

November 21, 2013

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, 2014. The rates reflect no increase to the hourly or page rates and less than a 1.6% increase to the base rate.

As requested, an hourly rate is included for posting approved meeting minutes to Legistar.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2014.

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