

# **CONSULTANT SERVICE CONTRACT**

## **Youth Investment Program**

This Contract is made this 12 day of November 2024, by and between the CITY OF NORTHFIELD, a Minnesota municipal corporation (the “CITY”), 801 Washington Street, Northfield, MN 55057, and NORTHFIELD HEALTHY COMMUNITY INITIATIVE, 1651 Jefferson Parkway, Suite HS128, Northfield, MN 55057 (the “CONSULTANT”),; (collectively the “PARTIES”).

WHEREAS, CITY requires certain services in conjunction with a Youth Investment Program (the “Program”); and

WHEREAS, CONSULTANT agrees to furnish the various services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

### **SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES**

- A. **Scope of Services.** CONSULTANT agrees to perform various Program services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.
  
- B. **Standard of Care.** Services provided by CONSULTANT or its subcontractors and/or sub-consultants under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT’s profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties.
  
- C. **Employees and Volunteers Background Checks.** CONSULTANT shall, at CONSULTANT’s expense, obtain criminal background checks on all of its employees and volunteers providing services under this Contract using a procedure that has been reviewed and approved by CITY or a procedure for the same as directed by CITY.
  
- D. **Insurance.** CONSULTANT shall not commence work under this Contract until CONSULTANT has obtained all insurance required herein and such insurance has been approved by CITY, nor shall CONSULTANT allow any subcontractor to commence work on a subcontract until such subcontractor has obtained like insurance covering as to worker's compensation, liability, and automobile insurance. All this insurance coverage shall be maintained throughout the life of this Contract.

1. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, statutory worker's compensation coverage. Except as provided below, CONSULTANT must provide Workers' Compensation insurance for all its employees. If Minnesota Statutes, section 176.041 exempts CONSULTANT from Workers' Compensation insurance or if CONSULTANT has no employees in the City, CONSULTANT must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes CONSULTANT from the Minnesota Workers' Compensation requirements. If during the course of the Contract CONSULTANT becomes eligible for Workers' Compensation, CONSULTANT must comply with the Workers' Compensation insurance requirements herein and provide CITY with a certificate of insurance.
  
2. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Commercial General liability ("CGL") and business automobile liability insurance coverage insuring CONSULTANT against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by CONSULTANT or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable (including automobile use). The following coverages shall, at a minimum, be included in the CGL insurance: Premises and Operations Bodily Injury and Property Damage, Personal and Advertising Injury, Blanket Contractual Liability, and Products and Completed Operations Liability. The required automobile liability coverage must include coverage for "any auto" which extends coverage to owned autos, non-owned autos, and hired autos. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or required by law. The policy(ies) shall name CITY as an additional insured for the services provided under this Contract and shall provide that CONSULTANT's coverage shall be primary and noncontributory in the event of a loss.
  
3. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, the following insurance policies, including the minimum coverages and limits of liability specified below, or as specified in the applicable insurance certificate(s), or as required by law, whichever is greater:

Worker's Compensation	Statutory Limits
Employer's Liability	\$500,000 bodily injury by accident \$500,000 bodily injury by disease aggregate \$500,000 bodily injury by disease per employee
Commercial General Liability	\$2,000,000 property damage and bodily injury per occurrence \$4,000,000 annual aggregate

\$2,000,000 annual aggregate  
Products – Completed Operations

Comprehensive Automobile  
Liability

\$1,000,000 per occurrence combined  
single limit for Bodily Injury and  
Property Damage (shall include  
coverage for all hired and non-owned  
vehicles

4. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto as Exhibit 2.
5. Any insurance limits in excess of the minimum limits specified herein above shall be available to CITY.
6. CONSULTANT's insurance policies and certificate(s) shall not be cancelled without at least thirty (30) days' advance written notice to CITY, or Ten (10) days prior written notice to CITY for nonpayment of premium.
7. CONSULTANT's policies shall be primary insurance and noncontributory to any other valid and collectible insurance available to CITY with respect to any claim arising out of CONSULTANT's performance under this Contract.
8. CONSULTANT is responsible for payment of Contract related insurance premiums and deductibles. If CONSULTANT is self-insured, a Certificate of Self-Insurance must be attached.
9. CONSULTANT shall ensure that all subcontractors comply with the insurance provisions contained in this Contract and such insurance is maintained as specified.
10. CONSULTANT's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance, if applicable.
11. All policies listed above, except professional liability insurance (or other coverage not reasonably available on an occurrence basis), as applicable, shall be written on a per "occurrence" basis ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.
12. CONSULTANT shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by CITY.

13. Effect of Failure to Provide Insurance. If CONSULTANT fails to provide the specified insurance, then CONSULTANT will defend, indemnify and hold harmless CITY and CITY's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to CITY (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of CONSULTANT, its subcontractors, agents, employees or delegates. CONSULTANT agrees that this indemnity shall be construed and applied in favor of indemnification. CONSULTANT also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, CITY may require CONSULTANT to:

- a. Furnish and pay for a surety bond, satisfactory to CITY, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from CONSULTANT's insurance company.

CONSULTANT will take the action required by CITY within fifteen (15) days of receiving notice from CITY.

14. Notwithstanding the foregoing, CITY reserves the right to immediately terminate this Contract if CONSULTANT is not in compliance with the insurance requirements contained herein and retains all rights to pursue any legal remedies against CONSULTANT.

- E. **Reporting.** CONSULTANT shall maintain complete and accurate records of time and expense involved in the performance of services identified in the Scope of Services. All books, records, documents, and accounting procedures and practices of the CONSULTANT and its subcontractor(s), if any, relative to this Contract are subject to examination by the City or its designee. CONSULTANT shall prepare and submit to the City on a yearly basis a detailed expense report documenting its activities on the Program and shall make a report to the City Council.
- F. **Media, Marketing, Recognition and Ceremonies.** CONSULTANT shall provide written acknowledgement and recognition in its media and marketing of the CITY's and other partners' (e.g., Northfield Public Schools) financial contributions for services

pursuant to this Contract. Further, CONSULTANT shall provide at least 10 days notice to the Mayor of the CITY and CITY's City Administrator of any ceremonial activities related to the scope of services detailed in Exhibit 1, and shall allow the Mayor of the CITY the opportunity to appear and participate on behalf of and as the official representative of the CITY.

## SECTION II – CITY'S RESPONSIBILITIES

- A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the City Administrator in accordance with Section III of this Contract.
- B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1, attached hereto, in its custody to CONSULTANT for its use, at CONSULTANT's request.
- C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT's performance of the services detailed in Exhibit 1, attached hereto.
- D. The CITY's City Administrator, shall serve as the liaison person to act as CITY's representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY'S policies with respect to the Program and CONSULTANT's services. Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services from CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

## SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 3, Compensation, which is attached hereto and incorporated herein by reference, for CONSULTANT's performance of services under this Contract.
- B. If CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the City Administrator and expenses within thirty days after the date of CONSULTANT's payment request and report, CONSULTANT may, after giving seven days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability whatsoever to CITY, suspend services and withhold project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

## SECTION IV – TERM AND TERMINATION

- A. **Term.** The term of this Contract ("Term") shall begin on January 1, 2025 (the "Commencement Date") and shall continue until December 31, 2027, unless earlier

terminated as provided in this Contract.

- B. **Termination.** Notwithstanding the foregoing, this Contract may be terminated by either PARTY for any reason or for convenience by either PARTY upon sixty (60) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Contract. In the event of early termination as provided herein, remaining funds as provided by CITY for the Program shall be returned by the CONSULTANT to the City.
- C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1, attached hereto, pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of the Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorneys and consultant fees reasonably incurred by CITY in enforcing this Contract.
- D. **Suspension of Work.** If any work performed by CONSULTANT is abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services performed to the satisfaction of the City Administrator prior to CONSULTANT's receipt of written notice from CITY of such abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in Exhibit 3, attached hereto) equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the City Administrator as determined by CITY.

## SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, and hold harmless CITY, and its respective officers, directors, employees and members and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable or caused by the negligent or otherwise wrongful act or omission, including breach of a specific contractual duty, of CONSULTANT or CONSULTANT's independent contractors, subcontractors, agents, employees, vendors or delegates with respect to this Contract or the Program. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY, except that for professional liability claims, CONSULTANT shall have no upfront duty to defend CITY, but shall reimburse defense costs to CITY to the same extent of CONSULTANT'S indemnity obligation herein. CITY, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of

this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Contract. CONSULTANT agrees, that in order to protect itself and CITY under the indemnity provisions set forth above, it will at all times during the term of this contract keep in force policies of insurances required in the Paragraph entitled, "Insurance." Nothing in this Contract shall be construed to waive any immunities or limitations to which CITY is entitled under Minn. Stat. Chapter 466 or otherwise.

- B. CITY shall indemnify protect, save, and hold harmless CONSULTANT, and its respective officers, directors, employees and members and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable or caused by the negligent or otherwise wrongful act or omission of CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.
- C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the performance or nonperformance of services provided hereunder.

## SECTION VI – GENERAL TERMS

- A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents hereof; that in executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound hereby.
- B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that (1) the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it; each PARTY indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- C. **Notices.** All notices and other communications required or permitted under this Contract shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either PARTY shall have notified the other

PARTY. The PARTIES' representatives for notification for all purposes are:

**CITY:**

Ben Martig  
City Administrator  
800 Washington Street | Northfield MN 55057  
Phone: 507/645.3009  
Email: ben.martig@ci.northfield.mn.us

**CONSULTANT:**

Northfield Healthy Community Initiative  
Sandy Malecha  
Executive Director  
1651 Jefferson Parkway – Suite HS128  
Northfield MN 55057  
Phone: 507/ 664.3524  
Email: sandy@healthycommunityinitiative.org

- D. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims. CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws. CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. CONSULTANT is responsible for hiring sufficient workers to perform the services/duties required by this Contract, withholding their taxes and paying all other employment tax obligations on their behalf. CONSULTANT shall be responsible for supervision and direction of all CONSULTANT's personnel and/or volunteers. All expenses associated with the employment of CONSULTANT's staff and volunteers will be the sole cost and expense of CONSULTANT and there shall be no payments by CITY to the CONSULTANT pursuant to this Contract beyond the consideration provided in Section III hereof.
- E. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of CITY. CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants and the terms and conditions contained in the Contract shall apply to all such subcontractors. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within 10 calendar days of CONSULTANT's receipt of payment from CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one- and one-half percent per month or any part of a



month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

- F. **Assignment.** This Contract may not be assigned by either PARTY without the written consent of the other PARTY.
- G. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of CITY and CONSULTANT.
- H. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONSULTANT and involve transactions relating to this Contract. CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.
- I. **Force Majeure.** The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either PARTY is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the PARTY affected by force majeure shall give written notice with explanation to the other PARTY immediately.
- J. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.
- K. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.
- L. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with CITY.

- M. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.
- N. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.
- O. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under work authorized by this Contract (“Materials”) shall become the property of CITY upon completion of the work. CITY may use the information for the Program for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business; and (b) CITY understands that the Materials have been prepared for a specific project, and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.
- P. **Governing Law.** This Contract shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.
- Q. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota’s Government Data Practices Act (Act), Minnesota Statutes, Section 13.01 *et seq.* CONSULTANT agrees to abide by the applicable provisions of the Act, HIPAA requirements and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality. CONSULTANT understands that all of the data created, collected, received, stored, used, maintained or disseminated by CONSULTANT in performing those functions that the CITY would perform is subject to the requirements of the Act, and CONSULTANT must comply with those requirements as if it were a government entity. This does not create a duty on the part of CONSULTANT to provide the public with access to public data if the public data is available from the CITY, except as required by the terms of this Contract.
- R. **No Waiver.** Any PARTY’s failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that PARTY’s right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving PARTY.
- S. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3 and other applicable law, CONSULTANT consents to disclosure of its social security number, federal employer

tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.

- T. **Patented Devices, Materials and Processes.** If this Contract requires, or CONSULTANT desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with CITY. If no such agreement is made or filed as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.
- U. **Mechanic's Liens.** CONSULTANT hereby covenants and agrees that CONSULTANT will not permit or allow any mechanic's or materialman's liens to be placed on CITY's interest in the Property that is the subject of the Program during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on CITY's interest, CONSULTANT shall take all steps necessary to see that it is removed within thirty (30) days of its being filed; provided, however, that CONSULTANT may contest any such lien provided CONSULTANT first posts a surety bond, in favor of and insuring CITY, in an amount equal to 125% of the amount of any such lien.
- V. **Severability.** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.
- W. **Entire Contract.** These terms and conditions constitute the entire Contract between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract. This Contract supersedes in its entirety all prior contracts between the PARTIES.
- X. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.
- Y. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any PARTY or PARTIES, and any undischarged obligations of CITY and

CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.

- Z. **Execution.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any PARTY to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing PARTY.

*Remainder of page intentionally left blank.*

**SECTION VII –SIGNATURES**

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

**CONSULTANT: NORTHFIELD HEALTHY COMMUNITY INITIATIVE**

By: \_\_\_\_\_  
Sandy Malecha, Its Executive Director

Date: \_\_\_\_\_

**CITY OF NORTHFIELD:**

By: \_\_\_\_\_  
Rhonda Pownell, Its Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Lynette Peterson, Its City Clerk

Date: \_\_\_\_\_

## EXHIBIT 1

### SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services:

#### **Youth Engagement**

##### ***Provide staffing support to the Northfield Mayor's Youth Council (the "MYC")***

- Work with chairs to produce and disseminate meeting agendas
- Staff all MYC meetings and subcommittee meetings
- Proof and distribute minutes
- Ensure compliance with meeting notice and open meeting laws
- Assist with the recruitment and training of new members (described below)
- Assist with the implementation of and community education around Mayor's Youth Council initiatives, including forums with local officials, processes for gathering youth input for upcoming City decisions, implementing MYC-designed programs/events, etc.

##### ***Expand and enhance the City's Youth on Boards Initiative***

- Provide ongoing support to all 90+ youth serving on the Mayor's Youth Council and other boards and commissions
- Provide orientation sessions (both general orientation for all youth serving and individual orientations by board/commission) for incoming youth to outline expectations, resources, and support
- Provide training and consultation about effective strategies to engage young people to chairs and other adults on boards/commissions where youth are serving
- Work with youth on boards/commissions to help facilitate communication back to the City Council, City staff, and the Mayor's Youth Council
- Develop and arrange at least monthly sessions (during the academic year) for youth serving on all boards/commissions to receive additional education on the municipal process, pertinent local issues, etc.; coordinate presenters (including local elected officials)
- Meet individually with each youth member at least every other month to debrief on his/her experience and troubleshoot any issues
- Implement annual evaluation of the program, soliciting input from youth participants, board chairs, city staff, and other interested parties
- Oversee the application process for next year's board/commission openings, including community publicity, managing submitted applications, staffing the application review process, and communicating results to all applicants

## **Youth Health**

### ***Provide staffing support to the Northfield Alliance for Substance Abuse Prevention (ASAP)***

- Work with chairs to produce and disseminate meeting agendas
- Staff all Northfield ASAP meetings and subcommittee meetings
- Record and distribute minutes
- Ensure compliance with meeting notice and open meeting laws
- Assist with the recruitment and training of new members
- Assist with the implementation of and community education around Northfield ASAP initiatives, including Take It To The Box, Be Safe Be Sober campaign, chemical health resources, Naloxone/opiate addiction resources, parent resources, and youth education

## **Youth Future**

### ***Support expanded postsecondary pathways for Northfield youth and young adults***

- Continue growth of the Northfield Community College Collaborative, making it possible for Northfield community members to earn an associate's degree without leaving Northfield
- Partner with the Northfield Police Department to support the Law Enforcement Pathway, offering Riverland Community College law enforcement courses in Northfield and providing scholarships to students of color and women to diversify police ranks, as well as ongoing advising and academic support to participants
- Support students interested in serving in the Public Sector– local people of color and individuals from low-income households interested in careers in the public sector. Students can receive scholarship assistance and support in finding entry-level jobs to facilitate pathways into public sector fields, as well as ongoing advising and academic support. These include opportunities with the City of Northfield and others.
- Work with departments in the City of Northfield to explore the development of additional pathways opportunities to grow local candidate pools and help diversify local professions.

Subject to the terms of this Contract, CONSULTANT shall acknowledge the support of the CITY under this Contract:

- Acknowledge partnership with and support by the City.
  - Use the appropriate approved City of Northfield credit line and logo(s) in printed materials, news releases, videos, social media posts, newsletters and web sites. If written credit is not applicable, provide oral credit during each event, performance, or media interviews.
  - Written acknowledgement must be accompanied by approved City logo and must be noted as follows: Our operation is made possible in part by assistance from the City of Northfield.

- Participate in City productions and materials as requested.
  - Cooperate with City to create video and written materials. Cooperation includes timely communication, eager participation in the creation of video and written materials and sharing of all City-created materials through the CONSULTANTS communication channels.
- Notice all CONSULTANT events on City Community Events Calendar.
  - For all public events, create and submit on City-managed Community Events Calendar. These can be events, classes, exhibits, or whatever may be appropriate for the organization.



**EXHIBIT 2**

**CERTIFICATES OF REQUIRED INSURANCE COVERAGES**

*[Certificates of Insurance attached hereto]*

### **EXHIBIT 3**

#### **COMPENSATION**

Subject to the limitations set forth in this Exhibit, CITY will pay the CONSULTANT \$ 81,955 for 2025, \$84,414 for 2026, and \$86,946 for 2027 of this Contract (“Contract price”) for CONSULTANT’s services rendered to CITY, including expenses, under this Contract. Payment from CITY to CONSULTANT in each respective year of the Contract term shall be made in one payment on or before July 1 of each year of this Contract through its Term. All payments under this Contract shall be made by CITY to the CONSULTANT and deposited by the CONSULTANT in the Northfield Youth Investment Fund for services rendered under this Contract.

Note 1: Northfield Public Schools has ongoing commitments of providing in-kind space for the Youth Engagement programs including the Northfield Mayor’s Youth Council and Youth on Board’s Initiative but no other financial commitment.

Note 2: Northfield Public Schools has provided financial commitments to the Youth Future Programs including Northfield Community College Collaborative staffing.

CITY will additionally pay the CONSULTANT \$14,069 for 2025, \$14,491 for 2026 and \$14,926 for 2027 for expenses related to community education around Northfield ASAP initiatives. Payments will be made on or before July 1 of each year of the Contract term.