

## **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 15th day of May, 2023, 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, Frank Arens, Justin Webb, Andrew McCarthy, Thad Murren, Justin Snorton, Shane Clausen and Kory Hildebrand. Nays: None. Absent: None.

Staff members present were: City Administrator Andy Colvin, City Clerk Brianna Duerst, Finance Officer Randy Gates, Administrative Secretary Bethene Hoff, Public Works Director Steve Rames, Director of Administrative Services Lyle Lutt, City Planner Val Grimes, Parks and Recreation Director Nathan Powell, Project Engineer Pat Boyle, Assistant City Engineer Anna Allen, Communications Manager Nick Stevenson, Police Chief Don Miller and several Police Department personnel.

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 Granquist moved, seconded by Councilmember Murren to approve the consent agenda with agenda Items #13 through #18 moved to the regular agenda, after Item #30. Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None.

Councilmember Granquist moved, seconded by Councilmember Arens to adopt the full agenda as printed. Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None.

### **Consent Agenda Items Approved**

Minutes of the May 1, 2023, City Council meeting

Keno comparison report for April 2023

Big Bang Boom, Inc., a Nebraska Nonprofit Corporation, and J & M Displays, Inc., an Iowa Corporation, agreement allowing the use of Skyview Park and Ta-Ha-Zouka Park to be used for the purpose of conducting various activities for a 4th of July celebration, including but not limited to a fireworks display, from Tuesday, June 27, 2023 to Tuesday, July 4, 2023

Norfolk Post 16 of The American Legion at Norfolk, Nebraska, a Chartered Unit of the Nebraska American Legion and its National Organization, agreement allowing the baseball field in Veterans Memorial Park to hold a Class A Junior Area baseball tournament Friday, July 14, 2023 through Tuesday, July 18, 2023

Resolution No. 2023-20 approving the final plat for Big Red Keno Subdivision.

Resolution No. 2023-21 appointing Corey Granquist as the City's representative and Justin Snorton as the alternate representative to the Northeast Nebraska Solid Waste Coalition Board

Memorandum of Understanding between the City of Norfolk, Nebraska, a Municipal Corporation, and Mobile Home Court MHC LLC, a Delaware Limited Liability Company, for a zoning compliance letter from the City's zoning official in order to obtain a Nebraska State Trailer Dealer's license allowing Mobile Home Court MHC, LLC to buy mobile home trailers at wholesale cost

Ratify an Addendum Agreement with Downtown Norfolk Association, Inc., a Nebraska Nonprofit Corporation, amending the agreement dated April 4, 2023, to allow a Cinco de Mayo celebration be held in Riverpoint Square on May 12, 2023

Bills in the amount of \$1,918,887.42

### **Special Presentation**

The Mayor proclaimed May 15, 2023 as "Law Enforcement Memorial Day" and May 14-May 20, 2023 as "National Police Week".

### **Public Hearings and Related Items**

#### Public Hearing

(Sherbeck zone change, 2005 Crown Road)

A public hearing was held to consider a zone change from A (Agricultural District) and R-R (Rural Residential District) to R-R (Rural Residential District) on property addressed as 2005 Crown Road at the request of Brooke N. Sherbeck. City Planner Valerie Grimes provided information to the Mayor and City Council. The property is in Stanton County at the edge of the city's

extraterritorial zoning jurisdiction. Grimes explained there are two small R-R lots surrounded by A zoning. The requested change will clean up the zoning and make the entire area one zoning district.

On May 2, 2023, the Norfolk Planning Commission held a public hearing regarding the Sherbeck zone change request. The City Clerk read the Planning Commission's recommendation for approval into the record.

No one else appeared either in favor of or in opposition to the Sherbeck zone change and the Mayor declared the hearing closed.

Ordinance No 5833  
(Sherbeck zone change, 2005 Crown Road)

Councilmember Arens introduced, seconded by Councilmember Granquist, Ordinance No. 5833 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, MADISON COUNTY, NEBRASKA; AMENDING THE ZONING DISTRICT MAP OF THE CITY OF NORFOLK, NEBRASKA; PROVIDING WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM 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: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. Ordinance No. 5833 passed on first reading.

Councilmember Arens moved, seconded by Councilmember McCarthy, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember Arens moved, seconded by Councilmember McCarthy, 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. 5833 be passed and adopted?"

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. 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. 5833 as required by law.

Resolution No. 2023-22  
(Sherbeck Subdivision final plat)

Councilmember Granquist moved, seconded by Councilmember Clausen, for adoption of Resolution No. 2023-22 approving the final plat of Sherbeck Subdivision.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. Resolution No. 2023-22 was adopted.

**Public Hearings and Related Items**

Public Hearings  
(Phillip Avenue Apartments Redevelopment Plan)

A public hearing was held to consider the Redevelopment Plan for the Phillip Avenue Apartments Redevelopment Project. Finance Officer Randy Gates provided information to the Mayor and City Council.

On January 17, Phillip Avenue Apartments, LLC submitted a TIF application for property located at the NE corner of Phillip Avenue and 5th Street. On February 21, the Economic Development Subcommittee reviewed the application and voted unanimously to move forward with acceptance of a Redevelopment Plan for this project. On April 3 the Community Development Agency accepted the Redevelopment Plan and forwarded it to the Planning Commission for recommendation. The Planning Commission held a hearing on this redevelopment plan at their April 18 meeting, and recommended approval of the plan on a 7-0 vote. On May 1, the Agency voted unanimously to recommend approval of the Redevelopment Plan to the City Council.

The project site is approximately .8 of an acre with both paved and non-paved surfaces and a vacant building. The Redevelopment Project will consist of demolishing the building and removal of the surfaces to build a 30-unit apartment complex on the property with green space. It is anticipated that this project will provide housing for Wayne State students participating in the Growing Together Initiative.

The Redeveloper has purchased property and will incur additional TIF eligible costs such as site preparation in removing concrete and the building, dirt work, extension of utilities along with engineering and legal fees. TIF-eligible costs are expected to be over \$500,000. Total project cost is expected to be more than \$5 million. The comprehensive plan designates this area for mixed use which encompasses a wide variety of uses, including apartment buildings. The comprehensive plan indicated the best example of a mixed-use development in Norfolk is downtown. This project is in the downtown area as designated in the comprehensive plan. This project is in conformance with the comp plan and will assist in carrying out the objectives of the comprehensive plan. The project site is appropriately zoned R-3 for multifamily residential.

The Redeveloper is requesting TIF of \$445,000. The project is not economically feasible without TIF. Without TIF, the average return on investment over the first ten years is 0.55%. With TIF, the average return on investment over the first ten years is 5.86%

Jim McKensie, 1412 Longhorn Drive, expressed concern with so many apartment developments requesting TIF and noted that it seems as though every request for TIF is approved. McKenzie urged elected officials to develop a policy to better control the use of TIF in the city.

Kelby Herman, 1000 Darrus Drive, developer, said he is currently building a 64-unit apartment complex in Norfolk that he is not utilizing TIF for. TIF was not needed for that project due to the lower land cost. Land costs increase for property downtown, which is why TIF is needed for this project.

No one else appeared either in favor of or in opposition to the Redevelopment Plan and the Mayor declared the hearing closed.

Resolution No. 2023-23  
(Phillip Avenue Apartments Redevelopment Plan)

Councilmember Granquist moved, seconded by Councilmember Snorton, for adoption of Resolution No. 2023-23 approving the Redevelopment Plan for the Phillip Avenue Apartments Redevelopment Project.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. Resolution No. 2023-23 was adopted.

**Regular Agenda Items**

Knife River Midwest, LLC contract  
(Asphalt Overlays 2023-1 project)

Councilmember Snorton moved, seconded by Councilmember Hildebrand, to approve awarding a contract to Knife River Midwest, LLC of Sioux City, IA for the Asphalt Overlays 2023-1 project for an amount of \$1,942,930.75.

Assistant City Engineer Anna Allen provided information to the Mayor and City Council. The Asphalt Overlays 2023-1 project includes North Victory Road from Benjamin Avenue north approximately 2678', East Monroe Avenue from 4th Street east approximately 4100', Vehicle Parking District Parking Lots, Madison Avenue from 1st Street to 7th Street, Norfolk Avenue from 7th Street to 9th Street, 5th Street center lane, Blaine Street by Hy-Vee East, and E. Benjamin Avenue at Flood Control. On April 18, 2023, two bids were received. The other bidder was Grimes Asphalt & Paving of Des Moines, IA for an amount of \$2,154,195.85. The low bid was within 6.4% of the Engineer's estimate. Project is anticipated to begin in June and be completed by the end of August.

Jim McKenzie, 1412 Longhorn Drive, asked about the Vehicle Parking District parking lot portion of the project and said that traditionally, the VPD has paid for the maintenance of the lots. Having the taxpayers pay for the maintenance of the VPD lots is a detriment to the rest of our streets as parking lots are being prioritized over other streets in town.

Public Works Director Steven Rames said the VPD is part of the city. Historically, the maintenance that needed to occur, didn't. We are now trying to restore the lots to ensure safe parking for the community.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. Motion approved.

Reject Johnson's Park Improvement Project bid

Councilmember Hildebrand moved, seconded by Councilmember Snorton, for approval of rejecting the bid received for the 2023 Johnson's Park Improvement Project.

Public Works Director Steven Rames provided information to the Mayor and City Council. The 2023 Johnson's Park Improvement project includes site clearing, grading (borrow needed), storm sewer, on-street parking, trail paving, water feature, ice rink, pedestrian bridge, lighting, park features and seeding and erosion control. Rames said the second portion of the Johnson Park Improvement Project went out for bid earlier this spring, which included several phases. Rames said while there were nine prime bidders listed, there was only one bidder on the project, which came in substantially over the engineer's estimate. The Engineer and staff are working to break out the project into several smaller bid packages and re-bid the project, along with structuring a change order to the contractor working on the adjacent project.

Roll call: Ayes: Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: Granquist. Absent: None. Motion approved.

United Contractors, Inc., Changer Order No. 4  
(1st Street Bridge and Instream Improvements project)

Councilmember Arens moved, seconded by Councilmember Hildebrand, for approval of Change Order No. 4 with United Contractors, Inc. for the 1st Street Bridge and Instream Improvements project resulting in a net increase of \$1,570,905.85.

Public Works Director Steven Rames provided information to the Mayor and City Council. Change Order No. 4 provides for Johnson's Park removals, grading, drainage, paving and trails (including the pedestrian bridge) resulting in a net increase of \$1,570,905.85. The pedestrian bridge will be delivered the first part of October. Rames reviewed the grading and drainage portions of the project and explained this work preps the site for the other bid packages to come later. Compared to the lone bid received, looking to save roughly \$1,000,000 on the project. The project is still slightly over budget due to the bridge.

Kim Davis, 310 Oak Street, asked for clarification on the bridge project. Rames explained the bridge referenced in this portion of the project is the pedestrian bridge east of 1st Street, not the 1st Street Bridge.

Jim McKenzie, 1412 Longhorn Drive, asked if some of the work planned now is dependent on the other components of the project that are not yet moving forward and asked if there is any risk

that this work will need to be changed in the future due to budgetary concerns. Rames said we don't see any risk with moving this change order forward as it consists of mostly dirt work, drainage, and the bridge.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand.  
Nays: None. Absent: None. Motion approved.

Johnson Park Improvement – Bid Package 1  
(advertise for bids, Sports Court and Water Feature)

Councilmember Granquist moved, seconded by Councilmember Snorton, approval to advertise for bids for the Johnson's Park Improvement Project Bid Package 1 – Sports Court and Water Feature.

Councilmember Arens asked if splitting the bid packages will delay the process or completion of the park. Assistant City Engineer Anna Allen said some aspects will be pushed back but that doesn't necessarily slow down the overall project.

City Construction Engineer Pat Boyle discussed the timeline for the instream portion of the project. Boyle said the drop structures need to be tested before any use. Two structures have not yet been tested due to the box culvert on Benjamin Avenue. Once the walls are poured for that project, can open the flood gates to test the drop structures. There is also a 60-day settlement period for the fill. While we could run water through later this summer, the area will still be a construction zone and Boyle would prefer to wait until everything is done.

Jim McKenzie, 1412 Longhorn Drive asked that, in the future, the engineer's estimate be included in the agenda so the public can better understand the project and the process.

Terry Rasmussen, 126 N 27th St, commended staff's work on the project and watching the budget.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand.  
Nays: None. Absent: None. Motion approved.

Johnson Park Improvement – Bid Package 2  
(advertise for bids, Upper Park Improvements)

Councilmember Granquist moved, seconded by Councilmember Hildbrand, for approval to advertise for bids for the Johnson's Park Improvement Project Bid Package 2 – Upper Park Improvements.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand.  
Nays: None. Absent: None. Motion approved.

Johnson Park Improvement – Bid Package 3  
(advertise for bids, Park Structures)

Councilmember Snorton moved, seconded by Councilmember Murren, for approval to advertise for bids for the Johnson's Park Improvement Project Bid Package 3 – Park Structures.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand.  
Nays: None. Absent: None. Motion approved.

Johnson Park Improvement – Bid Package 4  
(advertise for bids, Park and Trail Lighting and Electrical)

Councilmember McCarthy moved, seconded by Councilmember Snorton, for approval to advertise for bids for the Johnson's Park Improvement Project Bid Package 4 – Park and Trail Lighting and Electrical.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand.  
Nays: None. Absent: None. Motion approved.

Johnson Park Improvement – Bid Package 5  
(advertise for bids, Irrigation and Landscaping)

Councilmember Snorton moved, seconded by Councilmember Granquist, for approval to advertise for bids for the Johnson's Park Improvement Project Bid Package 5 – Irrigation and Landscaping.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand.  
Nays: None. Absent: None. Motion approved.

Ta-Ha-Zouka Park – Team Lockers  
(advertise for request for qualifications)

Councilmember Webb moved, seconded by Councilmember Hildebrand, for approval to advertise for Request for Qualifications from Design Build and Construction Manager at Risk firms to submit a letter of interest to design and install team lockers at Ta-Ha-Zouka Park.

Parks and Recreation Director Nathan Powell provided information to elected officials. Staff is currently working on an agreement with Norfolk Public Schools and Northeast Community College, both of which will be donating up to \$400,000 for the team lockers. The design will include a set of lockers for home and away teams, both men's and women's restrooms, ADA parking and sidewalk access. If budget allows, the locker rooms will have retractable walls that will open the room into a two-lane batting cage, a second umpire changing room, and a second family restroom. The entire facility will be available year-round. City has \$698,000 available from the Jack Koehler donation, which will be utilized for this project. The estimated cost of these items is just under \$1.4 million.



Jim McKenzie, 1412 Longhorn Drive, congratulated the city for working with other entities to get this project done.

Bill Robinson, 2805 Westview Drive, expressed his appreciation of the city working with Norfolk Public Schools and Northeast Community College on the project.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. Motion approved.

Ordinance No. 5834  
(parking restrictions)

Councilmember Granquist introduced, seconded by Councilmember Murren, Ordinance No. 5834 entitled: AN ORDINANCE OF THE CITY OF NORFOLK, NEBRASKA TO AMEND SECTION 24-164 OF THE OFFICIAL CITY CODE TO RESTRICT PARKING IN THE FOLLOWING AREAS: A. THE WEST AND SOUTH SIDES OF FERGUSON DRIVE FROM BLUFF AVENUE NORTH AND WEST AROUND THE CURVE 360 FEET TO WHERE FERGUSON DRIVE MEETS AND TRANSITIONS INTO PASEWALK AVENUE; and B. THE NORTH SIDE OF MADISON AVENUE FROM 3RD STREET TO 153 FEET WEST OF WEST PROPERTY LINE OF 3RD STREET; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM and moved that the ordinance be passed on first reading.

Police Chief Don Miller provided information to elected officials. Regarding Ferguson Drive - complaints have been received relating to traffic and parking concerns at the curve of Ferguson Drive where it transitions into East Pasewalk Avenue. The concern is that it is difficult to see approaching vehicles and unsafe for approaching motorists with vehicles parking on both sides of the curve. The curve was monitored by Norfolk Police staff and a significant vision obstruction was observed. This is a legitimate concern, so Norfolk Police staff are recommending restricted parking on the inside edge of the curve. This will eliminate the bottleneck and improve visibility so vehicles approaching from either direction can see each other.

Regarding Madison Avenue – a business is being developed on the northwest corner of 3rd and Madison Avenue. The business will have a drive thru window on the south side of the building as shown in the enclosure. The no parking zone on Madison Avenue has been requested to allow cars in the drive thru to have a place to wait in line without interfering with normal roadway traffic.

Councilmembers expressed concern with the development on Madison Avenue and questioned if that portion should be considered at this time as there is no construction activity as of yet.

Councilmember Hildebrand moved, seconded by Councilmember Murren to amend Ordinance No. 5834 to include the language “*pending site plan and further completion date*” to Section B.

City Administrator Andy Colvin said it would be simpler and cleaner to just remove Section B from this ordinance and bring that back at another time.

Councilmember Hildebrand withdrew his motion to amend the ordinance to add the above language.

Councilmember Hildebrand moved, seconded by Councilmember Granquist, to amend Ordinance No. 5834 by removing Section B from the ordinance.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. Motion approved.

Councilmember Granquist moved, seconded by Councilmember Arens, to approve Ordinance No. 5834 as amended.

Said ordinance was then read into the record by title by the City Clerk.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. Ordinance No. 5834 passed on first reading.

Councilmember Granquist moved, seconded by Councilmember McCarthy, that the statutory rule requiring reading on three different days be suspended.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule requiring reading on three different days was suspended for consideration of said ordinance.

Thereafter Councilmember Granquist moved, seconded by Councilmember McCarthy, 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. 5834 be passed and adopted?"

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand. Nays: None. Absent: None. 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. 5834 as required by law.

*\*following conclusion of the May 15, 2023 City Council meeting, it was determined that per City Code Section 2-22, an amended ordinance shall be referred to the city attorney for approval as to form as amended before coming back to the Council for approval. Ordinance No. 5834, in its amended form, will come before the Council for the second reading at the next regularly scheduled meeting.*

GeoComm agreement  
(detailed address point layer)

Councilmember Hildebrand moved, seconded by Councilmember Snorton, for approval of entering into an agreement with GeoComm to provide a detailed address point layer for every location in Madison and Stanton Counties as required by the Public Services Commission new standards.

Police Chief Don Miller provided information to the Mayor and City Council. GeoComm is the GIS map provider for our dispatch center and has been for many years. Our in-house staff who works with maps will submit his data to GeoComm to be included as part of the GeoComm mapping software. GeoComm is one of 2 possible vendors and GeoComm serve 82 of the 93 Nebraska Counties. The other vendor, Gworks, has been slowly getting out of the 911 business to focus on other businesses.

As part of the Next Generation 911 system the State of Nebraska is moving to, we need to develop our GIS mapping software to current standards set by the Public Service Commission. This includes getting a GIS point for every location within a city block. Currently, our system is only accurate to the block the location is on, not to a specific location.

Roll call: Ayes: Granquist, Arens, Webb, McCarthy, Murren, Snorton, Clausen and Hildebrand.  
Nays: None. Absent: None.

There being no further business, the Mayor declared the meeting adjourned at 7:22 p.m.

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Josh Moenning  
Mayor

ATTEST:

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Brianna Duerst  
City Clerk

( S E A L )

I, the undersigned Clerk, hereby certify that the foregoing is the full, true and correct original document of proceedings of Monday, May 15, 2023, 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.

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Brianna Duerst  
City Clerk

( S E A L )