

**INTERLAKEN TOWN
WASATCH COUNTY, UTAH**

**EMPLOYEE COMPENSATION ORDINANCE
JUNE 16, 2020**

ORDINANCE NO. 09

AN ORDINANCE ESTABLISHING COMPENSATION FOR INTERLAKEN
TOWN ELECTED AND APPOINTED OFFICERS

WHEREAS, Interlaken Town (the “Town”) has established a municipal government through adoption of Title 02 Interlaken Town Municipal Code; and

WHEREAS, Title 02 of the town’s code establishes a town council, planning commission, and appeal authority as elected and appointed officers; and

WHEREAS, in accordance with Utah Code, elected and appointed officers of the Town shall receive compensation for their services as the governing body may fix by ordinance; and

WHEREAS, held this day a properly noticed public hearing on the issue of establishing employee compensation for elected and appointed officers; and

WHEREAS, the Town Council has received and heard all comments on the proposed employee compensation submitted for its consideration.

NOW, THEREFORE, it is hereby ordained by the Town Council of Interlaken Town, Wasatch County, Utah, (the “Town Council”) as follows:

Compensation for services by elected and appointed officers will be set as follows:

Planning Commission Member Review of Building Permit Applications \$150 per application

APPROVED AND ADOPTED: June 16, 2020.

Mayor

ATTEST:

Town Clerk

(SEAL)

This is a summary of proposed expenses and capital investments in the Interlaken Town road and water system for fiscal year 2021. This report provides additional detail and justification for these expenditures.

General Fund Expenses

Line 51: Additional Consulting Fees (\$8,000)

This annual expense includes engineering consultations for design work focused on our road system, our DPW site, and grant writing contractors. Depending on which projects are targeted, this expense varies from year to year, but is considered essential to our development as a town.

Line 55: Annual Road Repair & Maintenance (\$18,000)

This annual expense is reserved for road system maintenance, including pothole and asphalt repairs, crack sealing, surface top coating, shoulder repair, and other routine maintenance tasks. The FY2021 budget includes \$18K funding for this category, which includes the unused budgeted portion of the FY2020 budget - \$8K.

Line 56: Additional Contract Services (\$8,000)

This expense category is reserved for general maintenance of town property, including road right-of-way maintenance – weed clearing, maintenance of the pump house area, and other maintenance and repair of town property. In prior years, chipper day expenses were drawn from this budget line item. Starting in FY2021 wood debris removal expenses will be budgeted under a new expense category - Brush Removal and Wildfire Mitigation.

Line 58b: Brush Removal and other Wildfire Mitigation (\$30,000)

This annual expense is a new expense category. This category would include removal of town wood debris, creating defensible space within town, emergency preparedness training and maintenance, and purchase of equipment dedicated to wildfire prevention and response measures.

General Fund Capital Investments

Line 60: Capital Investment in Roads (\$30,000)

Capital Investment projects for FY2021 include improvements to road ROW shoulders, repairs from a previous water leak on Luzern, installation of culverts and other measures to improve drainage on Big Matterhorn Way and St. Moritz.

Line 60b: DPW Site Construction (\$60,000)

Interlaken is beginning excavation and development of a site adjacent to the pumphouse as a temporary site to house the town dumpsters, develop a protected area for salt storage, and provide equipment storage for SuperDave and other contractors. This site may also provide a place for future storage of road base and other materials the town keeps on hand.

Water Revenue Fund Expenses

Line 114: Annual Water Bond Payment (\$78,382)

This annual expense is our payment on our water system improvement bond, issued in December 2015, for \$642,000. This bond has funded much needed investment in the town water system. The final payment is due in January 2024. At that time, the town will review the state of our water system and decide how to appropriate future water system investment.

Water System Capital Investments

Line 123d: Purchase of Generator and Installation (\$71,000)

Utah has a requirement to provide backup power generation to municipal water systems in case of a failure of our power grid. This allows the town to continue to provide water for consumers as well as emergency services by continuing to operate our pumps during a power outage. The town has applied for a grant with the state to provide partial funding for this project. This is a one-time capital investment required by the state.

Line 123e: Pump Replacements, Telemetry System, Meter Upgrades (\$45,000)

This ongoing capital investment is dedicated towards improvements in our water system. When a major piece of equipment, like a pump, is replaced, these funds are drawn from the Water Reserve Fund for capital improvements. In FY 2021 the town will continue to invest in an ongoing upgrade to our water metering capability, moving towards a digital readout system that doesn't require meter by meter inspection. This new digital system will allow meters to be read remotely from a single location. FY2021 is the first year of a 3-year investment in the final stages of completion of this upgrade – including \$45K in FY2021, \$20K in FY2022, and \$20K in FY2023. At the end of FY2021, 60 meters will be equipped for digital readouts. At the end of FY2022, the number increases to 100 meters, then by FY2023, the entire town will be digital capable.

Prepared by Bart Smith, Interlaken Town Clerk
Interlaken Town FY2021 Budget Hearing
June 16, 2020

FY2021 Interlaken Town Proposed Budget Revisions - Based on Approved Tentative Budget 5/19/20

Line#	Budget Version	FY2021 Line Item	FY2021 Fund	FY2019 Actual Amount	FY2020 Budgeted Amount	FY2021 Proposed Change	FY2021 Line Item Dollar Amount	Reason for Change
5	Rev 01 3/30/20	Annual Wasatch County Tax Assessment	General - Revenue	\$79,042	\$116,000	Tax Revenue Increase	\$118,000	Increase in assessed property values
15	Rev 02 5/19/20	Interlaken Drive RMA with BHR Agreement (20%)	General - Revenue	\$0	\$3,400	Decrease in Revenue	\$1,200	Based on 4% of \$30K expenditures in road repair and investment
21	Rev 02 5/19/20	Transfer from Transportation Reserve Fund for Capital expenses	General - Transfer In	\$0	\$0	Increase in Transfer In	\$90,000	Capital improvements - DPW site and roadway capital improvements
38	Rev 01 3/30/20	Town Clerk & Webmaster	General - Expenses	(\$13,619)	(\$20,000)	Increase in expenses	(\$22,000)	Town Clerk pay increase and increased reporting responsibilities
40	Rev 02 5/19/20	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat Internet)	General - Expenses	(\$95)	(\$244)	Increase in Web hosting and IT expenses	(\$2,200)	Services added - Increased WIX storage capacity, Dropbox business account for expanded cloud storage, Zoom video conferencing software, ViaSat Internet service to pump house.
42	Rev 01 3/30/20	Bookkeeping, Accounting & CPA fees	General - Expenses	(\$6,293)	(\$8,000)	Increase in expenses	(\$13,000)	Additional accounting services required to fulfill additional State Reporting requirements - Agreed Upon Procedures, for example.
44	Rev 01 3/30/20	Town Attorney	General - Expenses	(\$12,194)	(\$16,000)	Reduction in expenses	(\$12,000)	Fees reduced for FY2021 based on FY2020 actuals
45b	Rev 01 3/30/20	Municipal Election Balloting & Noticing	General - Expenses	\$0	(\$500)	Reduction in expenses	\$0	No elections scheduled for FY2021
48	Rev 01 3/30/20	Office Supplies (postage + supplies)	General - Expenses	(\$525)	(\$500)	Increase in expenses	(\$700)	Increase in paper, printing, and other expenses due to remote meeting format and necessity of distributing materials to council and PC.
55	Rev 02 5/19/20	Annual Road Repair & Maintenance	General - Expenses	(\$11)	(\$10,000)	Increase in expenses	(\$18,000)	Increased spending using unspent funds from FY2020
58b	Rev 02 5/19/20	Brush Removal and other wildfire mitigation	General - Expenses	\$0	\$0	Increase in expenses	(\$30,000)	Added new expenditure for brush removal and other wildfire mitigation expenses
60	Rev 02 5/19/20	Capital Investment in Roads	General - Expenses	\$0	\$0	Increase in expenses	(\$30,000)	Shoulder repair and other investment
60b	Rev 02 5/19/20	DPW Site Construction	General - Expenses	\$0	\$0	Increase in expenses	(\$60,000)	DPW Site construction
73b	Rev 01 3/30/20	Revenue from Federal & State Transportation System Grants	Transportation Reserves - Revenue	\$0	\$0	No Change	\$0	New revenue category for FY2021. No grants currently in process.
83	Rev 02 5/19/20	Transfer to General Fund for Transportation Capital Expenses	Transportation Reserves - Transfer Out	\$0	\$0	Increase in Transfer Out	(\$90,000)	Capital improvements - DPW site and roadway capital improvements
95	Rev 01 3/30/20	Charge for Services: Metered Water (overages)	Water Revenue - Revenue	\$10,337	\$8,000	Decrease in Revenue	\$3	Reduction in water overage revenue due to water forgiveness program.
95c	Rev 01 3/30/20	New Owner Transfer Fees	Water Revenue - Revenue	\$250	\$100	Increase in Revenue	\$450	New owner transfer fee increased to \$150.
100	Rev 01 3/30/20	Transfer from Building Fund (Water Connect Fees)	Water Revenue - Revenue	\$400	\$400	Increase in Revenue	\$1,500	Proposed FY 2021 fee increase to \$500 per permit, 3 new connections.
102 161	Rev 01 3/30/20	Transfer from Water System Reserve Fund for Capital Improvements	Water Revenue - Transfer In	\$0	\$18,000	Increase in Transfer In	\$116,000	Purchase and installation of Pump House Generator - \$71K, Proposed Investment in digital meter reading system - \$45K
154 105	Rev 01 3/30/20	Transfer to Water System Reserve Capital Fund	Water System Reserves - Transfer In	(\$7,770)	(\$5,000)	Decrease in Transfer In	\$0	No net transfer from Water Revenue to Water Reserves. Transfers are in the opposite direction because of expensed investments.
116	Rev 01 3/30/20	Payroll - Water Master & Asst Water Master	Water Revenue - Expenses	(\$12,522)	(\$16,800)	Increase in Expenses	(\$21,600)	Increase in Water Master pay, \$200 per month each, from \$700 each to \$900 each. Previously approved by TC beginning 1/1/2020.
118	Rev 01 3/30/20	Chemicals & Monitoring	Water Revenue - Expenses	(\$604)	(\$1,000)	Increase in Expenses	(\$3,000)	FY2021 expense based on FY2020 actuals.
123	Rev 01 3/30/20	Payroll Taxes - Water Master & Asst Water Master	Water Revenue - Expenses	(\$1,356)	(\$1,400)	Increase in Expenses	(\$3,000)	FY2021 expense based on FY2020 actuals.
123b	Rev 01 3/30/20	Misc. Water Expenses	Water Revenue - Expenses	(\$1,279)	(\$40)	Increase in Expenses	(\$1,000)	FY2021 expense based on FY2020 actuals.
123d	Rev 01 3/30/20	Purchase of Generator and Installation	Water Revenue - Expenses	\$0	(\$51,000)	Increase in Expenses	(\$71,000)	Purchase and installation of Pump House Generator - \$71K.
123e	Rev 01 3/30/20	Pump Replacements, Telemetry System, Meter Upgrades	Water Revenue - Expenses	(\$1,200)	(\$23,000)	Increase in Expenses	(\$45,000)	Proposed Investment in digital meter reading system - \$45K. Plan B 60-100-140 with DriveBy capability.
150	Rev 01 3/30/20	Revenue from Federal & State Water System Grants	Water Reserve Fund - Revenue	\$0	\$0	Increase in Revenue	\$57,600	Proceeds from Proposed FY2021 State Grant \$53K (receivable in Dec 2020) + reimbursement for grant writer \$4,600 to \$5000.
169	Rev 02 5/19/20	Building Application Fees (\$350 to \$500 per project)	Building - Revenue	\$1,600	\$700	Increase in Revenue	\$2,250	Based on 5 new applications (\$450 each).
170	Rev 01 3/30/20	Water Connect Fees	Building - Revenue	\$400	\$400	Increase in Revenue	\$1,500	Water Connection Fee increased to \$500 - 3 new connections
188c	Rev 6/16/20 Proposed	Plan Review by Planning Commission	Building - Expense	\$0	\$0	Increase in Expenses	(\$750)	Proposed payment to PC for plan review, \$150 per plan

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

	Version 05-19-20 Rev02 Tentative Approved	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
1	General Fund (checking)			
2				
3	General Fund Revenue			
5	Annual Wasatch County Tax Assessment	\$ 79,042	\$116,000	\$118,000
6	Prior Year Assessments	\$0	\$0	\$0
7	Late Fees - Assessments (prior to FY2019)	\$0	\$0	\$0
8	1% State Sales Tax (estimate)	\$24,881	\$22,000	\$22,000
10	Interest Income	\$136	\$100	\$200
12	New Owner Transfer Fees	\$124	\$0	
13	B&C Road Tax (estimate)	\$18,605	\$18,408	\$18,408
14	Building App Town Admin Fees	\$900	\$0	\$0
15	Interlaken Drive RMA with BHR Agreement (20%)	\$0	\$0	\$1,200
16	Total General Fund Revenue:	\$123,689	\$156,508	\$159,808
17				
18	Transfers into General Fund			
19	Transfer from Building Fund (Application Fees for admin costs)	\$1,600	\$1,850	\$1,500
20	Transfer from Water Revenue Fund (50% of admin. expenses)	\$28,666	\$27,000	\$30,500
21	Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$90,000
22				
23	Transfers out of General Fund			
26	Transfers into Transportation Reserve Fund			
28	Transfer of B&C Road Tax to Transportation Reserve Fund	(\$18,755)	(\$18,408)	(\$18,408)
29	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	(\$70,000)	\$0
30	Transfers into Building Fund - Special Engineering Projects	(\$250)	\$0	\$0
31	Total Net General Fund Transfers:	\$11,261	(\$59,558)	\$103,592

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 Tentative Approved		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
32				
33	General Fund - continued			
34				
35	General Fund Expenses			
36	Administrative Expenses			
37	Commission, Committee, Council Mtg Expenses	\$0	(\$100)	(\$1,200)
38	Town Clerk & Webmaster	(\$13,619)	(\$18,000)	(\$22,000)
39	Association Memberships	(\$509)	(\$489)	(\$489)
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$95)	(\$500)	(\$2,200)
40a	Town Council Equipment & Supplies	(\$393)	(\$200)	(\$200)
41	Meeting Advertising	(\$187)	(\$1,000)	(\$350)
42	Bookkeeping, Accounting & CPA fees	(\$6,293)	(\$8,000)	(\$13,000)
43	Bank Charges	(\$35)	\$0	
44	Town Attorney	(\$12,194)	(\$8,000)	(\$12,000)
44a	Attorney fees for BHR settlement/agreement	(\$13,109)	\$0	\$0
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$1,177)	(\$1,500)	(\$1,500)
45b	Municipal Election Balloting & Noticing	\$0	(\$500)	\$0
46	Misc. Admin. Expenses	(\$254)	(\$100)	(\$100)
47	Insurance	(\$7,087)	(\$4,039)	(\$4,039)
48	Office Supplies (postage + supplies)	(\$525)	(\$500)	(\$700)
49	Building Inspector	\$0	\$0	
51	Additional Consulting Fees	\$0	(\$8,000)	(\$8,000)
51a	State Payroll (FY2018 only) and Federal IRS Taxes	(\$3,980)	(\$4,000)	(\$4,000)
52	Total Administrative Expenses:	(\$59,458)	(\$54,928)	(\$69,778)
53				
54	Annual Road Maintenance and Repair Expenses from General Fund			
55	Annual Road Repair & Maintenance	(\$11)	(\$2,000)	(\$18,000)
56	Additional Contract Services	(\$6,241)	(\$8,000)	(\$8,000)
56a	Road Signage	(\$859)	(\$2,100)	(\$2,000)
57	Contract Service (Snow Removal)	(\$32,500)	(\$39,500)	(\$39,500)
58	Supplies - Salt, Sand, etc	(\$3,300)	(\$3,300)	(\$3,500)
58a	Annual Fire Mitigation Expenses			
58b	Brush Removal and other Wildfire Mitigation			(\$30,000)
59	Annual Road Capital Improvement Expenses			
60	Capital Investment in Roads	\$0	\$0	(\$30,000)
60a	DPW Expenses			
60b	DPW Site Construction - Capital Investment	\$0	\$0	(\$60,000)
60c	Annual DPW Site Maintenance Expenses	\$0	(\$1,200)	\$0
61	Total Road Maintenance, Capital Improvements, Fire & DPW Expenses	(\$42,912)	(\$56,100)	(\$191,000)
62				
65	Total General Fund Expenses:	(\$102,370)	(\$111,028)	(\$260,778)

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 Tentative Approved		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
66				
67	Increase/Decrease in General Fund Balance	\$32,581	(\$14,078)	\$2,622
68				
70	Transportation Reserve Fund (savings)			
71				
72	Transportation Reserve Fund Revenue			
73	Estimated Interest	\$253	\$220	\$220
73a	Revenue From BHR Settlement	\$33,000	\$0	\$0
73b	Revenue from Federal & State Transportation System Grants			\$0
74	Total Transportation Reserve Fund Revenue:	\$33,253	\$220	\$220
75				
76	Transfers into Transportation Reserve Fund			
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$18,755	\$18,408	\$18,408
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$70,000	\$0
80	Transfer from Building Fund of Road Impact Fee	\$8,750	\$5,000	\$7,500
81				
82	Transfers out of Transportation Reserve Fund			
83	Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	(\$90,000)
84	Total Net Transportation Reserve Fund Transfers:	\$27,505	\$93,408	(\$64,092)
85				
86	Incr/Decr in Transportation Reserve Fund Balance	\$60,758	\$93,628	(\$63,872)
87				

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 Tentative Approved		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
88	Water Revenue Fund (checking)			
89				
90	Water Revenue Fund Revenue			
92	Annual Water Utility Base Usage Fee	\$162,247	\$173,000	\$173,000
93	Interest Income	\$190	\$100	\$100
95	Charge for Services: Metered Water (overages)	\$10,337	\$8,000	\$4,000
95a	Water Connect Fee (Direct Deposit)		\$0	
95b	Water Billing Late Fees	\$400	\$150	\$150
95c	New Owner Transfer Fees	\$250	\$100	\$450
96	Total Water Revenue Fund Revenue:	\$173,423	\$181,350	\$177,700
97				
98	Transfers into Water Revenue Fund			
100	Transfer from Building Fund (Water Connect Fees)	\$400	\$400	\$1,500
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$77,889	\$78,678	\$78,382
102	Transfer from Water System Reserve Fund for Capital Improvements	\$0	\$18,000	\$116,000
103				
104	Transfers out of Water Revenue Fund			
105	Transfer to Water System Reserve Capital Fund	(\$7,770)	(\$5,000)	\$0
106	Transfer to General Fund	(\$403)	\$0	\$0
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	(\$78,678)	(\$78,382)	(\$78,382)
108	Transfer to Water System Capital Facilities Replacement Reserve Acct		\$0	
109	Transfer to General Fund for 50% of Administrative expenses	(\$28,263)	(\$27,000)	(\$30,500)
110	Total Net Water Revenue Fund Transfers:	(\$36,825)	(\$13,304)	\$87,000
111				

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

	Version 05-19-20 Rev02 Tentative Approved	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
111a	Water Revenue Fund - continued			
111b				
112	Water Revenue Fund Expenses			
113	Bond Payment			
114	Water Bond Payment, due annually in January	(\$77,889)	(\$78,678)	(\$78,382)
115	Operating Expenses			
116	Payroll - Water Master & Asst Water Master	(\$12,522)	(\$16,800)	(\$21,600)
117	Meter Repair/Replacement, Water System Equipment, Supplies	(\$6,504)	(\$8,000)	
118	Chemicals & Monitoring	(\$604)	(\$3,000)	(\$3,000)
119	Telemetry System Operating Costs	(\$1,127)	(\$1,127)	(\$1,127)
120	Water Share Fee, Education, etc.	(\$13)	(\$375)	(\$375)
121	Gas Heat	(\$475)	(\$500)	(\$500)
122	Electricity	(\$6,377)	(\$6,000)	(\$6,000)
123	Payroll Taxes - Water Master & Asst Water Master	(\$1,356)	(\$3,000)	(\$3,000)
123a	Workman's Comp Insurance for Water Master & Asst.	(\$192)	(\$1,069)	(\$1,069)
123b	Misc. Water Expenses	(\$1,279)	(\$1,000)	(\$1,000)
123c	Capital Investment in Water System			
123d	Purchase of Generator and Installation	\$0	(\$3,500)	(\$71,000)
123e	Pump Replacements, Telemetry System, Meter Upgrades	(\$1,200)	(\$15,000)	(\$45,000)
124	Repair and Maintenance			
125	Additional Contract Services - Tank Main., Rate Studies, Consults	\$0	(\$5,000)	(\$5,000)
126	Annual Generator Maintenance	\$0	\$0	(\$1,200)
126a	General Water System Maintenance & Repair	\$0	(\$5,000)	(\$5,000)
127	Total Water Revenue Expenses:	(\$109,538)	(\$148,049)	(\$243,253)
128				
129	Increase/Decrease in Water Revenue Fund Balance	\$27,060	\$19,997	\$21,447
130				

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 Tentative Approved		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
131	Water Bond Sinking Fund (money market)			
132				
133	Water Bond Sinking Fund Revenue			
134	Estimated Interest	\$385	\$400	\$400
135	Total Water Bond Sinking Fund Revenue:	\$385	\$400	\$400
136				
137	Transfers into Water Bond Sinking Fund			
138	Transfer from Water Revenue Fund	\$78,678	\$78,382	\$78,382
139				
140	Transfers out of Water Bond Sinking Fund			
141	Transfer to Water Revenue Fund to pay current year bond	(\$77,889)	(\$78,678)	(\$78,382)
141a	Transfer to Water Reserve Fund to close out account			
142	Total Net Water Bond Sinking Fund Transfers:	\$789	(\$296)	\$0
143				
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	\$1,174	\$104	\$400
145				
146	Water Reserve Fund (savings)			
147				
148	Water Reserve Fund Revenue			
149	Interest Income	\$643	\$600	\$100
150	Revenue from Federal & State Water System Grants			\$57,600
151	Total Water Reserve Fund Revenue:	\$643	\$600	\$57,700
152				
153	Transfers into Water Reserve Fund			
154	Trfr from Water Revenue Fund to Capital Facilities Replacement Reserves	\$7,770	\$5,000	\$0
154a	Trfr from Bond Sinking Fund to close out account			
159				
160	Transfers out of Water Reserve Fund			
161	Transfer to Water Revenue Fund for Capital Improvements	\$0	(\$18,000)	(\$116,000)
162	Total Net Water Reserve Fund Transfers:	\$7,770	(\$13,000)	(\$116,000)
163				
164	Increase/Decrease in Water Reserve Fund Balance	\$8,413	(\$12,400)	(\$58,300)
165				

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 Tentative Approved		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
166	Building Fund (checking)			
167				
168	Building Fund Revenue			
168a	Interest Income	\$71	\$55	\$100
169	Building Application Fees (\$350 to \$500 per project)	\$1,600	\$1,850	\$2,250
170	Water Connect Fees	\$400	\$400	\$1,500
171	Road Impact Fees (\$2,500 per project)	\$8,750	\$5,000	\$7,500
172	Damage Deposits (\$2,500 per project, refundable)	\$10,000	\$5,000	\$7,500
173	Completion Deposits (\$1,500 per project, refundable)	\$6,000	\$3,000	\$4,500
173a	Plan Review & Inspections (Town Engineer)	\$10,953	\$22,000	\$18,000
173b	Variance Application Fees	\$0	\$0	\$0
174	Total Building Fund Revenue:	\$37,774	\$37,305	\$41,350
175				
176	Transfers into Building Fund			
177	Transfer from General Fund - Special Epic Projects	\$250	\$0	\$0
178				
179	Transfers out of Building Fund			
180	Transfer to General Fund (App Fees \$350 to \$500/project)	(\$1,600)	(\$1,850)	(\$1,500)
181	Transfer to Water Revenue Fund (Water Connect Fees \$200/project)	(\$400)	(\$400)	(\$1,500)
182	Transfer to Transportation Reserve Fund (Road Impact Fees \$2500/pr	(\$8,750)	(\$5,000)	(\$7,500)
183	Total Net Building Fund Transfers:	(\$10,500)	(\$7,250)	(\$10,500)
184				
185	Building Fund Expenses			
187	Refunds of Damage Deposits	(\$2,500)	(\$5,000)	(\$5,000)
188	Refunds of Completion Deposits	(\$1,500)	(\$3,000)	(\$3,000)
188a	Plan Review & Inspections (Town Engineer)	(\$10,366)	(\$22,000)	(\$18,000)
188b	Additional Contractual Services (Town Engineer)	\$0	(\$1,000)	(\$1,000)
188c	Plan Review by Planning Commission			(\$750)
189	Total Building Fund Expenses:	(\$14,366)	(\$31,000)	(\$27,750)
190				
191	Increase/Decrease in Building Fund Balance	\$12,908	(\$945)	\$3,100

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InterlakenTown Budget
Fiscal Year Ending 6/30/2021

	Version 05-19-20 Rev02 Tentative Approved	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
195	Fiscal Year Net Increase/Decrease for all Funds			
196				
197	Fund Name	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Tentative Approved 5/19/20
199	General Fund (checking)	\$32,581	(\$14,078)	\$2,622
200	Transportation Reserve Fund (savings)	\$60,758	\$93,628	(\$63,872)
201	Water Revenue Fund (checking)	\$27,060	\$19,997	\$21,447
202	Water Bond Sinking Fund (money market)	\$1,174	\$104	\$400
203	Water Reserve Fund (savings)	\$8,413	(\$12,400)	(\$58,300)
204	Building Fund (checking)	\$12,908	(\$945)	\$3,100
205	Total Fiscal Year Increase/Decrease	\$142,894	\$86,306	(\$94,603)
206				
207	Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
208				
209		FY2019 Budget	FY2020 Budget	FY2021 Budget
210		06/30/19	06/30/20	06/30/21
211	Budget Category	Actual	Estimated	Proposed
212	Revenues	\$369,168	\$376,383	\$437,178
213	Net Transfers between funds	\$0	\$0	\$0
214	Expenses	(\$226,273)	(\$290,077)	(\$531,781)
215	Ending Increase/Decrease	\$142,894	\$86,306	(\$94,603)
216				
217	Projected Year-End Balances			
218		FY2019 Ending Balance	FY2020 Ending Balance	FY2021 Ending Balance
219		06/30/19	06/30/20	06/30/21
220	Fund Name	Actual	Projection	Projection
221	General Fund (checking) *2681	\$ 54,079	\$ 40,001	\$ 42,623
222	Transportation Reserve Fund (savings) *4574	\$ 128,331	\$ 221,959	\$ 158,087
223	Water Revenue Fund (checking) *1520	\$ 37,788	\$ 57,785	\$ 79,232
224	Water Bond Sinking Fund (money market) *1058	\$ 158,857	\$ 158,961	\$ 159,361
225	Water Reserve Fund (savings) *1330	\$ 187,811	\$ 175,411	\$ 117,111
226	Building Fund (checking) *1678	\$ 19,084	\$ 18,139	\$ 21,239
227	Total of Ending Balances	\$ 585,950	\$ 672,256	\$ 577,653

J. RICHARD CATTEN
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EDUCATION

J. Reuben Clark Law School, Brigham Young University	1981-1984
Juris Doctorate Degree 1984	
Norton Clapp Law Center, University of Puget Sound	1980-1981
University of Utah	1975-1979
Bachelor of Science Degree, Political Science 1979	

LEGAL ASSOCIATIONS

Utah State Bar, Admitted October 1984
Section Member: Government/Administrative Law; Labor and Employment; Dispute Resolution; Elder Law; Construction Law

Federal Bar Association – Utah Chapter, Admitted October 1984
Member

Utah Municipal Attorneys Association
President, 2004 – 2005 Currently Emeritus Member

American Bar Association
Section Member: Administrative Law; Dispute Resolution; Public Contract Law; Construction Forum; National Conference of the Administrative Law Judiciary

EXPERIENCE

Catten Law, P.C.
President, 2011 to present
Part-time private legal practice
Representative clients: Military Installation Development Authority; Utah State Department of Public Safety; Centennial Management Group, Inc.; Utah Grizzlies Hockey Club; Diamond Concessions, Inc., Millcreek City, Holladay City, Park City, Clearfield City

City Attorney, West Valley City, Utah, 2005 to 2011 (Retired)
Chief legal counsel for Utah’s second largest city. Responsible for all legal matters for the government of West Valley City and for the operation of all divisions within the City Attorney’s Office, including Civil, Prosecution, Risk Management, and Victim Services. Administered a \$3 Million budget and supervised a staff of 31.

Acting City Attorney, West Valley City	2003-2005
Deputy City Attorney, West Valley City	2000-2003
Senior City Attorney, West Valley City	1992-2000
Assistant City Attorney, West Valley City	1985-1992

Adjunct Faculty, University of Utah, 2005 to present
Master of Public Administration Program, College of Social and Behavioral Science

Administrative Law Judge, 1994 to present
Utah Department of Public Safety, Peace Officer Standards and Training

Certified FINRA Dispute Resolution Arbitrator (Financial Industry Regulatory Authority)
2013 to present

Park City, Utah, contract Employee Transfer and Discharge Hearing Officer, 2013 to
present

Clearfield City, Utah, contract Employee Discipline Hearing Officer, 2016 to present

Millcreek City, Utah, Land Use Hearing Officer 2017 to present

Cottonwood Heights Employee Hearing Officer 2018

Instructor, Peace Officer Standards and Training, 1985 to 2016

Salt Lake County Sheriff Merit Commissioner, 1999 to 2007
Chair, 2001 to 2007

Salt Lake County Planning Commissioner, 2007-2008

Utah Department of Corrections
Public Service Award, 2004

In Attendance:

Celeste Johnson, Michael Henke, Wes Johnson, J.C, Steve – Midway City
Jack Zenger, Paul Berg – annexation applicants
Clint, Bryan – Wasatch County SSD
Bart Smith – Interlaken Town Clerk

This group met at the Valais Parking lot to discuss options for relocating Interlaken Town’s dumpsters, which are currently located at Valais Park, to the south of the parking lot. As part of Mr. Zenger’s proposal to change his annexation agreement with Midway, Mayor Celeste Johnson would like the Interlaken dumpster relocation issue resolved between Mr. Zenger and Interlaken, providing a location away from the Valais Park area.

Paul Berg, representing Mr. Zenger, objected to Mr. Zenger having to be a party to the dumpster issue, and having Midway make approval of his amended annexation agreement dependent on the historical issue of Interlaken dumpster placement.

Michael Henke noted that Midway City has the right to review the proposed amended annexation agreement as part of the legislative process. Although the previously approved annexation agreement matches the lot count with the new proposal, the new amended agreement is still subject to review.

Mayor Johnson noted that the Zenger development has already been the beneficiary of the historic Interlaken Drive improvements that required the original dumpster relocation. The dumpster relocation caused by the Interlaken Drive improvement project was agreed upon by representatives from BHR, Watts Enterprises, Midway City, Jack Zenger, and the IMWC, and recorded by Wasatch County on 28-Feb-2006. Celeste noted that this plan was not successful, and this is a chance to fix it.

Language from that agreement pertinent to the dumpsters follows:

3. Relocation of the refuse collection site.

3.1 With the widening of the road, the current site for the refuse container serving Interlaken Estates is no longer feasible.

3.2 The refuse collection site shall be relocated to an area near the entrance to the City park where the Wasatch County Public Works Department can have adequate and safe access for removing and replacing the containers, which site shall be approved by the City, Watts, BHR, IMWC and the Wasatch County Public Works Department.

3.3 The refuse collection site shall be enclosed by masonry and landscaping designed to minimize its visibility by the Valais homeowners, users of the City park and traffic on Interlaken Drive.

3.4 The cost of relocating the refuse collection site shall be borne 50% by BHR and 50% by Watts.

3.5 Attached hereto as Exhibit 2 is a drawing showing the location of the refuse collection site.

Paul Berg and Mr. Zenger are opposed to Mr. Zenger bearing any responsibility to pay construction costs for dumpster relocation or to gift land to Interlaken for that purpose. Zenger referenced his conversation with Mayor Harrigan in which he agreed to provide a site to the town "as a favor" provided it wasn't an eyesore.

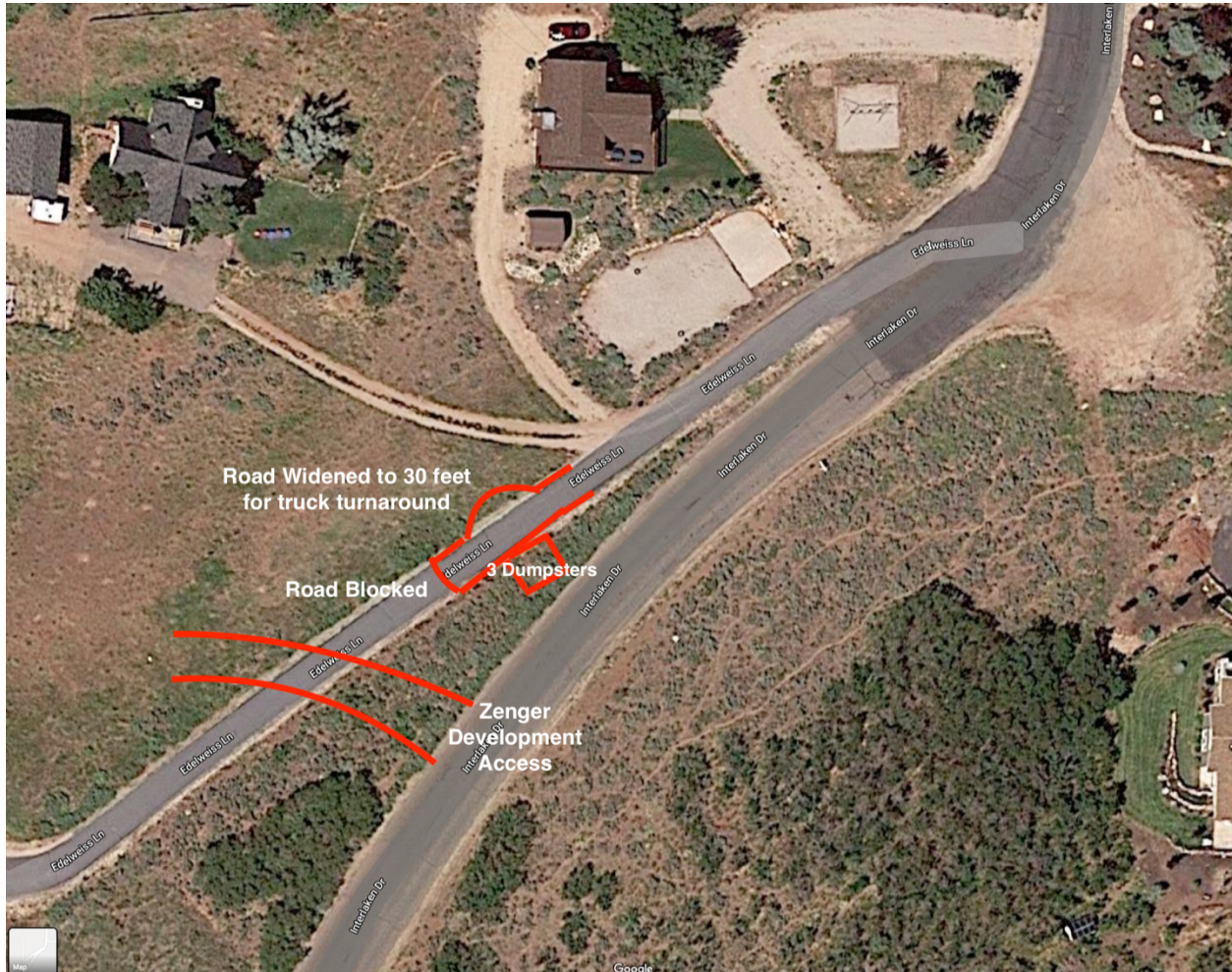
Three options were discussed for dumpster relocation:

Interlaken Pump House - site west of Interlaken pump house. As previously discussed, this site would cause additional wear on Interlaken's roads, notably Interlaken Drive and Luzern Rd, from the heavy dump trucks. Mr. Zenger was not in favor of this plan, feeling it would add traffic to his development, from both dump trucks and Interlaken residents, as well as devalue his lots adjacent to the site. The county SSD trucks would also face the challenge of narrow roads, especially in winter when shoulders are not available to move aside for oncoming traffic. Although the county could access this site through Zenger's development once the roads are completed, this again adds traffic to the Zenger development. Smith expressed his concerns about degradation of the roads, but suggested the site may be used as an interim solution until a permanent location could be developed.

Interlaken Drive - previous site off Interlaken Drive, east, in the widened pullout. As the group drove up Interlaken Drive to examine the Edelweiss site, the Wasatch County SSD driver and manager both noted that this former site could be used, pending approval by the county. Apparently the size and placement of the site is not an issue for their trucks. However, this site may encroach on private land, outside the public ROW. This location has the same problem as the current location – it's very visible and accessible by all traffic on Interlaken Drive. The SSD driver noted that the dumpsters could be locked by combination, key, or a key fob. The locking bar on the dumpster opens when the dumpster is lifted and emptied, so although it's locked, the driver doesn't need to unlock it.

Edelweiss - site located between Edelweiss and Interlaken Dr. on Zenger's property (see map below). This was Mr. Zenger's preferred location over the pump house site. He is willing to provide the land through an easement, but would not agree to bear any cost for the site development, providing the dumpsters not be an eyesore for his residents entering or exiting his development. There was a fair amount of discussion as to the ideal location of the dumpsters along the eastern edge of Edelweiss. It should be noted that locating the site further down Edelweiss (southward), makes the dumpsters less visible from Interlaken Drive above. There is a steep bank coming off Interlaken Drive to the west that effectively lowers the dumpsters below the sight line from Interlaken Dr. This was Smith's preference because it would discourage use from outside residents. Paul Berg prefers the dumpsters be located

higher up Edelweiss (northward) to keep them out of view of Zenger’s development access. Smith noted repeatedly that the dumpsters could be hidden from that entrance through landscaping, and a possible berm or wall at the southern edge of the site. The Wasatch SSD drivers noted that they would need a 30-foot-wide section of road in order to turn their truck around. They preferred the Edelweiss site over the other options. The Zenger access point will be graded downhill over the existing Edelweiss road, effectively terminating access from Edelweiss going south of the dumpster site. Edelweiss would remain accessible for the dump trucks and for those using the dumpsters, entering from the north.



There was discussion about how the parties would move forward, and the involvement of Midway City in the process. Celeste would like Mr. Zenger and Interlaken to agree upon a concept plan design, including landscaping that addresses Zenger’s concerns, and develop an easement agreement. Smith noted that it would be useful if Zenger also developed a detailed plan for his entrance, so that Interlaken could coordinate their landscaping and screening efforts with Zenger’s development. The Town would need irrigation water and electricity to maintain the site and provide security cameras. Those utilities will be available at the Zenger entrance, and could be extended to the dumpster site. Paul Berg voiced his concern that

Midway would divorce themselves from the negotiations between Zenger and Interlaken. Celeste and Henke encouraged Interlaken and Zenger to work together to provide a solution that works for both parties. Midway would like to see an agreement that includes language that states Interlaken will be responsible for maintaining the site, including picking up garbage from the ground. The site would be designed to hold 3 dumpsters or 2 dumpsters and 1 recycling bin. It was recommended that Interlaken obtain a “Will Serve” letter from Wasatch County SSD to commit to servicing the dumpsters.

Celeste urged Interlaken to come up with a temporary solution by moving the dumpsters to the pump house site while waiting for the Zenger development to be built. The reconfiguration of Edelweiss and the Zenger entrance are part of phase 1 of Zenger’s plan, and should be started in spring 2021. Wasatch SSD has agreed to receive Interlaken refuse for free, if the town uses a dump trailer and hauls it to the transfer station. Smith noted that he would present these points to the council at the next meeting on June 16. He also noted that this two-phase approach places a significant financial burden on the town. Interlaken is being asked to build out two sites to solve this problem, with no financial assistance from the other parties.

Next steps: Interlaken will propose a plan for the dumpster site, including landscaping, and present it to Zenger. Smith has asked the same from Zenger – more details about the entrance layout, design, and landscaping. Once the two parties agree upon a concept plan, they will negotiate an easement for the site property. Midway city will review the agreement and the concept plan. Once approved, Midway City will issue the permit for construction of the site. Henke noted that the council could review a concept plan at their next meeting on July 7.

The meeting ended on an air of cooperation, but with some uncertainty about how to handle the negotiations between the town and Mr. Zenger regarding the concept plan for the site. If the two parties don’t agree, there is no established path towards resolution. Midway City doesn’t have any interest in mediating the process, but in my opinion, would hold both parties to a standard of compromise and fair play.

Thanks,
Bart Smith, Interlaken Town Clerk

Subject: Re: Mailboxes

Date: Wednesday, June 10, 2020 at 4:26:50 PM Mountain Daylight Time **From:** Katy Camisa-B

To: Bart Smith

CC: Interlaken Mayor

Greg & Bart,

To begin please let me know (Bart) if you should even be in this discussion; I am not clear on this so if I should just be communicating with Greg, let me know. Next time I will leave you out!

I spoke with Barbara Bacon, the Post Mistress today. I will leave spaces between the comments if a response is needed. Here is a summary:

1. The community mailboxes would need to be placed on Interlaken Drive before the entry to Interlaken Town, they will not deliver up into the community.
2. Barbara suggested one option would be to combine with Burgi Hill but that would have to be approved by this community. We would be adding our community mailboxes with theirs.
3. There are easement rights in Midway for the Post Office. There would need to be a space on the way up to Interlaken that would allow people to pull over to access the community mailboxes. As I understand her, Interlaken would not have to ask for permission to place mailboxes as long as this was determined by local post office to be acceptable.
4. Interlaken would be responsible for the purchase & installation of community mailboxes. (Barbara told me 3 years ago & previous to that, it was the post office's financial responsibility but this changed 3 years ago)
5. The Midway Post Office would have to be involved in any decision.
6. Bart sent me all the stats for Interlaken: Total lots - 184(plus shared one)

Lots with homes - 140 (with 5 active build permits) Empty lots - 39

Full time residents with PO Boxes - 63

Full time residents without PO Boxes - 21

Barbara stated Interlaken could build boxes at this time that met the needs of year round residents who want to participate but would be responsible for additional boxes as the community grew & desired a mailbox so if I understand this correctly, there would need to be planning space for future possible mailboxes (which they do not take up a large area)

So, here's a thought - knowing this is an added expense for the town & since this is the beginning of an exploration, perhaps a letter could be sent out to all full time residents to see if there is interest for the majority of the community. If there is overriding interest, could there be a charge per person to offset the cost for the town? Then, as newer families arrive, this could be an option given to them for a fee? Since I have always had a mailbox I do not know the cost of a mailbox at Midway per year & this is something I forgot to ask.

I think I've covered the information I have thus far. Let me know your thoughts, Katy

Subject: Mailboxes

Date: Saturday, June 13, 2020 at 8:53:41 AM Mountain Daylight Time **From:** Katy Camisa-B

To: Bart Smith, Interlaken Mayor

Attachments: IMG_9309.jpeg, IMG_9308.jpeg

Picture of community mailboxes showing medium & larger compartments below for packages.

There are a series of newspaper boxes at lower end of Interlaken Drive that could be a spot for community mailboxes just north of them. It looks like there would be room to pull off the road to accommodate traffic going up or down.

The mailboxes at the condo we rent do not have the roof over them but obviously there would need to be poured concrete.

Think this is the last bit of info I have! Katy



Subject: Fwd: PDM19 Interlaaken Generator
Date: Monday, June 15, 2020 at 3:59:49 PM Mountain Daylight Time
From: MARGE BOWEN
To: Bart Smith, Greg Harrigan, Sue O’Nan, Chuck O’Nan, Justin Hibbard

Hi All,

I’m forwarding this email to you as an update to the most recent communication from the State about our grant application.

I’m in Seattle so won’t be joining you for the call tomorrow night.

Marge Bowen

Begin forwarded message:

From: Bradley Bartholomew <bbart@utah.gov>
Date: May 29, 2020 at 4:54:53 PM PDT
Subject: PDM19 Interlaaken Generator

Hello,

Thank you for submitting an application to the Pre-Disaster Mitigation (PDM) grant program. We were pleased to receive so many applications that met and exceeded the criteria set forth in the Hazard Mitigation Assistance (HMA) Program Guidance. The mitigation generator subapplication that you submitted has been identified for further review, pending completion of required pre-award activities.

This is not a notification of award. Prior to grant award, the FEMA Regional Office and the State will work with you to implement required pre-award activities for this subapplication. FEMA may, at its discretion, request additional information or documentation regarding administrative or procedural requirements as part of its application review activities. You must respond to requests for information regarding your subapplication within required timeframes. If a subapplication is conditionally awarded, all programmatic and financial requirements must be met before funds may be drawn down.

The State will contact you regarding requests for additional or corrected information for your subapplication, as necessary, through a revision request in the eGrants system. If you have questions or require additional information regarding pre-award activities, please feel free to contact me.

Brad Bartholomew

COVID19 & Magna Earthquake Recovery
Mitigation & Recovery Section Manager
Utah Emergency Management
1110 State Office Building
Salt Lake City, Utah 84114
Cell (801) 673.5854