAGEMENT AND THE POSITION OF WASTE MANAGEMENT DIRECTOR, APPOINTING THE INITIAL WASTE MANAGEMENT DIRECTOR, AND ESTABLISHING THE RESPONSIBILITIES AND AUTHORITY OF THAT DEPARTMENT AND DIRECTOR

WHEREAS, Lake Point contracts for waste collection services and administers related billing, service coordination, and resident support; and

WHEREAS, the City Council desires to improve oversight, coordination, and administration of the City's waste management program; and

WHEREAS, the City Council finds that establishing a Department of Waste Management led by a qualified department head called the Waste Management Director will improve efficiency, accountability, and communication between the City, residents, and contracted service providers; and

WHEREAS, the City Council desires to appoint a Waste Management Director.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Lake Point, Utah:

**Section 1.** Enactment of Chapter 3.4 of the Lake Point City Code is hereby enacted in the form of the ordinance attached hereto as "**Exhibit A.**"

**Section 2.** The Council Chair, with advice and consent of the majority of the Council, hereby appoints Lori Chigbrow as the Waste Management Director.

**Section 3.** Severability: If a court of competent jurisdiction determines that any part of this ordinance is unconstitutional or invalid, then such portion of this ordinance, or specific application of this ordinance, shall be severed from the remainder, which shall continue in full force and effect.

**Section 4.** Direction: The chair and staff, including the city attorney, are authorized and directed to take such steps as may be needed: (a) for this ordinance to become effective under Utah law, including but not limited to compliance with the requirements of Utah Code § 10-3-711; and (b) to finalize and post the ordinance to civiclinQ, including but not limited to making non-substantive edits to correct any scrivener's, formatting, and numbering errors.

**Section 5.** This Ordinance shall be effective immediately upon its adoption and posting according to law.

PASSED, APPROVED, AND ADOPTED on the 25 day of March, 2026

Lake Point

By Kathleen VonHatten  
Chair

ATTEST  
Jamie Olson  
Jamie Olson, City Recorder

SEAL



**Voting:**

Kirk Pearson  
Kathleen VonHatten  
Kirk Trimble  
Ryan Zumwalt  
Lori Chigbrow

Yea  Nay  Absent   
Yea  Nay  Absent   
Yea  Nay  Absent   
Yea  Nay  Absent   
Yea  Nay  Absent

## **SUMMARY OF LAKE POINT ORDINANCE NO. 2026-02**

On March 25, 2026, the Lake Point City Council enacted Ordinance No. 2026-02 establishing the Department of Waste Management and the position of Waste Management Director to oversee and coordinate the administration of Lake Point's waste management program, along with related provisions. This Ordinance also appoints the initial Waste Management Director.

A complete copy of Ordinance No. 2026-02 is available online and in the office of the Lake Point City Recorder and by contacting Jamie Olson at [info@lakepoint.gov](mailto:info@lakepoint.gov).

## Exhibit A to Ordinance No. 2026-02

### Chapter 3.4 Waste Management

#### 1. Creation of Department and Position

1. The Lake Point City Council hereby establishes the Lake Point Department of Waste Management (“Department”). The Department shall be managed by a department head, who shall hold the title of Waste Management Director (“Director”). The Waste Management Director shall be responsible for the professional administration, oversight, and coordination of the City’s waste management program.

#### 2. Appointment

1. Appointment. The Waste Management Director shall be appointed by the Chair, with the advice and consent of a majority of the City Council.
2. Vacancy. In the event of a vacancy in the position of Waste Management Director, or during any period in which the Director is unable to perform their duties due to absence or disability, the powers, duties, and responsibilities of the office shall be vested in the Chair or the Chair’s qualified designee until a new Director is appointed and confirmed.

#### 3. Reporting Structure

1. The Waste Management Director shall report directly to the Chair. The Chair shall provide executive direction and policy coordination. The Director shall coordinate operational matters with other City departments, including accounting and budgeting functions, as necessary to ensure the proper administration of the program.

#### 4. Duties and Responsibilities

1. The Waste Management Director shall:
  - a. Manage and supervise the day-to-day operations of the Department.
  - b. Develop, evaluate, and implement departmental policies, procedures, and standards to ensure efficient, compliant, and consistent operations, and recommend policy changes to the Chair and City Council as needed.
  - c. Establish and maintain internal controls and reconciliation processes related to billing, collections, and vendor payments; regularly review such processes to identify discrepancies, reduce errors, and improve financial accountability.
  - d. Continuously assess and improve operational processes, including service delivery, contract administration, and customer service functions, to enhance efficiency, cost-effectiveness, and service quality.
  - e. Supervise, train, direct, and evaluate the performance of all employees assigned to the Department, consistent with City personnel policies.
  - f. Oversee the administration and enforcement of the City’s waste collection contracts.
  - g. Serve as a liaison between the City, contracted waste service providers, and the public on matters related to waste management.

- h. Monitor program performance, service levels, and compliance with contract terms, and recommend corrective actions to the Chair and Council as needed.
- i. Develop and propose an annual departmental budget for review and approval by the Chair and City Council.
- j. Coordinate with the City's finance department to ensure accuracy and efficiency in financial reporting.
- k. Provide regular reports and data-driven recommendations to the Chair and City Council regarding program operations, costs, potential efficiencies, and long-range planning.
- l. Develop and implement public information and education campaigns regarding waste services, recycling, and program changes.
- m. Conduct all operations and governance in accordance with applicable laws and regulations.

#### **5. Authority**

- 1. **Managerial Authority.** The Director shall have the authority required to manage the Department and execute the duties prescribed in Section 4.
- 2. **Personnel Authority.** The Director may direct work, manage daily schedules, assign duties, and conduct performance evaluations for departmental staff. The Director is expressly prohibited from hiring or terminating any City employee. The authority to hire or terminate employees is reserved to the Chair or as otherwise prescribed in the City's official personnel policies.
- 3. **Fiscal and Contractual Authority.** The Director shall have no authority to enter into, modify, or terminate any contract, or expend unbudgeted City funds, without the prior authorization of the City Council.

#### **6. Compensation**

- 1. The City Council shall establish compensation for the Waste Management Director, if any, by resolution as part of the City's annual budget and other established financial processes.
- 2. The City does not guarantee that any compensation, budget, stipend, or monetary allocation of any kind will be available for the Waste Management Director, and any allocation may be revoked by action of the City Council.

#### **7. Severability**

- 1. If any provision of this ordinance is determined to be invalid, the remaining provisions shall remain in full force and effect.

#### **8. Sunset**

- 1. The provisions of this Chapter shall expire and be of no further force or effect on September 10, 2026, unless extended or reenacted by a subsequent ordinance of the City Council prior to that date.