

**Interlaken Town Council Regular Meeting Agenda**  
**Tuesday, 06 February 2024, 6:30 PM – 7:30 PM**  
**Meeting Conducted Remotely with Zoom Video Conferencing Software**

Zoom Meeting ID: 516 337 9977

Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QJNT3loV3J4Nm83TFJOdGVsUE1ldz09>

1. **Call to Order**
2. **Roll Call**
3. **Presentations:** None
4. **Public Comment:** Comments will be taken by the Town Council on any non-agenda items. Comments are limited to four minutes per speaker. The Council may or may not respond to non-agenda issues brought up under public comment. Those wishing to comment should stand, state their full name and address, whom they represent, and the subject matter to be addressed. Total time allocated to public comments will be no more than twenty minutes.
5. **Consent Agenda:** None
6. **Approval of Agenda or Changes**
7. **Approval of 1/09/2024 Council Regular Meeting Minutes**
8. **Approval of 1/23/2024 Council Work Session Minutes**
9. **Zion Bank Account – Council Member Declaration**
10. **OPMA Training Requirement**
11. **Financial Matters – Current Revenue & Expense Reporting**
12. **FY2024 Water Billing Status**
13. **Building Permit Update and Planning Commission Status**
14. **Wasatch County Sheriff Contract and Code Review Work Session**
15. **Other Business**
16. **Council Comments**
17. **Adjournment**

**Interlaken Town Council Regular Meeting Minutes**  
**Tuesday, 06 February 2024, 6:33 PM – 7:10 PM**  
**Meeting Conducted Remotely with Zoom Video Conferencing Software**

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Password: 84049

Zoom Meeting Link

<https://us02web.zoom.us/j/5163379977?pwd=QJNT3loV3J4Nm83TFJOdGVSUE1ldz09>

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

2. **Roll Call**

Greg Harrigan, Mayor

Sue O’Nan, Council Member and Treasurer

Erin Merryweather, Council Member

Jill Jacobson, Council Member

Timm Dixon, Council Member

3. **Presentations:** None

4. **Public Comment:**

Tracy Henry – 328 Bern Way. Tracy wanted to comment regarding her email to the PC. She proposes a 2-year limit on building a home. The house below her as been in progress for 5 years. She thinks 2 years is fair to the neighbors. The town doesn’t have an incentive for builders to complete their project. She feels a fine would incentivize builders to complete their projects within a reasonable timeframe. Greg – the council is planning on a public hearing this spring to address this and other issues regarding land use. See the attached email from Tracy.

Tasha Lingos – 311 Interlaken Drive. Tasha just wanted to thank everyone for their participation on the council.

5. **Consent Agenda:** None

6. **Approval of Agenda or Changes**

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

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

**Discussion:** no discussion.

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

7. **Approval of 1/09/2024 Council Regular Meeting Minutes**

**Motion:** Council Member O’Nan moved to approve the 1/09/24 town council minutes as presented.

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

**Discussion:** no discussion.

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

8. **Approval of 1/23/2024 Council Work Session Minutes**

**Motion:** Council Member O’Nan moved to approve the 1/23/24 town council work session minutes as presented.

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

**Discussion:** no discussion.

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

**9. Zion Bank Account – Council Member Declaration**

Sue O’Nan spoke as council member and treasurer, publicly declaring that Interlaken Town has 2 new council members, Erin Merryweather and Jill Jacobson, and declaring that both Erin and Jill will be added as signers to the Zion bank account along with mayor Greg Harrigan and Sue O’Nan.

**10. OPMA Training Requirement**

Town Administrator Bart Smith sent out an email with the link for completing the Open and Public Meeting Act Training requirement. This annual training, required by the state, needs to be completed by all public officials – both appointed and elected. Smith will have each official sign an affidavit after completing the training.

**11. Financial Matters – Current Revenue & Expense Reporting**

Smith presented the financial reports for FY2024 to date. See the attached reports. The fund balances in the town’s Zion bank accounts are in sync with town’s FY 2024 budget. Smith will investigate alternative investment opportunities for the town’s reserve funds. Erin reported that Mountain America provided good returns for the Soldier Hollow School. Dennis Madden from the planning commission offered his help in making investment choices. Smith noted that the state has a list of approved financial institutions that could serve as a starting point for the investigation.

**12. FY2024 Water Billing Status**

Smith plans to send out the billing by the end of the week.

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

Dennis Madden was here representing the planning commission. See the attached report for updates on building permits.

**14. Wasatch County Sheriff Contract and Code Review Work Session**

Smith will organize a work session to assign responsibilities for reviewing and amending our municipal code in preparation for a public hearing this spring.

**15. Other Business**

Greg – Wasatch County Interlocal planning committee is looking for volunteers to take part in a group studying the bypass route. If interested, please let Greg know. They would like 1 or 2 representatives from local municipalities. Sue participated in an interlocal study group for fire prevention. Greg - We should consider putting speed bumps in when Dave is finished plowing for the season. Speeding in town continues to be an issue.

**16. Council Comments - None**

**17. Adjournment**

Council member Dixon moved to adjourn the meeting. Council member Merryweather seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:10 pm. The next regular town council meeting is scheduled for Tuesday March 5th, 2024, at 6:30pm via Zoom.

These minutes were prepared by Bart Smith, Interlaken Town Administrator, on February 18, 2024.

\_\_\_\_\_ Date: \_\_\_\_\_  
Bart Smith, Interlaken Town Administrator

Monday, February 5, 2024 at 14:43:46 Mountain Standard Time

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**Subject:** Re: timeline for building

**Date:** Monday, January 22, 2024 at 4:47:44 PM Mountain Standard Time

**From:** Interlaken Planning Commission

**To:** Interlaken Clerk

Sounds good. Not sure if you saw the email from Russ resigning from the PC. This spring I think we should put out another call for interested parties. I would also like to get Dennis more involved as a back up to me. Let me know your thoughts.

On Tue, Jan 16, 2024, 6:06 AM Interlaken Clerk <[interlakenclerk@gmail.com](mailto:interlakenclerk@gmail.com)> wrote:

Diana-

I'll put this on the next TC agenda – February. Tracy is free to speak as part of public comment, but if she's not present, we'll put her email into the record. And let's start the process for a land use code revision. I know there are several issues that we need to address. The PC can start this process and present to the council. And then we'll hold a public hearing – perhaps in the spring to codify and changes. What do you think?

Bart Smith

Interlaken Town Administrator

(435) 565-3812

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**From:** Interlaken Planning Commission <[interlakenplanningcommission@gmail.com](mailto:interlakenplanningcommission@gmail.com)>

**Date:** Monday, January 15, 2024 at 3:23 PM

**To:** Interlaken Clerk <[InterlakenClerk@gmail.com](mailto:InterlakenClerk@gmail.com)>

**Subject:** Fwd: timeline for building

Dear Bart,

Thought I'd forward this to you. I have not replied as I have been sick. Is there anything you would like me to pass on to her? How would you like to approach this?

Diana

----- Forwarded message -----

From: <[tracy.henry@sbcglobal.net](mailto:tracy.henry@sbcglobal.net)>

Date: Wed, Jan 3, 2024, 9:43 AM

Subject: timeline for building

To: <[interlakenplanningcommission@gmail.com](mailto:interlakenplanningcommission@gmail.com)>

Hello Planning Commission,

Several years ago I proposed that Interlaken adopt a statute regarding limiting the timeline for building. My original proposal was to set a limit of 2 years from the first earth movement until a certificate of occupancy was issued. I also proposed that if this timeline wasn't met then the property owner/builder would then owe a fine to the town for each month the home remained incomplete. As I write this we are going into the second year on the third home construction on upper Bern where I live since I moved in. The previous 2 homes, and possibly including my own, took over 2 years to complete. We still have 2 more lots vacant that appear to have recent new owners and we are possibly looking at another 6 years of endless construction traffic and noise. There are also what looks like 3 other properties around town currently building. I believe a 60 day window of progress was adopted instead of the 2 year timeline in my original proposal, but after enduring yet another long build, I feel that simply moving some dirt around to meet the current requirements, or throwing some lumber on the site, doesn't further the hope of the existing Interlaken town residents. Therefore, I am setting forth my original request for a 2 year time build, to be reconsidered at this time. There simply has to be an end in sight for the neighbors of these empty lots. If it's not you, then I certainly understand that you may find this less annoying, but if it is you, it's an endless process. I'm sure Russ Knight can provide personal insight as he's endured 4 new builds since 2015 and it feels like those have been continuous. Sorry for tagging you Russ, but y'all have had it the worst, and I'm the one complaining. We have had continuous homebuilding on upper Bern since 2017 when I moved in. That's 6 years and we aren't finished yet. Is there any possible way we can expedite these builds?

I appreciate all you are doing for Interlaken Town. As part time residents we don't qualify for most of the committees, so I apologize that we cannot help out more. We were able to work on roads which is our business so at least we feel we can contribute in some way.

Thanks for your consideration,

Tracy Henry

328 Bern Way

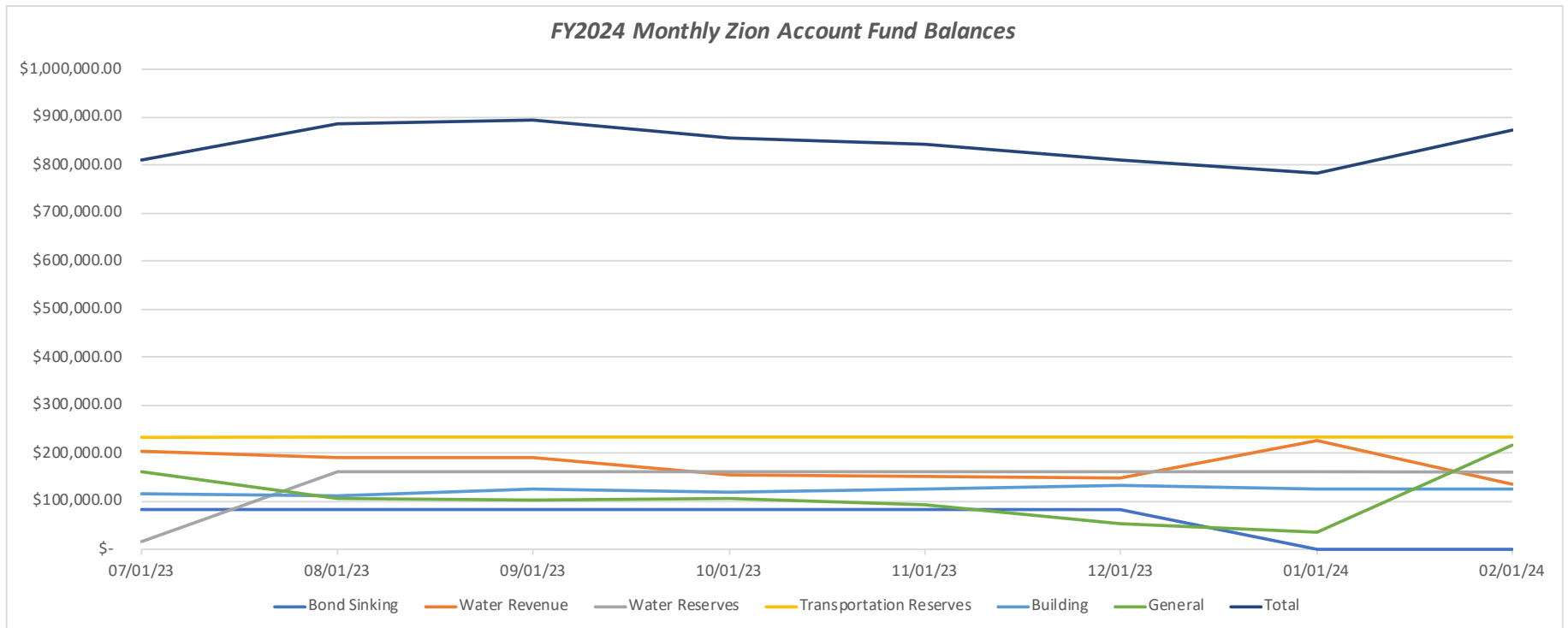
July 2023 through January 2024		Interlaken Town Statement of Revenue and Expense											
		July 2023 through January 2024, FY2024											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
<b>Revenue - All Accounts</b>													
5	Annual Wasatch County Tax Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,183	\$ 187,000
6	Prior Year Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Late Fees - Assessments (all years)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	1% State Sales Tax (estimate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,896	\$ 32,000
all	Interest Income	\$ 190	\$ 50	\$ 150	\$ 22	\$ 709	\$ 80	\$ 589	\$ 100	\$ 108	\$ 20	\$ 84	\$ 30
12	New Owner Transfer Fees-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	B&C Road Tax (estimate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,844	\$ 22,000
14	Building App & Inspection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Interlaken Drive RMA with BHR Agreement (20%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15a	CARES Act Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15b	Additional Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15c	Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15d	Fines for Municipal Code Violations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850	\$ -
73a	Revenue from BHR Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73b	Revenue from Federal & State Transportation System Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92	Annual Water Utility Base Fees	\$ -	\$ -	\$ 7,015	\$ 173,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Metered Water Overages	\$ -	\$ -	\$ 425	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95a	Water Connect Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95b	Water Billing Late Fees	\$ -	\$ -	\$ 500	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95c	New Owner Transfer Fees	\$ -	\$ -	\$ 450	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95e		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150	Revenue from Federal & State Water System Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
169	Building Permit Application Fees (varies with application)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,800	\$ -	\$ -
170	Water Connect Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 1,000	\$ -	\$ -
171	Road Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,500	\$ -	\$ -
172	Damage Deposits - Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,972	\$ 7,500	\$ -	\$ -
173	Completion Deposits - Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 4,500	\$ -	\$ -
173a	Plan Review & Inspections (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,101	\$ 15,000	\$ -	\$ -
173b	Variance Application Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240	\$ -	\$ -	\$ -
	<b>Total Revenue</b>	<b>\$ 190</b>	<b>\$ 50</b>	<b>\$ 8,540</b>	<b>\$ 177,422</b>	<b>\$ 709</b>	<b>\$ 80</b>	<b>\$ 589</b>	<b>\$ 100</b>	<b>\$ 36,081</b>	<b>\$ 37,560</b>	<b>\$ 230,857</b>	<b>\$ 241,030</b>
<b>Transfers into General Fund</b>													
19	Transfer from Building Fund (Application Fees for admin costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800
20	Transfer from Water Revenue Fund (50% of admin. expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
21	Transfer from Transportation Reserve Fund for Capital expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers out of General Fund</b>													
28	Transfer to Transportation Reserve of B&C Road Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (22,000)
29	Transfer to Transportation Reserve Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (35,000)
30	Transfer to Building Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers into Water Revenue Fund (Checking)</b>													
100	Transfer from Building Fund (Water Connect Fees)	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$ -	\$ -	\$ 82,707	\$ 82,533	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
102	Transfer from Water Reserve Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers out of Water Revenue Fund</b>													
105	Transfer to Water System Reserve Capital Fund	\$ -	\$ -	\$ -	\$ (78,275)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
106	Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
107	Transfer to Bond Sinking Fund for Next Year's Bond Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
108	Transfer to Water System Capital Facilities Replacement Reserve Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
109	Transfer to General Fund for 50% of Administrative expenses	\$ -	\$ -	\$ -	\$ (45,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers into Transportation Reserve Fund</b>													
77	Transfer from General B&C Road Tax to Transportation Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -
78	Transfer to Transportation Reserve Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
80	Transfer from Building Fund of Road Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -

July 2023 through January 2024		Interlaken Town Statement of Revenue and Expense											
		July 2023 through January 2024, FY2024											
		1058		1520		1330		4574		1678		2681	
		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
<b>Transfers out of Transportation Reserve Fund</b>													
83	Transfer to General Fund for Transportation Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Transfers into Water System Capital Reserves Fund</b>													
154	Transfer from Water Revenue Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,275	\$ -	\$ -	\$ -	\$ -	\$ -	
154a		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Transfers out of Water System Capital Reserves Fund</b>													
161	Transfer to Water Revenue Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Transfers into Building Fund</b>													
177	Transfer from General Fund - Special Engineering Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Transfers out of Building Fund</b>													
180	Transfer to General Fund - Building Permit Application Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,800)	\$ -	
181	Transfer to Water Revenue - Water Connect Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	\$ -	
182	Transfer to Transportation Reserve Fund - Road Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,500)	\$ -	
<b>Transfers into Bond Sinking Fund</b>													
138	Transfer from Water Revenue Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Transfers out of Water Bond Sinking Fund</b>													
141	Transfer to Water Revenue Fund to pay current year bond	\$ (82,707)	\$ (82,533)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Transfers Between Funds</b>		<b>\$ (82,707)</b>	<b>\$ (82,533)</b>	<b>\$ 82,707</b>	<b>\$ (39,742)</b>	<b>\$ -</b>	<b>\$ 78,275</b>	<b>\$ -</b>	<b>\$ 64,500</b>	<b>\$ -</b>	<b>\$ (10,300)</b>	<b>\$ -</b>	
<b>General Fund Expenses</b>													
<b>Administrative Expense</b>													
37	Commissions, Committee, Council Mtg Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	
38	Town Clerk & Webmaster	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (39,111)	\$ (55,000)	
39	Association Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (269)	\$ (1,000)	
40	Web Hosting & IT Services (WIX,GoDaddy,Zoom,Dropbox,ViaSat,Calling Post)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (933)	\$ (1,500)	
40a	Town Council Equipment & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,278)	\$ (500)	
41	Meeting Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (583)	\$ (200)	
42	Bookkeeping, Accounting, CPA Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,390)	\$ (13,000)	
43	Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (29)	\$ -	
44	Town Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,537)	\$ (10,000)	
44a	Attorney fees for BHR settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45a	Animal Control through Interlocal Agreement w/ Heber City	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,490)	\$ (5,000)	
45b	Municipal Election Balloting & Noticing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (23)	\$ (200)	
46	Misc. Admin. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (614)	\$ (500)	
47	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,713)	\$ (5,000)	
48	Office Supplies (postage + supplies)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (561)	\$ (1,500)	
49	Building Inspector	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51	Additional Consulting Fees (Codifiers, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,000)	
51a	Federal IRS Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,637)	\$ (5,500)	
51b	CARES Act - WCFD Fire Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51c	Safety and Enforcement (Wasatch County Sheriff Agreement)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (287)	\$ (10,500)	
51d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Administrative Expenses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (70,455)</b>	<b>\$ (112,400)</b>	
<b>Annual Road Maintenance Expense from General Fund</b>													
55	Annual Road Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (41,463)	\$ (60,000)	
56	Additional Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,609)	\$ (3,000)	
56a	Road Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (84)	\$ (2,000)	
57	Contract Service (Snow Removal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (33,000)	\$ (60,000)	
58	Supplies - Salt, Sand, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,527)	\$ (6,000)	
58a	<b>Annual Fire Mitigation Expenses</b>												
58b	Brush Removal and Fire Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (26,200)	\$ (12,000)	
59	<b>Annual Road Capital Expenses</b>												
60	Capital Investment in Roads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,000)	

July 2023 through January 2024		Interlaken Town Statement of Revenue and Expense											
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		Water Bond Sinking		Water Revenue		Water Reserve		Transportation Reserve		Building		General	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
60a	<b>DPW Expenses</b>												
60b	DPW Site Construction - Capital Investment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,000)
60c	Annual DPW Site Maintenance Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (840)	\$ (500)
61	<b>Total Road Maintenance, Capital Improvements, DPW Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (104,723)	\$ (170,500)
	<b>Total General Fund Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (175,178)	\$ (282,900)
	<b>Water Revenue Fund Expenses</b>												
	<b>Bond Payment</b>												
114	Water Bond Payment, Due annually in January	\$ -	\$ -	\$ (75,773)	\$ (78,275)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
115	<b>Operating Expenses</b>												
116	Payroll - Water Masters	\$ -	\$ -	\$ (13,970)	\$ (26,400)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
117	Meter Repair/Replacement, Water System Equipment, Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
118	Chemicals & Monitoring	\$ -	\$ -	\$ (224)	\$ (800)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
119	Telemetry System Operating Costs	\$ -	\$ -	\$ -	\$ (2,700)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
120	Water Share Fee, Education, etc.	\$ -	\$ -	\$ -	\$ (450)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
121	Gas Heat	\$ -	\$ -	\$ (213)	\$ (1,200)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122	Electricity	\$ -	\$ -	\$ (5,017)	\$ (7,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123	Payroll Taxes - Water Masters - State & Federal 941	\$ -	\$ -	\$ (798)	\$ (4,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123a	Workman's Comp Insurance for Water Master	\$ -	\$ -	\$ (351)	\$ (1,200)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123b	Misc. Water Expenses	\$ -	\$ -	\$ (1,977)	\$ (1,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123c		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123e	<b>Capital Investment in Water System</b>												
123f	Purchase of Generator and Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123g	Pump Replacements, Telemetry System, Meter Upgrades	\$ -	\$ -	\$ (39,271)	\$ (40,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
124	<b>Repair and Maintenance</b>												
125	Additional Contract Services - Tank Main., Rate Studies, Consults	\$ -	\$ -	\$ (1,506)	\$ (4,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
126	Annual Generator Maintenance	\$ -	\$ -	\$ (6,326)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
126a	General Water System Maintenance & Repair	\$ -	\$ -	\$ (13,234)	\$ (5,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Water Revenue Fund Expenses</b>	\$ -	\$ -	\$ (158,660)	\$ (172,525)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Building Fund Expenses</b>												
187	Refunds of Damage Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11,500)	\$ (5,000)	\$ -	\$ -
188	Refunds of Completion Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,900)	\$ (3,000)	\$ -	\$ -
188a	Plan Review & Inspections (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,801)	\$ (12,000)	\$ -	\$ -
188b	Additional Contractual Services (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
188c	Plan Review by Planning Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (450)	\$ -	\$ -
	<b>Total Building Fund Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (26,201)	\$ (20,450)	\$ -	\$ -
	<b>Total Expenses (General, Water Revenue, Building)</b>	\$ -	\$ -	\$ (158,660)	\$ (172,525)	\$ -	\$ -	\$ -	\$ -	\$ (26,201)	\$ (20,450)	\$ (175,178)	\$ (282,900)
	<b>Net Change in Balance (Revenue+Transfers+Expenses)</b>	\$ (82,516)	\$ (82,483)	\$ (67,413)	\$ (34,845)	\$ 709	\$ 78,355	\$ 589	\$ 64,600	\$ 9,879	\$ 6,810	\$ 55,679	\$ (52,070)
	Add: Beginning Balance	\$ 82,516	\$ 82,516	\$ 203,008	\$ 203,008	\$ 160,150	\$ 160,150	\$ 233,277	\$ 233,277	\$ 114,990	\$ 114,990	\$ 161,468	\$ 161,468
	Rounding Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Ending Balance</b>	\$ -	\$ 33	\$ 135,595	\$ 168,163	\$ 160,858	\$ 238,505	\$ 233,865	\$ 297,877	\$ 124,869	\$ 121,800	\$ 217,147	\$ 109,398



FY2024 Monthly Zion Account Fund Balances								
Zion Fund	07/01/23	08/01/23	09/01/23	10/01/23	11/01/23	12/01/23	01/01/24	02/01/24
Bond Sinking	\$ 82,516.08	\$ 82,554.63	\$ 82,593.20	\$ 82,629.30	\$ 82,669.15	\$ 82,706.53	\$ -	\$ -
Water Revenue	\$ 203,008.32	\$ 192,704.89	\$ 191,170.27	\$ 154,454.61	\$ 151,316.33	\$ 148,882.52	\$ 226,519.21	\$ 135,595.08
Water Reserves	\$ 16,014.59	\$ 160,251.63	\$ 160,353.74	\$ 160,449.32	\$ 160,554.85	\$ 160,653.85	\$ 160,749.61	\$ 160,858.37
Transportation Reserves	\$ 233,276.51	\$ 233,277.00	\$ 233,277.00	\$ 233,570.68	\$ 233,570.68	\$ 233,570.68	\$ 233,865.23	\$ 233,865.23
Building	\$ 114,989.91	\$ 111,476.25	\$ 124,597.24	\$ 119,576.89	\$ 124,140.10	\$ 133,225.48	\$ 126,841.07	\$ 124,869.37
General	\$ 161,467.60	\$ 106,727.18	\$ 102,276.26	\$ 104,763.14	\$ 91,225.83	\$ 52,755.38	\$ 35,657.70	\$ 217,146.87
<b>Total</b>	<b>\$ 811,273.01</b>	<b>\$ 886,991.58</b>	<b>\$ 894,267.71</b>	<b>\$ 855,443.94</b>	<b>\$ 843,476.94</b>	<b>\$ 811,794.44</b>	<b>\$ 783,632.82</b>	<b>\$ 872,334.92</b>



Interlaken Town  
**Statement of Assets, Liabilities, and Fund Balance**  
 As of January 31, 2024

	Jan 31, 24	Jan 31, 23
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
General Fund		
10000 · General Fund Checking 2681	207,034.62	184,227.32
10100 · Water Rev Fund Checking 1520	134,706.23	46,699.24
10200 · Building Fund 1678	124,869.37	96,400.40
Reserve Funds		
Transportation Reserve Fund		
10300 · Transp Cap Facilities Res 4574	233,865.23	233,099.30
Total Transportation Reserve Fund	233,865.23	233,099.30
Water Reserve Funds		
10400 · Water Sys Cap Facilities 1330	160,858.37	159,656.75
10500 · Water Rev Bond Sinking Fun...	0.00	82,329.80
Total Water Reserve Funds	160,858.37	241,986.55
Total Reserve Funds	394,723.60	475,085.85
Total General Fund	861,333.82	802,412.81
Total Checking/Savings	861,333.82	802,412.81
Accounts Receivable		
20000 · Accounts Receivable	17,706.48	96,644.56
Total Accounts Receivable	17,706.48	96,644.56
Other Current Assets		
12000 · Undeposited Funds	0.00	1,863.00
Total Other Current Assets	0.00	1,863.00
Total Current Assets	879,040.30	900,920.37

Interlaken Town  
**Statement of Assets, Liabilities, and Fund Balance**  
 As of January 31, 2024

	Jan 31, 24	Jan 31, 23
Fixed Assets		
Depreciable Assets		
Property, Plant and Equipment		
25000 · Garbage Site	98,318.85	98,318.85
25100 · Equipment	31,366.00	31,366.00
25200 · Roads	705,967.00	700,867.00
25300 · Water System	1,712,694.73	1,712,694.73
Total Property, Plant and Equipment	2,548,346.58	2,543,246.58
Total Depreciable Assets	2,548,346.58	2,543,246.58
25900 · Accumulated Depreciation	(1,810,569.72)	(1,741,664.31)
Amortizable Expenditures		
26000 · Bond Fees	25,000.00	25,000.00
26100 · Accumulated Amortization	(23,541.67)	(18,750.00)
Total Amortizable Expenditures	1,458.33	6,250.00
Total Fixed Assets	739,235.19	807,832.27
Other Assets		
25400 · Land	16,965.00	16,965.00
25500 · Water Rights	37,508.00	37,508.00
Total Other Assets	54,473.00	54,473.00
<b>TOTAL ASSETS</b>	<b>1,672,748.49</b>	<b>1,763,225.64</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
30000 · Accounts Payable	4,011.30	6,951.73
Total Accounts Payable	4,011.30	6,951.73

Interlaken Town  
**Statement of Assets, Liabilities, and Fund Balance**  
 As of January 31, 2024

	Jan 31, 24	Jan 31, 23
Other Current Liabilities		
30100 · Road Damage Deposit	39,000.00	36,000.00
30200 · Completion Deposit (refundable)	25,021.04	24,425.15
30300 · Payroll Liabilities	(245.93)	(178.97)
Total Other Current Liabilities	63,775.11	60,246.18
Total Current Liabilities	67,786.41	67,197.91
Long Term Liabilities		
Division of Finance		
30400 · Note Payable UT Div. of Finance	2,000.00	76,473.66
30401 · Undisbursed Principal	2,526.34	2,526.34
Total Division of Finance	4,526.34	79,000.00
Total Long Term Liabilities	4,526.34	79,000.00
Total Liabilities	72,312.75	146,197.91
Equity		
50000 · Fund Balance	1,562,183.79	1,499,961.79
Net Income	38,251.95	117,065.94
Total Equity	1,600,435.74	1,617,027.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,672,748.49</b>	<b>1,763,225.64</b>

**Subject:** Fwd: Updates PC  
**Date:** Tuesday, February 6, 2024 at 5:21:04 PM Mountain Standard Time  
**From:** Interlaken Planning Commission  
**To:** Interlaken Clerk  
**Attachments:** image001.png, image002.png, image003.png, image004.png, image005.png, image005.png

Here are the updates from Ardurra

----- Forwarded message -----

From: **Amelia Pays** <[apays@ardurra.com](mailto:apays@ardurra.com)>  
Date: Tue, Feb 6, 2024, 4:17 PM  
Subject: RE: Updates  
To: Interlaken Planning Commission <[interlakenplanningcommission@gmail.com](mailto:interlakenplanningcommission@gmail.com)>

Hi Diana,

I apologize for the delay in our response. Below is our update:

Lot 62 ~ Erin Merryweather ~ 307 Interlaken Drive

Met with Erin at the residence in January. They are slowly moving forward and will be calling for rough inspections in the near future.

Lot 65 ~ Veronica Parkison ~ 315 Jung Frau Hill

Ongoing construction. Most of the work is interior. Awaiting a final inspection

Lot 117 ~ Brandon Broadstone ~ 329 Bern Way

No update

Lot 173 ~ Lehman ~ 236 Luzern Road

No update

Lot 212 - **Crawshaw** 270 Big Matterhorn Circle

Roof and shear wall nailing inspections complete.

Lot 219 ~ Seear ~ 245 Big Matterhorn Circle

No update

Please let me know if you have any questions.

Thank you!

Amelia



**Amelia Pays**

*Project Coordinator*

**O:** (435) 315-3168 | **M:** (435) 503-4761

2175 W 3000 S, Suite 200, Heber City, Utah, 84032

[apays@ardurra.com](mailto:apays@ardurra.com) | [www.ardurra.com](http://www.ardurra.com)



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**From:** Interlaken Planning Commission <[interlakenplanningcommission@gmail.com](mailto:interlakenplanningcommission@gmail.com)>  
**Sent:** Monday, February 5, 2024 12:37 PM  
**To:** Amelia Pays <[apays@ardurra.com](mailto:apays@ardurra.com)>  
**Subject:** Updates

Amelia,

Please send any info that you have for the following:

I have not seen any updates for Lot 62 or 65 for some time yet there seems to be some progress lately.

Lot 62 ~ Erin Merryweather ~ 307 Interlaken Drive

Lot 65 ~ Veronica Parkison ~ 315 Jung Frau Hill

Lot 117 ~ Brandon Broadstone ~ 329 Bern Way

Lot 173 ~ Lehman ~ 236 Luzern Road

Lot 212 ~ Pesek ~ 270 Big Matterhorn Circle

Lot 219 ~ Seear ~ 245 Big Matterhorn Circle

Thanks.

Happiness and Prosperity,

Diana