

CITY OF MILFORD
REGULAR MEETING
AUGUST 1, 2017
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Sr. Center Building in said City on the 1st day of August 2017 at 7:00 pm. Present were: Mayor Nick Glanzer; Council members: Jeff Baker, Scott Bashore, Patrick Kelley, Dan Kral; Attorney Krista Carlson; Chief of Police Forrest Siebken; Maintenance Supt. Gary TeSelle, Library Director George Matzen and City Clerk Jeanne Hoggins. Also present: Roy Cast, Vi Stutzman, Troy Johnston, Carmen Standley, Craig Vynalek, Wendy Elston, Chrissy Matzen and Emily Hemphill with the press.

Notice of the meeting was given in advance thereof by publishing in the Milford Times; a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of the meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to these 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 attendance of the public.

CALL TO ORDER: Mayor Nick Glanzer called the meeting to order at 7:01 pm. and publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act is available for review and is posted on the east wall at the Sr. Center.

MINUTES: A motion was made by Baker and seconded by Kelley to approve the minutes of the July 5, 2017 meeting. Roll call vote: Baker yes, Kelley yes, Bashore yes, Kral yes. Motion carried.

A motion was made by Bashore and seconded by Kral to approve the minutes of the July 18, 2017 meeting. Roll call vote: Bashore yes, Kral yes, Baker yes, Kelley yes. Motion carried.

PAYMENT OF BILLS: A motion was made by Kral and seconded by Kelley that the following accounts payable bills in the amount of \$77,155.12; payroll in the amount of \$52,388.84; totaling \$129,543.96 approved by the Auditing Committee be approved for payment. Roll call vote: Kral yes, Kelley yes, Baker yes, Bashore yes. Motion carried.

SALARIES:

63277	Mark Frey	394.69
63278	Forrest Siebken	1419.33

63279	Kendall Hoggins	1123.61
63280	Mavis Ferris	97.66
63281	Jeanne Hoggins	1386.76
63282	Gary TeSelle	982.62
63283	Robert Hull	1006.06
63284	George Matzen	787.73
63285	Benjamin Rediger	1009.83
63286	Kyle Hoggins	429.44
63287	Erica Pallas	894.92
63288	Scott McNeil	980.56
63289	Sarah Long	309.37
63290	Craig Carritt	18.70
63291	Zach Danekas	475.63
63292	Brett Kremer	116.57
63293	Jeremiah Miller	841.20
63294	Trey Frey	140.89
63295	Cameryn Kremer	89.26
63296	Jason Brownell	518.14
63297	Lewis Barker	1201.86
63298	Travis Fougeron	922.39
63299	Lane Mongeon	266.87
63300	Chloe Kolb	339.27
63301	Sydney Bontrager	44.36
63302	Phillip Schildt	21.13
63303	Corrine Bashore	132.98
63304	Kyhana Barnes	97.78
63305	Amy Salistean	474.91
63306	Lori Johnson	749.24
63307	Violet Stutzman	351.34
63308	Ethan Zegers	265.96
63309	Zachary Pauley	62.33
63310	Calyn Mowinkel	162.80
63311	Katie Patton	257.65
63363	Mark Frey	793.50
63364	Forrest Siebken	1419.33
63365	Kendall Hoggins	1073.51
63366	Mavis Ferris	108.05
63367	Jeanne Hoggins	1386.76
63368	Gary TeSelle	982.62
63369	Robert Hull	882.05
63370	George Matzen	787.73

63371	Kyle Hoggins	568.94
63372	Erica Pallas	867.33
63373	Scott McNeil	1822.39
63374	Sarah Long	334.76
63375	Craig Carritt	6.23
63376	Zach Danekas	685.08
63377	Brett Kremer	210.28
63378	Jeremiah Miller	998.77
63379	Trey Frey	597.87
63380	Cameryn Kremer	32.21
63381	Jason Brownell	359.80
63382	Lewis Barker	1139.37
63383	Travis Fougeron	978.37
63384	Lane Mongeon	283.16
63385	Chloe Kolb	110.36
63386	Sydney Bontrager	398.91
63387	Phillip Schildt	59.15
63388	Corrine Bashore	141.29
63389	Kyhana Barnes	133.97
63390	Amy Salistean	816.35
63391	Lori Johnson	733.68
63392	Violet Stutzman	461.95
63393	Ethan Zegers	168.31
63394	Zachary Pauley	378.17
63395	Calyn Mowinkel	103.34
63396	Katie Patton	405.19
63404	Jeffrey Baker	138.52
63405	Dan Kral	138.52
63406	Scott Bashore	138.52
63407	Patrick Kelley	138.52
63408	Nicholas Glanzer	184.70

GENERAL FUND:

63230	COLTON DISSMEYER	UTILITY BILLING DEPOSIT REFUND	\$30.61
63231	JAMES HIGHT	UTILITY BILLING DEPOSIT REFUND	\$34.95
63232	REBECCA JORDAN	UTILITY BILLING DEPOSIT REFUND	\$14.82
63233	BRANDON MCFARLANE	UTILITY BILLING DEPOSIT REFUND	\$31.14
63234	KURT MICHAELIS	UTILITY BILLING DEPOSIT REFUND	\$75.00
63235	BARBARA SWANSON	UTILITY BILLING DEPOSIT REFUND	\$51.08
63236	AMERICAN FENCE CO., INC.	GATE LATCHES	\$138.89
63237	ANTONIO GONZALEAZ	UMPIRE FEE 6/13/17	\$115.00
63238	BAKER & TAYLOR	BOOKS	\$255.25
63239	BEN MYERS	UMPIRE FEES 6/20/17	\$40.00

63240	BONSALL POOL CO	TESTING CHEMICALS	\$67.75
63242	CARD SERVICE CENTER	STAMPS.COM & POSTAGE	\$1,692.79
63243	CASH-WA DISTRIBUTING	POTATO BAKE SUPPLIES	\$183.32
63244	PETTY CASH	POSTAGE	\$38.04
63245	FIRST WIRELESS, INC.	2- PAGERS	\$790.00
63246	GERHOLD CONCRETE COMPANY, INC.	CREEK REPAIR @ SOUTH PARK	\$224.00
63247	HAWKINS INC.	CHEMICALS & ACID	\$373.19
63248	HOLIDAY INN	HOTEL ROOM-ACCT & FIN.CONFEREN	\$171.90
63249	ISSAC FRANKLIN	UMPIRE FEES 6/20/17	\$35.00
63250	JASON WAGENKNECHT	UMPIRE FEE 6/13 & 6/19	\$105.00
63251	JEO CONSULTING GROUP, INC.	WELCH PK RD OBSERVATION	\$17,876.50
63252	KELLY SUPPLY COMPANY	B STREET SPRINKLER REPAIR	\$261.14
63253	LOGAN CONTRACTORS SUPPLY	2 MELTER TIPS	\$34.43
63254	MARY WILSON	BACON CRUMBS- POTATO BAKE	\$40.65
63255	MEYER AUTOMOTIVE	R&F PURGE VALVE	\$127.45
63256	MILFORD FIRE & RESCUE	NEMSA CONFERENCE X8	\$1,800.00
63257	MILFORD PLUMBING INC.	B STREET SPRINKLER REPAIRS	\$25.55
63258	MILFORD SCHOOL DIST. #5	PARKING FINES	\$25.00
63259	NATIONWIDE	BOND RENEWAL E.PALLAS	\$225.00
63260	NE DOL/BOILER INSPECT. PROGRAM	BOILER INSPECTION	\$24.00
63261	NEBRASKA PUBLIC POWER DISTRICT	SERVICE FOR JUNE 2017	\$2,030.34
63262	NEWMAN TRAFFIC SIGNS	DO NOT ENTER SIGN	\$64.41
63263	NORRIS PUBLIC POWER DIST	WELLS 1 & 2	\$735.91
63264	PHILLIP SCHILDT	UMPIRE FEE 6/19/17	\$30.00
63265	PLAY IT AGAIN SPORTS	HELMETS- SUMMER BALL	\$107.00
63266	REIMERS KAUFMAN CONCRETE PROD	MARBLE DUST	\$295.26
63267	SAM LEWIS	UMPIRE FEES 6/13/17	\$180.00
63268	TAYDEN VANDENBERG	UMPIRE FEES 6/20/17	\$35.00
63269	GARY TESELLE	GARY TESELLE ACCT#5562939	\$434.80
63270	WALMART COMMUNITY BRC	CLOCKS & CLEANING SUPPLIES	\$447.37
63271	WASTE CONNECTIONS OF NEBRASKA	COMMUNITY CLEAN UP DAY	\$360.00
63272	YOUR PC EXPRESS	PC REPAIR- ROUTER REBOOT	\$70.00
63273	ZACH PAULEY	MILEAGE FOR DRUG TEST	\$28.89
63274	ACUITY SPECIALTY PRODUCTS, INC	SEWER AID	\$920.47
63275	ZITO MEDIA	DIGITAL ADAPTER	\$8.00
63276	U.S.POSTMASTER	UTILITY BILLING POSTAGE	\$196.53
63312	RETIREMENT PLANS DIVISION	PENSION-133011	\$2,032.89
63313	KANSAS PAYMENT CENTER	CHILD SUPPORT	\$177.23
63314	UNION BANK	HSA	\$1,007.50
63315	ASSURED FIRE PROTECTION	SERVICE FIRE EXTINGUISHERS	\$216.00
63316	BLACK HILLS ENERGY	SERVICE FOR JUNE	\$233.70
63317	BROWNELLS, INC	REPAIR PARTS FOR M&P X2	\$174.39
63318	CANON FINANCIAL SERVICES	CONTRACT CHARGE	\$254.00
63319	CANON SOLUTIONS AMERICA	MAINT BASE & COPIES	\$159.81

63320	CENTRAL STATES LAB	GLASS & BOWL CLEANERS	\$300.34
63321	COMPANY CARE	RANDOM DRUG TEST-POOL	\$78.00
63322	CREATIVE PRODUCT SOURCING INC	DARE FOLDERS	\$54.00
63323	CULLIGAN WATER CONDITIONING	B/W & COOLER RENTAL	\$55.95
63324	EAKES OFFICE SOLUTIONS	PRINTER CARTRIDGE, CALENDAR	\$350.17
63325	EMERGENCY MEDICAL PRODUCTS,INC	MEDICAL SUPPLIES	\$980.09
63326	FARMERS COOPERATIVE	FUEL	\$1,037.57
63327	JOHN DEERE FINANCIAL	MOW 1435 STERING REPAIR	\$170.79
63328	LORI JOHNSON	MILEAGE TO SAM'S FOR CANDY	\$26.75
63329	MATHESON TRI-GAS,INC	O2 & AIR BOTTLE RENTAL	\$124.20
63330	MEYER AUTOMOTIVE	2016 TRUCK SERVICE	\$170.36
63331	MID AMERICA RECYCLING	RECYCLING FEE JUNE 2017	\$47.50
63332	MIDWEST AUTO PARTS	MOWER & SPRAYER REPAIRS	\$91.07
63333	MILFORD VALU RITE PHARMACY	1ST AID SUPPLIES	\$15.65
63334	NE LAW ENFORCEMENT TRAINING	ARIDE 43/44	\$40.00
63335	NEBRASKA PUBLIC POWER DISTRICT	SERVICE FOR JUNE 2017	\$5,638.54
63336	ONE CALL CONCEPTS	ONE CALLS	\$19.62
63337	OSWALD ELECTRIC	6TH ST- ST LIGHT ELECTRICAL	\$794.41
63338	PAC-N-SAVE MILFORD	MEALS/FOOD	\$209.49
63339	PIZZA KITCHEN	BIRTHDAY MEAL	\$261.30
63340	POWERPLAN	310 K SERVICE REPAIR	\$885.76
63341	SACK LUMBER COMPANY	10 BAGS OF CONCRETE MIX	\$39.90
63342	SAM'S CLUB	CONCESSIONS CANDY	\$785.62
63343	SEWARD COUNTY INDEPENDENT	LEGALS,MIN,NOTICES,CLEANUP DAY	\$292.05
63344	SHELL FLEET PLUS	FUEL	\$137.51
63345	SHELL FLEET PLUS	GAS-CAR	\$23.89
63346	SID DILLON	UNIT 95 BRAKES/ROTORS	\$779.62
63347	SUNRISE COUNTRY MANOR	MEALS-JUNE 2017	\$960.75
63348	TCA OUTDOOR POWER	PUSH MOER & WEEDEATER REPAIR	\$137.34
63349	UNION BANK & TRUST COMPANY	2ND QUARTER HSA FEES	\$42.00
63350	URIBE REFUSE SERVICES, IN	TRASH SERVICE JUNE/JULY	\$139.00
63351	VERIZON WIRELESS	CELL PHONES/JET PACKS	\$118.90
63352	VERIZON WIRELESS-P	BUILDING ISP CELL	\$129.62
63353	WASTE CONNECTIONS OF NEBRASKA	TRASH SERVICE WELCH PK	\$78.58
63354	WERGIN'S LAWN SERVICE	FERTILIZER & GRUB-X	\$1,662.00
63355	WOLFE, SNOWDEN,HURD,LUERS, &	LEGAL SERVICE FOR JUNE	\$1,474.25
63356	ZITO MEDIA	STATION HD TV	\$5.09
63357	AFLAC	SUPPLEMENTAL INSURANCE	\$342.61
63358	DEARBORN NATIONAL LIFE INS CO	LIFE INSURANCE	\$106.64
63359	FEDERATED HEALTH INSURANCE	HEALTH,DENTAL,LIFE AUG 2017	\$9,395.14
63360	KENDRA PENROD	SEIM INSTRUCTOR TRAINING	\$50.00
63361	NEBRASKA PUBLIC POWER DISTRICT	SERVICE FOR JUNE	\$341.80
63362	VERIZON WIRELESS	WELL CONTROL MONITOR	\$40.01
63397	RETIREMENT PLANS DIVISION	PENSION-133011	\$1,891.69

63398	KANSAS PAYMENT CENTER	CHILD SUPPORT	\$177.23
63399	UNION BANK	HSA	\$937.50
63409	ARAMARK	PANTS & RAGS	\$391.38
63410	BAKER & TAYLOR	BOOKS	\$207.49
63411	BONSALL POOL CO	WATER TEST SUPPLIES	\$144.46
63412	CARD SERVICE CENTER	WELL TIMER	\$339.74
63413	CASH-WA DISTRIBUTING	POTATOES 2- BOXES	\$58.64
63414	CATHER & SONS CONST., INC.	ALLY PATCHING	\$2,024.00
63415	HAMPTON INN-KEARNEY	NEMSA CONFERENCE HOTELS	\$1,724.25
63416	JEO CONSULTING GROUP, INC.	WATER SYSTEM IMPROVEMENT	\$17,669.00
63417	JEREMIAH MILLER	MILEAGE FOR DRUG TEST	\$25.15
63418	JOHNSON SERVICE COMPANY	MAIN CLEANING AND FILMING	\$8,275.15
63419	LORI JOHNSON	MILEAGE FOR RANDOM DRUG TEST	\$26.75
63420	MATHESON TRI-GAS,INC	02 & AIR BOTTLE RENTAL	\$124.20
63421	MEYER LABORATORY, INC.	WASP SPRAY	\$85.48
63422	MILFORD SCHOOL DIST. #5	SPECIAL LIQ. LICENSE	\$95.00
63423	MUNICIPAL SUPPLY, INC.	NEPTUNE SUPPORT CONTRACT	\$928.57
63424	NDEQ-FISCAL SERVICES	SEWER CERTIFICATION-KENDALL	\$150.00
63425	NEBRASKA PUBLIC HEALTH	5-WATER TESTS	\$79.00
63426	NEBRASKA PUBLIC POWER DISTRICT	SERVICE FOR JULY	\$2,217.30
63427	NORRIS PUBLIC POWER DIST	WELLS 1&2	\$836.62
63428	CARD SERVICES	HOSE TO CLEAN FILTERS	\$13.96
63429	OSWALD ELECTRIC	REPAIR LIGHT ON ASTRO	\$248.11
63430	SEWARD COUNTY INDEPENDENT	HELP WANTED AD	\$96.40
63431	SHELL FLEET PLUS	FUEL	\$517.07
63432	TOOFAST SUPPLY	BLUE MARKING FLAGS	\$19.17
63433	TROYER CONCRETE	CURB REPAIR	\$1,344.00
63434	GARY TESELLE	GARY TESELLE ACCT#5562939	\$438.10
63435	URIBE REFUSE SERVICES, IN	TRASH SERVICE	\$124.02
63436	WALMART COMMUNITY BRC	MEALS/GROCERIES	\$157.81
63437	WASTE CONNECTIONS OF NEBRASKA	TRASH SERVICE	\$78.58
63438	ZITO MEDIA	H.D. T.V.	\$13.09
2085034	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$5,476.86
2085035	NE DEPT OF REVENUE	STATE TAX	\$614.32
2085036	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$6,134.39
2085037	NE DEPT OF REVENUE	STATE TAX	\$699.43
2085038	IRS-FEDERAL WITHHOLDINGS	FED/FICA TAX	\$122.44
	NE DEPT OF REVENUE	JULY SALES TAX	\$2,572.71
	PAYROLL CHECKS ON 7/10/2017		\$18,373.84
	PAYROLL CHECKS ON 7/24/2017		\$20,228.78
	PAYROLL CHECKS ON 8/01/2017		\$738.78
	**** PAID TOTAL ****		\$129,543.96
	***** REPORT TOTAL *****		\$129,543.96

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received: Milford Aging Services Commission minutes from July 25, 2017; Recreation Board minutes from July 25, 2017; Library Report; Police Dept. activity report for June & July 2017; Website overview for July 2017. Kral – No fire calls for July; 18 rescue calls – 16 in Milford, 1 in P.D. and 1 in Denton. Matzen – Eclipse glasses have been ordered and should be here next week. Kelley – Pool closing in 1½ weeks, keeping it open for an additional week for Sr. aerobics. Recreation Board met and approved new uniforms and combining registration and uniform cost into one payment. TeSelle – Fun Days went well, road stripping on First and B Streets is complete. “Red” recognizing the Fire Dept. and “Blue” recognizing the Police Dept. Chief Siebken – E911 Board met, preliminary discussion offering dispatch service to other agencies.

COMMUNICATIONS: *Sales tax received for the month of May 2017 in the amount of \$16,094.76. *Thank you received from Bev Wehrs for assistance removing a fallen tree from the street and her yard.

UNFINISHED BUSINESS:

Discuss/Action- Renew Interlocal Agreement for Prosecution Services:

Concerns have been addressed between Chief Siebken and County Attorney Wendy Elston and an agreement has been reached. A recommendation by Chief Siebken was made to renew the Interlocal Agreement with the County. A motion was made by Kral and second by Bashore to act on the Chief’s recommendation and renew the Interlocal Agreement with Seward County for prosecution services. Roll call vote: Kral yes, Bashore yes, Bake yes, Kelley yes. Motion carried.

NEW BUSINESS:

Discuss/Action – Request to bid General Insurance package: Craig Vynalek with Vynalek Insurance approached the Council about bidding the City’s general insurance. He is based out of Wilber and has been an agent for 11 years. A motion was made by Kelley and second by Baker to solicit bids for the City of Milford. Roll call vote: Kelley yes, Baker yes, Bashore yes, Kral yes. Motion carried.

2017-2018 Budget Preparation Review – Carmen Standley: Carmen created a historical summary for the last 8 years along with projected revenue and expenses for fiscal year end 9/30/17. She also included preliminary budget revenue and expenses for fiscal year end 9/30/2018. She reviewed each fund highlighting balances of the cash reserve and trends in revenue and expenses. She will not have the valuation certificate until August 20th which will help determine the levy. The Council thanked Carmen for her time in creating the document and attending the meeting.

Approve Initial Order for Webermeier Scholarships, 2017-2018 School Year: A motion was made by Baker and second by Kral to approve payment of \$875.00 to 20 recipients for the first semester of the 2017-2018 school year. Roll call vote: Baker yes, Kral yes, Bashore yes, Kelley yes. Motion carried.

Appointment: A motion was made by Kral and second by Kelley to approve the Mayor's recommendation to appoint Marcie DeLong to the Recreation Board for a 3 year term beginning August 1, 2017 and ending August 1, 2020. Roll Call vote: Kral yes, Kelley yes, Baker yes, Bashore yes. Motion carried.

Discuss/Action – Welch Park Road Asphalt: Troy Johnston with JEO reviewed the documents being presented for consideration as well as reporting on the Welch Park Road project. A motion was made by Kral and seconded by Bashore to authorize the Mayor's signature on the pay application, change order and completion certificate along with payment to Cather and Sons Construction in the amount of \$93,386.23. Roll call vote: Kral yes, Bashore yes, Baker yes, Kelley yes. Motion carried.

Discuss/Action – Contract with CWP on the new municipal building:

Attorney Carlson reviewed the document and noted it to be a standard AIA agreement. Krista wanted the Council to be aware of Article 8.1.3 and Section 8.2 Mediation. She did not note any problems just wanted the Board to be aware. A motion was made by Kelley and second by Bashore to approve the contract with the correction of the misspelled word. This is the 2nd step to a 5 step process; we need to keep moving forward. Roll call vote: Kelley yes, Bashore yes, Baker yes, Kral yes. Motion carried.

Discuss/Action – Combination of City Receptionist and Sr. Center Manager position, creating a new full time employee. Hire Employee and set wage: Discussion was held at the last meeting about combining the Sr. Center Manager position and the receptionist position at City Hall creating a full time position. There may have been some confusion relating to titles at that time. Official discussion was held at the Milford Aging Services Commission meeting and it is their recommendation for the Council to approve the hiring of Amy Salistean as the Sr. Center Manager. Her hours at the Sr. Center will need to remain flexible but ideally between 11:00/11:30 thru 3:00. A Kitchen and Dining Room Coordinator will be assisting in the morning. Baker suggested an hourly wage of \$13.00 which is in line with payment of past Managers. A motion was made by Baker and second by Kelley to hire Amy Salistean as the Sr. Center Manager at \$13.00 per hour plus benefits. Roll call vote: Baker yes, Kelley yes, Bashore yes, Kral yes. Motion carried.

Discuss/Action – Hire Library staff and set wages (Assistant Library Director and P.T. Clerk): No luck with applications, George will re-advertise.

Discuss/Action – Employee Health Insurance: Our current provider, Federated Insurance, is pulling out of the health insurance business at the end of the year. Multiple quotes were received and reviewed. We tried to stay as close as possible to our current coverage while considering rates. The Council did not want to go backwards with coverage. A motion was made by Kral and second by Bashore to approve enrollment in the BC/BS plan Option 204. Discussion was held by Baker to assist the employees with their HSA accounts. Kral and Kelley mentioned the employees look into supplemental policies to help offset the high deductible. Roll call vote: Kral yes, Bashore yes, Baker yes, Kelley yes. Motion carried.

Discuss/Action – Seward County request to payback funds for new 911 Radio System: With the construction of the new Justice Center a new radio system supporting the State Radio System was purchased. The City of Seward and the City of Milford were not informed of cost sharing until after the purchase was made. The County is now asking both entities to pay back the inheritance fund at a percentage rate equal to the interlocal agreement. The letter is attached to these minutes. The amount requested by December 31, 2017 for Milford totals, \$12,641.36. An alternate re-payment plan can be made by contacting the County. It was suggested the Chief contact the City of Seward to take a uniform approach on the matter. Chief Siebken will investigate a course of action and report back to the City Council in September.

ADJOURNMENT: A motion was made by Kral and seconded by Kelley to adjourn the meeting. Roll call vote: Kral yes, Kelley yes, Baker yes, Bashore yes. Motion carried and meeting adjourned at 8:40 pm.

Jeanne Hoggins, City Clerk

Nick Glanzer, Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on August 1, 2017 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said

agenda for at least twenty-four hours prior to said 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 from which the foregoing proceedings have been extracted 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.

(SEAL)

Jeanne Hoggins, City Clerk