

**Interlaken Town Council Regular Meeting Minutes**  
**Monday, 10 December 2018, 6:30 PM – 8:00 PM**  
**Town Pump House, 236 Luzern Rd., Midway, UT**

**1. Call to Order.**

Mayor Simpkins called the meeting to order at 6:37pm.

**2. Roll Call – Members Present:**

Lisa Simpkins, Mayor  
Chuck O’Nan, Council Member  
Sue O’Nan, Council Member (arrived later)  
Marge Bowen, Council Member  
Greg Harrigan, Council Member

Bart Smith, Town Clerk was present  
Tim Bywater, Town Attorney was present on the phone

**3. Presentations:** None.

**4. Public Comment.**

Tasha Lingos, 311 Interlaken Drive. Tasha asked if the town had made an agreement with Burgi Hill Ranches regarding maintenance of lower Interlaken Drive. Simpkins stated that an agreement had been made. BHR was to pay the town \$33,000 for historical maintenance costs, and going forward, would pay 20% of maintenance costs, based upon a ratio of BHR built-out lots to Interlaken built-out lots. Tasha also asked why a convex mirror was installed at the end of Interlaken Drive where there is only one home. Harrigan stated that this is a dangerous spot with poor visibility and a lot of traffic.

**5. Consent Agenda:** None.

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

**Motion:** Council Member Harrigan moved to approve the agenda.

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

**Discussion:** no discussion

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

**7. Approval of 11/05/18 Council Regular Meeting Minutes**

**Motion:** Council Member Bowen moved to approve the 11/05/18 council meeting minutes.

**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. Water Master Report**

Our water masters completed a sanitary survey report at the end of October, a document required by the state every 3 years. Everything in the report was deemed satisfactory, except that our water system lacks an emergency power backup system. Brady received a quote for the installation of a 3 phase, 480 volt, 70KW natural gas-powered generator with a 100Amp breaker and manual transfer switch. This system would be capable of running a single pump, lights and electricity for the pump house. It would sit outside the pump house on a 3 foot by 6-foot concrete pad. The estimate was \$32,000. It’s possible that the existing gas meter and regulator would have to be upgraded as well, adding to this cost. If we decided to use an automatic transfer switch, as opposed to a manual switch, this would also increase the cost. The advantage of the automatic switch is that the system would switch on the generator automatically and transfer power without human assistance.

Harrigan asked why we would need emergency power if we have a large water storage tank. Trent responded that if the water in the tank drops only 4 feet, pressure in some houses would drop to 20 psi, not enough to provide adequate pressure for fire suppression systems. Brady noted that the state requires power backup in all municipal water systems. He also mentioned that propane would be an alternative to natural gas. Trent and Brady will contact Dominion Energy to see if a meter/regulator upgrade is necessary. Simpkins will reach out to contractors and receive 2 more bids.

The water masters discussed fall readings. Some second readings and corrections were made, but overall the readings went well. Jason ordered 16 new ipearl meters – he was supposed to install them in October, but this will be delayed until spring.

## 9. Calendar Year 2019 Council Meeting Schedule

Clerk Smith proposed dates for the 2019 calendar year town council and planning commission meetings.

### Town Council

<b>2019 Interlaken Town Council Meeting Schedule</b>			
<b>1st Monday of the month</b>			
<b>Date</b>	<b>Weekday</b>	<b>Time</b>	<b>Location</b>
8-Jan	Tue	6:30 PM	Pump House
4-Feb	Mon	6:30 PM	Pump House
4-Mar	Mon	6:30 PM	Pump House
1-Apr	Mon	6:30 PM	Pump House
6-May	Mon	6:30 PM	Pump House
3-Jun	Mon	6:30 PM	Pump House
1-Jul	Mon	6:30 PM	Pump House
5-Aug	Mon	6:30 PM	Pump House
3-Sep	Tue	6:30 PM	Pump House
7-Oct	Mon	6:30 PM	Pump House
4-Nov	Mon	6:30 PM	Pump House
2-Dec	Mon	6:30 PM	Pump House

### Planning Commission

<b>2019 Interlaken Planning Commission Meeting Schedule</b>			
<b>3rd Monday of the month</b>			
<b>Date</b>	<b>Weekday</b>	<b>Time</b>	<b>Location</b>
* 07-Jan	Mon	6:30 PM	Pump House
21-Jan	Mon	6:00 PM	Pump House
18-Feb	Mon	6:00 PM	Pump House
18-Mar	Mon	6:00 PM	Pump House
15-Apr	Mon	6:00 PM	Pump House
20-May	Mon	6:00 PM	Pump House
17-Jun	Mon	6:00 PM	Pump House
15-Jul	Mon	6:00 PM	Pump House
19-Aug	Mon	6:00 PM	Pump House
16-Sep	Mon	6:00 PM	Pump House
21-Oct	Mon	6:00 PM	Pump House
18-Nov	Mon	6:00 PM	Pump House
16-Dec	Mon	6:00 PM	Pump House

**Motion:** Council Member Harrigan moved to approve the proposed 2019 town council and planning commission meeting dates and times

**Second:** Mayor Simpkins seconded the motion.

**Discussion:** no discussion

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

## **10. General Plan Public Hearing Schedule**

It was decided that the General Plan Public Hearing would be held on Monday, January 7, 2019 at 6:30pm at the town pump house.

## **11. Comcast Internet and HDTV Proposal**

The council considered a Comcast proposal to install high speed internet and cable HDTV in the town and decided to decline. (See the attached emails for more information about the Comcast proposal.) A large number of home owners were not interested in this service as presented. The proposal would have required all home owners to pay the monthly fees. It was an all or nothing deal, which wouldn't work for the town as a whole, and would have penalized part-time residents in particular. Bowen mentioned that she has had success with Utah Broadband in delivering internet. It may be possible to work with Century Link to provide better service through fiber optic. Mayor Simpkins has been trying to contact CenturyLink to discuss this possibility and will continue to pursue this option.

## **12. Department of Public Works Update**

The council is pursuing a plan to establish a Department of Public Works and provide a location for our dumpsters within Interlaken Town. Midway has told us we need to remove them from their current location at Valais Park. The dumpsters may be located off of Luzern Way, adjacent to the pump house, on municipal property, outside of the 100-foot radius area of the water protection zone. In addition to housing the dumpsters, this site may be used to hold recycling bins, and store salt for winter snow removal, as well as gravel for routine road and shoulder maintenance. The council is also considering adding a structure to the site to be used for council meetings, public events, and as a rental space. Smith asked how we may pay for this project. Our lawyer, Tim Bywater, will research funding sources for a Department of Public Works. Harrigan suggested we may have to increase our water rates to pay for the required pump house generator and increase our road tax to pay for the DPW projects.

## **13. Planning Commission – Epic Report and Building Status**

- a. Status of Active Building Permits. See attached Epic Engineering Report for more details.
  - Howard – Building on hold till January. They will move their toilet out of the ROW by the end of this week and will use an inside toilet. The debris has been cleared up from the site.
  - Frank – Final inspection in 2 weeks. Did they reseed the slope going into state park property? Susanna will find out.
  - Sheldon – Working toward final inspection in January.
  - Talbot – The volleyball court excavation project passed final inspection. Heber Light and Power is dealing directly with the contractor, Morris Tanner, for damages from knocked down power lines. The town is not responsible. Talbot's deposits have been returned.
- b. Code Revisions – in their October meeting, the PC discussed expanding the maximum allowable garden size from 100sq ft to 500sq ft. This revision will be included with other proposed revisions for a land use hearing this spring.

#### 14. Reserve Studies – Roads and Water System

The council discussed how to go about conducting reserve studies for our water system and roads. It was suggested that we ask Trent and Brady for a recommendation, or perhaps see if they could do it. It was also recommended that we contact Wes Johnson and Epic to see how other communities perform reserve studies for water and roads.

#### 15. FY2019 Water Billing

Smith presented a summary of the FY2018 water billing (see attachment to minutes). In summary, the total amount budgeted in FY2018, including base usage fees, overage fees, and late fees was \$165,446. The total collected to date has been \$163,919.86, with outstanding receivables of \$2,601.29. It was discussed how to collect the remaining receivables, including placing a lien on properties with outstanding debt.

It was also decided to leave the BHR settlement of \$33,000 in the transportation reserve fund.

#### 16. Road Issues

Chuck O’Nan updated the council on the status of various road improvement projects.

- Bern Way – JungFrau junction stop sign. We will use the existing yield sign pole to hang a “Stop Ahead” sign. The stop sign will be placed on Bern Way heading east, just before the intersection with JungFrau.
- Shoulder work – Chuck will work with Pete and Brian regarding estimates. Chuck will mark the roads and do a map showing areas where shoulders need to be excavated and replaced with larger rock, doing the worst areas first, this spring. We should focus on areas that we don’t plan on widening.

#### 17. Previous Action Items

##### Bart Smith

- Contact Brian Meyer to gauge interest in shoulder work/excavation. **Contacted him and connected him with Chuck.**
- Organize chipping of wood debris. **Done.**
- Send out public notices for General Plan Public Hearing. **Done.**

##### Lisa Simpkins

- Draft a letter for the General Plan public hearing announcement. **Canceled.**
- Research traffic study bid with Wes Johnson of Horrocks Engineering. **In Progress.**

##### Susanna Littell

- Write a letter to the Franks requesting that they re-seed the slope above their property. **In Progress.**
- Complete revisions to excavation and landscaping permit applications. **In Progress.**
- Notify Epic that the Howard property is in violation of municipal code requiring a dumpster, and prohibiting placement of a porta potty in the road ROW. **Done.**

#### 18. Other Business. None.

#### 19. Council Comments.

Lisa noted that Jack Zenger contacted the town to get more information about the town’s future plans. She is scheduling a meeting with him to discuss the town’s plans as well as his future development plans.

## **Action Item Summary from this meeting**

### **Bart Smith**

- Submit Wasatch Wave ad for GP hearing, 1/7/19 at 6:30 pm.
- Notify the town that we are not going ahead with the Comcast proposal.
- Contact Trent and Brady to see if they can make a recommendation for someone to do a water system reserve study, or if they may be interested.
- Contact Wes Johnson and Epic Engineering to find out how other communities conduct reserve studies for water systems and roads. Do they hire outside contractors or do they use their own engineers?
- Discuss water fee collection strategies with Tim Bywater.
- Have Epic certify the square footage of the BHR shared section of Interlaken Drive.
- Contact Wes Johnson or the Midway CFO regarding the cost of resurfacing lower Interlaken Drive.
- Complete Utah Money Management Report and submit to the state MMC.

### **Lisa Simpkins**

- Get 2 more bids for pump house backup power.
- Contact CenturyLink regarding high speed internet.
- Meet with Epic to discuss DPW proposal.
- Meet with Jack Zenger to discuss future development plans.

### **Chuck O’Nan**

- Continue working with Peter and Brian to get bids for shoulder repair next spring.

### **Tim Bywater**

- Research funding sources for a DPW.

### **Susanna Littell**

- Find out if the Franks reseeded the slope properly.
- Complete revisions to excavation and landscaping permit applications.

## **20. Adjournment**

Council Member Chuck O’Nan moved to adjourn the meeting. Council Member Sue O’Nan seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:07PM.

The next Town Council meeting will be held on Tuesday, January 8th, at 6:30pm, at the Town Pump House, 236 Luzern Rd.