

Subject: CONFIDENTIAL ATTORNEY CLIENT COMMUNICATION RE: Digital Magazine Publication - Conflict of Interests?

Date: Tuesday, May 19, 2020 at 12:02:32 PM Mountain Daylight Time

From: Timothy J. Bywater

To: Bart Smith

CC: Interlaken Mayor

Bart & Greg,

After discussing this with Bart and reviewing the proposed newsletter, I have a few recommendations. First, I would focus the newsletter on town business, operations and events only. For example, budget issues, fire mitigation, COVID prevention, etc. I think a letter from the mayor and/or council members is appropriate if it focused on town business. I would shy away from profiling individual residents and businesses, etc. Keep it focused on town information and events.

If you are going to have local businesses contribute to publication costs, I would just list them as sponsors or contributors. As I mentioned on the phone, a single spaced list of contributors is appropriate. You do not want to be viewed as favoring one business over another by providing a high profile glossy ad of a business. If people/businesses contribute a simple list will do.

Because it's from the town I would not list anyone, especially, an elected official as the "editor" which suggests he has editorial control of the content. Because I would recommend limiting content to town business, there is much need for anything more than a copy editor. It should not be viewed as being a political campaign tool; it should simply be informational about town business. Greg's thank you to the fire fighters is ok. You could have a letter from the mayor regularly and the occasional piece by other elected officials, but limit those letters to town business and not as a place for the elected official to tout their individual accomplishments. As I mentioned keep it informational about town operations and business and list local events.

You can list the elected officials with contact info, list the Town's contact info, and other general information. Do not have one of the council members listed as the editor.

As we discussed, I didn't do an exhaustive amount of research on this. I'm happy to do so, but I think if the town wants to do a newsletter it should be simple, focus on town business and not have pieces profiling local businesses and residents. This will inevitably lead to conflict. For example, if the newsletter profiles a new house in town and the next month the house goes on the market and the mayor gets the listing, there will be upset residents, or at the very least questions. Same with profiling local residents. You could do intro/bios on the elected officials, but I'd limit that to a get to know me type of thing. You do not want this looking like it's being used as a campaign tool for anyone.

I'm happy to do more research, but I think you can avoid a lot of headaches but just keeping it simple. If you google around you can see several examples that you can follow.

Let me know if you need me to do any additional research.

Thanks,
Tim

Subject: Noxious weed questions/concerns

Date: Thursday, May 7, 2020 at 5:21:40 PM Mountain Daylight Time

From: Lynn Chadderdon

To: Interlaken Clerk

Hi Bart,

Thanks for all your help yesterday with that fire in our backyard - close call for sure! On a completely unrelated note, Dave and I have concerns about the amount of myrtle spurge on the lots surrounding ours and in the neighborhood in general. We have looked on the Midway, Wasatch County and Utah State websites and all have categorized it as a Class 4 (prohibited) Noxious Weed (see the Wasatch County comments below):

Class 4: (Prohibited) Declared noxious and invasive weeds, not native to the state of Utah, that pose a threat to the state through the retail sale or propagation in the nursery and greenhouse industry. Prohibited noxious weeds are annual, biennial, or perennial plants that the commissioner designates as having the potential or are known to be detrimental to human or animal health, the environment, public roads, crops, or other property.

Cogongrass
(Japanese blood grass)

Myrtle spurge Dames Rocket Scotch broom Russian olive

Imperata cylindrica

Euphorbia myrsinites *Hesperis matronalis* *Cytisus scoparius* *Elaeagnus angustifolia*

Does Interlaken currently have any policies in place for mitigation of this weed? We are continually working hard to contain the spread onto our property and into Wasatch State Park. Thanks for your consideration of this matter. If it will help we would be happy to join you at a town council meeting to discuss.

Best regards,

Lynn Chadderdon

Subject: Re: Phone tree for emergencies? Water Boil Order - Public Health Notice
Date: Friday, May 8, 2020 at 7:40:22 AM Mountain Daylight Time
From: Judy Klautt
To: Bart Smith

Thanks Bart, there's a very fine line there - thankfully in this case, all went well 😊
I'd love to join in or at least listen in - I'll make a note to check the website for time on 5/19.

I personally believe information is important, and when it's known. The residents can make their own choice on what to do with the information, but at least the system does it's job and people are informed. We would not have known, had it not been for the ham radio, simply due to our house location and the wind direction. Even in the case of a small fire, I believe the information should have gone out right away, including a message to stay off the impacted roads to stay clear for service vehicles.

I think, as I've been in a couple situations at Soldier Hollow Nordic Center where fires were really close, and plans were in place, that I'm a little more sensitive. Taking a proactive approach, a message to all home/lot owners reminding them to have an emergency plan in place would be good as well.

Thanks much Bart! Have a great day -

Judy

From: Bart Smith <interlakenclerk@gmail.com>
Sent: Friday, May 8, 2020 7:19 AM
To: Judy Klautt <jhklautt@hotmail.com>
Subject: Re: Phone tree for emergencies? Water Boil Order - Public Health Notice

Hi Judy-

Yes, you make a good point. We didn't alert the town while the fire was in progress, and only after it was under control. This whole incident sparked a conversation about our emergency preparedness, and we will be putting together a response plan in the next month. There was no imminent danger to the town, as the fire was contained fairly quickly. It spread less than an acre. However, we definitely need to employ a mechanism to alert residents more quickly. In the case of a serious threat, it should be immediate and unmistakable. We'll be discussing this at our next council meeting on May 19th – it will be a zoom video conference and I'd love it if you could join us. I'll be sending details out later this month. Thanks for you thoughts and input -

Bart Smith
Interlaken Town Clerk
(435) 565-3812

From: "Klautt: Warren & Judy L170 Grp A" <jhklautt@hotmail.com>
Date: Friday, May 8, 2020 at 7:12 AM
To: Bart Smith <interlakenclerk@gmail.com>
Subject: Re: Phone tree for emergencies? Water Boil Order - Public Health Notice

Hi Bart,

Yes, that's our number, and that's good if that was the phone tree :) Thank you!

I checked with Warren, and yes - we received a vm from the county, and a second one he thinks from the town, about the water - boil alerts. I should have been more specific, sorry. During the day while the fire crew was at the fire, no news during that time. Perhaps the town thought there was no imminent danger?

Thanks much -

Judy

From: Bart Smith <interlakenclerk@gmail.com>

Sent: Thursday, May 7, 2020 10:58 PM

To: Judy Klautt <jhklautt@hotmail.com>

Subject: Re: Phone tree for emergencies? Water Boil Order - Public Health Notice

Hi Judy –

I sent out a calling post alert to 435-654-2100.

Is that your phone#?

Bart Smith

Interlaken Town Clerk

(435) 565-3812

From: "Klautt: Warren & Judy L170 Grp A" <jhklautt@hotmail.com>

Date: Thursday, May 7, 2020 at 6:42 AM

To: Bart Smith <interlakenclerk@gmail.com>

Cc: "Klautt: Warren & Judy L170 Grp A" <jhklautt@hotmail.com>

Subject: Phone tree for emergencies? Water Boil Order - Public Health Notice

Thanks so much Bart, appreciate the update.

Can you advise what plan Interlaken Town has in place for emergency notification? Until this email, we received no information from the town. We have a ham radio, and remained very informed and shared with our direct neighbors, but no calls or email about the fire until this one.

Please advise. I recall when I was on the board forever ago, we had a simple phone tree. It worked well :)

Thank you,

Judy Klautt

From: Bart Smith <interlakenclerk@gmail.com>

INTERLAKEN TOWN, UTAH
FINES FOR ENGAGING IN THE BUSINESS OF SHORT
TERM RENTALS
May 19, 2020

RESOLUTION NO. 2020-05-19A

A RESOLUTION AMENDING FINES FOR ENGAGING IN THE BUSINESS OF
SHORT TERM RENTALS WITHIN INTERLAKEN TOWN AND REPLACING
RESOLUTION NO. 2016-07-03B

WHEREAS, Interlaken Ordinance No. 11, Land Use, states that no Interlaken property or portion thereof may be rented or leased for 30 days or less, as a short term rental, for any purpose; and

WHEREAS, Interlaken Town is within its rights to set a schedule of fines for violations of its ordinances;

NOW, THEREFORE, it is hereby RESOLVED, that the Town Council of Interlaken, Utah, in order to discourage such short term rentals, establishes a schedule of fines for Interlaken property owners who are in violation of Ordinance No. 11, as follows:

Schedule of Fines for Owners Engaging in the Business of Short Term Rentals:

Fine for renting out property on a short term basis	\$500.00 per day
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APPROVED AND ADOPTED this 19th day of May, 2020.

TOWN OF INTERLAKEN

Mayor: Gregory Harrigan

(Seal)

ATTEST:

Town Clerk: Bart Smith

INTERLAKEN TOWN, UTAH
FEE RESOLUTION AMENDMENT AND REPLACEMENT
May 19, 2020

RESOLUTION NO. 2020-05-19B

A RESOLUTION AMENDING THE FEE RESOLUTION AND REPLACING
RESOLUTION NO. 2020-04-01B IN ITS ENTIRETY

WHEREAS, it is necessary to update the fee resolution to reflect the changing costs of performing services,

NOW, THEREFORE, it is hereby RESOLVED, by the Town Council of Interlaken, Utah, that the Interlaken Town Fee Schedule is hereby re-adopted with the following changes:

A. Building Permits, Fees, and Deposits

The Town Council of Interlaken reserves the right to adjust the Road Impact Fee, Damage Deposit, and Completion Deposit based on the size and scope of a construction project. The maximum Road Impact Fee shall be set to \$2,500. The maximum Damage Deposit shall be set to \$2,500. The maximum Completion Deposit shall be set to \$1,500. Unless approved by the Interlaken Town Council in advance, these fees and deposits are set as follows:

Interlaken Building Permit Application Fee	\$450.00
Interlaken Water Connect Fee	\$500.00
Interlaken Road Impact Fee	\$2,500.00
Interlaken Damage Deposit	\$2,500.00
Interlaken Completion Deposit	\$1,500.00

B. Special Use Permit

Interlaken Special Use Permit Application Fee	\$100.00
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C. Parking Violations

Parking in the road right of way from November 1 through April 1, of each year, any time of day.	\$100.00 per incident
Parking in the road right of way for 24 or more consecutive hours from April 2, through October 31, of each year, any time of day.	\$50.00 per incident

D. Violation of Municipal Code Section 9.05.090 which requires clean up by any person or entity that tracks, spills, deposits, discharges or drops any mud, dirt, debris, or other material on a public road or a public right-of-way.

Spillage of debris on public roads or right-of-way	\$25.00 per day
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APPROVED AND ADOPTED this 19th day of May, 2020.

TOWN OF INTERLAKEN

Mayor: Gregory Harrigan

(Seal)

ATTEST:

Town Clerk: Bart Smith

INTERLAKEN DRIVE IMPROVEMENT AGREEMENT

This agreement is entered into to be effective on January 1, 2006, between Burgi Hill Ranches (BHR), Watts Enterprises (Watts), Midway City (the City), the John H. and Holly Zenger Trust (Zenger), and Interlaken Mutual Water Company (IMWC), (collectively, the Parties).

1. Background. IMWC members and BHR each own part of Interlaken Drive per the Stipulated Judgment in District Court Case Civil No. 990500066. They each have easements to use the entire road, subject to the terms of the Stipulated Judgment. Watts, as a part of its development plan for the Valais development, requires access to and use of the lower part of Interlaken Drive. Zenger has access rights to Interlaken Drive, is paying annual fees to IMWC and is using the road. Zenger also has property fronting Interlaken Drive on its westerly side, where part of the contemplated trail will be located. Zenger is a party to this agreement solely regarding the trail easement. The City is interested in improving Interlaken Drive both as an access to the City park that fronts on the lower part of the road and as a matter of public safety. BHR is planning a residential development on property adjacent to the upper part of Interlaken Drive.

Accordingly, the Parties agree as follows:

Ent 297475 Bk 832 Pg 558-575
Date: 28-FEB-2006 2:58PM
Fee: None Filed By: MWC
ELIZABETH PALMIER, Recorder
WASATCH COUNTY CORPORATION
For: MIDWAY CITY

2. Improvement of Interlaken Drive.

2.1 The entire length of Interlaken Drive, up to a point approximately 200 feet north of the entrance to BHR (plus a transition to the narrower continuing road), shall be improved by BHR and Watts in accordance with City design and construction standards, including intersection lighting and turn-outs where required. The "hump" where the cattle guard once was, near the northerly end of the City park, shall be eliminated. Interlaken Drive shall be designed and improved in accordance with plans approved by the City, in accordance with standard Midway City road design and construction criteria. All Parties recognize that BHR and IMWC only have the ability to dedicate a right-of-way 60 feet wide. The remaining 6 feet of right-of-way for the public portion of the road will have to be dedicated at a future time in connection with the future development of adjacent properties.

2.2 At the northerly termination of the road improvement, the road shall taper in a reasonable fashion to the existing road and be marked with appropriate signs, as set forth below in paragraph 4.

2.3 Interlaken Drive shall be dedicated by BHR and IMWC as a public road up to and including the entrance to the City park, and shall be accepted as a public road by the City (provided the improvements are made in accordance with City standards).

2.4 If it has not been removed for relocation by IMWC by the time improvement of Interlaken Drive makes its removal necessary, the "Interlaken Estates" gateway at Interlaken Drive and Burgi Lane shall be removed and discarded by the road improvement contractor.

2.5 The cost of the public portion of the road shall be borne 25% by BHR and 75% by Watts. The remaining portion is the responsibility of BHR, except as follows regarding the "hump."

2.6 The cost of eliminating the "hump" shall be borne 67% by BHR and 33% by Watts.

2.7 The existing intersection lighting at Burgi Lane and Interlaken Drive is sufficient and the expense and maintenance thereof will be assumed by the City. The

road improvement contractor will install intersection lighting in accordance with the City standards at the intersection of Interlaken Drive and the entrance to the City park.

2.8 Attached hereto as Exhibit 1 is a drawing of the road alignment for Interlaken Drive.

3. Relocation of the refuse collection site.

3.1 With the widening of the road, the current site for the refuse container serving Interlaken Estates is no longer feasible.

3.2 The refuse collection site shall be relocated to an area near the entrance to the City park where the Wasatch County Public Works Department can have adequate and safe access for removing and replacing the containers, which site shall be approved by the City, Watts, BHR, IMWC and the Wasatch County Public Works Department.

3.3 The refuse collection site shall be enclosed by masonry and landscaping designed to minimize its visibility by the Valais homeowners, users of the City park and traffic on Interlaken Drive.

3.4 The cost of relocating the refuse collection site shall be borne 50% by BHR and 50% by Watts.

3.5 Attached hereto as Exhibit 2 is a drawing showing the location of the refuse collection site.

4. Signage. In addition to the removal of the Interlaken Estates gateway under paragraph 2 above, additional informational signage will be required.

4.1 At the intersection of Burgi Lane and Interlaken Drive, signs will be posted for BHR, the City park and Interlaken Estates compatible with the City's system of informational signs.

4.2 At or near the termination of the public road, signs will be posted indicating entry to a private road and further informational signs for BHR and Interlaken Estates.

4.3 At or near the termination of the improvements adjacent to the BHR development, signs indicating the narrowing of the road and the entry to Interlaken Estates will be posted in accordance with City standards for traffic and informational signs.

4.4 The cost of the road signs for the public portion of the road will be shared 50-50 by Watts and BHR. The costs for the road signs for the private portion of the road will be paid by BHR. All road signs will meet City standards for aluminum street and traffic signs.

5. Trail System. The parties recognize that, in accordance with the policies of the City, Wasatch County and the practices in the community, safe and reasonable access to the Wasatch Mountain State Park trail system must be provided, and a reasonable connection for the City park trail system and the existing trails in the area must be facilitated.

5.1 The Parties have reached an agreement with the City Trail Planner and Trails Committee to establish a connection to the Dutch Hollow Trail through the northerly end of the BHR development, rather than the existing termination at Interlaken Drive. In addition, a connection from the BHR trail system shall be established to the Valais trail system as approved by the Trails Committee.

5.2 Zenger agrees to grant easements at no cost to the other parties as may be reasonably necessary along the easterly and southerly borders of its property in accordance with the trail design attached hereto as part of Exhibit 3.

5.3 The other Parties agree similarly to grant reasonably necessary easements for trail purposes in accordance with the attached design, such as over and along Edelweiss Way and within their respective developments.

5.4 The Parties shall cooperate in seeking City impact funds for the construction of the connection portion of the trail that is outside the boundaries of the BHR property and the Watts property. To the extent impact funds are not procured, BHR will be responsible for the construction of the trail up to the Watts (Valais) property line.

5.5 Attached hereto as Exhibit 3 is a drawing of the trail connection and the letter of approval from the Trails Committee.

6. Construction Management. To the extent feasible, Watts and BHR shall use the same engineering firm and contractors for the entire improvement work contemplated by this Agreement. Their common engineer shall coordinate and supervise the construction projects. The allocation of bond premiums, professional fees and other related expenses not provided for in this Agreement, in connection with the construction contemplated by this Agreement, shall be the subject of a separate agreement between Watts and BHR.

7. Cooperation. The Parties recognize that many of their obligations under this agreement require further definition and cooperation. They agree to cooperate with one another, exercising reasonable judgment and flexibility in order to accomplish the purposes of this Agreement. No party shall deal unreasonably with any other Party, nor with agencies, contractors, public bodies or others who may be involved in the performance of this Agreement.

8. Interpretation. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof. It supersedes all other agreements between the Parties hereto with respect to the subject matter hereof, with the exception of the Stipulated Judgment referenced above. Except as specifically modified by this Agreement, the Stipulated Judgment remains in full force and effect. The terms used in this Agreement are intended to have their common and plain meaning. There are no special definitions or interpretations with respect thereto. The Parties shall cooperate fully with one another to make reasonable interpretations of this Agreement as necessary. This Agreement may be modified only by another writing signed by the Party or Parties sought to be charged, and not otherwise. Each Party has been advised to seek the advice of counsel in connection herewith.

9. Dispute Resolution. Should enforcement of this agreement be necessary, the Parties will first attempt in good faith to agree upon a method of arbitration of their dispute. Only after a good faith effort at arbitration shall suit in court be initiated. In the resolution of any dispute, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs associated therewith.

10. Counterparts. This agreement may be executed in counterparts and may be delivered by facsimile or computer image showing the signature of the Party. All the counterparts taken together shall constitute a single agreement. The Agreement shall be binding as of the effective date above when the last Party to do so shall have signed and delivered the original or its counterpart.

[Signatures on following page]

INTERLAKEN DRIVE IMPROVEMENT AGREEMENT – Signatures

Ent 297475 Bk 0832 Pg 0561

Burgi Hill Ranches

By: Midori Financial LLC

MIDORI FINANCIAL LLC
Print Name

By: C. J. Faulkner

CRAIG J. FAULKNER
Print Name

Watts Enterprises

By: Russell K. Watts

RUSSELL K. WATTS.
Print Name

Its President

Midway City

By: Connie Tatton

Connie Tatton
Print Name

Its Mayor

The John B. and Holly Zenger Trust

By: John H. Zenger

JOHN H ZENGER
Print Name

Its Trustee

Interlaken Mutual Water Company

By: Judy H. O'Loughlin

Judy H. O'Loughlin
Print Name

Its President

Subject: Please open: Your Viasat Internet order

Date: Saturday, May 16, 2020 at 9:00:25 AM Mountain Daylight Time

From: Viasat Internet

To: interlakenclerk@gmail.com

To view this email as a web page, [click here](#)



High-speed satellite internet



Order confirmation

Hi BART SMITH,

Please review this important information regarding your Viasat Internet order.

Your order details

Account Number

306969755

Contract Information

Your minimum service term with Viasat Internet begins on the date of your installation and continues for 24 months.



Internet Service Plan

Unlimited Silver 25

25 Mbps download speed, Unlimited Data, Video Streaming at DVD quality, typically 480p. Includes built-in Wi-Fi.

Data Allowance

Unlimited

After you have used 60 GB of data, we may prioritize your data behind other customers during network congestion.

Monthly Service Fee

\$100.00

(does not include promo offer)

Promotional Price

\$30 off for 3 months

Standard Installation Fee

\$0.00

Monthly Equipment Lease Fee

\$10.00

Payment Method

Credit Card

UNLIMITED SILVER 25

\$100/mo.

Download speeds up to

25 Mbps

Upload speeds up to 3 Mbps

After 60 GB of high-speed data is used, we may prioritize your data behind other customers during network congestion, which will result in slower speeds.

People **1-3**

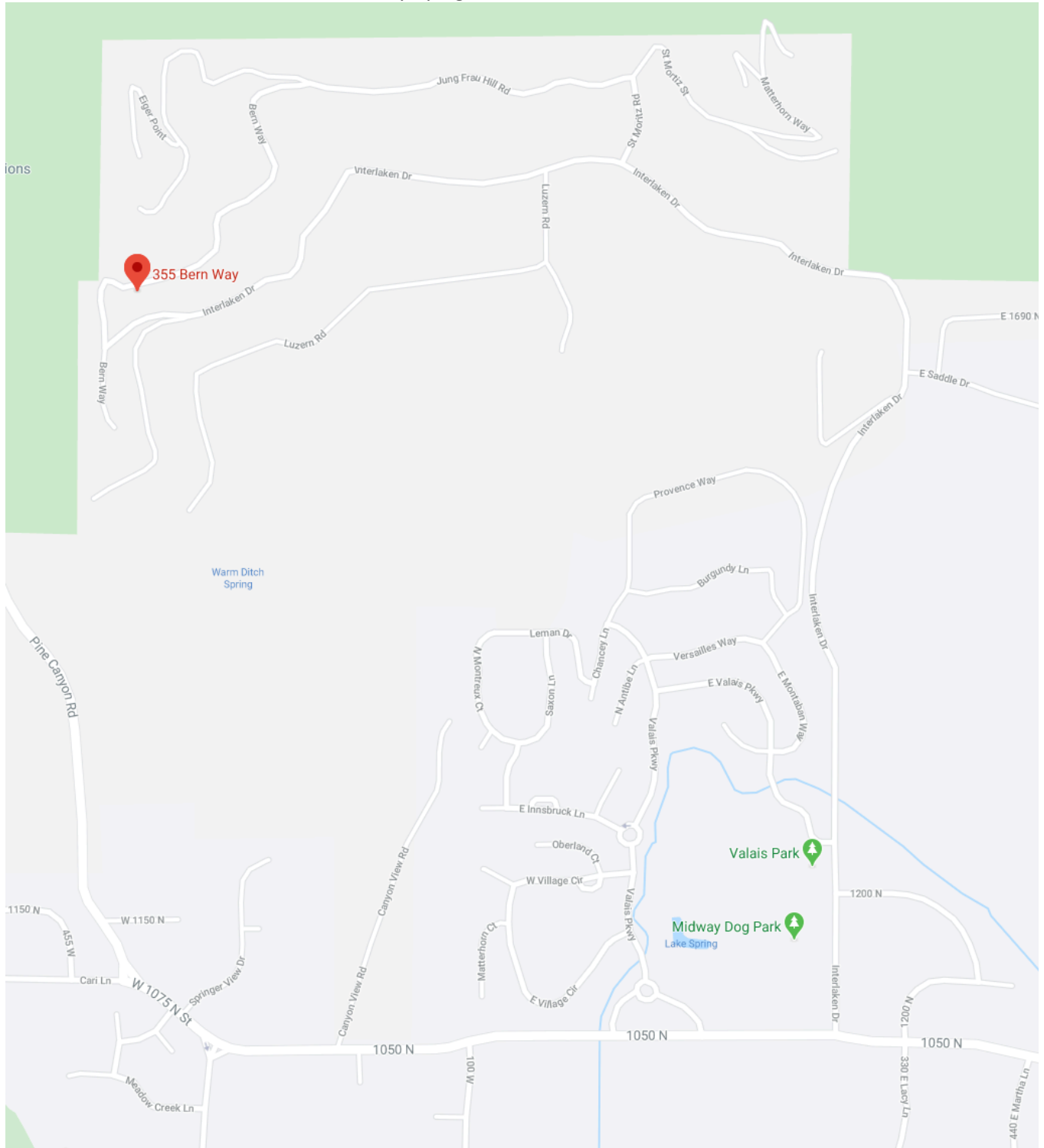
Data **Unlimited**

Streaming ☒ ☒ ☐



Subject: Interlaken Town Guardrail Work
Date: Tuesday, May 19, 2020 at 2:48:09 PM Mountain Daylight Time
From: Bart Smith
To: Travis
Attachments: image001.png, image002.jpg, image003.png

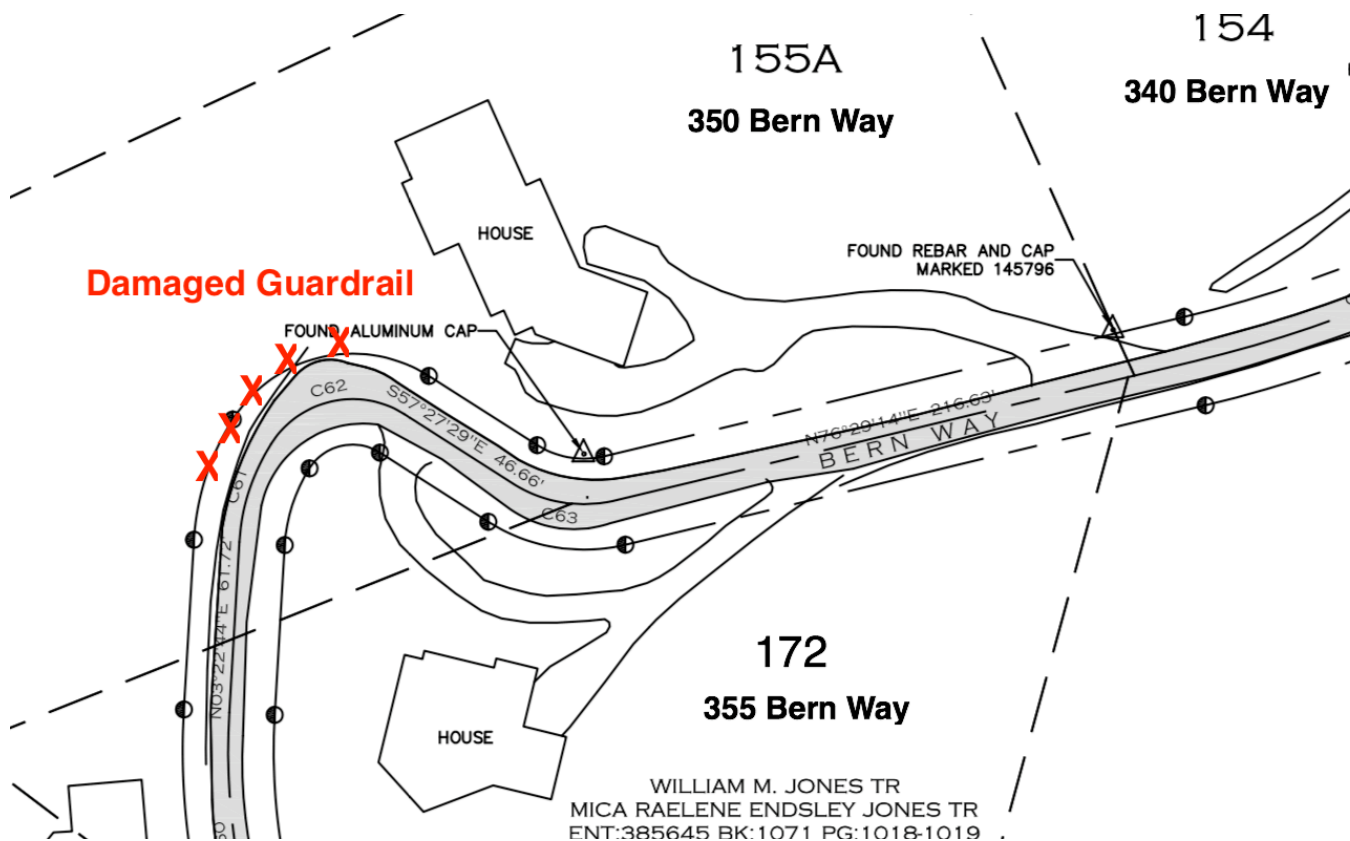
Hi Travis-
Interlaken Town is located north of Midway up against Wasatch Mountain State Park.

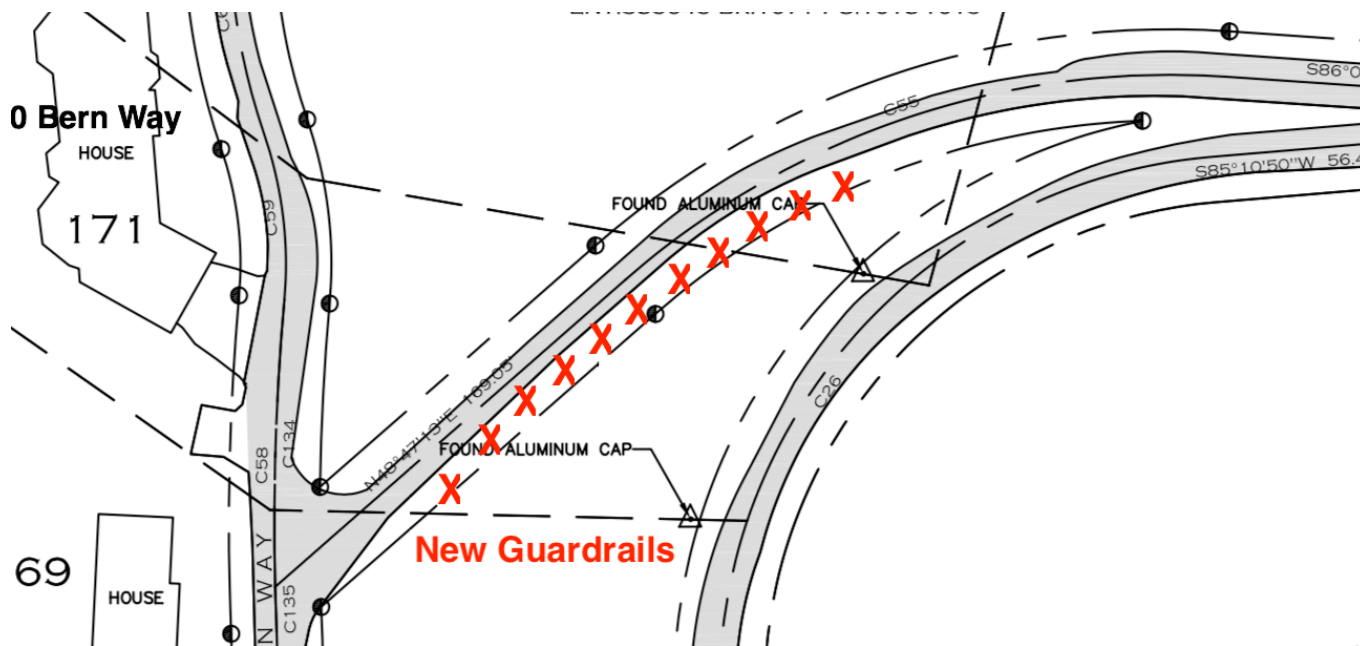


We have two areas that need guardrail work.
The first area is just downhill from 355 Bern Way, Midway.
The guardrail was damaged in an auto accident.



There is also a section of road below Bern Way where we want to install new guardrails on the downhill side.





I can meet you up here if you can come out and give us an estimate.

Thanks,

Bart Smith

Interlaken Town Clerk

(435) 565-3812



298 South Center
Midway, UT 84049
(435) 654-5965

INVOICE

INV-6050

signarama-wb.com

Completed Date: 5/13/2020
Payment Terms: Cash Customer
Payment Due Date: 5/13/2020

Created Date: 4/8/2020

DESCRIPTION: Various signs

Bill To: Interlaken Town
P.O. Box 1256
Midway, UT 84049
US

Ordered By: Chuck O'nan
Email: conan@promontoryclub.com
Work Phone: (435) 731-0989
Cell Phone: (435) 731-0989

Salesperson: Brandi Muhlestein
Email: info@signarama-wb.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	No Hunting signs	2	\$115.75	\$231.50
2	Extreme Fire Danger	2	\$115.75	\$231.50
3	Blind curve and speed limit signs - REFLECTIVE	2	\$142.75	\$285.50
4	2" x 2" 12' Galv. Post & w/Sleeve anchor	3	\$135.3167	\$405.95
5	STOP sign - 30" HI	1	\$67.50	\$67.50
6	installation; approx.	1	\$297.50	\$297.50

Thank you for your business. We appreciate it very much!

Subtotal:	\$1,519.45
Taxes:	\$0.00
Grand Total:	\$1,519.45
Amount Paid:	\$0.00
BALANCE DUE:	\$1,519.45

All invoices are due upon receipt.

Formerly CRC deSIGN.

Subject: Emergency Planning

Date: Monday, May 18, 2020 at 12:23:23 PM Mountain Daylight Time

From: Justin Hibbard

To: Interlaken Clerk, Interlaken Mayor, Sue Onan, O'Nan: Chuck S181 Grp B, Bowen: Marge S175 Grp A

Hi all,

I know we're going to talk about this tomorrow, but I wanted to throw this out there to let you read and think about ahead of time. I was thinking today about what we could have done better/can do better in the future regarding fire emergency, and as I thought about it, it really fell into some of the change management stuff I do for work.

Whenever we implement software with a new customer, we coach them on a change strategy plan that incorporates three areas: communication, training, and user engagement. I think there are some things that overlap into what we hope to accomplish as a town.

Communication

How, when, who, and how often will we communicate with the fire officials, amongst ourselves, and with the public?

- Communication flow from the fire warden/emergency management to us
- Internal communication among the council
- Communication cadence and method out to the town (over-communication is key)
 - What mediums should they expect to receive communication?
 - Where can they go for the latest communication?
 - How often can they expect to receive communication?

Training

How will we train ourselves and the town so that when the real thing happens, we will be prepared?

I would suggest that once we have a communication & emergency plan in place, we do a fire simulation day with the town at least once a year. We can announce it weeks ahead of time. Maybe ask for volunteers to go door to door with flyers and information explaining the training and the point of it, and then ask them to participate with us. We can even create a video to explain what the simulation will look like and do pre-training prep. I don't know if there's a way to involve the fire department, but that might be worth exploring.

Then I would suggest we put that day in our calendar at the beginning of May and run a simulation every year... maybe even once again in July or August so that seasonal residents can participate. I think it would be good to do one sometime this summer.

The simulation would include a scenario, which only one or two of us comes up with, and then on the day of the simulation we run the communication plan including phone calls, emails, and social media posts and encourage the town to pretend that it's an actual fire. All announcements would begin with "Fire Simulation Drill" so everyone knows it's not an actual fire.

User Engagement

How will we get the town to participate in fire preparation?

I think there's tremendous benefit for us to do a simulation as the council, but I think we obviously want to get the town involved and on board. I think there's a couple of ways to do it. One is (and this may seem a little cheesy) is to gamify it. Based on completing certain activities, a household receives points. For example:

- Verifying their contact information is up to date = 1 point
- Evacuating within 5 minutes of the evacuation order = 1 point.
- Communicating to us (somehow) that they are completely evacuated = 1 point.

- Checking on/communicating with your neighbors = 1 point.

We could even offer rewards for reaching a certain number of points like a \$20 gift card to Lola's.

At the end of the simulation, we could host a barbecue and provide time for feedback.

Those are just some ideas, but the point is to get creative in order to involve the town.

Anyways, some thoughts to chew on. I know we're not the first to do an emergency plan, and I'm sure the fire department and other towns may have ideas as well. I know we're going to discuss more fire mitigation plans like defensible space, but I think this should be a big part of our preparation, and I'm happy to do as much as will be helpful.

Thanks!

Justin

Thank You Firefighters and Supporting Agencies for Your Valiant Service and Success in Fighting the Saddle Fire!

Interlaken Town is tremendously grateful for your dedication and courage in battling this dangerous threat to our town. This tragic and devastating fire was the fourth wildfire in seven days that was fought and put under control by these heroes. Our heartfelt thanks to these agencies which took part in the fight:

**Wasatch County Fire District • Wasatch County Public Works
Wasatch County Emergency Management • Wasatch County Sheriff
Heber City Police • Summit County Public Works
Utah DNR Law Enforcement • State of Utah Forestry Fire State Lands
Unified Fire Authority – Salt Lake Hotshots
Alta Hotshots • Utah County Fire
Utah National Guard • US Forest Service
American Red Cross of Utah**



**All our thanks from Interlaken
Town residents and
property owners!**

Subject: Wildfire fuel mitigation/Defensible space

Date: Tuesday, May 19, 2020 at 4:30:39 PM Mountain Daylight Time

From: Lynn Chadderdon

To: Interlaken Clerk

CC: Dave Sheldon.

Hi Bart,

With regard to your most recent letter to Interlaken residents, Dave and I and two of his employees have removed a ton of dead wood from our one acre lot with some of it piled at the bottom of our driveway and some piled halfway up the driveway - and we still have quite a bit more to remove... Greg Harrigan came by yesterday and talked to Dave about the haul-off that is being scheduled sometime in June. It may be that our pile is already too large for this service in which case we will haul it to the transfer station ourselves. Just let us know your thoughts and we'll do what we need to do.

Thanks!

Lynn Chadderdon

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
General Fund (checking)				
General Fund Revenue				
	Annual Wasatch County Tax Assessment	\$ 79,042	\$116,000	\$118,000
	Prior Year Assessments	\$0	\$0	\$0
	Late Fees - Assessments (prior to FY2019)	\$0	\$0	\$0
	1% State Sales Tax (estimate)	\$24,881	\$22,000	\$22,000
	Interest Income	\$136	\$100	\$200
	New Owner Transfer Fees	\$124	\$0	
	B&C Road Tax (estimate)	\$18,605	\$18,408	\$18,408
	Building App Town Admin Fees	\$900	\$0	\$0
	Interlaken Drive RMA with BHR Agreement (20%)	\$0	\$0	\$1,200
Total General Fund Revenue:		\$123,689	\$156,508	\$159,808
Transfers into General Fund				
	Transfer from Building Fund (Application Fees for admin costs)	\$1,600	\$1,850	\$1,750
	Transfer from Water Revenue Fund (50% of admin. expenses)	\$28,666	\$27,000	\$30,500
	Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$90,000
Transfers out of General Fund				
Transfers into Transportation Reserve Fund				
	Transfer of B&C Road Tax to Transportation Reserve Fund	(\$18,755)	(\$18,408)	(\$18,408)
	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	(\$70,000)	\$0
Transfers into Building Fund - Special Engineering Projects		(\$250)	\$0	\$0
Total Net General Fund Transfers:		\$11,261	(\$59,558)	\$103,842

Interlaken Town Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
General Fund - continued				
General Fund Expenses				
Administrative Expenses				
	Commission, Committee, Council Mtg Expenses	\$0	(\$100)	(\$1,200)
	Town Clerk & Webmaster	(\$13,619)	(\$18,000)	(\$22,000)
	Association Memberships	(\$509)	(\$489)	(\$489)
	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$95)	(\$500)	(\$2,200)
	Town Council Equipment & Supplies	(\$393)	(\$200)	(\$200)
	Meeting Advertising	(\$187)	(\$1,000)	(\$350)
	Bookkeeping, Accounting & CPA fees	(\$6,293)	(\$8,000)	(\$13,000)
	Bank Charges	(\$35)	\$0	
	Town Attorney	(\$12,194)	(\$8,000)	(\$12,000)
	Attorney fees for BHR settlement/agreement	(\$13,109)	\$0	\$0
	Animal Control through Interlocal Agreement w/ Heber City	(\$1,177)	(\$1,500)	(\$1,500)
	Municipal Election Balloting & Noticing	\$0	(\$500)	\$0
	Misc. Admin. Expenses	(\$254)	(\$100)	(\$100)
	Insurance	(\$7,087)	(\$4,039)	(\$4,039)
	Office Supplies (postage + supplies)	(\$525)	(\$500)	(\$700)
	Building Inspector	\$0	\$0	
	Additional Consulting Fees	\$0	(\$8,000)	(\$8,000)
	State Payroll (FY2018 only) and Federal IRS Taxes	(\$3,980)	(\$4,000)	(\$4,000)
Total Administrative Expenses:		(\$59,458)	(\$54,928)	(\$69,778)
Annual Road Maintenance and Repair Expenses from General Fund				
	Annual Road Repair & Maintenance	(\$11)	(\$2,000)	(\$18,000)
	Additional Contract Services	(\$6,241)	(\$8,000)	(\$8,000)
	Road Signage	(\$859)	(\$2,100)	(\$2,000)
	Contract Service (Snow Removal)	(\$32,500)	(\$39,500)	(\$39,500)
	Supplies - Salt, Sand, etc	(\$3,300)	(\$3,300)	(\$3,500)
Annual Fire Mitigation Expenses				
	Brush Removal and other Wildfire Mitigation			(\$30,000)
Annual Road Capital Improvement Expenses				
	Capital Investment in Roads	\$0	\$0	(\$30,000)
DPW Expenses				
	DPW Site Construction - Capital Investment	\$0	\$0	(\$60,000)
	Annual DPW Site Maintenance Expenses	\$0	(\$1,200)	
Total Road Maintenance, Capital Improvements, Fire & DPW Expenses		(\$42,912)	(\$56,100)	(\$191,000)
Total General Fund Expenses:		(\$102,370)	(\$111,028)	(\$260,778)

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
Increase/Decrease in General Fund Balance		\$32,581	(\$14,078)	\$2,872
Transportation Reserve Fund (savings)				
Transportation Reserve Fund Revenue				
	Estimated Interest	\$253	\$220	\$220
	Revenue From BHR Settlement	\$33,000	\$0	\$0
	Revenue from Federal & State Transportation System Grants			\$0
Total Transportation Reserve Fund Revenue:		\$33,253	\$220	\$220
Transfers into Transportation Reserve Fund				
	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$18,755	\$18,408	\$18,408
	Transfer from General Fund for Capital Improvement Reserves	\$0	\$70,000	\$0
	Transfer from Building Fund of Road Impact Fee	\$8,750	\$5,000	\$7,500
Transfers out of Transportation Reserve Fund				
	Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	(\$90,000)
Total Net Transportation Reserve Fund Transfers:		\$27,505	\$93,408	(\$64,092)
Incr/Decr in Transportation Reserve Fund Balance		\$60,758	\$93,628	(\$63,872)

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
Water Revenue Fund (checking)				
Water Revenue Fund Revenue				
	Annual Water Utility Base Usage Fee	\$162,247	\$173,000	\$173,000
	Interest Income	\$190	\$100	\$100
	Charge for Services: Metered Water (overages)	\$10,337	\$8,000	\$4,000
	Water Connect Fee (Direct Deposit)		\$0	
	Water Billing Late Fees	\$400	\$150	\$150
	New Owner Transfer Fees	\$250	\$100	\$450
Total Water Revenue Fund Revenue:		\$173,423	\$181,350	\$177,700
Transfers into Water Revenue Fund				
	Transfer from Building Fund (Water Connect Fees)	\$400	\$400	\$1,500
	Transfer from Bond Sinking Fund for current year Water Bond payment	\$77,889	\$78,678	\$78,382
	Transfer from Water System Reserve Fund for Capital Improvements	\$0	\$18,000	\$116,000
Transfers out of Water Revenue Fund				
	Transfer to Water System Reserve Capital Fund	(\$7,770)	(\$5,000)	\$0
	Transfer to General Fund	(\$403)	\$0	\$0
	Transfer to Bond Sinking Fund - Next Year's Bond Payment	(\$78,678)	(\$78,382)	(\$78,382)
	Transfer to Water System Capital Facilities Replacement Reserve Acct		\$0	
	Transfer to General Fund for 50% of Administrative expenses	(\$28,263)	(\$27,000)	(\$30,500)
Total Net Water Revenue Fund Transfers:		(\$36,825)	(\$13,304)	\$87,000

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
Water Revenue Fund - continued				
Water Revenue Fund Expenses				
Bond Payment				
	Water Bond Payment, due annually in January	(\$77,889)	(\$78,678)	(\$78,382)
Operating Expenses				
	Payroll - Water Master & Asst Water Master	(\$12,522)	(\$16,800)	(\$21,600)
	Meter Repair/Replacement, Water System Equipment, Supplies	(\$6,504)	(\$8,000)	
	Chemicals & Monitoring	(\$604)	(\$3,000)	(\$3,000)
	Telemetry System Operating Costs	(\$1,127)	(\$1,127)	(\$1,127)
	Water Share Fee, Education, etc.	(\$13)	(\$375)	(\$375)
	Gas Heat	(\$475)	(\$500)	(\$500)
	Electricity	(\$6,377)	(\$6,000)	(\$6,000)
	Payroll Taxes - Water Master & Asst Water Master	(\$1,356)	(\$3,000)	(\$3,000)
	Workman's Comp Insurance for Water Master & Asst.	(\$192)	(\$1,069)	(\$1,069)
	Misc. Water Expenses	(\$1,279)	(\$1,000)	(\$1,000)
Capital Investment in Water System				
	Purchase of Generator and Installation	\$0	(\$3,500)	(\$71,000)
	Pump Replacements, Telemetry System, Meter Upgrades	(\$1,200)	(\$15,000)	(\$45,000)
Repair and Maintenance				
	Additional Contract Services - Tank Main., Rate Studies, Consults	\$0	(\$5,000)	(\$5,000)
	Annual Generator Maintenance	\$0	\$0	(\$1,200)
	General Water System Maintenance & Repair	\$0	(\$5,000)	(\$5,000)
Total Water Revenue Expenses:		(\$109,538)	(\$148,049)	(\$243,253)
Increase/Decrease in Water Revenue Fund Balance		\$27,060	\$19,997	\$21,447

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
Water Bond Sinking Fund (money market)				
Water Bond Sinking Fund Revenue				
	Estimated Interest	\$385	\$400	\$400
Total Water Bond Sinking Fund Revenue:		\$385	\$400	\$400
Transfers into Water Bond Sinking Fund				
	Transfer from Water Revenue Fund	\$78,678	\$78,382	\$78,382
Transfers out of Water Bond Sinking Fund				
	Transfer to Water Revenue Fund to pay current year bond	(\$77,889)	(\$78,678)	(\$78,382)
	Transfer to Water Reserve Fund to close out account			
Total Net Water Bond Sinking Fund Transfers:		\$789	(\$296)	\$0
Increase/Decrease in Water Revenue Bond Sinking Fund Balance		\$1,174	\$104	\$400
Water Reserve Fund (savings)				
Water Reserve Fund Revenue				
	Interest Income	\$643	\$600	\$100
	Revenue from Federal & State Water System Grants			\$57,600
Total Water Reserve Fund Revenue:		\$643	\$600	\$57,700
Transfers into Water Reserve Fund				
	Trfr from Water Revenue Fund to Capital Facilities Replacement Reserves	\$7,770	\$5,000	\$0
	Trfr from Bond Sinking Fund to close out account			
Transfers out of Water Reserve Fund				
	Transfer to Water Revenue Fund for Capital Improvements	\$0	(\$18,000)	(\$116,000)
Total Net Water Reserve Fund Transfers:		\$7,770	(\$13,000)	(\$116,000)
Increase/Decrease in Water Reserve Fund Balance		\$8,413	(\$12,400)	(\$58,300)

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
Building Fund (checking)				
Building Fund Revenue				
Interest Income		\$71	\$55	\$100
Building Application Fees (\$350 to \$500 per project)		\$1,600	\$1,850	\$2,250
Water Connect Fees		\$400	\$400	\$1,500
Road Impact Fees (\$2,500 per project)		\$8,750	\$5,000	\$7,500
Damage Deposits (\$2,500 per project, refundable)		\$10,000	\$5,000	\$7,500
Completion Deposits (\$1,500 per project, refundable)		\$6,000	\$3,000	\$4,500
Plan Review & Inspections (Town Engineer)		\$10,953	\$22,000	\$18,000
Variance Application Fees		\$0	\$0	\$0
Total Building Fund Revenue:		\$37,774	\$37,305	\$41,350
Transfers into Building Fund				
Transfer from General Fund - Special Epic Projects		\$250	\$0	\$0
Transfers out of Building Fund				
Transfer to General Fund (App Fees \$350 to \$500/project))		(\$1,600)	(\$1,850)	(\$1,750)
Transfer to Water Revenue Fund (Water Connect Fees \$200/project)		(\$400)	(\$400)	(\$1,500)
Transfer to Transportation Reserve Fund (Road Impact Fees \$2500/pro		(\$8,750)	(\$5,000)	(\$7,500)
Total Net Building Fund Transfers:		(\$10,500)	(\$7,250)	(\$10,750)
Building Fund Expenses				
Refunds of Damage Deposits		(\$2,500)	(\$5,000)	(\$5,000)
Refunds of Completion Deposits		(\$1,500)	(\$3,000)	(\$3,000)
Plan Review & Inspections (Town Engineer)		(\$10,366)	(\$22,000)	(\$18,000)
Additional Contractual Services (Town Engineer)		\$0	(\$1,000)	(\$1,000)
Plan Review by Planning Commission				(\$300)
Total Building Fund Expenses:		(\$14,366)	(\$31,000)	(\$27,300)
Increase/Decrease in Building Fund Balance		\$12,908	(\$945)	\$3,300

InterlakenTown Budget
Fiscal Year Ending 6/30/2021

Version 05-19-20 Rev02 for Council Meeting 5-19-2020		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
	Fiscal Year Net Increase/Decrease for all Funds			
	Fund Name	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Estimated 7/1/19-6/30/20	FY2021 Budget Proposed 7/1/20- 6/30/21
	General Fund (checking)	\$32,581	(\$14,078)	\$2,872
	Transportation Reserve Fund (savings)	\$60,758	\$93,628	(\$63,872)
	Water Revenue Fund (checking)	\$27,060	\$19,997	\$21,447
	Water Bond Sinking Fund (money market)	\$1,174	\$104	\$400
	Water Reserve Fund (savings)	\$8,413	(\$12,400)	(\$58,300)
	Building Fund (checking)	\$12,908	(\$945)	\$3,300
	Total Fiscal Year Increase/Decrease	\$142,894	\$86,306	(\$94,153)
	Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease			
		FY2019 Budget	FY2020 Budget	FY2021 Budget
		06/30/19	06/30/20	06/30/21
	Budget Category	Actual	Estimated	Proposed
	Revenues	\$369,168	\$376,383	\$437,178
	Net Transfers between funds	\$0	\$0	\$0
	Expenses	(\$226,273)	(\$290,077)	(\$531,331)
	Ending Increase/Decrease	\$142,894	\$86,306	(\$94,153)
	Projected Year-End Balances			
		FY2019 Ending Balance	FY2020 Ending Balance	FY2021 Ending Balance
		06/30/19	06/30/20	06/30/21
	Fund Name	Actual	Projection	Projection
	General Fund (checking) *2681	\$ 54,079	\$ 40,001	\$ 42,873
	Transportation Reserve Fund (savings) *4574	\$ 128,331	\$ 221,959	\$ 158,087
	Water Revenue Fund (checking) *1520	\$ 37,788	\$ 57,785	\$ 79,232
	Water Bond Sinking Fund (money market) *1058	\$ 158,857	\$ 158,961	\$ 159,361
	Water Reserve Fund (savings) *1330	\$ 187,811	\$ 175,411	\$ 117,111
	Building Fund (checking) *1678	\$ 19,084	\$ 18,139	\$ 21,439
	Total of Ending Balances	\$ 585,950	\$ 672,256	\$ 578,103

FY2021 Interlaken Town Proposed Budget Revisions								
Line#	Budget Version	FY2021 Line Item	FY2021 Fund	FY2019 Actual Amount	FY2020 Budgeted Amount	FY2021 Proposed Change	FY2021 Line Item Dollar Amount	Reason for Change
5	Rev 01 3/30/20	Annual Wasatch County Tax Assessment	General - Revenue	\$79,042	\$116,000	Tax Revenue Increase	\$118,000	Increase in assessed property values
15	Rev 02 5/19/20	Interlaken Drive RMA with BHR Agreement (20%)	General - Revenue	\$0	\$3,400	Decrease in Revenue	\$1,200	Based on 4% of \$30K expenditures in road repair and investment
38	Rev 01 3/30/20	Town Clerk & Webmaster	General - Expenses	(\$13,619)	(\$20,000)	Increase in expenses	(\$22,000)	Town Clerk pay increase and increased reporting responsibilities
40	Rev 01 3/30/20	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox)	General - Expenses	(\$95)	(\$244)	Increase in Web hosting and IT expenses	(\$1,300)	Services added - Increased WIX storage capacity, Dropbox business account for expanded cloud storage, Zoom video conferencing software, CenturyLink Internet service to pump house.
40	Rev 02 5/19/20	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat Internet)	General - Expenses	(\$95)	(\$244)	Increase in Web hosting and IT expenses	(\$2,200)	Services added - Increased WIX storage capacity, Dropbox business account for expanded cloud storage, Zoom video conferencing software, ViaSat Internet service to pump house.
42	Rev 01 3/30/20	Bookkeeping, Accounting & CPA fees	General - Expenses	(\$6,293)	(\$8,000)	Increase in expenses	(\$13,000)	Additional accounting services required to fulfill additional State Reporting requirements - Agreed Upon Procedures, for example.
44	Rev 01 3/30/20	Town Attorney	General - Expenses	(\$12,194)	(\$16,000)	Reduction in expenses	(\$12,000)	Fees reduced for FY2021 based on FY2020 actuals
45b	Rev 01 3/30/20	Municipal Election Balloting & Noticing	General - Expenses	\$0	(\$500)	Reduction in expenses	\$0	No elections scheduled for FY2021
48	Rev 01 3/30/20	Office Supplies (postage + supplies)	General - Expenses	(\$525)	(\$500)	Increase in expenses	(\$700)	Increase in paper, printing, and other expenses due to remote meeting format and necessity of distributing materials to council and PC.
55	Rev 01 3/30/20	Annual Road Repair & Maintenance	General - Expenses	(\$11)	(\$10,000)	No Change	(\$10,000)	Same spending as FY2020
55	Rev 02 5/19/20	Annual Road Repair & Maintenance	General - Expenses	(\$11)	(\$10,000)	Increase in expenses	(\$18,000)	Increased spending using unspent funds from FY2020
58b	Rev 02 5/19/20	Brush Removal and other wildfire mitigation	General - Expenses	\$0	\$0	Increase in expenses	(\$30,000)	Added new expenditure for brush removal and other wildfire mitigation expenses
60	Rev 02 5/19/20	Capital Investment in Roads	General - Expenses	\$0	\$0	Increase in expenses	(\$30,000)	Shoulder repair and other investment
60b	Rev 02 5/19/20	DPW Site Construction	General - Expenses	\$0	\$0	Increase in expenses	(\$60,000)	DPW Site construction
95	Rev 01 3/30/20	Charge for Services: Metered Water (overages)	Water Revenue - Revenue	\$10,337	\$8,000	Decrease in Revenue	\$4,000	Reduction in water overage revenue due to water forgiveness program and proposal to reduce water overage rates
73b	Rev 01 3/30/20	Revenue from Federal & State Transportation System Grants	Transportation Reserves - Revenue	\$0	\$0	No Change	\$0	New revenue category for FY2021. No grants currently in process.
95c	Rev 01 3/30/20	New Owner Transfer Fees	Water Revenue - Revenue	\$250	\$100	Increase in Revenue	\$450	New owner transfer fee increased to \$150.
100	Rev 01 3/30/20	Transfer from Building Fund (Water Connect Fees)	Water Revenue - Revenue	\$400	\$400	Increase in Revenue	\$1,000	Proposed FY 2021 fee increase to \$500 per permit, 2 new connections.
102 161	Rev 01 3/30/20	Transfer from Water System Reserve Fund for Capital Improvements	Water Revenue - Transfer In	\$0	\$18,000	Increase in Transfer In	\$116,000	Purchase and installation of Pump House Generator - \$71K, Proposed Investment in digital meter reading system - \$45K
154 105	Rev 01 3/30/20	Transfer to Water System Reserve Capital Fund	Water System Reserves - Transfer In	(\$7,770)	(\$5,000)	Decrease in Transfer In	\$0	No net transfer from Water Revenue to Water Reserves. Transfers are in the opposite direction because of expensed investments.
116	Rev 01 3/30/20	Payroll - Water Master & Asst Water Master	Water Revenue - Expenses	(\$12,522)	(\$16,800)	Increase in Expenses	(\$21,600)	Increase in Water Master pay, \$200 per month each, from \$700 each to \$900 each. Previously approved by TC beginning 1/1/2020.
118	Rev 01 3/30/20	Chemicals & Monitoring	Water Revenue - Expenses	(\$604)	(\$1,000)	Increase in Expenses	(\$2,000)	FY2021 expense based on FY2020 actuals.
123	Rev 01 3/30/20	Payroll Taxes - Water Master & Asst Water Master	Water Revenue - Expenses	(\$1,356)	(\$1,400)	Increase in Expenses	(\$2,700)	FY2021 expense based on FY2020 actuals.
123b	Rev 01 3/30/20	Misc. Water Expenses	Water Revenue - Expenses	(\$1,279)	(\$40)	Increase in Expenses	(\$1,000)	FY2021 expense based on FY2020 actuals.
123d	Rev 01 3/30/20	Purchase of Generator and Installation	Water Revenue - Expenses	\$0	(\$51,000)	Increase in Expenses	(\$71,000)	Purchase and installation of Pump House Generator - \$71K.
123e	Rev 01 3/30/20	Pump Replacements, Telemetry System, Meter Upgrades	Water Revenue - Expenses	(\$1,200)	(\$23,000)	Increase in Expenses	(\$45,000)	Proposed Investment in digital meter reading system - \$45K. Plan B 60-100-140 with DriveBy capability.
150	Rev 01 3/30/20	Revenue from Federal & State Water System Grants	Water Reserve Fund - Revenue	\$0	\$0	Increase in Revenue	\$57,600	Proceeds from Proposed FY2021 State Grant \$53K (receivable in Dec 2020) + reimbursement for grant writer \$4,600 to \$5000.
169	Rev 01 3/30/20	Building Application Fees (\$350 to \$500 per project)	Building - Revenue	\$1,600	\$700	Increase in Revenue	\$1,050	Based on 3 new applications (\$350 each).
169	Rev 02 5/19/20	Building Application Fees (\$350 to \$500 per project)	Building - Revenue	\$1,600	\$700	Increase in Revenue	\$2,250	Based on 5 new applications (\$450 each).
170	Rev 01 3/30/20	Water Connect Fees	Building - Revenue	\$400	\$400	Increase in Revenue	\$1,000	Proposed water connection fee increase to \$500, based on 2 new FY2021 connections.

Interlaken Town Building Permit & Grading Permit Projects & Status Update

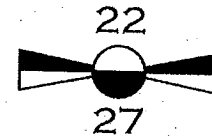
New Town Engineer on Contract – T-O Engineers (Contact Ryan Taylor, P.E., Project Mgr.), 2211 W 3000 S Suite B, Heber, UT 84032, 435-315-3168

Lot #	Project Address/ Owner	Project Type & Project #	Permit Fees & Deposits Paid	Permit Issued	TOWN ENGINEER Project Status Update	Requires Town Clerk Assistance (i.e., Check on Fee & Deposit payments, Outstanding TO/Epic Invoice Status Payment, etc.)?	CO Issued	Comments
112	324 W. Bern Way - Daines Property	New Residence (Epic # 18IKB001)	Yes	Yes	Corrections complete. (exterior lighting updated). Approved for CO.			Final Inspection Complete. Approved for CO. PC Requested TO review this project's connection at power pole to ensure it meets code.
115	330 W. Bern Way - Howard Property	New Residence (Epic # 16IKB002)	Yes	Yes				Ongoing. Contractors were identified to be working on project in April & in May.
198	253 Interlaken Dr - H.M. Ball Property	New Residence (Epic # 19IKB003)	Yes	Yes				Project progressing. 4-way inspection passed, insulation and sheetrock inspection passed. Awaiting exterior stucco lath inspections and power to panel in the near future.
129	333 Interlaken Dr. - Chris Wilcox Property.	New Residence (Epic# 19IKB002)	Yes	Yes				Inspections ongoing. 4-way inspection approved, Insulation inspection approved, Stucco Lath inspection approved. Awaiting drywall inspection
29	308 Interlaken Dr. - McNaughton/Beebe	Remodel Project (Epic # 19IKB004)	Yes	Yes	COMPLETED	Verified	Yes (by Epic)	Has Outstanding \$500 Fee that requires payment. CO Issied on 1/20/2020 by Epic
161	252 Interlaken Dr. - Nick Penman	Remodel Project Epic # 19IKB005	Yes	Yes	Epic Performed Final Inspection.			Epic indicated they passed their final inspection.

Lot #	Project Address/ Owner	Project Type & Project #	Permit Fees & Deposits Paid	Permit Issued	Project Status Update	Requires Town Clerk Assistance (i.e., Check on Fee & Deposit payments, Outstanding TO/Epic Invoice Status Payment, etc.)?	CO Issued	Comments
39	275 St. Moritz Rd. Mason Osborne	Remodel Project (Epic # 19IKB007)	Yes	Yes	Progressing. Epic has performed the following inspections: footings, foundation, SWPP, and Admin.			Epic paid in full. TO will take over all remaining inspections & will calculate what their cost will be for remaining inspections. Since the customer has a positive Fees balance, we will wait to receive TO's estimated inspection fees before requesting any additional fees be paid by the owner. Inspections - Roof Sheathing
172	355 Bern Way Ekstrom Project	Pavement & Landscaping Project (Epic #19IKB006)	Yes	Yes	Progressing - Final Inspection Performed & Passed.		N/A	No CO is required for pavement/Landscaping projects). Epic stated that the \$750 balance was paid at last Interlaken payment, and they show no outstanding balance. PC requested Contractor to address slight Concrete spill in ROW in April.
65	315 Jungfrau Rd. John Barton	Deck Extension & Carport Project (Epic# 19IKB009)	Yes	Yes				Building Permit Issued. Project Inspections to be performed by TO now.

111	259 Matterhorn Cir.- Kevin Parsons	New Residence (Project # to be issued by TO Engineers)	Yes	NO				PC submitted 2nd Plan Review Comments to the Architect on 2/10/2020 (for 2 nd Drawing Submission). PC Plan Review Comments to Owner indicate retaining wall heights and location outside ROW are not delineated. 3rd Drawing Revision submitted by Architect to PC on 4/7/20. PC Plan review comments include retaining Wall exceeds 6 ft height town code limitation and ROW not adequately specified to determine if walls are within ROW. 4th Plan Submittal submitted by Architect received on 4/21 & 4/24 2020. Retaining wall is now presented in town ROW. Requires a letter & ROW Use Agreement by Owner. 5th Drawing Submission received by Architect on 5/15/20. Retaining walls are now OUTSIDE the ROW.
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MONUMENT AT THE SOUTH QUARTER
CORNER SECTION 22, TOWNSHIP
SOUTH, RANGE 4 EAST, SALT LAKES
BASE AND MERIDIAN.



JOHN
OMI-1.

100'
PROTECTION
ZONE

PUMP
HOUSE

NEW DIAPHRAGM
ENCLOSURE

EXISTING
ASPHALT
ENTRANCE

FOUND REBAR AND CAP
LS #145796
FOUND 3/8" REBAR

INTERLAKEN MUTUAL
WATER CO.
OWC-0231-3-022-034

C147

C53

49' 48"