
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: Stacy Marquardt, Community Development Planner
SUBJECT: **Draft MNSPECT Contract**
DATE: January 3, 2024

Background:

This is the draft contract and supporting documents for MNSPECT. I met with their Staff and our City Attorney. The following attached documents are in draft form and have some sections that will be revised, and new language inserted.

Some of the language we will be adding to the contract is as follows:

1. Language that talks about the permits transferring over from Metro West and how that process and payment will look;
2. Refund policy language;
3. Insertion of Exhibit A and B as referenced in contract;
4. Payment schedule for reimbursement language will be added; and
5. Some other miscellaneous items.

We wanted the Council to have the bulk of the documents to review as Staff would like to adopt the contract at the January 11th City Council meeting. The Council will have the final documents with all the revisions with the January 11th City Council packet to review ahead of time.