

May 4, 2015

CITY OF NEBRASKA CITY, NEBRASKA
MINUTES OF CITY COUNCIL REGULAR MEETING
May 4, 2015

Pursuant to due call and notice thereof, a Regular Meeting of the City Council of the City of Nebraska City was conducted in the William F. Davis Room at City Hall, 1409 Central Avenue, on May 4, 2015. Notice of the meeting was given in advance thereof by posting in at least three public places, the designated method for giving notice, as shown by the Certificate of Posting Notice attached to these minutes. Availability of the agenda was communicated in advance to the media, Mayor and Commissioners of this proceeding and said meeting was open to the public.

Mayor Bequette called the meeting to order at 6:00 p.m. The Mayor publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy posted in the room where the meeting was being held. Mayor Bryan Bequette then led in the Pledge of Allegiance. Upon roll call the following answered present: Jim Stark, Jeff Crunk, Vic Johns, Mindy Briley and Mayor Bequette. The following City Officials were present: City Attorney David Partsch, Deputy City Clerk-Treasurer Emily Anthony, Interim City Clerk-Treasurer Jacqueline Smith, Police Chief David Lacy, Fire Chief Alan Viox, Paramedic Manager Andrew Snodgrass, and Public Properties Director/Zoning Director Dan Gittinger.

Commissioner Crunk moved to approve the minutes of the April 20, 2015 City Council Regular Meeting, and April 28, 2015 Special City Council Meeting, seconded by Stark. Upon roll call, the following voted YES: Crunk, Stark, Johns, Briley and Mayor Bequette. Voting NO: None. Motion carried.

Commissioner Briley moved to pay all claims as presented, seconded by Stark. Upon roll call the following voted YES: Stark, Crunk, Johns, Briley and Mayor Bequette. Voting NO: None. Motion carried.

ACCO	Maint	1,321.60	Matheson Tri-Gas, Inc.	Med	150.12
Alamar Uniforms	Unif	244.55	Mead Lumber	Maint	132.64
American Recycling	Contr	184.50	Mercer's Do-It-Best	Maint	85.41
Arbor Mart, Inc	Fuel	2,136.14	Nationwide	Inv	12,408.43
AVAC	Contr	200.38	NC Area Econ Develop	LB840	618.75
BCBS OF NEBRASKA	Refnd	184.09	NC Clerk - Treasurer	Misc	97.83
Berry	Adv	22.60	NC Museum Assoc.	Contr	2,406.25
Boatright, K.	Dance	571.50	NC Rotarty Club	Contr	375.00
Bob's Welding Shop	Maint	585.00	NCTC	Tourism	6,250.00
Bohl Plumbing a	Rep	67.00	Nebraska Life Mag	Adv	330.00
Bound Tree Medical LLC	Med	79.84	Neeman, L.	Mileage	55.37
BSN Sports	Sup	409.99	NEVCO INC	Don	7,159.37
Callaway	Mdse	2,787.93	O'Reilly Auto Parts	Rep	20.27
CAPITAL APPRAISAL CO	Misc	4,750.00	Odey's Inc.	Maint	334.62
Carrot-Top Ind.	Misc	252.73	Omaha Tractor, Inc.	Rep	232.16
Jonathan Casey	Mileage	55.37	Card Serv.(Orscheln)	Misc	69.77
Champion Construction	Refnd	25.00	Otoe County Clerk	Contr	2,574.50
Coca-Cola Refreshments	Bev	278.62	Payroll	Payroll	167,487.66
CRUSE CONTROL GOLF	Mdse	651.00	Pitney Bowes	Contr	189.00
Don's Johns & Septic	Misc	175.00	RODRIGUEZ, D.	Refnd	25.00
Eakes Office Solutions	Sup	80.76	ROYALTEES GOLF,LLC	Mdse	100.00
Fareway Stores, Inc.	Conc	180.82	S Systems	Sftwre	90.00
Fire Protection Service	Contr	11.25	Smith, T.	Dance	290.00
Gatehouse Media	Adv	244.01	SPIRAL	Tele	669.79
Gittinger, D.	Mileage	17.52	St. Mary's	Med	364.38
Grimm's Gardens	Seed	10,490.00	Stutheit Implement	Rep	433.79
Henry Motors	Rep	178.94	Tag's One Stop	Fuel	28.76
J. Park, LLC	Contr	900.00	Tielke's Sandwiches	Conc	75.26
Jebro Inc.	Sup	969.50	Tree City Tees	Unif	10.00
Jensen, E.	Dance	330.00	TWISTED K	Unif	324.00
JEO	Contr	8,900.00	Unifirst Corporation	Contr	56.51
Johnny's Cycle	Rep	2,200.00	USPS	Postage	49.00
Kreifel, B.	Refnd	25.00	VERIZON WIRELESS	Tele	371.66
Landis Engine Co	Maint	145.25	WESTLAKE	Sup	84.00
Martin Marietta M	Sup	2,670.37	Windstream,Inc.	Tele	56.94

May 4, 2015

Before Mayor Bequette announced his appointments to the positions of City Administrator and City Clerk-Treasurer, he publically stated his thank you to the staff in the front office, Alan Viox, Dan Giittinger, and Crystaphena Balquier for their hard work in the wake of these vacant positions. He also expressed his deepest gratitude to Emily Anthony and Dave Partsch who have been invaluable to the City Council and to the running of the front office and to Jackie Smith for coming out of retirement.

Mayor Bequette brought forward the appointment of Mr. Grayson Path for the position of City Administrator. Mr. Path is currently City Administrator at Jetmore, KS. He is impressed with all he has accomplished at Jetmore and his positive attitude. He feels Mr. Path will work well with our City Council and Nebraska City. David Partsch advised the appointment was subject to a confirmation vote after Council discussion, there being none and upon roll call, the following voted YES: Stark, Crunk, Johns, Briley and Mayor Bequette. Voting NO: None. Motion carried.

Mayor Bequette brought forward the appointment of Mr. Mark Marcotte for the position of City Clerk-Treasurer. Mr. Marcotte has experience in finance, auditing, customer service, dealing with board of directors and believes in teamwork. There being no discussion and upon roll call, the following voted YES: Stark, Crunk, Johns, Briley, and Mayor Bequette. Voting NO: None. Motion carried.

Moved by Mayor Bequette and seconded by Briley for the Council and City Attorney to go into closed session for purpose of negotiating terms of employment of the newly appointed City officials. David Partsch said the City has an 8 Step scale that is followed. Starting pay is Step1 and the Council has the authority to go anywhere in that range. Candidates are to consider if they will accept what is set before them. Upon roll call, the following voted YES: Stark, Crunk, Johns, Briley, and Mayor Bequette. Voting NO: None. Motion carried. Council went into closed session at 6:10 p.m.

The City Council and City Attorney returned from closed session at 6:22 p.m.

Mayor Bequette brought forward the appointment of Dr. Bradley Vasa to the Civil Service Commission, seconded by Johns. Charles Gude is retiring from the Commission after serving for more than 25 years. Upon roll call, the following voting YES: Briley, Stark, Crunk, Johns, and Mayor Bequette. Voting NO: None. Motion carried.

Mayor Bequette proclaimed May 3-9, 2015 as Drinking Water Week. Representing the NC Utilities was Manager Leroy Frana and he introduced Cathy Meyer from the Water Treatment Plant. Mr. Frana thanked the Mayor and extended an invitation to the assembly to come to an open house, any time, at the Water Treatment Plant and assured them they would find it interesting.

Kelly Bequette presented an update from the Downtown Business Owners-Flower Baskets regarding "Experience Works". She gave the Council a copy of the 10 year budget for the program and discussed the difficulty in finding a part-time seasonal person or persons to water the flower baskets. Currently Doug Grimm is doing the watering but would like to turn this job over to someone else. Crunk asked Dan Giittinger if he would help find one or two temporary employees to do the watering and also help with the scheduling. Dan said he would look into it.

Moved by Stark to and seconded by Johns to approve request from Bernard Real Estate Auction Co. for street closing at 2nd Ave between 11th and 12th Streets on May 16, 2015 from 8:00 A.M. to 3:00 P.M. for an auction. Dan Giittinger spoke on behalf of Mr. Bernard, who was unable to attend the meeting. This type of closing has been done in the past due to having the auction office and food stand in the street as well as a lot of foot traffic. Police Chief Lacy had no problem with the closing. Upon roll call, the following voted YES: Briley, Crunk, Johns, Stark, and Mayor Bequette. Voting NO: None. Motion carried.

Alan Viox and Andrew Snodgrass spoke on the EMS back overtime pay. 21 EMS employees have worked over 40 hours from January 2013 through November 2014 and have not received overtime pay for those hours in the amount of \$88,152.29, and the payment of overtime is not in the current budget. They noted that having to pay overtime will never go away, and will be a factor in the 2015/2016 budget. Having the 4th paramedic may help to reduce the amount of overtime hours. The Council asked for a projection of hours for the new budget year. Moved by Mayor Bequette and seconded by Briley to approve EMS back pay for 21 employees in the amount of \$88,152.29. Upon roll call the following voted YES: Johns, Crunk, Stark, Briley, and Mayor Bequette. Voting NO: None. Motion carried.

May 4, 2015

Moved by Commissioner Crunk and seconded by Johns to approve the request from NCTC for use of Memorial Way for the 2nd Saturday event for May 9 – October 10, 2015 as presented by Tim Pendrell. Upon roll call, the following voted YES: Briley, Stark, Johns, Crunk, and Mayor Bequette. Voting NO: None. Motion carried.

Moved by Commissioner Crunk and seconded by Johns to approve the request from NCTC for use of the Sunken Parking Lot for the movie series every Saturday night from June 13th – August 8, 2015. Tim Pendrell said the schedule for the July 4th weekend has yet to be finalized, and he will bring that schedule to the Council at a later date. Upon roll call, the following voted YES: Briley, Stark, Johns, Crunk and Mayor Bequette. Voting NO: None. Motion carried.

Moved by Commissioner Crunk and seconded by Briley to approve the request from the NC Jaycees Annual Independence Day Fundraiser at the intersection of 10th street and Central Ave. from 9:00 A.M. to 1:00 P.M on Saturday June 13th with a rain date of Saturday June 20, 2015. Upon roll call, the following voted YES: Johns, Stark, Briley, Crunk, and Mayor Bequette. Voting NO: None. Motion carried.

David Partsch said all the updates to the personnel manual have been completed and is ready for approval. Mayor Bequette introduced Resolution #2662-15 approving changes to the City of Nebraska City Personnel Manual. Moved by Commissioner Stark and seconded by Crunk to approve Resolution #2662-15. Upon roll call, the following voted YES: Johns, Briley, Crunk, Stark, and Mayor Bequette. Voting NO: None. Motion adopted. A true and correct copy of said resolution is as follows:

RESOLUTION NO. 2662-15

WHEREAS, on the 3rd day of April, 1989, the Mayor and Commissioners of the City of Nebraska City, Nebraska adopted a revised Personnel Manual for the employees of the City of Nebraska City, and

WHEREAS, on the 19th day of March 2012, the Mayor and Commissioners of the City of Nebraska City, passed Resolution No. 2560-12 to update the Personnel Manual, and

WHEREAS, changes in the law and changes in City policies have affected the regulations outlined in the Personnel Manual, it is determined that in order to keep up to date with such changes, the Personnel Manual is in need of revision.

NOW THEREFORE, Be It Resolved by the Mayor and Commissioners of the City of Nebraska City:

Section 1. That the Personnel Manual of the City of Nebraska City, Nebraska dated May 4, 2015 and attached as Exhibit A, setting forth in writing the provisions affecting the employment policies, benefits, disciplinary procedures, and drug policies for all full-time, part-time and temporary personnel of the City, be and the same is hereby adopted.

Section 2. That such Manual shall be published in pamphlet form with the original to be maintained in the office of the City Clerk-Treasurer, and copies to be made available to all employees of the City.

Passed and Approved this 4th day of May 2015.

Bryan Bequette, Mayor

Attest:

Jackie Smith, Interim Clerk-Treasurer

May 4, 2015

Mayor Bequette introduced Resolution #2663-15 Placement of Additional Stop Signs at the intersections of 12th Corso and Irwin Street and 12th Corso and Oak View Drive. Moved by Commissioner Johns and seconded by Briley to approve Resolution #2663-15. Upon roll call, the following voted YES: Stark, Crunk, Briley, Johns, and Mayor Bequette. Voting NO: None. Motion adopted. A true and correct copy of said resolution is as follows:

RESOLUTION NO. 2663-15

PLACEMENT OF ADDITIONAL STOP SIGNS

WHEREAS, it has been presented to the City Council of the City of Nebraska City, by a concerned citizen, that a dangerous traffic situation exists at the intersections of 12th Corso and Irwin Street and 12th Corso and Oakview Drive and that it is necessary to erect Stop Signs at said intersection;

WHEREAS, the City Council deems it necessary in the interest of traffic safety to erect said Stop Signs;

IT IS THEREFORE RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEBRASKA CITY as follows:

The City of Nebraska City's roads crew is hereby authorized and directed to erect Stop Signs at the intersection of 12th Corso and Irwin Street and Oakview Drive with said signs being placed one facing north at the corner 12th Corso and Irwin Street and the other facing south at the corner of 12th Corso and Oakview Drive.

PASSED AND APPROVED this 4th day of May, 2015.

Bryan W. Bequette, Mayor

ATTEST:

Jackie Smith Clerk-Treasurer

Mayor Bequette introduced Ordinance #2956-15 entitled: AN ORDINANCE TO VACATE A PORTION OF AN ALLEY ADJACENT TO LOTS 1-4, BLOCK 60 AND LOT 1, MEAD-WHITE SUBDIVISION LOCATED IN PART OF BLOCK 60, KEARNEY CITY ADDITION TO NEBRASKA CITY, OTOE COUNTY, NEBRASKA, AS DESCRIBED IN SECTION 1 HEREOF; AND DECLARING AN EFFECTIVE DATE; and moved that the statutory rule requiring reading on three different days be suspended. Stark seconded the motion to suspend the rules and upon roll call, the following voted YES: Johns, Crunk, Briley, Stark, and Mayor Bequette. Voting NO: None. The Motion to suspend was adopted by three-fifths of the council and the statutory rule was declared suspended for consideration of said ordinance.

Said ordinance was then read by title and thereafter Mayor Bequette moved for final passage of the ordinance, which motion was seconded by Briley. The Mayor then stated the question: "Shall Ordinance #2956-15 be passed and adopted?" Upon roll call, the following Voted YES: Johns, Crunk, Stark, Briley, and Mayor Bequette. Voting NO: None. The passage and adoption of said ordinance having been concurred in by a majority of all members of the council, the Mayor declared the ordinance adopted and the Mayor, in the presence of the council, signed and approved the ordinance and the clerk attested the passage and approval of the same and affixed her signature thereto. A true and correct copy of said ordinance is as follows:

ORDINANCE NO. 2956-15

AN ORDINANCE TO VACATE A PORTION OF AN ALLEY ADJACENT TO LOTS 1-4, BLOCK 60 AND LOT 1, MEAD-WHITE SUBDIVISION LOCATED IN PART OF BLOCK 60, KEARNEY CITY ADDITION TO NEBRASKA CITY, OTOE COUNTY, NEBRASKA, AS DESCRIBED IN SECTION 1 HEREOF; AND DECLARING AN EFFECTIVE DATE.

May 4, 2015

WHEREAS, a request has been made that a portion of an alley adjacent to Lots 1-4, Block 60 and Lot 1, Mead-White Subdivision located in part of Block 60, Kearney City Addition to Nebraska City, Otoe County, Nebraska, described in Section 1 hereof be vacated, and

WHEREAS, because of the location of said property, the City has determined the City no longer has a need for the property described in Section 1 hereof, and hereby approves the vacation of said alley as described herein.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF NEBRASKA CITY, NEBRASKA:

SECTION 1. That the portion of the alley adjacent to Lots 1-4, Block 60 and Lot 1, Mead-White Subdivision located in part of Block 60, Kearney City Addition to Nebraska City, Otoe County, Nebraska, be and the same is hereby vacated.

SECTION 2. This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and Approved this _____ day of May, 2015.

Bryan W. Bequette, Mayor

Attest:

Jackie Smith, City Clerk-Treasurer

Mayor Bequette introduced Ordinance #2957-15 entitled: AN ORDINANCE TO VACATE A PORTION OF AN ALLEY BETWEEN PARTIAL LOTS 1,2, & 3, & LOTS 10,11 &12, BLOCK 43, GREGGSPORT ADDITION TO NEBRASKA CITY, OTOE COUNTY, NEBRASKA, AS DESCRIBED IN SECTION 1 HEREOF; AND DECLARING AN EFFECTIVE DATE; and moved that the statutory rule requiring reading on three different days be suspended. Stark seconded the motion to suspend the rules and upon roll call, the following voted YES: Briley, Johns, Crunk, Stark, and Mayor Bequette. Voting NO: None. The Motion to suspend was adopted by three-fifths of the council and the statutory rule was declared suspended for consideration of said ordinance.

Said ordinance was then read by title and thereafter Mayor Bequette moved for final passage of the ordinance, which motion was seconded by Johns. The Mayor then stated the question: "Shall Ordinance #2957-15 be passed and adopted?" Upon roll call, the following voted YES: Crunk, Stark, Briley, Johns, and Mayor Bequette. Voting NO: None. The passage and adoption of said ordinance having been concurred in by a majority of all members of the council, the Mayor declared the ordinance adopted and the Mayor, in the presence of the council, signed and approved the ordinance and the clerk attested the passage and approval of the same and affixed her signature thereto. A true and correct copy of said ordinance is as follows:

ORDINANCE NO. 2957-15

AN ORDINANCE TO VACATE A PORTION OF AN ALLEY BETWEEN PARTIAL LOTS 1, 2, & 3, & LOTS 10, 11 & 12, BLOCK 43, GREGGSPORT ADDITION TO NEBRASKA CITY, OTOE COUNTY, NEBRASKA, AS DESCRIBED IN SECTION 1 HEREOF; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, a request has been made that a portion of an alley adjacent to Partial Lots 1, 2, & 3, & Lots 10, 11 & 12, Block 43, Greggspport Addition to Nebraska City, Otoe County, Nebraska, described in Section 1 hereof be vacated, and

May 4, 2015

WHEREAS, because of the location of said property, the City has determined the City no longer has a need for the property described in Section 1 hereof, and hereby approves the vacation of said alley as described herein.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF NEBRASKA CITY, NEBRASKA:

SECTION 1. That the portion of the alley between Partial Lots 1, 2, & 3, & Lots 10, 11 & 12, Block 43, Greggspport Addition to Nebraska City, Otoe County, Nebraska, be and the same is hereby vacated.

SECTION 2. This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Passed and Approved this ____ day of May, 2015.

Bryan W. Bequette, Mayor

Attest:

Jackie Smith, City Clerk-Treasurer

Mayor Bequette introduced Ordinance #2958-15 entitled: AN ORDINANCE DIRECTING THE SALE AND CONVEYANCE OF VACATED NORTH 14TH STREET TO GLENN BENNETT AND JUDY BENNETT, AS JOINT TENANTS, AS DESCRIBED IN SECTION 1 HEREOF, DIRECTING NOTICE OF SALE BY PUBLICATION; AND TO PROVIDE FOR AN EFFECTIVE DATE; and moved that the statutory rule requiring reading on three different days be suspended. Johns seconded the motion to suspend the rules and upon roll call, the following voted YES: Briley, Crunk, Stark, Johns, and Mayor Bequette. Voting NO: None. The Motion to suspend was adopted by three-fifths of the council and the statutory rule was declared suspended for consideration of said ordinance.

Said ordinance was then read by title and thereafter Mayor Bequette moved for final passage of the ordinance, which motion was seconded by Briley. The Mayor then stated the question: "Shall Ordinance 2958-15 be passed and adopted?" Upon roll call, the following voted YES: Crunk, Stark, Johns, Briley, and Mayor Bequette. Voting NO: None. The passage and adoption of said ordinance having been concurred in by a majority of all members of the council, the Mayor declared the ordinance adopted and the Mayor, in the presence of the council, signed and approved the ordinance and the clerk attested the passage and approval of the same and affixed her signature thereto. A true and correct copy of said ordinance is as follows:

ORDINANCE NO. 2958-15

AN ORDINANCE DIRECTING THE SALE AND CONVEYANCE OF VACATED NORTH 14TH STREET TO GLENN BENNETT AND JUDY BENNETT, AS JOINT TENANTS, AS DESCRIBED IN SECTION 1 HEREOF, DIRECTING NOTICE OF SALE BY PUBLICATION; AND TO PROVIDE FOR AN EFFECTIVE DATE.

WHEREAS, Glenn Bennett and Judy Bennett, as joint tenants, have requested the sale and conveyance of the real estate hereinafter described and the Mayor and City Commissioners of the City of Nebraska City, Nebraska, have approved said sale for the consideration hereinafter stated:

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSIONERS OF THE CITY OF NEBRASKA CITY, NEBRASKA:

Section 1. That the City of Nebraska City does hereby sell to Glenn Bennett and Judy Bennett, as joint tenants, for the consideration of \$100.00 and all expenses involved in this sale, including publication and filing fees, and subject to existing taxes and special

May 4, 2015

assessments, if any, and also subject to any existing easements, the following described property:

A portion of North 14th Street between the extension of the centerline of vacated alley right-of-way adjacent to the south line of Lot Six (6), Block Three (3), and Lot One (1), Block Four (4), Prairie City Addition and the North line of 6th Avenue between the southwest corner of Lot Seven (7), Block Eleven (11) and the southeast corner of Lot Twelve (12), Block Eight (8), Greggspport Addition to Nebraska City, Otoe County, Nebraska;

and the Mayor is hereby directed to execute and acknowledge for and in the name of the City of Nebraska City, a quit claim deed, to be attested by the City Clerk-Treasurer, with the seal of the City affixed, conveying said real estate to Glenn Bennett and Judy Bennett, as joint tenants.

Section 2. The City Clerk-Treasurer is hereby directed to publish in the Nebraska City News Press, a newspaper published and of general circulation in the City of Nebraska City, immediately after the passage and publication of this ordinance, a notice of said sale for three consecutive weeks.

Section 3. The Mayor and City Clerk-Treasurer are hereby directed to deliver said deed to the purchaser of said real estate, after the publication of said notice as hereinbefore provided and after thirty days from the passage and publication of this ordinance, and upon payment by the purchaser of said consideration in cash.

This ordinance shall take effect and be in force from and after its passage, approval and publication.

PASSED and APPROVED this 4th day of May, 2015.

Bryan W. Bequette, Mayor

Attest:

Jackie Smith, City Clerk-Treasurer

Moved by Commissioner Stark and seconded by Johns to approve request for Proposals for Engineering and Design of South 11th Street from 11th Street and 14th Corso to north side of driveway near Taco Bell. Dan Giittinger informed the Council, the cost for this proposal is included in the current budget with a completion date of September 30, 2015. Upon roll call, the following voted YES: Crunk, Briley, Johns, Stark, and Mayor Bequette. Voting NO: None. Motion carried.

Commission Crunk left the meeting at 7:15 P.M.

Discussion took place regarding potential cost for the South Intersection project. Dan Giittinger informed the Council that the projected cost of the south intersection is \$22,000,000.00 and City of Nebraska City has agreed to pay 20% of the project within the corporate limits of the City. As of now the City has paid \$175,150.00, and has received a bill for \$96,000.00 to be paid. These costs were not included in the current year budget. Mr. Giittinger suggested the Council consider bonding the project, due to all the right-of-way has not been acquired and the State will invoice the City for more costs this budget year. The Council directed the City Attorney to draft the appropriate documentation.

Meeting Adjourned at 7:21 P.M.

Jacqueline A. Smith, Interim City Clerk-Treasurer

May 4, 2015

AFFIDAVIT

I, the undersigned City Clerk for the City of Nebraska City, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Board of Commissioners, that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and 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.

Jacqueline A. Smith, Interim City Clerk-Treasurer