

Interlaken Town Council Regular Meeting Minutes
Monday, 13 January 2020, 6:05 PM – 7:40 PM
Town Pump House, 236 Luzern Rd., Midway, UT

1. Call to Order.

Mayor Greg Harrigan called the meeting to order at 6:05pm.

2. Roll Call – Members Present:

Greg Harrigan, Mayor
Chuck O’Nan, Council Member
Marge Bowen, Council Member
Justin Hibbard, Council Member
Sue O’Nan, Council Member

Susanna Littel, Planning Commission member arrived later
Bart Smith, Town Clerk was present

3. Presentations: None.

4. Public Comment: None.

5. Consent Agenda: None.

6. Approval of Agenda or Changes.

The agenda was amended to include a discussion of Justin Hibbard’s proposal to start a town newsletter. It was recommended that this item be added to item 19, Other Business.

Motion: Council Member Bowen moved to approve the amended agenda, adding the proposed newsletter issue to agenda item 19.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion

Vote: The motion was approved with the Council Members unanimously voting Aye.

7. Approval of 11/04/19 Council Regular Meeting Minutes.

Motion: Council Member Chuck O’Nan moved to approve the 11/04/19 Council Meeting minutes.

Second: Council Member Bowen seconded the motion.

Discussion: no discussion

Vote: The motion was approved with the Council Members unanimously voting Aye.

8. Approval of 12/17/19 Council Regular Meeting Minutes.

Motion: Council Member Hibbard moved to approve the 12/17/19 Council Meeting minutes.

Second: Council Member Bowen seconded the motion.

Discussion: no discussion

Vote: The motion was approved with the Council Members unanimously voting Aye.

9. Town Council 2020 Meeting Schedule Revision.

Due to conflicts in February, the council meeting will be rescheduled. Smith will coordinate with council members and publish the revised date on the website.

10. State Reporting Update and Approvals.

The annual FY 2019 state financial report was submitted to the state auditor's office prior to the January 1, 2020 deadline by Jeff Stockman. Mayor Harrigan signed the financial certification document (see attachment). The state notified the town that we were delinquent in submitting the "Agreed Upon Procedures Report." The town has never heard of and was never required to submit this report in the past. We had no warning from the state but were notified only of our delinquency after the deadline. Jeff Stockman is looking for a CPA office familiar with this type of report and will try to find a cost-effective solution to this issue.

11. FY2020 Water Billing Discussion

The council discussed available options for online bill pay to be employed in this year's annual water billing. Zion Bank offers an online solution, but it would require us to enter individual invoices for all 184 Interlaken lots into their system. This would be an extraordinary effort in redundancy and place a middleman between the town's accounting and water users. It was decided not to use this service, but to continue to explore other options, like Venmo.

12. Signs Update

Justin Hibbard has been researching new signage in the town to address safety on our roadways as well as opportunities to post notices and warnings. It was decided to start with warning signs on the top of Bern Way, one in each direction, signs on the Bern Way cutoff road with the narrow shoulder and steep drop-off, and removable signs posting no fireworks and no hunting in Interlaken. There are two sources to look at: local Signarama and roadtrafficsigns.com. The council will revisit this issue in the spring.

13. Epic – TO File Transfer and Invoicing

Smith noted that Epic has given its sharefile access to TO to help with transferring our building permit processing to TO. Smith presented a summary of current Epic billing issues (see attachment). The council agreed to go ahead and pay Epic for invoices as proposed by Smith.

14. Guardrails - Accident Report Status

Smith received the Wasatch County Sheriff Offices report for the October 14, 2019 accident at the top of Bern Way. In this accident, a pickup truck collided with the guardrail protecting the corner of Bern Way (see attached report). Smith is working with the town's insurance agent, ULGT, to seek compensation for the damage done to the guardrail. There are currently two jersey barriers installed in the affected area, providing a safety barrier between the roadway and the steep dropoff.

15. Water System and Road Improvement Grants Status

Marge Bowen reported that we won't hear back from the state regarding grant approval until June 2020, and wouldn't receive funds until December 2020, very late in the year. Smith suggested that we investigate whether we are allowed to spend the money after approval, and prior to receipt of the funds. Marge will find out. Smith will track down the persons at the water board and notify them that although the town is not compliance, it is actively working towards getting funding and satisfying the state requirements.

16. Zenger – BHR Interlaken RMA Status

Nothing new to report. Smith will find out where we are in our negotiations with our counsel, Bywater.

17. Planning Commission – Epic Report and Building Status, Howard Water Meter

Susanna Littel reported on the activities of the planning commission from their 12-16-19 meeting and updated the council on current building activities.

The planning commission is currently rewriting language in our building code. The main issues being addressed include: increasing unpermitted landscaping activity from 100 sq ft to 400 sq ft, addressing bank cuts in excess of 4 feet, as well as accessory buildings smaller than 200 sq ft with large overhangs that have fallen under the minimum sq footage required for a permit. They hope to finish the language in their January meeting.

Smith will instruct the bookkeeper to refund deposits for Frank and the McNaughton remodel. Both projects have been issued COs. Smith also noted that the Gladwins were mistakenly issued two checks for a refund of deposits. Smith instructed Gladwin to return the duplicate check.

Here is a summary of current building and permitting issues:

- Barton Remodel – Epic will issue the permit once the inspection fees are paid in full. TO will do the inspections. Smith will contact Barton to clarify the fees he owes the town. The current Epic invoice #20112808 includes a \$575 fee which could be charges for inspection. Coordination between Epic and TO will be part of this transition.
- Parsons New Build – The PC held an emergency meeting to address comments on their design. Susanna recommended a conditional approval pending resolution of comments on plan. Harrigan recommended we wait for a conditional approval until revised drawings are available. Susanna will review the changes at the next PC meeting and give the council an update. The Parsons permit is under TO Engineering. Plan review and inspection fees have been paid in advance.
- Wilcox New Build – the damage to the driveway across the street has been repaired by Eckles. Smith will bill Wilcox for the repair.
- Smith will meet with TO to discuss their inspection fees compared to Epic and chart a path towards bringing permits over to TO.

18. Previous Action Items and Updates. No updates.

19. Other Business – Town Newsletter.

Justin Hibbard presented a draft of the first town newsletter. It had the following sections.

- Photo contest
- Article about our local mountain lions
- Advertising section for local services, revenue for town
- Citizen in spotlight – SuperDave
- Answers to common questions
- Words of inspiration
- Announcements and events
- Interlaken Town Council corner

The council discussed how the newsletter would be distributed and agreed the best approach would be to post it on the website and email a link to all Interlaken lot owners. Marge Bowen suggested we include a list of volunteer resources.

20. Council Comments. None

21. Adjournment

Council Member Sue O’Nan moved to adjourn the meeting. Council Member Chuck O’Nan seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:40 PM.

The next Town Council meeting will be rescheduled for a February date, and will be held at the Town Pump House, 236 Luzern Rd.