

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2022**

By and between Minute Maker Secretarial, Inc. (MMS) 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, 2021 shall be extended under the same terms and conditions to December 31, 2023.
2. MMS CHARGES: MMS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
  - a. Base Rate: One Hundred Fifty-Nine and 00/100 dollars (\$159.00) for any meeting up to one (1) hour (billable time) plus Thirty-Seven and 75/100 dollars (\$37.75) for each thirty (30) minutes following the first one (1) hour; or
  - b. Unit Rate: Forty-Nine and 50/00 dollars (\$49.50) for the first hour of meeting time and Thirty-Three and 00/100 dollars (\$33.00) for every hour after the first hour plus Fifteen and 00/100 dollars (\$15.00) for each page of draft minutes for submission to the City of Blaine for their preparation of final minutes.
  - c. Thirty-Three and 00/100 dollars (\$33.00) per hour for posting approved meeting minutes to Legistar.

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.

Date: \_\_\_\_\_

CITY OF BLAINE

By \_\_\_\_\_

Tim Sanders

Its \_\_\_\_\_

Mayor

By \_\_\_\_\_

Michelle Wolfe

Its \_\_\_\_\_

City Manager

October 28, 2022

MINUTE MAKER SECRETARIAL, INC.

By  \_\_\_\_\_

Heidi Guenther

Its \_\_\_\_\_

President & CEO