



BOARD OF COUNTY COMMISSIONERS

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December 21, 2020

(239) 338-3500

Jerry Terp  
747 Harrison Street  
Anoka, MN 55303

**RE: NOTICE OF MODIFICATION OF WORK - LEE COUNTY VISITOR & CONVENTION BUREAU MEETING SALES PROMOTION REPRESENTATIVE – MIDWEST USA**

Dear Mr. Terp:

On June 20, 2019, Lee County entered into an Agreement with Jerry Terp for meeting sales promotion representation for the Midwest United States through Solicitation No. RFP190123DLK.

On April 22, 2020, Lee County sent you a letter advising that the County was exercising its right to terminate the Agreement, only in part, for convenience. Pursuant to Article XII, Termination, of the agreement, the County continued to exercise its right in making the necessary budget cuts of a 25% retainer reduction, due to COVID-19, which represents a monthly retainer fee of \$8,063.00.

Unless advised otherwise, Lee County will continue to exercise its right in making the necessary budget cuts of a 25% retainer reduction through the remainder of Fiscal Year 2020 – 2021.

The Visitor & Convention Bureau staff is available to discuss the retainer reduction should you have any questions.

Sincerely,

Tamara Pigott  
Director, Visitor & Convention Bureau

cc: FinanceOnBase@leeclerk.org  
Project File