

**Interlaken Town Council Regular Meeting Minutes**  
**Tuesday, 10 September 2024, 6:33 PM – 7:55 PM**  
**Meeting Conducted Remotely with Zoom Video Conferencing Software**

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QlJNT3loV3J4Nm83TFJOdGVsUE1ldz09>

1. **Call to Order** - Mayor Harrigan called the meeting to order at 6:33 pm

2. **Roll Call**

Greg Harrigan, Mayor

Sue O’Nan, Council Member and Treasurer

Jill Jacobson, Council Member

Timm Dixon, Council Member

Erin Merryweather, Council Member

3. **Presentations:** None

4. **Public Comment:** None

5. **Consent Agenda:** None

6. **Approval of Agenda or Changes**

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

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

**Discussion:** no discussion.

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

7. **Approval of 8/12/2024 Council Regular Meeting Minutes**

**Motion:** Council Member O’Nan moved to approve the 8/12/24 town council meeting minutes as presented.

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

**Discussion:** no discussion.

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

8. **FY2025 Road Work Update**

- Interlaken-Luzern-St. Moritz Surface Replacement Update

The original bid was revised to add paving to Luzern Rd. See the attached bid document. Widening Luzern to 20 feet turned out to be less expensive than adding cobble to the shoulder areas. We are adding a 3<sup>rd</sup> speed bump at the top of the hill you climb to enter Interlaken, just east of the fire hydrant. See the attached map for the location. Greg noted that several residents who live near there have been asking for an additional speed bump. The revised cost of the project with contributions from The Reserves and BHR is about \$250K. See the attached cost calculations including their contributions. Smith has ordered signs to be placed at key points in town to alert drivers of the upcoming road closures. The signs include a reference to the town website for current updates. We will also bring flyers to all homes throughout town.

Administrator Smith discussed the impact of the revised project scope and cost to the FY2025 budget.

- Line 60: Capital Investment in Roads: original General Fund expense of \$150K increased to \$250K.
- Line 21: Transfer from Transportation Reserve Fund to General Fund: original transfer of \$70K increased to \$170K.

These adjustments to the budget project the following FY2025 year-end balances:

Account Year-End Balances			
Fund Name	FY2023 Budget Actual 7/1/22- 6/30/22	FY2024 Budget 7/1/23-6/30/24 Amended 5/29/24	FY2025 Budget 7/1/24-6/30/25 Adopted 5/29/24
	Actual	Actual	Amended
General Fund (checking) *2681	\$ 161,468	\$ 196,082	\$ 82,012
Transportation Reserve Fund (savings) *4574	\$ 233,277	\$ 307,119	\$ 175,919
Water Revenue Fund (checking) *1520	\$ 203,009	\$ 143,429	\$ 68,529
Water Bond Sinking Fund (money market) *1058	\$ 82,516	\$ -	\$ -
Water Reserve Fund (savings) *1330	\$ 160,149	\$ 239,689	\$ 250,489
Building Fund (checking) *1678	\$ 114,990	\$ 96,978	\$ 110,368
<b>Total of Ending Balances</b>	<b>\$ 955,408</b>	<b>\$ 983,298</b>	<b>\$ 687,318</b>

- The Reserves Slurry Project

The Reserves has decided to slurry seal their roads during our project on 9/20 and 9/21. They've worked their schedule so it doesn't impact most Interlaken residents' access. There will be one day, Saturday 9/21, where access to Luzern Rd. will be blocked. The Reserves is suggesting residents park in The Reserves on 9/20 and 9/21. Greg suggests that we add this information to our flyers.

- Additional Surface Patching and Shoulder Work – Since we are spending higher on capital improvements, it was decided not to spend more funds on patching or shoulder work this fiscal year.

#### 9. Town Ordinance No. 14 – Failure to Obey Road Closures Fineable Offense

An ordinance setting a \$5000 fine for driving on closed roads was discussed. See the attached document.

**Motion:** Council Member O’Nan moved to approve Ordinance No 14 - Failure to Obey Road Closures Fineable Offense.

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

**Discussion:** no discussion.

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

#### 10. Building Permit Update and Planning Commission Status

- Active Building Permit Reporting – Diana Duer

Lot 173, Lehmann – final inspection

Lot 209, Crawshaw– final inspection

- Planning Commission – land use code review

Diana has some recommendations for code changes that she will forward to the council and Smith.

#### 11. Ardurra Engineering – Termination of Contract

Matt Laurendeau from Jones & Demille attended the meeting to represent his firm. Interlaken is interested in hiring Jones & DeMille as the town's engineering firm, replacing Ardurra. Matt is from the Springville office, and their Roosevelt office is also involved. There are 10 offices around the state. They cover all engineering disciplines except Geotech, and have been around for 47 years.

They are currently working on contracts with Daniel and Wasatch County and would like to open an office in the Heber Valley if they can get more work in the area. Timm Dixon has worked with Matt and recommends them as an engineering firm.

Their GSA is a description of terms, not a contract. They typically work from a budget and pull from a bucket of funds. This is what the assignment order – miscellaneous engineering, would look like for plan review and inspections. They would bill us monthly. They use the same rate sheet for us as others. Matt would be the primary contact for us right now. He would use other staff under him to keep our numbers low.

## **12. Fall Chipper Day – Brother B and MAG Grant**

Brother B. has agreed to do fall debris pickup. The town has been notified of the dates. Smith is pursuing a possible grant for future fire mitigation with the help of MAG.

## **13. Financial Reporting – August 2024**

See the attached reports. Finances are currently on track with budget, but additional road expenses will affect us going forwards, as previously discussed.

## **14. Water System Updates**

### **a. St. Moritz water line break and repair**

Two successive breaks in the St. Moritz water line were caused by significant corrosion in the piping. The timing is good right now to replace that section of pipe as the lower St. Moritz road surface is being replaced. Sue – yes, thinks it will be in our best interest, especially if we can do the sections under the asphalt.

### **b. Proposed improvements to St. Moritz main line**

Vote to pursuing pipe work replacement. Bart feels it qualifies as an emergency expenditure and suggests we allocate \$75K for emergency repair of this pipe.

**Motion:** Council Member O’Nan moved to approve an expenditure of \$75K to replace the lower St. Moritz water line.

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

**Discussion:** no discussion.

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

### **c. LSLI and Backflow Prevention Programs Update**

LSLI survey is complete, BFPD program is still in progress

### **d. Annual Sanitary Survey Review**

Survey was completed with no deductions.

## **15. Heber Valley Animal Services MOU – Discussion and Approval**

**Motion:** Council Member O’Nan moved to approve the Heber Valley Animal Services MOU.

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

**Discussion:** no discussion.

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

## **16. Active Enforcement**

### **a. Short term rental violation – 356 Luzern Rd.**

### **b. Non-Payment of water and noxious weed control billings – 350 Luzern Rd.**

## **17. Town Administrator Schedule for Transition**

Team of people to take on the boots on the ground role. Need several people trained on the water system, for emergency response actions.

## **18. Other Business**

Water tank – we need a real fence around the water tank. Singleton fence, contact the state park and investigate possibilities

## **19. Council Comments - None**

## **20. Adjournment**

Council member O’Nan moved to adjourn the meeting. Council member Dixon seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:55 pm. The next regular town council meeting is scheduled for Tuesday October 8th, 2024, at 6:30pm via Zoom.