NORTH SALT LAKE CITY
CITY COUNCIL MEETING – WORK SESSION
APRIL 19, 2011

Mayor Arave called the meeting to order at 6:32 p.m.

PRESENT: Mayor Len Arave
Council Member Stewart Harman
Council Member Brian Horrocks
Council Member Conrad Jacobson
Council Member Stan Porter

EXCUSED: Council Member Matt Jensen

STAFF PRESENT: Barry Edwards, City Manager; Ken Leetham, Economic Development Director; Paul Ottoson, City Engineer; Rod Wood, Public Works Director; Dave Church, City Attorney; Brent Moyes, Golf Pro; LaRae Dillingham, City Recorder; Linda Horrocks, Minutes Secretary.

OTHERS PRESENT: Marty Peterson, Emergency Preparedness Manager; Steve Israelsen, Sky Properties.

1. GOLF COURSE REPORT

Brent Moyes stated that the weather has not cooperated for golf this spring; however, tournament bookings have increased for the year.He added that they have received many internet bookings, and are pleased with that success. The greens are in good shape, and the golf course staff is looking forward to a good season.

2. ACTION ITEMS

Barry Edwards stated that in 2005 or '06, the City entered into an agreement with Woods Cross City, and some commitments were made to J.C. Wheelwright, a trucking business, including putting graffiti guard on the wall. The real issue is that the agreement says NSL will not allow traffic on their street except for in emergency.

Council Member Jacobson said he was on the Council when this was discussed. An agreement was reached with Woods Cross City, and we need to put the graffiti guard on the wall. Barry Edwards and Paul Ottoson will determine which walls need to be graffiti guarded. It was discussed that painting might be an option.

The list of action items from April 5, 2011 was reviewed and discussed. Completed items were removed from the list, and incomplete items remained on the carry over list.

Barry Edwards expressed concern about the scheduled grand opening of June 4, 2011 for the Foxboro Regional Park, as the weather has made it difficult to complete the work as scheduled.

Council Member Harman mentioned that at a recent lacrosse game, people were moving the temporary chain link fence and parking in the closed lots. There was some discussion about whether the park should be closed entirely until it is complete. Barry Edwards said T.J. Riley, Parks Superintendent, should make that call. It was suggested that someone contact Mayor Perry about the situation, as well as put up signs stating that it is a construction site. In addition, the Police Department should be made aware that people are ignoring barriers, fences and signs.

Mayor Arave asked about the potholes on Eagleridge Drive. Rod Wood stated that they are trying a new method of repairing them. He and Paul Ottoson will check the potholes on Eagleridge. Council Member Jacobson said there is another pothole off Valley View and 50 North, and also in the roundabout.

Mayor Arave asked Barry Edwards to set up meeting with Chris Peterson, Dan Liljenquist and Becky Edwards regarding Camelot and the need for a traffic light.

Council Member Harman reported that Woodside has acquired the rest of Foxboro North.

Several residents have asked why there is not a sign, either on the street, or building, for the new City Hall. Money is in the budget for this. Staff will work on getting this done.

3. APPROVE MINUTES

The City Council minutes of March 26, 2011 were reviewed. **Council Member Jacobson moved to approve the March 26, 2011 City Council Budget Meeting minutes as written. Council Member Harman seconded the motion. The motion was approved by Council Members Horrocks, Harman, Jacobson and Porter. Council Member Jensen was excused.**

The City Council minutes of April 5, 2011 were reviewed and amended. **Council Member Porter moved to approve the April 5, 2011 minutes as amended. Council Member Jacobson seconded the motion. The motion was approved by Council Members Horrocks Harman, Jacobson and Porter. Council Member Jensen was excused.**

4. ADJOURN

Mayor Arave adjourned the meeting at 7:02 p.m. to begin the regular session.

NORTH SALT LAKE CITY
CITY COUNCIL MEETING – REGULAR SESSION
APRIL 19, 2011

Mayor Arave called the meeting to order at 7:10 p.m. Council Member Brian Horrocks offered the invocation and led those present in the Pledge of Allegiance.

PRESENT: Mayor Len Arave
Council Member Stewart Harman
Council Member Brian Horrocks
Council Member Conrad Jacobson
Council Member Matt Jensen (arrived at 7:25 p.m.)
Council Member Stan Porter

STAFF PRESENT: Barry Edwards, City Manager; Ken Leetham, Economic Development Director; Rod Wood, Public Works Director; Paul Ottoson, City Engineer; Dave Church, City Attorney; LaRae Dillingham, City Recorder; Linda Horrocks, Minutes Secretary.

OTHERS PRESENT: Marty Peterson, Emergency Preparedness Manager. Wilford Cannon, Steve Israelsen, Sky Properties; Wayne Facer, Norman and Marguerite Petersen, Robert Rowley, Mary and Dan Newman, Dauneen Abel, Nicole and Josh Yeiter, Regan Mott, Larry and Pam Hines, Levi Jacketta, Martin Johnson, Andrew Merryweather, Jon and Judy Bird, David Leavitt, Kay and Carol Rees, Stefanie Christiansen, Toby Sarsedo, Lisa Baskin, Kathryn Rowley, residents.

1. CITIZEN COMMENTS

There were no citizen comments.

2. CONSIDERATION OF A PRELIMINARY DESIGN PLAN FOR THE VILLAS AT BELLA VIDA

Ken Leetham stated that the proposed design plan for the Villas at Bella Vida includes twenty units in two subdivision plats. The proposed plats include the first phase of units within the property accessed through Bella Vida Loop, and a plat that is south of Bella Vida located on Edgecrest Lane.

Mr. Leetham reported that the Planning Commission reviewed this request during two recent Commission meetings: March 8 and 22nd. On March 8, several issues were raised by residents, and the Planning Commission tabled action on the item to give the City staff and developer enough time to evaluate and respond to the issues. They wanted open space and local park issues reviewed. The project does meet open space requirements of 40%.

The second issue was parking. City's parking requirements require two spaces per unit for all residential units and .25 spaces per unit for condominium buildings. At least one space per unit must be covered. Sky Properties has provided 66 existing parking spaces for the areas in and around Buildings 1 and 3 (102 spaces when building 2 is complete), 37 visitor parking spaces throughout the project, and 4 parking spaces per single family unit.

The third concern was pedestrian safety. The DRC (Development Review Committee) reviewed and discussed the issues raised by residents. While there are no code requirements identified in this situation, and the internal streets are private, the DRC does believe that methods could be employed to mitigate pedestrian danger. Mr. Leetham stated that this plan does reduce vehicle traffic because of fewer units. Staff recommends some type of formal crossing at the location between the clubhouse and Building 1. In addition, the foundation hole on the property needs to be completely fenced, as it is an attractive nuisance.

Council Member Jacobson asked how long the developer plans to leave the hole for Building 2. Steve Israelsen stated that there is no financing available for building. The Planning Commission recommended they put up a view-obscuring fence around the hole, and Mr. Israelsen said they are willing to do that. Council Member Jacobson asked if the City could put a time limit on how long the hole can be left open. Mr. Edwards stated that the Council could put a time condition on the approval.

Steve Israelsen anticipates the Villas being completed in 2-3 years.

Mayor Arave asked about the HOA situation. There will be two different HOAs sharing common areas and expenses. The condominiums will have costs for their large buildings, and the Villas will be responsible for other areas.

Council Member Harman asked if the condominium HOA would be sustainable. Mr. Israelsen said they need 62 units sold to make it sustainable. The 24 condominiums would be insufficient.

Council Member Horrocks stated that they are still receiving letters of concern from residents and asked Mr. Israelsen about his efforts working with the residents. Mr. Israelsen stated that they have met on numerous occasions, including at a dinner the previous night. Residents have made suggestions that have all been reviewed by City staff and Sky Properties engineers.

Council Member Harman said one of the questions/concerns raised in an e-mail to him dealt with the long-term lease agreement on the clubhouse and a change where it was removed from the Bella Vida plat and put into the Villas plat.

Mr. Israelsen stated that there is a ground lease on the clubhouse land, and it has not changed from the way it was set up in the original HOA. “The confusion came relative to not understanding that there was a lease for the ground under the clubhouse. Part of the reason for the lease is that as the developer, we have created a project that is specific to seniors, with services and amenities. The lease itself keeps us tied to them where we can provide those services. If the day arrives where we cannot be there, then we release the land. This has not changed. Our obligation is more than just providing clubhouse, pool, etc. We provide activities and events.”

The Mayor asked if Sky Properties is planning to continue providing those services, or if the HOA will provide them. Mr. Israelsen responded that Sky Properties would continue providing them.

Sky Properties receives the land lease payments. In the end, Sky Properties intends that the HOA management company plans to continue to provide those amenities and services. If at some point in time, the HOA said, "we don't want you here and we think we can do better," that is fine, then Sky Properties would have to be released from that obligation. Sky Properties gets $36,000 per year on the land lease, and Sky Properties pays $36,000 per year to lease office space from the HOA.

Council Member Harman asked about the lease of the entrance and if the Villas HOA will assume part of the ground lease payments as well. Mr. Israelsen responded that they would share the costs of the common areas. Nobody may be excluded from using the roads, and all parties would have a cross-easement allowing vehicle and foot traffic on roads and sidewalks.

Council Member Harman asked about the condominiums' HOA not being self-sufficient and what safeguards are in place so that the condominium owners are not left holding an empty bag. Mr. Israelsen responded that an arrangement would be set up so the HOAs must have a mutual agreement in order to make a change. It would be difficult for one HOA to do something at the disadvantage of the other.

Council Member Harman then asked about the long-term ground lease and questioned Mr. Israelsen's comment about it "being done away with, with the approval of the HOA." Mr. Israelsen responded that the HOAs could change the ground lease if they agree to let the HOA management company go, and they would have to contract with someone else. Mr. Israelsen added that this is a population that does not want to manage this HOA.

With the understanding that this motion is only because of a prior decision to approve the concept, **Council Member Jacobson moved to approve the preliminary design plan for the Villas at Bella Vida located at approximately 602 South Edgewood Drive with the following conditions: 1) that a crosswalk and pedestrian crossing sign be installed between Building 1 and the clubhouse, and 2) that a chain link fence with slatting or screening be placed around the foundation hole (of Building 2) for safety, and that the hole be removed within two years either by building or filling it in. Council Member Porter seconded the motion.**

Jon Bird, owner at Bella Vida, asked to speak briefly. He expressed concern, once again, for the lack of parking. With 48 exterior parking spaces for tenants in Buildings 1 and 2, that leaves virtually no parking spaces for the clubhouse, or the small park, which affects both Bella Vida owners as well as the Edgewood residents. He would also like to see curb, gutter, and sidewalks included as part of the stipulation, even if that requires shorter driveways. He also stated that none of the owners were aware of the land lease upon purchasing in Bella Vida, and they would discourage any other potential buyers from purchasing with that type of lease in place.

Council Member Jensen stated that part of the Council's responsibilities is to safeguard the City and make sure that proposals will have long-term benefits to the City. He said he does not know that the newly proposed plan is somewhere where he would like to visit his parents. He added that he voted in opposition to it the first time.

Council Member Horrocks stated that the original plan was for a senior home, not even subject to approval by the City, but Sky Properties came to the Planning Commission seeking feedback. They then came back with a new concept, going "gangbusters" across the nation, where senior citizens can own their units. This concept required City approval, which was granted at that time. Now, a few years later in a poor economy, Sky Properties is requesting a change; however, he believes they may be premature in changing the plan. He added that he has not seen any real objection to the Villas concept.

Mayor Arave invited Steve Israelsen to address parking and sidewalk concerns.

Mr. Israelsen stated that there is a lot of parking underneath the buildings and next to the clubhouse provided for park and clubhouse visitors. Edgewood Drive also provides street side parking. They have added parking next to the tot lot (3-4 spaces) and additional spaces near the trail, allowing access.

Mr. Israelsen addressed the sidewalk concern and stated that driveways would have to be shortened, but the City has driveway lengths in the code for safety reasons. Council Member Porter asked about ADA requirements, and Mr. Israelsen said that with interior pathways to get to the clubhouse, residents would only need to walk three to four buildings to get to the clubhouse from anywhere on the site. Snow removal is an issue with sidewalks.

The motion was approved by Council Members Jensen, Horrocks, Porter, Harman and Jacobson.

3. CONSIDERATION OF ORDINANCE NO. 2011-08, AN ORDINANCE VACATING SUBDIVISION PLATS IN THE BELLA VIDA PLANNED UNIT DEVELOPMENT AND APPROVING FINAL SUBDIVISION PLATS IN THE VILLAS AT BELLA VIDA

Ken Leetham stated that in order to accommodate the approval and recording of final plats related to the Villas at Bella Vida, new subdivision boundary lines must be established. Staff reviewed that information previously with the Planning Commission and City Council during the concept plan review phase. Because of the new boundary lines, it is necessary to eliminate the existing subdivision boundary lines and record new final plats in their place. The process to eliminate existing subdivision boundary lines is called subdivision plat vacation.

Mayor Arave asked about lots abutting gravel pits and if notice of the gravel pit proximity should be included on the plat. Mr. Leetham stated that the City has not made that requirement.

Council Member Horrocks moved to approve Ordinance Number 2011-08, an ordinance vacating the following subdivision plats: 1) Bella Vida at Eaglewood Planned Unit Development, Amended (excepting parcels 01-407-0008 and 01-407-0009), and 2) Bella Vida at Eaglewood Condominiums Phase 2, and the approval of the final subdivision plats

for the following plats: 1) The Villas at Bella Vida, Phase 1, and 2) The Villas at Bella Vida, Phase 2, and 3) Bella Vida at Eaglewood Condominiums Phase 2, Amended, and 4) Bella Vida Clubhouse at Eaglewood Planned Unit Development. Council Member Jensen seconded the motion.

The motion was amended to include the conditions from the prior motion: 1) that a crosswalk and pedestrian crossing sign be installed between Building 1 and the clubhouse, and 2) that a chain link fence with slatting or screening be placed around the foundation hole (of Building 2) for safety, and that the hole be removed within two years either by building or filling it in.

Council Member Jensen seconded the amendment. The motion was approved by Council Members Jensen, Horrocks, Porter, Harman and Jacobson.

4. CONSIDERATION OF A DISASTER DECLARATION FOR EXCESS WATER

Barry Edwards stated that it has been determined that the City could declare the Springhill slide area a disaster area so that help could be obtained more quickly. It is a precautionary step in the event that outside help is needed. The City has met with the State on a pre-mitigation disaster grant, and they felt from that meeting, that the City would be able to meet the cost benefit ratio.

Council Member Harman asked if making this declaration helps the City with anything pre-existing. Barry Edwards said it is effective only going forward for immediate response/help, in the unlikely event something happens. Council Member Harman asked what it includes. Mr. Edwards said it would be available for such things as a ruptured utility, triggering some type of an event.

Mr. Edwards stated that the declaration only lasts a short period, such as 30 days without action, but allows the Council to renew the declaration. Mayor Arave (?) asked if there is a downside to the residents still living in their homes by having this declaration. Mr. Edwards responded that it just allows the City to tap into resources outside of the City; it is held in reserve in the event we need it.

Toby Sarsedo, 181 Springhill, said he appreciates the City taking an interest in their situation. He asked about the declaration of a disaster zone and if they would have to leave their home, and if utilities would still be available until they leave. He said that Kevin Eubank (El Nino Foundation) gave a presentation recently about buying out the homes, and having the City use it for another purpose. Maybe declaring a disaster area will help, but Mr. Sarsedo wanted to make sure that it did not require them to leave their homes.

Mayor Arave expressed concern about the safety of people still living in unsafe homes. The City needs to evaluate the situation regularly and make sure the residents are safe. Barry Edwards said there are structures that are becoming unsafe, and some homes may need an abatement order. The building inspector may need to go and assess the situation.

The Mayor said we are committed to providing services to the residents as long as necessary. Barry Edwards said there is a meeting April 26 with utility companies regarding the landslide area and safety.

Council Member Harman reported that Kevin Eubank met with the Uniting Neighbors group and discussed the El Nino Foundation's role in the landslide area. Mr. Eubank discussed weather issues and reported that the soil saturation throughout the Wasatch front is 90-95% right now. This year, he predicts that Springhill will move as fast, or faster, than in any other year in the past 5-10 years because of the amount of ground water. Council Member Harman said Mr. Eubank, along with the El Nino Foundation, is seeking funding to help relocate the residents of the 20 homes immediately affected (which could stretch to 30 homes), on the periphery of the landslide zone. He believes this goal could be accomplished with $3 million, and said that an overall City plan should be in place. With a plan for the property after the residents are gone, this would enable him to make a proposal to the various foundations. Mr. Eubank's goal is to secure funding, help the residents relocate, and then make a donation from the foundation to the City for the property.

Mayor Arave stated that the landslide parcel has been included in the master plan redo. (The next comment period for the master plan redo is May 31; 5th Tuesday in May). Residents are invited to comment.

Council Member Harman moved to declare a local state of emergency in the City of North Salt Lake, Utah specifically referring to the Springhill Landslide area. Council Member Jensen seconded the motion.

Lisa Baskin, resident, asked about the pre-mitigation disaster funds. Barry Edwards said they are waiting for the Federal budget to be passed; there is money, and he is assuming money is available for the cost benefit analysis. If the results are favorable, the City will fill out the application. The Mayor said it would be about one to two years. Barry said the current application is for the federal 2012 year. Lisa Baskin asked when the soonest it could be forthcoming. Barry Edwards said it could be as soon as March of next year, and the City would have to come up with matching funds.

With the declaration of the state of emergency, this means you have to exhaust any funds available. Mr. Edwards said in the event that there is some type of situation that exceeds the City's abilities, then we have to go to the county; and if they don't have it, we go to the State, and then to the Federal level.

Lisa Baskin asked if there are any funds earmarked for the Springhill landslide plan. Mr. Edwards stated there are no funds budgeted.

Lisa Baskin then asked about the 30-day proclamation. Mr. Edwards said the City will continue to declare this state of emergency every 30 days after the proclamation is passed until the area stabilizes, which may be until September.

Is there a likelihood of catastrophic failure? Mr. Edwards stated said that is why they are meeting with the utility companies.

Lisa Baskin said she appreciates what the City is doing and offered help wherever possible.

The motion was approved by Council Members Jensen, Horrocks, Porter, Harman and Jacobson.

5. CITY MANAGER'S REPORT

Barry Edwards stated that since the last meeting, he has begun interviewing for an assistant. He also attended the Utah League of Cities and Towns conference and heard many good ideas.

Mr. Edwards reported that they have turned the corner on the court and its revenue. During March, we do see a bit more revenue. He reported that Woods Cross City is voting tonight whether or not they are interested in joining Police Departments. He stated that even if Woods Cross votes against it, our City is committed to creating closer working ties on a more formal basis with Woods Cross.

6. CITY ATTORNEY'S REPORT

The legislature changed rules of procedure, and now requires that you "must" adopt rules of parliamentary procedure and civility, and they need to be available in writing. The Planning Commission must adopt them as well.

Mayor Arave asked Dave Church to write up some abbreviated rules for parliamentary procedures and rules of civility.

7. MAYOR'S REPORT

Mayor Arave reported that he met with Hughes regarding access to their gravel pit property, and the City's best apparent option would be to try and extend Hwy. 89 to give them access. During this meeting, Hughes brought up a section of the frontage road that needs repair. Although it is on State land, it is a City-owned and maintained street. Hughes may bring a proposal to the City. Mayor Arave said we may want to look at alternative truck route proposals.

The Mayor reported that Wasatch Integrated Waste Management is looking at a waste transfer station by Stericycle. They may eventually want to concentrate the trash. It is possible something could work in this regard at the Fox Valley Tannery location.

Mayor Arave asked to remove "city" from the flashing roundabout signs.

Dave Church mentioned that the City received claims from the Mendez's and Murphy's.

Mayor Arave said that based on a presentation at the ULCT conference, the City should improve its document management systems. Documents should be accessible.

8. COUNCIL REPORTS

Council Member Jacobson reported that the Youth City Council meets tomorrow at 4:00 p.m. to finish filling Easter Eggs for the Easter egg dash Saturday morning at 10:00 a.m.

Council Member Harman said he has had some e-mail requests from people on Eagleridge Drive about some sort of mid-mountain park.

Council Member Harman asked Ken Leetham if he could contact Kevin Eubank regarding the master plan for the Springhill slide area.

Regarding the spring runoff, Council Member Harman has received many e-mails about potential flooding in Foxboro and residents requesting sandbags. Rod Wood responded that residents can get unfilled bags and sand at the Public Works building. He added that Foxboro residents could see some backup in a few of the swale areas.

Council Member Harman reported that the last Uniting Neighbors meeting had a great turnout – just about filled the room again. He and Marty Peterson have been pleased with the direction Uniting Neighbors has taken this year. Next month, they are planning to talk a bit more about Emergency Preparedness and may address a communications plan. He stated that during the meeting, there were comments about the lack of communication between the City police department and local ecclesiastical leaders when a boy was lost recently. The police set up at the Foxboro stake center, and the stake president thought it strange that no phone call had been received during that time.

Council Member Harman distributed registration forms for the NSL 5K for July 2. He stated that the net proceeds of the race are going to the El Nino foundation for the residents affected by the Springhill landslide. The 5K in and of itself is not going to raise a lot of money, but the El Nino Foundation is going to sponsor a breakfast at the park that same morning to also raise money. (Mayor Arave said we had talked about people contributing to the El Nino foundation on the water bills.)

The 5K posters will have logos of premier sponsors, and he will add Chevron and Big West – Council Member Jensen will send logos for the posters.

Council Member Porter reported that the Trails Board has met about the Center Street Trail completion. Rod Wood is applying for a non-motorized trail grant, which will require matching funds. The Board is also working on a series of trails near the Shoreline Park. The county is looking for help to apply for the same grant – on Forest Service land. The county had a meeting last night. It is a great project, but Bountiful has not really stepped up to offer anything. Another point of discussion by the Trails Board was that Legacy is getting very busy on Saturday mornings, and we need to promote the trail on the west side of Legacy that could get used as well. Council Member Porter asked about weed control in open space areas, and Rod Wood stated that the City has cleaned up trash, but no weed control methods have been used.

Mayor Arave said the City needs to start going through the homes in the Springhill slide area to make sure they are safe. There are two homes that need to be removed, as they are unsightly and dangerous. Barry Edwards said he would talk to Jerry Thompson, Building Inspector, and see what he thinks. Dave Church said the building inspector has the authority to deem structures unsafe and determine whether they should be demolished or repaired.

Paul Ottoson and Rod Wood are meeting with a geotechnical engineer to come up with a plan to stabilize the hillside. They will then find bidders to bid on that project.

Council Member Horrocks asked about the spring bulky cleanup and asked if in the future the City should be more flexible with timing, i.e. when the weather does not cooperate for outdoor cleanup. He also suggested that it not be scheduled during the Utah League of Cities and Towns conference.

Council Member Horrocks said he had some questions from the ULCT conference. The county /state passed an ordinance about the number of alcohol permits. Dave Church said they could not put one in without the City's consent. Most cities want more alcohol licenses as there is a cap on the number of restaurant licenses available. The City's own ordinances will still prevail. NSL has one tavern license and one restaurant license.

Council Member Horrocks then stated that SLC is proposing an ordinance dealing with electronic billboards. He is not proposing that NSL follows suit, but wondered if the City should pass something, based on prior experience, as a preemptive measure. Mr. Church responded that it is too late, as Reagan Outdoor Advertising has an application to the City to change one of their billboards.

Council Member Horrocks said the last item is the GRAMA issue. If, for example, he sends a personal message to one of the other Council Members on a non-city phone or e-mail, could this be a public record?

Dave Church said that under the current law, personal e-mails from friends, families, and business messages are not government records. If we get a GRAMA request, they would not be required. If it comes through the city e-mail account, and it is a personal thing, then we can redact it, and it would not be accessible.

Council Member Jensen said the first NSL Live concert went well, and he thanked those who helped set up, etc. They are going to schedule performers going forward. The Army Band has been contacted for September 11.

Council Member Jensen reported that he met with Mario (?,) who lives on Kensington in Foxboro about people parking in the area. He liked the idea to not allow overnight parking, ever, on their street. Council Member Porter said some areas have resident parking stickers. Council Member Jensen told Mario to get with the other homeowners and talk about this.

Council Member Jensen reported that the NSL Live Eaglewood 5K has been rescheduled for April 30 at 9:00 a.m., and they are hoping for better weather.

Council Member Jensen reported he would be meeting at 6 pm tomorrow with Chief Rampton at his home to discuss concerns brought up during the Budget Meeting March 26.

With this year's election, Council Member Jensen stated that he wants to resolve election issues before the campaigning starts: determine primary location and make sure it is the same location throughout the whole process, and already have details about Meet the Candidates Nights, including location, time, etc.

9. ADJOURN

Mayor Arave adjourned the meeting at 10:00 p.m.

Mayor	Secretary