

## CONSULTANT SERVICE CONTRACT

This Contract (the “Contract”) is made this ~~5~~ \_\_\_ day of ~~December~~\_\_\_\_\_, 202~~34~~, by and between the CITY OF NORTHFIELD, a Minnesota municipal corporation, 801 Washington Street, Northfield, MN 55057 (“CITY”); and Northfield Senior Citizens, Inc., doing business as FiftyNorth, a Minnesota nonprofit corporation, 1651 Jefferson Parkway, Northfield, MN 55057 (“CONSULTANT”), in partnership with the Age Friendly Northfield (AFN) Steering Committee, an organization of community volunteers (“AFFILIATE CONSULTANT”); (collectively the “Parties”).

WHEREAS, the CITY requires professional services to assist the CITY in completing its initiatives in the CITY’s AARP Age Friendly Community designation and related Age Friendly Northfield initiatives (the “Project”); and

WHEREAS, CONSULTANT agrees to furnish the various professional services required by the CITY in partnership with AFFILIATE CONSULTANT. For purposes of this Contract, AFFILIATE CONSULTANT is a subcontractor/sub-consultant to CONSULTANT and is acting as an agent of CONSULTANT in providing any services hereunder to 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 Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.
- B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph K of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1, attached hereto, requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation consistent with Section III of this Contract. CONSULTANT shall give written notice to the CITY of any additional services prior to furnishing such additional services. The CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate in writing, prior to the CITY’s authorization of the changed scope of services.
- C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, attached hereto, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT’s effort required to perform its services under this Contract exceeds the estimate which formed the basis for CONSULTANT’s compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the PARTIES hereto pursuant to Section VI, Paragraph K of this Contract, additional compensation for such services, and/or an extension of time

for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

- D. **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 trade. 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.
- E. **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.
  2. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Commercial General Liability ("CGL") and business automobile liability insurance coverages 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 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. CITY shall have additional insured status and be listed by name on an endorsement attached to such policy(ies) 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
Automobile Liability	\$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage (shall include coverage for all owned, hired and non-owned vehicles)
Umbrella or Excess Liability	\$1,000,000

4. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to the 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 and technology errors and omissions insurance, if applicable.

11. All policies listed above, except professional liability insurance (or other coverage not reasonably available on an occurrence basis), 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.

## SECTION II – THE CITY’S RESPONSIBILITIES

- A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the CITY’s City Administrator, or their designee, 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. CITY’s City Administrator, or his or her designee or designees or City Council representative, shall serve as the liaison persons to act as the 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 the CITY’s policies with respect to the Project and CONSULTANT's services. Such person shall be the primary contact person between the CITY and CONSULTANT with respect to the services from CONSULTANT under this Contract. The CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

## SECTION III – CONSIDERATION

- A. **Fees.** The 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 the CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the CITY’s City Administrator, or his or her designee, as detailed in Exhibit 3, CONSULTANT, without waiving any claim or right against the CITY and without incurring liability whatsoever to the CITY, suspend services 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.** This Contract shall commence on January 1, 2024~~5~~ and be in effect until December 31, 2024~~7~~, unless sooner terminated as provided herein.
- B. **Termination.** This Contract may be terminated by either party for any reason or for convenience by either party upon thirty (30) 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.

- 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, attorney 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 the CITY, CONSULTANT shall be paid for any services performed to the satisfaction of the CITY's City Administrator, or his or her designee, prior to CONSULTANT's receipt of written notice from the 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's City Administrator, or his or her designee, as determined by the 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 to or caused by the negligent or otherwise wrongful acts or omissions, 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 Project. CONSULTANT is liable for all acts or omissions of AFFILIATE CONSULTANT in the performance of any services under this Contract by AFFILIATE CONSULTANT. 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 CONSUTANT'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 to or caused by the negligent or otherwise wrongful acts or omissions 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 thereof; 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 thereby.
- 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:

**THE CITY:**

City Administrator  
City of Northfield  
801 Washington Street  
Northfield, MN 55057  
Phone:  
Email:

**CONSULTANT:**

Kerry Gervais Hjelmgren, Executive Director  
Northfield Senior Citizens, Inc.  
1651 Jefferson Parkway  
Northfield, MN 55057  
Phone:  
Email:

**AFFILIATE CONSULTANT:**

~~David DeLong~~ Galen Malacha, Its Chairperson  
Age Friendly Northfield (AFN) Steering Committee  
1651 Jefferson Parkway  
Northfield, MN 55057  
Phone:  
Email:

- D. **Dispute Resolution.** CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of Thirty (30) days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.
  
- E. **Electronic/Digital Data.** Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a Project deliverable by this Contract or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the Project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by CONSULTANT and is not warranted to be compatible with other systems or software.



- F. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of the CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of the CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of the 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.
- G. **Acceptance of Deliverables.** Each deliverable shall be subject to a verification of acceptability by CITY to ensure such deliverable satisfies stated requirements. The acceptability of any deliverable will be based on CITY's satisfaction or non-satisfaction with the deliverable based on requirements of this Contract. If any deliverable is not acceptable, CITY will notify CONSULTANT specifying reasons in reasonable detail, and CONSULTANT will, at no additional cost, conform the deliverable to stated requirements of this Contract.
- H. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of the CITY. CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within Ten (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).
- I. **Assignment.** This Contract may not be assigned by either Party without the written consent of the other Party.
- J. **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 the CITY and CONSULTANT.
- K. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that the 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.

- L. **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.
- M. **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.
- N. **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.
- O. **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 the CITY.
- P. **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.
- Q. **Interest by City Officials.** No elected official, officer, or employee of the 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.
- R. **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 Project 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.

- S. **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.
- T. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices 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
- U. **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.
- V. **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.
- W. **Patented Devices, Materials and Processes.** If this Contract requires, or the 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.

- X. **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 the City's interest in any Property that is the subject of the Project 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.
  
- Y. **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.
  
- Z. **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.
  
- AA. **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.
  
- BB. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any Party or PARTIES, and any undischarged obligations of the CITY and CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.
  
- CC. **Recitals.** The recitals hereto are made part hereof be reference.
  
- DD. **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.

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**SECTION VII –SIGNATURES**

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

**CONSULTANT:**

**NORTHFIELD SENIOR CITIZENS, INC.  
d/b/a FiftyNorth**

By: \_\_\_\_\_  
Kerry Gervais Hjelmgren, Its Executive Director

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

**AFFILIATE CONSULTANT:**

**AGE FRIENDLY NORTHFIELD (AFN) STEERING COMMITTEE**

By: \_\_\_\_\_  
~~David DeLong~~ Galen Malacha, Its Chairperson

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 and AFFILIATE CONSULTANT shall perform the following services as its contractual obligation to the CITY:

1. CONSULTANT to Serve as “Fiscal Agent” for AFFILIATE CONSULTANT that consists of the following:
  - a. Services.
    - i. Monthly balance sheet in advance of meetings for AFFILIATE CONSULTANT review; and
    - ii. Monthly income statement in advance of meetings for AFFILIATE CONSULTANT review; and
    - iii. Monthly disbursements listing in advance of meetings for AFFILIATE CONSULTANT for review and approval; and
    - iv. Manage the bookkeeping including receipts and disbursements; and
    - v. Manage the receipt of grants, disbursements and provide documentation other financial management responsibilities of grants; and
    - vi. Provide charitable giving documentation through CONSULTANT related to donations for AFFILIATE CONSULTANT efforts; and
    - vii. Provide a member from CONSULTANT’s Board of Directors or Staff to attend meetings of the AFFILIATE CONSULTANT.
  - b. Fees.
    - i. CONSULTANT will provide “Services’ as listed in paragraph 1.a. above in this Exhibit 1 at no charge or fee as an “in-kind” contribution in its support and contribution toward AFFILIATE CONSULTANT efforts related to Northfield Age Friendly initiatives; and
    - ii. CONSULTANT may provide other volunteer donated services as they determine appropriate to assist in efforts to Northfield Age Friendly Initiatives. Such services may include website and website updates or other related assistance that they may have particular expertise.
    - iii. CONSULTANT shall receive prior authorization for other services that would be proposed to be a fee for service and invoice for those for separate AFFILIATE CONSULTANT formal approval.
  - c. Authorized Expenses.

- i. Authorized expenses shall include items to complete the Services in Section 2a. in this Exhibit 1. Such expenses shall include, but are not limited to, the following:
  1. General Operating Expenses such as printing, copying, and marketing costs for steering committee and domain team meetings and projects; and
  2. Conference attendance costs for AFFILIATE CONSULTANT and Domain Teams to increase knowledge and stay up to date with issues facing older adults and to learn of creative solutions to address the issues (e.g. Minnesota Gerontological Society); and
  3. Assistance with document preparations such as creating required reports due to AARP, City, and other potential funders. Additionally, updating and maintaining a central file of agendas, minutes, Steering Committee new member packets, required reports, financial documents, etc.; and
  4. Annual cost to own Word Press license on which AFN website is contained; and
  5. Staff time with CONSULTANT or other independent contractors to complete updates and maintenance of the AFN website and resource list; and
  6. General communications to the community regarding accomplishments of AFFILIATE CONSULTANT, educational information and referral services.
- ii. CONSULTANT shall establish any processes or procedures for AFN Steering Committee to approve the expenditures, reimbursements to individuals for expenses incurred, grants management and other that may apply to this contract.

2. AFFILIATE CONSULTANT will complete the following Project services for CITY under this Contract:

a. Community Information.

- ~~i. Manage updates and maintenance of the website AFN resources; and~~
- ~~ii. Transitioned to Google Drive with one location for updates; and~~
- ~~iii. Provide phone and email support to users for further information; and~~
- ~~iv. Add Google Translate to the site in Fall 2022, and;~~
- ~~v. Created Resource Kiosk at FiftyNorth with print version. Print guides by request; and~~
- ~~vi. Speak with older adult groups and housing sites in the area; and~~
- ~~vii. Conduct AFN information presentations at FiftyNorth; and~~
- ~~viii. Manage AFN Facebook account and quarterly e-blasts; and~~
- ~~i. Share AFN updates and information on monthly KYMN radio interviews.~~

- ii. Switch from free blog website format to a standard WordPress website for more functionality.
- iii. Maintain updates on the Community Resource Guid – both digital and printed copies.
- ~~ix.~~iv. Community outreach through annual mailchimp subscription, fees for community outreach events, and marketing pieces for events.

**b. Health and Wellness**

- ~~i. Continue to plan, develop and fill the priority service gaps that were identified in the In Home Services and Support Survey conducted in 2022; and~~
- ~~ii. Support the City's Broadband efforts through AFN communications; and~~
- ~~iii. Conduct quarterly meetings with health and wellness organizations to share information (Eldercare Group); and~~
- ~~iv. Plan community forum dialogues with older adults in the which they can share concerns regarding health services, system gaps, and accessibility challenges; and~~
  - i. Share and discuss the feedback received from the community forums with the Eldercare Group.
  - ii. Work with Family Services of Rochester Neighbor to Neighbor Program to develop and maintain Chore and Caregiver support Services for the community.
  - iii. Provide activities such as Sunday pickleball and winter walking.
  - iv. Support community collaboration activities.
  - v. Community education such as Age-Friendly Northfield Alzheimer's forum.

**c. Housing**

- ~~i. Develop and conduct an older adult housing educational series that includes information on Universal Design, Accessory Dwelling Units, shared housing models, and a virtual or live tour of existing options within Northfield; and~~
- ~~ii. Support Habitat for Humanity's Aging in Place program and the HRA's Aging in Place/HomeMatters program through AFN Communications; and~~
  - i. Remain involved with City housing activities through membership on the Affordable Housing Task Force.
  - ii. Providing workshop support and marketing.
- iii. Overseeing housing fair for older adults.

**d. Outdoor Spaces and Buildings**

- ~~i. Red Chair Project: Continue to assist with scheduling and increasing awareness of availability of the chairs to local non-profits; and~~
- ~~ii. Discuss, develop, and present a bench memorial program; and~~



- ~~iii. Audit available public restrooms and evaluate potential changes to numbers, locations and handicap accessibility; and~~
- ~~iv. Develop signage on community trails/paths to inform the users of appropriate use and suitability for walkers, bikers, wheelchairs, and mobility scooters, including length and difficulty.~~

~~e. Volunteer and Civic Engagement / Social Participation, Inclusion, and Educational Opportunities~~

- ~~i. Determine what volunteer opportunities exist by coordinating with other partners and communication to the public; and~~
- ~~ii. Communicate all volunteer opportunities within the community.~~

d. Transportation

- i. Bring Lyft/Uber as a transportation option to the Northfield Area.

e. Volunteer Opportunities

- i. Coordinate with organizations who have volunteer opportunities and share that information with the public.

3. AFFILIATE CONSULTANT will acknowledge the support of the CITY under this Contract:

a. Acknowledge partnership with and support by the City.

- i. 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.
- ii. 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.

b. Participate in City productions and materials as requested.

- i. 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.

c. Notice all CONSULTANT events on City Community Events Calendar.

- i. 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 and conditions set forth in this Exhibit, CITY will pay CONSULTANT a fee not to exceed ~~\$25,000-~~ \$32,850 for 2025, \$34,100 for 2026, and \$35,700 for 2027 (“Contract price”) for CONSULTANT’s services, including expenses, under this Contract for the Term hereof. Any compensation to AFFILIATE CONSULTANT for Project services shall be paid by CONSULTANT, and CITY shall not make any direct payment to AFFILIATE CONSULTANT for any services rendered by AFFILIATE CONSULTANT under this Contract. No other payments by CITY other than as specified herein shall be made under this Contract.

CITY will make periodic payment of the Contract Price to CONSULTANT, in the following manner and according to the following schedule of payments:

1. ~~\$12,500.00~~ \$16,425 in 2025, \$17,050 in 2026, and \$17,850 in 2027, following the signing of this Contract by all Parties payable after January 1, ~~2024~~ and before March 15, ~~2024~~ of the subsequent year;
2. ~~\$12,500.00~~ \$16,425 in 2025, \$17,050 in 2026, and \$17,850 in 2027, within thirty (30) days of completion of CONSULTANT’s mid-year report to the CITY Council, which report shall be made in either June or July ~~2024~~ of the subsequent year;

CITY’s responsibility to make the payments described above after the first payment shall be contingent upon CONSULTANT first demonstrating, to the CITY’s satisfaction when reporting to the CITY Council, progress in:

1. Accomplishing its responsibilities listed in Exhibit 1.