

BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

2011-071

11/000508

RESOLUTION APPROVING AGREEMENT WITH LAMP, RYNEARSON & ASSOCIATES,
INC. FOR PROFESSIONAL SERVICES

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6)(Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the Sarpy County Planning Department desires to enter into an agreement with Lamp, Ryneerson & Associates, Inc. for the preparation of an Energy Element Plan.

NOW, THEREFORE, BE IT RESOLVED by the Sarpy County Board of Commissioners that this Board hereby approves and adopts the agreement with Lamp, Ryneerson & Associates, Inc. for an Energy Element Plan for the Planning Department, copies of which are attached.

BE IT FURTHER RESOLVED by the Sarpy County Board of Commissioners that the Chairman of this Board is authorized to sign the attached agreement with Lamp, Ryneerson & Associates, Inc. and any other related documents the same being approved by the Board.

DATED this 8th day of March, 2011.

Moved by Jim Warren, seconded by Jim Thompson, that the above Resolution be adopted. Carried.

YEAS: [Signature]

NAYS: none

ABSENT: none

[Signature]

[Signature]

ABSTAIN: none

[Signature]

[Signature]

[Signature]

County Clerk



SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

Prepared by

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

and

Issued and Published Jointly by



AMERICAN COUNCIL OF ENGINEERING COMPANIES

AMERICAN SOCIETY OF CIVIL ENGINEERS

Copyright © 2002 National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ (“Effective Date”) between

Sarpy County (“Owner”)

and Lamp, Rynearson & Associates, Inc. (“Engineer”)

Engineer agrees to provide the services described below to Owner for Energy Element (“Project”).

Description of Engineer’s Services: See Attached Exhibit A

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. A.—Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

B. Engineer and his employees, agents and assigns agree to comply with all residency verification laws and procedures as contained in Exhibit B.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement’s terms through no fault of the terminating party.
 - b. By Engineer:
 - 1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer’s responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer’s services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer’s control.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer’s standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of upon receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 60 days after receipt of Engineer’s invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) computed from said the thirtieth day after the date of Engineer’s invoice. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

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c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the

design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition) with revisions by the Engineer. Copies of the Engineer revised document are available for review.

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site

is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment (Lump Sum Basis)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. A Lump Sum amount of \$ As described in Exhibit A

B. ~~The Engineer's compensation is conditioned on the time to complete construction not exceeding ___ months. Should the time to complete construction be extended beyond this period, total compensation to Engineer shall be appropriately adjusted.~~

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER: Lamp, Rynearson & Associates, Inc.

By:

Tom Richard
3/8/11

By:

Michael P. McMillen

Title:

Chairman, Sarpy Co. Board

Title:

President

Date Signed:

3/8/11

Date Signed:

3/14/11

License or Certificate No. and State CA0130E Nebraska

Address for giving notices:

Address for giving notices:

Lamp, Rynearson & Associates, Inc.

14710 W Dodge Road, Ste 100

Omaha, NE 68154-2027

EXHIBIT "A"
Description of Services and Payment Provisions

Scope of Services

The scope of our services for this project will include the development of a Draft Energy Element for the Sarpy County Zoning Jurisdiction (see attached map) that addresses the required state statutory Energy Plan Requirements of LB 997. The Energy Element will assess energy infrastructure and use by sector – residential, commercial and industrial; evaluate utilization of renewable energy sources and promote energy conservation measures that benefit the community. The Energy Element shall address the following five areas – Natural Environment, Urban Form & Transportation, Building Construction, Resource Conservation and Community Health. The Energy Element shall include a summary of similar projects in other communities. Specific tasks included shall include the following:

1. Meeting Planning, Facilitation and Follow-Up.
 - a. Core Committee – Kick-Off Meeting and Two Additional Meetings.
 - b. Public Meeting (one meeting held on the same day as the Core Committee Kick-Off Meeting).
 - c. Presentations (one each) of the Draft Energy Element to the Sarpy County Planning Commission and Sarpy County Board.
 - d. Internal Project Management Meetings – maximum of five.
2. Energy Data Research / Analysis and Development of Goals, Objectives and Strategies.
3. Draft Energy Element Plan Preparation. Services will include response to comments received from Sarpy County representatives. The Energy Element shall be in the following format.
 - a. Introduction.
 - b. Overview of Existing Energy Conditions and Resources.
 - c. Energy Goals Strategy Statements.
 - i. Natural Environment.
 - ii. Urban Form & Transportation.
 - iii. Building Construction.
 - iv. Resource Conservation.
 - v. Community Health.
 - d. Energy Policies, Objectives and Standards.
 - i. Supply & Delivery.
 - ii. Conservation & Efficiency.
 - iii. Development of Renewable Resources.
 - e. Implementation Measures.

Deliverables. The following deliverables will be transferred, without copyright, to Sarpy County.

1. Draft Energy Element document including energy data, policy recommendations, goals, objectives, actions and strategies – 5 copies and electronic version.
2. Executive Summary of Draft Energy Element for use as public outreach document.

Payment

We propose to bill for our services on the basis of hourly charge rates plus reimbursable expenses incurred. For the tasks listed above, we anticipate that our fees will not exceed \$37,787.00. We will make reasonable attempts to notify you ahead of time should our fees exceed this estimated amount.

EXHIBIT "B"
Residency Verification

The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE
1210 GOLDEN GATE DRIVE
PAPILLION, NE 68046



Brian Hanson, Purchasing Agent
(402) 593-2349
Debby Peoples, Asst. Purchasing Agent
(402) 593-4164
Beth Cunard, Senior Buyer/Contract Administrator
(402) 593-4476
Lois Spethman, Supply Clerk/Purchaser
(402) 593-2102

MEMO

To: Sarpy County Board of Commissioners
From: Beth Cunard
Re: Energy Element Agreement

Sarpy County requested proposals for an Energy Element Consultant for the Planning Department. This consultant will draft an energy element for the County Zoning Jurisdiction that addresses required State Statutory Energy Plan Requirements of LB 997. The plan will assess energy infrastructure and use by sector, evaluate utilization of renewable energy sources and promote energy conservation measures that benefit the community.

It is recommended that the Board approve the attached agreement with Lamp, Rynearson, & Associates, Inc. The project will be completed by fall and will be paid for by the Energy Efficiency and Conservation Block Grant. If you have any questions, please feel free to contact me at (402) 593-4476.

March 3, 2011

A handwritten signature in black ink, appearing to be "BC", is written over a horizontal line.

Beth Cunard

Cc: Deb Houghtaling
Mark Wayne
Scott Bovick
Brian Hanson
Rebecca Horner

Deb Houghtaling

Fred Uhe
Chief Deputy

Sarpy County Clerk

Renee Lansman
Assistant Chief Deputy

1210 Golden Gate Drive • Papillion, Nebraska 68046-2895
Phone: 402-593-2105 • Fax: 402-593-4471 • Website www.Sarpy.com • Email: Clerk@sarpy.com

March 10, 2011

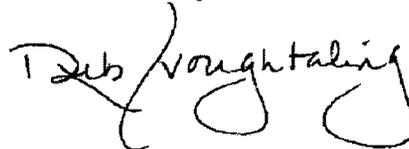
Lamp, Rynearson & Associates, Inc.
14710 W. Dodge Road, Ste 100
Omaha NE 68154-2027

RE: Energy Element Plan

Please find enclosed two (2) originals of the subject agreement which have been approved and signed by the Chairman of the Board on March 8, 2011. Upon completion please provide one original for Sarpy County records.

Mail to: Sarpy County Clerk
Attn: Kendra Koehler
1210 Golden Gate Dr.
Papillion NE 68046-2895

Sincerely,



Deb Houghtaling
Sarpy County Clerk

Enclosures (2)
DH/kk



14710 West Dodge Road, Suite 100
Omaha, Nebraska 68154-2027

(Ph) 402.496.2498
(Fax) 402.496.2730

March 14, 2011

Sarpy County Clerk
ATTN: Kendra Koehler
1210 Golden Gate Drive
Papillion, NE 68046-2895

REFERENCE: Energy Element Plan

Dear Kendra:

Enclosed please find one (1) fully executed original copy of the above referenced agreement for Sarpy County records.

Sincerely,

LAMP, RYNEARSON & ASSOCIATES, INC.

Michael P. McMeekin, P.E.
President

Enclosure

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Omaha Public Power District ("OPPD") and Sarpy County ("Recipient") agree as follows:

WHEREAS, the Recipient has or will be provided access to certain confidential information related to OPPD's business and/or its customers ("Confidential Information"); and

WHEREAS, the parties desire to protect the Confidential Information disclosed pursuant to this Agreement;

NOW, THEREFORE, the parties hereto, intending to be legally bound, agree as follows:

1. **Confidential Information.** For purposes of this Agreement, "Confidential Information" shall mean all information which has been specifically designated as confidential by OPPD and which relates to the commercial and financial activities of OPPD or its customers. "Confidential Information" shall include information relating to OPPD's customers and their accounts, including, but not limited to, personal, demographic, location, financial, and usage information. Information which is disclosed orally and is considered confidential by OPPD shall be treated as Confidential Information and used only according to the terms of this Agreement as described below. Each disclosure of Confidential Information shall be documented by OPPD.

a) Data provided by OPPD will be used in the analysis and development of the Sarpy County Energy Management Plan and may be contained within the document and appendixes.

2. **Use of Confidential Information.** Recipient shall:

(a) use such Confidential Information solely for the purposes for which it is disclosed to Recipient by OPPD, and shall not use such Confidential Information for any other purpose; and

(b) promptly return to OPPD, upon request, any and all tangible material concerning such Confidential Information, including all copies and notes, or destroy the same and provide the other party with a written statement that such destruction has occurred. Under no circumstances shall any Confidential Information or copy thereof be retained, except with the express written approval of OPPD.

3. **Nondisclosure.**

(a) Recipient agrees that [he/she/it] will use reasonable care to prevent unauthorized disclosure of Confidential Information. Recipient shall not make any copies of Confidential Information that is in written or other tangible form except for use by authorized persons with a need to know such Confidential Information, and all persons having access to Confidential Information shall agree to comply with the

terms of this Agreement. Recipient shall, upon request, provide OPPD with a list of persons authorized to receive Confidential Information.

- (b) Recipient further agrees not to distribute, disclose or disseminate Confidential Information in any way to anyone, except persons who have such need to know, or use Confidential Information for its own purpose. Recipient agrees that its disclosure of Confidential Information to a person who has a need to know shall be limited to only so much of the Confidential Information as is necessary for that person to perform his/her function in connection with the Confidential Information.

4. **Exception.** The obligations imposed herein shall not apply to Confidential Information:

- (a) which becomes available to the public through no wrongful act of the Recipient; or
- (b) which may be published or otherwise made available to the public prior to the date hereof; or
- (c) which is received from a third party without restriction known to the Recipient and without breach of this Agreement; or
- (d) which is independently developed by the receiving party; or
- (e) which must be disclosed pursuant to a legal requirement; provided, however, in such event, Recipient shall give OPPD prompt written notice to enable OPPD to seek protective legal remedies and the Recipient shall reasonably cooperate in connection therewith.

5. **Termination.** Either party may terminate this Agreement upon ten (10) days written notice. However, upon termination, Recipient shall return or destroy Confidential Information, as provided in paragraph 2 hereof.

6. **Reliance.** Recipient acknowledges that OPPD makes no express or implied representation or warranty as to the accuracy or completeness of any Confidential Information. OPPD shall have not liability to the Recipient, or any other person, relating to or arising from the use of the Confidential Information or for any errors therein or omissions therefrom.

7. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the treatment of Confidential Information. This Agreement may be modified only by written agreement of the parties. It shall be binding upon the parties hereto and their respective successors and assigns.

8. **Enforcement.** Recipient agrees that any remedy at law for any actual or threatened breach of this Agreement would be inadequate, and that OPPD shall be entitled to specific performance hereof or injunctive relief or both, by temporary remedy, writ or orders as may be

entered into by a state or federal court of competent jurisdiction in the State of Nebraska in addition to any damages that OPPD may be legally entitled to recover, together with reasonable expenses of litigation, including attorney's fees incurred in connection therewith as may be approved by such court, and each party further agrees to waive any requirement for the securing or posting of any bond in connection with obtaining any such injunctive or equitable relief.

9. **Notices.** All notices or other communications which are required or permitted herein shall be in writing and sufficient if delivered personally, sent by facsimile transmission followed by written confirmation of receipt, sent by overnight commercial air courier (such as Federal Express), or sent by registered or certified mail, postage prepaid, return receipt requested, to the parties at their addresses or facsimile numbers set forth below or to such other address or facsimile number as the party to whom notice is to be given may have furnished to the other party in writing in accordance herewith. Any such communication shall be deemed to have been given when delivered if delivered personally, the same day as facsimile transmission (or the first business day thereafter if faxed on a Saturday, Sunday or legal holiday), on the first business day after dispatch if sent by overnight commercial air courier, or on the fifth business day after posting if sent by mail.

IF TO OPPD: Omaha Public Power District
 ATTN: Cindy K. Godfrey, PMP
 444 South 16th Street Mall
 Omaha, Nebraska 68102-2247
 Phone: (402) 636-3699
 Telefax: (402) 636-3982

IF TO RECIPIENT: Sarpy County
 ATTN: Mark Wayne
 > 1210 Golden Gate Dr.
 > PAPILLION NE 68046
 Phone: 402-593-2347
 Telefax:

10. **Governing Law.** This Agreement and the rights and obligations of the parties hereto shall be governed by, construed and enforced in accordance with, the laws of the State of Nebraska.

11. **No Waiver.** The failure of either party to exercise its rights and remedies under this Agreement upon an occurrence of a breach of this Agreement shall not be deemed a waiver of any subsequent breach of this Agreement.

DATED for reference purposes this 2nd day of August, 2011.

[Signatures appear on next page]

OMAHA PUBLIC POWER DISTRICT ("OPPD"),

By: Juli Comstock 8/16/11
Juli Comstock

Title: Division Mgr. CSO
Div Mgr - Customer Service Operations

SARPY COUNTY ("Recipient")

By: Tom Richards 8/9/2011

Print: Tom Richards

Title: Chairman

W128927.03

GODFREY, CINDY K

From: GODFREY, CINDY K
Sent: Thursday, August 18, 2011 11:41 AM
To: 'markw@sarpy.com'; 'Nancy.pridal@LRA-inc.com'; 'patrick@verdisgroup.com'
Cc: HEPP, SUSAN M
Subject: Sarpy County Data Request - NDAs

Mark, Nancy, Patrick,

Please be advised that Juli Comstock has signed the NDA documents for each of your entities and I will be mailing a copy of the document to your attention this afternoon.

In checking with Sue Hepp as far as a status on your data request, I understood from her yesterday that the information is in the process of being crosschecked and verified. Due to our system upgrade this last March reconciliation of data back to 2008 is proving to be an opportunity.

I will plan on providing you a status update before the end of August if I have not been provided the data for distribution.

Thank you for your patience.

Cindy

Cindy K. Godfrey, PMP
Customer Service Technology Specialist
Omaha Public Power District
444 South 16 St Mall
Omaha, NE 68102-2247
(402) 636-3699
ckgodfrey@oppd.com

Deb Houghtaling

Fred Uhe
Chief Deputy

Sarpy County Clerk

Renee Lansman
Assistant Chief Deputy

1210 Golden Gate Drive • Papillion, Nebraska 68046-2895
Phone: 402-593-2105 • Fax: 402-593-4471 • Website www.Sarpy.com • Email: Clerk@sarpy.com

August 11, 2011

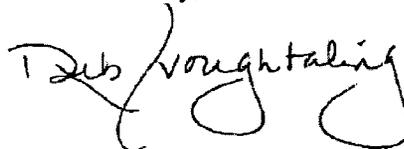
Omaha Public Power District
Attn: Cindy K. Godfrey, PMP
444 South 16th Street Mall
Omaha, Nebraska 68102-2247

RE: Confidentiality and Non-Disclosure Agreement

Please find enclosed two (2) originals of the subject agreement which have been approved and signed by the Chairman of the Board on August 9, 2011. Upon completion please provide **one original** for Sarpy County records.

Mail to: Sarpy County Clerk
Attn: Christine Vance
1210 Golden Gate Dr.
Papillion NE 68046-2895

Sincerely,



Deb Houghtaling
Sarpy County Clerk

Enclosures (2)
DH/cv