



DATE: December 14, 2016

TO: Jeff Bryant, City Attorney
Ken Komiske, Director of Utilities
Ken Danner, Subdivision Manager
Rone Tromble, Administrative Technician IV
Jane Hudson, Principal Planner

FROM: Brenda Hall, City Clerk

A handwritten signature in black ink, appearing to be "BH", is written over the name "Brenda Hall" in the "FROM:" field.

SUBJECT: Request to Close and Relocate Utility Easements

I am receipt of a request to close and relocate existing utility easements for property located in Lot 2, Block 1, St. Thomas More Church Addition.

In accordance with Resolution No. R-8182-66, I am forwarding the request; location map; radius map; and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr
attachments

office memorandum