Minutes of City Council

The City Council Regular Meeting of Monday, October 14, 2019

BE IT KNOWN THAT, a City Council Regular Meeting of the City Council of City of Richwood was held Monday, October 14, 2019, beginning at 6:15 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER
The meeting was called to order at 6:05 p.m.

II. INVOCATION
Lindsay Koskiniemi led the invocation.

III. PLEDGE OF ALLEGIANCE
Pledge of Allegiance and Texas Pledge
Mayor Pro Tem, Mike Johnson led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS
Steve Boykin – Mayor, Absent
Mike Johnson – Position 1
Melissa Strawn – Position 2
Matt Yarborough – Position 3
Mark Brown II – Position 4
Katie Johnson – Position 5

Others present: Lindsay Koskiniemi, Interim City Manager; Clif Custer, Public Works Director; Jarrett Skelton, Detective; Stephen Mayer, Police Chief; Kirsten Garcia, City Secretary

V. *PUBLIC COMMENTS*
All commends will be subject to the following rules: All speakers will be permitted to speak not longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items no posted on the agenda.

There were no public comments.

VI. CONSENT AGENDA

Approval of Minutes of Previous Meetings – September 16, 2019 and September 23, 2019.

On motion by Mark Brown II second by Matthew Yarborough with all present members voting "aye" all consent agenda items were approved.

VII. COUNCIL CONSIDERATION AND ACTION ITEMS

A. **Presentation to Council of the proposed Water and Wastewater Master Plan / Capital Improvement Projects for adoption.**
Kendall Ryan presented Water and Wastewater Master Plan.

WATER AND WASTEWATER MASTER PLAN

RICHWOOD CITY COUNCIL MEETING

City of Richwood
TEXAS

October 14th, 2019

Agenda

- **Master Plan Orientation/Overview**
- **Population Projections**
  - Water Demand and Wastewater Flow Projections
- **Water System Overview**
  - ✓ TCEQ Water System Design Criteria
  - ✓ Pressure Testing Results
  - ✓ Water System Path Forward
- **Wastewater System Overview**
  - ✓ TCEQ Wastewater System Design Criteria
  - ✓ Flow Monitoring Results
  - ✓ Wastewater System Path Forward
- **Water and Wastewater Capital Improvement Plans**
- **Next Steps**

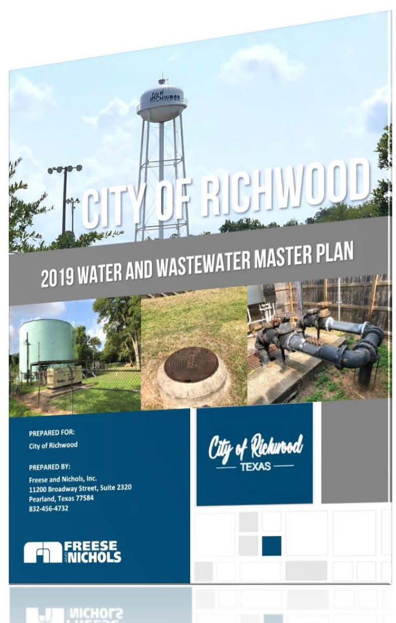
Orientation:
Master Plan vs. Impact Fee Study

- Master Plan Evaluates *Condition* and *Capacity* of **Existing Systems** and **Growth** for **25 years**
- Impact Fee Study Considers *Capacity* Required for **Growth** for **Next 10 years**

*Richwood adopted Water and Wastewater Impact Fees for the 10-year Water and Wastewater Capacity Projects on August 12, 2019

Overview of City of Richwood's Water & Wastewater Master Plan

- **Population projections**
- Water **demand** and wastewater **flow projections**
- Identification of existing and future **system deficiencies**
- **Prioritized, phased CIP** with **cost estimates** ***and*** **business case** for recommended projects
- Very clear, easy to read **CIP maps** that show location and phasing of projects
- Comprehensive **Master Plan Report**
- **Model tools** for dealing with future development



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- **Population Projections**
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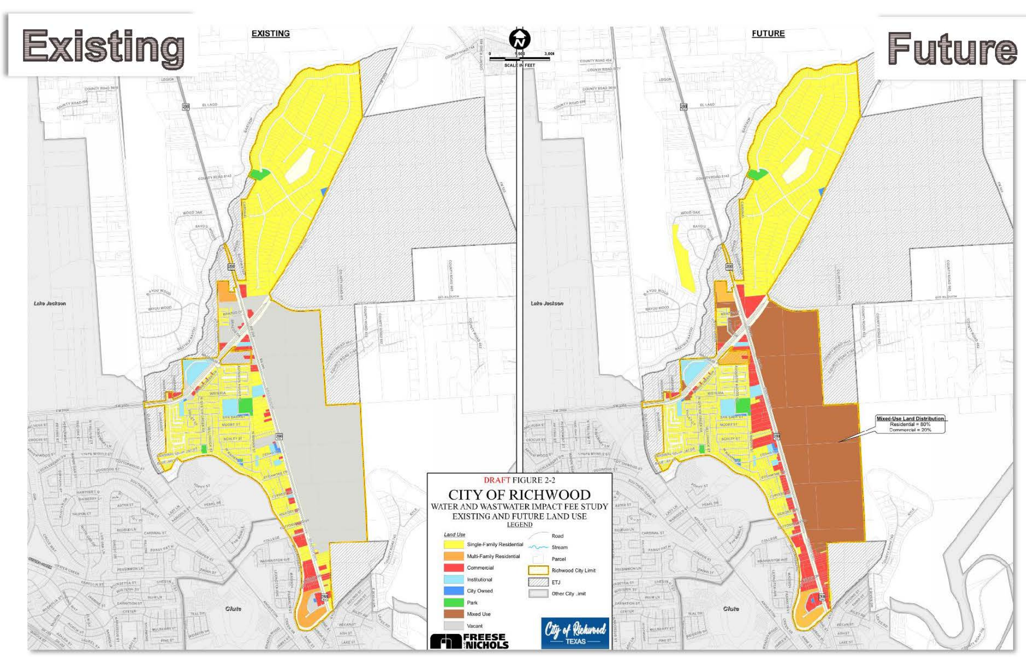
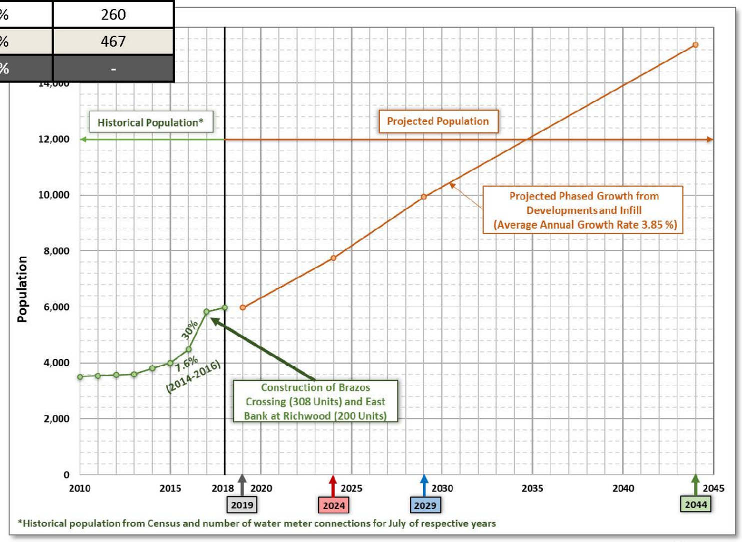
Land Use Assumptions



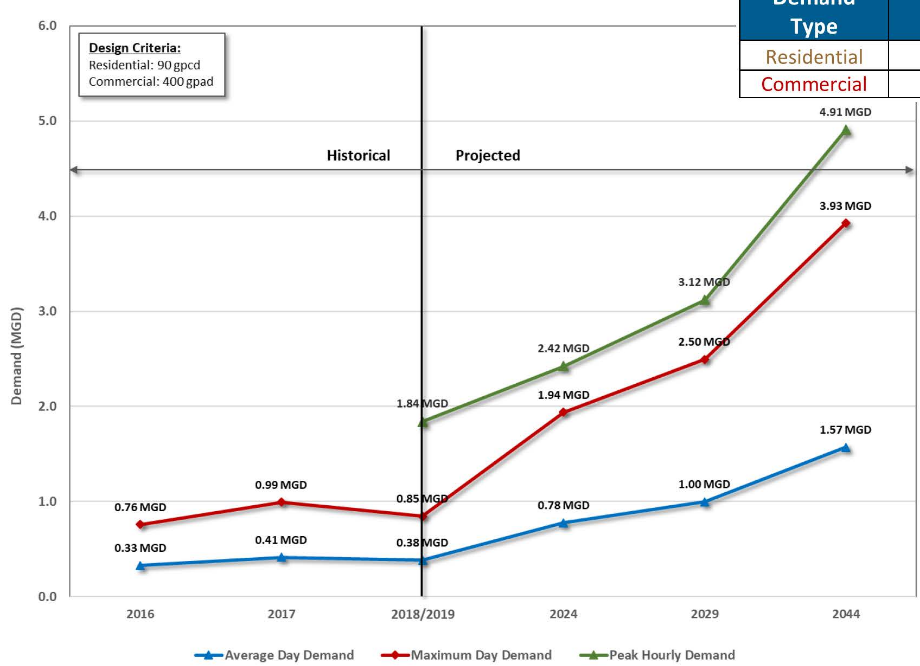
Population Projections

Year	Population Projection	Annual Average Growth Rate	Commercial Acreage
2019	5,976	-	126
2024	7,750	5.3%	194
2029	9,937	5.1%	260
2044	15,371	3.0%	467
Annual Average Growth Rate		4.5%	-



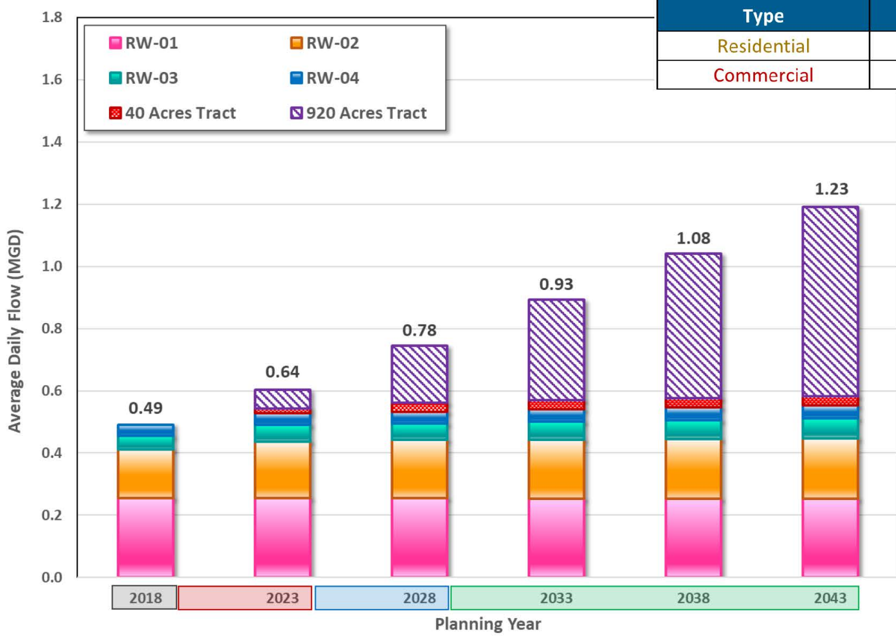
Historical and Projected Water Demands

Demand Type	Planning Criteria
Residential	90 gpcd
Commercial	400 gpad



Historical and Projected Wastewater Flows

Wastewater Flow Type	Flow Rate
Residential	70 gpcd
Commercial	325 gpcd



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Water System Overview

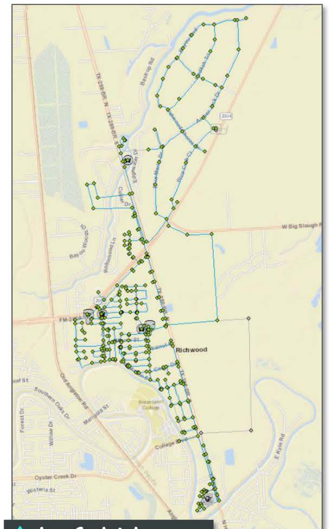
Existing Water System

- 30 miles of water lines
  (2-inch – 12-inch diameters)
- 1 high service water pump station
- 1 ground storage tank (GST)
- 2 groundwater wells

Under Design/Rehab

- 2 groundwater wells
- North Water Plant
  1 groundwater well, 1 pump station, 1 GST

Richwood Water Model



TCEQ Water System Design Criteria

- Texas Commission on Environmental Quality
  - Chapter 290 of Texas Local Government Code
- Minimum System Pressure > 35 psi under normal conditions
- Water Supply
  - TCEQ minimum = 0.60 gpm/connection
- Elevated Storage > 100 gallons/connection
- Booster pump capacity must supply sufficient pressure during peak hour demand
- Fire Flows
  - Minimum residual pressure of 20 psi
  - Fire flow = 1,000 gallons per minute

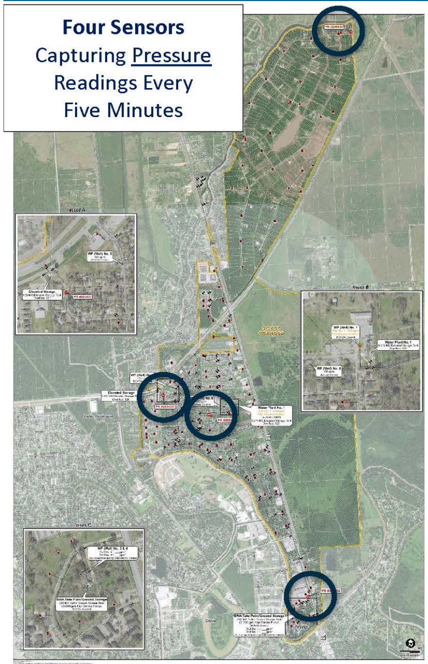
Effective: June 02, 2016

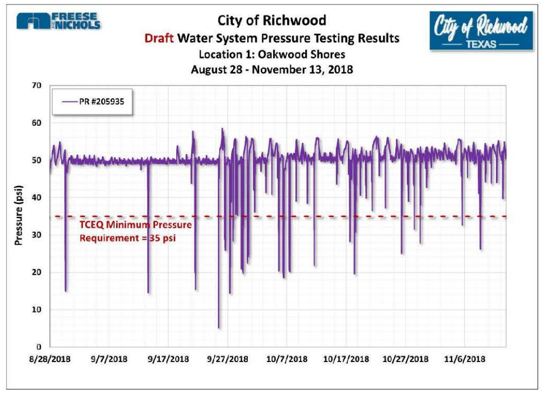
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Permanent Rule Adoption

Chapter 290
Public Drinking Water
Subchapter E

Pressure Testing Results

Four Sensors
Capturing Pressure
Readings Every
Five Minutes

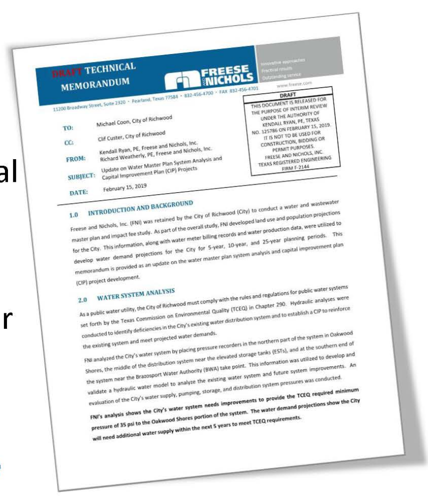




- Low water system pressures were measured (below 35 psi)
- TCEQ requires minimum pressure to be > 35 psi

Water System Path Forward

- FNI provided an evaluation of water system alternatives (February 2019)
- A **water plant with pump station** was determined to be the most economical project to provide the TCEQ required minimum pressure of 35 psi.
- **North Pump Station** is currently under design by 3rd Party
- **FNI recommends construction of future water CIP projects to continue to improve water system**


DRAFT TECHNICAL MEMORANDUM

11200 Broadway Street, Suite 2320 • Pearland, Texas 77584 • 832-456-4700 • FAX 832-456-4701

www.freese.com

TO: Michael Coon, City of Richwood

CC: Clif Custer, City of Richwood

FROM: Kendall Ryan, PE, Freese and Nichols, Inc.
Richard Weatherly, PE, Freese and Nichols, Inc.

SUBJECT: Update on Water Master Plan System Analysis and Capital Improvement Plan (CIP) Projects

DATE: February 15, 2019

DRAFT
THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF KENDALL RYAN, PE, TEXAS NO. 125786 ON FEBRUARY 15, 2019. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES. FREESE AND NICHOLS, INC. TEXAS REGISTERED ENGINEERING FIRM F-2144

1.0 INTRODUCTION AND BACKGROUND

Freese and Nichols, Inc. (FNI) was retained by the City of Richwood (City) to conduct a water and wastewater master plan and impact fee study. As part of the overall study, FNI developed land use and population projections for the City. This information, along with water meter billing records and water production data, were utilized to develop water demand projections for the City for 5-year, 10-year, and 25-year planning periods. This memorandum is provided as an update on the water master plan system analysis and capital improvement plan (CIP) project development.

2.0 WATER SYSTEM ANALYSIS

As a public water utility, the City of Richwood must comply with the rules and regulations for public water systems set forth by the Texas Commission on Environmental Quality (TCEQ) in Chapter 290. Hydraulic analyses were conducted to identify deficiencies in the City's existing water distribution system and to establish a CIP to reinforce the existing system and meet projected water demands.

FNI analyzed the City's water system by placing pressure recorders in the northern part of the system in Oakwood Shores, the middle of the distribution system near the elevated storage tanks (ESTs), and at the southern end of the system near the Brazosport Water Authority (BWA) take point. This information was utilized to develop and validate a hydraulic water model to analyze the existing water system and future system improvements. An evaluation of the City's water supply, pumping, storage, and distribution system pressures was conducted.

FNI's analysis shows the City's water system needs improvements to provide the TCEQ required minimum pressure of 35 psi to the Oakwood Shores portion of the system. The water demand projections show the City will need additional water supply within the next 5 years to meet TCEQ requirements.

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TCEQ Wastewater System Design Criteria

- Texas Commission on Environmental Quality
  - Chapter 217 of Texas Local Government Code
- Chapter 217 says:
  - §217.53 (j) (3) that "An owner must ensure that the collection system has capacity to prevent a surcharge."
  - §217.61 (c) that "the firm pumping capacity of a lift station must handle the peak flow."
- The peak flow includes the domestic wastewater contribution plus the wet weather infiltration and inflow (I/I)
- Surcharging occurs when a gravity pipe is full of wastewater and could cause an overflow
- An Overflow is an <u>unauthorized</u> discharge of untreated wastewater from the wastewater system

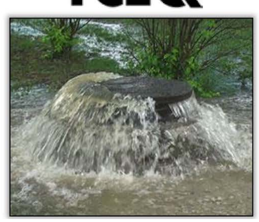
Effective: December 4, 2015

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Permanent Rule Change

Rule Project No. 2012-040-217-OW
Amendment to Chapter 217: Design Criteria

Chapter 217
Design Criteria for Domestic Wastewater Systems
Subchapters A, B, C, D, E, F, G, H, J, K, L, M

TCEQ

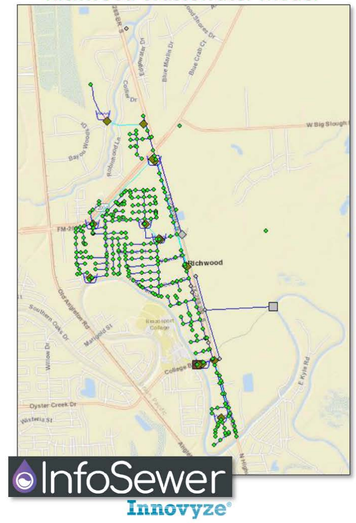


Wastewater System Overview

Existing Wastewater System

- 16 miles of sewer lines
  (6-inch – 36-inch diameters)
- 10 lift stations
- 1 wastewater treatment plant* (WWTP)

Richwood Wastewater Model



* WWTP jointly owned by Richwood and Clute
  - Richwood has 25% ownership of the 4 MGD plant.
  - Operated by Brazosport River Authority (BRA)

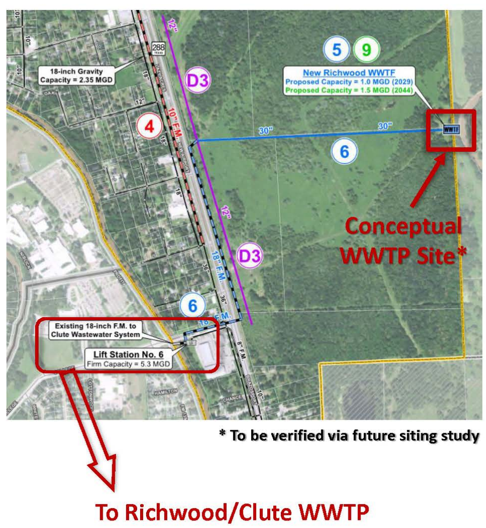
Wastewater Treatment

Existing Treatment

- Pay to transport wastewater to jointly operated WWTP
- Richwood nearing allotted limit of flows

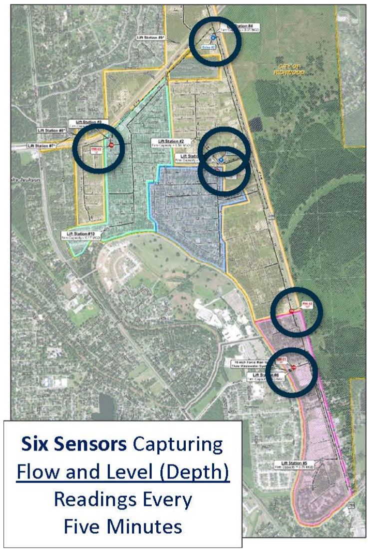
Proposed WWTP CIP Project

- Sell back 25% stake in joint WWTP
- Construct Richwood's own WWTP
- Apply transport costs towards operation and maintenance

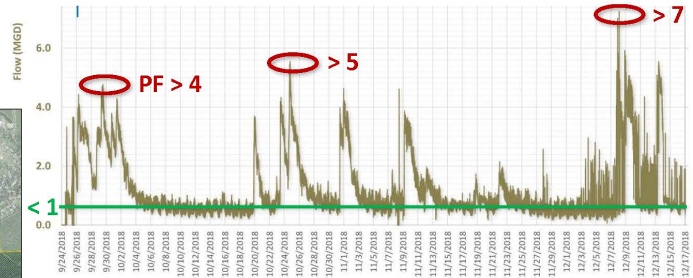


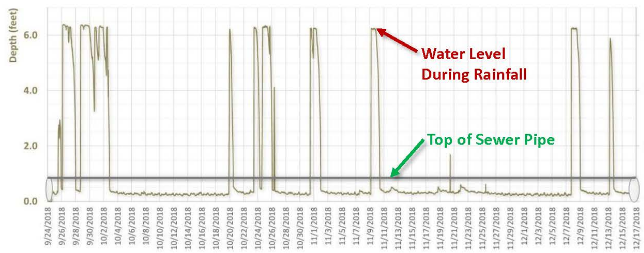
* To be verified via future siting study

Flow Monitoring Results



Six Sensors Capturing
Flow and Level (Depth)
Readings Every
Five Minutes

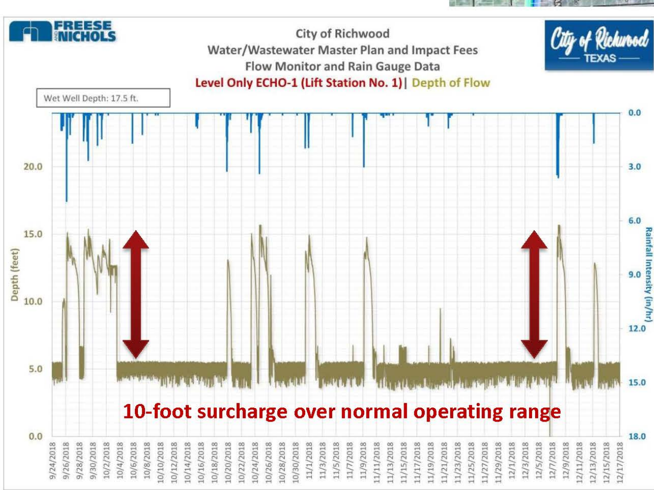




PF = Peaking Factor

Flow Monitoring Results

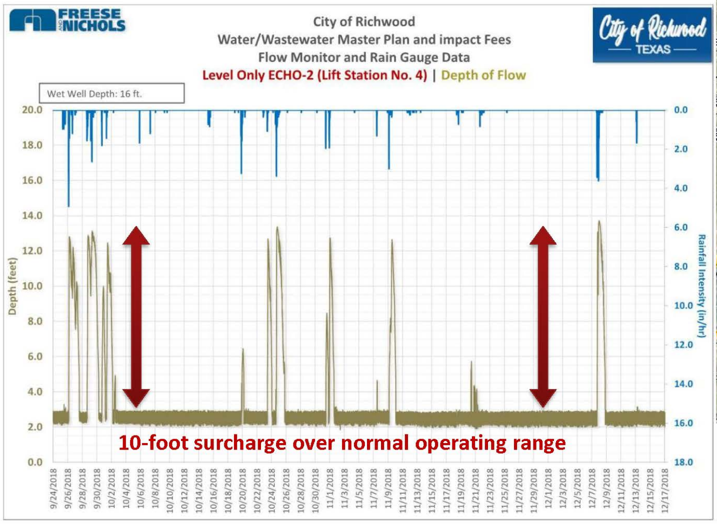
- Lift Station No. 1 undersized for observed peak flows

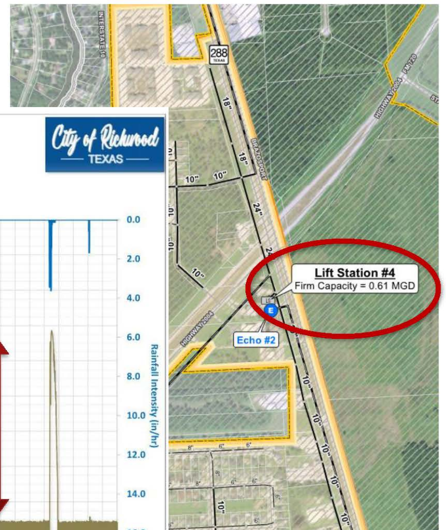


- Lift Station No. 1 not designed to accept flows from Lift Station No. 2

Flow Monitoring Results

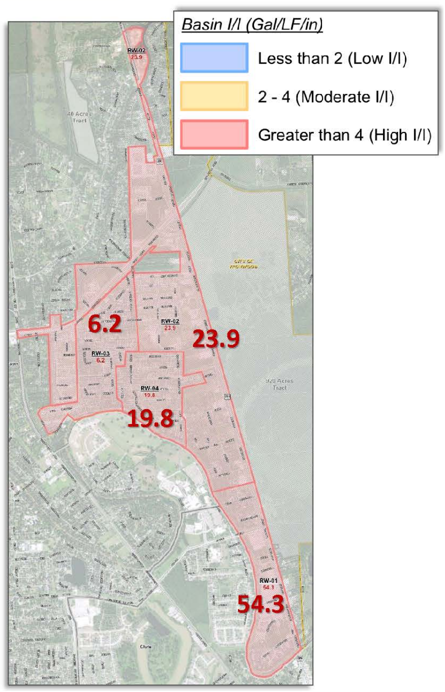
- Lift Station No. 4 undersized for observed peak flows





Inflow and Infiltration Results

- Inflow and Infiltration (I/I) is rainwater and groundwater that enters sewer pipes and manholes
- I/I can be thought of as the "leakiness" of the system
- **High I/I** is addressed through **S**anitary **S**ewer **E**valuation **S**tudy (SSES) projects
- Three SSES projects are included in the Wastewater CIP



Wastewater System Path Forward

- **Major Issues:**
  - Lift stations No. 1 and No. 4 are undersized for existing peak flows
    - Risk of unauthorized discharge
  - High I/I in all four flow monitor basins (throughout system)
    - Increases conveyance and treatment costs and contributes to surcharging/overflows

- **FNI Recommends beginning the SSES and Lift Station Expansion Projects (5-Year CIP)**

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Water CIP Projects

Phase	Project Number	Project Name	Cost (2019 Dollars)
5-Year (by 2024)	1	North Water Plant (Located in Oakwood Shores)	$ 4,049,800
	2	Construct New 12-inch East Water Line Loop	$ 2,457,800
	3	Construct New 0.5 MG Ground Storage Tank at BWA Take Point	$ 780,000
		Total 2019 - 2024	**$ 7,287,600**
10-Year (by 2029)	4	New 0.5 MG Elevated Storage Tank (EST)	$ 2,925,000
	5	Replace System Pumping	$ 2,340,000
		Total 2024 - 2029	**$ 5,265,000**
25-Year (by 2044)	6	Raise Elevated Storage Tank (0.25 MG)	$ 546,000
	7	Construct Additional 650 gpm (0.94 MGD) Pumping	$ 1,950,000
	8	Rehab/Replace 330,000 Gallon GST	$ 514,800
		Total 2029 - 2044	**$ 3,010,800**
		Total Water CIP	**$ 15,563,400**
Developer Projects	D1	Construct New Northeast 8-inch Water Line Loop	$ 1,852,400
	D2	Construct New East 12-inch Water Line Loop	$ 3,202,300

Included in Impact Fee CIP

CIP cost estimates include 30% contingency and 15% Engineering and Survey for lines (or) 20% Engineering and Survey for facilities

Wastewater CIP Projects

Phase	Project Number	Project Name	Cost (2019 Dollars)
5-Year (by 2024)	1	Sanitary Sewer Evaluation Study (SSES) - Phase 1 **(Lift Station No. 1 and No. 2 Service Areas)**	$ 136,100
	2	New 1.5 MGD Lift Station No. 2A and 8-inch Force Main	$ 2,614,600
	3	Sanitary Sewer Evaluation Study (SSES) - Phase 2 **(Hwy 288B Corridor & Part of Lift Station No. 4 Service Area)**	$ 193,500
	4	New 2.6 MGD Lift Station No. 4A and 10-inch Force Main	$ 3,379,000
		Total 2019 - 2024	**$ 6,323,200**
10-Year (by 2029)	5	New 1.0 MGD Wastewater Treatment Facility	$ 13,260,000
	6	New Wastewater Transfer System (Lift Station No. 6 to New WWTF)	$ 3,381,700
	7	Sanitary Sewer Evaluation Study (SSES) - Phase 3 **(Lift Station No. 3 Service Area)**	$ 99,800
	8	Lift Station No. 3 Expansion to 0.8 MGD	$ 842,400
		Total 2024 - 2029	**$ 17,583,900**
25-Year (by 2044)	9	WWTF 0.5 MGD Expansion to 1.5 MGD Capacity	$ 6,240,000
		Total 2029 - 2044	**$ 6,240,000**
		Total Wastewater CIP	**$ 30,147,100**
Developer Projects	D1	New 12-inch Gravity Lines along FM 2004/288B	$ 1,054,000
	D2	New 8-inch Gravity Lines, 0.14 MGD (100 gpm) Lift Station, & Force Main	$ 996,300
	D3	New 12-inch Gravity Lines East of Highway 288B	$ 818,800

Included in Impact Fee CIP

CIP cost estimates include 30% contingency and 15% Engineering and Survey for lines (or) 20% Engineering and Survey for facilities

Wastewater Capital Improvements Plan - Implementation

Next Steps

- Council feedback on Water and Wastewater Master Plan
- Adoption of Water and Wastewater Master Plan CIP
- Consider TWDB State Revolving Fund (SRF) Loan* for **Wastewater CIP Projects 1 & 2**

Project Number	Wastewater CIP Projects No. 1 & 2	Cost (2019 Dollars)
1	Sanitary Sewer Evaluation Study (SSES) - Phase 1 (Lift Station No. 1 and No. 2 Service Areas)	$136,100
2	New 1.5 MGD Lift Station No. 2A and 8-inch Force Main	$2,614,600
	Total	$2,750,700

*More information on next slide

Texas Water Development Board (TWDB) State Revolving Fund (SRF)

Clean Water State Revolving Fund

- Sewer financing at rates below market
- Multi-year financing allows phased closing of funding
  - Don't incur interest on construction dollars until you need them
- Steps:
  - **Pre-Application Stage (PIF) (1-2 months)** ✓ **Process started**
  - **Application Stage (6-9 months)**

Texas Water Development Board (TWDB) State Revolving Fund (SRF)

Clean Water State Revolving Fund

TWDB loan calculated savings: **$758,239.00**

- **Wastewater CIP Projects 1 & 2**
- **Interest Rate of 0.34% vs. Market Rate of 1.997%***
- ***Calculated on 9/24/2019 by Texas Water Development Board***

Rates are fixed at closing (after **Application Stage)*

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Thank You!

Kendall Ryan, P.E.
(832) 456-4732
Kendall.Ryan@freese.com

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Mark Brown asked if the projections include apartment complexes or just single-family home?

Mr. Ryan responded; no apartment complexes are used in this projection. We are looking at the property across the highway as multiuse, which could include apartments, but not in this projection specifically.

Matthew Yarborough asked if we have contacted Clute to find out how close we are to using up our 25% stake at the treatment plant and how close are they to using all of theirs.

Mark Brown II asked if the plant is at capacity as a whole?

Clif Custer responded that it's fine during normal conditions – when it's a problem is when it rains.

Mark Brown II asked what is it costing us to treat water that isn't wastewater?

Mr. Ryan said it hasn't been evaluated, but I can get that answer easily.

Matthew Yarborough asked what documentation we have of this.

Cliff Custer said its basically by sight, but the at the manholes we can tell.

Mr. Ryan advised that no infrastructure is designed for a Harvey type event.

Mark Brown II asked if there are penalties when heavy rains cause wastewater spills.

Clif Custer said no, but we do have to report it.

Mark Brown II asked about the graph of peaking factor that shows top of sewer pipe, so it's not coming out daily.

Mr. Ryan stated correct, it's coming out during rain events.

Mark asked what is the cost savings if we spend the $1.5 million up front rather than waiting?

Mr. Ryan advised, it's minor. It's not needed for so long; it's not cost effective in the long run.

Lindsay Koskiniemi stated that it is staff's recommendation to adopt this master plan and look at low interest loans to fund projects. She added that rates are at an all-time low and it's the most strategic thing to do.

Mr. Ryan continued his presentation, with information on Texas Water Development Board State Revolving Fund, the loan interest financing.

Mark Brown II asked why the City needs the $1.5 million lift station 2A now.

Mr. Ryan stated is because lift station one is overworked from the work put on it by the flow of lift station 2. It wasn't built to handle the load of both lift stations.

Mark Brown II stated that if I&I is our problem, it would make more sense to fix that if our water is fine without so much I&I.

Mr. Ryan stated this project and costs is assuming the I&I problem is brought down to a manageable level. The lift station project would be considerably more expensive without managing the I&I.

Discussion held on managing Inflow and Infiltration.

Melissa Strawn asked how the City would pay for this?

Lindsay Koskiniemi reported that we are just looking at this to get a plan to adopted. The application process for the loan is about 14 months, not anything in this fiscal year.

Discussion held on financing options.

Mark Brown asked why we aren't looking at infiltration first.

Mr. Ryan advised we are only looking at project 2 now because it is needed either way. It's needed most because of the current I&I.

Mark Brown II asked how much money are we going to be asking for once we identify the problem. Let's figure that out first, fix it, and then get the newer lift station.

Discussion held on identifying inflow and infiltration.

No motions made.

B. **Presentation of Keep Richwood Beautiful's 5 Year Strategic Plan, Present by Brittany Figaro, Co-Chair of KRB**

Mark Brown II asked what was keeping the committee from becoming a 501(c)3.

Brittany Figaro stated that it's due to funding and how we spend it. We don't have the savings or enough money to put the money directly back into the community.

Matt Yarborough asked if there has been any discussion about how many parks we have for such a small area. Maybe we should look at just having one or two parks and focus our money there?

Brittany Figaro stated that the committee agrees, and most parks only need upkeep. We just see a lot of potential in Larry Johnson.

Lindsay Koskiniemi stated that she doesn't see why the city couldn't apply for grants on behalf of parks.

Mark Brown II stated his only concerns with Larry Johnson Park is that there is no parking and heavy traffic in and out of there. He added that he would feel uncomfortable sending my child there to play due to the busy road right there.

Mike Johnson stated that most people he sees is adults playing basketball, but he doesn't see the walking trail being feasible.

Brittany Figaro reported that the committee was looking at Larry Johnson Park due to the size of the land.

C. **Final review and action of replats of Lots 41 & 42; Block 1 of Oakwood Shores Subdivision Section 1, also known as 31834 & 31842 Bayou Bend.**

On motion by Mark Brown II second by Matthew Yarborough with all present members voting “aye”, the final replat of Lots 41 & 42; Block 1 of Oakwood Shores Subdivision Section 1 was approved.

D. **To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Kirsten Garcia as City Secretary/Court Administrator**

Regular session adjourned at 7:17 p.m. to Executive Session.

Regular session reconvened at 7:34 p.m.

On motion by Katie Johnson second by Matthew Yarborough with all present members voting “aye”, Kirsten Garcia was appointed to City Secretary / Court Administrator.

E. **Discussion and possible action on a service agreement/contract between the City of Richwood and Richwood Volunteer Fire Department**

Lindsay Koskiniemi reported that at the time Assistant Fire Chief, Mark Guthrie, was Mayor, Council adopted a strategic plan to execute a contract between the City and the Richwood Volunteer Fire Department. In August, I was approached by Fire Department leadership for assistance in executing a contract between the City and the Volunteer Fire Department since, as they stated, they feel like they are viewed by Council as “Outsiders”. Before they left my office, they were given a draft of a contractual agreement to review and stated that they would present it at their Department meeting in September and then return it with their revisions in preparation to present at City Council’s October meeting. The proposed agreement is attached. Since, I have not received any comments from the Fire Department. I bring this to Council for guidance, I feel this is appropriate and would promote transparency as they are funded by taxpayer dollars.

Fire Chief Clint Kocurek and Assistant Fire Chief Mark Guthrie presented, reporting they had reached out to previous City Manager to find out if this is something we need.

Mark Guthrie added that the Fire Department doesn’t have a problem with it, but we have a charter and personnel policy that already exists. When we did meet about the agreement, it had already been looked at by many parties. It wasn’t drafted it was pulled from another department and manipulated to fit for us. Our request is to start from scratch and create something that we need. We are not sure what we aren’t giving you now. We are all volunteers and a lot of reporting takes our time. So, be sure that what you’re asking for is what you need and what you will use.

Discussion held on drafting possible contracts.

Melissa Strawn asked what it hurts to have a contract.

Mark Guthrie stated that it doesn’t, and we’ve never said we didn’t want one.

Clint Kocurek added that he just wants to know what Council expects in a contract. There were talks of quarterly reports, but it never was set in stone.

Lindsay Koskiniemi stated that a strategic plan is something to start with, especially regarding to finances since the departments 501(c)3 status has been suspended.

Clint Kocurek advised the suspension happened well before the current Fire Department leaders were in office.

Matt Yarborough stated that there is a gap, between council and the commissions/FD.

Matt Yarborough motioned to table this discussion until a new City Manager is hired. No second.

Mike Johnson requested a special committee to work with City and the Fire Department to come up with a contract.

Melissa Strawn stated that adding updates into the weekly report is a good start. Then we know just what's going on and where we need to focus our budgeting.

Mark Brown II stated the Fire Department will continue to have needs, having metrics are good and will help us understand exactly why you need what you need. I think that's fair.

Mark Guthrie stated that he agrees, but he wants to council to decide what information is important to them.

Lindsay Koskiniemi stated she feels the performance metrics for the department is important.

Mark Guthrie stated that he would like to see more interest in what they do from Council.

Mike Johnson stated he would be the liaison between City Council and the Fire Department, and he will arrange a meeting.

F. **Presentation of the Richwood Volunteer Fire Department's report on all fiscal quarters in FY19 Presentation will be furnished to Council at the time the item is heard.**
Presenter: Clint Kocurek

Mike Johnson asked if there was no "On Call" for members of the department.

Clint Kocurek answered, no there aren't enough of us to do that, we are all always on call and answer any of the calls that we can.

Mark Brown II asked what the optimal number of volunteers is.

Clint Kocurek responded that the department has 11 active members; the optimal number could be about 16-18 with 14-15 active. We try to budget for 2 new gear sets every year. It's about $4800 a person for gear.

Discussion held on ISO rating and how it affects the residents.

Mark Brown II asked if having a lower ISO rating would open the department up to receiving more grants.

Clint Kocurek responded yes; we are definitely better off than we were so anything is going to help.

Melissa Strawn asked how much the department receives water bill donations.

Clint Kocurek reported $18-1900 a month; we use it in our budget for trainings, meals, upgrades around the fire station.

Mark Brown II asked if he was understanding that the Fire Department feels like the city doesn't provide them with enough funds.

Clint Kocurek stated that the Fire Department's funds supplement a lot.

Mark Brown asked who manages the investment fund.

Clint Kocurek responded that the Fire Department does; it's in Wells Fargo under Dow Stock.

Mark Brown II asked about the loss of nonprofit status.

Clint Kocurek advised that the department still has it, it's just suspended. It requires proper filing to become active again.

Discussion held on money used from which funds.

G. **Discussion and possible action on Fire Department's sale of Engine 1**

Fire Chief, Clint Kocurek presented.

Mike Johnson asked if this was City or Fire Department funds for the equipment replacement fund.

Clint Kocurek stated it was city funds, but the line item was removed from the budget.

Discussion held on equipment replacement funds.

Mark Brown II asked if at the time of the agreement, did council not already approve this sale and recovery of money.

Mark Guthrie advised that council had approved the plan that Clint presented, with the City reimbursing the down payment.

Discussion held on why this an action item now.

Mark Brown stated he thinks it should be sold and then decide where the money goes. From what he can tell, council approved the purchase with the knowledge that the sale money will go back to the Fire Department.

Mike Johnson proposed the money goes to equipment replacement fund.

Clint Kocurek reported that the Fire Department had to approve using their funds on the basis that they would get the money back to their account.

Discussion held on back up and documentation on where original agreement was made.

Clint Kocurek stated that he wants to ensure that there won't be restrictions on the funds.

Discussion held on the use of the funds and where it should be allocated after the sale.

Melissa Strawn asked if council gets to see the budget from the Fire Department accounts.

Mark Guthrie reported that information is in their financial reports.

Mark Brown II motioned to sell old engine one and allocate the funds to fire department, second by Katie Johnson, with all present members voting "aye", the motion carries.

I. **Review and possible action on rescheduling November meeting, 11/11/2019**

No Discussion or Action.

VIII. CITY MANAGER'S REPORT
Lindsay Koskiniemi reported that she attended TML conference.

IX. FUTURE AGENDA ITEMS
Utility rate
Possible sale of the property at 215 Halbert

X. COUNCIL MEMBER COMMENTS AND REPORTS
Mark Brown II reported that national night out was awesome and the kids loved it. He thanked everyone that contributed their efforts.

XI. MAYOR'S REPORT
No report.

XII. ADJOURNMENT
There being no further business the meeting adjourned at 10:30 p.m.

These minutes were read and approved on this 18th day of November, 2019.

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Mayor

ATTEST:

____
City Secretary