

# *TimeSaver Off Site Secretarial, Inc.*

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November 9, 2017

Ms. Jo Thieling, City Clerk  
City of Ramsey  
7550 Sunwood Drive  
Ramsey, MN 55303

Dear Jo,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2018. The rates reflect an increase of less than 2.5%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2018.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,



Carla Wirth  
Owner

Enclosure: Recording Secretary Service Agreement  
Return envelope

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2017**

By and between TimeSaver Off Site Secretarial, Inc. and the City of Ramsey, 7550 Sunwood Drive, Ramsey, MN 55303.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2016 shall be extended under the same terms and conditions to December 31, 2018.
2. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
  - a. Base Rate of One Hundred Forty-Two and 00/100 dollars (\$142.00) for any meeting up to one (1) hour (billable time) plus Thirty-Four and 50/100 dollars (\$34.50) for each thirty (30) minutes following the first one (1) hours; **or**
  - b. Thirty and 00/100 dollars (\$30.00) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Thirteen and 50/100 dollars (\$13.50) for each page of minutes prepared from shorthand or machine notes of the recording secretary as draft minutes for submission to and the review and comment of the City of Ramsey for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January \_\_, 2018

CITY OF RAMSEY

By \_\_\_\_\_  
Kurtis G. Ulrich

Its City Administrator

November 9, 2017

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth  
Carla Wirth

Its President & CEO