



Legislation Details (With Text)

File #: 19-925 **Version:** 1 **Name:**
Type: Motion **Status:** Passed
File created: 1/14/2019 **In control:** City Council
On agenda: 6/18/2019 **Final action:** 6/18/2019
Title: Consider First Amendment to Consultant Services Contract for the Convention and Visitors Bureau.
Sponsors:
Indexes:
Code sections:
Attachments: 1. 1 - First Amendment of CVB contract, 2. 2 - 2019-2021 CVB Contract approved 11/20/2018, 3. 3 - 2019 CVB Policies and Procedures, 4. 4 - Certificate of Insurance, 5. 5 - City Code Chapter 74 Lodging Tax, 6. 6 - Lodging Tax Statute 469.190

Date	Ver.	Action By	Action	Result
6/18/2019	1	City Council	approve	Pass

City Council Meeting Date: June 18, 2019

To: Mayor and City Council

From: Ben Martig, City Administrator

Subject:

Consider First Amendment to Consultant Services Contract for the Convention and Visitors Bureau.

Action Requested:

The Northfield City Council approves the attached First Amendment to Consultant Services Contract with the Northfield Area Chamber of Commerce for the Convention and Visitors Bureau and authorizes the Mayor and City Clerk to execute the amendment.

Summary Report:

The City Council approved the 2019 Budget and three-year Consultant Services Contract with the Northfield Area Chamber of Commerce for the CVB on November 20, 2018 (Attachment 2). Staff has been working with the Chamber staff on changes to three areas in the contract. The changes are shown in the attached amendment. The following sections are proposed to be changed:

- Insurance language revised to \$2,000,000 per occurrence and at least \$3,000,000 aggregate. Staff was notified that the Chamber was unable to obtain the \$4,000,000 aggregate limit. The revised aggregate amount is adequate for this contract. If the Chamber sponsors an event with a required higher aggregate insurance limit, a revision to the certificate related to the event will be done at that time.
- Notices: Section C. Notices updated to reflect the new Chamber President Lisa Peterson.
- Exhibit 2: The CVB policies and procedures Section II.i. have been amended by the CVB and attached to include language regarding an ex-officio staff person.

Alternative Options:

N/A

Financial Impacts:

There are no financial impacts associated with the amendment.

Tentative Timelines:

None.