



SPRINGVILLE CITY COUNCIL AGENDA  
TUESDAY, AUGUST 05, 2025  
110 South Main Street  
Springville, Utah 84663

NO FORMAL ACTIONS ARE TAKEN IN A WORK SESSION

**5:30 P.M. - WORK MEETING - MULTI-PURPOSE ROOM**

**CALL TO ORDER**

**COUNCIL BUSINESS**

1. **Calendar**
  - Aug 19 - Work Study Meeting at 5:30 p.m., Regular Meeting at 6:30 p.m., Truth and Taxation Meeting at 7:00 p.m.
  - Sep 01 - Labor Day Holiday Observed (Civic Center Closed Monday)
  - Sep 02 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
2. **REVIEW OF THE 7:00 P.M. REGULAR COUNCIL MEETING AGENDA ITEMS**
  - a) Invocation - Councilmember Smith
  - b) Pledge of Allegiance - Councilmember Snelson
  - c) Consent Agenda
    1. Approval of the minutes for the July 15, 2025, work meeting and regular meeting
    2. Approval of a Resolution and adoption of the updated Springville City Emergency Operations Plan - Lance Haight, Public Safety Director
3. **WORK MEETING DISCUSSIONS/PRESENTATIONS**
  - a) Parking on 300 South - Lance Haight, Public Safety Director
  - b) Power Department Presentation - Jason Miller, Power Director
  - c) Administration Department Presentation - Patrick Monney, Director of Administration

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

**ADJOURNMENT**

**CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION**

The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.





SPRINGVILLE CITY COUNCIL AGENDA  
TUESDAY, AUGUST 05, 2025  
110 South Main Street  
Springville, Utah 84663

7:00 P.M. COUNCIL MEETING - CITY COUNCIL ROOM

CALL TO ORDER

INVOCATION

PLEDGE

APPROVAL OF THE MEETING'S AGENDA

MAYOR'S COMMENTS

**PUBLIC COMMENT** - Audience members may bring any item, not on the agenda, to the Mayor and Council's attention. Please complete and submit a "Request to Speak" form. Comments will be limited to two or three minutes, at the mayor's discretion. State Law prohibits the Council from acting on items that do not appear on the agenda.

**CONSENT AGENDA** - The Consent Agenda consists of items previously discussed or that are administrative actions where no additional discussion is needed. When approved, the recommendations in the staff reports become the action of the Council. The agenda provides an opportunity for public comment. If, after the public comment, the Council removes an item from the consent agenda for discussion, the item will keep its agenda number. It will be added to the regular agenda for discussion unless otherwise specified by the Council.

1. Approval of the minutes for the July 15, 2025, work meeting and regular meeting
2. Approval of a Resolution and adoption of the updated Springville City Emergency Operations Plan - Lance Haight, Public Safety Director

**REGULAR AGENDA**

3. Approval of an Ordinance amending Springville City Code Waste Water Pretreatment Title 4 Chapter 14 to comply with the State Division of Water Quality - Jake Nostrom, Assistant Public Works Director

**MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

**ADJOURNMENT - CLOSED SESSION, IF NEEDED - TO BE ANNOUNCED IN MOTION**

The Springville City Council may temporarily recess the meeting and convene in a closed session as provided by UCA 52-4-205.

**CERTIFICATE OF POSTING - THIS AGENDA IS SUBJECT TO CHANGE WITH A MINIMUM OF 24-HOURS NOTICE - POSTED 08/01/2025**

In compliance with the Americans with Disabilities Act, the city will make reasonable accommodations to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please get in touch with the City Recorder at (801) 489-2700 at least three business days prior to the meeting.

Meetings of the Springville City Council may be conducted by electronic means pursuant to Utah Code Annotated Section 52-4-207. In such circumstances, contact will be established and maintained by telephone or other electronic means, and the meeting will be conducted pursuant to Springville City Municipal Code 2-4-102(4) regarding electronic meetings.

s/s - Kim Crane, MMC, City Recorder





MINUTES

2 MINUTES OF THE WORK/STUDY MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON  
2 TUESDAY, JULY 15, 2025, AT 5:30 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET,  
SPRINGVILLE, UTAH.

**Presiding and Conducting:** Mayor Matt Packard

8	<b>Elected Officials in Attendance:</b>	Craig Jensen
10		Logan Millsap
		Jake Smith
		Mike Snelson
		Mindi Wright

**City Staff in Attendance:** City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane, Community Development Director Josh Yost, Director of Administration Patrick Monney, Internal Services Director Scott Sensanbaugh, Library Director Dan Mickelson, Museum of Art Director Emily Larsen, Parks and Recreation Director Stacey Child, Power Director Jason Miller, Public Safety Director Lance Haight, Public Works Director Brad Stapley, Emergency Management Coordinator JoAnna Larsen, and Public Art Coordinator Leslie Gleaves.

22 **CALL TO ORDER** - Mayor Packard welcomed everyone and called the Work/Study meeting to order at 5:33 p.m.

24 COUNCIL BUSINESS

## 1. Calendar

- Jul 24 - Pioneer Day Observed (City Offices Closed - Thursday)
  - Aug 05 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.
  - Aug 19 - Work/Study Meeting 5:30 p.m., Regular Meeting 7:00 p.m.

30 Mayor Packard asked if there was any discussion about the upcoming calendar. There was none.

## 32 2. DISCUSSION ON THIS EVENING'S REGULAR MEETING AGENDA ITEMS

- a) Invocation - Councilmember Millsap
  - b) Pledge of Allegiance - Councilmember Jensen
  - c) Consent Agenda

36        2. Approval of the minutes for the July 01, 2025, work and regular meetings.  
38        3. Approval of a Resolution authorizing the Mayor to sign all necessary documents to close on a portion of the Suntana Property at approximately 1600 South 1750 West in Springville City with the Sunpro Corporation - John Penrod, Assistant City Administrator/City Attorney

40        Mayor Packard requested that item #3 on the consent agenda be moved to the regular agenda  
41        for short discussion.

42        **3. WORK MEETING DISCUSSIONS/PRESENTATIONS**

43        **a) City Flag Discussion - Leslie Gleaves, Public Art Coordinator**

44        Leslie Gleaves reviewed the current status of the City Flag Project and where it had previously  
45        been left off. She noted that there was no clear consensus between the City Council and the Community  
46        Board regarding a final design. She explained that eight flag designs, those receiving the most positive  
47        community comments and engagement, had been edited using established design guidelines. Leslie  
48        summarized the community feedback, indicating that references to Hobble Creek and art were the most  
49        favored elements. Symbolic but not dominant mountains and imagery representing community flow or  
50        interconnection were also preferred. Feedback indicated a desire to avoid symbols such as wagon  
51        wheels, stars, religious or political imagery, and the inclusion of text or complex graphics. She also  
52        reviewed the options recommended by both the Council and the Community Board. Leslie suggested the  
53        Council select two to five refined options to present for a public vote. She noted that the project timeline  
54        could be extended, allowing it to progress gradually over the next two to three years, or be paused and  
55        resumed later.

56        Councilmember Snelson recommended choosing a design that would be simple to reproduce,  
57        using three or four colors.

58        Director Emily Larsen stated that while the original goal was to unveil a new flag by Art City Days,  
59        the current timeline and limited staff capacity made completion by fall unlikely.

60        Councilmember Smith expressed support for incorporating references to history and art.

61        Councilmember Wright stated that she liked the concept of including a paintbrush in the design.

62        The Council discussed design elements and color choices. They identified five design options to  
63        be revised and brought back for further review.

64        **b) Community Reinvestment Areas - Carla Wiese, Planner II**

65        Carla Wiese reported on Community Reinvestment Areas (CRA) and proposed tools and  
66        strategies to support economic development. She noted that internal discussions had taken place and  
67        that it was now an appropriate time to bring the topic to the City Council for consideration. Carla explained  
68        the concept of tax increment financing (TIF), which involves establishing a defined project area and  
69        requiring a property owner agreement, as well as participation from other tax entities such as the School  
70        District and the County. She clarified that tax increment revenue could be used outside of the project area  
71        but must align with the City's general plan.

72        Carla identified potential CRA project areas, including the North Main Street Gateway, downtown  
73        Main Street, and the South Main Gateway. Based on the development outlook for the Main Street corridor,  
74        staff recommended establishing a CRA. She stated that if the Council supported this recommendation, a  
75        resolution would be required to initiate a feasibility study for the proposed area.

76        City Administrator Troy Fitzgerald emphasized that development was approaching and that it  
77        would be beneficial for the City to take a proactive approach. He said the criteria for the CRA would need  
78        to be defined.

79        Carla advised that public education on the CRA would be important, emphasizing that it does not  
80        impose new taxes but instead utilizes property taxes already being collected. She also mentioned that  
81        recent changes in state law had reduced available incentives.

86        Mayor Packard asked whether a smaller CRA area would be preferable to a larger one. Carla  
87        responded that both approaches had potential advantages.

88        Councilmember Wright inquired about the anticipated benefits of a CRA. Carla responded that  
89        the potential to generate sufficient tax increment would need to be evaluated. She then asked if the  
90        Council was prepared to proceed with the statutory requirements.

92        Councilmember Jensen expressed support for the CRA if it could help stimulate development  
93        along Main Street.

94        Councilmembers Wright and Snelson both indicated a preference for limiting the CRA to a smaller  
95        area.

96        Carla noted that a consultant would assist in conducting the study and that the area under  
97        consideration could range from 1400 North to 800 South, which would help define a formal plan area.

98        Councilmember Smith voiced his support for moving forward with the feasibility study.

100        **c) Presentation on the final Springville City Emergency Plan - Lance Haight, Public Safety Director**

101        Chief Haight, along with JoAnna Larsen, presented a review of the City's Emergency Operations  
102        Plan. They explained that the plan serves as a framework for responding to emergencies, coordinating  
103        resources, saving lives, protecting property, and maintaining public confidence in local government. The  
104        plan applies to all city departments and emphasizes a response that is reasonable and prudent. Chief  
105        Haight noted that the plan aligns with NIMS (National Incident Management System) compliance  
106        requirements and includes a forward-looking approach that goes beyond managing the emergency itself  
107        to preparing for future incidents.

108        They highlighted that the plan incorporates best practices recognized nationally and shared a  
109        recent example of its application during Art City Days, where a modified version was used for briefings.  
110        The experience proved beneficial, and they are considering expanding its use in future events. Chief  
111        Haight stated he would email the plan to the council and bring it back at a later meeting for formal  
112        adoption.

113        Councilmember Smith asked whether community churches would be included in the planning  
114        efforts. Chief Haight responded that coordination with community leaders would be part of the process.  
115        City Administrator Troy Fitzgerald added details regarding the coordination efforts.

116        Chief Haight and Administrator Fitzgerald also planned to contact a regional representative to  
117        review the Everbridge emergency notification system as part of ongoing preparedness efforts.

118        Mayor Packard emphasized the importance of fully understanding how the various components  
119        of emergency planning and response work together.

120        **MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS**

121        Mayor Packard asked if there was any further discussion. There was none.

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- 134 **ADJOURNMENT CLOSED SESSION IF NEEDED - TO BE ANNOUNCED IN MOTION**  
136 *The Springville City Council may temporarily recess the meeting and convene in a closed session as  
provided by UCA 52-4-205.*
- 138 **Motion:** Councilmember Snelson moved to adjourn the work meeting at 7:00 p.m. **Councilmember Smith**  
140 **seconded** the motion. **Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember  
Smith, Councilmember Snelson, and Councilmember Wright. The motion **Passed Unanimously, 5-0**

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148 *This document constitutes the official minutes for the Springville City Council Work/Study Meeting held on Tuesday, July 15, 2025  
150 I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, Utah County, State  
2025. of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this meeting held on Tuesday, July 15,*

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*DATE APPROVED:* \_\_\_\_\_

*Kim Crane  
City Recorder*



## MINUTES

### Springville City Council Regular Meeting - July 15, 2025

MINUTES OF THE REGULAR MEETING OF THE SPRINGVILLE CITY COUNCIL HELD ON TUESDAY,  
2 JULY 15, 2025, AT 7:00 P.M. AT THE CIVIC CENTER, 110 SOUTH MAIN STREET, SPRINGVILLE,  
UTAH.

4 **Presiding and Conducting:** Mayor Matt Packard

6 **Elected Officials in Attendance:** Craig Jensen  
8 Logan Millsap  
10 Jake Smith  
12 Mike Snelson  
14 Mindi Wright

16 **City Staff in Attendance:** City Administrator Troy Fitzgerald, Assistant City Administrator/City Attorney  
18 John Penrod, Assistant City Administrator/Finance Director Bruce Riddle, City Recorder Kim Crane,  
Community Development Director Josh Yost, Director of Administration Patrick Monney, Internal  
Services Director Scott Sensanbaugher, Library Director Dan Mickelson, Museum of Art Director Emily  
Larsen, Parks and Recreation Director Stacey Child, Power Director Jason Miller, Public Safety Director  
Lance Haight, and Public Works Director Brad Stapley.

20 **CALL TO ORDER**

22 Mayor Packard called the meeting to order at 7:05 p.m.

24 **INVOCATION AND PLEDGE**

26 Councilmember Millsap offered the invocation, and Councilmember Jensen led the Pledge of  
Allegiance.

28 **APPROVAL OF THE MEETING'S AGENDA**

30 **Motion:** Councilmember Jensen moved to approve this evening's agenda as written.  
32 **Councilmember Millsap seconded** the motion. **Voting Yes:** Councilmember Jensen, Councilmember  
Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright. The motion  
Passed Unanimously, 5-0.

34 **MAYORS COMMENTS**

36 Mayor Packard welcomed the Council, staff, and those in attendance.

38 **CEREMONIAL**

- 40 1. Presentation from the Utah Recreation and Parks Association (URPA) for the URPA Innovation  
of the Year Award and The Outstanding Facility of the Year Award to Springville Parks and  
Recreation Department - Stacey Child, Parks and Recreation Director

42 Representatives from the Utah Recreation and Parks Association (URPA), including Director  
Leanne Powell, presented during the meeting. Powell shared that URPA received over 120 award

44 nominations this year across various categories. She highlighted URPA's core pillars: Health and  
Wellness, preserving land for future generations, and providing recreation opportunities for all. Several  
awards were presented to Springville City representatives:

46 Scholarship for National Training - Tyler Wilkins

48 Innovation of the Year - Springville Parks and Recreation, recognized for what may be the first  
dedicated Wiffle Ball field

50 Outstanding Facility Across the State - Cherry Ridge Bike Park

52 Mayor Packard congratulated the recipients and expressed appreciation for their contributions,  
praising the team for their work and positive impact on the community.

## 56 PUBLIC COMMENT

58 Mayor Packard introduced the Public Comment section of the agenda and inquired if there were  
any written requests to speak. There was none.

## 60 CONSENT AGENDA

- 62 2. Approval of the minutes for the July 01, 2025, work and regular meetings
- 64 3. ~~Approval of a Resolution authorizing the Mayor to sign all necessary documents to close on a portion of the Suntana Property at approximately 1600 South 1750 West in Springville City with the Sunpro Corporation - John Penrod, Assistant City Administrator/City Attorney~~

66 Item #3 was moved to the regular agenda for discussion.

68 **Motion:** Councilmember Millsap moved to approve the consent agenda as written, and moving  
item #3 to the regular agenda for discussion. **Councilmember Smith seconded** the motion. **Roll Call Vote**  
70 **Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson,  
and Councilmember Wright. The motion **Passed Unanimously, 5-0. Resolution #2025-25 Adopted**

## 72 REGULAR AGENDA

- 74 3. ~~Approval of a Resolution authorizing the Mayor to sign all necessary documents to close on a portion of the Suntana Property at approximately 1600 South 1750 West in Springville City with the Sunpro Corporation - John Penrod, Assistant City Administrator/City Attorney~~

78 City Attorney John Penrod provided a brief history of the Suntana Property. In response to a  
question from Councilmember Snelson regarding the type of business planned for the site, John  
80 explained that the property will be used for a lumber yard, garage doors, and regular door sales, along  
with some millwork operations.

82 **Motion:** Councilmember Millsap moved to approve Resolution #2025-25 authorizing the Mayor to  
sign all necessary documents to close on a portion of the Suntana Property at approximately 1600 South  
84 1750 West in Springville City with the Sunpro Corporation. **Councilmember Jensen seconded** the motion.  
**Roll Call Vote Yes:** Councilmember Jensen, Councilmember Millsap, Councilmember Smith,  
86 Councilmember Snelson, and Councilmember Wright, Declared A Conflict of Interest. The motion Passed  
88 Unanimously, 4-0 with 1 abstaining. **Resolution #2025-25 Adopted**



- 90        4. Consideration of an Ordinance amending Springville City Code Title 10, updating references to  
adopted building codes - Josh Yost, Community Development Director

92        Director Yost introduced Building Inspector Jed Neilsen. Jed reported on the amendment to Title  
94        10, Building and Construction, explaining it would update the city code to reflect the latest adopted  
Building Codes and State Amendments from the last legislative session, and will reflect future  
amendments as they occur.

96        **Motion: Councilmember Smith moved to approve Ordinance #16-2025**, amending Springville Code Title  
98        10 Building and Construction. **Councilmember Snelson seconded** the motion. **Roll Call Vote Yes:**  
100        Councilmember Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and  
102        Councilmember Wright. The motion **Passed Unanimously**, 5-0, **Ordinance #16-2025 Adopted**.

- 104        5. Consideration of a Memorandum of Understanding between the Nebo School District and  
106        Springville City regarding reimbursements associated with the New Springville High School and  
108        surrounding park properties - **John Penrod, Assistant City Administrator/City Attorney**

110        City Attorney John Penrod reported that the new Springville High School (SHS) was on track to  
be completed and open by the fall of 2026. The City and District entered into two joint resolutions  
112        regarding the construction of Red Devil Drive, which both parties are sharing equally in costs to construct,  
114        and surrounding City owned park properties. As part of the joint resolutions, the City and District's staff  
116        were to work together to finalize any adjustments to the new SHS campus site, including park properties,  
from what is described in the joint resolutions. The main goal for this project was and is to develop the  
best new recreation area within and surrounding the new SHS campus for the City's residents.

118        John provided an overview of the property exchanges with the school district and the related  
improvements. The total amount due to the District under the MOU, including road and park  
120        improvements, is \$4,072,055.00, payable in July 2026 and budgeted for FY 2027. Additionally, the City  
122        will incur approximately \$400,000 for the installation of a new stoplight at 400 South and Red Devil Drive.

124        Troy acknowledged Assistant Parks and Recreation Director Tyler Wilkins for his leadership and  
valuable contributions to the project, along with support from Public Works and John Penrod.

126        **Motion: Councilmember Wright moved to approve** and give the City Administrator the authority to  
sign a Memorandum of Understanding between the Nebo School District and Springville City regarding  
128        reimbursements associated with the New Springville High School and surrounding park properties.  
130        **Councilmember Snelson seconded** the motion. **Roll Call Vote Yes:** Councilmember Jensen,  
132        Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember Wright.  
The motion **Passed Unanimously**, 5-0

## MAYOR, COUNCIL, AND ADMINISTRATIVE REPORTS

126        Mayor Packard asked for any further discussion.

128        Director Brad Stapley provided an update on the 620 South Canyon Road project. He noted that  
a communication and outreach policy was initiated a year ago to guide notifications when a project  
130        impacts citizens at low, mid, or high levels. The policy outlines appropriate actions for each level of impact,  
and residents within the affected area were successfully notified in accordance with the policy.

132        Councilmember Millsap inquired about traffic calming measures on Canyon Road. Brad  
responded that the speed limit will be reduced to 30 mph to address concerns.

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136        Administrator Fitzgerald also followed up on the earlier work meeting discussion regarding the  
138        Everbridge Notification System. He explained that citizens can sign up and customize the types of alerts  
they wish to receive. Increased citizen participation in the system will improve communication across the  
city.

140        **CLOSED SESSION, AND ADJOURNMENT IF NEEDED - TO BE ANNOUNCED IN MOTION**

142        *The Springville City Council may adjourn the regular meeting and convene into a closed session as  
provided by UCA 52-4-205.*

144        **ADJOURNMENT**

146        **Motion:** Councilmember Millsap moved to adjourn the meeting at 8:00 p.m. and move into a closed  
session to discuss property. **Councilmember Smith seconded** the motion. **Voting Yes:** Councilmember  
148        Jensen, Councilmember Millsap, Councilmember Smith, Councilmember Snelson, and Councilmember  
Wright. **The motion Passed Unanimously, 5-0.**

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154        *This document constitutes the official minutes for the Springville City Council Regular Meeting held on Tuesday, July  
15, 2025.*

156        *I, Kim Crane, do hereby certify that I am the duly appointed, qualified, and acting City Recorder for Springville City, Utah  
County, State of Utah. I do hereby certify that the foregoing minutes represent a true, accurate, and complete record of this  
158        meeting held on Tuesday, July 15, 2025.*

160        DATE APPROVED: \_\_\_\_\_

162        Kim Crane  
City Recorder



## STAFF REPORT

**DATE:** July 22, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Chief Lance Haight, Public Safety Director

**SUBJECT:** REQUEST FOR ADOPTION OF SPRINGVILLE CITY EMERGENCY OPERATIONS PLAN (EOP)

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### **MOTION**

Recommendation that the Springville City Council formally adopt the Springville City Emergency Operations Plan (EOP), which has been reviewed and approved by City staff. The plan outlines roles, responsibilities, and coordinated response strategies to be used during emergencies, disasters, and catastrophic events.

### **GOALS, OBJECTIVES AND STRATEGIES AT ISSUE**

**Goals:** To increase community resilience and ensure the City is prepared to respond effectively to emergencies and disasters of all types and magnitudes.

**Objective:** To provide a clear, comprehensive Emergency Operations Plan that enables city departments to work together under a unified command structure during emergency activations.

**Strategies:** Adopt the updated EOP and conduct periodic training and exercises to familiarize all departments and staff with their roles under the plan. The EOP follows FEMA guidelines and the National Incident Management System (NIMS).

### **BACKGROUND**

Springville City recognizes the need for an updated and comprehensive Emergency Operations Plan to guide the City's response during emergencies. The EOP outlines the organization, responsibilities, procedures, and resources required to protect life, property, and the environment in the event of a disaster.

The plan was developed with input from all City departments and key partners. It reflects current organizational structures and hazard vulnerabilities, and incorporates best practices in emergency management.

The EOP includes procedures for activation of the Emergency Operations Center (EOC), outlines the responsibilities of each section under the Incident Command System (ICS), and details coordination with County, State, and Federal agencies. Staff has conducted briefings and reviews with department directors and incorporated feedback to ensure operational clarity and alignment with real-world capabilities.

## **SUMMARY**

Staff recommends that City Council approve and adopt the Springville City Emergency Operations Plan as the official guiding document for emergency response and recovery. Adoption of the EOP ensures compliance with State and Federal requirements and positions the city to respond more effectively to future incidents.

## **ALTERNATIVES**

If City Council does not adopt the Emergency Operations Plan, the city will lack the formally approved framework for disaster response. This may impact coordination, training, grant eligibility, and the City's ability to effectively respond to large-scale incidents.

## **FISCAL IMPACT**

There is no fiscal impact associated with adopting the Emergency Operations Plan. Ongoing training and exercises to implement the plan will be covered within departmental budgets.

## **ATTACHMENTS**

- Resolution to adopt the Springville City Emergency Operations Plan
- Full Emergency Operations Plan (available in digital format)
- Letter of Promulgation to be signed and included in the final plan
- Approval and Implementation letter to be signed and included in the final plan



Lance Haight  
Director of Public Safety



## Letter of Promulgation

To all Recipients:

This is the Emergency Operations Plan for Springville City, Utah. This plan supersedes any previous plans. It provides a framework within which the city can plan and perform its emergency functions during a disaster or national emergency.

This Emergency Operations Plan is a component of the City's comprehensive approach to emergency management that ensures that the city is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the city.

Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the city will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of City agencies and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the Incident Command System and the National Incident Management System.

This plan has been approved and adopted by the Springville City Council at the recommendation of the Springville City Emergency Manager. All recipients are requested to advise the Springville City Emergency Manager of any changes that might result in its improvement or increase its usefulness.

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Matt Packard  
Springville City Mayor

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Date



## Approval and Implementation

The Springville City Emergency Operations Plan (EOP) provides a framework for emergency responders, City departments, and supporting agencies to effectively coordinate and collaborate, before, during, and after a disaster, in order to provide a comprehensive response to all emergencies.

The Mayor and City Council authorize the Emergency Manager, as directed by the City Administrator, to make changes and updates to this plan that do not materially affect the overall planning approach and do not radically change responsibilities of senior city officials or city departments. Changes will be recorded in the record of changes.

This plan is published in support of the National Response Framework, State of Utah's Emergency Operations Plan, Utah County's Emergency Management Plan, and is written in compliance with Utah State code (52-2a, Emergency Management Act). This plan supersedes all previously published copies of the Springville City Emergency Operations Plan.

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Matt Packard  
Springville City Mayor

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Date

**RESOLUTION #2025-\_\_**

**A RESOLUTION ADOPTING THE SPRINGVILLE CITY EMERGENCY OPERATIONS PLAN AS THE OFFICIAL PLAN FOR EMERGENCY RESPONSE AND RECOVERY.**

WHEREAS, Springville City recognizes the need for a comprehensive and up-to-date Emergency Operations Plan (EOP) to guide the City's preparation for, response to, and recovery from emergencies and disasters; and

WHEREAS, the EOP outlines roles and responsibilities for all City departments and key stakeholders, and provides coordination procedures under the National Incident Management System (NIMS); and

WHEREAS, the EOP has been developed and reviewed in coordination with all relevant City departments and reflects current organizational structure, operational capacity, and known hazards; and

WHEREAS, adoption of the EOP aligns the City with State and Federal emergency management standards and enhances eligibility for grants and disaster recovery assistance.

**NOW, THEREFORE**, be it resolved by the City Council of Springville, Utah, as follows:

**SECTION 1:** The Springville City Emergency Operations Plan (EOP) is hereby adopted as the official plan for emergency management, response, and recovery operations within the City of Springville.

**SECTION 2:** All City departments are directed to operate in accordance with the adopted Emergency Operations Plan and to participate in training and exercises to ensure readiness.

**SECTION 3:** All City departments are further directed to implement National Incident Management System (NIMS) training within their respective areas and to achieve NIMS compliance in accordance with the guidelines outlined in the Emergency Operations Plan.

**EFFECTIVE DATE**

This resolution shall take effect immediately.

**PASSED AND APPROVED** this \_\_ day of \_\_\_\_\_, 2025.

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Matt Packard, Mayor

Attest:

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Kim Crane, City Recorder



## STAFF REPORT

**DATE:** August 1, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Jake Nostrom, Assistant Public Works Director

**SUBJECT: WASTEWATER PRETREATMENT CODE AMENDMENT**

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**Recommended Motion:**

Motion to revise pretreatment sections of the City Code.

**Executive Summary:**

The Springville City Water Reclamation Facility (WRF) Pretreatment Program underwent an audit performed by the Utah Division of Water Quality (DWQ), where they required a number of revisions to the City Code. The proposed revisions will allow accuracy within Springville City Code as well as being up to date with the Environmental Protection Agency (EPA) and the Code of Federal Regulations (CFR) requirements.

**Focus of Action:**

This action will allow Springville City WRF Pretreatment Program to enforce accurate and current code regulations through the Springville City Code for all wastewater dischargers. Outlined here are the proposed revisions of the Springville City Code in numerical order.

**1) 4-14-101 Purpose and Policy.**

In order to protect the health, safety, and welfare of the residents of the City, and to provide for maximum public benefit, the City finds it necessary to regulate the **Publicly Owned Treatment Works (POTW)** ~~collection and treatment of wastewater~~. The provisions of this Chapter set forth uniform requirements for users discharging into the ~~wastewater collection and treatment system~~ **POTW**, and enables the City to comply with all applicable local, State and Federal laws,



including the Clean Water Act (33 United States Code, Section 1251 et seq.), the General Pretreatment Regulations (Title [40](#) of the Code of Federal Regulations Part 403), and the Utah Administrative Code R317-8-8. The objectives of this Chapter are:

(1) To prevent the introduction of pollutants into the **Publicly Owned Treatment Works (POTW)** that will interfere with the operation of the POTW or contaminate the resulting effluent or sludge;

**2) 4-14-103 Duties of Superintendent.**

The Superintendent of the Water Reclamation Facility and Sewer Collections Division shall be responsible for the proper care and efficient operation of the City's Water Reclamation Facility, collections system, and all sewage pump stations. The Superintendent shall also enforce and carry out the duties specified in this Chapter. **Except as otherwise provided herein, the Superintendent shall administer, implement, and enforce the provisions of this ordinance. Any powers granted to or duties imposed upon the Superintendent may be delegated by the Superintendent to a duly authorized City employee.**

**3) Definitions 4-14-105(4)**

(4) "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Section [4-14-304\(3\)](#). **4-14-301**. BMPs include, but are not limited to, treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage. **BMPs shall be considered local limits and Pretreatment Standards for the purposes of Section 4-14-304(3) and Section 307(d) of the Act, 40 CFR 403.5(c)(4) and R317-8-8.8.**

**4) Definitions 4-14-105(25)**

(25) "Local limit" means specific discharge limits developed and enforced by the City upon industrial or commercial facilities in order to implement the general and specific discharge prohibitions listed **in Section 4-14-301** and the technical-based local limits. **listed in Section 4-14-304**. The documents used to develop the local limit are kept on file at the POTW office and can be reviewed if requested.



**5) 4-14-301 Prohibited Discharges.**

(1) No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which will cause pass through or interference. These **general prohibitions and the specific prohibitions in (3)** apply to all users of the POTW, whether or not the user is subject to categorical pretreatment standards or any other national, State, or local pretreatment standards or requirements.

**6) 4-14-301 (3)(c)**

(c) ~~Any wastewater having a pH less than five (5.0), or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the POTW;~~

**Pollutants which will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0, unless the POTW is specifically designed to accommodate such Discharges;**

**7) 4-14-304(2)**

(2) Local limits apply at the point where the wastewater is discharged to the POTW. All concentrations for metallic substances are for total metal unless indicated otherwise. The POTW Manager may impose mass limitations in addition to the concentration based limitations as stated in ~~subsection (1) of this section~~ in the local limit development document.

**8) 4-14-605 Regulation of Waste Received from Other Jurisdictions.**

(3) An interlocal agreement, as required by subsection (1) of this section, may contain the following conditions:

(a) A requirement for the contributing municipality to adopt a sewer use ordinance which is at least as stringent as this Chapter and local limits, including required baseline monitoring reports (BMRs) which are at least as stringent as those set out in ~~Section 4-14-304~~ the local limit development document. The requirement shall specify that such ordinance and limits must be revised as necessary to reflect changes made to the City's ordinance or local limits;



**9) 4-14-711 Sample Collection.**

(a) ~~Except as indicated in subsections (1)(b) and (c) of this section, the user must collect wastewater samples using twenty-four (24) hour flow proportional composite sampling techniques, unless time proportional composite sampling or grab sampling is authorized by the POTW Manager.~~ The reports required in 4-14-701, 703, and 704 must be based upon data obtained through appropriate sampling and analysis performed during the period covered by the report, which data are representative of conditions occurring during the reporting period. The City shall require that frequency of monitoring necessary to assess and assure compliance by Industrial Users with applicable Pretreatment Standards and Requirements. Grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds. For all other pollutants, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the City. Where time proportional composite sampling or grab sampling is authorized by the City, the samples must be representative of the discharge ~~and the decision to allow the alternative sampling must be documented in the Industrial User file for that facility or facilities.~~ Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a twenty-four (24) hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate. ~~In addition, grab samples may be required to show compliance with instantaneous limits.~~

**10) 4-14-713 Recordkeeping.**

(1) Users subject to the reporting requirements of this Chapter shall retain, and make available for inspection and copying:

(c) Documentation associated with best management practices established ~~under Section~~ in the local limit development document and as required by 4-14-304(3).

**11) 4-14-714 Certification Statements.**

(1) Certification of Permit Applications, User Reports and Initial Monitoring Waiver. The following certification statement is required to be signed and submitted by users submitting



permit applications in accordance with Section ~~4-14-506~~ 4-14-507; users submitting baseline monitoring reports under Section 4-14-701; users submitting reports on compliance with the categorical pretreatment standard deadlines under Section 4-14-703; and users submitting periodic compliance reports required by Section 4-14-704. The following certification statement must be signed by an authorized representative as defined in Section 4-14-105:

**Background:**

DWQ performs Pretreatment Program audits every five years to ensure the program is current with any updates with EPA and CFR requirements. During the Pretreatment Program audit that occurred on September 10, 2024, DWQ found several items that require revision in the Springville City Code.

**Discussion:**

These proposed revisions will correct cross references as well as add relevant and updated information and regulations in the Springville City Code. Springville City's inaction may result in the referral to DWQ Compliance and Enforcement Section.

**Fiscal Impact:**

No fiscal impact.

*Jake Nostrom*  
Jake Nostrom

## **ORDINANCE #\_\_-2025**

### **AN ORDINANCE AMENDING TITLE 4, CHAPTER 14 OF SPRINGVILLE CITY CODE PERTAINING TO WATER RECLAMATION/PRETREATMENT**

**WHEREAS**, the Springville City Water Reclamation/Pretreatment Ordinance establishes regulations governing the discharge of wastewater within the city; and

**WHEREAS**, the ordinance establishes Pretreatment Standards for wastewater discharge; and

**WHEREAS**, adopting this amendment will allow for accuracy within the Pretreatment Sections enforced for all wastewater dischargers while continuing to comply with current State and Federal regulation requirements.

Be it ordained by the City Council of Springville, Utah:

SECTION 1: The following sections of Springville City Code are hereby amended to read as follows:

#### **4-14-101 Purpose and Policy.**

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In order to protect the health, safety, and welfare of the residents of the City, and to provide for maximum public benefit, the City finds it necessary to regulate the ~~collection and treatment of wastewater~~ Publicly Owned Treatment Works (POTW). The provisions of this Chapter set forth uniform requirements for users discharging into the ~~wastewater collection and treatment system~~ POTW, and enables the City to comply with all applicable local, State and Federal laws, including the Clean Water Act (33 United States Code, Section 1251 et seq.), the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations Part 403), and the Utah Administrative Code R317-8-8. The objectives of this Chapter are:

- (1) To prevent the introduction of pollutants into the ~~Publicly Owned Treatment Works (POTW)~~ that will interfere with the operation of the POTW or contaminate the resulting effluent or sludge;
- (2) To prevent the introduction of pollutants into the POTW that will pass through, inadequately treated, into receiving waters, or otherwise be incompatible with the POTW;
- (3) To protect POTW personnel who may be affected by wastewater and sludge in the course of their employment, and the general public;

- (4) To promote reuse and recycling of wastewater and sludge from the POTW;
- (5) To enable the City to comply with its Utah Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the POTW is subject;
- (6) To provide for equitable distribution of the cost of the wastewater system among its users; and
- (7) To provide for and promote the general health, safety, and welfare of the residents of the City.

This Chapter shall apply to all users of the POTW. This Chapter authorizes the issuance of individual wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; and requires user reporting.

(Ord. No. 07-2014, 03/19/14)

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#### **4-14-103 Duties of Superintendent.**

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The Superintendent of the Water Reclamation Facility and Sewer Collections Division shall be responsible for the proper care and efficient operation of the City's Water Reclamation Facility, collections system, and all sewage pump stations. The Superintendent shall also enforce and carry out the duties specified in this Chapter. Except as otherwise provided herein, the Superintendent shall administer, implement, and enforce the provisions of this ordinance. Any powers granted to or duties imposed upon the Superintendent may be delegated by the Superintendent to a duly authorized City employee.

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#### **4-14-105 Definitions.**

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Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Chapter, shall have the meanings hereinafter designated.

- (1) "Act" or "the Act" means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, [33 U.S.C. Section 1251](#) et seq.

(2) "Approval authority" means the State of Utah, Department of Environmental Quality, Division of Water Quality (DWQ), or its successor agency.

(3) "Authorized or duly authorized representative of the user" means:

(a) If the user is a corporation:

(i) The president, secretary, treasurer, or a vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or

(ii) The manager of one (1) or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiates and directs other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(b) If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.

(c) If the user is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

(d) The individuals described in subsections (3)(a) through (3)(c) of this section may designate a duly authorized representative if the authorization is in writing. The authorization must specify the individual or position responsible for the overall operation of the facility from which the discharge originates, or has overall responsibility for environmental matters for the company, and the written authorization is submitted to the POTW Manager.

(4) "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the

prohibitions listed in Section [4-14-304\(3\)](#) [4-14-301](#). BMPs include, but are not limited to, treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage. BMPs shall be considered local limits and Pretreatment Standards for the purposes of Section 4-14-304(3) and Section 307(d) of the Act, 40 CFR 403.5(c)(4) and R317-8-8.8.

(5) "Biochemical oxygen demand" or "BOD" means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at twenty (20) degrees centigrade, usually expressed as a concentration (e.g., mg/l).

(6) "Categorical pretreatment standard" or "categorical standard" means any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act ([33](#) U.S.C. Section [1317](#)) that apply to a specific category of users and that appear in [40](#) CFR Chapter I, Subchapter N, Parts [405](#) through [471](#).

(7) "Categorical industrial user" means an industrial user subject to a categorical pretreatment standard or categorical standard.

(8) "City" means the City of Springville or the City Council of Springville City.

(9) "Composite sample" means a sample collected for monitoring purposes during normal production periods over any twenty-four (24) hour time interval, using a constant time or flow proportioned sampling method.

(a) A time composite sample consists of discrete (grab) samples of equal volume collected at hourly time intervals at a minimum.

(b) A flow proportional composite sample is one where the volume collected is proportional to the flow. The proportioning may be based on constant volume with variable collection time or variable volume with constant time intervals.

(10) "Control authority" means the City of Springville.

(11) "Cooling water" shall mean water discharged from any use, such as air conditioning, cooler or refrigeration unit, to which the only pollutant added is heat.

(12) "Daily maximum" means the arithmetic average of all effluent samples for a pollutant collected during a calendar day.

(13) "Daily maximum limit" means the maximum allowable discharge limit of a pollutant during a calendar day. Where daily maximum limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where daily maximum limits are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the pollutant concentration derived from all measurements taken that day.

(14) "Environmental Protection Agency" or "EPA" means the U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official of said agency.

(15) "Existing source" means any source of discharge that is not a "new source."

(16) "Garbage" shall mean the animal and vegetable waste resulting from processes of a trade or business, distinct from domestic or sanitary waste.

(17) "Grab sample" means a sample that is taken from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.

(18) "Hazardous waste" means hazardous waste as defined in [40 CFR 261.3](#). This reference is incorporated herein and made a part hereof.

(19) "Indirect discharge" or "discharge" means the introduction of pollutants into a POTW from any nondomestic source that is regulated under Section 307(b), (c) or (d) of the Act.

(20) "Industrial wastewater discharge permit" shall mean a permit to deposit or discharge industrial waste into any sanitary sewer under the jurisdiction of the City.

(21) "Industrial waste surcharge" shall mean a charge levied on industrial users of the sewage treatment works for the additional cost of treating waste discharges of abnormal strength or characteristics. This charge includes capital as well as operating and maintenance costs.

(22) "Industrial waste" shall mean the wastewater from industrial processes of a trade or business, as distinct from domestic or sanitary waste.

(23) "Instantaneous limit" means the maximum or minimum concentration, or load, of a pollutant allowed to be discharged at any time, as determined from the analysis of any

discrete grab or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

(24) "Interference" means any discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal, and therefore, is a cause of a violation of the City's UPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

(25) "Local limit" means specific discharge limits developed and enforced by the City upon industrial or commercial facilities in order to implement the general and specific discharge prohibitions listed in Section 4-14-301 and the technical-based local limits ~~listed in~~ Section 4-14-304. The documents used to develop the local limit are kept on file at the POTW office and can be reviewed if requested.

(26) "Medical waste" means isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes, and waste created or produced by facilities catering to the treatment of humans and animals that are potentially infectious.

(27) "Monthly average" means the sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

(28) "Monthly average limit" means the highest allowable average of "daily discharges" over a calendar month, calculated as the sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

(29) "Natural outlet" shall mean any outlet (including storm sewers) into a watercourse, pond, ditch, lake or other body of surface or ground water.

(30) New Source.

(a) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act that will be applicable to such source if such standards are thereafter promulgated in accordance with that section; provided, that:

- (i) The building, structure, facility, or installation is constructed at a site at which no other source is located; or
- (ii) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
- (iii) The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.

(b) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of subsection (30)(a)(ii) or (30)(a)(iii) of this section but otherwise alters, replaces, or adds to existing process or production equipment.

(c) Construction of a new source as defined under this subsection has commenced if the owner or operator has:

- (i) Begun, or caused to begin, as part of a continuous on-site construction program:
  - (A) Any placement, assembly, or installation of facilities or equipment; or
  - (B) Significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or

(ii) Entered into a binding contractual obligation for the purchase of facilities or equipment which is intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this subsection.

(31) "Noncontact cooling water" means water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

(32) "Pass through" means a discharge which exits the POTW into waters of the State in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the City's UPDES permit, including an increase in the magnitude or duration of a violation.

(33) "Person" means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity, or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.

(34) "pH" means a measure of the acidity or basicity of a solution, expressed in standard units.

(35) "Pollutant" means dredged spoil; solid waste; incinerator residue; filter backwash; sewage; garbage; sewage sludge; munitions; medical wastes; chemical wastes; biological materials; radioactive materials; heat; wrecked or discarded equipment; rock; sand; dirt; municipal, agricultural and industrial wastes; and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

(36) "POTW Manager" means the person designated by Springville City to supervise the operation of the POTW, and who is charged with certain duties and responsibilities by this Chapter. The term also means a duly authorized representative of the POTW Manager.

(37) "Pretreatment" means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other

means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

(38) "Pretreatment requirements" means any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.

(39) "Pretreatment standards" or "standards" shall mean any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Sections 307(b) and (c) of the Act applying to industrial users, which includes but is not limited to prohibited discharge standards, categorical pretreatment standards, and local limits.

(40) "Prohibited discharge standards" or "prohibited discharges" means absolute prohibitions against the discharge of certain substances; these prohibitions appear in Section [4-14-301](#).

(41) "Publicly owned treatment works" or "POTW" means a treatment works, as defined by Section 212 of the Act ([33](#) U.S.C. Section [1292](#)), which is owned by Springville City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature, and any conveyances which convey wastewater to a treatment plant. It also includes sewers, pipes and other conveyances if they convey wastewater to a POTW water reclamation facility. The term also means the municipality as defined in Section 502(4) of the Act, which has jurisdiction over the indirect discharges to and the discharges from such a treatment works.

(42) "Septic tank waste" means any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

(43) "Sewage" means human excrement and gray water (household showers, dishwashing operations, etc.).

(44) "Sewer collection section" means a section of the Water Reclamation Facility and Sewer Collections Division of Public Works.

(45) Significant Industrial User (SIU). A significant industrial user is:

- (a) An industrial user subject to categorical pretreatment standards; or
- (b) An industrial user that:

- (i) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blow down wastewater);
  - (ii) Contributes a process waste stream which makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
  - (iii) Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
- (c) Upon a finding that a user meeting the criteria in subsection (45)(b) of this section has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from an industrial user, and in accordance with procedures in [40 CFR 403.8\(f\)\(6\)](#), determine that such user should not be considered a significant industrial user.
- (46) "Slug load" or "slug discharge" means any discharge at a flow rate or concentration which could cause a violation of the prohibited discharge standards in Section [4-14-301](#). A slug discharge is any discharge of a nonroutine, episodic nature, including but not limited to an accidental spill or a noncustomary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions.
- (47) "Storm water" means any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
- (48) "Superintendent" shall mean the Superintendent of the Water Reclamation Facility and Sewer Collections Division of Public Works as provided by Section [4-14-103](#), or his or her authorized agent or deputy.
- (49) "Total suspended solids" or "suspended solids" means the total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

(50) "User" or "industrial user" shall mean any person who directly or indirectly discharges or causes the discharge of wastewater into a POTW sewer system.

(51) "Wastewater" means liquid- and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

(52) "Water reclamation facility," "wastewater treatment plant" or "treatment plant" means the part of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

(53) "Water of the State" means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private, which are contained within, flow through, or border upon this State or any portion thereof, except that bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife, shall not be considered to be "waters of the State" under this definition (Section [19-5-102](#), Utah Code Annotated 1953).

(Ord. No. 07-2014, 03/19/14; Ord. No. 10-2024 § 1 (Exh. A), 08/06/2024)

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#### **4-14-301 Prohibited Discharges.**

(1) No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which will cause pass through or interference. These general prohibitions and the specific prohibitions in (3) apply to all users of the POTW, whether or not the user is subject to categorical pretreatment standards or any other national, State, or local pretreatment standards or requirements.

(2) The POTW Manager shall develop local effluent limitations, including numeric standards, for any user or users who contribute to the POTW any of the substances listed in this Section to prevent or correct any interference with operation of the POTW, as required by [40 CFR 403.5\(c\)](#). The POTW Manager shall use any local limits which are developed in issuing industrial wastewater discharge permits pursuant to Section [4-14-304](#).

(3) No user shall introduce or caused to be introduced into the POTW the following pollutants, substances, or wastewater:

(a) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, waste streams with a closed cup flashpoint of less than one hundred forty (140) degrees F or sixty (60) degrees C using the test methods specified in [40 CFR 261.21](#);

(b) Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference;

~~(c) Any wastewater having a pH less than five (5.0), or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the POTW;~~

~~Pollutants which will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0, unless the POTW is specifically designed to accommodate such Discharges;~~

(d) Pollutants which will cause corrosive structural damage to the POTW, but in no case discharges with a pH of more than twelve (12.0);

(e) Noxious or malodorous liquids, gases, or solids which, either singly or cumulatively or by interaction with other wastes, are sufficient to create a public nuisance or hazard to life, or are sufficient to prevent entry into the sewers for their maintenance and repair;

(f) Heat in amounts which will inhibit biological activity in the POTW resulting in interference, but in no case heat in such quantities that the temperature at the POTW Water Reclamation Facility exceeds forty (40) degrees C or one hundred four (104) degrees F unless the approval authority, upon request of the POTW, approves alternate temperature limits;

(g) Any pollutants, including oxygen demanding pollutants, released at a flow and/or pollutant concentration which will cause interference to the POTW;

(h) Fats, oils, or greases of animal or vegetable origin in concentrations greater than one hundred (100) mg/l.

- (i) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that will cause interference or cause pass through;
  - (j) Any trucked or hauled pollutants, except at discharge points designated by the POTW Manager in accordance with Section [4-14-404](#); or
  - (k) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
- (4) Pollutants, substances, or wastewater prohibited by this Section shall not be processed or stored in a manner that they could be discharged to the POTW.

(Ord. No. 07-2014, 03/19/14)

#### **4-14-304 Local Limits.**

- (1) The POTW Manager is authorized to establish local limits pursuant to [40 CFR 403.5\(c\)](#).
- (2) Local limits apply at the point where the wastewater is discharged to the POTW. All concentrations for metallic substances are for total metal unless indicated otherwise. The POTW Manager may impose mass limitations in addition to the concentration-based limitations as stated in ~~subsection (1) of this section~~ the local limit development document.
- (3) The POTW Manager may develop best management practices (BMPs), by ordinance, policy, rules, regulations, or in individual wastewater discharge permits to implement local limits and the requirements of Section [4-14-602\(2\)\(c\)](#).
- (4) A copy of the documentation that establishes the local limits can be found at the Water Reclamation Facility.

(Ord. No. 07-2014, 03/19/14)

#### **4-14-605 Regulation of Waste Received from Other Jurisdictions.**

- (1) If another municipality, or user located within another municipality, contributes wastewater to the POTW, the City shall enter into an interlocal agreement with the contributing municipality.
- (2) Prior to entering into an agreement required by subsection (1) of this section, the POTW Manager shall request the following information from the contributing municipality:
  - (a) A description of the quality and volume of wastewater discharged to the POTW by the contributing municipality;

- (b) An inventory of all users located within the contributing municipality that are discharging to the POTW; and
  - (c) Such other information as the POTW Manager may deem necessary.
- (3) An interlocal agreement, as required by subsection (1) of this section, may contain the following conditions:
- (a) A requirement for the contributing municipality to adopt a sewer use ordinance which is at least as stringent as this Chapter and local limits, including required baseline monitoring reports (BMRs) which are at least as stringent as those set out in Section 4-14-304 the local limit development document. The requirement shall specify that such ordinance and limits must be revised as necessary to reflect changes made to the City's ordinance or local limits;
  - (b) A requirement for the contributing municipality to submit a revised user inventory on at least an annual basis;
  - (c) A provision specifying which pretreatment implementation activities, including individual wastewater discharge permit issuance, inspection and sampling, and enforcement, will be conducted by the contributing municipality; which of these activities will be conducted by the POTW Manager; and which of these activities will be conducted jointly by the contributing municipality and the POTW Manager;
  - (d) A requirement for the contributing municipality to provide the POTW Manager with access to all information that the contributing municipality obtains as part of its pretreatment activities;
  - (e) Limits on the nature, quality, and volume of the contributing municipality's wastewater at the point where it discharges to the POTW;
  - (f) Requirements for monitoring the contributing municipality's discharge;
  - (g) A provision ensuring the POTW Manager access to the facilities of users located within the contributing municipality's jurisdictional boundaries for the purpose of inspection, sampling, and any other duties deemed necessary by the POTW Manager; and

- (h) A provision specifying remedies available for breach of the terms of the interlocal agreement.

(Ord. No. 07-2014, 03/19/14)

#### **4-14-711 Sample Collection.**

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(1) Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

(a) ~~Except as indicated in subsections (1)(b) and (c) of this section, the user must collect wastewater samples using twenty four (24) hour flow proportional composite sampling techniques, unless time proportional composite sampling or grab sampling is authorized by the POTW Manager. The reports required in 4-14-701, 703, and 704 must be based upon data obtained through appropriate sampling and analysis performed during the period covered by the report, which data are representative of conditions occurring during the reporting period. The City shall require that frequency of monitoring necessary to assess and assure compliance by Industrial Users with applicable Pretreatment Standards and Requirements. Grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds. For all other pollutants, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the City. Where time proportional composite sampling or grab sampling is authorized by the City, the samples must be representative of the discharge. and the decision to allow the alternative sampling must be documented in the Industrial User file for that facility or facilities.~~ Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a twenty-four (24) hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate. ~~In addition, grab samples may be required to show compliance with instantaneous limits.~~

(b) Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.

(c) For sampling required in support of baseline monitoring and ninety (90) day compliance reports required in Sections 4-14-701 and 4-14-703, a minimum of four (4)

grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data does not exist; for facilities for which historical sampling data are available, the POTW Manager may authorize a lower minimum. For the reports required by Section [4-14-704](#), the industrial user is required to collect the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.

(Ord. No. 07-2014, 03/19/14)

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#### **4-14-713 Recordkeeping.**

- (1) Users subject to the reporting requirements of this Chapter shall retain, and make available for inspection and copying:
  - (a) All records of information obtained pursuant to any monitoring activities required by this Chapter;
  - (b) Any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements; and
  - (c) Documentation associated with best management practices established ~~under Section in the local limit development document and as required by~~ [4-14-304\(3\)](#).
- (2) Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses.
- (3) These records shall remain available for a period of at least five (5) years. This period shall be automatically extended for the duration of any litigation concerning the user or the City, or where the user has been specifically notified of a longer retention period by the POTW Manager.

(Ord. No. 07-2014, 03/19/14)

## **4-14-714 Certification Statements.**

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(1) Certification of Permit Applications, User Reports and Initial Monitoring Waiver. The following certification statement is required to be signed and submitted by users submitting permit applications in accordance with Section [4-14-506](#) [4-14-507](#); users submitting baseline monitoring reports under Section [4-14-701](#); users submitting reports on compliance with the categorical pretreatment standard deadlines under Section [4-14-703](#); and users submitting periodic compliance reports required by Section [4-14-704](#). The following certification statement must be signed by an authorized representative as defined in Section [4-14-105](#):

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

(Ord. No. 07-2014, 03/19/14)

**SECTION 2:** This ordinance will become effective one day after publication hereof in the manner required by law.

**SECTION 3:** The City Recorder shall cause this ordinance or a short summary hereof to be published according to law.

ADOPTED by the City Council of Springville, Utah, this 05 day of August, 2025.

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Matt Packard, Mayor

ATTEST:

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Kim Crane, City Recorder