



STAFF REPORT

TO: Mayor Keis and Members of the City Council

FROM: Heidi Heller, City Clerk

DATE: November 17, 2021

RE: 2022 Addendum to Recording Secretary Service Agreement with TimeSaver Off Site Secretarial, Inc.

ACTION TO BE CONSIDERED:

Approve the addendum to the recording secretary agreement with TimeSaver Off Site Secretarial, Inc. to extend the same terms and conditions for services to December 31, 2022.

BACKGROUND:

The City began contracting with TimeSaver as our recording secretary for the Planning and Parks & Rec Commissions in 2020, and have been pleased with the work they submit. TimeSaver has been providing recording secretary services for many cities in Minnesota for over 20 years. They have submitted an addendum to their agreement for a rate increase for 2022 of less than 2.5%.

The 2022 Budget accommodates this slight increase in costs.

STAFF RECOMMENDATION:

Approve the addendum to the recording secretary agreement with TimeSaver Off Site Secretarial, Inc. for services to December 31, 2022, and authorize the City Administrator to sign the agreement on behalf of the City.

TimeSaver Off Site Secretarial, Inc.

October 29, 2021

Ms. Heidi Heller, City Clerk
City of Little Canada
515 Little Canada Road E.
Little Canada, MN 55117

Dear Heidi,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2022. The unit rates reflect an increase of 50 cents per hour and 25 cents per page and a base rate increase of less than 2.5%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2022.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,



Carla Wirth
Owner

Enclosure: Recording Secretary Service Agreement
Return envelope

RECEIVED

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CITY OF LITTLE CANADA

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2021

By and between TimeSaver Off Site Secretarial, Inc. and the City of Little Canada 515 Little Canada Road E., Little Canada, MN 55117.

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. TOSS CHARGES: TOSS 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 75/100 dollars (\$14.75) for each page of draft minutes for submission to the Little Canada for their preparation of final minutes.

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.

January __, 2022

CITY OF LITTLE CANADA

By: _____
Christopher Heineman

Its: City Administrator

November 1, 2021

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Carla Wirth
Carla Wirth

Its: President & CEO