



November 14, 2012

Ms. Jane Hall, City Clerk  
City of Blaine  
10801 Town Square Drive  
Blaine, MN 55449

Dear Jane,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2013. The rates reflect an increase of less than 2.25%. As you know, TimeSaver has not increased rates since 2008 so if averaged, it is less than a .57% increase per year.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2013.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,

A handwritten signature in blue ink that reads "Carla".

Carla Wirth  
Owner

Enclosure: Recording Secretary Service Agreement  
Return envelope

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2012**

By and between TimeSaver Off Site Secretarial, Inc. and the City of Blaine, 10801 Town Square Drive, Blaine, MN 55449.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2011 shall be extended under the same terms and conditions to December 31, 2013.
2. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
  - a. Base Rate of One Hundred Twenty-Nine and 00/100 dollars (\$129.00) for any meeting up to one (1) hour (billable time) plus Thirty-One and 95/100 dollars (\$31.95) for each thirty (30) minutes following the first one (1) hours; **or**
  - b. Twenty-eight and 00/100 dollars (\$28.00) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Twelve and 55/100 dollars (\$12.55) for each page of minutes prepared from shorthand or machine notes of the recording secretary as draft minutes for submission to and the review and comment of the City of Blaine for their preparation of final minutes.
  - c. The City of Blaine shall receive a Twenty and 00/100 dollar (\$20.00) per meeting discount for minutes transcribed via DVD or the webstream broadcast.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January \_\_, 2013

CITY OF BLAINE

By \_\_\_\_\_  
Clark Arneson

Its \_\_\_\_\_  
City Manager

November 14, 2012

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth  
Carla Wirth

Its \_\_\_\_\_  
President & CEO