



REQUEST FOR BOARD ACTION
Consent

MEETING DATE: December 16, 2021
PREPARED BY: Chuck Stifter, Director of Parks and Recreation
AGENDA ITEM: Recording Secretary Service Agreement, Minute Maker Secretarial, Inc.

PREVIOUS ACTIONS:
None

RECOMMENDED PARK BOARD ACTION:
Motion to authorize staff to enter into an agreement with Minute Maker Secretarial, Inc. for recording secretarial services for Park Board meeting minutes.

COMMENTS:
With the retirement of the Administrative Secretary staff is recommending the Board utilize a private contractor to complete meeting minutes. This is the same service used by City Council and Planning Commission for the past seven years. The minutes are created from the meeting video and no person is actually on-site.

ATTACHMENTS:
Attachment A - Agreement