

**Mayor**

**Nina Laycook**

**City Manager**

**Duane Huffman**

**Treasurer**

**RaeLene Johnson**



**KANAB**  
— UTAH —

**City Council**

**James G. Sorenson**

**Cheryl Brown**

**Kirt Carpenter**

**Joe B. Wright**

**Brent Chamberlain**

KANAB CITY COUNCIL  
MARCH 26, 2013  
76 NORTH MAIN, KANAB, UTAH

- 6:30 P.M. Approval of minutes of previous meeting and accounts payable vouchers;
- 6:35 P.M. Agenda review and staff report;
- 6:45 P.M. Public Comment Period – Members of the public are invited to address the Council. Participants are asked keep their comments to 3 minutes and follow rules of civility outlined in Kanab Ordinance 3-606;
- 7:00 P.M. Presentation by Kane County Volunteer Center on Court Ordered Service Volunteers;
- 7:10 P.M. Presentation and discussion on proposal for improvements at Heritage House;
- 7:25 P.M. Discussion and consideration of City's potential use of old middle school;
- 7:35 P.M. Presentation on Energy Performance Contracting by Siemens Industry;
- 7:50 P.M. Discussion and consideration of General Plan Update proposals;
- 8:05 P.M. Executive Session:
- Discussion of pending or reasonably imminent litigation
  - Discussion of the purchase, exchange, or lease of real property

Times listed for each item on the agenda may be accelerated as time permits. If you are planning to attend this public meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City eight or more hours in advance of the meeting, and we will try to provide whatever assistance may be required. Please contact RaeLene Johnson at the Kanab City offices.

– A Western Classic –

**KANAB CITY COUNCIL MEETING  
MARCH 12, 2013  
KANE COUNTY COMMISSION CHAMBERS**

**PRESENT:** Mayor Nina Laycook, Council Members Kirt Carpenter, Cheryl Brown, James Sorenson, Joe B. Wright and Brent Chamberlain, City Manager/Recorder Duane Huffman and City Treasurer RaeLene Johnson. Members of the Planning Commission who were present: Terrel Honey, Dave Borup, Bryon Kershaw, Teressa Truillijo, Joan Thatcher, Arlon Chamberlain and Kent Burggraff.

**WORK MEETING:** A joint meeting was held with the City Council and City Planning Commission to discuss the update of the General Plan. Mr. Ken Young addressed the Council. He was the Planner who helped with the new General Plan six years ago. He explained that the General Plan is the blueprint and vision of short and long-range goals to help guide growth and development. The General Plan is a tool to be used. There needs to be an annual review of goals and the Plan, but a deeper look should be done every five years. This will help create a better community. The public needs to be involved to help with issues and goals that are needed. Citizens of the community give the General Plan strength. Mr. Young felt that Kanab's Motto "A Western Classic" is a very good motto. Members brainstormed items that may be consider during an update. Mr. Young will draft a proposal for the update process for the Council's consideration.

**PRESENTATION BY THE ARIZONA DEPT. OF TRANSPORTATION:** Mr. Mathew Burdick, Assistant Director for Communications, addressed the Council concerning Highway 89 from Page, Arizona to Tuba City and Flagstaff. On February 20, 2013 a landslide ripped through a section of US 89 along a mountain slope about 25 miles south of Page between Page and Bitter Springs. Photos were shown and different fixes were explained. The road was built in 1957. ADOT is working to ensure the stability of the slope and restore this important travel route as soon as possible; however there is no timetable for reopening the Highway. Mr. Robert Samour, Senior Deputy Engineer explained that Highway 89A is still open. Also there is a small road from Page to Tuba City on the back side that can be used as a detour.

Mayor Laycook welcomed the boy scouts who were present. They were: Kade Szymanski, Cody Stubbs, Jake Shakespear and Tavin Ott.

**APPROVAL OF MINUTES AND VOUCHERS:** A motion was made by Council Member Sorenson and 2<sup>nd</sup> by Council Member Wright to approve the minutes of the February 26<sup>th</sup> meeting and the vouchers. Motion passed unanimously.

**PUBLIC COMMENT PERIOD:** Lisa Rios asked the Council to extend the time period to the evening for meeting with the community on the General Plan. Mr. Jeff Frey was still concerned about not having the comment period at the end of the meeting. Marlene Barnes was concerned with ADOT's signage not mentioning which route to take to get to Kanab. Mr. Kelly Stowell told the Council about the "Little Hollywood" shoot-out that starts on the 13<sup>th</sup>. Mr. Chuck Holms said he likes the idea of an on-line survey.

**REVIEW AND CONSIDER OPTIONS FOR STREET REPAIRS ON 300 SOUTH AND 100 WEST:**

City Manager Huffman explained the damage from the storm drain project to the above mentioned portion of the road. Council Member Wright asked if the contractors had any responsibility for any of the damage, but Mr. Huffman said that he and Public Works Director, Keith Robinson and the Engineers could not see how the road damage could be the contractors fault. Council Member Sorenson suggested updating the road inventory so more Class C road monies could be obtained. Three different options were discussed on how to repair the road. 1. Patch the road 2. Replace 400 feet of road that is the most damaged. 3. Do a complete new road and have a contractor come in and replace the full block. A motion was made by Council Member Chamberlain and 2<sup>nd</sup> by Council Member Wright to go with Option #2 and replace 400 feet of the road that is damaged. The money will come from Class C road monies within the current budget. Motion passed unanimously.

Mr. Brent Chamberlain told the Council that Tyler Cornell, the new Recreation Director needed to have some direction and financial matters. It was noted that the County, City, Tyler Cornell and Ken Gotzen-berg get together to discuss this.

A motion to go into Executive Session to discuss pending litigation, real property and personnel was made by Council Member Wright and 2<sup>nd</sup> by Council Member Chamberlain. Motion passed unanimously.

A motion to go out of Executive Session was made by Council Member Chamberlain and 2<sup>nd</sup> by Council Member Brown. Motion passed unanimously.

A motion to adjourn was made by Council Member Brown and 2<sup>nd</sup> by Council Member Chamberlain. Motion passed unanimously.

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MAYOR

NINA LAYCOOK

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RECORDER

DUANE HUFFMAN

**COMMUNITY CENTER**

**Needs Assessment Survey**

Name of organization \_\_\_\_\_

Type of uses needed in a facility \_\_\_\_\_

How often do you meet \_\_\_\_\_

What times in the day do you meet \_\_\_\_\_

Are your meetings/events seasonal, of what season \_\_\_\_\_

What size meeting space does your group need \_\_\_\_\_

Would your group have any special needs in a facility \_\_\_\_\_

If so please specify \_\_\_\_\_

Do you need outdoor space for your events \_\_\_\_\_. If so how much space and what type (pavment, dirt, grass, camping) \_\_\_\_\_

Estimated number of people attending your events or meetings (ongoing) \_\_\_\_\_

Special Events \_\_\_\_\_

Would your group be able to contribute financially to the proposed facility?

If so: Construction costs (amount) \_\_\_\_\_

Ongoing operations and maintenance use \_\_\_\_\_

Do you charge for participation or events \_\_\_\_\_

Does the community provide adequate infrastructure for your events (hotel/motel rooms, restaurants, shopping etc.) \_\_\_\_\_. If not, what additional infrastructure needs do you have \_\_\_\_\_

Other comments \_\_\_\_\_

\_\_\_\_\_

The background features a grid of thin grey lines. Overlaid on this grid are three large, semi-transparent spheres. The top-left sphere is orange and yellow, the middle one is blue, and the bottom-right one is light green. A white square is positioned in the center of the page, partially overlapping the blue and green spheres.

## Energy Performance Contracting

***Kanab City  
March 2013***

# Agenda

- Performance Contracting Overview
  - Description
  - Process
  - Retrofit Performance Objectives
  - Guaranteed Performance Start to Finish
- HB 116 Legislation Overview
- Financing Overview
  - Sources
  - Opportunities
- Project Types
- Next Steps
- Contacts

# What is Energy Performance Contracting?

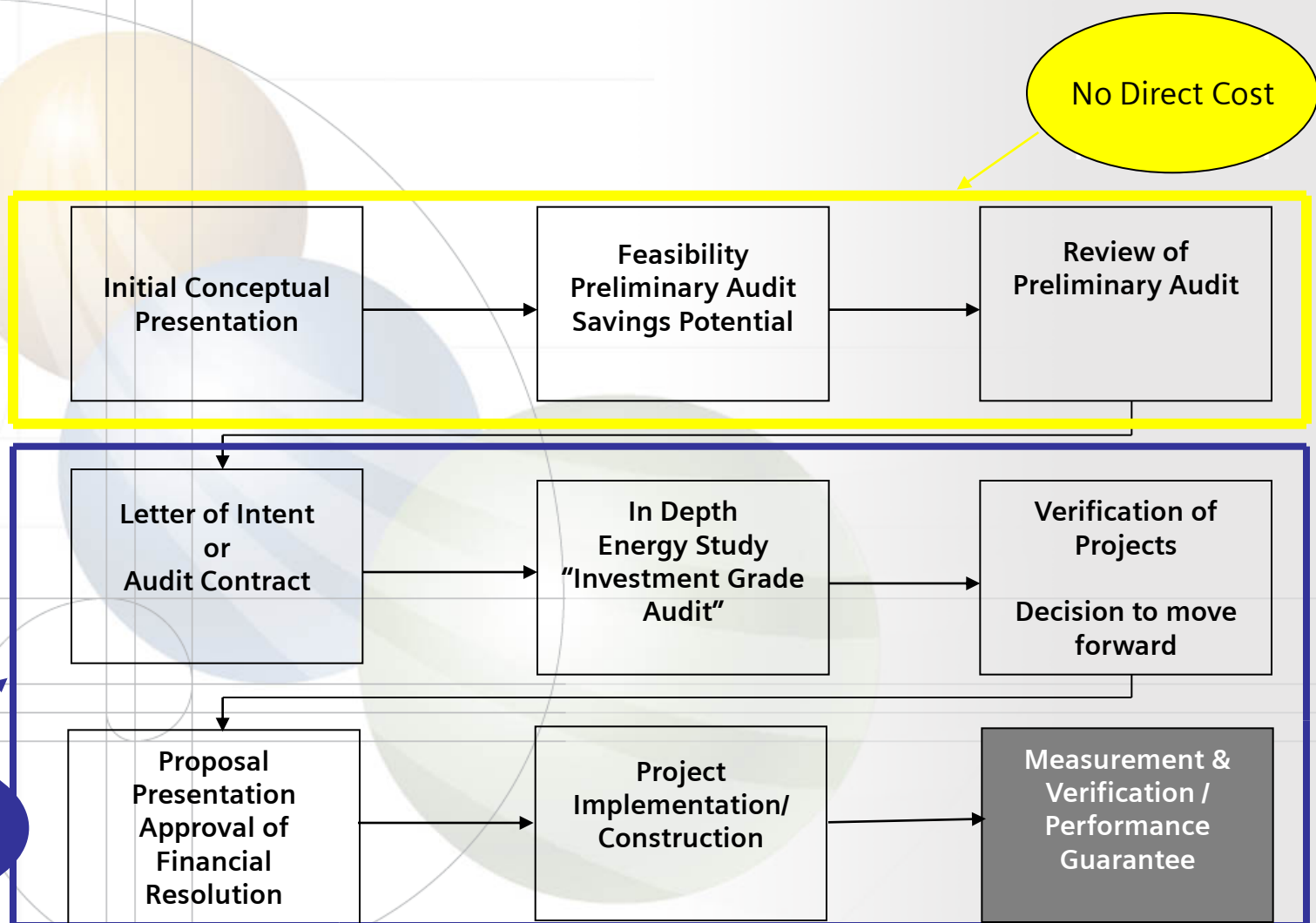
**Energy Performance Contracting is a design/construction method that enables:**

- Making energy upgrades you need now
- Improvements with no up-front capital requirement
- Payment through energy savings that result from retrofit projects
- Guaranteed savings by the Energy Service Company (ESCO)

**How does energy performance contracting work?**

- Excessive energy costs are due to obsolete and/or aging building infrastructure, systems and equipment
- Contracting with a State Procurement Office Approved Energy Service Company (ESCO) facilitates optimal utilization of wasted energy expenditures
- ESCO will recommend cost-effective improvements through:
  - Detailed energy engineering audits
  - Working with clients to implement the chosen measures
- Savings may be guaranteed and resulting savings cover project costs

# Performance Contracting Process





# Retrofit Performance Objectives

## **A means of maximizing building performance**

- Reduction of O&M costs

## **A means of partnering**

- ESCO works in concert with City to select
  - Contractors
  - Financial Institutions

## **A means of procurement**

- Siemens works on customers' behalf
- Design/Build vs. Design/Bid/Build
- State Procurement Contract Approved

## **A means of restoration**

- Mechanism for facility and technology infrastructure upgrades and modernizing without capital outlay

# Guaranteed Performance Contracting Services – Start to Finish

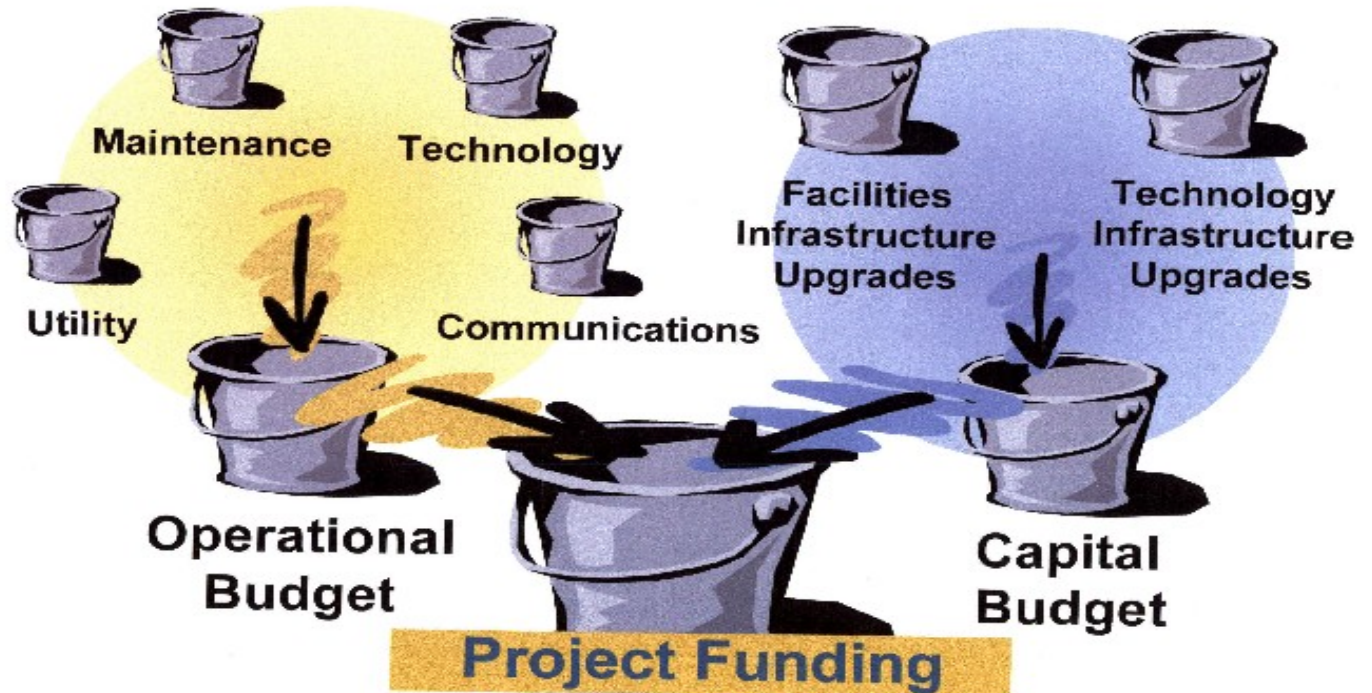
- Audits and baseline development
- Guaranteed retrofit performance contract
- Contract management
- Engineering management
- Construction management
- Measurement and verification
- Annual performance reporting

# House Bill 116 2010, State Procurement and Performance Contract Highlights

- Authorizes political subdivisions to enter into energy performance/services agreements with pre-qualified ESCO's (Energy Service Companies)
- Purpose is to increase/improve energy efficiency within facilities in a "budget neutral" way without the necessity of capital outlay
- Allows political subdivisions to engage in the process of auditing, reporting, procuring and executing identified Energy Efficiency Measures
- The Utah State Division of Purchasing in conjunction with State Division of Facilities and Construction Management qualified ESCO's through an RFP process and designed /approved procurement process
- ESCO may execute "replacement in like kind" which typically does not require engineering/permitting
- ESCO may also provide engineering services to meet requirements of the local Authority Having Jurisdiction

# Areas of Opportunity through Performance Contracting

## The Opportunity Buckets...



# Traditional and Non-Traditional Funding Sources

- **Tax exempt municipal leasing**
- **Revenue generating bonds**
- **State of Utah EPC Revolving Fund**
- **Bond/capital infusion**

# Retrofit Categories and Project Types

- **Lighting Projects**
  - Interior Lighting Retrofit Short term payback
  - Exterior Lighting Retrofit Medium
  - Parking Lot Lighting Retrofit Medium
  - Street Lighting Retrofit Medium
- **Water Projects**
  - Interior Water Consuming Devices Short
  - Irrigation – Controllers, Heads, In-ground systems Medium
  - Water Meter Upgrades – Wireless Medium
- **HVAC Projects**
  - Insulation/Weatherization Medium
  - Motor Upgrades Medium
  - Commissioning Short
  - Boiler/Chiller Retrofit Long
  - Variable Frequency Drives Short
  - HVAC Retrofit/Renovation Medium
  - Building Automation Medium

## Next Steps

- No cost preliminary feasibility study
- Identify potential opportunities
- Determine highest priority opportunities
- Other?

# Questions?

**Mark Cram, Siemens Energy & Environmental Solutions**

**[mark.cram@siemens.com](mailto:mark.cram@siemens.com)**

**Phone: (801)316.2439**

**Mobile: (801)230.4759**



# KANAB GENERAL PLAN UPDATE

Proposal  
3/14/13

The logo for Utah Community Planners features the text "Utah Community Planners" in a white, serif font, stacked vertically. The text is set against a dark green, textured background that resembles a close-up of a leaf or a similar natural surface. A grey arrow points from the left towards the logo.

## I. GENERAL PLAN UPDATE

Utah Community Planners (UCP) will assist in updating the current Kanab City General Plan, using the format and information of the current plan as a basis. An emphasis will be placed on reviewing and updating the community goals, strategies and actions within each General Plan chapter, and amending the plan text in accordance. Any maps needing to be amended or created will also be included.

## II. PROPOSED PLAN OF ACTION

### 1. Joint City Council and Planning Commission Workshop

**Date:** Tues, April 9<sup>th</sup> 6:00 pm

Visioning for the community will occur in a joint workshop / meeting of the City Council and Planning Commission, to provide an opportunity for City leaders to give important, needed input into the City's future. An action plan for the plan updates will be formulated in this workshop.

### 2. Three (3) Citizen Advisory Committee Meetings

**Dates:** Sat. April 27<sup>th</sup> 9:00 am, Sat. May 25<sup>th</sup> 9:00 am and Sat. June 29<sup>th</sup> 9:00 am

UCP will work with a Citizen Advisory Committee, comprised of 6 to 10 members, in reviewing the needs of the community relating to updating the General Plan. This committee provides invaluable assistance in the planning process and should include key community leaders and active citizens. The Committee will establish preliminary goals and make recommendations on proposed plan updates.

### 3. Two (2) Community Visioning Workshops

**Dates:** Wed. May 8<sup>th</sup> 7:00 pm and Thur. June 13<sup>th</sup> 7:00 pm

UCP will coordinate and oversee Community Visioning Workshops that will begin with a brief presentation on some of the opportunities and preliminary planning goals identified by the City. In the first workshop, attendees will participate in group discussions and planning exercises in creating a vision and strategies for implementing that vision. In the second workshop, emphasis will be on conflict mediation through the use of a Samoan Circle exercise, focusing on one or two controversial issues in the city.

### 4. Citizen Survey

**Distribution and Return Dates:** Mon. April 29<sup>th</sup> - Mon. May 20<sup>th</sup>

A citizen survey, in both mail-out and on-line formats, will be developed with the assistance of the City Council, Planning Commission and the Citizen Advisory Committee, seeking input, both specific and general, on the directions of the City's General Plan. UCP will assist with the preparation, compilation and analysis of the results of the survey. The online survey format prepared by UCP will be uploaded on the City website, and the City will mail the paper surveys with city utility billings or by other special mailing.

## **5. Open House and Planning Commission Public Hearing**

**Date: Tues. August 6<sup>th</sup> 6:00 pm**

Following review of the plan updates rough draft, a public open house can be held, inviting citizens to attend an informal gathering to learn about what is proposed and mingle with City leaders. At the open house, maps, large exhibits and copies of the written draft document will be available for public review. Near the end, a formal public hearing of the Planning Commission will be held. UCP may attend a second public hearing with the City Council, when the plan update is scheduled for approval, if needed.

## **6. Document updates review and preparation**

UCP will prepare all document revisions in word and pdf files in draft form, with print outs available for the Open House / Planning Commission Public Hearing, as well as final version files and print outs available for the City Council Public Hearing.

### **III. UPDATE COSTS**

UCP offers other preparation assistance in updating the Kanab City General Plan document and mapping, based on the following rates:

1. \$7,800 for all work performed as described in the above Plan of Action
2. \$100 an hour for mapping updates by Gateway Mapping \*
3. \$50 per 36 x 48 wall size print outs of General Plan maps
4. \$80 per printed, bound color copy of the complete updated plan document, including 11 x17 size maps
5. \$200 for UCP attendance at final public hearing with the City Council

*\* Actual time and effort depends on the extent of map updates required. An overall cost estimate or budgetary cap on costs can be determined following a project scoping meeting with Ken.*

Ken R. Young, AICP  
Principal Planner

# KANAB GENERAL PLAN UPDATE

Proposal  
3/22/13

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## II. PROPOSED PLAN OF ACTION

### 1. City Council Work Session

**Date:** Tue. April 9<sup>th</sup> 6:00 pm

Visioning for the community will occur in a work session of the City Council, to provide an opportunity for City leaders to give important, needed input into the City's future. An action plan for the General Plan updates and the format of the citizen survey will be prepared in this session.

### 2. Citizen Survey

**Distribution and Return Dates:** Mon. April 29<sup>th</sup> - Mon. May 20<sup>th</sup>

A citizen survey, in both mail-out and on-line formats, will be developed with the assistance of the City Council, seeking input, both specific and general, on the directions of the City's General Plan. UCP will assist with the preparation, compilation and analysis of the results of the survey. The online survey format prepared by UCP will be uploaded on the City website, and the City will mail the paper surveys with city utility billings or by other special mailing.

### 3. Four (4) Planning Commission / Public Scoping Meetings

**Dates:** Sat. May 25<sup>th</sup>, Sat. June 8<sup>th</sup>, Sat. June 22<sup>nd</sup>, Sat. July 13<sup>th</sup> - all at 9:00 am

UCP will work with the Planning Commission to review the needs for updating the General Plan. In reviewing two chapters with the public in each scoping meeting, the Commission will recommend amendments to the format and goals of the plan.

### 4. Planning Commission Reviews and Public Hearing

**Draft Submittal Date:** Mon. July 29<sup>th</sup>

**Public Hearing Date:** Tue. October 1<sup>st</sup> 6:00 pm

In four regular meetings, in August and September, the Planning Commission will review the proposed changes in the first draft of the updated General Plan. UCP will then present the proposed amendments to the General Plan at a public hearing.

### 5. Document updates review and preparation

**Final Draft Submittal Date:** Mon. October 14<sup>th</sup>

UCP will prepare all document revisions in word and pdf files in draft form, with print outs available for the Planning Commission review meetings and public hearing, as well as final version files and print outs available for the City Council public hearing.

### 6. City Council Presentation and Public Hearing

**Date:** Tue. October 22<sup>nd</sup> 6:00 pm

[1]

### III. UPDATE COSTS

UCP offers other preparation assistance in updating the Kanab City General Plan document and mapping, based on the following rates:

1. \$6,560 for all work performed as described in the above Plan of Action
2. \$100 an hour for mapping updates by Gateway Mapping \*
3. \$50 per 36 x 48 wall size print outs of General Plan maps
4. \$80 per printed, bound color copy of the complete updated plan document, including 11 x17 size maps

*\* Actual time and effort depends on the extent of map updates required. An overall cost estimate or budgetary cap on costs can be determined following a project scoping meeting with Ken.*

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Principal Planner