

***ANDOVER CITY COUNCIL WORKSHOP MEETING – JANUARY 23, 2024
MINUTES***

The Workshop Meeting of the Andover City Council was called to order by Mayor Bukkila, January 23, 2024, 6:00 p.m., at the Andover City Hall, 1685 Crosstown Boulevard NW, Andover, Minnesota.

Councilmembers present: Jamie Barthel, Ted Butler, Rick Engelhardt, and Randy Nelson

Councilmember absent: None

Also present: City Administrator, Jim Dickinson
Community Development Director, Joe Janish
Director of Public Works/City Engineer, David Berkowitz
Parks & Streets Operations Manager, Jason Baumunk
Natural Resources Technician, Kameron Kytönen
Finance Director, Lee Brezinka

FINISH COMMISSION INTERVIEWS

Natalie Hanson - Nature Preserve Commission

Mayor Bukkila welcomed Ms. Hanson and asked her to tell the Council about herself and why she is interested in being on the Commission. Ms. Hanson shared she has lived in Andover for two and a half years after relocating from Blaine. She stated she chose to live in Andover for the schools and the natural space in the City. She added that they built their house in Andover and it is in the neighborhood that is connected to Martin's Meadows, which has been a huge blessing for her and her mental health. She shared she has always been passionate about nature and green space and would love to share this with the community.

Councilmember Butler shared there is an ongoing discussion around how nature preserves are used, whether they are to be protected and kept in their natural state or be used by the public. He asked how Ms. Hanson would strike this balance between protecting the preserves and allowing people access. Ms. Hanson said she is a believer in the idea that if people are not able to truly experience things then they likely will not care about them. She said it would be beneficial to have the trails to give access to the preserves or it may never be on people's mind to care about saving these areas. She stated she would not place a lot of value in adding tons of picnic areas; however, having trails are great for accessibility.

Councilmember Nelson asked Ms. Hanson which nature preserve in Andover is her favorite. Ms. Hanson stated Martin's Meadows is special to her but she also has spent some time in North Woods. She added she loves Martin's Meadows for its river access. She noted she finds it interesting to see how the river reacts after rain and flooding.

Councilmember Engelhardt asked Ms. Hanson what she would do to try to encourage involvement and preservation of the preserves and parks. Ms. Hanson noted she is surprised that there are not more events or activities at these places. She said it would be nice to have more family involvement, whether that is kid's days or other events. She explained it is challenging to get her son to come on a walk with her but if they were able to make it fun, like a scavenger hunt, then he would be more interested. She said she does not have a whole lot of experience on preserving these areas for the future. She noted the more well maintained and taken care of the trails are, the more people will use the trails. She emphasized the ongoing maintenance of trails.

Mayor Bukkila thanked Ms. Hanson for applying for the Nature Preserve Commission.

Council consensus was reached to make the appointments for the Commissions at the end of the meeting this evening.

DISCUSS J.A. WEDUM FOUNDATION SILVERCREST DEVELOPMENT PROPOSAL

Mr. Janish presented the Staff report in regard to the Wedum/SilverCrest Development. He noted the Comprehensive Plan amendment and rezoning requests that were approved at the last Council meeting and those approvals have been submitted to the Met Council.

Councilmember Nelson asked if the neighborhood commercial is going to be the same color to go along with the other buildings. Ms. Korenchen, SilverCrest, shared that the brownstone buildings and the main buildings are a similar gray color and the commercial area is taking colors from the homes that are directly across from them. She noted they want to make sure everything blends well.

Councilmember Nelson said these colors look better than the first colors they were presented. He asked if the balcony on the main building would be black aluminum. Ms. Korenchen said yes.

Councilmember Nelson asked about the height of the pitched roof and how this works with code. Mr. Janish explained the way that the code reads is that the parapet here does not count; however, they are trying to make a comparison and if they were to provide a pitched roof on a three-story structure of this size, then the peak would be higher than a four-story flat roof building in this situation.

Councilmember Nelson noted that all of the other buildings have a black pitched roof. He said he is trying to envision the four-story building without the black pitched roof. Mr. Janish explained that the neighboring schools and Clocktower Commons all have flat roofs, so this is a carryover from this style. Mr. Dickinson added the Community Center and City Hall also have a flat roofs.

Councilmember Nelson asked if it was Chief Jones who had mentioned that a flat roof has a slight increase in being struck by lightning than a pitched roof. Mr. Dickinson said it is the other way around. Mr. Janish explained they have had discussions from a fire perspective and Chief Jones prefers the flat roof as they would not have to send firefighters up on a pitched roof.

Councilmember Butler shared his appreciation for the additional information. He said he is not the expert in this area and shared his appreciation for the flexibility in looking into some different options. He suggested having another group look at this as they move towards a PUD submission. Mayor Bukkila noted they were moving in this direction, she would recommend sending it back to the community to gather input. She added it could be fruitful to get the community's feedback on this; however, it is not a requirement of the process.

Mayor Bukkila noted there is no material in here that gives the height comparison. She asked about the comparison between the brownstones and the homes. Ms. Korenchen showed the Council the comparison and that the pitched roofs would be 36 feet tall and the cottages would be 25 feet tall.

Councilmember Engelhardt asked if there has been any determination on the pitched versus the flat roof for water management coming off of the roofs. Mr. Janish stated this would be a part of the storm water plan and would be reviewed as part of the commercial site plan and preliminary plat. He explained they would have to meet the stormwater requirements that are established in the Coon Creek Watershed District and these comments have been provided to the applicant.

Councilmember Engelhardt asked if this would affect the decision between the pitched roof and the flat roof. Mayor Bukkila said it may impact the depth of the pond they create. Mr. Janish explained the theory is that regardless of whether the roof is pitched or flat it will displace the same amount of water.

Mr. Dickinson explained flat roofs have a piping system that goes through the roof and comes down the side and scuppers off the side of the building. He said they will likely be able to manage the rainfall better with a flat roof than they would with a pitched roof.

Mayor Bukkila shared she likes this coloring better than the previous red. She noted there is something that still stands out. She said the white windows on the brownstones are standing out to her. She suggested something that would better blend the exterior. Ms. Korenchen shared they originally had looked at black windows and it blends well with the wood tone. She noted the black is also considered more modern. She added she is open to any kind of colorway for this.

Mayor Bukkila explained she likes that the windows break up the brownstone from the street view. She said she does not have a preference between the two proposals. She said she does not know if there is a further embellishment from the accent perspective that needs to happen here. She added that the heartburn in the community is around how this will look, and they do not want to feel like this development is taking up the whole view.

Councilmember Nelson said the four-story buildings have black for the windows and the balcony

versus the white. Ms. Korenchen said they are showing wood balconies on the brownstones which are a little larger. She said they could look at doing a different kind of balcony on the brownstone.

Mayor Bukkila noted different customizations have different price tags, and she wants to be as loose with the proposal as possible in terms of options. Ms. Korenchen shared her concern with the brownstone, was it being too modern against the existing neighborhood. She said they can look at both to see how this affects the price. She noted there are other things they can do on the brownstone to add some texture.

Mayor Bukkila shared her concern in terms of management and usage of balconies. She said she does not want to see ‘billboards’ off of balconies. She noted she would like to see some kind of restrictions on the balconies. Mr. Gould, Silvercrest, said the association would have rules and regulations around this that would have to be followed. He added he can go over the rules and regulations and how this would affect what can go on balconies.

Councilmember Nelson noted these are for those 55 years old and older.

Mr. Janish shared there was a question brought up during the hearing process relating to the aging population and he gathered information that shows that the aging population peaks around 2040 with the need for senior housing continuing through 2075. He said they will see the senior population increase and peak in 2040 and it will stay at the peak rate until at least 2075.

Councilmember Butler said there will be a need for this kind of housing product for many years. He noted it does not seem like a near term concern in regard to their continuing to be demand for this housing product. He said he feels comfortable with the direction this project is going.

Mayor Bukkila said she would still like to see the landscaping plan. Ms. Korenchen said they will bring that forward as part of a later phase of this project.

Mr. Janish reviewed the commercial section of this land which has the ability to have a 10,000 square foot structure on the one and a half acres dedicated to commercial. He asked if someone were to acquire this, and they constructed something that was smaller than 10,000 square feet in the first phase and make it to 10,000 square feet in phases. Mayor Bukkila stated she does not have a lot of room and desire for this as she has seen things never make it through the phases. Councilmember Nelson agreed as they wanted a minimum 10,000 square foot structure here.

Mayor Bukkila added she will not specify the number of structures that could be in this area; however, she would like it to meet the 10,000 square foot total.

Council consensus was the developer design updates are going in the right direction.

DISCUSS BOULEVARD TREE REMOVAL/MAINTENANCE

Parks & Streets Operation Manager Baumunk presented the Staff report concerning the need for

boulevard tree maintenance and how it should be handled moving forward. He noted this was discussed at a workshop last year where they discussed putting the responsibility of the maintenance back on the property owners.

Councilmember Butler added they also discussed having contractors available with some negotiated pricing for the property owners. He asked if there was something like this that they could do to help people get the work done. Natural Resources Technician Kytonen said if they put the responsibility on the property owners then they would almost need to have a City contractor for this to manage compliance and enforcement.

Mayor Bukkila said in her experience, every time the government is put in between a contractor and someone needing those services it becomes more expensive or misunderstood. She said she would not want to get in the middle of the property owner and the tree service. She explained she sees this more being managed by neighborhoods working with contractors to get a better price rather than the government working on this.

Councilmember Butler said they would need to communicate the expectation to the property owners and if the property owners think they have an issue with EAB or other diseases then the City could provide the contact information to a contractor who would have a contracted price with the City. He noted the need of explaining the expectations before getting to enforcement.

Mr. Baumunk added a big part of this will be the public outreach. He noted they already have a tree pruning guideline that they use for when the City is pruning boulevards and said this can be used as the expectation on how these trees should be taken care of.

Mr. Kytonen noted there is a list of licensed contractors on the City website.

Mr. Baumunk explained this communication will be done in zones so it is possible that a contractor may go into a neighborhood and knock on every door to be able to give everyone a group discount. He said this will be a huge undertaking to manage.

Mr. Berkowitz suggested setting up a program that says when they will be in which zone at what time and then communicate the expectation to those property owners. He noted this letter could go out two years in advance to allow property owners time to get this done before anything was enforced.

Mr. Kytonen shared they want to have a City policy in place for pruning techniques and practices to insure that the work be done right.

Mayor Bukkila suggested putting together a 'Frequently Asked Questions' section for property owners who have never hired these types of contractors before, so they know the right questions to ask before they hire someone. She noted she is cautious of projecting dates two years in advance to these property owners as they would all wait until the last minute to get things done.

Mr. Berkowitz said if there is a large rural lot that has thousands of dollars of tree maintenance that needs to be done, this would be a tough thing to put on the property owner to be done in a short time frame. Mayor Bukkila said she thinks it would be unreasonable to expect that this would be accomplished in one year; however, once they approach the property owner and the issues are identified, they would need to create an action plan with the resident. She said she does not know how much of an ask she is putting on Staff to provide some flexibility based on volume and pricing of this maintenance.

Mr. Kytonen said they would have to come up with some sort of deadline for this. He noted there will also be lots of property owners who do not comply with this so there will be a lot of administrative work.

Mr. Berkowitz said the best way to look at this is that they start the process, and they learn from it and revisit it in a year or so to discuss how it worked out to then make adjustments moving forward. He added this just has to do with the trees in the boulevard and not all the trees on the lot.

Mr. Kytonen suggested tying the deadline to street projects in the area.

Councilmember Nelson asked if contractors have to come to the City to prove that they have liability insurance. Mr. Kytonen said yes and explained that the contractors have to provide this information to the City and pay a small fee to get on the approved contractors list.

Mayor Bukkila shared she had to assist her parents in Rochester who had to get trees removed and the first thing she did was go to the city's website to find the contractors list.

Mr. Berkowitz asked if the Council wants to see more information come back on this or if they want to let Staff start this process. Mayor Bukkila said she would like to see Staff brainstorm and put together the documents and come back with the final product to Council for final feedback. She noted this way the Council will understand what they approved and what is going out to the public so they can better answer questions that may come from the public.

Councilmember Butler added he would like to see a draft of the communications that will be sent to the property owners. He noted he would also like to see a timeline of the whole process along with any checkpoints throughout the whole process.

Mr. Berkowitz said he would like to start with one rural area that they know needs to be taken care of and put a two-year timeframe on this. He continued by saying they also can take an urban area that they know needs to be done but has a lower impact on each property.

Mayor Bukkila said she would like to lift more of a public awareness campaign before they put things into action.

Mr. Berkowitz noted the best time to trim the trees is in the fall and winter. He said their best bet would be to start this process with a goal of the first trees starting to come down in September or

October.

Mr. Kytonen said that Champlin is the only one of the surrounding cities that has a program similar to this and all other cities handle this in-house.

Mayor Bukkila explained they are trying to find a way, without a money-making machine, to support the needs of the City in the next five to ten years. She shared there are a lot of things in the City that will require funding and every time that more funding is needed, there is an impact on the taxpayer. She said that between streets, public safety, and water quality, these are very important big-ticket items. She noted she is not saying that tree maintenance is not important; however, the City is at the point where they need to choose their priorities, and this is not one of the top priorities and needs to be delegated back to the property owner to take care of so the City can take care of the core services.

Councilmember Engelhardt reiterated the importance of community outreach and education on this matter.

Mr. Kytonen said this program was well received in Champlin and they have only had a few properties that the city had to step in and take care of and bill back to the property owner. He added there were 15-20 trees that the City had given the intention that they would take care of them this fall and winter. He asked if they should still take care of these in house or if they should try to put the responsibility on the property owner.

Councilmember Butler asked what has been communicated to the property owners. Mr. Kytonen said that he communicated to about half of the property owners that the City would take care of it for them; however, he also informed them that this could change.

Mr. Berkowitz stated they can let these property owners know that they are responsible for it and show them that the code already states that the property owner is responsible.

Council consensus was reached to direct staff to make the updates to make the boulevard tree maintenance the responsibility of the property owners.

DISCUSS SUPPORT LETTER REQUEST FOR ACHD TO APPLY FOR HSIP FUNDS FOR A ROUNDABOUT AT HANSON BLVD. NW & 181ST AVE. NW

Mr. Berkowitz presented the Staff report in regard to the request for a letter of support for ACHD to apply for HSIP funding for a roundabout at Hanson Boulevard and 181st Avenue. He shared the dollars for this would be available in 2028 and 2029.

Councilmember Butler shared he thinks they need to be providing their feedback to the County on what their priority intersections would be for these funds. Mr. Berkowitz said they are pursuing this and he just submitted the application for the intersection at Crosstown Drive and Crosstown Boulevard. He noted this application would be proactive, where the County application is reactive

based on the number of accidents at the intersection.

Councilmember Nelson asked if the roundabout at Hanson Boulevard and 181st Avenue is a joint city request between Andover and Oak Grove. Mr. Berkowitz said yes and added that Oak Grove has already provided their letter of support.

Mayor Bukkila requested that Staff be involved in more of these preliminary conversations so that they can identify the other intersections that are needing funding. Mr. Berkowitz shared the open dialogue is taking place for this.

Council consensus was reached to direct staff to provide a letter of support to the County for this roundabout.

DISCUSS VACATION OF EASEMENT

Mr. Berkowitz presented the Staff report in regard to the updates for the easement vacations and encroachments for the trail on Crosstown Boulevard, north of 157th Avenue. He gave updates on the communications they had with one of the new property owners that is affected by this. He noted with this property owner they have an opportunity to get a trail easement for the future. He showed where this property owner would have to move his fence to be out of the easement.

Mayor Bukkila said she does not think this is fair. Mr. Berkowitz explained if they make an agreement for the trail easement then this easement would be in an area that he does not currently use as it is outside of his fence line.

Mayor Bukkila asked to see a fair negotiation for this.

Councilmember Butler noted Mayor Bukkila sees an equity concern in how they are treating different residents in this process.

Mayor Bukkila stated she does not want to withhold something that someone has a right to the process of.

Mr. Berkowitz said they can approach the property owner and say that they want to negotiate in good faith and let them know what they are willing to pay for the easement.

Council consensus was reached to direct staff to approach the property owner in good faith to negotiate.

DISCUSS/REVIEW CITY STRATEGIC PLAN IMPLEMENTATION/BUDGET

Mr. Dickinson presented the Staff report concerning reviewing the City's strategic plan implementation and budget for 2025. He shared this is being discussed early in the year to allow time for a better understanding of things and get a head start on dealing with some issues. He

reviewed the items in the strategic plan and the areas they would like to focus.

Finance Director Brezinka reviewed the projects that are currently receiving ARPA funds and shared that there is \$440,000 that still needs to be spent in 2024. He suggested using these funds for a new HVAC system at the Community Center and a new roof in that area. A complete roof replacement could be almost a \$3,500,000 project.

Mayor Bukkila asked how much of this the budget would be able to handle. Mr. Brezinka explained they have funds set aside in the Community Center already and he is trying to set aside more. He noted they would also have to grab from other funds to fund this project and work with the YMCA.

Mr. Dickinson said this is an inevitable project that they have known will need to be funded at some point. He added they are also doing a dehumidification system at the same time, which will save money getting everything done at once for the roof area.

Councilmember Nelson asked when the roof is due to be replaced. Mr. Brezinka said it is overdue to be replaced and is in the CIP for next year.

Mayor Bukkila asked if they will be doing anything to look at efficiency when installing the new roof.

Mr. Dickinson asked the Council if they wanted Staff to look at some solar options. Mayor Bukkila said they should look into it and see if there are any benefits to it.

Mayor Bukkila noted they did not consider it before as they knew they would not want to put anything on top of a bad roof that they knew needed to be replaced.

Mr. Dickinson explained if they start going down the line of renewable energy then it may open up a way to bond to do the improvements with a revenue stream that would come in portion from State rebates and in savings on electricity. He said the last time they looked into this it was not efficient or practical for the building due to the age of the roof.

Mr. Brezinka suggested using \$300,000 of the ARPA funds available for the Community Center roof and use the other \$140,000 for the trails that are going in this year.

Mayor Bukkila asked why they would not just put the whole amount towards the Community Center. Mr. Brezinka said he does not have a project to do right now, and the funds have to be used in 2024. He noted that some of the funds could go towards painting the Community Center ceiling.

Mayor Bukkila said if there is existing, failing infrastructure and it needs to be fixed, this is the intended use of the ARPA funds, rather than creating new projects and new future maintenance.

Councilmember Barthel agreed with using the extra funds on painting the Community Center ceiling.

Mr. Dickinson stated as they start talking about the general fund budget to start getting things ready for next year, one thing to keep in mind is that they are using the fund balance to fill the budget. He added at some point in time they will need to get these numbers to match. He noted they have been performing well historically. He shared that they used fund balance in 2023 and 2021. He said in 2018 they transferred \$230,000 out for trails and they have transferred other funds out at other times to get projects done. He noted that \$2,700,000 has been transferred out of the general fund to do one-time projects, primarily trails over the past 7 years.

Mayor Bukkila noted the trails system is underfunded; however, one of the things she has not heard the answer to is how they repair the trails that are in place. Mr. Dickinson said some of this funding is being used for these repairs.

Mr. Dickinson reviewed the long-range debt levy and the general fund impacts from current to 2035.

Mayor Bukkila stated they are trying to get away from the past practice of targeting and rather they are budgeting the right amount for road maintenance. She asked how many miles of road need to be budgeted for to make this balance over long term maintenance. Mr. Dickinson said it is too early to tell how much impact they will make by 2029. He said by 2028 they are forecasted to have the tax levy at \$1,980,000 just for roads. He noted with the road bond paid this number could go to \$2,700,000.

Mayor Bukkila asked how many miles of roads this would actually get the City to maintain. Mr. Dickinson said he does not know the exact number.

Mayor Bukkila asked about how they need to reframe their viewpoint from setting a budget and seeing how much they can get done within that budget. Mr. Dickinson said it is too early to tell if all of the mill and overlay will actually buy the City 15 to 20 years of road life. He said they just started this aggressive process within the last three years. He noted between now and 2029, they will be spending close to \$36,000,000 on roads, based on the CIP.

Mr. Dickinson said they are spending a lot of money over the next five to six years on roads; however, a lot of this is intersections, which are the most expensive.

Mayor Bukkila shared she had questioned the Community Center abatement bonds that fall off in 2031 and if they need to be looked at as getting pushed towards roads or if this is something that would be able to give them a reaction space for public safety. She asked if public safety would even be able to wait that long.

Mr. Dickinson noted this is just an introduction to the discussion and what he is hearing is that they want a deeper dive into roads relative to whether they are making enough progress on the

roads.

Councilmember Nelson said Mr. Berkowitz was going to do a deep dive a few years ago to see how many miles of roads the City needs to catch up. Mr. Dickinson said they are out inspecting and grading streets at all times for this. He said they have not come back and done an in-depth presentation on this with the Council for a few years.

Mr. Dickinson said two of the top priorities of starting this discussion so early in the year are around streets and public safety.

Mayor Bukkila asked if there is anything in Mr. Brezinka's mind that the City has done, is missing, or not paying attention to that needs to be done. Mr. Brezinka shared as a resident himself, he thinks the addition to the Community Center was a big mistake as it is not a core purpose of the government. He noted now that they have done this, they have to protect this asset. He added they will now struggle to find money to put the roof on the building, but it is needed.

Mayor Bukkila asked if Mr. Brezinka thinks they will collect enough revenue from all of the City's sources to meet the needs of the City the way they should be. Mr. Brezinka said he thinks they do for the next three or four years. He noted the revenues for 2023 will likely be positive and those funds will be added to the fund balance.

Mr. Dickinson added they saved money where they could at the end of the year. He also noted it has been a pretty light snow plowing season and they have had large commercial buildings come into the City. He stated the City could bring in around \$4,000,000 in permits and fees from development in the pipeline, which will be going to park dedication, trails, water and sewer trunk, building permit fees, and other contributions to infrastructure.

Mayor Bukkila asked when they will discuss this again. Mr. Dickinson said they will discuss these types of items every month at the workshops.

Mr. Dickinson shared they try to be realistic with these numbers and projecting for the future. He noted they never want the fund balance percentage of operating expenditures to go below 50%.

Mayor Bukkila noted they will also want to forecast what would happen if there was a recession.

Councilmember Butler noted if they hit a recession this would be the time to do the road projects as there would be hungry contractors who want the work.

Mr. Dickinson said it is always good for the City to have a healthy amount of cash if they were to hit a recession.

Councilmember Butler reiterated the focus comes down to the roads and public safety. He asked what the timeline is for these and when the public safety investment needs to happen. Mr. Dickinson said if it is needed before 2031 then they would have to look somewhere else outside of

current projections for funding.

Councilmember Butler asked if they are getting to a point of sustainability around the road projects and what would be the actual costs of material and labor for these projects in five years. He noted this is very hard to predict as there can be huge fluctuations in this. Mayor Bukkila agreed.

Mayor Bukkila said if they get to the point of a robust road project then this is when they could turn to the trail system and finish off some of the big segments that they have not yet been able to get to. She added she would be cautious about building out more infrastructure when they cannot fund the infrastructure that they have.

Mr. Dickinson said Staff needs to gather more details on public safety and road expenditures and bring it back to the Council. He shared they need the input of Council as they move forward. He noted a focus of the CIP is to maintain and preserve assets of the City.

Mayor Bukkila shared she still has more questions than answers on this information; however, she believes they are moving in the right direction.

Council consensus was reached to direct Staff to continue to work on and gather more information for the road and public safety needs as they work through the budget and CIP implementations.

DELIBERATION AND APPOINTMENTS FOR COMMISSIONS

The City Council discussed applicants for City Commissions.

Motion by Councilmember Butler, Seconded by Councilmember Engelhardt, to appoint Peter Miller and Natalie Hanson to the Nature Preserve Commission. Motion carried unanimously.

Motion by Councilmember Butler, Seconded by Councilmember Engelhardt, to appoint Nick Loelein and Karen Godfrey, with Charles Naughton as the alternate, to the Planning and Zoning Commission. Motion carried unanimously.

Motion by Councilmember Butler, Seconded by Councilmember Engelhardt, to appoint Charles Naughton and Bruckner Johnson, with Lilya Ustimchuk as an alternate to the Park and Recreation Commission. Motion carried unanimously.

OTHER TOPICS

Mr. Dickinson shared that the February Workshop was scheduled for February 27th; however, that is the date of the political caucus so they cannot meet that day. He asked when they would like to meet. He suggested Wednesday the 21st, Thursday the 22nd, Wednesday the 28th, or Thursday the 29th.

The Council consensus was to schedule the February Workshop Meeting for Thursday the 29th at 6:00 p.m.

ADJOURNMENT

Motion by Butler, Seconded by Nelson, to adjourn. Motion carried unanimously. The workshop meeting adjourned at 8:45 p.m.

Respectfully submitted,

Ava Major, Recording Secretary