

**Interlaken Town Council Regular Meeting Minutes**  
**Tuesday, 02 September 2025, 6:31 PM – 7:46 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=QJNT3loV3J4Nm83TFJOdGVsUE1ldz09>

**1. Call to Order** - Mayor Harrigan called the meeting to order at 6:31 pm

**2. Roll Call**

Greg Harrigan, Mayor

Sue O’Nan, Council Member and Treasurer

Jill Jacobson, Council Member

Erin Merryweather

Timm Dixon, Council Member

Bart Smith, Interlaken Town Administrator

Diana Duer, Planning Commission Chair

**3. Presentations:** Data Privacy Act Requirements, Spencer Foster, MAG

Spencer Foster has provided help to the town for grant and loan proposals in the past and is now available to help the town achieve compliance with Utah State Code 63a-19, the Government Data Privacy Act. The intent of this law is to crack down on personal information being leaked.

By 12/31/25, the town needs to:

- Complete a privacy program report.
- List data that the town collects from its website.
- Train officials who have access to private information in privacy measures – watching a video.
- Appoint a CAO (Chief Administrative Officer) and a Records Officer for the privacy program – this can be done via resolution.
- He suggested Greg act as CAO and Bart Smith as the Records Officer. Bart will prepare the report and Greg will review and approve it.
- Describe how the data is being secured.
- Complete the annual required staff training.

By end of 2026:

- Adopt a privacy policy adhering to GDPR requirements. Spencer has a template for that purpose.
- Complete a data privacy inventory – what information do we collect for water billing, other purposes.
- Describe how the data is being secured.
- Complete the annual required staff training.

Going forward:

Refine the program, review what data will be collected to minimize it, how long is data kept, employ other measures like 2-step authentication. The state doesn’t expect us to have full compliance for 5 years.

Key elements for compliance include:

- Collect just the data that you need – eg, don’t collect birthdates or social security numbers.
- Notify residents when you’re collecting data.
- Don’t sell data.
- Make a list of all contractors who we send data to.
- Train all officials who have contact with the data.

For more information view the attached power point presentation from Spencer.

#### **4. Public Comment:**

Tasha Lingos thanked everyone for their work in supporting the town.

#### **5. Consent Agenda:** None

#### **6. Approval of Agenda or Changes**

Bart requested we add agenda item 16. Elections 2025.

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

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

**Discussion:** no discussion.

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

#### **7. Approval of 08/05/2025 Council Regular Meeting Minutes**

**Motion:** Council Member O’Nan moved to approve the 8/5/25 Council Meeting Minutes.

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

**Discussion:** no discussion.

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

#### **8. FY2026 Budget Amendment – Discussion and Motion to Approve**

Interlaken received a notice from the State Auditor noting that the town was out of compliance with the requirement that budgeted expenditures NOT exceed budgeted revenues in the General Fund. Upon passage of the FY2026 budget, the town was not aware that TRANSFERS between funds were considered to be EXPENDITURES, not just a transfer of funds. The town routinely transfers funds from the General fund to the Transportation Reserves fund to add resources to the reserves, for future repairs and improvements. To satisfy the State Auditor, Bart Smith is recommending the council amend the FY2026 budget to include APPROPRIATIONS instead of transfers to move money from the General fund to the Transportation Reserves. This would not impact the budget with any changes to end of year revenue or expenses – it essentially just changes the line item for movement of funds from TRANSFER to APPROPRIATION. See the attached materials for details regarding the amendment.

**Motion:** Council Member O’Nan moved to approve the amended FY2026 Interlaken Town budget as presented.

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

**Discussion:** no discussion.

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

#### **9. Fall Fire Mitigation – Lot Debris Pickup & Shoulder Clearing**

The council discussed fall fire mitigation and decided to go ahead and hire Brother B. to pickup wooden debris collected by lot owners, but not to mow the shoulder areas a second time this year. Bart will contact Brother B. and send out an email to residents.

#### **10. Town Ordinance Discussion – Noise Control & Disturbing the Peace**

Greg noted that we live in an amphitheater of sorts – noise travels throughout town. There is a hot spot in town that routinely generates disturbing noises in daylight hours. The sheriff will only enforce a noise ban from 11pm to 7am, and it’s not a great use of their resources. We’re working on a town ordinance with our attorney to address daytime noise issues. In the meantime, Greg encourages residents to call dispatch at the sheriff’s office if they hear what sounds like domestic violence or threatening behaviors. It’s possible the sheriff will respond to those complaints and concerns. No one is encouraged to confront an individual over noise issues. If it is a barking dog, call Heber Valley Animal Control. If it’s an issue with a person, call the sheriff dispatch number.

Interlaken has a noise ordinance which limits construction hours, and Bart showed a sample ordinance from Heber City, 9.22.020 Disturbing Peace. He suggested we limit the noise restrictions to items 1. and 2. in that

ordinance, referring to music sound systems, and loud arguing or boisterous conduct. See the attachments for reference.

## 11. Comprehensive Emergency Management Plan

Bart discussed a meeting he attended for developing a comprehensive emergency management plan (CEMP). This is a plan that each municipality needs to have in place to address different emergencies that confront them. For example, wildfires, water outages, power outages, hazardous material spills, active assailant, and others. Wasatch County has developed a template that can be used as a basis for the town's CEMP, which is attached. Greg suggested we add avalanches to the list of potential emergencies for our town. Smith will work on developing the plan with the guidance of the council and the county.

## 12. Cross-Connection Control Program Update

Bart was updated by Brady Probst (our water master) regarding enforcement of the state's cross connection control policy. Brady spoke with Chris Bowles, who's in charge of the state's compliance program. Chris explained that the state is not interested fining town or individuals who aren't in compliance. Rather, they want to verify that the town has a program in place and is working towards compliance, by monitoring potential threats to the municipal water system through cross connection contamination. Interlaken has an ordinance in place that outlines this program, including an enforcement policy. The town may elect to discontinue water service to a lot which has a connection from the town water supply to an irrigation system or fire mitigation system that is not protected by an approved backflow prevention device. In addition, these devices must be inspected and tested annually. Brady also provided Bart with a copy of Provo's cross connection control policy, which includes language similar to Interlaken's regarding non-compliance. For more information, view the attached policy documents.

## 13. Comcast Installation Update

Greg reported that Comcast has completed laying fiber optic in town. And they have addressed most of the town's concerns regarding damage to the town road right of way. Bart will send out an email to residents, providing them with Comcast contact information if they wish to have Comcast services installed at their homes.

## 14. Financial Reporting

### + FY2025 Water Billing Update

The Town has collected all outstanding receivables for the FY2025 water billing. Here's a summary of the final collection numbers compared with last year's FY2025 budget.

Accounts Receivables Report - 8/31/25

Invoice/Deposits	Base Payment	Overage Payment	USPS Payment	Late Payment	New Owner Payment	Total Payment
Original Invoice	\$ 210,331.00	\$ 22,805.35	\$ 105.00	\$ 1,240.00	\$ 150.00	\$ 234,631.35
Batch 00	\$ (3,057.18)	\$ -	\$ -	\$ (800.00)	\$ (150.00)	\$ (4,007.18)
Batch 01	(\$34,063.82)	(\$3,631.37)	\$0.00	\$0.00	\$0.00	(\$37,695.19)
Batch 02	(\$133,788.00)	(\$15,331.23)	(\$70.00)	\$0.00	\$0.00	(\$149,189.23)
Batch 03	(\$24,110.00)	(\$175.95)	(\$20.00)	\$0.00	\$0.00	(\$24,305.95)
Batch 04	(\$7,501.00)	\$0.00	(\$10.00)	(\$100.00)	\$0.00	(\$7,611.00)
Batch 05	(\$6,635.00)	\$0.00	(\$5.00)	(\$200.00)	\$0.00	(\$6,840.00)
Batch 06	(\$1,176.00)	(\$3,666.80)	\$0.00	(\$140.00)	\$0.00	(\$4,982.80)
<b>Total Payments</b>	\$ (210,331.00)	\$ (22,805.35)	\$ (105.00)	\$ (1,240.00)	\$ (150.00)	\$ (234,631.35)
<b>Accounts Receivable</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FY2025 Budget</b>	\$ 209,000.00	\$ 7,500.00	\$ 50.00	\$ 50.00	\$ 450.00	\$ 217,050.00

+ FY2025 Revenue & Expenses Reporting

Bank statements were not available in time to prepare the monthly reports. These reports will be available at the next council meeting.

**15. Building Permit Update and Planning Commission Status**

- a. Active Building Permit Reporting – no updates from Jones and DeMille. The Roda Broadstone project at 329 Bern Way is requesting a CO for this project. The town has some concerns regarding condition of the lot and their landscaping plan and is working with the contractor to address those issues.
- b. Planning Commission – land use code review. Bart has attached his notes for review.

Dennis Madden has resigned from the planning commission. Diana will be interviewing prospective candidates to fill that position.

**16. Elections 2025**

The deadline for write-in candidacy declaration was today, September 2<sup>nd</sup>. No additional candidates declared. That means the current candidates will be the sole candidates up for election. Candidates are required to complete financial disclosure statements. The due dates for these statements is attached.

**17. Other Business - None**

**18. Council Comments - None**

**19. Adjournment**

Council member O’Nan moved to adjourn the meeting. Council member Jacobson seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:46pm. The next regular town council meeting is scheduled for Wednesday October 8, 2025, at 6:30pm via Zoom, and in person at the Town pumphouse, 326 Luzern Rd.