

Minutes



MINUTES YUKON CITY COUNCIL and YUKON MUNICIPAL AUTHORITY October 6, 1998

The Yukon City Council met in a regular session on October 6, 1998, at 7:30 p.m. in the Council Chambers of the Centennial Building, 12 South Fifth.

Invocation was given by Reverend Alan Fox, pastor of the Resurrection Lutheran Church.

Flag salute was given in unison.

ROLL CALL: (Present)

Larry Taylor, Mayor
Denny Myers, Vice Mayor
DeWayne Maxey, Council Member
Genie Vinson, Council Member
Steve Friesen, Council Member

OTHERS PRESENT:

Jim Crosby, City Manager
Mary Huckaba, City Clerk
Mike Segler, City Attorney
Joe Davis, Engineer
Dustin McElhaney, Building Maintenance
Mitchell Hort, Chief Building Inspector
Dwyane Whitener, Public Works Director
Bill Bullard, Assistant Police Chief
Richard King, Fire Department
Devin Nemecek, Fire Department
Jeff Lara, Assistant Fire Chief
Bob Noll, Fire Chief
Lucinda Brower, Fire Department Secretary
Susie Patton, Park and Recreation Department
Cheryl Dunn, City Clerk's Office
John Knuppel, Historical Society
John Williams, Bonding Attorney

VISITORS

PRESENTATIONS-PROCLAMATIONS

* Presentation to Yukon Recycles from Keep Oklahoma Beautiful

* Presentation of check to Yukon Recycles from Lucent Technologies by Aubrey Arrington as

a result of Aubrey's environmental award from Lucent

* Proclamation proclaiming October 4-10, 1998 as "Fire Prevention Week"

* Proclamation proclaiming month of October as "Lupus Awareness Week"

Jennifer Robbins, representing Keep Oklahoma Beautiful, presented Aubrey Arrington with an exceptional merit award for Yukon Recycles. Ms. Robbins advised that the Yukon Recycles collected 152 tons in 1997 and that they maintain two sites, 24 hours a day at two locations, and also the recycle bins are open on Saturday mornings. Ms. Robbins advised that this presentation was made at the 8th annual Keep Oklahoma Beautiful awards banquet on August 20th, Presentation was made to Aubrey Arrington, Carol Garner, and Leslie Dietrich.

Aubrey Arrington advised that also this year Lucent Technology entered our recycles group in a contest and out of four groups, we won, and in doing so, Lucent supports protecting our environment and donated \$1,000 to Yukon Recycles. Mr. Arrington presented a large check to the Mayor for Yukon Recycles. Mr. Arrington also presented certificates from Lucent Technology to Leslie Dietrich, Carol Garner and Genie Vinson for all their help in the recycling program Mr. Arrington advised that the Yukon Recycles had been working to protect our environment since 1993.

Proclamation proclaiming October 4-10, 1998, as Fire Prevention Week was presented and read in full by Mayor Taylor.

Proclamation was presented to Bob Noll, Jeff Lara, Richard King, and Devin Nemecek from the Fire Department.

Proclamation proclaiming October 11, 1998, as "First Christian Church Day" in the City of Yukon recognizing their centennial anniversary as a church in service to the City was presented and read in full by Mayor Taylor. Proclamation was presented to Mike Grimes.

Proclamation proclaiming the month of October as "Lupus Awareness Month" was presented and read in full by Mayor Taylor.

Proclamation was presented to Wes Daniels. Mr. Daniels advised that if you would like more information on Lupus, you can call 49-LUPUS.

(Recess as City Council and Reconvene as Yukon Municipal Authority)

1A. YMA CONSENT DOCKET

This item is placed on the agenda so the Yukon Municipal Authority, by-unanimous consent, can designate those routine items they wish to be approved by one motion. If one item does not meet with the approval of all Authority Members, that item will be heard in regular order.

The City Manager recommends:

A) Approval of minutes of September 15, 1998

B) Consider accepting gazebo project and placing maintenance bond into effect

C) Consider approval of pay requisitions for capital improvement projects as follows:

1998 CONSTRUCTION FUND:

- a) #66, payable to 3C Construction Company in the amount of \$10,895 for work on hill at new park, cleaning timber and ditch at Chisholm Park and Bass Street and drainage ditch east of Community Center (98-01-601)
- b) #67, payable to Rudy Construction Company in the amount of \$54,677.93 for retaining wall on Cornwell, jog path at Chisholm Park and transfer station 98/99 street repairs project (98-01-507)
- c) #68, payable to Rudy Construction Company in the amount of \$19,368 for channel project in Von Elm Addition (98-01-505)
- d) #69, payable to Triad Design Group in the amount of \$5,164.03 for inspection of retaining wall on Cornwell, jog path in Chisholm Park, and transfer station (98-01-507)
- e) #70, payable to Triad Design Group for inspection of Von Elm channel project in the amount of \$1,829.20 (98-01-505)
- f) #71, payable to Jim Cox Construction Company in the amount of \$8,965 for estimate #5 and final for gazebo in Chisholm Trail Park (98-01-502)
- g) #72, payable to Triad Design Group in the amount of \$8,511.10 for architecture/engineering services through August 31 for signals at Holly and Vandament; Vandament and Garth Brooks; and 1-40 and SH 92 (98-01-501)
- h) #73, payable to Oklahoma Department of Transportation in the amount of \$48,155.35 for City of Yukon's 20% share of estimated cost for traffic signals and interconnect at I-40 and SH 92 (Garth Brooks Boulevard) (98-01-501)
- i) #74, payable to 3C Construction Company in the amount of \$2,750 for work on ditch east of Community Center (98-01-601)
- j) #75, payable to Brawner Construction Company in the amount of \$4,650 for Chisholm Trail Park watering (98-01-511)
- k) #76, payable to PSG in the amount of \$198.26 for pass-through expenses for the month of September, 1998 (98-01-512)
- l) #77, payable to David J. Brown, AIA, in the amount of \$12,325.24 for architectural/construction, new gymnasium (98-01-518)

A motion was made by Trustee Vinson, seconded by Vice Chair Myers, approving the consent docket, being the minutes of the meeting of September 15, 1998; approving gazebo project and placing maintenance bond into effect; approving pay requisitions for capital improvement projects; 1998 Construction Fund: #66, payable to 3C Construction Company in the amount of \$10,895 for work on hill at new park, cleaning timber and ditch at Chisholm Park and Bass Street and drainage ditch east of Community Center (98-01-601); #67, payable to Rudy Construction Company in the amount of \$54,677.93 for retaining wall on Cornwell, jog path at Chisholm Park and transfer station 98/99 street repairs project (98-01-507); #68, payable to Rudy Construction Company in the amount of \$19,368 for channel project in Von Elm Addition (98-01-505); #69, payable to Triad Design Group in the amount of \$5,164.03 for inspection of retaining wall on Cornwell, jog path in Chisholm Park, and transfer station (98-01-507); #70, payable to Triad Design Group for inspection of Von Elm channel project in the amount of \$1,829.20 (98-01-505); #71, payable to Jim Cox Construction Company in the amount of \$8,965 for estimate #5 and final for gazebo in Chisholm Trail Park (98-01-502); #72, payable to Triad Design Group in the amount of \$8,511.10 for architecture/engineering services through August 31 for signals at Holly and Vandament; Vandament and Garth Brooks; and I-40 and SH 92 (98-01-501); #73, payable to Oklahoma Department of Transportation in the amount of \$48,155.35 for City of Yukon's 20% share of estimated cost for traffic signals and interconnect at I-40 and SH 92 (Garth Brooks Boulevard) (98-01-501); #74, payable to 3C Construction Company in the amount of \$2,750 for work on ditch east of Community Center (98-01-601); #75, payable to Brawner Construction Company in the amount of \$4,650 for Chisholm Trail Park watering (98-01-511); #76, payable to PSG

in the amount of \$198.26 for pass-through expenses for the month of September, 1998 (98-01-512); #77, payable to David J. Brown, AIA, in the amount of \$12,325.24 for architectural/construction, new gymnasium (98-01-518).

The vote:

AYES: Taylor, Myers, Maxey, Vinson, Friesen

NAYS: None

VOTE: 5-0

MOTION CARRIED

2A. CONSIDER RESOLUTION NO. 98-12 AUTHORIZING THE ISSUANCE OF THE YUKON MUNICIPAL AUTHORITY 1999 REVENUE NOTE (THE 'REVENUE NOTE'), IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,500,000; WAIVING COMPETITIVE BIDDING AND AUTHORIZING SAID REVENUE NOTE TO BE SOLD AT A PRICE LESS THAN PAR VALUE BY NEGOTIATED SALE WITHIN THE LIMITS PROVIDED BY TITLE 60, OKLAHOMA STATUTES, SECTION 176; APPROVING THE FOLLOWING DOCUMENTS AND AUTHORIZING THE CHAIRMAN (OR VICE CHAIRMAN IN THE ABSENCE OF THE CHAIRMAN) TO EXECUTE AND DELIVER SAME, TO-WIT: REVENUE NOTE, MORTGAGE, SECURITY AGREEMENTS, FINANCING STATEMENT, PRELIMINARY OFFERING DOCUMENT, FINAL OFFERING DOCUMENT, CLOSING ORDER AND ANY AND ALL OTHER DOCUMENTS NECESSARY TO CONSUMMATE INSURANCE OF THE REVENUE NOTE, INCLUDING A CONTINUING DISCLOSURE AGREEMENT; DESIGNATING THE BONDS AS QUALIFIED TAX-EXEMPT OBLIGATIONS WITH RESPECT TO THE FINANCIAL INSTITUTION'S INTEREST DEDUCTION PROVISIONS CONTAINED IN THE INTERNAL REVENUE CODE OF 1986 (THE 'CODE') AND PROVIDING EXCEPTION FOR SMALL GOVERNMENTAL UNITS AS CONTAINED IN THE CODE; PROVIDING THAT THE TRUST INDENTURE SHALL BE SUBJECT TO PROVISIONS OF THE REVENUE NOTE; RATIFYING A LEASE AGREEMENT AND OPERATION AND MAINTENANCE CONTRACT BETWEEN THE CITY OF YUKON (THE 'CITY') AND THE AUTHORITY AND AGREEING THAT THE TERM OF THE LEASE SHALL EXTEND SO LONG AS THE REVENUE NOTE REMAINS OUTSTANDING AND UNPAID; AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE REVENUE NOTE, DISBURSEMENT OF PROCEEDS, AND FINALIZATION, CREATION, EXECUTION AND DELIVERY OF DOCUMENTS NECESSARY FOR ISSUANCE OF THE REVENUE NOTE

A motion was made by Trustee Maxey, seconded by Trustee Vinson, adopting Resolution No. 98-12, authorizing the issuance of the Yukon Municipal Authority 1999 Revenue Note in an aggregate principal amount of not to exceed \$1,500,000; waiving competitive bidding and authorizing said revenue note to be sold at a price less than par value by negotiated sale within the limits provided by Title 60, Oklahoma Statutes, Section 176.

A roll call vote was taken:

AYES: Friesen, Vinson, Maxey, Myers, Taylor

NAYS: None

VOTE: 5-0

MOTION CARRIED

(Recess as YMA and Reconvene as Yukon City Council)

1. CONSENT DOCKET

This item is placed on the agenda so the City Council, by unanimous consent, can designate those routine items they wish to be approved by one motion. If one item does not meet with the approval of all Council Members, that item will be heard in regular order.

The City Manager recommends:

A) Approval of minutes of the meeting of September 15, 1998

B) Consider approval of salary and material claims

C) Consider granting permission for the Mayor and City Clerk to enter into an agreement by and between the City of Yukon and the Salvation Army for fiscal year beginning July 1, 1998 through the 30th of June, 1999

D) Consider granting permission for the Mayor and City Clerk to enter into an agreement by and between the City of Yukon and Officer Peter R. Davola for the use of a canine

E) Consider specifications and grant permission to advertise to receive bids for above ground storage tank with suction system

F) Consider specifications and grant permission to advertise to receive bids for digital Emergency Message Repeater System to be purchased from 911 funds through a lease purchase agreement

G) Consider purchase of Hurst Rescue Systems Combination Cutter/Spreader and power unit from Sooner Fire Equipment, a single source supplier (this equipment is compatible with Hurst Rescue System hydraulic rescue tools on Squad 1)

H) Consider the following request of Traffic Commission:

1. Relocate the stop sign from the northeast corner of Red Fork and Viola to the southwest corner of Red Fork and Wilcox Lane

2. "No Parking" signs on the west side of Tenth Street extending 100 feet from Yukon Avenue

I) Consider awarding bid for plants and irrigation system for medians

J) Consider granting permission to the Mayor and City Clerk to enter into lease agreement by and between the City of Yukon and Fidelity Leasing Company (Prism Computers) for five computers for 24 months, with the option at the end of 24 months to purchase for \$1 or to trade in for new ones:

Fire Department: (1) - \$1,425.00 - \$76.81 month;

Public Works (2) - \$2,935.00 - \$158.20 month;

Inspection (2) - \$2,935.00 - \$158.20 month

K) Consider granting permission to the Mayor and City Clerk to enter into contract with Dillon Construction Company for construction of gymnasium, contingent upon contract and bonds being approved by the City Attorney

L) Consider rejecting bids for construction of Animal Control Shelter and grant permission to re-advertise for bids

M) Set date for the next regular meeting for October 20, 1998, 7:30 p.m., Council Chambers, Centennial Building, 12 South Fifth

Vice Mayor Myers advised he would like to pull Item J and Item F to be heard in regular order. Vice Mayor Myers stated that on Item K, it should be "Dillon."

Council Member Vinson asked about time on the Salvation Army agreement.

Clerk advised that a new agreement was drawn showing the time as 7:00 a.m. to 4:00 p.m.

A motion was made by Vice Mayor Myers, seconded by Council Member Maxey, approving the minutes of the meeting of September 15, 1998, approving salary and material claims in the amount of \$702,047.31; granting permission for the Mayor and

City Clerk to enter into an agreement by and between the City of Yukon and the Salvation Army for fiscal year beginning July 1, 1998 through the 30th of June, 1999; granting permission for the Mayor and City Clerk to enter into an agreement by and between the City of Yukon and Officer Peter R. Davola for the use of a canine; approving specifications and grant permission to advertise to receive bids for above ground storage tank with suction system; approving purchase of Hurst Rescue Systems Combination Cutter/Spreader and power unit from Sooner Fire Equipment, a single source supplier (this equipment is compatible with Hurst Rescue System Hydraulic rescue tools on Squad 1); approving the following request of Traffic

Commission: relocate the stop sign from the northeast corner of Red Fork and Viola to the southwest corner of Red Fork and Wilcox Lane; "No Parking" signs on the west side of Tenth Street extending 100 feet from Yukon Avenue; awarding bid for plants and irrigation system for medians to Precure Nursery in the amount of \$18,648.89; granting permission to the Mayor and City Clerk to enter into contract with Dillon Construction Company for construction of gymnasium, contingent upon contract and bonds being approved by the City Attorney; rejecting bids for construction of Animal Control Shelter and grant permission to re-advertise for bids; and setting date for the next regular meeting for October 20, 1998, 7:30 p.m., Council Chambers, Centennial Building, 12 South Fifth.

The vote:

AYES: Maxey, Taylor, Myers, Friesen, Vinson

NAYS: None

VOTE: 5-0

MOTION CARRIED

ITEM F: DIGITAL EMERGENCY MESSAGE REPEATER SYSTEM

Assistant Police Chief advised that this is not for the radios; it is to be used in the communications area, as a playback system for 911.

A motion was made by Vice Mayor Myers, seconded by Council Member Maxey, approving specifications and granting permission to advertise to receive bids for digital emergency message repeater system to be purchased from 911 funds through a lease purchase agreement.

The vote:

AYES: Maxey, Vinson, Friesen, Taylor, Myers

NAYS: None

VOTE: 5-0

MOTION CARRIED

ITEM J: GRANTING PERMISSION TO PURCHASE FIVE (5) COMPUTERS FROM PRISM AND ENTER INTO LEASE FOR THE COMPUTERS

Vice Mayor Myers stated that these computers are overpriced and he had rather go to open bids or look at other possibilities such as Micron, Dell or Gateway, and also look at central purchasing. Vice Mayor Myers stated he just recently purchased 133 computers and these are overpriced.

A motion was made by Vice Mayor Myers, seconded by Council Member Friesen, to

postpone this item indefinitely.

The vote:

AYES: Taylor, Maxey, Myers, Friesen, Vinson

NAYS: None

VOTE: 5-0

MOTION CARRIED

2. REPORT OF BOARDS, COMMISSIONS AND CITY OFFICIALS

3. CONSIDER ADOPTING RESOLUTION NO. 98-11 GRANTING PERMISSION TO ENTER INTO AGREEMENT AND AUTHORIZING MAYOR AND CITY CLERK TO EXECUTE PROJECT AGREEMENT #STP-109b (012) TR J/P #16683 (04) BY AND BETWEEN THE CITY OF YUKON AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE INSTALLATION OF TRAFFIC SIGNALS PROJECT AT THE INTERSECTION OF 1-40 EAST AND WESTBOUND OFF RAMP AND SH-92 (GARTH BROOKS BOULEVARD) AND INTERCONNECT SYSTEM FROM MENTIONED INTERSECTIONS TO VANDAMENT AVENUE ALONG SH 92

A motion was made by Council Member Maxey, seconded by Council Member Vinson, adopting Resolution No. 98-11, granting permission to enter into agreement and authorizing Mayor and City Clerk to execute project agreement #STP-109b (012) TR J/P #16683 (04) by and between the City of Yukon and the Oklahoma Department of Transportation for the installation of traffic signals at the intersection of 1-40 east and westbound off ramps and SH92 and interconnect system from mentioned intersections to Vandament Avenue along SH 92.

The vote:

AYES: Myers, Taylor, Vinson, Friesen, Maxey

NAYS: None

VOTE: 5-0

MOTION CARRIED

A) CONSIDER A PRELIMINARY PLAT FOR GEORGE BUSINESS PARK

B) CONSIDER A FINAL PLAT FOR GEORGE BUSINESS PARK

Mayor Taylor advised that this had been requested to be removed from the agenda.

5. CONSIDER RESOLUTION NO. 98-13 APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE YUKON MUNICIPAL AUTHORITY (THE "AUTHORITY") ISSUING ITS 1999 REVENUE NOTE (THE 'REVENUE NOTE'), IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,500,000; WAIVING COMPETITIVE BIDDING AND AUTHORIZING SAID REVENUE NOTE TO BE SOLD AT A PRICE LESS THAN PAR VALUE BY NEGOTIATED SALE WITHIN THE LIMITS PROVIDED BY TITLE 60, OKLAHOMA STATUTES, SECTION 176, AUTHORIZING AND DIRECTING THE MAYOR OR VICE MAYOR AND CITY CLERK TO ENTER INTO A SECURITY. AGREEMENT PROVIDING SECURITY FOR THE REVENUE NOTE; DESIGNATING THE REVENUE NOTE AS QUALIFIED TAX-EXEMPT OBLIGATIONS UNDER THE INTERNAL

REVENUE CODE OF 1986 (THE "CODE"); MAKING ETERMINATIONS NECESSARY FOR THE EXCEPTION FOR SMALL GOVERNMENTAL UNITS UNDER THE CODE; PROVIDING THAT THE TRUST INDENTURE SHALL BE SUBJECT TO PROVISIONS OF THE REVENUE NOTE; AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE REVENUE NOTE; RATIFICATION OF LEASE AGREEMENT AND OPERATION AND MAINTENANCE CONTRACT BETWEEN THE CITY AND THE AUTHORITY AND AGREEING THAT THE TERM OF THE LEASE SHALL EXTEND SO LONG AS THE REVENUE NOTE REMAINS UNPAID; DISBURSEMENT OF PROCEEDS, AND FINALIZATION, CREATION, EXECUTION AND DELIVERY OF DOCUMENTS NECESSARY FOR ISSUANCE OF THE REVENUE NOTE

Resolution No. 98-13 was introduced and title read in full by Mayor Taylor

A motion was made by Council Member Maxey, seconded by Council Member Vinson, adopting Resolution No. 98-13 approving the incurrence of indebtedness by the Yukon Municipal Authority, issuing its 1999 Revenue Note in an aggregate principal amount of not to exceed \$1,500,000; waving competitive bidding, and authorizing said revenue note to be sold at a price less than par value.

The vote:

AYES: Friesen, Taylor, Myers, Maxey, Vinson

NAYS: None

VOTE: 5-0

MOTION CARRIED

6. A) CONSIDER ORDINANCE NO. 1024 AMENDING SECTION 2-137(b) OF THE CODE OR ORDINANCES OF THE CITY OF YUKON BY DETERMINING THAT CERTAIN OBLIGATIONS INCLUDING THE YUKON MUNICIPAL AUTHORITY 1999 REVENUE NOTE IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,500,000 DO NOT EXCEED DEBT LIMITATIONS; REPEALING ALL CONFLICTING ORDINANCE PROVISIONS; AND DECLARING AN EMERGENCY

(B) CONSIDER EMERGENCY CLAUSE TO ORDINANCE NO. 1024

Ordinance No. 1024 was introduced and read in full by City Attorney.

A motion was made by Council Member Vinson, seconded by Council Member Maxey, approving Ordinance No. 1024 amending Section 2-137(b) of the code of ordinances determining that the Yukon Municipal Authority 1999 revenue note in the aggregate principal amount of \$1,500,000 does not exceed debt limitations.

A roll call vote was taken:

AYES: Taylor, Myers, Maxey, Vinson, Friesen

NAYS: None

VOTE: 5-0

MOTION CARRIED

A motion was made by Vice Mayor Myers, seconded by Council Member Maxey, adopting the emergency clause to Ordinance No. 1024.

A roll call vote was taken:

AYES: Friesen, Vinson, Maxey, Myers, Taylor

NAYS: None

VOTE: 5-0

MOTION CARRIED

7. NEW BUSINESS

8. OPEN DISCUSSION

Council Member Friesen stated he would like the Traffic Commission to look at the intersection of Cornwell and Vandament and study this area with regard to how many wrecks there have been there this past year and see if the light should just show the arrow only to turn and not the green light also.

Council Member Friesen stated he would like all the citizens to support the undefeated Kansas State Wildcats. Council Member Friesen stated he was just kidding, but would like all the citizens to support the undefeated Millers, as they have a tough game this week against the Moore Lions.

Vice Mayor Myers advised that he had coffee at one of the local coffee shops this week and they stated that Council Member Friesen is welcome to drink coffee there any time.

Council Member Vinson stated that she would like to commend Aubrey, Carol and Leslie on their honors. Council Member Vinson stated that they put in a lot of hours and it is because of them that the Yukon Recycles program is a success.

Council Member Vinson stated she would like to congratulate the Christian Church on their centennial.

Council Member Vinson stated to go by the Library and look at the display of the Fire Department in recognition of Fire Prevention Week. Council Member Vinson stated it is very nice and all of the items belong to Chief Noll that he has collected through the years.

Mayor Taylor stated he would like to congratulate the Compassionate Hands on the good work they do. Mayor Taylor stated this is Compassionate Hands Week and they help his family personally and he would like for everyone to stop by their office and make a donation to their work. Mayor Taylor stated he really appreciates them and the good work they do in our city.

Mayor Taylor stated that he would like to congratulate the Fire Department and the training they do for the young children in teaching them to have an escape plan and fire safety.

Mayor Taylor stated congratulations on a fine Czech Day. Mayor Taylor stated it was well executed, the area late in the afternoon was very clean, and they handled the trash very well. Mayor Taylor stated those that participated in the parade and booths should be commended for a fine festival. Mayor Taylor stated it was a great day and the Police Department handled the crowd control and we had only minor public drunkenness.

Mayor Taylor stated that next year we will have another celebration coming to our city and that is the Celtics.

Mayor Taylor stated that we have an exciting season coming before us with the lighting of the Christmas tree, lights in the park, and Christmas tree auction. Mayor Taylor stated that

it is an exciting time to live in Yukon.

9. ADJOURNMENT

There being no further business, a motion was made by Vice Mayor Myers, seconded by Council Member Maxey, to adjourn the meeting.

The vote:

AYES: Myers, Taylor, Vinson, Friesen, Maxey

NAYS: None

VOTE: 5-0

MOTION CARRIED

Larry Taylor, Mayor

Mary Lee Huckaba, City Clerk