

Service Contract

This Contract ("Contract"), made this 6th day of April, 2021 by and between the City of Shakopee and the Economic Development Authority ("CITY") and the Shakopee Area Chamber of Commerce, a nonprofit corporation organized under the laws of the State of Minnesota ("CHAMBER").

WHEREAS, the CITY requires certain professional services to assist the CITY in completing its economic development initiatives in the CITY's Downtown Business District (the "Project"); and

WHEREAS, the CHAMBER 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 - CHAMBER SERVICES AND RESPONSIBILITIES

A. Scope of Services. CHAMBER agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.

1. The CHAMBER agrees to maintain, at its expense, statutory worker's compensation coverage.
2. The CHAMBER agrees to maintain, at its expense, general liability insurance coverage insuring CHAMBER against claims for bodily injury, death or property damage arising out of its general business activities (including automobile use). The CITY shall be an additional named insured on the Consultant's CGL insurance policy. The liability insurance policy shall provide coverage for each occurrence in the minimum amount of \$1,000,000.00.
3. True, accurate and current certificates of insurance, showing evidence of the required insurance coverage, are hereby provided to the CITY and are attached hereto as Exhibit
4. The Shakopee Area Chamber of Commerce will manage a Shakopee Main Street Program for the benefit of Shakopee. The Chamber will hire a full time Main Street Director whose activities will be overseen by the Shakopee Chamber President.

SECTION II-THE CITY'S RESPONSIBILITIES

A. The CITY shall compensate the CHAMBER for services rendered to CITY as part of the Project \$25,000 in two payments of \$12,500 each, one in January 2021 and one in August 2021.

B. The CITY understands that the CHAMBER will seek an extension of this Contract for 2022 at the same amount as stated above, which will be subject to CITY approval. The CITY understands that without approval of the program by the CITY, the program will cease to operate.

C. The CITY requests that any future requests for extension of this Contract for 2022 or beyond be made to CITY by June 15, 2021 to be reviewed for recommendation for inclusion into the CITY annual EDA budget. Requests should be directed in writing to the Director, Planning and Development Department; City Hall, 485 Gorman Street, Shakopee, Minnesota, 55379.

SECTION III - TERMS AND CONDITIONS

A. Term. This Contract shall commence January 1, 2021 and be in effect until December 31, 2021.

B. Default. If CHAMBER fails to perform any of the provisions of this Contract or so fails to administer the services detailed in Exhibit 1, attached hereto, in such a manner as to endanger the performance of the Contract, this shall constitute default. Unless CHAMBER's default is excused by the CITY, the CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to the CITY under this Contract or law.

C. Liability. The CITY shall have no duty or obligation hereunder other than to take such specific actions as are required of it from time to time by the provisions of this Contract and it shall incur no liability hereunder or in connection herewith for anything whatsoever other than any liability resulting from its own gross negligence or willful misconduct or unlawful acts or omissions. The only duties and responsibilities of the CITY shall be the duties and obligations specifically set forth in this Contract.

D. Indemnification. CHAMBER shall indemnify, hold harmless and defend the CITY from and against any and all losses, claims, liabilities, and reasonable expenses, including the reasonable fees of its counsel, specifically including in-house counsel fees, which it may suffer or incur in connection with the performance of any duties and obligations under this Contract, except for those losses, claims, liabilities and expenses resulting solely and directly from the CITY'S own gross negligence, willful misconduct, or unlawful act or omission. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.

CITY shall indemnify, hold harmless and defend the CHAMBER from and against any and all losses, claims, liabilities, and reasonable expenses, including the reasonable fees of its counsel, specifically including in-house counsel fees, which it may suffer or incur in connection with the performance of any duties and obligations under this Contract, except for those losses, claims, liabilities and expenses resulting solely and directly from the CHAMBER'S own gross

negligence, willful misconduct, or unlawful act or omission. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.

E. Contingencies. This Contract is expressly contingent upon the CITY approving a budget allocating the funds specified herein for the purpose stated herein. In the event, for any reason, funds are not included in the approved CITY budget and available for expenditure for this Contract, then this Contract shall be null and void without any obligation by the CITY or CHAMBER.

F. Termination. Either party may terminate this agreement upon providing 90 days written notice to the other party. Due to the fixed costs of starting and managing this program, regardless of the timing of termination by either party, any payments made to the CHAMBER by the CITY will not be refunded.

G. 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.

H. 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.

I. Notices. The PARTIES' representatives for notification for all purposes are:

THE CITY:

Bill Reynolds, City Administrator
485 Gorman StreetShakopee, MN 55379
(952) 233-9311
breynolds@shakopeemn.gov

Michael Kerski, Director, Planning & Development
mkerski@shakopeemn.gov

CHAMBER:

Tim Zunker, Interim President
1801 East County Road 101
Shakopee, MN 55379
(952) 445-1660
tzunker@shakopee.org

Any notice provided for or permitted under this Contract, unless otherwise provided herein, will be treated as having been received (a) when delivered personally, (b) when sent by confirmed facsimile or (c) three (3) days following when sent by certified mail, to the party to be notified, at the address set forth below, or at such other place of which the other party has been notified in

accordance with the provisions of this paragraph. Such notice will be treated as having been received upon actual receipt if actual receipt occurs earlier than as provided in clauses (a) through (c) hereof.

J. Independent Contractor Status. CHAMBER at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of the CITY or EDA for any purpose. The CITY acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CHAMBER, and that it is CHAMBER's sole obligation to comply with the applicable provisions of all Federal and State tax laws. CHAMBER shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. CHAMBER 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.

H. Subcontracting. CHAMBER shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of the CITY. CHAMBER shall be responsible for the performance of all subcontractors and/or sub-consultants.

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 CHAMBER.

K. Records-Availability and Retention. Pursuant to Minn. Stat. § 16C.05, subd. 5, CHAMBER 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 CHAMBER and involve transactions relating to this Contract. CHAMBER 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. CHAMBER 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 CHAMBER is responsible.

N. Covenant against Contingent Fee. CHAMBER warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CHAMBER 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. CHAMBER 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 CHAMBER 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 EDA or City Officials. No elected official, officer, or employee of the CITY or EDA 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. Governing Law. This Contract shall be deemed to have been made and accepted in Scott 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.

S. No Partnership, Joint Venture, or Fiduciary Relationship. Nothing contained in this Contract shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the CITY and CHAMBER.

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.

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. 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.

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

SECTION VII - SIGNATURES

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

Chamber of Commerce as provider of Services:

By: 

President, Chamber of Commerce

Date: 3-31-21

City of Shakopee

By: _____
William Mars, Mayor

Date: _____

By: _____
Bill Reynolds, City Administrator

Date: _____

By: _____
Jody Brennan, EDA President

Date: _____

EXHIBIT 1 SCOPE OF SERVICES

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

1. CHAMBER will utilize the National Main Street Center's Transformational Strategies to focus on four Strategies for the betterment of the central business district that will include a focus on economic development and community engagement.
 - a. Economic Vitality
 - i. Build a diverse economic base
 - ii. Catalyze smart new investment
 - iii. Cultivate a strong entrepreneurship ecosystem
 - b. Design
 - i. Create an inviting, inclusive atmosphere
 - ii. Celebrate historic character
 - iii. Foster Accessible people-centered public space
 - c. Promotion
 - i. Market district's defining assets
 - ii. Communicate unique features through storytelling
 - iii. Support buy-local experience
 - d. Organization
 - i. Build leadership and strong organizational capacity
 - ii. Ensure broad community engagement
 - iii. Forge partnerships across sectors
2. CHAMBER will create a Steering Committee and additional committees as recommended by the National Main Street Center. The advisory Steering Committee will include two members from the City, including a City Staff member from the Economic Development Office and one City Council member.
3. CHAMBER will organizationally house and manage the Shakopee Main Street program. It will manage all personnel and financial activity of the program.
4. CHAMBER will publish an Annual Report in January of each year that will be distributed to the Shakopee Area Chamber of Commerce Board of Directors, the City of Shakopee, and the Main Street Steering Committee.
5. Shakopee Main Street annual program budget and scope of work will be submitted by the Main Street Director and Chamber President to the Chamber Board of Directors in accordance with all Chamber policies and procedures that govern the entire Chamber organization and also to the CITY.
6. The Main Street Director will present on an annual basis to the Shakopee City Council/EDA with scope of work and updates on the program.

EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[Certificates of Insurance attached hereto]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/24/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Flagship Insurance Services, Inc 131 6th Street N Winsted MN 55395		CONTACT NAME: Heather Henning PHONE (A/C, No, Ext): 3204853800 FAX (A/C, No): E-MAIL ADDRESS: heather@flagshipinsuranceservices.com	
INSURED Shakopee Area Chamber of Commerce 1801 COUNTY ROAD 101 E SHAKOPEE MN 55379-1792		INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			41SBAPV5722	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			41SBAPV5722	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	41WECBK0475	01/01/2021	01/01/2022	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Shakopee 129 South Holmes Street Shakopee MN 55379	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Heather Henning</i>
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