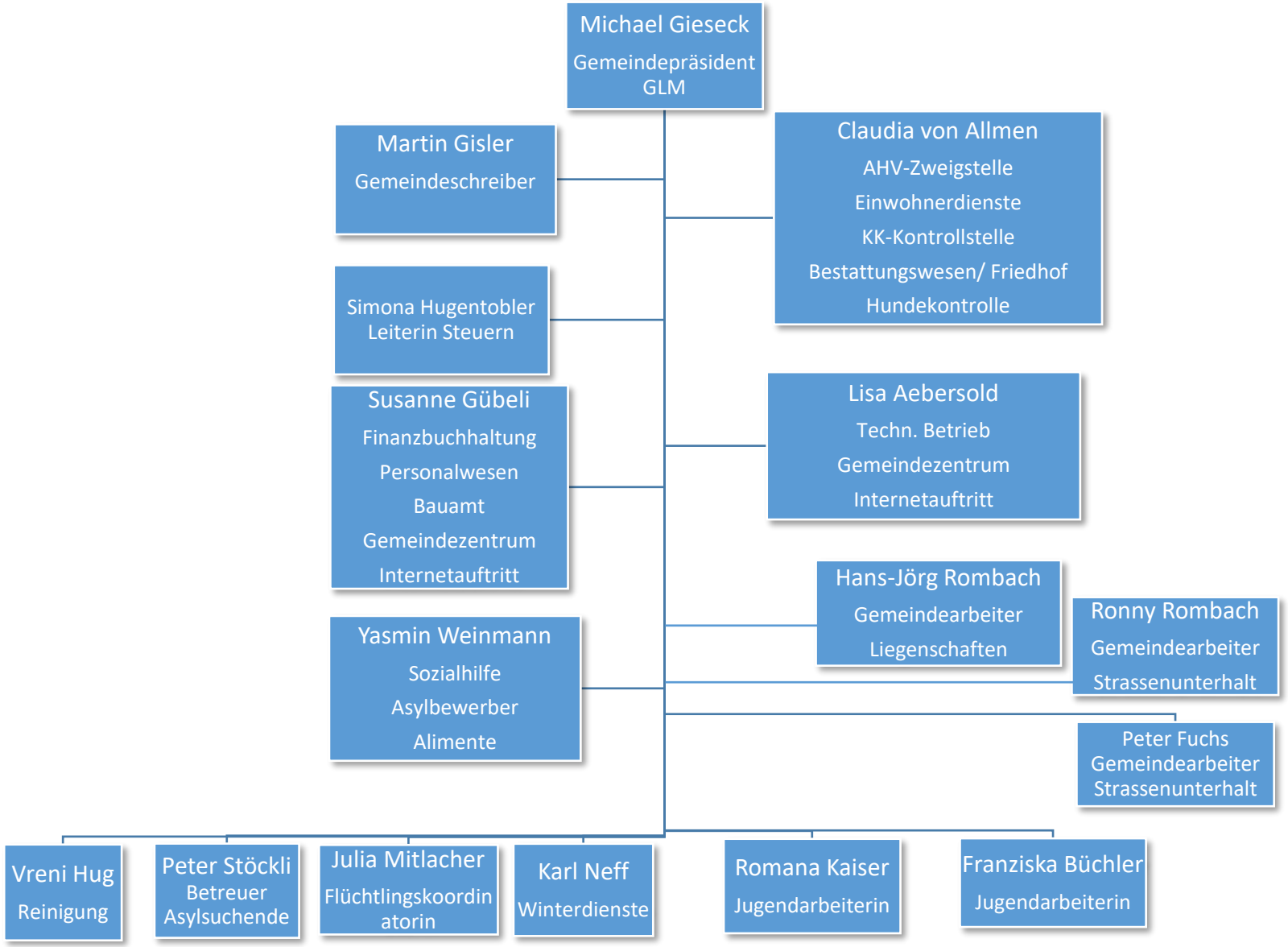Gemeindeverwaltung