

Agenda 04 - 324 Interlaken Drive



Agenda 10 - Hawkins Meter Pit



Subject: Re: Fall Meter Reading

Date: Tuesday, September 11, 2018 at 9:07:18 AM Mountain Daylight Time

From: Interlaken Water

To: Bart Smith

Thanks Bart. We will use 3/4" on all existing meters that we will replace unless for some reason they have a 1" yoke and meter, or the yoke needs replaced and upgraded. All new construction from this time and forward will take a 1" meter and new yoke along with a prv. The reason for that is the 3/4" double yokes are not available for purchase so the next available size is 1". This info is coming from Jason who does all the installs for us.

Hopefully that makes sense
Thanks Brady

Sent from my iPhone

On Sep 11, 2018, at 8:21 AM, Bart Smith <interlakenclerk@gmail.com> wrote:

Hi Brady – just to clarify, will you be using the 1" lpearl meters to replace the old 3/4" non-lpearl meters? Or are you just using the 1" lpearl for new connections?

I've attached a list of lot#, addresses, and lot owners - as an excel file and as a pdf. I added a column where you can denote the meter type in use, as well as any other comments you might want to make. I'll be out of town from Sept 13 through 25, but I'll be available via email. Let me know if you have any questions.

Thanks, Bart

From: Bart Smith <interlaken.watermaster@gmail.com>

Date: Tuesday, September 4, 2018 at 7:45 AM

To: Bart Smith <interlakenclerk@gmail.com>

Subject: Re: Fall Meter Reading

Hey Bart

Jason wants to order and install the 16 meters after we finish all the readings this month. The reason for using the 1" on new installs is the 3/4" double yokes are almost impossible to find now, so we use 1" in order to have access to the right parts needed to complete the job. Also can you get us a updated list of all address and the form you have used in the past to collect the Meter data?

Thanks Brady

Sent from my iPad

On Sep 3, 2018, at 1:28 PM, Bart Smith <interlakenclerk@gmail.com> wrote:

Thanks Brady, -Bart

From: Bart Smith <interlaken.watermaster@gmail.com>

Date: Thursday, August 30, 2018 at 3:08 PM

To: Bart Smith <interlakenclerk@gmail.com>

Subject: Re: Fall Meter Reading

Hey Bart

I think we are planning on the middle of September to start meter readings. I will talk with Jason on the 1" meter size.

Thanks Brady

Sent from my iPhone

On Aug 27, 2018, at 10:21 AM, Interlaken Clerk <interlakenclerk@gmail.com> wrote:

Hi guys-

As I recall, you were having trouble locating the meter pit for Hawkins, Lot 167, 255 St. Moritz. It is located above his house on St. Moritz – this should be it in the photo.

Checking to see if you've set a date or dates for meter reading. I'd like to send a notice to the town to make sure their meter pits are not covered in debris or hidden by brush.

It would be great if you could mark the locations, as you read the meters, using blue paint as Mac has done in the past – a blue strip on the asphalt and blue paint on the meter cover.

Also, we have funds to replace 16 meters this year with the newer ipearl models, based on a cost of \$300 each. I noticed that you will be using 1" meters – is this because of the requirement for fire suppression systems in new homes? It'll be great to see exactly how many ipearls we currently have installed so we can move forward with our plan to use a scanner.

Thanks,
Bart Smith
Interlaken Town Clerk
(435) 565-3812
P.O. Box 1256
Midway, UT 84049
<Hawkins Meter Pit.jpg>

<FY2019 Meter Reading no links.xlsx>

<FY2019 Meter Reading.pdf>

Agenda 12 - Chipper Day



[Home](#)

9" CHIPPER

9" CHIPPER

\$367.00 per day

In Stock
SKU#: 4512

Rental Rate

Day +\$367.00

No. Days

No. Units

1

[ADD TO QUOTE](#)

Categories: Tree Care

Agenda 12 - Chipper Day



INTERLAKEN TOWN, UTAH
GRAMA REQUEST FEES
October 1, 2018

RESOLUTION NO. 2018-10-01A

A RESOLUTION ESTABLISHING GOVERNMENT ACCESS AND MANAGEMENT
ACT (GRAMA) FEES

WHEREAS, Interlaken Town is burdened by administrative costs associated with fulfilling Government Access and Management Act (GRAMA) requests; and

WHEREAS, Interlaken Town is within its rights to charge a fee for such purposes;

NOW, THEREFORE, it is hereby RESOLVED, that the Town Council of Interlaken, Utah, establishes the following fees for GRAMA requests:

Paper Copies provided by the town: \$.10 per page. Double-sided copies shall be charged as two pages.

Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay actual cost for staff time and mileage (computed using the current official federal standard mileage rate).

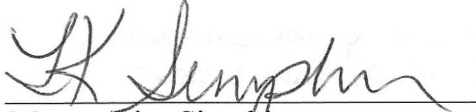
Compiling Documents in a form other than that normally maintained by the Town, pursuant to U.C.A. 63G-2-203 (2008). In the event the Town compiles a record in a form other than that normally maintained by the Town, the actual costs under this section may include the following:

- (a)
 - (i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;
 - (ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and
 - (iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (i) and (ii).
- (b) An hourly charge under this section may not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.
- (c) Notwithstanding Subsections (a) and (b), no charge may be made for the first quarter hour of staff time.

Fee Waiver for Public Benefit. The Town may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

APPROVED AND ADOPTED this 1st day of October, 2018.

TOWN OF INTERLAKEN



Mayor: Lisa Simpkins

(Seal)

ATTEST:



Town Clerk: Bart Smith



INTERLAKEN TOWN, UTAH
FEE RESOLUTION AMENDMENT AND REPLACEMENT
October 1, 2018

RESOLUTION NO. 2018-10-01B

A RESOLUTION AMMENDING THE FEE RESOLUTION AND REPLACING RESOLUTION NO. 2011-07-06 IN ITS ENTIRETY

WHEREAS, it is necessary to update the fee resolution to reflect the changing costs of performing services,

NOW, THEREFORE, it is hereby RESOLVED, by the Town Council of Interlaken, Utah, that the Interlaken Town Fee Schedule is hereby re-adopted with the following changes:

A. Building Permits, Fees, and Deposits

The Town Council of Interlaken reserves the right to adjust the Road Impact Fee, Damage Deposit, and Completion Deposit based on the size and scope of a construction project. The maximum Road Impact Fee shall be set to \$2,500. The maximum Damage Deposit shall be set to \$2,500. The maximum Completion Deposit shall be set to \$1,500. Unless approved by the Interlaken Town Council in advance, these fees and deposits are set as follows:

| | |
|--|------------|
| Interlaken Building Permit Application Fee | \$350.00 |
| Interlaken Water Connect Fee | \$200.00 |
| Interlaken Road Impact Fee | \$2,500.00 |
| Interlaken Damage Deposit | \$2,500.00 |
| Interlaken Completion Deposit | \$1,500.00 |

B. Special Use Permit

| | |
|---|----------|
| Interlaken Special Use Permit Application Fee | \$100.00 |
|---|----------|

C. Parking Violations

| | |
|--|-----------------------|
| Parking in the road right of way from November 1 through April 1, of each year, any time of day. | \$100.00 per incident |
| Parking in the road right of way for 24 or more consecutive hours from April 2, through October 31, of each year, any time of day. | \$50.00 per incident |

D. Violation of Municipal Code Section 9.05.090 which requires clean up by any person or entity that tracks, spills, deposits, discharges or drops any mud, dirt, debris, or other material on a public road or a public right-of-way.

| | |
|--|-----------------|
| Spillage of debris on public roads or right-of-way | \$25.00 per day |
|--|-----------------|

APPROVED AND ADOPTED this 1st day of October 2018.

TOWN OF INTERLAKEN

Lisa Simpkins
Mayor: Lisa Simpkins

ATTEST:

Bartlett K. Smith
Town Clerk: Bart Smith

(Seal)



Agenda 15 - Daines Project Site



Agenda 15 - Frank Project Site



Agenda 15 - Howard Project Site



Interlaken Planning Commission Report Thru 2018-10-01

To: Interlaken Planning Commission

From: Epic Engineering (Joe Santos)

General Comments:

1. Meeting(s)

1.1. Planning Commission Meeting

2. Key Task(s)

2.1. Approval of Permit Requests

2.2. Update members of outstanding permits

3. Key Schedule(s)

3.1. N/A

4. Item(s)

4.1. N/A

| Project / Task(s) | Description | Initiation Date | Status | Responsible Party | Projected Completion Date | Completion Date |
|--------------------------------------|--|---|---|------------------------------------|---------------------------|------------------------|
| Modified/Changed Dates in Red | | Required/Requested Information in Orange | | Completed/Old Tasks in Grey | | |
| General | Water Rights | | | | | |
| | | 2016/2017 | Preparing update on transfer recommendation. | Epic | | |
| | Conference Call and Prepare Amended Memo | 7/25/2017 | To clarify the confusion surrounding Town water rights, conference call was held with PC member Bill Goodall, Don Olsen of Epic, Lindsay Minck of Epic, Josh Call of Epic, and Eric Jones of the UTDWR. Amended memo will be delivered based upon conversation. | Epic | 7/25/2017 | 7/25/2017 |
| | Amended Memo | 7/25/2017 | Memo Amendments complete, submitted to Town Council 8/29/2017 | Epic | 8/28/2017 | 8/29/2017 |
| | Town Council Action | 8/29/2018 | Awaiting Action by Town Council | TC | ? | |
| 16IKB002 | Lot 115- Howard Residence | | | | | |
| | Building Permit | | Approved and issued 6/29/2016 | Epic | | 6/29/2016 |
| | Stop Order | | Issued stop order due to missing dumpster and porta-potty. | Epic | | |
| | Stop Order Lifted | | Issues resolved and work to resume. | Epic | | |
| | Inspections | 8/8/2016 10/11/2016 | Initial Inspections Underslab Plumbing | | | 8/8/2016 10/11/2016 |

| Project / Task(s) | Description | Initiation Date | Status | Responsible Party | Projected Completion Date | Completion Date |
|-------------------|----------------------------------|-----------------|---|-------------------|---------------------------|-----------------|
| | Update | 9/15/17 | Framed, Windows installed. No electricity in house, waiting for Heber Power. Waiting on permission from neighbors to dig trench for powerline. | Epic | | |
| | | 11/6/17 | Called for Update, no answer. | | | |
| | | 11/21/17 | Porta-potty concerns, will use Connor's porta-potty. | | | |
| | | 01/28/18 | Wrapping up exterior skin, then project will be on hold until spring when utilities can be dug and interior can be worked on | | | |
| | | 4/13/2018 | Emergency inspection due to unclean site conditions. | | | |
| | | 4/30/2018 | Site currently being cleaned up, workers were cleaning 4/29 and will clean 5/1. Epic to perform inspection 5/2. | Epic | | |
| | Update | 6/11/2018 | Working on utilities and connections, coming up June 25 to continue project. Project should be fully staffed July 4 th on until the end of summer. | Builder | | |
| | | 10/01/2018 | Working on 4-way inspection. Resolving Fire Sprinkler Concerns and construction continues. | | | |
| 16IKB003 | Lot 102- Connor Residence | | | | | |
| | Building Permit | 7/18/2016 | Approved and issued | Epic | | 8/17/2016 |
| | Building Permit Revoked | 12/1/2016 | Revoked due to structural changes and errors | Epic | | |
| | Inspections | 9/1/2016 | Initial Inspections | | | 9/1/2016 |

| Project / Task(s) | Description | Initiation Date | Status | Responsible Party | Projected Completion Date | Completion Date |
|-------------------|---------------------------------|---|--|----------------------|---------------------------|-----------------|
| | Building Permit Reinstated | | Lee Ewell, the new contractor from Ewell Enterprises picked up building permit, construction to resume. | | | 6/13/2017 |
| | Inspections | 6/23/2017 | Temp power Out house completed 4-way | | 7/25/2017 10/1/2017 | 6/23/2017 |
| | Update | 9/18/2017 1/28/18 03/05/18 9/10/2018 | HVAC is in, working on Plumbing, Electrical, Insulation, Drywall and 4-way. Needs water meter set. Working on Interior Details, then painting. Wrapping up painting, doors and cabinets are in. Getting ready to start plumbing. Final inspection passed. Epic created the CO and sent to Town to distribute. | Epic Town | | |
| | Construction Completed | | Project will be removed from next update. | Epic | | |
| 16IKB004 | Lot 218- Frank Residence | | | | | |
| | Building Permit | | Approved and issued | Epic | | 3/23/2016 |
| | Inspections | | Footing Underground Temp power | | | 12/6/2016 |
| | Update | 9/15/17 | Having problems with steel fabricators, contractor hopes to have steel in by end of month. | Builder | 11/15/2017 | |

| Project / Task(s) | Description | Initiation Date | Status | Responsible Party | Projected Completion Date | Completion Date |
|-------------------|---------------------------------------|--|---|------------------------------------|---------------------------|-----------------|
| | Site Issues | 9/18/17 | Erosion and No Dumpster Issues Reported to Epic. | Epic/PC | 9/18/2017 | 9/18/2017 |
| | Site Issues | 9/17/17 | Contractor will get a dumpster to the property, Contractor reports there is no erosion, that it is due to roadbase. | Epic/PC | 9/21/2017 | 9/27/2017 |
| | Update | 11/2/2017 1/29/2018 3/5/2018 3/27/2018 4/15/2018 10/01/2018 | Framing is completed, Windows and Doors ordered, experiencing delays with Questar Gas Install see 17IKB005. Prepping for a 4-way inspection by the end of the week. Had 4-way and insulation, waiting on home owners to select siding. Waiting on home owners to select siding. Contractor has removed sediment from the roadway. Instructed by Town Clerk to revegetation according to approved Grading plan. Gas Inspection passed, construction progressing slowly. | Builder Builder | 3/1/2018 | |
| 17IKB002 | Lot 203- Simpkin's Landscaping | | | | | |
| | Landscape Permit | 6/16/2017 | Epic sent memo regarding proposed approval on 6/16/2017 with understanding no work to be performed in ROW. Previous ROW work to be examined after attorneys look at it. | PC | 6/16/2017 | 6/16/2017 |

| Project / Task(s) | Description | Initiation Date | Status | Responsible Party | Projected Completion Date | Completion Date |
|-------------------|-----------------------------|------------------------|---|-------------------|---------------------------|-----------------|
| | Town ROW | 6/26/2017 | Town attorney is trying to get to the bottom of the ROW issue and where to go with the ROW for this lot and all ROW in the Town. | Town Attorney | | 6/30/2017 |
| | Planning Commission | 6/26/2017 | PC to measure from platted/surveyed centerpoint of "cul-de-sac" based upon measurements of retaining walls from the centerpoint determines next step. | PC | 8/1/2017 | 8/7/2017 |
| | Recommendation to TC | 8/7/2017 | PC made recommendation to TC regarding project approval. TC to decide how to proceed. | TC | 8/7/2017 | 8/7/2017 |
| | Building Permit | 4/27/2018 | Building Permit Issued | Epic | | |
| | Update | 10/01/2018 | On hold, nothing to report. | Builder | | |
| 18IKB001 | Sheldon Residence | | | | | |
| | Building Permit | 4/20/2018 | Building Permit Issued | Epic | | |
| | Update | 5/10/2018 9/18/2018 | Soil Excavation Issue-placed soil as fill on neighboring lot. Not approved or permitted. Passed 4-way inspection and construction is progressing. | Epic | | |
| 18IKB002 | Daines Residence | | | | | |
| | Building Permit Application | 4/27/2018 | Planning Commission comments and Epic Site review comments sent back to Daines. Structural review redlines to be sent 5/1 | Epic/PC | | |

| Project / Task(s) | Description | Initiation Date | Status | Responsible Party | Projected Completion Date | Completion Date |
|-------------------|-----------------------|--|---|---------------------------------------|----------------------------|-------------------|
| | Site Issue | 8/31/2018 8/31/2018 9/10/2018 10/1/2018 | SWPPP concerns, there are large amounts of soil that could run into road and create a mess. Emailed and called to notify of issue Emailed and called again to warn, contractor instructed to fix silt fence or explore other BMPs to prevent any issues. Reminded of SWPPP implications at inspection. | Epic Owner | | |
| | Update | 9/10/2018 9/13/2018 | Foundation walls have passed inspection, construction progressing. Underslab Plumbing Inspection passed. | Epic Epic | | |
| 18IKB003 | Gladwin Garage | | | | | |
| | Building Permit | 7/31/2018 9/11/2018 | Building Permit Application Conditional Building Permit Issued | Epic Epic | 8/29/2018 9/11/2018 | 9/11/2018 |
| | Update | 9/10/2018 10/1/2018 | Structural issues on building permit application have delayed issuance of permit. Epic recommends issuance of conditional excavation building permit, so that construction can begin while structural issues are resolved. Structural issues have been completed. Plan review being handled currently. Construction to begin this month. | Planning Commission Epic/Owner | 9/10/2018 10/3/2018 | 9/27/2018 |

Subject: Re: Interlaken Town Reserve Studies
Date: Tuesday, August 14, 2018 at 12:03:33 PM Mountain Daylight Time
From: Shawn Seager
To: Interlaken Clerk

Hi Bart,

We are not engineers but can point you in the right direction

We have a great resource for town road maintenance plans in the USU LTAP Center. Call Nick Jones he is awesome!

<https://www.utahltap.org/about/staff.php>

For the water system we would refer you to Wes, Wilma or Scott Kettle at Horrocks Engineers in Heber as a starting point. This will also be an engineering calculation.

Feel free to call me with questions, Shawn 801 8241 1066

On Mon, Aug 13, 2018 at 10:39 AM, Interlaken Clerk <interlakenclerk@gmail.com> wrote:

Hi Sean-

Our Interlaken Mayor Simpkins suggested I contact you regarding our need to conduct reserve studies for both our water system and road system. We are overdue for this, and really need to get a grip on future repair and maintenance costs so we can budget accordingly. I'm wondering if this is something MAG could help us with, either directly, or by providing some references.

Thanks for your help,
Bart Smith
Interlaken Town Clerk
(435) 565-3812
P.O. Box 1256
Midway, UT 84049

--
Shawn Seager
Director, Regional Planning Department
Mountainland Association of Governments
586 East 800 North
Orem, Utah 84097
www.mountainland.org
801-229-3837



Nick Jones

Phone: (435) 797-2933

Email: nick.jones@usu.edu 

Agenda 18 - 9/10/18 Action Items

Town Council Meeting 2018-09-10 Action Items

Bart Smith

- a. Trim overhanging tree branches with Harrigan.
- b. Contact Wes Johnson from Midway to get contractor info for lower Interlaken Drive resurfacing.
- c. Write Charles Felt an email telling him that the parking regulations apply to all streets, including Luzern Way.
- d. Write Anthony King an email expressing the council's view on the Luzern Road extension.
- e. Write David Wade a letter regarding the town's ordinance against storing unregistered and disabled vehicles on town property.
- f. Write Mr. Talbot a letter regarding permitting requirements for excavation work.
- g. Write Mr. McLelland noting that his work in the road right of way is a violation of town ordinances, and not to repeat this. The town will restore the area to the proper condition.
- h. Contact water masters regarding 1" vs. ¾" meter installations.
- i. For building projects, revise the materials describing the certificate of occupancy and completion process. When all construction is complete, including all excavation, and the permit is closed, a letter should accompany the completion deposit refund stating that no more construction activity is allowed, unless a new permit is issued
- j. Call the Howards to get a completion date estimate.

Lisa Simpkins

- a. Call Midway regarding dumpster area cleanup.
- b. Call Bob from MAG and request he facilitate the GP hearing on October 22, 6pm.
- c. Get pricing from Josh at Epic for the traffic study.

Susanna Littell

- Draft code language for landscaping and excavation permits.

Greg Harrigan

- a. Contact Bob Marshall regarding removal of overgrown sage brush on corner of Interlaken.
- b. Trim overhanging tree branches with Clerk Smith.

Chuck O'Nan

- a. Convex Mirrors – follow up with Blue Stakes, facilitate installation with Signarama
- b. Pursue new stop sign placement on Bern Way at intersection with Jungfrau, for east bound traffic.
- c. Get bids for shoulder work.