



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Legislation Text

M2014-225

File #: 14-296, Version: 1

City Council Meeting Date: January 6, 2015

To: Mayor and City Council
City Administrator

From: Deb Little, City Clerk

Subject:
Approve Agreement with Northfield Historical Society

Action Requested:

The Northfield City Council approves the attached Consultant Service Contract with the Northfield Historical Society for a three year period ending December 31, 2017.

Summary Report:

The Northfield City Council approved a one year consultant service agreement in 2014 with the Northfield Historical Society (NHS) for services to the City in 2014. NHS presented information regarding services to the City Council at their October 14, 2014 work session. The attached funding request was submitted by NHS for a three-year contract for services. The consultant services contract was developed per this request.

Alternative Options:

The City Council could amend the contract, amend the contract amount or delay action to a future meeting.

Financial Impacts:

The requested amount is \$25,792 annually for a three-year period. \$19,656 was included in the 2015 budget. If council merits the additional monies, the council budget would be able to accommodate the increase.

Tentative Timelines:

The existing agreement with NHS expired on December 31, 2014. The Council is being asked to consider a new agreement in January.

CONSULTANT SERVICE CONTRACT

This Contract, made this 6th day of January, 2015, by and between the CITY OF NORTHFIELD, a Minnesota municipal corporation (the "CITY") 801 Washington Street, Northfield, MN 55057, and the NORTHFIELD HISTORICAL SOCIETY, a nonprofit corporation organized under the laws of the state of Minnesota, 408 Division St, Northfield, MN 55057 ("CONSULTANT"), (collectively the "Parties").

WHEREAS, the CITY requires certain services to assist the CITY in providing local history programing, maintaining a local history center and in archiving local and certain City historical records; and

WHEREAS, CONSULTANT agrees to furnish the various professional services required by the 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 G 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. **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.
- D. **Insurance.**
 - 1. CONSULTANT agrees to maintain, at CONSULTANT's expense, statutory worker's compensation coverage.

2. CONSULTANT agrees to maintain, at CONSULTANT's expense, general liability insurance coverage insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT's general business activities (including automobile use).
 - i. The liability insurance policy shall provide coverage for each occurrence in the minimum amount of \$1,000,000.
 - ii. The liability insurance policy shall name the City of Northfield as additional insured.
 - iii. The liability insurance policy shall provide a minimum aggregate limit of \$2,000,000.
3. 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.

SECTION II – THE CITY'S RESPONSIBILITIES

- A. The CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the CITY's City Clerk, in accordance with Section III of this Contract.
- B. The 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. The City Clerk shall serve as the liaison person 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, Schedule of Fees, 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 Clerk 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 be in effect until such time as the Project is completed, but in no event later than December 31, 2017.
- 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 Planning & Community Development Director 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 Planning & Community Development Director as determined by the CITY.

SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, hold harmless and insure the CITY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by CONSULTANT or its agents, employees, contractors, subcontractors, or sub-consultants with respect to CONSULTANT's performance of its obligations under this Contract. CONSULTANT shall defend the CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to the CITY. The 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 the negligence or willful misconduct of the CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.

- B. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against the CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for the 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.** The PARTIES' representatives for notification for all purposes are:

THE CITY:

City Clerk
801 Washington Street
Northfield, MN 55057
Phone: (507) 645-3001

CONSULTANT:

Director
Northfield Historical Society
408 Division Street
Northfield MN 55057
Phone: 507-645-9268

- D. **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.

- E. **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.
- 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 the CITY and CONSULTANT.
- H. **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.
- 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 the 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 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.
- O. **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.
- P. **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.*
- Q. **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.
- R. **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.

- S. **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.
- T. **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.
- U. **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.
- V. **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.
- W. **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.
- X. **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.

SECTION VII -SIGNATURES

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

CONSULTANT: NORTHFIELD HISTORICAL SOCIETY

By: [Signature]
(Signature)

Date: 1/13/15

Title: Director

Print Name: Helen Scriven

By: _____
(Signature)

Date: _____

Title: _____

Print Name: _____

CITY OF NORTHFIELD:

By: [Signature]
Dana Graham, Its Mayor

Date: 1/7/15

By: [Signature]
Deb Little, Its City Clerk

Date: 1/7/15

EXHIBIT 1

SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services as its contractual obligation to the CITY:

1. Collect Northfield area history
 - o Identify those objects and records that best tell the story of the Northfield area, including those provided by the City, and accept them for the permanent collection at NHS
 - o Provide improved access to the records by increasing collection staff hours
2. Provide proper housing to all artifacts in the care of the Northfield Historical Society, including those provided by the City
 - o Determine the needs of the objects and records in the collection and employ preventative conservation methods using acid-free materials and non-invasive conservation techniques
3. Provide proper storage facilities for all artifacts in the care of the Northfield Historical Society, including those provided by the City
 - o Ensure that the physical environment provided for the objects and records in the collection contributes to prolonging their lifespan
 - Increase the amount of onsite digital storage
 - Create preservation metadata for all digitized material
4. Interpret Northfield history through publications, exhibits, speaker programs and other public programs
 - o Share and disseminate the objects and records, stories and heritage that NHS holds in the public trust for the people of Northfield
 - Produce a major exhibit featuring artifacts from the NHS collection and further educate the people of Northfield on the town's history
 - Host 6-10 educational programs that highlight Northfield's history
5. City Collection:
 - o Continue developing the finding-aid for the City collection
 - o Continue rehousing items not finished in 2014
 - o Digitize some high priority audio/video materials relating City Council meetings
6. NHS 3 Year Collection/Interpretive Plan:

2015

Finish the finding-aid for the City collection
Complete rehousing of City artifacts
Complete first phase of digitization and metadata for City collection
Create an inventory and user copy of digital material
Produce a major exhibit on Northfield history
Produce 6-10 educational programs

2016

Make accessible the finding aid for the City collection online

Finding-aid for other NHS collection

Complete second phase of digitization and metadata for City collection

Create an inventory and user copy of digital material

Produce a major exhibit on Northfield history

Produce 6-10 educational programs

2017

Complete third phase of digitization and metadata for City collection

Create an inventory and user copy of digital material

Produce a major exhibit on Northfield history

Produce 6-10 educational programs

EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[Certificates of Insurance attached hereto]

EXHIBIT 3

SCHEDULE OF FEES

Subject to the limitations set forth in this Contract, the CITY will pay CONSULTANT a flat fee not to exceed \$25,792 per year ("Contract price") for CONSULTANT's services, including expenses, under this Contract to be payable in two installments per year as described below.

The CITY will make periodic payment to CONSULTANT, in the following manner:

Installment 1: The first annual installment of \$12,896 shall be paid upon the signing of this Contract by the parties hereto; and thereafter, the first installment for each subsequent year hereof shall be paid on or before January 15.

Installment 2: The second annual installment of \$12,896 shall be paid each year of this Contract on or before July 1.

The CITY's responsibility to make the above installment payments each year of this Contract as described above shall be contingent upon CONSULTANT first demonstrating, to the CITY's satisfaction, progress in:

1. Accomplishing its responsibilities and the scope of services required in Exhibit 1;
2. Providing written and verbal reports on such progress to the CITY, in a form satisfactory to the CITY, prior to the second installment payment outlined above each year.
3. The CONSULTANT will also submit its year-to-date financial report for the meeting at which it makes its verbal progress report to the City Council.



To: Nick Haggenmiller and Northfield City Council Members

November 26, 2014

Northfield Historical Society 2015-2017 funding request

Dear: Mr. Haggenmiller and Northfield City Council Members:

Please consider the attached proposal for a 2015-2017 funding request for the Northfield Historical Society.

On July 14, NHS submitted a funding proposal as requested by then, City Administrator, Tim Madigan. On October 8, we submitted a second proposal based off an email from new City Administrator, Nick Haggenmiller and Mayor Graham. Today NHS is submitting a revised proposal based off discussions I have had since the October 14th work session, in which I presented to the council.

I was encouraged to go back to the original request amount of \$25,792 from July. However, I have changed the offerings of the proposal. After thinking about what is needed at this moment for the collection we took on from the City, we think it is important to do more digitization with the collection and make it accessible via the Northfield History Collaborative. With the additional money, NHS will be able to digitize more of the collection than we originally expected in previous proposals. We will also be able to increase our storage capacity for the growing digital collection.

NHS has enjoyed working with the City collection and we feel we are going in the right direction with the collection. We are also very interested in talking with the City about a possible long term levy to fund the work the historical society is doing.

Thank you very much for your time.

Sincerely,

Hayes Scriven
Executive Director
Northfield Historical Society

Northfield Historical Society

2015 City Proposal

2015 Funding Request

NHS is requesting the City contract with us for 2015 to do the following services.

1. Collect Northfield area history
 - Identify those objects and records that best tell the story of the Northfield area, including those provided by the City, and accept them for the permanent collection at NHS
 - Provide improved access to the records by increasing collection staff hours
2. Provide proper housing to all artifacts in the care of the Northfield Historical Society, including those provided by the City
 - Determine the needs of the objects and records in the collection and employ preventative conservation methods using acid-free materials and non-invasive conservation techniques
3. Provide proper storage facilities for all artifacts in the care of the Northfield Historical Society, including those provided by the City
 - Ensure that the physical environment provided for the objects and records in the collection contributes to prolonging their lifespan
 - Increase the amount of onsite digital storage
 - Create preservation metadata for all digitized material
4. Interpret Northfield history through publications, exhibits, speaker programs and other public programs
 - Share and disseminate the objects and records, stories and heritage that NHS holds in the public trust for the people of Northfield
 - Produce a major exhibit featuring artifacts from the NHS collection and further educate the people of Northfield on the town's history
 - Host 6-10 educational programs that highlight Northfield's history
5. City Collection:
 - Continue developing the finding-aid for the City collection
 - Continue rehousing items not finished in 2014
 - Digitize some high priority audio/video materials relating City Council meetings

Conclusion

To carry out the work in items 1-5 NHS is requesting the City fund NHS in the amount of \$25,792 each year for the next three years.

Summary

- Increase Digital Archivist to 32 hours until June 30. The grant funding a portion of their time ends. After the grant end the position will be at 20.5 hours unless NHS is able to get another grant.
- Maintain the NHS Curator for 32 hours a week for the entire year. The grant funding this position is for the entire year of 2015.
- NHS will increase the amount of digitizing we are able to do in regards to the City collection
- NHS will increase its digital storage capacity to accommodate the growing city collection.

NHS 3 Year Collection/Interpretive Plan

2015

Finish the finding-aid for the City collection

Complete rehousing of City artifacts

Complete first phase of digitization and metadata for City collection

 Create an inventory and user copy of digital material

Produce a major exhibit on Northfield history

Produce 6-10 educational programs

2016

Make accessible the finding aid for the City collection online

Finding-aid for other NHS collection

Complete second phase of digitization and metadata for City collection

 Create an inventory and user copy of digital material

Produce a major exhibit on Northfield history

Produce 6-10 educational programs

2017

Complete third phase of digitization and metadata for City collection

 Create an inventory and user copy of digital material

Produce a major exhibit on Northfield history

Produce 6-10 educational programs

Future Consideration

The Northfield Historical Society would like to enter conversations with the City of Northfield in regards to being put on the historical records retention schedule. This would ensure that all historical records from the City are cared for in perpetuity.

Northfield Historical Society 2014 Agreement

In December 2013 the Northfield Historical Society (NHS) and the City of Northfield agreed on a contract for services for 2014.

That contract had the following services included:

1. Collect Northfield area history
 - Identify those objects and records that best tell the story of the Northfield area, including those provided by the City, and accept them for the permanent collection at NHS
 - Provide improved access to them by increasing collection staff hours
2. Provide proper housing to artifacts in the care of the Northfield Historical Society, including those provided by the City
 - Determine the needs of the objects and records in the collection and employ preventative conservation methods using acid-free materials and non-invasive conservation techniques
3. Provide proper storage facilities for artifacts in the care of the Northfield Historical Society, including those provided by the City
 - Ensure that the physical environment provided for the objects and records in the collection contributes to prolonging their lifespan
4. Interpret Northfield history through publications, exhibits, speaker programs and other public programs
 - Share and disseminate the objects and records, stories and heritage that NHS holds in the public trust for the people of Northfield
5. City donations to NHS:
 - a. Perform a collection-wide appraisal of the records in the donation based on the Minnesota Historical Society's Standard Appraisal Checklist to assess historical value and preservation needs
 - b. Create a collection-wide processing plan for the City donation
 - c. Begin creating a finding aid to the record groups for easy retrieval during processing
 - d. Rehouse artifacts that are deemed high priority

NHS Other Statistics for 2014 As of September 30, 2014

NHS as of June 2014 has had 14,818 walk ins 4,223 paying visitors and 70 research request answered.

NHS will/has produced two major exhibits in 2014, *Northfield Wheels* (June 2014) and Portraits (November 2014), along with two smaller displays, History of Basketball in Northfield and artifacts relating to St. Olaf history. The first major exhibit produced by NHS in 2014 was the *Northfield Wheels* exhibit. The exhibit's goal was to document the rich history of the automobile history in Northfield. The night of the opening was partnered with the Sundowner's Car Club to have a car show downtown. The exhibit opening and the car show brought 300 people to downtown.

In conjunction with Carleton College we hosted the first ever Jesse James Film Festival. Over the course of four weeks, we screened five movies that had a Jesse James and Northfield connection. The festival culminated by author Johnny D. Boggs giving a presentation at NHS during DJJD. In 2015 NHS will host another film festival on a different historical topic.

NHS has accepted 58 separate collections with 167 artifacts into our collection as of June 2014

NHS had digitized 4,010 items as of June 2014 with the help of City funds and a Minnesota Historical Society Legacy grant. Artifacts digitized from the City collection included the Company K book and the Veterans Housing book.

NHS also hosted the first annual Northfield History Month where we hosted ten history related programs that focused on different subjects. Programs were very eclectic and targeted many age groups within the community and were free to everyone.

NHS also hosted the Student Community Outreach Program Experience (SCOPE). The students have been researching and writing chapters for an upcoming history book on Northfield. The NHS Jr. Curator Program, worked with 30 eighth grade-students over the summer. Every student worked one week in the archives and spent an additional week in the store. They completed numerous archival projects including cataloging the Maggie Lee Collection and sorting the Harmon Photography collection, learning how a museum works.

We also assisted the City of Northfield with the "Art in City Hall" project. We coordinated the printing of the three major historic prints that are in the conference rooms and other historic prints in the hallways.