

**Interlaken Town Council Regular Meeting Minutes**  
**Wednesday, 03 November 2021, 7:00 PM – 9:00 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=QlJNT3loV3J4Nm83TFJOdGVsUE1ldz09>

1. **Call to Order** - Mayor Harrigan called the meeting to order at 7:00 pm

2. **Roll Call**

Greg Harrigan, Mayor

Chuck O’Nan, Council Member

Sue O’Nan, Council Member

Marge Bowen, Council Member

Justin Hibbard, Council Member

Susanna Littell, PC chair, and Bob Marshall, PC member, were in attendance

Also in attendance:

Bart Smith - Town Clerk, Jess Bedingfield from MAG, Chuck Cullom - Councilmember elect

3. **Presentations:** None Scheduled

4. **Public Comment:** None

5. **Consent Agenda:** None

6. **Approval of Agenda or Changes**

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

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

**Discussion:** no discussion.

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

7. **Approval of 10/14/2021 Council Regular Meeting Minutes**

**Motion:** Council Member Bowen moved to approve the 10/14/21 Town Council minutes as presented.

**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. **Road Work Update**

Neal Bowlen will begin shoulder work next week addressing damage on Interlaken Dr, St. Moritz, and Jungfrau Hill that were degraded during the rainstorms.

Chuck O’Nan removed the remaining speed bumps and placed them in the container

Chuck will remove the No Hunting signs. The winter parking signs are in place

9. **DPW Site Expansion**

The DPW site at 326 Luzern Way has been expanded about 25 feet back by Russ Watts’ crew, and by SuperDave , who pushed the cargo container back 6 feet. We should paint the container green. The newly exposed surface is dirt, but will be paved in the spring when Luzern Rd is paved. We are adding 15 more blocks to the site to shore up the bank. Greg feels we need to know more about how the dumpsters are being used before we decide how to utilize the additional space. Clerk Smith noted that this expansion will provide space for a 3<sup>rd</sup> dumpster or a recycling bin. Smith suggested we add a bin for recycling cardboard that would take the pressure off the garbage dumpsters. Justin noted that ReCyclops would work with us to provide a single dumpster bin and collect from there. Smith asked about how we would charge for that service – pay for it as a town or bill individual lot owners. Greg’s priority is to keep the DPW site clear in the winter for access

to snowplow equipment and the salt pile. Justin will speak with ReCyclops about recycling possibilities. Greg noted that Russ Watts was very helpful. We need to complete the electric service to the site. Bart will contact Dave Sheldon to get a bid. A 4-plug box would be sufficient for now by the container to power block heaters and other equipment used at the site.

## 10. Municipal Water System Update

- Water System Oversight and Management – Smith put out a request for someone to take a lead role in overseeing the water system. Right now Smith works alongside the water masters to address maintenance and repair issues, and to plan long term capital improvements. The water masters operate the system and take care of state required reporting, meter reading and work on the ground. No one yet has shown any interest in taking that leadership position which Smith feels is necessary for proper management of the system.
- Emergency Response Plan – Smith is completing the revision of the Emergency Response Plan. The following assignments have been made:

Emergency Coordinator:	Greg Harrigan
Public Relations Coordinator:	Chuck Collum Assistant, Sue Collum
Assessment Coordinators:	Bart Smith Brady Probst Trent Davis
Crew Foreman:	Brady Probst Trent Davis
- Midway City Mountain Bike Trail and our Source Protection Zone  
There is currently a mountain bike trail being constructed through the Reserves development. In the area to the east of the pump house, the trail appears to cross over into Interlaken Town property and the 100 foot radius of the water source protection zone 1. Construction of the trail will be suspended until the source protection zone has been documented and recorded with the state.
- Water Meter Upgrade Project  
The town has budgeted to install a direct read system for the town’s 143 water meters. Currently these meters are read individually at each meter pit. This approach is very labor intensive and prone to error. In addition, the town cannot easily identify leaks or monitor usage without opening up a pit and getting a reading off the meter. To date, the required equipment for the upgrade is on backorder, up to 11 months. This delay may give the town a chance to apply for grant funds prior to purchasing the equipment. The town is currently purchasing new meters and necessary equipment for the meter pit, but will wait to purchase the drive by or remote radio reading equipment until grant opportunities have been pursued.
- Emergency Backup Generator Status  
The town’s generator is still offline, waiting for a replacement transfer switch. This switch is due to arrive sometime this month.
- Wasatch Mountain State Park Easement  
The 20-year easement with Wasatch Mountain State Park that provides access to the town’s water supply tanks will run out in May 2023. Chuck Cullom and Greg Harrigan will take charge of the renewal.
- Pumphouse and DPW Site Security  
The recent development activity next to the pump house has made it clear that we need to improve the security around the pump house. The most urgent need would be to install a more secure door. Additional measures may be put into a grant application.
- Water Rights Status  
The town has been working with our attorney and the state to ensure our water rights are properly recorded.

## 11. Grants Update

### Community Development Block Grants

Jess Bedingfield commented about the CDBG hearing held prior to this meeting. She noted that the town does not have to pay any money to get a DUNNS number – it’s a free service. Smith will give Jess our Dunns #.

Jess will support us in preparing this grant– to qualify we need to complete a Low to Moderate Income Survey – we need 51% of our town population to fall in those categories to qualify. We need to complete the survey by Jan 1<sup>st</sup> and file with the state by Jan 15<sup>th</sup>. Anyone who is a project beneficiary would be surveyed. Greg – only ½ of our town is full time. We need a map to help with the survey. It’s kind of tricky to determine who’s a part time resident. We need a project manager to register for the grant. That person will be the primary contact with the state. You could break it up between different projects, roads or water. If you’re doing multiple applications, it doesn’t need to be the same project manager. For this year’s criteria, a water project would score the highest. This is a good year to apply for a water project. Greg – we want to secure our pumphouse and water tank and better measure our usage. We could also apply to DEQ for water related grants in addition to CDBGs. Note that you cannot spend any money on the grant until after July 1<sup>st</sup>. You would need to do an environmental review for the radio tower for the remote meter reading system. Roadwork is another area – ADA improvements would not require a survey. Greg – we need to figure out our project managers. They would talk to Jess about the LMI survey. This could happen during the next week. We need to start the survey soon. Marge will start with the survey. Jess – you have to do a Davis Bacon compliance, 2 hrs per month. Bart – this also impacts all the financial reports and accounting for the town. Water system grant prospects– first focus on monitoring, then security enhancements.

### FEMA Grants

Marge – had a great meeting with Nancy O’Toole from MAG. She will focus on the FEMA grant (BRIC) for fire mitigation, climate change. She wrote grants for Midway City for \$700K. She may have to charge us for some of her time but shouldn’t be that expensive. She is working on a FEMA grant for the emergency warning system siren. Greg – we could also apply for money for clearing burnable fuel from municipal property. Marge – we may also be able to qualify for sensors that react to fire or heat. Sue – Brother B and SuperDave collecting fuel as well as clearing the brush could qualify as well. Marge needs a map to address how much of the town will benefit from these improvements. We could compile a list from tax records about full time residents and put them on a map. Smith will make a map with full time residents marked. Jess will work with us to get the 51% number. Sue – asked if we need to have a certain number of respondents to qualify for the survey.

Nancy O’Toole can help with block grants but may not have time for us right now.

### SAM/Cage Registration

Bart has renewed the SAM registration for 5 years.

## 12. Fall Chipper Day Status

Collection day is 11/10. There is good participation from the town.

## 13. Planning Commission – Personnel Changes, Permit Status

Susanna Littell and Bob Marshall reported for the planning commission.

TO Engineers status – no updates except:

- Becker roof alteration – TO did a framing and insulation inspection project
- Merryweather – have made several submissions, 3<sup>rd</sup> submission satisfied all TO engineering issues
- PC recommend TC approval for Merryweather remodel
- Solar permit – DeBrusk – PC and TO approved, work is in progress

PC vacancies – Susanna will be moving away in December. This will be her last meeting. The PC recommends Russ Knight and Sue Collum be added to the PC as full members and appoint Diana Duer as PC chair. Bob Marsall will serve as the alternate. PC would also like to add more members to the PC, 5 full time

and 2 alternates, keeping a quorum of 2. For Bart - they would also like 2 copies of the ULTC handbook, 5 copies of the town code binders. Bob Marshall would like to have better communication with TO engineers. Bart – send the PC the TO contract to clarify TO’s responsibilities. The council presented the following motions:

**Motion:** Council Member Sue O’Nan moved to approve the Merryweather remodel permit application as recommended by the planning commission.

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

**Discussion:** no discussion.

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

**Motion:** Council Member Bowen moved to approve the appointment of Russ Knight and Sue Collum to the planning commission.

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

**Discussion:** no discussion.

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

**Motion:** Council Member Sue O’Nan moved to approve the appointment of Diana Duer to planning commission chair.

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

**Discussion:** no discussion.

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

#### 14. Town Clerk – Town Administration Transition

Clerk Smith has started the process to find a replacement. See the attached job description. He will continue to serve as clerk as well as continuing in his administrative role until replacements have been hired. Sue – agrees that we should start the process now. Sue noted that the reporter from KCPW has been on every municipal website from Summit and Wasatch County and told Sue that Interlaken Town’s was the best website. Bart presented his analysis for compensation of like roles in municipal governments. See the attached analysis of salaries. Given the long list of his duties and responsibilities, he suggested the council approve a raise in pay to \$40 per hour. This hourly wage still puts him below the low average hourly wage of \$47 including benefits.

**Motion:** Council Member Bowen approved the town clerk job description presented by Smith.

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

**Discussion:** no discussion.

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

**Motion:** Council Member Sue O’Nan approved an hourly wage increase to \$40 for Bart Smith starting December 1st.

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

**Discussion:** no discussion.

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

#### 15. Previous Action Items and Updates

- Guardrails – Bern Way and Big Matterhorn repair update – no update
- Acquire BHR road maintenance funds as per agreement – Greg talked to Russ about RMA
- Parking Enforcement – Heber Valley Towing – table this for now, but we will need to tow people during winter parking

#### 16. Other Business none

**17. Council Comments** The council reiterated their thanks to Susanna and Bob for serving on the planning commission.

**18. Adjournment** - Council Member Bowen moved to adjourn the meeting. Council member Hibbard seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:00 PM.