

Interlaken Town Council Regular Meeting Minutes
Monday, 06 November 2023, 6:06 PM – 7:17 PM
Meeting Conducted Remotely with Zoom Video Conferencing Software

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QlJNT3loV3J4Nm83TFJObGVzUE1ldz09>

1. Call to Order – Mayor Harrigan called the meeting to order at 6:06 pm.

2. Roll Call

Greg Harrigan, Mayor

Justin Hibbard, Council Member

Chuck O’Nan, Council Member

Sue O’Nan, Council Member

3. Presentations: None

4. Public Comment: None.

5. Consent Agenda: None

6. Approval of Agenda or Changes

Town Administrator Bart Smith proposed removing item 15 – “Municipal Code and Building Agreement Updates” from the agenda and postponing that discussion until next year when the new council meets.

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

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

7. Approval of 10/03/2023 Council Regular Meeting Minutes

Motion: Council Member Sue O’Nan moved to approve the 10/03/23 town council minutes as presented.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

8. Approval of 10/26/2023 Council Work Session Minutes

Motion: Council Member Chuck O’Nan moved to approve the 10/26/23 town council work session minutes as presented.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

9. Council Membership Update – Pending Appointment

Smith noted that the town has followed all the state public noticing requirements for fulfilling a vacant spot on the town council. See the attached documents – a formal letter of interest from Erin Merryweather, 307 Interlaken Dr., and an excerpt from Interlaken’s municipal code, Section 2.07.04,

regarding the procedure for filling vacancies in the office of the mayor or a council member. The next scheduled council meeting on 12/5/23 will be the meeting in which the council meets to fill the vacancy. All current members of the council will be in attendance.

10. Road Maintenance Agreement Update – Fines & Maintenance Invoicing

Smith has completed the measurements and calculations used to determine the Burgi Hill Ranches contributions to Interlaken Drive Road maintenance and improvement expenses. There are two calculations that are relevant – before and after the Reserves re-routing of Luzern Way. He is in the process of preparing invoices for past expenses for both BHR and The Reserves. While the BHR contribution is based on % of shared road surface area, the RMA contribution for The Reserves is based on a percentage of expenses dedicated to lower Interlaken Drive exclusively. Both agreements base contributions on the number of dwelling units in their entity, compared with dwelling units in Interlaken Town. See the attached table describing the surface area calculations.

The town has been actively enforcing the agreement with The Reserves that prohibits their construction traffic on Interlaken's roads. This includes all roads within the Interlaken Town boundaries as well as the section of Interlaken Drive heading south from The Reserves entrance to the intersection with E. Valais Parkway – the entrance to Valais. To date, the town has fined Watts Enterprises \$750. They have been very cooperative in paying fines and have posted additional signage on Interlaken Drive that discourages construction traffic.

11. Financial Matters – Current Revenue & Expense Reporting

Smith has completed the revenue and expense reports for October 2023 and FY2024 through October 2023. In general, revenue and expenses are in line with budgeted numbers. See the attached reports for more details.

12. FY2024 Water Billing – FlexNet System Update

The town has successfully installed and implemented the Sensus Analytics FlexNet system for remote water meter monitoring. This is the culmination of about 5 years of upgrades and equipment acquisitions. This system enables on-demand meter readings, leak detection, usage analytics, and data processing to be used for water billing. The town has completed installation of the required meter upgrades and radio transmitters on 122 of the active 147 meters in town. The remaining 25 meters should be upgraded next spring and summer. This fiscal year's water billing, scheduled for January 2024, will use data from the system for usage calculations.

13. Building Permit Update and Planning Commission Status

Russ Knight from the planning commission gave the update. For more information, see the attached report.

- Lot 065, Parkinson, framing, awaiting 4-way
- Lot 117, Broadstone, slow progress, call made to Ardurra regarding code violation of cantilever, and height restriction
- Erin Merryweather, new contractor hired, continuing progress
- Lot 206, Becker, garage doors installed, siding
- Lot 173, Lehmann, progress in framing
- Weiler, 4-way done
- Lot 209, Crashaw, excavation started

14. Wasatch County Additional Enforcement Services Agreement

The council met on October 26th to discuss a proposal to contract Wasatch County Sheriff for additional enforcement services in town. See the attached minutes from this meeting for more details. The council will schedule another work session to continue work on the agreement next year with the new council members.

Sue – sounds like a good schedule to wait until next year.

Justin – Sheriff said that they are required to enforce state and federal laws and will enforce additional code through an agreement.

Greg – next steps, codify better the omissions from our code and then go to Wasatch County with our priorities. Early next year January– work meeting. Council stipends – wait until new members are here.

15. Brush Trimming and Tree Pruning - Visentin

Visentin Tree Service completed pruning and trimming along the town's road right of way. The total cost was \$12,000. Greg noted that we probably won't need to repeat this service every year. See the attached invoice.

16. Water Rights Update

Jon Schutz from Mabey, Wright & James, has completed a special warranty deed that conveys the water rights for the town's wells from the IMWC to the town – rights 55-11490 and 55-11491. Jim Hadden, representing the IMWC, signed the deed which will be submitted to the division of water rights to complete the process. See the attached emails and deed for more information.

17. LSLI Survey – 120 Water

The town has contracted 120Water to survey town lot owners for compliance with an EPA mandate to identify lead in municipal water systems. 120Water has prepared self-mailers that will be sent to all lot owners that lack public records identifying non-lead service lines to their homes. Of the 147 active connections in town, this includes 82 homes. These are older homes that show no record of updates to their water system and were built prior to the national ban on lead piping. It is assumed, without evidence to the contrary, that each of these homes may have lead piping in the connection between the meter and their house. The survey will be used to either confirm the absence of lead or flag a property for further investigation. Lot owners can respond either by returning the mailer, postage-free, or by filling out the survey online. See the attached copy of the self-mailer survey.

Dean Stookey asked about what happens if lead is discovered in the system. Smith noted that each state is responsible for crafting legislation to deal with this case. It's not clear what would be required in Utah yet. 120Water is responsible for updating Interlaken with any progress or changes to state or federal law that affects our required action.

Greg recommended that Bart send out an email to lot owners who will be receiving the survey, noting the purpose and importance of their response.

18. Town Administrator – Additional Hours

Smith presented a letter stating a proposal to extend his contract with the town through calendar year 2024 with a pay increase of \$20 per hour, to \$105 per hour, starting in January 2024. He also proposed increasing his workload from 10-12 hours per week to 25-30 hours per week to address many outstanding issues and tasks that require attention. He noted that the 10-12 hours per week is

sufficient to handle the basic administrative tasks – accounting, record keeping, water billing, state reporting, and communication with residents and outside agencies. However, to address issues that affect the town’s long-term planning, fiscal health, and transition to new administrative staffing, additional hours would be required.

A short list of additional items that require attention includes:

- Monitoring and developing materials to support the Verkada Security System
- RMA invoicing for The Reserves and BHR
- General town property oversight and maintenance
- Enforcement – developing Wasatch Sheriff Agreement, Noticing violations
- Updating Municipal Code, Building Documents, Fine Resolutions
- Increased State Reporting Requirements – AUP
- Water Rights
- Sensus Analytics System support for remote water reads
- DPW Site maintenance, repairs
- Reserves traffic enforcement
- Preparation of tools and instructions to aid future town administrators and staff
- Training new administrative staff
- Initiating Water and Road System Reserves Studies
- Researching Outside Grant Sources
- Preparing Long Term Financial Goals

See the attached letter to the town council. Sue appreciates Bart taking this on and is in favor of the salary increase and increased workload. Greg suggested we move to approve the increase in pay and hours.

Motion: Council member Sue O’Nan moved to approve the Bart Smith’s proposal for increased work hours, with a pay increase to \$105/hr beginning in January 2024.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

19. Other Business

Smith spoke about the Verkada security system and noted that due to the complexity of the system and lack of adequate documentation, he has prepared a user guide to cover basic operations. He will make this available to Greg and others upon approval by the mayor. He also spoke about the Verkada Pass phone app that allows remote unlocking of the pumphouse door. Both Sue and Greg will have access to this app.

Smith, with the help of SuperDave, identified 3 sewer lid collars that were a potential hazard to snowplowing work. Each of the concrete collars had a lip extending above the asphalt that would strike a plow blade. Smith used a concrete grinder to remove the hard edges.

Smith installed the DPW sign that cites misuse as a violation. Smith and Greg installed fencing and a no trespassing sign surrounding the water tank to deter tampering with the system.

See the attached photos for these items.

20. Council Comments

Sue – wondering if for our Jan meeting, could we have it in person so we can meet them in person. Next meeting we will figure out the schedule and decide where to have the meeting.

21. Adjournment – Council member Sue O’Nan moved to adjourn the meeting. Council member Chuck O’Nan seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:17 PM. The next regular town council meeting is scheduled for December 5th, 2023, at 6:30pm via Zoom.