

Interlaken Town Council Regular Meeting Agenda
Tuesday, 06 December 2022, 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=QJNT3loV3J4Nm83TFJOdGV5UE1ldz09>

1. **Call to Order**
2. **Roll Call**
3. **Presentations:** Chris Wilcox - Town Mailboxes
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 10/25/2022 Council Regular Meeting Minutes**
8. **Financial Matters**
 - FY2022 QTR 01 – Revenue & Expenses
 - Town 5 Year Budget History
 - 8 Year Account Aging Report
 - FY 2022 AUP Report Status
 - FY2023 Water Billing
 - FY2024 Budget Discussion
 - Town Credit Card
9. **Town Phone Forwarding – Google Phone**
10. **2023 Council Meeting Schedule**
11. **Building Permit Update**
12. **Water Rights Assignment and Adjudication Hearing Status**
13. **Wasatch Mountain State Park Easement Update**
14. **Town Entrance Signage**
15. **Other Business**
16. **Council Comments**
17. **Adjournment**

Interlaken Town Council Regular Meeting Minutes
Tuesday, 06 December 2022, 6:30 PM – 7:32 PM
Meeting Conducted Remotely with Zoom Video Conferencing Software

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1. **Call to Order** – Council Member Justin Hibbard called the meeting to order at 6:30 pm

2. **Roll Call**

Chuck O’Nan, Council Member

Sue O’Nan, Council Member

Justin Hibbard, Council Member

Chuck Cullom, Council Member arrived late

Greg Harrigan, Mayor was absent

3. **Presentations:** None

4. **Public Comment:**

Tasha Lingos – will we add an extra dumpster for Christmas, concerned that there’s not enough room since everyone is not getting boxes? Justin – I don’t know that there’s room for another recycling bin. We could ask them to do one more than one pickup leading up to Christmas and after. Sue – 2 times per week would be good. It’s \$40 per pickup.

Bob Marshall – what is the mailbox issue? Justin – Chris Wilcox has done some research on this issue – having mailboxes installed in town. We don’t have a plan yet, but Chris will present his research at a town council meeting.

5. **Consent Agenda:** None

6. **Approval of Agenda or Changes**

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

7. **Approval of 10/25/2022 Council Regular Meeting Minutes**

Motion: Council Member Sue O’Nan moved to approve the 10/25/22 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. **Financial Matters** – See the attachments for details

- FY2022 QTR 01 – Revenue & Expenses
- Town 5 Year Budget History
- 8 Year Account Aging Report
- FY 2022 AUP Report Status
- FY2023 Water Billing
- FY2023-24 Budget Discussion – The town currently holds the final 2 payments due on the water bond. The final payment is due in January, 2024. As a result, the town will have additional funding available for the water system starting in this fiscal year and going forward. Sue - can we put the additional water system revenue available forward due to the bond payoff toward the roads? No – it needs to be expensed

against the water system and associated administrative costs. Justin – concerned about potential damage to water system. Chuck C. – we need to talk about what makes sense for our reserves – reasonable and prudent for both water and roads. Anything water related is not cheap. We should have a structured agenda regarding what we should use the reserve funds for. Chuck O – we can get Bob Henry involved and have him write up some specs and numbers for us regarding the necessary road work. Justin – the water line section that broke earlier this year was corroded. He asked the contractor what could have prevented that.

Justin – how should we proceed? Chuck C – let’s schedule a special meeting to set targets for reserves for both roads and water. Bart – schedule that for sometime in Jan.

- Town Credit Card – Sue - Zion Bank is working with us – they have all the requested documents and we are waiting to receive the cards.

9. Town Phone Forwarding – Google Phone

Justin’s email explaining how it works. You’re not tied to a specific device. The town clerk would have the calls forwarded to one or more numbers. Google voice and text messages can be accessed using it. You can port a number over for \$20.

10. 2023 Council Meeting Schedule – See the attached schedule

The 2023 proposed schedule is Tuesdays at 6:30 with the exception of July 5, which is a Wed.

Motion: Council Member Chuck Cullom moved to approve the 2023 council meeting calendar as presented.

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. Building Permit Update

Bart Smith discussed the Notice of Violation that was presented to Roda-Broadstone at 329 Bern Way. The contractor left concrete wash material in the ROW, and after several warnings failed to remove the material. The town hired a contractor to remove the material and debited the costs, along with administrative costs and a penalty, from the damage deposits being held for the project. See the attached materials for more information.

See the attached PC report for updates on building activity.

12. Water Rights Assignment and Adjudication Hearing Status

Chuck C – no updates, he has a meeting with our attorney Jeremy Cook later this month. Justin – will you send out an email? Chuck was going to ask our attorney to connect him to the attorney in charge of the parks regarding the easement.

13. Wasatch Mountain State Park Easement Update

The Park has received an official request for renewal, but has not yet responded.

14. Town Entrance Signage

Chuck O – he talked to RC this morning and he’s going to give us a drawing. His quote was \$3500. Chuck suggested he cut a 3 or 4” edge on the existing stone to hold the sign. That way we don’t need to remove that stone.

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 7:32 PM. The next town council meeting is scheduled for Tuesday, January 3rd, 2023, at 6:30pm via Zoom.

Subject: FY2023 Quarterly Report - QTR01
Date: Friday, November 11, 2022 at 11:49:31 AM Mountain Standard Time
From: Bart Smith
To: Interlaken Mayor, Sue Onan, Chuck O'Nan, Hibbard: Justin S027 Grp B, Chuck Cullom
CC: Kristine Olsen
Attachments: FY2023 All Revenue & Expenses QTR 01 Annotated.pdf

Hi All-

Here's the Revenue & Expenses report for FY2023 - QTR01 (7/1/22-9/30/22).
I've marked up the report to highlight a few interesting items.

Here's a quick summary:

- Thanks to the Fed, our interest revenues for QTR01 exceed or come close to the budgeted FY total. They're still pathetically low, so not such a big deal. The state is very particular about how public funds are invested and monitor our accounts twice a year. So in case you were wondering, that's why we don't invest in beanie babies, bitcoin or Elvis stamps.
- Building activity in QTR01 exceeded expectations and the revenue side shows QTR01 meeting the budgeted FY total.
- Note that the QTR01 Water Revenue account revenue is small because our annual billing goes out in January.
- Generally speaking (pun intended) our General fund admin expenses appear to be trending significantly below budget.
- Our major investment in the FlexNet remote meter reading system for the municipal water system has been delayed due to equipment shortages. We expect to implement the system in spring.
- As in the past we tend to spend more on road maintenance in the spring. Note that we did not budget for major road work this fiscal, electing to spend more next fiscal year.
- SuperDave's contract was signed and matches our budget number of \$40,000. There's a good chance that we underbudgeted for salt this year (\$4,500), due to fuel and delivery cost increases. Costs should not exceed our budget more than \$1000 or so (guessing) so shouldn't present a problem.

Let me know if you have any questions,

Bart Smith
Interlaken Town Administrator
(435) 565-3812

QTR 1 : 7/1/22 - 9/30/22	QTR 01		FY22		Interlaken Town Statement of Revenue and Expense											
	Actual		Budgeted		QTR 1 : 7/1/22 - 9/30/22, FY2023											
	Numbers		Numbers		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	Actual	Budget		
Revenue - All Accounts																
5 Annual Wasatch County Tax Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,890	\$ 150,000		
6 Prior Year Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
7 Late Fees - Assessments (all years)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
8 1% State Sales Tax (estimate)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,225	\$ 32,000		
all Interest Income	\$ 69	\$ 50	\$ 34	\$ 22	\$ 68	\$ 80	\$ 94	\$ 100	\$ 21	\$ 20	\$ 54	\$ 30				
12 New Owner Transfer Fees-																
13 B&C Road Tax (estimate)													\$ 6,897	\$ 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																
73a Revenue from BHR Settlement																
73b Revenue from Federal & State Transportation System Grants																
92 Annual Water Utility Base Fees			\$ 2,494	\$ 173,000												
95 Metered Water Overages				\$ 4,000												
95a Water Connect Fee										\$ 500						
95b Water Billing Late Fees			\$ 100	\$ 100												
95c New Owner Transfer Fees			\$ 150	\$ 3,000												
95d																
95e																
150 Revenue from Federal & State Water System Grants																
169 Building Permit Application Fees (varies with application)										\$ 2,000	\$ 1,350					
170 Water Connect Fees											\$ 1,500					
171 Road Impact Fees											\$ 8,750	\$ 7,500				
172 Damage Deposits - Refundable										\$ 11,000	\$ 7,500					
173 Completion Deposits - Refundable										\$ 6,500	\$ 4,500					
173a Plan Review & Inspections (Town Engineer)										\$ 8,990	\$ 15,000					
173b Variance Application Fees											\$ 240					
Total Revenue	\$ 69	\$ 50	\$ 2,778	\$ 180,122	\$ 68	\$ 80	\$ 94	\$ 100	\$ 37,762	\$ 37,610	\$ 18,066	\$ 204,030				
Transfers into General Fund																
19 Transfer from Building Fund (Application Fees for admin costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800		
20 Transfer from Water Revenue Fund (50% of admin. expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,500		
21 Transfer from Transportation Reserve Fund for Capital expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers out of General Fund																
28 Transfer to Transportation Reserve of B&C Road Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (22,000)		
29 Transfer to Transportation Reserve Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100,000)		
30 Transfer to Building Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers into Water Revenue Fund (Checking)																
100 Transfer from Building Fund (Water Connect Fees)	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
101 Transfer from Bond Sinking Fund for current year Water Bond payment	\$ -	\$ -	\$ -	\$ 78,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
102 Transfer from Water Reserve Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers out of Water Revenue Fund																
105 Transfer to Water System Reserve Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
106 Transfer to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
107 Transfer to Bond Sinking Fund for Next Year's Bond Payment	\$ -	\$ -	\$ -	\$ (78,275)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
108 Transfer to Water System Capital Facilities Replacement Reserve Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
109 Transfer to General Fund for 50% of Administrative expenses	\$ -	\$ -	\$ -	\$ (35,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Transfers into Transportation Reserve Fund																
77 Transfer from General B&C Road Tax to Transportation Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
78 Transfer to Transportation Reserve Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
80 Transfer from Building Fund of Road Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

QTR 1 : 7/1/22 - 9/30/22		Interlaken Town Statement of Revenue and Expense											
		QTR 1 : 7/1/22 - 9/30/22, FY2023											
		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	
Transfers out of Transportation Reserve Fund													
83	Transfer to General Fund for Transportation Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers into Water System Capital Reserves Fund													
154	Transfer from Water Revenue Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
154a		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers out of Water System Capital Reserves Fund													
161	Transfer to Water Revenue Fund for Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers into Building Fund													
177	Transfer from General Fund - Special Engineering Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers out of Building Fund													
180	Transfer to General Fund - Building Permit Application Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,800)	\$ -	
181	Transfer to Water Revenue - Water Connect Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500)	\$ -	
182	Transfer to Transportation Reserve Fund - Road Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,500)	\$ -	
Transfers into Bond Sinking Fund													
138	Transfer from Water Revenue Fund	\$ -	\$ 78,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfers out of Water Bond Sinking Fund													
141	Transfer to Water Revenue Fund to pay current year bond	\$ -	\$ (78,275)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Transfers Between Funds		\$ -	\$ -	\$ -	\$ (34,000)	\$ -	\$ -	\$ -	\$ 129,500	\$ -	\$ (10,800)	\$ (84,700)	
General Fund Expenses													
Administrative Expense													
37	Commissions, Committee, Council Mtg Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	
38	Town Clerk & Webmaster	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,360)	\$ (25,000)	
39	Association Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000)	
40	Web Hosting & IT Services (WIX,GoDaddy,Zoom,Dropbox,ViaSat,Calling Post)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500)	
40a	Town Council Equipment & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (500)	
41	Meeting Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200)	
42	Bookkeeping, Accounting, CPA Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,868)	\$ (13,000)	
43	Bank Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44	Town Attorney	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (10,000)	
44a	Attorney fees for BHR settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45a	Animal Control through Interlocal Agreement w/ Heber City	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (199)	\$ (5,000)	
45b	Municipal Election Balloting & Noticing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46	Misc. Admin. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (500)	
47	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,000)	
48	Office Supplies (postage + supplies)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (30)	\$ (1,000)	
49	Building Inspector	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51	Additional Consulting Fees (Codifiers, etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,000)	
51a	Federal IRS Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,442)	\$ (4,500)	
51b	CARES Act - WCFD Fire Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51c	Safety and Enforcement Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (133)	\$ (500)	
51d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Administrative Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,032)	\$ (72,700)	
Annual Road Maintenance Expense from General Fund													
55	Annual Road Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,757)	\$ (10,000)	
56	Additional Contract Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (145)	\$ (2,000)	
56a	Road Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,000)	
57	Contract Service (Snow Removal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (40,000)	
58	Supplies - Salt, Sand, etc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,500)	
Annual Fire Mitigation Expenses													
58a		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
58b	Brush Removal and Fire Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,000)	
Annual Road Capital Expenses													
59		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
60	Capital Investment in Roads	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

QTR01 General Fund Admin Expenses appear to be under budget

QTR 1 : 7/1/22 - 9/30/22		Interlaken Town Statement of Revenue and Expense												
		QTR 1 : 7/1/22 - 9/30/22, FY2023												
		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		
60a	DPW Expenses													
60b	DPW Site Construction - Capital Investment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,000)	
60c	Annual DPW Site Maintenance Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (500)	
61	Total Road Maintenance, Capital Improvements, DPW Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,902)	\$ (73,000)
	Total General Fund Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (14,934)	\$ (145,700)
	Water Revenue Fund Expenses													
	Bond Payment													
114	Water Bond Payment, Due annually in January	\$ -	\$ -	\$ -	\$ (78,275)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
115	Operating Expenses													
116	Payroll - Water Masters	\$ -	\$ -	\$ (2,711)	\$ (26,400)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
117	Meter Repair/Replacement, Water System Equipment, Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
118	Chemicals & Monitoring	\$ -	\$ -	\$ (66)	\$ (800)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
119	Telemetry System Operating Costs	\$ -	\$ -	\$ -	\$ (2,700)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
120	Water Share Fee, Education, etc.	\$ -	\$ -	\$ -	\$ (450)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
121	Gas Heat	\$ -	\$ -	\$ (69)	\$ (1,200)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
122	Electricity	\$ -	\$ -	\$ (2,407)	\$ (7,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
123	Payroll Taxes - Water Masters - State & Federal 941	\$ -	\$ -	\$ (2,953)	\$ (4,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
123a	Workman's Comp Insurance for Water Master	\$ -	\$ -	\$ (19)	\$ (1,200)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
123b	Misc. Water Expenses	\$ -	\$ -	\$ (889)	\$ (1,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
123c		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
123d		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
123e	Capital Investment in Water System													
123f	Purchase of Generator and Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
123g	Pump Replacements, Telemetry System, Meter Upgrades	\$ -	\$ -	\$ -	\$ (40,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
124	Repair and Maintenance													
125	Additional Contract Services - Tank Main., Rate Studies, Consults	\$ -	\$ -	\$ -	\$ (4,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
126	Annual Generator Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
126a	General Water System Maintenance & Repair	\$ -	\$ -	\$ (945)	\$ (5,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Water Revenue Fund Expenses	\$ -	\$ -	\$ (10,057)	\$ (172,525)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Building Fund Expenses													
187	Refunds of Damage Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,000)	\$ -	\$ -	
188	Refunds of Completion Deposits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,000)	\$ -	\$ -	
188a	Plan Review & Inspections (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,320)	\$ (12,000)	\$ -	\$ -	
188b	Additional Contractual Services (Town Engineer)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
188c	Plan Review by Planning Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (450)	\$ -	\$ -	
	Total Building Fund Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,320)	\$ (20,450)	\$ -	\$ -	
	Total Expenses (General, Water Revenue, Building)	\$ -	\$ -	\$ (10,057)	\$ (172,525)	\$ -	\$ -	\$ -	\$ -	\$ (1,320)	\$ (20,450)	\$ (14,934)	\$ (145,700)	
	Net Change in Balance (Revenue+Transfers+Expenses)	\$ 69	\$ 50	\$ (7,280)	\$ (26,403)	\$ 68	\$ 80	\$ 94	\$ 129,600	\$ 36,442	\$ 6,360	\$ 3,132	\$ (26,370)	
	Add: Beginning Balance	\$ 160,433	\$ 160,433	\$ 99,986	\$ 99,986	\$ 159,437	\$ 159,437	\$ 232,880	\$ 232,880	\$ 48,685	\$ 48,685	\$ 143,475	\$ 143,475	
	Rounding Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Ending Balance	\$ 160,502	\$ 160,483	\$ 92,706	\$ 73,583	\$ 159,505	\$ 159,517	\$ 232,974	\$ 362,480	\$ 85,127	\$ 55,045	\$ 146,607	\$ 117,105	

Subject: Interlaken Budget History FY2019-FY2023
Date: Friday, November 11, 2022 at 5:00:56 PM Mountain Standard Time
From: Bart Smith
To: Interlaken Mayor, Sue Onan, Chuck O'Nan, Hibbard: Justin S027 Grp B, Chuck Cullom
Attachments: Interlaken Budget History FY2019-23.pdf

Hi All-

Having trouble sleeping at night? Sit down with a bottle of 18-year-old scotch and browse through this budget history!

Just kidding – if you're interested, here is the last 5 years of the town's budget history, revenue, expenses, and fund balances.

The last page 11 shows the big numbers. Most significant is the total account balance growth, including FY2023 projections.

Increase in funds from 6/30/19 to the projected 6/30/23 balance (4 years) is:

$\$928,212 - \$704,862 = \$223,350$, a **32% increase over 4 years.**

I know we really need to be thinking more about our investment in roads, but the fact that we've done as well as we have without raising our tax rate or water rates, we've done quite well.

Along those lines, our last bond payment of \$78,386 will be made on January 10, 2024. As we hold 2 bond payments in our budget every year, FY2024 will free up approximately \$78K in funds for the water system. This current fiscal year, FY2023, is the last year we need to devote the \$78K collected from water fees towards the bond payoff.

Thanks,
Bart Smith
Interlaken Town Administrator
(435) 565-3812

Interlaken Town Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
1	General Fund (checking)					
3	General Fund Revenue					
5	Annual Wasatch County Tax Assessment	\$ 79,042	\$121,248	\$110,618	\$133,724	\$150,000
6	Prior Year Assessments	\$0	\$0			
7	Late Fees Assessments (prior to FY2019)	\$0	\$0			
8	1% State Sales Tax (estimate)	\$24,881	\$28,186	\$25,654	\$36,084	\$32,000
10	Interest Income	\$136	\$228	\$33	\$34	\$30
12	New Owner Transfer Fees	\$124	\$0			
13	B&C Road Tax (estimate)	\$18,605	\$20,068	\$16,044	\$23,419	\$22,000
14	Building App Town Admin Fees	\$900	\$0			
15	Interlaken Drive RMA with BHR Agreement (20%)	\$0	\$0			
15a	CARES Act Revenue			\$20,115	\$0	\$0
15b	Additional Grant Revenue				\$0	\$0
15c	Miscellaneous Revenue			\$12,185	\$0	\$0
15d	Fines for municipal code violations				\$0	\$0
16	Total General Fund Revenue:	\$ 123,689	\$169,730	\$184,648	\$193,261	\$204,030
18	Transfers into General Fund					
19	Transfer from Building Fund (Application Fees for admin costs)	\$1,600	\$2,450	\$1,075	\$2,750	\$1,800
20	Transfer from Water Revenue Fund (50% of admin. expenses)	\$28,666	\$0	\$35,000	\$20,000	\$35,500
21	Transfer from Transportation Reserve Fund for Capital expenses	\$0	\$0	\$50,000	\$50,000	\$0
23	Transfers out of General Fund					
26	Transfers into Transportation Reserve Fund					
28	Transfer of B&C Road Tax to Transportation Reserve Fund	(\$18,755)	(\$20,068)	(\$18,408)	(\$23,419)	(\$22,000)
29	Contribution to Capital Improvements in Transportation Reserve Fund	\$0	(\$40,000)	(\$45,000)	\$0	(\$100,000)
30	Transfers into Building Fund - Special Engineering Projects	(\$250)	(\$2,413)	(\$791)		
31	Total Net General Fund Transfers:	\$11,261	(\$60,031)	\$21,876	\$49,331	(\$84,700)

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
35	General Fund Expenses					
36	Administrative Expenses					
37	Commission, Committee, Council Mtg Expenses	\$0	(\$32)			(\$1,000)
38	Town Clerk & Webmaster	(\$13,619)	(\$18,269)	(\$18,324)	(\$16,526)	(\$25,000)
39	Association Memberships	(\$509)	(\$509)	(\$769)	(\$4,014)	(\$1,000)
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$95)	(\$700)	(\$1,119)	(\$1,871)	(\$1,500)
40a	Town Council Equipment & Supplies	(\$393)	(\$425)	(\$538)	(\$6)	(\$500)
41	Meeting Advertising	(\$187)	(\$688)		(\$111)	(\$200)
42	Bookkeeping, Accounting & CPA fees	(\$6,293)	(\$8,928)	(\$12,357)	(\$12,345)	(\$13,000)
43	Bank Charges, Checks	(\$35)	(\$35)	(\$44)	\$0	\$0
44	Town Attorney	(\$12,194)	(\$6,292)	(\$10,844)	(\$4,946)	(\$10,000)
44a	Attorney fees for BHR settlement/agreement	(\$13,109)	\$0			
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$1,177)	\$0	(\$5,630)	(\$1,740)	(\$5,000)
45b	Municipal Election Balloting & Noticing, Advertisements	\$0	\$0		(\$139)	\$0
46	Misc. Admin. Expenses	(\$254)	(\$370)	(\$2,445)	(\$102)	(\$500)
47	Insurance	(\$7,087)	(\$4,092)	(\$4,341)	(\$546)	(\$4,000)
48	Office Supplies (postage + supplies)	(\$525)	(\$1,141)	(\$1,087)	(\$1,014)	(\$1,000)
49	Building Inspector	\$0	\$0	(\$635)		
51	Additional Consulting Fees	\$0	(\$6,800)	(\$25)	(\$1,415)	\$ (5,000)
51a	Federal IRS Taxes	(\$3,980)	(\$1,955)	(\$1,246)	(\$4,924)	(\$4,500)
51b	CARES Act - WCFD Fire Mitigation			(\$20,115)	\$0	\$0
51c	Safety and Enforcement Supplies					(\$500)
51d						
52	Total Administrative Expenses:	(\$59,458)	(\$50,236)	(\$79,519)	(\$49,699)	(\$72,700)

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
54	Annual Road Maintenance and Repair Expenses from General Fund					
55	Annual Road Repair & Maintenance	(\$11)	(\$2,038)	(\$12,013)	(\$30,850)	(\$10,000)
56	Additional Contract Services	(\$6,241)	(\$6,564)	(\$144)	(\$1,985)	(\$2,000)
56a	Road Signage	(\$859)	(\$2,133)	(\$4,515)	(\$2,725)	(\$2,000)
57	Contract Service (Snow Removal)	(\$32,500)	(\$35,000)	(\$36,000)	(\$37,500)	(\$40,000)
58	Supplies - Salt, Sand, etc	(\$3,300)	(\$2,550)	(\$3,400)	(\$3,700)	(\$4,500)
58a	Annual Fire Mitigation Expenses					
58b	Brush Removal and other Wildfire Mitigation			(\$7,100)	(\$14,918)	(\$12,000)
59	Annual Road Capital Improvement Expenses					
60	Capital Investment in Roads	\$0	(\$10,000)	(\$30,000)	(\$23,404)	\$0
60a	DPW Expenses					
60b	DPW Site Construction - Capital Investment	\$0	\$0	(\$53,287)	(\$3,370)	(\$2,000)
60c	Annual DPW Site Maintenance Expenses	\$0	\$0	(\$32)	\$0	(\$500)
61	Total Road Maintenance, Capital Improvements, Fire & DPW Expense	(\$42,912)	(\$58,285)	(\$146,491)	(\$118,452)	(\$73,000)
65	Total General Fund Expenses:	(\$102,370)	(\$108,521)	(\$226,009)	(\$168,151)	(\$145,700)
67	Increase/Decrease in General Fund Balance	\$32,581	\$1,178	(\$19,485)	\$74,441	(\$26,370)

Interlaken Town Budget
Fiscal Year Ending 6/30/2023

2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
70	Transportation Reserve Fund (savings)					
72	Transportation Reserve Fund Revenue					
73	Estimated Interest	\$253	\$239	\$86	\$78	\$100
73a	Revenue From RMA Agreement	\$33,000	\$0		\$0	\$0
73b	Revenue from Federal & State Transportation System Grants				\$0	\$0
74	Total Transportation Reserve Fund Revenue:	\$33,253	\$239	\$86	\$78	\$100
76	Transfers into Transportation Reserve Fund					
77	Trfr from General Fund of B&C Road Tax to Trans. Reserve Capital Fund	\$18,755	\$20,068	\$18,408	\$23,419	\$22,000
78	Transfer from General Fund for Capital Improvement Reserves	\$0	\$40,000	\$45,000	\$0	\$100,000
80	Transfer from Building Fund of Road Impact Fee	\$8,750	\$10,000	\$2,500	\$7,500	\$7,500
82	Transfers out of Transportation Reserve Fund					
83	Transfer to General Fund for Transportation Capital Expenses	\$0	\$0	(\$50,000)	(\$50,000)	\$0
84	Total Net Transportation Reserve Fund Transfers:	\$27,505	\$70,068	\$15,908	(\$19,081)	\$129,500
86	Incr/Decr in Transportation Reserve Fund Balance	\$60,758	\$70,307	\$15,994	(\$19,003)	\$129,600

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
88	Water Revenue Fund (checking)					
90	Water Revenue Fund Revenue					
92	Annual Water Utility Base Usage Fee	\$162,247	\$167,253	\$177,649	\$172,115	\$173,000
93	Interest Income	\$190	\$111	\$29	\$32	\$22
95	Charge for Services: Metered Water (overages)	\$10,337	\$5,370	\$841	\$4,466	\$4,000
95a	Water Connect Fee		\$0			
95b	Water Billing Late Fees and Additional Administrative Fees	\$400	\$225	\$350	\$175	\$100
95c	New Owner Transfer Fees	\$250	\$600	\$1,618	\$3,450	\$3,000
95d						
95e						
96	Total Water Revenue Fund Revenue:	\$173,423	\$173,559	\$180,487	\$180,238	\$180,122
98	Transfers into Water Revenue Fund					
100	Transfer from Building Fund (Water Connect Fees)	\$400	\$200		\$1,000	\$1,500
101	Transfer from Bond Sinking Fund for current year Water Bond payme	\$77,889	\$78,626	\$78,275	\$78,023	\$78,275
102	Transfer from Water System Reserve Fund for Capital Improvements	\$0	\$0	\$90,800	\$30,000	\$0
104	Transfers out of Water Revenue Fund					
105	Transfer to Water System Reserve Capital Fund	(\$7,770)	(\$50,000)		\$0	\$0
106	Transfer to General Fund	(\$403)	\$0			
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	(\$78,678)	(\$78,382)	(\$78,382)	(\$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	(\$28,263)	\$0	(\$35,000)	(\$20,000)	(\$35,500)
110	Total Net Water Revenue Fund Transfers:	(\$36,825)	(\$49,556)	\$55,693	\$10,748	(\$34,000)

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
111a	Water Revenue Fund - continued					
112	Water Revenue Fund Expenses					
113	Bond Payment					
114	Water Bond Payment, due annually in January	(\$77,889)	(\$78,626)	(\$78,275)	(\$78,023)	(\$78,275)
115	Operating Expenses					
116	Payroll - Water Masters	(\$12,522)	(\$15,064)	(\$17,200)	(\$18,296)	(\$26,400)
117	Meter Repair/Replacement, Water System Equipment, Supplies	(\$6,504)	(\$5,249)			
118	Chemicals & Monitoring	(\$604)	(\$3,065)	(\$420)	(\$417)	(\$800)
119	Telemetry System Operating Costs	(\$1,127)	\$0		(\$2,332)	(\$2,700)
120	Water Share Fee, Education, etc.	(\$13)	\$0	(\$40)	(\$449)	(\$450)
121	Gas Heat	(\$475)	(\$557)	(\$501)	(\$1,054)	(\$1,200)
122	Electricity	(\$6,377)	(\$6,095)	(\$7,704)	(\$7,265)	(\$7,000)
123	Payroll Taxes - Water Masters	(\$1,356)	(\$3,435)	(\$3,783)	(\$2,599)	(\$4,000)
123a	Workman's Comp Insurance for Water Masters	(\$192)	(\$8)	(\$27)	(\$32)	(\$1,200)
123b	Misc. Water Expenses	(\$1,279)	(\$1,148)	(\$786)	(\$646)	(\$1,500)
123c						
123d						
123e	Capital Investment in Water System					
123f	Purchase of Generator and Installation	\$0	(\$3,515)	(\$53,443)	(\$3,105)	\$0
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$1,200)	(\$10,965)	(\$34,274)	(\$55,752)	(\$40,000)
124	Repair and Maintenance					
125	Additional Water System Contract Services	\$0	(\$1,200)		(\$3,273)	(\$4,000)
126	Annual Generator Maintenance	\$0	\$0		\$0	\$0
126a	General Water System Maintenance & Repair	\$0	(\$4,117)	(\$1,524)	(\$11,311)	(\$5,000)
127	Total Water Revenue Expenses:	(\$109,538)	(\$133,044)	(\$197,977)	(\$184,554)	(\$172,525)
129	Increase/Decrease in Water Revenue Fund Balance	\$27,060	(\$9,041)	\$38,203	\$6,432	(\$26,403)

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
131	Water Bond Sinking Fund (money market)					
133	Water Bond Sinking Fund Revenue					
134	Estimated Interest	\$385	\$343	\$74	\$43	\$50
135	Total Water Bond Sinking Fund Revenue:	\$385	\$343	\$74	\$43	\$50
137	Transfers into Water Bond Sinking Fund					
138	Transfer from Water Revenue Fund	\$78,678	\$78,382	\$78,382	\$78,275	\$78,275
140	Transfers out of Water Bond Sinking Fund					
141	Transfer to Water Revenue Fund to pay current year bond	(\$77,889)	(\$78,626)	(\$78,275)	(\$78,023)	(\$78,275)
141a	Transfer to Water Reserve Fund to close out account					
142	Total Net Water Bond Sinking Fund Transfers:	\$789	(\$244)	\$107	\$252	\$0
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	\$1,174	\$99	\$180	\$295	\$50

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
146	Water Reserve Fund (savings)					
148	Water Reserve Fund Revenue					
149	Interest Income	\$643	\$481	\$135	\$67	\$80
150	Revenue from Federal & State Water System Grants			\$41,335	\$0	\$0
151	Total Water Reserve Fund Revenue:	\$643	\$481	\$41,470	\$67	\$80
153	Transfers into Water Reserve Fund					
154	Trfr from Water Revenue Fund to Capital Reserves	\$7,770	\$50,000			\$0
154a						
160	Transfers out of Water Reserve Fund					
161	Transfer to Water Revenue Fund for Capital Improvements	\$0	\$0	(\$90,800)	(\$30,000)	\$0
162	Total Net Water Reserve Fund Transfers:	\$7,770	\$50,000	(\$90,800)	(\$30,000)	\$0
164	Increase/Decrease in Water Reserve Fund Balance	\$8,413	\$50,481	(\$49,330)	(\$29,933)	\$80

Interlaken Town Budget
Fiscal Year Ending 6/30/2023

2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
166	Building Fund (checking)					
168	Building Fund Revenue					
168a	Interest Income	\$71	\$118	\$19	\$18	\$20
169	Building Permit Application Fees	\$1,600	\$2,450	\$1,600	\$2,750	\$1,350
170	Water Connect Fees	\$400	\$200	\$500	\$1,000	\$1,500
171	Road Impact Fees	\$8,750	\$10,000	\$2,500	\$7,500	\$7,500
172	Damage Deposits - Refundable	\$10,000	\$22,500	\$18,000	\$14,000	\$7,500
173	Completion Deposits - Refundable	\$6,000	\$12,000	\$6,900	\$8,500	\$4,500
173a	Plan Review & Inspections (Town Engineer)	\$10,953	\$22,845	\$13,693	\$14,875	\$15,000
173b	Variance Application Fees	\$0	\$250		\$250	\$240
174	Total Building Fund Revenue:	\$37,774	\$70,363	\$43,213	\$48,893	\$37,610
176	Transfers into Building Fund					
177	Transfer from General Fund - Special Engineering Projects	\$250	\$2,413	\$791	\$0	\$0
179	Transfers out of Building Fund					
180	Transfer to General Fund - Building Permit Application Fees	(\$1,600)	(\$2,450)	(\$1,075)	(\$2,750)	(\$1,800)
181	Transfer to Water Revenue Fund - Water Connect Fees	(\$400)	(\$200)		(\$1,000)	(\$1,500)
182	Transfer to Transportation Reserve Fund - Road Impact Fees	(\$8,750)	(\$10,000)	(\$2,500)	(\$7,500)	(\$7,500)
183	Total Net Building Fund Transfers:	(\$10,500)	(\$10,237)	(\$2,784)	(\$11,250)	(\$10,800)
185	Building Fund Expenses					
187	Refunds of Damage Deposits	(\$2,500)	(\$15,500)	(\$11,500)	(\$27,479)	(\$5,000)
188	Refunds of Completion Deposits	(\$1,500)	(\$12,243)	(\$5,000)	(\$8,850)	(\$3,000)
188a	Plan Review & Inspections (Town Engineer)	(\$10,366)	(\$19,419)	(\$18,802)	(\$8,569)	(\$12,000)
188b	Additional Contractual Services (Town Engineer)	\$0	\$0	(\$791)	(\$125)	\$0
188c	Plan Review by Planning Commission			(\$425)	(\$300)	(\$450)
189	Total Building Fund Expenses:	(\$14,366)	(\$47,162)	(\$36,519)	(\$45,323)	(\$20,450)
191	Increase/Decrease in Building Fund Balance	\$12,908	\$12,964	\$3,910	(\$7,680)	\$6,360

Interlaken Town Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
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Fiscal Year Net Increase/Decrease for all Funds						
	Fund Name	FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21- 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
199	General Fund (checking)	\$32,581	\$1,178	(\$19,485)	\$74,441	(\$26,370)
200	Transportation Reserve Fund (savings)	\$60,758	\$70,307	\$15,994	(\$19,003)	\$129,600
201	Water Revenue Fund (checking)	\$27,060	(\$9,041)	\$38,203	\$6,432	(\$26,403)
202	Water Bond Sinking Fund (money market)	\$1,174	\$99	\$180	\$295	\$50
203	Water Reserve Fund (savings)	\$8,413	\$50,481	(\$49,330)	(\$29,933)	\$80
204	Building Fund (checking)	\$12,908	\$12,964	\$3,910	(\$7,680)	\$6,360
205	Total Fiscal Year Increase/Decrease	\$142,894	\$125,988	(\$10,528)	\$24,552	\$83,317

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Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease						
	Budget Category	FY2019 Budget 6/30/19	FY2020 Budget 6/30/20	FY2021 Budget 6/30/21	FY2022 Budget 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
211		Actual	Actual	Actual	Actual	Adopted
212	Revenues	\$369,168	\$414,715	\$449,977	\$422,580	\$421,992
213	Net Transfers between funds	\$0	\$0	(\$0)	\$0	\$0
214	Expenses	(\$226,273)	(\$288,727)	(\$460,505)	(\$398,028)	(\$338,675)
215	Ending Increase/Decrease	\$142,894	\$125,988	(\$10,528)	\$24,552	\$83,317

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InterlakenTown Budget
Fiscal Year Ending 6/30/2023

2022-05-23 Adopted - FY2022 Final Numbers were added 11/11/22		FY2019 Budget Actual 7/1/18- 6/30/19	FY2020 Budget Actual 7/1/19- 6/30/20	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Actual 7/1/21 - 6/30/22	FY2023 Budget Adopted 7/1/22- 6/30/23
217	Account Year-End Balances					
218	Fund Name	FY2019 Budget 6/30/19	FY2020 Budget 6/30/20	FY2021 Budget 6/30/21	FY2022 Budget 6/30/22	FY2023 Budget Adopted - 6/30/23
219						
220		Actual	Actual	Actual	Actual	Projected
221	General Fund (checking) *2681	\$ 87,343	\$ 88,520	\$ 69,034	\$ 143,475	\$ 117,105
222	Transportation Reserve Fund (savings) *4574	\$ 165,582	\$ 235,889	\$ 251,883	\$ 232,880	\$ 362,480
223	Water Revenue Fund (checking) *1520	\$ 64,393	\$ 55,350	\$ 93,554	\$ 99,986	\$ 73,583
224	Water Bond Sinking Fund (money market) *1058	\$ 159,858	\$ 159,957	\$ 160,138	\$ 160,433	\$ 160,483
225	Water Reserve Fund (savings) *1330	\$ 188,204	\$ 238,700	\$ 189,370	\$ 159,437	\$ 159,517
226	Building Fund (checking) *1678	\$ 39,482	\$ 52,455	\$ 56,365	\$ 48,685	\$ 55,045
227	Total of Ending Balances	\$ 704,862	\$ 830,871	\$ 820,343	\$ 844,895	\$ 928,212

Subject: Aging Accounts Report
Date: Tuesday, November 15, 2022 at 12:16:56 PM Mountain Standard Time
From: Bart Smith
To: Interlaken Mayor, Sue Onan, Chuck O'Nan, Hibbard: Justin S027 Grp B, Chuck Cullom
Attachments: Interlaken Account Aging - ALL.pdf

Hi All-

Just finished my last FY2022 report – updating numbers to the end of FY2022 (6/30/22) for account balance history.

This is an aging account report that covers the duration of our existence as a town – FY2016 through FY2022. Note that the town incorporated in May 2015, so this represents account aging for all our Zion account funds for our life as a town.

The report has both the numbers for budget vs. actual and a chart with the same data.

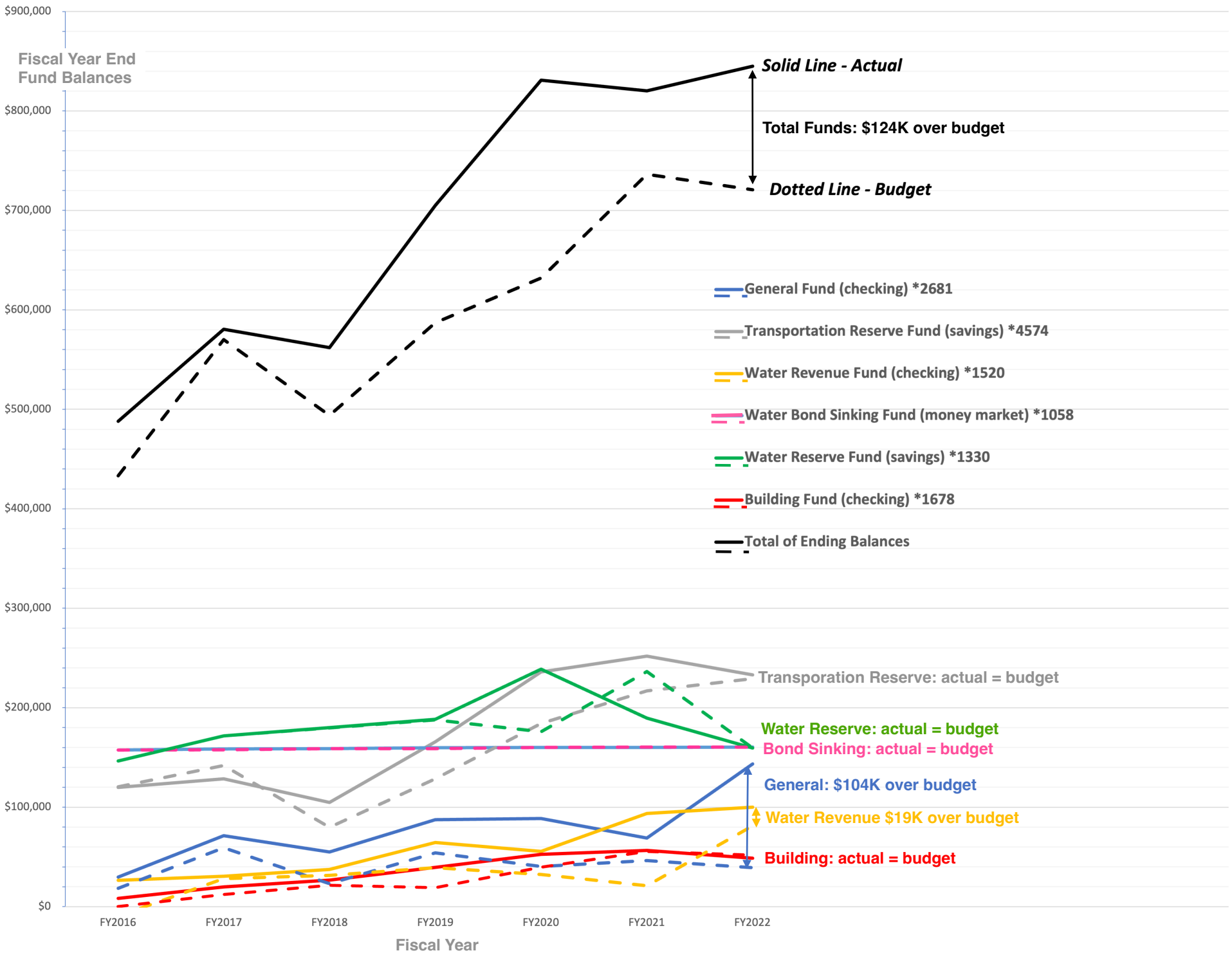
Let me know if you have any questions. We will discuss at our next TC meeting on 12/5/22.

Bart Smith
Interlaken Town Administrator
(435) 565-3812

Interlaken Town Account Aging FY2016-22

Account Year-End Balances																
Fiscal Years	FY2016		FY2017		FY2018		FY2019		FY2020		FY2021		FY2022		FY2023	
Fund Name	Budgeted - 5/5/16 Amended	Actual 6/30/16	Budgeted - 7/10/16 Approved	Actual 6/30/17	Budgeted - 12/11/17 Amended	Actual 6/29/18	Budgeted - 6/18/18 Approved	Actual 6/30/19	Budgeted - 8/12/19 Approved	Actual 6/30/20	Budgeted - 6/10/21 Amended	Actual 6/30/21	Budgeted - 6/10/21 Approved	Actual 6/30/22	Budgeted - 5/23/22 Approved	Actual 6/30/23
General Fund (checking) *2681	\$ 18,317	\$ 29,559	\$ 59,050	\$ 71,144	\$ 23,009	\$ 54,763	\$ 54,079	\$ 87,343	\$ 40,421	\$ 88,520	\$ 46,142	\$ 69,034	\$ 39,125	\$ 143,475	\$ 117,105	
Transportation Reserve Fund (savings) *4574	\$ 120,474	\$ 119,963	\$ 141,844	\$ 128,583	\$ 79,798	\$ 104,823	\$ 128,331	\$ 165,582	\$ 184,210	\$ 235,889	\$ 217,017	\$ 251,883	\$ 229,091	\$ 232,880	\$ 362,480	
Water Revenue Fund (checking) *1520	\$ (9,770)	\$ 26,471	\$ 27,972	\$ 30,613	\$ 31,220	\$ 37,333	\$ 38,988	\$ 64,393	\$ 32,250	\$ 55,350	\$ 20,797	\$ 93,554	\$ 81,046	\$ 99,986	\$ 73,583	
Water Bond Sinking Fund (money market) *1058	\$ 157,513	\$ 157,394	\$ 157,551	\$ 158,514	\$ 158,687	\$ 158,684	\$ 158,857	\$ 159,858	\$ 159,962	\$ 159,957	\$ 160,357	\$ 160,138	\$ 160,238	\$ 160,433	\$ 160,483	
Water Reserve Fund (savings) *1330	\$ 146,506	\$ 146,527	\$ 171,707	\$ 171,750	\$ 179,743	\$ 179,971	\$ 187,811	\$ 188,204	\$ 175,804	\$ 238,700	\$ 236,400	\$ 189,370	\$ 159,520	\$ 159,437	\$ 159,517	
Building Fund (checking) *1678	\$ -	\$ 8,090	\$ 12,090	\$ 19,854	\$ 21,361	\$ 26,574	\$ 19,084	\$ 39,482	\$ 39,537	\$ 52,455	\$ 55,555	\$ 56,365	\$ 51,635	\$ 48,685	\$ 55,045	
Total of Ending Balances	\$ 433,040	\$ 488,005	\$ 570,215	\$ 580,458	\$ 493,819	\$ 562,148	\$ 587,150	\$ 704,862	\$ 632,184	\$ 830,871	\$ 736,268	\$ 820,343	\$ 720,654	\$ 844,895	\$ 928,212	

Interlaken Town Accounts Aging - Budgeted vs. Actual



Chapter 3 Prohibiting Employment of Relatives

52-3-1 Employment of relatives and household members prohibited -- Exceptions.

- (1) As used in this chapter:
- (a) "Appointee" means an employee whose salary, wages, pay, or compensation is paid from public funds.
 - (b) "Chief administrative officer" means the person who has ultimate responsibility for the operation of the department or agency of the state or a political subdivision.
 - (c) "Household member" means a person who resides in the same residence as the public officer.
 - (d) "Public officer" means a person who holds a position that is compensated by public funds.
 - (e) "Relative" means a father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
- (2)
- (a) A public officer may not employ, appoint, or vote for or recommend the appointment of an appointee when the appointee will be directly supervised by a relative or household member, unless:
 - (i) the appointee is eligible or qualified to be employed by a department or agency of the state or a political subdivision of the state as a result of the appointee's compliance with civil service or merit system laws or regulations;
 - (ii) the appointee will be compensated from funds designated for vocational training;
 - (iii) the appointee will be employed for a period of 12 weeks or less;
 - (iv) the appointee is a volunteer as defined by the employing entity; or
 - (v) the chief administrative officer determines that the appointee is the only or best person available, qualified, or eligible for the position.
 - (b) A public officer may not directly supervise an appointee who is a relative or household member of the public officer, unless:
 - (i) the appointee was appointed or employed before the public officer assumed the public officer's supervisory position, if the appointee's appointment did not violate the provisions of this chapter in effect at the time of the appointee's appointment;
 - (ii) the appointee is eligible or qualified to be employed by a department or agency of the state or a political subdivision of the state as a result of the appointee's compliance with civil service or merit system laws or regulations;
 - (iii) the appointee will be compensated from funds designated for vocational training;
 - (iv) the appointee will be employed for a period of 12 weeks or less;
 - (v) the appointee is a volunteer as defined by the employing entity;
 - (vi) the appointee is the only person available, qualified, or eligible for the position; or
 - (vii) the chief administrative officer determines that the public officer is the only individual available or best qualified to perform supervisory functions for the appointee.
 - (c) When a public officer supervises a relative or household member under Subsection (2)(b):
 - (i) the public officer shall immediately submit a complete written disclosure of the public officer's relationship with the relative or household member:
 - (A) for a public officer subject to the requirements of Title 67, Chapter 16, Utah Public Officers' and Employees' Ethics Act, in the same manner the public officer is required to make a disclosure under Section 67-16-7;

- (B) for a public officer subject to the requirements of Title 17, Chapter 16a, County Officers and Employees Disclosure Act, in the same manner the public officer is required to make a disclosure under Section 17-16a-6; and
 - (C) for a public officer subject to the requirements of Title 10, Chapter 3, Part 13, Municipal Officers' and Employees' Ethics Act, in the same manner the public officer is required to make a disclosure under Section 10-3-1306; and
 - (ii) the public officer may not evaluate the job performance of or recommend salary increases for the relative or household member.
 - (d) A disclosure submitted under this Subsection (2) is public, and the person or entity with which the public officer files the disclosure shall make the disclosure available for public inspection.
- (3) An appointee may not accept or retain employment if accepting or retaining employment will place the appointee under the direct supervision of a relative or household member unless:
- (a) the relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member did not violate the provisions of this chapter in effect at the time of the appointment;
 - (b) the appointee was or is eligible or qualified to be employed by a department or agency of the state or a political subdivision of the state as a result of the appointee's compliance with civil service or merit system laws or regulations;
 - (c) the appointee is the only person available, qualified, or eligible for the position;
 - (d) the appointee is compensated from funds designated for vocational training;
 - (e) the appointee is employed for a period of 12 weeks or less;
 - (f) the appointee is a volunteer as defined by the employing entity; or
 - (g) the chief administrative officer determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.

Amended by Chapter 118, 2018 General Session

52-3-2 Each day of violation a separate offense.

Each day a relative or household member remains unlawfully in office in violation of this chapter is a separate offense.

Amended by Chapter 118, 2018 General Session

52-3-3 Penalty.

Any person violating any of the provisions of this chapter is guilty of a class B misdemeanor.

Amended by Chapter 148, 2018 General Session

52-3-4 Exceptions in towns and rural areas.

- (1) In a town, as defined in Section 10-1-104, this chapter shall not apply to the employment of uncles, aunts, nephews, nieces, or cousins.
- (2) This chapter shall not apply to the employment of a relative if:
 - (a) fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all weather public roads;
 - (b) the job opening has had reasonable public notice; and
 - (c) the relative is the best qualified candidate for the position.

(3) In any proceeding challenging the hiring of a relative under the exception in Subsection (2), the employer has the burden of establishing each of the criteria provided in Subsections (2)(a) through (c).

Amended by Chapter 13, 1998 General Session

Subject: RE: Annual AUP Fraud Inquiry
Date: Friday, November 11, 2022 at 9:25:12 AM Mountain Standard Time
From: Kipp Lewis
To: Koden Hunt, Bart Smith
CC: Mckay Hall, CPA, CISA, CITP
Attachments: image001.png, image002.png, image003.jpg, image004.jpg, image005.png

Good Morning Bart,

We've reviewed your response regarding the council member whose spouse did contract work. Based on the information you've given (which I really appreciate how detailed you were), I agree with you. I believe everything was done and documented appropriately and you've more than fulfilled the requirements of Utah Code and statutes.

Your thoughts, especially considering she began her contract work prior to the councilman beginning his service, helps your argument. I don't think this is anything we'll need to explore further.

Thank you again!



J. Kipp Lewis, CPA

P: 435.865.7666 Ext.107

E: klewis@hintonburdick.com

www.HintonBurdick.com



From: Koden Hunt <khunt@hintonburdick.com>
Sent: Thursday, November 10, 2022 10:17 AM
To: Bart Smith <interlakenclerk@gmail.com>
Cc: Kipp Lewis <JLewis@hintonburdick.com>; Mckay Hall, CPA, CISA, CITP <mhall@hintonburdick.com>
Subject: RE: Annual AUP Fraud Inquiry

Hi Bart,

Thank you for reaching out, I apologize for not communicating with you sooner.

Yes, we do have enough information for now, thank you for the detailed response. I have discussed this with McKay, and I am still in the process of reviewing this with Kipp. It appears the town is in compliance from the information we currently have. We will reach out to you if we have any additional questions.

I was actually going to reach out to you today as well, regarding the requests I sent for the AUP. Do

you have any questions about any of those items? Let us know if you do.

Thank you!

Koden Hunt

P: 435-429-7959

E: khunt@hintonburdick.com

www.HintonBurdick.com

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From: Bart Smith <interlakenclerk@gmail.com>

Sent: Thursday, November 10, 2022 10:01 AM

To: Koden Hunt <khunt@hintonburdick.com>

Cc: Kipp Lewis <JLewis@hintonburdick.com>; Mckay Hall, CPA, CISA, CITP <mhall@hintonburdick.com>; Interlaken Mayor <interlaken.mayor@gmail.com>; Kristine Olsen <kristinejolsen@gmail.com>

Subject: Re: Annual AUP Fraud Inquiry

Hi Koden-

Just checking in to gauge your response to the issue of the Fraud Inquiry and the email I sent a week ago. Have I provided adequate info or do you need more information from me?

Thanks,

Bart Smith

Interlaken Town Administrator

(435) 565-3812

From: Bart Smith <interlakenclerk@gmail.com>

Date: Thursday, November 3, 2022 at 9:38 AM

To: Koden Hunt <khunt@hintonburdick.com>

Cc: Kipp Lewis <JLewis@hintonburdick.com>, "Mckay Hall, CPA, CISA, CITP"

<mhall@hintonburdick.com>, Interlaken Mayor <interlaken.mayor@gmail.com>, Kristine Olsen

<kristinejolsen@gmail.com>

Subject: Re: Annual AUP Fraud Inquiry

Hi Koden-

Sorry for the delay regarding your Fraud Inquiry question.

The quick answer is yes, we did pay the spouse of a council member for contract work in FY2022. Her role was confined to assisting the town with its application for a community development block grant (CDBG) and a FEMA grant.

The council member, Chuck Cullom, did not directly supervise his wife, Sue Cullom, in her work. She was supervised by me and Sue O’Nan, the town’s treasurer and council member. Neither Sue O’Nan nor I are related to Sue Cullom.

It should also be noted that neither Sue O’Nan or Chuck Cullom, or any of the remaining town council members are compensated for their work.

The council, mayor, and treasurer are 100% volunteer. I, as town clerk and town administrator, am paid hourly for my work as a form 1099 contractor.

Sue Cullom began working on the grants on 12/2/21 and completed her work on 3/6/22, for a total of 13.5 weeks, employed part time.

The total number of hours billed for that period, at \$25 per hour, was 53 hours. Her average work week for that period was approximately 3.5 hrs per week.

Here is a summary of her compensation:

FY2022 Total Payments Made - CDBG/FEMA Grant Application Consultation		
Dec-21	\$	600.00
Jan-22	\$	468.75
Feb-22	\$	143.75
Mar-22	\$	112.50
TOTAL	\$	1,325.00

In reading **Utah Code, Chapter 3, Prohibiting Employment of Relatives**, it was my understanding that compensation to Sue Cullom was not in violation of state code. Here was my thinking:

Chuck Cullom, in his role as a council member, is not a “public officer” as defined by Utah code section 52-3-1(d), which states the following:

“ ‘Public officer’ means a person who holds a position that is compensated by public funds.”

Sue Collum began working for the town on 12/2/21. Her husband, Chuck Cullom, was not sworn in as council member until 1/3/22. Utah state code provides the following exception in **section 52-3-1.2(b)(i)**:

“...the appointee was appointed or employed before the public officer assumed the public officer’s supervisory position.”

I believe the above point is moot, in any case, because:

- Chuck Cullom is NOT a public officer according to the definition in the code.
- Chuck Cullom did NOT directly supervise or recommend his wife’s appointment.

Finally, regarding our choice of Sue Cullom over other individuals. The town has sent out requests for help over the years for all positions in the administration and government, including town council, planning commission, town recorder, etc. For example, the town, which was incorporated in May 2015, has cancelled every election for public office since incorporating because the number of candidates did not exceed the number of open council seats. Sue Cullom came forward as someone with experience in project coordination and was the town's best and only apparent choice in selecting someone to assist in the grant applications.

I hope these notes clarify the town's position with respect to the hiring of Sue Cullom. Please let me know if you have any further questions or concerns.

Thanks,
Bart Smith
Interlaken Town Administrator
(435) 565-3812

From: Koden Hunt <khunt@hintonburdick.com>
Date: Monday, October 31, 2022 at 8:50 AM
To: Bart Smith <interlakenclerk@gmail.com>
Cc: Kipp Lewis <JLewis@hintonburdick.com>, "Mckay Hall, CPA, CISA, CITP" <mhall@hintonburdick.com>
Subject: RE: Annual AUP Fraud Inquiry

Hi Bart,

Thank you for the reply.

When we are referring to related party, we are meaning someone who has a close family or financial relationship with the town council or employees of the town. This could mean someone's brother, mother, child, spouse, or business partner, to name a few.

In the context of the question, we are asking if you are aware of any payments Interlaken has made to one of these related parties. An example could include using a contractor to fix a road, and the contractor is council members' brother. Another example could be using a cleaning service in which the mayor is a partner in the business. There could potentially be a large variety of similar situations.

Does that make a little more sense? I can give you a call if you still need a little more clarification.

Thank You

Koden Hunt

P: 435-429-7959

E: khunt@hintonburdick.com

www.HintonBurdick.com



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From: Bart Smith <interlakenclerk@gmail.com>
Sent: Friday, October 28, 2022 4:54 PM
To: Koden Hunt <khunt@hintonburdick.com>
Cc: Kipp Lewis <JLewis@hintonburdick.com>; Mckay Hall, CPA, CISA, CITP <mhall@hintonburdick.com>
Subject: Re: Annual AUP Fraud Inquiry

Hi Koden-
The answer to the first question is NO – no knowledge of fraud, etc.
The second question is a bit confusing – what do you mean by related party?

Thanks,
Bart Smith
Interlaken Town Administrator
(435) 565-3812

From: Koden Hunt <khunt@hintonburdick.com>
Date: Friday, October 28, 2022 at 3:55 PM
To: "InterlakenClerk@gmail.com" <InterlakenClerk@gmail.com>
Cc: Kipp Lewis <JLewis@hintonburdick.com>, "Mckay Hall, CPA, CISA, CITP" <mhall@hintonburdick.com>
Subject: Annual AUP Fraud Inquiry

Hi Bart,

Please respond to the following for the annual fraud inquiry related to the AUP:

Do you know of or suspect fraud, illegal acts, or noncompliance in any area of your organization, or have you received any communications from employees, former employees, volunteers, grantors, contributors, regulators, or others alleging fraud, illegal acts or noncompliance? If so, please describe your knowledge and concerns, and actions you have taken.

Were there any disbursements from Interlaken Town to any related party in FY22?

Let us know if you have any questions.

Thank You

Image removed by sender. Logo



Koden Hunt

P: 435-429-7959 or 435-628-3663 EXT. 238

E: khunt@hintonburdick.com

www.HintonBurdick.com



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InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2023 Adopted 7/1/22-6/30/22
1	General Fund (checking)			
3	General Fund Revenue			
5	Annual Wasatch County Tax Assessment	\$110,618	\$118,000	\$150,000
6	Prior Year Assessments			
7	Late Fees Assessments (prior to FY2019)			
8	1% State Sales Tax (estimate)	\$25,654	\$28,000	\$32,000
10	Interest Income	\$33	\$30	\$30
12	New Owner Transfer Fees			
13	B&C Road Tax (estimate)	\$16,044	\$18,408	\$22,000
14	Building App Town Admin Fees			
15	Interlaken Drive RMA with BHR Agreement (20%)			
15a	CARES Act Revenue	\$20,115	\$0	\$0
15b	Additional Grant Revenue		\$0	\$0
15c	Miscellaneous Revenue	\$12,185	\$200	\$0
15d	Fines for municipal code violations		\$1,500	\$0
16	Total General Fund Revenue:	\$184,648	\$166,138	\$204,030
18	Transfers into General Fund			
19	Transfer from Building Fund (Application Fees for admin costs)	\$1,075	\$900	\$1,800
20	Transfer from Water Revenue Fund (50% of admin. expenses)	\$35,000	\$30,500	\$35,500
21	Transfer from Transportation Reserve Fund for Capital expenses	\$50,000	\$50,000	\$0
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)	(\$22,000)
29	Contribution to Capital Improvements in Transportation Reserve Fund	(\$45,000)	\$0	(\$100,000)
30	Transfers into Building Fund Special Engineering Projects	(\$791)		
31	Total Net General Fund Transfers:	\$21,876	\$62,992	(\$84,700)
35	General Fund Expenses			
36	Administrative Expenses			
37	Commission, Committee, Council Mtg Expenses		\$0	(\$1,000)
38	Town Clerk & Webmaster	(\$18,324)	(\$20,000)	(\$25,000)
39	Association Memberships	(\$769)	(\$489)	(\$1,000)
40	Web Hosting & IT Services (WIX, GoDaddy, Zoom, Dropbox, ViaSat, Calling Post)	(\$1,119)	(\$1,200)	(\$1,500)
40a	Town Council Equipment & Supplies	(\$538)	(\$400)	(\$500)
41	Meeting Advertising		(\$350)	(\$200)
42	Bookkeeping, Accounting & CPA fees	(\$12,357)	(\$18,000)	(\$13,000)
43	Bank Charges, Checks	(\$44)	\$0	\$0
44	Town Attorney	(\$10,844)	(\$12,000)	(\$10,000)
44a	Attorney fees for BHR settlement/agreement			
45a	Animal Control through Interlocal Agreement w/ Heber City	(\$5,630)	(\$3,000)	(\$5,000)
45b	Municipal Election Balloting & Noticing, Advertisements		(\$400)	\$0
46	Misc. Admin. Expenses	(\$2,445)	(\$400)	(\$500)

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

2022-05-23 Adopted		FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2023 Adopted 7/1/22-6/30/22
47	Insurance	(\$4,341)	(\$4,000)	(\$4,000)
48	Office Supplies (postage + supplies)	(\$1,087)	(\$700)	(\$1,000)
49	<i>Building Inspector</i>	(\$635)		
51	Additional Consulting Fees	(\$25)	(\$5,000)	\$ (5,000)
51a	Federal IRS Taxes	(\$1,246)	(\$1,500)	(\$4,500)
51b	CARES Act - WCFD Fire Mitigation	(\$20,115)	\$0	\$0
51c	Safety and Enforcement Supplies		(\$1,000)	(\$500)
51d				
52	Total Administrative Expenses:	(\$79,519)	(\$68,439)	(\$72,700)
54	Annual Road Maintenance and Repair Expenses from General Fund			
55	Annual Road Repair & Maintenance	(\$12,013)	(\$70,000)	(\$10,000)
56	Additional Contract Services	(\$144)	(\$500)	(\$2,000)
56a	Road Signage	(\$4,515)	(\$2,000)	(\$2,000)
57	Contract Service (Snow Removal)	(\$36,000)	(\$44,000)	(\$40,000)
58	Supplies - Salt, Sand, etc	(\$3,400)	(\$3,500)	(\$4,500)
58a	Annual Fire Mitigation Expenses			
58b	Brush Removal and other Wildfire Mitigation	(\$7,100)	(\$10,000)	(\$12,000)
59	Annual Road Capital Improvement Expenses			
60	Capital Investment in Roads	(\$30,000)	(\$30,000)	\$0
60a	DPW Expenses			
60b	DPW Site Construction - Capital Investment	(\$53,287)	(\$30,000)	(\$2,000)
60c	Annual DPW Site Maintenance Expenses	(\$32)	(\$600)	(\$500)
61	Total Road Maintenance, Capital Improvements, Fire & DPW Expense	(\$146,491)	(\$190,600)	(\$73,000)
65	Total General Fund Expenses:	(\$226,009)	(\$259,039)	(\$145,700)
67	Increase/Decrease in General Fund Balance	(\$19,485)	(\$29,909)	(\$26,370)
70	Transportation Reserve Fund (savings)			
72	Transportation Reserve Fund Revenue			
73	Estimated Interest	\$86	\$100	\$100
73a	Revenue From RMA Agreement		\$1,200	\$0
73b	Revenue from Federal & State Transportation System Grants		\$0	\$0
74	Total Transportation Reserve Fund Revenue:	\$86	\$1,300	\$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	\$22,000
78	Transfer from General Fund for Capital Improvement Reserves	\$45,000	\$0	\$100,000
80	Transfer from Building Fund of Road Impact Fee	\$2,500	\$7,500	\$7,500
82	Transfers out of Transportation Reserve Fund			
83	Transfer to General Fund for Transportation Capital Expenses	(\$50,000)	(\$50,000)	\$0
84	Total Net Transportation Reserve Fund Transfers:	\$15,908	(\$24,092)	\$129,500
86	Incr/Decr in Transportation Reserve Fund Balance	\$15,994	(\$22,792)	\$129,600
88	Water Revenue Fund (checking)			

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2023 Adopted 7/1/22-6/30/22
90	Water Revenue Fund Revenue			
92	Annual Water Utility Base Usage Fee	\$177,649	\$173,000	\$173,000
93	Interest Income	\$29	\$20	\$22
95	Charge for Services: Metered Water (overages)	\$841	\$4,000	\$4,000
95a	Water Connect Fee			
95b	Water Billing Late Fees and Additional Administrative Fees	\$350	\$300	\$100
95c	New Owner Transfer Fees	\$1,618	\$450	\$3,000
95d				
95e				
96	Total Water Revenue Fund Revenue:	\$180,487	\$177,770	\$180,122
98	Transfers into Water Revenue Fund			
100	Transfer from Building Fund (Water Connect Fees)		\$1,500	\$1,500
101	Transfer from Bond Sinking Fund for current year Water Bond payment	\$78,275	\$78,275	\$78,275
102	Transfer from Water System Reserve Fund for Capital Improvements	\$90,800	\$30,000	\$0
104	Transfers out of Water Revenue Fund			
105	Transfer to Water System Reserve Capital Fund		\$0	\$0
106	Transfer to General Fund		\$0	
107	Transfer to Bond Sinking Fund - Next Year's Bond Payment	(\$78,382)	(\$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)	(\$35,500)
110	Total Net Water Revenue Fund Transfers:	\$55,693	\$1,000	(\$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)	(\$78,275)
115	Operating Expenses			
116	Payroll - Water Masters	(\$17,200)	(\$17,000)	(\$26,400)
117	Motor Repair/Replacement, Water System Equipment, Supplies		\$0	
118	Chemicals & Monitoring	(\$420)	(\$600)	(\$800)
119	Telemetry System Operating Costs		(\$2,700)	(\$2,700)
120	Water Share Fee, Education, etc.	(\$40)	(\$375)	(\$450)
121	Gas Heat	(\$501)	(\$600)	(\$1,200)
122	Electricity	(\$7,704)	(\$6,100)	(\$7,000)
123	Payroll Taxes - Water Masters	(\$3,783)	(\$3,500)	(\$4,000)
123a	Workman's Comp Insurance for Water Masters	(\$27)	(\$1,100)	(\$1,200)
123b	Misc. Water Expenses	(\$786)	(\$1,200)	(\$1,500)
123c				
123d				
123e	Capital Investment in Water System			
123f	Purchase of Generator and Installation	(\$53,443)	(\$6,000)	\$0
123g	Pump Replacements, Telemetry System, Meter Upgrades	(\$34,274)	(\$65,000)	(\$40,000)

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2023 Adopted 7/1/22-6/30/22
124	Repair and Maintenance			
125	Additional Water System Contract Services		(\$3,327)	(\$4,000)
126	Annual Generator Maintenance		(\$500)	\$0
126a	General Water System Maintenance & Repair	(\$1,524)	(\$5,000)	(\$5,000)
127	Total Water Revenue Expenses:	(\$197,977)	(\$191,277)	(\$172,525)
129	Increase/Decrease in Water Revenue Fund Balance	\$38,203	(\$12,507)	(\$26,403)
131	Water Bond Sinking Fund (money market)			
133	Water Bond Sinking Fund Revenue			
134	Estimated Interest	\$74	\$100	\$50
135	Total Water Bond Sinking Fund Revenue:	\$74	\$100	\$50
137	Transfers into Water Bond Sinking Fund			
138	Transfer from Water Revenue Fund	\$78,382	\$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)	(\$78,275)
141a	Transfer to Water Reserve Fund to close out account			
142	Total Net Water Bond Sinking Fund Transfers:	\$107	\$0	\$0
144	Increase/Decrease in Water Revenue Bond Sinking Fund Balance	\$180	\$100	\$50
146	Water Reserve Fund (savings)			
148	Water Reserve Fund Revenue			
149	Interest Income	\$135	\$150	\$80
150	Revenue from Federal & State Water System Grants	\$41,335	\$0	\$0
151	Total Water Reserve Fund Revenue:	\$41,470	\$150	\$80
153	Transfers into Water Reserve Fund			
154	Trfr from Water Revenue Fund to Capital Resrves		\$0	\$0
154a				
160	Transfers out of Water Reserve Fund			
161	Transfer to Water Revenue Fund for Capital Improvements	(\$90,800)	(\$30,000)	\$0
162	Total Net Water Reserve Fund Transfers:	(\$90,800)	(\$30,000)	\$0
164	Increase/Decrease in Water Reserve Fund Balance	(\$49,330)	(\$29,850)	\$80
166	Building Fund (checking)			
168	Building Fund Revenue			
168a	Interest Income	\$19	\$20	\$20
169	Building Permit Application Fees	\$1,600	\$1,350	\$1,350
170	Water Connect Fees	\$500	\$1,500	\$1,500
171	Road Impact Fees	\$2,500	\$7,500	\$7,500
172	Damage Deposits - Refundable	\$18,000	\$7,500	\$7,500
173	Completion Deposits - Refundable	\$6,900	\$4,500	\$4,500

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

2022-05-23 Adopted		FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2023 Adopted 7/1/22-6/30/22
173a	Plan Review & Inspections (Town Engineer)	\$13,693	\$18,000	\$15,000
173b	Variance Application Fees		\$250	\$240
174	Total Building Fund Revenue:	\$43,213	\$40,620	\$37,610
176	Transfers into Building Fund			
177	Transfer from General Fund - Special Engineering Projects	\$791	\$0	\$0
179	Transfers out of Building Fund			
180	Transfer to General Fund - Building Permit Application Fees	(\$1,075)	(\$900)	(\$1,800)
181	Transfer to Water Revenue Fund - Water Connect Fees		(\$1,500)	(\$1,500)
182	Transfer to Transportation Reserve Fund - Road Impact Fees	(\$2,500)	(\$7,500)	(\$7,500)
183	Total Net Building Fund Transfers:	(\$2,784)	(\$9,900)	(\$10,800)
185	Building Fund Expenses			
187	Refunds of Damage Deposits	(\$11,500)	(\$10,000)	(\$5,000)
188	Refunds of Completion Deposits	(\$5,000)	(\$6,000)	(\$3,000)
188a	Plan Review & Inspections (Town Engineer)	(\$18,802)	(\$18,000)	(\$12,000)
188b	Additional Contractual Services (Town Engineer)	(\$791)	(\$1,000)	\$0
188c	Plan Review by Planning Commission	(\$425)	(\$450)	(\$450)
189	Total Building Fund Expenses:	(\$36,519)	(\$35,450)	(\$20,450)
191	Increase/Decrease in Building Fund Balance	\$3,910	(\$4,730)	\$6,360

194

Fiscal Year Net Increase/Decrease for all Funds				
	Fund Name	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2023 Tentative Approved
199	General Fund (checking)	(\$19,485)	(\$29,909)	(\$26,370)
200	Transportation Reserve Fund (savings)	\$15,994	(\$22,792)	\$129,600
201	Water Revenue Fund (checking)	\$38,203	(\$12,507)	(\$26,403)
202	Water Bond Sinking Fund (money market)	\$180	\$100	\$50
203	Water Reserve Fund (savings)	(\$49,330)	(\$29,850)	\$80
204	Building Fund (checking)	\$3,910	(\$4,730)	\$6,360
205	Total Fiscal Year Increase/Decrease	(\$10,528)	(\$99,688)	\$83,317
206				
Fiscal Year Revenue, Transfers, Expenses, Net Increase/Decrease				
		FY2021 Budget 6/30/21	FY2022 Budget 6/30/22	FY2023 Tentative
209				
210				
211	Budget Category	Actual	Adopted	Approved
212	Revenues	\$449,977	\$386,078	\$421,992
213	Net Transfers between funds	(\$0)	\$0	\$0
214	Expenses	(\$460,505)	(\$485,766)	(\$338,675)

InterlakenTown Budget
Fiscal Year Ending 6/30/2023

	2022-05-23 Adopted	FY2021 Budget Actual 7/1/20- 6/30/21	FY2022 Budget Adopted 7/1/21- 6/30/22	FY2023 Adopted 7/1/22-6/30/22
215	Ending Increase/Decrease	(\$10,528)	(\$99,688)	\$83,317
216				
217	Account Year-End Balances			
218	Fund Name	FY2021 Budget 6/30/21	FY2022 Budget 6/30/22	FY2023 Tentative
219				
220		Actual	Adopted	Approved
221	General Fund (checking) *2681	\$ 69,034	\$ 39,125	\$ 57,048
222	Transportation Reserve Fund (savings) *4574	\$ 251,883	\$ 229,091	\$ 406,755
223	Water Revenue Fund (checking) *1520	\$ 93,553	\$ 81,046	\$ 43,639
224	Water Bond Sinking Fund (money market) *1058	\$ 160,138	\$ 160,238	\$ 160,488
225	Water Reserve Fund (savings) *1330	\$ 189,370	\$ 159,520	\$ 159,521
226	Building Fund (checking) *1678	\$ 56,365	\$ 51,635	\$ 54,313
227	Total of Ending Balances	\$ 820,342	\$ 720,654	\$ 881,763



Interlaken Town
P.O. Box 1256
Midway, UT 84049

NOTICE OF VIOLATION

Notice Date: November 22, 2022

Violation Presented to Property Owner: Roda Development Corp

Notice Sent by Email to Property Owner at: brandon@office-dfk.com

Property Owner: Roda Development Corp, 333 W. Pierpont St. #4, Salt Lake City, UT 84101

Address of Violation: Lot 117, Interlaken Town, 329 Bern Way, Midway, UT

Violation Dates: November 15 through November 22, 2022

Violation: Interlaken Municipal Code Section 9.05.080(A), Covering the Right of Way

The contractor pouring concrete for foundation at 329 Bern Way left two pools of concrete wash in the town's road right of way earlier this fall. Brandon Broadstone, representing Road Development Group, signed the Interlaken Building Agreement, on 7/19/2021, agreeing to keep all debris off the Interlaken road system. Mr. Broadstone was notified of this violation on November 15, 2022 and as of today, November 22, 2:15pm, material from the job site remains in the town's road right of way.

Roda Development Corp, is in violation of the following Interlaken Municipal Code:

Section 9.05.080 Prohibited Uses

(A) Covering the Right of Way. Covering any portion of the road Right of Way with mud, dirt, debris, or material and failing to remove the mud, dirt, debris, or material before leaving the site. In no case shall the mud, dirt, debris, or other material be left overnight.

Section 9.05.090 (B) Mud, Dirt, Materials and Debris on Public Roads, assigns responsibility to the parties in violation as follows: Driver, General Contractor, Property Owner

Section 11.11.090 Each Day of Violation a Separate Violation

Each person, persons, firm, or corporation found guilty of violation shall be deemed guilty of a separate offense for every day during which any violation of any provision of this Code is committed, continued, or permitted by such person, persons, firm, or corporation, and shall be punished as provided in this Code.

Interlaken Town will pursue possible remedies as defined in Section 9.050.090(C), hiring a contractor to remove the debris and deduct the cost of the cleanup, along with additional administrative charges, and a 25% penalty charge from the Road Damage Deposit for this job site. The town has also issued a stop work order until the material is removed, effective November 22, 2022.

A person who receives a Notice of Violation has a right to an administrative hearing (Interlaken Municipal code Sections 2.09.050 and 2.09.060). To receive a hearing, the alleged violator must request a hearing in writing. The request for hearing must be received by the Town before the end of the tenth business day after the receipt of this Notice of Violation. If no written request for a hearing is received by the Town within this time, the allegation in the Notice of Violation will be deemed by the Town to be true and to be the final administrative order of the Town on the matter, the right to administrative appeal will be waived, and penalties and enforcement measures will be imposed.

Bart Smith, Interlaken Town Administrator

interlakenclerk@gmail.com

(435) 565-3812



Interlaken Town
P.O. Box 1256
Midway, UT 84049
(435) 565-3812

INVOICE 329 Bern Way ROW Violation
DATE 11/29/22
PAYMENT Invoice amount will be deducted from permit holder's damage deposit

DATE	ACTIVITY	DESCRIPTION	AMOUNT
11/28/22	Excavation and Haul-Off (see attached Invoice# 4751)	Removal of Concrete Wash left in ROW from 329 Bern Way construction site	\$ 845.25
11/29/22	Town's administrative costs associated with ROW Violation (see attached Invoice# E22-11-29)	Site inspections, email and US certified mail notifications	\$ 80.00
		SUBTOTAL	\$ 925.25
		* VIOLATION PENALTY SURCHARGE + 25%	\$ 231.31
		TOTAL	\$ 1,156.56

* As per Interlaken Municipal Code Section 9.05.100(c), the town is entitled to recover a 25 percent penalty charge in addition to charges related to the removal of debris from the town's 33-foot road right of way

Becker Excavation & Utilities

P.O. Box 310
125 West Main Street
Midway, UT 84049
+1 4355037496
beckerexcavationandutilities@gmail.com

INVOICE

BILL TO
Interlaken Town
PO Box 1256
Midway, Utah 84049

INVOICE 4751
DATE 11/28/2022
TERMS Due on receipt
DUE DATE 11/28/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		329 Burn Way Midway Utah 84049 Concrete Wash Out Haul Off			
	Equipment	Excavator w/ thumb attachment (1ea) (hourly)	4	115.00	460.00
	Haul Off	Haul off -2 each existing concrete wash out bins left by others		275.00	275.00
					Subtotal: 735.00
	15% O+P			110.25	110.25

SUBTOTAL	845.25
TAX	0.00
TOTAL	845.25

BALANCE DUE **\$845.25**



Bart Smith
Interlaken Town Clerk
PO Box 1048
Midway, UT 84049
Phone: 206-851-2053

INVOICE

Invoice No. E22-1129
Invoice Date: 11/29/22
Billing Period: 11/13/22-11/29/22
Bill To: Town of Interlaken
PO Box 1256
Midway, UT 84049

Description	Code	Hours	Hourly	Amount
329 Bern Way ROW violation - site visits, administrative noticing, emails, certified letter	EN.01	2.00	\$40.00	\$80.00
TOTAL		2.00		\$80.00

Total Amount Due: \$80.00

Subject: Planning Commission Update December 2022

Date: Tuesday, December 6, 2022 at 6:05:51 PM Mountain Standard Time

From: Interlaken Planning Commission

To: Bart Smith, Justin Hibbard, O'Nan: Chuck & Sue S181 Grp B, Chuck Cullom

I will be unable to make this evenings meeting because we are extremeely busy at the shop. I have only included the projects which have updates from TO Engineers.

Lot 206 ~ 231 Interlaken Drive ~ Derek Becker ~

Footing and Foundation Inspection Complete (11.18.2022)

Lot 109 ~ 319 Jung Frau Hill ~ Christian Merryweather ~

Insulation & Sheetrock Inspections Complete (12.06.2022)

4 Way Inspection Complete (11.18.2022)

Lot 56 ~ 283 Interlaken Drive ~ Bonnie & Rick Singer ~

Insulation & Power to Panel Inspections Complete (12.06.2022)

4 Way Inspection Complete (11.08.2022)

Diana