



Burt County Board Minutes



OFFICE OF THE BURT COUNTY CLERK
Minutes of the Burt County Board of Supervisors
September 28, 2022
TEKAMAH NE 68061

The Burt County Board of Supervisors met in regular session on Wednesday, September 28, 2022 in the Boardroom of the Burt County Courthouse in Tekamah, Nebraska, pursuant to adjournment of their last meeting. Notice of the meeting was given in advance thereof by Publication in the Lyons Mirror-Sun (9-22-2022), upon a 1st floor bulletin board within the courthouse and on the County's Website. A copy of the proof of publication is on file in the office of the County Clerk. The following members were present: Kevin Tobin, Gary 'Bird' Swanson, Paul Richards, Carl Pearson, Dale Webster, Ted Connealy and David Schold.

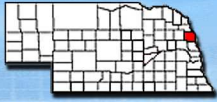
The meeting opened with the pledge of allegiance at 9:00 A.M. Chairman Schold informed the public that the Open Meeting Act was posted.

The agenda was approved upon motion by Connealy, seconded by Tobin. By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays – none.

The minutes of the September 13, 2022 Board of Supervisors meeting were approved; upon motion by Swanson, seconded by Webster. By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays – none.

The claims for September in the amount of \$646,924.43, including \$155,168.05 for payroll, were read, audited, warrant drawn, and checks generated on the respective funds upon motion by Connealy, seconded by Richards. By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays –none. The following is the claims listing for September 2022.

| | | |
|-------------------------------------|---------------|-----------|
| ALL FLAGS, ETC | SUPPLY | 160.50 |
| AMANDA WHITNEY | MILEAGE | 960.63 |
| ANDY'S QUICK SHOP | FUEL | 41.24 |
| APPLIED CONNECTIVE TECHNOLOGIES LLC | TECH SERVICES | 4,532.96 |
| B & B TECHNOLOGIES INC | PARTS | 8.19 |
| BLACK DIAMOND ELECTRONICS LLC | EQUIPMENT | 692.77 |
| BLACK HILLS ENERGY | UTILITIES | 164.54 |
| BOMGAARS -COURTHOUSE | SUPPLIES | 143.54 |
| BRANIFF SERVICE INC | FUEL | 1,765.41 |
| BRUMMOND DISPOSAL | GARBAGE | 225.00 |
| BURT COUNTY AG SOCIETY | FAIR PAYMENT | 50,000.00 |
| BURT COUNTY ATTORNEY | CERT COPIES | 9.50 |
| BURT COUNTY CLERK | POSTAGE | 84.00 |
| BURT COUNTY COURT | FEES | 5,961.50 |



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| BURT COUNTY DISTRICT COURT | FEES | 36.00 |
| BURT COUNTY PUBLIC POWER DIST | UTILITIES | 355.99 |
| BURT COUNTY SHERIFF | SERVICE FEES | 301.83 |
| BURT COUNTY TREASURER | FUNDS TRANSFER | 15,000.00 |
| CANON FINANCIAL SERVICES | COPIER | 27.09 |
| CAROLINE G SEDLACEK PH.D, P.C | SHERIFF SCHOOL COSTS | 350.00 |
| CASS PLUMBING & HVAC LLC | SERVICES | 37.48 |
| CENTURY LINK | UTILITIES | 337.26 |
| CHRONICLE CAPITAL MANAGEMENT | TOWER RENTAL | 1,847.34 |
| CITY OF TEKAMAH | ADA GRANT & UTILITIES | 32,624.75 |
| CLASSIC CLEAN CARWASH | MISC. | 77.18 |
| CNA AUTO SERVICES,LLC | PARTS | 71.38 |
| COLONIAL RESEARCH CHEMICAL CORP | SUPPLIES | 336.16 |
| CONSOLIDATED MANAGEMENT CO. | SHERIFF SCHOOL COSTS | 292.50 |
| CRESTON FERTILIZER MCL FARMS INC | CHEMICAL | 2,384.14 |
| CUBBY'S | FUEL | 1,529.89 |
| DAS STATE ACCOUNTING-CENTRAL FIN. | SOFTWARE | 350.00 |
| DAS STATE ACCTG -CENTRAL FINANCE | SOFTWARE | 89.12 |
| DAVID SCHOLD | CHECKING ROADS | 130.63 |
| DECATUR EXPRESS - KB'S MINI MART | FUEL | 1,473.46 |
| DEREK WARNER | SCHOOL MILE | 259.38 |
| DES MOINES STAMP MFG. COMPANY | SUPPLIES | 286.45 |
| DODGE COUNTY | PROBATION COST | 2,934.30 |
| DOUGLAS COUNTY COURT | COPY FEES | 6.75 |
| EAKES OFFICE PLUS | EQUIPMENT | 455.24 |
| ELECTION SYSTEMS & SOFTWARE | GN22 COSTS | 954.71 |
| FASTWYRE BROADBAND | PHONE/INTERNET | 1,561.57 |
| FIRST CONCORD BENEFITS GROUP LLC | ADMIN FEES | 535.77 |
| FIRST NATIONAL BANK OF OMAHA | SUPPLIES | 397.63 |
| FIRST NATIONAL BANK OMAHA CLERK 2 | SUPPLIES | 608.79 |
| FRANCES FRENCH | PRIOR SERVICE | 11.00 |
| FRED MYTTY | BUDGET PREP | 2,657.50 |
| GARY SWANSON | CHECKING ROADS | 100.00 |
| GRAFIX SHOPPE | SUPPLIES | 480.00 |
| GRAHAM TIRE STORE | EQUIPMENT | 321.20 |
| GREAT AMERICA FINANCIAL SVCS | LEASE | 252.58 |
| GREAT PLAINS UNIFORMS | SUPPLIES/EQUIP | 444.49 |
| HARRISON COUNTY SHERIFF | SERVICE FEES | 60.63 |
| HOPKINS LAW OFFICE,LLC | ATTY FEES | 1,292.00 |
| ILA DAVIS | PRIOR SERVICE | 18.00 |
| JACK'S UNIFORMS & EQUIPMENT | SUPPLIES/EQUIP | 229.89 |
| JAN RASMUSSEN | MILEAGE | 131.25 |
| JANE PAUL | OFFICE SUPPORT | 106.68 |
| JAY W JOHNSON | MILEAGE | 136.25 |
| JEAN MORGAN | OFFICE SUPPORT | 136.50 |



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| JENNIFER HANSEN | MILEAGE | 139.38 |
| JENNIFER PETERSON | MILEAGE | 28.84 |
| JOHNSON & MOCK, PC, LLO | ATTY FEES | 1,662.50 |
| K-C PARTS & REPAIR | PARTS | 1,122.79 |
| KANSAS HIGHWAY PATROL | SHERIFF VEHICLE | 29,350.00 |
| KATIE HART | MILEAGE | 93.75 |
| LINDA SCHNELL | OFFICE SUPPORT | 94.25 |
| LOFFLER | EQUIPMENT | 696.48 |
| MCH HEALTH SYSTEM | JAIL MEDICAL | 9,529.57 |
| MID-AMERICAN BENEFITS INC | INSURANCE | 271.25 |
| MILESTONE LAND SURVEYING LLC | MAPS | 25.00 |
| MILLS LAW OFFICE | ATTY FEES | 1,543.75 |
| MIPS INC | SOFTWARE | 1,921.54 |
| MIPS INC - COUNTY COURT | SOFTWARE | 108.64 |
| NACO | MEETINGS | 210.00 |
| NEBR HEALTH & HUMAN SERVICES SYSTEM | LODGING/MED SERVICES | 93.00 |
| NEBRASKA PUBLIC POWER DISTRICT | UTILITIES | 1,258.72 |
| NORFOLK LODGE & SUITES | WORKSHOP | 218.98 |
| NORFOLK TRANSMISSION & MUFFLER | PARTS/EQUIP | 5,116.22 |
| OAKLAND INDEPENDENT/LYONS MIRROR | PUBLISHING | 1,929.51 |
| PAUL RICHARDS | CHECKING ROADS | 92.50 |
| PELAN FUNERAL SERVICES INC | SERVICE | 545.00 |
| PENNY A. WARREN | MILEAGE | 131.25 |
| PHYSICIANS LABORATORY PC | TESTING | 246.00 |
| QUADIENT LEASING USA, INC | COPIER | 817.53 |
| QUALITY PRINTING & OFFICE SUPP | SUPPLIES | 2,293.52 |
| RADIOLOGY CONSULTANTS | JAIL MEDICAL | 33.00 |
| REGION 4 BEHAVIORAL HEALTH SYS | MENTAL HEALTH QTRLY. | 5,271.25 |
| ROBIN OLSON | MILEAGE | 90.62 |
| SARAH FREIDEL | MILEAGE | 88.75 |
| SAVE MORE MARKET | SUPPLIES | 712.89 |
| SECURITY SHREDDING SERVICES | SERVICES | 70.00 |
| SHARON WIMER | OFFICE SUPPORT | 196.55 |
| STACEY KEYS | MILEAGE/SUPPLY | 605.67 |
| STAMP FULFILLMENT SERVICES | POSTAGE | 2,179.20 |
| STEPHEN J KRAVIEC P.C.,L.L.O. | CONTRACT/MILES | 2,001.80 |
| TAMMI BURBACH | DOC PREP | 52.50 |
| TEKAMAH POST OFFICE | POSTAGE | 173.30 |
| THE APOTHECARY SHOP | JAIL MEDICAL | 63.24 |
| THEODORE CONNEALY | CHECKING ROADS | 26.88 |
| THURSTON COUNTY SHERIFF | JAIL | 3,350.00 |
| TK ELEVATOR CORPORATION | MAINTENANCE | 293.51 |
| TORY PENNY | MILEAGE | 88.75 |
| VERIZON WIRELESS | SERVICES | 952.26 |
| VISUAL EDGE IT | COPIER | 26.03 |



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| WASHINGTON COUNTY SHERIFF | JAIL | 6,825.00 |
| WELLS FARGO FINANCIAL SERVICE | COPIER | 60.22 |
| WENDY C. CUTTING | COURT COSTS | 90.25 |
| WENDY L REXROAD | JURY EXPENSE | 150.44 |
| ZELLE | HR CONSULT | 3,110.00 |
| AGRIVISION EQUIPMENT GROUP | PARTS | 25.60 |
| ANN CHYTKA | MILEAGE | 105.00 |
| ARBY'S BODY SHOP LLC | LABOR/WINDOWS | 215.00 |
| BLUFF GRAVEL COMPANY | GRAVEL | 20,522.70 |
| BOMGAARS SUPPLY INC - ROAD | PARTS/SUPPLIES | 1,515.43 |
| BRUMMOND COUNTRY DISPOSAL | GARBAGE | 90.00 |
| BUDDIES MINI MART, LLC | FUEL | 648.90 |
| CAPITAL ONE TRADE | TRANSFER TANK | 533.00 |
| CITY OF LYONS | UTILITIES | 127.96 |
| CITY OF OAKLAND | UTILITIES | 22.70 |
| CUMING COUNTY INDUSTRIES | PARTS/LABOR | 1,879.20 |
| FARMERS PRIDE | DIESEL | 10,512.28 |
| FIRST NATIONAL BANK OF OMAHA ROADS | SUPPLIES | 14.99 |
| MAINELLI, WAGNER & ASSOCIATES INC | 1&6 YEAR PLAN | 22,700.00 |
| MARTIN MARIETTA | GRAVEL/BORROW | 6,979.50 |
| MIDWEST SERVICE AND SALES CO | POSTS/PARTS | 4,885.00 |
| MIDWEST SERVICE CO | FUEL | 12,603.75 |
| NICHOLAS KOPIETZ | PARTS | 66.67 |
| RDO TRUCK CENTERS, LLC | PARTS | 394.70 |
| SCOTT'S HARDWARE | SHOP SUPPLIES | 9.99 |
| SEALS & SERVICE INC | PARTS/LABOR | 262.00 |
| SHAMBURG AUTO SUPPLY | SUPPLIES | 125.30 |
| SPENCER QUARRIES, INC | STRUCTURES | 5,807.21 |
| STALP GRAVEL CO | GRAVEL | 26,585.50 |
| STEINY'S GENERAL STORE | SUPPLIES/PARTS | 120.39 |
| TRI-STATE COMMUNICATIONS INC | TOWER RENTAL | 158.50 |
| TRUCK CENTER COMPANIES | PARTS/LABOR | 962.28 |
| VILLAGE OF CRAIG | UTILITIES | 68.24 |
| VILLAGE OF DECATUR | UTILITIES | 158.98 |
| KAYLA EISENMENGER | PROMO WORK | 364.00 |
| GOVERNMENT FORMS AND SUPPLIES | SUPPLIES | 347.92 |
| MOBILE BINDERS | BOOK RESTORATION | 5,425.00 |
| CENTURY LINK - LUMEN | SERVICES/SOFTWARE | 4,654.04 |
| CENTURYLINK (HARDWARE WARRANTY) | SERVICES/SOFTWARE | 707.20 |
| GEOCOMM, INC | SOFTWARE | 4,042.00 |
| NORTHEAST NEBR TELEPHONE CO | PHONE/INTERNET | 129.17 |
| AFLAC | EMPE PD ADDL | 477.55 |
| ALLSTATE | EMPE PD ADDL | 303.17 |
| BLUE CROSS & BLUE SHIELD | INSURANCE | 53,531.25 |
| ERIN M MCCARTNEY CHAPTER 13 TRUSTEE | GARNISHMENT | 650.00 |



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| FIRST NAT'L BANK-NORTHEAST-EFPTS | FEDERAL TAXES | 46,909.01 |
| GLOBE LIFE LIBERTY NATIONAL DIV | EMPE PD ADDL | 689.89 |
| MADISON NATIONAL LIFE INS. CO, INC | EMPE PD ADDL | 153.72 |
| NATIONWIDE RETIREMENT SOLUTIONS | EMPD PD | 350.00 |
| RETIREMENT PLANS DIV. OF AMERITAS | RETIREMENT | 23,096.20 |
| STATE TAX COMMISSIONER | STATE TAXES | 7,446.84 |
| VISION SERVICE PLAN (CT) | EMPE PD ADDL | 658.24 |
| COLONIAL LIFE AND ACCIDENT INS CO | EMPE PD ADDL | 57.79 |
| NEBR CHILD SUPPORT PAYMENT CTR | CHILD SUPPORT | 830.00 |

Communication: Burt County Ag Society FY 2022-2023 Fair Budget.

Special Designated Liquor License

Upon motion by Connealy, seconded by Pearson, the Board gave approval to *The Green Lantern* to obtain an SDL for a wedding to be held October 1, 2022 at The Loft (Craig). By Roll Call Vote: Ayes -Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays-none.

Cost Allocation Plan from Maximus was presented, Michele Quick, District Court Clerk, explained the details of the plan from 2021 activity reimbursements; Chairman signed the Certification.

Burt County Fiscal Year 2022-2023 Budget Business:

Resolution #2022-19: Motion was made by Webster, seconded by Pearson, to accept and approve the 2022-2023 Budget; Passed By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays- none.

RESOLUTION #2022-19

BUDGET ADOPTION AND APPROPRIATIONS

WHEREAS, a proposed County Budget for the Fiscal Year July 1, 2022, to June 30, 2023, prepared by the Budget Making Authority, was transmitted to the County Board on the 13th day of September, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Board of SUPERVISORS of Burt County, Nebraska as follows:

SECTION 1. That the budget for the Fiscal Year July 1, 2022, to June 30, 2023, as categorically evidenced by the Budget Document be, and the same hereby is, adopted as the Budget for Burt County for said fiscal year.

SECTION 2. That the offices, departments, activities, and institutions herein named are hereby authorized to expend the amounts herein appropriated to them during the fiscal year beginning July 1, 2022, and ending June 30, 2023.

SECTION 3. That the income necessary to finance the appropriations made and expenditures authorized shall be provided out of the unencumbered cash balance in each fund, revenues other than taxation to be collected during the fiscal year in each fund, and tax levy requirements for each fund.



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DATED AND PASSED THIS 28th DAY OF SEPTEMBER, 2022.

ATTEST: SARAH J. FREIDEL
BURT COUNTY CLERK

DAVID SCHOLD, CHAIRMAN
BURT COUNTY BOARD OF SUPERVISORS

Resolution #2022-20: Motion was made by Connealy, seconded by Tobin, to accept and approve the 2022-2023 Tax Request; Passed By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays- none.

RESOLUTION #2022-20

SETTING THE PROPERTY TAX REQUEST

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provide that the Governing Body of BURT County passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held September 26, 2022, as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of BURT County resolves that:

1. The 2022-2023 **property tax request** be set at:

| | |
|----------------------|-----------------------|
| General Fund | \$4,410,306.00 |
| Building Fund | \$200,000.00 |
2. The total assessed value of property differs from last year’s total assessed value by +5.08 percent.
3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.230776 per \$100 of assessed value.
4. BURT County proposes to adopt a property tax request that will cause total **tax rate** to be: **0.245362** per \$100 of assessed value.

Dated this 28th day of September, 2022

ATTEST: SARAH J. FREIDEL
BURT COUNTY CLERK

DAVID SCHOLD, CHAIRMAN
BURT COUNTY BOARD OF SUPERVISORS

Resolution #2022-21: Motion was made by Swanson, seconded by Connealy, to approve the Transfer of Funds for 2022-2023 Budget; Passed By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays- none.

RESOLUTION #2022-21

INITIAL TRANSFERS PER BUDGET

WHEREAS, the Burt County Budget was adopted September 28, 2022, incorporates certain transfers of monies between funds and

WHEREAS, these transfers enable a stable tax base and adequate cash flow in existing funds.

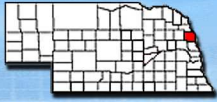
NOW THEREFORE BE IT RESOLVED BY THE BURT COUNTY BOARD OF SUPERVISORS THAT the Clerk and Treasurer are hereby authorized to:

- (a) transfer \$300,000.00 from Inheritance Fund (2700) to General Fund (0100) to lower property taxes, and
- (b) transfer \$200,000 from Inheritance Fund (2700) to Capital Improvement Fund (2500) to help build up the fund for future Road Capital Improvements that will be needed.

DATED this 28th day of September 2022, at Tekamah, Nebraska.

ATTEST: SARAH J. FREIDEL
BURT COUNTY CLERK

DAVID SCHOLD, CHAIRMAN
BURT COUNTY BOARD OF SUPERVISORS



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Motion was made by Pearson, seconded by Connealy, to **increase restricted funds spending authority by 2.5%**. By roll call vote. Ayes – all. Nays – none. Motion passed. Motion was made by Webster, seconded by Tobin, to **increase restricted funds spending authority by an additional 1%**. By roll call vote. Ayes – all. Nays – none. Motion passed.

Supervisors Pearson and Tobin and County Clerk Sarah J. Freidel gave a report about the September 26, 2022 Joint Hearing that the County participated in per LB644. Those attending the Hearing on behalf of Burt County were: Supervisors Pearson and Tobin and County Clerk Sarah J. Freidel. Freidel represented Burt County during the presentation portion; Burt County Clerk Sarah J. Freidel also presided over the meeting per LB644 guidelines.

Fund 0900 Demolition and Renovation Grant Applications:

Patty Plugge with Burt County Economic Development presented two (2) grant applications, Plugge reported that BCEDC board had reviewed the requests and recommended their approval for both: (#1) Fund 0900, **Commercial Reno Grant** for Riverside Auction & Sales – exterior façade being doors, windows, repair damaged steel, exterior painting, new metal awning; \$14,501 (50% of low bid) was approved upon motion by Richards, seconded by Tobin. By roll call vote: Ayes – 7. Nays – none. Motion passed. (#2) Fund 0900, **Demo Grant** for Lisa Peltier– to demo 481 W. 12th St., Decatur; \$5,250 (50%) was approved upon motion by Richards, seconded by Pearson. By roll call vote: Ayes – 7. Nays – none. Motion passed.

The **annual Delinquent Tax List** (dated 9/22/2022) prepared by County Treasurer Robin Olson was noted and placed on file. Edmond Talbot, Burt Co Attorney will review for possible future foreclosures the County may proceed with.

Community Development Block Grant (CDBG) -Midwest Vet:

A request for funds (draw #3) was signed upon motion by Pearson, seconded by Swanson. By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays – none. After the State drops the funds into Burt County, claims will be issued as follows: \$798.50 to Northeast Nebr. Economic Development District for a portion of the \$7,000.00 admin fees.

Courthouse Security:

On July 28, 2022 the County Board voted to move forward with a full three-part proposal from SEI for a Courthouse security plan; today the board approved updated/final costs



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upon motion by Webster, seconded by Connealy. By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays – none. Motion passed to approve the following:

- a) video surveillance: recorder, 32” monitor, 8 cameras \$10,912
- b) access control on 4 doors: electronic locks at entrances, fobs \$13,657
- c) panic buttons & control panel \$5,432

Pricing is for equipment and installation with 1 year warranty. Monthly fees monitoring fees will be \$81.00/month (access control monitoring \$40.00/month; panic alarm monitoring \$41.00/month). The Emergency Manager will oversee the project installation and be the acting administrator for all equipment.

Medicare SHIP Program:

Mary Loftis presented a contract for offering Medicare SHIP Programming Services in Burt County; Loftis reported that she is also serving Dodge and Washington Counties via the same contract. Loftis confirmed that she does not need to obtain licensing insurance as she will only be providing consulting services, not selling insurance; she also confirmed that she has an off-site secretary providing her with assistance for scheduling appointments, etc. Loftis reported that she has workshops set up throughout the three Counties for this year’s enrollment season. The board agreed the services are very helpful for constituents and the contract was approved upon motion by Swanson, seconded by Webster. By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays- none. Mary Loftis figured her contracted fees based off past services provided in the three Counties. The Contract runs Annually July – June; fees for July 2022-June 2023 are as follows: Burt County -\$11,274.00 (70%); Dodge County - \$2,416.00 (15%); and Washington County - \$2,416.00 (15%); the Counties will be billed quarterly with the first invoice in Sept. 2022.

Highway Superintendent/Zoning & Floodplain County employee:

The board approved the following ‘Employee Change of Status’ upon motion by Webster, seconded by Richards. Motion Passed By Roll Call Vote: Ayes – Tobin, Swanson, Richards, Pearson, Webster, Connealy and Schold. Nays – none. Effective October 1, 2022 - Ann Chytka will no longer be paid an hourly rate for Highway Superintendent duties, her pay will be changed to a Salary (conversion is figured with her hourly rate of \$29.33 x 2080 hrs which equals \$61,006.40 annually/\$5,083.66 monthly); she will not receive overtime, she will be eligible to receive COLA on this salary. Ann Chytka will no longer be doing Zoning and Floodplain Administration on an interim basis, she will perform the duties and be paid an incentive of \$1,250.00 per month for doing those duties; there will be no overtime for the duties and no COLA on this incentive payment.

ROADS: *Ann Chytka, Highway Superintendent*
Project updates. No action needed at this time.



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PUBLIC COMMENT: Donnette Jackson: Expressed concern about an appointed position making more money than the Elected Officials.

There being no further business to come before the Board at this time, the meeting adjourned upon motions by Connealy and Webster at 10:37 A.M.
Next Meeting: October 11, 2022 @ 9:00 A.M.

ATTEST: SARAH J. FREIDEL
COUNTY CLERK

DAVID SCHOLD, CHAIRMAN
BURT COUNTY BOARD OF SUPERVISORS

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These minutes are not the official record and may be corrected. A copy of the approved official minutes is available to the public at the Clerk's Office.