



MINUTES
CITY OF NORCO
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MARCH 12, 2007

1. CALL TO ORDER: Chair Bash called the meeting to order at 6:33 p.m.
2. ROLL CALL:

Commissioners Present: Bash, Boyle, Hallam, Holder and Wagner

Commissioners Absent:

Staff Present: Director Brian Petree, Superintendent Anglin, Superintendent Wyrick, Superintendent Renee Power, Supervisor Brandi Potter, Supervisor Tricia Ridge, and Minutes Clerk Sonya Bellamy
3. PLEDGE OF ALLEGIANCE Commissioner Hallam led the Pledge of Allegiance.
4. PRESENTATION/S
A. None.
5. PUBLIC COMMENTS
A. None

ACTION ITEMS

6. A. Equestrian Helmet Ordinance – Superintendent Anglin

Superintendent Anglin reported at the last Commission meeting on February 26, 2007, Staff and the Commission agreed that protection and promotion of safety of the equestrians in the Community is needed but Commission was unable to come to a decision and provide recommendations to Staff with reference to key elements of the ordinance. She added at this time, Staff would like to continue the discussion with Commission to review the key elements and although there may not be a consensus this evening, the goal is to reach a clear direction for Staff that Commission would like to pursue.

Superintendent Anglin discussed the key element noted in the written Staff Report and the attached Entry Requirements of the Gymkhana requirements for participants. She added the WCTPA states that helmets are optional and according to the President of Saddle and Harness of the American Drivers Events Society (ADES), they are moving towards mandating helmets during feed events however they do not mandate it at this time.

Superintendent Anglin reported Streets and Trails Commission has also been discussing this ordinance at their meeting and at their last meeting, they tabled the subject and will discuss again on the first Monday in April. She added during their last meeting this month, they expressed some views and points about the ordinance that Parks and Recreation Commission discussed. One, to eliminate the ordinance; two, to phase the ordinance in; three, to have the ordinance limited in areas of the City. She added Staff has discussed continued workshops with Streets and Trails Commission and other Staff to provide more dialogue for the future of the ordinance.

Director Petree reported in regards to having a helmet ordinance in the City and also having an area in the ordinance for exclusion for a particular event or activity, the City of Attorney advised that the exclusions should be clearly explained in the ordinance.

Director Petree requested open discussion or comments from the Commission. Chair Bash opened the discussion to the public for their comments.

Barbara Brown, Yorba Linda – Ms. Brown, the president of the Pacific Coast Miniature Horse Club, commented she would like Commission to consider the direction of the club when further exploration is given towards the helmet ordinance. She explained miniature horses weigh between 75 to 250 pounds and they are not ridden also the club is a competition group and they follow National rules that describe what they do and wear in some of the classes, therefore helmets would be against some of the National rules. She added the National rules also require that the club has a sanctioned Show Steward, they are required to have a lot of training and test and they are responsible for reporting, keeping National points and safety. She added the Show Steward also witnesses the competition and if it appears there are folks that are not safely driving their animals; they are asked to leave the arena. She stated in Yorba Linda, zoning accommodates the Miniature Horses as though they are dogs and impound them accordingly due to their size and this allows them to be on the property.

Chair Bash questioned if the horses are ridden. Ms. Brown stated they are not ridden; they are driven or put in modest little carts. Chair Bash commented that the ordinance may not affect the club. Director Petree stated the ordinance does affect the club because the language in the ordinance that was supplied to Staff does not exclude driving a miniature horse.

Director Petree requested an explanation of particular attire that would be worn in a show. Ms. Brown explained in the Showmanship Event, which is how you show your animal in hand. The National rules require a western hat, if the horse is a western style horse, and boots. She stated there are a number of classes where the headgear is required and a helmet would be in conflict with that competition.

Commissioner Wagner questioned what gate the horses are going when they are driven. Ms. Brown stated a lot or trot, never at a gallop.

Commissioner Hallam questioned how many riders are under the age of 18. Ms. Brown stated very few, approximately 5 maybe 10 but the first event would be next weekend and a fair answer can be given because the approximately numbers given are from last year.

Chair Bash questioned where does it say driving in the ordinance because driving and riding are two different things. Director Petree commented that driving came up at the last meeting and it was considered in the draft so the question needs to be defined in the ordinance.

Jim Kirpatrick, Norco – Mr. Brown, president of the Saddle and Harness Association, commented the helmet ordinance has its pros and cons. He added the organization requires the juniors to wear a helmet because when you are driving a horse, there is no such thing as a little wreck, they are all major catastrophes. He commented it is an ordinance that he does not know how the City is going to enforce because the liquor aspect has not been enforced. He stated to have the ordinance on City properties for the City sake is a good idea.

Chair Bash questioned how the age of 17 was considered versus 18. Mr. Kirpatrick stated because 18 is of legal age.

Pat Gesler, Norco – Ms. Gesler, a member of Saddle and Harness Association, commented she is not opposed to the ordinance but there are pros and cons because she was involved in an accident and if she had a helmet on, she would have broke her neck also, she had a friend who had a helmet on and she did break her neck. She stated children should not be out on the streets riding alone. She added at Moreno Arena where she volunteers, they have a rule that children must have a helmet but there is

also a liability release for the parent. She stated when riding, shoes with heels should be required because they are as much as a safety precaution as having a helmet; it will prevent your foot from going through the stirrup and your leg being caught. She added that occasionally she has seen the small animals being ridden on the street and she would like to see camels, zebras, etc. added to the ordinance. She continued as far as driving goes, children should be required to wear a helmet and should also be accompanied by an adult. She stated her organization follows the USCF and ADES rules and they are very specific in regards to the age of who has to be in the carts. She commented on the construction and motorcycles that speed on the streets in regards to the safety of children riding or driving. She also commented on the move towards helmet ordinance on the National level and suggested to Staff to look into these resources for assistance. She stated clubs should be removed from the ordinance and let them mandate what they should do in regards to wearing a helmet.

Jack Ward, Norco – Mr. Ward, a member of the California Firefighters Association, commented the organizations classes are similar to the previous members who spoke regarding their events in the Western style and stated his organization also has rules about attire, the hats worn which are mandated for male riders and optional for female riders. But as far as the helmet concern for the youth, in speed events, they are mandated to have a helmet. He added in the English style classes, there is a required hat also but he is not sure if it will meet the standard for a helmet.

Superintendent Anglin questioned if the youth category is 17 and under. Mr. Ward stated there are two youth classes, 14 and under and 14 to 17. He added there is also a Lead line class, where the children are lead on the horse and they do not wear a helmet.

Bill Detillion, Norco – Mr. Detillion stated he went to Council in January and requested the review. He commented that he thinks sometimes things are made to be complicated and things need to be kept simple. He added if you are under 18 and riding on the streets, riverbed, trails or the hills, you should wear a helmet. He continued if you are in an area such as Moreno Arena, then you should not have to wear a helmet and the exception would be if you are in a competition and the particular group requires you to wear something specific then they should not have any dictation of what should be worn. But once they step off that property, then he believes the rule should apply if they are under the age of 18. He commented that some of the things that were brought up in discussion are good ideas but the children should not be limited in riding.

Chair Bash questioned what prompted him to bring this issue before Council. Mr. Detillion stated the death of a little girl, other accidents and incident where his wife was attacked by a dog while riding.

Josephine Write, Norco – Ms. Write agreed with Mr. Detillion about dictating when a child must wear a helmet. She commented that dictating what they do in the arena does not apply to a lot of different groups and that they have a lot of children doing obstacle courses where they do not have a rule that their child in that particular group should have a helmet but you want to dictate when they leave that arena that they have a helmet on. She added it should not be up to the City to dictate when a child should wear a helmet; it is the responsibility of the parent. She questioned who is going to enforce the ordinance to the children and parent. She commented that she requires her daughter to wear a helmet at all times, but if a parent does not want their child to wear a helmet, it should be their decision not the Cities and if the child gets hurt, then the parent will have to deal with the pain in their heart because they did not take the persuasion to require that their child wears a helmet.

Superintendent Power commented that she agree, enforcing this ordinance would almost be impossible; the parents need to be responsible and enforce it. She stated there are a lot of pros in regards to activities that can be done to provide more information regarding children wearing a helmet. She has contacted a helmet company to see if there is someone that can come down and provide

classes to kids that teach proper horsemanship, horseback riding dos and don'ts, what's out there and available. She commented that lately she has seen children wearing helmets but they were not the correct helmets and she thinks that a lot of the parents are just not aware that you can get safety helmets in the shape of a cowboy hat or English helmet. She stated at the horse show, the big road shows, they have standard attire that you have to show in and you are wearing Western hats not helmets. They do wear the proper helmet in jumping and speed events for minors. She continued that the English hats with the little cups that have the chinstrap, are not classified as legal helmets, they are strictly for show.

Chair Bash questioned how are you going to get the people that think they know everything to attend the classes. Superintendent Power stated she has talked to a lot of people when they come in about riding classes available and a majority of them did not know they needed to wear a helmet. She stated you would be surprised at how many people do not know that there are specific hat made for horseback riding. She think people will come if the class is good and announced that she will be holding a horse healthcare class in may and plan to have a helmet company at the event to make people aware of the options for a helmet.

Chair Bash questioned if she thinks it is a good idea for all of the horse clubs to use helmets. Superintendent Power stated in the speed events and juveniles. He questioned how about on the streets, and stated it would be good also for juveniles on the street but it is not guaranteed to save a life.

Pat Gesler, Norco – suggested the best way to get to the parents would be through the schools and the monthly mailer for the water bill. She also suggested getting teachers in the schools involved and the PTA.

Chair Bash turned the discussion back to the Commission.

Director Petree suggested to have a separate meeting and look at the ordinance to evaluate if the ordinance needed and if the ordinance is needed then it should be modified based on the actual key element and what was heard tonight.

Commissioner Boyle agreed that the more information Commission has in regards to each event, the more it can be broken down if the activity should be excluded. He is concerned is safety overall, education is the only way that people will understand that truly horse riding is a high risk activity, but how people in Norco will agree to that. How added this is an ongoing discussion because it bring up other issues of safety, issues of at what point is it forcible or not forcible, he commented that he sees the ordinance as more of a mandate to parents to take control of the situation and say that this is something on the books and will solidify safety in our community. He thinks that it is nice not to have government control but also at this point of where the City is going it would be best to look at each element in the ordinance.

Commissioner Wagner commented that since the last discussion, she has spoken with a lot of people who have had kids or knew kids that have been injured without a helmet doing stupid things and the parents said that it never occurred to me to make my kid wear a helmet. She added she was strongly affected by a woman's comment who is a emergency room nurse to her when she stated that the main resistance that I she is hearing is from the Rodeo Groups and the woman's comment was, "Well there child will look nice in a coffin, now won't it", that really hurt because when it come down to it, what is the most important thing is to protect the kids. She stated it should be the responsibility of the parent but there is a lot of irresponsible parent and should the child be punished because their parent is irresponsible, do they have to give their life because the parent is strong enough to say you have to

wear your helmet even though you look like a dork, no they shouldn't. She agrees and loves the idea of having the classes and getting a helmet at the end. She thinks that there should be some promotion to get the parent involved and aware and that there should be an ordinance even though it may be poorly enforced because if a kid is pulled over and the horse is impounded, the parent had to come pickup the horse and the kid, that kid would be wearing that helmet from now on because that would be easier. She stated that she does not want to discourage kids from participating in any horse event because she understands that each organization has their regulations but she would support a blanket roll for any where on public property that if you are under the age 18, you must wear a helmet. She added if you are in the Arena, a closed event, those parents can sign a waiver to release any liability to the City and proper attire for the event is noted.

Commissioner Holder stated if this ordinance is taken to each organization and makes them responsible for telling their adult, children and juniors that this is a safety precaution and making it something that is a safety class. She stated at the horseman association, they have been discussing these issues and there is numerous safety issues that they would like to see resolved that can be an issue of safety when riding on public streets. She added making people more aware is also very important and agree that offering the classes with a helmet awarded after completion is a great idea. She thinks that the big issue is safety and if Commission takes a look at the ordinance and start breaking and having some exception, that you should be wearing a helmet if you are under the age of 18. She commented that this will be a huge issue to enforce but it should be something done because maybe the kid does not have a helmet and if the parent can be informed of classes and organization available to teach the children safety and receive a helmet, it would make this a tool for the parent. Also, in regards to the exception, it would be good to hear from the organization because we do not want to stop anyone from using the Arenas due to the attire that is needed.

Commissioner Hallam stated Commission is going to be spending a lot of time on an ordinance that is just not enforceable because we cannot enforce bike helmet and people drinking while riding horses on a trail. He commented the only good thing that is going to come out of this is you the parent will say the law states you have to the helmet so, wear the helmet. He stated that he cannot support any ordinance that mandated to any organization that they must enforce helmet to be worn. He stated when an organization leases an Arena, in the lease agreement there is a whole harmless clause that protects the City and that organizations are responsible for their people just as a parent is responsible for their own children. He thinks education is the key. He added there have been children lost and injured by horse riding incidents but it has been nowhere close to the lost of children to alcohol related incidents and we can not protect the children 24/7. He stated with the Junior Bull Riders Association it is mandated that anyone under the age of 18 wear a helmet.

Chair Bash commented the problem with the schools is that it is hard unless you find that one teacher, it is really tuff to get any information and do you really think that someone outside the City of Norco (i.e., Corona-Norco Unified school District) is going to care whether we have a helmet ordinance or a kid is on a trail riding without a helmet. You can barely get them to attend a meeting when we are trying to save teenagers drugs much less riding bare back; I realize it is not forcible. He stated the truth of the matter is within two years everyone will be wearing a helmet whether you like it or not because the rules will be changing, otherwise your insurance premiums will be astronomical. He is concerned about some kid who has been killed, lying on the ground because some people do not know how to drive in the City of Norco. He added if you take three people horses, guess what it will get out there more than any other message that can be sent, it is a hassle but if it saves kids, then it is worth it. He questioned so what are we supposed to do, not pass an ordinance because it may not be enforceable. He added we have allowed our city to become unsafe for horseback riding and the only thing that is Norco are the horses. He added we are being stupid because we will put a kid on a 2000-pound horse and let him

just go. He continued that he does not want to tell people what to do, but we tell them what to do about cars so I do not think that we have choice and he thinks that kids under the age of 18 should have to wear helmets on the streets.

Director Petree recommend that the next step would be to go through this ordinance line item by line item and what he thinks as a strategy is to defer and Staff will work with two of the Commissioners and get some legal advise in regards to the waiver. He added the committee can work with some of the clubs to help define the ordinance. He believes that there will be a ordinance but it is enforceable, the Lieutenant stated at the last meeting that it will be enforceable and it will be a challenge but it is a tool for parents and if it saves one life, then it is worth it

M/S Hallam/Wagner motion to receive and file.

AYES: Boyle, Hallam, Holder, Wagner and Chair Bash

MOTION CARRIED

COMMITTEE REPORTS

7. A. Snipes Park (Verbal) – Commissioners Boyle/Holder

Commissioner Boyle reported the Sub-Committee met about two to three weeks ago and received the initial renderings of Snips Park layout and he was very impressed with the layout. He added this is a opportunity for the City to really look at advancing development of different area and facilities of the park that are now in pretty sad shape such as the Library and it is a multi-use area. He continued the committee is at the very initial stage of this, we should go forward and pursue all avenues both financial and fiscally to see this project through. He reviewed the Layout Site Plan with the Commission.

Commissioner Holder continued the review of additional items that were suggested and added to layout with the Commission. She commented for a Conceptional drawing the Committee agreed that it had a lot of the thing that were discuss and it would be a great meeting place. She stated one of the initial concerns that we had was how to use this front property to help build the big park and we did get some feedback that the area will probably not be used for something that is improper.

Chair Bash questioned how do we know that will not happen. Director Petree stated the Department of Administrative Services for the Federal Government determines that land use and as far as zoning, it should not be zoned for improper use however for a probation office or office space cold be given to that, but we will lobby strongly against that decision.

Chair Bash questioned normally speaking the kind that government use are what cities do not want, such as the Welfare Office, the main Post Office, the DMV etc. Director Petree stated the problem is that they are looking for 10 acre site and the area is too small.

Director Petree informed the Commission that the future site of the 4 acres could bring in a retail developer of some sort for the usable size of the area, which will include a parking lot and the parking can be used for overflow parking if there is a concert in the park. He stated in regards to what Chair Bash was stating, he has been in discussion with the City Manager regarding what some cities back east are starting, which is to look at land use leases because they are in the redevelopment of a park or looking for a site for a park and they are bringing in retail development that will work with the park. He added one of the things that happen is a long term use of the land as long as the use fits, which means that the city does not have to go to the Department of Interior. He will continue to research and report back to the Committee.

Chair Bash questioned if that would be earmarked in the General Fund and go through Council or would it be earmarked from the beginning. Director Petree stated it would be earmarked from the beginning because the land use and the lease use it to try and help stimulate that. He noted that the rendering does not have the trail but on the next rendering, the trail will be added.

Chair Bash questioned if the County of Riverside is going to help with the renovation of the Library and what will happen if the County drops out on us. Director Petree stated the City will still have a Library because over the discussion regarding a Library in the City, the County stated that they will always keep a Library in this area and he believe that the City should ask them for money to redevelop the Library even if they decide to build another somewhere else.

Commissioner Hallam questioned Chair Bash why he would have an objection to a Sheriff Sub-Station in Norco. Chair Bash stated at that location next to a Library. Commissioner Hallam stated do you know that to have a Sub-Station in Norco would triple the amount of police presence on our streets for free. Director Petree commented part of the modernization of City Hall is to take into account to bring more deputies here and if there are some Sub-Station nearby then it might bring them to the area. Chair Bash commented the point of giving up park land is to pay for the Library and he has no problem with a Sub-Station.

Commissioner Boyle questioned at what point is the Department of Interior petitioned so that this issue will not stay on their desk for years. Director Petree stated Mr. Calvert has already notified us and requested the research for us and he is very supportive.

B. Community Center Parking Lot (Verbal) – Director Petree, Commissioners Bash/Wagner

Director Petree reported Staff and Commissioner has a chance to get together and look and conception of the community Parking Lot which is a dirt area in front of Riley Gym with the idea to use it for more parking. He added the problem is that we do not have the money to develop the area. He added Cal-Trans is interested in moving their Park and Ride Lot and between them and the Redevelopment Agency, that area could be developed for us. He continued the Sub-Committee and Staff will take a look at the Conceptual Map and bring it back to the Commission for review.

Commissioner Wagner commented that it is a good idea and it will definitely make a better presentation for people coming into the City. She liked the idea of having multiple lights for the people coming down Hamner Avenue approaching Sixth Street but she is not totally sure she will be happy with the way the trail will go around and plan to walk the area. She reviewed some of the ideas that were suggested to Director Petree in an earlier discussion in regards to striping the lot in a particular way so it would be accessible for trailers and posting a sign that stated "Welcome to Norco, Horses have the right of way" at the end of the big city fairway.

Chair Bash questioned if Cal-Trans will let you park a trailer in the area. Director Petree stated he asked and they discussed that when you pull in there will be horizontal striping but also striping that allows for center parking. Chair Bash questioned if that is a good staging area.

Commissioner Wagner commented she was thinking with the Coast to Crest trail if there will be an access point if you go down towards the Silverlake property you go down towards the trail that is additional parking that can be promoted. Director Petree state the problem with the Coast to Crest trail is when you go down, there is still no accessibility.

8. APPROVAL OF MINUTES

- A. February 26, 2007

9. SUPERINTENDENTS ANGLIN / WYRICK REPORT – ITEMS 9.1 – 9.26

ITEMS PULLED FOR DISCUSSION

- 9.24 Chair Bash questioned why the sewer line is braking. Superintendent Wyrick stated he is not sure why it continues to braking.

Commissioner Boyle stated at the Gym, the side wall covering is coming off the wall, he questioned if it something that can be repaired and what kind of material is it. Director Petree stated it is a bond installation and it should be knocked down and repaired because it is due for maintenance.

- 9.8 Commissioner Holder requested a questionnaire to be distributed for the next Teen Dance. Supervisor Ridge stated they have a questionnaire available and she can forward it to the Commissioner for her review and distribute.

COMMISSION INFORMATION

10. CITY COUNCIL APPROVAL ITEMS

- A. Extension of River Trails Riding Stale Lease Agreement
- B. Notice of Completion – City Hall Roof

END OF CONSENT CALENDAR

M/S Bash/Boyle motion to approve the Minutes and Consent Calendar with corrections.

AYES: Boyle, Hallam, Holder, Wagner and Chair Bash

MOTION CARRIED

11. COMMISSION ONGOING BUSINESS

- A. Norco Hills Conservancy
- B. Ingalls Park
- C. Animal Shelter Expansion

Director Petree stated there will be a Committee meeting and a presentation of the shelter will be shown. He stated Jo Ann Dickson will contact Commissioners for the date of the meeting.

Director Petree stated in regards to the Western Art Show, Staff is planning to bring suggestions and recommendations to the Commission at the next meeting and would like some feedback.

- D. Pikes Peak Park

Commissioner Boyle questioned when is the opening be for the Park. Director Petree stated it probably will not be until June because the maintenance period has not started but it will be done before Rodeo.

- E. 122 Acre Development
- F. Western Avenue Linear Park
- G. Walking Horse Estates / SunCal / Norco Ridge Ranch-Park Improvements

- H. Cultural and Fine Arts Programming
- I. Teen Programming and Teen Center
- J. U.N.L.O.A.D. Program
- K. Snipes Park – Skate Park

Director Petree commented the Basin Arena is real close, DG has been added and approximately six more load are needed but it is really close.

Commissioner Holder commented that the activity for the children with the Girl Scouts was great, they need to continue that.

Chair Bash questioned if the trees at Pedley Avenue and Hidden Valley Parkway are they dying. Superintendent Wyrick stated they are dormant and they should start to bloom soon.

Chair Bash questioned what is going on with the Mormon field. Director Petree stated Staff received a contract and sent it back because there was some language that needed to be corrected so we sent it back for some more discussion. He added that they wanted to do a 10 year deal and if we are going to have any Capitol Improvement in there then it has to last a little bit longer. He continued the discussion from their end need to come back to us and say that we want a 20 year deal with additional options because it does not make since to make improvements to a facility that we can us and not get a longer stay out it.

Chair Bash questioned if it is a possibility that it may not happen. Director Petree stated that he thinks they will be interested but if we are going to have an investment in there and they are going to go less then they will have to pay us back that investment because it does not make since if you replace things then you do not have a long term lease in there and we want to make sure that we maximize the use.

12. DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS.

13. OTHER MATTERS

- A. Kick Off Goals Meeting/Workshop and Discussion of Open Space Master Plan – March 26, 2007

Director Petree stated this is a take off from previous question in regards to the Master Plan and he has concluded that a new full comprehensive Master Plan but an update should complete. He added along with the update, a strategic plan should be completed to talk about the mission and value and tie in these ideas to the master Plan. Director Petree presented a list of optional dates to begin the workshop. He continued another item that Staff would like to do in regards to these discussions is to bring in other Staff to gain their input. Commission agreed to meet on Wednesday, April 11, 2007.

- B. Silverlakes Restrictive Covenant from Judge – Director Petree

Director Petree presented a copy of the letter from the Judge regarding Silverlakes Restrictive Covenant to the Commission. He stated the letter was not received until recently and no one within the City of Norco was notified of this action but the understanding from the judge is that he made a decision and the land should be developed based on that decision. He believes another understanding of the judge is that the land could have been sold at a lot more money to a developer to build homes but the land should be developed for a benefit to the public so the restriction should be indicated in the deed. He added the type of use will have to be validated so it will come to Commission and to the Council.

Chair Bash questioned if anyone was aware of this letter before. If it was a letter sent in 2004 and the letter is a public document, and if in fact someone did know about this, you can hold them responsible to let people know.

Commissioner Boyle commented that this is embarrassing, it just seem that something so important to the process of what we where trying to do with the land should have been received. He realizes at this point we have to go forward with the RFQ/P to see how this can be presented again. Director Petree stated the RFQ/P states that you need to build according to the deed restriction but it does not say that it cannot be this or that, it allows that person to fit their development to meet these recreational requirements.

Commissioner Wagner reported she has had a couple of meeting with the Trail Master Plan Committee and one of the things that has been put at the top of the list is funding for trail maintenance and development. She added one of the things that they asked of each member is to go back to their groups and lobby Council to have a line item for the Trails and have be 3% of the General Fund. She requested to have this item on the next agenda.

ADJOURNMENT

M/S Bash/Holder motion to adjourn at 8:52 p.m. to the next meeting on Monday, April 9, 2007 at 6:30 p.m.

AYES: Boyle, Holder, Wagner and Chair Bash

MOTION CARRIED

Sonya Bellamy, Minutes Clerk
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