INTERLAKEN TOWN
WASATCH COUNTY, UTAH

September 01, 2026

ORDINANCE NO. 23

AN ORDINANCE AMENDING TITLE 2, CHAPTER 2 – ESTABLISHING ELECTRONIC MEETING QUORUM AND ANCHOR LOCATION REQUIREMENTS

WHEREAS, Pursuant to Utah Code § 52-4-207, the Interlaken Town Council is authorized to conduct public meetings via electronic communications, including telephonic, video, or online conferencing platforms; and

WHEREAS, the Town Council is authorized to establish requirements for a quorum of the council including electronic attendance and physical attendance at an anchor location; and

WHEREAS, the Mayor, acting as the chair of the Town Council, may waive the requirement to provide a physical anchor location for a public meeting if the Mayor makes a written determination that conducting the meeting at an anchor location presents a substantial risk to the health or safety of those who would be present.

NOW, THEREFORE, it is hereby ordained by the Town Council of Interlaken Town, Wasatch County, Utah, that Title 2, Chapter 2 of the Municipal Code is amended as follows and that the INTERLAKEN MEMORANDUM OF WRITTEN DETERMINATION, attached hereto as *Exhibit A*, is adopted:

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 Waiver of Anchor Location for Health and Safety
Section 2.12.~~050~~ 060 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, and meetings for which the anchor location presents a health and safety hazard, as specified in Section 2.12.050,~~)~~ 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.

B. Quorum Determination. A quorum of the Town Council is established for all purposes when a majority of the members are present either physically at the anchor location or connected electronically via an authorized communication platform.

C. Electronic Attendance and Voting. Members participating electronically shall be considered fully present for the meeting. They shall be counted toward the establishment of a quorum, may participate in all discussions, and may cast votes on any matter before the Town Council.

D. No Physical Quorum Required at Anchor Location. There is no requirement that a majority or any specific number of Town Council members be physically present at a single anchor location to convene a meeting or establish a quorum, provided that a connection to the meeting is made available to the public at the designated anchor location, unless the anchor location presents a health and safety hazard, as specified in Section 2.12.050.

Section 2.12.050 Waiver of Anchor Location for Health and Safety

A. Authority to Waive. Notwithstanding any provision in this Code to the contrary, the Mayor, acting as the chair of the Town Council, may waive the requirement to provide a physical anchor location for a public meeting if the Mayor makes a written determination that conducting the meeting at an anchor location presents a substantial risk to the health or safety of those who would be present.

B. Required Written Determination. The Mayor's determination must be made in writing and must include a specific description of the factual circumstances and risk factors establishing the danger to public health or safety.

C. Expiration of Waiver. Any written determination made under this section shall be valid for a maximum of thirty (30) days from the date it is signed. If the health or safety risk persists beyond thirty (30) days, the Mayor must issue a new written determination for subsequent meetings to proceed without an anchor location.

D. Public Notice and Access Requirements. When the anchor location requirement is waived under this section, the public notice for the meeting shall:

1. Include the Mayor's written determination, or a summary thereof, explaining why no anchor location is provided; and
2. Provide clear instructions on how members of the public may monitor and, if public comment is permitted, participate in the electronic meeting remotely.

Section 2.12.~~050~~ 060 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.

PASSED AND ADOPTED BY THE TOWN COUNCIL THIS 1ST DAY OF September 2026.

APPROVER:

____

Mayor: Gregory Harrigan

ATTEST:

____

Town Clerk and Administrator: Bart Smith

(SEAL)

EXHIBIT A

INTERLAKEN MEMORANDUM OF WRITTEN DETERMINATION
PURSUANT TO UTAH CODE § 52-4-207(4)

TO: Town Council Members, Town Staff, and Members of the Public
FROM: [Mayor Name], Mayor of Interlaken Town
DATE: [Date, yyyy]
SUBJECT: Determination to Conduct Public Meetings Without a Physical Anchor Location

Pursuant to Utah Code Ann. § 52-4-207(4), I, as the Mayor of Interlaken Town and presiding officer of the Town Council, hereby make the following written determination regarding upcoming public meetings:

1. **Substantial Risk to Health and Safety:** I have determined that conducting Town Council meetings at a physical anchor location at this time presents a substantial risk to the health or safety of those who would be present.
2. **Factual Basis and Justification:** This determination is based on the following specific facts and safety risk factors:
   - [Insert specific reason here. Examples: *Severe structural or water damage to the Town Anchor Location, following the storm on [Date]* OR *An active, localized health and safety emergency as declared by [Local Health Dept/Emergency Services]*, OR *substantial risks caused by ongoing weather conditions, floods, snow or ice restricting safe access,* OR *Immediate security or environmental hazards present at the designated meeting facility*].
   - Due to these conditions, opening a physical space to the public creates a direct hazard to council members, staff, and residents.
3. **Waiver of Anchor Location:** Based on the foregoing risks, the requirement to provide a physical anchor location for the Town Council meeting scheduled for **[Date of Meeting]** [Optional: *and all subsequent meetings of the Town Council for the next 30 days*] is hereby waived.
4. **Public Electronic Access:** The public may fully monitor and participate in this meeting electronically. Specific instructions, including the link and call-in information to access the video and audio streams, are included in the public notice for this meeting published on the Utah Public Notice Website and the Interlaken Town website.
5. **Expiration:** In accordance with state law, this determination shall expire exactly thirty (30) days from the date signed below, unless revoked earlier or extended by a subsequent written determination.

Signed this _____ day of ________________, yyyy.

____
[Mayor Name], Mayor
Interlaken Town, Utah

ATTEST:

____
[Town Clerk Name], Town Clerk/Recorder

Utah State Tax Commission
210 North 1950 West
Salt Lake City, Utah 84134
801-297-2200
tax.utah.gov

Bart,

This letter serves as official notification from the Property Tax Division regarding the review of compliance documentation submitted for Interlaken Town's proposed tax rate increase.

Pursuant to **Utah Code § 59-2-919(12)(a)**, taxing entities are required to submit all evidence of statutory compliance to the Utah State Tax Commission within seven (7) days of adopting a final budget. Following receipt of the documentation, the Property Tax Division conducted its review as authorized under Subsection (12)(b).

The Property Tax Division has determined that Interlaken Town has failed to satisfy the statutory requirements set forth in § 59-2-919 (4)(a) or (b).

- **§ 59-2-919 (4)(a)i**
- **§ 59-2-919 (4)(a)ii**
- **§ 59-2-919 (4)(b)ii**

Under Subsection (13)(b)(ii), please be aware that if Interlaken Town fails to meet the requirements contained in Subsection (4)(a) or (b) for **any subsequent fiscal year**, the Commission **will not certify** an entity's proposed tax rate increase for that fiscal year.

Based on our review under Subsection (12)(c), the Property Tax Division has determined that Interlaken Town has failed to satisfy the requirements of Utah Code § 59-2-919.

The Property Tax Division's determination is based on the following missing, incomplete, or non-compliant item(s) identified during the 30-day review period:

- **§ 59-2-919 (8)(b)(ii)(C)**

Because the proposed rate increase cannot be certified, the final tax rate will default to the certified tax rate.

If you have any questions regarding this compliance certification or the calculation of the final tax rate, please contact me.

Sincerely,

Joshua R. Nielsen
Property Tax Director
joshuanielsen@utah.gov / 385-461-4543

Interlaken FY2027 Final Budget

		Interlaken Final FY2027 Budget - State Submission	FY2025 Budget 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Actual	FY2027 Budget 7/1/26-6/30/27 Final
1		**General Fund (checking)**			
3	**General Fund Revenue**				
5	60101	Wasatch County PropertyTax Revenue	$207,371	$195,528	$195,528
6		Wasatch County Additional Revenue		$21,709	$24,000
8	60102	State Sales Tax Revenue	$30,053	$31,937	$34,000
10	60800	Interest Income	$87	$0	$0
13	60103	B and C Road Tax Revenue	$28,753	$30,857	$33,000
15a	60107	Grants-Federal General Fund		$0	$0
15b		~~State and Local Grant Revenue~~		$0	$0
15c		Miscellaneous Revenue		$298	$0
15d	60801	Fines for municipal code violations	$5,020	$100	$160
16	**Total General Fund Revenue:**		$271,284	$280,429	$286,688
18	**Transfers into General Fund**				
19		Transfer from Building Fund (Application Fees for admin costs)	$0	$31,325	$4,000
19a	nnnnn	Transfer from Building Fund for Road Damages			$8,000
20		Transfer from Water Revenue for Share of Admin. Expenses	$0	$200,000	$105,000
21		Transfer from Transportation Reserves for Capital expenses	$310,000	$0	$0
23	**Transfers out of General Fund**				
26	**Transfers into Transportation Reserve Fund**				
28		Transfer of B&C Road Tax to Transportation Reserve Fund		($31,000)	($33,000)
29		Contribution to Capital Improvements	($50,000)	($80,000)	$0
31	**Total Net General Fund Transfers:**		$260,000	$120,325	$84,000
35	**General Fund Expenses**				
36	**Administrative Expenses**				
37	70101	Town Council, Commission, Appointee Stipends	$0	($4,800)	($5,700)
38	70111	Town Administrator and Clerk	($114,599)	($127,723)	($130,000)
39	70116	Association Memberships	($837)	($1,240)	($2,000)
40	70114	Web Hosting and IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	($2,579)	($4,833)	($1,700)
40a	70102	Town Council Equipment and Supplies	($98)	($370)	($1,000)
41	70109	Meeting Advertising	($19)	$0	($200)
42	70103	Accounting and Bookkeeping Fees	($21,028)	($22,287)	($18,000)
43	70104	Bank Charges, Checks	($903)	$340	($400)
44	70108	Town Attorney	($2,179)	($3,554)	($6,000)
45a	70100	Animal Control - Interlocal Heber Agreement	($1,654)	($3,349)	($3,000)
45b	70131	Election Expenses	($46)	($409)	$0
46	70115	Misc. Admin. Expenses	($303)	($89)	($1,500)
47	70120	Insurance	($5,066)	($5,476)	($5,000)
48	70110	Office Supplies (postage + supplies)	($1,595)	($465)	($1,500)
51	70106	Additional Consulting Fees	($19)	$0	($2,000)
51a	70303	Federal IRS Taxes	($3,725)	$0	
51c	70125	Safety and Enforcement	($627)	($945)	($5,000)
51d	70130	Public Works Manager	($3,525)	($16,343)	($25,000)

Interlaken FY2027 Final Budget

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52	**Total Administrative Expenses:**		($158,804)	($191,543)	($208,000)
54	**Annual Road Maintenance-Repair Expenses - General Fund**				
55	70201	Annual Road Repair & Maintenance	($2,625)	($84,407)	($52,000)
56	70202	Additional Contract Services - Recycling, Noxious Weed Control	($9,388)	($15,380)	($12,000)
56a	70206	Road Signage	($4,081)	$0	($5,188)
57	70204	Contract Service (Snow Removal)	($65,000)	($67,500)	($67,500)
58	70203	Supplies - Salt, Sand, etc	$0	$0	$0
58a	**Annual Fire Mitigation Expenses**				
58b	70205	Brush Removal and other Widlfire Mitigation	($21,400)	($28,200)	($25,500)
59	**Annual General Fund Capital Expenses**				
59a	71000	Capital Equipment Investment	($4,775)	$0	$0
60	71000	Capital Investment in Roads	($309,820)	$0	$0
60a	**DPW Expenses**				
60b	71000	DPW Site Construction - Capital Investment		$0	$0
60c	70118	Annual DPW Site Maintenance Expenses	($85)	$0	($500)
61	**Total Road Maintenance, Capital, Fire & DPW Expenses**		($417,174)	($195,487)	($162,688)
65	**Total General Fund Expenses:**		($575,978)	($387,030)	($370,688)
66	nnnnn	**General Fund Balance to be Appropriated**	$0	$0	$0
66a	nnnnn	**General Fund Restricted Account**		$0	$0
67	**Increase/Decrease in General Fund Balance**		**($44,694)**	**$13,724**	**$0**
70		**Road Way Reserve Fund (savings)**			
72	**Road Way Reserve Fund Revenue**				
73	60800	Estimated Interest	$838	$1,017	$800
73a	60106	Revenue From RMA Agreement & 3rd Party Contributions	$36,865	$25,241	$10,000
73b	60109	Grants-State and Federal Transportation	$0	$0	$0
74	**Total Road Way Reserve Fund Revenue:**		$37,703	$26,258	$10,800
76	**Transfers into Road Way Reserve Fund**				
77		Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	$0	$31,000	$33,000
78		Transfer from General Fund for Capital Improvement Reserves	$50,000	$80,000	$0
80		Transfer from Building Fund of Road Impact Fee	$0	$16,000	$4,000
82	**Transfers out of Road Way Reserve Fund**				
83		Transfer to General Fund for Transportation Capital Expenses	($310,000)	$0	$0
84	**Total Net Road Way Reserve Fund Transfers:**		**($260,000)**	**$127,000**	**$37,000**
85	**General Fund Balance to be Appropriated**		$0	$0	$0
86	**Incr/Decr in Road Way Reserve Fund Balance**		**($222,297)**	**$153,258**	**$47,800**
88		**Water Revenue Fund (checking)**			
90	**Water Revenue Fund Revenue**				
92	60000	Base Usage Water Revenue	$211,930	$248,422	$295,000
93	60800	Interest Income	$86	$0	$0
95	60100	Overage Usage Water Revenue	$19,139	$19,224	$16,000

Interlaken FY2027 Final Budget

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95a					
95b	60105	Water Billing Late Fees and Administrative Fees	$1,430	$470	$1,200
95c	60104	Lot Transfer Fees	$650	$1,950	$450
95d	60112	Misc. Water Revenue			
95e					
96	**Total Water Revenue Fund Revenue:**		$233,235	$270,066	$312,650
98	**Transfers into Water Revenue Fund**				
100		Transfer from Building Fund (Water Connect Fees)	$0	$4,200	$2,300
101		Transfer from Bond Sinking Fund for current year Water Bond payme	$0	$0	$0
102		Transfer from Water System Reserves for Capital Improvements	$90,000	$0	$0
104	**Transfers out of Water Revenue Fund**				
105		Transfer to Water System Reserve Capital Fund	$0	($80,000)	($120,000)
106					
107		~~Transfer to Bond Sinking Fund - Next Year's Bond Payment~~	$0	$0	$0
108					
109		Transfer to General Fund for Share of Administrative expenses	$0	($200,000)	($105,000)
110	**Total Net Water Revenue Fund Transfers:**		$90,000	($275,800)	($222,700)
111a		***Water Revenue Fund - continued***			
112	**Water Revenue Fund Expenses**				
113	**Bond Payment**				
114	70312	Water Bond Payment	$0	$0	$0
115	**Operating Expenses**				
116	70303	Payroll - Water Masters	($24,680)	($26,217)	($27,500)
117	70104	Bank Charges, Checks		($8)	($100)
118	70301	Chemicals and Monitoring	($645)	($2,688)	($2,400)
119	70304	Telemetry System Operating Costs	($1,213)	($1,213)	($2,500)
120	70306	Water Share Fee, Water Master Education	($904)	($447)	($450)
121	70305	Gas Heat	($582)	($505)	($800)
122	70305	Electricity	($7,678)	($7,906)	($7,000)
123	70303	Payroll Taxes - Water Masters	($2,927)	($9,956)	($5,500)
123a	70303	Workman's Comp Insurance for Water Masters	($179)	($15)	($200)
123b	70309	Misc. Water Expenses	($1,665)	($3,036)	($4,000)
123e	**Capital Investment in Water System**				
123f	71001	Purchase of Generator and Installation	$0	$0	$0
123g	71001	Water System Capital Upgrades, Replacements	($111,612)	($36,521)	($15,000)
123h	71001	Capital Equipment Investment - Water System	$0	$0	($1,000)
124	**Repair and Maintenance**				
125	70311	Additional Water System Contract Services	($1,537)	($52,120)	$0
126	70308	Annual Generator Maintenance	($1,793)	($620)	($620)
126a	70308	General Water System Maintenance and Repair	($7,119)	($23,270)	($24,000)
127	**Total Water Revenue Expenses:**		($162,534)	($164,522)	($91,070)

Interlaken FY2027 Final Budget

		Interlaken Final FY2027 Budget - State Submission	FY2025 Budget 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Actual	FY2027 Budget 7/1/26-6/30/27 Final
129		**Increase/Decrease in Water Revenue Fund Balance**	**$160,700**	**($170,256)**	**($1,120)**
131		**Water Bond Sinking Fund (money market)**			
133		**Water Bond Sinking Fund Revenue**			
134	60800	Estimated Interest	$0	$0	$0
135		**Total Water Bond Sinking Fund Revenue:**	$0	$0	$0
137		**Transfers into Water Bond Sinking Fund**			
138		Transfer from Water Revenue Fund		$0	$0
140		**Transfers out of Water Bond Sinking Fund**			
141		Transfer to Water Revenue Fund to pay current year bond	$0	$0	$0
142		**Total Net Water Bond Sinking Fund Transfers:**	$0	$0	$0
144		**Increase/Decrease in Water Revenue Bond Sinking Fund Balance**	**$0**	**$0**	**$0**
146		**Water Reserve Fund (savings)**			
148		**Water Reserve Fund Revenue**			
149	60800	Interest Income	$1,894	$2,774	$800
150	60108	Grants-State and Federal Water System	$0	$0	$0
151		**Total Water Reserve Fund Revenue:**	$1,894	$2,774	$800
153		**Transfers into Water Reserve Fund**			
154		Trfr from Water Revenue Fund to Capital Reserves	$0	$80,000	$120,000
154a		Trfr from Water Bond Fund to Capital Reserves			
160		**Transfers out of Water Reserve Fund**			
161		Transfer to Water Revenue Fund for Capital Improvements	($90,000)	$0	$0
162		**Total Net Water Reserve Fund Transfers:**	($90,000)	$80,000	$120,000
164		**Increase/Decrease in Water Reserve Fund Balance**	**($88,106)**	**$82,774**	**$120,800**
166		**Building Fund (checking)**			
168		**Building Fund Revenue**			
168a	60800	Interest Income	$69	$0	$0
169	60201	Building Permit Application Fees	$2,500	$3,550	$2,000
170	60602	Water Connect Fees	$700	$2,300	$7,000
171	60203	Road Impact Fees	$10,500	$5,500	$4,000
172	30100	Damage Deposits - Refundable	$25,000	$14,000	$5,000
173	30200	Completion Deposits - Refundable	$11,000	$8,000	$3,000
173a	60110	Permit Fees for Town Engineer	$12,559	$13,199	$12,000
173b	60111	Variance Application Fees	$0	$0	$0
174		**Total Building Fund Revenue:**	$62,328	$46,549	$33,000
176		**Transfers into Building Fund**			
177		Transfer from General Fund - Special Engineering Projects	$0	$0	$0
179		**Transfers out of Building Fund**			

Interlaken FY2027 Final Budget

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180		Transfer to General Fund - Building Permit Application Fees	$0	($31,325)	($4,000)
180a	nnnnn	Transfer to General Fund for Road Damages			($8,000)
181		Transfer to Water Revenue Fund - Water Connect Fees	$0	($4,200)	($2,300)
182		Transfer to Transportation Reserve Fund - Road Impact Fees	$0	($16,000)	($4,000)
183	**Total Net Building Fund Transfers:**		$0	($51,525)	($18,300)
185	**Building Fund Expenses**				
187	30100	Refunds of Damage Deposits	($10,442)	($14,500)	($10,500)
188	30200	Refunds of Completion Deposits	($4,000)	($6,000)	($4,000)
188a	70105	Plan Review and Inspections-Town Engineer	($12,565)	($10,090)	($10,000)
188b	70207	Additional Contractual Services-Town Engineer	($2,686)	$0	$0
188c	70132	Plan Review by Planning Commission	($372)	$0	$0
189	**Total Building Fund Expenses:**		($30,065)	($30,590)	($24,500)
191	**Increase/Decrease in Building Fund Balance**		**$32,263**	**($35,566)**	**($9,800)**

Interlaken FY2027 Final Budget

Final FY2027 Budget - Revised after state rejected tax rate increase proposal	FY2025 Budget 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Actual	FY2027 Budget 7/1/26-6/30/27 Final	FY2027 Budget Notes 8/24/26 Final

Fiscal Year Net Increase/Decrease for all Funds				FY2027 Budget Notes 8/24/26 Final
Fund Name	FY2025 Budget 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Actual	FY2027 Budget 7/1/26-6/30/27 Final	
General Fund (checking)	**($44,694)**	**$13,724**	**$0**	FY2027 General Fund is balanced
Road Way Reserve Fund (savings)	**($222,297)**	**$153,258**	**$47,800**	
Water Revenue Fund (checking)	**$160,700**	**($170,256)**	**($1,120)**	
Water Bond Sinking Fund (money market)	**$0**	**$0**	**$0**	
Water Reserve Fund (savings)	**($88,106)**	**$82,774**	**$120,800**	
Building Fund (checking)	**$32,263**	**($35,566)**	**($9,800)**	
Total Fiscal Year Increase/Decrease	**($162,134)**	**$43,934**	**$157,680**	

Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease				FY2027 Budget Notes 8/24/26 Final
Budget Category	FY2025 Budget 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Actual	FY2027 Budget 7/1/26-6/30/27 Final	
Revenues	**$606,443**	**$626,076**	**$643,938**	
Net Transfers between funds	**$0**	**$0**	**$0**	
Expenses	**($768,577)**	**($582,142)**	**($486,258)**	
Ending Increase/Decrease	**($162,134)**	**$43,934**	**$157,680**	

Account Year-End Balances	FY2027 Budget Notes 8/24/26 Final

Interlaken FY2027 Final Budget

Final FY2027 Budget - Revised after state rejected tax rate increase proposal	FY2025 Budget 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Actual	FY2027 Budget 7/1/26-6/30/27 Final	**FY2027 Budget Notes 8/24/26 Final**
Fund Name	FY2025 7/1/24-6/30/25 Actual	FY2026 Budget 7/1/25-6/30/26 Actual	FY2027 Budget 7/1/26-6/30/27 Final	
General Fund (checking) *2681	**$ 151,388**	**$ 165,112**	**$ 165,112**	FY2027 Change in General Fund Balance $0
Road Way Reserve Fund (savings) *4574	**$ 84,949**	**$ 238,207**	**$ 286,007**	FY2027 Change in Roadway Reserve Balance $47,800
Water Revenue Fund (checking) *1520	**$ 304,129**	**$ 133,873**	**$ 132,753**	FY2027 Change in Water Revenue Balance -$1,120
Water Bond Sinking Fund (money market) *1058	**$ -**	**$ -**	**$ -**	
Water Reserve Fund (savings) *1330	**$ 151,583**	**$ 234,357**	**$ 355,157**	FY2027 Change in Water Reserve Balance $120,800
Building Fund (checking) *1678	**$ 129,241**	**$ 93,675**	**$ 83,875**	FY2027 Change in Building Fund Balance -$9,800
Total of Ending Balances	**$ 821,290**	**$ 865,224**	**$ 1,022,904**	FY2027 Change in Total Balance $157,680

STATE OF UTAH
OFFICE OF THE UTAH STATE AUDITOR

TINA M. CANNON
UTAH STATE AUDITOR

Interlaken Town

Limited Review

For the period July 2024 to January 2026

Report No. INTT25SP

Office of the Utah State Auditor

Audit Leadership:
Tina M. Cannon, State Auditor
Julie Wrigley, CPA, CFE, Special Projects Director
Leslie Larsen, CPA, CFE, Special Projects Manager

UTAH STATE CAPITOL, SUITE 260, SALT LAKE CITY, UT 84114, (801) 538-1025

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TINA M. CANNON
UTAH STATE AUDITOR

Report No. INTT25SP

July 28, 2026

Mayor Greg Harrigan and Interlaken Town Council
P.O. Box 1256
Midway, UT 84049

Dear Mayor Harrigan and Members of the Council:

The Office of the Utah State Auditor (Office) operates a hotline program through which we receive complaints with financial or compliance implications related to state or local governments. The Office received a complaint pertaining to Interlaken Town (Town). This complaint included allegations of excessive pay and favoritism during the procurement of services for the Town.

To determine the credibility of these allegations, we performed the following procedures for the period July 2024 through January 2026 unless otherwise noted:

1. Examined the compensation history from 2017 through January 2026 and verified Town Council approval for certain contracted employee pay increases;
2. Reviewed procurement records related to the contract for the Town's public works manager;
3. Evaluated the contracts with and invoices submitted by the Town's Public Works Manager and his company;
4. Reviewed applicable Town Council meeting minutes and performed inquiry with elected Town officials.

The findings portion of this letter communicates three findings and recommendations to the Mayor and Town Council.

Our procedures were limited to matters related to the complaint. As such, we did not perform a comprehensive review of all financial activity of the Town. Had we performed additional procedures, other matters may have come to our attention that would have been reported to you.

We appreciate the courtesy and assistance extended to us by the Town. We look forward to a continuing professional relationship. If you have any questions, please contact me.

Sincerely,

Tina M. Cannon
Utah State Auditor

Background

Interlaken Town, established in 2015, operates under the Five-Member Council form of government with the mayor filling one seat. The Town maintains minimal staffing by contracting out its town administrator and public works manager positions. Transparent Utah[1] compensation records indicate that the current Town Administrator (referred to as the Town Clerk prior to 2022) has been with the Town since at least 2017. The Public Works Manager, hired in 2024, owns his own excavation company that has regularly performed work for the Town since at least 2023.

[1] Transparent.utah.gov

Findings and Recommendations

Finding 1. Improper Procurement of Town Services

The Town's procurement process to contract for the town administrator and public works manager positions did not comply with various provisions of *Utah Code* 63G-6a, Utah Procurement Code (Code). The Town indicated they "hired" for these positions, however, the facts indicate these two positions are contractor-vendor relationships rather than employer-employee relationships. We found the following problems:

- The Town has issued a new annual contract to the same individual each year since at least 2017 to fill the role initially as town clerk and later as town administrator without following any established procurement process. This has resulted in the improper procurement of services.
- The Town's October 2024 local newspaper posting for the public works manager indicated it was a contract position; however, it was placed in the "Help Wanted" section of the newspaper and was more consistent with a job advertisement than a procurement notice. As a result, the advertisement did not contain all required information,[2] such as instructions for submitting the bid or proposal, the deadline for doing so, detailed criteria regarding how the submission would be evaluated, the time and manner in which the submission would be opened, or the terms and conditions intended to be in the resultant contract. The advertisement also did not comply with public notice requirements found in *Utah Code* 63G-6a-112.[3]
- The Town executed a contract in the name of the company owned by the public works manager instead of the individual himself. This appears to have caused confusion or misunderstanding about what was procured and covered in the contract and has led to improper procurement of additional public works services as follows:
    - The public works manager contract includes management services of the Town's roads, water system, building permits, etc., but it does not cover actual performance of such duties by his company. However, since 2023 the Town has regularly hired the company to perform infrastructure repair and maintenance projects, including water system upgrades and replacements. No procurement process was followed for these

[2] It is unclear whether the Town was attempting to issue an invitation for bids, which is subject to requirements found in *Utah Code* 63G-6a-603, or a request for proposals, which is subject to *Utah Code* 63G-6a-703

[3] *Utah Code* 63G-6a-112 requires that a procurement notice be posted for at least seven days on the main procurement website for the Town or on a state website that is owned, managed by, or provided under contract with, the Utah Division of Purchasing for posting a public procurement notice.

services either before or after contracting with the Public Works Manager. It is clear that these services are not covered under the public works manager contract as the services have been billed at a different rate than the contract stipulates and the contract contains no clause regarding use/rental of equipment, supplies and materials needed to perform such duties, the use of additional laborers, and other such elements, all of which have been charged to the Town by the company.
    - In 2024, the company was hired to perform emergency water infrastructure repairs. Under certain circumstances, Code allows for the procurement of emergency services without following a standard procurement process provided specific documentation is posted on the procurement unit's website within 14 days of the emergency procurement.[4] However, the Town did not issue a contract for the emergency work and did not post the required documentation. Again, the public works manager contract does not cover these types of services for the reasons stated above.
- A new annual contract for the public works manager, again in the name of his company instead of the individual himself, was issued in November 2025 without any further procurement activities. This has continued the improper procurement of services.

These problems occurred because the Town was unaware they are subject to Code and did not have its own written procurement policy (see Finding 3). Improper procurement practices increase the risk of collusion, bias and favoritism when selecting a contractor. Further, the Town risks noncompliance with Internal Revenue Service rules regarding employment versus independent contractor as discussed in Finding 2 which could result in penalties for the Town.

Recommendation:

In coordination with the recommendation in Finding 2, we recommend that the Town:

- As soon as practicable, cancel the existing town administrator and public works manager contracts and re-procure the services in compliance with Code and Town procurement policy (see Finding 3), or
- Hire traditional employees to fill these roles according to the Town's personnel policies and procedures.
- Review the public works manager position to determine whether the Town is seeking to hire an individual to perform management duties or a company to perform public works projects

[4] *Utah Code* 63G-6a-803(3)(b) requires (i) a written document describing the specific emergency that necessitated the emergency procurement; (ii) the name of the highest-ranking government official that approved the emergency procurement; and (iii) each written contract related to the emergency procurement.

or a combination of these two options. Depending on the determination, the Town should also be aware of potential implications and disclosure requirements found in *Utah Code* 10-3 Part 13, Municipal Officers' and Employees' Ethics Act.

- Complete procurement training and review resources provided by the Utah Division of Purchasing to various types of public entities at purchasing.utah.gov/training/for-agencies-training/.
- Procure all future goods and services in accordance with Code and Town procurement policy.

Finding 2. Possible Noncompliance with Internal Revenue Code

In addition to the procurement issues addressed in Finding 1 regarding the town administrator and public works manager positions, the nature of these employment relationships indicates potential noncompliance with the Internal Revenue Code. According to IRS Publication 15-A, an ongoing, indefinite relationship with a worker generally signifies employment rather than independent contracting. The Town Administrator has been with the Town since at least 2017, and his role has expanded significantly during that time. It also appears that the Town expects that the public works manager relationship will continue beyond a specific project or period. As a result, the Town's treatment of these positions as contracted employees or vendors may be in noncompliance with Internal Revenue Code and IRS Publication 15-A.

The Town appeared to be unaware of all relevant considerations when making the decisions to contract the administrator and public works positions. Misclassifying employees could result in violation of Internal Revenue Code and has significant employment tax implications.

Recommendation:

We recommend that the Town:

- Consult with legal counsel and review relevant Internal Revenue Code and IRS Publication 15-A to determine whether the town administrator and public works manager should be classified as traditional employees rather than independent contractors.
- In coordination with the recommendations in Finding 1, review the public works manager position to determine whether the Town is seeking to hire an individual to perform management duties or a company to perform public works projects or a combination of these two options. Depending on the determination, the Town should also be aware of potential implications and disclosure requirements found in *Utah Code* 10-3 Part 13, Municipal Officers' and Employees' Ethics Act.

Finding 3. Lack of Written Procurement Policy

The Town does not have a written procurement policy. *Utah Code* 63G-6a-103(48) specifies that a municipality is subject to the Utah Procurement Code in its entirety unless the municipality has adopted its own procurement code by ordinance. The Town has not adopted its own procurement code by ordinance and is, therefore, subject to Utah Procurement Code. However, additional written policy is still advised as the Code does not address all potential procurement-related issues or requirements, such as dollar thresholds for various procurement types or instructions for obtaining and documenting competitive quotes for small purchases, etc. The lack of written policy likely contributed to the procurement problems noted in Finding 1.

Recommendation:

We recommend that the Town either:

- Adopt its own comprehensive procurement code by ordinance, or
- Adopt a supplemental procurement policy to address specific details that the Code does not address and other matters the Town deems necessary.

Town’s Response

Interlaken Town
P.O. Box 1256
Midway, UT 84049
435) 565-3812

July 21, 2026

TO: Tina M. Cannon, Utah State Auditor

RE: Utah State Auditor Report No. INTT25SP

Dear State Auditor Cannon,

Attached, you'll find Interlaken Town's response to State Auditor report No. INTT25SP. Please contact me with any additional questions or comments.

Sincerely,

Gregory Harrigan

Interlaken Town Mayor

Interlaken Town
P.O. Box 1256
Midway, UT 84049
435) 565-3812

Interlaken Town Response to State Auditor Report No. INTT25SP

Finding 1. Improper Procurement of Town Services, and
Finding 3. Lack of Written Procurement Policy

The town understands that the absence of a written procurement policy can lead to issues regarding transparency and uncertainty as to the process of hiring and contracting vendors to perform town functions, such as town administration, management of the town's utilities and infrastructure, and work performed on these systems. The findings of the auditor's report, "Improper Procurement of Town Services" and "Lack of Written Procurement Policy" would be addressed in the coming months as the town develops and adopts a written procurement policy. Development and approval of the procurement policy will at minimum take 90 days to draft and adopt. Due to the importance and weight of the auditor's report, the town feels a minimum 90-day timeframe to draft, discuss, complete a review with the town attorney, and adopt a procurement policy is not unreasonable. The town council meets monthly, and with summer travel schedules and holidays, it would be pressed to complete this task in a shorter timeframe.

As a first step in addressing specific issues presented in the auditor's report, the town's approach towards procurement would likely include the following elements for discussion and adoption of the policy:

Rebid the contracts for the following work:

- Town Administrator Contract – hourly rate
- Public Works Manager Contract – hourly rate
- Excavation and Utilities Professional Services Contract – based on time and materials

Note that the work performed on the town's infrastructure, for example excavation and repair of systems, would be bid out separately from tasks associated with the oversight duties of the town's public works manager. The above bids would be presented to the council for review and approval at a public meeting. The approved bids will remain in place for 2 years at which time the process will be re-opened for bidding. The bidding process would begin within 60 days of the council's adoption of a procurement policy.

The town will set a small purchase threshold for town projects. Projects under this threshold may be approved by the Town Administrator or Mayor and would be assigned to the company awarded the Excavation and Utilities Professional Services Contract.

For larger projects, with a threshold exceeding the small purchase threshold, the projects will be individually bid out, reviewed and approved by the town council.

Finding 2. Possible Noncompliance with Internal Revenue Code

The auditor's report references IRS Publication 15-A in finding a possible noncompliance issue with use of vendor services. The town and our attorney have reviewed this publication and believe the contract positions for town administrator and public works manager are compliant with regulations governing hiring of vendors. Both these positions do not receive additional benefits from the town beyond the contracted hourly wage. Neither position is given an office, a vehicle, equipment, additional training, or reimbursed for expenses related to job performance. Both positions have significant investment in equipment, supplies, office space, utilities, and other necessary expenses in order to conduct their business.

Auditor's Concluding Remarks

Based on the complete guidance and criteria contained in IRS Publication 15-A, the Office continues to have concerns that the Town Administrator and Public Works Manager positions may be misclassified as independent contractors. While the Town's response discusses certain factors that may support independent contractor status, IRS Publication 15-A requires that worker classification be determined by evaluating the totality of the relationship under the behavioral control, financial control, and relationship-of-the-parties' factors. No single factor is determinative, and the absence of employee benefits, office space, equipment, or expense reimbursement does not, by itself, establish independent contractor status.

As noted in our report, both positions appear to involve ongoing, indefinite relationships that are integral to the Town's core governmental operations. These and other relevant factors, when considered collectively, continue to raise concerns regarding the appropriateness of the current classifications. Accordingly, our recommendation remains that the Town consult with qualified legal counsel and carefully evaluate the positions using the complete guidance contained in IRS Publication 15-A and other applicable Internal Revenue Service authorities to determine whether the positions should be classified as employees rather than independent contractors.

From: **Interlaken Mayor** <interlaken.mayor@gmail.com>
Date: Tue, Aug 18, 2026 at 3:41 PM
Subject: Interlaken Mayor's response to KPCW article
To: Juliana@kpcw.org <Juliana@kpcw.org>, <jdobner@kpcw.org>
Cc:
<leslie@kpcw.org>, ashton@kpcw.org <ashton@kpcw.org>, grace@kpcw.org <grace@kpcw.org>

KPCW Management,

I am writing in response to this article that was broadcast and published by KPCW https://www.kpcw.org/wasatch-county/2026-08-14/interlaken-mayor-offers-criticism-after-audit-reveals-hiring-issues

In the written article the reporter, Grace Doerfler, quotes me as saying

"I think it's, you know, it's unfortunate," Harrigan said. "It's a waste of — but it is what it is, and we're, you know? Anybody, thoughts, questions, comments? Nobody?"

The actual quote by me that is clearly audible in the recording includes me saying '**that we are working on it'** which the reporter deliberately leaves out of the written quote to create a completely different context. This is not a case of leaving out a sentence or two at the beginning or end of a statement, but rather omitting a key phrase in the middle of a quote to mislead readers about intent and actions of the town.

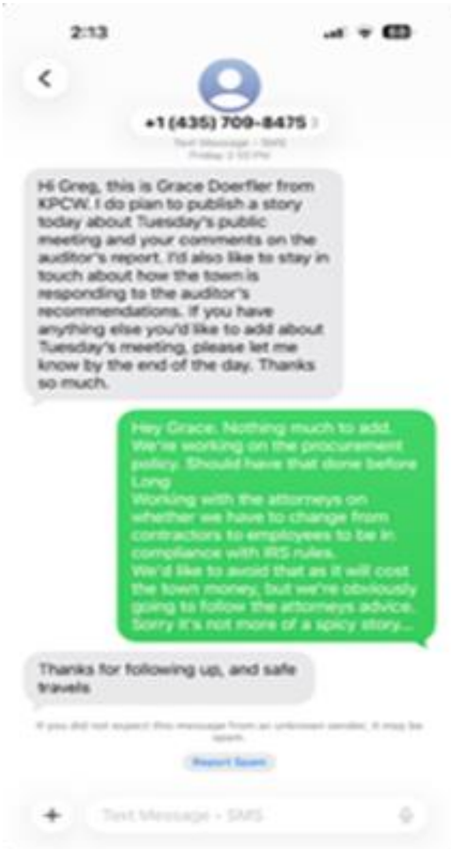
In furtherance of this reporter's attempt to sensationalize this story and create a false narrative of a rogue mayor and town looking to avoid compliance with the state and IRS rules Ms. Doerfler attributes the following statement to me

Harrigan says the town is working with attorneys on its legal justification for not changing those two people's classifications

My actual statement in its entirety when she reached out to me by text was

'Hey Grace. Nothing much to add. We're working on the procurement policy. Should have that done before long. Working with the attorneys on whether we have to change from contractors to employees to be in compliance with IRS rules. We'd like to avoid that as it will cost the town money, but we're obviously going to follow the attorney's advice. Sorry it's not more of a spicy story…'

Below is a screenshot of the exact exchange that I had with this reporter by text that was acknowledged as received by her.



There may not be quotes around this line in the article, but she leads with **Harrigan says** and then absolutely misrepresents what I wrote to her.

Comparing the statement she attributes to me to my written statement is a Fox News worthy level of distortion.

Perhaps Ms. Doerfler is auditioning for a role as a White House spokesperson, but regardless of her motivation, her misquoting me and manipulation of my statements in order to sensationalize a story is deceptive and wrong.

This false reporting is damaging to me personally and professionally and puts the town of Interlaken at risk by creating a false narrative while we navigate the process of compliancewhile attempting to protect the town from unnecessary costs.

A responsible news organization would correct the record if they published an article that misquoted and manipulated the statements of someone so egregiously.

They should also exert more editorial control over reporters who demonstrate such aversion to accurate and truthful reporting.

I will be looking forward to your response.

Greg Harrigan
Mayor
Town of Interlaken

On Wed, Aug 19, 2026 at 11:38 AM Ashton Edwards <ashton@kpcw.org> wrote:

Mayor Harrigan,

Thank you for reaching out.

I reviewed the report, the Aug. 11 meeting transcript, your text exchange with Grace and the meeting audio.

Let me assure you, KPCW would never intentionally misquote or distort someone's comments. Accuracy and truth are fundamental to our work. Grace would never deliberately misrepresent someone's statements.

I listened to the portion of the meeting you referenced.

The recording has significant volume fluctuations, background noise and competing audio.

At the point you say additional words were omitted from your quote, the audio cuts out.

I'm including the public recording so you can hear the same section I reviewed about 21 minutes in: https://www.utah.gov/pmn/files/1473057.mp3

Because of the dropout, I can't independently confirm the exact wording.

However, I am open to adding language that fairly reflects the broader context of your comments.

On the contractor issue, your public comments and your later text to Grace are separate, on-the-record statements from an elected official. Both are fair to report. Again, I am open to adding more context from your text.

I hope the town can improve its meeting audio going forward to avoid future issues.

Thank you for bringing your concerns to us.
We are always open to reviewing our work and making changes when the facts support them.

Please email or give me a call any time at (435) 649-9004.

Ashton Edwards

KPCW | NPR

News Director

ashton@kpcw.org

From: **Interlaken Mayor** <interlaken.mayor@gmail.com>
Date: Thu, Aug 20, 2026 at 7:08 AM
Subject: Re: Interlaken Mayor's response to KPCW article
To: Ashton Edwards <ashton@kpcw.org>
Cc: Grace Doerfler <grace@kpcw.org>, Jennifer Dobner <jdobner@kpcw.org>, Juliana Allely <juliana@kpcw.org>, Leslie Thatcher <lthatcher@kpcw.org>

Mr. Edwards,
I appreciate you responding to my email and I understand your allegiance to your reporter.

Regarding the reporter's misquoting of me in the article you wrote that you listened to the recording and you say that

'Because of the dropout, I can't independently confirm the exact wording'

Yet, your reporter used that same recording to publish a direct quote attributed to me, which was inaccurate and misleading. How is that remotely 'accurate and truthful' reporting? And frankly, for you to suggest that the town should 'improve its meeting audio going forward to avoid future issues' is an egregious attempt to deflect blame for your reporter's journalistic malpractice.

The reporter proceeded to cherry pick some words from a much longer statement I made at the meeting and wrote a misleading line in the article that she attributed to me.

When the reporter asked me for a comment and my written statement did not align with her narrative, she chose to ignore it completely. Granted, this is not misquoting or cherry picking, but does not seem to align with your 'accurate and truthful' reporting mantra.

For you to offer to add 'context' after the story has been published is disingenuous. If the story was reported accurately and truthfully in the first place, there would be no need to 'add context' and obviously 'adding context' after the story has been published and broadcast does not mitigate the damage done by a deliberately misleading and distorted story. If you want to clear this up, publish either or both of my responses, don't offer to 'add context' to a biased article

You and your staff have a tough job to do. I understand that. Sometimes the stories are not super exciting and sexy, but this article is tabloid journalism, which should be below your standards.

Greg Harrigan

Mayor, Town of Interlaken