

**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
April 24th, 2018 @ 12:00 NOON
City Hall Council Chambers
314 South 10th Avenue, Broken Bow, NE**

A. Call to Order

B. Open Meeting Law: This is an open meeting of the Broken Bow City Council. The City of Broken Bow abides by the Open Meetings Act in conducting business. A copy of the Open Meetings Act is displayed on the north wall of this room as required by law.

C. Roll Call

D. Pledge of Allegiance

E. Submittal of Requests for Future Items: Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items form located on the table by the door. If the issue can be handled administratively without Council action, notification will be provided. If the item is scheduled for a meeting or study session, notification of the date will be given.

F. Consent Agenda: The Mayor & Council will review and may or may not approve the consent agenda items for April 24th, 2018, which will include the following:

- a. Approval of Minutes of April 10th, 2018 Council Meeting [Hyperlink](#)
- b. Approval of Bills as Posted [Hyperlink](#)

G. Other Communications:

- a. Arbor Day Proclamation

H. New Business:

- a. **RV Park Rate Increase** – Consideration of approving the rate increases at the RV Park. [Hyperlink](#)

- b. **Approve Advertising for Bids for Paving on South 19th Avenue** – Consideration of approving advertising for bids for paving on South 19th Avenue.

- c. **Resolution 2018-30 – 2018 Paving Improvements** – Consideration of approval of payment #3 to JEO Consulting Group Inc. in the amount of \$3,180.00 for work completed on the Broken Bow 2018 Paving Improvements through April 6, 2018. [Hyperlink](#)

- d. **Resolution 2018-31 – Fire Hall Coordination** – Consideration of approval of payment to JEO Consulting Group Inc. in the amount of \$1,425.00 for work completed on the Broken Bow Fire Hall Coordination through April 6, 2018. [Hyperlink](#)

**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
April 24th, 2018 @ 12:00 NOON
City Hall Council Chambers
314 South 10th Avenue, Broken Bow, NE**

- e. Resolution 2018-32 – Surplus Property** – Consideration of deeming the 1995 Ford Bucket Truck as surplus. [Hyperlink](#)
 - f. Resolution 2018-33 – Miller & Associates** – Consideration of approval of payment to Miller & Associates in the amount of \$11,803.75 for work completed at the C & D Cell. [Hyperlink](#)
 - g. Resolution 2018-34 – CD Cell NDEQ** – Consideration of approval of the payment to JEO Consulting Group Inc. in the amount of \$700.00 for work completed on the CD Landfill NDEQ Financial Submittal. [Hyperlink](#)
 - h. Resolution 2018-35 – Police Department Handbook** – Consideration of approval of the Police Department Handbook.
- I. Comments by Mayor and Council Members Concerning City Departments.**
- J. Adjournment**

Upcoming Events

- ❖ **May 2nd** – Planning Commission Meeting at 12:00 p.m. @ Municipal Building
- ❖ **May 7th** – Park Board Meeting at 5:10 p.m. @ Municipal Building

The next City Council Meeting will be on Tuesday, May 8th, 2018 @ 12:00 pm.

The Council will review the above matters and take such action as they deem appropriate. The Council may enter into closed session to discuss any matter on this agenda when it is determined by the council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of any individual and if such individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was classed. If the motion to close passes, immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

**Broken Bow City Council
Meeting Minutes
April 10, 2018**

The Broken Bow City Council met in regular session on Tuesday, April 10, 2018. Notice of the meeting was given in advance thereof as required by law by publishing in the Custer County Chief on April 5, 2018. Availability of the agenda and related materials was communicated in the advanced notice to the Mayor and all members of the Council, as well as, shared with various media outlets. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Cecil Burt called the meeting to order at 12:00 P.M., with the following Councilmembers present: Sonnichsen, Neth, Myers, and Holcomb. Absent: None. Following the pledge of allegiance, Mayor Burt announced the availability of the open meetings law.

Mayor Burt read the format for submitting requests for future agenda items.

Moved by Sonnichsen, seconded by Neth, to approve the consent agenda for April 10, 2018. Said motion includes approval of Minutes of the March 27, 2018 Council Meeting, Bills to Date, and March Treasurer's Report. Roll call vote: Voting aye: Neth, Holcomb, Sonnichsen, and Myers. Nays: None. Motion carried.

Aflac, insurance, \$874.26, \$158.70, (\$30.23); Baxter Welding, bushing stock, \$12.76; Beaver Bearing Co Albion, supplies, \$529.41; Bound Tree Medical, CPR masks, \$148.00; Brent Clark, mileage, \$194.02; Broken Bow Airport Authority, monthly payment, \$1,083.33; Broken Bow Chamber of Commerce, ambulance incentive, \$965.00; Broken Bow Municipal Utilities, electric, \$6,202.59; Broken Bow Rural Fire Board, utilities, \$496.13; Capitol One Bank, supplies, \$523.92; Card Services, supplies, \$389.24; Century Link, phone, \$538.65; City Flex Benefit plan, flex, \$130.21; City of Broken Bow – Health Insurance, insurance, \$3,205.28, (\$202.70); City of Broken Bow Pension Fund, pension, \$1,816.66, \$2,265.02, \$6,837.54; Cole Electric Company, security cameras, \$2,862.50; Custer County Chief, publication, \$1,640.19; Custer County Treasurer, interlocal payment, \$13,184.14; Custer Public Power, CD Cell Power, \$99.86; Deere Credit Inc., mower lease, \$216.51; Doug Staab, light bulbs, \$639.90; EFTPS Online Payment, payroll, \$1,857.38, \$5,126.28, \$7,941.96, \$6.76, \$28.88; Eakes Office Products, supplies, \$10.25; Family Heritage, \$56.00; Great Plains Communications, internet, \$70.95; Grocery Kart, supplies, \$100.62; Integrity Home Inspection & Testing, asbestos inspection, \$485.00; Lawson Products, supplies, \$206.94; Michael Todd & Co, blades, \$245.35; Mid American Research Chemical, asphalt softener, \$238.32; OSA/Computers Plus, supplies, \$111.96; Omaha State Bank, HSA, \$462.50; Penguin Management, paging, \$1,668.00; Plains Equipment Group, parts, \$118.97; Platte Valley Communications, Symantec renewal, \$466.67; Prachts Ace Hardware, supplies, \$74.73; Pristine Cleaning, LLC, cleaning, \$375.00; Ramada Midtown Conference Center, clerk school hotel, \$359.80; S & L Sanitary Service, trash, \$49.30; Sargent Pipe Co, pipe, \$263.89; State Income Tax WH NE Online Payment, payroll, \$2,257.81; Stephanie Wright, clerk school travel, \$118.18; Sterling West, pool shades, \$6,479.00; Tippmann Industrial Products, supplies, \$2,850.00; V-Bar Sales & Service, supplies, \$337.95; Verizon Wireless, police internet, \$132.54; Village Uniform, rugs & laundry, \$141.35; Wenquist Inc., parts, \$534.00; William J. Erickson Trust, lawsuit settlement, \$37,309.90; Bi-Weekly Payroll, payroll, \$46,214.31; Total Bills = \$161,481.44.

Deb Kennedy, Executive Director for the Chamber of Commerce, gave an update on what will happen for Market in the Square.

The UNK students that are doing a survey about Broken Bow addressed the Council.

Moved by Neth, seconded by Holcomb, to approve City Administrator Brent Clark's attendance at the Nebraska City/County Management Association Conference from May 30, 2018 to June 1, 2018. Roll call vote: Voting aye: Myers, Neth, Holcomb, and Sonnichsen. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Neth, to approve collecting the cost of demolition from the Sherman Pracht property located at 1407 North C Street. Roll vote: Voting aye: Holcomb, Sonnichsen, Myers, and Neth. Nays: None. Motion carried.

Moved by Holcomb, seconded by Myers, to open a public hearing at 12:15 p.m. regarding a lot split at 1750 North 9th Avenue. Roll call vote: Voting aye: Neth, Sonnichsen, Myers, and Holcomb. Nays: None. Motion carried. Discussion was held. Moved by Holcomb, seconded by Neth, to close the public hearing at 12:19 p.m. regarding a lot split at 1750 North 9th Avenue. Roll call vote: Voting aye: Holcomb, Myers, Sonnichsen, and Neth. Nays: None. Motion carried.

Moved by Neth, seconded by Myers, to approve Resolution 2018-26. Said resolution approves the lot split at 1750 North 9th Avenue. Roll call vote: Voting aye: Myers, Neth, Holcomb, and Sonnichsen. Nays: None. Motion carried.

Moved by Holcomb, seconded by Sonnichsen, to approve Resolution 2018-27. Said resolution approves the amendment to the employee handbook. Roll call vote: Voting aye: Sonnichsen, Myers, Neth, and Holcomb. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Holcomb, to approve Resolution 2018-28. Said resolution approves payment #5 to JEO Consulting Group, Inc. in the amount of \$1,494.00 for work completed on the Broken Bow Flood Risk Reduction through March 23, 2018. Roll call vote: Voting aye: Holcomb, Sonnichsen, Myers, and Neth. Nays: None. Motion carried.

Moved by Sonnichsen, seconded by Holcomb, to approve Resolution 2018-29. Said resolution approves the College Estates lawsuit settlements. Roll call vote: Voting aye: Neth, Holcomb, Sonnichsen, and Myers. Nays: None. Motion carried.

Mayor Burt opened the floor for comments from the Mayor and Councilmembers concerning City Departments. There were no comments.

Moved by Sonnichsen, seconded by Holcomb, to adjourn the City Council Meeting at 12:23 p.m. Roll call vote: Voting aye: Sonnichsen, Myers, Holcomb, and Neth. Nays: None. Motion carried.

Cecil Burt, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

Accounts Payable Detail Listing

City of Broken Bow

Vend# Vendor Name

Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
	Account#	Work Order		Description			Debit	Credit
A.T. Parts and Equipment								
25994	4/24/2018	4/24/2018	952.82					Posted
	08-3310.00			snow blower skates and curb protectors			952.82	0.00
Aflac								
25930	4/18/2018	4/18/2018	844.03					Ck# 801 Printed
	01-1501.00			PRE TAX AFLAC			844.03	0.00
25931	4/18/2018	4/18/2018	158.70					Ck# 801 Printed
	01-1501.00			AFLAC POST TAX			158.70	0.00
25942	4/18/2018	4/18/2018	287.87					Ck# 801 Printed
	01-1501.00			BBHA Aflac			287.91	0.00
	01-1501.00			rounding			0.00	0.04
							287.91	0.04
BSN Sports								
25967	4/24/2018	4/24/2018	313.53					Posted
	09-3339.00			base & pitcher mound			313.53	0.00
Biblionix								
25977	4/24/2018	4/24/2018	1,500.00					Posted
	07-3310.10			annual subscription			1,500.00	0.00
Broken Bow Mun Utilities								
25992	4/24/2018	4/24/2018	3,412.99					Posted
	08-3225.00			fuel			1,715.17	0.00
	06-3225.00			fuel			54.56	0.00
	04-3225.00			fuel			764.07	0.00
	09-3225.00			fuel			324.56	0.00
	03-3225.00			fuel 238.9 gallons			554.63	0.00
							3,412.99	0.00
CDW Government								
25973	4/24/2018	4/24/2018	134.71					Posted
	02-3310.00			router			134.71	0.00
Cardmember Service								
25986	4/24/2018	4/24/2018	720.00					Posted
	01-3223.00			email renewal			384.00	0.00
	01-3205.00			Brent Planning and Zoning Conference			271.44	0.00
	01-3223.00			articles of inc info request			2.25	0.00
	09-3311.00			air freshners			31.88	0.00
	10-3311.00			air freshners			31.88	0.00
	01-3223.10			return of interest			0.00	1.45
							721.45	1.45
Cascade Subscription Service								
25949	4/24/2018	4/24/2018	399.00					Posted
	06-3313.00			subscription			199.50	0.00
	05-3313.00			subscription			199.50	0.00
							399.00	0.00
Central Ne Medical Clinic								
25963	4/24/2018	4/24/2018	55.00					Posted
	08-3223.00			drug testing			55.00	0.00
Century Link								
25925	4/11/2018	4/11/2018	85.49					Ck# 791 Printed
	01-3221.00			General -Basic & Long Distance Radio			85.49	0.00
City Flex Benefit Plan								
25932	4/18/2018	4/18/2018	130.21					Ck# 802 Printed
	01-1501.00			SELECT FLEX-UNREIMBURSED M/D/V			130.21	0.00
25943	4/18/2018	4/18/2018	100.00					Ck# 802 Printed
	01-1501.00			BBHA Flex			100.00	0.00
City of Broken Bow - Health Insurance								
25941	4/18/2018	4/18/2018	3,002.58					Posted
	01-1501.00			HEALTH INSURANCE			3,002.58	0.00
City of Broken Bow Pension Fund								
25933	4/18/2018	4/18/2018	2,213.59					Posted
	01-1513.00			RETIREMENT LOAN PAYMENT			2,213.59	0.00

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
City of Broken Bow Pension Fund (continued)										
25934	4/18/2018	4/18/2018	6,710.16							Posted
	01-1502.00					RETIREMENT NEW			6,710.16	0.00
Custer County Chief										
25983	4/24/2018	4/24/2018	35.00							Posted
	07-3340.00					subscription			35.00	0.00
Custer Transfer Station										
25956	4/24/2018	4/24/2018	79.62							Posted
	12-4200.00					Pracht Property Cleanup/dump fees			79.62	0.00
Danko Emergency Equipment Co										
25950	4/24/2018	4/24/2018	186.46							Posted
	05-3361.00					pants/uniform			186.46	0.00
Demco										
25984	4/24/2018	4/24/2018	392.35							Posted
	07-3410.00					materials			392.35	0.00
EFTPS Online Payment										
25937	4/18/2018	4/18/2018	1,862.72							Ck# 798 Printed
	01-1500.00					MEDICARE			1,862.72	0.00
25938	4/18/2018	4/18/2018	5,362.28							Ck# 798 Printed
	01-1500.00					FEDERAL MARRIED			3,069.19	0.00
	01-1500.00					FEDERAL SINGLE			2,293.09	0.00
									5,362.28	0.00
25939	4/18/2018	4/18/2018	7,964.80							Ck# 798 Printed
	01-1500.00					SOCIAL SECURITY			7,964.80	0.00
Family Heritage										
25935	4/18/2018	4/18/2018	56.00							Ck# 803 Printed
	01-1501.00					FAMILY HERITAGE			56.00	0.00
Hokanson Clan Helping Hands										
25991	4/24/2018	4/24/2018	450.00							Posted
	07-3419.01					cleaning service			450.00	0.00
Holcomb Pharmacy										
25951	4/24/2018	4/24/2018	680.91							Posted
	05-3338.00					supplies			680.91	0.00
Holmes Plumbing & Heating										
25966	4/24/2018	4/24/2018	194.49							Posted
	09-3339.00					pipe and plumbing supplies			71.70	0.00
	12-4200.01					Library Spinkler System Supplies			122.79	0.00
									194.49	0.00
Hometown Leasing										
25990	4/24/2018	4/24/2018	200.17							Posted
	04-3216.00					Copier Lease			111.26	0.00
	07-3216.00					Copier Lease			88.91	0.00
									200.17	0.00
Ingram Library Services										
25980	4/24/2018	4/24/2018	1,474.59							Posted
	07-3340.00					materials			1,474.59	0.00
Insurance Aid Services										
25971	4/24/2018	4/24/2018	1,153.18							Posted
	05-3336.00					Insurance Aid Fees			1,153.18	0.00
Island Supply Welding Co.										
25948	4/24/2018	4/24/2018	79.87							Posted
	05-3338.00					oxygen			79.87	0.00
K. Joan Birnie										
25981	4/24/2018	4/24/2018	49.71							Posted
	07-3340.00					book purchases			49.71	0.00
Kim Blackburn										
25979	4/24/2018	4/24/2018	93.81							Posted
	07-3313.00					mileage			93.81	0.00

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>			<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
Kirkpatrick Cleaning Solutions (continued)										
25927	4/11/2018	4/11/2018		935.65						Ck# 792 Printed
	02-3223.01			supplies for auditorium					935.65	0.00
25970	4/24/2018	4/24/2018		164.34						Posted
	02-3223.01			toilet paper & paper towel					164.34	0.00
Matheson Tri-Gas Inc										
25962	4/24/2018	4/24/2018		44.72						Posted
	08-3310.00			argon and oxygen					44.72	0.00
Mead Lumber										
25964	4/24/2018	4/24/2018		2,394.68						Posted
	09-3352.00			drill/impact battery replacement					409.98	0.00
	09-3311.00			paint/lumber/hardware					1,495.57	0.00
	11-3410.30			building materials dump shack					489.13	0.00
									<u>2,394.68</u>	<u>0.00</u>
Michael Todd & Co										
25960	4/24/2018	4/24/2018		164.83						Posted
	08-3310.00			grader blade for box scraper					164.83	0.00
Municipal Supply Inc.										
25965	4/24/2018	4/24/2018		1,897.21						Posted
	06-3435.00			hydrants					1,897.21	0.00
Myers Construction Co										
25958	4/24/2018	4/24/2018		370.00						Posted
	08-3222.10			snow removal					370.00	0.00
Nebraska Law Enforcement Training Center										
25975	4/24/2018	4/24/2018		50.00						Posted
	04-3205.00			402 firearm recertification					50.00	0.00
OSA/Computers Plus										
25955	4/24/2018	4/24/2018		74.97						Posted
	07-3223.00			office supplies					74.97	0.00
Obrien's True Value										
25961	4/24/2018	4/24/2018		454.49						Posted
	08-3310.00			hardware and supplies					84.83	0.00
	09-3311.00			hardware and supplies					369.66	0.00
									<u>454.49</u>	<u>0.00</u>
Omaha State Bank										
25936	4/18/2018	4/18/2018		462.50						Ck# 799 Printed
	01-1501.00			HSA					462.50	0.00
Pavement Repair & Supplies										
25957	4/24/2018	4/24/2018		1,600.00						Posted
	08-3345.00			perma patch					1,600.00	0.00
Plains Equipment Group										
25968	4/24/2018	4/24/2018		110.18						Posted
	09-3310.00			filter for skid steer					110.18	0.00
Platte Valley Communications										
25952	4/24/2018	4/24/2018		653.19						Posted
	08-3310.00			radio repairs/work					653.19	0.00
Prachts Ace Hardware										
25946	4/24/2018	4/24/2018		495.51						Posted
	09-3311.00			paint, hardware, plumbing, electrical					495.51	0.00
Presto X Company										
25978	4/24/2018	4/24/2018		47.00						Posted
	07-3311.00			monthly service					47.00	0.00
Pristine Cleaning, LLC										
25945	4/24/2018	4/24/2018		375.00						Posted
	02-3419.01			Cleaning Service					375.00	0.00
Productivity Plus Account										
25959	4/24/2018	4/24/2018		201.79						Posted
	08-3310.00			skid steer door glass					201.79	0.00

City of Broken Bow

Vend#		Vendor Name		Pay#	Post Date	Due Date	Amount	Invoice	Date	PO#	Date	Status
			Account#			Work Order		Description			Debit	Credit
Randy Schmidt (continued)												
25985	4/24/2018	4/24/2018					100.00					Posted
			09-3410.01					boot allowance			100.00	0.00
Randy Schweitzer												
25989	4/24/2018	4/24/2018					100.00					Posted
			09-3410.01					boot allowance			100.00	0.00
Register of Deeds												
25928	4/11/2018	4/11/2018					34.00					Ck# 796 Printed
			01-3223.20					Filing fees for Res 2018-29			34.00	0.00
Sargent Pipe Co												
25953	4/24/2018	4/24/2018					22.16					Posted
			08-3310.00					steel shaft			22.16	0.00
Schaper and White Law Firm												
25924	4/11/2018	4/11/2018					3,462.08					Ck# 793 Printed
			01-3214.00					legal fees			3,462.08	0.00
25972	4/24/2018	4/24/2018					2,426.67					Posted
			01-3214.00					legal fees			2,426.67	0.00
Schmicks Market												
25969	4/24/2018	4/24/2018					14.20					Posted
			09-3311.00					vinegar			14.20	0.00
Shopko Store												
25976	4/24/2018	4/24/2018					222.26					Posted
			04-3410.00					tv for second camera			149.99	0.00
			04-3223.00					office supplies			72.27	0.00
											222.26	0.00
State Income Tax WH NE Online Payment												
25940	4/18/2018	4/18/2018					2,319.01					Ck# 800 Printed
			01-1500.00					STATE MARRIED			1,408.64	0.00
			01-1500.00					STATE SINGLE			910.37	0.00
											2,319.01	0.00
State of Nebraska												
25929	4/13/2018	4/13/2018					1,103.00					Ck# 797 Printed
			01-2400.10					Keno Taxes			1,103.00	0.00
Taylor Heating & Cooling LLC												
25944	4/17/2018	4/17/2018					15,000.00					Ck# 804 Printed
			12-4200.00					Lot purchases according to resolution 2018			15,000.00	0.00
Titan Machinery-Lexington												
25993	4/24/2018	4/24/2018					122.66					Posted
			09-3310.00					oil and filter			122.66	0.00
Trotter Service												
25954	4/24/2018	4/24/2018					2,486.99					Posted
			09-3225.00					specialty fuel			57.86	0.00
			05-3225.00					fuel			107.88	0.00
			08-3225.00					oil, ATF, powertran			2,086.25	0.00
			08-3310.00					tires and tire repair			235.00	0.00
											2,486.99	0.00
US Bank Equipment Finance												
25923	4/11/2018	4/11/2018					303.97					Ck# 794 Printed
			01-3216.00					Copier Leases			303.97	0.00
UTNE												
25982	4/24/2018	4/24/2018					36.00					Posted
			07-3340.00					subscription			36.00	0.00
Verizon Wireless												
25926	4/11/2018	4/11/2018					91.15					Ck# 795 Printed
			06-3221.00					Data			30.02	0.00
			03-3221.00					Handi Bus Phone			61.13	0.00
											91.15	0.00

Accounts Payable Detail Listing

City of Broken Bow

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
Viaero Wireless (continued)								
25987	4/24/2018	4/24/2018	295.80					Posted
	08-3221.00			telephone			39.11	0.00
	06-3221.00			telephone			19.56	0.00
	05-3221.00			telephone			134.47	0.00
	09-3221.00			telephone			39.11	0.00
	03-3221.00			telephone			63.55	0.00
							<u>295.80</u>	<u>0.00</u>
Vulpine Holdings LLC								
25974	4/24/2018	4/24/2018	239.88					Posted
	04-3310.00			car wash credits all vehicles			239.88	0.00
WL Construction Supply Inc.								
25995	4/24/2018	4/24/2018	419.99					Posted
	08-3310.00			diamond saw blade			419.99	0.00
Wenquist Inc.								
25947	4/24/2018	4/24/2018	37.47					Posted
	06-3223.00			supplies			37.47	0.00
Woods & Aitken LLP								
25988	4/24/2018	4/24/2018	87.00					Posted
	01-3214.00			legal fees			87.00	0.00
			<u>80,756.99</u>	73 Non-voided payables listed.				

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 4/11/2018

Ending: 4/24/2018

Banks: All

Payable Status: Posted, Printed, ACH, Recorded, Voided

All Vendors Selected

Payroll

\$45,969.67

Check Approval List - GL Account

4/20/2018 8:37:03 AM

City of Broken Bow

Page 1 of 3

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
General				
Aflac		PRE TAX AFLAC	Health/Life/Acc Insuranc	\$844.03
Aflac		AFLAC POST TAX	Health/Life/Acc Insuranc	\$158.70
Aflac		BBHA Aflac	Health/Life/Acc Insuranc	\$287.91
Aflac		BBHA Aflac	Health/Life/Acc Insuranc	(\$0.04)
Cardmember Service			Travel & Meeting Expen:	\$271.44
Cardmember Service			Supplies & Postage	\$2.25
Cardmember Service			Supplies & Postage	\$384.00
Cardmember Service			Bank Fees	(\$1.45)
Century Link		cell tower	Telephone/Internet	\$85.49
City Flex Benefit Plan		SELECT FLEX-UNREIMBURSED M/D/V	Health/Life/Acc Insuranc	\$130.21
City Flex Benefit Plan		BBHA Flex	Health/Life/Acc Insuranc	\$100.00
City of Broken Bow - Health Insurance		HEALTH INS	Health/Life/Acc Insuranc	\$3,002.58
City of Broken Bow Pension Fund		RETIREMENT NEW	Pension	\$6,710.16
City of Broken Bow Pension Fund		RETIREMENT LOAN PAYMENT	Loan Payment	\$2,213.59
EFTPS Online Payment		FEDERAL	Payroll Taxes	\$2,293.09
EFTPS Online Payment		FICA	Payroll Taxes	\$7,964.80
EFTPS Online Payment		MEDICARE	Payroll Taxes	\$1,862.72
EFTPS Online Payment		FEDERAL	Payroll Taxes	\$3,069.19
Family Heritage		FAMILY HERITAGE	Health/Life/Acc Insuranc	\$56.00
Omaha State Bank		HSA	Health/Life/Acc Insuranc	\$462.50
Register of Deeds		Filing fees for Res 2018-29	Filing Fees	\$34.00
Schaper and White Law Firm		legal fees	Legal Fees	\$3,462.08
Schaper and White Law Firm		legal fees	Legal Fees	\$2,426.67
State Income Tax WH NE Online Payme		STATE	Payroll Taxes	\$910.37
State Income Tax WH NE Online Payme		STATE	Payroll Taxes	\$1,408.64
State of Nebraska		Keno Taxes	KENO Proceeds	\$1,103.00
US Bank Equipment Finance		copier leases	Copier Maint/Expense	\$303.97
Woods & Aitken LLP		legal fees	Legal Fees	\$87.00
			Total General	\$39,632.90
Municipal Building				
CDW Government		router	Maint/Repair Equipment	\$134.71
Kirkpatrick Cleaning Solutions		supplies for auditorium	Building Cleaning Suppli	\$935.65
Kirkpatrick Cleaning Solutions		toilet paper & paper towels	Building Cleaning Suppli	\$164.34
Pristine Cleaning, LLC		cleaning service	Contracted Services	\$375.00
			Total Municipal Building	\$1,609.70
Handi Bus				
Broken Bow Mun Utilities		fuel	Gas and Oil	\$554.63
Verizon Wireless		telephone	Telephone/Internet	\$61.13
Viaero Wireless		telephone	Telephone/Internet	\$63.55
			Total Handi Bus	\$679.31
Police				
Broken Bow Mun Utilities		fuel	Gas and Oil	\$764.07
Hometown Leasing		copier lease	Copier Maint/Expense	\$111.26
Nebraska Law Enforcement Training Cer		402 firearm recertification	Travel & Meeting Expen:	\$50.00
Shopko Store		TV for second camera and office supplies	Supplies & Postage	\$72.27
Shopko Store		TV for second camera and office supplies	Equipment Purchases	\$149.99
Vulpine Holdings LLC		car wash credits all vehicles	Maint/Repair Equipment	\$239.88
			Total Police	\$1,387.47
Rescue Unit				
Cascade Subscription Service		subscription	Training	\$199.50
Danko Emergency Equipment Co		pants/uniform	Uniforms	\$186.46
Holcomb Pharmacy		supplies	Ambulance Supplies	\$680.91
Insurance Aid Services		insurance aid fees	Insurance Aid Fees	\$1,153.18
Island Supply Welding Co.		oxygen	Ambulance Supplies	\$79.87
Trotter Service			Gas and Oil	\$107.88
Viaero Wireless		telephone	Telephone/Internet	\$134.47
			Total Rescue Unit	\$2,542.27
Fire				
Broken Bow Mun Utilities		fuel	Gas and Oil	\$54.56
Cascade Subscription Service		subscription	Training	\$199.50
Municipal Supply Inc.		hydrants	Hydrants	\$1,897.21
Verizon Wireless		telephone	Telephone/Internet	\$30.02
Viaero Wireless		telephone	Telephone/Internet	\$19.56
Wenquist Inc.		supplies	Supplies & Postage	\$37.47
			Total Fire	\$2,238.32

Check Approval List - GL Account

4/20/2018 8:37:03 AM

City of Broken Bow

Page 2 of 3

<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
Library				
Biblionix		annual subscription	Tech Support/Subscripti	\$1,500.00
Custer County Chief		subscription	Book Purchases	\$35.00
Demco		materials	Equipment Purchases	\$392.35
Hokanson Clan Helping Hands		cleaning service	Contracted Services	\$450.00
Hometown Leasing		copier lease	Copier Maint/Expense	\$88.91
Ingram Library Services		materials	Book Purchases	\$1,474.59
K. Joan Birnie		book purchases	Book Purchases	\$49.71
Kim Blackburn		mileage	Training	\$93.81
OSA/Computers Plus		office supplies	Supplies & Postage	\$74.97
Presto X Company		monthly service	Maintenance & Repair B	\$47.00
UTNE		subscription	Book Purchases	\$36.00
			Total Library	\$4,242.34
Street				
A.T. Parts and Equipment		snow blower skates and curb protectors	Maint/Repair Equipment	\$952.82
Broken Bow Mun Utilities		fuel	Gas and Oil	\$1,715.17
Central Ne Medical Clinic		drug testing	Supplies & Postage	\$55.00
Matheson Tri-Gas Inc		argon and oxygen	Maint/Repair Equipment	\$44.72
Michael Todd & Co		grader blade for box scraper	Maint/Repair Equipment	\$164.83
Myers Construction Co		snow removal	Snow Removal	\$370.00
Obrien's True Value		hardware and supplies	Maint/Repair Equipment	\$84.83
Pavement Repair & Supplies		perma patch	Road Materials	\$1,600.00
Platte Valley Communications		radio repairs/work	Maint/Repair Equipment	\$653.19
Productivity Plus Account		skid steer door glass	Maint/Repair Equipment	\$201.79
Sargent Pipe Co		steel shaft	Maint/Repair Equipment	\$22.16
Trotter Service			Gas and Oil	\$2,086.25
Trotter Service			Maint/Repair Equipment	\$235.00
Viaero Wireless		telephone	Telephone/Internet	\$39.11
WL Construction Supply Inc.		diamond saw blade	Maint/Repair Equipment	\$419.99
			Total Street	\$8,644.86
Park				
BSN Sports		base & pitcher mound	Maintenance/Repair Gro	\$313.53
Broken Bow Mun Utilities		fuel	Gas and Oil	\$324.56
Cardmember Service			Maintenance & Repair B	\$31.88
Holmes Plumbing & Heating		pipe and plumbing supplies	Maintenance/Repair Gro	\$71.70
Mead Lumber		lumber and hardware	Maintenance & Repair B	\$1,495.57
Mead Lumber		lumber and hardware	Tools/Shop Equipment	\$409.98
Obrien's True Value		hardware and supplies	Maintenance & Repair B	\$369.66
Plains Equipment Group		filter for skid steer	Maint/Repair Equipment	\$110.18
Prachts Ace Hardware		paint, hardware, plumbing, electrical	Maintenance & Repair B	\$495.51
Randy Schmidt		boot allowance	Safety Equipment	\$100.00
Randy Schweitzer		boot allowance	Safety Equipment	\$100.00
Schmicks Market		vinegar	Maintenance & Repair B	\$14.20
Titan Machinery-Lexington		oil and filter	Maint/Repair Equipment	\$122.66
Trotter Service			Gas and Oil	\$57.86
Viaero Wireless		telephone	Telephone/Internet	\$39.11
			Total Park	\$4,056.40
Swimming Pool				
Cardmember Service			Maintenance & Repair B	\$31.88
			Total Swimming Pool	\$31.88
Sanitation				
Mead Lumber		lumber and hardware	Equipment Rental Tree I	\$489.13
			Total Sanitation	\$489.13
ST Infra/Capital				
Custer Transfer Station		Pracht Property Cleanup/dump fees	Sales Tax Infra Projects	\$79.62
Holmes Plumbing & Heating		pipe and plumbing supplies	Library	\$122.79
Taylor Heating & Cooling LLC		Lot purchases according to resolution 2018-	Sales Tax Infra Projects	\$15,000.00
			Total ST Infra/Capital	\$15,202.41

Check Approval List - GL Account

4/20/2018 8:37:03 AM

City of Broken Bow

Page 3 of 3

Vendor Name

Invoice

Invoice Description

Account Description

Amount

\$80,756.99

Report Selection: Check Approval List - GL Account
Date Range Selection: GL Posting Date
Starting Date: 4/11/2018
Ending Date: 4/24/2018

Payroll 45,969.67

BROKEN BOW

N E B R A S K A

Rooted. But Not Standing Still.

MAYORAL PROCLAMATION

- WHEREAS,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS,** the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and
- WHEREAS,** Arbor Day is now observed throughout the nation and the world; and
- WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS,** trees wherever they are planted, are a source of joy and spiritual renewal; and
- WHEREAS,** Broken Bow has been recognized as a “Tree City USA” by the National Arbor Day Foundation and desires to continue its tree-planting ways.
- NOW, THEREFORE,** I, Cecil Burt, Mayor of the City of Broken Bow, do hereby proclaim April 27, 2018, as

“ARBOR DAY”

in the City of Broken Bow, and I urge all citizens to support efforts to care for our trees and woodlands and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Dated this 24th day of April, 2018.

Cecil Burt, Mayor

[Return to Agenda](#)

RV Park Rate Increase Proposal

Current Rates:	Daily	\$20
	Weekly	\$120
	Monthly	\$380

Proposed Rates:	Daily	\$20
	Weekly	\$120
	Monthly	\$500 from May 1 to August 31
		\$380 from September 1 to April 30

3 stalls for monthly reservations

RESOLUTION 2018-30

**RESOLUTION AUTHORIZING PAYMENT #3 TO
JEO CONSULTING GROUP, INC.**

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

WHEREAS, JEO Consulting Group, Inc. has submitted Pay Request No. 3 for work performed for 83% completed work Preliminary Design through April 6, 2018; and

WHEREAS, JEO Consulting Group, Inc. is entitled to a payment of \$3,180.00 for the Broken Bow 2018 Paving Improvements.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Broken Bow, Nebraska: to authorize the City to sign all necessary documentation for payment and pay JEO Consulting Group, Inc. \$3,180.00.

PASSED AND APPROVED this 24th day of April, 2018.

Cecil Burt, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

(S E A L)



ENGINEERING ■ ARCHITECTURE ■ SURVEYING ■ PLANNING

Invoice

April 12, 2018
Project No: R170078.00
Invoice No: 102147
Invoice Amount: 3,180.00

City of Broken Bow
PO Box 504
314 So. 10th Avenue
Broken Bow, NE 68822

Project Manager Ryan Kavan

Project R170078.00 Broken Bow 2018 Paving Improvements

Professional Services through April 6, 2018

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
Lump Sum Phase(s)					
Preliminary Design	\$19,000.00	83 %	\$15,820.00	\$12,640.00	\$3,180.00
Bidding and Negotiating	\$3,200.00	0 %	0.00	0.00	0.00
Construction Services	\$7,800.00	0 %	0.00	0.00	0.00
SWPPP	\$1,300.00	0 %	0.00	0.00	0.00
Hourly to a Maximum Phase(s)					
RPR	\$5,100.00		0.00	0.00	0.00
Total	\$36,400.00		\$15,820.00	\$12,640.00	\$3,180.00
Total Amount Due Upon Receipt					\$3,180.00

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC

142 W. 11th Street | PO Box 207 | Wahoo, Nebraska 68066-0207 | p: 402.443.4661 | f: 402.443.3508

www.jeo.com

Return to Agenda

RESOLUTION 2018-31

**RESOLUTION AUTHORIZING PAYMENT TO
JEO CONSULTING GROUP, INC.**

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

WHEREAS, JEO Consulting Group, Inc. has submitted a Pay Request for work performed on the Broken Bow Fire Hall Coordination through April 6, 2018; and

WHEREAS, JEO Consulting Group, Inc. is entitled to a payment of \$1,425.00 for the Broken Bow Fire Hall Coordination.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Broken Bow, Nebraska: to authorize the City to sign all necessary documentation for payment and pay JEO Consulting Group, Inc. \$1,425.00.

PASSED AND APPROVED this 24th day of April, 2018.

Cecil Burt, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

(S E A L)



ENGINEERING ■ ARCHITECTURE ■ SURVEYING ■ PLANNING

Invoice

April 12, 2018

Project No: R180624.00

Invoice No: 102148

Invoice Amount: 1,425.00

City of Broken Bow
PO Box 504
314 So. 10th Avenue
Broken Bow, NE 68822

Project Manager Ryan Kavan

Project R180624.00 Broken Bow Fire Hall Coordination

Professional Services through April 6, 2018

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
Hourly Phase(s)					
Study			\$1,425.00	0.00	\$1,425.00
Total			\$1,425.00	0.00	\$1,425.00
Total Amount Due Upon Receipt					\$1,425.00

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC

142 W. 11th Street | PO Box 207 | Wahoo, Nebraska 68066-0207 | p: 402.443.4661 | f: 402.443.3508

www.jeo.com

Return to Agenda

**CITY OF BROKEN BOW
RESOLUTION 2018-32**

Councilmember _____ introduced a resolution granting the sale of personal property and setting the value at less than \$5,000.00.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

Section 1. The Mayor and Council find and determine that personal property owned by the City of Broken Bow Electric Department is deemed surplus property and said property shall be sold to the general public at Big Iron Auction. A listing of said personal property is made a part of this resolution:

- 1995 Ford Bucket Truck

Section 2. Notice of the sale of said property shall be posted within the City as required by law.

Section 3. Councilmember _____ seconded the motion. Upon roll call vote the following was:

Ayes: _____

Nays: _____

Motion carried.

Dated this 24th day of April, 2018.

Cecil Burt, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

STATE OF NEBRASKA

CERTIFICATE OF TITLE

Vehicle Identification Number
1EDPF70J5SVAR2985

County of Issuance
CUSTER

Title Number
00002458032
Issue Date
09/19/1995

Year Make
1995 FORD

Model
MED. HVY. CONVENTNL. F700

Body Type
CONVENTNL. CAB

Color
RED

GVWR

Capacity

Acquisition Date
09/13/1995

Premium Title Number
MSO

Previous Owner, City and State
ALTEC INDUSTRIES
ST. JOSEPH, MO 64507

Odometer Reading
51 ACTUAL

Type of Title
ORIGINAL

Name(s) and Address of Owner(s)
CITY OF BROKEN BOW
314 SO 10TH AVE
BROKEN BOW, NE 68822

Vehicle Brand(s)

010047262

THIS IS NOT A SECOND LIEHOLDERS FIRST LIEHOLDERS

Name and Address of Lienholder

Notation Date Signature of County Official

Name and Address of Lienholder

Notation Date Signature of County Official

Name and Address of Lienholder

Notation Date Signature of County Official

Subsequent
Lien Filed

WITNESS MY HAND AND OFFICIAL SEAL THE DATE SHOWN ABOVE

County Official

JUDITH F. DOTY

By

RD

RELEASE OF LIEN BY LIENHOLDER AND
COUNTY OFFICIAL REQUIRED PRIOR TO TRANSFER

INTEREST IN THIS VEHICLE IS HEREBY RELEASED
Signature of Lienholder Date

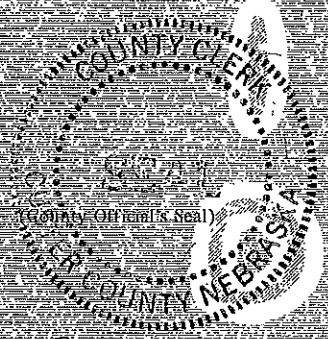
Cancellation Date Signature of County Official

INTEREST IN THIS VEHICLE IS HEREBY RELEASED
Signature of Lienholder Date

Cancellation Date Signature of County Official

INTEREST IN THIS VEHICLE IS HEREBY RELEASED
Signature of Lienholder Date

Cancellation Date Signature of County Official



10.00 fee

VOID IF ALTERED OR DUPLICATE ISSUED

RESOLUTION 2018-33

**RESOLUTION AUTHORIZING PAYMENT TO
MILLER & ASSOCIATES CONSULTING ENGINEERS**

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

WHEREAS, Miller & Associates Consulting Engineers, P.C. has submitted a Pay Request for work performed on the C & D Cell; and

WHEREAS, Miller & Associates Consulting Engineers, P.C. is entitled to a payment of \$11,803.75 for the C & D Cell.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Broken Bow, Nebraska: to authorize the City to sign all necessary documentation for payment and pay Miller & Associates Consulting Group, Inc. \$11,803.75.

PASSED AND APPROVED this 24th day of April, 2018.

Cecil Burt, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

(S E A L)

**MILLER & ASSOCIATES
CONSULTING ENGINEERS, P.C.
P.O. BOX 306
KEARNEY, NE 68848-0306
PH. 308/234-6456**

INVOICE NO. 18 0185

April 16, 2018

177-G1-006
City Clerk
City of Broken Bow
P.O. Box 504
Broken Bow, NE 68822

CD Site Permit Renewal

Professional Services Rendered as Follows:

Consisting of work to completed the permit renewal for the Construction & Demolition Disposal Facility as outlined in the attached letter, per our Agreement dated July 28, 2017.

Task 1 - Permit Renewal

Lump Sum Fee \$4,900 (Completed to Date 100%) \$ 4,900.00

Task 2 - Major Modification to the Permit Document

Professional Engineer

7.25 Hours @ \$95.00/hour \$ 688.75

Project Manager

42.0 Hours @ \$80.00/hour 3,360.00

Survey Crew

4.0 Hours @ \$85.00/hour 340.00

CADD Technician

40.0 Hours @ \$55.00/hour 2,200.00

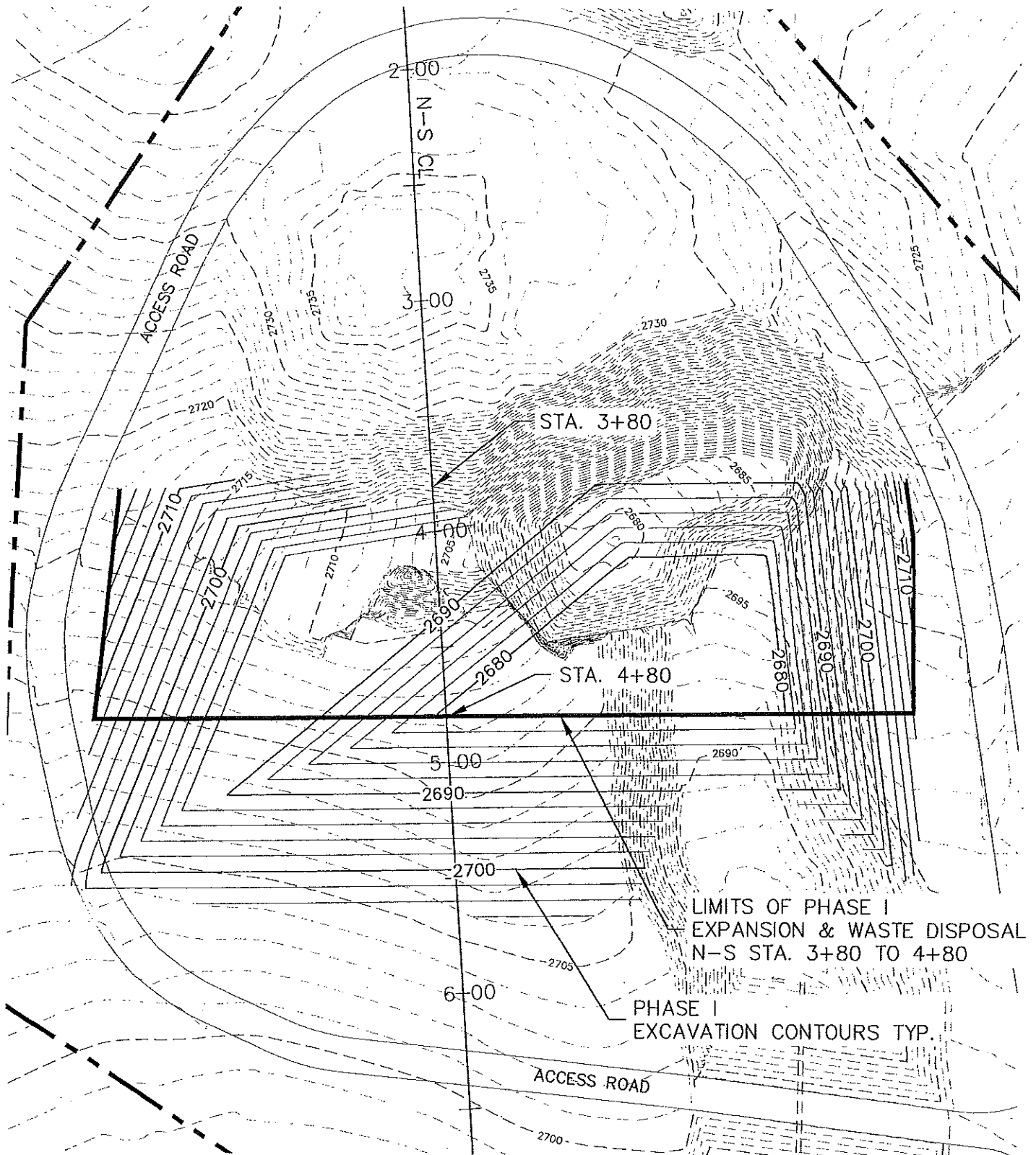
Clerical

4.0 Hours @ \$30.00/hour 120.00

Mileage

390 Miles @ \$0.50/mile 195.00

Total Due This Invoice \$ 11,803.75



PHASE I DEVELOPMENT DEC-2017
BROKEN BOW CONSTRUCTION & DEMOLITION
DISPOSAL FACILITY

PREPARED BY:



MILLER & ASSOCIATES
CONSULTING ENGINEERS, P.C.
1111 CENTRAL AVENUE
KEARNEY, NE 68847

Return to Agenda

RESOLUTION 2018-34

**RESOLUTION AUTHORIZING PAYMENT TO
JEO CONSULTING GROUP, INC.**

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

WHEREAS, JEO Consulting Group, Inc. has submitted a Pay Request for work performed on the CD Landfill NDEQ Financial Submittal through April 13, 2018; and

WHEREAS, JEO Consulting Group, Inc. is entitled to a payment of \$700.00 for the CD Landfill NDEQ Financial Submittal.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Broken Bow, Nebraska: to authorize the City to sign all necessary documentation for payment and pay JEO Consulting Group, Inc. \$700.00.

PASSED AND APPROVED this 24th day of April, 2018.

Cecil Burt, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

(S E A L)



ENGINEERING ■ ARCHITECTURE ■ SURVEYING ■ PLANNING

Invoice

April 20, 2018

Project No: R090039.01

Invoice No: 102350

Invoice Amount: 700.00

Elaine Bayer
City of Broken Bow
PO Box 504
314 So. 10th Avenue
Broken Bow, NE 68822

Project Manager Michael Schultes

Project R090039.01 Broken Bow General Engineering

Professional Services through April 13, 2018

- CD Landfill NDEQ Financial Submittal

	Contract Amount	Percent Complete	Billed-to-Date	Previous Billing	Current Billing
Hourly Phase(s)					
2018 General Engineering			\$700.00	0.00	\$700.00
Total			\$700.00	0.00	\$700.00
Total Amount Due Upon Receipt					\$700.00

JEO CONSULTING GROUP INC ■ JEO ARCHITECTURE INC

142 W. 11th Street | PO Box 207 | Wahoo, Nebraska 68066-0207 | p: 402.443.4661 | f: 402.443.3508

www.jeo.com

Return to Agenda

RESOLUTION 2018-35

**RESOLUTION AUTHORIZING APPROVAL OF CITY OF
BROKEN BOW POLICE DEPARTMENT HANDBOOK**

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

WHEREAS, it is the policy of the City of Broken Bow to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Mayor and Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED that these personnel policies and procedures shall apply to the City Police Department.

BE IT FURTHER RESOLVED that this employee handbook is intended to provide guidelines covering Police Department employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the City of Broken Bow.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the City shall operate under the legal doctrine known as “employment at will.”

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Broken Bow that the attached Police Department Employee Handbook be adopted.

PASSED AND APPROVED this 25th day of April 2018.

Cecil Burt, Mayor

ATTEST:

Stephanie M. Wright, City Clerk

(S E A L)