

THE FLOWER MOUND TOWN COUNCIL REGULAR MEETING HELD ON THE 5<sup>TH</sup> DAY OF MARCH 2018, IN THE FLOWER MOUND TOWN HALL, LOCATED AT 2121 CROSS TIMBERS ROAD IN THE TOWN OF FLOWER MOUND, COUNTY OF DENTON, TEXAS AT 6:00 P.M.

[Click here](#) for meeting video link (subject to change)

The Town Council met in a regular meeting with the following members present:

Tom Hayden	Mayor (arrived at 6:10 p.m.)
Don McDaniel	Mayor Pro Tem
Kevin Bryant	Deputy Mayor Pro Tem
Jason Webb	Councilmember Place 1
Bryan Webb	Councilmember Place 2
Claudio Forest	Councilmember Place 5

constituting a quorum with the following members of the Town Staff participating:

Theresa Scott	Town Secretary
Bryn Meredith	Town Attorney
Jimmy Stathatos	Town Manager
Debra Wallace	Deputy Town Manager/CFO
Tommy Dalton	Assistant Town Manager
Tiffany Bruce	Engineering Manager
John Habern	Parks, Trails, and Landscape Specialist
Matt Hotelling	Traffic Engineer
Chuck Jennings	Director of Parks and Recreation
Mark Long	Twin Coves Park Manager

**A. CALL REGULAR MEETING TO ORDER**

Mayor Pro Tem McDaniel called the regular meeting to order at 6:00 p.m.

**B./C. INVOCATION/PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND THE TEXAS FLAG**

Chaplain Mike Liles gave the invocation and Mayor Pro Tem McDaniel led the pledges.

**D. PRESENTATIONS**

1. Girl Scout Jillian Rash gave a presentation about her project and presented the Town with an AED unit to be used at Twin Coves Park.

*Administrative Note: The last name of Milton was incorrect in the agenda posting. It should have been Rash.*

Ms. Rash gave a presentation about her Girl Scout Gold Award project. Mr. Long provided additional information about her project, and he accepted the AED on behalf of the Town.

2. Certificate of Appreciation for reporter Chris Roark of the Flower Mound Leader

Mayor Hayden presented a Certificate of Appreciation to Chris Roark for his 10 years of Flower Mound news coverage, which included numerous hours spent at Council meetings alone.

#### **E. PUBLIC PARTICIPATION**

*Names listed below don't necessarily reflect the order in which each person spoke and all addresses are located in Flower Mound unless otherwise indicated.*

	<b>Speaker names and address</b>	<b>Subject (as written on the form)</b>
1.	Joe Lisanti, 2010 Lakeside Pkwy	Artificial grass
2.	Victor Sanchez, 2010 Lakeside Pkwy, Ste 100	Use of synthetic grass for commercial use
3.	Kathy O'Keefe, 3004 Oxford Ct With donated time from: 1. Nicole Webb, 4112 High Rd	Winning the Fight (Graffiti, Washington Recap, Mini Golf)
4.	Harry J Fletcher, 4517 Sandera Ln	Public Participation
5.	Patsy Mizeur 1821 Castle Ct	Not identified
6.	Jan Rugg, 3697 Maple Shade Ln, Plano, Tx	Billing Concerns
7.	Steve Dixon, 4604 Wisdom Creek Ct	Elections
8.	Diane Wetherbee, 8813 Honeysuckle Dr, Lantana	Gibson-Grant log house master plan
9.	Barbara Etter, 4401 Trotter Ln With donated time from: 1. William Seele, 4601 Trotter Ln 2. Jason Fetters, 4405 Trotter Ln	Flooding/Drainage issues from Saddlewood
10.	Wes Stuckie, 3000 – 4000 Block of Cross Timbers (developer of Saddle Oaks development)	Saddle Oaks Flood Issue
11.	Mary Kay Walker, 3229 Oak Meadow	Senior Center

In response to comments made during public participation:

1. Mr. Stathatos and/or Mr. Dalton provided statements of fact relative to concerns about flooding in the Saddle Oaks development.

Mayor Hayden, as well as members of Council, asked staff to look into the matter with all parties involved to try and come up with a solution to resolve the drainage concerns.

2. Mr. Meredith provided statements of fact relative to laws pertaining to records retention and the Public Information Act, and the associated obligations by the Town.

#### **F. ANNOUNCEMENTS**

Councilmember Forest gave a report on the Summit Club's annual fund raiser event (Western Saloon and Casino Night).

Councilmember Jason Webb encouraged everyone to exercise discretion when writing things on social media and to stay civil, just as they would do if they were talking to someone face to face.

Councilmember Bryan Webb announced that the sunrise service on The Flower Mound will be April 1<sup>st</sup>.

Mayor Hayden apologized for some past social media posts made on Facebook.

**G. TOWN MANAGER'S REPORT**

Mr. Stathatos provided an update on the following topics:

1. Capital improvement projects
  - Turn land Northbound at 2499 and Lakeside Parkway
  - Phase IV of Heritage Park
  - Rheudasil Park
2. Economic Development projects
  - BurgerIM Gourmet Burgers coming to Lakeside DFW
  - Prairie Medical Plaza (4001 Long Prairie Rd) ownership change to Caddis, who specializes in Healthcare Real Estate
3. Use of synthetic grass in commercial landscaping

Mr. Stathatos provided background information on the topic of synthetic grass.

Mr. Habern gave a presentation identifying or noting:

- Background information (Chapter 82 – Landscaping)
- Benchmark city survey – 2018
- Pros and cons of artificial turf use
- AIM Standards

and he, Mr. Meredith, and Mr. Stathatos responded to questions from Council as follows:

- What was the type of business where an exception was applied for synthetic grass in one of the benchmark cities
- How is recreation defined
- What is the situation specifically as it relates to Lisanti
- Does artificial turf help keep rodents and pest away
- Use of the SUP process to allow for a meritorious exception to be made
- What has the Town done in the past when a contractor didn't comply with the Town's ordinance, such as the situation with Jake's

There was Council discussion as follows:

- How artificial turf needs to be allowed in some areas and on a limited basis, and to be open to new materials, as technology is changing with more advanced products in this area
- The possibility of allowing a request from an applicant, such as in an SUP
- How the use of artificial turf doesn't fit with the Town's mission statement
- The process that would be used to make a change

There was consensus to bring forward a process where Council would have the discretion to approve materials such as synthetic grass on a limited basis, and potentially as a meritorious exception.

#### **H. FUTURE AGENDA ITEMS**

1. Mayor Pro Tem McDaniel requested that for the Lakeside Village Development, he would like to have ad valorem breakdowns for the components of commercial versus residential (including multifamily). In addition, with respect to the Tax Increment Reinvestment Zone (TIRZ), he would like to have any application or correspondence the applicant submitted.

#### **I. COORDINATION OF CALENDARS**

1. Consider canceling the March 15 work session due to LISD spring break holiday.

There was Council consensus to cancel the March 15 work session.

2. A regular meeting is a scheduled for Monday, March 19.

Mayor Hayden announced that the next regular meeting is scheduled for March 19<sup>th</sup>.

3. A special joint work session with Council and the Transportation Commission is scheduled for Tuesday, March 27, to discuss Morriss Road designation and safety improvements.

Mayor Hayden announced that the special meeting with the Transportation Commission is scheduled for Tuesday, March 27, and on the topic of Morriss Road.

#### **J. CONSENT ITEMS**

1. Consider approval of the minutes from a regular meeting of the Town Council held on February 19, 2018.

**DRAFT MOTION:** Move to approve the minutes from a regular meeting of the Town Council held on February 19, 2018.

2. Consider approval of the minutes from a special meeting of the Town Council held on February 24, 2018.

**DRAFT MOTION:** Move to approve the minutes from a special meeting of the Town Council held on February 24, 2018.

3. Consider approval of the purchase of three (3) 2018 Ford F150 Pickup Trucks per Town of Flower Mound Specifications from Sam Pack's Five Star Ford in the amount of \$81,960.00.

**DRAFT MOTION:** Move to approve the purchase of three (3) 2018 Ford F150 Pickup Trucks per Town of Flower Mound Specifications from Sam Pack's Five Star Ford in the amount of \$81,960.00.

4. *This item was moved from consent to regular.*
5. Consider approval of an ordinance approving a tariff authorizing an annual rate review mechanism ("RRM") as a substitution for the annual interim rate adjustment process defined be section 104.301 of the Texas utilities code, and as negotiated between Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" or "Company") and the Steering Committee of Cities Served by Atmos; requiring the company to reimburse cities' reasonable ratemaking expenses; adopting a savings clause; determining that this ordinance was passed in accordance with the requirements of the open meetings act; declaring an effective date; and requiring delivery of this ordinance to the company and legal counsel for the Steering Committee.

**DRAFT MOTION:** Move to approve an ordinance approving a tariff authorizing an annual rate review mechanism ("RRM") as a substitution for the annual interim rate adjustment process defined be section 104.301 of the Texas utilities code, and as negotiated between Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" or "Company") and the Steering Committee of Cities Served by Atmos; requiring the company to reimburse cities' reasonable ratemaking expenses; adopting a savings clause; determining that this ordinance was passed in accordance with the requirements of the open meetings act; declaring an effective date; and requiring delivery of this ordinance to the company and legal counsel for the Steering Committee.

#### **ORDINANCE NO. 05-18**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, APPROVING A TARIFF AUTHORIZING AN ANNUAL RATE REVIEW MECHANISM ("RRM") AS A SUBSTITUTION FOR THE ANNUAL INTERIM RATE ADJUSTMENT PROCESS DEFINED BY SECTION 104.301 OF THE TEXAS UTILITIES CODE, AND AS NEGOTIATED BETWEEN ATMOS ENERGY CORP., MID-TEX DIVISION ("ATMOS MID-TEX" OR "COMPANY") AND THE STEERING COMMITTEE OF CITIES SERVED BY ATMOS; REQUIRING THE COMPANY TO REIMBURSE CITIES' REASONABLE RATEMAKING EXPENSES; ADOPTING A SAVINGS CLAUSE; DETERMINING THAT THIS ORDINANCE WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE.**

6. Consider approval of a Professional Services Agreement with Stantec Consulting Services, Inc., to provide professional engineering services, for the FM 2499 at Lakeside Northbound Right Turn Lane project, in the amount of \$69,800.00; and authorization for the Mayor to execute same on behalf of the Town.

**DRAFT MOTION:** Move to approve a Professional Services Agreement with Stantec Consulting Services, Inc., to provide professional engineering services, for the FM 2499 at Lakeside Northbound Right Turn Lane project, in the amount of \$69,800.00; and authorization for the Mayor to execute same on behalf of the Town.

7. Consider approval for the Flower Mound Public Works Department to become a Member City in the North Central Texas Public Works Emergency Response Team (PWERT) and enter in to the North Central Texas Public Works Mutual Aid Agreement; and authorize the Mayor to execute same on behalf of the Town.

**DRAFT MOTION:** Move to approve the Flower Mound Public Works Department to become a Member City in the North Central Texas Public Works Emergency Response Team (PWERT) and enter into the North Central Texas Public Works Mutual Aid Agreement; and authorize the Mayor to execute same on behalf of the Town.

8. Consider approval of a proposal from DCC Inc., for the resurface of the outdoor pool, and color tile band, at the Community Activity Center in the amount of \$133,929.28.

**DRAFT MOTION:** Move to approve a proposal from DCC Inc., for the resurface of the outdoor pool, and color tile band, at the Community Activity Center in the amount of \$133,929.28.

9. Consider approval of an ordinance amending the Town's Code of Ordinances by adding a Chapter 33 entitled "Flood Damage Prevention" and removing references to previous Flood Damage Prevention Ordinance 42-09.

**DRAFT MOTION:** Move to approve an ordinance amending the Town's Code of Ordinances by adding a Chapter 33 entitled "Flood Damage Prevention" and removing references to previous Flood Damage Prevention Ordinance 42-09.

**ORDINANCE NO. 06-18**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF FLOWER MOUND, TEXAS, BY ADDING A NEW CHAPTER 33 TO BE ENTITLED FLOOD DAMAGE PREVENTION REGARDING THE ADOPTION OF CERTAIN REQUIREMENTS INTENDED TO REDUCE FLOOD LOSSES CONSISTENT WITH THE REQUIREMENTS OF THE NATIONAL FLOOD INSURANCE PROGRAM; REPEALING ALL CONFLICTING ORDINANCES, ORDERS, AND RESOLUTIONS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.**

10. Consider approval of a Professional Services Agreement with Kleinfelder Inc., to provide geotechnical engineering and testing services associated with the Fire Station No. 7 project, in the amount of \$19,400.00; and authorization for the Mayor to execute same on behalf of the Town.

**DRAFT MOTION:** Move to approve a Professional Services Agreement with Kleinfelder Inc., to provide geotechnical engineering and testing services associated with the Fire Station No. 7 project, in the amount of \$19,400.00; and authorization for the Mayor to execute same on behalf of the Town.

Mayor Pro Tem McDaniel moved to approve by consent Items 1-3, and 5-10. Councilmember Bryan Webb seconded the motion. Each item, as approved by consent, is restated above along with the approved draft motion, and if applicable, the Ordinance or Resolution caption for each, for the record.

**VOTE ON MOTION:**

*Motion passed*

**AYES: FOREST, J WEBB, BRYANT, MCDANIEL, B WEBB**

**NAYS: NONE**

**K. REGULAR ITEMS**

4. Consider approval of an ordinance amending section 54-2 "Fees," of Chapter 54 "Parks and Recreation," of the Code of Ordinances to add an after hour rental policy for the Town Senior Center and amending Appendix A "Fee Schedule," of the Code of Ordinances to establish the rental fees for usage of the Town Senior Center.

Ms. Wallace provided background information about renting space at the senior center, and she responded to questions from Council as follows:

- How will the Town manage damage, and what is the deposit
- Will there be supervision by Town employees
- How far in advance can someone rent out the space
- Is \$200 enough for a deposit in the event there was excessive damage to the kitchen
- Is there a limit to how late someone can have an event
- Is alcohol allowed
- Do the senior programs get priority on room use
- Concerns regarding theft and making sure things don't walk off

Mayor Hayden provided an opportunity for the public to speak about this item and the following individual(s) spoke:

1. Mary Kay Walker, 3229 Oak Meadow Dr

There was Council discussion as follows:

- How part of the rental rate is to pay for staff to be there
- Given programming might be extended into the evening hours in the future, rental use might not be an option 3-5 years out
- How 6 months out is too long, and 60 days would be more reasonable
- Whether or not the reservation window should be 30 or 60 days

Councilmember Bryan Webb moved to approve an ordinance amending section 54-2 "Fees," of Chapter 54 "Parks and Recreation," of the Code of Ordinances to add an after hour rental policy for the Town Senior Center and amending Appendix A "Fee Schedule," of the Code of Ordinances to establish the rental fees for usage of the Town Senior Center; with a 60 day reservation notice (and not six months as presented). Councilmember Claudio Forest seconded the motion.

**ORDINANCE NO. 04-18**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, AMENDING SECTION 54-2 "FEES," OF CHAPTER 54 "PARKS AND RECREATION," OF THE CODE OF ORDINANCES TO ADD A RENTAL POLICY FOR THE TOWN SENIOR CENTER; AMENDING APPENDIX A "FEE SCHEDULE," OF THE CODE OF ORDINANCES TO ESTABLISH THE RENTAL FEES FOR USAGE OF THE TOWN SENIOR CENTER; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**VOTE ON MOTION:***Motion passed***AYES: B WEBB, MCDANIEL, BRYANT, J WEBB, FOREST****NAYS: NONE**

11. Consider approval of an ordinance amending Chapter 66, Article V, Section 66-214 of the Code of Ordinances of the Town of Flower Mound relating to prima facie speed limits for specific streets by lowering the prima facie speed limits for Morriss Road between Lake Bluff Drive and approximately 650 feet south of Cross Timbers Road to 35 mph. (Transportation Commission recommended approval between Lake Bluff and approximately 650 feet south of Cross Timbers Road (FM 1171) by a vote of 6 to 0 at their February 13, 2018, meeting.)

**Staff Presentation**

Mr. Hotelling gave a presentation identifying or noting:

- Engineering study
- 85<sup>th</sup> percentile speed
- Pace speed, roadside development, parking, pedestrian, and accident experience
- Other statistics requested by the Transportation Commission
- Natural break point for the speed limit

and he or Mr. Meredith responded to questions from Council as follows:

- Exceedance allowance as it relates to speed limits
- Next steps should the speed limit be changed
- How do the accidents that happen on Morriss compare to other streets in Town

**Council Discussion**

There was Council discussion related to:

- How it appears that most of the drivers are going the speed limit, and perhaps there could be more of a police presence to get the outliers to slow down
- If the proposed changes are permanent
- How the character of the road may change with any future improvements
- With the curves that Morriss Road has the 35 mile per hour change is prudent



Deputy Mayor Pro Tem Bryant moved to approve an ordinance amending Chapter 66, Article V, Section 66-214 of the Code of Ordinances of the Town of Flower Mound relating to prima facie speed limits for specific streets by lowering the prima facie speed limits for Morriss Road between Lake Bluff Drive and approximately 650 feet south of Cross Timbers Road to 35 mph. Councilmember Bryan Webb seconded the motion.

#### ORDINANCE NO. 07-18

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, AMENDING SECTION 66-214, "ENUMERATION FOR SPECIFIC STREETS;" PROVIDING FOR THE MAXIMUM PRIMA FACIE SPEED LIMIT FOR PORTIONS OF MORRISS ROAD; PROVIDING A PENALTY NOT TO EXCEED \$200 FOR VIOLATIONS HEREOF; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.**

**VOTE ON MOTION:**

*Motion passed*

**AYES: FOREST, BRYANT, B WEBB**

**NAYS: J WEBB, MCDANIEL**

12. Consider approval of the Gibson-Grant Log House at the Longprairie Homestead master plan.

**Staff Presentation**

Ms. Wallace introduced Justin Curtsinger and Nancy McCoy from Quimby McCoy Preservation Architects, as well as Peggy Riddle, representing the Denton County Office of History and Culture, and Al Picardi and Diane, from The Mound Foundation.

Mr. Curtsinger and Ms. McCoy provided a presentation identifying or noting:

- History summary
- Form and exterior interpretation
- Interior interpretation
- Options review
- Existing site
- Site analysis
- Design principles
- Proposed site plan
- Proposed floor plan
- Project phasing
- Next steps

and they, or Ms. Riddle, responded to questions from Council as follows:

- Is there a known time line as to the construction changes
- Were there other historical structures on the property considered
- What is the breakdown of the cost
- Clarification regarding access from the parking area
- How much is available in the 3<sup>rd</sup> pin space
- Clarification regarding the framing and construction material, and what is the timing on that construction period

- If the 3 pin plan is done, would each of those be kept in the state they were built or when the 3 pin construction was completed
- Was the budget constructed based on similar past projects or specific to this project and location
- Were furnishings included in the budget
- Are there grants available to offset some of the cost
- Opportunities for cost savings
- Can council approve the master plan, without approving the budget, leaving room for details to be worked out
- How the vision is for the house to look like it was built in 1925, and concerns that it might not have the same impact to visitors if the outside appearance doesn't represent that era

### **Council Discussion**

There was Council discussion related to:

- There is a desire to have it go forward in the interest of preserving this historical find
- There are some unknowns as to what the outside appearance might look like, and importance of preserving the period of the house
- When it comes to costs, the office or kitchen space is not needed
- Keep in mind the purpose of the log house is to preserve the historical aspects
- How the motion is to approve the Master Plan in scope and not in detail with any monetary attachment
- Interest in putting the historical information about the family as a component of the project

Mayor Pro Tem McDaniel moved to approve the Gibson-Grant Log House at the Longprairie Homestead master plan. Councilmember Jason Webb seconded the motion.

### **VOTE ON MOTION:**

*Motion passed*

**AYES: B WEBB, MCDANIEL, BRYANT, J WEBB, FOREST**

**NAYS: NONE**

13. Consider the approval of award of Bid No. 2018-60-B, to North Rock Construction, LLC., for the Heritage Park Phase IV project, for the base bid amount of \$1,309,937.41, and selected bid options totaling \$187,835.54, for a not to exceed amount of \$1,497,772.95; and authorization for the Mayor to execute same on behalf of the Town.

### **Staff Presentation**

Mr. Jennings gave a presentation identifying or noting:

- Background information
- History of the park
- Construction award considerations
- Phasing plan
- Entry monument sign
- Wildlife encounter
- Nature encounter
- Disc golf course

And he responded to questions from Council as follows:

- Clarification regarding trail connections
- Will the entry monument sign be backlit
- What is the cost of the animal statues
- Will the parks and recreation department help with leagues and tournaments for the disc golf course
- Will there be sponsorships around the signage of the wildlife area, disc golf course (i.e. hole sponsors at tee box, etc.) to offset some of the cost

Mayor Pro Tem McDaniel moved to approve award of Bid No. 2018-60-B, to North Rock Construction, LLC., for the Heritage Park Phase IV project, for the base bid amount of \$1,309,937.41, and selected bid options totaling \$187,835.54, for a not to exceed amount of \$1,497,772.95; and authorize the Mayor to execute same on behalf of the Town. Councilmember Forest seconded the motion.

**VOTE ON MOTION:**

*Motion passed*

**AYES: FOREST, J WEBB, BRYANT, MCDANIEL, B WEBB**

**NAYS: NONE**

**L. BOARDS/COMMISSIONS (Bold text represents boards with vacancies)**

**(Executive Conference Room)**

Discuss and consider resignations, appointments, or evaluations for the following boards or commissions: Animal Services Board, Cultural Arts Commission, Environmental Conservation Commission, **Parks Board**, SMARTGrowth Commission, Tax Increment Reinvestment Zone Number One (TIRZ #1), and Transportation Commission.

**M./N. CLOSED/OPEN MEETING**

The Town Council convened into a closed meeting at 9:36 p.m. on March 5, 2018, pursuant to Texas Government Code Chapter 551, including, but not limited to, Sections 551.074, 551.087, 551.072, and 551.071 to discuss matters relating to personnel, economic development negotiations, real property, and consultation with attorney, and reconvened into an open meeting at 10:20 p.m. on March 5, 2018, to take action on the items as follows:

- a. Discuss and consider resignations, appointments, evaluations, reassignments, discipline, or dismissals for the following boards or commissions: Board of Adjustment/Oil & Gas Board of Appeals, Community Development Corporation, and Planning and Zoning Commission.

No action taken.

- b. Discuss and consider purchase, exchange, lease or value of real property for parks and/or other municipal purposes and all matters incident and related thereto.

No action taken.

- c. Discuss and consider purchase, exchange, lease or value of real property for parks, public rights of way, and/or other municipal purposes and all matters incident and related thereto.

No action taken.

- d. Consultation with Attorney as follows:

- 1. Town Officer development activity.

No action taken.

**O. ADJOURN REGULAR MEETING**

Mayor Hayden adjourned the meeting at 10:20 p.m. on March 5, 2018, and all were in favor.

**TOWN OF FLOWER MOUND, TEXAS**

*Thomas E. Hayden*

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**THOMAS E. HAYDEN, MAYOR**

**ATTEST:**



*Theresa Scott*

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**THERESA SCOTT, TOWN SECRETARY**