



DATE: April 24, 2017

TO: Shawn O'Leary, Director of Public Works  
Jeff Bryant, City Attorney

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Claim from Patriot Ford

I am in receipt of a claim from Patriot Ford in the amount of \$2,431.80 for damages to their vehicle due to their claim that on April 15, 2017, Zac Selmon went to the Transfer Station to unload some old lumber when a City backhoe, driven by Jerry Younts, backed into the front passenger bumper of the vehicle.

Shawn, I would appreciate your checking with your staff regarding verification of the problem. Please report your findings by written memorandum to me with a copy to Jeff.

Jeff, if it is determined the City has liability in this matter, please signify by writing a report of your recommendations in order that we may schedule this claim as an agenda item.

BH:smr  
attachment

office memorandum