Interlaken Town
Statement of Assets, Liabilities, and Fund Balance
As of June 30, 2023

	Jun 30, 23	Jun 30, 22
ASSETS		
Current Assets		
Checking/Savings		
General Fund		
10000 · General Fund Checking 2681	120,349.47	141,954.27
10100 · Water Rev Fund Checking 1520	201,205.62	98,103.01
10200 · Building Fund 1678	110,989.91	48,685.23
Reserve Funds		
Transportation Reserve Fund		
10300 · Transp Cap Facilities Res 4574	233,276.51	232,879.72
Total Transportation Reserve Fund	233,276.51	232,879.72
Water Reserve Funds		
10400 · Water Sys Cap Facilities 1330	160,149.59	159,436.78
10500 · Water Rev Bond Sinking Fun...	82,516.08	160,432.77
Total Water Reserve Funds	242,665.67	319,869.55
Total Reserve Funds	475,942.18	552,749.27
Total General Fund	908,487.18	841,491.78
Total Checking/Savings	908,487.18	841,491.78
Accounts Receivable		
20000 · Accounts Receivable	(1,763.42)	(1,003.60)
Total Accounts Receivable	(1,763.42)	(1,003.60)
Total Current Assets	906,723.76	840,488.18
Fixed Assets		
Depreciable Assets		
25600 · Construction in Progress	53,034.43	53,034.43

Interlaken Town
Statement of Assets, Liabilities, and Fund Balance
As of June 30, 2023

	Jun 30, 23	Jun 30, 22
Property, Plant and Equipment		
25000 · Garbage Site	98,318.85	98,318.85
25100 · Equipment	2,866.00	2,866.00
25200 · Roads	700,867.00	700,867.00
25300 · Water System	1,659,660.30	1,659,660.30
Total Property, Plant and Equipment	2,461,712.15	2,461,712.15
Total Depreciable Assets	2,514,746.58	2,514,746.58
25900 · Accumulated Depeciation	(1,741,664.31)	(1,741,664.31)
Amortizable Expenditures		
26000 · Bond Fees	25,000.00	25,000.00
26100 · Accumulated Amortization	(15,625.00)	(15,625.00)
Total Amortizable Expenditures	9,375.00	9,375.00
Total Fixed Assets	782,457.27	782,457.27
Other Assets		
25400 · Land	16,965.00	16,965.00
25500 · Water Rights	37,508.00	37,508.00
Total Other Assets	54,473.00	54,473.00
TOTAL ASSETS	1,743,654.03	1,677,418.45
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
30000 · Accounts Payable	(67.81)	(5,620.36)
Total Accounts Payable	(67.81)	(5,620.36)
Other Current Liabilities		
30100 · Road Damage Deposit	40,000.00	17,500.00
30200 · Completion Deposit (refundable)	26,425.15	13,825.15
30300 · Payroll Liabilities	249.29	(272.53)
Total Other Current Liabilities	66,674.44	31,052.62
Total Current Liabilities	66,606.63	25,432.26

Interlaken Town
Statement of Assets, Liabilities, and Fund Balance
As of June 30, 2023

	Jun 30, 23	Jun 30, 22
Long Term Liabilities		
Division of Finance		
30400 · Note Payable UT Div. of Finance	76,473.66	151,473.66
30401 · Undisbursed Principal	2,526.34	2,526.34
Total Division of Finance	79,000.00	154,000.00
Total Long Term Liabilities	79,000.00	154,000.00
Total Liabilities	145,606.63	179,432.26
Equity		
50000 · Fund Balance	1,497,986.19	1,382,392.78
Net Income	100,061.21	115,593.41
Total Equity	1,598,047.40	1,497,986.19
TOTAL LIABILITIES & EQUITY	1,743,654.03	1,677,418.45

QTR1 thru QTR4 : 7/1/22 - 6/30/23		Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR4 : 7/1/22 - 6/30/23, FY2023											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	Revenue - All Accounts												
5	Annual Wasatch County Tax Assessment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 122,906	$ 150,000
6	Prior Year Assessments	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	Late Fees - Assessments (all years)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	1% State Sales Tax (estimate)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 31,629	$ 32,000
all	Interest Income	$ 358	$ 50	$ 161	$ 22	$ 713	$ 80	$ 397	$ 100	$ 124	$ 20	$ 234	$ 30
12	~~New Owner Transfer Fees~~	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	B&C Road Tax (estimate)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,503	$ 22,000
14	Building App & Inspection Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Interlaken Drive RMA with BHR Agreement (20%)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15a	CARES Act Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15b	Additional Grant Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15c	Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15d	Fines for Municipal Code Violations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
73a	Revenue from BHR Settlement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
73b	Revenue from Federal & State Transportation System Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
92	Annual Water Utility Base Fees	$ -	$ -	$ 170,610	$ 173,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95	Metered Water Overages	$ -	$ -	$ 28,792	$ 4,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95a	Water Connect Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500	$ -	$ -	$ -
95b	Water Billing Late Fees	$ -	$ -	$ 550	$ 100	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95c	New Owner Transfer Fees	$ -	$ -	$ 150	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95d	Misc. Water Revenue	$ -	$ -	$ 183	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95e		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
150	Revenue from Federal & State Water System Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
169	Building Permit Application Fees (varies with application)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,800	$ 1,350	$ -	$ -
170	Water Connect Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500	$ -	$ -
171	Road Impact Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,250	$ 7,500	$ -	$ -
172	Damage Deposits - Refundable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,500	$ 7,500	$ -	$ -
173	Completion Deposits - Refundable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,500	$ 4,500	$ -	$ -
173a	Plan Review & Inspections (Town Engineer)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,286	$ 15,000	$ -	$ -
173b	Variance Application Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 240	$ -	$ -
	Total Revenue	**$ 358**	**$ 50**	**$ 200,446**	**$ 180,122**	**$ 713**	**$ 80**	**$ 397**	**$ 100**	**$ 78,960**	**$ 37,610**	**$ 175,272**	**$ 204,030**
	Transfers into General Fund												
19	Transfer from Building Fund (Application Fees for admin costs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,800
20	Transfer from Water Revenue Fund (50% of admin. expenses)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 35,500
21	Transfer from Transportation Reserve Fund for Capital expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of General Fund												
28	Transfer to Transportation Reserve of B&C Road Tax	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (22,000)
29	Transfer to Transportation Reserve Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (100,000)
30	Transfer to Building Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Water Revenue Fund (Checking)												
100	Transfer from Building Fund (Water Connect Fees)	$ -	$ -	$ -	$ 1,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
101	Transfer from Bond Sinking Fund for current year Water Bond payment	$ -	$ -	$ 78,275	$ 78,275	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
102	Transfer from Water Reserve Fund for Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Water Revenue Fund												
105	Transfer to Water System Reserve Capital Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
106	Transfer to General Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
107	Transfer to Bond Sinking Fund for Next Year's Bond Payment	$ -	$ -	$ -	$ (78,275)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
108	Transfer to Water System Capital Facilities Replacement Reserve Acct	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
109	Transfer to General Fund for 50% of Administrative expenses	$ -	$ -	$ -	$ (35,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Transportation Reserve Fund												
77	Transfer from General B&C Road Tax to Transportation Reserve Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 22,000	$ -	$ -	$ -	$ -
78	Transfer to Transportation Reserve Fund for Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ -
80	Transfer from Building Fund of Road Impact Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,500	$ -	$ -	$ -	$ -

	QTR1 thru QTR4 : 7/1/22 - 6/30/23	Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR4 : 7/1/22 - 6/30/23, FY2023											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	Transfers out of Transportation Reserve Fund												
83	Transfer to General Fund for Transportation Capital Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Water System Capital Reserves Fund												
154	Transfer from Water Revenue Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
154a		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Water System Capital Reserves Fund												
161	Transfer to Water Revenue Fund for Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Building Fund												
177	Transfer from General Fund - Special Engineering Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Building Fund												
180	Transfer to General Fund - Building Permit Application Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,800)	$ -	$ -
181	Transfer to Water Revenue - Water Connect Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,500)	$ -	$ -
182	Transfer to Transportation Reserve Fund - Road Impact Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (7,500)	$ -	$ -
	Transfers into Bond Sinking Fund												
138	Transfer from Water Revenue Fund	$ -	$ 78,275	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Water Bond Sinking Fund												
141	Transfer to Water Revenue Fund to pay current year bond	$ (78,275)	$ (78,275)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Transfers Between Funds	**$ (78,275)**	**$ -**	**$ 78,275**	**$ (34,000)**	**$ -**	**$ -**	**$ -**	**$ 129,500**	**$ -**	**$ (10,800)**	**$ -**	**$ (84,700)**
	General Fund Expenses												
	Administrative Expense												
37	Commissions, Committee, Council Mtg Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,000)
38	Town Clerk & Webmaster	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (30,966)	$ (25,000)
39	Association Memberships	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (921)	$ (1,000)
40	Web Hosting & IT Services (WIX,GoDaddy,Zoom,Dropbox,ViaSat,Calling Post)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (487)	$ (1,500)
40a	Town Council Equipment & Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (197)	$ (500)
41	Meeting Advertising	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (200)
42	Bookkeeping, Accounting, CPA Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (12,866)	$ (13,000)
43	Bank Charges	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	Town Attorney	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (3,663)	$ (10,000)
44a	Attorney fees for BHR settlement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45a	Animal Control through Interlocal Agreement w/ Heber City	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (3,265)	$ (5,000)
45b	Municipal Election Balloting & Noticing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (30)	$ -
46	Misc. Admin. Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (253)	$ (500)
47	Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,420)	$ (4,000)
48	Office Supplies (postage + supplies)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,446)	$ (1,000)
49	Building Inspector	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
51	Additional Consulting Fees (Codifiers, etc.)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,000)
51a	Federal IRS Payroll Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,347)	$ (4,500)
51b	CARES Act - WCFD Fire Mitigation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (481)	$ -
51c	Safety and Enforcement Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (133)	$ (500)
51d		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Administrative Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (65,474)**	**$ (72,700)**
	Annual Road Maintenance Expense from General Fund												
55	Annual Road Repair & Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,907)	$ (10,000)
56	Additional Contract Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (2,925)	$ (2,000)
56a	Road Signage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,861)	$ (2,000)
57	Contract Service (Snow Removal)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (50,000)	$ (40,000)
58	Supplies - Salt, Sand, etc	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,835)	$ (4,500)
58a	**Annual Fire Mitigation Expenses**												
58b	Brush Removal and Fire Mitigation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (16,112)	$ (12,000)
59	**Annual Road Capital Expenses**												
60	Capital Investment in Roads	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	QTR1 thru QTR4 : 7/1/22 - 6/30/23	Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR4 : 7/1/22 - 6/30/23, FY2023											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
60a	**DPW Expenses**												
60b	DPW Site Construction - Capital Investment	$ -	$ -	$ (2,570)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,100)	$ (2,000)
60c	Annual DPW Site Maintenance Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (65)	$ (500)
61	**Total Road Maintenance, Capital Improvements, DPW Expenses**	**$ -**	**$ -**	**$ (2,570)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (91,805)**	**$ (73,000)**
	Total General Fund Expenses	**$ -**	**$ -**	**$ (2,570)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (157,280)**	**$ (145,700)**
	Water Revenue Fund Expenses												
	Bond Payment												
114	Water Bond Payment, Due annually in January	$ -	$ -	$ (77,691)	$ (78,275)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
115	**Operating Expenses**												
116	Payroll - Water Masters	$ -	$ -	$ (18,919)	$ (26,400)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
117	Meter Repair/Replacement, Water System Equipment, Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
118	Chemicals & Monitoring	$ -	$ -	$ (1,991)	$ (800)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
119	Telemetry System Operating Costs	$ -	$ -	$ (1,223)	$ (2,700)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
120	Water Share Fee, Education, etc.	$ -	$ -	$ (40)	$ (450)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
121	Gas Heat	$ -	$ -	$ (1,242)	$ (1,200)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
122	Electricity	$ -	$ -	$ (7,223)	$ (7,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123	Payroll Taxes - Water Masters - State & Federal 941	$ -	$ -	$ (3,487)	$ (4,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123a	Workman's Comp Insurance for Water Master	$ -	$ -	$ (78)	$ (1,200)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123b	Misc. Water Expenses	$ -	$ -	$ (12,012)	$ (1,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123c		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123d		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123e	**Capital Investment in Water System**												
123f	Purchase of Generator and Installation	$ -	$ -	$ (28,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123g	Pump Replacements, Telemetry System, Meter Upgrades	$ -	$ -	$ (11,035)	$ (40,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
124	**Repair and Maintenance**												
125	Additional Contract Services - Tank Main., Rate Studies, Consults	$ -	$ -	$ (5,500)	$ (4,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
126	Annual Generator Maintenance	$ -	$ -	$ (940)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
126a	General Water System Maintenance & Repair	$ -	$ -	$ (3,247)	$ (5,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Water Revenue Fund Expenses	**$ -**	**$ -**	**$ (173,129)**	**$ (172,525)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Building Fund Expenses												
187	Refunds of Damage Deposits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (500)	$ (5,000)	$ -	$ -
188	Refunds of Completion Deposits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (400)	$ (3,000)	$ -	$ -
188a	Plan Review & Inspections (Town Engineer)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (10,911)	$ (12,000)	$ -	$ -
188b	Additional Contractual Services (Town Engineer)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (845)	$ -	$ -	$ -
188c	Plan Review by Planning Commission	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (450)	$ -	$ -
	Total Building Fund Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (12,656)**	**$ (20,450)**	**$ -**	**$ -**
	Total Expenses (General, Water Revenue, Building)	**$ -**	**$ -**	**$ (175,699)**	**$ (172,525)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (12,656)**	**$ (20,450)**	**$ (157,280)**	**$ (145,700)**
	Net Change in Balance (Revenue+Transfers+Expenses)	**$ (77,917)**	**$ 50**	**$ 103,023**	**$ (26,403)**	**$ 713**	**$ 80**	**$ 397**	**$ 129,600**	**$ 66,305**	**$ 6,360**	**$ 17,993**	**$ (26,370)**
	Add: Beginning Balance	$ 160,433	$ 160,433	$ 99,986	$ 99,986	$ 159,437	$ 159,437	$ 232,880	$ 232,880	$ 48,685	$ 48,685	$ 143,475	$ 143,475
	Rounding Adjustment		$ -		$ -		$ -		$ -		$ -		$ -
	Ending Balance	**$ 82,516**	**$ 160,483**	**$ 203,008**	**$ 73,583**	**$ 160,150**	**$ 159,517**	**$ 233,277**	**$ 362,480**	**$ 114,990**	**$ 55,045**	**$ 161,468**	**$ 117,105**

QTR1 thru QTR4 : 7/1/22 - 6/30/23		Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR4 : 7/1/22 - 6/30/23, FY2023											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	Revenue - All Accounts												
5	Annual Wasatch County Tax Assessment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 122,906	$ 150,000
6	Prior Year Assessments	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	Late Fees - Assessments (all years)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	1% State Sales Tax (estimate)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 31,629	$ 32,000
all	Interest Income	$ 358	$ 50	$ 161	$ 22	$ 713	$ 80	$ 397	$ 100	$ 124	$ 20	$ 234	$ 30
12	~~New Owner Transfer Fees~~	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	B&C Road Tax (estimate)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,503	$ 22,000
14	Building App & Inspection Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Interlaken Drive RMA with BHR Agreement (20%)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15a	CARES Act Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15b	Additional Grant Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15c	Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15d	Fines for Municipal Code Violations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
73a	Revenue from BHR Settlement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
73b	Revenue from Federal & State Transportation System Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
92	Annual Water Utility Base Fees	$ -	$ -	$ 170,610	$ 173,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95	Metered Water Overages	$ -	$ -	$ 28,792	$ 4,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95a	Water Connect Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500	$ -	$ -	$ -
95b	Water Billing Late Fees	$ -	$ -	$ 550	$ 100	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95c	New Owner Transfer Fees	$ -	$ -	$ 150	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95d	Misc. Water Revenue	$ -	$ -	$ 183	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95e		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
150	Revenue from Federal & State Water System Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
169	Building Permit Application Fees (varies with application)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,800	$ 1,350	$ -	$ -
170	Water Connect Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500	$ -	$ -
171	Road Impact Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,250	$ 7,500	$ -	$ -
172	Damage Deposits - Refundable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,500	$ 7,500	$ -	$ -
173	Completion Deposits - Refundable	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,500	$ 4,500	$ -	$ -
173a	Plan Review & Inspections (Town Engineer)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 17,286	$ 15,000	$ -	$ -
173b	Variance Application Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 240	$ -	$ -
	Total Revenue	**$ 358**	**$ 50**	**$ 200,446**	**$ 180,122**	**$ 713**	**$ 80**	**$ 397**	**$ 100**	**$ 78,960**	**$ 37,610**	**$ 175,272**	**$ 204,030**
	Transfers into General Fund												
19	Transfer from Building Fund (Application Fees for admin costs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 3,800**	$ 1,800
20	Transfer from Water Revenue Fund (50% of admin. expenses)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 32,737**	$ 35,500
21	Transfer from Transportation Reserve Fund for Capital expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of General Fund												
28	Transfer to Transportation Reserve of B&C Road Tax	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ (20,503)**	$ (22,000)
29	Transfer to Transportation Reserve Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ (100,000)**	$ (100,000)
30	Transfer to Building Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Water Revenue Fund (Checking)												
100	Transfer from Building Fund (Water Connect Fees)	$ -	$ -	**$ -**	$ 1,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
101	Transfer from Bond Sinking Fund for current year Water Bond payment	$ -	$ -	**$ 78,275**	**$ 78,275**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
102	Transfer from Water Reserve Fund for Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Water Revenue Fund												
105	Transfer to Water System Reserve Capital Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
106	Transfer to General Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
107	Transfer to Bond Sinking Fund for Next Year's Bond Payment	$ -	$ -	**$ -**	$ (78,275)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
108	Transfer to Water System Capital Facilities Replacement Reserve Acct	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
109	Transfer to General Fund for 50% of Administrative expenses	$ -	$ -	**$ (32,737)**	$ (35,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Transportation Reserve Fund												
77	Transfer from General B&C Road Tax to Transportation Reserve Fund	$ -	$ -	$ -	$ -	$ -	$ -	**$ 20,503**	$ 22,000	$ -	$ -	$ -	$ -
78	Transfer to Transportation Reserve Fund for Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	**$ 100,000**	$ 100,000	$ -	$ -	$ -	$ -
80	Transfer from Building Fund of Road Impact Fee	$ -	$ -	$ -	$ -	$ -	$ -	**$ 17,250**	$ 7,500	$ -	$ -	$ -	$ -

	QTR1 thru QTR4 : 7/1/22 - 6/30/23	Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR4 : 7/1/22 - 6/30/23, FY2023											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	Transfers out of Transportation Reserve Fund												
83	Transfer to General Fund for Transportation Capital Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Water System Capital Reserves Fund												
154	Transfer from Water Revenue Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
154a		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Water System Capital Reserves Fund												
161	Transfer to Water Revenue Fund for Capital Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers into Building Fund												
177	Transfer from General Fund - Special Engineering Projects	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Building Fund												
180	Transfer to General Fund - Building Permit Application Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ (3,800)**	$ (1,800)	$ -	$ -
181	Transfer to Water Revenue - Water Connect Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ (1,500)	$ -	$ -
182	Transfer to Transportation Reserve Fund - Road Impact Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ (17,250)**	$ (7,500)	$ -	$ -
	Transfers into Bond Sinking Fund												
138	Transfer from Water Revenue Fund	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfers out of Water Bond Sinking Fund												
141	Transfer to Water Revenue Fund to pay current year bond	**$ (78,275)**	**$ (78,275)**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Transfers Between Funds	**$ (78,275)**	**$ -**	**$ 45,538**	**$ (34,000)**	**$ -**	**$ -**	**$ 137,753**	**$ 129,500**	**$ (21,050)**	**$ (10,800)**	**$ (83,966)**	**$ (84,700)**
	General Fund Expenses												
	Administrative Expense												
37	Commissions, Committee, Council Mtg Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,000)
38	Town Clerk & Webmaster	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (30,966)	$ (25,000)
39	Association Memberships	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (921)	$ (1,000)
40	Web Hosting & IT Services (WIX,GoDaddy,Zoom,Dropbox,ViaSat,Calling Post)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (487)	$ (1,500)
40a	Town Council Equipment & Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (197)	$ (500)
41	Meeting Advertising	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (200)
42	Bookkeeping, Accounting, CPA Fees	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (12,866)	$ (13,000)
43	Bank Charges	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	Town Attorney	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (3,663)	$ (10,000)
44a	Attorney fees for BHR settlement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45a	Animal Control through Interlocal Agreement w/ Heber City	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (3,265)	$ (5,000)
45b	Municipal Election Balloting & Noticing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (30)	$ -
46	Misc. Admin. Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (253)	$ (500)
47	Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,420)	$ (4,000)
48	Office Supplies (postage + supplies)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (1,446)	$ (1,000)
49	Building Inspector	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
51	Additional Consulting Fees (Codifiers, etc.)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,000)
51a	Federal IRS Payroll Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,347)	$ (4,500)
51b	CARES Act - WCFD Fire Mitigation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (481)	$ -
51c	Safety and Enforcement Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (133)	$ (500)
51d		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Administrative Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (65,474)**	**$ (72,700)**
	Annual Road Maintenance Expense from General Fund												
55	Annual Road Repair & Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,907)	$ (10,000)
56	Additional Contract Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (2,925)	$ (2,000)
56a	Road Signage	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,861)	$ (2,000)
57	Contract Service (Snow Removal)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (50,000)	$ (40,000)
58	Supplies - Salt, Sand, etc	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,835)	$ (4,500)
58a	**Annual Fire Mitigation Expenses**												
58b	Brush Removal and Fire Mitigation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (16,112)	$ (12,000)
59	**Annual Road Capital Expenses**												
60	Capital Investment in Roads	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

	QTR1 thru QTR4 : 7/1/22 - 6/30/23	Interlaken Town Statement of Revenue and Expense											
		QTR1 thru QTR4 : 7/1/22 - 6/30/23, FY2023											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
60a	**DPW Expenses**												
60b	DPW Site Construction - Capital Investment	$ -	$ -	$ (2,570)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (5,100)	$ (2,000)
60c	Annual DPW Site Maintenance Expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (65)	$ (500)
61	**Total Road Maintenance, Capital Improvements, DPW Expenses**	**$ -**	**$ -**	**$ (2,570)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (91,805)**	**$ (73,000)**
	Total General Fund Expenses	**$ -**	**$ -**	**$ (2,570)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (157,280)**	**$ (145,700)**
	Water Revenue Fund Expenses												
	Bond Payment												
114	Water Bond Payment, Due annually in January	$ -	$ -	$ (77,691)	$ (78,275)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
115	**Operating Expenses**												
116	Payroll - Water Masters	$ -	$ -	$ (18,919)	$ (26,400)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
117	Meter Repair/Replacement, Water System Equipment, Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
118	Chemicals & Monitoring	$ -	$ -	$ (1,991)	$ (800)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
119	Telemetry System Operating Costs	$ -	$ -	$ (1,223)	$ (2,700)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
120	Water Share Fee, Education, etc.	$ -	$ -	$ (40)	$ (450)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
121	Gas Heat	$ -	$ -	$ (1,242)	$ (1,200)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
122	Electricity	$ -	$ -	$ (7,223)	$ (7,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123	Payroll Taxes - Water Masters - State & Federal 941	$ -	$ -	$ (3,487)	$ (4,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123a	Workman's Comp Insurance for Water Master	$ -	$ -	$ (78)	$ (1,200)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123b	Misc. Water Expenses	$ -	$ -	$ (12,012)	$ (1,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123c		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123d		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123e	**Capital Investment in Water System**												
123f	Purchase of Generator and Installation	$ -	$ -	$ (28,500)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
123g	Pump Replacements, Telemetry System, Meter Upgrades	$ -	$ -	$ (11,035)	$ (40,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
124	**Repair and Maintenance**												
125	Additional Contract Services - Tank Main., Rate Studies, Consults	$ -	$ -	$ (5,500)	$ (4,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
126	Annual Generator Maintenance	$ -	$ -	$ (940)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
126a	General Water System Maintenance & Repair	$ -	$ -	$ (3,247)	$ (5,000)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Total Water Revenue Fund Expenses	**$ -**	**$ -**	**$ (173,129)**	**$ (172,525)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Building Fund Expenses												
187	Refunds of Damage Deposits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (500)	$ (5,000)	$ -	$ -
188	Refunds of Completion Deposits	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (400)	$ (3,000)	$ -	$ -
188a	Plan Review & Inspections (Town Engineer)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (10,911)	$ (12,000)	$ -	$ -
188b	Additional Contractual Services (Town Engineer)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (845)	$ -	$ -	$ -
188c	Plan Review by Planning Commission	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (450)	$ -	$ -
	Total Building Fund Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (12,656)**	**$ (20,450)**	**$ -**	**$ -**
	Total Expenses (General, Water Revenue, Building)	**$ -**	**$ -**	**$ (175,699)**	**$ (172,525)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (12,656)**	**$ (20,450)**	**$ (157,280)**	**$ (145,700)**
	Net Change in Balance (Revenue+Transfers+Expenses)	**$ (77,917)**	**$ 50**	**$ 70,286**	**$ (26,403)**	**$ 713**	**$ 80**	**$ 138,150**	**$ 129,600**	**$ 45,255**	**$ 6,360**	**$ (65,973)**	**$ (26,370)**
	Add: Beginning Balance	$ 160,433	$ 160,433	$ 99,986	$ 99,986	$ 159,437	$ 159,437	$ 232,880	$ 232,880	$ 48,685	$ 48,685	$ 143,475	$ 143,475
	Rounding Adjustment		$ -		$ -		$ -		$ -		$ -		$ -
	Ending Balance	**$ 82,516**	**$ 160,483**	**$ 170,271**	**$ 73,583**	**$ 160,150**	**$ 159,517**	**$ 371,030**	**$ 362,480**	**$ 93,940**	**$ 55,045**	**$ 77,502**	**$ 117,105**

FY2023 End of Year Fund Balances	Water Bond Sinking	Water Revenue	Water Reserve	Transportation Reserve	Building	General	Total All Funds
Actual Fund Balance	$ 82,516	$ 170,271	$ 160,150	$ 371,030	$ 93,940	$ 77,502	$ 955,408
Budgeted Fund Balance Adopted 5/23/22	$ 160,483	$ 73,583	$ 159,517	$ 362,480	$ 55,045	$ 117,105	$ 928,212
Actual - Budgeted	$ (77,967)	$ 96,689	$ 633	$ 8,550	$ 38,895	$ (39,603)	$ 27,196

Subject: Planning Commission Candidates
Date: Wednesday, July 5, 2023 at 1:35:53 PM Mountain Daylight Time
From: Interlaken Planning Commission
To: Interlaken Clerk

The Planning Commision makes the following recommendations:

*Dennis Madden / 264 Matterhorn Way ~ Full Meneber

*Matt Herman / 230 Edelweiss Dr ~ Alernate Member

*The Commission would also like to propose that the Alternate Member be present for monthly meetings to foster awareness, understanding, cooperation, and appreciation of their importance in serving the community.

Diana M Duer

TOWN OF INTERLAKEN
Municipal Code

TITLE 02 MUNICIPAL GOVERNMENT

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Chapter 2.02 Town Council and Meetings
Chapter 2.03 Town of Interlaken Advisory Boards, Commissions, and Committees
Chapter 2.04 Planning Commission
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CHAPTER 2.01 TOWN OFFICERS

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Section 2.01.030 Town Council
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Section 2.01.070 Town Engineer
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Section 2.01.100 Hearing Officer

Section 2.01.010 Form of Municipal Government

Town of Interlaken shall operate under the five-member council form of government as provided in the current version of the Utah Code as amended. The Mayor is a member of the council.

Section 2.01.020 Mayor

The Mayor of Town of Interlaken shall at all times have those powers and duties set forth in the current version of the Utah Code as amended.

Section 2.01.030 Town Council

The Town of Interlaken Council shall at all times have those powers and duties set

forth in the current version of the Utah Code as amended.

Section 2.01.040 Town Clerk and Deputy Town Clerk

A. On or before the first Monday in February following a municipal election, the Mayor, with the advice and consent of the Town Council, shall appoint a qualified person to the offices of Town Clerk and Deputy Town Clerk. The Town Clerk shall at all times have those powers and duties set forth in the current version of the Utah Code, as amended, and also those powers and duties set forth in Town ordinances, resolutions, and policies that are not inconsistent with State law. The Deputy Town Clerk shall assist the Town Clerk in the performance of those duties.

B. The Town Clerk:

1. Works under the supervision of the Mayor and Town Council.
2. Provides supervision to administrative staff in the preparation and filing of records.
3. Manages, and when appropriate provides access to, government records including records of the governing body, ordinances, resolutions, bonds for municipal officers, oaths of office, contracts, general financial books, and outstanding municipal bonds.
4. Keeps records of all persons elected or appointed to any office within the Town including terms of office.
5. Accepts and manages filings as required by law.
6. Serves notices as required by law.
7. Attests ordinances and the signature of the Mayor.
8. Countersigns contracts.
9. Maintains an indexed record of all contracts entered into by the Town.
10. Receives appeals of discharge.
11. Coordinates the recording~~s~~ of all documents with the County Recorder.
12. Coordinates annexations into the Town.
13. Coordinates municipal elections.
14. Keeps and affixes the corporate seal.
15. Attends the meetings and keeps the record of the proceedings of the governing body.
16. Maintains and updates documents including the Municipal Code and Policies and Procedures.
17. As ex-officio auditor, pre-audits all claims and demands against the Town.
18. Manages all Town finances in accordance with the *Utah Uniform Accounting Manual*.
19. Prepares and presents to the governing body monthly detailed financial reports. Prepares and presents, or delegates for preparation and presentation, an annual financial report for the Town within 180 days after the close of the fiscal year.
20. Assists in the annual audit. Publishes notice of audit completion and availability.
21. Prepares, coordinates, and oversees the municipal budget in conjunction with the Mayor and Town Council.
22. Performs general accounting functions such as preparing and entering journal

entries and reviewing the detailed ledger.

23. Oversees the finances of BackNET including accounts payable, accounts receivable and grants.
24. Acts as the records officer of the Town.

Section 2.01.050 Treasurer

A. On or before the 1st Monday in Feb following a municipal election, the Mayor, with the advice and consent of the Town Council, shall appoint a qualified person to the office of Town Treasurer. The Town Treasurer shall at all times have those powers and duties set forth in the current version of the Utah Code, as amended, and also those powers and duties set forth in Town ordinances, resolutions, and policies that are not inconsistent with State law.

B. Treasurer Duties and Responsibilities

1. Performs a variety of general administrative and complex clerical duties related to controlling the receiving, receipting, and investing of Town funds.
2. Structures, monitors and controls cash flow. Has custodial responsibility for all money, bonds and securities belonging to the Town; must be bondable
3. In charge of utility billing and collection.
4. Works under the general supervision of the Mayor and Town Council.
5. Determines the cash requirements of the Town and provide for the investment of all monies by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act.
6. Receives all public funds and monies payable to the Town, deposits within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue.
7. Keeps an accurate detailed account of all monies received as directed by the legislative body of the Town by ordinance or resolution.
8. Collects all special taxes and assessments as provided by law or ordinance.
9. Gives or cause to be given to every person paying money to the Town treasury, a receipt or other evidence of payment therefore, specifying, as appropriate, the date of payment and upon which account paid and shall file the duplicate of the receipt, a summary report, or other evidence of payment in the office of the auditor or recorder.
10. The treasurer, or in the treasurer's absence, a deputy treasurer appointed by the governing body, shall sign all checks. Prior to affixing the signature, the treasurer or deputy treasurer shall determine that a sufficient amount is on deposit in the appropriate bank account of the Town to honor the check.
11. Performs the day-to-day process of issuing utility billings and receiving and receipting payments; prepares meter reading routes, manual and electronic; enters utility readings; assures accuracy and quality of related record keeping functions; monitors meter data for unusual variations.
12. Acts as custodian of all monies, including fines, fees, forfeitures, bonds and securities and maintains accurate and detailed account of the same;

posts receipts to the general ledger; collects special taxes and assessments as provided by law and ordinance; maintains record of collections.

13. Invests idle Town funds in accordance with State laws and regulations; assures secure and safe keeping of investment certificates; assures investments comply with established law; reconciles investment fund with general ledger.
14. Monitors Town cash flow; assures availability of sufficient funds to cover Town financial needs and issued checks; makes fund transfers as needed; signs Town checks; oversees and prepares daily reports showing cash receipts and monitors running daily balance.
15. Coordinates utility billing and revenue collection functions with public works, animal control, building and community development managers and supervisors as needed; cooperates as needed to create solutions to mutual problems or concerns; oversees and participates in the collection of revenues from the sale of business licenses, building permits, dog licenses, water/sewer connections, building reservations, and various permits, etc.; assures proper receipting, posting and tracking of related accounts; oversees and balances daily collections with receipts and deposits into bank accounts.
16. Identifies delinquent accounts, issues late notices; apprises customers of pending actions, develops payment plans, adjusts accounts according to payment agreements; monitors account activity, initiates collections on delinquent accounts; initiates utility connection changes; issues shut off notices.
17. Oversees and tracks various impact fee collections and expenditures. Prepares year-end reports to be reviewed by the governing body as per Utah Code.
18. Oversees and tracks Town owned water shares, leased water agreements, line extension agreements and all other water agreements.
19. Prepares monthly report(s).
20. Prepares various general ledger month and year end reports.
21. Prepares various reports for the audit and assists auditor as needed.
22. Represents the Town at the Town Treasurer's Association and other assignments as identified by the Town.

2.01.060 Town Attorney

A. The Mayor, with the advice and consent of the Town Council, shall from time to time appoint a qualified person to the office of Town Attorney. The Town Attorney shall represent the interests of the Town under the direction of the Mayor and shall have those powers and duties set forth in the current version of the Utah Code, as amended, and also those powers and duties set forth in Town ordinances, resolutions, and policies that are not inconsistent with State Law.

B. The Town Attorney shall:

1. Give counsel and advice in all legal matters pertaining to the rights, obligations, property, property rights, administration, and officers of Town

of Interlaken.

2. Have charge of, and conduct on the Town's behalf, all litigation and prosecutions by the Town for violations of Town ordinances.
3. When requested by the Mayor or Town Council, prepare and draft Town ordinances and resolutions.
4. When requested by the Mayor or Town Council or the head of any department, draw any deeds, leases, contracts, or other papers and forms required by the business of the Town.
5. When requested by the Mayor or Town Council or the head of any department, furnish written opinions and advice pertaining to the business or interests of the Town.
6. Attend the meetings of the Town Council, but such attendance at any given meeting may be waived by the Town Council at its election.
7. Advise and counsel the Town Council and the members thereof and all other officers of the Town upon such questions of law pertaining to the business, property, and all affairs of the Town as may from time to time arise.
8. Prosecute and defend in all courts all actions against any officer or agent of the Town because of his or her official acts.
9. Take appeals or sue out writs of error on behalf of the Town or any officer as set out in this Chapter with the consent and approval of the Mayor.
10. Make the necessary affidavits and certifications on behalf of the Town in any and all proceedings.
11. Keep a record showing all claims placed with the Town Attorney for collection. The Town Attorney shall also keep a docket in which he or she shall keep a record of suits pending and the proceedings had therein.

Section 2.01.070 Town Engineer

A. The Mayor with the advice and consent of the Town Council shall from time to time appoint a qualified person or firm who shall have a valid professional license in the state of Utah to the office of Town Engineer. The Town Engineer shall represent the interests of the Town under the direction of the Mayor and shall have those powers and duties set forth in the current version of the Utah Code, as amended, and also those powers and duties set forth in Town ordinances, resolutions, and policies that are not inconsistent with State Law.

B. The Town Engineer shall:

1. Provide review, comment, and technical support as requested relative to the maintenance of Town facilities, including roads, water and other public works, as well as for new construction of public infrastructure facilities with the Town to protect the health and welfare of all Town residents.
2. Attend meetings of the Town Council and Planning Commission as requested by the Mayor.
3. Advise the governing body and all officers of the Town on engineering matters as requested.
4. Review and provide comments on all projects brought before the Planning Commission and other Town committees and boards as requested.

5. Supervise bonding and construction of improvements to privately owned projects which are regulated by the Town to insure compliance with applicable Town Codes and Federal and State laws, regulations and policies.
6. Shall cooperate with the Town Planning Commission and the Public Works Committee and shall provide written reports and evaluations.
7. Exercise all authority granted by the Town under contracts as approved by the Town Council from time to time.

Section 2.01.080 Land Use Authority

A. The Mayor with the advice and consent of the Town Council shall from time to time appoint a qualified person or firm to the office of Land Use Authority. The Land Use Authority shall represent the interests of the Town under the direction of the Mayor and shall have those powers and duties set forth in the current version of the Utah Code, as amended, and also those powers and duties set forth in Town ordinances, resolutions, and policies that are not inconsistent with State Law.

B. The Land Use Authority shall:
1. Provide review, comment, and technical support in the processing and approval of building projects in Interlaken, and to enforce the codes and ordinances enacted in Town ordinances during the process of review and approval.
2. Attend meetings of the Town Council and Planning Commission as requested by the Mayor.
3. Advise the governing body and all officers of the Town on land use and building matters as requested.
4. Review, provide comments, and make recommendations on all projects brought before the Interlaken Planning Commission and other Town committees and boards as requested.
5. Shall cooperate with the Town Planning Commission and the Town Council and shall provide written reports and evaluations.
6. Exercise all authority granted by the Town under contracts as approved by the Town Council from time to time.

Section 2.01.090 Appeal Authority

A. The Mayor with the advice and consent of the Town Council shall from time to time appoint a qualified person or firm to the office of Appeal Authority. The Appeal Authority shall have those powers and duties set forth in the current version of the Utah Code, as amended, and also those powers and duties set forth in Town ordinances, resolutions, and policies that are not inconsistent with State Law.

B. The Appeal Authority shall:
1. Hear and decide upon appeals on a land use application or a request for a

variance.

2. Attend meetings of the Town Council and Planning Commission as requested by the Mayor.
3. Advise the governing body and all officers of the Town on land use and building matters as requested.
4. Review and provide comments on all projects brought before the Planning Commission and other Town committees and boards as requested.
5. Shall cooperate with the Town Planning Commission and the Town Council and shall provide written reports and evaluations.
6. Exercise all authority granted by the Town under contracts as approved by the Town Council from time to time.

Section 2.01.100 Hearing Officer

A. The Mayor with the advice and consent of the Town Council shall from time to time appoint a qualified person or firm to the office of Hearing Officer. The Hearing Officer shall have those powers and duties set forth in the current version of the Utah Code, as amended, and also those powers and duties set forth in Town ordinances, resolutions, and policies that are not inconsistent with State Law.

B. The Hearing Officer shall:
   1. Function as an impartial judge, conducting hearings, reviewing and making decisions regarding violations of Interlaken civil municipal ordinances.
   2. Attend meetings of the Town Council and Planning Commission as requested by the Mayor.
   3. Exercise all authority granted by the Town under contracts as approved by the Town Council from time to time.

CHAPTER 2.02 TOWN COUNCIL MEETINGS

Section 2.02.010 General Provisions
Section 2.02.020 Presentation of Agenda Items
Section 2.02.030 Form and Character of Motions
Section 2.02.040 Requirements for the Submission of Requests
Section 2.02.050 Documents Submitted to the Town Council
Section 2.02.060 Public Notice
Section 2.02.070 Conduct of Members of the Town

Council Section 2.02.010 General Provisions

A. The Town Council shall meet as set forth in the annually adopted notice of meeting schedule, to conduct its duly appointed business.

B. A special meeting for any purpose may be held on the call of the Mayor or two members of the Town Council. The Town Clerk, in accordance with the provisions

of Town Code and State Law, shall notify Town Council members and the public of such meetings.

C. A quorum of the Town Council shall consist of three voting members. A quorum shall be necessary to conduct business.

D. A failure to vote by a member shall be counted as an abstention.

E. Unless approved by the Mayor or three voting members of the Town Council, the Town Council will follow the published agenda for that meeting.

F. An item may be placed on the agenda by the Mayor or two Town Council members.

G. Meetings will be governed by the current version of the Utah Code as amended and by the parliamentary rules as outlined in the current edition of *Roberts Rules of Order.*

Section 2.02.020 Presentation of Agenda Items

A. No person shall be permitted to speak unless recognized by the Mayor, who shall designate time limits to persons permitted to speak on any matter properly before the Town Council. Each person speaking before the Town Council shall first state his/her name, address, and then the substance of his/her remarks.

B. Matters before the Town Council shall be presented in the following manner, unless otherwise directed by the Mayor.

1. Presentation by staff.
2. Presentation by applicant.
3. Comments from the public, where appropriate (decided by the Mayor).
4. Comments and questions from the Town Council.
5. Further comments by applicant and public.
6. Concluding comments and recommendations from staff.

Section 2.02.030 Form and Character of Motions

A. Upon review of the public record on a request and due deliberation among the members of the Town Council, any member of the Town Council may make a motion. The motion shall include not only the direction of the motion (table, continue for further investigation, return to referring body for further study, approval, approval with conditions, or denial), but also a recitation of the specific findings and conclusions supporting each motion.

B. A second shall be required for each motion (a motion shall die in absence of a second).

C. Discussion and amendments on the motion may then follow.

D. Reconsidering a motion enables a majority to bring back for further consideration a motion which has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. It can be made only by a member who voted with the prevailing side.

Section 2.02.040 Requirements for the Submission of Requests

A. The Town Council may adopt standard forms for the submission of requests.

B. All request submissions shall be made no later than 5 p.m., ten days preceding a regular Town Council meeting. Submissions that are incomplete as of said deadline shall be cause for the Mayor to withhold the submission from the Town Council agenda.

C. The Town Clerk and a representative from the Planning Commission shall verify completeness of requests and, whenever possible, make staff reports available to the Town Council no later than 5 p.m. on the Friday preceding a regular Town Council meeting.

D. The Town Council may adopt a fee schedule for the submission of requests to cover staff review, processing, duplication, notices, and distribution of requests and related documents.

Section 2.02.050 Documents Submitted to the Town Council

A. Any and all materials submitted to the Town Council regarding a request shall be entered into the public record unless privileged pursuant to governing law.

B. All notices, agendas, requests, letters or reports, staff reports, minutes of meetings, ordinances, and resolutions of record shall constitute the documents of the Town Council.

Section 2.02.060 Public Notice

A. Notice for all public hearings, work sessions, special meetings, and regular meetings shall conform to requirements of State law and Town Code.

B. The regular meeting schedule for the calendar year following shall be determined at the first Town Council meeting in January.

Section 2.02.070 Conduct of Members of the Town Council

A. The Mayor and members of the Town Council shall prepare themselves for

hearings and meetings.

B. The Mayor and members of the Town Council shall attend at least 60 percent of the Town Council meetings within a calendar year, unless excused by the Mayor or Mayor Pro-tem. Failure to do so may be deemed by the Town Council as cause for resignation by the member of the Town Council.

C. Town Council members shall comply with the current version of the Utah Officers and Employees Ethics Act as amended.

CHAPTER 2.03 TOWN OF INTERLAKEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

Section 2.03.010 Application
Section 2.03.020 Committees Named
Section 2.03.030 Committee Officers and Duties
Section 2.03.040 Mode of Appointment and Filling Vacancies
Section 2.03.050 Meetings
Section 2.03.060 Quorum and Conduct of Meetings
Section 2.03.070 Order of a Regular Meeting
Section 2.03.080 Order of a Public Hearing
Section 2.03.090 Minutes
Section 2.03.100 Conduct of Commission Members
Section 2.03.110 Conduct of Persons before the Commission
Section 2.03.120 Form and Character of Motions

Section 2.03.010 Application

This Chapter shall apply to all Town Commissions, Boards, and Committees unless specifically noted in their respective Title 2 Section.

Section 2.03.020 Committees Named

This Section shall pertain to the following advisory boards, commissions, and committees within Town of Interlaken (all Commissions, Boards, Agencies, Authorities, and Committees shall be hereinafter referred to in this Chapter as the "Commission"):

Planning Commission.

Section 2.03.030 Committee Officers and Duties

A. Chair.
1. Presides at all meetings of the Commission.
2. Calls special meetings of the Commission in accordance with these by-laws.

3. Signs all documents of the Commission.
4. Appoints all sub-committees, with the aid and concurrence of the Vice Chair.
5. The Chair should remain as non-partisan as possible and conduct the meetings in a fair manner. The Chair may vote to break a tie vote or to make a tie vote.

B. Vice-Chair. The Vice-Chair shall perform all duties of the Chair in the absence of the Chair and in the event the office of the Chair is vacated the Vice-Chair shall succeed to the office until the next meeting.

C. Secretary.
1. Shall keep pertinent public records, including the minutes, of all meetings of the Commission.
2. Deliver communications, petitions, reports, and related items of business to the Commission.
3. Prepare the agenda, with the advice of the Chair, and issue notices of public hearings and meetings.
4. Perform related administrative duties to assure efficient and informed Commission operations.
5. In the event the Secretary is absent, the Chair, or acting chair, shall appoint a temporary secretary for such meeting.
6. The Secretary need not be a member of the Commission and may be a member of the Town's administrative staff.

D. Legal Counsel. The Town Attorney or his/her designee shall be the legal counsel for the Commission.

Section 2.03.040 Mode of Appointment and Filling Vacancies

A. Any vacancy in the Commission membership shall be advertised in a newspaper of general circulation, posted in three public places and on the official Town of Interlaken web site. Applications shall be accepted for a minimum of 14 days following the advertisement and posting. The Mayor, with the advice and consent of the Town Council, shall appoint a new Commission member after appropriate review of the applications and interviews. Reappointments of existing Commission members may be made without advertising the vacancy.

B. Commission members shall be selected in accordance with the following policy adopted by the Town Council.
1. Commission members shall be full time residents and property owners and have lived in the Town of Interlaken for a period of at least one year immediately prior to their appointment; provided, a maximum of one commission member may be a part-time resident of Interlaken. As used herein a part time resident of Interlaken is an Interlaken property owner who does not live outside of Interlaken more than 180 consecutive days in any 365 day period.
2. In making appointments to the Commission, the Mayor and the Town Council will assure diversity in the membership to the extent practicable by considering all

relevant factors such as geographic diversity, socioeconomic factors, cultural influences, and similar criteria.
3. Commission members shall be selected without respect to political affiliation.

C. The Mayor, with the advice and consent of the Town Council, shall fill the unexpired term of any member whose office becomes vacant.
1. Except as provided otherwise in B1, a member's office automatically becomes vacant if the member establishes residence outside of the Town.
2. A member's office automatically becomes vacant if the member misses more than 25 per cent of the Commission's scheduled meetings during any twelve month period. The Mayor, with advice and consent of the Town Council, may waive this action should it be determined there are circumstances that so justify.
3. Any member may be removed for cause by the Town Council upon written charges and after a public hearing, if such a hearing is requested by the Commission member.

Section 2.03.050 Meetings

A. Regular meetings of the Commission shall be held at a mutually agreed upon location.
1. Regular meeting dates for the year will be posted on the door of the Pump House at 236 Luzern Road, on the official Town of Interlaken web site, and published as required by the Open and Public Meetings Act, Utah Code.
2. Any changes in date or time of the regular meeting shall be posted and noticed in the same manner at least 24 hours prior to the scheduled meeting. The final agenda for all meetings must be posted on the Pump House door at 236 Luzern Road, and on the Town web site at least 24 hours prior to the scheduled meeting.

B. Work meetings or field trips may be called by the Chair, or by a quorum of the Commission, if required to complete their work.
1. Public notice requirements for these meetings will be the same as for a change in schedule of a regular meeting.
2. The Commission may discuss and deliberate any agenda item in a work meeting but may act on an item only if the item is described on the agenda as an action item.

C. Submission of applications and requests to be placed on meeting agendas.
1. All submittals to the Commission shall be due to the Town a minimum 15 days prior to the regular meeting for which it will be scheduled.
2. All supporting materials for applications and requests scheduled for Commission action at a given meeting shall be available to the Commission at least seven days prior to the meeting.

Section 2.03.060 Quorum and Conduct of Meetings

A. In order for the Commission to conduct business or take any official action, a quorum consisting of the majority of the voting members of the Commission shall be present. When a quorum is not present no official action, except for closing of the

meeting, may take place. The members of the Commission may discuss matters of interest, but can take no action until the next regular meeting. All public hearings without a quorum shall be rescheduled for the next regular or special meeting.

B. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission meeting in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

C. No matter shall be placed on a Commission agenda until staff findings and supporting documentation are sufficiently complete to support meaningful deliberation and probable action.

D. Each posted agenda item shall be discussed during the scheduled meeting or moved to a specified future meeting.

E. Motions shall be read by the Chair before a vote is taken. The names of the person who seconded the motions shall be recorded.

F. Each member of the Commission shall have one vote. An affirmative vote of the majority of the Commission shall be required for the approval of any motion or required action placed before the commission. Voting shall be a voice vote; however a roll call vote may be requested by any member of the Commission.

G. Any member who recognizes that he or she may have a possible conflict of interest relative to a matter on the Commission agenda shall disclose his or her interest publicly before that matter is heard and/or, as circumstances warrant, shall excuse him or herself and leave the room during the Commission's deliberation and vote on that matter.

H. A written notice containing the final decision of the Commission and signed by the Chair will be sent to the petitioners and the originators of any action and/or request.

I. All meetings of the Commission shall be open to the general public. All deliberations and decisions of the Commission shall be at a meeting open to the public. Any interested person shall be permitted to address a public hearing under the rules contained in this Title.

Section 2.03.070 Order of a Regular Meeting

The order of the Regular Meeting shall be as follows:

A. Call to order and determination of quorum.

B. Approval of the minutes of the previous meeting.

C. Address items carried over from a previous agenda and new items on the present

agenda. Items on the agenda will be arranged to accommodate participant and public interest if possible.

D. For agenda items that, pursuant to its assigned duties, will result in a Commission recommendation to the Town of Interlaken Council, the Chair shall call for:
1. Presentation by staff summarizing its findings and recommendations relevant to the item.
2. Testimony of boards and committees (e.g. water, roads…) relating to the item.
3. Presentation by the applicant/petitioner.
4. Commission discussion. The Chair:
a. Opens the commission discussion and outlines possible action; approval, approval with conditions, continuation, or denial.
i. The Commission discussion is closed to the applicant/petitioner and public unless the Commission requests additional information.
ii. If additional information is required, the Chair may, as he or she deems appropriate, allow public comment to seek the needed information. The Chair should insure responses are limited and focus on the information requested.
b. Closes the Commission discussion portion of hearing.
5. Decision. The Chair:
a. Summarizes the possible Commission action discussed.
b. Invites a motion and a second.
c. Entertains discussion/amendment of the motion.
d. After completion of any discussion/amendment, restates the motion and calls for a vote of the Commission.
e. Votes, if necessary, to break a tie.
f. Announces the decision to the applicant/petitioner, Commission and the public in attendance.
g. Insures that the applicant/petitioner understands the decision and the options open to them if there is any question or disagreement with the decision.

E. Other business. At the discretion of the Chair, a topic raised by the public may be discussed during the meeting, except the Planning Commission may not take final action on a topic that was not listed as an agenda item in the required meeting notice.

F. Review of the Commission calendar.

G. The Chair requests a motion to adjourn.

Section 2.03.080 Order of a Public Hearing

A. A sign-in sheet shall be circulated to all attending a public hearing. The sign in sheet should be made available to all attending prior to the hearing.

B. The order of the Public Hearing shall be as follows:
1. Call to order and determination of quorum.
2. Presentation by staff summarizing issues relevant to item.
3. Testimony of agencies (e.g. water, roads…) relating to the item.
4. Presentation by the applicant/petitioner
5. Public comment portion of hearing.

C. The Chair shall:
1. Request written comment from the public.
2. Invite the public to comment.
3. Invite the applicant/petitioner to respond.
4. Invite staff to respond.

D. Close the Public Hearing.

Section 2.03.090 Minutes

A. Written minutes and recordings of open meetings are public records.

B. Minutes shall be prepared and presented to the Commission for their review, clarification or correction and approval prior to release and distribution to other entities.

C. The written minutes as approved shall be the official record of action taken at the meeting.

D. The minutes shall contain:
1. The names of Commission members present and absent.
2. The date, time and place of the meeting.
3. A summary of all matters discussed and/or decided by the Commission. This summary shall include:
a. The name and the substance of any testimony or comments received from any person recognized by the Chair who is not a member of the Commission (staff, the applicant or other interested parties).
b. The substance of comments made by members of the Commission.
c. A brief summary of any alternative decisions/actions considered by the Commission.
d. A restatement of all motions, a complete itemization of all conditions or recommendations associated with each of the motions and a record, by individual member, of each vote taken by the Commission.

E. A copy of communications resulting from recommendations, resolutions or actions of the Commission at the meeting shall be attached to the minutes.

F. Final written and approved Commission minutes shall be kept in perpetuity. Any electronic recording from the meeting shall be kept by Town of Interlaken for one year.

Section 2.03.100 Conduct of Commission Members

A. State statutes, including, but not limited to, the Utah Officers and Employees Ethics Act, and this Title, shall govern the behavior of the Commission and its members.

B. Upon taking office, all members of the Commission shall familiarize themselves with the applicable statutes, Titles and rules and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of Commission affairs.

C. Rules for ethical conduct are set forth below for the four principal areas of concern: conflict of interest, gifts and favors, treatment of information, and political activity. These rules are as follows:
1. Conflict of interest:
a. Conflict of interest exists if a commissioner might derive some private benefit as the result of a Commission action. The private benefit may be direct or indirect, create a material personal gain or provide an advantage to relatives, friends or groups and associations which hold some share of a person's loyalty. Mere membership in a group or organization shall not be considered a conflict of interest in and of itself. However if membership, or participation, in such a group or association would lead a reasonable person to conclude that such membership would prevent an objective consideration of a particular matter the Commission should consider the possibility and make a determination prior to discussion or action.
b. State law requires that a public official experiencing a conflict of interest declare the conflict publicly. A commissioner with a conflict shall abstain from voting on the action in question and leave the room during consideration of the action and vote. The commissioner should not discuss the matter privately with any other commissioner.
c. If any member of the Commission has reasonable cause to believe another member has failed to disclose actual or possible conflicts of interest, they shall inform the Chair of the basis for such a belief. The Chair shall then inform all members of the commission and afford the member an opportunity to explain the alleged failure to disclose. If after hearing the member's response, and making further investigation when warranted by the circumstances, the Commission determines that the member has failed to disclose an actual conflict of interest it shall take appropriate disciplinary and corrective action.
2. Gifts and Favors. Gifts, favors or advantages must not be accepted if they are offered because the receiver holds a position of public responsibility. The best rule to follow regarding gifts and favors is, in cases of doubt, refuse.
3. Treatment of Information. Reports and official records of the Commission must be open on an equal basis. It is important to distinguish between information that belongs to the public and information that does not.
a. Information should not be furnished to some unless it is available to all.

b. Information or private affairs learned in the course of performing duties must be treated in confidence. Private affairs become public affairs when an official action, such as a change in zone classification or approval of a plat, is requested. Only then is a disclosure of relevant information proper.
c. Partisan information on any application received by a commissioner, whether by mail, telephone, or other communication should be made part of the public record.
4. Political Activity. Membership in a political party and contributions to its finances or activities are matters of individual choice and should neither be required of, nor prohibited to commissioners.
a. The extent of participation in political activities should be governed by prudent judgment as well as limited by an applicable civil service law or regulations.
b. The special position of a commissioner should not be used to obtain contributions or support for a political party and should not favor partisan interests.

D. Ex Parte Contact. Ex Parte is a Latin term meaning "From a one-sided or partisan point of view." Although a member of the legislative body may gather information from many sources to augment his/her decision-making role, this activity is limited for an administrative body, such as a planning commission.
1. Prearranged private meetings between a commissioner and applicants, their agents, or other interested parties are prohibited.
2. There will be occasions when a commissioner will be contacted by an applicant whose issue is on the agenda for a forthcoming meeting. The contact may be an innocent desire to provide information, or a less than innocent attempt to influence the commissioner's decision. In either case, the commissioner should inform the applicant that a commissioner is not at liberty to discuss the matter - or inform the applicant that any information received by the commissioner must be shared with all at the public meeting, before deliberation on the issue.
3. Disclosure is also expected from a commissioner who might uncover additional information or insight by personal observation. The commissioner should bring this information to the meeting and present it during the discussion.

E. Other Conduct. Expression of bias, prejudice or individual opinions on matters coming to the Commission for consideration prior to hearings and determination of action is prohibited.

F. Disciplinary Action. Members of the Commission may, after a hearing, be removed by the Town Council for neglect of duty or malfeasance.

Section 2.03.110 Conduct of Persons before the Commission

A. Regular meetings of the Commission will be conducted according to Roberts Rules of Order. Members of the public attending these meetings are expected to remain silent, unless specifically invited by the Chair to speak. However, an equitable opportunity to be heard is an essential part of procedural due process. The Commission Chair shall be attentive to those circumstances when interested persons should be given an opportunity to supply evidence to support their position.

B. Members of the public have an obligation to remain in civil order.
1. The Chair should assure that participants are aware that a public meeting is called and conducted in an orderly manner to accept pertinent points of view, dispense information and assure that the public interest is balanced with individual rights.
2. Any conduct which interferes with the equitable rights of another to provide comments or which interferes with the proper education of Commission affairs may be ruled by the Chair to be "out of order" and the offending person requested to remain silent.
3. If a person persists in uncontrolled emotional or disorderly conduct the Chair should firmly request said person to leave the meeting. If said person refuses to leave he may be escorted out or law enforcement may be summoned.

C. Public Clamor. A strongly expressed protest or demand, typically from a large number of people.
1. The Commission should be prepared to manage any breach of decorum which might arise during its meetings.
2. Members of the Commission should resist the potential of becoming unduly influenced by persuasive, but irrational comments or actions.
3. A "straw vote" of attendees should not be taken as a true representation of the entire community.

Section 2.03.120 Form and Character of Motions

A. Upon review of the public record on a request and due deliberation among the members of the Commission, any member of the Commission, except the Chair, may make a motion. The motion shall include not only the direction of the motion (table, continue for further investigation, return to referring body for further study, approval, approval with conditions, or denial), but also a recitation of the specific findings and conclusions supporting each motion.

B. A second shall be required for each motion (a motion shall die in absence of a second).

C. Discussion and amendments on the motion may then follow.

D. Reconsider a motion. Reconsidering a motion enables a majority in an assembly, to bring back for further consideration a motion which has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take

into account added information or a changed situation that has developed since the taking of the vote. It can be made only by a member who voted with the prevailing side.

CHAPTER 2.04 PLANNING COMMISSION

Section 2.04.010 Introduction, Purpose, and Name
Section 2.03.020 Number and Terms of Members
Section 2.03.030 Authority and Duties
Section 2.04.010 Introduction, Purpose, and Name

Section 2.04.010 Introduction, Purpose, and Name

A. Introduction. The Land Use Title 11, was designed and adopted for the purpose of meeting specific requirements set forth by the Utah Code**.**

B. Purpose. Chapter 2.03 constitute the bylaws to govern the structure, meetings, and operation of the Planning Commission

C. Name. The name of the organization shall be the Interlaken Town Planning Commission.

Section 2.04.020 Number and Terms of Members

The Planning Commission membership shall consist of three members and up to two alternates.

A. Regular Members. The terms of regular members shall be two years. Three consecutive two-year terms shall be the limit for regular membership. Partial terms shall not be considered in determining whether a person has served two consecutive terms.

B. Alternate Members. Whenever a regular member is absent, the Chair shall designate an alternate member to vote in the absent member's place. There are no limitations to the number of terms an alternate member may serve.

C. If an alternate member is not available the term of a regular member may be extended until a successor is chosen and qualified; except in the case of the member's death, resignation, removal or disqualification from holding office.

Section 2.04.030 Authority and Duties of the Planning Commission

The Interlaken Town Planning Commission is authorized to fulfill the following duties:

A. Make recommendations to the Town of Interlaken Council for:
1. The adoption of or amendment of the general plan.
2. The adoption of or amendment of the Land Use Title, zoning maps and other official maps.
3. Before the Commission can give a favorable recommendation for the adoption of or amendment of any of the above documents it must be shown the proposed

recommendation will:
a. Not be contrary to the intent of the general plan or land use ordinance.
b. Not obstruct the fulfillment of any other provisions of the general plan.
c. Not decrease nor adversely affect the health, safety, convenience, morals or general welfare of the public.
d. More fully carry out the intent and purpose of the land use ordinance.
e. Balance the interest of the petitioner with the interest of the public in general, both interests being served better by adopting such an amendment.

4. In considering a request for adoption of or amendment to an element of the Land Use Ordinance or Zoning Map the Planning Commission may submit to the Town Council a recommendation for or against the requested change or it may submit an alternate proposal.

B. Hear and make recommendations to the Town Council on land use applications. They shall review and recommend approving, disapproving, or approving subject to conditions, requests for permits in accordance with the Town's land use regulations. To accomplish these tasks the Commission shall implement an application process that:
1. Shall protect the right of:
a. Each applicant or affected third party to require formal consideration of any land use application.
b. Each participant in a public hearing to be heard in the case of a contested land use application.
2. May include a designation of routine land use matters that, upon application and proper notice, receive informal streamlined review and action if the application is uncontested.

CHAPTER 2.05 APPEAL AUTHORITY

Section 2.05.010 Appeal Authority Created, Members, Terms
Section 2.05.020 Powers and Duties
Section 2.05.030 Authority Limited
Section 2.05.040 Application to Appear before the Appeal Authority
Section 2.05.050 Procedure
Section 2.05.060 Hearings
Section 2.05.070 Notice of Decision
Section 2.05.080 Recourse from Decision

Section 2.05.010 Appeal Authority Created, Members, Terms

A. There is hereby created an Appeal Authority pursuant to Utah Code Annotated section 10-9a-103(2), as amended. The Appeal Authority shall be an individual appointed by the Mayor with the advice and consent of the Town Council

B. Each term shall continue until a successor is chosen and qualified, except in the case of the member's death, resignation, removal, or disqualification from holding office.

Section 2.05.020 Powers and Duties

The Appeal Authority shall have the power to hear requests for variances and appeals from decisions applying Title 10 Chapter 9a of the Utah Code as provided and as set forth in the Utah Municipal Land Use Development and Management Act and to make final decisions regarding such requests and appeals.

Section 2.05.030 Authority Limited

The Appeal Authority's power is limited to the power laid forth in section 2.05.020. The Appeal Authority shall not have the authority to amend Title 9 nor to correct what it may consider to be an unwise requirement.

Section 2.05.040 Application to Appear before the Appeal Authority

Any person may appeal to the Appeal Authority by filing for a variance request in writing and by paying a fee set by the Town Council, provided such appeal is made within 45 days of the decision being appealed.

Section 2.05.050 Procedure

Upon receipt of the application, the Appeal Authority shall review the application at a public hearing and shall return its decision pertaining thereto within 60 days. Failure to return said application within 60 days shall constitute approval. An appeal for a variance stays all proceedings in furtherance of the action appealed from unless the Appeal Authority finds a stay would cause imminent peril to life or property.

Section 2.05.060 Hearings

The Appeal Authority shall establish a reasonable time for the hearing of the appeal and give public notice thereof by publication as required by State Law and the Town of Interlaken Municipal Code. The intent in requiring a hearing is to enable the Appeal Authority to obtain facts surrounding the case which may not be evident, or which may not be shown in the record as submitted to the Appeal Authority. The decision of the Appeal Authority shall be based upon the facts and not upon expressions of support or protest, or lack of support or protest, which may be made at the hearing. Any party may appear at the hearing in person or by agent.

Section 2.05.070 Notice of Decision

The Appeal Authority shall make determinations in harmony with the intent of Title 10, Chapter 9a, and shall notify the appellant of the action taken within ten days following their decision.

Section 2.05.080 Recourse from Decision

Any person aggrieved by any decision of the Appeal Authority may have and maintain

a plenary action for relief there from in any Court of competent jurisdiction, provided that petition for such relief is presented to the Court within the time limits required by State Law.

CHAPTER 2.06 ELECTION AND CAMPAIGN FINANCE DISCLOSURE

Section 2.06.010 Election of Mayor and Council Members
Section 2.06.020 General

Section 2.06.010 Election of Mayor and Council Members

Election for Mayor and Council Members shall be as provided in the current version of the Utah Code, as amended. The terms shall be for four years.

Section 2.06.020 General

All candidates for elective municipal office shall comply with the campaign finance disclosure requirements as set forth in the current version of the Utah Code, as amended.

CHAPTER 2.07 TAKING OFFICE

Section 2.07.010 Eligibility for Mayor and Council Members
Section 2.07.020 Election of Mayor and Council Members
Section 2.07.030 Term of Office for Mayor and Council Members
Section 2.07.040 Vacancies in Office of Mayor or Council Member
Section 2.07.050 Oath of Office
Section 2.07.060 Bonds
Section 2.07.070 Salaries
Section 2.07.080 Failure to Qualify for Office
Section 2.07.090 Duties and Powers Defined
Section 2.07.100 Official Neglect of Misconduct
Section 2.07.110 Transfer of Records

Section 2.07.010 Eligibility for Mayor and Council Members

A. Chosen by Voters. The Mayor and members of the Town Council shall be elected by the registered voters of Town of Interlaken.

B. Resident and Registered Voter. In accordance with Utah Code any person elected to the office of Mayor or member of the Town Council must be a resident of and a registered voter in Town of Interlaken. Each elected officer of Town of Interlaken shall maintain residency within the boundaries of the Town during his or her term of

office. If an elected officer of the Town establishes his or her principal place of residence outside the municipality during his or her term of office, that person's elected office is automatically vacant. If an elected officer is absent from the Town anytime during his or her term of office for a continuous period of more than 60 days without the consent of the governing body, that person's elected office is automatically vacant.

C. Town Employee. No member of the governing body shall, upon taking office, be an employee of Town of Interlaken. Any employee of Town of Interlaken shall be entitled to run for office while a municipal officer or employee but, if elected, shall comply with the provisions of this Section or the Utah Code as amended, prior to taking office.

Section 2.07.020 Election of Mayor and Council Members

A. Elected. The Mayor and members of the Town Council shall be elected in an at-large municipal election held on the Tuesday after the first Monday in November, as provided in Utah Code.

B. Procedure. The municipal elections and primary elections for mayor and members of the Town Council shall be conducted in the manner provided for in the Utah Municipal Election Code for fourth class cities.

C. Primary Elections. No primary elections shall be held for the offices of Mayor or Town Council and all openings for such offices shall be filled at the November general municipal election of Town of Interlaken, unless:

1. The number of candidates exceeds twice the number of offices to be filled; or
2. Primary election is otherwise required by law, in which cases a primary election shall be held in the manner provided in the Utah Code.

Section 2.07.030 Term of Office for Mayor and Council Members

The elected Mayor and members of the Town Council shall begin their term of office at noon on the first Monday in January following their election, and shall continue in office for four years thereafter and until their respective successors are chosen and qualified, except in case of death, resignation, removal, or disqualification from office pursuant to Utah Code.

Section 2.07.040 Vacancies in Office of Mayor or Council Member

A. In accordance with Utah Code as amended, if any vacancy occurs in the office of Mayor or the Town Council, the governing body shall appoint a registered voter in the Town to fill the unexpired term of office vacated until the January following the next municipal election. Before acting to fill the vacancy, the governing body shall give public notice of the vacancy at least two weeks before the Town Council meets to fill the vacancy, and identify in the notice the date, time, and place of the meeting where the vacancy will be filled, and provide information regarding the person to whom a

person interested in being appointed to fill the vacancy may submit their name for consideration and any deadline for submittal

B. If, for any reason, the governing body does not fill the vacancy within 30 days after the vacancy occurs, the Town Council shall vote upon the names that have been submitted. The two persons having the highest number of votes shall come before the governing body and the Town Council shall vote again. If neither candidate receives a majority vote of the governing body at that time, the vacancy shall be filled by lot in the presence of the Town Council.

C. A vacancy in the office of Mayor or Council member shall be filled by an interim appointment, followed by an election to fill a two-year term, if:
1. The vacancy occurs or a letter of resignation is received by the governing body at least 14 days before the deadline for filing for election in an odd numbered year; and
2. Two years of the vacated term will remain after the first Monday in January following the next municipal election.
3. The public election shall be conducted according to the requirement and procedures of Utah Code.

Section 2.07.050 Oath of Office

A. Required. In accordance with Utah Code as amended, before entering on their respective duties, all officers of Town of Interlaken, whether elected or appointed, shall take the constitutional oath of office as set forth in the Constitution of Utah.

B. Time. Elected officials shall take their oath of office at noon on the first Monday in January following their election or as soon thereafter as is practical. Appointed officers shall take their oath of office at any time before entering on their duties.

C. Administered. The oath of office shall be administered by the Town Clerk, any Judge, or any Notary Public.

D. Filed. All oaths of office shall be filed with the Town Clerk.

E. Failure to Comply. No official act of any officer shall be invalid for the reason that he or she failed to take the oath of office.

Section 2.07.060 Bonds

A. Required only for the Town Treasurer

B. Limitation on Treasurer's Bonds. In accordance with Utah Code as amended, the Town Treasurer's bond may not be set at an amount less than that established by the State money management council pursuant to Utah Code

C. Filed. All bonds shall be filed with the Town Recorder, except the Town

Recorder's bond, if different from the blanket bond, which shall be filed with the Town Treasurer pursuant to Utah Code.

D. Premium Charge. In accordance with Utah Code as amended, the premium charged by a corporate surety for any official bond shall be paid by Interlaken Town.

E. Additional Bonds. The Town Council may at any time require further and additional bonds of any or all elected or appointed officers of the Town by resolution or ordinance pursuant to Utah Code as amended.

Section 2.07.070 Salaries

A. Generally. In accordance with Utah Code elected and appointed officers of the Town shall receive such compensation for their services as the governing body may fix by ordinance.

Adopting, Changing, or Amending Compensation. Upon its own motion, the governing body may review or consider the compensation of any officer or officers of the Town or a salaryschedule applicable to any officer or officers of the Town for the purpose of determining whether it should be adopted, changed, or amended. In the event the governing body decides that the compensation or compensation schedules should be adopted, changed, or amended, it shall set a time and place of a public hearing at which all interested persons shall be given an opportunity to be heard. Notice of the time, place, and purpose of the meeting shall be published at least seven days prior thereto by a publication in at least one issue of a newspaper published in Wasatch County and generally circulated in Town of Interlaken. After the conclusion of the public hearing, the Town Council may enact an ordinance fixing, changing, or amending the compensation of any elected or appointed officer of the Town or adopting a compensation schedule applicable to any officer or officers.

B. Monthly Compensation. The compensation of all Town officers shall be paid at least monthly.

Section 2.07.080 Failure to Qualify for Office

Whenever any person duly elected to any office of the Town fails to qualify for such office within 60 days after the date beginning of the term of office for which he or she was elected, such office shall thereupon become vacant and shall be filled as provided by law. Whenever the bond of any officer of the Town is canceled, revoked, annulled, or otherwise becomes void or of no effect, without proper bond being given so that continuance of bonded protection is afforded the office of such officer shall thereupon become vacant and shall be filled as provided by law.

Section 2.07.090 Duties and Powers Defined

The duties, powers, and privileges of all elected and appointed officers of the Town shall be defined by the governing body pursuant to State Law.

Section 2.07.100 Official Neglect or Misconduct

In accordance with Utah Code in case any officer of the Town willfully omits to perform any duty, or willfully and corruptly commits oppression, misconduct, misfeasance, or malfeasance in office, the person, if guilty of a class A misdemeanor, shall be removed from office, and is not eligible for any Town office thereafter.

Section 2.07.110 Transfer of Records

Every officer and employee of the Town, upon expiration of his or her term for any cause whatsoever shall, within five days after notification and request to do so, deliver to his or her successor all books and records which may be the property of the Town.

CHAPTER 2.08 RECORDS ACCESS AND MANAGEMENT

Section 2.08.010 Short Title
Section 2.08.020 Purpose and Intent
Section 2.08.030 Applicability of State Law

Section 2.08.010 Short Title

This Chapter is known as the "Town of Interlaken Government Records Access and Management Act."

Section 2.08.020 Purpose and Intent

A. In enacting this Chapter, the Town recognizes two fundamental constitutional rights:
1. The right of privacy in relation to personal data gathered by the Town.
2. The public's right of access to information concerning the conduct of the public's business.

B. It is the intent of the Town to:
1. Establish fair information practices to prevent abuse of personal information by the Town while protecting the public's right of easy and reasonable access to unrestricted public records.
2. Provide guidelines of openness to government information and privacy of personal information consistent with nationwide standards.
3. Establish and maintain an active, continuing program for the economical and

efficient management of the Town's records as provided in this Chapter.

Section 2.08.030 Applicability of State Law

Government records access and management in Town of Interlaken shall be governed by the current version of the Utah Government Records Access and Management Act, as amended.

CHAPTER 2.09 ENFORCEMENT PROCEDURES AND ADMINISTRATIVE HEARINGS

Section 2.09.010 Title and Purpose
Section 2.09.020 Remedies not Exclusive
Section 2.09.030 Notice of Violation
Section 2.09.040 Service of Notice
Section 2.09.050 Response to Notice of Violation and Request for Hearing
Section 2.09.060 Administrative Hearing
Section 2.09.070 Penalties and Fees
Section 2.09.080 Abatement
Section 2.09.090 Emergency Abatement
Section 2.09.100 Recordation
Section 2.09.110 Appeals

Section 2.09.010 Title and Purpose

This Chapter shall be known as the Town of Interlaken Administrative Enforcement Ordinance. The purpose of this Chapter is to provide an efficient, effective mechanism for civil enforcement of the laws and ordinances of Town of Interlaken while observing and protecting the rights of the citizens of the Town to due process of law.

Section 2.09.020 Remedies not Exclusive

The existence or use of the procedures described in this Chapter shall not preclude the use by the Town of other enforcement mechanisms unless prohibited by law.

Section 2.09.030 Notice of Violation

The Town may issue to a person or entity believed to be in violation of a Town law or ordinance a "Notice of Violation". The Notice of Violation shall be dated and shall state the name of the alleged violator, the address of the violation, the date(s) of the violation, the Town laws or ordinances believed to have been violated, the steps the violator must take to cure the violation, the steps the Town may take to enforce the law or ordinance allegedly violated, the penalties and fees that may be imposed if the violation is not corrected, a date by which the violation must be corrected to avoid imposition of penalties and enforcement action, and procedures by which the alleged violator may request an administrative hearing as described below.

Section 2.09.040 Service of Notice

The Notice of Violation and other notices required or contemplated by this ordinance, shall be hand-delivered to the alleged violator or posted in a conspicuous place on the affected property or mailed by U.S. Mail with delivery tracking. If these methods are unsuccessful in reaching the person, notice may be published in a newspaper of general circulation in the Town.

Section 2.09.050 Response to Notice of Violation and Request for Hearing

A person who receives a Notice of Violation has a right to an administrative hearing. To receive a hearing, the alleged violator must request a hearing in writing. The request for hearing must be received by the Town before the end of the tenth business day after the person's receipt of, or posting or publication of, the Notice of Violation. If no written request for hearing is received by the Town within this time, the allegation in the Notice of Violation will be deemed by the Town to be true and to be the final administrative order of the Town on the matter, the right to administrative appeal will be waived, and penalties and enforcement measures will be imposed.

Section 2.09.060 Administrative Hearing

A. Within 45 days of receiving a written request for hearing, the Town shall hold an administrative hearing. The hearing shall be conducted by a Hearing Officer appointed by the Mayor with the advice and consent of the Town Council. The Hearing Officer may, but need not, be an employee of the Town.

B. Notice of the hearing shall be given at least 14 days prior to the hearing. An alleged violator who fails to appear at an administrative hearing after the proper notice shall waive the right to an administrative hearing as if no hearing had been requested.

C. The hearing shall be a public meeting. The hearing shall be recorded or otherwise documented so that a true and correct transcript may be made of its proceedings.

D. Both the Town and the alleged violator shall have the opportunity to speak and to call witnesses at the hearing. The Hearing Officer may allow competent evidence and documents to be introduced at the hearing without observance of formal rules of evidence or procedure. Each side shall be allowed to question and cross-examine witnesses. Each side may be represented by an attorney, but if the alleged violator is to be represented by an attorney, that attorney shall contact the Town attorney at least two business days prior to the hearing.

E. The Town shall bear the burden of proof to establish the existence of a violation. Such proof shall be established by a preponderance of the evidence.

F. At the conclusion of the hearing, or within five business days thereafter, the

Hearing Officer shall issue a written order. The order shall find that the violation has or has not occurred. If the order finds that the violation has not occurred, the proceeding shall be dismissed. If the order finds that the violation has occurred, the order may impose penalties as provided in this or other Town ordinances. The order may also direct the violator to cease and desist from the violation, and may direct the Town to abate the violation on its own as necessary. The order may give interim or temporary directives as necessary, and may also embody agreements the two sides may make before, during or after the hearing.

Section 2.09.070 Penalties and Fees

If the order issued after the administrative hearing finds that a violation has occurred, or if no hearing was requested, the Town may impose penalties as specified in the law or ordinance found violated. In the absence of another applicable penalty provision, the Town may impose a penalty not to exceed the maximum fine for a class C misdemeanor under Utah law per day of violation. In addition, the violator shall be assessed and required to pay all costs actually incurred by the Town in abating and enforcing the law or ordinance in the case, and in holding the administrative hearing, if one was held, including but not limited to inspection costs, filing fees, title searches, equipment costs, attorney fees and Hearing Officer fees.

Section 2.09.080 Abatement

If the order issued after the administrative hearing finds that a violation has occurred, or if no hearing was requested, the Town shall have authority to take reasonable measures to abate the violation as specified in the order or Notice of Violation, including entering onto the property at the site of the violation and physically abating the violation.

Section 2.09.090 Emergency Abatement

Nothing in this ordinance shall be construed to prohibit the Town from taking emergency measures to immediately abate a violation when preservation of the life, safety or health of the public requires immediate action.

Section 2.09.100 Recordation

The Town may record the order issued by the Hearing Officer, or, if no hearing was requested, the Notice of Violation, with the County Recorder, indexed to the property (if any) at which the violation occurred. If an order or notice is so recorded, and the violation is thereafter abated and the property comes into compliance, the Town shall file with the County Recorder a notice of compliance retracting the stated violation within 30 days of the violation coming into compliance.

Section 2.09.110 Appeals

Any person adversely affected by an administrative order issued following an

administrative hearing under this ordinance may petition a Utah State District Court for review of the order pursuant to Utah Code within 30 days of the issuance of the order.

CHAPTER 2.10 DISPOSITION OF REAL PROPERTY

Section 2.10.010 Significant Parcel of Real Property
Section 2.10.020 Notice of a Hearing
Section 2.10.030 Fair Market Value

Section 2.10.010 Significant Parcel of Real Property

"Significant parcel of real property" owned by Town of Interlaken is hereby deemed to include any real property owned by the Town.

Section 2.10.020 Notice of a Hearing

Reasonable notice of a hearing on disposition by the Town of real property is hereby deemed to require publication of the notice once in a newspaper of general circulation at least 14 days before the hearing and posting of the notice in at least three public places within Town of Interlaken at least 14 days before the hearing.

Section 2.10.030 Fair Market Value

The Town Council shall take whatever steps are necessary to insure, to the best of its ability, that the Town obtains fair market value for any real property disposed of by the Town.

CHAPTER 2.11 CONFLICTS OF INTEREST

Section 2.11.010 Purpose
Section 2.11.020 Municipal Officers and Employee Ethics Act
Section 2.11.030 Definitions
Section 2.11.040 Use of Office for Personal Benefit Prohibited
Section 2.11.050 Compensation for Assistance in Transaction Involving Municipality
Section 2.11.060 Disclosure of Interest Affecting Regulation
Section 2.11.070 Disclosure of Interest Affecting Business Relations
Section 2.11.080 Other Conflicts of Interest
Section 2.11.090 Nepotism Prohibited
Section 2.11.100 Exceptions
Section 2.11.110 Separate Offense
Section 2.11.120 Conflicting Private Employment
Section 2.11.130 Conflicting Investments
Section 2.11.140 Appearances
Section 2.11.150 Complaints Charging Violations
Section 2.11.160 Penalties for Violation
Section 2.11.170 Inducing Officer to Violate Ordinance Prohibited
Section 2.11.180 No-Action Determinations

Section 2.11.010 Purpose

The purpose of this ordinance is to establish standards of conduct for elected officials, appointed officers, employees, and volunteers serving on Town boards, commissions, committees, agencies, councils, and foundations and to require these persons to disclose actual or potential conflicts of interest between their public duties and their personal interests.

Section 2.11.020 Municipal Officers and Employee Ethics Act

Statutory provisions governing conflicts of interest are outlined in Utah Code.

Section 2.11.030 Definitions

A. Appointed Officer. Any person appointed to any statutory office or position or any other person appointed to any position of employment with the Town. Appointed officers include, but are not limited to, persons serving on special, regular, part-time, or full-time committees, commissions, agencies, boards, councils, or foundations created by the governing body, whether or not such persons are compensated for their services. The use of the word "officer" in this part is not intended to make appointed persons or employees "officers" of the Town according to any meaning that term may have elsewhere.

B. Assist. To knowingly act, or offer or agree to act, in such a way as to knowingly help, represent, aid, advise, furnish information to, or otherwise knowingly provide

assistance to a person or business entity, believing that such action is of help, aid, advice, or assistance to such person or business entity and with the intent to so assist such person or business entity.

C. Business Entity. A sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation, or other organization or entity used in carrying on a business.

D. Compensation. Anything of economic value, however designated, which is paid, loaned, granted, given, donated, or transferred to any person or business entity by anyone other than the Town for or in consideration of personal services, materials, property, or any other thing or service which may have a value placed on it.

E. Elected Officer. Any person elected or appointed to the office of Mayor or Council Member.

F. Improper Disclosure. Disclosure of private, confidential, or protected information to any person who does not have both the right and the need to receive the information.

G. Municipal Employee. A person who is not an elected or appointed officer who is employed on a full, part-time, or voluntary basis by Town of Interlaken.

H. Private, Confidential, or Protected Information. Information classified as private, or protected under Chapter 2, Title 63 of the Government Records Access and Management Act or other applicable provisions of law.

I. Substantial Interest. The ownership, either legally or equitably, by an individual, his spouse, or his minor children, or an entity he controls, of at least 10 percent of the outstanding shares of a corporation or 10 percent interest in any other business entity.

J. Volunteer. A person serving on Town boards, commissions, committees, agencies, councils, and foundations. Volunteers shall be considered "appointed officers" under this ordinance.

Section 2.11.040 Use of Office for Personal Benefit Prohibited

No elected or appointed official shall:

A. Improperly disclose private, confidential, or protected information acquired by reason of his official position or use such information to secure special privileges or exemptions for him or others.

B. Use or attempt to use his official position to secure special privileges for himself or others; or

C. Knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift or loan for himself or another if the gift or loan tends to influence him in the discharge of

his official duties, but this subsection does not apply to:
1. An occasional non pecuniary gift having a value of less than $50.
2. An award publicly presented.
3. Any bona fide loan made in the ordinary course of business.
4. Political campaign contributions if the contribution is actually used in a political campaign.

Section 2.11.050 Compensation for Assistance in Transaction Involving Municipality

A. Compensation.

1. No elected or appointed officer or municipal employee may knowingly receive or agree to receive compensation for assisting any person or business entity in any transaction involving the Town in which he/she is an officer unless he/she files with the Mayor a sworn statement giving the information required by this Section, and if an elected or appointed officer disclosed the same in open meeting to the members of the body of which he/she is a member immediately prior to the discussion the information required by this Section.
2. No municipal employee may knowingly receive or agree to receive compensation for assisting any person or business entity in any transaction involving the Town unless he/shediscloses the information required by this Section to his immediate supervisor and any other municipal officer or employee who may rely upon the employee's representations in evaluating or approving the transaction.

B. Disclosure Statement. The statement required to be filed by this Section shall be filed ten days prior to the date of any agreement between the elected or appointed officer or municipal employee and the person or business entity being assisted or ten days prior to the receipt of compensation by the business entity, whichever is earlier. The statement is public information and shall be available for examination by the public.

C. Disclosure Information. The statement and disclosure shall contain the following information:
1. The name and address of the officer or employee.
2. The name and address of the person or business entity being or to be assisted or in which the appointed or elected official has a substantial interest.
3. A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

Section 2.11.060 Disclosure of Interest Affecting Regulation

A. Required. Every appointed or elected officer or municipal employee who is an officer, director, agent, or employee or the owner of a substantial interest in any business entity which is subject to the regulation of the Town, shall disclose the position held and the nature and value of his interest upon first becoming appointed, elected, or employed by the Town and again at any time thereafter if the elected or appointed officer's or employee's position in the business entity has changed significantly or if the value of his interest in the entity has increased significantly since the last disclosure.

B. Form. The disclosure shall be made in a sworn statement filed with the Mayor. The Mayor shall report the substance of all such disclosure statements to the members of the governing body or may provide to the members of the governing body, copies of the disclosure statement within 30 days after the statement is received by him.

C. Exceptions. This Section does not apply to instances where the value of the interest does not exceed $2,000, and life insurance policies and annuities shall not be considered in determining the value of any such interest.

D. Form. The disclosure statement required by this Section may be in substantially the following form:

DISCLOSURE STATEMENT
State of
Utah
County of
Wasatch

The undersigned, being first duly sworn, deposes and states:
1. Office. I am (name and office) of Midway, and my address is_____,
Midway, Utah.
2. Involvement with business entities. Below are listed all business entities which are subject to regulation by Town of Interlaken and of which the undersigned is an officer, director, agent, employee, or owner of an interest therein valued in excess of $2,000.
a. Name of
Business Entity:
Position Held:
Projected Annual
Income (1): Projected
Value of Interest (2):
b. Name of
Business Entity:
Position Held:
Projected Annual
Income (1): Projected
Value of Interest (2):

c. Name of
Business Entity:
Position Held:
Projected Annual
Income (1): Projected
Value of Interest (2):
d. Name of
Business Entity:
Position Held:
Projected Annual
Income (1): Projected
Value of Interest (2):
(1)Represents salary, wages, commission, or fees reasonably anticipated in coming year, if an officer, director, employee, or agent of business entity, or return thus anticipated if investor in business entity.
(2)Represents estimated present fair market value of interest in business entity, in the case of an investment including pension plan, but not including insurance or annuities.
3. Nature of Involvement. The following more fully describes the nature of my interest in the above-listed entities, which are referred to by the same letters as in the previous item.
a.
b.
c.
d.
My commission expires: _____
The above statements are made as of the day of_, 20_____.
Subscribed and sworn to before me on this_____day of_____,
20_____. Notary Public _____
Residing in _____

Section 2.11.070 Disclosure of Interest Affecting Business Relations

Every appointed or elected officer or employee who is an officer, director, agent, employee, or owner of a substantial interest in any business entity which does or anticipates doing business with Town of Interlaken, shall publicly disclose, to the members of the body of which he/she is a member, or by which he/she is employed, immediately prior to any discussion by such body, concerning matters relating to such business entity, the nature of his/her interest in that business entity. The disclosure statement shall be entered in the minutes of the meeting. Disclosure by a municipal employee under this Section is satisfied if the employee makes the disclosure in a manner required in this Chapter.

Section 2.11.080 Other Conflicts of Interest

Any personal interest or investment by a municipal employee or by any selected or

appointed official of the Town which creates a conflict between the employee's or official's personal interests and his public duties shall be disclosed in open meeting to the members of the governing body in the manner required in this Chapter.

Section 2.11.090 Nepotism Prohibited

No elected or appointed officer shall employ, appoint, or vote for the appointment of his or her father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in- law in or to any position or employment, when the salary, wages, pay, or compensation of such appointee will be directly supervised by a relative. It is unlawful for such appointee to accept or to retain such employment when his initial appointment thereto was made in contravention of the forgoing sentence by a person within the degrees of consanguinity or affinity therein specified having the direct power of employment or appointment to such position, or by a board or group of which such person is a member.

Section 2.11.100 Exceptions

The provisions of this section shall not apply among others to the following employment situations:

A. Where the employee or appointee was appointed or employed by the Town prior to the time during which said related person, acting as supervisor, assumed said public position therein.

B. Where the employee or appointee was or is eligible or qualified to be employed by a department or agency of the Town as the result of his compliance with civil service laws or regulations and merit system laws or regulations or as the result of a certification as to his qualification and fitness by a department, agency, or subdivision of the state or Town authorized so to do by law.

C. Where the employee or appointee was or is employed by the employing unit because he was or is the only person available, qualified, or eligible for the position.

Section 2.11.110 Separate Offense

Each day any such person, father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousins, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, is retained in office by any of said officials shall be regarded as a separate offense.

Section 2.11.120 Conflicting Private Employment

No employee shall knowingly engage in, solicit, negotiate for, promise, or accept outside employment, not render any services to anyone other than the Town in return for a valuable consideration, when such employment or services create a conflict of

interest with or is inconsistent or incompatible with or tends to impair the proper discharge of that employee's official duties or the exercise of his discretion in an official capacity. No employee knowingly shall serve or be involved with projects, businesses, or enterprises, which are subject to regulation by or which have transactions with the Town.

Section 2.11.130 Conflicting Investments

Investments by employees shall be in accordance with this ordinance.

A. Prohibited. No employee shall knowingly invest or hold any legal or equitable interest in any business or enterprise where such investment or interest creates a conflict of interest with or is inconsistent or incompatible with or tends to impair the proper discharge of that employee's official duties or the exercise of his discretion in an official capacity. No employee shall knowingly invest in or be knowingly involved with projects, businesses, or enterprises which are subject to regulation by or which have transactions with Town of Interlaken.

B. Exemptions. The following investments are exempt from the requirements of this part:

1. Bank, savings and loan, or credit accounts.
2. Insurance policies.
3. Securities listed on a national stock exchange.
4. Investments in any business or enterprise which does not do business in Midway.

Section 2.11.140 Appearances

Each employee shall conduct his official affairs in such a manner that will give the clear impression that he cannot be improperly influenced in the performance of his official duties.

Section 2.11.150 Complaints Charging Violations

If a person is charged with a violation of this Chapter, the complaint shall be filed with the Mayor or Town Recorder. The Town Recorder shall investigate the complaint and shall give the person an opportunity to be heard. A written report of the findings and the recommendations of the Town Recorder shall be filed with the governing body. If the governing body finds that the person has knowingly and intentionally violated this ordinance, it may dismiss, remove from office, suspend, or take such other appropriate actions with respect to the person in accordance with state law, Town ordinances, and Town personnel policies and procedures. The governing body may also rescind or void any contract or subcontract entered into pursuant to that transaction without returning any part of the consideration received by the Town.

Section 2.11.160 Penalties for Violation

In addition to any penalty contained in any other provision of law, including but not limited to the Utah Code, any person who knowingly and intentionally violates this Chapter shall be guilty of a class B misdemeanor.

Section 2.11.170 Inducing Officer to Violate Ordinance Prohibited

It is a class B misdemeanor for any person to induce or seek to induce any appointed or elected officer or municipal employee to violate any of the provisions of this ordinance.

Section 2.11.180 No-Action Determinations

Employees may follow the procedures below to determine if their activities will be in violation of this ordinance.

A. Authorized. Prior to undertaking any activity, which may violate the provisions of this Section, an employee may notify the Mayor of the contemplated activity and request a determination pursuant to this Section. Upon receipt of adequate relevant information, and after any investigation deemed necessary or advisable, the Mayor may then determine whether or not the Town will take action against the employee if the contemplated activity is undertaken, and advise the employee accordingly. In making this determination, the Mayor shall consider whether the contemplated activity violates any terms of this Section, with attention to the following particulars:
1. Any use for private gain or advantage of Town time, facilities, equipment, supplies, badge, uniform prestige, or office.
2. Receipt by the employee of any money or other consideration for the performance of any act required of him as a Town employee.
3. Performance of an act other than in his capacity as an employee, which act may later be subject, directly or indirectly, to control, inspection, review, audit, or enforcement by the agency or department in which he is employed.
4. The extent, if any, to which the employee will be acting under color of Town authority or subject the Town to any potential liability.

B. Effect. If the Mayor determines that no action will be taken against the employee if he or she undertakes the contemplated activity, then no such action will be taken unless the contemplated activity proves to be materially different than represented to the Mayor in making the ruling, or unless material facts were not disclosed to the Mayor before the ruling was made.

C. Records. Complete, written records of the facts and decision of each no-action request shall be maintained and shall be open to the public for review upon reasonable request.

D. No Precedential Effect. The determination of one no-action request shall not necessarily affect the determination of future no-action requests.

E. Town Council Review.
1. Reference. The Mayor may refer any no-action request to the Town Council for decision, after gathering and presenting to the Council the relevant facts.
Appeal. Any employee may appeal the denial of his no-action request to the Town Council within ten days after notification of the Mayor's decision. The employee shall then have a promptly scheduled opportunity to present his request to the Town Council, and the Mayor may also speak on defense of the denial.

CHAPTER 2.12 OPEN AND PUBLIC MEETINGS

Section 2.12.010 Title
Section 2.12.020 Purpose
Section 2.12.030 Application of the Utah Open and Public Meetings Act
Section 2.12.040 Electronic Meetings
Section 2.12.050 Approval of Minutes
Section 2.12.060 Opening Remarks or Invocation

Section 2.12.010 Title

This Chapter is known as the "Town of Interlaken Open and Public Meetings Ordinance."

Section 2.12.020 Purpose

The Town believes that its government exists to aid in the conduct of the people's business. It is the intent of the Town to take all of its actions openly and conduct all of its deliberations openly.

Section 2.12.030 Application of the Utah Open and Public Meetings Act

All meetings, proceedings and other activities of all councils, boards, commissions, committees, agencies and authorities established under the authority of this Title shall be governed by the provisions of the Utah Open and Public Meetings Act, Title 52, Chapter 4, Utah Code, as said Act may be amended from time to time.

Section 2.12.040 Electronic Meetings

A. All councils, boards, commissions, committees, agencies and authorities established under the authority of this Title may hold and conduct electronic meetings in accordance with this Section and the requirements of applicable Utah law.

B. Electronic meetings shall comply in all respects with the requirements of the Utah Open and Public Meetings Act, Title 52, Chapter 4, Utah Code (as amended from time to time), including providing required public notice of all meetings.

C. Notice of an electronic meeting to be held by any public body shall be given to each member of the body prior to the electronic meeting in the manner and time provided by the Open and Public Meetings Act in order to allow all members the opportunity to participate in the meeting electronically.

D. All electronic meetings (except for permissible closed meetings under the Open and Public Meetings Act) shall be held in a location that allows attendance by the public at the electronic meeting.

E. A recording and written minutes of all electronic meetings shall be made as required by the Open and Public Meetings Act.

Section 2.12.050 Approval of Minutes

A. Written minutes shall be taken for all public meetings of any public body of this municipality. The minutes of all public meetings of any public body of this municipality shall be recorded and taken down by the person assigned by the Town.

B. Within 14 working days from the end of the meeting, the assigned person shall prepare proposed minutes for the meeting and give a copy of the proposed minutes to each member of the public body for his or her review and comments.

C. Once the proposed minutes have been given to the members of the public body, the assigned person shall immediately make available to the public the proposed written minutes, which shall be a clearly identified as "awaiting formal approval" or "unapproved" or with some other appropriate notice that the proposed minutes are subject to change until formally approved and they shall become a public document available to any member of the public who requests to read or copy the proposed minutes.

D. The public body shall consider the proposed minutes for approval at the first meeting of the public body that immediately follows the assigned person giving the proposed minutes to the members of the public body. The members of the public body shall either approve the proposed written minutes as presented; or vote to correct and amend the proposed written minutes and then approve the corrected and amended written minutes at that meeting.

E. If the public body fails to consider the proposed minutes, or does not take any action to approve the proposed minutes at the first public meeting held by the public body immediately following the public body's receipt of the proposed minutes from the assigned person, the proposed minutes shall be deemed to have been approved by the public body and will stand as proposed.

F. Once the proposed minutes have either been approved by the public body, or have been deemed to have been approved by the inaction of the public body, they shall become the official record of the proceedings of the public body and shall be signed

by the chair of the meeting and the person assigned to their preparation and shall be retained in the official records of this municipality and shall be a public document available for the inspection and copying by members of the public as appropriate under Utah law.

Interlaken Town

Declaration of Candidacy

STATE OF UTAH)
:ss
COUNTY OF WASATCH)

I, Jill Jacobson, being first duly sworn, say that I reside at
(Print name exactly as it is to appear on the ballot)

350 Bern Way Street, Midway, County of Wasatch, State of Utah,

Zip Code 84049, Telephone Number 435-513-0908, Email Address

jill.jacobson@myyahoo.com; that I am a registered voter; and that I am a

candidate for the office of city counsel for a term of 4 years. I meet the legal

qualifications required of candidates for this office. I will file all campaign financial disclosure reports as required

by law and I understand that failure to do so will result in my disqualification as a candidate for this office and

removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

(Candidate Signature)

SUBSCRIBED AND SWORN to before me by Bart Smith, on this 7th day of June, 2023

Clerk/or other Officer Qualified to Administer Oath

NOTE: The qualifications to be a candidate are:

(1) Be a United States citizen at time of filing.
(2) Be a registered voter of the municipality.
(3) Be a resident of the municipality or a resident of a recently annexed area for 12 consecutive months immediately preceding the date of the election.
(4) In accordance with Utah Constitution Article IV, Section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored under Section 20A-2-101.5.

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

JJ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.

JJ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.

JJ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.

JJ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.

JJ I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.

_____ I understand I will receive all financial disclosure notices by email.

_____ I prefer to also receive financial disclosure notices by mail at the following address:

_____

_____

JJ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 7, 2023.

JJ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

Jill Jacobs — 6/7/23

Signature of Candidate — Date

Bartlett K. Smith — 6/7/23

Signature of Filing Officer — Date

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

MUNICIPAL CANDIDATE

Utah Code §10-3-301
Utah Code §20A-9-203

- Registered voter in the municipality in which the individual is elected*
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.
- Maintain a principal place of residence within the municipality, and within the district that the elected officer represents, during the officer's term of office
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- Pay filing fee, if one is required by municipal ordinance
- Not convicted of a felony, treason, or crime relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has*

PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Name: Jill Jacobson Office: town council

Signature: Date: 6/7/23

***This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

***This document is considered a public record and will be retained for public inspection until 30 days following the election.**

INTERLAKEN TOWN

Declaration of Candidacy

STATE OF UTAH)
:ss
COUNTY OF WASATCH)

I, Timothy Dixon, being first duly sworn, say that I reside at
(Print name exactly as it is to appear on the ballot)

333 BERN DR Street, Midway, County of Wasatch, State of Utah,

Zip Code 84049, Telephone Number 6602023287, Email Address timmdixon@me.com; that I am a registered voter; and that I am a candidate for the office of TOWN COUNCIL for a term of 4 years. I meet the legal qualifications required of candidates for this office. I will file all campaign financial disclosure reports as required by law and I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot. I request that my name be printed upon the applicable official ballots.

Timothy Dixon
(Candidate Signature)

SUBSCRIBED AND SWORN to before me by Bart Smith, on this 6th day of June, 2023

Bartlett K. Smith
Clerk/or other Officer Qualified to Administer Oath

NOTE: The qualifications to be a candidate are:

(1) Be a United States citizen at time of filing.
(2) Be a registered voter of the municipality.
(3) Be a resident of the municipality or a resident of a recently annexed area for 12 consecutive months immediately preceding the date of the election.
(4) In accordance with Utah Constitution Article IV, Section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored under Section 20A-2-101.5.

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

TD The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.

TD I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.

TD I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.

TD I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.

TD I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.

TD I understand I will receive all financial disclosure notices by email.

I prefer to also receive financial disclosure notices by mail at the following address:

PO BOX 335
MIDWAY UTAH 84049

TD I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 7, 2023.

TD I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

Signature of Candidate — Date: 6/6/23

Bartlett K. Smith
Signature of Filing Officer — Date: 6/6/23

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

MUNICIPAL CANDIDATE

Utah Code §10-3-301
Utah Code §20A-9-203

- Registered voter in the municipality in which the individual is elected*
- Must have resided within the municipality for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election.
- Maintain a principal place of residence within the municipality, and within the district that the elected officer represents, during the officer's term of office
- If the individual resides in a territory which was annexed into the municipality: must have resided within the annexed territory or the municipality the 12 consecutive months immediately before the date of the election.
- Pay filing fee, if one is required by municipal ordinance
- Not convicted of a felony, treason, or crime relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has*

PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Name: Timothy Dixon Office: Town Council

Signature: [signature] Date: 6/6/23

***This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

***This document is considered a public record and will be retained for public inspection until 30 days following the election.**

#150

808956

Statement

DATE Jun-12-13-14

TERMS

TO Bart Smith
Interlockan Seerectouy

IN ACCOUNT WITH Bonifacio Pacheco

1.		rent of trucks	#3	$	1,500.	00
2.		rent of trailers	#3	$	1,500.	00
3.		pick of Branches on the side of the road				
4.		Rak and blow the road				
5.		Gas #3 trucks		$	1,000.	00
6.		Pump the branches	#35	$	2,000	00
7.		Labor		$	3,500	00

CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT	$ 9,500.	00

adams DC5812 01-11

ASPHALT PRESERVATION

INVOICE

3490 West 3300 South
Building A, Unit 4
West Haven, UT 84401

EIN: 81-3811728
PH: (385) 368-5278

INVOICE NUMBER
540

BILL TO:
Interlaken Town PO Box 1256 Midway, UT 84049

SHIP TO:
Interlaken Town 2023 Asphalt Maintenance (Rev Interlaken Drive/Luzern Road Interlaken, UT

JOB NUMBER	JOB NAME	TERMS	INVOICE DATE	DUE DATE
2305004	Interlaken Town 2023 Asphalt Maintenance (	NET 30	6/12/2023	7/12/2023

DESCRIPTION	QUANTITY/UNITS	PRICE
ASPHALT REMOVAL & PATCH	3,534 SF, 21 Patches	$20,497.20
ASPHALT PATCH A - INSIDE TURN NEAR ENTRANCE	456 SF	$2,644.80
ASPHALT PATCH B - CENTER PATCH NEAR ALTAMONT DRIVE	288 SF	$1,670.40
ASPHALT PATCH C - CENTER PATCH NEAR ALTAMONT DRIVE	442 SF	$2,563.60
ASPHALT PATCH D - SPEED BUMP REMOVE AND REPLACE	198 SF	$3,623.40
ASPHALT PATCH E - SINKING GAS LINE PATCH, R&R ROAD BASE & ASPHALT	197 SF	$4,471.90
ASPHALT PATCH F - GARBAGE AREA PATCH 5" DEPTH	650 SF	$4,680.00
	Reimbursed by Harrell	
	Actual Cost to Town	$35,679.40
Please mail checks to: 3490 W 3300 S, Building A, Unit 4, West Haven, UT 84401 *****Please note that there is a 3.7% Service Fee for payment by credit card*****	**TOTAL DUE:**	**$40,151.30**

Thank you for the opportunity to complete this work!

SPENCER J. COX
Governor
DEIDRE M. HENDERSON
Lieutenant Governor

State of Utah

DEPARTMENT OF NATURAL RESOURCES

Division of Water Rights

JOEL FERRY
Executive Director

TERESA WILHELMSEN
State Engineer/Division Director

June 13, 2023

INTERLAKEN TOWN
PO BOX 1256
INTERLAKEN UT 84049

RE: Report of Water Right Conveyance for Water Right No.: 55-6976

Dear Water User:

Thank you for submitting a Report of Water Right Conveyance (ROC) to update owner contact information on the water right records of the Division of Water Rights. The Division has completed the processing of your ROC, so our records now reflect the information you have provided. As a water right owner, it is important that you continue to maintain a current mailing address with this office so that we may contact you if the need arises. Instructions and forms to update your address are available our website at http://waterrights.utah.gov or can be obtained in any of our offices.

Please feel free to contact us at the phone number or email listed below if you have further questions.

Sincerely,

Teresa Wilhelmsen

Teresa Wilhelmsen, P.E.
State Engineer

RENEWAL AGREEMENT

between

INTERLAKEN TOWN

and

THE UTAH DIVISION OF STATE PARKS

###

WHEREAS, on May 17, 2003, the Utah Division of State Parks (formerly the Utah Division of Parks and Recreation) ("Parks") granted an easement to Interlaken Mutual Water Company under the terms of the instrument attached hereto as Exhibit A ("the Easement");

WHEREAS, on January 26, 2016, Interlaken Mutual Water Company assigned the Easement to Interlaken Town ("Interlaken") pursuant to the terms of the instrument attached hereto as Exhibit B;

WHEREAS the Easement's terms provide, among other things, for an initial term of twenty years and, upon expiration of the initial term, provide the parties to the Easement the option to extend the initial term of the Easement in successive ten-year terms; and

WHEREAS the parties wish to extend the Easement for an additional 10-year term and provide an option for an additional 10-year extension pursuant to the same terms and conditions contained in the attached Easement and the below provisions of this Renewal Agreement;

NOW THEREFORE, the Utah Division of State Parks and Interlake Town (referred to hereinafter as "the parties") agree as follows:

RENEWAL AGREEMENT

1. First Renewal Term. Pursuant to ¶ 2 of the Easement, the term of the Easement is extended for an additional term of ten (10) years ("First Renewal Term") until May 17, 2033.

2. First Renewal Term Assessment. Pursuant to ¶ 2 of the Easement, the cost of the First Renewal Term shall be $10,000.00 for the entire ten-year term ("First Renewal Term Assessment"), which is to be paid in a lump-sum payment no later than June 1, 2023.

3. Second Optional Renewal Term. Pursuant to ¶ 2 of the Easement, Interlaken may extend the term of this Lease for an additional term of ten (10) years ("Second Renewal Term") until May 17, 2043 by notifying Parks in writing of its intent to extend for the Second

Renewal Term and paying to Parks the Second Renewal Term Assessment on or before May 17, 2033.

4. Second Renewal Term Assessment. Pursuant to ¶ 2 of the Easement, the cost of the Second Renewal Term shall be $10,000.00 for the entire ten-year term ("Second Renewal Term Assessment").

5. Original Terms. Other than the additional terms set out in ¶¶ 1, 2, 3 and 4 of this Renewal Agreement, the terms and conditions of the attached Easement shall apply during the pendency of the First Renewal Term and Second Renewal Term.

SIGNED this 22nd day of May, 2023.

Jeff Rasmussen
Director, Division of State Parks

SIGNED this 15th day of May, 2023.

Greg Harrigan
Interlaken Town Mayor

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INTERLAKEN TOWN
WATER REVENUE FUND
PO BOX 1256
MIDWAY, UT 84049

1-800-974-8800
zionsbank.com

31-5/1240

5/16/2023

VOID

PAY TO THE ORDER OF Utah Division of State Parks $ **10,000.00

Ten Thousand and 00/100********** DOLLARS

Security features. Details on back.

Utah Department of Natural Resources
Attn: Shane Stroud, Attorney Gen Of
1594 W North Temple Street, Suite 300
Salt Lake City
Utah 84116

MEMO 10 year Lease fee for Municipal water rank easemen

AUTHORIZED SIGNATURE

⑈00001427⑈ ⑆124000054⑆ 979971520⑈

Wasatch Mtn.
Interlaken
Easement Renewal
5/22/23