



# Minute Maker Secretarial

December 7, 2021

Mr. Chuck Stifter  
Director of Parks and Recreation  
City of Maple Grove  
12800 Arbor Lakes Pkwy  
Maple Grove, MN 55369-7064

Dear Mr. Stifter,

Thank you for asking *Minute Maker Secretarial* (MMS) to submit a proposal to prepare meeting minutes for the Maple Grove Parks and Recreation Board. As you know, I have been preparing City Council and Planning Commission minutes for the City of Maple Grove for 7+ years. After review of the minutes posted to the City's website, I would like to submit the following 2022 proposal with the understanding that the highest rate will prevail:

MMS CHARGES: MMS 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 50/100 dollars (\$14.50) for each page of draft minutes for submission to the City of Maple Grove for their preparation of final minutes.

The above quoted rates are based on the assumption that the meeting minutes will be printed in Times New Roman, 12-point, with one-inch margins and a header. The draft meeting minutes will be formatted in Microsoft Word and submitted within seven (7) business days via email. These submittal dates are counted from the day the webcast is available.

Please feel free to contact me at 612.600.8999 if I can be of further assistance or if you need additional information. I look forward to hearing from you.

Sincerely,

Heidi Guenther  
Owner