

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2018

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, 2017 shall be extended under the same terms and conditions to December 31, 2019.
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 Forty-Five and 00/100 dollars (\$145.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 00/100 dollars (\$35.00) for each thirty (30) minutes following the first one (1) hours; **or**
 - b. Thirty and 50/100 dollars (\$30.50) 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 Thirteen and 75/100 dollars (\$13.75) for each page of draft minutes for submission to the City of Blaine for their preparation of final minutes.
 - c. Thirty and 50/100 dollars (\$30.50) per hour for posting approved meeting minutes to Legistar with a one (1) hour minimum.

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 __, 2019

CITY OF BLAINE

By _____
Tom Ryan
Its _____
Mayor

By _____
Clark Arneson
Its _____
City Manager

November 1, 2018

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth
Carla Wirth
Its _____
President & CEO