

**To:** Honorable Mayor and City Councilors  
**From:** Russell Gale, Acting City Manager  
**Date:** August 25, 2017  
**Re:** Notes to Council

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## **1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION**

- General Service Monthly Report – July 2017
- Streets & Stormwater Department Report – August 2017

## **2. GENERAL CORRESPONDENCE / NOTIFICATION**

- Press Release – Deputy Chief of Broken Arrow Police Dept. appointed as Acting Chief of Police
- Press Release – City Crews Complete Storm Debris Pickup
- Press Release – Redevelopment Study Requested for New Orleans / Elm Retail Corridor
- Memo - Mark Ketchum Radio Systems Interoperability Presentation
- Memo – Cox Communications LFA Notification – Channel Changes
- Thank you from the State Department of Agriculture, Food, and Forestry Services
- Annual CDBG Monitoring Visit in BA - FY14 & FY15 Street Improvements
- Annual CDBG Monitoring Visit in BA - FY16 Waterline, Sidewalk, Multi-Purpose Trail

## **3. SPECIAL EVENTS / ACTIVITIES**

- Post Event Report Play Ball Summer 2017
- Post Event Report Pooch Plunge 2017

Respectfully submitted,



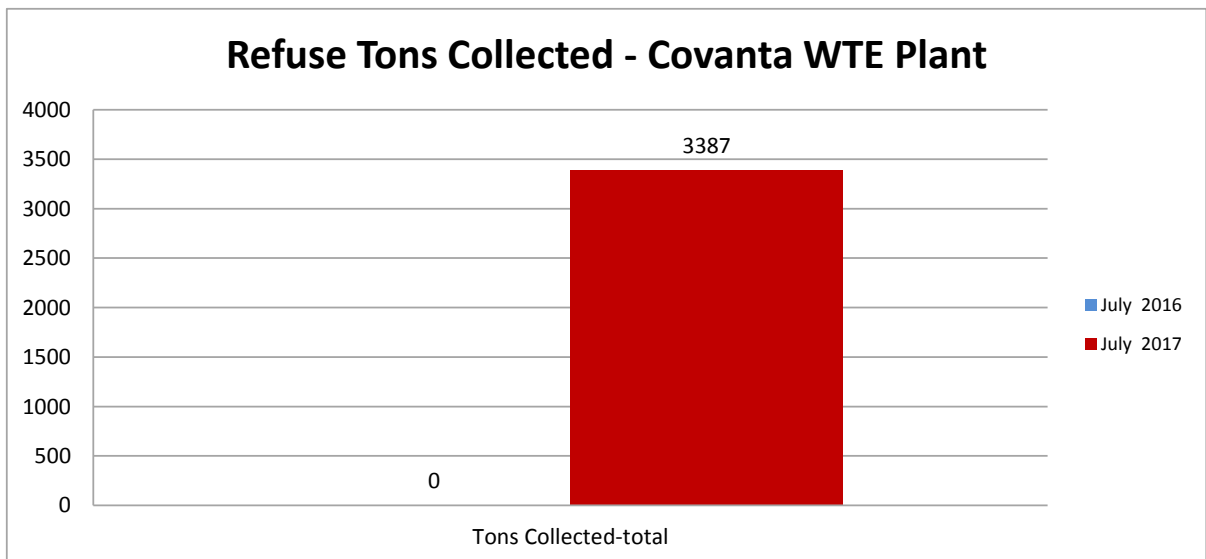
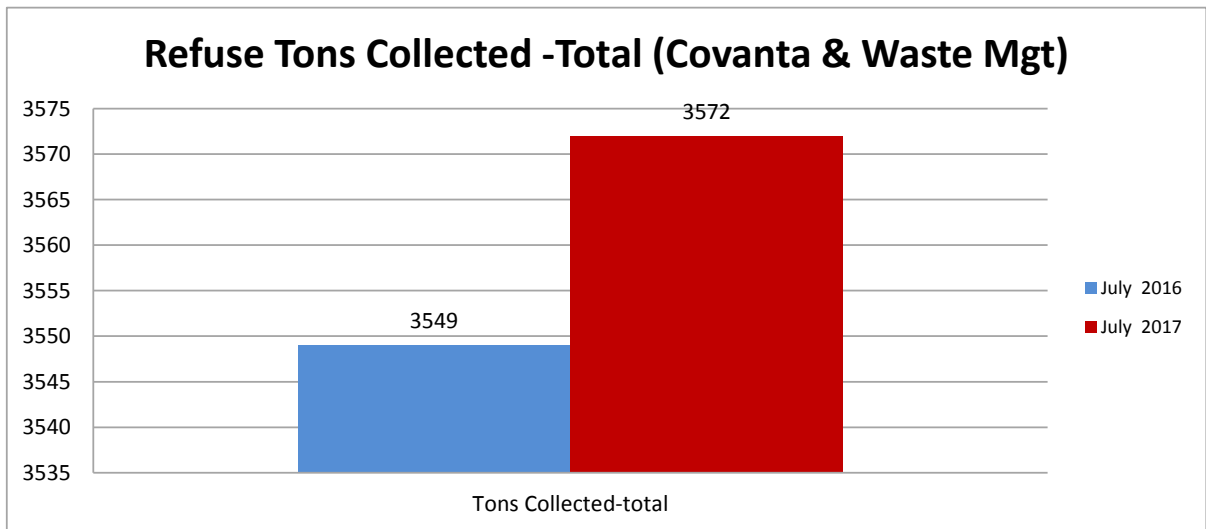
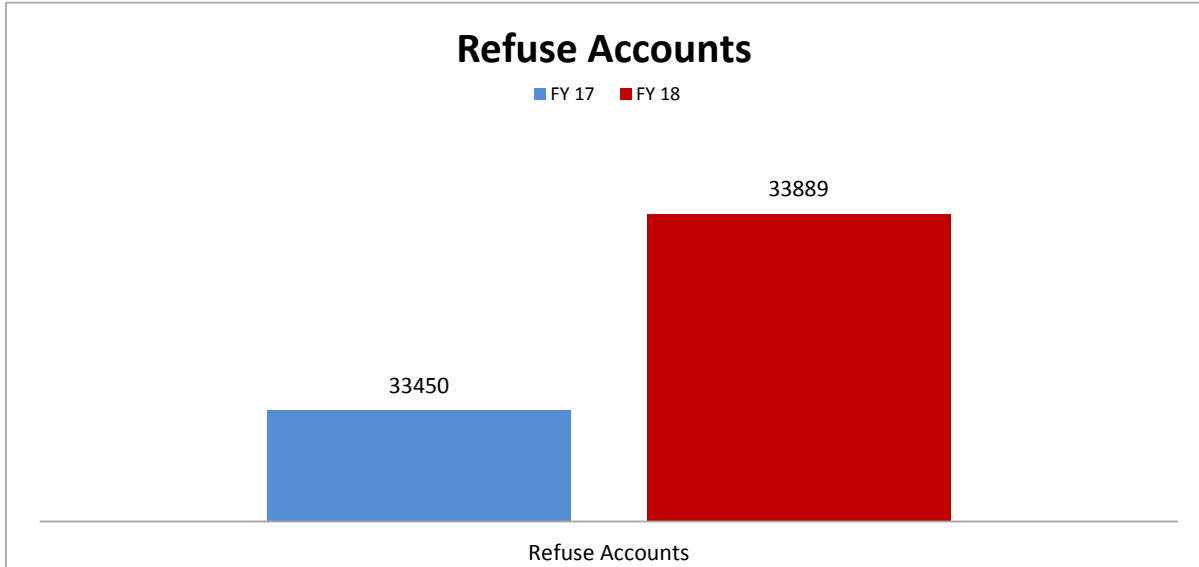
Russell Gale  
Acting City Manager

gk  
Attachments

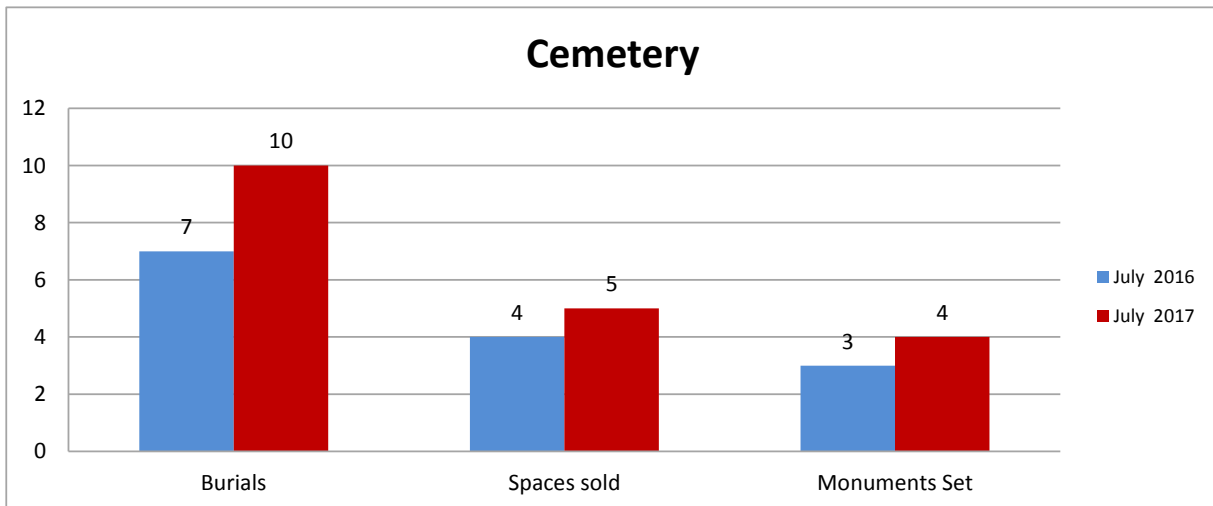
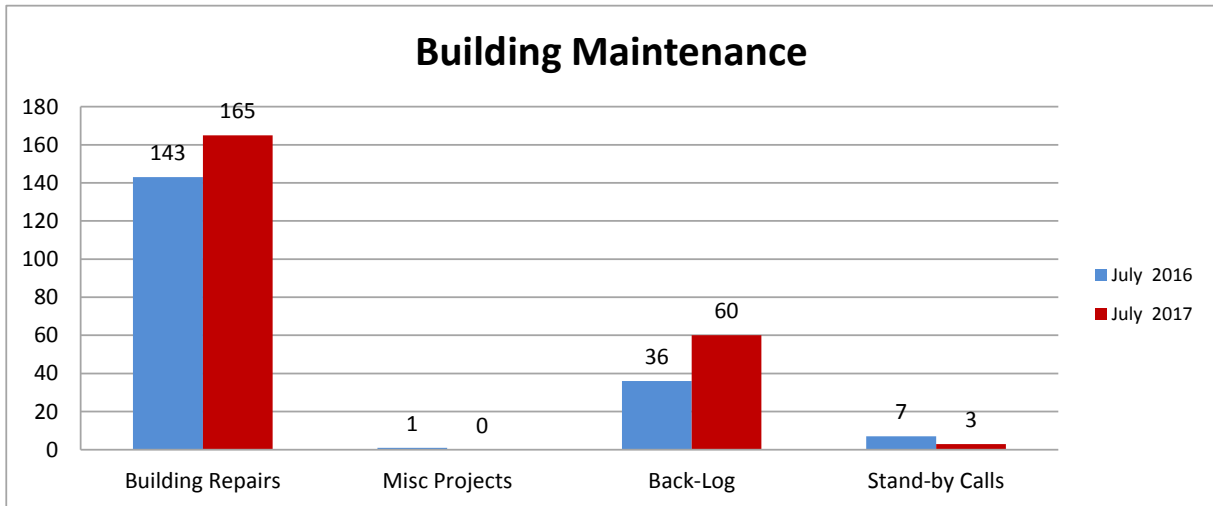
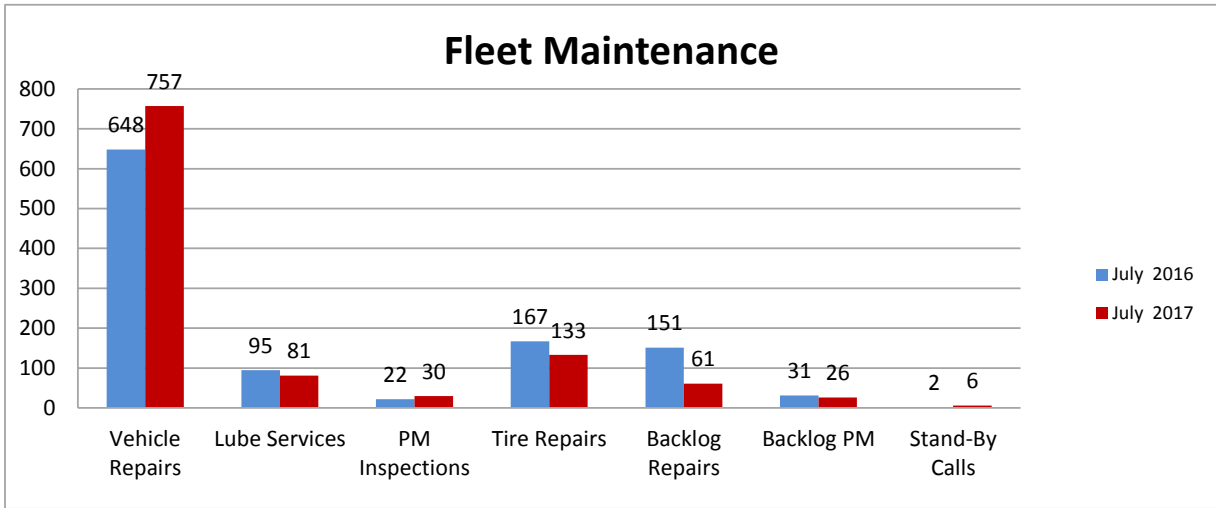
# 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION



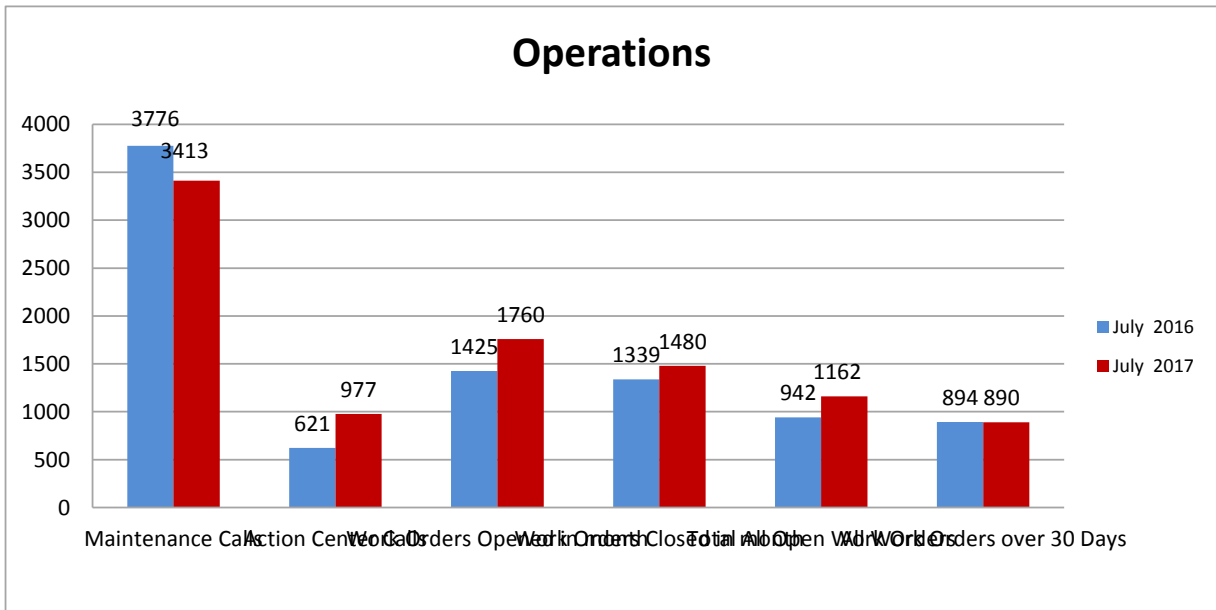
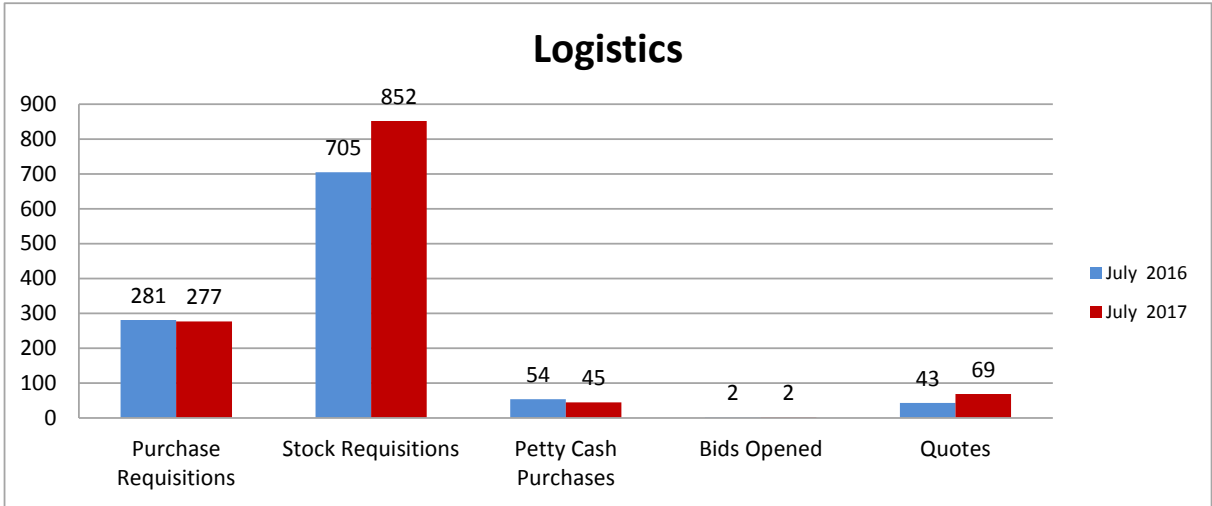
# General Services Monthly Report July 2017



# General Services Monthly Report July 2017



# General Services Monthly Report July 2017





To: Jennifer Hooks  
From: Gwen Hicks  
CC: Steve Arant, Kenneth Schwab, Krista Flasch, Gail Kirk  
Subject: Streets and Stormwater Department  
Date: August 25, 2017

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Please include this item in your notes to council for the next meeting:

- ⇒ The resurfacing of streets in the Aspen Creek subdivision has been completed. This project was provided under the 2014 GO Bond program.
- ⇒ The second and final phase of storm debris pickup in Morrow Ridge, Carriage Crossing, Fairway Park/Crossing, Country Lane Estates, Bintree and Battle Creek subdivisions was completed on August 23<sup>rd</sup>. Approximately, a total of 83 dump truck loads of debris was picked up as a result of this tornado. Any further debris pickup will have to be scheduled through the City's Action Center and will be charged as a normal bulky pickup.
- ⇒ Two employees with the Streets Division, Jeff Johnson and Kenneth Farmer completed 112 hours of instruction at Oklahoma State University to earn the LTAP (Local Technical Assistance Program) 'Roads Scholar' Certificate. The purpose is to provide a basic education in civil engineering that relates to the technical aspects of their job in road construction, maintenance and repair.

## 2. GENERAL CORRESPONDENCE / NOTIFICATION



***PRESS RELEASE***

**Contact: Krista Flasch**  
**Director of Communications**  
**City of Broken Arrow**  
**Phone: (918) 259-2400, ext. 5309**  
**Mobile: (918) 409-7771**

**Deputy Chief of Broken Arrow Police Dept. appointed Acting Chief of Police**

**Broken Arrow, Okla. (8/23/2017)** – Deputy Chief Brandon Berryhill has been named as the Acting Police Chief, after David Boggs retired on Tuesday, August 22 from the Broken Arrow Police Department (BAPD).

Boggs announced his retirement in March of this year, after serving as BAPD’s Police Chief for six years. He plans to go into the teaching and consulting fields. He and his family will continue to live in Broken Arrow.

Berryhill has served with BAPD for 23 years, including the last 6 years as Deputy Chief of Police. He has experience overseeing nearly every aspect of the department. Berryhill holds both bachelor’s and master’s degrees in Criminal Justice and is a graduate of the F.B.I. National Academy and the Senior Management Institute for Police of Boston University.

The City of Broken Arrow is currently in the process of interviewing candidates for Police Chief. City Manager Michael Spurgeon expects to complete the recruitment process by end of October 2017.

The BAPD currently employs 146 sworn officers. The Department is nationally recognized for its community policing programs, which other agencies around the country use as a model for their programs.

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***PRESS RELEASE***

**Contact: Krista Flasch**  
**Director of Communications**  
**City of Broken Arrow**  
**Phone: (918) 259-2400, ext. 5309**  
**Mobile: (918) 409-7771**

## **City crews complete storm debris pickup**

**Broken Arrow, Okla. (8/25/2017)** – The City of Broken Arrow’s Streets and Stormwater crews have completed their second and final pass of the neighborhoods hardest hit by the Aug. 6 storm.

Storm debris pickup in the Morrow Ridge, Carriage Crossing, Fairway Park/Crossing, Country Lane Estates, Bintree and Battle Creek subdivisions was completed on Aug. 23. Crews picked up approximately 83 truckloads of debris from the tornado.

Residents that still have storm debris to dispose of have several options:

- Residents may take their green waste storm debris to the Tulsa Mulch Site, located at 2100 N. 145th E. Ave. Drop-off is free with a driver’s license or utility bill showing a Broken Arrow address.
- Tree limbs may be set out with the normal, twice-weekly trash pickup; however, limbs and brush must be cut into four to five-foot lengths and tied into one-foot diameter bundles.
- Call the Action Center at 918-258-3587 to schedule a bulky waste pickup. Bulky pickup occurs weekly and costs depend on the size of the load. Cost is \$36 up to 5 cubic yards and \$75 for 6-15 cubic yards.
- Residents can haul their storm debris to the Waste Management Quarry Landfill, located at 13740 E. 46th St. N. Standard landfill rates will apply.

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**PRESS RELEASE**

**Contact: Krista Flasch**  
**Director of Communications**  
**City of Broken Arrow**  
**Phone: (918) 259-2400, ext. 5309**  
**Mobile: (918) 409-7771**

**Redevelopment Study Requested for New Orleans/Elm Retail Corridor**  
*City of Broken Arrow seeks to partner with shopping centers for ideas to revitalize area*

**Broken Arrow, Okla. (8/21/2017)** – The Broken Arrow City Council has requested an economic development feasibility study for the New Orleans (101<sup>st</sup>) Street and Elm Place shopping area.

At its Aug. 15 meeting, the Council directed the Broken Arrow Economic Development Corporation to issue a Request for Proposal for the study, which will provide potential options to not only maintain, but possibly improve the economic viability of the area. The City anticipates using Vision 2025 funds to pay for the study. Property owners will be asked to share their vision for the area and how they can partner together with the City.

“The most successful cities help create an environment for the private sector to grow,” said City Manager Michael Spurgeon. “We have a responsibility to our citizens, not just those who live near the New Orleans and Elm intersection, but the entire community, to get some professional assistance and determine what kind of reinvestment can be made to stabilize and revitalize the area.”

The City Council’s action follows last week’s closure of the Applebee’s Restaurant at 3900 S. Elm. The Hobby Lobby, formerly at 720 W. New Orleans St., relocated to 751 E. Hillside Drive earlier this year. While traffic counts remain strong around the New Orleans/Elm intersection at around 20,000 vehicles per day, retailers continue to relocate to other parts of Broken Arrow and southeast Tulsa.

On Tuesday, Aug. 22 at 6:00 p.m., the City of Broken Arrow will host a community forum to discuss economic development activity and recruitment efforts in the southern part of town, as well as infrastructure upgrades the City has made to encourage private developers to invest in the area. It will be held at South Broken Arrow Baptist Church, 7815 S. Elm Pl. City staff will be available to answer questions.

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**From:** "Steward, Stephen" <[SSteward@BrokenArrowOK.Gov](mailto:SSteward@BrokenArrowOK.Gov)>

**To:** "Spurgeon, Michael" <[MSpurgeon@brokenarrowok.gov](mailto:MSpurgeon@brokenarrowok.gov)>, "Gale, Russell" <[RGale@BrokenArrowOK.Gov](mailto:RGale@BrokenArrowOK.Gov)>

**Cc:** "Flasch, Krista" <[KFlasch@brokenarrowok.gov](mailto:KFlasch@brokenarrowok.gov)>, "Hooks, Jennifer" <[JHooks@brokenarrowok.gov](mailto:JHooks@brokenarrowok.gov)>

**Subject:** Mark Ketchum

You may or may not be aware that Mark Ketchum was asked by Harris to attend this year's APCO Conference & Expo in Denver Colorado to give a presentation on radio systems interoperability. He did a fantastic job representing the City of Broken Arrow. The regional approach that we have been able to develop was quite a surprise to many of the entities attending the conference. In fact, several cities and counties want to visit BA to see our system. Below is a link to a good read on what Harris and the City of Broken Arrow have been able to accomplish.

# BUSINESS MODELS FOR EVOLVING PUBLIC SAFETY NETWORKS

PRESENTED BY



**Dr. Dennis Martinez**  
Chief Technology Officer  
*Harris Public Safety and  
Professional Communications*



**Mark Ketchum**  
Communications  
Systems Manager  
*City of Broken Arrow  
Oklahoma*

**TUESDAY  
AUGUST 15**

**11:15 AM - 12:15 PM**

**PRESENTATION THEATER**



# Harris Connects Broken Arrow

August 9, 2017



Oklahoma storm

- 
- 

A connected Oklahoma is a safe Oklahoma. This is certainly the case in the city of Broken Arrow, located within the Tulsa metro area. Because Broken Arrow is located in the heart of “Tornado Alley,” it is critical that when bad weather rips through, first responders are connected and able to seamlessly communicate within and across jurisdictions.

*The Challenge: Lack of Interoperability*

The partnership between Harris Corporation and Broken Arrow dates back to 1995, when Broken Arrow became the first public safety agency to deploy a Harris system in the state of Oklahoma. Officials in Broken Arrow made the switch following years of disconnection with neighboring networks.

“We went with Harris because of interoperability,” said Mark Ketchum, Communications System Manager at Broken Arrow. “We were interacting with so many agencies around us, but we couldn’t easily talk to them over the previous network.”

#### *The Solution: A Partnership Approach*

Since 2000, the Broken Arrow Communications Regional Network has taken an innovative path to interoperability. Instead of building out the infrastructure and charging monthly fees to subscribers, Broken Arrow and Harris saw the opportunity to create a new type of system. With a partnership approach, new agencies would build their own radio sites needed for coverage, which would then be added into the Broken Arrow Communications Regional Network.

“The partnership model we have set up offers increased interoperability, flexibility and coverage,” said Ketchum. “Each partner agency increases the coverage of the whole at no extra cost, while still having a voice in how to best fit the public safety needs of their individual area.”

#### *The Results: Breaking New Ground*

In 2011, the Broken Arrow Communications Regional Network strengthened its partnership with Harris by installing the first [public safety P25 radio](#) site in the state of Oklahoma and implementing an ISSI link—one of the very first in the country—to provide seamless IP connections with the City of Tulsa and the Department of Public Safety Oklahoma Wireless Information Network (OKWIN) system.

Broken Arrow began migrating all public safety users to a new P25 Phase 2 communications network. This 800 MHz multi-site regional communications network seamlessly connects the cities of Broken Arrow, Jenks, Bixby, Glenpool and Wagoner, as well as the larger counties of Wagoner and Rogers, which are implementing two new sites, consoles and radios for countywide communications. The P25 communications network today consists of 12 radio sites, including four Harris EDACS radio sites, and serves more than 3,000 radios.

“We are running just about every Harris product on the market,” said Ketchum. “We experienced a very smooth transition to P25, and, it has been a great experience. We look at ourselves as partners with Harris because they help us with the technology, staying on top of everything and remaining the leader in the market.”

### *Connected and Growing*

Now Broken Arrow can effortlessly communicate with any of the partners on the network and beyond, using a gateway that can connect even if agencies are still using legacy or analog systems. With the updated system from Harris, first responders across the region can stay connected, for the mundane routine check-ins or critical situations when a tornado touches ground.

Broken Arrow looks to continue expanding its growing partnership with major cities and towns throughout Oklahoma. Eventually, it is Ketchum's hope that the entire state can be tied together in a partnership for public safety communications. Harris is proud to lend a helping hand in the effort to connect all of Oklahoma for public safety.

The growth is not limited to Oklahoma however. "Agencies from other states have come all the way to Broken Arrow to see what we've done with Harris," said Ketchum. "People are noticing the benefits of this partnership model for public safety communications.



**From:** [Spurgeon, Michael](#)  
**To:** [Hooks, Jennifer](#)  
**Subject:** FW: Cox Communications LFA Notification - Channel Changes  
**Date:** Thursday, August 24, 2017 10:01:08 AM  
**Attachments:** [Picture \(Device Independent Bitmap\) 1.jpg](#)

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FYI...

NTC

Thank you!

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**From:** Allen, Lisa (CCI-Central Region) [mailto:Lisa.Allen@cox.com]  
**Sent:** Wednesday, August 23, 2017 4:06 PM  
**Subject:** Cox Communications LFA Notification - Channel Changes

Dear Local Franchising Authority,

On August 23, 2017, Cox will be making the following changes to our TV Lineup:

QVC2 HD channel 1089, Beauty IQ HD channel 1124, C-SPAN 2 HD channel 1481, C-SPAN 3 HD channel 1482 and EWTN HD channel 1291, will be added to the Starter lineup.

BYUTV HD channel 1293 will be added to the Essential lineup.

TeenNick HD channel 1246 will be added to the Variety Pak and El Mix Pak.

STARZ Encore en Español HD channel 1736 will be added as part of the Movie Pak and El Mix Pak.

STARZ Encore Family HD channel 1252 and 1512 will be added to the Variety Pak lineup.

STARZ Encore Black HD channel 1508, STARZ Encore Action HD channel 1507, and STARZ Encore Westerns HD channel 1511 will be added to the Movie Pak lineups.

EPIX 2 HD channel 1515 EPIX Hits HD channel 1516 and EPIX Drive-In HD channel 1517 will be added to the Movie Pak and EPIX Premium.

STARZ Encore Suspense HD channel 1510, STARZ Encore Classic HD channel 1509 IndiePlex HD channel 1520 and RetroPlex HD channel 1521 will now be available in Full HD as part of the Movie Pak.

MLB Network Strike Zone HD channel 1321 and Outside TV HD channel 1356 will now be available in Full HD as part of Sports Pak 2.

Playboy TV SD & HD channels 595/1595 and Playboy TV en Español, channel 597 as a monthly subscription service.

NBC Sports Time Extra Channels 1-7 have ceased distribution, therefore will be removed from our lineups.

On July 14<sup>th</sup>, 2017, NBC Universal HD channel 1535 is ceasing operation. On July 15<sup>th</sup> The Olympics Channel HD channel 1535 was added to our Sports and Information lineups and on September 9, 2017 Sprout channels 258 and 1258 are being rebranded to Universal Kids. Channels will be available to customers who subscribe to the required TV lineup and receive their service with a compatible Cox digital receiver or CableCARD.

We are truly grateful for the opportunity to serve your community. If you have any questions regarding these changes, please feel free to contact me at (405) 286-5061 or [Robbie.Squires@cox.com](mailto:Robbie.Squires@cox.com).

Sincerely,



Robbie Squires  
Director, Government Affairs  
Cox Communications Central Region



City of Broken Arrow

AUG 21 2017

City Manager's Office

State of Oklahoma  
Department of Agriculture, Food, and Forestry  
Forestry Services

Mary Fallin  
Governor

Jim Reese  
Secretary of Agriculture

16 August, 2017

Michael Spurgeon  
City Manager  
220 S. First St.  
Broken Arrow, OK 74012

Dear Mr. Spurgeon,

I wanted to take a moment to thank you for Broken Arrow's contribution to Oklahoma's urban forests and congratulate your recognition as a Tree City USA by the Arbor Day Foundation. Your actions have demonstrated a commitment to proper tree care, community involvement, and providing the benefits a healthy urban forest can produce.

Together we share a responsibility to ensure our state's natural resources are conserved, managed and protected for current and future generations of Oklahomans. Thank you again for your participation in this program.

Sincerely,

A handwritten signature in blue ink, appearing to read "George L. Geissler".

George L. Geissler CF  
Director/State Forester



a voluntary association of local governments serving Creek, Osage, Rogers, Tulsa and Wagoner Counties

2 West 2<sup>nd</sup> Street, Suite 800 Tulsa, Oklahoma 74103-3123 918.584.7526 www.incog.org

City of Broken Arrow

AUG 24 2017

City Manager's Office

August 23, 2017

Michael Spurgeon  
City Manager  
City of Broken Arrow  
PO Box 610  
Broken Arrow, OK 74013

RE: Annual CDBG Monitoring Visit in Broken Arrow  
(CFDA #14.218) (B-14-UC-40-0001) (B-15-UC-40-0001)

Dear Mr. Spurgeon:

INCOG staff members Megan Douglas and Steve Boettcher met with Finance Director Tom Cook and City Engineer Tom Hendrix on August 17, 2017 for the purposes of reviewing recent Broken Arrow Community Development Block Grant activities. This annual visit meets a HUD monitoring requirement for the member communities of the Tulsa County CDBG Urban County. The recently completed CDBG projects from FY14-15 were reviewed by INCOG staff:

- FY14 Street Improvements Iola & Cedar Streets (\$287,627.69)
- FY15 Street Improvements Iola & Cedar Streets (\$206,055.22)

The INCOG staff asked to see *original source documentation* concerning financial draws for these projects (purchase orders, invoices, CDBG ledger, and bank notification of cancelled checks). All documents reviewed were in order. *There were no findings or concerns raised by the INCOG staff during the monitoring visit.*

We appreciate the assistance provided by the City of Broken Arrow staff in administering and completing CDBG projects for the Urban County CDBG program.

Sincerely,

A handwritten signature in cursive script that reads "Steve Boettcher".

Steve Boettcher  
Senior Planner Community Development

cc: Tom Cook, Finance Department  
cc: Tom Hendrix, City Engineering Department



a voluntary association of local governments serving Creek, Osage, Rogers, Tulsa and Wagoner Counties

2 West 2<sup>nd</sup> Street, Suite 800 Tulsa, Oklahoma 74103-3123 918.584.7526 www.incog.org

August 23, 2017

Michael Spurgeon  
City Manager  
City of Broken Arrow  
PO Box 610  
Broken Arrow, OK 74013

City of Broken Arrow

AUG 24 2017

City Manager's Office

RE: Annual CDBG Monitoring Visit in Broken Arrow  
(CFDA #14.218) (B-16-UC-40-0001)

Dear Mr. Spurgeon:

INCOG staff members Megan Douglas and Steve Boettcher met with Finance Director Tom Cook and City Engineer Tom Hendrix on August 17, 2017 for the purposes of reviewing current Broken Arrow Community Development Block Grant activities. This annual visit meets a HUD monitoring requirement for the member communities of the Tulsa County CDBG Urban County. Current CDBG projects that are **underway** were reviewed by INCOG staff:

- FY16 College Addition Waterline Improvements (\$34,955.85 drawn to date)
- FY16 North 4th Street ADA Sidewalk Improvement (\$2,633,387 drawn to date)
- FY16 Kenosha Avenue Multi-Purpose Trail (\$9,172.47 drawn to date)

The INCOG staff asked to see *original source documentation* concerning financial draws for these projects (purchase orders, invoices, CDBG ledger, and bank notification of cancelled checks). All documents reviewed were in order. *There were no findings or concerns raised by the INCOG staff during the monitoring visit.*

We appreciate the assistance provided by the City of Broken Arrow staff in administering and completing CDBG projects for the Urban County CDBG program.

Sincerely,

A handwritten signature in cursive script that reads "Steve Boettcher".

Steve Boettcher  
Senior Planner Community Development

cc: Tom Cook, Finance Department  
cc: Tom Hendrix, City Engineering Department

### 3. SPECIAL EVENTS / ACTIVITIES





CITY OF BROKEN ARROW

# Parks & Recreation Post Event Report

Event/Program: Play Ball Summer Dates: August 19<sup>th</sup> 2017

DETAILS			
<i>Location</i>	Indian Springs Sports Complex - Baseball Fields	<i>Attendance</i>	23 children
<i>Event Organizer</i>	Thor Rooks, Recreation Manager Travis Kelly, Broken Arrow Youth Baseball President	<i>How long has the event been going?</i>	1 <sup>st</sup> Year
DESCRIPTION			
<ul style="list-style-type: none"> <li>The Play Ball Summer program was a success in its first year.</li> <li>This program was initiated for the City of Broken Arrow by Mayor Thurmond through the US Conference of Mayors, Major League Baseball and Minor League Baseball.</li> <li>Purpose of the event is to get children active in the sport of baseball while teaching them basic skills of the game and demonstrating good sportsmanship.</li> <li>This was a free event for children ages 4 to 12.</li> <li>Participants participated in several skill stations during the four-hour event.               <ul style="list-style-type: none"> <li>- Proper throwing techniques</li> <li>- Proper base running</li> <li>- Proper fielding techniques</li> <li>- Proper hitting techniques</li> </ul> </li> <li>Participants were divided into equal skilled teams and played three innings of a baseball game, which the children loved!</li> <li>Broken Arrow Youth Baseball had several volunteers as well as D-Bat of Tulsa (located in BA) to help teach the children proper baseball skills.</li> </ul>			
TYPE OF PROMOTIONS USED			
<ul style="list-style-type: none"> <li>Posters and fliers at Community Centers.</li> <li>Posted on City Events Calendar.</li> <li>Posted on Broken Arrow Parks and Recreation Facebook pages.</li> <li>Emailed out to current BA Youth Baseball participants. (over 1,000 emails)</li> </ul>			
NOTES			
<p>Our goal:</p> <ul style="list-style-type: none"> <li>Our goal with this program/event was to offer a safe, clean, friendly and fun baseball focused skills camp for children. Goal was accomplished.</li> </ul> <p>For Next Year:</p> <ul style="list-style-type: none"> <li>Advertise this event sooner for more exposure to potential participants.</li> <li>Hold event in early June. This year was hot!</li> </ul>			

## Photos:

See below.



THANKS  
MAYOR  
THURMOND  
FOR GETTING  
THIS  
AWESOME  
PROGRAM  
GOING!





CITY OF BROKEN ARROW

# Parks & Recreation Post Event Report

Event/Program: Pooch Plunge Dates: August 19<sup>th</sup> 2017

DETAILS			
<i>Location</i>	Family Aquatic Center	<i>Attendance</i>	50 dogs / 80 humans
<i>Event Organizer</i>	Tanner Wilburn, Central Park Supervisor	<i>How long has the event been going?</i>	2 <sup>nd</sup> Year
DESCRIPTION			
<ul style="list-style-type: none"> <li>• The Pooch Plunge was another great success in its second year.</li> <li>• Tickets were \$5 per dog, up to two humans per dog.</li> <li>• Patrons really expressed their appreciation for this event.</li> <li>• Fox News was on site and ran a brief highlight of the event.</li> <li>• We added an additional session time to separate medium dogs and large dogs.</li> <li>• We didn't have a great turnout for the under 25-pound session.</li> <li>• Drawings were held throughout the event for participants.               <ul style="list-style-type: none"> <li>- Bouse Fur House: One free bath (dogs only).</li> <li>- Broken Arrow Parks &amp; Recreation Department: Gave away several dog related toys and tools.</li> </ul> </li> </ul>			
TYPE OF PROMOTIONS USED			
<ul style="list-style-type: none"> <li>• Posters and fliers at Community Centers.</li> <li>• Posted on City Events Calendar.</li> <li>• Posted on Broken Arrow Parks and Recreation Facebook pages.</li> <li>• City website.</li> <li>• Community Center Marquees</li> </ul>			
NOTES			
<p>Our goal:</p> <ul style="list-style-type: none"> <li>• Our goal with the Pooch Plunge was to offer a safe, clean, friendly and fun event for dogs and their owners, poolside. Goal accomplished!</li> </ul> <p>For Next Year:</p> <ul style="list-style-type: none"> <li>• Offer morning sessions for all sizes and evening sessions for all sizes.</li> <li>• Secure a sponsor for the event to donate raffle items.</li> </ul>			

**Photos:**

**See below.**



BROKEN ARROW

