

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2019

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, 2018 shall be extended under the same terms and conditions to December 31, 2020.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
 - a. Base Rate: One Hundred Forty-Eight and 00/100 dollars (\$148.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 50/100 dollars (\$35.50) for each thirty (30) minutes following the first one (1) hour; **or**
 - b. Unit Rate: Forty-Six and 50/00 dollars (\$46.50) for the first hour of meeting time and Thirty-One and 00/100 dollars (\$31.00) for every hour after the first hour plus Fourteen and 00/100 dollars (\$14.00) for each page of draft minutes for submission to 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 __, 2020

CITY OF RAMSEY

By


Kurtis G. Ulrich

Its City Administrator

November 4, 2019

TIMESAVER OFF SITE SECRETARIAL, INC.

By


Carla Wirth

Its President & CEO

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2019

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, 2018 shall be extended under the same terms and conditions to December 31, 2020.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
 - a. Base Rate: One Hundred Forty-Eight and 00/100 dollars (\$148.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 50/100 dollars (\$35.50) for each thirty (30) minutes following the first one (1) hour; **or**
 - b. Unit Rate: Forty-Six and 50/00 dollars (\$46.50) for the first hour of meeting time and Thirty-One and 00/100 dollars (\$31.00) for every hour after the first hour plus Fourteen and 00/100 dollars (\$14.00) for each page of draft minutes for submission to 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 __, 2020

CITY OF RAMSEY

By


Kurtis G. Ulrich

Its City Administrator

November 4, 2019

TIMESAVER OFF SITE SECRETARIAL, INC.

By


Carla Wirth

Its President & CEO