

**Interlaken Town Council Regular Meeting Minutes**  
**Monday, 02 July 2018, 6:30 PM – 8:00 PM**  
**Town Pump House, 236 Luzern Rd., Midway, UT**

**1. Call to Order.**

Mayor Simpkins called the meeting to order at 6:35pm.

**2. Roll Call – Members Present:**

Lisa Simpkins, Mayor

Chuck O’Nan, Council Member

Sue O’Nan, Council Member

Greg Harrigan, Council Member

Bart Smith, Town Clerk

Marge Bowen, Council Member was absent

**3. Presentations:** None.

**4. Council Discussion:** Time allotted for Public Comment

The council discussed, and agreed, to extend time allotted for public comment for regular meetings from 2 minutes per speaker to 4 minutes to speaker. They also agreed to extend the total time allotted for public comment from 10 minutes to 20 minutes.

**5. Public Comment.** None.

**6. Consent Agenda:** None.

**7. Approval of Agenda or Changes.**

**Motion:** Council Member Harrigan moved to approve the agenda.

**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 of 6/11/18 Council Regular Meeting Minutes**

**Motion:** Council Member O’Nan moved to approve the 6/11/18 council meeting minutes.

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

**Discussion:** no discussion

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

**9. Road Calming Report – Alta Study**

Responding to complaints about speeding on lower Interlaken Drive near the BHR entrance, the council requested help from MAG (Mountainland Association of Governments) to assess traffic calming measures. MAG recommended a Salt Lake firm, Alta Planning and Design to do a study of potential traffic calming measures. Alta performed a study for free. The results of this study are attached to these minutes. The study evaluated this portion of Interlaken Drive and suggested the following solutions. All of these measures are directed at slowing the downhill traffic on Interlaken just above the intersection with the BHR entrance (Saddle Drive).

1. Speed Feedback Signs
2. Dynamic Curve Warning Signs
3. Painted Medians and Lane Striping
4. Gateway Medians

Sue O’Nan favored 4 – Gateway Medians. This type of median effectively narrows the traffic lane, typically using planters or other landscaped medians. The study recommends a 5-foot wide median, 45 feet long, to be used to narrow traffic in the west lane. Harrigan noted that the planter would have to be removed in the winter to facilitate snow removal, and suggested something less permanent be used. Another barrier, like the sandwich board signs, or plastic pipes could be used in the same fashion. Simpkins suggested starting with 3 – Painted Medians, and putting a barrier in the middle. Lisa agreed to contact MAG and Alta and get a quote for painted medians. Lisa also noted that someone was doing a traffic study currently on Interlaken, and would find out from Midway who was involved.

#### **10. Planning Commission Status Report, Epic Engineering, Process Discussion** (see attached report)

- Howard, Lot 115. They agreed to place a porta-potty on site. Construction is on hold.
- Connor, Lot 102. Final inspection is scheduled for 7/6/18.
- Frank, Lot 218. Drywall is almost complete.
- Sheldon, Lot 011. Project progressing and passing inspections.
- Daines, Lot 223. No toilet on site. Erosion control is lacking. Epic will follow up. They did relocate the retaining wall so it is out of the road ROW. Footing inspection scheduled for 7/5/18.

Susanna Littell noted that there were updated versions of building permit applications online, and wanted to clarify the process for approving those documents. The planning commission would like to be part of the review process.

#### **11. Site Disturbance Permit, Discussion, Approval**

Clerk Smith requested that the council approve the proposed site disturbance permit. The code currently excludes excavation for 100 square feet or less from requiring a permit. The council would like to change the code in the future to increase this limit, but agreed to approval the proposed permit application. Susanna Littell will look at what other communities are doing and report.

**Motion:** Council Member Harrigan moved to approve the proposed site disturbance permit application.

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

**Discussion:** no discussion

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

#### **12. General Plan Status Update**

All the sections assigned to the council have been completed. The planning commission is still working on their assigned sections. Susanna agreed to discuss the GP status at the next PC meeting on 7/16.

#### **13. Financial Matters**

Clerk Smith presented a chart showing Zion bank account balances over time, as this was requested at the 6/18/18 budget hearing (see attachments). This is a summary of account balances over time:

## ZION Bank Fund Balances Over Time

| Fund                    | FY2016 Year End   | FY2017 Year End   | FY2018 Year End<br>(approx) |
|-------------------------|-------------------|-------------------|-----------------------------|
| Bond Sinking            | \$ 157,394        | \$ 158,514        | \$ 158,684                  |
| Water Revenue           | \$ 26,471         | \$ 30,613         | \$ 37,333                   |
| Water System Reserves   | \$ 146,527        | \$ 171,750        | \$ 179,791                  |
| Transportation Reserves | \$ 119,963        | \$ 128,584        | \$ 104,823                  |
| Building                | \$ 8,090          | \$ 19,854         | \$ 26,574                   |
| General                 | \$ 29,559         | \$ 71,143         | \$ 54,763                   |
| <b>TOTAL Accounts</b>   | <b>\$ 488,004</b> | <b>\$ 580,458</b> | <b>\$ 561,968</b>           |

Smith noted that the Bond Sinking Fund remains stable over time, increasing slightly annually from earned interest. The FY2018 Water Revenue Fund is retaining a higher balance over past years to cover the increased water master salaries from July 1, 2018 through January 2019. Recall that our next water revenue is not collected until January 2019, so this account must hold a balance to cover expenses from the present to that date. Water System Reserves has increased over time. The Transportation Reserves balance dropped in FY2018, due to a large expenditure on roads in FY2018. We did have extra money in the General Fund, which allowed a \$55,000 contribution to Transportation Reserves at the end of FY2018. The Building Fund increase reflects an increase in carried road damage deposits and completion deposits in FY2018. The General Fund balance covers the town's expenditures until revenue is received from the Wasatch County Tax and Sales Tax.

Harrigan was concerned about the \$105K balance in Transportation Reserves. Smith noted that Michael Soper gave us a reference for a contractor that could possibly help with reserve studies. Simpkins suggested that Smith call MAG, Shawn Seager, to see about help with reserve studies for our roads and water system.

Smith presented a list of receivables from our water revenue billing. The town is still owed \$3,108. The Bonner lot is under contract. Mr. Wright passed away, and it is unclear how we could collect from them. Simpkins asked if we could get a list from Wasatch County of Interlaken lot owners with outstanding tax bills.

### 14. Chipper Day Status, Fire Safety Issue on Town Property (lot 172)

We are still trying to find a contractor to chip collected burnable debris. The council recommended we not wait for Amigo Properties and get bids from other contractors, with a \$1500 limit.

Smith brought up a fire safety concern regarding lot 172, town property, which is overgrown and has burnable debris on the ground. It is a steep lot and would be difficult to clear. Simpkins suggested we have Seven Trees do a bid for dead wooding this lot and other town property.

### 15. Dumpster Misuse

One of the repeat offenders, from Valais, is named Turley. Eric Siefka and Harrigan have taken boxes out of the dumpster and put them on the doorstep without effect. The council discussed writing a letter to the HOA. Harrigan suggested additional signage on the dumpster asking them to recycle cardboard and other materials, and point them to the recycle center. Alternatively we could hire someone to check those who use the dumpsters. Since it is not our property, the town does not have jurisdiction over it. It is Midway property. Simpkins suggested we reconsider moving the dumpsters to State Park property. The council agreed that it was Midway's problem for now.

## **16. Outdoor Lighting Specifications Enforcement**

At the previous council meeting residents mentioned their concern over homeowners who are in violation of the town's outdoor lighting ordinance. The council suggested letters be sent to DeBrusk and Hawkins including a copy of the regulations, signed by the mayor.

## **17. Old Water Tank Graffiti**

Smith showed photos of graffiti on the old water tank located at the end of Eiger Point. Harrigan sent an email to the lot owners notifying them of the graffiti on the tank and hasn't heard back.

## **18. Status on Previous Action Items**

Town Clerk:

- CCR water report – put it online (done)
- Notify town to put in back flow preventers (done)
- Send 5-year plan to water masters (done)
- Compile final list for chipper day (done)
- Check on state law regarding land use wait period (done). Smith noted that a person has the option of challenging the noticing to a hearing within a 30 day window.
- Send email to Howard & Daines re: porta potty (Epic Engr is doing this)
- Start looking at Census reporting (not yet started)
- Investigate whether we need to trim brush, trees at intersections – Harrigan will speak with Bob Marshall about the brush at his corner.
- Hawkins meter pit location. Smith sent an email to Hawkins.
- 380 Bern dirt washing on road (done). Photo shows not a problem.
- Notify Valerie Mason, 276 Jung Frau re: parked car (done). Smith checked and took photos. He sent a letter to Valerie. Smith also noted that the vehicle was not in violation of our ordinance as long as it's not parked for more than 24 hours.
- Notify Chip Higgins, 470 Eiger re: parked car (done). There was no car there when Smith checked.
- Check signage at base of water tank for correct phone numbers (in progress).
- Complete minutes from 6/11 and 6/18 hearings and post online (done)

### **List of Current Action Items from 7/2/18 Meeting**

Lisa:

- Contact MAG/Alta for estimates on median painting, check with Midway to see who's doing a traffic study on Interlaken Dr.

Bart:

- Review agreements for new construction and remodels and suggest revisions and include PC in future revisions.
- Contact MAG (Shawn Seager) to find out about reserve studies for roads and water.
- Get a list from Wasatch County about who owes taxes.
- Obtain bids from other contractors for chipper day.
- Get a bid for removing dead wood from town property.
- Send a signed letter from the Mayor regarding outdoor lighting violations and a copy of the ordinance to DeBrusk and Hawkins.
- Begin census materials.

## **19. Other Business.** None.

## **20. Public Comment.** None.

## **21. Council Comments.**

Harrigan reported that Bill Goodall made inappropriate contact with him following the last meeting on 6/18/18. Harrigan noted that the incident, in which Goodall put his hands on Harrigan, fits the definition of assault. This behavior is not acceptable. Simpkins spoke with Dave Church from ULCT who recommended a police report be filed. Mr. Church offered to work with us doing civility training.

Simpkins noted that she will put together a mayor's newsletter shortly and is taking input. Current topics include: tree trimming, stop signs, speeding, dumpsters, parking on the road. Sue O'Nan wanted to remind people that bike riders should ride with traffic, and walkers should walk against traffic. Chuck O'Nan wanted to remind drivers going down Matterhorn to stop at the stop sign. Harrigan recommended that we paint stripes across the roads at all stop signs.

## **22. Adjournment**

Council Member Harrigan moved to adjourn the meeting. Council Member Sue O'Nan seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:53 PM.

The next Town Council meeting will be held on Monday, August 13th, at 6:30pm, at the Town Pump House, 236 Luzern Rd.