



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
10801 Town Sq Dr NE  
Blaine MN 55449

## Legislation Text

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File #: MO 22-004, Version: 1

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**Organizational Business** - *Cathy Sorensen, City Clerk*

### Title

### Recording Secretary Service Agreement for 2022

### Executive Summary

By motion, authorize the Mayor and City Manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2022.

### Background

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. 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, 2022.

### Strategic Plan Relationship

This item relates to the organizational health strategic priority by providing an accurate, permanent record of Board, Commission, and Council proceedings as required by Statute and for transparency for the public.

### Board/Commission Review

N/A

### Financial Impact

The agreement reflects a less than 2.5% increase in rates for 2022, 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.

### Public Outreach/Input

N/A

### Staff Recommendation

By motion, authorize the Mayor and City Manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2022.

**Attachment List**  
Addendum