

# *TimeSaver Off Site Secretarial, Inc.*

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October 1, 2025

Ms. Katie Schmitz, 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, 2026. To accommodate COLA and the mandated family medical leave program, the 2026 unit rates reflect an increase of \$1.50 per hour and 50 cents per page. The base rate reflects an increase of less than 3.5%.

In January, TimeSaver will offer a new service to create CivicPlus meeting minutes. Please reach out if you're interested in additional information.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2026.

If you need further information or have questions, please feel free to contact me at (612) 470-8199.

Best regards,

Shelby Zomermaand  
Director of Operations

**ADDENDUM TO  
RECORDING SECRETARY SERVICE AGREEMENT**

**Dated: December 31, 2025**

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, 2024, shall be extended under the same terms and conditions to December 31, 2026.
  
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 Seventy-Eight and 00/100 dollars (\$178.00) for any meeting up to one (1) hour (billable time) plus Forty-One and 50/100 dollars (\$41.50) for each thirty (30) minutes following the first one (1) hour; **or**
  
  - b. Unit Rate: Fifty-Four and 75/00 dollars (\$54.75) for the first hour of meeting time and Thirty-Six and 50/100 dollars (\$36.50) for every hour after the first hour plus Sixteen and 50/100 dollars (\$16.50) 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 , 2026

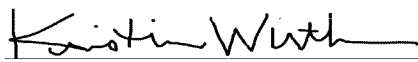
CITY OF RAMSEY

By: \_\_\_\_\_  
Brian S. Hagen

Its: City Administrator

October 1, 2025

TIMESAVER OFF SITE SECRETARIAL, INC.

  
By: \_\_\_\_\_  
Kristin Wirth

Its: CFO