

**Interlaken Town Council Regular Meeting Minutes**  
**Wednesday, 01 April 2020, 6:06 PM – 8:36 PM**  
**Meeting Conducted Remotely with Zoom Video Conferencing Software**  
<https://us04web.zoom.us/j/140964567>  
Meeting ID: 140 964 567

**1. Call to Order.**

Mayor Greg Harrigan called the meeting to order at 6:06pm.

**2. Roll Call – Members Present via Remote Conferencing:**

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

Susanna Littel, Planning Commission was present  
Bart Smith, Town Clerk was present

**3. Presentations:** None.

**4. Public Comment,** presented via remote conferencing:

Beth Ann Schneider, 336 Interlaken: Beth noted that more dog walkers have been leaving their dog waste bags in the road and would like the town to be alerted. Harrigan suggested a notice be placed in the town newsletter. Justin agreed and noted that the newsletter will be ready in 1-2 weeks.

Ed Little, 460 Eiger: Ed sent the town an email noting that there is a dip in the asphalt at the end of his driveway, and that it interferes with SuperDave’s plowing. Harrigan will look at it and possibly put it on the list of repairs for Eckles.

Tracy Henry, 328 Bern: Tracy commented that she would like to have more meetings available online, since she cannot attend in person.

Kathy and Chas. Felt, 370 Luzern: The Felts would also appreciate the opportunity to attend via online.

Tasha Lingos, 311 Interlaken: Tasha noted that the road cracks are worst at the end of Interlaken.

**5. Consent Agenda:** None.

**6. Approval of Agenda or Changes**

**Motion:** Council Member Sue O’Nan moved to approve the agenda.

**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 03/02/2020 Council Regular Meeting Minutes**

**Motion:** Council Member Bowen moved to approve the 3/2/20 Council Meeting minutes.

**Second:** Council Member Sue O’Nan seconded the motion.

**Discussion:** no discussion

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

## **8. Approval for Town Clerk Hourly Wage Increase**

The council discussed a pay raise for Clerk Smith from his current \$28 per hour to \$31 per hour, considering the quality of his work and the increased responsibilities for addressing the town's ongoing projects - state reporting, management of records, communication, and other expanding duties.

**Motion:** Council Member Sue O'Nan moved to approve an increase in pay to \$31 per hour for Town Clerk Smith.

**Second:** Council Member Hibbard seconded the motion.

**Discussion:** no discussion

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

## **9. Agree Upon Procedures Report – State Requirements and Status**

Smith summarized the requirements of the state mandated AUP report and gave a status summary. There are 13 items on the list for AUP Engagements (see attachment). Many of these items have already been completed by Kristine Olsen and Clerk Smith. Item number 1 on the list, the Large Financial Survey, must be completed by our CPA, Jeff Stockman. The financial reports, budgets, bank statements, and council meeting minutes are complete. The council, planning commission, and board of adjustment have all completed training on the open and public meetings act. Clerk Smith will complete the state required GRAMA training this month. The items related to GRAMA record management will be addressed later in this meeting through proposed Resolution No. 2020-04-01A, Establishing GRAMA Procedures and Fees.

## **10. Open and Public Meetings Act Training**

Mayor Harrigan reminded the council that are each required to complete OPMA training annually. ULCT forwarded a link for online training that meets this requirement, as well as a slideshow. The council has all completed the training. Harrigan noted that the requirements for a digital meeting include establishing an "anchor" location open to the public. Because of the health and safety threat associated with public gatherings, from COVID-19, such a location could not be provided. The current meeting format with remote connections at individual participant's sites will remain in place until these health issues are properly addressed.

## **11. FY2019 Quarterly Financial Statements Review**

Smith had previously sent out copies of FY2019 quarterly Revenue and Expense reports and Balance Sheets. The council confirmed they had reviewed these documents and had no further comments. See attached report.

## **12. Resolution No. 2020-04-01A Establishing GRAMA Procedures and Fees**

Smith presented a draft resolution that establishes GRAMA procedures and fees. This resolution replaces Resolution No. 2018-10-10A with a thorough description of procedures and fees in line with other municipalities, and in compliance with state law. See the attached resolution.

**Motion:** Council Member Sue O'Nan moved to approve Resolution No. 2020-04-01A.

**Second:** Council Member Bowen seconded the motion.

**Discussion:** no discussion

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

### 13. FY2021 Budget Discussion

Clerk Smith presented a draft of the FY2021 Interlaken Town budget for discussion. See the attachments for a copy of the budget and the supporting documents. The presentation included these important points as described in the attachments:

- **FY2021 Summary of Changes from FY2020**  
The attached table outlines the significant changes to FY2021 along with justifications.
- **Water Meter Upgrades – Cost Estimates for Replacements and Upgrade to Digital System**  
There is a cost analysis in the attachments for upgrading our water metering system to allow for digital readings, taken either walking by the meter or driving by.
- **Digital Meter Upgrade Purchase Plan Options**  
Three financing plans outline the costs over a 3-year upgrade term. The council was interested in pursuing this capability and would like more information regarding the system. Budgeting for this upgrade will depend on overall investment levels in the water system over time and securing grant funding for the required pump house generator.
- **Amended FY2021 Water Overage Rate proposal**  
Smith presented a rate change for water overage for FY2021 (see attachment). The proposed rates are less punitive than the current rates, which place excessive burden on lot owners with undetected leaks, and other issues that arise from our once-a-year meter reading regiment.
- **Utah Broadband Commercial Rates**  
Smith received a rate sheet from Utah Broadband for adding internet service to the pump house (see attachment). For 30Mbps Commercial Service, the fee is \$399 per month and for 60Mbps it is \$499 per month. This expense is excessive for our town. Smith will look into what CenturyLink has to offer and report back to the council.
- **FY2021 Draft Interlaken Town Budget**  
The draft FY2021 budget is attached to these minutes.

The council will continue to review the proposed budget and discuss it further at the May town council meeting.

### 14. Resolution No. 2020-04B Amending the Fee Resolution

Smith presented a draft resolution to increase our water connection fee from \$200 to \$500. This fee increase will address the real costs associated with installing new iPerl meters with digital readout capability. The actual meter installation costs are \$498 (see attached cost sheet and draft resolution) per meter.

**Motion:** Council Member Sue O’Nan moved to approve Resolution No. 2020-04-01B “Amending the Fee Resolution.”

**Second:** Council Member Bowen seconded the motion.

**Discussion:** no discussion

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

## 15. FY2020 Water Billing Status, Water Leak Forgiveness Program

Smith presented the latest accounts receivable report for the FY2020 water billing (see Apr-01-20 Report in attachments).

As of 4/1/2020, the town has received \$132,173 in payments, with outstanding accounts receivable of \$53,551. The council discussed the impact of COVID-19 on the public and made a resolution to suspend late fees until July 1, 2020.

**Motion:** Council Member Bowen moved to waive late fees for past due water payments until July 1, 2020.

**Second:** Council Member Hibbard seconded the motion.

**Discussion:** no discussion

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

The council discussed applications for water forgiveness from Oliver, lot 014 and Schmutz, lot 155. Both applicants reported undetected leaks and had them repaired soon after detection. The council agreed upon a reduced overage rate of \$3.75 per 1000 gallons for both applicants.

**Motion:** Council Member Hibbard moved to approve an adjustment in the overage rate for Oliver and Schmutz to \$3.75 per 1000 gallons.

**Second:** Council Member Chuck O’Nan seconded the motion.

**Discussion:** no discussion

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

## 16. Guardrail Repair Status

Clerk Smith has located a contractor, Travis Browser, who is willing to do the guardrail work. Our contact - Alyssa at Geico Insurance – the policy holder for the driver involved in the accident, is holding the claim until we can get an estimate.

## 17. Road and Shoulder Repair Status

Greg is meeting with Neal Bowlan tomorrow to bid on shoulder work. Chuck has met with Eckles and should get an estimate soon for asphalt repair. He will look at the damage at the bottom of Ed Little’s driveway as well. Eckles cannot start work until May. Chuck also noted that Rich Miller wanted to contract with Eckles while they were in town, for repairs by his home.

## 18. Signage Update

Chuck presented a bid from Signarama for \$1519.45 to perform the requested signage work (see attachment). The council discussed and decided to approve the work.

**Motion:** Council Member Sue O’Nan moved to approve the expense for signage work by Signarama as per the \$1519.45 bid.

**Second:** Council Member Hibbard seconded the motion.

**Discussion:** no discussion

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

## 19. Water System and Road Improvement Grants Status

Marge reported that the town should be getting a partial refund of our grant benefit cost analysis from the state soon. The BCA cost the town \$5800, minus \$1450, results in reimbursement of \$4350. Vie Consultants, our grant writer, has already received their payment in full of \$8000, including the BCA \$5800.

## 20. Planning Commission – Report and Building Status, Code Revisions, Felt Variance Application

Susanna reviewed the process for transferring building applications from Epic to TO. First, Clerk Smith contacts Epic to get current balance information for the project, then he contacts TO to get a price for any remaining inspections or reviews, and if the applicant has sufficient funds in their account, Smith directs TO to proceed. If funds are insufficient, the billing is reviewed, and the discrepancy would be collected from the applicant, unless adjustments are made, with council approval. Note that so far, all applicants' balances have been sufficient to complete their projects.

The current building permit summary is presented below. For more details, view the attached Planning Commission report.

- Daines new construction – replaced their outdoor lighting with compliant fixtures. They were notified that rocks and mud on road must be cleaned up.
- Howard new construction – currently active.
- Wilcox new construction – the dumpster has been overfilled; debris is being blown around. Susanna will notify them.
- Penman remodel – in process of getting their final inspection.
- Eckstrom excavation – still some debris on site.
- Barton addition – inspection fees have been finalized with TO. The town is waiting for payment before proceeding.
- Parson new construction – they submitted Geotech survey and details about the retaining wall. As proposed, the wall would extend into the town's ROW. The town will require them to sign an encroachment agreement that ensures the town has the right to maintain control of the ROW, and require, if necessary, that the lot owner restore the ROW to its current condition. Clerk Smith will research and get the agreement together, with review from our attorney. The Planning Commission recommends conditional approval pending TO approval of the wall. Chuck O'Nan suggested we wait until the wall issue is resolved, and the council agreed. The approval request was denied.
- Susanna and the council discussed an issue brought up by a perspective buyer for a property on Edelweiss. They would like clarification on a determination that two adjacent connected buildings may be considered a single "dwelling unit." By the town's code, only one dwelling unit is allowed on a lot. However, there is some uncertainty in the code regarding the definition of a dwelling unit, with regard to how two adjacent buildings may be "connected" to create a single unit. This issue is relevant in the case of connecting a garage to the main dwelling in such a way that our code allows the garage to be used as a living space. Harrigan noted that the two buildings would have to share one connection to the water system and sewer system. Susanna will look into what other towns do. Smith will review the original Sheldon application, which attempted to combine two buildings into one.
- Felt variance request – requesting a 5-foot variance because of historical changes to their lot line. After review and a recommendation by Rich Miller, the town's board of adjustment, the council is recommending the Felt's pursue a lot line adjustment with their neighbor, rather than a variance request. Smith will provide the Felts with recommendations and examples of how to proceed with a lot line adjustment.
- Code Revisions – PC has been understaffed, hoping to complete revisions soon.

## **21. Previous Action Items and Updates**

- Midco Tank Cleaning – Water masters are scheduling for this spring-summer. Cost estimate is \$2,798 with full report and DVD. See attached Estimate.
- Wilcox road damage repair – repair work was completed and paid for by the contractor.
- State Park Lease – our lease runs until 22-May-23. See attached email. The council will begin action to renew the lease next year.
- 2015 Guardrail report by Jack Brauer – it can't be found. Brauer was contacted and didn't have a copy.

## **22. Other Business**

Clerk Smith requested clarification when his hourly wage increase would start. Harrigan stated it would be effective starting tomorrow, April 2, 2020.

Harrigan will investigate the washout repair for the Giaque's driveway below Luzern.

## **23. Council Comments**

Harrigan noted that he has gotten complaints from Midway residents regarding headlights in their windows coming from Interlaken. No action recommended.

## **24. Adjournment**

Council Member Hibbard moved to adjourn the meeting. Council Member Bowen seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:36 PM.

The next Town Council meeting is scheduled for Tuesday, May 19 at 6:30 pm. Depending on health and safety issues due to the COVID-19 virus, the meeting may be held as an online video conference, instead of the usual pump house location.