

Interlaken Town Council Regular Meeting Minutes
Monday, 02 May 2022, 6:31 PM – 7:58 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=QJNT3loV3J4Nm83TFJOdGV5SUE1ldz09>

1. **Call to Order** Mayor Harrigan called the meeting to order at 6:31 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 arrived late

3. **Presentations:** None Scheduled

4. **Public Comment:** None

5. **Consent Agenda:** None

6. **Approval of Agenda or Changes**

Smith requested the addition of agenda item 10 – “FY2022 Water Billing and Resolution 2022-05-02 Discussion and Vote” to the previously circulated agenda.

Motion: Council Member Sue O’Nan moved to approve the amended agenda.

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 04/11/2022 Council Regular Meeting Minutes**

Motion: Council Member Chuck O’Nan moved to approve the 4/11/22 minutes as presented.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

8. **Introduction – Judy Klautt, June Work Assignments**

Clerk Smith led the discussion regarding his planned absence for the month of June. Smith introduced Judy Klautt to the council. Judy will take over several of Smith’s responsibilities and tasks during his absence and will be paid for a minimum of 5 hours per week at a rate of \$30 per hour. See the attached task list that summarizes the task assignments during Smith’s absence.

9. **Planning Commission Report**

Diana Duer reported from the PC

Progress made on:

- Lot 065, Parkinson, moving forward with framing, she was notified that no dumpster was on site, waiting to hear back
- Lot 111, Parsons, holding a deposit pending reseeding completion. PC recommends that we return the deposit, all areas of concern have been addressed.
- Lot 047, Harrell, last month contractor reached out regarding sewer line replacement, she has not heard back. The outdoor fireplace issue has been resolved – it was converted to gas. Remaining work is mostly outside.

- Lot 117, Becker, roof expansion and bathroom, still waiting on finishing products and plumbing. Should be ready for final by end of May or early June. Expecting a garage permit.
- Lot 062, Erin Merryweather, sheetrock completed, waiting for final.
- Lot 056, Singer – submitted plans and will be sent to TO and PC

10. FY2022 Water Billing and Resolution 2022-05-02 Discussion and Vote

Clerk Smith presented a summary report for the current FY2022 water billing. In summary, the town is currently carrying \$10,659 in receivables, having collected \$168,709 in base usage fees, overage fees, late fees, and new owner transfer fees to date. See the attached report for details.

Smith asked the council to consider adoption of “Resolution No. 2022-05-02 Establishing Administrative Fee for Water Billing.” This resolution would establish a \$10 fee for all Interlaken water system customers that require a USPS mailing of their invoices. The \$10 fee accounts for additional administrative costs associated with the preparation of the invoice and postage.

Motion: Council Member Hibbard moved to approve Resolution No. 2022-05-02 Establishing Administrative Fee for Water Billing as proposed.

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

Discussion: no discussion.

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

11. FY2023 Tentative Budget Review, Vote to Amend, Hearing

The FY2023 Interlaken Budget public hearing has been scheduled and noticed for 5/23/22 at 6pm, as previously discussed and approved. See the attached notice.

Clerk Smith presented an amended version of the FY2022 and FY2023 budgets. The FY2022 budget amendment proposal reduces the Water Revenue fund contribution to the General fund for administrative expenses from \$30,500 to \$20,000. This reduction compensates for the increased payroll for the water masters. This FY2023 Rev 04 amendment to the previously approved FY2023 budget, increases the water master payroll to match the current salary of \$1,100 each, per month, from the previous \$900 per month salary. For more details see the attached budget documents.

Motion: Council Member Chuck Cullom moved to adopt the FY2022 and FY2023 budget amendments as presented.

Second: Council Member Hibbard seconded the motion.

Discussion: no discussion.

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

12. Pumphouse Electrical System Upgrade Status

Nick Birch reported to Smith that excavation for the electrical upgrade will proceed in the next couple weeks.

13. Security System Status

Smith presented a bid to install 2 poles to provide support for cameras at the DPW site and the water tank. See the attached bid. Council agreed to go ahead and approve this bid and expedite installation.

14. Fire Mitigation

Smith has reached out to SuperDave to establish dates for the spring shoulder brush cutting, and lot owner wooden debris collection, but has not yet heard back.

15. Road Maintenance Update

Chuck O’Nan – Asphalt Preservation should be out here by mid-May. Chuck will go out and repaint the patch areas and increase the size as per Bob Henry suggestion, minimum of 4 feet square. Greg will mark the Osborne’s driveway for repair. See the signed bid (updated on 5/17/22).

16. Previous Action Items and Updates

Chuck Cullom

- Water Rights Adjudication Hearing – Jordanelle Basin is starting a water rights adjudication and we are in it. We as the town, holding the water right, need to file an application of claim. The claim will be judged through a court hearing. It's a "legal food fight." The state provided a notice of intent, hearing on 4/21. Formal hearing starts on 5/12 and closes on 8/12. We need to put together our documentation, consult our attorney, and proceed. He will meet with Jeremy Cook, walk through the information, and put together the claim. Greg – how else can we support you in this effort? This is something we will spend money on to have it done correctly. Chuck – it's straightforward if our documents are in order. We have 30-45 days to chase our own documents. Chuck will chase down Jeremy Cook and Jim Riley. Sue – don't we need to have the IMWC water rights deeded to the town prior to the adjudication hearing. Chuck C – in a perfect world, yes, but it's not necessary. Sue – why is that the case.
- Town Water Rights Assignment – Chuck C. – it's probably a 90-day paper chase to the division of water rights. We should make sure all the paperwork has been submitted prior to the hearing. Greg – some of these stray water deeds probably go nowhere, but it's still worth pursuing them. Chuck C. – agrees.
- Wasatch Park Water Tank Easement – May 2023 expiration, Chuck C. will reach out to the park superintendent and let them know we working on the easement by the end of the month. We need to articulate our long-term plan, for example, if we plan to install a fence.

Greg Harrigan

- Luzern Access, DPW Site Excavation and Paving – he met onsite with a Watts representative and talked about the Luzern reroute. Luzern will come down past Pendleton's house and have a stop sign. Luzern will start again just below the pumphouse and go uphill to meet the current Luzern route. There will be a stop sign coming down that section of Luzern from the pumphouse. Greg requested the road be widened at the intersection at the end of that short connector. Superdave dug behind the container and pushed it back. Watts will grade and road base that area and leave room for asphalt. When they bring in their asphalt contractor, we will pave the salt pile area and add an overlay for the rest of the DPW site. They will berm the graded area below the DPW site, so the public doesn't use that space to park. Greg feels we have plenty of room to narrow the opening and place more blocks in there and hide the dumpsters better.
- Reserves, Interlaken RMA – no update

Justin Hibbard

- Justin -Recycling Bins at DPW Site – When will they be done with asphalt. Greg – they will be starting to pave this week. We will be on the end of that schedule. Justin will notify Recyclops.
- Interlaken Town Party – Justin – what were the alternate sites? Greg – the cul de sac at the end of Interlaken Dr. Bart – will reach out to Holdway and Beebe and get their feedback. We spoke about Memorial Day weekend, but Greg and Bart won't be here. Greg is gone 5/28 – 6/5. We could also do it in the fall. Sue – thinks Greg and Bart should be available. What about Swiss Days? Saturday September 3rd. Grilling, food truck, moon bounce, Lapitas food truck, BYOB – we will provide ice buckets, 2 porta pottys or trailer, hand washing station, bottles of water, trash bins, 4pm to 7 pm. If we can't do a food truck we could man grills. Free T-Shirts. Could we get power or rent a generator – moonbounce to fill it up and when it needs it air. Can we get a firetruck to show up. Backup location – end of Luzern. Update 5/22/22 – party date was changed to Saturday August 27, 4pm to 7 pm.

Chuck O’Nan

- Interlaken Town Entry Sign, RC Ornamental – Chuck has called several times and hasn’t heard back from him. There are some locations in Salt Lake that we can investigate as well. Greg – maybe we can wait until RC is more available.

17. Other Business

Sue –finally coordinated with Zion bank and drilled out the safety deposit box and it was empty. She discontinued the box.

18. Council Comments None

19. Adjournment - Council Member Hibbard moved to adjourn the meeting. Council member Sue O’Nan seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:58 PM. The next town council meeting is scheduled for Monday, May 23, at 6:30pm via Zoom, immediately following the FY2023 Budget Public Hearing.

June 2022 Administrative Task Assignment Proposals (in Bart's Absence)

Task	Contractors/Resources	Frequency	June 2022 Assignment Proposal
Water Rights, Wasatch Park Easement	Jeremy Cook (jcook@ck.law), Jim Riley (jim@riley-water.com)	Ongoing	Chuck Cullom
Road Maintenance Projects	Asphalt Preservation plus others	June through October	Chuck O'Nan
Chipper Day - Fire Mitigation	interlakenclerk@gmail.com account , SuperDave, Brother B.	Twice annually - spring and fall	Deputy Clerk, Sue O'Nan
Answer Town Phone - Listening to Messages	Magic Jack Account (435) 565-3812	Daily	Deputy Clerk, Greg Harrigan
Read and respond to emails	interlakenclerk@gmail.com account , Decision Matrix	Daily	Deputy Clerk, Greg Harrigan
Issuing and Managing Building Permits (simplified)	Agreements, "All Building Permits.xlsm", "Deposit Form v7.xlsl"	On Demand	Deputy Clerk, Diana Duer
Title Company Contact - Lot Sales	various, stock response	On Demand	Deputy Clerk
Verkada/Geneva Security System Installation	Geneva Communications/Verkada	Special Project - completion by June 1	Greg Harrigan
Emergency Notification	Call Multiplier voice and text messaging and email	On Demand	Justin Hibbard/Greg Harrigan
Email Blast Emergency Email Notification	contact list, interlakenclerk@gmail.com	On Demand	Justin Hibbard/Greg Harrigan
Shoulder Brush Cutting	Brother B - Super Dave	Spring	Sue O'Nan
Post Office	Midway PO Box# 1256 key	Weekly	Sue O'Nan
Pumphouse Electrical Service Upgrade	Nick Birch - electrical contractor	Ongoing - Starting May	Water Masters, Greg
Water System Meter Upgrades	water masters	Ongoing May through October	Water Masters
TO Engineering Invoices	"All Building Permits.xlsm"	Monthly	X-On Hold
Building Permit Accounting - Debits/Credits	"All Building Permits.xlsm"	Monthly	X-On Hold
Update and Maintain Building Permit Agreements	various	On Demand	X-On Hold
Town Newsletters and Announcements	interlakenclerk@gmail.com account	On Demand	X-On Hold
Maintain Town Contact List	"Contact List Current.xlsx"	On Demand	X-On Hold
Website Management	WIX.com account	On Demand	X-On Hold
Invoicing and Tracking New Owner Transfer Fees	various	On Demand	X-On Hold
Town Council Meetings - Agenda, Minutes, State Noticing	various	Monthly	X-On Hold
Utah State Reporting	various	Quarterly	X-On Hold
Annual Water Billing	various	Annual Jan-May	X-On Hold
Maintaining Town Ordinances and Resolutions	various	On Demand	X-On Hold
GRAMA Requests	various	On Demand	X-On Hold
Notify Wasatch County re new permits	various	Email county with new construction or remodel	X-On Hold
Acquiring Materials & Equipment	various	On Demand	X-On Hold
Managing and Maintaining Town Property	various	On Demand	X-On Hold
Responding to Code Violations and Complaints	various	On Demand	X-On Hold
Miscellaneous Invoicing	various	On Demand	X-On Hold
Tracking Deposits	various	On Demand	X-On Hold

FY2022 Water Billing Report

FY2022 Water Billing Status Report					5/2/22
	Base Usage Fees	Overage Fees	Late Fees	New Owner Transfers	TOTALS
Total Billing	\$ 173,076.00	\$ 4,466.39	\$ 325.00	\$ 1,500.00	\$ 179,367.39
Collected	\$ (162,696.00)	\$ (4,462.60)	\$ (50.00)	\$ (1,500.00)	\$ (168,708.60)
Receivables	\$ 10,380.00	\$ 3.79	\$ 275.00	\$ -	\$ 10,658.79

INTERLAKEN TOWN, UTAH
WATER BILLING ADMINISTRATIVE FEE
May 2, 2022

RESOLUTION NO. 2022-05-02

A RESOLUTION ESTABLISHING A WATER BILLING ADMINISTRATIVE FEE
FOR CUSTOMERS REQUESTING INVOICING THROUGH USPS MAIL

WHEREAS, Interlaken Town is burdened by administrative costs associated with invoicing water system users through the US Postal Service; and

WHEREAS, Interlaken Town is within its rights to charge a fee for such purposes;

NOW, THEREFORE, it is hereby RESOLVED, that the Town Council of Interlaken, Utah, establishes a fee of \$10 to be added to the water system invoices for customers who receive invoices through the US postal service, opting out of paperless invoicing offered to all customers through email.

APPROVED AND ADOPTED this 2nd day of May, 2022.

TOWN OF INTERLAKEN



Mayor: Gregory Harrigan

ATTEST:



Town Administrator: Bart Smith





**PUBLIC NOTICE
INTERLAKEN TOWN PUBLIC HEARING
FY2023 Budget**

The Interlaken Town Council will hold a public hearing on Monday, May 23, 2022 at 6:00 pm to consider the following:

- Public Hearing to consider approval of tentative adopted FY2023 Town Budget.

The meeting will be conducted by the Town Council through Zoom Video Conferencing:

Meeting ID: 516 337 9977 Meeting Password: 84049

Public comments are welcome. Interested persons are encouraged to attend the public hearing, or present their views in writing to the Interlaken Town Administrator prior to the meeting.

To access the FY2023 Budget documents from the town website (www.town-of-interlaken.com), click on [Documents](#), then [Financial Reports](#). Finally, click on the tentative adopted FY2023 Budget and FY2023 Budget Report documents.

Paper copies of the proposed budget will also be made available upon request through the Town Clerk (435-565-3812).

Notice of Special Accommodations:

In compliance with the Americans with Disabilities Act, Interlaken Town will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Town Clerk at 435-565-3812 at least 72 hours prior to the meeting.

Certificate of Posting:

The undersigned Town Clerk does hereby certify that the above notice was posted May 4, 2022. The public places being at the Interlaken Pump house (326 Luzern Rd., Midway), the Utah Public Meeting Notice website (www.utah.gov/pmn), the Wasatch Wave, and the Interlaken Town website (www.town-of-interlaken.com).

Bart Smith, Interlaken Town Administrator
PO Box 1256
Midway, UT 84049
interlakenclerk@gmail.com
435-565-3812

FY2023 Budget - Proposed Changes from 4/11/22

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

2022-05-02 Edited from 4-11-2022 Tentative Approved at TC Meeting		FY2021 Budget Actual 7/1/20-6/30/21	FY2022 Budget Adopted 7/1/21-6/30/22	FY2022 Projected Final	FY2023 Tentative Approved	Notes for FY2023 Budget
1	General Fund (checking)					
3	General Fund Revenue					
5	Annual Wasatch County Tax Assessment	\$110,618	\$118,000	\$133,222	\$150,000	Expect an increase from developed lots and assessments
6	Prior Year Assessments					
7	Late Fees Assessments (prior to FY2019)					
8	1% State Sales Tax (estimate)	\$25,654	\$28,000	\$30,931	\$32,000	Inflation
10	Interest Income	\$33	\$30	\$28	\$30	
12	New Owner Transfer Fees					
13	B&C Road Tax (estimate)	\$16,044	\$18,408	\$20,172	\$22,000	Inflation
14	Building App Town Admin Fees					
15	Interlaken Drive RMA with BHR Agreement (20%)					
15a	CARES Act Revenue	\$20,115	\$0	\$0	\$0	
15b	Additional Grant Revenue		\$0	\$0	\$0	
15c	Miscellaneous Revenue	\$12,185	\$200	\$0	\$0	
15d	Fines for municipal code violations		\$1,500	\$0	\$0	
16	Total General Fund Revenue:	\$184,648	\$166,138	\$184,353	\$204,030	
18	Transfers into General Fund					
19	Transfer from Building Fund (Application Fees for admin costs)	\$1,075	\$900	\$900	\$1,800	4 permits
20	Transfer from Water Revenue Fund (50% of admin. expenses)	\$35,000	\$30,500	\$20,000	\$35,500	*** In FY2022 - reduced trfr from water revenue to \$20K
21	Transfer from Transportation Reserve Fund for Capital expenses	\$50,000	\$50,000	\$0	\$0	Nothing planned
23	Transfers out of General Fund					
26	Transfers into Transportation Reserve Fund					
28	Transfer of B&C Road Tax to Transportation Reserve Fund	(\$18,408)	(\$18,408)	(\$20,172)	(\$22,000)	
29	Contribution to Capital Improvements in Transportation Reserve Fund	(\$45,000)	\$0	\$0	(\$100,000)	Reserve contribution to future road capital improvements
30	Transfers into Building Fund - Special Engineering Projects	(\$791)				
31	Total Net General Fund Transfers:	\$21,876	\$62,992	\$728	(\$84,700)	
35	General Fund Expenses					
36	Administrative Expenses					
37	Commission, Committee, Council Mtg Expenses		\$0	\$0	(\$1,000)	Founder's Party
38	Town Clerk & Webmaster	(\$18,324)	(\$20,000)	(\$14,406)	(\$25,000)	Would include deputy town clerk wages
39	Association Memberships	(\$769)	(\$489)	(\$3,514)	(\$1,000)	Huge expense was from SAMs registration in FY2022
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$1,119)	(\$1,200)	(\$93)	(\$1,500)	
40a	Town Council Equipment & Supplies	(\$538)	(\$400)	\$0	(\$500)	
41	Meeting Advertising		(\$350)	(\$56)	(\$200)	
42	Bookkeeping, Accounting & CPA fees	(\$12,357)	(\$18,000)	(\$12,194)	(\$13,000)	
43	Bank Charges, Checks	(\$44)	\$0	\$0	\$0	
44	Town Attorney	(\$10,844)	(\$12,000)	(\$7,946)	(\$10,000)	

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

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44a	Attorney fees for BHR settlement/agreement					
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$5,630)	(\$3,000)	(\$3,040)	(\$5,000)	Best estimate
45b	Municipal Election Balloting & Noticing, Advertisements		(\$400)	(\$139)	\$0	
46	Misc. Admin. Expenses	(\$2,445)	(\$400)	(\$375)	(\$500)	
47	Insurance	(\$4,341)	(\$4,000)	(\$4,046)	(\$4,000)	
48	Office Supplies (postage + supplies)	(\$1,087)	(\$700)	(\$661)	(\$1,000)	
49	Building Inspector	(\$635)				
51	Additional Consulting Fees	(\$25)	(\$5,000)	(\$2,802)	\$ (5,000)	
51a	Federal IRS Taxes	(\$1,246)	(\$1,500)	(\$4,397)	(\$4,500)	
51b	CARES Act - WCFD Fire Mitigation	(\$20,115)	\$0	\$0	\$0	
51c	Safety and Enforcement Supplies		(\$1,000)	(\$500)	(\$500)	
51d						
52	Total Administrative Expenses:	(\$79,519)	(\$68,439)	(\$54,169)	(\$72,700)	
54	Annual Road Maintenance and Repair Expenses from General Fund					
55	Annual Road Repair & Maintenance	(\$12,013)	(\$70,000)	(\$31,984)	(\$10,000)	Patching only
56	Additional Contract Services	(\$144)	(\$500)	(\$1,878)	(\$2,000)	Recycling service
56a	Road Signage	(\$4,515)	(\$2,000)	(\$1,159)	(\$2,000)	
57	Contract Service (Snow Removal)	(\$36,000)	(\$44,000)	(\$37,500)	(\$40,000)	Estimated annual increase
58	Supplies - Salt, Sand, etc	(\$3,400)	(\$3,500)	(\$3,700)	(\$4,500)	Inflation
58a	Annual Fire Mitigation Expenses					
58b	Brush Removal and other Wildfire Mitigation	(\$7,100)	(\$10,000)	(\$12,033)	(\$12,000)	
59	Annual Road Capital Improvement Expenses					
60	Capital Investment in Roads	(\$30,000)	(\$30,000)	(\$23,404)	\$0	Roto milling and other large investments could happen in 2 yrs
60a	DPW Expenses					
60b	DPW Site Construction - Capital Investment	(\$53,287)	(\$30,000)	(\$4,870)	(\$2,000)	Adjustments to the wall, addition of blocks
60c	Annual DPW Site Maintenance Expenses	(\$32)	(\$600)	\$0	(\$500)	
61	Total Road Maintenance, Capital Improvements, Fire & DPW Expense	(\$146,491)	(\$190,600)	(\$116,528)	(\$73,000)	
65	Total General Fund Expenses:	(\$226,009)	(\$259,039)	(\$170,697)	(\$145,700)	
67	Increase/Decrease in General Fund Balance	(\$19,485)	(\$29,909)	\$14,384	(\$26,370)	
70	Transportation Reserve Fund (savings)					
72	Transportation Reserve Fund Revenue					
73	Estimated Interest	\$86	\$100	\$100	\$100	
73a	Revenue From RMA Agreement		\$1,200	\$0	\$0	Unknown
73b	Revenue from Federal & State Transportation System Grants		\$0	\$0	\$0	Unknown
74	Total Transportation Reserve Fund Revenue:	\$86	\$1,300	\$100	\$100	
76	Transfers into Transportation Reserve Fund					
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$18,408	\$18,408	\$20,172	\$22,000	

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

2022-05-02 Edited from 4-11-2022 Tentative Approved at TC Meeting		FY2021 Budget Actual 7/1/20-6/30/21	FY2022 Budget Adopted 7/1/21-6/30/22	FY2022 Projected Final	FY2023 Tentative Approved	Notes for FY2023 Budget
78	Transfer from General Fund for Capital Improvement Reserves	\$45,000	\$0	\$0	\$100,000	Healthy contribution in lieu of FY2023 Capital Expenses
80	Transfer from Building Fund of Road Impact Fee	\$2,500	\$7,500	\$5,000	\$7,500	3 new builds
82	Transfers out of Transportation Reserve Fund					
83	Transfer to General Fund for Transportation Capital Expenses	(\$50,000)	(\$50,000)	\$0	\$0	None planned
84	Total Net Transportation Reserve Fund Transfers:	\$15,908	(\$24,092)	\$25,172	\$129,500	
86	Incr/Decr in Transportation Reserve Fund Balance	\$15,994	(\$22,792)	\$25,272	\$129,600	
88	Water Revenue Fund (checking)					
90	Water Revenue Fund Revenue					
92	Annual Water Utility Base Usage Fee	\$177,649	\$173,000	\$173,374	\$173,000	No change in rates
93	Interest Income	\$29	\$20	\$20	\$22	
95	Charge for Services: Metered Water (overages)	\$841	\$4,000	\$4,042	\$4,000	
95a	Water Connect Fee					
95b	Water Billing Late Fees	\$350	\$300	\$100	\$100	
95c	New Owner Transfer Fees	\$1,618	\$450	\$3,000	\$3,000	
95d						
95e						
96	Total Water Revenue Fund Revenue:	\$180,487	\$177,770	\$180,536	\$180,122	
98	Transfers into Water Revenue Fund					
100	Transfer from Building Fund (Water Connect Fees)		\$1,500	\$0	\$1,500	3 connections
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$78,275	\$78,275	\$78,023	\$78,275	
102	Transfer from Water System Reserve Fund for Capital Improvements	\$90,800	\$30,000	\$30,000	\$0	None planned
104	Transfers out of Water Revenue Fund					
105	Transfer to Water System Reserve Capital Fund		\$0	\$0	\$0	None planned
106	Transfer to General Fund		\$0			
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	(\$78,382)	(\$78,275)	(\$78,275)	(\$78,275)	
108	Transfer to Water System Capital Facilities Replacement Reserve Acct		\$0			
109	Transfer to General Fund for 50% of Administrative expenses	(\$35,000)	(\$30,500)	(\$20,000)	(\$35,500)	*** In FY2022 - reduced trfr from water revenue to \$20K
110	Total Net Water Revenue Fund Transfers:	\$55,693	\$1,000	\$9,748	(\$34,000)	
111a	Water Revenue Fund - continued					
112	Water Revenue Fund Expenses					
113	Bond Payment					
114	Water Bond Payment, due annually in January	(\$78,275)	(\$78,275)	(\$78,023)	(\$78,275)	
115	Operating Expenses					
116	Payroll - Water Masters	(\$17,200)	(\$17,000)	(\$15,496)	(\$26,400)	*** Correction - water master salary is \$1100 not \$900/month
117	Meter Repair/Replacement, Water System Equipment, Supplies		\$0			
118	Chemicals & Monitoring	(\$420)	(\$600)	(\$651)	(\$800)	

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

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119	Telemetry System Operating Costs		(\$2,700)	(\$2,627)	(\$2,700)	
120	Water Share Fee, Education, etc.	(\$40)	(\$375)	(\$459)	(\$450)	
121	Gas Heat	(\$501)	(\$600)	(\$931)	(\$1,200)	Inflation
122	Electricity	(\$7,704)	(\$6,100)	(\$6,101)	(\$7,000)	Inflation
123	Payroll Taxes - Water Masters	(\$3,783)	(\$3,500)	(\$3,814)	(\$4,000)	
123a	Workman's Comp Insurance for Water Masters	(\$27)	(\$1,100)	(\$1,032)	(\$1,200)	
123b	Misc. Water Expenses	(\$786)	(\$1,200)	(\$1,346)	(\$1,500)	
123c						
123d						
123e	Capital Investment in Water System					
123f	Purchase of Generator and Installation	(\$53,443)	(\$6,000)	(\$3,105)	\$0	
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$34,274)	(\$65,000)	(\$92,944)	(\$40,000)	Remote meter reading equipment - verify it is a viable system
124	Repair and Maintenance					
125	Additional Water System Contract Services		(\$3,327)	(\$3,273)	(\$4,000)	
126	Annual Generator Maintenance		(\$500)	\$0	\$0	
126a	General Water System Maintenance & Repair	(\$1,524)	(\$5,000)	(\$3,993)	(\$5,000)	
127	Total Water Revenue Expenses:	(\$197,977)	(\$191,277)	(\$213,795)	(\$172,525)	
129	Increase/Decrease in Water Revenue Fund Balance	\$38,203	(\$12,507)	(\$23,511)	(\$26,403)	
131	Water Bond Sinking Fund (money market)					
133	Water Bond Sinking Fund Revenue					
134	Estimated Interest	\$74	\$100	\$48	\$50	
135	Total Water Bond Sinking Fund Revenue:	\$74	\$100	\$48	\$50	
137	Transfers into Water Bond Sinking Fund					
138	Transfer from Water Revenue Fund	\$78,382	\$78,275	\$78,275	\$78,275	
140	Transfers out of Water Bond Sinking Fund					
141	Transfer to Water Revenue Fund to pay current year bond	(\$78,275)	(\$78,275)	(\$78,023)	(\$78,275)	
141a	Transfer to Water Reserve Fund to close out account					
142	Total Net Water Bond Sinking Fund Transfers:	\$107	\$0	\$252	\$0	
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	\$180	\$100	\$300	\$50	
146	Water Reserve Fund (savings)					
148	Water Reserve Fund Revenue					
149	Interest Income	\$135	\$150	\$71	\$80	
150	Revenue from Federal & State Water System Grants	\$41,335	\$0	\$0	\$0	
151	Total Water Reserve Fund Revenue:	\$41,470	\$150	\$71	\$80	
153	Transfers into Water Reserve Fund					

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

2022-05-02 Edited from 4-11-2022 Tentative Approved at TC Meeting		FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2022 Projected Final	FY2023 Tentative Approved	Notes for FY2023 Budget
154	Trfr from Water Revenue Fund to Capital Reserves		\$0		\$0	None planned
154a						
160	Transfers out of Water Reserve Fund					
161	Transfer to Water Revenue Fund for Capital Improvements	(\$90,800)	(\$30,000)	(\$30,000)	\$0	None planned
162	Total Net Water Reserve Fund Transfers:	(\$90,800)	(\$30,000)	(\$30,000)	\$0	
164	Increase/Decrease in Water Reserve Fund Balance	(\$49,330)	(\$29,850)	(\$29,929)	\$80	
166	Building Fund (checking)					
168	Building Fund Revenue					
168a	Interest Income	\$19	\$20	\$20	\$20	
169	Building Permit Application Fees	\$1,600	\$1,350	\$2,700	\$1,350	
170	Water Connect Fees	\$500	\$1,500	\$500	\$1,500	
171	Road Impact Fees	\$2,500	\$7,500	\$5,000	\$7,500	
172	Damage Deposits - Refundable	\$18,000	\$7,500	\$11,500	\$7,500	
173	Completion Deposits - Refundable	\$6,900	\$4,500	\$7,000	\$4,500	
173a	Plan Review & Inspections (Town Engineer)	\$13,693	\$18,000	\$10,676	\$15,000	
173b	Variance Application Fees		\$250	\$250	\$240	
174	Total Building Fund Revenue:	\$43,213	\$40,620	\$37,646	\$37,610	
176	Transfers into Building Fund					
177	Transfer from General Fund - Special Engineering Projects	\$791	\$0	\$0	\$0	
179	Transfers out of Building Fund					
180	Transfer to General Fund - Building Permit Application Fees	(\$1,075)	(\$900)	(\$900)	(\$1,800)	
181	Transfer to Water Revenue Fund - Water Connect Fees		(\$1,500)	\$0	(\$1,500)	
182	Transfer to Transportation Reserve Fund - Road Impact Fees	(\$2,500)	(\$7,500)	(\$5,000)	(\$7,500)	
183	Total Net Building Fund Transfers:	(\$2,784)	(\$9,900)	(\$5,900)	(\$10,800)	
185	Building Fund Expenses					
187	Refunds of Damage Deposits	(\$11,500)	(\$10,000)	(\$23,979)	(\$5,000)	
188	Refunds of Completion Deposits	(\$5,000)	(\$6,000)	(\$4,850)	(\$3,000)	
188a	Plan Review & Inspections (Town Engineer)	(\$18,802)	(\$18,000)	(\$10,879)	(\$12,000)	
188b	Additional Contractual Services (Town Engineer)	(\$791)	(\$1,000)	\$0	\$0	
188c	Plan Review by Planning Commission	(\$425)	(\$450)	(\$450)	(\$450)	
189	Total Building Fund Expenses:	(\$36,519)	(\$35,450)	(\$40,158)	(\$20,450)	
191	Increase/Decrease in Building Fund Balance	\$3,910	(\$4,730)	(\$8,412)	\$6,360	

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-02 Edited from 4-11-2022 Tentative Approved at TC Meeting	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2022 Projected Final	FY2023 Tentative Approved	Notes for FY2023 Budget
195	Fiscal Year Net Increase/Decrease for all Funds					
197	Fund Name	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2022 Projected Final	FY2023 Tentative Approved	
199	General Fund (checking)	(\$19,485)	(\$29,909)	\$14,384	(\$26,370)	
200	Transportation Reserve Fund (savings)	\$15,994	(\$22,792)	\$25,272	\$129,600	
201	Water Revenue Fund (checking)	\$38,203	(\$12,507)	(\$23,511)	(\$26,403)	
202	Water Bond Sinking Fund (money market)	\$180	\$100	\$300	\$50	
203	Water Reserve Fund (savings)	(\$49,330)	(\$29,850)	(\$29,929)	\$80	
204	Building Fund (checking)	\$3,910	(\$4,730)	(\$8,412)	\$6,360	
205	Total Fiscal Year Increase/Decrease	(\$10,528)	(\$99,688)	(\$21,896)	\$83,317	
206						
207	Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease					
209		FY2021 Budget 6/30/21	FY2022 Budget 6/30/22	FY2022 Projected Final	FY2023 Tentative	
210						
211	Budget Category	Actual	Adopted	Projected	Approved	
212	Revenues	\$449,977	\$386,078	\$402,754	\$421,992	
213	Net Transfers between funds	(\$0)	\$0	\$0	\$0	
214	Expenses	(\$460,505)	(\$485,766)	(\$424,650)	(\$338,675)	
215	Ending Increase/Decrease	(\$10,528)	(\$99,688)	(\$21,896)	\$83,317	
216						
217	Account Year-End Balances					
218		FY2021 Budget 6/30/21	FY2022 Budget 6/30/22	FY2022 Projected Final	FY2023 Tentative	
219	Fund Name					
220		Actual	Adopted	Projected	Approved	
221	General Fund (checking) *2681	\$ 69,034	\$ 39,125	\$ 83,418	\$ 57,048	
222	Transportation Reserve Fund (savings) *4574	\$ 251,883	\$ 229,091	\$ 277,155	\$ 406,755	
223	Water Revenue Fund (checking) *1520	\$ 93,553	\$ 81,046	\$ 70,042	\$ 43,639	Corrected the water master salary mistake in REV 03 from \$900 to \$1,100 each
224	Water Bond Sinking Fund (money market) *1058	\$ 160,138	\$ 160,238	\$ 160,438	\$ 160,488	Changed FY2022 transfer from Water Rev to General from \$30,500 to \$20,000
225	Water Reserve Fund (savings) *1330	\$ 189,370	\$ 159,520	\$ 159,441	\$ 159,521	
226	Building Fund (checking) *1678	\$ 56,365	\$ 51,635	\$ 47,953	\$ 54,313	
227	Total of Ending Balances	\$ 820,342	\$ 720,654	\$ 798,446	\$ 881,763	

Proposed Changes 5/2/22 - Specific Line Changes

Budget Line#	Line Item	FY2021 Budget Actual 7/1/20-6/30/21	FY2022 Budget Adopted 7/1/21-6/30/22	FY2022 Projected Final	FY2023 Tentative Approved REV03 4/11/22	FY2023 Tentative Proposed REV04 5/2/22	Explanation - REV04 Changes
20	Transfer from Water Revenue Fund to General (50% of admin. expenses)	\$35,000	\$30,500	\$20,000		\$35,500	*** In FY2022 - reduced trfr from water revenue from \$30,500 to \$20K
109	Transfer from Water Revenue to General Fund for 50% of Administrative expenses	(\$35,000)	(\$30,500)	(\$20,000)		(\$35,500)	*** In FY2022 - reduced trfr from water revenue from \$30,500 to \$20K
116	Payroll - Water Masters		(\$17,000)	(\$15,496)	(\$21,600)	(\$26,400)	*** Correction - FY2023 water master salary is \$1100/month not \$900/month

Proposed Changes 5/2/22 - Year End Balances Impact

Account Year-End Balances						
Fund Name	FY2021 Budget 6/30/21	FY2021 Budget 6/30/21	FY2022 Budget 6/30/22	FY2022 Projected Final	FY2023 Tentative	FY2023 Tentative
	Amended	Actual	Adopted	Projected	Approved 4/11/22	Proposed 5/2/22
General Fund (checking) *2681	\$ 91,142	\$ 69,034	\$ 39,125	\$ 83,418	\$ 67,548	\$ 57,048
Transportation Reserve Fund (savings) *4574	\$ 172,017	\$ 251,883	\$ 229,091	\$ 277,155	\$ 406,755	\$ 406,755
Water Revenue Fund (checking) *1520	\$ 76,797	\$ 93,553	\$ 81,046	\$ 70,042	\$ 35,839	\$ 43,639
Water Bond Sinking Fund (money market) *1058	\$ 160,357	\$ 160,138	\$ 160,238	\$ 160,438	\$ 160,488	\$ 160,488
Water Reserve Fund (savings) *1330	\$ 180,400	\$ 189,370	\$ 159,520	\$ 159,441	\$ 159,521	\$ 159,521
Building Fund (checking) *1678	\$ 55,555	\$ 56,365	\$ 51,635	\$ 47,953	\$ 54,313	\$ 54,313
Total of Ending Balances	\$ 736,268	\$ 820,342	\$ 720,654	\$ 798,446	\$ 884,463	\$ 881,763

Subject: Poles Quote
Date: Thursday, April 28, 2022 at 3:18:12 PM Mountain Daylight Time
From: Jennings Genho <jenningsg@genevacommunications.com>
To: interlakenclerk@gmail.com <interlakenclerk@gmail.com>
CC: Alex Wiley <alexw@genevacommunications.com>
Attachments: image001.jpg, 04282022-1501 - City of Interlaken - SUB Contractor (2) CCTV poles.pdf

Bart,
Here is the quote for the 2 poles. It covers both poles and everything needed for install. Let us know if you have any questions.

Thanks,

Jennings Genho

Geneva Communications and Control
435.705.9134





Office Address: 3490 West 3300 South
 Building A, Unit 4
 West Haven, UT 84401

Office Phone: (385) 389-2927
 Office Email:
asphaltpreservation@outlook.com

BID PROPOSAL & CONTRACT

CUSTOMER NAME: Interlaken Town BILLING ADDRESS: PO Box 1256 Midway, UT 84049		CONTACT NAME: Chuck O'nan CONTACT NUMBER: (435) 731-0989 CONTACT EMAIL: conan@promontoryclub.com	
JOB NAME: Interlaken Town 2022 Asphalt Maintenance JOB ADDRESS: Interlaken Drive/Luzern Road Interlaken, UT		BID NUMBER: 2204015 BID DATE: 4/11/2022	
DESCRIPTION	QUANTITY/UNITS	PRICE	
ASPHALT REMOVAL & PATCH Line cut perimeter and remove broken asphalt and debris, add roadbase as needed Apply, finish, and compact new hot-mix asphalt	1,924 SF (24 Patches) \$6.71/SF 3 Inches	\$12,910.04	
ASPHALT REMOVAL & PATCH (WILCOX PATCHES) Line cut perimeter and remove broken asphalt and debris, add roadbase as needed Apply, finish, and compact new hot-mix asphalt	169 SF (2 Patches) \$6.71/SF 3 Inches	\$1,133.99	
		TOTAL BID PRICE: \$14,044.03	

PAYMENT TERMS:

Payment is due at completion of the project without any retention being withheld. Invoices are subject to a 2% interest per month beginning 30 days following the due date. In the event it becomes necessary for Asphalt Preservation to file suit to collect any money due, hereunder or for breach thereof the owner agrees to pay in addition to the amount due, all costs of enforcement including reasonable attorney fees. In the event of dispute between Asphalt Preservation and the Buyer, the parties agree to arbitration through the American Arbitration Association.

<p>ACCEPTED: The prices, specifications, and conditions are satisfactory and are hereby accepted.</p> <p>Buyer Signature: <u><i>Bartlett K. Smith</i></u> Date of Acceptance: <u>5/17/2022</u></p>	<p>CONFIRMED: Asphalt Preservation warrants all surface seals for a period of 1 year from completion.</p> <p>Authorized Signature: <u><i>Kenneth Kladden</i></u> Estimator Name: Kenneth Kladden Contact Info: (385) 368-5278</p>
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