

From: [Sarah Schwarzhoff](#)
To: [Kurt Ulrich](#)
Cc: [Colleen Lasher](#)
Subject: RE: City Attorney Proposal
Date: Wednesday, September 1, 2021 10:29:43 AM
Attachments: [image001.png](#)
[Hoff Barry Rate Proposal.docx](#)

Mr. Ulrich: As requested this email includes cost options for a retainer as well as confirmation of attorney back up.

First, attached are the proposed billing options. One is our standard hourly rate system that we use for most of our clients. The other is a proposed retainer system. The retainer is a bit of a shot in the dark. Because this would be a new relationship it is difficult to predict what work will be needed on a monthly basis and what will be less common. If the City selects the retainer system I would recommend that we review after 6 months to ensure the retainer amount and the items included/excluded are appropriate.

Second, the primary back up for Ramsey will be Justin L. Templin. While I will be Ramsey's direct contact and I generally provide over 95% of the services to each of my clients there are times when I will be unavailable. Mr. Templin's primary client is Maple Grove which has Council meetings on Monday, therefore he would be available to cover Council meetings if needed. That being said, we work very cooperatively at Hoff Barry and all four of us focus on municipal law. If I am ever unavailable you will always be able to reach someone knowledgeable on City municipal topics. If you have any questions or need any additional information please let me know. Thanks.

Sarah Schwarzhoff

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From: Kurt Ulrich [<mailto:kulrich@ci.ramsey.mn.us>]

Sent: Friday, August 27, 2021 3:18 PM

To: Sarah Schwarzhoff

Cc: Colleen Lasher

Subject: City Attorney Proposal

Dear Ms. Schwarzhoff:

I am pleased to inform you that Hoff and Barry has been selected as one of the two firms the City Council is considering further for the Ramsey City Attorney. As part of this process we will be contacting your listed references in the next couple of weeks.

Please provide the additional information below by Friday, September 3 for our consideration:

- A proposed cost for a monthly retainer, with a detailed list of items covered by the retainer and any limitations.
- Please confirm (or not) that the primary back-up as City Attorney would be Justin L. Templin.

To assist you in formulating a retainer cost, I am including an accounting of retainer hours, non-retainer hours, and 3rd party hours performed or billed by our current attorney. Note, that number

of non-retainer hours billed are sporadic and typically represent contested claims, personnel matters, and other related investigations not covered by the retainer. Please let me know if non-retainer or 3rd party rates change from your current proposal. The Council is currently undecided on a retainer or hourly rate structure for the contract and would like to consider both options. Thank you for your interest in serving the City of Ramsey. Please let me know if you have any questions.

Thank you,
Kurt

