

Interlaken Town Council Regular Meeting Minutes
Tuesday, 25 October 2022, 6:35 PM – 7:47 PM
Meeting Conducted Remotely with Zoom Video Conferencing Software

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QlJNT3loV3J4Nm83TFJlOEdGVVU1dz09>

1. Call to Order - Mayor Greg Harrigan called the meeting to order at 6:35 pm

2. Roll Call

Greg Harrigan, Mayor
Chuck O’Nan, Council Member
Sue O’Nan, Council Member
Justin Hibbard, Council Member

Chuck Cullom, Council Member was absent

3. Presentations: None Scheduled

4. Public Comment: None

5. Consent Agenda: None

6. Approval of Agenda or Changes

The agenda was amended to add item# 14 Town Sign Entrance.

Motion: Council Member Sue O’Nan moved to approve the amended agenda, adding item#14, Town Entrance Sign.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

7. Approval of 09/06/2022 Council Regular Meeting Minutes

Motion: Council Member Sue O’Nan moved to approve the 9/06/22 town council minutes as presented.

Second: Council Member Chuck O’Nan seconded the motion.

Discussion: no discussion.

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

8. Building Permit Update – Planning Commission Report

Diana Duer, Planning Commission chair, presented the following report:

- Lot 065, Parkinson, no update, trying to find a new contractor.
- Lot 047, 262 Interlaken Drive, Mike Harrell, no update from TO, ROW permit has been issued. It’s typically too late to get asphalt. Smith will reach out to check with them – can’t cut the road unless they patch it.
- Lot 206, Becker garage, no TO update, lacking straw bales, Diana will speak with them again.
- Lot 117, Broadstone – footing and foundation inspection completed, will monitor parking. Greg – they filled 2 kiddy pools with cement, and they need to remove that. Diana will reach out to them.
- Lot 062, Erin Merryweather, no TO update.
- Lot 107, Christian Merryweather, shear wall, roof, nailing inspection completed.
- Lot 056, Singer, last update was footing, foundation, rough plumbing completed, no additional inspections to date.

- Lot 162, Lang Solar PV, completed and closed out.

9. Town Administration Update

- Bart Smith's Retirement/Exit Plan. Smith presented his plan to retire as the town's administrator and clerk. See the attached proposal for details. Smith requested a pay increase from \$40/hr to \$45/hr starting on 12/1/22. Smith noted that his personal expenses for a new computer and software, necessary to continue his work, were responsible for this increase. Smith bears all costs for his computer equipment, phone, internet, driving, and gas.

Motion: Council Member Sue O'Nan moved to approve Smith's pay increase from \$40/hr to \$45/hr.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

Smith's final day serving as clerk and administrator will be April 30, 2023. Following his retirement, he will be available on a part time basis as a consultant. His consultant fee will match competitive rates in the area, for example, the \$85/hr fee for the administrative services TO Engineers bills the town.

- Town Clerk/Administrator Recruitment. Smith will begin advertising in January of 2023 and is requesting help from the council for the search. Justin asked about the previous candidates that came through Facebook. Smith noted that they weren't good fits for the job. They live in the Provo area and have some technical skills, but no skills in management or municipal administration. Ideally we'd have someone who is in the Heber Valley and closer to the town.
- Cell Phone – Call Routing System – Smith requested the town provide him with a cell phone that is capable of call forwarding and routing that would stay with the administrator/clerk position. He noted that he would prefer to keep his personal phone separate from town business, and as he phases out, this would be the logical step. The town currently uses MagicJack to forward calls to Bart's cell phone. The problem with that approach is that Bart must use his personal phone to return calls and text messages, making it difficult to separate personal communication with the town's. Employing a call routing system would also enable callers to choose a forwarding number more in line with their call – for example to route a water emergency to the water masters, or a question about building to the planning commission. See the attached proposal from Verizon for a town cell phone.

Greg was not in favor of an extensive routing scheme in which we'd have a lot of phone numbers to forward but thought the cell phone might be a good idea.

Justin – suggested we investigate getting a free Google phone# to forward to another number. Smith asked if such a solution would allow the user to send and receive texts through the Google number. He also was concerned about interacting with email, sending documents, and other types of information sharing. Justin asked what if we paid someone's phone bill. Smith noted that this wouldn't solve his issues and may present a challenge to his replacement. Justin will do some more research on this issue. Greg - hold off on the cell phone.

- Town Credit Card – Smith currently uses his personal credit card for several of the town's expenses. When he leaves his position, his card needs to be removed from accounts for web hosting and other online accounts. Greg thinks it's a good idea. Need to do more research.
- Building Permit Management

Smith suggested we transfer the administrative work in processing building permits to TO Engineers. Greg – the cost will be transferred to TO away from us, it seems like a no brainer. Sue – can't imagine anyone else doing this when Bart leaves. Diana – thinks the process is very involved right

now. The less people involved would make it an easier and simpler process for everyone. The PC would stay involved in its current role of plan review and oversight.

Bart will reach out to Amelia Pays to investigate how TO could support the town in this manner.

10. Water Rights Assignment and Adjudication Hearing Status

See the attached email from Chuck Cullom for an update.

11. Wasatch Mountain State Park Easement Update

Jonathon Hunt, Wasatch Mountain State Park Manager, requested a formal letter signed by Mayor Harrigan requesting a renewal of the town's water tank easement along with a copy of the current easement, which expires on May 22, 2023. See the attached email, letter, easement.

12. Winter Snow Plowing 2022-23 Super Dave Contract

Council discussed Super Dave's 2022-23 snow removal contract and agreed it was fair and beneficial for the town. His monthly rate for snow removal increased \$500 per month to \$8,000 per month. The contract runs from November 1, 2022 through March 31, 2023. See the attached contract.

13. Additional No Parking Signage – Top of Big Matterhorn

Jimmy Seear, 245 Big Matterhorn Way – a number of times he's had to chase off hunters who were pointing guns down into town. He's evidenced trash, cars parking, glass bottles thrown onto their yard. The street signs help. The sheriff commented that he can't chase violators off unless there is signage.

Greg – thinks it will keep most people who cause problems out of there. The goal is not to punish local residents, but to go after folks who create trouble up there.

The town received complaints from a resident on Big Matterhorn about the new signage. See the attached emails.

14. Town Entrance Signage

RC Ornamental would replace the entire sign for \$3500 – Interlaken Town

SignPro would replace just a part of the sign for \$3,210.

Chuck could call others but these are the current options.

Greg – would we be doing this now or waiting for winter? Chuck - they could do it whenever.

Sue – thinks they should present a drawing before we hire them. She remembers him saying that if they did it they would give us a drawing first.

Chuck – will contact both companies and give us a drawing and get some dates about timing. RC has done a lot of work in Promontory and does good work.

15. Other Business - None

16. Council Comments - None

17. Adjournment

Council Member Sue O'Nan moved to adjourn the meeting. Council member Chuck O'Nan seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:47 PM. The next town council meeting is scheduled for Monday, December 5, at 6:30pm via Zoom.