

**PARK AND RECREATION COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on November 9, 2017 at Ramsey City Council Chambers, 7550 Sunwood Drive NW.

Commission Members Present: Chair Shane Bennett
 Commissioner Russell Bayer
 Commissioner Jennifer Leistico
 Commissioner Brandon Sis
 Commissioner Charles Tchuinkwa

Commission Members Absent: Commissioner Jon Trappen

Also Present: Parks & Assistant Public Works Superintendent Mark Riverblood
 Community Development Director Tim Gladhill
 Parks & Recreation Intern Tillery Bailey

1. CALL TO ORDER

Chair Bennett called the Park and Recreation Commission meeting to order at 6:31 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Commissioner Sis, seconded by Commissioner Leistico, to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Leistico, Bayer, and Tchuinkwa. Voting No: None. Absent: Commissioner Trappen

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

Motion by Commissioner Leistico, seconded by Commissioner Sis, to approve the following Park and Recreation Commission Regular Meeting Minutes:

- 1) Park and Recreation Commission Regular Meeting Minutes dated October 12, 2017.

Motion carried. Voting Yes: Chair Bennett, Commissioners Leistico, Sis, Bayer, and Tchuinkwa. Voting No: None. Absent: Commissioner Trappen.

5. COMMISSION BUSINESS

5.01: Recommend Park Dedication and Trail Fees for the proposed Villas at North Fork Subdivision; Case of Paxmar, LLC

Parks & Assistant Public Works Superintendent Riverblood indicated the purpose of this case is to provide a park dedication for the proposed sketch plan, Villas at North Fork Subdivision. He noted Community Development Director Tim Gladhill is present to provide an overview, as he brought this case before the Planning Commission last week.

Community Development Director Gladhill provided the highlights of the case, rather than an in-depth discussion as was presented before the Planning Commission last week.

Mr. Gladhill pointed out the general location is on the south side of Alpine Drive, adjacent to the Links at North Fork Golf Course. He noted this proposal is of much different character than the four lots on the north side of Alpine Drive. He noted this is one of two projects being proposed by Paxmar, LLC at the same time at the same general location. He noted this is directly west of a project being done by Capstone, a project known as Riverstone.

Mr. Gladhill stated this project is for 100 detached townhomes on approximately 50-foot-wide lots. The range is actually 50- to 65-foot lots. Previously, this lot was planned for 19, 1- to 2-acre lots on private well and septic. The original planned 19 lots were satisfied through additional land contribution on the north side of Alpine Drive, a little over 30 acres that was conveyed to the City, and there was some additional cash consideration as well. In summary, out of the 100 lots proposed, 19 would already have been paid.

Mr. Gladhill noted this requires a Comprehensive Plan Amendment and Zoning Amendment. The developer is trying to make a decision as to whether to formally move ahead with this project. There is no obligation for the City to approve this project, but the City has the ability to do so. There has been some feedback from residents both for and against this project. On the Planning Commission level, the proposed concept of detached townhomes, with an Home Owners Association (HOA) to handle the yard maintenance, has been sought for some time. The Commission needs to decide whether this is the right location for this project.

Mr. Gladhill summarized that the question is whether to accept the cash contribution option or land dedication option. Staff's recommendation is cash contribution that would go to a Lake Itasca greenway or the future Lake Itasca Park to be planned on the north. He noted there would be open space for the HOA, rather than a public park.

Mr. Gladhill presented a map providing an overview of the area.

Chair Bennett thanked Mr. Gladhill and asked the Commission for questions.

Commissioner Sis asked what consideration has been given to other planned developments in the area. He asked about the trails related to the Riverstone project next door.

Mr. Gladhill responded there are some opportunities the City could push. He noted the trail on the south side of Alpine Drive could be continued, and there may be some further opportunities to work with Riverstone.

Commissioner Sis stated his priority is to be sure the area is well-connected.

Mr. Riverblood noted the map does not show how the best crossing of the Alpine Drive. That hasn't been solved for yet. A round-about was discussed, though it may not be allowed by MN-DOT for this state-aid road. A tunnel was also discussed, but it was cost-prohibitive. A trail on the south side will ultimately connect, and the door remains open for the best solution.

Mr. Riverblood noted the sample motion includes the number 16 units, though it is actually 19 units.

Chair Bennett thanked staff for their work and their presentation. He noted the motion would include 19, if it is made. He expressed support for cash contributions, as a good precedent to be set moving forward. He is open to supporting the proposed motion.

Motion by Commissioner Sis, seconded by Commissioner Bayer, to make a recommendation to the City Council that park dedication and trail fees consist of a cash contribution per lot, less the 19 units for which these development fees have been previously satisfied, in an amount specified at the time of platting.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Bayer, Leistico, and Tchuinkwa. Voting No: None. Absent: Commissioner Trappen.

5.02: Preliminary Approvals related to proposed North Fork Meadows subdivision; Case of Paxmar, LLC

Parks and Assistant Public Works Superintendent Riverblood noted this item also a recommendation related to park dedication and trail fees.

Community Development Director Gladhill reviewed the North Fork Meadows project. He noted this has gone through an extensive amount of public engagement and has undergone significant changes. This still requires a zoning amendment, using a tool called a Planned Unit Development. There needs to be a public benefit in order to approve a PUD. While the City has the ability to approve the project through the zoning amendment process, there is no obligation to do so. The City and Planning Commission has asked for compelling reasons to change the code.

Mr. Gladhill continued that in terms of Park Dedication, the proposal and staff recommendation is the cash contribution. The Council also wants feedback regarding the concept of a public benefit. In this case, what is proposed is securing the land necessary for the Lake Itasca

Greenway, which this Commission is well aware, in terms of the planning efforts to date. There is no additional cost to acquire that.

Mr. Gladhill indicated that the property owner, Hageman Holdings, holds the land currently and would sell the land to Paxmar in order to facilitate development. The Planning Commission believes the Greenway is an adequate public benefit for the additional 30 lots that would be created with the zoning amendment.

Mr. Gladhill advised that staff, City Council, and Planning Commission have emphasized that with the increased density, the developer should must improve both transitional landscaping as well as wider and deeper lots. Staff will continue to push this suggestion throughout the process.

Mr. Gladhill summarized that staff is asking for the Park and Rec Commission's recommendation as to whether the acquisition of the Greenway corridor is sufficient public benefit for the additional 30 units, for a total of 97 units. Originally, 70 units would have been sustained by this type of project.

Mr. Gladhill noted the table tries to quantify the various benefits to the public. The monetary value of the Greenway acquisition is hard to determine, as some of it is not buildable and is affected by state regulations. He noted there is some value in the City owning that property versus having wetland protection regulations to enforce on private property.

Mr. Gladhill noted the Council asked whether the Greenway corridor could have been acquired through Park Dedication channels for land dedication channels that have not been used frequently lately. He explained that the property to be acquired is not on the parcel being proposed for development. It is on a parcel for a future business park. This site was originally planned for Legacy Christian Academy. The approval process and infrastructure proceeded, and then the Academy ultimately decided to stay in their existing Andover location.

Mr. Gladhill continued that as such, with that transaction, there was a degree of Park Dedication that was previously addressed with this, and there were 4 acres of property in this general area transferred to the City. The idea was to use it for park purposes or sell it on the private market, with the cash proceeds going into the Park Trust Fund. A good portion of the Park Dedication has been satisfied. It is not likely that the City can require through normal park dedication requirements this same degree of corridor preservation, as is possible through the PUD. The Planning Commission does recommend proceeding with this PUD. He noted that there are members of the public present at this meeting tonight.

Chair Bennett opened up discussion for the Commission.

Commissioner Sis asked about the 4 acres related to the Legacy Christian Academy proposal that ultimately did not come to pass.

Mr. Riverblood noted the location of the 4 acres is on the SE quadrant of Puma and Alpine Drive. He noted there was uncertainty about the development of this area, which may push back the Greenway. He reinforced staff undertook a lengthy process relative to park programming and

park solutions that residents wanted. A mailing went out to 1,500 to 1,800 residents. Almost universally, people embraced the idea of the Lake Itasca Greenway and the Lake Itasca Community Park. This Commission recommended and the Council approved purchase of that land. Mr. Riverblood concluded that it is staff's recommendation that the Greenway fulfill this long-term endeavor by virtue of calling it that public benefit such that a PUD is acceptable to the City.

Chair Bennett concurred that the Greenway is a significant public benefit and will be an amazing amenity both for the subdivision and to the community as a whole. Cash contribution is the way to go on this project.

Chair Bennett invited audience participation from anyone desiring to speak.

Mr. Riverblood apologized staff did not put together a couple sample motions. He stated it sounds like the Commission is supportive of the PUD. He suggested, therefore, a motion to recommend that City Council approve the plat as presently shown with Park Dedication and Trail Fees being satisfied as a cash contribution, predicated upon being a Planned Unit Development.

Motion by Commissioner Sis, seconded by Commissioner Tchuinkwa, to recommend that City Council approve the plat as presently shown with park dedication and trail fees being satisfied as a cash contribution, predicated upon being a Planned Unit Development.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, and Tchuinkwa, Bayer, and Leistico. Voting No: None. Absent: Commissioner Trappen.

5.3 2017 Summer Event Series Recap

Parks & Assistant Public Works Superintendent Riverblood reviewed the concert season for 2017. Residents are really appreciating the concerts, and it has become a gathering place. There was one evening where the City and County solicited input on future on the parks and trails. Ramsey continues to keep its finger on the pulse of the community.

Parks & Recreation Intern Tillery Bailey provided an overview of the 2017 summer concert series. She noted the concert series yielded the second-highest attendance to date, approximately 5,407 people. Attendance could easily have hit 6,000, if it were not for the rainout and some evenings for questionable weather. Residents loved the opportunity to socialize over music and food. She noted the initial concert was the 70's Magic Sunshine Band, followed by the Murphy Brothers Band, Roadhouse Blue, and Church of Cash, which was a Johnny Cash cover band. The following weeks included Holy Rocka Rollaz, the Devon Worley Band, Rhino, and the Elvis Impersonators, which was cancelled due to rain. Following that were the Shane Martin Band, Ponzi Scheme, with the conclusion by GB Leighton, as part of the Trott Brook Benefit Bash.

Ms. Bailey noted some residents attended from neighboring communities based upon the quality of the music and food. She also highlighted private sponsors of the concert series.

Chair Bennett thanked all of the sponsors of the 2017 summer concert series. He also thanked Ms. Bailey for her work in helping organize the concert series.

5.4 Consider Vacating Pedestrian Trail Easement on Lot 6, Block 3, Wildlife Sanctuary Third Addition

Parks & Assistant Public Works Superintendent Riverblood highlighted the staff report provided to the Commission. He noted that since 2012, the City has been in conversation with the homeowner to vacate the 7.5-foot easement of their lot. He pointed out the trail on the overhead map, noting its connection points in surrounding neighborhoods.

Mr. Riverblood noted the trail looked like it would go beyond this particular cul-de-sac and providing for connections to the wildlife sanctuary. The developer paved the trail; one easement was recorded on one lot, but not the other. Staff is recommending the City vacate the easement, and if ever there is something to connect through the northwest through the wetland, there may be an opportunity to add additional easements.

Mr. Riverblood summarized that staff would be recommending City Council vacate the easement, based on recommendations by both the Public Works Committee and the Park and Recreation Commission. He pointed out the City would maintain the drainage and utility easement, which connects to a sanitary sewer line. Staff feels the trail could potentially leave the City street, go beyond the lift station to the north or to the west, if those properties are developed in the future. Because there are so many possibilities and “ifs,” staff feels it best to vacate the trail easement and look at an alternative route *if* there is something to connect to in the future.

Commissioner Sis asked about the location of the trail right now. He asked whether it follows the current sewer line.

Mr. Riverblood responded it does not directly access infrastructure on that person’s lot, but as the trail moved north, it would directly intersect with the sanitary sewer line. About every 300 feet, every time there is a turn in direction, a manhole is placed to perform maintenance. This trail was designed to accommodate a manhole as well as any future trail connections.

Mr. Riverblood continued that the lift station was not used for that trail connection, because the lift station was to be abandoned once the subdivision (that didn’t materialize) came to pass. The City therefore was not able to abandon the lift station.

Commissioner Sis asked about the current condition of the trail.

Mr. Riverblood responded that the City removed a piece of blacktop and restored the area. Right now, it is a trail to nowhere. The pavement that goes beyond the sidewalk is in decent shape. He noted it is 8 feet, which means it very likely goes beyond the 7.5-foot easement. Most easements provide for 15 feet.

Commissioner Sis asked about the cost to the City of removal.

Mr. Riverblood responded it would be an incidental cost, using staff and equipment on hand. Probably several hundred dollars in cost, at most.

Commissioner Tchuinkwa asked if the Commission will see this again, or if action will be taken without another review.

Mr. Riverblood clarified that the Public Works Committee will take action on November 21st, and the City Council will see this again as soon as November 24th.

Chair Bennett indicated this vacation of trail easement makes sense.

Motion by Commissioner Leistico, seconded by Commissioner Sis, to recommend to City Council, vacating the 7½-foot wide pedestrian trail easement on Lot 6, Block 3, Wildlife Sanctuary Third Addition.

Motion carried. Voting Yes: Chair Bennett, Commissioners Leistico, Sis, Bayer, and Tchuinkwa. Voting No: None. Absent: Commissioner Trappen.

5.5 2018-2027 Parks Five-Year Capital Improvement Plan

Parks & Assistant Public Works Superintendent Riverblood encouraged Ramsey residents viewing this meeting to download the packet available on the City's website and review some of the detailed information provided, including how the monies are amassed. He explained that much of the City's park and trail system is built solely by fees associated with new development: residential, commercial and industrial. When the land use is changed to one that is more intense, there is a demand created for parks and trail. Those fees provide for the funding of new parks and trails, and to some degree the maintenance of parks and trails in accommodated by the new tax base.

Mr. Riverblood continued there is also always a large disparity between the needs and desires of parks and trails and the funds available. There is some responsibility to ensure the trail fees provide for parks and trails that are available to the residents or businesses that provided them. In other words, a community park has benefits community-wide. An outlying neighborhood park, therefore, may not be appropriate in lieu of Park Dedication fees.

Mr. Riverblood explained that two years ago, the City went from a 5-year to a 10-year CIP. He also noted the supplemental unfunded projects. Those projects are already on the plan but the money has run out. He noted those unfunded projects are in excess of \$25 million. He continued that Park Dedication and Trail Fees need to be associated with a bona fide need.

Mr. Riverblood noted that staff is providing some recommendations for an increase in Park Dedication and Trail Fees, representing a couple percent per residential lot.

Chair Bennett thanked Parks & Assistant Public Works Superintendent Riverblood for the explanation.

Mr. Riverblood presented an overview of the 5-year CIP. He suggested only reviewing in detail the projects listed in the year 2018, which is a long list. He noted that residents often are not aware the City has an amphitheater, and the proposed signage and monument will help with that.

Mr. Riverblood highlighted another project that has been on the list for more than eight years: an observation boardwalk for the lake. This could also be a proposed canoe and kayak station that is proposed for the year 2020.

Mr. Riverblood highlighted the Priority Trails project, noting several proposed expansions. He discussed the possible Greenway enhancements. He noted the apartments being planned for in Municipal Plaza, so it may become a priority to improve landscaping in that area. The City Council may also consider water-centric (splash pad) park improvements.

Mr. Riverblood noted that all of these improvements will come back before the Park and Rec Commission with much more detail, once they are approved. All that is before the Commission tonight is the work plan, rather than the detailed timelines. He noted that it takes about five years after trees are planted before they begin to do much, as has been the case in the amphitheater.

Mr. Riverblood moved on to discuss stormwater upgrades. The funding would be from the stormwater utility fund.

Mr. Riverblood highlighted replacing fencing and dugouts for ballfields 5 and 6 in the NE part of Central Park, as well as adding dugouts for the ballfield in the NW part of the park. This would ultimately look similar to the project just concluding at Alpine Park.

Mr. Riverblood discussed upgrades to the dog park. Dog owners have been asking for a shelter for quite some time. Trees were planted a few years ago, but there has been significant difficulty in growing the trees due to traffic and compaction in that area. The proposal includes a hexagonal shelter with some wind shields on a couple sides, in addition to a push-on-demand infrared heater. The proposed worksheet includes a grant opportunity as well as a donation from the Off-Leash Patrons.

Mr. Riverblood outlined the necessary improvements at Sunfish Lake parking lot. Phase one of this parking lot was completed in 2009. At that time, the popularity of the canoe and kayak system was not understood, but this additional parking area is warranted today. The new pavement areas would be porous pavement, providing infiltration for that stormwater that would permeate the blacktop and flow into the sandy soil below. It would also be a demonstration project on infiltration of stormwater.

Commission Sis asked about a grant opportunity for the demonstration project.

Mr. Riverblood responded that staff thought the same thing, but was unable to find any leads on grant monies.

Mr. Riverblood moved on to discuss football field enhancements near the end zones. Drain tile would be installed, with soil over the top, followed by turf/sod restoration. The Athletic Association has ranked this as one of their top 2 projects as part of the CIP.

Mr. Riverblood described the need for some type of lighting in the Amphitheatre. Staff is unsure what the best solution is. It might be theater seating-type lighting versus overhead lighting.

Mr. Riverblood reviewed a new project that has been generated from resident requests. The aeration of Sunfish Lake as well as the pond at The Draw. Both have naturally occurring populations of catchable size panfish. Both bodies of water are susceptible to winter kill, and the aeration would prevent that winter kill and would maintain fishable conditions for the many young people taking advantage of both locations. Aeration would prevent winter kill, but if it is not done, dead fish would be apparent all over both bodies of water in the spring following winters, when this may occur.

Commissioner Sis asked about the body of water at The Draw.

Mr. Riverblood explained it is about 6.5 feet deep.

Chair Bennett added he saw several kids catching fish during the concert series this summer.

Commissioner Sis asked whether aeration would do anything to help the natural vegetation currently growing in the bodies of water.

Mr. Riverblood explained it will likely help, but may not eliminate the algae. He noted the City is working with Dr. John Sullivan, with the University of Minnesota, where all elements of the water quality are being examined.

Chair Bennett thanked Mr. Riverblood, noting there are a lot of projects included in the plan.

Mr. Riverblood noted the City Council be considering the CIP on November 14, 2017. It would be appropriate, if the Commission desires, to make a recommendation that it is a good plan to be adopted.

Motion by Commissioner Sis, seconded by Commissioner Leistico, to recommend the 2018 – 2027 Parks Capital Improvement Plan to City Council as recommended in the presentation.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Leistico, Bayer, and Tchuinkwa. Voting No: None. Absent: Commissioner Trappen.

5.6 Recommend Cash Contribution Rates for Park Dedication and Trail Fees for 2018

Parks & Assistant Public Works Superintendent Riverblood recalled he has previously discussed in tonight's meeting where Park Dedication fees come from and the methodology for the application of Park Dedication and Trail Fees. The proposal under consideration includes fairly modest increases. He noted there is a demand that outstrips the City's funding ability, which is

the rationale behind gradual increasing the fees. Also factoring into the increase is the construction increases of all infrastructure improvements.

Chair Bennett noted the Commission has discussed this in the past. He noted the City has been pretty market competitive in terms of the fees. He asked whether the staff has surveyed neighboring cities.

Mr. Riverblood responded that other cities' fees cannot be the basis for setting the City of Ramsey's fees, but the City does tend to be in the middle or a little lower. The exception is some cities do not have stand-alone trail fees. The fact that the City has so many subdivisions before the Commission is a testimony to the park fees not being a detriment to responsible and reasonable growth. Developers are looking at Ramsey because of the developing park and trail system. That is also borne out when looking at Parkview, next to the Amphitheater. Another new apartment system being built is called Greenway Terrace, and that location has been chosen because of the Greenway approved by the Park and Rec Commission and the City Council.

Commissioner Sis asked whether the increased fees will be adequate enough to meet the demands for trails and amenities. He also inquired whether there is a potential appetite to be more aggressive with the fee increase.

Mr. Riverblood responded the answer is no, the increases proposed will adequately meet some of the pent-up demand for trails and amenities. The response to the second question is a policy matter for the City Council that takes input on all the issues and sentiment of the community. How to position Ramsey on development fees falls more in the purview of Council. They are an elected body. The Commission's recommendation is important, but the fee-setting policy is in the Council's realm. The park system plan will provide better guidance for this question as staff looks at future needs and attempts to cost out long-term needs and maintenance demands and costs. That is another question as it relates to property taxes, because that funds maintenance.

Commissioner Sis asked what governing body came up with the actual percentage increase as recommended by staff.

Mr. Riverblood responded this is staff's recommendation put forward to the Commission. The City Council will then look at the rates and charges across the City at a work session on November 14th. Then on November 24th, there will be a public hearing, where comment will be provided on the rate and fee structure.

Commissioner Sis asked what the Park and Rec Commission is being asked to recommend or approve tonight.

Mr. Riverblood responded that this is the time, the Park and Rec Commission should make either general recommendations to the City Council for park and trail fees rates and the cash contributions, or a combination whereby the Commission recommends certain fee rates with a part 2 with a suggestion to the Council look at the fee rates. It would be appropriate to have a more specific recommendation, considering Council will be looking at rates, charges and development fees on November 14th.

Motion by Commissioner Bayer, seconded by Commissioner Leistico, to recommend to the City Council a 2018 cash Park Dedication rate per residential unit of \$3,000 - with a \$100 increase per acre for the commercial/industrial subdivision of land, and Trail Fees to be increased to \$1,000 per residential dwelling unit, with a \$100 per acre increase for commercial/industrial land uses above the 2017 rates—pursuant to the attached table.

Further discussion: Commissioner Sis asked whether anyone would like to add a caveat about increasing or decreasing the adjustments or recommendations to City Council along those lines. He suggested asking the Council to consider more aggressive rates. Chair Bennett indicated the language could certainly recommend these amounts at a minimum, and potentially be increased at Council's discretion based on additional research. Mr. Riverblood suggested it would be appropriate to amend that language to the motion, if desired. He noted he would anticipate that the Council may say it is a good time to do the minimum increase and wait to see what how the CIP informs. Commissioner Sis's thoughts could also be a stand-alone motion. Commissioner Sis stated that with so many 2018 CIP projects slated, it may be something where residents may see more of a direct benefit and the rationale for those rates could be increased more aggressively than what is proposed.

Motion by Commissioner Sis to amend the motion on the table to add the language of “at a minimum” and then let the City Council examine the issue.

The amended language died due to lack of a second.

The original motion was considered for a vote.

Motion carried. Voting Yes: Chair Bennett, Commissioners Bayer, Leistico, Sis, and Tchuinkwa. Voting No: None. Absent: Commissioner Trappen.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Superintendent Riverblood provided updates on the following:

- Open House on the Comprehensive Plan – significant resident attendance and interaction.
- Staff working on the park system plan – will present action plan for parks and trails next month.
- City's website has many opportunities for resident activities.
- Tree lighting happening on December 5th – Santa will be present with horse drawn trolle rides.
- Fall activities – bituminous path is being picked up below Sliding Hill at Alpine Park, along with tree pruning and preparing for winter.
- City needs rink attendants and a full-time maintenance worker in the Streets Department.
- Park and Rec Commission looking for a student liaison.

Chair Bennett asked about an update on the University of Minnesota students working on parks projects, noting he had recently completed an interview as part of the project.

Mr. Riverblood noted there are many graduate and doctoral students from the U of M working on 23 City projects, many of which involve the parks realm. As the semester wraps up, there will be many projects presented. Two different groups are working on the Greenway plan. Another group is working on the Community Center. Natural resource projects are moving ahead as well. Many of the projects have a lot of detail and complexity.

7. ADJOURNMENT

Motion by Commissioner Sis, seconded by Commissioner Bayer, to adjourn the meeting.

Motion carried. Voting Yes: Chair Bennett, Commissioners Sis, Bayer, Leistico, and Tchuinkwa. Voting No: None. Absent: Commissioner Trappen.

The Park and Recreation Commission meeting adjourned at 8:07 p.m.

Respectfully submitted,

Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Allison Burr
TimeSaver off Site Secretarial, Inc.