

Lake Point City Council Business Meeting Minutes

Date: Wednesday, August 12, 2026

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

Time: 6:00 PM

1. Opening Formalities

- A. Call to Order-6:00 pm
- B. Prayer- Ryan Zumwalt
- C. Pledge of Allegiance- Jonathan Garrard
- D. Presiding Officer- Kathleen VonHatten
- E. Attendance Roll Call-

Lake Point Council & Staff (C=Council)	Public	Public
Kathleen VonHatten (Chair)	Jonathan Garrard	
Kirk Pearson (Vice Chair) attended online until 6:49 pm left at 9:59 pm	Officer Dane Lerdahl (TCSO)	
Kirk Trimble (C.) arrived at 6:08 pm	Andrea Nelson	
Ryan Zumwalt (C.)	Ingrid Swensen	
Lori Chigbrow (C.)		
Jamie Olson (RCDR)		
Jay Springer (Attorney) left meeting at 10:02 pm		

2. Legal Training/Clarification

- A. None today

3. Staff Updates

- A. City Recorder Jamie Olson reported that the monthly permit and business license report would be presented at the next meeting. Olson suggested providing additional public education regarding the recently adopted parking ordinance through a Facebook post and emails to help residents become more familiar with the parking regulations. Kathleen directed staff to prepare the public education information.

4. Public Comment (3:18 recording)

- A. Motion-Ryan to open public comment. Kathleen 2nd
 - i) Vote was unanimously approved
- B. Jonathan Garrard (provided written and elaborated public comment to the Council-see notes on where to find public comment)
 - i) Garrard stated that he had submitted written comments regarding three items on the agenda: the proposed Site Plan Ordinance amendments, the RFQ (Request for Qualifications) for an on-call City Planner, and the proposed Procurement Code amendments. Garrard explained that his overall concern with the three items was whether the proposed changes were consistent with the principles established when Lake Point incorporated, including limited government, property rights, individual responsibility, free enterprise, transparency, and fiscal responsibility. He noted that many provisions in the City's original ordinances were intentionally adopted as safeguards and encouraged the Council to consider carefully whether proposed revisions strengthened or weakened those safeguards.

- ii) Regarding the Site Plan Ordinance, Garrard expressed concern that the revisions could increase professional requirements, subjective considerations, and government involvement in private development decisions. He specifically discussed proposed consideration of view corridors and cautioned against turning individual disputes or subjective preferences into citywide restrictions. He encouraged the City to establish objective standards, protect neighboring properties from measurable impacts, and apply the standards consistently.
 - iii) Regarding the proposed on-call City Planner, Garrard stated that he was not opposed to professional expertise but cautioned that professional recommendations and preferences should not become the City's governing philosophy. He expressed concern about the breadth of the proposed planner's responsibilities, including interpreting zoning regulations, identifying code deficiencies, drafting ordinances, participating in pre-application meetings, assisting with the General Plan, and training City officials. He encouraged the Council to narrowly define the scope of outside expertise, control costs, and retain policy decisions with elected representatives.
 - iv) Regarding the Procurement Code, Garrard expressed concern with increasing purchasing thresholds and reducing requirements for competitive quotes or prior Council approval. He stated that the existing procurement requirements were intentionally restrictive to protect taxpayer funds and emphasized that public votes, competitive bids, multiple reviews, and documented decisions provide important safeguards even when they make procurement less convenient. Garrard encouraged the Council to evaluate the proposed changes based on transparency, fiscal responsibility, accountability, and the City's original vision and values.
- C. Motion- Kathleen to close public comment. Lori 2nd
 - i) Motion passed unanimously
- 5. Approve the Minutes-(11:36 recording)**
 - A. 07.22.2026
 - B. Motion- Ryan to approve the minutes for 07.22.2026. Trimble 2nd
 - i) Motion passed 4 approved with 1 abstention
- 6. Reports/Presentations**
 - A. Tooele County Sheriff's Office (12:40 recording)
 - i) Sergeant Lerdahl reported that during July there were 94 calls for service in the Lake Point area, resulting in six arrests. Notable incidents included a resident charged with a misdemeanor related to animals attacking other animals, a DUI investigation on July 13, and execution of a warrant that resulted in additional drugs being seized. The Sheriff's Office issued 14 citations within Lake Point City and 39 total citations when including the highway.
 - ii) Kathleen asked about circumstances under which an animal involved in an attack may be required to be euthanized. Sergeant Lerdahl explained that such an action typically requires an order from a judge. The Sheriff's Office issues the citation, after which the matter proceeds through the court process and the County Attorney may request an appropriate order from the judge. He stated that such requests are generally not made unless there has been a second or third incident. Sergeant Lerdahl identified the area of the reported animal incident as Weston Way.
 - B. North Tooele Fire District
 - i) Tabled – North Tooele Fire District was not present
 - C. Quarterly Budget Report (14:40 recording)
 - i) City Recorder Jamie Olson presented the quarterly detailed budget report. Olson noted that the City was at the beginning of the fiscal year and therefore expenditure percentages were expected to be low. Olson reviewed overall expenditure percentages for the City's primary budget areas, including approximately 3.5% for City Council, 9.7% for the Recorder, 0.1% for Solid Waste, 6.3% for Planning and Zoning, 3.9% for Building Inspections, 0% for Public Safety and Streets, 2.2% for the Treasurer, and 0% for Emergency Services.
 - ii) Trimble suggested that future quarterly reports provide additional context by comparing the percentage of the budget expended with the percentage of the fiscal year completed. He

explained that this would help the Council evaluate whether departments were generally spending above or below their anticipated rate rather than viewing expenditure percentages without context. He also suggested noting known upcoming expenditures that could materially change the spending rate.

- iii) Olson agreed and explained that the reports are intended to be presented quarterly. At the end of each quarter, the Council could compare approximately 25%, 50%, 75%, and 100% of the fiscal year with the corresponding budget expenditures while also considering significant anticipated expenses. Olson agreed that this additional context would make the quarterly report more meaningful and would incorporate the approach into future reports. No additional suggestions or questions were raised.

7. Action/Business Items

A. Consider Adoption of Site Plan Ordinance Amendment recommended by the Commission (22:00 recording)

- i) The Council continued its review of the proposed Site Plan Review Standards and Procedures ordinance, including revisions previously discussed by the Planning Commission and Council and comments submitted by Council members and staff.
- ii) The Council first addressed the designation of the land use authority and appeal authority. Attorney Jay Springer reviewed the two alternatives previously presented. Under one option, the Planning Commission would serve as the land use authority and the City Council as the appeal authority. Under the other, the City Council would remain the land use authority, with appeals heard by an independent outside appeal authority. Springer explained the advantages and concerns associated with each structure, including the distinction between the Council's legislative role in adopting land use regulations and its administrative role when applying those regulations to individual applications.
- iii) Ryan and Lori favored retaining the City Council as the land use authority, emphasizing accountability to residents, the value of elected officials remaining involved in significant development decisions, and the additional opportunity for review and discussion after Planning Commission consideration. Trimble and Pearson favored the Planning Commission serving as the land use authority, expressing concern with the Council both adopting and interpreting land use regulations and noting the value of separating those responsibilities. Kathleen stated that she had initially favored the Planning Commission but, after considering the discussion, favored retaining the City Council as the land use authority so that elected officials remained accountable for those decisions.
- iv) The Council agreed that, regardless of which body served as the land use authority, an independent outside appeal authority should hear appeals. Following an informal poll, the Council determined that the City Council would remain the land use authority, with the Development Review Team and Planning Commission providing recommendations, and directed that the ordinance be revised accordingly. The Council further agreed that the City Council would not serve as an alternative appeal authority and that language establishing the outside appeal authority should be added.
- v) The Council reviewed the ordinance section by section and agreed to several additional revisions and clarifications. References to conditional uses were removed because the City does not currently provide for conditional uses and the references could create confusion. The Council also agreed to revise language regarding coordination of the Development Review Team and clarified that the ordinance should distinguish between members required for every review and technical experts, utility providers, governmental entities, and others who may participate when applicable to a particular project.
- vi) The Council discussed requirements that may be waived during Development Review Team review, particularly traffic and geotechnical studies. Kathleen emphasized that when a required study is waived, the City should retain written documentation explaining why the waiver was appropriate. Attorney Springer recommended clarifying that the responsible Development Review Team member may waive requirements within that member's area of responsibility and that the determination and justification be documented in writing. The Council supported revising the language to ensure that waivers and their justification are

documented and that individual Development Review Team members do not make determinations outside their assigned areas of responsibility.

- vii) The Council clarified that although the ordinance exempts single-family, two-family, twin-home, and accessory dwelling unit development, multifamily development remains subject to site plan review. Attorney Springer advised that the existing scope was sufficient to accomplish that purpose. The Council also directed that later references to the Planning Commission or City Council be reviewed and corrected as necessary to remain consistent with the Council's decision regarding the land use and appeal authorities.
 - viii) The Council discussed the expiration and extension of an approved site plan. The proposed ordinance provided a one-year approval period and allowed a six-month extension. Concern was raised that the language could permit repeated administrative extensions indefinitely, allowing an approved site plan to remain vested while surrounding conditions or City regulations changed. Attorney Springer explained the importance of establishing a reasonable expiration period and documenting extensions. Following discussion, the Council agreed that the zoning administrator may approve two six-month extensions, after which any additional extension must return to the land use authority. The Council also confirmed that requests and approvals for extensions should be documented in writing.
 - ix) The Council then reviewed the provisions distinguishing minor and major modifications to an approved site plan. Lori questioned whether multiple minor modifications could cumulatively alter a sufficiently large portion of a project that they should be considered a major modification. The Council considered using a percentage or numerical threshold but determined that the proposed definitions already provided protections by defining a minor modification as a limited, non-substantive adjustment that preserves the intent and character of the approved site plan and identifying specific changes that automatically constitute major modifications. The Council therefore agreed not to restore a percentage threshold.
 - x) Parking received additional discussion because the City's commercial regulations do not establish a specific number of parking spaces required for each type of commercial use. The Council discussed the distinction between parking required by ordinance and parking represented and approved as part of an individual site plan. The Council agreed to revise the minor-modification provision so that parking could not be reduced below the amount approved on the original site plan, even where the City Code does not establish a numerical parking requirement. The Council also identified commercial parking standards as an item for future land use review.
 - xi) Attorney Springer stated that cross-references and numbering would be reviewed before finalization to ensure that amendments made during the review did not result in incorrect references. The Council confirmed that the ordinance title should read Site Plan Review for Non-Residential Standards and Procedures.
 - xii) Motion- Kathleen motioned to approve the Site Plan Review for Non-Residential Standards and Procedures changes as amended tonight, and giving staff approval to change clerical errors. Lori 2nd
 - 1) Roll Call Vote-[Trimble-Yea] [Ryan-Yea] [Lori-Yea] [Kathleen-Yea] [Pearson-Yea]
 - (a) Motion passed unanimously
- B. Consider Procurement ordinance amendment (2:18:36 recording)
- i) The Council began its review of the proposed Procurement Ordinance Amendment. Attorney Springer explained that the purchasing thresholds included in the working draft were based on limited prior Council feedback and were intended to be adjusted by the Council. Ryan clarified that purchases made under the ordinance would still need to be within the City's adopted budget and noted that the Council approves those expenditures through the public budget process.
 - ii) At the Council's invitation, resident Ingrid Swenson provided information based on her experience working in government finance. Swenson encouraged the Council to maintain conservative purchasing thresholds and sufficient elected-official oversight. She discussed

- circumstances she had observed where purchases were divided into smaller transactions to avoid procurement thresholds and supported the proposed prohibition against splitting purchases. She also discussed quote requirements, documenting circumstances where the required number of quotes cannot reasonably be obtained, and the use of state contracts.
- iii) The Council extensively discussed the appropriate procurement thresholds and the balance between administrative efficiency and safeguards over taxpayer funds. Trimble emphasized that spending public funds should require appropriate diligence and oversight, while Ryan cautioned against setting thresholds so low that routine, budgeted administrative purchases are unnecessarily delayed until a Council meeting. The Council discussed examples including computers and road repairs and considered how the City's limited administrative structure differs from municipalities with a mayor or city manager handling routine purchasing decisions.
 - iv) The Council agreed to set the small-purchase threshold at \$5,000. For purchases above that amount, the Council discussed requiring documented price inquiries and procurement-officer approval while still allowing appropriately budgeted purchases to proceed without unnecessary delay. The Council further agreed to set the upper limit of the large-purchase category at \$30,000, with purchases over \$30,000 falling within the formal competitive-solicitation requirements.
 - v) The Council discussed transparency for purchases made without prior Council approval and agreed that purchases within the large-purchase category should be specifically identified and reported at a subsequent City Council meeting rather than appearing only within a general financial report. Attorney Springer noted that this would provide an additional public accountability measure while retaining administrative flexibility for budgeted expenditures.
 - vi) The Council also discussed circumstances where multiple quotes cannot reasonably be obtained. Attorney Springer noted that the ordinance already contains provisions addressing sole-source procurement and circumstances in which a second quote cannot be obtained after reasonable efforts. The Council discussed documenting efforts to obtain quotes and retaining flexibility when only one or two qualified vendors are available.
 - vii) Attorney Springer clarified that procurement thresholds apply to the overall procurement, including related transactions and recurring services, rather than allowing transactions to be divided to remain below a threshold. The Council discussed recurring professional services and subscriptions as examples and confirmed the importance of retaining language prohibiting the splitting of related purchases to avoid procurement requirements.
 - viii) Lori presented several additional topics for consideration, including bid protests, vendor suspension or disbarment, procurement records retention, contract requirements, vendor performance evaluations, procurement ethics, and communications with vendors during an active solicitation. Attorney Springer advised that several of these matters are already governed by state law or are more appropriately addressed in individual solicitation documents, contracts, or a City procurement Standard Operating Procedure (SOP) rather than placing extensive procedural requirements in the ordinance. The Council identified vendor performance evaluations and procurement protest procedures as items to retain for development of the procurement SOP.
 - ix) The Council agreed to add a general statement to the ordinance's purpose addressing procurement principles, including fairness, open competition, transparency, fiscal responsibility, public confidence, best value for taxpayers, and recognition of the operational needs of a small municipality.
 - x) (3:21:13 recording) The Council reviewed the definition of substantial contract and discussed language considering the total or aggregate value of related transactions and the percentage of a person's or business's revenues, income, wages, or related compensation represented by a City contract. Attorney Springer explained that the substantial-contract definition is principally used in the ordinance's conflict-of-interest provisions and is intended to provide safeguards when the City contracts with businesses connected to City officials or their immediate family members. The Council determined that the existing definition sufficiently addressed related transactions and agreed to retain the provision.

- xi) Lori proposed adding broader ethical standards and restrictions on communications with vendors during active procurements. Attorney Springer explained that much of the proposed ethical language is already governed by state law and cautioned that restating those requirements locally could create conflicts or inconsistencies. He recommended addressing expectations, training, and vendor-communication procedures through the procurement SOP. The Council agreed that these concepts were more appropriately addressed administratively rather than adding the proposed detailed language to the ordinance.
 - xii) The Council extensively discussed the ordinance's conflict-of-interest provisions, particularly the prohibition applicable when a City employee, Council member, Planning Commission member, or immediate family member is employed by a business entering into a substantial contract with the City. Lori expressed concern that the provision was overly broad when an immediate family member was merely a rank-and-file employee without ownership, management, or decision-making authority. Other Council members discussed concerns regarding smaller businesses, the potential for actual or perceived influence, and the importance of maintaining safeguards against the appearance of conflicts. Attorney Springer explained that the ordinance contains a process through which an otherwise restricted contract may proceed when appropriate safeguards are followed, including disclosure, recusal, an authorized procurement process, and written Council action. Following discussion, the Council agreed to retain the employment language as drafted.
 - xiii) The Council considered whether the term "waiver" should be replaced because it could be misunderstood as allowing the City to waive state ethics requirements. Attorney Springer clarified that the provision only allows the City to waive the specific local restriction created by the ordinance and does not waive any requirement imposed by state law. Following discussion, the Council agreed to leave the waiver language unchanged.
 - xiv) The Council agreed to revise the provision governing an otherwise restricted contract so that the contract may be awarded through a competitive solicitation or another procurement method expressly authorized by the chapter, thereby recognizing authorized methods such as sole-source or other permitted procurements.
 - xv) The Council also reviewed the requirement that such a contract provide the "best value" to the City. Attorney Springer explained that "best value" could be interpreted as referring primarily to monetary considerations when other factors may legitimately support the award. The Council agreed to revise the language to state that the contract "is in the best interests of the City." The written resolution approving such a contract would document the findings and circumstances supporting the award.
 - xvi) The Council reviewed additional provisions concerning the general procurement authority and the Council Chair's role. Lori suggested distinguishing between the Chair's legislative and administrative roles. Attorney Springer advised that the additional language would make the provision more complicated without creating a meaningful distinction, and the Council agreed to leave the provision unchanged.
 - xvii) Due to the length of the meeting and the amount of the Procurement Ordinance remaining for review, Trimble moved to table the current action item and the remaining action items and proceed directly to Council Updates.
 - xviii) Motion- Kirk Trimble motioned to table the current action item and remaining action items, and move straight to Council Updates. Pearson 2nd (3:52:37 recording)
 - 1) Motion failed
 - xix) Motion- Trimble to table the current action item and Action Item 8.C and move to Action Item 8.D. Lori 2nd
 - 1) Motion passed unanimously
 - xx) Kathleen directed that the changes already agreed upon during the Procurement Ordinance review be incorporated into the working draft before the ordinance is returned to the Council for further consideration.
- C. Consider a Request for Qualification for a City Planner
- i) tabled

- D. Consider road repairs for Rock Hollow out for bid (3:55:28 recording)
- i) Kathleen reported two areas of significant road settlement on Rock Hollow. She explained that the pavement had not yet broken but had developed substantial depressions, approximately 24 to 36 inches in depth, creating a concern for further deterioration and a potential safety hazard. The affected areas were new locations but were near areas where similar problems had previously occurred.
 - ii) Kathleen explained that this type of repair is not included within the City's road Interlocal Agreement with Tooele County. She had contacted Lake Point Improvement District (LPID) to determine whether the settlement could again be associated with utility laterals, as had occurred with previous road problems in the area. She noted that in previous situations the City had been successful in obtaining assistance with repair costs from other responsible entities.
 - iii) Kathleen will obtain bids so that the City would have an actual repair cost to provide to LPID and others when discussing possible cost sharing. Kathleen agreed that this had been the City's approach with previous repairs and stated that, regardless of whether another entity ultimately contributed to the expense, the road needed to be repaired.
 - iv) Motion- Ryan to approve seeking bids on the Rock Hollow repairs. Lori 2nd
 - 1) Roll Call Vote-[Trimble-Yea] [Ryan-Yea] [Lori-Yea] [Kathleen-Yea] [Pearson-Yea]
 - (a) Motion passed unanimously

8. Council Updates (3:58:15 recording)

- A. Committee Updates
 - i) No updates
- B. Kirk Pearson
 - i) No updates had left the meeting
- C. Lori Chigbrow
 - i) No updates
- D. Kathleen VonHatten
 - i) Community Well-Being Survey/Grant: Kathleen reported that she had distributed information regarding the community well-being survey and a related \$2,500 grant opportunity. The Council supported inviting representatives to a future meeting to present the survey results.
 - ii) ET Canal: Attorney Springer reported that the engineering and construction costs associated with piping the ET Canal were substantially higher than anticipated and would represent approximately 20 years of projected maintenance costs before realizing savings. Based on the estimates received, piping the canal does not appear financially feasible at this time.
 - iii) Tooele County Trails: Attorney Springer reported that Tooele County had reviewed the ownership of the trails previously discussed with the City and confirmed its intent to retain them. Kathleen stated that she would meet with the County regarding the existing issues and communication with affected residents. The City requested written information that could be provided to residents clarifying that the trails are under the County and that concerns should be directed to Tooele County.
 - iv) UDOT Property: Kathleen discussed contacting UDOT regarding the property across from the City meeting location that UDOT is no longer using. She suggested exploring whether the property could potentially be utilized by the City, including as a future park-and-ride location in anticipation of continued growth and possible future transit needs.
 - v) Growth Summit/Regional Sewer: Kathleen reported on the recent Tooele Valley Growth Summit and stated that additional summits are anticipated quarterly, with future discussions expected to address topics such as housing, water, and transportation. She also reported ongoing efforts to bring area sewer providers together to discuss the feasibility of a regional wastewater facility to accommodate future valley growth.
 - vi) Saddleback Trail Grant: Kathleen reported that the City's Saddleback trail grant application had been recommended to UDOT for final consideration. Due to an engineering-cost correction, the City's anticipated match would increase by approximately \$3,000. The grant

is expected to be considered in September, and the matter may need to return to the Council for budget consideration if awarded.

- vii) Waste Billing Manager: Kathleen requested that the Waste Billing Manager position be placed on the next agenda because the existing sunset provision was approaching. She noted that additional work remained on the related SOPs and that the Council should review the position and determine how to proceed.
- viii) City Website: Kathleen reported that increased legitimate traffic to the City's website had exceeded its existing bandwidth and caused the website to go down. The service had been upgraded to accommodate the increased traffic. The Council briefly discussed the associated cost, approximately \$1,323 annually, and confirmed that funding was available within the website budget.
- ix) 1200 East Right-of-Way: Kathleen reported receiving an estimated cost of approximately \$4,000 to remove concrete and other debris from the City right-of-way on 1200 East while contractors were already mobilized nearby. The Council discussed disposal requirements, the possibility of completing the work with available equipment, and whether the quoted amount was reasonable. Council members indicated support to continue evaluating alternatives and proceeding with the most reasonable option.
- x) America 250: Kathleen discussed displaying the City's America 250 banner and continuing distribution of promotional materials. She also reported that the State had recognized Lake Point's America 250 mural on the State website and had been complimentary of the project during a statewide call.

E. Kirk Trimble

- i) No updates

F. Ryan Zumwalt

- i) Regional Sewer: Ryan encouraged the City to carefully consider governance and cost controls if discussions regarding a regional sewer facility move forward. Kathleen clarified that the concept currently being discussed would allow the individual districts to remain in place and retain control over their respective systems.

9. Public Comment (4:19:00 recording)

A. Motion- Kathleen to open public comment. Lori 2nd

- i) Motion passed unanimously

B. Jonathan Garrard

- i) Garrard asked whether the Site Plan Ordinance Amendment had been approved after he temporarily left the meeting and then offered additional comments regarding the Council's earlier discussion of the land use and appeal authorities. He reiterated his preference that the Council focus on establishing clear land use regulations and then allow another body to apply those regulations. He expressed concern that using an outside appeal authority could create additional expense for an applicant and reduce the opportunity for the Council to evaluate whether its adopted regulations are working as intended. Garrard acknowledged the difficulty of anticipating every circumstance when drafting regulations but encouraged the Council to focus prospectively on establishing clear rules rather than attempting to address every possible situation during individual application reviews.

C. Motion- Kathleen to close public comment. Lori 2nd

- i) Motion passed unanimously

10. Closed Session- if needed for purposes listed under Utah Code 52-4-205

A. Not needed

11. Adjournment- 10:21 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.

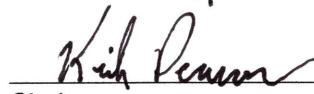
Note- Additional information concerning meetings including but not limited to agendas, minutes, recordings, written/typed public comment, other distributed materials, ordinances, resolutions, public notices, and how to sign up for notifications on the Public Notification Website, can be found at <https://lakepoint.gov> 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 9th day of Sept, 2026


Chair

ATTEST:


Jamie Olson, City Recorder