



June 17, 2024

Stephanie Hanson - City of Ramsey
Community Development Director
7550 Sunwood Drive NW
Ramsey, MN 55303

Regarding Contract Building Official Services:

Thank you for taking time recently to discuss a successful path for our continued partnership serving residents, business owners and contractors who interact with the Ramsey Building Department. I am confident we can combine existing resources and staff expertise, along with the depth at Rum River Consultants, for the betterment of all.

Our desire is to continue growth within Department operations with interactive processing software and competent in-house staff. Per your direction, Rum River Consultants will provide the necessary guidance and mentorship to support a transition to Thomas Knight, as the next Designated Building Official. Additional support will be given to other department members as we collaborate with affected city departments. A unified effort is critical in our work for Ramsey's residents.

It is our hope that Thomas will be prepared to take on the role of Chief Building Official, approximately July 1, 2025. Until that time, RRC will provide an available presence 20 hours per week in addition to other supervision and direction provided via live virtual meetings, email and phone support.

In order to see the reduction of current overtime pay practices for hourly employees, it will be necessary for Rum River to have the authority to continue utilizing contract field inspectors and occasional plan review services. Once Thomas is comfortable in his new position, an agreed upon staffing structure will be submitted to Stephanie Hanson, Community Development Director for review and potential implementation.

Additionally, designated larger upcoming projects shall be delegated to Rum River in their entirety. This will allow a continuity of services and allow staff to maximize their current workload. The scope of these services are covered under *Exhibit A Services*, of our effective contract executed on June 13th, 2023.

Thankfully the Skyline apartment project, and other larger multifamily projects, were not included in recent budget estimates; excluding them from incoming fee revenue therein not affecting the Building Department Budget.

I am confident we can continue in our strong collaborative work, and prepare for the future.

Respectfully,

Andy Schreder
Owner, Chief Building Official
Rum River Construction Consultants