

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2014**

By and between TimeSaver Off Site Secretarial, Inc. and the City of Coon Rapids, 11155 Robinson Drive, Coon Rapids, MN 55433-3761.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2013 shall be extended under the same terms and conditions to December 31, 2015.
2. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
  - a. Base Rate of One Hundred Thirty-Three and 00/100 dollars (\$133.00) for any meeting up to one (1) hour (billable time) plus Thirty-Three and 00/100 dollars (\$33.00) for each thirty (30) minutes following the first one (1) hours; **or**
  - b. Twenty-Nine and 00/100 dollars (\$29.00) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Thirteen and 00/100 dollars (\$13.00) for each page of minutes prepared from shorthand or machine notes of the recording secretary as draft minutes for submission to and the review and comment of the City of Coon Rapids 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 \_\_, 2015

CITY OF COON RAPIDS

By \_\_\_\_\_  
Tim Howe  
Its \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Steven Gatlin  
Its \_\_\_\_\_  
City Manager

December 1, 2014

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth  
Carla Wirth  
Its \_\_\_\_\_  
President & CEO

RECEIVED

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