

**Minutes of the Interlaken Town Council Regular Meeting
Thursday, 12 January 2017, 6:30 PM
Town Pump House**

1. Call to Order.

Mayor Simpkins called the meeting to order at 6:39pm.

2. Roll Call - Members Present:

Lisa Simpkins, Mayor
Sue O’Nan, Council Member
Chuck O’Nan, Council Member
Greg Harrigan, Council Member
Scott Neuner, Council Member

Bart Smith, Town Clerk, was present
Joe Santos, Town Planner, was present
Bill Goodall, Planning Commission Chair, was present

3. Presentations: None.

4. Public Comment: None.

5. Consent Agenda: None.

6. Approval of Agenda or Changes.

Motion: Council Member Neuner moved to approve the agenda.

Second: Council Member Harrigan seconded the motion.

Discussion: no discussion

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

7. Approval of 12/05/16 Regular Meeting Minutes.

Motion: Council Member Harrigan moved to approve the 12/05/16 meeting minutes.

Second: Council Member Neuner seconded the motion.

Discussion: no discussion

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

8. 2017 Town Council Meeting Schedule.

The Council agreed to the following 2017 meeting schedule:

2017 Interlaken Town Council Meeting Schedule			
Date	Weekday	Time	Location
12-Jan	Thu	6:30 PM	Pump House
2-Feb	Thu	6:30 PM	Pump House
6-Mar	Mon	6:30 PM	Pump House
3-Apr	Mon	6:30 PM	Pump House
8-May	Mon	6:30 PM	Pump House
5-Jun	Mon	6:30 PM	Pump House
10-Jul	Mon	6:30 PM	Pump House
7-Aug	Mon	6:30 PM	Pump House
5-Sep	Tue	6:30 PM	Pump House
2-Oct	Mon	6:30 PM	Pump House
6-Nov	Mon	6:30 PM	Pump House
4-Dec	Mon	6:30 PM	Pump House

9. Parking Regulation Enforcement.

A car was parked in the road right of way in front of Pablo Tokarz's property in the area where the road would need to be plowed. A warning was issued and the vehicle was moved. It was decided that for the first offense for parking in the road right of way during winter months, a warning would be issued, unless the vehicle is interfering with plowing (eg, it is snowing and/or plowing is imminent), in which case the vehicle will be towed immediately. After the first warning, for future offenses, the car will be towed. If SuperDave is stopped because of a blocking vehicle, he will call Simpkins or Smith. Smith will contact Heber Valley Towing to set up an agreement. All council members plus the town clerk will be given authority to call for a tow.

10. Comcast as Cable/Internet Provider.

Kevin Hawkins was interested in pursuing an agreement with Comcast to bring cable into Interlaken. Simpkins had pursued this previously and found that Comcast was not interested unless the town paid for it. The council agreed that Hawkins could do the groundwork and research this issue to find out if Comcast is interested. If so, then the Council would pursue a franchise agreement.

11. Pablo Tokarz Right of Way Cut.

Joe Santos reported that the Epic geotech went out and looked at the site. An approval letter was written and posted (by mistake) on Sharefile before it was approved by Santos. The letter gave Tokarz the option of building an engineered wall, but our ordinances discourage engineered walls in favor of restoring to natural grade and planting vegetation for erosion control. Santos recommended Epic rewrite the letter and instruct Tokarz to restore the affected area as per our code. He would also be instructed to watch for erosion until spring and use erosion control methods prior to full repair if necessary. The council agreed with this approach, and will have Santos write this letter, review it, then proceed. Goodall mentioned that the code says you are permitted to excavate and build a driveway to your house, excavate for your house, but the remaining areas of your property must be restored to natural grade. In other words, it is not allowed to excavate for a parking space. Although there are many such parking spots in town, it was decided they would be grandfathered and allowed, and no new such spots would be permitted. The town would not fine homeowners for parking in the existing, grandfathered parking spots.

12. BHR Update.

Simpkins requested records of houses completed from 2008 to present. Smith went down to the Wasatch Building department to get these numbers. This information will be used to help compute how much BHR owes the town. When complete, Greg Cropper will send a letter to the president of the BHR homeowners association asking for reimbursement. The number is around \$35,000. Going forward, once they've been noticed, Simpkins would like to assess them to chip in on road maintenance and plowing. Simpkins will talk to Midway mayor Bonner to get ideas about how to proceed. The Freedom Agreement stipulates that each home pays an annual fee. There are about 43 homes in BHR. Each would pay approximately \$150 annually.

13. General Contractor Requirement (Connor build).

Santos has a form that we will require be signed by owner/builders. Epic and the Planning Commission will incorporate this form into the permitting process. Wilson and Connor and all other owner/builders will be required to sign this form. Santos will provide the form to the town to be posted on the website.

14. Status on Previous Action Items from 12/05/16 Meeting.

- Simpkins – will contact builders who want utility access off lower Interlaken Drive and have them contact Epic to apply for a permit. ***In progress – Epic will follow up. It will be treated as an excavation permit. Simpkins contacted the Midway planner and gave approval to proceed.***
- Goodall/PC – will draft an excavation permit to be used for the above utility installation. ***In progress. It will be discussed at the next PC meeting and presented to the TC.***
- Smith – discuss with lawyer what we need to do to modify our town budget. ***In progress – will consult ULCT. They are currently processing our membership.***
- Simpkins – circulate the Epic bids for master plans – water system and roads. ***Complete. Epic has been authorized to proceed.***
- Epic Engr – pursue research and work required to secure our water rights (municipal rights transfer). Current rights are only culinary. ***In progress. Epic will give us an estimate regarding their cost to pursue.***
- Simpkins – reach out to Epic to get an estimate to repair damage done by Connor’s excavator on Jungfrau Hill Rd. ***On hold. We will wait until spring to assess the damage.***
- Smith – write a letter to Connor explaining the Council’s decision regarding the damage done by his contractor. ***Complete.***
- Simpkins – Contact Top Job and get on their calendar to inspect road damage in May and to repair damage prior to the top seal at the end of June. ***Complete.***
- Smith – meet with Sue/Kristine to complete bank transfers ***In progress.***
- Simpkins – Contact Epic to research water rights issues. ***Epic is working on this.***
- Simpkins – Complete Franchise agreements. ***Agreements with Questar and HL&P have been reviewed and close to complete. We need to contact Midway sewer and get an agreement with them.***
- Simpkins – Contact Epic to begin water study. ***In progress.***
- Simpkins – Finalize BHR numbers. ***In progress.***
- Simpkins – Contact Midway and have them connect with Epic to pursue utility easements for Interlaken Drive. ***Complete. They will apply for excavation permits.***
- Simpkins – Contact Epic to have them determine Interlaken Drive ownership. ***Goodall will pursue.***
- Simpkins – Speak with Heber towing to empower SuperDave to call to have a vehicle towed. ***Bart will pursue this. Only Council members and Bart will be able to call.***
- Smith – join the ULCT and find out about steps needed to amend our budget and get 8 copies of their handbook. Ask Bywater about the legality of collecting our assessments and procedures for amending our budget. ***In progress.***
- Smith – Send out FY2017 assessments the 1st week of January. ***Completed.***
- Simpkins – Call Sandra Soper and see if she has the key to the Wells Fargo Safety Deposit box. ***Completed. Smith has all contents. There are some water rights documents that Smith will distribute to the PC and TC.***

15. Other Business.

Recording device for TC meetings. Council approved expenditure of \$100 or less for a digital recording device.

Snow plowing. Simpkins has received two phone calls related to snow plowing issues. When SuperDave plows Interlaken Drive, snow goes over the guardrail and hits the homes on the edge. SuperDave will talk to the homeowners and he previously warned Watts that this would be an issue. Simpkins told the homeowners to contact their HOA and have a snow fence installed. We need to allow SuperDave to plow as he has been doing.

Simpkins also got a call from Susana Litel to see if she needed a business license to operate a business in her home. She was told this was not necessary.

Prohibition on boarding houses. Harrigan noted that the Miller/Baughman house is being operated as a boarding house. Individual rooms have been rented out. We need to add a prohibition to our code against renting individual rooms. Our code doesn't allow for multi-family dwellings, but it would be good to add a prohibition for this specifically in our code. It was decided that Smith would write a letter to Miller explaining that rentals are only allowed for 30 days or greater and to only a single family.

Building height issue. Joe Santos mentioned that several homeowners are concerned about the 35 foot height restriction and how it is defined. Currently, for sensitive sloped areas (over 25%), the height is measured from the basement floor. For slopes less than 25% height is measured from natural grade. Santos mentioned that some towns have codes limiting how much you can break up the elevation of a house, eg how many stories are allowed. The planning commission is looking into revising the code – eg, why do we have 2 height standards? Santos will continue to work with the PC to address this issue.

16. Public Comment. None.

17. Council Comments. None.

18. Action Items from this meeting.

Bart:

- Add a link to the Interlaken Facebook site to the town website.
- Update the parking violation citation to mention the car will be towed.
- Setup a towing account with Heber towing.
- Log and setup spreadsheet for parking violations.
- Contact ULTC regarding budget change procedures.
- Give Hawkins the go ahead to research Comcast cable install in Interlaken.
- Send out water rights agreements from safety deposit box to PC and TC.
- Look for Simpkins house plans.
- Letter to Miller stating prohibition against multi-family rentals (rooming house). Request PC to look into code change to prohibit rooming houses.
- Zion bank transfers.
- Start review of the Water system title, incorporate Mac's comments.
- Send email to Branca asking him to stop his workers from driving on the property below his house.

Lisa:

- Complete BHR letter, speak to Midway mayor about how to negotiate with BHR.
- Forward water rights information to Epic for their research.
- Start franchise agreement with Midway sewer and get a copy of their sewer map.

Joe Santos/Epic:

- Rewrite letter to Pablo Tokarz regarding his road right of way repair.
- Incorporate Owner/Builder agreement into permit process. Give Smith a copy of the agreement to post on the town website.
- Give town an estimate for researching water rights issue, eg, obtaining municipal rights instead of our current culinary rights.

19. Adjournment.

Council Member Neuner moved to adjourn the meeting. Council Member Harrigan seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:30 PM.