

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2024**

By and between TimeSaver Off Site Secretarial, Inc. and the City of Anoka, 2015 First Avenue N., Anoka, MN 55303-2270.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2023, shall be extended under the same terms and conditions to December 31, 2025.
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 Seventy-Two and 00/100 dollars (\$172.00) for any meeting up to one (1) hour (billable time) plus Forty and 50/100 dollars (\$40.50) for each thirty (30) minutes following the first one (1) hour; or
  - b. Unit Rate: Fifty-Four and 00/00 dollars (\$54.00) for the first hour of meeting time and Thirty-Six and 00/100 dollars (\$36.00) for every hour after the first hour plus Sixteen and 00/100 dollars (\$16.00) for each page of draft minutes for submission to the City of Anoka 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 \_\_\_\_, 2025

CITY OF ANOKA

By:   
Amy Oehlers

Its: Assistant City Manager

October 14, 2024

TIMESAVER OFF SITE SECRETARIAL, INC.

By:   
Kristin Wirth

Its: CFO