

**Interlaken Town FY2025 Budget Hearing Agenda**  
**Wednesday, 29 May 2024, 6:00 PM – 6:30 PM**  
**Meeting Conducted Remotely with Zoom Video Conferencing Software**

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QlJNT3loV3J4Nm83TFJObGVzUE1ldz09>

- 1. Call to Order**
- 2. Roll Call**
- 3. Presentations:** Tentative FY2025 Interlaken Budget
- 4. Public Comment:** Comments will be taken by the Town Council on the proposed FY2025 Budget. Comments are limited to four minutes per speaker. The Council may or may not respond to non-agenda issues brought up under public comment. Those wishing to comment should stand, state their full name and address, whom they represent, and the subject matter to be addressed. Total time allocated to public comments will be no more than twenty minutes.
- 5. Council Comments**
- 6. Adjournment**

**Interlaken Town FY2025 Budget Hearing Agenda**  
**Wednesday, 29 May 2024, 6:06 PM – 6:14 PM**  
**Meeting Conducted Remotely with Zoom Video Conferencing Software**  
**A public onsite location was provided at 347 Luzern Rd. Midway**

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QJNT3loV3J4Nm83TFJOdGV5UE1ldz09>

**1. Call to Order** - Mayor Harrigan called the meeting to order at 6:06 pm

**2. Roll Call**

Greg Harrigan, Mayor

Sue O’Nan, Council Member and Treasurer

Erin Merryweather, Council Member

Jill Jacobson, Council Member

Timm Dixon, Council Member, was absent

**3. Presentations:** Tentative FY2025 Interlaken Budget

Town administrator Smith presented the proposed FY2025 budget which was passed by the council on May 7<sup>th</sup>, 2024. See the attached FY2025 Proposed Budget.

**4. Public Comment:** None

**5. Council Comments:** None

**6. Adjournment**

With no additional public comment or council comments, the meeting was adjourned prior to the scheduled 6:30 pm time. Council member O’Nan moved to adjourn the meeting. Council member Merryweather seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:14 pm. It was decided to proceed with the next scheduled public hearing regarding the proposed Cross Connection Control Ordinance.



## **PUBLIC NOTICE INTERLAKEN TOWN PUBLIC HEARING FY2025 Budget**

The Interlaken Town Council will hold a public hearing on May 29, 2024 at 6:00 pm to consider the following:

- Public Hearing to consider approval of tentative adopted FY2025 Town Budget.

The meeting will be conducted by the Town Council through Zoom Video Conferencing:  
Meeting ID: 516 337 9977    Meeting Password: 84049

A physical location will also be provided – visit the Interlaken Town website for details.

Public comments are welcome. Interested persons are encouraged to attend the public hearing, or present their views in writing to the Interlaken Town Administrator prior to the meeting.

To access the FY2025 Budget documents from the town website ([www.town-of-interlaken.com](http://www.town-of-interlaken.com)), click on [Documents](#), then [Financial Reports](#). Finally, click on the tentative adopted FY2025 Budget and FY2025 Budget Report documents.

Paper copies of the proposed FY2025 budget will also be made available upon request through the Town Clerk (435-565-3812).

Notice of Special Accommodations:

In compliance with the Americans with Disabilities Act, Interlaken Town will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Town Clerk at 435-565-3812 at least 72 hours prior to the meeting.

Certificate of Posting:

The undersigned Town Administrator does hereby certify that the above notice was posted May 15, 2024. The public places being at the Interlaken Pump house (326 Luzern Rd., Midway), the Utah Public Meeting Notice website ([www.utah.gov/pmn](http://www.utah.gov/pmn)), the Wasatch Wave, the Midway post office, and the Interlaken Town website ([www.town-of-interlaken.com](http://www.town-of-interlaken.com)).

Bart Smith, Interlaken Town Administrator  
PO Box 1256  
Midway, UT 84049  
[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)  
435-565-3812

InterlakenTown Budget  
Fiscal Year Ending 6/30/2024

	FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - update line item labels	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
1	<b>General Fund (checking)</b>			
3	<b>General Fund Revenue</b>			
5	Annual Wasatch County Tax Assessment	\$122,906	\$187,000	\$200,000
8	1% State Sales Tax (estimate)	\$31,629	\$32,000	\$34,000
10	Interest Income	\$234	\$30	\$130
13	B&C Road Tax (estimate)	\$20,503	\$22,000	\$26,000
15a	Federal Grant Revenue	\$0	\$0	\$0
15b	State and Local Grant Revenue	\$0	\$0	\$0
15c	Miscellaneous Revenue	\$0	\$0	\$0
15d	Fines for municipal code violations	\$0	\$0	\$0
16	<b>Total General Fund Revenue:</b>	<b>\$175,272</b>	<b>\$241,030</b>	<b>\$260,130</b>
18	<b>Transfers into General Fund</b>			
19	Transfer from Building Fund (Application Fees for admin costs)	\$0	\$1,800	\$1,800
20	Transfer from Water Revenue Fund for Share of Admin. Expenses	\$0	\$45,000	\$80,000
21	Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$70,000
23	<b>Transfers out of General Fund</b>			
26	<b>Transfers into Transportation Reserve Fund</b>			
28	Transfer of B&C Road Tax to Transportation Reserve Fund	\$0	(\$22,000)	(\$26,000)
29	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	(\$35,000)	\$0
31	<b>Total Net General Fund Transfers:</b>	<b>\$0</b>	<b>(\$10,200)</b>	<b>\$125,800</b>
35	<b>General Fund Expenses</b>			
36	<b>Administrative Expenses</b>			
37	Commission, Committee, Council Mtg Expenses	\$0	(\$1,000)	\$0
38	Town Administrator & Clerk	(\$30,966)	(\$55,000)	(\$85,000)
39	Association Memberships	(\$921)	(\$1,000)	(\$2,000)
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$487)	(\$1,500)	(\$1,500)
40a	Town Council Equipment & Supplies	(\$197)	(\$500)	(\$1,000)
41	Meeting Advertising	\$0	(\$200)	(\$200)
42	Bookkeeping, Accounting & CPA fees	(\$12,866)	(\$13,000)	(\$18,000)
43	Bank Charges, Checks	\$0	\$0	(\$500)
44	Town Attorney	(\$3,663)	(\$10,000)	(\$10,000)
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$3,265)	(\$5,000)	(\$3,000)
45b	Municipal Election Balloting & Noticing, Advertisements	(\$30)	(\$200)	\$0
46	Misc. Admin. Expenses	(\$253)	(\$500)	(\$800)
47	Insurance	(\$5,420)	(\$5,000)	(\$5,000)
48	Office Supplies (postage + supplies)	(\$1,446)	(\$1,500)	(\$1,500)
51	Additional Consulting Fees	\$0	\$ (2,000)	\$ (2,000)
51a	Federal IRS Taxes	(\$5,347)	(\$5,500)	(\$5,500)
51c	Safety and Enforcement (Wasatch County Sheriff Agreement)	(\$133)	(\$10,500)	(\$10,500)
51d				
52	<b>Total Administrative Expenses:</b>	<b>(\$65,474)</b>	<b>(\$112,400)</b>	<b>(\$146,500)</b>
54	<b>Annual Road Maintenance and Repair Expenses from General Fund</b>			

InterlakenTown Budget  
Fiscal Year Ending 6/30/2024

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55	Annual Road Repair & Maintenance	(\$5,907)	(\$60,000)	(\$50,000)
56	Additional Contract Services - Recycling	(\$2,925)	(\$3,000)	(\$3,000)
56a	Road Signage	(\$5,861)	(\$2,000)	(\$2,000)
57	Contract Service (Snow Removal)	(\$50,000)	(\$60,000)	(\$60,000)
58	Supplies - Salt, Sand, etc	(\$5,835)	(\$6,000)	(\$6,000)
58a	<b>Annual Fire Mitigation Expenses</b>			
58b	Brush Removal and other Wildfire Mitigation	(\$16,112)	(\$12,000)	(\$20,000)
59	<b>Annual General Fund Capital Expenses</b>			
59a	Capital Equipment Investment			(\$5,000)
60	Capital Investment in Roads	\$0	(\$25,000)	(\$150,000)
60a	<b>DPW Expenses</b>			
60b	DPW Site Construction - Capital Investment	(\$5,100)	(\$2,000)	(\$2,000)
60c	Annual DPW Site Maintenance Expenses	(\$65)	(\$500)	(\$500)
61	<b>Total Road Maintenance, Capital Improvements, Fire &amp; DPW Expenses:</b>	(\$91,805)	(\$170,500)	(\$298,500)
65	<b>Total General Fund Expenses:</b>	(\$157,280)	(\$282,900)	(\$445,000)
67	<b>Increase/Decrease in General Fund Balance</b>	<b>\$17,993</b>	<b>(\$52,070)</b>	<b>(\$59,070)</b>
70	<b>Transportation Reserve Fund (savings)</b>			
72	<b>Transportation Reserve Fund Revenue</b>			
73	Estimated Interest	\$397	\$100	\$800
73a	Revenue From RMA Agreement	\$0	\$0	\$5,000
73b	Revenue from Federal & State Transportation System Grants	\$0	\$0	\$0
74	<b>Total Transportation Reserve Fund Revenue:</b>	<b>\$397</b>	<b>\$100</b>	<b>\$5,800</b>
76	<b>Transfers into Transportation Reserve Fund</b>			
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$0	\$22,000	\$26,000
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$35,000	\$0
80	Transfer from Building Fund of Road Impact Fee	\$0	\$7,500	\$7,000
82	<b>Transfers out of Transportation Reserve Fund</b>			
83	Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	(\$70,000)
84	<b>Total Net Transportation Reserve Fund Transfers:</b>	<b>\$0</b>	<b>\$64,500</b>	<b>(\$37,000)</b>
86	<b>Incr/Decr in Transportation Reserve Fund Balance</b>	<b>\$397</b>	<b>\$64,600</b>	<b>(\$31,200)</b>
88	<b>Water Revenue Fund (checking)</b>			
90	<b>Water Revenue Fund Revenue</b>			
92	Annual Water Utility Base Usage Fee	\$170,610	\$173,000	\$173,000
93	Interest Income	\$161	\$22	\$200
95	Charge for Services: Metered Water (overages)	\$28,792	\$4,000	\$7,500
95a				
95b	Water Billing Late Fees and Additional Administrative Fees	\$550	\$100	\$100
95c	New Owner Transfer Fees	\$150	\$300	\$450
95d	Misc. Water Revenue	\$183		
95e				
96	<b>Total Water Revenue Fund Revenue:</b>	<b>\$200,446</b>	<b>\$177,422</b>	<b>\$181,250</b>

InterlakenTown Budget  
Fiscal Year Ending 6/30/2024

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98	<b>Transfers into Water Revenue Fund</b>			
100	Transfer from Building Fund (Water Connect Fees)	\$0	\$1,000	\$700
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$78,275	\$82,533	\$0
102	Transfer from Water System Reserve Fund for Capital Improvements	\$0	\$0	\$0
104	<b>Transfers out of Water Revenue Fund</b>			
105	Transfer to Water System Reserve Capital Fund	\$0	(\$78,275)	(\$60,000)
106				
107	<del>Transfer to Bond Sinking Fund - Next Year's Bond Payment</del>	\$0	\$0	\$0
108				
109	Transfer to General Fund for Share of Administrative expenses	\$0	(\$45,000)	(\$80,000)
110	<b>Total Net Water Revenue Fund Transfers:</b>	<b>\$78,275</b>	<b>(\$39,742)</b>	<b>(\$139,300)</b>
111a	<b>Water Revenue Fund - continued</b>			
112	<b>Water Revenue Fund Expenses</b>			
113	<b>Bond Payment</b>			
114	Water Bond Payment, due annually in January	(\$77,691)	(\$78,275)	\$0
115	<b>Operating Expenses</b>			
116	Payroll - Water Masters	(\$18,919)	(\$26,400)	(\$30,000)
117		\$0		
118	Chemicals & Monitoring	(\$1,991)	(\$800)	(\$800)
119	Telemetry System Operating Costs	(\$1,223)	(\$2,700)	(\$2,700)
120	Water Share Fee, Education, etc.	(\$40)	(\$450)	(\$450)
121	Gas Heat	(\$1,242)	(\$1,200)	(\$1,200)
122	Electricity	(\$7,223)	(\$7,000)	(\$7,000)
123	Payroll Taxes - Water Masters	(\$3,487)	(\$4,000)	(\$4,000)
123a	Workman's Comp Insurance for Water Masters	(\$78)	(\$1,200)	(\$1,200)
123b	Misc. Water Expenses	(\$12,012)	(\$1,500)	(\$1,500)
123c		\$0		
123d		\$0		
123e	<b>Capital Investment in Water System</b>			
123f	Purchase of Generator and Installation	(\$28,500)	\$0	\$0
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$11,035)	(\$40,000)	(\$20,000)
123h	Capital Equipment Investment - Water System			(\$5,000)
124	<b>Repair and Maintenance</b>			
125	Additional Water System Contract Services	(\$5,500)	(\$4,000)	(\$4,000)
126	Annual Generator Maintenance	(\$940)	\$0	\$1,000
126a	General Water System Maintenance & Repair	(\$5,817)	(\$5,000)	(\$15,000)
127	<b>Total Water Revenue Expenses:</b>	<b>(\$175,699)</b>	<b>(\$172,525)</b>	<b>(\$91,850)</b>
129	<b>Increase/Decrease in Water Revenue Fund Balance</b>	<b>\$103,023</b>	<b>(\$34,845)</b>	<b>(\$49,900)</b>
130				
131	<b>Water Bond Sinking Fund (money market)</b>			
132				
133	<b>Water Bond Sinking Fund Revenue</b>			
134	Estimated Interest	\$358	\$50	\$0

InterlakenTown Budget  
Fiscal Year Ending 6/30/2024

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135	<b>Total Water Bond Sinking Fund Revenue:</b>	\$358	\$50	\$0
137	<b>Transfers into Water Bond Sinking Fund</b>			
138	Transfer from Water Revenue Fund	\$0	\$0	\$0
140	<b>Transfers out of Water Bond Sinking Fund</b>			
141	Transfer to Water Revenue Fund to pay current year bond	(\$78,275)	(\$82,533)	\$0
141a				
142	<b>Total Net Water Bond Sinking Fund Transfers:</b>	(\$78,275)	(\$82,533)	\$0
144	<b>Increase/Decrease in Water Revenue Bond Sinking Fund Balance</b>	(\$77,917)	(\$82,483)	\$0
146	<b>Water Reserve Fund (savings)</b>			
148	<b>Water Reserve Fund Revenue</b>			
149	Interest Income	\$713	\$80	\$800
150	Revenue from Federal & State Water System Grants	\$0	\$0	\$0
151	<b>Total Water Reserve Fund Revenue:</b>	\$713	\$80	\$800
153	<b>Transfers into Water Reserve Fund</b>			
154	Trfr from Water Revenue Fund to Capital Reserves	\$0	\$78,275	\$60,000
154a	Trfr from Water Bond Fund to Capital Reserves	\$0		
160	<b>Transfers out of Water Reserve Fund</b>			
161	Transfer to Water Revenue Fund for Capital Improvements	\$0	\$0	\$0
162	<b>Total Net Water Reserve Fund Transfers:</b>	\$0	\$78,275	\$60,000
164	<b>Increase/Decrease in Water Reserve Fund Balance</b>	\$713	\$78,355	\$60,800
166	<b>Building Fund (checking)</b>			
168	<b>Building Fund Revenue</b>			
168a	Interest Income	\$124	\$20	\$150
169	Building Permit Application Fees	\$3,800	\$1,800	\$1,800
170	Water Connect Fees	\$500	\$1,000	\$700
171	Road Impact Fees	\$17,250	\$7,500	\$7,000
172	Damage Deposits - Refundable	\$25,500	\$7,500	\$8,000
173	Completion Deposits - Refundable	\$14,500	\$4,500	\$8,000
173a	Plan Review & Inspections (Town Engineer)	\$17,286	\$15,000	\$19,000
173b	Variance Application Fees	\$0	\$240	\$240
174	<b>Total Building Fund Revenue:</b>	\$78,960	\$37,560	\$44,890
176	<b>Transfers into Building Fund</b>			
177	Transfer from General Fund - Special Engineering Projects	\$0	\$0	\$0
179	<b>Transfers out of Building Fund</b>			
180	Transfer to General Fund - Building Permit Application Fees	\$0	(\$1,800)	(\$1,800)
181	Transfer to Water Revenue Fund - Water Connect Fees	\$0	(\$1,000)	(\$700)
182	Transfer to Transportation Reserve Fund - Road Impact Fees	\$0	(\$7,500)	(\$7,000)
183	<b>Total Net Building Fund Transfers:</b>	\$0	(\$10,300)	(\$9,500)

InterlakenTown Budget  
Fiscal Year Ending 6/30/2024

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185	<b>Building Fund Expenses</b>			
187	Refunds of Damage Deposits	(\$500)	(\$5,000)	(\$8,000)
188	Refunds of Completion Deposits	(\$400)	(\$3,000)	(\$4,000)
188a	Plan Review & Inspections (Town Engineer)	(\$10,911)	(\$12,000)	(\$10,000)
188b	Additional Contractual Services (Town Engineer)	(\$845)	\$0	\$0
188c	Plan Review by Planning Commission	\$0	(\$450)	\$0
189	<b>Total Building Fund Expenses:</b>	(\$12,656)	(\$20,450)	(\$22,000)
191	<b>Increase/Decrease in Building Fund Balance</b>	<b>\$66,305</b>	<b>\$6,810</b>	<b>\$13,390</b>

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InterlakenTown Budget  
Fiscal Year Ending 6/30/2024

FY2025 Tentative 5-7-24 Council Meeting - Public Hearing version - update line item labels	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
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195	<b>Fiscal Year Net Increase/Decrease for all Funds</b>			
197	<b>Fund Name</b>	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
199	General Fund (checking)	\$17,993	(\$52,070)	(\$59,070)
200	Transportation Reserve Fund (savings)	\$397	\$64,600	(\$31,200)
201	Water Revenue Fund (checking)	\$103,023	(\$34,845)	(\$49,900)
202	Water Bond Sinking Fund (money market)	(\$77,917)	(\$82,483)	\$0
203	Water Reserve Fund (savings)	\$713	\$78,355	\$60,800
204	Building Fund (checking)	\$66,305	\$6,810	\$13,390
205	<b>Total Fiscal Year Increase/Decrease</b>	<b>\$110,513</b>	<b>(\$19,633)</b>	<b>(\$65,980)</b>

207	<b>Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease</b>			
209		FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
210				
211	<b>Budget Category</b>	Actual	Adopted	Draft
212	Revenues	\$456,147	\$456,242	\$492,870
213	Net Transfers between funds	\$0	\$0	\$0
214	Expenses	(\$345,634)	(\$475,875)	(\$558,850)
215	<b>Ending Increase/Decrease</b>	<b>\$110,513</b>	<b>(\$19,633)</b>	<b>(\$65,980)</b>

217	<b>Account Year-End Balances</b>			
218		FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget Adopted 7/1/23- 6/30/24	FY2025 Budget Tentative 5/7/24
219	<b>Fund Name</b>			
220		Actual	Adopted	Draft
221	General Fund (checking) *2681	\$ 161,468	\$ 109,398	\$ 50,328
222	Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 297,877	\$ 266,677
223	Water Revenue Fund (checking) *1520	\$ 203,009	\$ 168,164	\$ 118,264
224	Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
225	Water Reserve Fund (savings) *1330	\$ 160,149	\$ 238,504	\$ 299,304
226	Building Fund (checking) *1678	\$ 114,990	\$ 121,800	\$ 135,190
227	<b>Total of Ending Balances</b>	<b>\$ 955,408</b>	<b>\$ 935,742</b>	<b>\$ 869,762</b>