

**Mayor**

**Robert Houston**

**City Manager**

**Joseph Decker**

**Treasurer**

**RaeLene Johnson**



**KANAB**  
— UTAH —

**City Council**

**Brent Chamberlain**

**Cheryl Brown**

**Kirt Carpenter**

**Joe B. Wright**

**Kent Burggraaf**

KANAB CITY COUNCIL  
February 25th, 2014  
76 NORTH MAIN, KANAB, UTAH

**NOTICE** is hereby given that the Kanab City Council will hold its regular council meeting on the 25th day of February, 2014, at the Kane County Commission Chambers at the Kane County Courthouse at 76 North Main, Kanab, Utah. The Council Meeting will convene at 6:30 p.m., and the agenda will be as follows:

1. Work Meeting
2. Call to Order and Roll Call
3. Approval of minutes of previous meeting and accounts payable vouchers
4. 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
5. Consider adoption of Resolution 3-1-14 R “Municipal Wastewater Planning Program”
6. Consider Appointing Michael Downward to the Kanab City Planning Commission with a term expiring December, 2016.
7. Closed Session:
  - i. Discuss the character, professional competence, or physical or mental health of an individual.
  - ii. Discuss pending or reasonably imminent litigation.
  - iii. Discuss 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**  
**FEBRUARY 11, 2014**  
**DISTRICT COURT ROOM**

**PRESENT:** Mayor Robert Houston, Council Members Kirt Carpenter, Cheryl Brown, Kent Burggraaf, and Joe B. Wright, City Manager, Joe Decker, Attorney Greg Hardman, City Treasurer RaeLene Johnson. Council Member Brent Chamberlain excused.

**WORK MEETING:** The Council discussed the skate park. Council Member Brown informed the Council about the K-Town Crew Art Show on February 20, 2014 from 7:00 p.m. to 9:00 p.m. Students at the High School are using the Art Show as a fund raiser and to thank the community for their help in getting a skate park. The ordinance changes on the agenda were discussed.

**UTAH RISK MANAGEMENT MUTAL ASSOCIATION (URMMA):** Mr. Dean Steele with URMMA informed the new members of the Council concerning URMMA. There are 19 cities that belong to URMMA. They pool their money together and work together in unity to help keep losses down. Each city has a voting member on the Board. URMMA offers training and education. Mr. Carl Parker, URMMA's Risk Manager, addressed the Council. He said his job is to help cities fix potential problems before they become a problem. He visits each city during the year for annual inspections to help alleviate risks. Mr. Paul Johnson addressed the Council. He is URMMA's claims and litigation manager. When there are law suits, Mr. Johnson helps to determine if the city should settle, or if they have a good case because of lack of negligence. He comes to the city and reviews the claims.

Pledge of Allegiance

Prayer was offered by Kent Burggraaf.

Mayor Houston opened the regularly scheduled meeting at 7:00 p.m and called the meeting to order. Roll call was taken.

**APPROVAL OF MINUTES AND VOUCHERS:** A motion was made by Council Member Wright and 2<sup>nd</sup> by Council Member Brown to approve the minutes of the January 28 meeting as corrected and the vouchers. Motion passed unanimously. Council Member Chamberlain absent.

**PUBLIC COMMENT PERIOD:** Mr. Sky Chaney with the Taxpayers Association addressed the Council. He asked what the difference was with the public hearing on commercial zones and the adoption of Ordinance No. 2-1-14 O amending the Land Use Ordinance. He was told they are the same thing. One is a public hearing to discuss the ordinance, and the other is whether to adopt the ordinance. Landry Heaton addressed the Council with an idea. He would like to make a single number route from Page through Fredonia to Hurricane and up to Cedar City. He said it has been done in Eastern Utah, and it makes maps a lot easier to read for travelers who aren't familiar with the area. He said he had contacted UDOT, but they suggested talking with local authorities. Mayor Houston stated some facts to the audience about his research. Wal Mart is not coming to Kanab. Alco is not coming to Kanab. The population doesn't warrant it. It was

mentioned that the City cannot make an ordinance to exclude businesses from coming to town. If you want your downtown business to compliment each other, there are design standards that have to be followed.

A motion was made by Council Member Burggraaf to have the going in and out of a Public Hearing at the call of the Mayor. Motion 2<sup>nd</sup> by Council Member Brown. Motion passed unanimously. Council Member Chamberlain absent.

Mayor Houston opened the Public Hearing. Mr. Rob Van Dyke said he was in support of removing the 40,000 sq. ft. limitation in the commercial zone. He thinks good things happen when there is competition. He gave as an example the lower cost of fuel since the new station south of town opened and lowered their prices. Ms Jeanne Hunt, Chamber of Commerce President, stated she was in favor of rescinding the 40,000 sq. ft. requirement. She feels businesses are hurt by too strict of ordinances. She believes in free enterprise. Erin Robinson who works for Work Force Services agrees with the removal of the 40,000 sq. ft. requirement. She says there are too many residents who have to go out of town to work. Mr. Sky Chaney said there are risks in having a big store come to town. He said there has been research about big stores causing loss of jobs instead of creating them. We need to protect our economy and our local businesses. Mr. Ken Gotzen-berg explained that Kanab is not even on the radar for a big box store. We don't have the population requirement. Tourism is our most valuable resource. We don't want to have an unfriendly attitude in our community. Mr. Gary McBride was in favor of letting free enterprise tell us what we need. Collette Cox supports allowing additional opportunities for economic development. Mr. Bill Cole stated his appreciation to the locals for supporting his business. Linda Alderman said she was against changing the ordinance. She is afraid it will change the character of the community. Landry Heaton stated he supported resending the 40,000 sq. ft. requirement. It is not a good idea to put all our eggs in one basket such as tourism. Mr. Sheldon Honey, owner of Honey's Marketplace, feels more businesses will close down if box stores are allowed to come to Kanab. How do we want to view Kanab in 20 years? If all our stores close downtown, it won't paint a good picture of our area. Kira Sharyden wants more businesses brought to town. Local businesses should not be closed minded about businesses coming in. If people don't have enough money, the first thing they eliminate is her business (nail and pedicures). Rich Cenge said that more economic activity demands more services. Stores close if you let big stores come. Tourism is our strongest economic business. We need to keep our authenticity and character. He is afraid this will open a flood gate for big stores. Mac Robinson stated we need to do a better job supporting our local businesses. Ms Gay Baird said she loves the small town atmosphere and the love they have for each other. Our community is so caring. She gave the example of Jayci Glover returning from Salt Lake and the community support. She said that would never happen in a large city. David Crosby stated he is trying to figure why this is even an issue. He said it isn't big business that keeps me here. He feels this is a non-issue. It is wasting everyone's time. We need to leave the ordinance the way it is.

Robert closed the Public Hearing.

**CONSIDER ADOPTION OF ORDINANCE 2-1-14OAMENDING CITY LAND USE ORDINANCE CONCERNING COMMERCIAL ZONES:** A motion was made by Council Member Burggraaf to adopt Ordinance #2-1-14 O amending the land use

ordinance concerning commercial zones as recommended by the Planning Commission with the exception of group homes in the definition matrix and directing staff to have Planning Commission add group homes in consultation of legal council. Also having Design Standards as recommended by staff. Motion 2<sup>nd</sup> by Council Member Carpenter. Motion passed unanimously. Council Member Chamberlain absent. Council Member Wright asked the Council for their opinion on the 40,000 sq.ft. requirement. Council Member Burggraaf said there have been studies on both sides. Council Member Carpenter felt that any step to open competition would be good. Council Member Brown expressed love to local businesses, but she is also for free enterprise. Council Member Wright stated he loves the community and doesn't see growth as a negative thing. He agrees with free enterprise.

**CONSIDER APPOINTMENT TO PLANNING COMMISSION:** A motion was made by Council Member Burggraaf and 2<sup>nd</sup> by Council Member Brown to appoint Jeff Yates to serve on the Planning Commission for a term expiring December 31, 2018. Motion passed unanimously. Council Member Chamberlain absent. Council Member Burggraaf gave his full support to Jeff Yates and feels he will be an asset to the Commission.

**CONSIDER APPOINTMENT TO THE KANAB CITY LIBRARY BOARD:** A motion was made by Council Member Wright and 2<sup>nd</sup> by Council Member Burggraaf to appoint Marlene Barnes to serve on the Library Board for a term expiring December 31, 2017. Motion passed unanimously. Council Member Chamberlain absent. Council Member Carpenter said that Marlene Barnes is totally involved in the community. He welcomes her in any of her contributions. Council Member Wright said she was interviewed and highly recommended.

**CONSIDER KANAB PARKS AND RECREATION BOARD SUPPORTING THE KANAB CLASS:** Council Member Brown made a motion to officially appoint Kanab Class as a sub-committee under the Parks and Recreation Board. Motion 2<sup>nd</sup> by Council Member Wright. Motion passed unanimously. Council Member Chamberlain absent. This makes it a City program.

**CONSIDER ADOPTION OF ORDINANCE 2-1-14 O AMENDING GENERAL ORDINANCE SECTION 9-429 CONCERNING PUBLIC HEARING REQUIREMENT BEFORE WRITTEN CONSENT FOR A PRIVATE CLUB LIQUOR LICENSE AND BEFORE ISSUANCE OF A BEER LICENSE TO PRIVATE CLUB:** A motion was made by Council Member Wright and 2<sup>nd</sup> by Council Member Burggraaf to adopt Ordinance #2-2-14 O amending Section 9-429 of the Kanab City General Ordinances. Motion passed unanimously. Council Member Chamberlain absent.

**CONSENT FOR BEER AND WINE LICENSE FOR LUO'S CAFÉ' AND FUSION HOUSE:** A motion was made by Council Member Wright and 2<sup>nd</sup> by Council Member Burggraaf to direct staff to approve the consent for wine license at Luo's Café and Wine and beer license at Fusion House with a variance to the proximity for Fusion House after proper posting of the Ordinance. Motion passed unanimously. Council Member Chamberlain absent.

**CONSIDER ADOPTION OF ORDINANCE #2-3-14 O AMENDING THE  
GENERAL ORDINANCE SECTION 15-517 AND 15-527 CONCERNING THE  
DUTIES AND RESPONSIBILITIES OF THE ARTS COUNCIL AND THE  
HERITAGE BOARD:**

A motion was made by Council Member Brown and 2<sup>nd</sup> by Council Member Wright to adopt Ordinance #2-3-14 O as listed above. Motion passed unanimously. Council Member Chamberlain absent.

A motion was made by Council Member Wright and 2<sup>nd</sup> by Council Member Brown to go into a closed session to discuss personnel, pending litigation and the purchase or lease of real property. Motion passed unanimously. Council Member Chamberlain absent.

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

A motion was made by Council Member Wright to direct staff to file a dismissal of the Taxpayers Association vs. Kanab City administrative appeal on grounds of mootness. Motion 2<sup>nd</sup> by Council Member Carpenter. Motion passed unanimously. Council Member Chamberlain absent.

A motion was made by Council Member Wright and 2<sup>nd</sup> by Council Member Brown to grant a settlement authority to Mayor Houston, Council Member Carpenter and Council Member Burggraaf. Motion passed unanimously. Council Member Chamberlain absent.

A motion was made by Council Member Burggraaf to give the Mayor authority to make a counter offer to Judge Johnson in accordance with the discussion today and after council has drafted appropriate letter. Motion 2<sup>nd</sup> by Council Member Brown. Motion passed unanimously. Council member Chamberlain absent.

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

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MAYOR

ROBERT HOUSTON

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RECORDER

JOE DECKER

## KANAB CITY RESOLUTION 2-1-14 R

### Municipal Wastewater Planning program Resolution

LET IT BE THEREFORE RESOLVED BY THE KANAB CITY COUNCIL that the council informs the Water Quality Board that the following actions were taken:

1. The Council reviewed the attached Municipal Wastewater Planning Program Report for 2012.
2. The Council directed staff to take all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable)

This Resolution shall be effective immediately upon passage.

Passed by the City Council this 25<sup>th</sup> day of February, 2014

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Robert Houston, Kanab City Mayor

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Attest: Joseph Decker, Recorder

# STATE OF UTAH

## *MUNICIPAL WASTEWATER PLANNING PROGRAM*

### SELF-ASSESSMENT REPORT

FOR

KANAB

2013



# Municipal Wastewater Planning Program (MWPP)

## Collection System Section

Owner Name: *CITY OF KANAB*

Name and Title of Contact Person:

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Keith Robinson

Public Works Director

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Phone: 435 6442534

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**PLEASE SUBMIT TO STATE BY: March 1, 2014**

Mail to: MWPP - Department of Environmental Quality  
c/o Paul Krauth, P.E.  
Division of Water Quality  
195 North 1950 West  
P.O. Box 144870  
Salt Lake City, Utah 84114-4870  
Phone : (801) 536-4346

Form completed by

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Keith Robinson

**Part I: SYSTEM AGE**

A. What year was your collection system first constructed (approximately)?

Year 1959

B. What is the oldest part of your present system ?

Oldest part 54 years

**Part II: BYPASSES**

A. Please complete the following table:

Question	Number	Points Earned	Total Points
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater in the system due to rain or snowmelt?	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points	0
How many days last year was there a bypass, overflow or basement flooding by untreated wastewater due to equipment failure? (except plugged laterals)	0	0 times = 0 points 1 time = 5 points 2 times = 10 points 3 times = 15 points	0
<b>TOTAL PART II =</b>			<b>0</b>

B. Please specify whether the bypass(es) was caused a contract or tributary communities, etc.

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**Part III: NEW DEVELOPMENT**

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10 - 20%)?	No = 0 points Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years, such that either flow or BOD <sub>5</sub> loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	0
<b>TOTAL PART III =</b>		0

B. Approximate number of new residential sewer connections in the last year

  4   new residential connections

C. Approximate number of new commercial/industrial connections in the last year

  0   new commercial/industrial connections

D. Approximate number of new population serviced in the last year

 10  new people served

**Part IV: OPERATOR CERTIFICATION**

A. How many collection system operators are currently employed by your facility?  
6 collection system operators employed

B. What is/are the name(s) of your DRC operator(s)?  
 \_\_\_\_\_  
Keith Robinson, Gary Hall, Travis Clark, Jake Dutton  
 \_\_\_\_\_  
Arkay Pugh, Kris Ramsay

C. You are required to have the DRC operator(s) certified at *SMALL LAGOON SYSTEM*.  
 What is the current grade of the DRC operator(s)? Collection II

D. State of Utah Administrative Rules require all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

	<u>Kris Ramsay</u>
<i>Not Certified</i>	_____
	<u>Travis, Jake, Gary,</u>
Small Lagoons	<u>Arkay</u>
	_____
Collection I	_____
	_____
Collection II	<u>Keith</u>
	_____
Collection III	_____
	_____
Collection IV	_____
	_____
	_____

E. Please complete the following table:

<i>Question</i>	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
<b>TOTAL PART IV =</b>		<b>0</b>

**Part V: FACILITY MAINTENANCE**

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	0
Is it written?	Yes = 0 points No = 20 points	0
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	0
Do you have an updated operations and maintenance manual	Yes = 0 points No = 20 points	0
Do you have a written safety plan?	Yes = 0 points No = 20 points	0
<b>TOTAL PART V =</b>		<b>0</b>

**Part VI: SUBJECTIVE EVALUATION**

*This section should be with the system operators.*

A. Describe the physical condition of the sewer collection system: (lift stations, etc. included)

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The collection system is in fair shape. We are starting to have roots grow in the

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Joints of the 54 year old clay pipe.

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B. What sewerage system improvements does the community have under consideration for the next 10 years?

Replace lines when there is a problem

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**Part VI: SUBJECTIVE EVALUATION (cont.)**

C. Explain what problems, other than plugging have you experienced over the last year

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D. Is your community presently involved in formal planning for system expansion/upgrading? If so explain.

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E. How many times in the last year were there sewage in basements at any point in the collection system for any reason, except plugging of the lateral connections?

  0   times sewage was in basements

F. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS   X             SOMETIMES                  NO       

If they do, what percentage is paid?

approximately  100  %

G. Is there a written policy regarding continuing education and training for wastewater operators?

YES   X             NO



## POINT SUMMATION

Fill in the values from Parts II through V in the blanks provided in column 1. Add the numbers to determine the MWPP point total that your wastewater facility has generated for the past twelve months.

Part	Points
II	0
III	0
IV	0
V	0
Total	0

# Municipal Wastewater Planning Program (MWPP)

## Non-Discharging Lagoon Facility Section

Owner Name: *CITY OF KANAB*

Name and Title of Contact Person:

Keith Robinson

Public Works Director

Phone: 435 644 2534

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**PLEASE SUBMIT TO STATE BY: March 1, 2014**

Mail to: MWPP - Department of Environmental Quality  
c/o Paul Krauth, P.E.  
Division of Water Quality  
195 North 1950 West  
P.O. Box 144870  
Salt Lake City, Utah 84114-4870  
Phone : (801) 536-4346

Form completed by

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Keith Robinson

**Part I: INFLUENT INFORMATION**

A. Please update (if needed) the average design flow and average design BOD<sub>5</sub> and TSS loading for your facility.

	Average Design Flow (MGD)	Average Design BOD <sub>5</sub> Loading (lbs/day)	Average Design TSS Loading (lbs/day)
Design Criteria	<b>.705</b>	<b>1200</b>	<b>1200</b>
90% of the Design Criteria	.639	1080	1080

B. Please list the average monthly flows in millions of gallons per day (MGD) and BOD<sub>5</sub> and TSS loadings in milligrams per liter (mg/L) **received** at your facility during 2008. (Calculate the BOD<sub>5</sub> and TSS loadings in pounds per day (lbs/day).

Month	(1) Average Monthly Flow (MGD)	(2) Average Monthly BOD <sub>5</sub> Concentration (mg/L)	(3) Average BOD <sub>5</sub> Loading (lbs/day) 1	(4) Average Monthly TSS Concentration (mg/L)	(5) Average TSS Loading (lbs/day) 2
January	.243				
February	.241				
March	.200				
April	.240				
May	.245				
June	.288				
July	.284				
August	.282				
September	.292				
October	.257				
November	.230				
December	.230				
<b>Average</b>	<b>.253</b>				

1 BOD<sub>5</sub> Loading (3) = Average Monthly Flow (1) x Average Monthly BOD<sub>5</sub> Concentration (2) x 8.34

2 TSS Loading (5) = Average Monthly Flow (1) x Average Monthly TSS Concentration (4) x 8.34

**Part I. INFLUENT INFORMATION (cont.)**

C. Refer to the information in A & B to determine a point value for your facility. Please enter the points for each question in the blank provided.

Question	Number	Points Earned	Total Points
How many times did the average monthly flow (Part B., Column 1) to the wastewater facility exceed 90% of design flow?	0	0 = 0 points 1 - 2 = 10 points 3 - 4 = 20 points 5 or more = 30 points	0
How many times did the average monthly flow (Part B., Column 1) to the wastewater facility exceed the design flow?	0	0 = 0 points 1 - 2 = 20 points 3 - 4 = 40 points 5 or more = 60 points	0
How many times did the average monthly BOD <sub>5</sub> loading (Part B., Column 3) to the wastewater facility exceed 90% of the design loading?	0	0-1 = 0 points 1 - 2 = 10 points 3 - 4 = 20 points 5 or more = 30 points	0
How many times did the average monthly BOD <sub>5</sub> loading (Part B., Column 3) to the wastewater facility exceed the design loading?	0	0 = 0 points 1 - 2 = 20 points 3 - 5 = 40 points 5 or more = 60 points	0
<b>TOTAL PART I =</b>			<b>0</b>

**Part II: FACILITY AGE**

In what year were the following process units constructed or underwent a major upgrade? To determine a point score subtract the construction or upgrade year from 2008.

$$\text{Points} = \text{Age} = \text{Present Year} - \text{Construction or Upgrade Year.}$$

Enter the calculated age below.

**If the point total exceeds 20 points, enter only 20 points**

Unit Process	Present Year	Construction or Upgrade Year	Age = Points
Headworks	2013	1981	20
Lagoons (including aeration)	2013	1981	20
Disinfection	2013		
<b>TOTAL PART II (not greater than 20) =</b>			<b>20</b>

**Part III: BYPASSES**

Please complete the following table:

Question	Number	Points Earned	Total Points
How many days in the past year was there a bypass or overflow of untreated wastewater due to high flows?	0	0 = 0 points 1 = 5 points 2 = 10 points 3 = 15 points 4 = 20 points 5 or more = 25 points	0
How many days in the last year was there a bypass or overflow of untreated wastewater due to equipment failure?	0	0 = 0 points 1 = 5 points 2 = 10 points 3 = 15 points 4 = 20 points 5 or more = 25 points	0
<b>TOTAL PART III =</b>			0

**Part IV: NEW DEVELOPMENT**

A. Please complete the following table:

Question	Points Earned	Total Points
Has an industry (or other development) moved into the community or expanded production in the past two years, such that either flow or wastewater loadings to the sewerage system were significantly increased (10 - 20%)?	No = 0 points Yes = 10 points	0
Are there any major new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years, such that either flow or BOD <sub>5</sub> loadings to the sewerage system could significantly increase (25%)?	No = 0 points Yes = 10 points	0
Have you experienced any upset due to septage haulers?	No = 0 points Yes = 10 points	0
<b>TOTAL PART IV =</b>		0

- B. Approximate number of new residential sewer connections in the last year  
4 new residential connections
- C. Approximate number of new commercial/industrial connections in the last year  
0 new commercial/industrial connections
- D. Approximate number of new population serviced in the last year  
10 new people served

**Part V: OPERATOR CERTIFICATION**

- A. How many treatment system operators are currently employed by your facility?  
5 treatment system operators employed
- B. What is/are the name(s) of your DRC operator(s)?

\_\_\_\_\_  
Keith Robinson, Gary Hall, Travis Clark,  
\_\_\_\_\_  
  
\_\_\_\_\_  
Jake Dutton, Arkay Pugh, Kris Ramsay  
\_\_\_\_\_

- C. You are required to have the DRC operator(s) certified at *SMALL LAGOON SYSTEM*.

What is the current grade of the DRC operator(s)? Treatment II

- D. State of Utah Administrative Rules require all operators considered to be in DRC to be appropriately certified. List all the operators in your system by their certification class.

<i>Not Certified</i>	<u>Kris Ramsay</u>
Small Lagoons	<u>Gary, Travis, Jake, Arkay</u>
Treatment I	_____
Treatment II	<u>Keith</u>
Treatment III	_____
Treatment IV	_____

E. Please complete the following table:

Question	Points Earned	Total Points
Is/are your DRC operator(s) currently certified at the appropriate grade for this facility? (see C)	Yes = 0 points No = 50 points	0
How many continuing education units has each of the DRC operator(s) completed over the last 3 years?	3 or more = 0 points less than 3 = 10 points	0
<b>TOTAL PART V =</b>		0

**Part VI: FACILITY MAINTENANCE**

A. Please complete the following table:

Question	Points Earned	Total Points
Do you follow an annual preventative maintenance program?	Yes = 0 points No = 30 points	0
Is it written?	Yes = 0 points No = 20 points	0
Do you have a written emergency response plan?	Yes = 0 points No = 20 points	0
Do you have an updated operations and maintenance manual	Yes = 0 points No = 20 points	0
Do you have a written safety plan?	Yes = 0 points No = 20 points	0
<b>TOTAL PART VI =</b>		0

**Part VII: SUBJECTIVE EVALUATION**

***This section should be completed with the facility operators.***

- A. Do you consider your wastewater facility to be in good physical and structural condition?

YES  X  NO \_\_\_\_\_

If NOT, why?

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- B. What improvements do you think the plant will need in the next 5 years?

Weed Control

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- C. Were there any backups into basements at any point in the collection system in 2013.

YES \_\_\_\_\_ NO  X

Why? (do not include backups due to clogged laterals)

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- D. Does the municipality/district pay for the continuing education expenses of operators?

ALWAYS  X  SOMETIMES \_\_\_\_\_ NO \_\_\_\_\_

If so, what percentage do they pay?

approximately  100  %

- E. Is there a written policy regarding continuing education and training for wastewater operators?

YES  X  NO \_\_\_\_\_



## POINT SUMMATION

Fill in the values from Parts I through VII in the blanks provided in column 1. Add the numbers to determine the MWPP point total that your wastewater facility has generated for the past twelve months.

Part	Points
I	0
II	20
III	0
IV	0
V	0
VI	0
Total	20

# Municipal Wastewater Planning Program (MWPP)

## Financial Evaluation Section

Owner Name: *CITY OF KANAB*

Name and Title of Contact Person:

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Joe Decker City Manager

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Phone: 435 644 2534

**PLEASE SUBMIT TO STATE BY: March 1, 2014**

Mail to: MWPP - Department of Environmental Quality  
c/o Paul Krauth, P.E.  
Division of Water Quality  
195 North 1950 West  
P.O. Box 144870  
Salt Lake City, Utah 84114-4870  
Phone : (801) 536-4346

*NOTE: This questionnaire has been compiled for your benefit by a state sponsored task force comprised of representatives of local government and service districts. It is designed to assist you in making an evaluation of your wastewater system and financial planning. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call, Emily Cantón. Utah Division of Water Quality: (801) 538-6070.*

I. Definitions: The following terms and definitions may help you complete the worksheets and questionnaire:

**User Charge (UC)** - A fee established for one or more class(es) of users of the wastewater treatment facilities that generate revenues to pay for costs of the system.

**Operation and Maintenance Expense** - Expenditures incurred for materials, labor, utilities, and other items necessary for managing and maintaining the facility to achieve or maintain the capacity and performance for which it was designed and constructed.

**Repair and Replacement Cost** - Expenditures incurred during the useful life of the treatment works for obtaining and installing equipment, accessories, and/or appurtenances necessary to maintain the existing capacity and the performance for which the facility was designed and constructed.

**Capital Needs** - Cost to construct, upgrade or improve the facility.

**Capital Improvement Reserve Account** - A reserve established to accumulate funds for construction and/or replacement of treatment facilities, collection lines or other capital improvement needs.

**Reserve for Debt Service** - A reserve for bond repayment as may be defined in accordance with terms of a bond indenture.

**Current Debt Service** - Interest and principal costs for debt payable this year.

**Repair and Replacement Sinking Fund** - A fund to accumulate funds for repairs and maintenance to fixed assets not normally included in operation expenses and for replacement costs (defined above).

## Part I: OPERATION AND MAINTENANCE

Complete the following table:

Question	Points Earned	Total
Are revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs <b>at this time</b> ?	YES = 0 points NO = 25 points	0
Are the projected revenues sufficient to cover operation, maintenance, and repair & replacement (OM&R) costs for the <b>next five years</b> ?	YES = 0 points NO = 25 points	0
Does the facility have sufficient staff to ensure proper O&M?	YES = 0 points NO = 25 points	0
Has a dedicated sinking fund been established to provide for repair & replacement costs?	YES = 0 points NO = 25 points	0
Is the repair & replacement sinking fund adequate to meet anticipated needs?	YES = 0 points NO = 25 points	25
<b>TOTAL PART I =</b>		<b>25</b>

## Part II: CAPITAL IMPROVEMENTS

Complete the following table:

Question	Points Earned	Total
Are present revenues collected sufficient to cover all costs and provide funding for capital improvements?	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <b>next five years</b> ?	YES = 0 points NO = 25 points	0
Are projected funding sources sufficient to cover all projected capital improvement costs for the <b>next ten years</b> ?	YES = 0 points NO = 25 points	25
Are projected funding sources sufficient to cover all projected capital improvement costs for the <b>next twenty years</b> ?	YES = 0 points NO = 25 points	25
Has a dedicated sinking fund been established to provide for future capital improvements?	YES = 0 points NO = 25 points	25
<b>TOTAL PART II =</b>		<b>75</b>

### Part III: GENERAL QUESTIONS

Complete the following table:

Question	Points Earned	Total
Is the wastewater treatment fund a separate enterprise fund/account or district?	YES = 0 points NO = 25 points	0
Are you collecting <b>95%</b> or more of your sewer billings?	YES = 0 points NO = 25 points	0
Is there a review, at least annually, of user fees?	YES = 0 points NO = 25 points	25
Are bond reserve requirements being met if applicable?	YES = 0 points NO = 25 points	0
<b>TOTAL PART III =</b>		<b>25</b>

### Part IV: PROJECTED NEEDS

Estimate as best you can the following:

Cost of projected capital improvements (in thousands)	2014	2015	2016	2017	2018
	10,000	10,000			20,000

### Point Summation

Fill in the values from Parts I through III in the blanks provided in column 1. Add the numbers to determine the MWPP point total that reflects your present financial position for meeting your wastewater needs.

Part	Points
I	50
II	75
III	25
Total	150



February 20, 2014

Robert Houston  
76 N. Main St.  
Kanab, UT 84741

RE: Letter of interest for position on Kanab City Planning Commission

Dear Mayor Houston,

It is my understanding that there is currently a vacant seat on the Kanab City Planning Commission. I am writing this letter to express my interest in being appointed that position on the Planning Commission.

A few of the reasons why I am interested in serving on the Planning Commission are as follows: First, I have lived in Kanab for most of my life. I had the opportunity to spend several years away while going to college, serving an LDS mission and working for a few years for an engineering firm in Las Vegas, but was fortunate enough to find my way back to Kanab. That being said, I feel I have a vested interest in Kanab and its prosperity; Second, I have a desire to become more actively involved in service to the community and feel this would provide me an excellent opportunity to do so; And third, I have a background in engineering and building design and have had several opportunities to present projects to the planning commission for approval. In most of these instances, certain points of the current planning and zoning ordinance have made getting approval a bit overly cumbersome. I would like to see the current ordinance be revised to become more business friendly and to better serve the interest of the community as a whole and would like to be involved in pushing the needed revisions.

I appreciate your consideration for this appointment to the Kanab City Planning Commission. If you would like any further information from me, please don't hesitate to contact me.

Sincerely,



Michael Downward