



CITY OF SAINT ANTHONY VILLAGE  
**PARKS & ENVIRONMENTAL  
COMMISSION MEETING AGENDA**

Monday, September 13, 2021 @ 7:00PM

Following guidance from state health officials, some commissioners may choose to participate in upcoming meetings electronically pursuant to MN Stat. §13D.021.

Due to health concerns and limited seating, we encourage the use of our virtual option to attend this meeting.

[Join Meeting via Zoom](#)

**I. Call To Order**

**II. Roll Call**

**III. Approval Of Agenda**

**IV. Approval Of Minutes**

**A. June 7, 2021 Parks And Environmental Commission Meeting Minutes**

Documents:

[PK 06.07.2021.PDF](#)

**V. Presentations**

**VI. Commission Reports**

**VII. Other Business**

[Upcoming Meetings](#)

December 6, 2021

## **A. Central Park Safety Netting Discussion**

### **VIII. Community Forum**

Individuals may address the Parks Commission about any City business item not included on the regular agenda. Speakers are requested to come to the podium, sign their name and address on the form at the podium, state their name and address for the Clerk's record, and limit their remarks to five minutes. Generally, the Park Commission will not take official action on items discussed at this time, but may typically refer the matter to staff for a future report or direct the matter to be scheduled on an upcoming agenda.

### **IX. Adjournment**

If you would like to request special accommodations or alternative formats, please contact the City Clerk at 612-782-3313 or email [city@savmn.com](mailto:city@savmn.com). People who are deaf or hard of hearing can contact us by using 711 Relay.

***Our Mission is to be a progressive and welcoming Village that is walkable, sustainable and safe.***

1 CITY OF ST. ANTHONY  
2 PARKS AND ENVIRONMENTAL COMMISSION MEETING  
3 JUNE 7, 2021  
4 7:00 p.m.  
5

6 **I. CALL TO ORDER.**  
7

8 Chairperson Bellinger called the meeting to order at 7:00 p.m.  
9

10 **II. ROLL CALL.**  
11

12 Commissioners Present: Chair Therese Bellinger, Commissioners Michael Guest, James Niemi,  
13 and Renee Reed.  
14

15 Absent: Commissioner Patrick Penner and Cassandra Palmer.  
16

17 Also Present: Councilmember Walker, School District Representative Troy Urdahl,  
18 Silverwood Park Supervisor Alyssa Baguss, Cary Zahrbock, Citizens  
19 for Sustainability and Friends of the Parks Lona Doolan, Minnesota  
20 Water Stewards Anita Davis, City Manager Charlie Yunker, and  
21 Public Works Director Jeremy Gumke.  
22

23  
24 **III. INTRODUCTION OF MEMBERS.**  
25

26 **IV. APPROVAL OF THE JUNE 7, 2021 PARKS AND ENVIRONMENTAL**  
27 **COMMISSION MEETING AGENDA.**  
28

29 Motion by Commissioner Guest seconded by Commissioner Reed, to approve the June 7,  
30 2021 Parks and Environmental Commission agenda.  
31

32 **Motion carried unanimously.**  
33

34 **V. APPROVAL OF THE MARCH 8, 2021 REGULAR PARKS AND ENVIRONMENTAL**  
35 **COMMISSION MEETING MINUTES.**  
36

37 Motion by Commissioner Guest, seconded by Commissioner Reed, to approve March 8, 2021  
38 Regular Parks and Environmental Commission Meeting Minutes as presented.  
39

40 **Motion carried unanimously.**  
41

42 **VI. PRESENTATIONS.**  
43

44 **A. Central Park Drain Tile Project and Stadium Field and Turf Project Update**  
45

46 St. Anthony New Brighton Schools Director of Athletics Troy Urdahl. He stated it has been a  
47 fast two years since the stadium project began. He is doing his report from the stadium. The  
48 bleacher progress was shown. There is asphalt on the track all the way around. The majority  
49 of the turf has been installed and they are one week into the process. The designs will be cut

1 into the turf in the next two weeks. The fencing should be completed this week. By mid-July  
2 the track should be competition-ready. The practice field has been graded and is now ready for  
3 irrigation and seed and that field will be ready for use by Spring of 2022. The stadium field is  
4 ahead of schedule however the concession building is behind schedule and should begin mid-  
5 week. Part of the project is triple jump, long jump and pole vault. He showed where the shot  
6 put and discus will be located. There is no more heavy equipment on site. Peterson  
7 Companies, the general contractor did an excellent job.

8  
9 Commissioner Guest asked when the walking path would be completed and Mr. Urdahl stated  
10 that path has already been restored with the remainder piece being completed by August, after  
11 the concession building is completed.

12  
13 Commissioner Reed asked about soccer and whether games will be played on the field and  
14 Mr. Urdahl stated the field will be sized and lined for soccer, lacrosse, football, baseball and  
15 softball. Mr. Urdahl stated different colors are used for the different sports when lining the  
16 field.

17  
18 Commissioner Guest asked what the temperature of the field was now with the heat outside  
19 and Mr. Urdahl stated he could not feel a difference between the track and the field. On a hot  
20 day the track will become warmer due to the dark color and also the synthetic turf.

21  
22 Commissioner Reed asked if the bleachers are the same size as before and Mr. Urdahl stated  
23 they may appear larger, they have a steeper pitch, but are slightly smaller as to number of  
24 people the bleacher will accommodate. The visitor's bleachers will be updated.

25  
26 Commissioner Guest stated he went there and noticed the progress moved very fast. Mr.  
27 Urdahl stated the contractor and architect did a very good job and they said they never worked  
28 in a more supportive or friendlier community than St. Anthony.

29  
30 Chair Bellinger thanked Troy for his live presentation.

31  
32 **B. Silverwood Park Updates**

33  
34 Silverwood Park Supervisor Alyssa Baguss reviewed the Mission of the Three Rivers Park  
35 District in a Power Point Presentation. The Silverwood Summer Concert Series will occur  
36 Wednesdays 6:30 – 8:00 p.m. from June 23 – August 4, 2021. The Gallery Exhibition  
37 featuring Karen Lutsky UMN will be on display from June 10 – July 31, 2021. The 2021  
38 Summer Camps at Silverwood Park will run June – August. The event center will host 60+  
39 events in 2021 with 40 already booked for 2022. Gathering restrictions and the mask mandate  
40 were lifted as of May 28. Weddings are back in full swing. There are 4 New Small Gatherings  
41 spaces which will accommodate up to 50 people. These outdoor spaces are available from  
42 April – October. There is a 4-hour rental period with reduced pricing.

43  
44 Ms. Baguss stated the Silverwood Park Café is open every day from 9:00 a.m. – 8:00 p.m. and  
45 features local and organic coffee drinks, kombucha on tap and baked goods. There is a 50%

1 student discount weekdays from 2:00 – 4:00 p.m. Trivia is held on the patio at 7:00 p.m.  
2 every third Thursday from June – September.

3  
4 Canoes and kayaks are available for reservation rentals from 12:00 – 6:00 p.m. and include  
5 Saturdays, Sundays, and holidays through Labor Day. Online reservations are available. The  
6 cost is \$15 for two hours.

7  
8 The forest bathing trail has received its final, artist-designed signage and certified designation  
9 (becoming the first in the State). There are 8 new self-guided stops to learn about the  
10 landscape on the Natural History Trail.

11  
12 Commissioner Reed thanked Alyssa for speaking about the forest bathing trail. It is a very  
13 nice place to sit.

14  
15 **C. Bike/Walking Path and Kenzie Terrace Park**

16  
17 Ms. Cary Zahrbock presented a Neighborhood Proposal to St. Anthony Village Parks and  
18 Environmental Commission by a Power Point presentation. The presentation included  
19 suggestions for bike/walking path and Kenzie Terrace Park. Ms. Zahrbock reviewed the  
20 recommendation for South St. Anthony between Stinson Blvd., St. Anthony Blvd., and  
21 Kenzie Terrace describing current and growing population and bike/walking paths.

22  
23 Ms. Zahrbock provided a street map showing the parks in St. Anthony Village as well as a list  
24 of the parks in South St. Anthony which there are none. The closest parks are Trillium Park  
25 which is surrounded by busy streets and highway – no amenities, and Silver Point Park which  
26 is best reached by car or the County Road C sidewalk.

27  
28 A street map showing neighbors learned of the 2030 Comprehensive Plan was also provided.  
29 The location of a Triangle Lot along with pictures was shown.

30  
31 Ms. Zahrbock reviewed the neighborhood recommendations as:

- 32
- 33 • Develop bike/walking path along alley south of 27<sup>th</sup> Avenue NE between Stinson and  
34 Kenzie Terrace.
    - 35 ○ Provide safe access for bicycles between Stinson and access to Grand Rounds.
    - 36 ○ Provide safe walking access for Development 65 and Urban Grove residents.
    - 37 ○ Provide walking access for South St. Anthony residents.
  - 38
  - 39 • Implement 2030 Comprehensive Plan for Park at 2701 Kenzie Terrace.
    - 40 ○ Provide “destination” connected to Grand Rounds.
    - 41 ○ Provide green space to use as a community gathering space.
    - 42 ○ Provide safe walking paths for seniors and other community members.
    - 43 ○ Provide playground space for SOSA children and child visitors of seniors.
    - 44 ○ Engage residents for additional specific suggestions.
    - 45 ○ Suggest thinking about fencing to provide sound barrier and support safety due  
46 to proximity to busy Kenzie Terrace.

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The recommendations were summarized:

- Support St. Anthony’s Mission to be a progressive and welcoming village that is walkable, sustainable and safe.
- Support Park and Environmental Commission’s priorities of walking and bike paths.
- Support goal of connections to Grand Rounds.
- Support quality of life for residents.

Commissioner Niemi asked if the triangle property is owned by someone. Ms. Zahrbock stated it is currently owned by Tom Archambault. The property would need to be purchased to develop a park.

Commissioner Reed asked if Tom Archambault was aware of these recommendations. Ms. Zahrbock stated he is not aware of the recommendation or that it was part of the comprehensive plan.

Commissioner Guest asked if this property is available since the plan for a carwash was denied. Ms. Zahrbock stated she does not know.

City Manager stated there are some people online that wish to speak. He stated he reviewed the comprehensive plan and how this parcel was referenced. There was a section regarding Kenzie and the plan was that the mobile home park was planned to be redeveloped. The park would be part of that.

Mr. Tom Archambault stated he was made aware of this a short time ago as far as the neighbor’s plan. He has owned the property since 2016. This is zoned commercial and he has been looking at other alternatives of what to do with the property. Everything is for sale for a price. He is willing to have conversations with the neighbors and City staff.

Chair Bellinger thanked Ms. Zahrbock for her presentation. The Commission will speak among themselves. The Commission will get back to Ms. Zahrbock on what is discussed in August. Ms. Zahrbock was invited to forward any additional information to Chair Bellinger.

Ms. Susan Guthrie and Mr. Tom Deegan – lives near the triangle property. In looking at the 2030 Comprehensive Plan, he has spoken with the Met Council (Mike Larson). He stated there is a capital project for St. Anthony Blvd. Now would be the time to make something available on the south side of St. Anthony. He also spoke with development 65. There will be 1000 seniors once all development is completed. There would be no connection to anything outside of the complex.

Commissioner Reed stated this reminds her of the pickle ball court issue. Where does this request go from here? Does the Commission need to recommend to the City Council or does Cary go to the City Council directly?

1 City Manager Yunker stated the neighborhood group can present to the Commission. There is  
2 a joint meeting with the City Council where bike trails are on the agenda to be discussed. That  
3 would be the next step so there can be a discussion between the Commission and the Council.  
4 The meeting is scheduled for August 30, 2021. This meeting is open to the public for  
5 listening.

6  
7 Councilmember Walker asked if a presentation should be given at the joint meeting. City  
8 Manager Yunker stated he would include this presentation in the work session packet.  
9 Councilmember Walker asked if there would be opportunity for public comment. Mr. Yunker  
10 stated there is no public comment at a work session. This would be an opportunity for the  
11 Commission and Council to be on the same page regarding this proposal.

12  
13 Commissioner Niemi asked if there is any other city-owned property that would be available.  
14 Mr. Yunker stated there is one lot the former bowling alley site. The City's goal was to bring  
15 in affordable housing on that lot. That is the only parcel that is not privately owned.

16  
17 Chair Bellinger stated she thinks it is a good idea.

18  
19 **D. Friends of the Parks Update**

20  
21 Ms. Lona Doolan, 3511 Harding Street, appeared before the Commission to provide the  
22 Friends of the Parks Update. Also present was Anita Davis. Ms. Doolan provided a Power  
23 Point presentation providing Silver Point and Trillium Park Updates.

24  
25 The work done this Spring in Silver Point Park included:

26  
27 Bee Lawn

- 28 • Removed dandelions and larger weeds.
- 29 • Mowed and removed excessive duff.
- 30 • Seeded White Dutch Clover in bare patches.

31  
32 Seeded Pollinator Garden

- 33 • Removed dandelions and larger weeds.
- 34 • Seeded annual flowers.

35  
36 Native Pollinator Garden

- 37 • Removed weeds.
- 38 • Cut larger holes for growing plants.

39  
40 Photographs were shown of the Native Garden and the Seeded Garden.

41  
42 Ms. Anita Davis, Minnesota Water Stewards, provided a site assessment of the raingarden at  
43 Trillium Park. She showed the location of the raingarden in Trillium Park which is 25 feet  
44 southeast of culvert. She added the size will be constrained by existing trees and slope of the  
45 east side hill. The size of the drain field contains a drainage area of approximately .1 acres.

1 Given 43,560 sq. ft./acre, the raingarden will be sized to accommodate 4,356 sq. ft. of  
2 drainage.

3  
4 The result of the 2-day Percolation Test was at least 24 inches of infiltration per day. The soil  
5 composition was observed to be compact and contain clay. Based on percolation and soil  
6 testing results, no amendments to the soil are needed.

7  
8 The size of the rain garden is planned to be 15' x 10' and "bean-shaped" which would amount  
9 to approximately 135 square feet. The installation plans would include:

- 10  
11
- 10" of soil will be removed.
  - 2" of compost will be added to soil (.833 cubic yards).
  - Area will be raked to achieve proper slope.
  - Shrubs will be planted.
  - 2" of mulch will be added (.833 cubic yards).
  - Plants will require water this first season.
- 16  
17

18 A site design plan was provided for Commission review along with a plant selection chart. A  
19 request for a change to Trillium Park includes removal of 3 or 4 Euonymus bushes to drain all  
20 of the problem area into raingarden. A detailed raingarden at Trillium Park – Site Assessment  
21 was provided for the Commission.

22  
23 Chair Bellinger asked if all the work will be done by Friends of the Parks. Ms. Davis stated  
24 Jeremy will excavate the raingarden. She and her partner will be doing the work on the  
25 raingarden. Work crews will be arranged and may include some high school students.

26  
27 Commissioner Reed asked if when she is referring to teams does she mean volunteers and Ms.  
28 Davis stated they would be volunteers.

29  
30 Chair Bellinger asked how volunteers would be found and Ms. Doolan stated they will be  
31 reaching out to Kiwanis and other groups.

32  
33 Ms. Doolan reviewed a request for Trillium Park Change for removal of 3 or 4 Euonymus  
34 bushes to drain all of problem area into raingarden. This would lower the elevation and allow  
35 the entire area to drain. Mr. Gumke asked if that would increase the size of the raingarden and  
36 Ms. Doolan stated it would increase the flow. Ms. Doolan stated there is a lot of buckthorn in  
37 the area that should be removed.

38  
39 Chair Bellinger asked who would maintain and Ms. Doolan stated the Village Gardeners  
40 would maintain the plantings. A shrub planting will reduce the amount of maintenance  
41 needed.

42  
43 **E. Citizens for Sustainability Update**

44



1 Ms. Lona Doolan, 3511 Harding Street, appeared before the Commission to provide the  
2 Citizens for Sustainability Update. A Power Point presentation was given to the Commission  
3 which reviews the solar demonstration proposal and 2021 grant application.  
4

5 Ms. Doolan noted ISD 282 has been awarded a Hennepin County Green Partners  
6 Environmental Education grant for school years 2019 – 2021. The focus of the grant is to  
7 increase environmental awareness and provide opportunities for students to engage in projects  
8 that directly impact the environment in which they live and promote student leadership.  
9 Project selection will be determined by Project Stakeholders working in partnership with  
10 Olivia Cashman, Green Partners liaison. The expected outcomes were reviewed. There are  
11 three milestones yet to be met. Climate Science Training for MIS Teacher, Solar installation  
12 in Central Park and Final Report/Grant Closure.  
13

14 The Central Park Solar Demonstration will be a City/School collaboration. Three sites were  
15 considered. The Pavilion Rooftop was selected. They will be working with Ben Maki, Live  
16 Wire Electrical Services. The demonstration proposal for 2021 installation was provided at a  
17 total cost of \$4,000. The process was reviewed including St. Anthony City Council approval  
18 on June 22, 2021. The Xcel application process will take 8 weeks. The St. Anthony permit  
19 process is TBD. Payment by the grant close date of August 31, 2021 and tentative installation  
20 planned for September 2021.  
21

22 The solar equipment will be owned and maintained by the City. The information on the  
23 warranties for the equipment was provided. Ms. Doolan provided a full installation proposal  
24 for future consideration, that would include 49 panels and inverters at a cost of \$38,700.  
25 Based on 2021 incentive programs, payback of the original investment would be in 6 years. 49  
26 panels would produce more energy than the pavilion uses, and credit may be applied toward  
27 energy use in nearby city facilities. A pay back projection on a full installation was provided.  
28

29 Chair Bellinger congratulated Ms. Doolan.  
30

31 Motion by Commissioner Guest, seconded by Commissioner Reed, to recommend to the City  
32 Council to move ahead with the Demonstration Solar Project.  
33

**Motion carried unanimously.**

34  
35 Ms. Doolan provided the CFS Roadmap. The guidelines for the Hennepin County Green  
36 Partners Environmental Action Project Grant Application were reviewed. This grant provides  
37 funds for adult education. They would like to put together a zero waste kit for residential  
38 applications and do outreach. They would like to do a Zero Waste Challenge. They have  
39 created long term goal to reduce CO2 emissions. CFS will partner with Clean Energy  
40 Resource Teams to compare solar options available to homeowners.  
41

42 **F. Staff Recommendation on Request for Walking Path from Trillium Park to**  
43 **Silver Point Park**  
44

45 Public Works Director Jeremy Gumke reviewed at its February 22, 2021 Work Session, the  
46 Parks Commission asked staff to make a recommendation on a request from Citizens for  
47

1 Sustainability on a walking path from Trillium Park to Silver Point Park. A map showing the  
2 rough placement of the requested trail was presented. There is a spot at the southeast corner of  
3 the fence apparently configured for a future gate if desired.  
4

5 Staff has reviewed this request and does not recommend installing a walking path from  
6 Trillium Park to Silver Point Park. This recommendation is due to the following conditions:  
7

- 8 • Entry to Silver Point Park at 2832 Hwy 88 would require an easement on private  
9 property and Hennepin County Right-Of-Way.
- 10 • Existing topographic conditions in the park make a pedestrian entry point difficult.
- 11 • There would be no safety barrier between pedestrians and the high-speed traffic on  
12 Hwy 88.
- 13 • A new entry gate may make the frontage road a desirable parking area for park users,  
14 introducing parking issues for the local residents.
- 15 • There is existing sidewalk connection between Trillium and Silver Point Parks via  
16 Silver Lake Road.

17  
18 Mr. Gumke reviewed if the Commission's consensus is to follow staff's recommendation, no  
19 further action is needed. If the Commission's consensus is there is a need for the walking  
20 path, a recommendation from the Commission to the City Council in the form of a motion is  
21 needed.  
22

23 Chair Bellinger asked the Commission's comments regarding the staff recommendation.  
24

25 Commissioner Guest suggested any recommendation be tabled until the CFS can come up  
26 with an alternative and present to the Commission.  
27

28 Commissioner Niemi asked what Hennepin County right-of-way entails. Mr. Gumke stated  
29 the right-of-way is owned by Hennepin County. There are six properties that are adjacent to  
30 Hennepin County right-of-way. Either an easement acquisition or a Hennepin County project  
31 would affect the right-of-way.  
32

33 Chair Bellinger stated the park is difficult to get to and it is difficult for residents to use.  
34

35 Commissioner Reed stated when there are games at Silver Point Park there are cars parked on  
36 the road as the parking lot is limited. There are people walking along the road to their  
37 vehicles. This is a safety issue.  
38

39 City Manager Yunker stated that was a concern about adding the trail on the other side of the  
40 park. Cars would be parked on both sides of the street.  
41

42 Chair Bellinger stated there has been a suggestion to table the recommendation to the City  
43 Council.  
44

45 Commissioner Reed stated when they had the tour it came up as a good way to access Silver  
46 Point Park. She would like to see an alternative to make this work.

1 Chair Bellinger asked if more time is needed to consider the options.

2  
3 Commissioner Niemi stated there are too many obstacles with the current plan.

4  
5 Commissioner Reed stated this could always be brought up again if other suggestions are  
6 made.

7  
8 Commissioner Guest stated he would be fine to let it slide for now. He understands the  
9 challenges. There is a desire to have more access to the parks.

10  
11 Motion by Commissioner Niemi, seconded by Commissioner Reed, to deny the request for a  
12 walking path from Trillium Park to Silver Point Park.

13  
14 **Motion carried unanimously.**

15  
16 **VII. COMMISSION REPORTS**

17  
18 Mr. Gumke stated the splash pad opened on May 21, 2021. The City is working with WSB on  
19 a city-wide park assessment on the three major parks. The report should be delivered later this  
20 summer. The reconstruction of the tennis courts began on May 24, 2021.

21  
22 Commissioner Reed asked if there is an update on the pickle ball request and Mr. Gumke  
23 stated there is no update.

24  
25 Commissioner Guest asked who owns the property just west of the Apache Animal Hospital.  
26 Mr. Gumke stated the City of St. Anthony owns that. Commissioner Guest stated the  
27 suggestion was made to use that as a potential dog park.

28  
29 Commissioner Niemi asked if there was a feasibility study on a dog park in St. Anthony.  
30 Chair Bellinger stated there is really no place to have a successful dog park in St. Anthony.

31  
32 Commissioner Guest stated there are dog parks that are smaller than that parcel next to the  
33 Animal Hospital. Chair Bellinger stated Hennepin County had done the dog park assessment.  
34 Commissioner Reed suggested Hennepin County do an assessment on that parcel. Chair  
35 Bellinger stated when Jane was here it was found just not to be feasible. Commissioner Reed  
36 asked if the City has plans for that parcel. Mr. Gumke stated he is looking at the Ramsey  
37 County interactive property map and noted the Apache Animal Hospital owns the adjacent  
38 property and the railroad owns a portion. This is probably railroad right-of-way.

39  
40 If Commissioners are asked about that parcel, they can say that property is owned by the  
41 Apache Animal Hospital and the Railroad.

42  
43 Councilmember Walker asked when the tennis courts would be available for use and Mr.  
44 Gumke stated he is unable to pin down a date. There are three things that need to be  
45 completed before the nets can be installed.

46

1 Commissioner Niemi asked Troy if the Commission could have a tour when the stadium is  
2 complete and he stated that is definitely possible.

3  
4 Mr. Yunker stated Councilmember Walker had asked about dedicating the tennis courts near  
5 Culvers to pickle ball exclusively. He asked what the thoughts of the Commission were.  
6 Chair Bellinger stated she did not have any objection. Commissioner Niemi asked how often  
7 that court is used for tennis. Councilmember Walker stated whenever he goes by the  
8 pickleball nets are hung and the courts are used for pickleball. He does not know where tennis  
9 is being played. Commissioner Reed stated when the presentation was made the Commission  
10 looked at the Central Park courts for both pickle ball and tennis. She likes the idea of the  
11 Culvers court being used for pickle ball. Commissioner Niemi agreed. Mr. Yunker stated  
12 staff will research on what it would take to dedicate it to pickle ball. Commissioner Reed  
13 suggested lights be researched also.

14  
15 **VIII. OTHER BUSINESS**

16  
17 **2021 Meeting Dates**

18  
19 The list of 2021 Parks and Environmental Commission Meetings which occur quarterly on the  
20 first Monday of the month unless noted, will begin at 7:00 p.m. at the City Hall Council  
21 Chambers.

22  
23 August 30, 2021 – Worksession with the City Council.

24 September 13, 2021

25 December 6, 2021

26  
27 **IX. COMMUNITY FORUM – NONE.**

28  
29 **X. ADJOURNMENT.**

30  
31 Motion by Commissioner Niemi, seconded by Commissioner Reed to adjourn the June 7,  
32 2021 meeting of the Parks and Environmental Commission at 9:30 p.m.

33  
34 **Motion carried unanimously**

35  
36 Respectfully submitted,

37 Debbie Wolfe

38 *TimeSaver Off Site Secretarial, Inc.*