

REGULAR MEETING OF THE BILLINGS CITY COUNCIL

February 13, 2017

The Billings City Council met in regular session in the Council Chambers located on the second floor of the Police Facility, 220 North 27th Street, Billings, Montana. Mayor Thomas W. Hanel called the meeting to order at 6:30 p.m. and served as the meeting's presiding officer. Mayor Hanel gave the invocation.

ROLL CALL: Councilmembers present on roll call were: Cromley, Yakawich, Brewster, Cimmino, McFadden, Friedel, Sullivan, Swanson, Clark and Brown.

MINUTES: January 23, 2017 – Councilmember Sullivan moved for approval, seconded by Councilmember Swanson. On a voice vote, the motion was unanimously approved.

COURTESIES:

- Mayor Hanel welcomed Boy Scout Troop #18. Each Boy Scout introduced themselves and stated which school they attended. The troop took a picture with the Mayor and the Councilmembers.
- Police Chief Rich St. John presented Trent Goulet with the Billings Police Department Citizen Award. Chief St. John stated that Mr. Goulet had assisted Officer Diercks during an arrest. Officer Diercks had been attempting to arrest a suspect that was trying to drive away and Mr. Goulet had intervened to help Officer Diercks.
- Police Chief Rich St. John presented the Billings Police Department 2016 Annual Awards to: Detective Steve Hallam, Officer of The Year; Sergeant Mitch Hart, Supervisor of the Year; Kallie Parsons, Employee of the Year; Officer Matt Edwards, Billings Optimist Club Respect for Law Community Award; Officer Tim Doll, American Legion National Law Enforcement Award. Chief St. John also thanked Officer Philip Tannis, Sergeant Shane Shelden and Officer Ryan Kramer for their lifesaving work.
- Tina Volek, City Administrator stated that the Finance Department had been recognized with the Government Finance Officers Association Distinguished Budget Presentation Award for FY17 Budget. Ms. Volek stated that Patrick Weber, Finance Director, was not able to attend but Andy Zoeller, Accounting Manager, was in attendance to accept the award. Ms. Volek stated that Mr. Zoeller and all of the employees of the Finance Department were an integral part of the City's financial success.

PROCLAMATIONS:

- There were no proclamations.

ADMINISTRATOR REPORTS - TINA VOLEK

- Ms. Volek reminded Council that the next Work Session would be Tuesday, February 21, due to the President's Day Holiday.
- Ms. Volek stated that agenda Item 1N2 could not be approved without Item 1N1 also being approved, as each item would be affected by the other one.
- Ms. Volek added that Item 1G should have also stated that \$25,000 in Tax Increment Funds were being requested for the Downtown TIF District, for a total of \$50,000.
- Ms. Volek stated that staff was recommending Item #4 be removed from the agenda and moved to the February 27, 2017 Council meeting. She added that removal would require a $\frac{3}{4}$ vote by Council.

PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items: #1 ONLY.

Speaker sign-in required. (Comments offered here are limited to one (1) minute for one item, or three (3) minutes for multiple items. Please sign in at the cart located at the back of the council chambers or at the podium. Comment on items listed as public hearing items will be heard ONLY during the designated public hearing time for each respective item. For Items not on this agenda, public comment will be taken at the end of the agenda.)

The public comment period was opened.

- **Connie Wardell, P.O. Box 21432, Billings, Montana**, in reference to Item 1G, stated staff should find a local or volunteer group to define the housing needs. She stated that an outside company should not be hired.

There were no further speakers, and the public comment period was closed.

1. CONSENT AGENDA

A. Bid Awards:

1. **Rose Park Pool Operations Building Replacement.** (Opened 01/10/17) Recommend rejecting all bids and directing staff to re-bid.
2. **Compactor.** (Opened 01/31/17) Recommend Tractor & Equipment Co., \$468,285.
3. **Dozer.** (Opened 01/31/17) Recommend Tractor & Equipment Co., \$645,800.
4. **Excavator.** (Opened 01/31/17) Recommend Tractor & Equipment Co., \$214,745.
5. **Front End Loader.** (Opened 01/31/17) Recommend Tractor & Equipment Co., \$387,118.

6. **Trucks, Cabs and Chassis with Refuge Compactor Bodies.** (Opened 01/31/17) Schedule 1, Two Rear Load Trucks, Recommend Jack's Truck and Equipment, \$439,196; Schedule 2, Three Side Load Trucks, Recommend Montana Peterbuilt, \$718,722; Schedule 3, One Front Load Truck, Recommend Montana Peterbuilt, \$214,122; Schedule 4, Two Roll Off Trucks, Recommend I-State Truck Center, \$301,440.
- B. **Change Order #1 - Yellowstone Kelly Interpretive Site, Hardy Construction, Inc.**, decreasing amount of contract by \$159,193.44 for a new contract price of \$348,708.36.
- C. **Amendment #28, Runway 10R/28L Shift Project, Engineering Services Contract, Morrison-Maierle, Inc.**, \$310,025.
- D. **Adult Resource Alliance of Yellowstone County Funding Agreement Renewal for FY17**; \$34,361.
- E. **Consultant Agreement** with Westat to complete the Household Travel Census; \$140,000.
- F. **Approval** of the assignment and transfer of the West End Hangar Ground Lease from Brian Taylor to Scott and Dana Winchell.
- G. **Approval of Tax Increment Finance District Funds from East Billings Urban Renewal District (EBURD)** to help fund a Workforce Housing Needs Assessment; \$25,000.
- H. **Acknowledge receipt of petition to vacate a portion of Patagonia Court within Riverfront Pointe Subdivision, Riverfront Pointe, LLC**, petitioner, and setting a public hearing date of March 13, 2017.
- I. **Right-of-Way Easements** with Janice I. Ward for W.O. 16-09, Grand Avenue (between 52nd Street West to 58th Street West).
- J. **Acceptance of Donation** to the Fire Department from The Yellowstone County Lodging / Motel Association for personal protective equipment; \$5,000.
- K. **Acceptance** of Federal Aviation Administration Airport Improvement Program Grant for 2017.
- L. **Acceptance** of the 2017 High Intensity Drug Traffic Area (HIDTA) Award from Executive Office of the President, Office of National Drug Control Policy: \$221,450.
- M. **Resolution** authorizing the City to purchase property for W.O. #16-12, 4th Avenue North & Division Street Capacity Improvements; \$4,200.

N. Resolutions relating to Sewer System Revenue Bonds:

1. **Resolution** amending and restating Resolutions #05-18326, #08-18738, #09-18851, #10-18939, #12-19228 and #13-19250 to provide that the City may use a Surety Bond to fund the reserve requirement for bond issues.
2. **Resolution** relating to \$56,505,000 Sewer System revenue bonds, Series 2017; fixing the form and details and providing for the execution, delivery, and security.

- O. Second/Final Reading Ordinance for Zone Change #952:** a zone change from Residential 7,000 (R-70) to Residential 6,000 (R-60) on 23,800 square foot parcel of land, generally located on the southeast corner of the intersection at Avenue D and 13th Street West. Shahan Enterprises, owner; Kolton Knatterud, Territorial Landwork, agent. Approval of the zone change and adoption of the findings of the 10 criteria.
- P. Second/Final Reading Ordinance for Zone Change #953:** a zone change from Residential 7,000 (R-70) to Community Commercial (CC) on a 2.12 acre parcel of land, generally located adjacent to the Kiwanis Bike Path and off Yellowstone River Road. River Park Retirement Court, LLC, DBA River Park Storage (Gerald Klein), owner; Eric Nord, Crist, Krogh and Nord, PLLC, agent. Approval of the zone change and adoption of the findings of the 10 criteria.
- Q. Preliminary Plat Two-Year Extension** for High Sierra Subdivision, 6th Filing; generally located north of Annandale Road and east of Greenbriar Road in the Lake Hills area; setting a new expiration date of February 9, 2019.

R. Bills and Payroll:

1. January 9, 2017
2. January 17, 2017
3. January 23, 2017

Councilmember Sullivan separated Item 1A1 and 1G for discussion.

Councilmember Cromley and Councilmember Yakawich separated Item 1D in order to abstain.

Councilmember Brown separated Item 1C, 1R1 and 1R2 in order to abstain.

Councilmember Cimmino separated Item 1R1 and 1R3 in order to abstain.

Councilmember Clark separated Item 1B for discussion.

Councilmember Brewster moved for approval of the Consent Agenda, with the exception of Items 1A1, 1B, 1C, 1D, 1G, 1R1, 1R2 and 1R3, seconded by Councilmember Cimmino. On a voice vote, the motion was unanimously approved.

Councilmember Sullivan moved for approval of Item 1D, seconded by Councilmember Cimmino. On a voice vote, the motion was approved 9-0, Councilmembers Cromley and Yakawich abstained.

Councilmember Sullivan moved for approval of Item 1C, seconded by Councilmember Cimmino. On a voice vote, the motion was approved 10-0, Councilmember Brown abstained.

Councilmember Sullivan moved for approval of Item 1R1, seconded by Councilmember Brewster. On a voice vote, the motion was approved 9-0, Councilmembers Brown and Cimmino abstained.

Councilmember Sullivan moved for approval of Item 1R2, seconded by Councilmember Cimmino. On a voice vote, the motion was approved 10-0, Councilmember Brown abstained.

Councilmember Sullivan moved for approval of Item 1R3, seconded by Councilmember Brewster. On a voice vote, the motion was approved 10-0, Councilmember Cimmino abstained.

Councilmember Sullivan, in reference to Item 1A1, asked why the Rose Park Pool Operations Building cost estimates were changing so much. Mike Whitaker, Parks Director, stated a member of CTA Architects was in attendance and could answer. Joel Anderson, CTA Architects, stated that value engineering had occurred during the design process to bring costs down. Mr. Anderson stated that the value engineering and cost estimating numbers were based off of some market comparable projects. He stated that they had used a few confidential projects that were similar but a little bit nicer, so they had estimated down from those. He added that an aquatic design consultant from Denver had estimated \$340 - \$350 per square foot, so they had estimated \$290 for the project. He stated that bids came back at about \$340 per square foot, which caused the project to be over budget by \$500,000. Councilmember Sullivan stated he was frustrated with the project being over budget and delaying the completion date. Councilmember Cimmino asked how staff should proceed. Mr. Anderson stated that CTA recommended that the project be re-bid. He stated that CTA would re-design, if necessary, but re-bidding could bring back some different numbers since there was time. He stated they were hoping to start construction as soon as the pool closed at the end of August. Councilmember Brown asked how the project could be re-bid at a lower price. Mr. Anderson stated that Council could direct staff to request the project be redesigned and then published for new bids. He added that a longer deadline for completion

could also help to lower bids. Mayor Hanel stated that the estimates varied drastically and he would like to more accurate bids in the future. Councilmember Clark asked Mr. Whitaker if there were areas of the building that could be excluded in the design to save money. Mr. Whitaker stated the square footage in the two new buildings was smaller than the previous building. He added that there was a feature that allowed more shade between the two buildings. He stated that the new shade feature between the new buildings could be removed, but would not be a substantial savings. He added they had received input from the public requesting family/changing areas separate from the showers. He stated that removing those could make a small difference in the price. He stated they were hoping better weather and an expanded construction period would provide lower bids. Councilmember Sullivan moved for approval of Item 1A1, rejecting all bids and directing staff to re-bid, seconded by Councilmember Swanson. On a voice vote, the motion was unanimously approved.

Councilmember Sullivan, in reference to Item 1G, asked if the amount was \$25,000 from EBURD and \$25,000 from Downtown TIF District. Ms. Volek stated that was correct. Councilmember Sullivan moved for approval of Item 1G, seconded by Councilmember Brewster. On a voice vote, the motion was unanimously approved.

Councilmember Clark, in reference to Item 1B, asked if the project would remain a desirable site to visit with the decrease in funds. Mr. Whitaker stated that the project had been over budget so staff would complete some value engineering to bring the project back within budget. He stated that staff had eliminated some interpretive panels from the project, but hoped to return with a lower cost, so the panels could be re-added to the design. He added that the Billings Parks, Recreation & Preservation Foundation had recently donated \$377,000 for the project. Ms. Volek added that over \$30,000 in planting and seeding maintenance had been deducted by allowing staff to perform the duties instead of the private contractor. Bill Cole, Chamber of Commerce, stated the project had been over budget so they had performed value engineering to bring down the costs. He stated they had made some adjustments in the company from which they were purchasing the interpretive panels, having staff perform the planting and maintenance and getting dirt at no cost from Western Sugar. He added they had raised over \$500,000 for the project and would continue fundraising for additional alternate items. Councilmember Brown thanked everyone involved in budgeting the project. Mr. Cole stated Sanderson Stewart had done a great job and donated time to the project. Councilmember Yakawich asked why the project had gone over budget. Mr. Cole stated there had been some items that the contractor was not familiar with bidding. He stated that when a contractor was unfamiliar with portions of a project they usually bid higher. Councilmember Clark moved for approval of Item 1B, seconded by Councilmember Swanson. On a voice vote, the motion was unanimously approved.

REGULAR AGENDA:

Mayor Hanel asked if it would be appropriate to remove Item #4 from the agenda before beginning the remaining items on the Regular Agenda. Ms. Volek stated that would be fine, should Council choose to do so. Councilmember Cromley moved to strike Item #4 from the agenda, seconded by Councilmember Sullivan. Councilmember Clark asked if the public should be allowed to speak on the item. Brent Brooks, City Attorney, stated that staff was requesting the item be completely removed from the agenda to avoid negative legal consequences. He stated that the item would be on the next Council agenda and would have a public hearing at that point. On a voice vote, the motion was unanimously approved.

2. PUBLIC HEARING AND APPROVAL of Downtown Billings Partnership Board (DBP) recommendation of a tax increment grant of up to \$700,000 to 124 Group LLC for redeveloping the McDonald Building located at 124 N. 29th Street. DBP recommends approval. (Action: approval or disapproval of DBP recommendation.)

Bruce McCandless, Assistant City Administrator, gave a brief PowerPoint presentation with an overview of the property and its proposed use. He stated that the amount could be used for expenses deemed eligible by the Urban Renewal statutes. He added that invoices would be reviewed by the Downtown Business Partnership (DBP) staff and the Finance Department before being reimbursed.

Councilmember Brown asked for clarification on how the grant would be paid back. Mr. McCandless stated that the annual payment would be approximately \$233,000 and would be projected into the FY18 budget, but may not be completed in time to be deducted from the FY18 budget. He added that he did not think it would dramatically affect the Tax Increment Fund. He stated that there would be a substantial portion of the current revenues available for development incentives. Councilmember Yakawich asked for clarification on the board's approval process. Ms. Volek stated that an executive board reviewed all requests and there was over \$1 million in their account. She stated that staff and board members reviewed all projects and the City's Finance Department ensured that the money was available. Councilmember Cimmino stated she thought this was a grant and would not need to be paid back. Mr. McCandless stated the amount would only be paid back if the property were sold within three years, protested taxes, etc. Councilmember Friedel asked about the amount of property taxes the City had received on the property. Mr. McCandless stated that the total property taxes were about \$20,000 per year. He stated that when the building lost some occupancy, the amount decreased to about \$11,000. Councilmember Friedel stated that it would take almost 20 years for the City to recoup the \$700,000 the City was giving them and wondered how the City would benefit. Mr. McCandless stated that the Tax Increment District was scheduled to remain in effect for approximately 20 more years and that would allow for some recovery. He added that these taxes were paid by property owners within the district, not the general population outside of the district. He added that the benefit came to the property owners in the surrounding downtown

areas. He stated that restoring the building would benefit current property owners as well as downtown. Councilmember Cimmino stated that she thought the project would be a wonderful addition to downtown and was happy that the architect firm involved was expanding and would have offices in the building. Ms. Volek added that there was going to be a private investment of \$3.9 million and would allow downtown to retain an architectural firm that had outgrown their current space.

The public hearing was opened.

- **Bill Honaker, 1334 Briarwood, Billings Montana**, developer of Home2 Suites, stated that restoring a historical building after 100 years was a benefit to downtown. He stated that the amount that was currently being paid by the property and what would be paid after the improvements were made would increase significantly. He added that they were going to add 12 residential units based on feedback received. Councilmember Brown asked if the residential units would be for people that earned \$10-\$14 per hour. Mr. Honaker stated that workforce housing and low income housing were both very important. He stated that due to the issues related to keeping the building historical, these units would not be for tenants in that price range.
- **Kevin Nelson, 4235 Bruce Avenue, Billings, Montana**, stated that the Constitution stated that taxes would be levied for public purpose only and that this building did not qualify for public funds. He stated that there were two bills currently being presented that dealt with public funds. Councilmember Clark added that neither of those bills had been voted on yet.
- **Connie Wardell, P.O. Box 21432, Billings, Montana**, stated that restoring a historical building, such as the McDonald Building, would be very costly and assessments would decrease unless a restoration occurred. She stated that historical building restorations could not be addressed without some sort of financial assistance.

There were no further speakers, and the public hearing was closed.

Councilmember Yakawich moved for approval of Item #2, seconded by Councilmember Brewster. On a voice vote, the motion was approved 10-1, Councilmember Friedel opposed.

3. PUBLIC HEARING AND RESOLUTION granting a tax abatement to 7th Avenue Hospitality, LLC, for Home2 Suites by Hilton at 611 7th Avenue North. Staff recommends approval. (Action: approval or disapproval of staff recommendation).

Mayor Hanel called a recess at 8:30 pm.

Mayor Hanel called the meeting back to order at 8:52 pm.

Mr. McCandless gave a brief PowerPoint presentation with an overview of the property and applicable statutes. He stated that the City had adopted three tax abatement programs that must be approved by City Council and approved by resolution. He stated that the estimated total development cost was \$12.8 million, but that the Department of Revenue (DOR) would estimate the retail value at \$8 million, leaving a \$6.7 million value exempt during construction and the following four years.

The public hearing was opened.

- **Kevin Nelson, 4235 Bruce Avenue, Billings, Montana**, stated that Council was abating the revenue from the school districts and did not think Council had that power. He stated that he was going to try to change the rules during legislation. Councilmember Brewster stated that school districts did not levy mills. He stated that they set a budget and the county levies enough mills to reach that budget. He stated that the worst case scenario would mean the county may need to levy more mills in general to satisfy their budget level. Councilmember Brewster stated that this abatement could affect the overall levy, but not the district's ability to spend money. Councilmember Friedel asked if this abatement would affect the school districts. Councilmember Brewster stated that school districts pass a budget and if they want more money they are allowed to request more under State Law or get authority from the voters. He stated that school districts do not vote mills. He stated that when they have an approved budget, set by the school board or the voters, the county levies enough mills to fund their budget. He stated that the abatement would have no impact on the current year. Councilmember Brewster stated that it would look like a revenue gain for the value of the levy that they would apply to the school district funding. He stated the impact would be on the taxpayers, but the impact would not have been there if this particular project had not been built.
- **Patrick Klugman, Big Sky Economic Development (BSED), Billings, Montana**, stated he supported the tax abatement. He stated that there was a \$500,000 capital investment threshold and the project had exceeded that with a \$12.8 million capital investment. He stated that the hotel rooms, located in the medical corridor, were a critical component to meeting the extended stay requirements of hospital patients. He stated that Home2 Suites would also play a role in creating jobs. Councilmember Friedel asked how much money this project received from the government HUD program. Mr. Klugman stated that he dealt with the tax abatement portion of the project and was not familiar with any of the other programs. Mr. Klugman stated that the revitalization to the area would have an outward benefit. He added the area was relatively challenged and this project would benefit the area. Councilmember Sullivan asked how many jobs would be created for new residents that may be purchasing housing in the City. Mr. Klugman stated that the 26 additional jobs created by the project would range from \$10-\$15 per hour, with some being salaried jobs ranging between \$35,000 and \$55,000 per year. Councilmember Clark thanked staff for

the recent tour of Home2 Suites. Mr. Klugman stated staff would try to bring new projects to Council sooner.

- **Don Cape, 1184 N. 15th Suite 4, Bozeman, Montana**, developer of Home2 Suites, stated that it was refreshing to do business with Billings and that he found the City to present solutions alongside any problems that arose. Mr. Cape stated they typically budgeted around \$13,000 per room and land costs. He stated this particular location cost approximately \$35,000 per room with demolition and utility costs. He added that without the new market tax credits the hotel could not exist. Mr. Cape stated the location had some security and theft issues and the police had been called to the hotel three times over the past weekend. He stated that additional staff would need to be hired for security purposes. He encouraged Council to support the tax abatement request.
- **Connie Wardell, P.O. Box 21432, Billings, Montana**, stated that having an affordable hotel near the medical corridor was important. She added she thought tax abatement programs should be related to living wage jobs.

There were no further speakers, and the public hearing was closed.

Councilmember Friedel asked what amount the City would have gained in taxes over the next five years if the tax abatement did not occur. Mr. McCandless stated that he had not figured those estimates due to the vast differences in market value and DOR values, but added it could potentially be \$50,000 at most. Councilmember Yakawich moved for approval of Item #3, seconded by Councilmember Clark. On a voice vote, the motion was approved 10-0, Councilmember Cromley abstained.

4. PUBLIC HEARING AND FIRST READING ORDINANCE allowing hobbyist beekeeping in the City limits. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

5. PUBLIC HEARING AND FIRST READING ORDINANCE amending Billings Montana City Code (BMCC) Section 7-504, Acceptable Forms of Identification to Pawnbrokers. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

Brent Brooks, City Attorney, began a brief presentation giving an overview of the current ordinance and the proposed changes to the ordinance. He stated that any State identification card would be allowed, as well a Tribal identification card, as long as they had a photo on the ID card.

The public hearing was opened.

There were no speakers, and the public hearing was closed.

Councilmember McFadden moved for approval of Item #5, seconded by Councilmember Friedel. On a voice vote, the motion was unanimously approved.

PUBLIC COMMENT on Non-Agenda Items -- Speaker Sign-in required. (Restricted to ONLY items not on this printed agenda. Comments here are limited to 3 minutes. Please sign in at the cart located at the back of the council chambers or at the podium.)

The public comment period was opened.

There were no speakers, and the public comment was closed.

COUNCIL INITIATIVES:

- Councilmember Brewster reminded staff to begin the process of forming a committee to hire the new City Administrator. He stated it would be on the next agenda and he would like to know who was interested in being on the committee and how big the committee should be. Mayor Hanel stated that he would plan to be on the committee. Councilmember Cromley stated that perhaps an Ad-Hoc committee could be appointed without voting on it and adding it to a future agenda. Mayor Hanel reminded Council to proceed with caution since the item had not been on the agenda or advertised to the public. Mr. Brooks stated that it would be more appropriate to add to a future agenda and to allow public comment per Section 2-3-103, MCA.
- Councilmember Friedel moved to direct staff to investigate ways for the City to utilize the Sheriff's Work Force Detail, seconded by Councilmember Yakawich. Councilmember Friedel stated it had been brought to his attention that the Work Force Detail was underutilized. He stated it cost \$100 per day for a person to be in jail and a work force detail could save the City and taxpayers money. Councilmember Clark asked if Councilmember Friedel could request that it be completed within a certain amount of time instead of being put on an agenda. Councilmember Friedel made an amendment to direct staff to investigate ways for the City to utilize the Sheriff's Work Force Detail by the end of the calendar year, seconded by Councilmember Yakawich. Councilmember Sullivan stated that requiring staff to put extensive work into researching a work force detail would not coincide with Council's goal of having a work plan. Councilmember Cimmino stated that she thought it should be added as an initiative and given a 60-day deadline so that it would not be forgotten. Councilmember Clark stated there could be some costs associated with implementing the policy and thought it should be completed before the budget process. Councilmember Brewster stated that according to the Council's work plan, topics brought by Council for follow-up, needed to be specified by the amount of time required by staff. Councilmember Friedel made a substitute motion to direct staff to spend a small amount of time within the next 60 days to investigate ways for the City to utilize the Sheriff's Work Force Detail, seconded by Councilmember Yakawich. Councilmember Sullivan called the question, seconded by Councilmember Brown. On a voice vote, Councilmember Friedel's substitute motion was unanimously approved.

- Councilmember Sullivan moved to direct staff to prepare a Supplemental Budget Request (SBR) to allot for the Mayor and Council elections, seconded by Councilmember Friedel. Councilmember Brown asked for clarification. Councilmember Sullivan stated that Council needed to grant staff the authority to make a SBR so they could budget for Mayor and Council elections. On a voice vote, the motion was unanimously approved.

There was no further business, and the meeting adjourned at 10:13 pm.

CITY OF BILLINGS



BY: Thomas W. Hanel
Thomas W. Hanel, Mayor

ATTEST:

BY: Denise R. Bohlman
Denise R. Bohlman, City Clerk