

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2021

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, 2020 shall be extended under the same terms and conditions to December 31, 2022.
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-Four and 00/100 dollars (\$154.00) for any meeting up to one (1) hour (billable time) plus Thirty-Six and 50/100 dollars (\$36.50) for each thirty (30) minutes following the first one (1) hour; or
 - b. Unit Rate: Forty-Eight and 00/00 dollars (\$48.00) for the first hour of meeting time and Thirty-Two and 00/100 dollars (\$32.00) for every hour after the first hour plus Fourteen and 50/100 dollars (\$14.50) for each page of draft minutes for submission to the City of Blaine for their preparation of final minutes.
 - c. Thirty-Two and 00/100 dollars (\$32.00) 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 29, 2021

MINUTE MAKER SECRETARIAL, INC.

By 
Heidi Guenther
Its _____
President & CEO