

CHARTER TOWNSHIP OF MERIDIAN  
TOWNSHIP BOARD REGULAR MEETING - **APPROVED** -  
5151 Marsh Road, Okemos, MI 48864-1198  
853-4000, Town Hall Room  
TUESDAY, MARCH 18, 2014 **6:00 P.M.**

PRESENT: Supervisor LeGoff, Clerk Dreyfus, Treasurer Brixie, Trustees Scales, Styka, Veenstra (6:02 P.M.)  
ABSENT: Trustee Wilson  
STAFF: Township Manager Frank Walsh, Director of Community Planning & Development Mark Kieselbach, Director of Public Works and Engineering Ray Severy, Police Chief David Hall, Fire Chief Fred Cowper, Director of Information and Technology Stephen Gebes, Director of Parks and Recreation LuAnn Maisner

1. CALL MEETING TO ORDER

Supervisor LeGoff called the meeting to order at 6:00 P.M.

2. PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Supervisor LeGoff led the Pledge of Allegiance.

3. ROLL CALL

The secretary called the roll of the Board.

4. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

Neil Bowlby, 6020 Beechwood Drive, Haslett, clarified a comment he made at a previous Board meeting by stating that 82-83% of calls/entries are EMS related. He inquired if there would be an amendment to the 1985 special use permit at the Meridian Service Center to accommodate the temporary central fire station. Mr. Bowlby believed the main rationale for Board inclusion of certain areas in the urban services management area (USMA) was one of convenience.

Rx Harrington, 820 Piper Road, Haslett, spoke to the police forfeiture contract with Bodwin & Associates approved by the Board last month. He requested the Township Board reverse its decision or, in the alternative, remove the profit incentive for the police department by an amount equal to the forfeited amount reported for the previous year.

Razu Paripovic, 2342 Haslett Road, East Lansing, spoke to what she believes are excessive fees she pays on rental property she owns in the Township.

Calvin Jones, Director of Government Relations, Board of Water and Light (BWL), 1201 S. Washington, Lansing, availed himself for any Board questions regarding BWL by calling him at 702-6377 or Bob Perialas, Customer Service & Relations Manager, at 702-6828.

Supervisor LeGoff closed Public Remarks.

5. TOWNSHIP MANAGER REPORT

Manager Walsh reported on the following:

- March 14<sup>th</sup> meeting with Dr. Strobl on the new central fire station
- Minor amendment hearing on the 1985 special use permit (SUP) to allow construction of a temporary central fire station at the Meridian Service Center will be held on April 7<sup>th</sup> at 3:30 P.M.

6. BOARD COMMENTS & REPORTS

A. Treasurer's Quarterly Report

Treasurer Brixie gave an update on delinquent personal property tax collection totals for tax years 2009-2013, 2013 total tax year collections and distributions as of March 13, 2014, and current fixed maturity investments and non-fixed investments as of February 28, 2014.

7. APPROVAL OF AGENDA

**Treasurer Brixie moved to approve the agenda amended as follows:**

- **Add Agenda Item #11F: Appointment to the Environmental Commission**
- **Remove Agenda Item #12B: Rezoning #14020 (Okemos Road, LLC/Hagan), Request to Rezone 3698 Okemos Road from RR (Rural Residential) to PO (Professional and Office)**

**Seconded by Trustee Styka.**

VOICE VOTE: Motion carried 6-0.

8. CONSENT AGENDA

Supervisor LeGoff reviewed the consent agenda.

**Treasurer Brixie moved to adopt the Consent Agenda. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried 6-0.

A. Communications

(1) Board Information (BI)

BI-1 Ronald Rivard, 3655 Ponderosa Drive, Okemos; RE: Support for the new central fire station at the proposed location

(2) On File in the Clerk's Office

Material handed out at the March 4, 2014 Board Meeting

Doris H. Bauer, 2287 Kewanee Way, Okemos; RE: Concern over delay of construction for the new central fire station at the proposed location

Farideh Behforooz, 2022 Central Park Drive, Okemos; RE: Opposition to the location of the proposed central fire station

Erica Wolf, 4965 Hillcrest Avenue, Okemos; RE: Concern with additional flooding as a result of construction of the proposed new fire station at the proposed location

Mike Kerns, 1332 Ivywood Drive, Okemos; RE: Support for the new central fire station at the proposed location

Robert Luebke, 4300 Tacoma Boulevard, Okemos; RE: Support for the new central fire station at the proposed location

Qing Xia, 5305 Thames Drive, Haslett; RE: Support for the new central fire station at the proposed location

Robert E. and Audrey Martin, 2114 Lagoon Drive, Okemos; RE: Support for the new central fire station at the proposed location

Barb Zuker, 1458 Sylvan Glen, Okemos; RE: Support for the proposed new central fire station

Judy Green, 1558 Sylvan Glen, Okemos; RE: Support for the new central fire station at the proposed location

Frank Hatfield, 1578 Sylvan Glen, Okemos; RE: Support for the new central fire station at the planned location

**Treasurer Brixie moved that the communications be received and placed on file, and any communications not already assigned for disposition be referred to the Township Manager or Supervisor for follow-up. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried 6-0.

B. Minutes

**Treasurer Brixie moved to approve and ratify the minutes of the March 4, 2014 Regular Meeting. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus  
NAYS: None  
Motion carried 6-0.

C. Bills

**Treasurer Brixie moved that the Township Board approve the Manager's Bills as follows:**

Common Cash	\$ 263,019.67
Public Works	\$ 533,895.88
Total Checks	\$ 796,915.55
Credit Card Transactions	\$ 8,149.38
Total Purchases	<u>\$ 805,064.93</u>
ACH Payments	<u>\$ 557,401.01</u>

**Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus  
NAYS: None  
Motion carried 6-0.

[Bill List in Official Minute Book]

D. Amendment to the 2014 Township Board Meeting Schedule

**Treasurer Brixie moved to amend the 2014 Regular Board Meeting Schedule by changing the Tuesday, May 6, 2014 Regular Board Meeting to Thursday, May 8, 2014. Seconded by Trustee Styka.**

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus  
NAYS: None  
Motion carried 6-0.

9. QUESTIONS FOR THE ATTORNEY (None)

10. HEARINGS

A. 2014 Order to Maintain Sidewalks, Special Assessment District No. 15  
Supervisor LeGoff opened the public hearing at 6:20 P.M.

Director Severy summarized the 2014 Order to Maintain Sidewalk, SAD No. 15 as outlined in staff memorandum dated March 14, 2014.

Supervisor LeGoff closed the public hearing at 6:23 P.M.

11. ACTION ITEMS

Supervisor LeGoff opened Public Remarks.

Leonard Provencher, 5824 Buena Parkway, Haslett, believed the Michigan Natural Resources Trust Fund Grant money for Wonch Park is a bad grant when the land is in the floodplain and floodway and the Township must obtain a special exemption from FEMA.

Supervisor LeGoff closed Public Remarks.

- A. Annual Township Manager Performance Review – Set Special Meeting Date  
**Trustee Styka moved to approve establishing April 29, 2014 at 6:00 P.M. as a Special Township Board Meeting date for the purpose of performing the Annual Township Manager Performance Review. Seconded by Trustee Scales.**

Board discussion:

- Rationale for holding a special meeting v. part of a regular meeting
- First performance review for the new Township Manager

VOICE VOTE: Motion carried 6-0.

- B. Michigan Natural Resources Trust Fund Grant Submission – Wonch Park Pavilion  
**Treasurer Brixie moved to approve a resolution authorizing grant submittal to the Michigan Natural Resources Trust Fund for improvements to Wonch Park including a new pavilion, water and electrical service, four (4) deciduous trees, two (2) universally accessible grills and three (3) handicapped picnic tables with a total project cost of \$250,000 and committing a local match of \$62,500 (25%) from the Township’s General Fund. Seconded by Trustee Styka.**

Board and staff discussion:

- The pavilion project at Wonch park is a replacement project
- Existing pavilion has been at Wonch Park for 42 years and needs an upgrade
- Many Township parks are in the floodplain and floodway, especially those near the Red Cedar River
- Wonch Park was previously the home of Wonch Battery many years ago
- Wonch Park is one of the most utilized parks in the Township’s park system
- Wonch Park Pavilion is rented nearly every weekend during the summer months
- Park Commission’s belief Wonch Park is part of the face of Meridian Township
- Proximity of Wonch Park to Central Elementary School for use by school children once the adjacent pedestrian bridge is installed
- Wonch Park as an asset of Meridian Township
- Effect of periodic flooding on proposed electrical service
- No additional concrete will be added
- Commencement of tree replacement for dead trees

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried 6-0.

- C. Williamston City Recreation Services Agreement 2014-2015  
**Trustee Styka moved to approve the “Agreement for Administrative Services for Recreation Program Management” with the City of Williamston to provide youth recreation programs including softball, baseball, tee-ball, flag football, tackle football, cheerleading, and basketball from March 1, 2014 through March 31, 2015 for an administrative fee of \$29,500 and to authorize the Township Manager to sign the agreement on behalf of the Township. Seconded by Treasurer Brixie.**

Board discussion:

- Encouragement by state government for cooperative services among municipalities
- Concern with amount of safety risk for tackle football
- Concussion guidelines generated by the state for public awareness
- All athletes and parents are required to sign concussion waivers for all sports to comply with state law

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- Waivers are an attempt to make parents aware of potential injuries and provide safety for children

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried 6-0.

D. Resolution Approving the Consumers Energy Streetlight Contract

**Treasurer Brixie moved to adopt the attached streetlighting resolution, which authorizes the Township Manager and the Township Clerk to execute the Consumers Energy Streetlight Contract. Seconded by Trustee Styka.**

Board discussion:

- Bill pending in the state legislature to allow residents to obtain competitive electric service
- Preference to allow for a future option of a less expensive alternate supplier
- Concern with clause 8 which requires the Township to pay Consumers Energy for the cost of lighting equipment removal
- Contract is one-sided in Consumers Energy's favor
- Eight percent (8%) of the Township's electric customers have electricity provided by Board of Water and Light
- Process for a resident to switch electric providers
- Standard contract used by Consumer Energy throughout the state
- Some natural gas customers who chose alternate suppliers are paying 3-1/2 times the current rate charged by the larger natural gas providers
- Research on releasing the Wardcliff neighborhood from the BWL contract revealed permission must be obtained from BWL and the alternate provider would need to buy the equipment currently utilized by the neighborhood
- Consumers Energy has paid for the infrastructure
- Board member belief Consumers will not turn off the streetlights if the Board does not approve this contract
- Board member statement current law places a ten percent (10%) ceiling on how much electricity can be distributed on a competitive basis and that ceiling has been reached

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: Trustee Veenstra

Motion carried 5-1.

E. Settlement Agreement – Champion Woods, LLC

**Trustee Scales moved to authorize the Township Manager to sign the attached settlement agreement between Champion Woods and Meridian Charter Township in the amount of \$105,200 to be paid from the sewer fund over a period of 22 months. Seconded by Treasurer Brixie.**

Board discussion:

- Settlement agreement meets the needs of the Township
- Concern with lack of good documentation on this issue
- Future agreements for larger or deeper sewers will require Board approval
- Need to exercise caution when the Township desires to forecast future development by requiring the developer to build larger than necessary sewers

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried 6-0.

F. Appointment to the Environmental Commission

**Treasurer Brixie moved to appoint William McConnell to fill a vacancy on the Environmental Commission for the term ending December 31, 2015. Seconded by Trustee Scales.**

Board discussion:

- Mr. McConnell is a professor in the Department of Fisheries and Wildlife at Michigan State University as well as the Associate Director of the Center for Systems Integration and Social Change
- Board member concern that this late addition to the agenda did not allow for consideration of other candidates
- Candidate had previously served on the Environmental Commission and was recommended by the commission itself

ROLL CALL VOTE: YEAS: Trustees Scales, Styka, Veenstra, Supervisor LeGoff, Treasurer Brixie, Clerk Dreyfus

NAYS: None

Motion carried 6-0.

[Supervisor LeGoff recessed the meeting at 7:01 P.M.]

[Supervisor LeGoff reconvened the meeting at 7:11 P.M.]

**12. BOARD DISCUSSION ITEMS (taken up after the Joint Meeting)**

Supervisor LeGoff opened and closed Public Remarks.

**A. 2014 Order to Maintain Sidewalks, Special Assessment District No. 15**

Board discussion:

- System of sidewalk maintenance conducted annually by the Township

**It was the consensus of the Board to place this item on the agenda for the April 1, 2014 Board meeting.**

**13. JOINT MEETING WITH LOCAL GOVERNMENTS AND SCHOOL DISTRICTS**

Supervisor LeGoff opened the Joint Meeting and the following guests introduced themselves:

Bath Township

Leon Puttler, Trustee

Board of Water and Light

Bob Perialas, Customer Service & Relations Manager

City of East Lansing

Tim Dempsey, Planning, Building & Development Director

City of Williamston

James DeForest, Mayor

Consumers Energy

Chris Thelen, Area Manager

East Lansing Public Schools

Nathaniel Lake, East Lansing Board of Education President

Haslett Public Schools

Don Frank, Board of Education President

Steve Cook, Director of Finance

Ingham County Road Department  
William Conklin, Managing Director

Okemos Public Schools  
Dr. Catherine Ash, Superintendent  
Amy Crites, Okemos Board of Education President

Williamston Community Schools  
Jeff West, Trustee  
Steve Cook, Director of Finance

Board members and guests discussed the following:

- Joint Fire Services Agreement received one (1) of seven (7) Michigan Municipal League regional awards for the best regional cooperation project in Michigan
- Seven winners will compete for the top regional cooperation project award for the State of Michigan
- Suggestion for review and discussion on joint emergency preparedness
- Cooperation with neighboring communities on Meridian's pathway connectivity
- Cooperation on the bus rapid transit (BRT)
- Bus rapid transit charette at East Lansing High School on March 19, 2014 at 6:00 PM will focus on the section adjacent to Michigan State University's campus primarily to address the median issue  
Capital Area Transportation Authority's (CATA) website has information on the charettes
- Expansion of East Lansing's trail system
- East Lansing is open to ways to regionally network its trail system
- Lack of connection over the last several years for the Lake Lansing Road pathway east of Abbott which joins Meridian Township with East Lansing
- Lack of funds for East Lansing to connect with the Lake Lansing Road pathway east of Abbott
- Inquiry if the Lake Lansing Road pathway east of Abbott is in East Lansing's Non-Motorized Transportation Plan
- East Lansing typically addresses major sidewalk improvements when there is a road reconstruction project
- Shared recreation services agreement with the City of Williamston renewed this evening
- Okemos Public Schools' agreement for maintenance of Haslett Public Schools' bus fleet
- Okemos Public Schools agreement for management of Haslett Public Schools' food service operations
- Okemos Public Schools agreement for management of Williamston Community Schools' food service operations as well as some charter schools in the Lansing area
- Okemos Public Schools joint agreement with Meridian Township for senior services at the Meridian Senior Center
- Continued joint effort between Okemos Public Schools and Meridian Township's Parks and Recreation programming to allow recreational opportunities for residents
- Okemos Public Schools lease of a portion of Wardcliff School to Ingham County Community Mental Health for Autism Spectrum Disorder (ASD) services to pre-school students
- Cooperative agreement for Haslett Public Schools to manage Williamston Community Schools' financial services and information technology
- Haslett Public Schools' shared services agreement with Okemos Public Schools to transport students to the Ingham County Career Center
- Agreement between Haslett Public Schools and Meridian Township to lease the former Meridian High School building which houses the Haslett Public Library
- Request for Haslett Public Schools to be notified of and consulted in the decision making of zoning and service district boundaries as it has an affect on the schools relative to affordable housing
- Input provided last year by the Haslett School Superintendent relative to affordable housing by indicating there had been a previously approved subdivision
- Necessity of planning now for housing for the 1,000 new jobs Jackson National Life will bring to the area in the near future

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- Plans by General Motors to build a plant in Lansing and the corresponding executives will require housing
- Important role the school districts play in assisting in the delivery of services by the Township to accommodate new residents
- Appreciation for the cooperative efforts of the Meridian Township Police Department, specifically during the recent ice storm
- Plans to provide housing for out-of-state electrical workers in the event of another major weather event
- New hotels being constructed in both the Township and the greater Lansing area will assist in housing out-of-state electrical workers
- Benefit to school districts to have an urban services management area in place include higher property values and attracting families who like the rural character of the Township

[Treasurer Brixie left the room at 7:40 P.M.]

Continued Board members and guests discussion:

- Shared assessor agreement between the City of East Lansing and Meridian Township
- Shared agreement for plumbing, mechanical and electrical inspector services between the City of East Lansing and Meridian Township
- Potential broader service area for shared agreements
- Maintain state Economic Vitality Incentive Program (EVIP) funding because of shared services
- Potential procurement of additional grant dollars for further analysis on shared fire services
- Concern that EVIP has created higher costs and more inefficiencies for local governments, in part, through burdensome reporting requirements
- Appreciation by Williamston for its shared recreation services with Meridian Township as it has provided additional services for the children
- Consumers Energy has an extensive partnership with Meridian Township on trails by using its transmission/electrical line corridors
- Mutual aid agreement between BWL and Consumers Energy during outages
- Decision on denial of plasma center at Carriage Hills due, in large part, to its proximity to William Donnelly Elementary School, part of the East Lansing Public School system
- Recommendation for residents to have five (5) days of provisions in the event of a major power outage
- Banding of neighborhoods during the power outage to assist one another
- Concern with addressing the needs of seniors during a major power outage and subsequent aftermath
- Website by Ingham County as part of its emergency management plan: [www.do1thing.org](http://www.do1thing.org)
- Changes since the first of the year as a result of the ice storm and subsequent power outage include BWL outage center on its website
- Designation of March as "Shelter Month"
- Increased BWL activity at the Lansing Emergency Center for alternate communication methods
- Bath Township opened up the Township Hall during the aftermath of the ice storm but experienced communication difficulties in alerting residents of the service
- Creation of a subcommittee in Bath Township to look at emergency preparedness
- Update of BWL Medical Alert list form to allow addresses to be legally shared with municipalities in the event of an emergency (e.g., oxygen machines)
- Need of a single place for residents to register for assistance (i.e., senior center)
- Suggestion of a bi-annual forum to discuss issues of mutual interest
- Bath/Meridian Township continued dialogue on the condition of Perry Road
- Cooperative effort to lobby the state for provision of broadband internet services into the more rural areas of various Townships
- Appreciation for maintaining open communications among the various municipalities both inside and outside these meetings
- Passage of a supplemental \$100 million budget appropriation at the state level which will be distributed to all road agencies throughout the state under the Michigan Transportation fund formula
- \$796,000 will be distributed to the ICRD for maintenance of road surfaces
- Need for the legislature to pass a permanent systemic and structural increase in road funding



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- State road funding has not kept up with inflation since 1997 and the cost of diesel fuel, salt, asphalt and other petroleum based maintenance materials have doubled
- 2014-2015 road projects planned in Meridian Township
- State legislature has appropriated additional state budget surplus to special road projects (e.g., Lake Lansing between Marsh Road and Hagadorn Road with paved shoulders for non-motorized use, Kinawa Drive)
- Extra funding from legislature to fix pot holes
- Process used for ICRD awareness of pot holes needing to be fixed
  - Call-ins
  - Staff awareness through patrolling roads to ascertain priority of pothole fixes
- Ingham County Advisory Board is an advisory body to the Ingham County Board of Commissioners to have input on upcoming road projects
- Invitation by the ICRD to have school districts contact them with road concerns
- Creation of a model resolution which can be utilized by each governmental agency and sent to state legislators
- Appreciation by the ICRD for Meridian Township's local road millage
- Bridge replacement on Marsh Road over the Canadian National Railroad tracks near Haslett Road slated to take place over a 2-½ month school recess period in 2015
- Bridge replacement construction to be performed one-half at a time
- Detour route to likely be on Okemos Road
- Van Atta Bridge replacement generally on schedule with a projected spring completion
- Distribution of the combined \$330 million allocated by the state for roads
- Shoeman Road project in Williamston
- Possible partnership with the Township in the Okemos Substance Abuse Prevention strategic plan
- Possible Township Board representation on the Okemos Cultural Diversity Advisory Committee
  - Application for participation on the Okemos Public Schools' website
- One third of road funding is derived from the federal government, one-third from fuel taxes, and one-third from vehicle registration fees
- State legislature is looking at parity for the current 15-cent diesel fuel tax and the 19-cent gasoline tax
- Inquiry if a voter initiated petition drive to raise the state fuel tax is being considered
- Inquiry if research has been conducted that a voter initiative to raise the state fuel tax would pass if placed on the ballot
- Suggestion of a possible Ingham County property tax millage for roads
- ICRD representative's belief the fuel tax is the "best" way to fund roads as it is tied to usage
- ICRD representative's belief property tax millages should be reserved for needs other than roads
- Payment of 18.3 cents per gallon in federal fuel tax funds special rehabilitation and reconstruction projects
- State fuel tax pays for operation and maintenance of roads
- Inquiry if school districts are participating in the National Student Data Tracking System through Michigan College Access Network which collects data to ascertain who has achieved various degrees
- Michigan College Access Network program available to train counselors in the admissions and financial aid process

[Supervisor LeGoff recessed the meeting at 8:38 P.M.]

[Supervisor LeGoff reconvened the meeting at 8:50 P.M.]

14. PUBLIC REMARKS

Supervisor LeGoff opened Public Remarks.

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Leonard Provencher, 5824 Buena Parkway, Haslett, expressed appreciation for the issues discussed during the joint meeting. He voiced concern that while the state equalized value (SEV) on his property declined last year, his taxes increased eight (8) percent. As a senior citizen on a fixed income, he feared he may be driven out of the Township with continued various millage requests and approvals, some specific renewals/increases which result in an overlap. Mr. Provencher spoke to the fact he does not utilize the CATA system, but pays a CATA millage which is five times higher than essential (police or fire) services. He inquired how much more millage money CATA will need to fund the bus rapid transit system.

Supervisor LeGoff closed Public Remarks.

15. FINAL BOARD MEMBER COMMENT

Clerk Dreyfus reported his second year attendance at the Michigan Association of Municipal Clerks (MAMC) Institute's certification program last week.

Trustee Styka reminded the public of the "Strike out for a Cause" fundraiser hosted by the Community Resources Commission on March 29, 2014, adding the Township can be contacted for details. He announced the Police Awards Ceremony tomorrow evening at 7:00 P.M. in the Township Hall. Trustee Styka mentioned his attendance at the March 11<sup>th</sup> and 12<sup>th</sup> Great Lakes Broadcasting Conference where social media branding was one topic of discussion. He reported his attendance today, along with Trustee Scales and Manager Walsh, at the Michigan Municipal League (MML) Conference and impending return tomorrow.

Trustee Scales reported his attendance at both the MML Conference and the Pipeline to College Program.

16. ADJOURNMENT

Supervisor LeGoff adjourned the meeting at 9:00 P.M.

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ELIZABETH LEGOFF  
TOWNSHIP SUPERVISOR

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BRETT DREYFUS  
TOWNSHIP CLERK

Sandra K. Otto, Secretary