

# *TimeSaver Off Site Secretarial, Inc.*

RECEIVED  
OCT 26 2020

---

October 22, 2020

Ms. Katie Schmidt, Administrative Assistant  
City of Ramsey  
7550 Sunwood Drive  
Ramsey, MN 55303

Dear Katie,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2021. The unit rates reflect an increase of 50 cents per hour and 25 cents per page and a base rate 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 2021.

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, 2020**

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, 2019 shall be extended under the same terms and conditions to December 31, 2021.
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 Fifty-One and 00/100 dollars (\$151.00) for any meeting up to one (1) hour (billable time) plus Thirty-Six and 00/100 dollars (\$36.00) for each thirty (30) minutes following the first one (1) hour; or
  - b. Unit Rate: Forty-Seven and 25/00 dollars (\$47.25) for the first hour of meeting time and Thirty-One and 50/100 dollars (\$31.50) for every hour after the first hour plus Fourteen and 25/100 dollars (\$14.25) 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 \_\_, 2021

CITY OF RAMSEY

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

Its City Administrator

November 1, 2020

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth  
Carla Wirth

Its President & CEO