

# CITY OF POLSON COUNCIL MEETING

Commission Chambers

November 18, 2013

7:00 p.m.

**ATTENDANCE:** Mayor Pat DeVries, City Commissioners: John Campbell, Fred Funke, Mike Lies, Dan Morrison, City Manager, Mark Shrives, City Attorney James Raymond, City Clerk Cora Pritt.

**Absent:** Commissioners Todd Erickson, Stephen Turner

**Others present (that voluntarily signed in):** Elsa Duford, Emily Gillespie, Rory Horning, City Civil Engineer Shari Johnson, Heather Knutson, Bonnie Manicke, Ken Siler, Jill Southerland, Andrew Speer, and Berl Tiskus.

## 1. CALL TO ORDER

Mayor Pat DeVries called the meeting to order. The pledge of allegiance was recited.

## 2. APPROVAL OF PROPOSED AGENDA

Commissioner Campbell motioned to approve the Proposed Agenda. Commissioner Lies second. Commission Discussion: none Public Discussion: none VOTE: Unanimous Motion Carried

## 3. APPROVAL OF CITY COMMISSION MEETING MINUTES NOVEMBER 4, 2013

Commissioner Lies motioned to approve minutes as written. Commissioner Funke second. Commissioner Discussion: none Public Discussion: none. VOTE: 3 ayes 1 abstain Motion carried.

## 4. CONSENT AGENDA

### A. November 1-13 CLAIMS

Commissioner Funke motioned to approve. Commissioner Campbell second. Commissioner Discussion: None Public Discussion: None. Vote-Unanimous Motion carried.

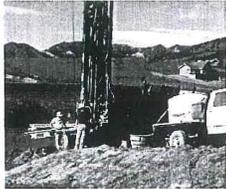
**5. CITY MANAGER COMMENTS-**City Manager Mark Shrives gave an update on the recent lawsuit. The attorney representing the City has filed a Motion of Dismissal as well as a brief in support of this motion. Citizens for An Open Government, Inc. received a copy of this motion today. The health insurance rate increase of 3.5% has been postponed until July 2014 when the policy comes due. Karen Sargeant was awarded the Employee of the Year at the recent Polson Chamber of Commerce banquet. Karen was voted this award by the City Employees. Commissioner Funke asked if there was a list of names of the persons who are a part of the Citizens for An Open Government, Inc. Mayor DeVries answered that the person named as the agent for the group is Margie Hendricks. The signature on the lawsuit paper is Rory Horning.

**6. DEPARTMENT OF ENVIRONMENTAL QUALITY PRESENTATION-**Water/Sewer Superintendent Tony Porrazzo introduced Emily Gillespie. Emily is the contact for the City of Polson. Emily's responsible for overseeing the Public Water Supply Wells. In 2010 Emily did the water inspection for the City of Polson. This inspection must be conducted every 3 years. The City facilities are immaculately maintained. There were no issues. Emily further explained the necessary steps when a new well is being proposed. Attachment 1 is the hand out that Emily gave her presentation from:

# ATTACHMENT 1

**Montana DEQ**

**Process for Approving New  
Community, Public Water Supply  
(PWS) Wells**



Emily Gillespie, PE  
egillespie@mt.gov  
(406) 755-8979

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**New Community PWS Wells**

- Meet well drillers standards ARM 36 Chapter 21
- Circular DEQ-1 Design Standards Chapter 3
- 2 Step DEQ Approval Process:
  1. Approval of Source Water Delineation & Assessment Report (SWDAR), Well Location & Drilling Specifications
  2. Standard Conditions to completed after drilling

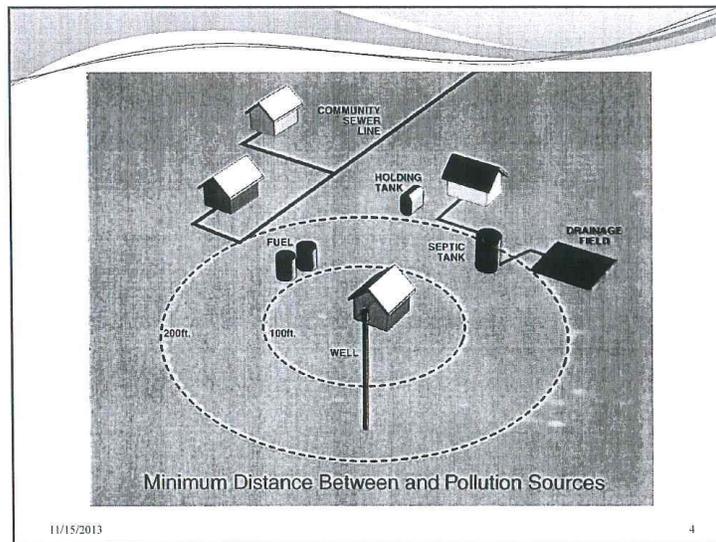
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## Source Water Delineation & Assessment Report

- Describes the overall water system
- Describes the overall aquifer and hydrogeology characteristics in the area
- Identifies contamination sources in 1000-ft area surrounding or upgradient of the proposed well
- Identifies the threat potential of contamination sources using time of travel calculations
- Identifies barriers to the potential threats (well grouting, natural aquifer protection layers, containment basins around hazardous substance storage areas, etc.)

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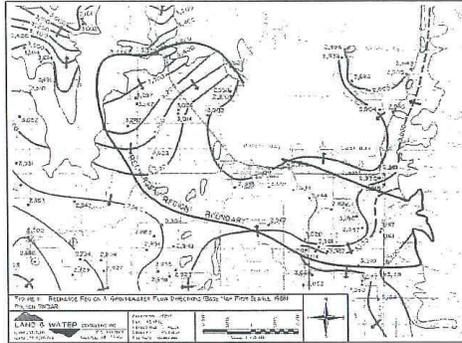
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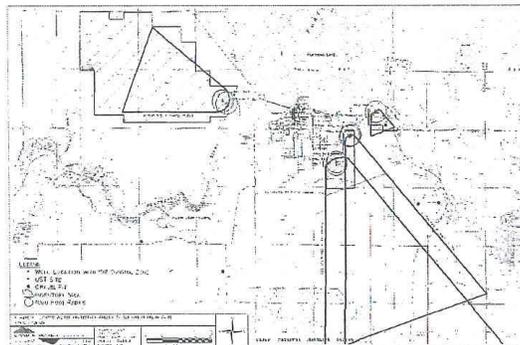
## Polson Hydrogeological Recharge Region



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## Polson PWS Wells Inventory Region upgradient of wells



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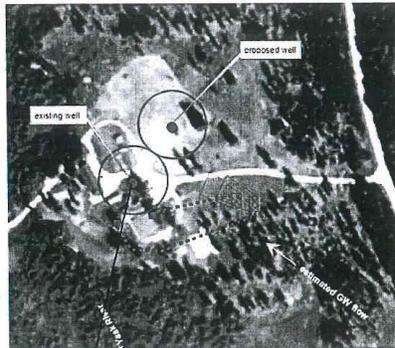
### PWS Well Location:

- Must be 100 feet from sewer tanks, sewer lines, drain fields, storm drains, stormwater ponds, contamination threat, etc.
- Should be at least 175 feet from surface water
- Physical ownership of well location
- Physical ownership or easement to the 100-ft radius protection zone

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### Example Well Site Map



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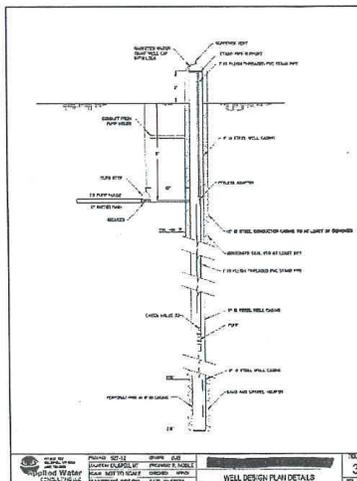
## PWS Well Drilling Specifications must:

- Indicate the approximate well depth and target aquifer
- Indicate the surface seal grouting method. Depending on the aquifer configuration grouting method will vary
- Indicate the target flow production and pump testing details

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Example Well Construction Schematic, details outlined in well drilling specifications:



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## DEQ Approval with Conditions:

- Well Log
- Yield & Drawdown Testing
- Design information for permanent pump choice and operating point
- Water Quality samples from the well
- Recorded well control zone easement
- Documentation of submittal to DNRC Water Resources Division (Water Rights)
- Preliminary Assessment for Surface Water Influence
- Plan submittal for the piping and electrical controls for connecting the well to the existing PWS system

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**Well Log**  
Assigned a GWIC#  
by MT Bureau of  
Mines & Geology  
(at Montana Tech)

**MONTANA WELL LOG REPORT**

1. WELL IDENTIFICATION

2. WELL LOCATION

3. WELL CONSTRUCTION

4. WELL LOG

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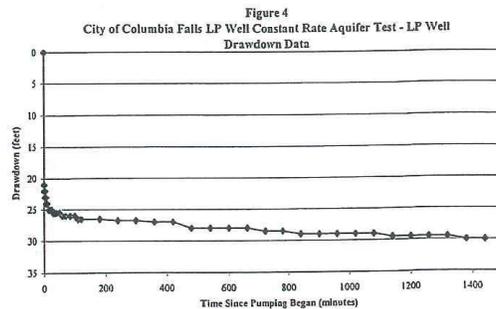
## Yield & Drawdown Testing

- 1.5 X design pump capacity for 24 hours (The proposed DEQ-1 revisions will give option for pump testing at a flow rate of 1.0 X design pump for 72 hours)
- Termination after stabilized drawdown of 8 hours
  - stabilized drawdown will be defined as “water level not fluctuating more than 0.5 feet per 100 feet of drawdown”

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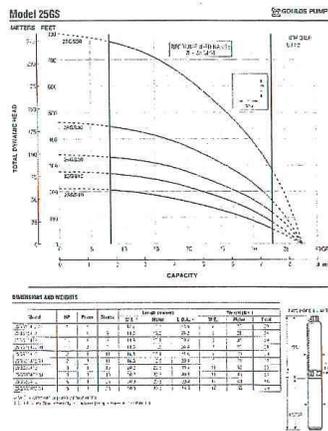
## Example Yield & Drawdown Test Data



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## Select Permanent Well Pump:



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## Well Protection Zone Easements prohibit:

- Sanitary sewers, septic tanks, sewage lift stations, injection wells
- Groundwater mixing zones (wastewater drainfields)
- Stormwater drains, ponds and French drains
- Hazardous Substances (gasoline, fuel, solvents)
- Confined livestock
- Private well
- Maintenance of land by mechanical means only
- Fertilizers discouraged (if necessary then must be applied at agronomic rates)

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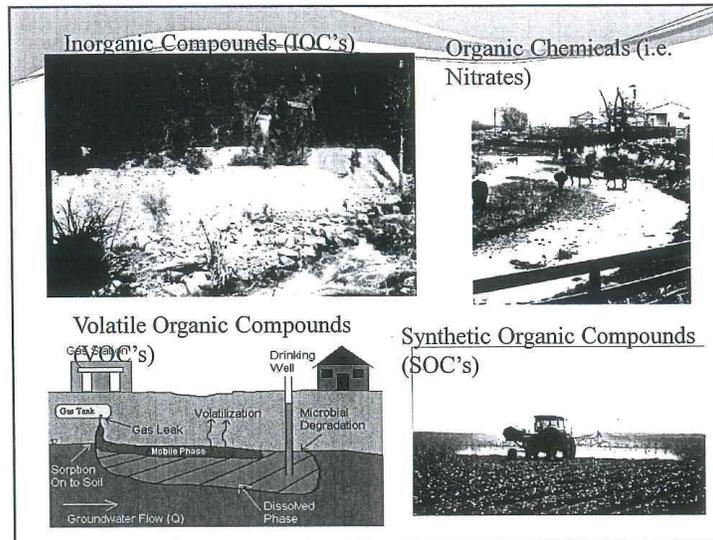
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## Water Quality Analysis

- Microbiological
- Physical & Chemical
  - Nitrate, Nitrite
  - Inorganic Compounds
  - Volatile Organic Contaminants (VOC's)
  - Synthetic Organic Contaminants (SOC's) including Pesticides and Herbicides
  - Radionuclides

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## DNRC Water Rights

### Contact Marc Pitman at (406)752-2713

- Option 1 (Less than 35 gpm, 10 acre feet):  
DNRC "Notice of Completion Form 602" Certificate
- Primary Options for over 35 gpm:
  - DNRC "Application for Beneficial Water Use Permit Form 600"
  - DNRC Redundant Well Application "Form 635"
  - DNRC Replacement Well Application "Form 634" (only municipalities are eligible to use)
  - Special Issues within Tribal Boundaries/Compact Commission

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We are happy to answer further questions.



#### DEQ Kalispell:

- Emily Gillespie 406-755-8979

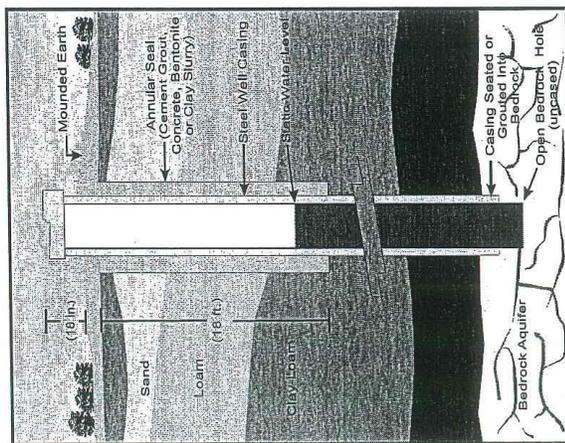
#### DEQ Helena PWS Program:

- Rachel Clark 406.444-6722

#### DEQ Helena Source Water Protection Program:

- Joe Meek 406-444-4806

# Developing Public Water Supply Well



January 2005  
Fourth Printing



# Developing Public Water Supply Well

Development of a new well for a public water supply (PWS) requires the review and written approval of the Department of Environmental Quality (DEQ) prior to beginning construction (Public Water Supply Law, 75-6-112(3)). Test wells that might later be converted to PWS wells also require prior DEQ approval. The purpose of the review is to ensure that public drinking water sources will be sited and constructed in a manner likely to produce an adequate quantity of water meeting drinking water standards. Following is a general outline of the plan submittal and review process. Most new sources should follow this procedure; however, there are always exceptions. If you have any questions about well development requirements, please contact the DEQ Public Water and Subdivisions Bureau at (406) 444-4400.

- Information required with either submittal includes:
  - ◆ PWS-6 Source Water Assessment to show that the well will be located to avoid contaminant sources or has barriers to reduce susceptibility.
  - ◆ Easement or ownership documentation for a 100-foot continued protection zone around the well.
  - ◆ PWS-5 Assessment of Groundwater Sources Under the Direct Influence of Surface Water to see if the proposed well would likely be susceptible to surface water contaminants.

**NOTE:** For wells intended to produce greater than 35 GPM, evidence of application for a Beneficial Water Use Permit to the Department of Natural Resources and Conservation (DNRC) is required prior to well construction.

## 2. Well construction may begin after written approval from DEQ.

- Plans and specifications must be resubmitted for review and re-approval if construction is not completed within three years of the approval date or if the design changes substantially.

## DEQ Review Process

### 1. Submit a design report, plans and specifications to DEQ for review of the proposed source location and well construction methods:

- For a community PWS\*, Circular DEQ 1 applies and a registered professional engineer (PE) is required.
- For a non-community PWS\*\*, Circular DEQ 3 applies and a PE may be required for more complex systems.

# Developing a Public Water Supply Well

\* Non-transient non-community PWS – Regularly serves at least 25 of the same persons over six months per year. (e.g. schools, daycares)

5. Within 90 days after PWS construction, the following must be submitted to DEQ:

- Complete set of certified as-built drawings
- Final operation and maintenance manual

6. Before the end of the first calendar quarter in which the PWS well is connected, the following water quality samples must be submitted to DEQ:

- Community or non-transient non-community PWS:

*Nitrate, nitrite, specific conductance, coliform bacteria (2 tests minimum), pH, temperature, alkalinity, conductivity, turbidity, calcium, iron, manganese, hardness, sodium, sulfate, chloride, inorganic chemicals, volatile organic chemicals, synthetic organic chemicals, radionuclides (community PWSs only), unregulated chemicals*

- Transient non-community PWS\*\*:

*Nitrate, nitrite, specific conductance, coliform bacteria (two tests minimum)*

\* Community PWS – Serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents

Transient non-community PWS – Serves at least 25 persons daily (not the same people) for at least 60 days in a year (e.g. cafes, motels, campgrounds)

3. The following must be submitted to DEQ for review and approval of the complete public water system:

- Yield and drawdown test data and pump curve
- Driller's well log
- Design report, specifications and plans for transmission piping, treatment, pump/house plumbing, pumps, hydro-pneumatic tanks, etc.

4. The well may not serve water to the public until certified as-built drawings and specifications have been received by DEQ or the project engineer certifies by letter to DEQ that the well was inspected and found to be constructed in accordance with approved plans and specifications. Certification must include:

- Satisfactory bacteriological and nitrate/nitrite test results
- Evidence that DNRC water rights requirements are being met

NOTE: For wells less than 35 gpm, the owner must submit a "Notice of Completion of Groundwater Development" to DNRC within 60 days after water use begins. For wells greater than 35 gpm, a water right permit is required prior to use.

**ALL NECESSARY APPROVALS** must be obtained from the PWS Section at DEQ (444-4400).

Source Water Protection staff (444-6697) can provide technical assistance with PWS-6 Source Water Assessment.

**OTHER INFORMATION SOURCES**

All DEQ Drinking Water Circulars can be viewed on the Internet at:

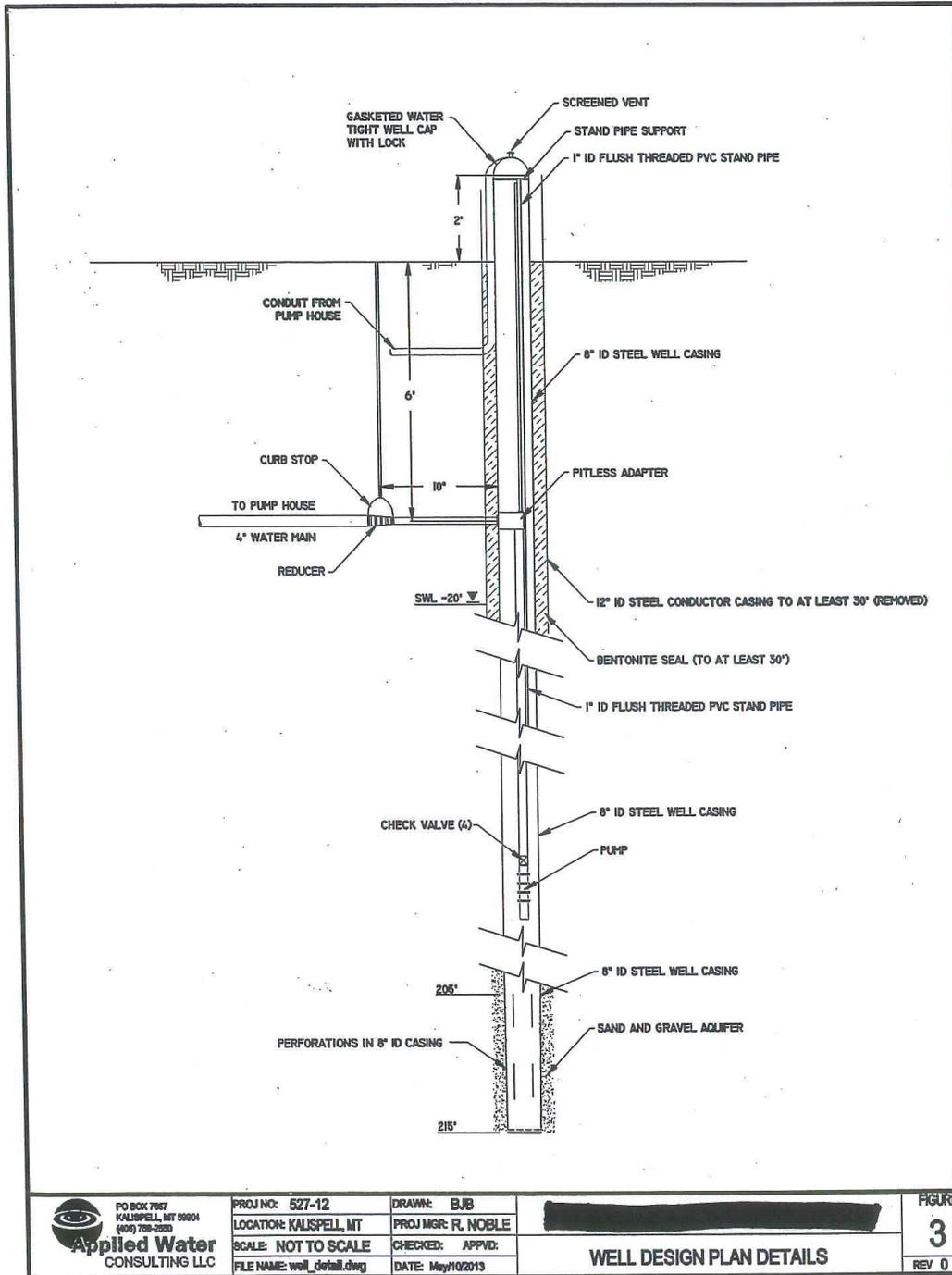
<http://www.deq.mt.gov/wqinfo/Circulars.asp>

Instructions and templates for completing a PWS-6 report can be viewed on the Internet at:

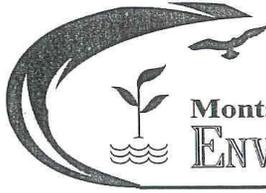
<http://www.deq.mt.gov/ppa/p2/swp/Circulars.asp>

Information about potential contaminant sources can be found and mapped at:

<http://nris.state.mt.us/mapper/>



	PROJ NO: 527-12 LOCATION: KALSPELL, MT SCALE: NOT TO SCALE FILE NAME: well_detail.dwg	DRAWN: BJB PROJ MGR: R. NOBLE CHECKED: APPVD: DATE: May102013	FIGURE <div style="background-color: black; color: white; text-align: center; padding: 5px;"> <span style="font-size: 2em; font-weight: bold;">3</span> </div> REV 0
	<b>WELL DESIGN PLAN DETAILS</b>		



Montana Department of ENVIRONMENTAL QUALITY

Steve Bullock, Governor

655 Timberwolf Parkway • Suite 3 • Kalispell, MT 59901-1215 • (406) 755-8985 • FAX (406) 755-8977

DATE

TO: XXXX  
XXXX  
XXXX

Re: WATER SYSTEM NAME - PWSID#MT000XXXX  
Proposed new Public Water Supply Well - Conditional Approval  
EQ#

Dear XXXXX:

The engineering report, well specifications and notarized wellhead protection zone easements for the proposed groundwater well located in the XXXXX were received on XXXX, under the seal of XXXXX, PE#XXX. Personnel of the Public Water Supply Section have reviewed the submittal in accordance with Department Circular DEQ-1 design standards, 2006 Edition.

**DEQ hereby approves the location and construction of this proposed Well, with the conditions listed below.** One copy of the Well location plans and specifications bearing the approval stamp of the Department of Environmental Quality is enclosed. A second set will be retained as Department Record.

The proposed well is located within an easement owned by XXXXX WATER DISTRICT approximately 25 In. ft. from the existing well that serves the PWS system. A design flow of 160 gpm is desired. An upper annular seal will be installed to a minimum depth of 25 feet bgs or to the depth necessary to extend grouting at least 3 feet into a significant limiting layer.

As a part of this submittal, a Deviation Request was granted from:

- (1) DEQ-1, Standard 3.2.4.1 regarding yield and drawdown pumping rate. The pump testing was approved to be conducted at 1.0 times the design rate for a minimum of 24 hours.
- (2) ARM 17.36.323 regarding distance from the proposed well to property line. The proposed well was approved to be installed within 5 feet of the property line.

**Condition One:** The proposed well is approved for construction and pump testing. However, the well is not yet approved to be connected to the Public Water Supply (PWS) system. Plans and specifications for the connection of the well to the existing XXXX WATER DISTRICT PWS system (PWSID#MT000XXXX) must be submitted to MDEQ for review and approval prior to connection.

Centralized Services Division • Enforcement Division • Permitting & Compliance Division • Planning, Prevention & Assistance Division • Remediation Division

**Condition Two:** No wastewater drainfield system (new or replacement) may be constructed within 100-ft of the proposed new well.

**Condition Three:** The following documentation will be required prior to connection of the well to the XXXX District PWS system:

1. Documentation that the well, to be classified as Public Water Supply sources, was constructed by a Montana licensed well driller and installation complied with ARM Title 36, Chapter 21 and DEQ-1 subsection 3.2.5 General well construction.
2. A copy of the completed well log (DEQ-1, Standard 3.2.4.3)
3. Yield and Drawdown Test results demonstrating compliance with DEQ-1, Standard 3.2.4.1. These results must be submitted in the DNRC format (available on their website) both in hardcopy and electronically. The well is proposed to be test pumped at 1.0 times the design flow rate of 160 gpm, for a minimum of 24 hours. Static water level and pumping water level (if applicable) in the existing XXXX water well must be monitored during testing of the proposed new well to determine interaction between the wells.
4. Water Quality sample results demonstrating compliance with DEQ-1, Standard 3.2.2.1 Microbiological quality, and DEQ-1, Standard 3.2.2.2 Physical, chemical and radiological quality. Specifically, water quality parameters shall include the following:
  - Coliform bacteria (2 tests minimum)
  - Nitrate, Nitrite
  - Alkalinity, Calcium, Chloride, Specific Conductance, Hardness, Iron, Magnesium, Manganese, pH, Sodium, Sulfate
  - Other Inorganic Compounds: Antimony, Arsenic, Barium, Beryllium, Cadmium, Chromium, Fluoride, Mercury, Nickel, Selenium and Thallium
  - Radionuclides
  - Volatile Organic Contaminants (VOC's)
  - Synthetic Organic Contaminants (SOC's) including Pesticides and Herbicides
5. Documentation that an "Application for Beneficial Water Use Permit, Form No. 600" has been submitted to the Montana Department of Natural Resources and Conservation, Water Resources Division for ground water wells in excess of 35 gpm or 10 acre-feet per year.

Approval is given with the understanding that any deviation from the approved plans and specifications will be submitted to the Department for reappraisal and approval. Prior to operation of the public well improvements, certification by the project engineer that the constructed system components were completed in accordance with plans and specifications must be submitted to the Department. Within 90 days following completion of the project, a complete set of "as-built" record drawings must be signed, stamped and submitted to the Department.

It is further understood that construction will be completed within three years of this date. If more than three years elapse before completing construction, plans and specifications must be resubmitted and approved before construction begins. This three-year expiration period does not extend any compliance schedule requirements pursuant to a Department enforcement action against a public water or sewage system.

Department approval of this project covers only those portions of the plans and specifications that are subject to the Department's review authority under the Public Water Supply Laws (MCA 75-6) and the Administrative Rules promulgated thereunder (ARM 17.38). This approval does not cover items found within the plans and specifications that are outside of the Department's review authority, including but not limited to: electrical work, architecture, site grading or water and sewer service connections.

Thank you for your efforts regarding this submittal. If you have any further questions, please contact me at (406) 755-8979 or [egillespie@mt.gov](mailto:egillespie@mt.gov).

Sincerely,

Emily J. Gillespie, P.E.  
Public Water Supply and Subdivisions Bureau

cc: XXXXX, County Sanitarian  
Joe Meek, MDEQ Source Water Protection (electronic only)  
Marc Pitman, DNRC Water Resources (electronic only)  
MDEQ Plan Review File  
MDEQ PWS File#XXXX

**10. MEETING ADJOURNED 7:39 p.m.**

Tony added that in addition to working with Emily for several years, the City also works with Hydrologist Roger Noble along with City Civil Engineer Shari Johnson. This is a good team that is working well together now.

Mayor DeVries asked if any of the Commissioners had any questions. Seeing none she then asked for any public comment/questions. Elsa Duford asked about the Tribal/State Water Rights issues. Emily explained that the Department of Environmental does not have anything to do with water rights. That is handled by the Department of Natural Resources. Emily further explained that the Courts have asked the Department of Natural Resources to have a "hands off".

**7. APPROVE LETTER OF SUPPORT FOR CITY DOCK VARIANCE REQUEST-City Civil Engineer Shari Johnson gave an update on the construction project of the new City Dock and Walking Path projects. The project is ahead of schedule and under budget. The concrete piles have been poured, angled panels are in place, however the project is not completed. Everything must be in place before the City will accept it and adopt it as complete. There is a variance request that has been submitted to the Shoreline Protection. The variance is to request steel grating be used to fill in the additional 2 foot of space that has been created. The pilings had to be placed at 10 foot width to accommodate the existing crib structure. If permitted, the steel grating will provide a traction walking surface for fisherman during icy conditions. A letter of support for the variance is being requested. Commissioner Dan Morrison motioned to approve a letter of support for the City Dock variance request. Commissioner Campbell second. Commission discussion: note Public discussion: none. Vote: Unanimous Motion carried.**

**8. APPROVE THE FINANCIAL AND COMPLIANCE REPORT FOR THE YEAR ENDED JUNE 30, 2012 PREPARED BY RONALD PAUL FOLTZ, CPA-City Finance Officer Cindy Dooley presented the Audit Report submitted by Ronald Paul Foltz, CPA. Cindy reviews the two sets of statements as well as the financial statements. The Internal Report is a clean opinion-no findings. Commissioner Lies motion to approve the Financial and Compliance Report for the Year ended June 30, 2012 prepared by Ronald Paul Foltz, CPA. Commissioner Funke seconds. Commission discussion: none. Public discussion: Ken Avison commended the City on the clean audit. Vote: Unanimous Motion carried.**

**9. APPROVE THE PROPOSAL FOR PROFESSIONAL AUDIT SERVICES FOR THE YEARS ENDED JUNE 30, 2013, 2014, AND 2015 AND AUTHORIZE CITY MANAGER MARK SHRIVES TO SIGN THE PROPOSAL AND STANDARD AUDIT CONTRACT ON THE BEHALF OF THE CITY-City Finance Officer Cindy Dooley turned the presentation of the item to City Manager Mark Shrives. City Manager Mark Shrives comments that he and Finance Officer Cindy Dooley have spent some time researching this item. The contract is due and City Manager Mark Shrives is asking that this item be tabled and that the City send out a Request For Proposal (RFP). Ronald Paul Foltz, CPA would be able to submit a RFP. Commissioner Campbell motions to table the item and go out for Request For Proposal. Commissioner Lies second. Commission Discussion: None Public Discussion: None. VOTE: Unanimous Motion carried**

**10. APPROVE RESOLUTION NO. 1052-ANNEXATION GARY AND BECKY DUPUIS, 1511 HILLCREST, POLSON, MT-Finance Officer Cindy Dooley presented the request of annexation. All fees have been paid. The fee to the Rural Fire Department has also been paid in full. City Manager Mark Shrives asked Cindy if she had pulled their deed. Cindy answered that she had pulled the Deed of Trust. Commissioner Mike Lies motion to approve Resolution No. 1052 for the Annexation of Gary and Becky Dupuis, 1511 Hillcrest, Polson, MT. Commissioner Campbell second. Commission Discussion: none Public Discussion: Lee Manicke stated that a Deed of Trust is a mortgage not a deed of transfer. Finance Officer Cindy Dooley responded that what she had pulled from**

the County website was their Deed of Trust. City Attorney James Raymond commented that the Resolution could pass with the appropriate identification of names and address. City Manager Mark Shrives recommends adding **“Pending verification of Ownership and Legal Description” to the motion.** Commissioner Lies adds the phrase Pending verification of Ownership and Legal Description to his motion. Cindy asked if there is another deed besides the Deed of Trust. City Attorney James Raymond responded that there should be a Warranty Deed of Quit Deed that would have the formal names, address, and legal description. There should be a land record deed.

**Mayor DeVries restates the motion: To approve Resolution No. 1052-Annexation of Gary and Rebecca DuPuis pending verification of address, ownership, and legal description.**

Tony Porrazzo commented that the reading of this is because the DuPuis’ were hooked up to City sewer a few months ago in an emergency condition. **VOTE: Unanimous Motion carried**

**11. PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA-**There was no comment.

ADJOURN: 7:42 P.M.

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Mayor Pat DeVries

ATTEST:

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Cora E. Pritt, City Clerk

Time to prepare minutes: 1 hour 45minutes