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**MINUTE RECORD**

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**PAPILLION CITY COUNCIL MINUTES**  
**TUESDAY, MAY 4, 2021 @ 7:00 P.M.**

The City Council of the City of Papillion met in open and public session at the Chrysalis Event Center at Papillion Landing, 1046 W Lincoln St, on May 4, 2021, at 7:00 PM. City Clerk Nicole Brown called the roll. Present were Councilmembers Steve Sunde, Tom Mumgaard, Gene Jaworski, Lu Ann Kluch, Bob Stubbe, Steve Engberg, and Mayor David P. Black. Councilmembers Jason Gaines and Jim Glover were absent. Also present were City Administrator Amber Powers, Deputy City Administrator Phil Green, City Attorney Alan Thelen, Interim Police Chief Chris Whitted, Recreation Director Tracy Stratman, Recreation Area Superintendent Mike Cunningham, Finance Director Nancy Hypse, Planning Director Mark Stursma, Fire Chief Bill Bowes, Library Director Matt Kovar, Public Works Director/City Engineer Jeff Thompson, Deputy City Engineer Alex Evans, Chief Building Official Shawn Hovseth, and Executive Assistant Kendra Ellis.

Mayor Black led those present in the Pledge of Allegiance.

Affidavit of Publication: Notice of the meeting was given in the Sarpy County Guide & News, the designated method of giving notice. A copy is available in the office of the City Clerk. Incorporated herein by reference as if fully set out herein is the audio and visual recording of the council meeting.

Public announcement that a current copy of the Open Meetings Act is posted in the Chrysalis Event Center. Mayor Black briefly explained recent changes made to the Open Meetings Act as adopted by the Legislature.

Presentations: Josh Charvat, Sarpy County Economic Development Corporation (SCEDC), presented the SCEDC 1<sup>st</sup> Quarter Report.

**ADMINISTRATOR'S REPORT:** City Administrator Amber Powers provided an update: (1) Road improvements continue within city limits; (2) Thank you to all who helped with Spring Cleanup Days; (3) The Papillion Race Series will kick off on May 16 with the Papillion Half Marathon; (4) The Parks and Recreation Master Plan final draft will be presented to Council on May 18.

**CONSENT AGENDA ITEMS: (1) Approval of the agenda as presented; (2) Approval of the minutes from the April 20, 2021, City Council Meeting; (3) RES. R21-0081 – A resolution to approve claims as presented – Nancy Hypse – 597-2020.** Motion to approve the Consent Agenda by Councilmember Kluch, second by Councilmember Sunde. Mayor Black called for proponents and opponents. None came forward. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed.

**BILLS:** 4imprint: \$278.12 /supplies; Abante Marketing: \$2,740.86 /service; Action Batteries Unlimited, Inc.: \$1,513.28 /supplies; Acushnet Company: \$919.43 /merchandise; Adidas America, Inc.: \$97.09 /supplies; Advanced Office Automation, Inc.: \$25.00 /service; All Copy Products, Inc.: \$68.95 /supplies; AllData: \$1,500.00 /merchandise; Amber Smith, petty cash: \$4,025.00 /reimbursement; Aramark Uniform Services: \$205.82 /service; A-Relief Services, Inc.: \$114.00 /service; Ark Electric: \$262.75 /refund; Associated Fire Protection: \$288.75 /service; Attitude on

Food, Inc.: \$255.00 /service; Auto Brake & Clutch Co., Inc.: \$300.00 /parts; Automotive Warehouse Distributors: \$152.37 /parts; B & D Diamond Pro, Inc.: \$1,080.00 /supplies; Baker & Taylor: \$721.91 /books; Baxter Ford of Papillion: \$248.18 /parts; Beacon Athletics, LLC.: \$1,619.00 /supplies; Black Hills Energy: \$8,037.09 /natural gas; Blackburn Mfg. Co.: \$64.86 /supplies; Blackstone Publishing: \$328.61 /supplies; Blue Cross Blue Shield: \$370,944.06 /insurance; Bo-Bo's Bouncy Town, LLC: \$125.50 /service; Boone Brothers Roofing: \$425.00 /service; Boot Barn Inc.: \$135.00 /apparel; Bound Tree Medical, LLC: \$6,735.98 /supplies; Bridgestone Golf, Inc.: \$279.56 /supplies; Broadcast Microwave Services, LLC: \$946.25 /supplies; Callaway Golf: \$454.76 /merchandise; Canteen: \$222.00 /supplies; Cash-Wa Distributing: \$2,318.11 /merchandise; Cengage Learning Inc / Gale: \$382.92 /books; Champion Enterprises, Inc.: \$671.25 /service; Christopher Goley: \$285.00 /reimbursement; Cintas Loc 749: \$399.69 /service; City Of La Vista: \$1,459.90 /agreement; City Of Omaha Cashier: \$378.23 /service; City Of Papillion: \$250.00 /license; Cobra PUMA Golf, Inc.: \$1,714.50 /supplies; Coca-Cola of Omaha: \$3,735.67 /merchandise; Conner Psychological Services PC: \$385.00 /service; Consolidated Management Company: \$75.58 /service; Cornhusker International Trucks Inc: \$336.14 /supplies; Cox Business: \$1,192.46 /utilities; Creative Sites, LLC: \$4,900.00 /supplies; Cummins Central Power: \$156.30 /supplies; D & K Products: \$14,270.55 /supplies; Dell Marketing L.P.: \$44.99 /equipment; DexYp: \$148.39 /service; DIY Holding Company, LLC.: \$163,936.42 /service; Dog & Pony Productions Inc: \$12,000.00 /service; Douglas County Sheriff's Office: \$675.00 /service; DPC Industries, Inc.: \$522.49 /supplies; Eakes Office Solutions: \$393.75 /supplies; Echo Group, Inc.: \$3,045.06 /supplies; Egan Supply Co.: \$679.34 /supplies; Electronic Contracting Company: \$2,070.00 /service; Eleven Twenty-Three: \$75.00 /refund; Exchange Bank Leasing Division: \$1,175.92 /lease; Factory Motor Parts Co: \$27.90 /supplies; Feld Fire: \$600.00 /supplies; Felsburg Holt & Ullevig: \$7,280.00 /service; Ferguson Enterprises, Inc.: \$398.15 /supplies; Frank Matyja: \$103.05 /reimbursement; George M. Quaiver: \$20.00 /service; Grainger, Inc.: \$66.89 /supplies; Great Plains Uniforms LLC.: \$740.00 /supplies; Griffin Enterprises: \$71.98 /refund; H & H Chevrolet: \$246.64 /supplies; Haney Shoe Store, Inc.: \$243.99 /supplies; Hawkins, Inc.: \$160.00 /supplies; HDR Engineering, Inc.: \$13,617.06 /service; Heartland Pest Control Inc.: \$100.00 /service; Heimes Corp.: \$42.84 /supplies; Helget Gas Products Inc: \$30.21 /supplies; Hi-Line Inc.: \$502.30 /supplies; Hockenbergs: \$174.14 /supplies; Home Depot Credit Services: \$636.06 /supplies; Hometown Leasing: \$168.14 /service; Hornung's Golf Products, Inc.: \$439.88 /merchandise; Host Coffee Service: \$80.49 /supplies; Hy-Vee: \$140.00 /supplies; ICMA: \$1,056.00 /subscription; IDEXX Laboratories: \$386.60 /supplies; Infinity Software Solutions: \$8.25 /service; Ingram Library Services: \$228.49 /books; Inland Truck Parts & Service: \$153.48 /supplies; J.H. Stuckey Distributing, Inc.: \$96.18 /service; John Crane, Inc.: \$306.20 /supplies; Johnson Brothers of Nebraska: \$1,086.14 /supplies; Johnson Controls Security Solutions: \$877.56 /service; K Electric Company, Inc.: \$1,037.71 /service; Kassebaum's Black Belt Academy, Inc.: \$112.50 /service; Kathleen E. Crews: \$20.00 /service; Kersten Precast Concrete LLC: \$2,246.00 /supplies; Kevin Jones: \$350.00 /service; King and Sons Lawn Care: \$450.50 /service; Koley Jessen PC, LLO: \$9,127.50 /legal; Lancaster County Sheriff: \$37.18 /service; Larsen Supply Company: \$291.75 /supplies; Lauritzen Gardens: \$75.00 /service; Loveland Grass Pad: \$190.19 /supplies; Lucy Meyer: \$40.98 /refund; Lymm Construction, Inc.: \$3,095.00 /service; Malloy Electric: \$25.03 /service; Marco Technologies LLC. NW 7128: \$276.85 /contract; Marking Refrigeration, Inc.: \$200.00 /equipment; Menards - Ralston: \$92.97 /supplies; Metering & Technology Solutions: \$1,004.27 /supplies; Metro Landscape Mat & Recycling: \$240.00 /supplies; Metro: \$814.00 /service; Metropolitan Utilities District: \$242.77 /utilities; Michael Borden: \$25.00 /reimbursement; Michael Todd & Company, Inc.: \$774.68 /supplies; Microfilm Imaging Systems, Inc: \$77.00 /service; Midland Sand and Salt: \$28.10 /refund; Midlands Printing & Business Forms: \$158.78 /supplies; Midwest Tape: \$439.80 /audio; Midwest Turf & Irrigation: \$513.90 /supplies; Millard Metal Services Inc: \$79.00 /supplies; Mower Doctor: \$110.51 /service; Mulhall's Landscape: \$357.24 /service; Multivista: \$4,990.00 /service; Napa Auto Parts: \$557.49

/supplies; National Electric Co., Inc.: \$4,194.86 /service; National Safety Council, Nebraska: \$600.00 /training; NE Dept. of Environmental Quality: \$150.00 /license; NE Dept. of Roads c/o Controller Div.: \$29,964.60 /service; NE Public Health Environ. Laboratory: \$36.00 /service; Nebraska Law Enforcement: \$80.00 /training; Nebraska Salt & Grain, LLC.: \$24,723.66 /supplies; Nebraska State Fire Marshal Agency: \$36.00 /registration; Nebraska-Iowa Industrial Fasteners Corp.: \$611.03 /supplies; New Life Boxing, LLC.: \$425.00 /service; NMC Inc: \$1,711.94 /supplies; Northern Tool & Equipment: \$397.96 /goods; Omaha Compound Company: \$619.88 /supplies; Omaha Magazine, Ltd: \$995.00 /service; OMNI Engineering: \$1,742.10 /supplies; O'Reilly Auto Parts: \$1,164.75 /supplies; OverDrive: \$1,359.06 /audio; Papillion Plumbing, LLC.: \$650.00 /service; Papillion Tire, Inc.: \$81.55 /supplies; Papio-Missouri River NRD: \$843,293.45 /service; Pediatric Therapy Center: \$416.00 /service; Pitney Bowes Global Financial Services: \$159.57 /service; Pomp's Tire Service, Inc.: \$488.00 /supplies; Praxair Distribution, Inc.: \$50.15 /supplies; Premier-Midwest Beverage Co: \$1,260.80 /merchandise; Prestige Flag: \$480.59 /supplies; Quadient Finance USA, Inc.: \$450.73 /service; Quality Brands of Omaha, Inc: \$1,674.55 /merchandise; Quill Corporation: \$145.17 /supplies; Rainbow Glass & Supply Inc.: \$516.68 /service; Ray Martin Company of Omaha: \$242.00 /service; Ready Mixed Concrete Company: \$3,869.63 /supplies; Red Wing Business Advantage Account: \$1,380.93 /supplies; RND: \$1,616.42 /merchandise; Rob Spomer: \$160.00 /reimbursement; Rose Equipment Inc: \$119.00 /supplies; Rotella's Italian Bakery, Inc.: \$100.65 /supplies; Roundhouse Bunker Gear Services: \$230.94 /apparel; Sandry Fire Supply LLC: \$422.50 /supplies; Sapp Bros., Inc - Omaha: \$79,598.96 /fuel; Sarah Smith: \$335.50 /reimbursement; Sarpy County Chamber of Commerce: \$160.00 /membership; Sarpy County Register of Deeds: \$338.00 /service; Sarpy County Treasurer: \$14,012.71 /service; SchedulePop, Inc.: \$1,200.00 /service; Security Equipment Inc.: \$109.78 /service; Shirt Shack Omaha, Inc.: \$479.36 /supplies; Southern Glazer's Wine & Spirits of NE: \$783.60 /merchandise; SRIXON/Cleveland Golf/XXIO: \$2,284.28 /merchandise; Stryker Sales Corporation: \$2,496.72 /supplies; Sun Mountain Sports, Inc.: \$143.50 /supplies; Swan Engineering, LLC: \$8.28 /supplies; Sysco Lincoln: \$1,072.98 /supplies; TacticalGear.com: \$55.97 /supplies; TD2 Nebraska Office: \$1,263.05 /engineering; Ted's Mower Sales & Service, Inc.: \$49.82 /supplies; Teleflex, LLC.: \$1,345.50 /supplies; The Radar Shop, Inc.: \$67.50 /service; The Sherwin-Williams Co.: \$104.94 /supplies; The UPS Store - 5359: \$24.74 /service; TK Elevator: \$396.00 /service; Tour Edge: \$1,251.50 /merchandise; Tractor Supply Company: \$126.97 /supplies; Trade Well Pallet, Inc.: \$1,800.00 /supplies; Trendwood Homes: \$143.96 /refund; Triple Play Turf, Inc.: \$800.00 /service; Truck Center Companies: \$264.35 /supplies; Ty's Outdoor Power & Service: \$799.93 /supplies; UMB Bank N.A.: \$4,287.50 /service; USABlue Book: \$1,134.44 /supplies; Utility Equipment Company: \$141.06 /supplies; Van Wall Equipment: \$60.00 /supplies; Vantage Design: \$71.98 /refund; Verizon Wireless: \$804.57 /utilities; Vierregger Electric Company, Inc.: \$8,519.00 /service; VW Golf, Inc.: \$417.50 /re-sale items; Walmart Community/SYNCB: \$153.03 /supplies; Weldon Parts Omaha: \$2,047.10 /parts; Wells Fargo Financial Leasing: \$893.00 /service; White Cap, L.P.: \$220.00 /supplies; ZOLL Medical Corporation: \$3,760.15 /supplies; Payroll: /861,974.48 /; **Totals: \$2,603,585.02.**

**ORDINANCES FIRST READING:** None.

**ORDINANCES SECOND READING AND PUBLIC HEARINGS:**

**ORD. 1927 – An ordinance to approve a Change of Zone from AG (Agricultural) to R-4 (Multiple-Family Residential) for the property legally described as part of the NW ¼ of Section 4, T13N, R12E of the 6<sup>th</sup> P.M., Sarpy County, NE, generally located on the SW corner of Turkey Rd and Schram Rd. The applicant is Celebrity Homes. (Schram 108) – Mark Stursma – 597-2077.** Mayor Black opened the public hearing and called for proponents and opponents.

Proponents: John Fullenkamp, Fullenkamp Jobeun Johnson & Beller, 11440 W Center Rd Ste C, Omaha, came forward on behalf of the applicant and briefly explained the proposed project. Councilmember Sunde asked why there appears to be no greenspaces included. Mr. Fullenkamp explained that there are seven outlots proposed and that this proposed subdivision meets all the requirements set by the City. He added that there is a proposed boulevard that would help connect the development to Walnut Creek Recreation Area to the north.

Councilmember Sunde stated that the lots appear to be small and dense. Mr. Fullenkamp stated that the entire project is on 86 acres of land and that all zoning requirements have been met. Councilmember Sunde stated that at this time he cannot support this because he believes the area to be too dense and there are no real proposed greenspaces included.

Opponents: None.

No one else came forward and the public hearing was closed.

**ORD. 1928 – An ordinance to amend the 2020-2021 Fiscal Budget – Nancy Hypse – 597-2020.** Mayor Black opened the public hearing and called for proponents and opponents. No one came forward and the public hearing was closed.

**ORD. 1931 – An ordinance to reduce the aggregate insurance requirement for fireworks displays – Amber Powers – 827-1111.** Mayor Black opened the public hearing and called for proponents and opponents. No one came forward and the public hearing was closed.

**ORDINANCES THIRD READING AND RESOLUTIONS:**

**RES. R21-0073 – A resolution to approve an application for City of Papillion d/b/a Papillion Landing Event Center, 1046 W Lincoln St, Papillion, NE 68046, to add an outdoor patio area to the premises of their Class “I” Liquor License – Nicole Brown 597-2021.** Motion to approve RES. R21-0073 by Councilmember Jaworski, second by Councilmember Engberg. Mayor Black called for proponents and opponents. None came forward. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed.

**RES. R21-0076 – PUBLIC HEARING AND VOTE – A resolution to approve a Preliminary Plat for the property legally described as part of the NW ¼ of Section 4, T13N, R12E of the 6<sup>th</sup> P.M., Sarpy County, NE, generally located on the SW corner of Turkey Rd and Schram Rd. The applicant is Celebrity Homes. (Schram 108) – Mark Stursma – 597-2077.** Mayor Black opened the public hearing and called for proponents and opponents.

Proponents: John Fullenkamp, Fullenkamp Jobeun Johnson & Beller, 11440 W Center Rd Ste C, Omaha, came forward and explained that the development proposed approximately three houses per acre which constitutes R-4 Multiple-Family Residential zoning, but the proposed development only includes single-family houses. Councilmember Sunde stated that he still thinks the area is too dense.

Councilmember Jaworski asked if the required 10-ft setbacks will still be in place. Mr. Fullenkamp stated they would be.

Opponents: None.

No one else came forward and the public hearing was closed. Motion to approve RES. R21-0076 by Councilmember Stubbe, second by Councilmember Kluch. Councilmember Sunde stated that he cannot approve this plan as presented. Upon roll call vote, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: Sunde. Absent: Gaines and Glover. Motion passed.

**RES. R21-0077 – A resolution to accept a Dedication of Street Right-of-Way for Cornhusker Rd between approximately S 106<sup>th</sup> St and S 108<sup>th</sup> St – Jeff Thompson- 597-2043.** Motion to approve RES. R21-0077 by Councilmember Kluch, second by Councilmember Jaworski. Mayor Black called for proponents and opponents. None came forward. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed.

**RES. R21-0078 – A resolution to approve General Order Policy PW050521.1-1: No Parking Determination and Signage Policy – Jeff Thompson – 597-2043.** Motion to approve RES. R21-0078 by Councilmember Jaworski, second by Councilmember Stubbe. Mayor Black called for proponents and opponents. None came forward. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed.

**RES. R21-0079 – A resolution to approve General Order Policy PW050521.2-1: Speed Limit Modification Policy – Jeff Thompson – 597-2043.** Motion to approve RES. R21-0079 by Councilmember Stubbe, second by Councilmember Kluch. Mayor Black called for proponents and opponents. None came forward. Councilmember Mumgaard commended everyone who drafted this policy and stated that he thinks it is important to have in place. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed.

**RES. R21-0080 – A resolution to approve the installation of “No Parking” signs at several locations – Alex Evans – 597-2043.** Mayor Black stated that the proposed locations include: (1) N Adams St – north of the intersection with W 5<sup>th</sup> St near the top of the hill; (2) W Centennial Rd – near the intersection with N Polk St near the top of the hill; (3) Cedarwoods Dr – along the curve that turns into Juniper Dr; (4) S Madison St – near the intersection with Gruenther St along the curve/hill; and (5) Crest Rd – near the intersection of S Adams St approaching the curve towards S Washington St. Motion to approve RES. R21-0080 by Councilmember Sunde, second by Councilmember Mumgaard. Mayor Black called for proponents and opponents.

Proponents: None.

Opponents: Mike Erdman, 926 S Madison St, thanked the City for the improvements done to this area and explained that he thinks the proposed “no parking” area for S Madison St is too broad. Mr. Erdman asked if there could also be more signs installed indicating the school zone and added that he does not want to see the parking problem pushed to another location. Mayor Black stated that Staff will look into the school zone signage.

Mike Tiedeman, 101 Summerset Dr, came forward and explained that he is concerned that none of the “No Parking” areas will be enforced.

Councilmember Sunde asked for clarification on Mr. Erdman’s comments. Public Works Director/City Engineer Jeff Thompson explained where the proposed signs are to be installed and why these locations were chosen. Councilmember Sunde stated that he was a member of the

Public Safety Committee when they discussed this particular area, and it was found by the Committee that this was a safety concern due to impacted sightlines.

Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed.

**RES. R21-0082 – A resolution to approve an Interlocal Agreement between Sarpy County and the Cities of Papillion, La Vista, Bellevue, and Gretna for use of the Sarpy County jail – Amber Powers – 827-1111.** Motion to approve RES. R21-0082 by Councilmember Engberg, second by Councilmember Kluch. Mayor Black called for proponents and opponents. None came forward. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed.

**ADMINISTRATIVE REPORTS:**

**Committee Reports:** Finance & Administration (F&A) Committee: Councilmember Engberg stated that the F&A Committee discussed EMS billing and that there will be a slight increase to the amount charged for services. The Committee also discussed a new Fire Compliance Program that will monitor fire systems for businesses.

Audit Ad Hoc Committee: Councilmember Sunde stated that the Audit Ad Hoc Committee discussed issuing an RFP for a company to conduct audit reports for the City for the next four years. The Committee recommended that the RFP be forwarded to Council for approval.

**Comments from the Floor:** None.

**Comments from Mayor and Council:** Mayor Black provided an update on his events: (1) Mayor Black participated in UCSC legislative update conference calls; (2) Mayor Black attended the MFO meeting; (3) Mayor Black attended the Ribbon Cutting for Storage Cave; (4) Mayor Black attended the Ribbon Cutting for Abby's Corner; (5) Mayor Black attended the joint announcement at CHI Midlands, for the new VA wing on the 5<sup>th</sup> and 6<sup>th</sup> floors of Midlands Hospital; (6) Mayor Black attended the Facebook tree planting at Walnut Creek Lake and Recreation Area; (7) Mayor Black attended the Arbor Day celebration at City Hall.

Councilmember Sunde requested that the Police Department conduct additional patrols in residential areas.

**Closed Session:** Mayor Black stated for the record that the purpose of the closed session was to protect the public interest to discuss pending litigation. Motion by Councilmember Kluch, second by Councilmember Sunde to go into closed session. Mayor Black called for proponents and opponents. None came forward. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed. Mayor Black restated for the record that the purpose of the closed session was only to discuss pending litigation. Mayor Black then stated that the closed session would include the following: Mayor, City Council, City Administrator, Deputy City Administrator, City Attorney, Interim Chief of Police, and City Clerk. The closed session began at 7:55 PM.

Upon returning from closed session, Mayor Black stated for the record that the only item discussed in closed session was pending litigation. Motion by Councilmember Kluch, second by Councilmember Engberg to come out of closed session. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed. Council returned from closed session at 8:33 PM.

**ADJOURNMENT:**

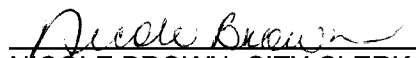
Motion to adjourn by Councilmember Jaworski, second by Councilmember Stubbe. Upon roll call vote, Sunde, Mumgaard, Jaworski, Kluch, Stubbe, and Engberg all voted yes. Voting no: none. Absent: Gaines and Glover. Motion passed. Meeting adjourned at 8:33 PM.

CITY OF PAPIILLION



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DAVID P. BLACK, MAYOR

ATTEST:

  
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NICOLE BROWN, CITY CLERK

