



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
10801 Town Sq Dr NE  
Blaine MN 55449

## Legislation Text

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**ORGANIZATIONAL BUSINESS** *Cathy Sorensen, City Clerk*

### **RECORDING SECRETARY SERVICE AGREEMENT FOR 2020**

TimeSaver Off-Site Secretarial Service (TOSS) has been recording minutes for City Council meetings since July 1993. In 2000, a formal agreement was signed and each year an addendum was submitted for Council approval. Beginning in 2020, this family-owned business will be making some organizational changes with Blaine's account transferred to Heidi Guenther under a new business name, Minute Maker Secretarial. Ms. Guenther has been transcribing the City's minutes for several years and will continue to do so but will be managing the account under this new name.

The agreement reflects a less than 2.5% increase in rates for 2020, 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, Special Board of Review, 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, 2020.

By motion, authorize the Mayor and City Manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2020.