

# Lake Point City Council Business Meeting Minutes

Date: Wednesday, March 25, 2026

Place: Lake Point Fire Station 1528 Sunset Rd Lake Point, UT 84074

Time: 6:00 PM

## 1. Opening Formalities

- A. Call to Order- 6:01 PM
- B. Prayer- Kirk Trimble
- C. Pledge of Allegiance- Lori Chigbrow
- D. Presiding Officer- Kathleen VonHatten
- E. Attendance Roll Call-

Lake Point Council & Staff (C=Council)	Public	Public
Kathleen VonHatten (Chair)	Chaelea Allred	Jonathan Garrard
Kirk Pearson (Vice Chair) online until arrived in person at 6:15 pm	Jim Willes	
Kirk Trimble (C.)	Kim Clausing	
Ryan Zumwalt (C.)	Terre Marshall	
Lori Chigbrow (C.)	Shaylene Thompson	
Jamie Olson (RCDR)	Scott Jacobs	
Jay Springer (Attorney) left at 10:09 pm	David Walbeck	

## 2. Legal Training/Clarification

- A. No legal training

## 3. Staff Updates (2:03 recording)

- A. Jamie Olson provided a monthly overview of city activity:
- B. Building Permits: 5 issued
- C. Business Licenses:
  - i) 2 commercial (one pending correction)
  - ii) 1 home-based business
- D. Waste Services:
  - i) 3 new accounts created
  - ii) 4 additional cans ordered
  - iii) 2 cans picked up

## 4. Public Comment

- A. Motion- Lori to open public comment. Ryan 2nd
  - i) Vote was unanimously approved
- B. Kim Clausing (4:02 recording)
  - i) Offered an apology for comments made at a prior meeting and expressed appreciation for the Council's efforts. Kim requested increased transparency in the commercial building permit process, noting that Tooele County provides a more accessible system for tracking commercial permits and development activity. Council members asked clarifying questions regarding what a transparent permit processed looked like to her, and the speaker explained that improved public visibility into proposed and active permits would be beneficial and offered to provide additional input. Kim also reiterated a request to limit treatment centers to commercial zones. Council acknowledged the comments and expressed willingness to consider potential improvements.
  - ii) Motion-Kathleen to close public comment. Lori 2nd

- 1) Motion passed unanimously
- 5. Approve the Minutes (8:15 recording)**
  - A. 03.09.2026
  - B. 03.11.2026
  - C. Motion-Kathleen to approve the minutes 03.09.2026 and 03.11.2026. Trimble 2<sup>nd</sup>
    - i) Motion- passed unanimously
  - F. Motion – Kathleen to correct previous approved minutes to reflect the correct date. The Feb 26, 2026, minutes approved on March 11, 2026, were mistakenly listed and motioned as Feb 25, 2026. Trimble 2<sup>nd</sup>
    - i) Motion- passed unanimously
- 6. Reports/Presentations (10:35 recording)**
  - A. Treasurer Report/Budget Summary
    - i) Motion- Kathleen to table. Pearson 2<sup>nd</sup>
      - 1) Motion passed unanimously
- 7. Action/Business Items (11:10 recording)**
  - A. Ordinance Parking Regulations
    - i) Council conducted a detailed, line-by-line review of the proposed parking ordinance, focusing on revisions from prior discussions.
    - ii) Key discussion points included:
      - 1) Adjustment of abandoned vehicle timeframe to seven days
      - 2) Clarification and addition of municipal services definition
      - 3) Removal of redundant or conflicting language to reduce ambiguity
      - 4) Revisions to definitions of public street and right-of-way usage
      - 5) Consolidation of overlapping provisions for clarity
      - 6) Removal of certain restrictions (e.g., snowfall-related parking provisions)
      - 7) Reorganization of ordinance structure for readability and enforceability
      - 8) Clarification of enforcement authority and alignment with state law
    - iii) Council also discussed:
      - 1) Whether certain vehicle types (e.g., motorcycles, recreational vehicles) should be explicitly defined
      - 2) Enforcement procedures, including notice requirements and reliance on state law
      - 3) The importance of maintaining clarity for enforcement and public understanding
    - iv) A significant portion of the discussion focused on parking exemptions, including:
      - 1) Whether exemptions should be formally defined
      - 2) How residents would request exemptions
      - 3) The need to allow flexibility for unforeseen or unique circumstances
      - 4) Avoiding overly restrictive or prescriptive language
    - v) City Attorney Jay Springer provided guidance on maintaining flexibility while establishing a clear framework. Final language was added to allow residents to request exemptions in writing, with defined parameters and City discretion.
    - vi) Council moved to Agenda Item 7.B. to give Attorney Springer a few minutes to draft additional language.
    - vii) Council returned to this Agenda Item and reviewed drafted language regarding exemptions. (49:00 recording)
    - viii) Motion- Kathleen adopt Public Property and Public Street Parking Regulations. Pearson 2<sup>nd</sup>
      - 1) Roll Call Vote-[Trimble-Yea] [Ryan-Yea] [Lori-Yea] [Kathleen-Yea] [Pearson-Yea]
        - (a) Motion passed unanimously
    - ix) Council moved to Agenda Item 7.C.
  - B. Resolution Fine Schedule (38:34 recording)
    - i) Council reviewed the draft fine schedule and discussed:
      - 1) Structure and categories of violations
      - 2) Need to align with state law requirements
      - 3) Consideration of fine ranges versus specific amounts

- 4) Whether fines should be grouped by category or listed individually
- 5) Importance of proportionality based on violation type and impact
- ii) Council determined additional refinement was needed, including development of clearer categories and proposed amounts.
- iii) Motion- Trimble to table for a future meeting. Ryan 2<sup>nd</sup>
  - 1) Motion passed unanimously
- iv) Council moved back to Agenda Item 7.A. Parking
- C. Ordinance establishing Waste Management Department and Position of Waste Management Director including authority and responsibilities. (51:30 recording)
  - i) Council engaged in an extensive policy discussion regarding the creation of a Waste Management Department and Director position.
  - ii) Discussion included:
    - 1) Establishing a clear chain of authority and accountability
    - 2) Differentiating between managing staff vs. managing operations and systems
    - 3) Ensuring proper oversight of:
      - (a) Contracts
      - (b) Billing systems
      - (c) Financial accuracy
      - (d) Reporting processes
    - 4) Addressing prior issues with discrepancies and system understanding.
  - iii) Council debated:
    - 1) Whether the position is necessary for a small city structure
    - 2) Concerns about adding administrative layers versus operational need
    - 3) The role of Standard Operating Procedures (SOPs) and whether they could achieve the same goal
    - 4) The importance of creating systems that will serve future growth, not just current conditions
  - iv) The City Attorney clarified:
    - 1) The establishment of a Waste Management Director provides clear authority and structure for actions previously undertaken without formal designation.
    - 2) The need for formal authority if Council members who are engaging in operational oversight
    - 3) That establishing a department structure provides legal clarity and proper delegation
  - v) Council considered:
    - 1) Temporary vs. ongoing implementation
    - 2) Potential sunset or review period
    - 3) Balancing flexibility with accountability
  - vi) The discussion focused on whether the department structure should be temporary or ongoing, whether a sunset clause should be included, and how Standard Operating Procedures should be developed and adopted. Council members discussed using a defined review period so the structure would not continue indefinitely without re-evaluation. Discussion also reflected concern about balancing operational oversight, legal authority, staff support, and the City's limited administrative size.
  - vii) Council further discussed whether the position should sunset once Standard Operating Procedures were in place, with some members favoring a more formal expiration point rather than simply "revisiting" the item later. Discussion included the impact of upcoming budget work and whether a longer timeframe would be more realistic for completing the needed work.
  - viii) The Council decided to add a sunset clause
  - ix) Motion – Kathleen to approve ordinance adopting Department of Waste Management establishment department of Waste Management, appointing Lori Chigbrow to the position with the amended amendments made tonight with bringing it back for September 9 (2026)

- meeting with the SOP's (Standard Operating Procedures) in between, working those processes through with sun setting it on September 10. Pearson 2<sup>nd</sup>
- 1) Roll Call Vote-[Trimble-Yea] [Ryan-Yea] [Lori-Yea] [Kathleen-Yea] [Pearson-Yea]
    - (a) Motion passed unanimously
    - 2) Council moved to Agenda Item 7.G.
- D. Waste billing mistakes on some accounts not being billed, Council will consider options on how to rectify accounts. (2:31:15 recording)
- i) Council discussed waste utility billing errors discovered during a comparison between ACE's account list and the City's Trash Flow records. The city identified 15 accounts that had not been billed, with missed billing periods ranging from approximately 4 months to 21 months. It was reported that processes had since been put in place to help prevent similar issues going forward.
  - ii) Council discussed options for addressing the past unbilled amounts, including customer communication, how much of the unpaid amount should be collected, and how to structure payment expectations fairly. The discussion reflected concern about balancing accountability with fairness to residents who had not previously been billed. Kathleen had circulated draft letters and options to help frame that discussion.
  - iii) Motion- Lori that we send the letters out to the customers that haven't been billed for garbage accounts offering 50% discount to the amount due and the parameters of if they need to make a payment plan, the payment plan can go out to half the number of months that they're that they're delinquent, and rounded to the down to the even month. Kathleen 2<sup>nd</sup>
    - 1) Roll Call Vote-[Trimble-Yea] [Ryan-Yea] [Lori-Yea] [Kathleen-Yea] [Pearson-Yea]
      - (a) Motion passed unanimously
- E. Ordinance Multiple Use Zoning Regulations (3:05:26 recording)
- i) Council conducted a detailed working review of the proposed MU zoning ordinance, incorporating prior edits and legal guidance from Jay Springer.
    - 1) Reviewed redline changes and confirmed prior legal recommendations had been incorporated.
    - 2) Addressed minor formatting, terminology, and consistency corrections (e.g., development agreement, master plan, site plan).
  - ii) Rural Character and Density Considerations
    - 1) Council discussed the term "rural character" and agreed it should remain a guiding principle tied to the General Plan rather than a strictly defined, enforceable standard.
    - 2) Clarified that proposed density levels (approximately 10 units per acre) reflect prior Planning Commission work and are intended to balance flexibility with preservation of rural character.
  - iii) Development Agreements and Legal Authority
    - 1) Legal guidance confirmed that enforceable elements such as phasing, sequencing, and developer obligations must be implemented through development agreements.
    - 2) Council discussed development scenarios and acknowledged that development agreements provide the City's primary mechanism for enforcing project requirements.
    - 3) Development agreements are subject to Council approval and as drafted any rezone or annexation to a Multiple Use zone, would require a development agreement.
  - iv) Ordinance Language and Enforceability
    - 1) Council reviewed ordinance language for clarity and enforceability, specifically evaluating the use of "may" versus "shall."
    - 2) Direction was given to revise language to "shall" where mandatory standards are intended to reduce ambiguity.
  - v) Compatibility and Transition Standards
    - 1) Council discussed ensuring compatibility between proposed developments and surrounding land uses.
    - 2) Language was discussed to reference both existing and surrounding uses to support appropriate transitions between differing lot sizes and zoning intensities.

- vi) Commercial and Residential Development Timing
  - 1) Council discussed concerns regarding possible imbalance between residential and commercial development.  
Language discussed in regard to commercial components to be developed prior to or concurrently with residential phases to maintain intended mixed-use character.
- vii) General Code Cleanup and Next Steps
  - 1) Council and staff worked through drafting inconsistencies, typographical corrections, and internal alignment of ordinance sections.
  - 2) No formal action was taken; discussion remained a working session focused on refinement and preparation for future consideration.
- viii) Motion- Kirk to table because we're not close to finishing, and we're already after 10 o'clock, and we have several other things on the agenda
  - 1) Motion passed 4 to 1
- F. Ordinance Commercial Allowed and Prohibited Uses (4:07:30 recording)
  - i) Motion- Kathleen to table. Trimble 2<sup>nd</sup>
    - 1) Motion passed unanimously by those present (a council member stepped away for a minute)
- G. Resolution Amend Fee Schedule (1:54:33 recording)
  - i) Council reviewed proposed updates related to waste billing and administrative fees.
  - ii) Discussion included:
    - 1) Alignment of returned payment fees with bank charges
      - (a) Clarified and restructured fees for returned or rejected payments
    - 2) Administrative fee structure
      - (a) Late payments fee are now assessed 45 days after invoice date instead of 60 days.
      - (b) Added a monthly finance charge of 2.5% to all past-due accounts.
      - (c) Established a "lien fee", which previously fell under "administrative fee" which increased to \$50.00 from \$25.00
    - 3) Implementation timing based on billing cycle and printing constraints
  - iii) Council confirmed that changes would be implemented with the April billing cycle if feasible, or the following cycle if reprinting timelines required adjustment.
  - iv) Motion – Kathleen - to approve the Resolution with changes made, based on effective for the April billing cycle if printing timelines allow, or if not the following billing cycle. Pearson 2<sup>nd</sup>
    - 1) Roll Call Vote-[Trimble-Yea] [Ryan-Yea] [Lori-Yea] [Kathleen-Yea] [Pearson-Yea]
      - (a) Motion passed unanimously
    - v) (Council moved to Agenda Item 7.D.)
- 8. Council Updates**
  - A. Committee Updates (4:08:10 recording)
    - i) (Attorney Springer) Standing meeting for Ordinance Committee will be held, so things can be presented better to the council in public meetings.
  - B. Kirk Pearson
    - i) No updates
  - C. Lori Chigbrow
    - i) Municipal budget process training meeting update.
  - D. Kathleen VonHatten
    - i) Discussion included upcoming grant opportunities related to roadway and right-of-way projects.
    - ii) Council was encouraged to identify potential projects for funding through COG and corridor preservation programs.
  - E. Kirk Trimble
    - i) No updates
  - F. Ryan Zumwalt
    - i) No updates

9. **Public Comment** (4:11:55 recording)  
A. Motion-Kathleen to open public comment. Pearson 2<sup>nd</sup>  
i) Motion passed unanimously  
B. No public comment  
C. Motion-Pearson to close public comment. Trimble 2<sup>nd</sup>  
i) Motion passed unanimously
10. **Closed Session-** if needed for purposes listed under Utah Code 52-4-205  
A. Not needed
11. **Adjournment-** 10:12 PM

Note- The minutes may include a summary of what was discussed and are not intended to be verbatim. All public meetings have an audio recording, time stamps are included in the minutes to help the public find where certain topics were discussed. Please see the audio recording of this meeting for a full audio record of the meeting.

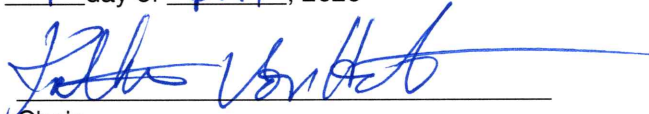
Note- Additional information concerning meetings including but not limited to agendas, minutes, recordings, written/typed public comment, other distributed materials, ordinances, resolutions, public notices, and how to sign up for notifications on the Public Notification Website, can be found at <https://lakepoint.gov> under Departments-Recorder.

Note- Any "For the Record" statements included in these minutes represent the individual Council Members who made them. They do not reflect official findings or the position of the city unless adopted by majority vote.


Note – These minutes may have been prepared using AI tools (ChatGPT and Otter.ai); all facts have been reviewed and verified.

Note- This meeting may have included public comment that was written and given to the City Recorder for the record. To find the complete record please visit lakepoint.gov Departments-Recorder-Downloaded Forms- Meeting Minutes.

**PASSED AND APPROVED** by the Council this 29 day of April, 2026

  
\_\_\_\_\_  
Chair

**ATTEST:**

  
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Jamie Olson, City Recorder