



The Common Council of the City of Bellevue, Idaho met at a Regular Meeting on Monday, August 25, 2025, at 5:30 p.m. in the Council Chambers of the City of Bellevue Offices, located at 115 E. Pine Street, Bellevue, ID 83313.

**Call to Order:** Mayor Giordani called the Regular Meeting to order at 5:31 p.m.

**Roll Call:**

Christina Giordani, Mayor – Present  
Diane Shay, Council President – Present  
Tammy E. Davis, Council Member – Present (*Via Zoom*)  
Suzanne Wrede, Council Member – Present  
Shaun Mahoney, Council Member – Present  
Tom Bergin, Council Member – Present  
Jessica Obenauf, Council Member – Present

**Staff Present:**

Chris Johnson, Public Works Director (via Zoom)  
Amy Phelps, City Clerk  
Greg Beaver, Fire Chief  
Brian Parker, Community Development Director  
Carter Bullock, Planner  
Kirtus Gaston, Marshal  
Shelly Shoemaker, Treasurer  
Rick Allington, Legal Counsel

**1. Notice of Agenda Compliance:**

The posting of this regular meeting agenda complied with Idaho Code §74-204. The Regular meeting agenda was posted within forty-eight (48) hours prior to the meeting at the Bellevue City Hall, Post Office, and on the City website on *August 21, 2025*.

**Motion:** Council President Shay moved that the agenda notice was in compliance with Idaho Code §74-204. Council Member Obenauf seconded, and the motion passed unanimously.

**1. CALL FOR CONFLICT (AS OUTLINED IN IDAHO CODE §74-404): ACTION ITEM**

No conflict was noted at this time.

**2. MAYOR AND COUNCIL REPORT**

Mayor Giordani gave an update on the recent Water Boil Advisory. She mentioned the upcoming Labor day celebration event- which marked one hundred years of the City Celebrating this event.

**3. CONSENT AGENDA: ACTION ITEMS**

- a. Approval of Claims August 12, through August 25, 2025: Shelly Shoemaker, Treasurer

- b. Approval of Annual Retail Alcoholic Beverage Applications: Kirtus Gaston, Bellevue Marshal
- c. Adoption of the updated 2025 Idaho Policing Policy

(00:00:19 in video) Council Member Wrede asked how additional work provided by the Streets Department is designated. Specifically whether those costs are allocated or captured within the city's plans or internal accounting. Treasurer Shelly Shoemaker explained that these items on claims payable are simply bills to be paid.

Council Member Obenauf asked Marshal Gaston to explain how police policy updates and adoptions work. Marshal Gaston stated that all officers—not just new cadets—must review and sign off on the policy, especially when updates occur due to changes in case law or state law. Council Member Obenauf asked whether this approach is common across other jurisdictions, such as the Sheriff's Office. Marshal Gaston explained that it varies: some agencies use a larger, more expensive policy system called Lexipol, while smaller agencies typically use IPPM. He confirmed that IPPM is accessed through ICRMP. Obenauf then asked whether ICRMP requires insured jurisdictions to adopt a specific policy. Marshal Gaston clarified that ICRMP does not require a particular policy, only that the jurisdiction has a policy acceptable to ICRMP. Because of Bellevue's available funding, the department uses IPPM rather than the more costly alternatives.

**Motion:** (00:02:40 in video) **Council President Shay motioned to approve the consent agenda. Council Member Mahoney seconded the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Wrede, Council Member Mahoney, Council Member Obenauf. Council Members Voting Nay: none. The Motion Passed.**

#### **6. WASTEWATER PLANT PROJECT UPDATE: Andrew Kimmel, Great West Engineering**

Andrew Kimmel reported that crews discovered several actuator valves in the aeration system are not functioning during testing, likely because the SCADA system is not yet operational. As a result, a major focus over the next two weeks is completing all electrical and control work so the valves can be tested properly. He further explained Bellevue staff, along with electricians and the SCADA provider, are coordinating site access to finish this work and once the controls are fully operational, Veolia is scheduled to return in about two weeks to test and clean the membranes. He said Great West will have someone on-site during at least one day of that process to document progress and conduct additional verification work, including checks around the lagoons, in preparation for bringing the entire plant online.

#### **7. PRESENTATION: Swearing in Ceremony: New Deputy Marshal, Emanuel Marin: Kirtus Gaston, Bellevue Marshal**

Marshal Gaston conducted the swearing in of Emanuel Marin the new Deputy Marshal for the City of Bellevue Marshal's office.

#### **8. PUBLIC HEARING: FISCAL YEAR 2026 BUDGET**

- a. Consideration and approval of Ordinance No. 2025-12 an Ordinance of The City of Bellevue, Idaho, entitled the Annual Appropriation Ordinance for the Fiscal Year 2026 beginning on October 1, 2025, appropriating funds deemed necessary to defray all necessary expenses and liabilities for the ensuing fiscal year, authorizing a levy of sufficient tax upon the taxable property and specifying the objects and purposes for

which said appropriation is made, and providing an effective date: Shelly Shoemaker, Treasurer | **ACTION ITEM**

Mayor Giordani opened the Public Hearing at 5:50pm.

Mayor Giordani opened the FY26 budget hearing by noting that it is being conducted in compliance with Idaho Code §§ 50-1002 and 63-802A, which require a public hearing before adopting the annual budget and setting the property tax portion. She stated that the hearing was properly noticed at least 10 days in advance and included all required information on proposed expenditures and revenues.

She then introduced the budget prepared by Treasurer Shelly Shoemaker and highlighted her own written message included in the presentation. The Mayor emphasized that FY26 will bring both challenges and opportunities, and that the proposed budget reflects the City's commitment to public safety, efficient staffing, improved water and wastewater services, community building, clear communication, and responsible growth.

Shelly Shoemaker, Treasurer, provided an overview of the FY26 budget, highlighting the city's staff as its foundation and noting their experience and service, including volunteer firefighters. She reviewed the Council priorities discussed at the beginning of the year, including accountability, governance, housing security, infrastructure, community enhancement, and inter-agency collaboration.

She highlighted a major community project funded by an \$85,000 Blue Cross of Idaho Foundation grant, currently in the implementation phase, expected to be completed by the end of 2026.

Shoemaker then summarized the general fund budget: \$2.5 million total, up \$125,345 from last year (mainly for a fifth marshal), with city property taxes comprising 36% of revenue. She outlined department-level expenses and personnel costs (~\$1.6 million for general fund; water and sewer funds separate).

For enterprise funds, she noted the water fund includes the Siemens Creek project, with revenues primarily from user fees (\$480,000), and expenses broken down by operations, capital, and personnel. The wastewater fund is a top priority, with most repairs completed and full operation expected by December. User fees cover 64% of wastewater costs, with bond debt covering approximately 32%, and carryover reliance significantly reduced. Total wastewater expenses are ~\$1.28 million. She concluded by inviting questions.

Mayor Giordani formally opened the floor for public comment on the FY26 budget. Hearing none, she closed the public hearing at 6:09pm.

Mayor Giordani asked if any council members had questions, noting that although some members had gone through this process before, each budget year presents new challenges.

A clarification was made regarding the readings of the ordinance. Council members asked whether additional readings could be scheduled, and the Treasurer explained that there is no remaining time to conduct the three required readings because the ordinance must be adopted and published by September 15 to meet Idaho Code deadlines. Therefore, it is critical for the Council to waive the three readings at this meeting.

It was also noted that the public had opportunities to participate earlier in the budget process in addition to the evening's public hearing.

- i. Motion to approve the 1st reading of Ordinance No. 2025-12 OR Motion to dispense three readings and read by title only Pursuant to Idaho Code § 50-902 | Action Item

**Motion:** (00:34:14 in video) **Council Member Obenauf motioned** to dispense three readings and read Ordinance 2025-12 by title only Pursuant to Idaho Code § 50-902 . **Council President Shay seconded** the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Wrede, Council Member Daivs, Council Member Obenauf. Council Members Voting Nay: none. **The Motion Passed.**

Council Member Obenauf read Ordinance No. 2025-12 by title.

**Motion:** **Council Member Obenauf motioned** to approve 2025-12 entitled the Annual Appropriation Ordinance for the Fiscal Year 2026 beginning on October 1, 2025, appropriating funds deemed necessary to defray all necessary expenses and liabilities for the ensuing fiscal year, authorizing a levy of sufficient tax upon the taxable property and specifying the objects and purposes for which said appropriation is made. **Council President Shay seconded** the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Daivs, Council Member Obenauf. Council Members Voting Nay: Council Member Wrede. **The Motion Passed.**

- b. Consideration and approval of Resolution No. 25-21 declaring the intent to collect \$8,863 in foregone property taxes for fiscal year 2026 and declaring the purpose for which the foregone taxes are being budgeted. | ACTION ITEM

Shelly Shoemaker explained that Bellevue ended the last fiscal year with a foregone balance of \$13,291, representing property taxes the City was eligible to levy but chose not to collect. The Council previously passed a resolution preserving the ability to use those funds in the future. For the current budget, the City is authorized to take one percent (1%) of that amount, \$8,863, for general operations and maintenance. The presented resolution formally allows the City to include that \$8,863 in this year's budget.

Council Member Wrede asked why the foregone monies remain uncollected. Treasurer Shoemaker explained that the amount is left over because the City's estimated property tax levy in the budget was lower than the final allowable amount, due to not having all tax data available when preparing the tentative budget. As a result, the City under-requested about \$12,000 in taxes last year.

She clarified that the City is now allowed to collect only 1% of the foregone amount which is what the new resolution would authorize. If the City had identified a qualifying capital project, it could have taken the full \$12,000, but since it did not, the remaining amount will continue to carry forward. About \$4,000 will remain available next year, depending on this year's estimates.

**Motion:** **Council Member Davis motioned** to approve Resolution No. 25-21 declaring the intent to collect \$8,863 in foregone property taxes for fiscal year 2026 and declaring the purpose for which the foregone taxes are being budgeted. **Council Member Obenauf seconded** the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council

Member Mahoney, Council Member Wrede, Council Member Davis, Council Member Obenauf. Council Members Voting Nay: none. **The Motion Passed.**

- c. Consideration and approval of Resolution No. 25-22 declaring the intent to collect \$1,723.07, plus interest of \$403.23, which amounts were previously paid by the City of Bellevue for a Judgment Levy, in the real property taxes for fiscal year 2026. |

**ACTION ITEM**

Miss Shoemaker explained that this resolution is being proposed as a precaution. At the previous meeting, the Council discussed that Blaine County has allowed the City to recoup funds that were refunded to Idaho Power and Avista. While the supporting details were included in the prior meeting packet, the Treasurer recommended adopting a formal resolution to ensure the City clearly establishes its intent to receive those funds.

When asked whether the resolution was required, she clarified that it may not be strictly necessary, but she wanted to avoid any chance that the County might later say the City failed to take the proper formal step.

**Motion: Council President Shay motioned** to approve Resolution No. 25-22 declaring the intent to collect \$1,723.07, plus interest of \$403.23, which amounts were previously paid by the City of Bellevue for a Judgment Levy, in the real property taxes for fiscal year 2026. **Council Member Mahoney seconded** the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Wrede, Council Member Davis, Council Member Obenauf. Council Members Voting Nay: none. **The Motion Passed.**

**9. New Business** (00:42:57 in video)

- a. Consideration of Resolution No. 25-23 authorizing the Mayor, on Behalf of The City of Bellevue, to enter into an agreement for operations services as of the September 01, 2025, by and between Gray Area Consulting LLC, an Idaho corporation, and the City of Bellevue, an Idaho Municipality: Chris Johnson, Public Works Director | **Action Item**

(00:43:14 in video) Public Works Director Chris Johnson explained that AJ Grey has already been assisting the City by working through Bryson Ellsworth's company, but the City has now renegotiated to contract directly with AJ Grey through his own business, Grey Area Consulting, which will save the City money.

AJ works three days a week, commuting from Buhl, and provides hands-on support at the wastewater facility, including sampling, daily maintenance tasks, and serving as the licensed operator. He will continue working his regular schedule and is also available on an as-needed basis for emergencies.

Council Member Obenauf asked why AJ Grey's name and certain facility details were missing from parts of the contract. Mr. Johnson explained that AJ's name appears in the opening section and will be included consistently, and that the facility description and exhibits will be added to the final packet.

Council Member Davis asked whether the City had previously used AJ Grey's services and whether his role would remain the same. Mr. Johnson confirmed AJ has worked with the City for about two years and will continue in the same capacity while also mentoring Kayme as she begins her apprenticeship.

Council Member Obenauf asked if the contract could require AJ Grey to maintain the appropriate licensing while contracted. Rick Allington, Legal Counsel explained that losing his license would automatically terminate the contract, that AJ is up to date on continuing education through IRWA, and that the City can terminate the contract on 30 days' notice if needed. Mayor Giordani then noted that contracting directly with AJ saves the City \$1,000–\$2,000 per month in operator fees and shifts Bryson Ellsworth to a backup operator, reducing costs. Mr. Johnson reiterated that AJ will continue his current duties, assist with daily maintenance, and mentor apprentices until internal staff are licensed.

Council Member Bergin also raised concerns about the contract referencing the wrong judicial district and the absence of insurance information. Mr. Johnson clarified that the City's insurance through ICRMP covers the system, while AJ maintains his own business insurance, which does not affect City operations. Council members agreed it would be appropriate to document the insurance coverage and verify AJ's licensing for clarity.

**Motion: Council President Shay motioned to approve Resolution No. 25-23 authorizing the Mayor, on Behalf of The City of Bellevue, to enter into an agreement for operations services as of the September 01, 2025, by and between Gray Area Consulting LLC, an Idaho corporation, and the City of Bellevue, an Idaho Municipality. Council Member Wrede seconded the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Wrede, Council Member Davis, Council Member Obenauf. Council Members Voting Nay: none. The Motion Passed.**

- b. Approval of Resolution No. 25-24 confirming appointment of Ian Blacker to the Bellevue Urban Renewal Agency (BURA) Board of Commissioners with a term expiring August 2027: Christina Giordani, Mayor | **Action Item**

(00:55:28 in video) Mayor Giordani introduced Ian Blacker as a candidate for appointment to the Bellevue Urban Renewal Agency (BURA). Mr. Blacker was born and raised in Bellevue, is an ISU graduate, and has lived in the area for many years. He works as a general contractor and currently teaches Construction Academy at Wood River High School. He has also done construction work on City Hall, giving him direct knowledge of community needs. His background in construction and long-standing connection to Bellevue make him a strong asset for BURA, particularly for infrastructure, beautification, and building improvement projects. Mayor Giordani requested council approval to appoint him to a term ending August 2027.

**Motion: Council President Shay motioned to approve Resolution No. 25-24 confirming appointment of Ian Blacker to the Bellevue Urban Renewal Agency (BURA) Board of Commissioners with a term expiring August 2027. Council Member Mahoney seconded the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Wrede, Council Member Davis, Council Member Obenauf. Council Members Voting Nay: none. The Motion Passed.**

- c. Consideration of a fee waiver request for a Special Event Application for the Bellevue Historical Society for an event on September 1<sup>st</sup>, at the Museum Park on Main Street for a Lemonade Stand, World War II memorial service and Antique sale: Jan Peppler, Bellevue Historical Society | **ACTION ITEM**

(00:58:57 in video) Mayor Giordani presented a special event application from the Bellevue Historical Society for a community event at Museum Park, adjacent to the Bellevue Museum. The event, scheduled for Labor Day (September 1, 2025) from 9 a.m. to 1 p.m., will include a lemonade stand, a World War II memorial service, and an antique sale. The Historical Society is requesting a waiver of the \$100 application fee. The Mayor noted that the Parks Committee identified partners and city-associated nonprofits as eligible for fee waivers, and she views the Historical Society as a partner. She expressed support for waiving the fee but deferred to the council for discussion and decision.

Jan Peppler, a board member of the Bellevue Historical Society, emphasized the Society's role as a partner with the City in preserving the Bellevue Museum, a local landmark. She acknowledged past efforts by Brian Parker in securing grants for building maintenance and noted that the original founding members of the Society have largely stepped away. The Society has recently been reinvigorated with new community members and renewed energy. Miss Peppler highlighted that the upcoming event will include a donation-based lemonade stand, a wreath ceremony at the World War II memorial, and an antique sale that fully benefits the Historical Society. Funds raised will support museum improvements and help leverage grants and trust funds. She expressed excitement about the Society's renewed presence and ongoing collaboration with the City.

**Motion: Council Member Wrede motioned to approve** a fee waiver request for a Special Event Application for the Bellevue Historical Society for an event on September 1<sup>st</sup>, at the Museum Park on Main Street for a Lemonade Stand, World War II memorial service and Antique sale. **Council Member Obenauf seconded** the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Wrede, Council Member Davis, Council Member Obenauf. Council Members Voting Nay: none. **The Motion Passed.**

## 10. OLD Business

- a. Consideration of proposed Ordinance No. 2025-11 amending Title 3, Chapter 6 of The Bellevue City Code known as the City of Bellevue's Local Option Tax (LOT) by adding the imposition of a one percent (1%) tax on the sale of restaurant food, a two percent (2%) tax on the retail sale of liquor-by-the-drink, an increase from three per cent (3%) to six per cent (6%) on the sale of hotel-motel occupancy and increasing the effective duration to (15) fifteen years from its date of publication and adding public safety administration, including law enforcement, fire department and pedestrian and bike safety to the purposes for which the tax revenue may be applied. Christina Giordani, Mayor | **ACTION ITEM**

(01:04:06 in video) Mayor Giordani introduced Ordinance No. 2025-11, outlining proposed amendments to the City's Local Option Tax (LOT). She reviewed the potential addition of a 1% tax on restaurant food, a 2% tax on liquor-by-the-drink, and an increase in the hotel-motel LOT from 3% to 6%. She also explained the proposed extension of LOT for 15 years and the addition of public safety administration: law enforcement, fire, and pedestrian/bike safety as eligible uses of LOT revenue. She

presented cost and revenue estimates, comparisons with other Idaho resort cities, and noted that the proposed changes aim to reduce the financial burden on residents by capturing visitor impacts.

Council Member Obenauf expressed appreciation for the proposal, noting that for several years the Council has discussed the need for additional revenue to support rising infrastructure costs. She remarked that Bellevue does not receive discounted costs for goods or infrastructure and, after reviewing the comparison with other resort cities, stated her support for moving the proposal forward.

The Bellevue Common Council discussed a proposal to increase the Local Option Tax (LOT) on lodging, food, and alcohol, potentially placing it on the November ballot. Council members debated appropriate rates, generally favoring a modest increase: 6% for lodging and 1% and 2% rates for food and alcohol.

Discussion was had about revenue from the LOT which would support infrastructure, public safety, and general fund needs. Council noted that lodging taxes primarily affect visitors, while food and beverage taxes affect both residents and tourists. The current LOT is set to sunset in 2027; a longer-term 15-year sunset was discussed for planning flexibility.

Bellevue's designation as a resort city was reviewed, citing population, proximity to resorts, scenic assets, and tourism draws such as fishing, skiing, parks, and events. Council members stressed balancing revenue needs with affordability for residents and emphasized strategic, effective use of LOT funds. Timing was critical, with a preference for the measure on the November ballot.

The Council discussed the tax duration, with consensus around 15 years, noting it could be adjusted later and emphasizing the need to secure funding for roads and community needs. The council also reviewed the process for placing the measure on the ballot, clarifying that one reading and the accompanying resolution would suffice before voters decide in November.

**Motion: Council President Shay motioned to approve** the first reading of Ordinance 2025-11 by title only. **Council Member Mahoney seconded** the motion. Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Wrede, Council Member Davis, Council Member Obenauf. Council Members Voting Nay: none. **The Motion Passed.**

Council President Shay read ordinance No. 2025-11 by title.

- b.** Approval of Resolution No. 25-25 calling for an election to be held on November 4, 2025, to submit to the qualified electors of the City of Bellevue the question of whether to impose a one percent (1%) tax on the sale of restaurant food, a two percent (2%) tax on the retail sale of liquor-by-the-drink, an increase from three per cent (3%) to six per cent (6%) on the sale of hotel-motel occupancy and increasing the effective duration to (15) fifteen years from its date of publication and adding public safety administration, including law enforcement, fire department and pedestrian and bike safety to the purposes for which the tax revenue may be applied. Christina Giordani, Mayor | **ACTION ITEM**

**Motion: Council Member Davis motioned to approve** Resolution No. 25-25 calling for an election to be held on November 4, 2025, to submit to the qualified electors of the City of Bellevue the question of whether to impose a one percent (1%) tax on the sale of restaurant food, a two percent (2%) tax on the retail sale of liquor-by-the-drink, an increase from three per cent (3%) to six per cent (6%) on the sale of hotel-motel occupancy and increasing the effective duration to (15) fifteen years from its date of publication and adding public safety administration,

including law enforcement, fire department and pedestrian and bike safety to the purposes for which the tax revenue may be applied. **Council President Shay seconded the motion.** Council Members Voting Aye: Council President Shay, Council Member Bergin, Council Member Mahoney, Council Member Davis, Council Member Obenauf. Council Members Voting Nay: Council Member Wrede. **The Motion Passed.**

Council Member Davis emphasized the importance of letting the voters decide rather than the council making the decision alone, appreciating the opportunity to present the measure to constituents for their input.

- c. Consideration of Ordinance No. 2025-10 an ordinance of the City of Bellevue, Idaho, amending Bellevue's City Code by adding a new chapter to Title 4: Health, Sanitation, and Environment to control nuisance weeds, and providing an effective date of this ordinance upon passage, approval, and publication according to law, Brian Parker, Community Development Director | **Action Item**

(02:12:29 in video) based on council direction from the previous meeting, Brian Parker, Community Development Director proposed an ordinance adding a new chapter to Title IV of the City Code to control nuisance weeds, primarily targeting dry vegetation that poses a fire hazard. Enforcement would focus on charging property owners rather than abatement and liens, similar to other City Code Sections regarding junk or noise violations.

Council discussed Ordinance 2025-10, which focuses on addressing fire hazards created by dry or unmanaged vegetation within city limits. A council member asked whether the ordinance provides residents with environmental guidance on weed control. Staff explained that the ordinance itself does not include educational materials, but the City can and should provide outreach and education to residents as part of its implementation.

Council Member Davis emphasized that combining the ordinance with educational tools—in both English and Spanish—would help residents understand how to maintain defensible space safely. Another council member expressed concern that education should come before adopting the ordinance. Davis clarified she did not intend to suggest delaying the ordinance, but rather integrating education as a complementary effort.

Marshal Gaston noted that for most ordinances, education is typically the first approach before any enforcement. Fire Chief Beaver provided background, explaining that despite years of outreach on defensible space and wildfire risk, compliance has remained low because there is currently no enforcement mechanism. He stated that the proposed ordinance would give the City a tool to address clear fire hazards when necessary, while still relying primarily on education and voluntary compliance. He also noted the ability to assist residents who may be unable to comply due to age or disability.

Council discussed the existing nuisance code, potential wording changes, and the process for issuing notices, including a series of increasingly firm letters and opportunities for residents to respond or request assistance.

**Motion: Council Member Wrede motioned to Deny Ordinance No. 2025-10 and to request that the City initiate an education program as a first step, and detail the results of that. **With no second, the motion died.****

Mayor Giordani commented that she thinks the Fire Chief's twenty-plus years of observing noncompliance effectively serves as the study and brought it back to council for further discussion.


**Motion: Council Member Bergin motioned to Approve Ordinance No. 2025-10 with amendments. Council Member Bergin withdrew the motion after discovering that an outdated version of the draft ordinance had been included in the packet instead of the updated version.**

**Motion: Council Present Shay moved to table the item for further discussion at a future meeting. The motion passed unanimously.**

**Adjournment: (02:32:08 in Video)** With no further business coming before the Common Council at this time, Council Member Wrede moved to adjourn the meeting. Council Member Obenauf seconded the motion. The meeting adjourned at 08:12 p.m. The motion passed unanimously.

  
Christina Giordani, Mayor

Attest:

  
Amy Phelps, City Clerk