

CITY OF BLAINE
ANOKA COUNTY, MINNESOTA
CITY COUNCIL MEETING
Thursday, November 15, 2018

7:30 P.M.
Council Chambers
10801 Town Square Drive

CALL TO ORDER BY MAYOR RYAN

The meeting was called to order at 7:48 p.m. by Mayor Ryan followed by the Pledge of Allegiance and the Roll Call.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Mayor Tom Ryan, Councilmembers Dave Clark, Andy Garvais, Julie Jeppson, Jason King, and Dick Swanson.

ABSENT: Councilmember Wes Hovland.

Quorum Present.

ALSO PRESENT: Planning and Community Development Director Bryan Schafer; Public Works Director Jon Haukaas; Police Chief/Safety Services Manager Brian Podany; Finance Director Joe Huss; Public Services Manager/Assistant City Manager Bob Therres; City Engineer Dan Schluender; City Attorney Patrick Sweeney; Economic Development Coordinator Erik Thorvig; Communications Technician Roark Haver; and City Clerk Catherine Sorensen.

APPROVAL OF MINUTES

None.

AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS

5.1 Proclamation – HeartSafe Community.

Mayor Ryan read a proclamation in full for the record recognizing the City of Blaine as being a HeartSafe Community.

Police Chief/Safety Services Manager Brian Podany explained the City of Blaine has been working to become a HeartSafe Community for the past two years. He thanked Officer Jerry Newberger for spearheading this effort and thanked Coon Rapids Police Officer Bryan Platz for his assistance. He reported 1,500 residents have been CPR trained in the past two years and 128 AEDs were now in the City. He explained the City has had six to 10 saves as a result of CPR and early defibrillation and shared this program was near and dear to him because he lost his mother-in-law to cardiac arrest at the age of 45. Police Chief Podany discussed a cardiac event that occurred at Blaine High School on the tennis courts. He reported bystanders administered CPR, an AED was dispensed and the life of Roger Rickey was saved. He

recognized all of the police officers, emergency personnel, paramedics, and hospital staff who helped save Mr. Rickey's life.

Roger Rickey explained he was a survivor because of the quick action and emergency personnel that attended him. He reported he has played in the Blaine tennis league with the Parks and Recreation Department for the past 10 years. He thanked Police Chief Podany for pulling together all of the responders that helped save his life. A round of applause was offered by all in attendance.

Coon Rapids Police Officer Bryan Platz congratulated the City of Blaine on becoming a HeartSafe Community. He proudly presented the City with a HeartSafe designation and commended the City on its efforts. He reported 97% of those that fall into cardiac arrest die before help arrives. This was the reason it was so vital to have bystanders in the community trained to administer CPR. He explained Mr. Rickey survived because the public was prepared and properly trained. He thanked Allina Health Care for putting rescue pumps and rescue pods into all squad cars.

Mayor Ryan stated he has witnessed three cardiac arrest events in the community and explained he was very proud that the City of Blaine had rallied around this initiative.

COMMUNICATIONS

Mayor Ryan thanked Johnsville Elementary School for their Veterans Breakfast and Blaine High School for their Veterans Day program honoring Officer Nanney.

Councilmember Jeppson explained she attended the Veterans Day ceremony at the Blaine High School with the Mayor. She thanked all who were involved in planning the ceremony and said it was a privilege to be a part of this profound event.

Councilmember Garvais thanked all of the staff members who assisted with elections.

Councilmember Clark wished the Blaine High School Football team good luck against Eden Prairie.

OPEN FORUM FOR CITIZEN INPUT

Mayor Ryan opened the Open Forum at 8:09 p.m.

There being no input, Mayor Ryan closed the Open Forum at 8:10 p.m.

ADOPTION OF AGENDA

The agenda was adopted as presented.

APPROVAL OF CONSENT AGENDA:

Moved by Councilmember King, seconded by Councilmember Jeppson, that the following be approved:

9.1 Motion 18-134, Schedule of Bills Paid.

9.2 Motion 18-135, Authorize Temporary Removal of Parking Restrictions on 84th Lane from West 35W Service Drive to Coral Sea Street to Accommodate a General Pattern Employee Appreciation Event on December 8, 2018 from 9:00 a.m. to Noon.

Motion adopted unanimously.

7:30 P.M. - PUBLIC HEARINGS AND ITEMS SET FOR A CERTAIN TIME

10.1 Resolution 18-208, Vacation of Easements for Road Purposes as Described in Exhibit A, for Wicklow Woods, Vacation No. V18-09.

City Engineer Schluender stated a petition received on September 7, 2018, was submitted to the City by Joshua Metzer, representing Lennar Family of Builders, requesting vacation of easements to allow for the subdividing of the property into the plat of Wicklow Woods. The easements will be replaced as needed in the new plat. The Engineering Department has reviewed this request and concurs with the vacation. This vacation was not published properly so a 2nd Public Hearing is necessary.

Mayor Ryan opened the public hearing at 8:17 p.m.

There being no public input, Mayor Ryan closed the public hearing at 8:17 p.m.

Moved by Councilmember Clark, seconded by Mayor Ryan, that Resolution 18-208, "Vacation of Easements for Road Purposes as Described in Exhibit A, for Wicklow Woods," be approved.

Motion adopted unanimously.

DEVELOPMENT BUSINESS

11.1 Resolution No. 18-209, Granting Final Plat Approval to Subdivide 39.24 Acres into Two Lots and Three Outlots to be known as Blaine Hy-Vee located at 210 125th Avenue NE. (Case File No. PC18-0049/LSJ).

Moved by Councilmember Clark, seconded by Councilmember Jeppson, that Resolution No. 18-209, "Granting Final Plat Approval to Subdivide 39.24 Acres into Two Lots and Three Outlots to be known as Blaine Hy-Vee located at 210 125th Avenue NE," be approved.

Planning and Community Development Director Schafer stated the City Council approved a rezoning, conditional use permit and a preliminary plat on October 18, 2018 for the development that includes a Hy-Vee store and convenience/gas store and car wash on the southwest corner of Jefferson Street NE and 125th Avenue. It was noted the final plat is being presented for approval at this time. The final plat consists of two lots and three outlots. The gas/convenience store/car wash would be located on Lot 1 of the plat. Lot 1 is 4.27 acres. The parcel on which the Hy-Vee grocery store would be located would be platted as Lot 2. Lot 2 is 12.93 acres. Outlot A will be used for storm draining purposes. Outlots B and C will be used for future development.

Motion adopted unanimously.

11.2 Resolution No. 18-210, Granting Final Plat Approval for 44 Single Family Lots to be known as Wagamon Ranch 3rd Addition located at 132nd Avenue/Coral Sea Street NE. Wagamon Ranch LLC.

Moved by Councilmember King, seconded by Councilmember Jeppson, that Resolution No. 18-210, "Granting Final Plat Approval for 44 Single Family Lots to be known as Wagamon Ranch 3rd Addition located at 132nd Avenue/Coral Sea Street NE," be approved.

Mr. Schafer stated the preliminary plat for Wagamon Ranch consisted of 108 lots. The final plat of Wagamon Ranch 1st Addition contained 34 lots and the final plat of Wagamon Ranch 2nd Addition, contained 29 single family lots and 3 outlots. The Council is being asked to approve a final plat for 44 single family lots for Wagamon Ranch 3rd Addition. This is the final addition of this development and it will include the extension of 132nd Avenue to the west edge of the plat and Coral Sea Street to the south edge of the plat. The Coral Sea Street extension will connect this development to the Spring Brook Addition to the south. The 132nd Avenue NE connection will eventually extend to the west to connect with Quail Creek.

Councilmember King stated he supported the final plat for this development.

Motion adopted unanimously.

11.3 Resolution No. 18-211, Granting Approval of the City of Blaine 2040 Comprehensive Plan.

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Resolution No. 18-211, "Granting Approval of the City of Blaine 2040 Comprehensive Plan," be approved.

Mr. Schafer stated the City began working on components of the 2040 plan in 2017. He explained the Metropolitan Council required the City to update its Comprehensive Plan every 10 years. It was noted a public hearing was held on October 9, 2018 for review of the Blaine 2040 Comprehensive Plan. The components that were part of the Public Hearing included Natural Resources, Housing, Economic Development, Land Use, Parks, Trails and Recreation, and Transportation. These components were also informally reviewed by the Planning Commission, Park Board and Natural Resources Conservation Board earlier in 2018.

Mr. Schafer reported a specific part of the 2040 Comprehensive Plan update also includes adding the far northwest section of the City (about 160 acres west of Jefferson Street) into the Metropolitan Urban Services Area (MUSA). MUSA is a planning designation indicating that sanitary sewer capacity is being reserved for this area by the City of Blaine as well as Metropolitan Council Environmental Services. He noted there were no plans for extension of sanitary sewer services at this time. Individual property notice was sent to these residents and several were in attendance at the Planning Commission public hearing.

Councilmember King reported the Comp Plan was meant to be a guide for the City and not a final plan, adding the City has deviated from this document in the past. He asked what changes would occur for the Blaine residents living in the northwest area of Blaine if this area were slated for MUSA. Mr. Schafer indicated the plan would be sent to Met Council and a six-month review process would occur. He anticipated the plan would not be approved until April or May 2019. He reported the zoning of this property would not change in any way. He explained the only difference would be that the City intends to provide water and sewer to these properties at some point in time.

Mayor Ryan opened the meeting to public comment.

Bob Ross, property owner north of Blaine High School, stated he wanted his property and others to remain undeveloped. He noted there was a great deal of wetlands and standing water near his home and anticipated only 80 to 90 acres within the 160 acres could be developed.

Mike Folwarski, 135 132nd Avenue NE, questioned why the northwest area MUSA situation was not up for further discussion. He explained his neighbors were concerned about how they would be impacted by the 2040 Comp Plan.

Stephanie Schroeder, 13080 Terrace Road NE, requested the northwest area remain as is and not be included in the MUSA. She feared how development would creep into her neighborhood if the MUSA designation were to change.

Jack Freeman, 231 130th Avenue, commented he was against being part of the MUSA and stated he preferred the area remain undeveloped. He stated he did not see any benefit to having his property included in the MUSA.

Mike Fonner, property owner, encouraged the Council to reconsider their Comp Plan recommendation and stated he was against changing the MUSA line.

Jerry Decker, property owner, stated he was opposed to being included in the MUSA line. He discussed how long his neighbors have lived in this area, which was approaching 30 years. He explained his neighbors were not in a hurry to move out of the northwest area.

Gene Cournoyer, 13009 Terrace Road NE, explained he was opposed to being included in the MUSA and questioned how this change would impact his property taxes. Mr. Schafer explained valuations were based on zoning and the ability to have adjacent City sewer and water. He stated he did not anticipate a valuation change for Mr. Cournoyer based on the 2040 Comprehensive Plan.

Dustin Keithahn, 501 132nd Avenue NE, stated he was fairly new to the neighborhood and explained he was against being included in the MUSA line.

Marlene Jenson, 21 132nd Avenue NE, stated she has lived in her home for the past 42 years and indicated she was against changing the MUSA line.

Cindy Beck, property owner, reported she sent an email to the Council and apologized if it seemed harsh. She reported she has lived in her home for the past 27 years and knows all of her neighbors within the 160 acres, except for two. She stated she opposed changing the MUSA line.

Councilmember Jeppson asked if the only time the Council could move the northwest area into the MUSA was every 10 years through the Comprehensive Plan update. Mr. Schafer stated a change could be made at a later time.

Councilmember Jeppson questioned if the property value for homes within the northwest area would go up once they were included in the MUSA. Mr. Schafer explained property value was associated with zoning, as well as access to City water and sewer.

Councilmember Jeppson inquired if there was any financial benefit to the City including this property in the MUSA. Mr. Schafer reported there was no financial benefit to the City.

Councilmember Garvais explained he did not intend to bring about change for the property owners living in the northwest area, but also encouraged these property owners to understand that at some point in time this area will go into the MUSA.

Mayor Ryan stated his main concern with the northwest area was that he did not like the gravel road.

Councilmember Clark explained he did not care if the northwest area was included in the MUSA at this time and understood that a change to this designation would send a message to developers. He described the process that could be followed to move a property into the MUSA. He asked if the northwest area was not included in the MUSA if a blacktop road could be installed.

Councilmember Garvais explained he did not want to leave the Comp Plan as is because he wanted the area developed. Rather, it was the fact that he wanted to be open and transparent with the fact that development was coming to the northwest area in the next 10 to 20 years.

Councilmember King stated he saw the benefits on both sides of this issue. However, in the end he understood that the majority of the homeowners living within the northwest area did not want this.

Motion to amend: Moved by Councilmember King, seconded by Councilmember Clark, to remove the approximate 160 acres west of Jefferson Street in the far northwest section of the City from inclusion in the Metropolitan Urban Services Area (MUSA) at this time and include a statement of intention to include this area in the future that states the City Council remains supportive of extending City sewer and water into this area once property owners in this area request development approvals or a desire for City sewer and water services is expressed by the residents.

Councilmember Swanson said he did not believe the rest of the City should be subsidizing the gravel roads in the Northwest Area and for this reason, he recommended the Council consider how to upgrade these roads.

Councilmember Garvais stated the proposed Comprehensive Plan will not bring this property into MUSA, but rather could bring the northwest area into the MUSA if a request is made.

Amendment adopted 5-1 (Councilmember Garvais opposed).

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Resolution No. 18-211, "Granting Approval of the City of Blaine 2040 Comprehensive Plan as amended," be approved.

Motion adopted unanimously.

Council consensus was to direct staff to inform the northwest area residents of the process that should be followed in order to improve the gravel road. Further discussion ensued regarding how property owners could protect their property from subdivision.

11.4 First Reading - Ordinance 18-2417, Granting a Rezoning from FR (Farm Residential) to R-1AA (Single Family) for Approximately 60 Acres at Radisson Road/125th Avenue. Radisson Woods on Main. (Case File No. 18-0030/LSJ).

Mr. Schafer stated a portion of this property is zoned FR (Farm Residential) and a portion of the property is zoned R-1AA (Single Family). Parcels A and B are the parcels that are zoned FR and parcels C, D and E are zoned R-1AA as those parcels were rezoned and platted as outlots with different phases of the Partridge

Preserve development. With this request it is proposed that Parcels A and B be rezoned to R-1AA to be consistent with the zoning of parcels C, D and E, and the surrounding development. The lots are large in size compared to other lots zoned R-1AA due to the amount of wetlands on these lots. The developer has determined the wetland boundaries and has placed the house pads on the upland portion of the lots. It is unlikely that these lots will be further subdivided in the future due to the wetland constraints. The smallest lot being platted is 3.17 acres and the largest being platted is 12.18 acres.

Councilmember Clark asked how this plan fit with lots not included in the development. Mr. Schafer explained the indicated lots would not be impacted by the proposed development in any way.

Declared by Mayor Ryan that Ordinance No. 18-2417, "Granting a Rezoning from FR (Farm Residential) to R-1AA (Single Family) for Approximately 60 Acres at Radisson Road/125th Avenue," be introduced and placed on file for second reading at the December 6, 2018 Council meeting.

ADMINISTRATION

12.1 Motion 18-136, Canvass of 2018 City General Election.

Moved by Councilmember Clark, seconded by Councilmember Jeppson, that Motion 18-136, "Canvass of 2018 City General Election," be approved.

City Clerk Sorensen reviewed a summary of the 2018 City General Election results for the offices of Councilmember for Ward 1, Ward 2, and Ward 3. It was noted the election canvass complies with the requirements set forth in the City Charter and declared the successful candidates as follows: Ward 1 Wes Hovland, Ward 2 Jess Robertson, and Ward 3 Richard Paul. She thanked all of the City Hall staff and election judges for all of their assistance during the recent election.

Motion adopted unanimously.

12.2 Resolution 18-212, Certify 2018 Delinquent Utility Accounts and Invoices to Anoka County.

Moved by Mayor Ryan, seconded by Councilmember Swanson, that Resolution 18-212, "Certify 2018 Delinquent Utility Accounts and Invoices to Anoka County," be approved.

Finance Director Huss stated the Council annually certifies delinquent utilities and unpaid invoices for mowing, false alarms, and meter repairs to Anoka County for collection with the following year's property taxes. Notice has been sent to all affected property owners regarding their respective delinquent bills. If payment is not received before the deadline for remittance to the county, the resolution authorizes staff to certify the amount due to the Anoka County Auditor for collection with 2019 property taxes.

Motion adopted unanimously.

12.3 Motion 18-137, Select Construction Start Date for Senior Center Project.

Moved by Mayor Ryan, seconded by Councilmember Swanson, that Motion 18-137, "Select Construction Start Date for Senior Center Project," be approved.

Public Services Manager/Assistant City Manager Therres stated with the construction of the new Senior Center scheduled for 2019, the Blaine Festival has requested that construction not start until after the 4th of

July holiday as it is the 50th anniversary year. According to the architect, 292 Design, and general contractors they work with, this would have a financial impact on the project and might result in fewer bidders. At the workshop discussion on November 1st, the City Council requested that staff work with the Blaine Festival to mitigate construction impacts on the Festival, scheduled for June 28th-30th, 2019. Staff has had the opportunity to meet with the Festival on this issue. The Festival requests that the construction site be cleaned up and secured by June 22nd so they have time to bring in and set up their Festival. They also requested to just fence off/secure the building site and leave the new senior parking area accessible for storage/set up.

Councilmember Swanson asked if the City was honoring the Blaine Festival Committee's request. Mr. Therres reported this was the case.

Friendly amendment: The Council requested the motion be amended to require the construction site to be cleaned and secured by June 22, 2019 for the Blaine Festival.

Motion adopted unanimously.

Shelley Johnson, Senior Center Director, explained she has worked at the Blaine Senior Center for the past 25 years and was really looking forward to the City and its residents having a new senior facility.

12.4 Second Reading – Ordinance 18-2416, Amending Section 74-81(g)(4)g of the Municipal Code of the City of Blaine Establishing 2019 Park Dedication Fees.

Moved by Councilmember Clark, seconded by Councilmember King, that Ordinance 18-2416, "Amending Section 74-81(g)(4)g of the Municipal Code of the City of Blaine Establishing 2019 Park Dedication Fees," be approved.

Mr. Therres stated in 2000 the City passed a bond referendum in the amount of \$3.5 million for the purchase of open space property. As part of the process the City Council created the Natural Resource Conservation Board (NRCB) to make recommendations on which property to purchase and how to manage the open space property. To provide an ongoing funding source for the NRCB's management of the open space property the Park Dedication Fee Ordinance was changed to split the park dedication fees collected with development to have 35% of fees collected from residential development go to an Open Space fund. The remaining 65% of residential development and 100% of industrial and commercial development would go to the existing Park fund. In 2014, the City had several large park projects on the horizon, including the purchase and development of the Lexington Athletic Complex. The City Council amended the Park Dedication Fee Ordinance to provide 20% of fees collected from residential development go to the Open Space fund, while 80% of residential fees and 100% of industrial and commercial fees go to the Park fund. This amendment also stipulated that this would only be for five years and the City Council would revisit this issue at that time.

Motion adopted unanimously.

12.5 Motion 18-140, Approve of Cleaning Services for City Hall and Public Works Facility.

Moved by Councilmember Jeppson, seconded by Mayor Ryan, that Motion 18-140, "Approve of Cleaning Services for City Hall and Public Works Facility," be approved.

Mr. Therres stated staff has solicited quotes for cleaning services for both the City Hall and Public Works Facility. This year staff asked the firms to bid on both buildings anticipating we would get more aggressive quotes to serve both sites. Staff learned through this process that the vendors would need to bring in two

separate crews if they were awarded both buildings. The quotes received reflected this and it is still more economical for the City to award two separate contracts for cleaning services. Staff is recommending to the City Council to approve of MSI to provide cleaning services to City Hall for 2019 in the amount of \$3,150 per month and to approve Marsden to provide cleaning services for the Public Works Facility in the amount of \$1,901.85 per month.

Mayor Ryan asked if MSI and Marsden were currently providing cleaning services to the City. Mr. Therres reported this was the case.

Motion adopted unanimously.

12.6 Resolution 18-214, Accept Bid from Municipal Builders, Inc. in the Amount of \$977,400.00 for the Wellhouse 11 and 14 Rehabilitation, Improvement Project No. 16-22.

Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Resolution 18-214, "Accept Bid from Municipal Builders, Inc. in the Amount of \$977,400.00 for the Wellhouse 11 and 14 Rehabilitation," be approved.

Public Works Director Haukaas stated bids were received for Project No. 16-22. A total of 5 bids were received ranging from \$977,400 to \$1,274,569.80. Staff reviewed the Engineer's Estimate and three lowest bidders. He noted bids have been checked and tabulated, and it has been determined that Municipal Builders, Inc. of Andover, Minnesota is the lowest bidder. The Engineering Department has worked with Municipal Builders, Inc. on previous contracts. Staff recommends the low bid be accepted and a contract entered into with Municipal Builders, Inc.

Motion adopted unanimously.

12.7 Motion 18-138, Local Surface Water Management Plan Update.

Moved by Councilmember King, seconded by Councilmember Garvais, that Motion 18-138, "Local Surface Water Management Plan Update," be approved.

Mr. Schluender stated the Local Surface Water Management Plan is required of all Metro area municipalities. It is part of the City's Comprehensive Management Plan and establishes standards, goals and policies for managing surface waters and stormwater runoff. The plan has been reviewed and approved by the Metropolitan Council, Coon Creek Watershed District (CCWD) and Rice Creek Watershed District (RCWD). The plan may be periodically amended to remain current with local practices and policies. Staff reviewed the proposed updates with the Council in detail and recommended approval.

Motion adopted unanimously.

12.8 Motion 18-139, Approve Purchase of New Pumps from Electric Pump Company for the Replacement of Lift Station 21.

Moved by Councilmember Jeppson, seconded by Councilmember King, that Motion 18-139, "Approve Purchase of New Pumps from Electric Pump Company for the Replacement of Lift Station 21," be approved.

Mr. Haukaas stated Lift Station 21 is located at West Lake Park and serves a large portion of the Lakes Development. In July 2017 Pump #1 failed when the intake bowl broke and drew the cables into the pump

mechanism. The pump was repaired and returned to operation. This summer, pump #2 failed in the same manner. In addition, the intake bowl and guide rails also broke during the failure. It was determined that it could not be repaired in a similar simple manner but rather needed to be fully rebuilt include structural upgrades to the lift station itself. In the meantime, two temporary bypass pumps were installed to manage the flows. Since this was a repeat failure, staff chose to further investigate the root cause of the problems. Reviewing the pumping records and pressure testing showed that the pumps were undersized causing excessive vibrations that damaged the pumps, guiderails, and structure.

Motion adopted unanimously.

12.9 Resolution 18-215, A Resolution Determining S.R. Weidema to be a Responsible Bidder.

Moved by Councilmember Clark, seconded by Councilmember Jeppson, that Resolution 18-215, "A Resolution Determining S.R. Weidema to be a Responsible Bidder," be approved.

City Manager Arneson requested the Council adopt a Resolution finding S.R. Weidema to be a responsible bidder in the City of Blaine.

Motion adopted 5-0-1 (Councilmember Swanson abstained).

OTHER BUSINESS

Councilmember Swanson requested staff bring forward an outline on the selection process that will be followed to hire a City Manager and that this be addressed by the Council at each of their December worksession meetings to establish a timeline, etc.

Councilmember Garvais supported this recommendation.

Mayor Ryan reported City Manager Arneson had submitted his letter of resignation effective July of 2019 and noted the City Council would be hiring a new City Manager in the coming months.

Councilmember King discussed the grading issues the City has had with Mr. Beabeu's 4800 125th Avenue NE property. He supported the City addressing the grading issues internally.

Moved by Councilmember King, seconded by Councilmember Garvais, to direct staff to make corrections as outlined by staff to address the property grading issues at 4800 125th Avenue NE.

Councilmember Clark stated he was willing to move forward with a solution but noted the City was not admitting to fault. He asked what the negative potential would be for this project.

Councilmember King deferred this question to staff. Mr. Haukaas stated staff was not anticipating to have any other adverse concerns based on the core samples that have been taken. He explained the proposed fix would aerate Mr. Bebeau's property which would assist with draining water away from the land.

Motion adopted unanimously.

Mayor Ryan provided the Council with an update on former Councilmember Kathy Kolb.

ADJOURNMENT

Moved by Councilmember Jeppson, seconded by Councilmember King, to adjourn the meeting at 10:07 p.m.

Tom Ryan, Mayor

ATTEST:

Catherine Sorensen, CMC, City Clerk
Submitted by TimeSaver Off Site Secretarial, Inc.