



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
10801 Town Sq Dr NE  
Blaine MN 55449

## Legislation Details (With Text)

**File #:** MO 21-05      **Version:** 1      **Name:** Recording Secretary Service for 2021  
**Type:** Motion      **Status:** Passed  
**File created:** 1/4/2021      **In control:** City Council  
**On agenda:** 1/4/2021      **Final action:** 1/4/2021  
**Title:** RECORDING SECRETARY SERVICE AGREEMENT FOR 2021  
**Sponsors:** Catherine Sorensen  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Contract

Date	Ver.	Action By	Action	Result
1/4/2021	1	City Council	Approved	Pass

## ORGANIZATIONAL BUSINESS *Cathy Sorensen, City Clerk*

### RECORDING SECRETARY SERVICE AGREEMENT FOR 2021

TimeSaver Off-Site Secretarial Service had been recording minutes for City Council meetings since 1993, and in 2020 this family-owned business underwent organizational changes and formerly transferred the City's account to Minute Maker Secretarial. Ms. Guenther has been transcribing the City's minutes for several years and continues to do so under the new business name.

The agreement reflects a less than 2.5% increase in rates for 2021, consistent with past increases, and includes a clause that allows either party to cancel this agreement with or without cause upon thirty (30) days written notice.

Currently, Minute Maker Secretarial is recording minutes for all City Council meetings, workshops, EDA meetings, Planning Commission, Park Advisory Board, Traffic Commission, and Natural Resources Conservation Board meetings. Minute Maker Secretarial also covers special workshops and Council meetings as needed and posts approved minutes to Legistar for public viewing on the City's webpage. The agreement reflects their fees for all recording services and extends the expiration date to December 31, 2021.

By motion, authorize the Mayor and City Manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2021.