

**CITY OF NORFOLK, NEBRASKA**

The Mayor and City Council of the City of Norfolk, Nebraska met in regular session in the Council Chambers, 309 North 5th Street, Norfolk, Nebraska on the 18th day of March, 2019, beginning at 5:30 p.m.

Following a moment of silence and the Pledge of Allegiance to the flag of the United States of America, Mayor Josh Moenning called the meeting to order. Roll call found the following Councilmembers present: Corey Granquist, Jim Lange, Rob Merrill, Fred Wiebelhaus, Gary L. Jackson, Shane Clausen, and Dick Pfeil. Absent: Thad Murren.

Staff members present were: City Administrator Andy Colvin, City Attorney Danielle Myers-Noelle, City Clerk Beth Deck, Finance Officer Randy Gates, Administrative Secretary Bethene Hoff, Public Works Director Steve Rames, City Planner Val Grimes, Wastewater Plant Superintendent Todd Boling, Staff Engineer John Cahill, Programmer/Analyst Leon Gentrup, Assistant City Engineer Mike Middendorf, Water & Sewer Director Dennis Watts, Police Captain Don Miller and Park Superintendent Pat Mrsny.

The Mayor presided and the City Clerk recorded the proceedings.

The Mayor informed the public about the location of the current copy of the Open Meetings Act posted in the City Council Chambers and accessible to members of the public.

Notice of the meeting was given in advance thereof by publication in the Norfolk Daily News, Norfolk, Nebraska, the designated method of giving notice, as shown by affidavit of publication.

Notice was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the public.

**Agenda Motions**

Councilmember Merrill moved, seconded by Councilmember Granquist to amend the consent agenda by removing Item No. 16, acceptance of grant for East Benjamin Avenue Connector Trail project, and to approve the consent agenda as amended. Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

Councilmember Granquist moved, seconded by Councilmember Lange to amend the regular agenda with the addition of Item No. 16, acceptance of grant for East Benjamin Avenue Connector Trail project, and to adopt the full agenda as amended. Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

**Consent Agenda Items Approved**

Minutes of the March 4, 2019, City Council meeting

Keno report for February 2019

Mayor's appointment of Linda Hammond to the Tree Advisory Board, filling the ninth position on the Board for a term expiring September 2021

Letter of no recommendation to the Nebraska Liquor Control Commission on the Class C (beer, wine, distilled spirits, on and off sale) liquor license application for Mel's Liquor Drive In, Inc., dba Mel's Liquor Drive In, 520 East Norfolk Avenue, and the manager application of Ryan M. Anderson

VFW Winter-Munson Post No. 1644 agreement for the annual Loyalty Day Parade on Wednesday, May 1, 2019

Resolution No. 2019-16 authorizing approval of an agricultural deferral of special assessments request from Elaine L. Wilken and Curtis D. Wilken for property located in Water Extension District No. 121

Resolution No. 2019-17 authorizing approval of an agricultural deferral of special assessments request from Jan L. Einspahr for property located in Water Extension District No. 121

V-150, LLC temporary and permanent easements for property along the Northeast Industrial Sanitary Sewer Extension Phase II project for \$11,720.00

Plans, specifications, and engineer's estimate on file in the City offices for Paving District No. 513 (Georgia Avenue), Gap Paving District No. 515 (Square Turn Boulevard), and Sidewalk District No. 2018-2 (Square Turn Boulevard) project and authorization for the City Clerk to advertise for bids

Advertise for quotations to design and install a Digital Video Capture, Display and Recording System for the City Council Chambers

Norfolk Youth Baseball, Inc. (a Nebraska Nonprofit Corporation) agreement to use the City's baseball and/or softball fields at Ta-Ha-Zouka Park for baseball practice, games (not including tournaments), and camps, and for limited use of the baseball field at Veterans Memorial Park from April 1, 2019 through December 31, 2019

Ryan Hansen, doing business as Nebraska Slow Pitch, agreement to use the softball fields in Ta-Ha-Zouka Park on Saturday, May 11, 2019, to hold a softball tournament

Bills in the amount of \$3,479,135.79

Acceptance of a grant for the East Benjamin Avenue Connector Trail project and authorizing Mayor to execute all related documents

**Regular Agenda Item****Trail Connector grant**  
**(East Benjamin Avenue)**

Councilmember Merrill moved, seconded by Councilmember Wiebelhaus to accept a grant for the East Benjamin Avenue Connector Trail project and authorize the Mayor to execute all related documents.

Public Works Director Steve Rames provided information to elected officials. The trails grant is through the State of Nebraska and will help connect trails east of Norfolk to Victory Road. Total cost of the project is \$750,000. Northeast Community College is providing \$300,000 for the project. The grant amount is \$250,000 so the City of Norfolk's portion of the project is \$200,000. Rames said Madison County is providing grading for the project.

Councilmember Wiebelhaus said Rames initially estimated the project cost at \$660,000 and questioned whether the "money is in the budget."

Rames replied "yes".

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

**Public Hearing and Related Item****Public Hearing**  
**(Nor-Park Redevelopment Plan)**

A public hearing was held to consider the Redevelopment Plan for the Nor-Park Development, LLC Housing Development. Finance Officer Randy Gates provided information to the Mayor and City Council. The Redeveloper proposes a phased redevelopment project consisting of two apartment buildings with 28 units each for a total of 56 living units, five triplex lots with three living units per lot for a total of 15 living units, 11 single family attached structures with 22 living units and 28 single family detached homes for a total of 121 living units. This development is planned in five annual phases from 2019 thru 2023. The Redeveloper proposes utilizing \$2,085,000 of tax increment financing (TIF) to pay for site acquisition and preparation, infrastructure, and other TIF eligible expenses including capitalized interest. The TIF will leverage an estimated \$17,076,000 in other investment. The Community Development Agency (CDA) accepted the Plan on February 4, 2019, and forwarded it to the Planning Commission for recommendation. On February 20, 2019, the Planning Commission held a hearing to receive comments on and review the Plan. After the hearing, the Planning Commission found the Plan to conform to the Norfolk Comprehensive Plan and voted 8-0 to recommend Plan approval. Subsequent to Planning Commission approval, the Redeveloper revised the estimated construction cost for the apartments from \$4,200,000 to \$5,936,000 and, therefore, revised the Plan accordingly. At the March 4, 2019 CDA meeting, the Agency approved Resolution 2019-3 recommending approval of the revised Plan to the City Council. On March 5, 2019, the Norfolk Planning Commission held a public hearing regarding the Nor-Park Redevelopment Plan. The City Clerk read the Planning Commission's recommendation for approval into the record.

Speaking in favor of the Redevelopment Plan was Roger Nadrachl, NeighborWorks Northeast Nebraska. The development consists of apartments, triplexes, townhomes and single family residences built in five (5) phases. TIF funds are being used for infrastructure costs. Nadrachl

said the developers plan to “pass along of cost savings” to homeowners to make the homes more affordable, probably by helping with closing costs. NeighborWorks is also applying for grant funds to possibly provide down payment assistance.

Councilmember Wiebelhaus questioned whether East Bluff Avenue will connect to the Nor-Park Development.

Rames said East Bluff will connect on the north side and Chestnut will connect to Pasewalk Avenue.

Kelby Herman, Nor-Park developer, said a traffic study was completed and, because of that study, the Nor-Park Development will have three access points.

No one else appeared either in favor of or in opposition to the Nor-Park Redevelopment Plan and the Mayor declared the hearing closed.

**Resolution No. 2019-18**  
(Nor-Park Redevelopment Plan)

Councilmember Lange moved, seconded by Councilmember Merrill, to adopt Resolution No. 2019-18 approving the Redevelopment Plan for the Nor-Park Development, LLC Housing Development.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried. Resolution No. 2019-18 was adopted.

**Regular Agenda Items**

**Rutjens Construction Change Order No. 1**  
(Northeast Industrial Sanitary Sewer Extension, Phase II)

Councilmember Merrill moved, seconded by Councilmember Lange, to approve Change Order No. 1 with Rutjens Construction, Inc. for the Northeast Industrial Sanitary Sewer Extension, Phase II (Sanitary Sewer Extension District No. 251) resulting in a net increase of \$42,895.50. Public Works Director Steve Rames said the major part of the change order is an increase of \$45,225.00 for 24 inch bored and jacked steel casing.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

**HCL Machine Works big**  
(Composter)

Councilmember Wiebelhaus moved, seconded by Councilmember Granquist, to approve a bid from HCL Machine Works for a composter for the Transfer Station to recycle yard waste in the amount of \$31,860.00 to furnish all labor, materials, equipment and all else necessary to for the composter, and to authorize the Mayor to sign all contracts and documents related to the project. Three bids were received for the composter. Other bidders were: Midwest Bio Systems, \$35,100; and Frontier Industrial Corp., \$42,980.00. Wastewater Plant Superintendent Todd Boling said Norfolk received a grant in the amount of \$20,000 for the project so the City’s cost is \$11,860. Estimated life of the new composter is seven years.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

Resolution No. 2019-19  
(Rural Business Development)  
(Revolving Loan Grant application)

Councilmember Merrill moved, seconded by Councilmember Granquist, to adopt Resolution No. 2019-19 approving and authorizing the Mayor to sign and submit a grant application to the U.S. Department of Agriculture for a Rural Business Development Grant for the establishment of a revolving loan fund, and authorizing the Mayor to sign all contracts and documents related to the grant. City Administrator Andy Colvin explained that, if awarded, the grant will establish a revolving loan fund to help spur growth of business start-ups as well as existing businesses in the area. The total projected project cost is \$150,000 with \$75,000 coming from the City of Norfolk's LB840 program and the requested amount of funding from USDA of \$75,000. Colvin said "this is a one-time funding commitment" for the City of Norfolk.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried. Resolution No. 2019-19 was adopted.

Resolution No. 2019-4  
(Norfolk Wings sidewalk waiver)

Councilmember Granquist moved, seconded by Councilmember Clausen, to remove from the table Resolution No. 2019-4 regarding the sidewalk waiver request for Norfolk Wings, LLC, 2019 Krenzien Drive.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

Councilmember Merrill moved, seconded by Councilmember Wiebelhaus to withdraw the motion made at the January 22, 2019 City Council meeting to amend Resolution No. 2019-4 to grant a sidewalk waiver for Norfolk Wings, LLC on 20th Street and have additional conversations about a sidewalk waiver on Krenzien Drive.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

Public Works Director Steve Rames explained Norfolk Wings (Buffalo Wild Wings) requested a sidewalk waiver for both Krenzien Drive and 20th Street. The City of Norfolk is installing a crosswalk across Highway 275 to connect the north and south sides for pedestrian traffic. Staff discussed options with Norfolk Wings representatives who have agreed to install a sidewalk along Krenzien Drive and City staff propose granting a temporary sidewalk waiver along 20th Street.

Councilmember Lange moved, seconded by Councilmember Wiebelhaus, to amend Resolution 2019-4 to grant a temporary sidewalk waiver for Norfolk Wings, LLC, 2019 Krenzien Drive, in effect along the entire frontage of 20th Street but to require sidewalk installation along Krenzien Drive as depicted in the drawing included in the agenda packet.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried.

Councilmember Merrill moved, seconded by Councilmember Lange to adopt Resolution 2019-4, as amended, to grant a temporary sidewalk waiver for Norfolk Wings, LLC, 2019 Krenzien Drive, in effect along the entire frontage of 20th Street but to require sidewalk installation along Krenzien Drive as depicted in the drawing included in the agenda packet.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried. Resolution No. 2019-4, as amended, was adopted.

Ordinance No. 5604  
(Gap Paving District No. 515)

Councilmember Lange introduced, seconded by Councilmember Pfeil, Ordinance No. 5604 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA, TO AMEND ORDINANCE NO. 5538 PURSUANT TO §16-209 N.R.S. 1943, AS AMENDED, CREATING GAP PAVING DISTRICT NO. 515 IN THE CITY OF NORFOLK, NEBRASKA, ORDERING THE CONSTRUCTION OF STREET IMPROVEMENTS THEREIN AND ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on second reading.

Councilmember Lange moved, seconded by Councilmember Merrill, to amend Ordinance No. 5604 to change the State Statute reference from §16-209 to §18-2001 to read as follows: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA, TO AMEND ORDINANCE NO. 5538 PURSUANT TO §18-2001 N.R.S. 1943, AS AMENDED, CREATING GAP PAVING DISTRICT NO. 515 IN THE CITY OF NORFOLK, NEBRASKA, ORDERING THE CONSTRUCTION OF STREET IMPROVEMENTS THEREIN AND ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on second reading as amended. Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson and Pfeil. Nays: Clausen. Absent: Murren. Motion carried. Ordinance No. 5604 passed on second reading.

Thereafter Councilmember Lange moved, seconded by Councilmember Granquist, that the statutory rules requiring reading on three different days be suspended and for final passage of the ordinance. The Mayor then stated the question "Shall Ordinance No. 5604, as amended, be passed and adopted?"

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson and Pfeil. Nays: Clausen. Absent: Murren. Motion carried. The passage and adoption of said ordinance having been concurred in by a majority of all members of the Council, the Mayor signed and approved the ordinance and the City Clerk attested the passage and adoption of the same and affixed her signature thereto. The Mayor then instructed the City Clerk to publish said Ordinance No. 5604, as amended, as required by law.

Ordinance No. 5606  
(Water Extension District No. 123)  
(South Victory Road)

Councilmember Granquist introduced, seconded by Councilmember Merrill, Ordinance No. 5606 entitled: AN ORDINANCE CREATING WATER EXTENSION DISTRICT NO. 123 IN THE CITY OF NORFOLK, NEBRASKA; ESTABLISHING THE OUTER BOUNDARIES OF THE DISTRICT; DESIGNATING THE SIZE, LOCATION AND TERMINAL POINTS; REFERRING TO THE PLANS, SPECIFICATIONS, AND ENGINEER'S ESTIMATE IN CONNECTION THEREWITH; AND TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT, AND TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE and moved that the ordinance be passed on first reading. Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Jackson, Clausen and Pfeil. Nays: Wiebelhaus. Absent: Murren. Motion carried. Ordinance No. 5606 passed on first reading only.

Ordinance No. 5607  
(Sanitary Sewer Extension District No. 252)  
(South Victory Road)

Councilmember Merrill introduced, seconded by Councilmember Lange, Ordinance No. 5607 entitled: AN ORDINANCE CREATING SANITARY SEWER EXTENSION DISTRICT NO. 252 IN THE CITY OF NORFOLK, NEBRASKA; ESTABLISHING THE OUTER BOUNDARIES OF THE DISTRICT; DESIGNATING THE SIZE, LOCATION AND TERMINAL POINTS; REFERRING TO THE PLANS, SPECIFICATIONS, AND ENGINEER'S ESTIMATE IN CONNECTION THEREWITH; AND TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT, AND TO PROVIDE FOR PUBLICATION OF THIS ORDINANCE. and moved that the ordinance be passed on first reading. Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Jackson, Clausen and Pfeil. Nays: Wiebelhaus. Absent: Murren. Motion carried. Ordinance No. 5607 passed on first reading.

Resolution No. 2019-20  
(Fountain Point Addition)  
(First Amendment to Subdivision Agreement)

Councilmember Wiebelhaus moved, seconded by Councilmember Jackson, to adopt Resolution No. 2019-20 approving the First Amendment to Subdivision Agreement for Fountain Point Addition.

Public Works Director Steve Rames explained the subdivision agreement is tied to the redevelopment agreement for Fountain Point and that is why the request is to amend the subdivision agreement. The redevelopment agreement does state that the "redeveloper shall pay all costs for the construction of the private improvements and the public improvements" in Fountain Point. However, the developer has requested amending the subdivision agreement to create a paving district for construction of 40th Street to assess costs against the adjacent property owner.

Gary Sellin, property owner, distributed a letter and attachment to elected officials and the public at the meeting. Sellin questioned how elected officials could approve the amendment when the agreement/contract is signed by Fountain Point developers agreeing to pay for paving 40th Street. Sellin requested the City Council deny the request to amend the subdivision agreement because *"Fountain Point should be held to honor their original agreement, otherwise it would favor funding a private multimillion dollar doctors development at the expense of one very small agricultural farmland owner."*

Mayor Moenning requested City staff provide information to elected officials.

Finance Officer Randy Gates stated Mr. Sellin is correct that the Fountain Point developers agreed to pay for the paving of 40th Street. Gates said Fountain Point is receiving tax increment financing (TIF) for the project which generally goes to pay for infrastructure costs. The 40th Street paving project, however, is outside of the development and will benefit both properties.

Councilmember Clausen questioned whether TIF is primarily used for infrastructure improvements.

Finance Officer Randy Gates replied "yes."

Mike Anderson, representing Fountain Point, requests the amendment on behalf of the doctors and physician assistants who are funding the project. Anderson said there "were many moving parts when this process started" and they had "no idea of how address drainage" in the area. Anderson is now requesting "be treated like others and have adjacent property owners pay their part" of the paving project. Anderson said Fountain Point "paid for Dinkel's sewer line" and "offered \$350,000 to the City to offset the costs." Anderson said a big change to the project was the addition of a child development center for approximately 130 children and "it is a public safety issue" so that is why they want to pave 40th Street at this time. Anderson said "Lot 4 development would trigger construction of 40th Street."

Councilmember Wiebelhaus asked if Anderson has talked to Selling about the paving district.

Anderson replied, "Sellins are good people but there haven't been any conversations." Anderson is "understands the (Sellin's) concern." Anderson said an Ag deferral is a good option for Sellin for the future. Anderson requested elected officials "do what is best for the City."

Councilmember Merrill asked if Anderson has had any negotiations/conversations with Sellin.

Anderson said "no" but empathizes with Sellin. Anderson said the "Fountain Point project is ahead of schedule and under budget." Anderson feels construction of 40th Street "should help Sellin's property value." Anderson doesn't feel a special assessment on the Sellin property will negatively affect any prospective buyers.

Rames said the paving project total estimated cost is \$750,000, of which \$500,000 is from Fountain Point and \$250,000 from Sellin. Rames said an Ag deferral doesn't draw interest until the property use changes. If the property is sold and continues as agriculture, a new property owner can request an Ag deferral as well.

Councilmember Clausen supports the Fountain Point project but feels TIF proceeds need to be used to pay for infrastructure costs. Clausen suggests tabling the resolution "to get more information to be able to make a fair decision."

Councilmember Pfeil understands the request but “contracts are in place to protect the parties” involved. Pfeil would vote “no” on the resolution.

Mayor Moenning questioned whether the child care facility was part of the initial project.

Anderson said the child care facility was not part of the initial project. Anderson feels the Ag deferral is fair.

Councilmember Lange “had not heard of an ag deferral option until today.” Lange feels the “normal process is to assess both sides of property” that benefit from paving; and paving 40th Street adds to the value of the Sellin property. Lange questions why Sellin objects to the special assessment when “it doesn’t accrue interest.”

Councilmembers Clausen and Merrill feel more information is needed before making a decision.

Councilmember Merrill moved, seconded by Councilmember Wiebelhaus, to table consideration of Resolution No. 2019-20 approving the First Amendment to Subdivision Agreement for Fountain Point Addition until the April 15, 2019 City Council meeting.

Roll call: Ayes: Councilmembers Granquist, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: Lange. Absent: Murren. Motion carried. Resolution No. 2019-20 was tabled until April 15, 2019.

Resolution No. 2019-21  
(Nebraska Community Energy Alliance)

Councilmember Granquist moved, seconded by Councilmember Merrill, to adopt Resolution No. 2019-21 approving and authorizing the Mayor to sign the Interlocal Cooperative Agreement to become a member of the Nebraska Community Energy Alliance (NCEA), authorizing permission to apply for a grant, and authorizing designated signees for the grant.

Public Works Director Steve Rames explained the Alliance was formed with 9 original members but has grown to include 39 members with the purpose of promoting *“transportation and housing choices that include lifecycle cost of ownership, retained energy value and economic competitiveness by coordinating and leveraging federal and state policies and investments to community projects demonstrating direct high impact.”* Rames said there is a one-time cost to join the NCEA of \$1,000 but there is a \$500 fee every time the City of Norfolk wants to participate in a grant application. If the Alliance is dissolved, the City would get a portion of the fee back, or approximately \$800.

Councilmember Lange questioned whether the City of Norfolk can terminate the agreement and if Norfolk would be liable to additional fees in the future, e.g. if employees are hired to manage the NCEA and submit grants.

Rames did not know if the agreement could be terminated and said “the potential does exist” that the City would have to pay for staffing if that is necessary in the future.

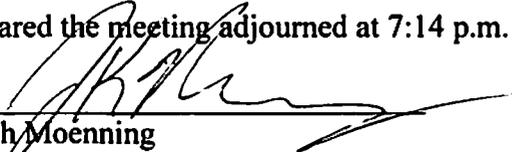
General consensus of elected officials was to have Rames “get more questions answered regarding future fees and termination of the agreement” prior to joining the Alliance.

Roll call: Ayes: Councilmembers Granquist, Lange, Merrill, Wiebelhaus, Jackson, Clausen and Pfeil. Nays: None. Absent: Murren. Motion carried. Resolution No. 2019-21 was adopted.

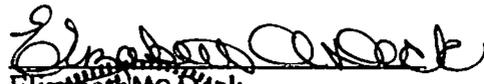
**Public Comment Period**

No comments were received during the public comment period.

There being no further business, the Mayor declared the meeting adjourned at 7:14 p.m.

  
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Josh Moenning  
Mayor

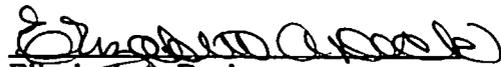
ATTEST:



Elizabeth A. Deck  
City Clerk



I, the undersigned Clerk, hereby certify that the foregoing is the full, true and correct original document of proceedings of, Monday, March 18, 2019, had and done by the Mayor and City Council; that all of the subjects included in the proceedings were contained in the agenda for the meeting; kept continually current and available for public inspection at the office of the Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to the meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.



Elizabeth A. Deck  
City Clerk

