



Board of Commissioners

Agenda

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

December 16, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. **Agenda of December 16, 2025 is Presented for Approval** [2025-532](#)

Sponsors: County Manager's Office

Approve the agenda of December 16, 2025.

2. **Minutes from December 2, 2025 are Presented for Approval** [2025-533](#)

Sponsors: County Manager's Office

Approve the December 2, 2025 Minutes.

ADMINISTRATIVE ITEMS

3. **Agreement with the City of Saint Paul for Recording, Cablecasting and Webstreaming Services** [2025-390](#)

Sponsors: County Manager's Office

1. Approve the agreement with the city of Saint Paul for recording, cablecasting, and webstreaming services for the period of January 1, 2026 through December 31, 2027 with the option to renew for one additional two-year periods in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the terms with the county's procurement procedures, provided the amounts are within available funding.

4. **Cancellation of the December 23, 2025 Board Meeting** [2025-505](#)

Sponsors: Board of Commissioners

Cancel the Ramsey County Board of Commissioners meeting of December 23, 2025.

5. **Benefits Policies Update** [2025-484](#)

Sponsors: Human Resources

Approve updates to Employee Benefits Policies to comply with legislative changes and to clarify existing policies and practices.

Consistently throughout document, spelled out “Minnesota Statute” versus abbreviation.

Consistently throughout document, updated any language identifying other sections in the document to the appropriate section and paragraph.

Section 2 Definitions

- Added clarification that all mention of “Director” in the Benefits Policies means Human Resources Director.

Section 6 Observed County Holidays

- Updated the title of the section from Holidays to Observed County Holidays.
- Clarified that holiday pay requires the employee to be on paid status for the full scheduled workday before and the full scheduled workday after the holiday. Reduces employee confusion.
- Remove any mention of Floating Holiday and move to its own section to help reduce confusion.

Section 7 Floating Holiday

- New section to clarify floating holidays.
- Reworked the description of 7.1 Floating Holiday for Full-Time Employees to remove mention of floating holiday for part-time employees and migrate the details on part-time employees to 7.2 Floating Holidays for Part-Time Employees.

Section 8 Vacation

- Renamed from Section 7 to Section 8.
- Modified 8.3 (formerly 7.3) Adjustments to Initial Vacation Accrual, deleting the paragraph that provides an exception for current employees within 120 calendar days from the approval of the policy, which lapsed on April 16, 2025.
- 8.4 Loss of Accrual: Updated exceptions to reference Sections 12.3 (g) Military Leave and (l) Leaves for Political Office.
- 8.8 Accumulation of Vacation: Removed “Effective January 1, 2022” from the language and struck duplicate word “twice.”
- Added section 8.9 Use of Vacation to clarify that the use of vacation hours is subject to department approval. Moved the first sentence from 8.10 Advance of Vacation to 8.9 Use of Vacation (“Eligible employees wishing to use vacation must obtain advance permission from their appointing officer.”).
- Remove 8.13 (formerly 7.13), which refers to the procedure for vacation in lieu of salary. The section is based on Minnesota Statute 43A.17 Subd. 9 which was repealed.
- Add 8.15 Vacation Donation, which removes the policy from the Administrative Policy Manual and places it with similar policies that govern sick and vacation leave benefits. Simplified the policy language to focus on the recipient and the donor. Updated the language to comply with Minnesota Earned Sick and Safe Time (ESST), Minnesota Statutes 181.9445-181.9448.

Section 9 Sick Leave with Pay

- Renamed from Section 8 to Section 9.
- Added “accrual” to the title of Section 9.1, Eligibility for Sick Leave Accrual.

- Strike "Effective January 1, 2024" from 9.1 (C).
- 9.2 Loss of Accrual: Updated exceptions to reference Sections 12.3 (g) Military leave and (l) Leaves for Political Office.
- Combined 9.3 (formerly 8.3) Accumulation of Sick Leave and 9.4 (formerly 8.4) Accumulation for Provisional Employees.
- Modified 9.4 (formerly 8.4) Transfer of Leave Accumulation to limit sick leave credit to forty (40) hours when an employee is transferred from another merit system, as clarified by the Director of HR on 4/15/2024.
- Moved 9.10 (formerly 8.10) Requirement to Exhaust Paid Sick Time to 9.5 and renamed Required Use of Sick Leave. Added clarification that accrued sick leave must be used when the absence is for a qualifying reason, with exception for paid family medical leave.
- Updated 9.6 (formerly 8.6) Qualified Reasons for the Use of Sick Leave:
 - Renamed from Use of Sick Leave.
 - Updated all qualified reasons to comply with Minnesota Statutes 181.9445-181.9448 (Earned Sick and Safe Time).
 - Deleted 9.6 (E) sick leave for a household member, as the use of paid sick time for care of a non-family member is covered under Minnesota Statutes 181.9445-181.9448 (Earned Sick and Safe Time) and the previous policy is no longer necessary or compliant.
 - Updated 9.6 (F) Bonding to allow employees to use up to 160 hours of sick leave for bonding, to match the use of paid sick leave as agreed upon in all collective bargaining agreements.
 - Updated 9.6 (H) Bereavement to explain that an employee is entitled to use up to 80 hours of paid sick leave for bereavement. The department can agree to allow the use of additional sick leave beyond 80 hours for bereavement, and that any paid time used for bereavement is protected under Minnesota Statutes 181.9445-181.9448 (Earned Sick and Safe Time).
- Updated 9.7 (B) to match the updated statutory language which allows an employer to require reasonable notice for unforeseeable absences, pursuant to Minnesota Statute 181.9447.
- In 9.8 (B), changed the requirement of reasonable documentation to support a sick leave absence from 3 workdays to 2 workdays, pursuant to Minnesota Statute 181.9447.
- Added language to 9.10 Advance of Sick Leave to clarify that any advanced sick hours are treated as regular paid sick leave and receive all of the same protections under Earned Sick and Safe Time law. Also added paragraph (b) to clarify that an employee cannot request another advance until the original advanced hours are repaid.
- Added language to 9.11 Use of Other Paid Time for Sick Leave Purposes to clarify that any paid time used for a qualifying reason are treated as regular paid sick leave and receive all of the same protections under Earned Sick and Safe Time law.
- Reworded 9.16 Appointment to a County Position Outside the Personnel System to improve employee understanding.
- Modified 9.17 Loss of Earned Sick Leave to reference new Section 13, Pay Upon Separation.
- Added 9.18 Earned Sick Leave Upon Separation to mirror the language about vacation payout upon separation, and referenced Section 13.1 Sick Leave Separation Pay.

Section 10 Sick Leave without Pay

- Renamed from Section 9 to Section 10.
- Modified 10.1 Eligibility for Sick Leave Without Pay to clarify that sick leave without pay may be available for any reason covered under Section 9.6 (Qualified Reasons for the Use of Sick Leave), and added language to explain that employees who have exhausted paid sick leave are not entitled to be absent from work unless granted an authorized leave of absence.
- Moved all information about medical leave of absence and reinstatement from medical leave to Section 12 Leave of Absence.
- Added 10.2 Approved Use of Sick Leave Without Pay to clarify that an employee must be approved for leave under Ramsey County policy or state or federal law in order to access unpaid sick time.
- Added 10.3 Unauthorized Leave and referenced Personnel Rule 34.2 Presumed Resignation, which states that an employee on unauthorized leave of three days or more may be presumed to have resigned their position.

Section 11 Workers' Compensation

- Deleted 11.3 Leave of Absence Due to Work-Related Injury, which created a limit of 2 -year medical leave for employees on leave for workers' compensation. The policy is not in practice, as workers' compensation statute governs the terms of the workers' compensation leave.

Section 12 Leaves of Absence

- Renamed from Section 10 to Section 12.
- Added 12.1 General Provisions to explain that a leave of absence must be authorized.
- Added 12.2 Requesting a Leave of Absence to explain the general procedure for obtaining approval for a leave of absence.
- Renamed 12.3 from "Mandated Leaves of Absence With Pay" to "Protected Leaves of Absence" and moved all job-protected leaves under this section:
 - Paid Family Medical Leave: created new section and new policy in accordance with Minnesota Statutes Chapter 268B, outlining benefit premiums, notice requirements, access to intermittent leave, and other terms and conditions of paid leave under the law.
 - (b) Family Medical Leave: created new section for the FMLA. Previously, FMLA was not mentioned in the Benefits Policies.
 - (c) Unpaid Medical Leave: moved from Section 10 Sick Without Pay. Added that the job protections of medical leave provided by Ramsey County run concurrently with other job protections under applicable state or federal law. Moved
 - (d) Parental Leave for Child Bonding: renamed and consolidated all parental leave as governed by Ramsey policy and state/federal law.
 - (e) Unpaid Leave for Child School Function: moved next to bonding leave and added statutory language.
 - (f) Bone Marrow and Organ Donation: clarified the right to leave for bone marrow donation or organ donation as governed by Minnesota Statutes 181.945 and 181.9456.
 - (g) Military Leave: clarified benefits available to employees under Military Leave as governed by United States Code Chapter 43 and Minnesota Statutes Chapter 192.
 - (h) Jury Duty: clarified the right to jury duty leave with and without pay as governed by Minnesota Statute 593.50.
 - (j) PERA Duty Disability Leave: Added the word Leave to clarify that the leave is

- separate from the benefit paid by PERA.
- (l) Leave for Political: added language from Minnesota Statutes 3.088, Subdivision 2.
- Moved 12.5 (formerly 11.5) Cancellation of Discretionary Leaves of Absence to its own paragraph in 12.4 Discretionary Leaves of Absence (d).
- Added Section 12.5 Unauthorized Leave of Absence to reference Personnel Rule 34.2 Presumed Resignation.
- Renamed 12.7 Effects of Leave of Absence Without Pay (previously worded as Effects of Leave of Absence on Salary and Benefit Accrual). Clarified that benefit accrual, salary, and service hour credit does not apply to unpaid leaves of absence except for 12.3 (g) Military Leave, 12.3 (k) Leave to Accept an Unclassified Position, and 12.3 (l) Leave for Political Office.
- Renamed 12.9 Return from Leave and Reinstatement (formerly Reinstatement Rights) to cover the right to reinstatement for employees returning from paid and unpaid leaves of absence, including military leave, protected leaves, and discretionary leaves.
- Added 12.10 Evidence of Ability to Work, migrated from Section 10 Sick Without Pay to the Leaves of Absence section.
- Added 12.11 Inability to Return to Work due to Medical Condition Affecting Fitness for Work, migrated from Section 10 Sick Without Pay to the Leaves of Absence section.

Section 13 Pay Upon Separation

- Created a new section to clarify eligibility for pay upon separation. The language was previously in various sections, including Special Pay, and caused confusion for everyone.
- Section 13.1 (formerly 12.9) Sick Leave Separation Pay:
 - Updated title (was Separation Pay).
 - Moved sentence about seasonal, intermittent and temporary employees above the table to reduce confusion.
 - Renamed table from “Option A Accruals” to “Unused Sick Leave Accrual Amount” since there was no “option B.”
- Added Section 13.3 Vacation Upon Separation, which explains that unused accrued vacation leave is paid out as a lump sum at termination, and that it may be paid out to the Health Care Savings Plan (HCSP) based on the employee’s date of hire and salary plan.
- Created Section 13.4 Other Accrued Paid Leave to explain the payout of floating holiday, comp time, and holiday reserve.
- Added Section 13.5 Payout to Health Care Savings Plan with all language that is currently on RamseyNet to explain the payout of sick leave and vacation leave to the HCSP based on date of hire and salary schedule.

Section 14 Special Allowances

- Renamed from Section 12 to Section 14.
- Removed 14.9 (formerly 12.9) Separation Pay and moved to its own section, Section 13 Pay Upon Separation.
- Revised 14.11 (formerly 12.12) Paid Parental Leave to state that the program sunset on 12/31/2025 and was replaced by Paid Family Medical Leave effective 1/1/2026.

6. Settlement Agreement in Ellen Kirchman v. Ramsey County (Court File No. [2025-539 62-CV-25-1495](#))

Sponsors: Board of Commissioners

1. Approve the settlement agreement with Ellen Kirchman in Ellen Kirchman v. Ramsey County (Court File No. 62-CV-25-1495), totaling \$95,000.
2. Authorize the Chair and Chief Clerk to execute the settlement agreement.

7. Gift From Ramsey County Library Friends to the Ramsey County Library [2025-517](#)

Sponsors: Library

Accept the gift of \$20,000 from the Ramsey County Friends to the Ramsey County Library.

8. Gift from Ramsey County Library Friends to the Ramsey County Library [2025-531](#)

Sponsors: Library

1. Accept the gift of \$250,000 from the Ramsey County Library Friends to the Ramsey County Library.
2. Authorize the County Manager to establish a project budget of \$250,000 for the Project Design and Ideation of the Mounds View Library in the Library Department budget.

9. Grant Agreement with the City of Saint Paul for Familiar Families Pilot Program [2025-540](#)

Sponsors: Housing Stability

1. Accept a grant award and approve a grant agreement with the City of Saint Paul for the period of December 20, 2025 through December 19, 2026 through in the amount of \$500,000.00.
2. Authorize the Chair and Chief Clerk to execute the grant agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.
4. Authorize the County Manager to submit future grant applications and accept future grant funding to support program operations and sustainability, in a form approved by the County Attorney's Office.

10. Lease Agreement with Northern States Power Company for Space at 360 Wabasha Street North [2025-515](#)

Sponsors: Property Management

1. Approve the lease agreement with Northern States Power Company, 414 Nicollet Mall, 6th Floor, Minneapolis, MN 55401, for 236.5 square feet of useable space at 360 Wabasha Street North, Saint Paul, MN 55102, for the period of January 1, 2026, through December 31, 2030, in the total amount of \$18,024.
2. Authorize the Chair to execute the lease agreement.
3. Authorize the County Manager to execute future amendments to the lease agreement that do not have a financial impact.

11. Lease Agreement with Minnesota Board of Public Defense for Office Space [2025-516](#)

Sponsors: Property Management

1. Approve the lease agreement with Minnesota Board of Public Defense, 331 Second Avenue South, Suite 900, Minneapolis, MN 55401, for office space in the Juvenile and

Family Justice Center, 25 7th Street West, Saint Paul, MN 55201, the Law Enforcement Center, 425 Grove Street, Saint Paul, MN 55101, and the Suburban Courts facility, 2050 White Bear Avenue North, Maplewood, MN 55109, for the period of January 1, 2026, through June 30, 2030, for a rental rate equal to the county's blended rate.

2. Authorize the Chair to execute the lease agreement.
3. Authorize the County Manager to execute future amendments to the lease agreement that do not have a financial impact.

12. Lease Agreement with MSP/Beam, LLC, for space at 1850 Beam Avenue, Maplewood, MN [2025-521](#)

Sponsors: Property Management, Public Health

1. Approve the lease agreement with MSP/Beam, LLC, for 20,900 square feet of space at 1850 Beam Avenue, Maplewood, MN 55109, for a period from lease commencement through 180 months, with one ten-year renewal option at market rate.
2. Authorize the County Manager to account for the 2025 Public Health Clinic project as a project budget in the Property Management budget.
3. Accept and approve the project budget and financing plan for the 2025 Public Health Clinic project in an amount of \$1,500,000.
4. Authorize the County Manager to transfer up to \$340,000 from the 2015 Public Health Clinical Facility project to the 2025 Public Health Clinic project budget for project activities.
5. Authorize the County Manager to transfer up to \$1,160,000 from various county capital fund balances, as determined by the Finance Department and approved by the Capital Investment Program Advisory Committee as necessary, to the 2025 Public Health Clinic project budget for one-time project costs.
6. Authorize the Chair to execute the lease agreement.
7. Authorize the County Manager to execute future amendments to the lease agreement that do not have a financial impact.

13. Financial Assistance Services Annual Authority for Procurement Requests [2025-495](#)

Sponsors: Financial Assistance Services

1. Authorize the County Manager, subject to review by the County Attorney's Office and Finance to do the following:
 - A. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
 - B. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
 - C. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
 - D. Providers when the Minnesota Department of Human Services or the Minnesota Department of Children, Youth and Families has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a

certification process.

2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026:
- A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

14. Community Corrections Department Annual Authority for Procurement Requests

[2025-475](#)

Sponsors: Community Corrections

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance Department, to do the following:

1. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
 - A. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
 - B. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
 - C. Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy, and treatment, as long as the need exceeds the supply of providers, and the providers are registered or licensed.
2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026.
- A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

15. Social Services Department Annual Authority for Procurement Requests

[2025-481](#)

Sponsors: Social Services

Authorize the County Manager, subject to review by the County Attorney's Office and Finance to do the following:

1. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
 - A. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
 - B. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.

- C. Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy and treatment, as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
 - D. Providers when the Minnesota Department of Human Services or the Minnesota Department of Children, Youth and Families has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.
 - E. Providers of foster care emergency shelter, respite care, and emergency shelter; as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
 - F. Providers of adult day services, individualized home support services, prevocational services, day support services, employment services, and semi-independent living skills services, when that service has been selected by the consumer, or his or her guardian, in accordance with Minnesota Statutes, section 256B.49.
 - G. Providers of out-of-state residential treatment for children, as long as funds are available, no in-state treatment provider can be identified that meets the needs of the children to be placed, the selected provider is licensed by a state authority and accredited by the Joint Commission, the Commission on Accreditation of Rehabilitation Facilities, or the Council on Accreditation.
 - H. Medical directors for Social Services detoxification services, the Mental Health Center, and for Social Services in county correctional programs, as long as funds are available, the need exceeds the supply of providers, and the providers are licensed.
 - I. Providers of intensive residential treatment services when the Minnesota Department of Human Services has approved the contractor through a certification process.
 - J. Providers of accreditation training services for mental health professionals in accordance with Certified Community Behavioral Health Clinic requirements.
 - K. Culturally specific liaisons to prevent education neglect and child protection involvement, culturally specific services for American Indian families involved in child protection, culturally specific services to prevent out of home placement, culturally specific guardianship and culturally specific parent mentoring by peers if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
- 2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026:
 - A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

16. 2026 Salary Rate for the Ramsey County Attorney[2025-513](#)

Sponsors: County Attorney's Office

- 1. Set the annual salary for the elected Ramsey County Attorney at \$231,768 to be effective the first full pay period following January 1, 2026.
- 2. Authorize the continuation of the contribution to deferred compensation for the elected County Attorney consistent with the American Federation of State, County and

- Municipal Employees Local 8 Assistant County Attorneys agreement.
3. Authorize the continuation of the administrative allowance of \$110 per month.
 4. Authorize the continuation of the transportation allowance of \$150 per month.
 5. Authorize the continuation of the cell phone/wireless service allowance of \$55 per month.

POLICY ITEM**17. Approval of the 2026 Tax Levy** [2025-512](#)

Sponsors: Finance

Approve the 2026 Tax Levy:

1. Approve the 2026 total tax levy of \$428,627,201 an 8.25% increase over the 2025 tax levy. Tax levy statement attached.
2. Adopt a countywide levy on all taxable property of \$411,139,562 and a suburban-only levy for Libraries of \$17,487,639 on all taxable property in Ramsey County outside of the city of Saint Paul, to be levied in the year 2025 and to be collected in the year 2026.
3. Approve the 2026 tax levy of \$17,487,639 on suburban properties for libraries to be a separate line on the property tax statement.

18. Approval of the 2026-2027 Operating Budget [2025-514](#)

Sponsors: Finance

Approve the 2026-2027 Ramsey County Operating Budget:

1. Approve the 2026 budget of \$924,063,479 and the 2027 budget of \$962,473,868 with all the changes noted in the attached budget addenda.
2. Approve the 2026-2027 Fee Schedule, as amended.
3. Authorize the County Manager to continue to fund the Internal Service Fund for Employee Health and Dental Insurance to account for health and dental premiums.
4. Authorize the County Manager to move, transfer, or reallocate existing Full Time Equivalents and budget resources within and between the service teams and departments to support the service teams in their ability to achieve and implement the Ramsey County Board's vision, mission, goals and strategic plan.
5. Authorize the County Manager to make all necessary budget adjustments, including transfers and increasing estimated revenues and expenditures to implement the Ramsey County Board's vision, mission, goals and strategic plan along with Requests for Board Actions that have been approved by the Ramsey County Board of Commissioners.

19. Approval of the 2026-2027 Capital Improvement Program and the 2026-2031 Capital Improvement Program Plan [2025-511](#)

Sponsors: Finance

1. Approve the 2026-2027 Capital Improvement Program Budget, the 2026-2031 Capital Improvement Program Plan, and 2026 Capital Improvement Program Financing.
2. Authorize the County Manager to enter into agreements and contracts and execute amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the Capital Improvement Program funding.

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

10:00 a.m. (est.) Regional Railroad Authority Meeting, Council Chambers – Courthouse Room 300

10:15 a.m. (est.) Housing Redevelopment Authority Meeting, Council Chambers – Courthouse Room 300

Advance Notice:

Dec. 23, 2025 No county board meeting – No Meeting

Dec. 30, 2025 No county board meeting – 5th Tuesday

Jan. 06, 2026 County board meeting – Council Chambers

Jan. 13, 2026 County board meeting – Council Chambers



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2025-532

Meeting Date: 12/16/2025

Sponsor: County Manager's Office

Title

Agenda of December 16, 2025 is Presented for Approval

Recommendation

Approve the agenda of December 16, 2025.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2025-533

Meeting Date: 12/16/2025

Sponsor: County Manager's Office

Title

Minutes from December 2, 2025 are Presented for Approval

Recommendation

Approve the December 2, 2025 Minutes.

Attachments

1. December 2, 2025 Minutes

Board of Commissioners Minutes

December 2, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

The Ramsey County Board of Commissioners met in regular session at 9:03 a.m. with the following members present: Jebens-Singh, McMurtrey, Miller, Moran, Xiong and Chair Ortega. Commissioner McGuire was excused. Also present were Ling Becker, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

Present: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong
Excused: McGuire

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

Presented by Commissioner McMurtrey.

1. Agenda of December 2, 2025 is Presented for Approval [2025-461](#)

Sponsors: County Manager's Office

Approve the agenda of December 2, 2025.

Motion by Xiong, seconded by Jebens-Singh. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

2. Minutes from November 25, 2025 are Presented for Approval [2025-462](#)

Sponsors: County Manager's Office

Approve the November 25, 2025 Minutes.

Motion by Miller, seconded by Xiong. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

ADMINISTRATIVE ITEMS

3. Gift Acceptance for the 2025 Commissioner Travel Expenses [2025-474](#)

Sponsors: Board of Commissioners

Accept the monetary gift of the approximate total amount of \$5069.66 for 2025 travel related expenses for Commissioner Garrison McMurtrey and Commissioner Rena Moran.

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-219

4. Property Tax Abatements

[2025-489](#)

Sponsors: County Assessor's Office

Approve the property tax abatements, and any penalty and interest, with a reduction of \$10,000 or more for:

- 06-28-22-21-0006, 489 St Peter Street, Saint Paul, MN
- 06-28-22-21-0007, 485 St Peter Street, Saint Paul, MN

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-220

6. Agreement with Hennepin County for CEO Next Business Institute and CEO Now Programming

[2025-504](#)

Sponsors: Community & Economic Development

1. Authorize the County Manager to execute an agreement with Hennepin County for CEO Next Business Institute and CEO Now Programming for the period of December 2025 through December 2026 in accordance with the rates established in the agreement.
2. Authorize the County Manager to execute amendments to the agreement in accordance with the county's procurement policies and procedures in a form approved by the County Attorney's Office.
3. Authorize the County Manager to establish a project budget of \$95,000 for the and CEO Now Programming in the Community and Economic Development budget.

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-221

7. Appointment to the Workforce Innovation Board of Ramsey County

[2025-451](#)

Sponsors: Workforce Solutions

Appoint the following individual to serve on the Workforce Innovation Board of Ramsey County for a term beginning December 2, 2025, and ending July 31, 2027:

- Sharon Blomgren Education

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-222

8. Appointments to the Ramsey County Library Advisory Board

[2025-486](#)

Sponsors: Library

Appoint the following individuals to the Ramsey County Library Advisory Board for a three-year term beginning January 1, 2026 through December 31, 2028.

1. Marissa Kirbey-Stofferahn
2. Kami Miller
3. Andrea West

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-223

9. Memorandum of Understanding, and Perpetual and Temporary Construction Easements with the City of Saint Paul for 402 University Avenue East Road Improvements

[2025-493](#)

Sponsors: Property Management

1. Approve the easements and memorandum of understanding with the city of Saint Paul, 15 West Kellogg Blvd., Saint Paul, MN 55102, for a perpetual right-of-way, sidewalk, drainage and utility easement, and temporary construction easement, at 402 University Avenue East, for an amount of \$35,000.
2. Authorize the Chair and Chief Clerk to execute the easements and memorandum of understanding.

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-224

10. Sale of Vacant Lot to Capital Real Estate Inc.

[2025-497](#)

Sponsors: Property Management, Public Works

1. Approve the sale of and purchase agreement with Capital Real Estate, Inc., 7650 Edinborough Way, Suite 200, Edina, MN 55435, for the disposition of Parcel #363023410006, in the amount of \$57,510.
2. Authorize the County Manager to approve and execute settlements, closing documents, and other related real estate documentation associated with the disposition of Parcel #363023410006, in a form approved by the Ramsey County Attorney's Office.
3. Authorize the County Manager to execute amendments that do not have a financial impact on the disposition of Parcel #363023410006.

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-225

11. Right of Entry Agreement and Amendment to Existing Permanent Easement with Xcel Energy for Battle Creek Regional Park

[2025-490](#)

Sponsors: Parks & Recreation

1. Approve a Right of Entry Agreement with the Northern States Power Company, d/b/a Xcel Energy located at 414 Nicolette Mall, Minneapolis, MN 55401 for the Pig's Eye section of Battle Creek Regional Park to maintain its existing infrastructure.
2. Approve the Temporary Construction easement with Xcel Energy for the proposed construction project.
3. Authorize the Chair and Chief Clerk to execute the temporary construction easement.
4. Approve the amendment of the permanent easement for the Xcel Energy infrastructure maintenance.
5. Authorize the County Manager to enter into agreements and amendments in accordance with the county's procurement policies and procedures, provided the amounts are consistent with compensation requirements within the compensation

section of the Right of Entry Agreement.

6. Authorize the County Manager to accept compensation funds from Xcel Energy to be given to the Parks & Recreation department to complete work identified within the compensation section of the Right of Entry Agreement.
7. Authorize the County Manager to establish a project budget of \$\$66,108 for Pig's Eye Restoration in the Parks budget.

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-226

12. Use of Solid Waste Fund for Seven County-Operated Yard Waste Sites [2025-465](#)

Sponsors: Public Health

Authorize the County Manager to establish a project budget of \$4,000,000 for the Capital Improvements at the County Yard Waste sites in the Solid Waste Fund.

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-227

13. Use of Solid Waste Fund for Capital Equipment Purchase [2025-466](#)

Sponsors: Public Health

Authorize the County Manager to establish a project budget of \$2,000,000 in the Solid Waste Fund for wood processing equipment.

Motion by McMurtrey, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-228

5. Ramsey County Economic Development Authority Implementation [2025-491](#)

Sponsors: Community & Economic Development

1. Create the Ramsey County Economic Development Authority.
2. Direct the Chief Clerk to execute the certificate and file a copy with the Minnesota Secretary of State.

Discussion can be found on archived video.

Motion by Xiong, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-229

14. Social Services Department Annual Authority for Procurement Requests [2025-481](#)

Sponsors: Social Services

Authorize the County Manager, subject to review by the County Attorney's Office and Finance to do the following:

1. Enter into the following expenditure agreements without solicitation through

December 31, 2026, and execute future amendments to the agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:

A. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.

B. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.

C. Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy and treatment, as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.

D. Providers when the Minnesota Department of Human Services or the Minnesota Department of Children, Youth and Families has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.

E. Providers of foster care emergency shelter, respite care, and emergency shelter; as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.

F. Providers of adult day services, individualized home support services, prevocational services, day support services, employment services, and semi-independent living skills services, when that service has been selected by the consumer, or his or her guardian, in accordance with Minnesota Statutes, section 256B.49.

G. Providers of out-of-state residential treatment for children, as long as funds are available, no in-state treatment provider can be identified that meets the needs of the children to be placed, the selected provider is licensed by a state authority and accredited by the Joint Commission, the Commission on Accreditation of Rehabilitation Facilities, or the Council on Accreditation.

H. Medical directors for Social Services detoxification services, the Mental Health Center, and for Social Services in county correctional programs, as long as funds are available, the need exceeds the supply of providers, and the providers are licensed.

I. Providers of intensive residential treatment services when the Minnesota Department of Human Services has approved the contractor through a certification process.

J. Providers of accreditation training services for mental health professionals in accordance with Certified Community Behavioral Health Clinic requirements.

K. Culturally specific liaisons to prevent education neglect and child protection involvement, culturally specific services for American Indian families involved in child protection, culturally specific services to prevent out of home placement, culturally specific guardianship and culturally specific parent mentoring by peers if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.

2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026:

A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and execute amendments with funders and contractors.

This item was tabled.

Presented by Alex Kotze, Chief Financial Officer, Finance. Discussion can be found on archived video.

Motion by Xiong, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Ortega, and Xiong

Excused: McGuire

Abstain: Moran

15. Community Corrections Department Annual Authority for Procurement Requests

[2025-475](#)

Sponsors: Community Corrections

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance Department, to do the following:

1. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
 - A. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
 - B. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
 - C. Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy, and treatment, as long as the need exceeds the supply of providers, and the providers are registered or licensed.
2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026:
 - A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

This item was tabled. Discussion can be found on archived video.

Motion by Xiong, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Ortega, and Xiong

Excused: McGuire

Abstain: Moran

16. Financial Assistance Services Annual Authority for Procurement Requests

[2025-495](#)

Sponsors: Financial Assistance Services

Authorize the County Manager, subject to review by the County Attorney's Office and Finance to do the following:

1. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:

A. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.

B. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.

C. Providers when the Minnesota Department of Human Services or the Minnesota Department of Children, Youth and Families has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.

2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026:

A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and execute amendments with funders and contractors.

This item was tabled. Discussion can be found on archived video.

Motion by Xiong, seconded by Miller. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Ortega, and Xiong

Excused: McGuire

Abstain: Moran

17. 2025 Budget Adjustment for the Ramsey County Sheriff's Office

[2025-499](#)

Sponsors: Sheriff's Office

1. Authorize the County Manager to transfer up to \$1,500,000 from the 2025 General Contingent Account to the Sheriff's Office 2025 operating budget for increased overtime costs associated with the Adult Detention Center and other personnel services deficits.
2. Authorize the County Manager to transfer up to \$2,400,000 from the general fund fund balance to the Sheriff's Office 2025 operating budget for increased overtime costs

associated with the Adult Detention Center.

Presented by Sheriff Bob Fletcher. Discussion can be found on archived video.

Motion by Jebens-Singh, seconded by Moran. Motion passed.

Aye: Jebens-Singh, McMurtrey, Miller, Moran, Ortega, and Xiong

Excused: McGuire

Resolution: B2025-230

PROCLAMATION

18. Proclamation: Johanna Berg's Retirement

[2025-487](#)

Sponsors: County Manager's Office

Presented by Commissioner Miller. Discussion can be found on archived video.

COUNTY CONNECTIONS

Presented by County Manager, Ling Becker. Discussion can be found on archived video.

OUTSIDE BOARD AND COMMITTEE REPORTS

Discussion can be found on archived video.

BOARD CHAIR UPDATE

Presented by Chair Ortega. Discussion can be found on archived video.

ADJOURNMENT

Chair Ortega declared the meeting adjourned at 10:36 a.m.

Board of Commissioners

Request for Board Action

Item Number: 2025-390

Meeting Date: 12/16/2025

Sponsor: County Manager's Office

Title

Agreement with the City of Saint Paul for Recording, Cablecasting and Webstreaming Services

Recommendation

1. Approve the agreement with the city of Saint Paul for recording, cablecasting, and webstreaming services for the period of January 1, 2026 through December 31, 2027 with the option to renew for one additional two-year periods in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the terms with the county's procurement procedures, provided the amounts are within available funding.

Background and Rationale

Since April 1, 1995, the city of Saint Paul (City) has provided recording and cablecasting services for county board meetings in the Courthouse-Council Chambers and on January 1, 2008, the City also started provided webstreaming services for board meetings. Beginning in 2026, the City will be sub-contracting with the Saint Paul Neighborhood Network (SPNN) to manage the hardware technology and audio & visual functions in the Council Chambers for county board meetings. There's no additional cost to the county and the county's fixed cost remains the same as listed in the agreement. The City will have operational oversight of SPNN and they'll provide two months of onboarding and training to ensure a smooth transition. Telecast agencies are experiencing funding cuts across the county, so this partnership with the city of St. Paul and SPNN presents a unique opportunity to deepen relationships and partner with a community vendor that aligns with the county's strategic priorities.

SPNN staff provide programs and classes to help youth and adults learn media-making and storytelling skills and their cable channels and social media are a platform to share those stories with local communities. SPNN's cohort-based documentary programs provide access to industry standard tools and training for filmmakers and media artists with beginning through advanced skills. Their Community Technology Empowerment Project AmeriCorps program places up to 25 AmeriCorps members throughout the Twin Cities in nonprofits, libraries, and adult basic education facilities to teach basic digital literacy and job search skills. They also partner with other organizations to create video content in the field and in their on-site television studio to ensure coverage of local events and provide valuable civic content.

A new two-year agreement has been negotiated that will allow the City to continue to provide the county with services for board-related meetings. There will also be an option to renew the agreement in 2027 for an additional two-year term. This approach aligns with Ramsey County's purchasing and contracting policies and with the City Charter.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

Public access to the Ramsey County Board of Commissioners regularly scheduled meetings provides free and accessible options to watch public meetings. While this Request for Board Action does not have a direct racial equity impact, it does provide more transparency and accountability that aligns with the county's vision, mission, and goals.

Community Participation Level and Impact

While there was no direct community participation involved with this Request for Board Action, the new partnership with the City and SPNN will build stronger relationship between the county, City, and community-based telecast providers. This new partnership could create more opportunities to build relationships with the broader diverse communities in Ramsey County.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The funding is accounted for in the County Manager's proposed 2026-2027 operating budget. There will be a one-time payment of \$18,750 for technical operating support during board meetings and a one-time payment of \$15,750 to the City's Capital Replacement Fund, which is used to maintain and replace any damaged hardware equipment. Quarterly, the county will pay the City \$2,700 for webstreaming subscription services. In total, the county will pay the City approximately \$45,300 annually, or \$90,600 for the duration of the agreement.

Last Previous Action

On December 15, 2020, the County Board approved the agreement with the City of Saint Paul for recording, cablecasting and webstreaming services (Resolution B2020-252).

Attachments

1. Agreement with the City of St. Paul

**AGREEMENT BETWEEN RAMSEY COUNTY AND THE CITY OF SAINT PAUL FOR
RECORDING, CABLECASTING AND WEBSTREAMING SERVICES
OF RAMSEY COUNTY MEETINGS**

This Agreement is made and entered into by and between **Ramsey County**, a political subdivision of the State of Minnesota (hereinafter “County”), by and through the Ramsey County Board of Commissioners, and the **City of Saint Paul**, a political subdivision of the State of Minnesota (hereinafter “City”), by and through the City Council and Office of Technology and Communications (OTC).

WHEREAS, since April 1, 1995, under a series of written agreements between the City and the County, meetings of the Ramsey County Board of Commissioners (“County Board”) and County Board committee meetings held in the Saint Paul City Council Chambers and/or conducted virtually have been recorded, cablecast, and/or livestreamed by the City’s Office of Technology and Communications; and

WHEREAS, the most recent long-term agreement between the City and the County covered the term of January 1, 2011, through December 31, 2020, and was subsequently extended through December 31, 2023; and

WHEREAS, on March 21, 2024, the County executed **Amendment 1** to extend the agreement for the 2024–2025 period, with a contract term of January 1, 2024, through December 31, 2025, at a total contract value of \$53,000; and

WHEREAS, the County Board wishes to continue the recording, cablecasting, and livestreaming of County Board and committee meetings; and

WHEREAS, the County’s Director of Communications and Public Relations has expressed a desire to expand the scope of services to include support for strategic communications initiatives such as media events and video production; and

WHEREAS, beginning January 1, 2026, the City will partner with **Saint Paul Neighborhood Network (SPNN)** as a contracted **Service Partner** to deliver these Telecast Services, pursuant to the terms and scope of this Agreement; and

WHEREAS, SPNN, under contract with the City, will assume responsibility for the delivery of specified Telecast Services, working in close coordination with both the County and the City to ensure high-quality, accessible coverage of County and City public meetings and related communications initiatives;

NOW, THEREFORE, the County and the City agree to the terms set forth in this Agreement.

I. SCOPE OF CITY SERVICES

Beginning January 1, 2026, OTC shall coordinate the delivery of Telecast Services through its designated **Service Partner**, the **Saint Paul Neighborhood Network (SPNN)**, while continuing to maintain ownership, oversight, and infrastructure responsibilities as outlined below:

- a. Ensure the recording and live cablecast of Ramsey County Board meetings and meetings of County Board committees, whether held in the Council Chambers or conducted virtually, via the City of Saint Paul's government access channel (currently Channel 18). All recordings and broadcasts shall adhere to the technical standards and procedures established by the City's Office of Technology and Communications (OTC) for meetings of the Saint Paul City Council.
- b. Provide, through the City's contract with Granicus and under the coordination of OTC, live and recorded webstreaming and indexing of County Board and committee meetings that are cablecast on the City's government access channel. These streams shall be made available to both the public and the County's internal network as determined by the County.
- c. Provide administrative oversight of SPNN personnel involved in recording, cablecasting, and related graphics or production support. This includes participation in planning meetings and coordination with County staff. Administrative support shall not exceed four hours per month unless previously approved by the Ramsey County Chief Clerk.
- d. Furnish all labor necessary to perform the services outlined in this Agreement through SPNN, including assigning one technician per meeting as required. Technicians shall be trained and qualified per OTC requirements and shall operate within the City's technology environment using approved tools and methods.
- e. Provide the County with timely access to, and/or a copy of, all recorded Ramsey County Board and committee meetings in a mutually agreed-upon format, subject to availability of resources and technological compatibility.
- f. Maintain the physical infrastructure and audiovisual equipment located in the Council Chambers used for cablecasting, including replacing bulbs and other lighting supplies as needed.
- g. Maintain a Capital Replacement Fund for the replacement of City-owned equipment used in the provision of Telecast Services. Both the City and the County shall contribute 50% of the annual amount placed in the Fund. The City shall manage the Fund, report annually on contributions and expenditures, and retain sole ownership of all equipment purchased. It is understood that County contributions to the Fund do not confer any ownership or property interest in such equipment.

II. COUNTY RESPONSIBILITIES

- a. The County shall provide the City, no fewer than four (4) business days in advance of any meeting to be recorded, with an electronic copy of the meeting agenda and any additional relevant materials required to support cablecasting or livestreaming. The City will ensure this information is relayed to SPNN for operational readiness.
- b. The County shall provide the City and/or SPNN with access to video media, presentation files, or other audiovisual materials needed to properly record or broadcast the meeting, as technology dictates and in formats compatible with the City's systems.
- c. The County shall designate a primary point of contact within Office of the County Clerk to coordinate logistics with the City and SPNN, address service issues, and approve scheduling changes, escalations, or exceptions as needed.
- d. The County shall work with the City to ensure SPNN staff are granted timely access to necessary facilities, including the Council Chambers, virtual meeting links, AV inputs, and any other tools or credentials needed to perform recording and broadcasting services.

III. JOINT RESPONSIBILITIES

- a. The City and the County shall schedule and participate in regular coordination meetings at the reasonable request of either party, but no less than once annually, unless otherwise mutually agreed upon. These meetings may be held in person, by phone, videoconference, or other electronic means.
- b. These coordination meetings will serve to review service quality, address operational or technical issues, plan for upcoming events or enhancements, and ensure mutual understanding of service expectations. The City will ensure SPNN participates in these meetings as needed to provide updates on service delivery and receive direction or feedback.
- c. The City and the County agree to collaborate in good faith to resolve service issues, assess evolving technology needs, and adapt procedures to meet the communication and accessibility goals of both entities.

IV. COMPENSATION AND COST SHARING

To ensure the continuity, quality, and modernization of telecast services provided under this Agreement, the following compensation structure shall apply for the duration of the term.

- a. Beginning January 1, 2026, the City will partner with Saint Paul Neighborhood Network (SPNN) as a designated service provider to perform core telecast functions described in this Agreement. SPNN will operate under a Memorandum of Understanding (MOU) with the City of Saint Paul, and shall be responsible for technical operations including, but not limited to: meeting coverage, cablecasting, livestreaming support, video editing, graphics integration, and related production services. The City and County will contribute to the cost of the SSPNN managed services contract, under supervision from the City through the MOU. The City and

County will each contribute **\$18,750 annually**.

- b. The City shall continue to own and maintain all audiovisual and telecast-related infrastructure located in the Council Chambers and supporting remote and hybrid meeting production. The City will fund these maintenance responsibilities in part through its designated **PEG allocation** from the City's Comcast Franchise Agreement. PEG funding may be used to support equipment replacement, system upgrades, and other necessary infrastructure costs related to the performance of services under this Agreement. The City will retain sole discretion and responsibility for the management of these resources and assets.
- c. The County shall contribute to the cost of the City's enterprise webstreaming contract, which provides live and archived streaming of County Board and committee meetings. The County's share of this contract is: **\$900 per month, invoiced quarterly (\$10,800 annually)**.
- d. The City shall retain ownership and responsibility for the maintenance and replacement of all audiovisual and telecast-related infrastructure located in the Council Chambers and used to support remote and hybrid meetings. To ensure long-term sustainability of this infrastructure, the City and County shall continue to contribute to and manage a **Capital Replacement Fund**. The City's share of this fund is **\$53,250 annually**. The County's share of this fund is **\$15,750 annually**. The Fund, along with PEG resources allocated under the City's Comcast Franchise Agreement, shall be used to support necessary equipment upgrades, replacements, vendor service agreements, and other infrastructure needs associated with public meeting production.
- e. The City shall submit an itemized invoice to the County on a **quarterly basis**, detailing:
 - a. Webstreaming subscription costs (\$2,700).
 - b. The County shall remit uncontested payments within thirty-five (35) days of receipt.
 - c. Payment of interest on late payments and good faith disputes shall be governed by Minn. Stat. § 471.425.

V. ADDITIONAL SERVICES

- a. At the request of the County and with prior written approval (email is sufficient), the City will coordinate with SPNN, under the terms of its Memorandum of Understanding, to provide recording, production, or telecast support for additional County meetings, events, media availabilities, or special communications projects beyond those outlined in this Agreement.
- b. The scope and cost of such additional services shall be negotiated in advance and agreed to in writing by both parties. Rates may be structured on a flat-fee or hourly basis, depending on the nature and scale of the project, and will include any required administrative coordination or technical planning by the City.
- c. All services must align with the City's technical standards and be feasible within SPNN's available capacity. The City will include any approved charges for additional services in the County's next quarterly invoice.

VI. TERM

- a. The term of this Agreement shall be for **two years**, beginning on **January 1, 2026**, and ending on **December 31, 2027**. The parties may agree in writing to renew or extend this Agreement for additional terms as needed to continue services without interruption. The City's Memorandum of Understanding (MOU) with **Saint Paul Neighborhood Network (SPNN)** for the provision of Telecast Services shall be aligned with the same two-year term. The parties agree to initiate discussions by **September 1, 2027**, to evaluate service performance and negotiate terms for any future agreement to ensure continuity of operations.
- b. The parties acknowledge that upgrades in technology, production methods, and equipment are ongoing and may impact the services described in this Agreement. Either party may request in writing that the Agreement be reopened for negotiation to address changes or enhancements in equipment, technical capabilities, or service delivery methodology. Both parties agree to engage in good faith discussions regarding such requests.
- c. Either party may terminate this Agreement, with or without cause, upon **sixty (60) days' written notice** to the other party. Upon termination: The City shall be entitled to payment for all services rendered through the effective date of termination in accordance with Section IV. The County shall not be entitled to any reimbursement from the City's Capital Replacement Fund, as it will not be contributing to the Fund during the term of this Agreement.

VII. GENERAL TERMS AND CONDITIONS

a. Data Practices and Security

Each party must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or any other applicable state statutes, any state rules adopted to implement the MGDPA and related statutes, as well as federal statutes and regulations, as they apply to all data created, collected, received, stored, used, maintained, or disseminated under this Agreement.

The City designates Chase Maxwell, Communications and Digital Media Manager, as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

The City shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the City. All County data retained by the City in the process of providing services under this Agreement will continue to be protected in accordance with this Agreement.

Each party must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

b. Indemnification

The County and the City agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the parties shall be governed by the provisions of Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law.

c. Alterations

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when reduced to writing and signed by both parties.

d. Insurance

Each party shall be responsible for obtaining and maintaining, either through commercial insurance or a program of self-insurance, property coverage, commercial general liability coverage, workers' compensation, cyber liability insurance, and such other insurance as will protect from claims which may arise out of or result from performance of the party under the terms of this Agreement.

e. Entire Agreement

This Agreement shall constitute the entire agreement between the parties regarding the subject matter of this Agreement and shall supersede all prior oral or written negotiations.

VIII. WHEREAS, the parties have executed this Agreement on the last date shown below.

RAMSEY COUNTY

By: _____
Rafael E. Ortega, Board Chair

Date: _____

By: _____
Jason Yang, Chief Clerk

Date: _____

Approved as to Form:

Stacey D'Andrea

Assistant County Attorney

Date: 12/11/2025

CITY OF SAINT PAUL

Laura Logsdon
By: _____
Laura Logsdon, Office of Financial
Services Director (Interim)

Date: _____

Jaime Wascalus
By: _____
Jaime Wascalus, CIO and Director,
Office of Technology & Communications

12-10-2025
Date: _____

Approved as to Form:

Kyle Citta

Assistant City Attorney

Dec. 12, 2025
Date: _____











Telecast Services Agreement 2026-2027 - FINAL

Final Audit Report

2025-12-10

Created:	2025-12-10
By:	Chase Maxwell (chase.maxwell@ci.stpaul.mn.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyq3tKjxsnx5S-4JszG_a-cPxJLo1rgMQ

"Telecast Services Agreement 2026-2027 - FINAL" History

-  Document created by Chase Maxwell (chase.maxwell@ci.stpaul.mn.us)
2025-12-10 - 0:57:45 AM GMT
-  Document emailed to jaime.wascalus@ci.stpaul.mn.us for signature
2025-12-10 - 0:59:14 AM GMT
-  Email viewed by jaime.wascalus@ci.stpaul.mn.us
2025-12-10 - 12:42:04 PM GMT
-  Signer jaime.wascalus@ci.stpaul.mn.us entered name at signing as Jaime Wascalus
2025-12-10 - 12:42:50 PM GMT
-  Document e-signed by Jaime Wascalus (jaime.wascalus@ci.stpaul.mn.us)
Signature Date: 2025-12-10 - 12:42:52 PM GMT - Time Source: server
-  Document emailed to Laura Logsdon (Laura.Logsdon@ci.stpaul.mn.us) for signature
2025-12-10 - 12:42:54 PM GMT
-  Email viewed by Laura Logsdon (Laura.Logsdon@ci.stpaul.mn.us)
2025-12-10 - 3:04:53 PM GMT
-  Document e-signed by Laura Logsdon (Laura.Logsdon@ci.stpaul.mn.us)
Signature Date: 2025-12-10 - 3:05:11 PM GMT - Time Source: server
-  Document emailed to Kyle Citta (Kyle.Citta@ci.stpaul.mn.us) for signature
2025-12-10 - 3:05:13 PM GMT
-  Email viewed by Kyle Citta (Kyle.Citta@ci.stpaul.mn.us)
2025-12-10 - 3:25:47 PM GMT

 Document e-signed by Kyle Citta (Kyle.Citta@ci.stpaul.mn.us)

Signature Date: 2025-12-10 - 3:27:43 PM GMT - Time Source: server

 Agreement completed.

2025-12-10 - 3:27:43 PM GMT



Board of Commissioners

Request for Board Action

Item Number: 2025-505

Meeting Date: 12/16/2025

Sponsor: Board of Commissioners

Title

Cancellation of the December 23, 2025 Board Meeting

Recommendation

Cancel the Ramsey County Board of Commissioners meeting of December 23, 2025.

Background and Rationale

The Ramsey County Home Rule Charter states that the Ramsey County Board of Commissioners must meet at least two times per month. Annually, the Ramsey County Board of Commissioners adopts Rules of Procedure, which outline board meetings to be held on the first four Tuesdays, unless otherwise cancelled.

It is therefore requested that the Ramsey County Board of Commissioners cancel the board meeting of December 23, 2025.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

There is no known impact on racial equity from this action and is purely an administrative function.

Community Participation Level and Impact

The purpose of this action is to inform the community of changes to the board meeting date.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is no fiscal impact associated with this request.

Last Previous Action

None.

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-484

Meeting Date: 12/16/2025

Sponsor: Human Resources

Title
Benefits Policies Update

Recommendation

Approve updates to Employee Benefits Policies to comply with legislative changes and to clarify existing policies and practices.

Consistently throughout document, spelled out “Minnesota Statute” versus abbreviation.

Consistently throughout document, updated any language identifying other sections in the document to the appropriate section and paragraph.

Section 2 Definitions

- Added clarification that all mention of “Director” in the Benefits Policies means Human Resources Director.

Section 6 Observed County Holidays

- Updated the title of the section from Holidays to Observed County Holidays.
- Clarified that holiday pay requires the employee to be on paid status for the full scheduled workday before and the full scheduled workday after the holiday. Reduces employee confusion.
- Remove any mention of Floating Holiday and move to its own section to help reduce confusion.

Section 7 Floating Holiday

- New section to clarify floating holidays.
- Reworked the description of 7.1 Floating Holiday for Full-Time Employees to remove mention of floating holiday for part-time employees and migrate the details on part-time employees to 7.2 Floating Holidays for Part-Time Employees.

Section 8 Vacation

- Renamed from Section 7 to Section 8.
- Modified 8.3 (formerly 7.3) Adjustments to Initial Vacation Accrual, deleting the paragraph that provides an exception for current employees within 120 calendar days from the approval of the policy, which lapsed on April 16, 2025.
- 8.4 Loss of Accrual: Updated exceptions to reference Sections 12.3 (g) Military Leave and (l) Leaves for Political Office.
- 8.8 Accumulation of Vacation: Removed “Effective January 1, 2022” from the language and struck duplicate word “twice.”
- Added section 8.9 Use of Vacation to clarify that the use of vacation hours is subject to department approval. Moved the first sentence from 8.10 Advance of Vacation to 8.9 Use of Vacation (“Eligible employees wishing to use vacation must obtain advance permission from their appointing officer.”).

- Remove 8.13 (formerly 7.13), which refers to the procedure for vacation in lieu of salary. The section is based on Minnesota Statute 43A.17 Subd. 9 which was repealed.
- Add 8.15 Vacation Donation, which removes the policy from the Administrative Policy Manual and places it with similar policies that govern sick and vacation leave benefits. Simplified the policy language to focus on the recipient and the donor. Updated the language to comply with Minnesota Earned Sick and Safe Time (ESST), Minnesota Statutes 181.9445-181.9448.

Section 9 Sick Leave with Pay

- Renamed from Section 8 to Section 9.
- Added “accrual” to the title of Section 9.1, Eligibility for Sick Leave Accrual.
- Strike “Effective January 1, 2024” from 9.1 (C).
- 9.2 Loss of Accrual: Updated exceptions to reference Sections 12.3 (g) Military leave and (I) Leaves for Political Office.
- Combined 9.3 (formerly 8.3) Accumulation of Sick Leave and 9.4 (formerly 8.4) Accumulation for Provisional Employees.
- Modified 9.4 (formerly 8.4) Transfer of Leave Accumulation to limit sick leave credit to forty (40) hours when an employee is transferred from another merit system, as clarified by the Director of HR on 4/15/2024.
- Moved 9.10 (formerly 8.10) Requirement to Exhaust Paid Sick Time to 9.5 and renamed Required Use of Sick Leave. Added clarification that accrued sick leave must be used when the absence is for a qualifying reason, with exception for paid family medical leave.
- Updated 9.6 (formerly 8.6) Qualified Reasons for the Use of Sick Leave:
 - Renamed from Use of Sick Leave.
 - Updated all qualified reasons to comply with Minnesota Statutes 181.9445-181.9448 (Earned Sick and Safe Time).
 - Deleted 9.6 (E) sick leave for a household member, as the use of paid sick time for care of a non-family member is covered under Minnesota Statutes 181.9445-181.9448 (Earned Sick and Safe Time) and the previous policy is no longer necessary or compliant.
 - Updated 9.6 (F) Bonding to allow employees to use up to 160 hours of sick leave for bonding, to match the use of paid sick leave as agreed upon in all collective bargaining agreements.
 - Updated 9.6 (H) Bereavement to explain that an employee is entitled to use up to 80 hours of paid sick leave for bereavement. The department can agree to allow the use of additional sick leave beyond 80 hours for bereavement, and that any paid time used for bereavement is protected under Minnesota Statutes 181.9445-181.9448 (Earned Sick and Safe Time).
- Updated 9.7 (B) to match the updated statutory language which allows an employer to require reasonable notice for unforeseeable absences, pursuant to Minnesota Statute 181.9447.
- In 9.8 (B), changed the requirement of reasonable documentation to support a sick leave absence from 3 workdays to 2 workdays, pursuant to Minnesota Statute 181.9447.
- Added language to 9.10 Advance of Sick Leave to clarify that any advanced sick hours are treated as regular paid sick leave and receive all of the same protections under Earned Sick and Safe Time law. Also added paragraph (b) to clarify that an employee cannot request another advance until the original advanced hours are repaid.
- Added language to 9.11 Use of Other Paid Time for Sick Leave Purposes to clarify that any paid time used for a qualifying reason are treated as regular paid sick leave and receive all of the same protections under Earned Sick and Safe Time law.
- Reworded 9.16 Appointment to a County Position Outside the Personnel System to improve employee understanding.
- Modified 9.17 Loss of Earned Sick Leave to reference new Section 13, Pay Upon Separation.

- Added 9.18 Earned Sick Leave Upon Separation to mirror the language about vacation payout upon separation, and referenced Section 13.1 Sick Leave Separation Pay.

Section 10 Sick Leave without Pay

- Renamed from Section 9 to Section 10.
- Modified 10.1 Eligibility for Sick Leave Without Pay to clarify that sick leave without pay may be available for any reason covered under Section 9.6 (Qualified Reasons for the Use of Sick Leave), and added language to explain that employees who have exhausted paid sick leave are not entitled to be absent from work unless granted an authorized leave of absence.
- Moved all information about medical leave of absence and reinstatement from medical leave to Section 12 Leave of Absence.
- Added 10.2 Approved Use of Sick Leave Without Pay to clarify that an employee must be approved for leave under Ramsey County policy or state or federal law in order to access unpaid sick time.
- Added 10.3 Unauthorized Leave and referenced Personnel Rule 34.2 Presumed Resignation, which states that an employee on unauthorized leave of three days or more may be presumed to have resigned their position.

Section 11 Workers' Compensation

- Deleted 11.3 Leave of Absence Due to Work-Related Injury, which created a limit of 2-year medical leave for employees on leave for workers' compensation. The policy is not in practice, as workers' compensation statute governs the terms of the workers' compensation leave.

Section 12 Leaves of Absence

- Renamed from Section 10 to Section 12.
- Added 12.1 General Provisions to explain that a leave of absence must be authorized.
- Added 12.2 Requesting a Leave of Absence to explain the general procedure for obtaining approval for a leave of absence.
- Renamed 12.3 from "Mandated Leaves of Absence With Pay" to "Protected Leaves of Absence" and moved all job-protected leaves under this section:
 - Paid Family Medical Leave: created new section and new policy in accordance with Minnesota Statutes Chapter 268B, outlining benefit premiums, notice requirements, access to intermittent leave, and other terms and conditions of paid leave under the law.
 - (b) Family Medical Leave: created new section for the FMLA. Previously, FMLA was not mentioned in the Benefits Policies.
 - (c) Unpaid Medical Leave: moved from Section 10 Sick Without Pay. Added that the job protections of medical leave provided by Ramsey County run concurrently with other job protections under applicable state or federal law. Moved
 - (d) Parental Leave for Child Bonding: renamed and consolidated all parental leave as governed by Ramsey policy and state/federal law.
 - (e) Unpaid Leave for Child School Function: moved next to bonding leave and added statutory language.
 - (f) Bone Marrow and Organ Donation: clarified the right to leave for bone marrow donation or organ donation as governed by Minnesota Statutes 181.945 and 181.9456.
 - (g) Military Leave: clarified benefits available to employees under Military Leave as governed by United States Code Chapter 43 and Minnesota Statutes Chapter 192.
 - (h) Jury Duty: clarified the right to jury duty leave with and without pay as governed by Minnesota Statute 593.50.
 - (j) PERA Duty Disability Leave: Added the word Leave to clarify that the leave is separate from the benefit paid by PERA.
 - (l) Leave for Political: added language from Minnesota Statutes 3.088, Subdivision 2.

- Moved 12.5 (formerly 11.5) Cancellation of Discretionary Leaves of Absence to its own paragraph in 12.4 Discretionary Leaves of Absence (d).
- Added Section 12.5 Unauthorized Leave of Absence to reference Personnel Rule 34.2 Presumed Resignation.
- Renamed 12.7 Effects of Leave of Absence Without Pay (previously worded as Effects of Leave of Absence on Salary and Benefit Accrual). Clarified that benefit accrual, salary, and service hour credit does not apply to unpaid leaves of absence except for 12.3 (g) Military Leave, 12.3 (k) Leave to Accept an Unclassified Position, and 12.3 (l) Leave for Political Office.
- Renamed 12.9 Return from Leave and Reinstatement (formerly Reinstatement Rights) to cover the right to reinstatement for employees returning from paid and unpaid leaves of absence, including military leave, protected leaves, and discretionary leaves.
- Added 12.10 Evidence of Ability to Work, migrated from Section 10 Sick Without Pay to the Leaves of Absence section.
- Added 12.11 Inability to Return to Work due to Medical Condition Affecting Fitness for Work, migrated from Section 10 Sick Without Pay to the Leaves of Absence section.

Section 13 Pay Upon Separation

- Created a new section to clarify eligibility for pay upon separation. The language was previously in various sections, including Special Pay, and caused confusion for everyone.
- Section 13.1 (formerly 12.9) Sick Leave Separation Pay:
 - Updated title (was Separation Pay).
 - Moved sentence about seasonal, intermittent and temporary employees above the table to reduce confusion.
 - Renamed table from “Option A Accruals” to “Unused Sick Leave Accrual Amount” since there was no “option B.”
- Added Section 13.3 Vacation Upon Separation, which explains that unused accrued vacation leave is paid out as a lump sum at termination, and that it may be paid out to the Health Care Savings Plan (HCSP) based on the employee’s date of hire and salary plan.
- Created Section 13.4 Other Accrued Paid Leave to explain the payout of floating holiday, comp time, and holiday reserve.
- Added Section 13.5 Payout to Health Care Savings Plan with all language that is currently on RamseyNet to explain the payout of sick leave and vacation leave to the HCSP based on date of hire and salary schedule.

Section 14 Special Allowances

- Renamed from Section 12 to Section 14.
- Removed 14.9 (formerly 12.9) Separation Pay and moved to its own section, Section 13 Pay Upon Separation.
- Revised 14.11 (formerly 12.12) Paid Parental Leave to state that the program sunset on 12/31/2025 and was replaced by Paid Family Medical Leave effective 1/1/2026.

Background and Rationale

The Employee Benefits Policies must be updated to comply with adopted legislative changes effective January 1, 2026.

In May 2023, the Minnesota Legislature passed Minnesota Statutes Chapter 268B, establishing a state Paid Family Medical Leave program. The program's benefits and premium collection begin on January 1, 2026. Paid Family Medical Leave impacts most sections of the Benefits Policies, inspiring major revision for improved clarity and access to benefits.

Previously, the Benefits Policies did not explain or were silent on the types of payout that occur upon separation, including payout to the Health Care Savings Plan (HCSP). In 2006, the board ratified separation payout of sick leave for employees (B2006-44057 and B2006-44058). Later that year, the board approved the creation of the Health Care Savings Plan and outlined the contribution of separation pay to the HCSP of employees based on their date of hire and salary schedule, in alignment with Minnesota Statute 352.98 (B2006-43575).

County Goals (Check those advanced by Action)☒ Well-being☒ Prosperity☐ Opportunity☒ Accountability**Racial Equity Impact**

The racial equity impact of Paid Family Medical Leave is complex, with significant challenges and meaningful opportunities for access. Expanding paid leave access reduces the risk that health needs and caregiving push workers, especially women and minorities, into financial instability.

Paid Family Medical Leave is a racial justice policy tool, because caregivers and low-wage workers disproportionately belong to marginalized racial groups. By reducing the financial penalty of illness and caregiving, paid leave helps prevent wage loss, poverty, and health risks that disproportionately affect women and minority workers.

Community Participation Level and Impact

This action is strictly operational and internal facing. The residents of Ramsey County do not participate in the evaluation of or decisions regarding the county's employment policies.

☒ Inform☐ Consult☐ Involve☐ Collaborate☐ Empower**Fiscal Impact**

Funding will be managed within department budgets.

Last Previous Action

On December 17, 2024, the Benefits Policies were updated to comply with updates to the Minnesota Earned Sick and Safe Time law (Resolution B2024-282).

Attachments

1. Benefits Policies (redlined)
2. Benefits Policies (no redline)



RAMSEY COUNTY

County Benefits Policies

Adopted August 1993

Updated December 2025

Human Resources Department

TABLE OF CONTENTS

Section 1: Scope of Governance	3
Section 2: Definitions	4
Section 3: Normal Work Hours	5
Section 4: Overtime	6
Section 5: Dates for Determining Benefit Accrual	8
Section 6: Observed County Holidays	9
Section 7: Floating Holiday	12 11
Section 8: Vacation	13 12
Section 9: Sick Leave – With Pay	17 16
Section 10: Sick Leave – Without Pay	24 23
Section 11: Sick Leave – Workers’ Compensation	26 24
Section 12: Leaves of Absence	27 25
Section 13: Pay Upon Separation	37 32
Section 14: Special Allowances	41 36

EMPLOYEE BENEFITS

Section 1: Scope of Governance

- 1.1 **Authority under the Act.** The following policies have been established by the Human Resources Director and approved by the Ramsey County Board of Commissioners in accordance with Section 383A.295, Subdivision 1 of the Ramsey County Personnel Act, and shall govern the provision of holidays, vacation, sick leave, leaves of absence, and special allowances to employees of Ramsey County, State of Minnesota, except where superseded by state or federal statute. Insurance benefits and amounts of employer and employee contributions shall be set by County Board resolution and are not included in these policies.
- 1.2 **PELRA Supersedes.** Agreements reached under the Minnesota Public Employment Labor Relations Acts (Minnesota Statute 179.01, et seq., as amended) between Ramsey County and the exclusive representatives of its employees shall supersede these policies regarding employee benefits.
- 1.3 **Supervisors of Employees under Union Contract.** When the benefits provided to an employee covered under Section 1.2 exceed those provided to that employee's supervisor, the benefits provided to the supervisor shall be adjusted to make them equivalent. This policy will not apply to wages, and it will not be applied in instances where the difference in the benefits provided is solely the result of seniority.
- 1.4 **Confidential Employees.** Any employee excluded from a bargaining unit solely due to a determination that they have confidential status, shall receive wages and benefits equal to or greater than those provided under the applicable union contract. This policy will only apply to compensation, insurance, vacation, paid sick leave, holidays, and other leaves of absence.
- 1.5 **Governance of the Classified Service.** Except as provided in Sections 1.2, 1.3, and 1.4 employees in the classified service shall be subject to the provisions of these policies regarding employee benefits.
- 1.6 **Governance of the Unclassified Service.** Unclassified employees in the county personnel system shall be subject to the provisions of these policies.

All other terms and conditions of employment for these employees shall be equal to those of other county employees who are not subject to a collective bargaining agreement.

Section 2: Definitions

The terms defined in the Ramsey County Personnel Act shall have the meanings assigned to them in the Act whenever they are used in this description of employee benefits. In addition, the terms defined in the Personnel Rules shall have the meanings assigned to them in Rule 3 (Definitions) of that document.

Consistent with Minnesota Statutes 383A.281, Subdivision 14, references to “Director” in these Benefits Policies means the director of the department of human resources or the director’s delegated representative.

Section 3: Normal Work Hours

3.1 Normal Work Hours. Normal hours of fulltime employment for Ramsey County employees shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday. A department head may adjust start and end times for individual employees.

3.2 No Guarantee of Work Hours. No language contained in the provisions of any section under this policy shall be construed as a guarantee of hours of work per day or per week.

3.3 Alternative Schedules. A department head shall consult with the Director prior to implementing an alternative, permanent full-time schedule for a work unit (to the one described in Section 3.1). Departments shall consider whether the revised schedule provides for the maintenance of adequate service levels in the affected department.

3.4 Lunch and Rest Periods. Employees shall be entitled to a forty-five (45) minute lunch period and two fifteen (15) minute rest periods – one each in the first and second half of an eight (8) hour shift. Lunch and rest periods shall be scheduled as necessary to facilitate departmental operations.

3.5 Lactation Breaks. Lactating employees have the right to reasonable break time to express milk at work, pursuant to Minnesota Statute 181.939. Such break times are with pay, unless the employee is expressing milk during a break that is not usually paid, such as a meal break. Lactating employees must have access to a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

3.6 Hours of Compensation. Employees who (a) work the scheduled hours set forth in Section 3.1, or the hours determined by an alternative schedule under the provisions of Section 3.3, and (b) take rest, lunch, or lactation breaks in accordance with the provisions of Sections 3.4 and 3.5, shall be compensated for forty (40) hours of work per week.

Section 4: Overtime

4.1 Basis of Overtime Accrual. Except as noted in Sections 4.2 and 4.3, employees required to work in excess of forty (40) hours per week, shall earn overtime at the rate of time and one-half (1 and ½).

4.2 Fair Labor Standards Act Exemptions. Exemptions to Section 4.1 may be made based on the following exemptions provided for in the Fair Labor Standards Act (FLSA):

- a) For law enforcement personnel and corrections personnel who have responsibility for controlling and maintaining custody of inmates and of safeguarding them from other inmates or for supervising such functions, a work period of 7 to 28 days may be established by the appointing authority subject to approval by the Director. During this work period, employees shall be paid at their straight rate of pay, until the number of hours worked exceeds the number of hours which bears the same relationship to 171 as the number of days in the work period bears to 28; at which time, the additional hours shall be compensated at time and one-half (1 and ½) as prescribed in the FLSA.
- b) For workers in residential care establishments, a fourteen (14) day work period may be established by the appointing authority subject to the approval of the Director. Workers employed in residential care establishments must receive time and one-half (1 and ½) for all hours worked over eight (8) in any workday and over 80 in the 14-day work period.
- c) Persons employed on a seasonal basis, as defined in Personnel Rule 3.25 (Seasonal Employment), shall earn overtime under the provisions of Section 4.1, except for seasonal employees of the Parks and Recreation Department who will earn overtime for work in excess of forty-eight (48) hours in a week at the rate of time and one-half (1 and ½).

The above-noted exemptions are not intended to be an exhaustive list. If other exemptions are added to the Fair Labor Standards Act, such exemptions may be incorporated under this policy.

4.3 Exempt Employees. The Director shall identify those classes, which are exempt from the overtime provisions of the Federal Fair Labor Standards Act and shall inform county departments of the exempt/non-exempt status of each class. Employees whose positions are allocated to classes which have been determined to be “exempt” shall be precluded from earning overtime under the provision of Section 4.1 but may earn overtime under the provisions of Section 4.4.

4.4 Overtime Provisions: Exempt Employees. Exempt employees shall not qualify to earn overtime payments except in unusual circumstances. Under such circumstances, the County Manager may approve overtime at a straight-time rate for exempt employees who have been assigned to work hours in excess of their regular schedule. With prior approval from the County Manager, exempt employees may also be allowed to earn overtime at the rate of time and one-half (1 and ½).

Circumstances under which overtime may be earned at the time and one-half (1 and ½) rate include, but are not limited to:

- a) circumstances in which the proposed overtime compensation is necessary based on established community practices, or
- b) circumstances which constitute a state of emergency as determined by the County Manager. The County Manager's approval shall be contingent upon receipt of appropriate evidence from the department head, documenting the circumstances, which warrant overtime payment at the time and one-half (1 and ½) rate.

4.5 Required Approval for Overtime Work. All overtime work must be given prior approval by the employee's department head or the department head's designee, except that overtime work required in order to respond to an emergency situation may be approved after the fact.

4.6 Calculation. All overtime earned shall be calculated based on the nearest fifteen (15) minutes worked.

4.7 Accrual and Liquidation of Overtime. Accumulated overtime shall be liquidated according to the following provisions:

- a) All overtime in excess of sixty (60) hours shall be liquidated in the form of time off or cash payment by December 31 of each year. Upon request, the Director may authorize the carry-over of overtime in excess of sixty (60) hours to the next half year accounting period; any overtime carried over in this fashion must be liquidated by June 30 of that year.
- b) The appointing authority may order the liquidation as either time off, or in cash, of accumulated overtime in excess of sixty (60) hours upon ten (10) working days' notice to the employee.

4.8 Liquidation of Overtime for Transferring Employees. Except as noted in (a), an employee who transfers to, or is appointed by another county department, shall be compensated for all authorized overtime, which they have accrued prior to their transfer or appointment date. Such overtime shall be liquidated either as time off, or in cash, at the discretion of the appointing authority under which the overtime was earned.

- a) **Transfer of Accrued Overtime Balances.** The appointing authority in the department to which an employee has been transferred or new appointed has the discretion to let the employee transfer all or part of their overtime accrual to that department.

4.9 Liquidation of Overtime for Employees Separating from County Service. An employee who separates from county service by reason of retirement, resignation, dismissal or layoff shall be paid for all authorized overtime, which they have accrued. Compensation for any overtime accrual remaining at the time of separation from county employment shall be made in cash as prescribed in the FLSA.

Section 5: Dates for Determining Benefit Accrual

5.1 Original Employment Date. An employee's original employment date is their first day of work for Ramsey County, except as provided in Section 5.3.

5.2 Benefit Date. A full-time employee's benefit date is the date the payroll/personnel system will use to determine the amount of time in hours the employee has accumulated toward the accrual of benefits. This benefit date is determined by adjusting the original employment date for the number of pay periods in which all unpaid leave equals or exceeds forty (40) hours in a pay period, except as provided in Sections 5.3, Sections 12.3 (g) (Military Leave), and Section 21.3 (l) (Leaves for Political Office). ~~11.1 (Military Leaves) and 11.3 (d) (Leave for Political Office).~~

5.3 Employees of Agencies Acquired by the County. The original employment and benefit dates for those employees working for other agencies which are acquired by Ramsey County may vary from the descriptions in Sections 5.1 and 5.2 depending upon the terms of the acquisition agreement.

Section 6: Observed County Holidays

The following are declared to be holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25
<u>Floating Holiday</u>	<u>16 hrs. per year</u>
<u>.....to be granted upon approval by the appointing officer See</u>	
<u>Section 7: Floating Holiday</u>	

When New Year's Day, Independence Day, Juneteenth Day, Veteran's Day or Christmas Day falls on Sunday, the following day shall be the holiday. When New Year's Day, Independence Day, Juneteenth Day, Veteran's Day or Christmas Day falls on Saturday, the preceding day shall be the holiday.

6.1 Eligibility for Paid Holidays. Employees are eligible for paid holidays as follows:

- a) Every full-time permanent, probationary or unclassified employee except as indicated in 6.1 (d) shall be eligible for all of the above-listed holidays.
- b) Part-time permanent, probationary or unclassified employees shall be eligible to earn holiday pay on a pro rata basis, provided that they are assigned a regular work schedule (as opposed to being subject to call or to work when available) of not less than thirty-two (32) hours per pay period.
- c) Provisional employees shall be eligible for all of the above-listed holidays except floating holidays.
- d) Employees assigned to work the shift of six (6) days on and three (3) days off or four (4) days on and two (2) days off shall not be eligible for holidays.
- e) Seasonal, intermittent, and temporary employees shall not be eligible for holidays.
- f) In order to receive holiday pay, an eligible employee must have worked, or been on paid status, on their regularly scheduled workdays immediately before and after the holiday for the entirety of the employee's regularly scheduled hours for both the workday immediately proceeding and following the holiday.

~~**6.2 Floating Holidays for Full Time Employees.** Effective 1/1/2025 the Floating Holiday accrual method will be as described below:~~

- ~~a) Employees shall be entitled to up to sixteen (16) hours per year.~~
- ~~b) Any floating holiday in excess of the maximum accumulation allowed shall be lost to the employee annually on the pay period which includes June 30th.~~
- ~~c) Full time and part time employees receive up to sixteen (16) hours of floating holiday annually on the first full pay period following the pay period including June 30th, prorated for part time employees.~~
- ~~d) Employees who have worked less than 6 months will not be paid for unused floating holiday if terminating employment.~~
- ~~e) Floating holidays shall be taken at a time mutually agreeable to the employee and the department.~~

~~**6.3 Floating Holidays for Part Time Employees.** Part time permanent, probationary or unclassified employees receive floating holiday in the same manner outlined above for full time employees. The number of hours they receive will be prorated based on their standard hours as of June 30th each year.~~

~~**6.4 Use of Floating Holiday Hours.** An employee wishing to use floating holiday hours must obtain advance permission from their appointing officer. Floating holiday hours must be used during the 12-month period beginning July 1st and will not be carried over from one 12-month period to the next.~~

6.5 A Holiday Falling on a Regular Day Off. If a holiday falls on an eligible employee's regular day off the employee may either receive pay for the holiday or be granted alternate time off at the discretion of the appointing officer. If an employee is required to work on a scheduled holiday the employee will be granted alternate time off with pay at a time approved by the appointing officer. The provision does not apply to employees subject to Section 6.6.

6.6 Compensation for Work on Christmas Day or New Year's Day. An employee assigned to work the shift of six (6) days on and three (3) days off or four (4) days on and two (2) days off who works at least five (5) hours of an eight (8) hour shift on Christmas Day or New Year's Day shall receive straight time of the actual hours worked, plus credit for the same number of hours as the actual hours worked which shall be compensated by pay or time off at the discretion of the appointing officer. Any other full-time or part-time permanent, probationary or unclassified employee who works at least five (5) hours of an eight (8) hour shift on Christmas Day or New Year's Day shall receive straight time for the actual hours worked, plus credit for twice that number of hours shall be compensated by pay or time off at the discretion of the appointing officer. Seasonal, intermittent, and temporary employees shall not be eligible for additional hours under this section.

6.7 Religious Holidays. When a religious holiday, observed by an employee but not observed as a holiday under this section, falls on the employee's regularly scheduled workday, the employee shall be entitled to that day off to observe the religious holiday, and may use vacation, compensatory time, floating holidays, accumulated holiday time or unpaid leave to observe the religious holiday. Employees shall notify the appointing officer at least five (5) working days prior to the leave.

6.8 Authority to Declare a County Holiday. If the Ramsey County Board of Commissioners, by appropriate resolution, declares any other day to be a holiday, it shall be granted without pay unless otherwise specified by the County Board.

Section 7: Floating Holiday

7.1 Floating Holidays for Full-Time Employees. The floating holiday accrual method will be as described below:

- a) Full-time employees receive up to sixteen (16) hours of floating holiday.
- b) The floating holiday benefit is front-loaded annually on the first full pay period following the pay period including June 30th.
- c) Any unused floating holiday hours from the prior year shall be lost to the employee annually on the pay period which includes June 30th.
- d) Employees who have worked less than 6 months will not be paid for unused floating holiday if terminating employment.
- e) Employees on an unpaid leave of absence are ineligible to receive floating holiday hours until they return from leave.
- f) Floating holidays shall be taken at a time mutually agreeable to the employee and the department.

7.2 Floating Holidays for Part-Time Employees. Part-time permanent, probationary or unclassified employees receive floating holiday in the same manner outlined above for full-time employees. The number of hours they receive will be prorated based on their standard hours as of June 30th each year.

7.3 Use of Floating Holiday Hours. An employee wishing to use floating holiday hours must obtain advance permission from their appointing officer. Floating holiday hours must be used during the 12-month period beginning July 1st and will not be carried over from one 12-month period to the next.

Section 8: Vacation

8.1 Rate of Accrual for Employees Covered by the Federal Fair Labor Standards Act.

Permanent, probationary or unclassified employees in job classes which are covered under the provisions of the Federal Fair Labor Standards Act (FLSA) shall earn vacation at the rates prescribed below. For full-time employees, vacation accrual is based on the time that has passed since the employee's benefit date as described in Section 5.2 (Benefit Date). For part-time employees, vacation accrual is based on their actual hours of paid service. Job classes covered by the Federal FLSA may be assigned to the vacation schedule described in Section ~~87~~.2 at the Director's discretion.

Length of Employment	Accrual in Hours/ Pay Period	Yearly Accrual in Hours/Days	Max Accrual Hours
Less than 4 years	3.6923	96/ 12 days	240
Between 4 and 9 years	4.6154	120/15 days	300
Between 9 and 15 years	5.2308	136/17 days	340
Between 15 and 23 years	6.4615	168/21 days	420
23 years or more	7.6923	200/25 days	500

8.2 Rate of Accrual for Employees Exempt from the Federal FLSA. Permanent, probationary or unclassified employees in job classes which are exempt from the provisions of the Federal FLSA shall earn vacation at the rates prescribed below. For full-time employees vacation accrual is based on the time that has passed since the employee's benefit date as define in Section 5.2 (Benefit Date). For part-time employees vacation accrual is based on their actual number of hours of paid service. Exempt job classes may be assigned to the vacation schedule described in Section ~~87~~.1 at the Director's discretion.

Length of Employment	Accrual in Hours/ Pay Period	Yearly Accrual in Hours/Days	Max Accrual
Less than 4 years	4.6154	120/ 15 days	300
Between 4 and 15 years	6.1538	160/ 20 days	400
Between 15 and 23 years	6.4615	168/ 21 days	420
23 years or more	7.6923	200/ 25 days	500

8.3 Adjustments to Initial Vacation Accrual – Credit for Previous Service. The appointing officer may, at their discretion, recommend to the Director that a new hire be given credit for length of service for all, or a portion, of any employment experience directly related to the position to which the employee is being appointed or to match the current vacation accrual provided by the employee's most recent employer. The recommendation must be made in writing and be based on the appointing officer's assessment of the employee's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the employee's previous employer. The appointing officer must submit documentation of the

qualifying service with the recommendation. At his/her discretion, the Director may authorize length of service credit for all, none, a portion of the related experience, or the practice of the previous employer. This length of service credit, plus the employee's subsequent actual length of service with the county, will be the basis for future vacation accrual determinations. No additional length of service credit for qualifications obtained prior to county employment shall be granted after initial appointment to the county.

~~Current employees shall have 120 calendar days from the effective date of the adoption of this policy to request credit for up to five years of prior relevant employment experience. The employee must submit documentation of the qualifying service to their appointing officer for approval. The appointing officer shall then forward the request to the Director for consideration. At his/her discretion, the Director may adjust the length of service credit to reflect credit for all, none, a portion of the related employment experience, or the practice of the previous employer. Any change in length of service shall be effective the pay period in which the Director approves the request and shall only affect future leave accruals. Adjustments determined by the Director shall be final.~~

8.4 Loss of Accrual. Full-time permanent, probationary or unclassified employees shall not earn vacation credit for a pay period if unpaid leaves of absence in that pay period equal or exceed forty (40) hours in a pay period, except as provided in Section 12.3 (g) (Military Leave) and Section 12.3 (l) (Leaves for Political Office). ~~Sections 11.1 (Military Leaves), and 11.3 (d) (Leave for Political Office).~~

8.5 Eligibility of Part-Time Employees. Part-time permanent, probationary or unclassified employees shall be eligible to earn vacation credit provided that they are assigned a regular work schedule (as opposed to being subject to call or to work when available) of not less than thirty-two (32) hours per pay period. Prorated vacation leave accruals per pay period are calculated as the number of hours of paid service (except overtime) divided by eighty (80) hours and multiplied by the employee's rate of accrual (See Section 8.7.1 and 8.7.2).

8.6 Eligibility of Provisional Employees. Provisional employees shall not be eligible for paid vacation unless the provisional employee has permanent status in the county in another job title. However, if a provisional employee gains probationary or permanent status with no break in service, they shall receive credit for prior employment as a provisional in determining vacation accrual.

8.7 Employees Not Eligible for Paid Vacation. Seasonal, intermittent, and temporary employees shall not be eligible to earn paid vacation leave.

8.8 Accumulation of Vacation. ~~Effective January 1, 2022,~~ Vacation may be accumulated to a maximum of two- and one-half times (2.5) ~~twice~~ the annual vacation earning rate of the employee. Any vacation accrued in excess of the maximum accumulation allowed shall be lost to the employee on the pay period including June 30th of each year.

8.9 Use of Vacation. Eligible employees wishing to use vacation must obtain advance permission from their appointing officer or designee.

8.10 Advance of Vacation. ~~Eligible employees wishing to use vacation must obtain advance permission from their appointing officer.~~ Employees may be advanced up to forty (40) hours of vacation before it is accrued, subject to the approval of the appointing officer. Advance can be requested during an employee's initial probationary period. Such hours must be repaid from the employee's future accrual. If an employee leaves county employment before repayment is complete, the remaining amount will be deducted from the employee's final check. If there are not sufficient funds, the employee will be required to repay the county the value of those hours.

8.11 Reports of Vacation Usage. Appointing officers shall maintain records of vacation used by each of their employees. Such records shall be maintained in the form and manner prescribed by the Human Resources Department.

8.12 Earned Vacation Upon Separation. Upon separation from county employment, a permanent or probationary employee shall be granted vacation pay earned up to the time of separation, as specified in Section 13.3 Vacation Upon Separation.-

8.13 Return from Unclassified Service. Any employee holding an unclassified position excluded from the county personnel system under Section 383A.281, Subdivision 13 of the Act who later receives an appointment to a position in the county personnel system, shall receive credit for prior employment in the unclassified service outside the county personnel system in determining vacation leave, provided such service has been continuous and there has been no break in employment between the service outside and within the county personnel system.

~~**7.13 Rate of Vacation Accrual for Non-Union Employees affected by MN Statute 43A.17, Subd. 9.** Employees covered by this policy shall:~~

- ~~a) Receive a credit to their vacation accrual in lieu of annual salary above the statutory limit based on a calculation of the difference between the employee's capped salary and the salary established/approved for their single position under the Ramsey County Compensation Plan, Salary Schedule 98B, based on 2080 hours and 26 pay periods per year.~~
- ~~b) Calculation of vacation accrual credit shall be as follows:~~
 - ~~1. Determine annual/hourly salary established under Compensation Plan.~~
 - ~~2. Determine annual/hourly salary as established by Statute 43A.17, Subd. 9.~~
 - ~~3. Employee's salary under compensation plan, minus employee's salary under statute, divided by employee's hourly rate, equals the vacation hours to be credited to employee per pay period.~~

~~Be exempt from Ramsey County Benefit Policy 7.8 Accumulation of Vacation up to the amount credited them under this policy.~~

8.15 Vacation Donation. An employee may elect to donate a portion of their accrued vacation leave to the sick leave account of another employee. This policy was original adopted by Board Resolution 92-412.

a) **Recipient Eligibility.** A recipient must be a full-time or part-time employee on continuous unpaid leave of absence and have exhausted all accrued paid leave balances, including sick leave, vacation, floating holiday, compensatory time, and holiday reserve. A recipient who is actively receiving wage replacement benefits from disability insurance, paid family medical leave, workers' compensation, or other income replacement program is ineligible to receive and/or use donated hours. An employee who has returned from unpaid leave cannot use donated hours. A recipient who, at the time of the donation, is ineligible for a county insurance contribution shall not retroactively become eligible to participate in or receive contributions to county insurance programs, nor will the county contribution be extended by donated sick leave.

b) **Donors.** An employee may donate between four (4) and forty (40) hours of vacation to the sick account of another employee. Upon request, the donor may request to remain anonymous. After submitting an agreement to donate hours to Human Resources, the donor shall have no further claim on the donated vacation. Any donated hours that are not used by the intended recipient shall be returned to the donor.

c) **Use of Donated Hours.** Donated vacation hours shall be credited to the sick bank of the recipient and shall be subject to all terms and conditions of paid sick leave, as outlined in Section 9. Donated hours are paid as straight time at the hourly wage of the recipient and do not carry any credit towards service hours or paid leave accruals.

Section 9: Sick Leave – With Pay

9.1 Eligibility for Sick Leave Accrual. Based on the employment type, employees ~~may be~~are eligible to earn paid sick leave as follows:

- a) Full-time permanent, probationary, provisional and unclassified employees shall earn sick leave at the rate of 4.6154 hours each bi-weekly pay period. Part-time permanent, probationary, provisional or unclassified employees shall earn sick leave credit provided they are assigned a regular work schedule (as opposed to being subject to call or to work when available) of not less than thirty-two (32) hours per pay period. Prorated sick leave accrual per pay period is calculated as the number of paid hours (except overtime) divided by eighty (80) hours multiplied by the accrual rate (4.6154 hours per pay period).
- ~~b) Effective January 1, 2024, s~~b) Seasonal, intermittent, and temporary employees shall earn paid sick and safety leave at the rate of one (1) hour for every thirty (30) hours worked, including overtime, up to a maximum of forty-eight (48) hours a year. This provision also applies to part-time employees who are not regularly scheduled at least thirty-two (32) hours per pay period.

9.2 Loss of Accrual. All employees eligible to accrue sick leave shall not earn sick leave credit for a pay period if unpaid leaves of absence in that pay period exceed forty (40) hours, except as provided in Section 12.3 (g) (Military Leave) and Section 12.3 (l) (Leaves for Political Office). ~~Section 11.1 (Military Leaves), and 11.3 (d) (Leave for Political Office).~~

9.3 Accumulation of Sick Leave. Employees eligible for sick leave with pay may accumulate sick leave as follows:

- a) Eligible full-time and part-time employees may accumulate sick leave without any maximum restriction.
- ~~b) Effective January 1, 2024, e~~b) Eligible seasonal, intermittent and temporary employees may accumulate sick leave up to 48 hours per year, allowing for annual carryover up to a maximum balance of 80 hours.
- ~~b)c) A provisional employee whose status changes to probationary or permanent shall receive credit for all unused sick leave earned during the provisional employment, provided there is no break in service.~~

~~**8.4 Accumulation for Provisional Employees.** Provisional employees, who become probationary or permanent, provided there has been no break in service, shall receive credit for all unused sick leave earned during the provisional employment.~~

9.4 Transfer of Sick Leave Accumulation. Employees transferring from another merit system in accordance with the provisions of Rule 11.6 (Transfers from another Merit System) of the Personnel Rules may transfer their accumulated sick leave at the discretion of the

appointing officer, up to forty (40) hours. Under no circumstances may the transferred sick leave exceed what the employee would have accumulated during an equal time period with the county. Seasonal, intermittent and temporary employees are ineligible to transfer sick leave from another merit system.

9.5 Required Use of Sick Leave. Any employee absent for a covered reason, as specified in Section 9.6, is required to use available paid sick leave. An employee eligible to use paid sick time is required to use all paid sick time until exhaustion, unless otherwise specified.

a) Option to Retain Sick Leave. An employee may choose to retain a sick bank of up to eighty (80) hours rather than exhaust all paid sick hours. If the employee elects to retain a sick leave bank, the employee may not use any time from that bank until the employee returns from unpaid leave. If the employee does not return from continuous unpaid leave, the time retained in the employee's sick leave bank will be lost to the employee.

b) Exception for Paid Family Medical Leave. An employee approved for paid family or medical leave as defined by Minnesota Statutes Chapter 268B is not required to use available paid time. Rather, the employee may choose to substitute paid sick leave for eligible wage replacement benefits awarded under the program, as specified in Section 12.3(a). Employees may not combine paid sick leave and wage replacement benefits.

9.6 Qualified Reasons for the Use of Sick Leave. Employees eligible to accrue sick leave may use sick leave as it is accrued. Sick leave may be authorized for the following reasons, with limitations as specified:

- a) **Employee Health.** Employees must use accumulated sick time for the mental or physical health care treatment of the employee, or for illness or injury which precludes the employee from the performance of their duties. Employees may use their full sick allowance for this purpose. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.
- b) **Child.** Employees must use accumulated sick time for the mental or physical health care treatment of the employee's child, or for the care of an ill-injured child. Employees may use their full sick allowance for this purpose. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.
 - i. In accordance with Minnesota Statute 181.9445, "minor child" includes a foster child, legal ward, child for whom the employee is legal guardian, or child to whom the employee is/was in loco parentis. "Minor child" includes the child of a spouse or domestic partner.
 - ii. This policy extends the definition of child to include a child who is 18 years or older and is incapable of self-care because of a mental or physical disability.

- c) **Family Member.** Employees must use accumulated sick leave to assist in the provide care ~~offer~~ the employee's adult child, spouse or domestic partner, sibling, parent, in-laws, grandchild, grandparent, or other family member through legal or affinity relationship as defined by Minnesota Statute 181.9445, due to a mental or physical health condition. Employees may use their full sick allowance for this purpose. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.
- d) **Safety Leave.** Employees must use accumulated sick leave for safety leave of the employee or employee's family member as defined in paragraph (c). For the purposes of this section, "safety leave" is for the purpose of providing or receiving assistance due to domestic abuse, sexual assault, or stalking, in accordance with Minnesota Statute 181.9447. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.
- ~~e) **Household Member.** Sick leave not to exceed forty (40) hours in any one instance may be used as a result of a serious illness or injury of a person regularly residing in the employee's immediate household, who is not a family member as defined by paragraph (c), to attend to the needs of the ill injured person. Sick leave for this purpose may not be compounded with sick leave used in paragraphs (c) or (d).~~
- ~~f) **Childbirth.** An employee who gives birth must use accumulated sick leave for medical leave due to childbirth and subsequent recovery, typically six (6) weeks for vaginal birth or eight (8) weeks for cesarian-section birth, unless otherwise specified by a healthcare provider. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.~~
- ~~g) **Bonding.** Sick leave not to exceed eightyone hundred sixty (80160) hours shall be used for child bonding following the birth or placement for-adoption or foster care of the employee's child or a child regularly residing in the employee's immediate household. The leave must be consecutive, unless otherwise approved by Human Resources, and taken within twelve (12) months of the birth, or adoption or foster care placement. Paragraphs (f) and (g) cannot be compounded.~~
- ~~h) **Pregnancy.** Pregnant employees shall beare eligible for sick leave and reasonable accommodation due to pregnancy in the same manner as is provided for any other ill or injured employee until such time as the employee is able to perform the duties of the position. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.~~
- i. The appointing authority may require that the employee furnish evidence, as outlined in Section 8.8, that they are unable to perform the duties of the position.

ii. Medical documentation will not be required if a pregnant employee requests certain workplace accommodations, to include:

- Longer or more frequent food, water, and restroom breaks,
- Access to seating, and/or
- Limits on lifting greater than 20 pounds.

h) Bereavement. Sick leave ~~not to exceed~~up to eighty (80) hours shall be ~~utilized-granted upon the occasion of death in the employee's family for bereavement purposes per instance, as defined by paragraph (c) and Minnesota Statute 181.9445.~~ Bereavement leave may include the need to make arrangements for or attend funeral services or a memorial, or to address financial or legal matters that arise after the death of a family member. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.

i. Additional use of sick leave for bereavement purposes is subject to the approval of the department head or their designee.

~~ii.~~ Any additional paid hours approved for bereavement are considered protected by state law.

9.7 Notice for the Use of Sick Leave. The appointing officer or Director may require that an employee who requests to use sick leave with pay provide advance notice for the use of sick leave to be approved. The appointing officer or Director must have a written procedure for how the employee provides such notice.

- a) When an absence is foreseeable, the appointing officer or Director may require no more than seven (7) days' advance notice.
- b) When an absence is unforeseeable, the appointing officer or Director may require that employees provide reasonable notice to support operational needs. ~~an employee is required to provide notice as soon as practicable.~~

9.8 Documentation for the Use of Sick Leave. The appointing officer or Director may require that an employee on sick leave with or without pay provide reasonable documentation attesting to the necessity of the leave, the employee's ability to return to work, proof of death in the employee's family, or other information deemed necessary. Reasonable documentation must identify the leave is for an authorized reason as described in Section ~~89.6~~ but may not require details relating to medical condition or other sensitive information, unless requested by Human Resources.

- a) Reasonable documentation may be requested at the discretion of the appointing officer or Human Resources
- b) Reasonable documentation may only be required if the absence is more than ~~three~~ (3)two (2) consecutive workdays.

- c) Reasonable documentation may include a report from a healthcare professional, court records, other documentation signed by an authority such as an attorney or police officer, or other record.
- d) If it is not reasonably possible for an employee to provide such documentation, the employee may provide a written statement by the employee certifying the use of sick leave with pay is for an authorized reason as described in Section ~~89~~.6.
- e) If the employee fails or refuses to supply the requested documentation, or if the documentation does not clearly establish the employee's use of sick leave for an authorized reason, the appointing officer or the Director may cancel an employee's sick leave and require the employee to report for duty on or by a specific day.
 - i. An employee denied sick leave under this section may appeal to the Director.

9.9 Retaliation Prohibited. An employee who exercises or attempts to exercise their right to the approved use of sick leave with pay is protected against retaliation or discrimination, pursuant to Minnesota Statute 181.9447.

~~**8.10 Requirement to Exhaust Paid Sick Time.** An employee eligible to use paid sick time is required to use all paid sick time until exhaustion, unless otherwise specified in Section 8.6.~~

~~a) An employee may choose to retain a sick bank of up to eighty (80) hours rather than exhaust all paid sick hours.~~

~~b) If the employee elects to retain a sick leave bank, the employee may not use any time from that bank until the employee returns from unpaid leave.~~

~~c) If the employee does not return from continuous unpaid leave, the time retained in the employee's sick leave bank will be lost to the employee.~~

9.10 Advance of Sick Leave. After exhaustion of accrued sick leave, full-time and part-time employees eligible to accrue paid sick leave may request an advance of up to forty (40) hours of paid sick leave before it is accrued to be used for a specific reason, subject to the approval of the department head. Advance can be requested at any time, including during an employee's initial probationary period. Advanced hours may be used for any reason listed in Section ~~98~~.6. Reasonable documentation may be required.~~can be requested.~~

a) The approved use of advanced sick hours for any reason that is covered under the Earned Sick and Safe Time ("ESST") law is guaranteed the same protections of the law, pursuant to Minnesota Statutes 181.9445-181.9448.

b) Once advanced sick leave hours have been applied to an employee's timesheet, the employee cannot request another advance of sick leave until repayment is complete.

~~a)c)~~ Such Advanced sick hours must be repaid from the employee's future accrual. If an employee separates from the county or transitions to a seasonal, intermittent or temporary status, before repayment is complete, the remaining amount will be

deducted from the employee's next or final check. If there are not sufficient funds, the county reserves the right to send the balance to collections, administered by the Finance Department.

~~b)d)~~ Seasonal, intermittent, and temporary employees are not eligible for advance of sick leave.

9.11 Use of Other Paid Leave for Sick Leave Purposes. Upon exhaustion of allowable paid sick leave, an employee may request to use other accrued time, such as vacation, for the purposes of sick leave. Authorization of the use of other paid leave is subject to department approval. Supporting documentation may be required.

a) An employee who elects to maintain a bank of sick time, as outlined in Section 9.5 (a)8-10, may also request to use other accrued time.

b) If use of other paid time is approved and the reason for the absence is covered under Minnesota Statute 181.9447 ("Earned Sick and Safe Time"), then the approved paid time is protected under state law.

9.12 Engaging in Other Employment While on Sick Leave. An employee on sick leave with or without pay who engages in other employment without written approval of the appointing officer shall be subject to discharge in accordance with Section 383A.294 of the Act and Rule 24 (Causes for Disciplinary Action) of the Personnel Rules.

9.13 Illness While on Vacation. Should illness or injury occur while an employee is on vacation, the period of illness or injury may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to the illness or injury and the period of disability.

9.14 Reports of Sick Leave Usage. Appointing officers shall maintain records of sick leave used by each of their employees. Such records shall be maintained in the form and manner prescribed by the Human Resources Department.

9.15 Conversion of Sick Leave Credit to Vacation. Employees may be eligible to convert accumulated sick leave to vacation in two different ways:

- a) Employees with an accumulation of sick leave credit in excess of 180 days (1440 hours) may convert the excess hours to vacation at the rate of sixteen (16) hours sick leave to eight (8) hours of vacation, not to exceed forty (40) hours in any calendar year. The vacation days must come under the maximum accumulation allowable under Section 78.8 (Accumulation of Vacation).
- b) Full-time employees, and part-time employees (on a prorated basis, based on hours worked), who do not utilize any sick leave hours in a three (3) month period shall have the option of converting four (4) hours of sick leave to vacation or pay at the option of

the employee. The three (3) month periods are from January 1- March 31, April 1- June 30, July 1- September 30, October 1- December 31.

- c) Seasonal, intermittent, and temporary employees are not eligible to convert sick leave credit to vacation.

9.16 Appointment to a County Position Outside the Personnel System. ~~Any employee holding an unclassified position excluded from the County Personnel System under Section 383A.281, Subdivision 13 of the Act, who later receives an appointment to a position in the County Personnel System, may be granted an initial sick leave accumulation equivalent to the cumulative sick leave credit the employee has at the time of appointment. In no case will an employee be granted greater sick leave credits than they would have been entitled to as an employee under these benefit policies.~~

An employee who moves from an unclassified position that is excluded from the County Personnel System (as defined in Section 383A.281, Subdivision 13) into a position within the County Personnel System may receive an initial sick leave balance that is equal to the sick leave they have already accumulated at the time of the appointment. The sick leave rate of accrual cannot exceed the rate of accrual the employee would have earned under the county's regular sick leave policies.

9.17 Loss of Earned Sick Leave. All sick leave credits shall expire on an employee's date of separation from county employment, except as described in Section 13, Pay Upon Separation ~~12.9 (Separation Pay)~~. However, if the employee is reinstated or re-employed as a permanent or probationary employee under the provisions of Rule 12.3 (Reinstatement After Resignation) of the Personnel Rules, all previously accumulated and unused sick leave shall be reinstated unless the employee has received separation pay under Section 13, Pay Upon Separation ~~2.9 (Separation Pay) of these benefit policies.~~

a) Seasonal, intermittent, and temporary employees are eligible for reinstatement of accumulated and unused sick leave, if the employee is re-employed by the county within 180 days of separation. Maximum accruals apply.

9.18 Earned Sick Leave Upon Separation. Upon separation from county employment, a permanent or probationary employee who is eligible to receive separation pay, as outlined in Section 13.1 Sick Leave Separation Pay, shall be granted sick leave separation pay.

Section 10: Sick Leave – Without Pay

10.1 Eligibility for Sick Leave Without Pay. An employee may be eligible for sick leave without pay if the employee is approved for job-protected leave in accordance with applicable state or federal law.

a) Any ~~An~~ employee unable to work due to a reason covered under Section 9.6 ~~their own health condition,~~ n whose paid sick leave is exhausted, is not entitled to be off work and is not entitled to unpaid sick time unless the employee is covered by and approved for job-protected leave in accordance with applicable state or federal leave law. ~~may be eligible for sick leave without pay, consistent with the provisions of FLSA, as follows:~~

10.2 Approved Use of Sick Leave Without Pay. An employee who is on an approved unpaid leave of absence, such as FMLA, may take unpaid time from work in accordance with the parameters of the approved leave, as outlined in Section 12.3 (Protected Leaves of Absence) and 12.4 (Discretionary Leaves of Absence). An employee on unpaid leave status is not allowed to access accrued paid time until the employee returns from unpaid leave.

10.3 Unauthorized Leave. Use of unpaid sick time without an authorized leave of absence may be considered an unauthorized leave and may be subject to disciplinary action, in accordance with 12.5 Unauthorized Leave of Absence and Personnel Rule 34.2 Presumed Resignation. ~~Permanent, probationary or unclassified employees may be granted a continuous medical leave of absence for a period not to exceed two (2) years. When there are fewer than three (3) months between periods of leave of absence under this section for the same illness or injury, the periods of absence will be added together to determine the length of leave that may not exceed two (2) years.~~

~~Provisional employees who do not have permanent status with the county may be granted a leave of absence at the discretion of the appointing officer for a period not to exceed six (6) months.~~

~~Seasonal, intermittent or temporary employees shall not be eligible for sick leave without pay under the provisions of this section, unless the employee qualifies for and is approved for a leave of absence protected by state or federal law, including the Family Medical Leave Act~~

9.2 Reinstatement Rights. Employees on sick leave without pay will return at the same seniority in their salary schedule, will retain promotion rights, and will earn vacation schedule seniority while on sick leave without pay.

a) ~~A permanent or probationary employee who is granted a leave of absence without pay for illness or disability shall have the right to be reinstated to:~~

i. ~~The employee's former position in the department if the unpaid absence is for sixty (60) calendar days or less.~~

ii. ~~A position in the department in the classification held at the time the unpaid leave started if the absence is no longer than sixty (60) days. If all positions in the~~

~~classification in the department are filled, the employee with the least amount of class seniority in that department shall be reassigned or laid off in accordance with Rule 35.3 (Reassigned to another Department/Layoff and Rule 11 (Filling Vacancies through Transfer or Voluntary Reduction) of the Personnel Rules.~~

~~iii. If all positions in the employee's class have been abolished, the provisions of Rule 35.4 (Seniority Rights to Previously Held Titles) and Rule 12 (Filling Vacancies through Reinstatement) of the Personnel Rules shall apply.~~

~~b) Unclassified employees may be reinstated at the discretion, and under the terms set by, the appointing authority.~~

~~c) Provisional employees who do not have permanent status may be reinstated at the discretion of the appointing authority, and under the conditions described in Section 11.9 (Provisional Employees Returning from Leave of Absence).~~

~~9.3 — Evidence of Ability to Return to Work.~~ ~~When requested by the appointing officer or the Director, an employee on sick leave without pay must present a physician's statement attesting to their fitness to return to work before being allowed to return to work.~~

~~9.4 — Inability to Return to Work due to Medical Condition Affecting Fitness for Work.~~ ~~For an employee unable to present evidence of ability to return to work due to a medical condition affecting their ability to continue to work in their current position, the provisions of Rule 33 (Employee and Management Rights/Responsibilities in Cases of Medical Condition Affecting Fitness for Work) shall apply.~~

Section 11: Sick Leave – Workers’ Compensation

11.1 Recovery Period. Employees who are eligible to receive sick leave pay who are injured while performing work within the scope of their employment for Ramsey County and are rendered incapable of performing their duties are required to use earned sick leave in an amount equal to the difference between any Workers’ Compensation payments and 100% the employee’s normal daily salary. If an employee has no earned sick leave, or exhausts their accrued sick leave, they may elect to use earned vacation, compensatory time, floating holidays or accrued holiday time to pay the difference between Workers’ Compensation and 100% their normal daily salary.

11.2 Payment Limit. Nothing in this section shall be construed to permit an employee to receive combined wage and Workers’ Compensation benefits exceeding the employee’s normal daily salary.

~~**10.3 Leave of Absence Due to Work-Related Injury.** Any employee injured while performing work within the scope of their employment for Ramsey County who is unable to resume the duties of their position after exhaustion of their accumulated normal sick leave, and who uses or elects not to use vacation, compensatory time, floating holidays or accrued holiday time, shall be granted an unpaid medical leave of absence for a maximum of two (2) years.~~

Section 12: Leaves of Absence

12.1 General Provisions. Authorized time away from work may be granted for specific reasons in accordance with county policy and/or state or federal law. A leave of absence must be authorized by the appropriate authority. ~~**Military Leaves of Absence.** The procedural requirements specified by Minnesota Statute 192 and United State Code, Chapter 43 shall govern the granting and use of military leave and shall supersede the following policies regarding leave of absence. All permanent, probationary, unclassified, provisional, seasonal and intermittent employees are eligible for military leave. Temporary employees shall not be eligible for military leave.~~

12.2 Requesting a Leave of Absence. Any employee eligible for a leave of absence must submit a request for leave, in writing, to the appointing officer or their designee or to Human Resources. When the leave is foreseeable, an employee must give at least thirty (30) days advance notice if it is possible and practical to do so. When the need for leave is unforeseeable, the employee must provide notice as soon as possible and practical.

12.3 Mandated Protected Leaves of Absence with Pay. All employees are eligible for the following paid leaves as mandated by state statute. An employee's request for a leave of absence under (a) or (b) below shall be submitted in writing to the appointing officer. The request shall state the reason for the leave of absence and the length of time off the employee desires. The following leaves of absence are governed by state and/or federal law. An eligible employee must fulfill the obligations of the leave, such as presenting medical certification or other official documentation, before the leave is considered authorized.

a) Paid Family Medical Leave. Pursuant to Chapter 268B of the Minnesota Statutes, Paid Family Medical Leave (PFML) provides eligible employees with job-protected paid time off for medical needs, bonding with a new child, or certain safety or military-related reasons. The length of leave and amount of pay shall be governed by Minnesota Statute.

- i. Premiums.** The premium for PFML is made of employee and employer contributions, whereby the employer pays 50% of the premium and the employee pays 50% of the premium, with the employee share payable through payroll deductions, pursuant to Minnesota Statute 268B.14.
- ii. Notice.** An employee seeking a leave under PFML must provide sufficient notice to the employer, as outlined in Section 12.2.
- iii. Benefit year.** For the purposes of PFML, the benefit year is a 12-month period rolling forward. An employee's eligibility resets exactly one year from the first date of leave.
- iv. Substitution.** An employee may opt to use accrued paid time in lieu of receiving pay through PFML. Substituted paid leave, if elected, must begin at the start of

the approved leave of absence. An employee who elects to substitute accrued paid sick leave is bound by the rules and limitations as specified in Section 9, Sick Leave With Pay, and more specifically Section 9.6, Qualified Reasons for the Use of Sick Leave. An employee who exhausts applicable paid leave through substitution will be placed on unpaid leave status with the county. Employees may not utilize accrued paid time in addition to PFML wage replacement. All accrued paid time used for the purposes of PFML will deduct from the employee's PFML allowance.

v. Payment Limit. Nothing in this section shall be construed to permit an employee to receive wage benefits exceeding the employee's normal daily salary.

vi. Concurrent leaves. PFML runs concurrently with any other applicable leave of absence as allowable under state or federal law.

vii. Amount of leave. An employee may take up to twelve (12) weeks of medical leave, up to twelve (12) weeks of family leave, or a combined maximum of twenty (20) weeks of leave in a benefit year.

viii. Intermittent leave. If PFML is taken intermittently, the employee may take a maximum of 480 hours of intermittent leave in a benefit year, up to the maximum of 20 combined weeks between all approved family and medical leaves in that benefit year. If additional intermittent time is needed beyond 480 hours in a benefit year, and the employee is eligible for additional PFML, the employee must take that additional leave in a continuous block.

ix. Minimum increment. PFML may be taken in increments of one-quarter (0.25) hour.

x. Impact on insurance benefits. An employee on approved PFML maintains benefits at the same level of county contribution as of the date that the leave began. An employee is entitled to continue benefits coverage for the duration of the leave, so long as the employee continues to pay their share of insurance premiums.

b) Family Medical Leave Act. Any employee who been employed with the county for at least twelve (12) months and has worked at least 1250 hours in the past twelve (12) months may be eligible for up to twelve (12) weeks of unpaid job-protected leave under the Family Medical Leave Act (FMLA). Such leave shall run concurrently with any other applicable paid or unpaid leave of absence.

i. Employees may be required to substitute or use accrued paid sick leave during the approved FMLA leave as specified Section 9.6, Qualified Reasons for the Use of Sick Leave.

c) Unpaid Medical Leave. An employee whose paid sick leave is exhausted may be granted an unpaid medical leave of absence. Permanent, probationary or unclassified employees

may be granted a continuous medical leave of absence for a cumulative period not to exceed two (2) years.

- i. Any period of medical leave with or without pay must run concurrently with job-protected leave available under state or federal law, as applicable.
- ii. When there are fewer than three (3) months between periods of leave of absence under this section for the same illness or injury, the periods of absence will be added together to determine the length of leave that may not exceed two (2) years.
- ~~iii. Provisional employees who do not have permanent status with the county may be granted a leave of absence at the discretion of the appointing officer for a period not to exceed six (6) months.~~

iii.

d) Parental Leave for Child Bonding. All employees are entitled to job-protected leave without pay to bond with a new child after birth, adoption, or foster placement. At the discretion of the parent, the time off shall begin before or at the time of their child's birth or at the time of child's adoption for the purpose of arranging the child's placement or caring for the child after placement, pursuant to Minnesota Statute 181.941. This leave runs concurrently with all applicable paid and unpaid leave laws. Eligibility for parental leave is as follows:

- i. Permanent, probationary or unclassified employees shall be granted up to six (6) months parental leave.
- i. Provisional employees without permanent status, seasonal, intermittent or temporary employees shall be granted up to twelve (12) weeks unpaid parental leave.

e) Leave for Child's School Functions. Up to sixteen (16) hours of unpaid leave shall be granted for an employee to attend school conferences or classroom activities for their child if those events cannot be scheduled during non-work hours, pursuant to Minnesota Statute 181.9412. Eligibility for this type of leave is as follows:

- i. Permanent, probationary or unclassified employees are eligible.
- ii. Nothing in this section requires that the leave be paid; except that an employee may substitute any accrued paid vacation leave or other appropriate paid leave for any part of the leave under this section.
- iii. Provisional employees without permanent status, seasonal, intermittent or temporary employees are only eligible if they have worked for the county for at least the preceding twelve (12) months and have worked an average of twenty (20) hours or more per week during that twelve (12) month period. The employee must obtain advance permission from their appointing officer if the need for the leave is foreseeable. An employee may choose to use accrued vacation or earned compensation time rather than unpaid leave.

- f) **Bone Marrow and Organ Donation Leave.** Any employee who has agreed to undergo a medical procedure to donate bone marrow or to donate an organ or partial organ to another person shall be granted a paid leave of absence of up to forty (40) hours, pursuant to Minnesota Statutes 181.945 and 181.9456. The leave may be extended at the discretion of the appointing officer. The appointing officer may require the employee to present a physician's verification. If there is a medical determination that the employee does not qualify as a donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.
- g) **Military Leave.** Employees shall be granted absence from a civilian job to fulfill military duties, such as training or active duty. All employees, except for temporary employees, are eligible for military leave without pay. Military leave of absence is governed by United States Code, Chapter 43, and Minnesota Statutes Chapter 192.
- i. **Military pay.** Employees are eligible for up to fifteen (15) workdays of military pay per calendar year. Unused military pay is carried over from the prior year. Pursuant to Minnesota Statute 192.26, employees may choose when to use military pay.
 - ii. **Use of other paid time.** At the start of a military leave, an employee may request to use accrued vacation, floating holiday, holiday reserve, and/or compensatory time for all or part of the leave. The approval of such time is subject to the discretion of the department head.
 - iii. **Service credit.** An employee on military leave shall earn service hour credit, vacation accrual, and sick accrual for all time absent, paid or unpaid, for active military service and/or military training.
 - iv. **Vacation exempt from capping.** Vacation accrued during military leave is exempt from capping for two (2) years from the date the employee returns from leave. After two (2) years and one (1) day, any unused accrued vacation hours are transferred to the employee's regular vacation bank and are subject to capping.
- h) **Jury Duty Leave.** Employees shall be granted ~~a~~ leave of absence ~~with pay any time they are required to~~ if summoned to report to jury duty. ~~The employee must be released from their regular work schedule, including any shift work, to attend court for prospective jury service. The employee cannot be required to work any part of their shift, or an alternative shift, on any day the juror is required to report to the courthouse for jury service. An employee may voluntarily request to work an alternative work schedule, but cannot be prompted to do so, pursuant to Minnesota Statute 593.50, subdivision 1.~~
- i. Full-time and part-time employees shall be paid for their regularly scheduled shift when the employee must report to jury duty during the employee's normal work hours. -All fees for jury duty served during the employee's normal work hours, except those paid for meals and mileage, shall be returned to the

employer. If fees are not returned, the employee is ineligible for jury duty pay. ~~Any of the employee's normal work hours not spent on jury duty shall be worked.~~

~~ii.~~ Seasonal, temporary and intermittent employees are not eligible for paid time off for jury duty, but are eligible for unpaid job-protected leave, pursuant to Minnesota Statute 593.50.

~~c) **Bone Marrow Donation.** Any employee who has agreed to undergo a medical procedure to donate bone marrow shall be granted a paid leave of absence of up to forty (40) hours. The leave may be extended at the discretion of the appointing officer. The appointing officer may require the employee to present a physician's verification. Once leave has been taken related to bone marrow donation it may not be rescinded even if the employee is later rejected as a donor for medical reasons~~

~~d) i)~~ **Voting Time Leave.** Every employee eligible to vote in an election is entitled to paid leave for the time necessary to appear in person, cast a ballot during the early in-person voting period or the day of the election, and return to work. Paid time for voting also includes the time necessary to turn in an absentee ballot to a voting office in person pursuant to Minnesota. Statute 203B.081. Such leave for voting time will be without penalty or deduction from salary or wages because of absence. The appointing officer may require that any request for time off to vote be made in advance and may specify the time when an employee may be absent for voting purposes.

~~i)~~ **PERA Duty Disability Leave.** An employee approved for psychological treatment by PERA for Duty Disability benefits will be placed on leave of absence with pay for the duration of the treatment period, up to 24-32 weeks. During the leave, the employee will continue to receive full salary and benefits and will be reimbursed for treatment costs not covered by health insurance, pursuant to Minnesota. Statute 352B.102.

~~**11.3 — Mandated Leaves of Absence without Pay.** Employees are eligible for the following unpaid leaves mandated by state statute as outlined in the paragraphs below. An employee's request for a leave of absence shall be submitted in writing to the appointing officer. The request shall state the reason for the leave of absence and the length of time off the employee desires.~~

~~**Parental Leave for Birth or Adoption of a Child.** Parental leaves without pay shall be granted in addition to any authorized paid leave. At the discretion of the parent, the time off shall begin before or at the time of their child's birth or immediately following any authorized paid leave taken at the time of or after the child's birth; or at the time of child's adoption for the purpose of arranging the child's placement or caring for the child after placement. Eligibility for parental leave is as follows:~~

~~Permanent, probationary or unclassified employees shall be granted up to six (6) months unpaid parental leave.~~

~~Provisional employees without permanent status, seasonal, intermittent or temporary employees shall be granted up to twelve (12) weeks unpaid parental leave.~~

~~See also Section 12.12 Paid Parental Leave.~~

~~e) **Leave for Child's School Functions.** Up to sixteen (16) hours of unpaid leave shall be granted for an employee to attend school conferences or classroom activities for their child, as defined in Section 8.7 (b) (Use of Sick Leave), if those events cannot be scheduled during non work hours. Eligibility for this type of leave is as follows:~~

~~— Permanent, probationary or unclassified employees are eligible.~~

~~— Provisional employees without permanent status, seasonal, intermittent or temporary employees are only eligible if they have worked for the county for at least the preceding twelve (12) months and have worked an average of twenty (20) hours or more per week during that twelve (12) month period. The employee must obtain advance permission from their appointing officer if the need for the leave is foreseeable. An employee may choose to use accrued vacation or earned compensation time rather than unpaid leave.~~

e)k) Leave to Accept an Unclassified Position. Leave to accept an appointment to the unclassified service shall be granted to all classified permanent or probationary employees. At the termination of the unclassified service the employee shall be reinstated to the classified service as provided in Section 383A.285, Subdivision 8 of the Act. An employee returned to their former class shall suffer no loss in class seniority. The time of employment in the unclassified service shall count toward length of service for determining salary and benefits if the employee returns to the classified service with no break in service.

l) Leave for Political Office. Leaves without pay shall be granted to employees serving as a legislator or who have been elected to full-time city or county office or to an Indian tribal council in Minnesota. Upon completion of the legislative year or completion of work related to legislative office or final day of office, the employee shall be reinstated pursuant to Minnesota Statutes ~~Section 3.088, Subdivision (2) and Section 308.~~ ~~Consistent with this statute, the provisions of Sections 11.6 through 11.9 shall not apply to persons who have been granted leaves for political office.~~ The provisions of this section shall not apply if the elected office is constitutionally or legally incompatible with the public employment. Employees whose principal employment is in an activity which is financed in whole or in part with funds from the Federal government may be barred from candidacy for public office pursuant to the Hatch Act (5 U.S.C. Section 1501 et seq.) or other applicable federal law. Granting of a leave of absence does not protect

an employee from the provisions of the Hatch Act. It is the responsibility of the employee to determine if they are in compliance with the Hatch Act.

12.4 Discretionary Leaves of Absence. All employees are eligible for the following discretionary unpaid leaves. An employee's request for a leave of absence shall be submitted in writing to the appointing officer. The request shall state the reason for the leave of absence and the length of time off the employee desires. Written authorization for or denial of a leave of absence shall be furnished to the employee by the appointing officer.

- a) **Personal Leave.** Personal leaves of absence without pay of up to six (6) months may be granted at the discretion of the appointing officer. Such leave may be extended, with the appointing officer's approval, not to exceed a total leave of twelve (12) months.
- b) **Educational Leave.** Educational leaves of absence without pay of up to two (2) years may be granted at the discretion of the appointing officer.
- c) **Leave for Candidacy for Political Office.** Leaves of absence without pay to run for political office of up to six (6) months may be granted at the discretion of the appointing officer. Employees whose principal employment is in an activity which is financed in whole or in part with funds from the Federal government may be barred from candidacy for public office pursuant to the Hatch Act (5 U.S.C. Section 1501 et seq.) or other applicable federal law. Granting of a leave of absence does not protect an employee from the provisions of the Hatch Act. It is the responsibility of the employee to determine if they are in compliance with the Hatch Act.

~~e)d)~~ **Cancellation of Discretionary Leaves of Absence.** Discretionary leaves of absence shall be subject to cancellation by the appointing officer, if the employee is using the leave for purposes other than those specified at the time of approval or, when in the appointing officer's judgement, the interests of the county require that the employee returns to their employment.

12.5 Unauthorized Leave of Absence. Any employee on unauthorized leave for three (3) or more consecutive workdays may be presumed to have resigned their position, in accordance with Personnel Rule 34.2. Upon written notice from the appointing authority regarding the unauthorized leave, an employee shall have ten (10) days to respond and provide satisfactory explanation for the absence. If satisfactory explanation is not provided, the employee will be separated from county employment.

~~**11.5 Cancellation of Discretionary Leaves of Absence.** Discretionary leaves of absence shall be subject to cancellation by the appointing officer, if the employee is using the leave for purposes other than those specified at the time of approval or, when in the appointing officer's judgement, the interests of the county require that the employee returns to their employment.~~

12.7 Effect of Leave of Absence on Salary and Benefit Accrual. Employees on leave of absence without pay shall not be paid benefits or salary. The time period for leave does not count towards accrual of benefits and salary, except as described in Section ~~129.31~~ (c)

~~(Eligibility for Sick Leave Without Pay/Unpaid Medical Leave)~~, Section ~~1211.3 (g)1~~ (Military Leave), Section ~~1211.3 (k)~~ (Leave to Accept an Unclassified Position), Section ~~12.3 (d)~~ (Leaves for Elective Office), and for full-time employees' leaves of forty (40) hours or less in a pay period. Employees returning to work after leave without pay will be paid at the same salary step held immediately before the leave began, except those employees on leaves as described in Section 12.3 (g) (Military Leave), Section 12.3 (k) (Leave to Accept an Unclassified Position), Section 12.3 (l) (Leaves for Elective Office), Section 11.1 (Military Leave), Section 11.3 (c) (Leave to Accept an Unclassified Position), Section 11.3 (d) (Leaves for Elective Office), and for full time employees' leaves of forty (40) hours or less in a pay period, the time period on leave shall count towards accrual of benefits and salary accrual.

12.8 Effect of Leave of Absence on Probationary Period. A probationary employee's time spent on leave of absence without pay shall not count toward completion of their probationary period except as described in Sections 12.3 (g) 1 (Military Leaves) and 12.3 (d) (Leaves for Elective Office).

12.9 Reinstatement Rights. A permanent or probationary employee who is granted a leave of absence with or without pay shall be afforded ~~the same~~ reinstatement rights as ~~those provided in Section 9.2 (Reinstatement Rights) to employees granted a leave of absence without pay for illness or disability follows:~~

- a) **Military Leave.** Reinstatement from military leave is governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA), which guarantees an employee returning from military service or training the right to be reemployed at their former job with the same benefits.
- b) **Other Protected Leaves.** A permanent or probationary employee who is granted a leave of absence with or without pay for a protected leave as described in 12.3 (Protected Leaves of Absence) will have the right to be reinstated with the same seniority and same salary as when the leave began. An employee is to be reinstated to:
 - i. The employee's former position in the department if the leave of absence is paid through accrued paid leave.
 - ii. The employee's former position in the department if the unpaid absence is for sixty (60) calendar days or less.
 - iii. A position in the department in the classification held at the time the unpaid leave started if the absence is no longer than sixty (60) days. If all positions in the classification in the department are filled, the employee with the least amount of class seniority in that department shall be reassigned or laid off in accordance with Rule 35.3 (Reassigned to another Department/Layoff and Rule 11 (Filling Vacancies through Transfer or Voluntary Reduction) of the Personnel Rules.

- iv. If all positions in the employee's class have been abolished, the provisions of Rule 35.4 (Seniority Rights to Previously Held Titles) and Rule 12 (Filling Vacancies through Reinstatement) of the Personnel Rules shall apply.
- v. Unclassified employees may be reinstated at the discretion, and under the terms set by, the appointing authority.
- vi. Provisional employees who do not have permanent status with the county, on leave of absence, may be reinstated to the position from which leave was taken only if the following conditions are met: need for the employee still exists; the authority is still in force for the provisional appointment; and the time limit set by the Director for the appointment has not been exceeded.

~~The need for the employee still exists.~~

~~The authority is still in force for the provisional appointment.~~

~~The time limit set by the Director for the appointment has not been exceeded.~~

~~d)c)~~ **Discretionary Leaves.** An employee approved for a discretionary leave shall maintain reinstatement rights for the duration of the leave. Should the discretionary leave be cancelled or revoked, the employee is expected to report to work on the next regularly scheduled workday in order to be reinstated.

~~**11.9 Provisional Employees Returning from Leave of Absence.** Provisional employees who do not have permanent status with the county, on leave of absence, may be reinstated to the position from which leave was taken only if the following conditions are met:~~

~~The need for the employee still exists.~~

~~The authority is still in force for the provisional appointment.~~

~~The time limit set by the Director for the appointment has not been exceeded.~~

~~**11.10 Early Return from Leave of Absence.** An employee granted leave of absence under this section may be returned to the position from which leave was taken at any time prior to the expiration of the leave with the approval of the appointing officer.~~

12.10 Evidence of Ability to Return to Work. When requested by the appointing officer or the Director, an employee on medical leave with or without pay must present a physician's statement attesting to their fitness to return to work before being allowed to return to work.

12.11 Inability to Return to Work due to Medical Condition Affecting Fitness for Work. For an employee unable to present evidence of ability to return to work due to a medical condition affecting their ability to continue to work in their current position, the provisions of Rule 33 (Employee and Management Rights/Responsibilities in Cases of Medical Condition Affecting Fitness for Work) shall apply.

Section 13: Pay Upon Separation

13.1 Sick Leave Separation Pay. Upon separation from county service by resignation, layoff, expiration of a leave of absence or death, a permanent employee shall be paid one half (1/2) of all unused sick leave based on their accumulated sick leave based on their accumulated sick leave hours at the time of separation, up to the following maximums, provided that:

1. That at the time of separation from county service, the employee must have been employed by the county in the classified service for at least five (5) years of full-time equivalent service prior to their separation, except that this section shall not apply to an employee whose cause of separation is death, layoff, whose position has been abolished, or who was required to retire from service under provisions of a compulsory retirement law.
2. An employee who is laid off or whose position has been abolished shall have the option of waiting until their eligibility for reinstatement expires before applying for separation pay.
3. That the rate of payment shall be based upon the regular hourly salary of the employee, in their permanent classification, at the time of separation. Separation as used in this rule means the last working day of the employee in the classified service.
4. That in the event an employee has been separated and paid for such accumulated sick leave and subsequently is re-employed, their sick leave shall be calculated as though they were a new employee.
5. No classified employee who is on a leave of absence to accept a position in the exempt service of the county shall be eligible for separation pay until their employment is finally terminated.
6. Separation payment may be deferred to January of the next calendar year if requested in writing by the employee.

Seasonal, intermittent and temporary employees are ineligible to receive separation pay for accrued and unused sick and safety leave hours.

Unused Sick Leave Accrual Amount Option A— Accruals	Maximum Pay
Employees with at least 100 hours sick leave and less than 480 hours:	\$5000.00
Employees with at least 480 hours sick leave and less than 850 hours:	\$10,000.00
Employees with at least 850 hours sick leave and less than 1,000 hours:	\$11,000.00

Employees with at least 1,000 hours sick leave and less than 1,150 hours:	\$12,000.00
Employees with at least 1,150 hours sick leave and less than 1,300 hours:	\$13,000.00
Employees with at least 1,300 hours sick leave and less than 1,450 hours	\$14,000.00
Employees with at least 1,450 hours sick leave and less than 1,600 or more:	\$15,000.00
Employees with at least 1,600 hours and less than 1,750 hours:	\$16,000.00
Employees with at least 1,750 hours and less than 1,900 hours:	\$17,000.00
Employees with at least 1,900 hours or more:	\$18,000.00

~~Seasonal, intermittent and temporary employees are ineligible to receive separation pay for accrued and unused sick and safety leave hours.~~

13.3 Vacation Upon Separation.

Upon separation from County service, employees will receive payment for all unused, accrued vacation leave. This payment will be issued as a lump sum in the pay period following the issuance of the final paycheck for hours worked and will be taxed in accordance with IRS rules for supplemental wages.

Vacation payout amounts may be designated for contribution to the Health Care Savings Plan (HCSP), based on an employee's date of hire and salary plan eligibility. Any portion of the payout that is not designated to the HCSP may be eligible for contribution to the employee's deferred compensation account, up to the annual contribution limit for that plan.

13.4 Other Accrued Paid Leave. Upon separation from County service, employees with at least six (6) months of service ~~hours~~ will receive payment for all unused, accrued floating holiday. All employees, regardless of service hours will ~~receive~~ receive payment for all unused holiday reserve and compensation time leave. Employees may also be eligible for payment for uniform allowance. These payments will be issued as a lump sum in the pay period following the issuance of the final paycheck for hours worked and will be taxed in accordance with IRS rules for supplemental wages. These other accrued leave payout amounts may be designated for contribution to the Health Care Savings Plan (HCSP), based on an employee's date of hire and salary plan eligibility. Any portion of the payout that is not designated to the HCSP may be

eligible for contribution to the employee's deferred compensation account, up to the annual contribution limit for that plan.

13.5 Payout to Health Care Savings Plan. ~~The Minnesota Legislature passed~~ In accordance with Minnesota Statutes, Chapter 352.98, employees are to contribute a percentage of earnings to authorized the MSRS to establish a plan or plans, known as the Health Care Savings Plan (HCSP), through which public employees may save to be reimbursed to be used for post-employment health care expenses. Upon separation from county employment, sick leave separation pay and/or vacation payout may be transferred to the employee's HCSP pursuant to the rules of the applicable salary schedule and the date of hire, as follows:

a) Salary Schedule 101A (formerly 01A) (Admin):

- i. Hired before 7/1/92 – 100% of separation pay and 50% of vacation pay;
- ii. Hired 7/1/92 through 12/31/05 – 100% of separation pay and 50% of vacation pay;
- iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 25% separation pay.

b) Salary Schedule 102A - (formerly 02A):

- i. Hired before 7/1/92 – 100% separation pay and 50% vacation pay;
- ii. Hired 7/1/92 through 12/31/05 – 50% separation pay;
- iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay.

c) Salary Schedule 102A - (formerly 98A):

- i. Hired before 7/1/92 – 100% separation pay and 75% vacation pay;
- ii. Hired 7/1/92 through 12/31/05 – 50% separation pay and 25% vacation pay;
- iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay, 25% vacation pay.

d) Salary Schedule 102A Law Clerks- (formerly 98A):

- i. Elected no contribution. Any money already contributed will remain in your HCSP account;

e) Salary Schedule 08 (Trades): Hired before 7/1/92 – 100% separation pay.

f) Salary Schedule 10 (Comm. Corr. Super):

- i. Hired before 7/1/92 – 100% separation pay and 50% vacation pay;
- ii. Hired 7/1/92 through 12/31/05 – 100% separation pay and 100% vacation pay;
- iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 100% separation pay, 25% vacation pay, and effective 1/14/17 0.05% of ongoing base pay.

g) Salary Schedule 31 (Chief Correctional Officers UNR):

- i. Hired before 7/1/92 – 100% separation pay and 100% vacation pay;
- ii. Hired 7/1/92 through 12/31/05 – 100% separation pay and 100% vacation pay;

- iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 100% separation pay.
- h) Salary Schedule 727 - (formerly 98B) (Dept. Head/Div Dir):
 - i. Hired before 7/1/92 – 100% separation pay and 75% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay and 25% vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay, 25% vacation pay.
- i) Salary Schedule 727 - (formerly 02P):
 - i. Hired before 7/1/92 – 100% separation pay and 50% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay.
- j) Salary Schedule 98D (Principal Assistants):
 - i. Hired before 7/1/92 – 100% separation pay and 75% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay and 25% vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay, 25% vacation pay.
- k) Salary Schedule 99 (Courts):
 - i. 75% of separation pay (effective 2005 through 1/13/17);
 - ii. Hired before 7/1/92 – 75% of separation pay (effective 1/14/17);
 - iii. Hired 7/1/92 through 12/31/05 – 50% of vacation pay, 100% of separation pay, and 1% of base salary (effective 1/14/17).
- l) Salary Schedule 99 (Unclassified):
 - i. Hired 7/1/92 through 12/31/05 – 100% of separation pay, 100% of vacation pay, and effective 1/14/17 1.5% of ongoing base pay;
 - ii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution
 - iii. Elected no contribution. Any money already contributed will remain in your HCSP account.
- m) Elected Officials: Individual lump sum payroll contribution of \$100 per pay period

In accordance with MSRS requirements, the Ramsey County Board of Commissioners authorized the creation of HCSPs for non-union employees in 2005. (Resolution 2005-272).

Section 14: Special Allowances

14.1 Equipment Allowance. The Ramsey County Board of Commissioners may authorize special allowances to any employee for the purpose of upkeep, maintenance or furnishing of a vehicle, uniform, or other equipment necessarily used in the performance of the duties of the position. Any allowance granted shall be paid in addition to the regular salary payable to the employee under the county salary plan.

14.2 Saturday-Sunday Differential. Employees receiving pro rata benefits, required to work at least five (5) hours on Saturday or five (5) hours on Sunday shall be paid a differential in addition to their regular salary at rates determined by resolution of the Ramsey County Board of Commissioners. Compensation under this paragraph will be in addition to the employee's regular salary. Seasonal, intermittent, and temporary employees, and employees working overtime are excluded from the provisions of this paragraph. Board Resolution B2024-696 effective the first full pay period following January 1, 2025, this rate shall be one dollar (\$1.00) for eligible hours on Saturday and Sunday.

14.3 Non-Scheduled Weekend Shifts. Full-time and regularly scheduled part-time employees as designated by the Ramsey County Board of Commissioners, shall be paid at a rate determined by Board resolution for each non-scheduled weekend shift worked. Compensation under this paragraph will be in addition to the employee's regular salary. The provisions of this section shall apply to all full shifts worked between 3 p.m. Friday and 7a.m. Monday. The weekend bonus payment shall not be paid if additional shifts are worked as a result of a voluntary exchange of hours.

14.4 On-Call Compensation. An employee is on call when directed by the appointing officer to remain available to be called in for work during certain specified hours. The hourly rate of pay for each classification of employees required to be on call will be determined by resolution of the Ramsey County Board of Commissioners. Board Resolution B2024-696, effective the first full pay period following January 1, 2025, this rate shall be three dollars (\$3.00) per hour.

14.5 Relief of Night Differential. Any full-time employee or part-time employee receiving pro rata benefits, who works on a shift beginning earlier than 6 a.m., or ending later than 6 p.m., shall receive a relief or night shift differential as determined by the Ramsey County Board of Commissioners for the entire shift, provided at least four (4) hours of the shift are worked between the hours of 6 p.m. and 6 a.m. Compensation under this paragraph will be in addition to the employee's regular salary. Full-time employees or part-time employees receiving pro rata benefits who receive the night differential as the result of a continuous shift assignment shall continue to receive differential pay for all periods of paid leave as provided under the sick leave, vacation and holiday provisions of these benefit policies. Seasonal, intermittent and temporary employees, and employees working overtime are excluded from the provisions of this paragraph.

14.6 Call-Back. The Director may authorize four (4) hours minimum call-back pay for employees who are called back for emergency work. The employee's time is first computed on the basis of time and one-half for overtime as described in Section 4 (Overtime). When this total is not equal to or does not exceed four hours, the employee shall be paid call back pay of four hours at the employee's regular rate of pay.

14.7 No Overlapping Pay Differentials. Under no circumstances shall an employee receive more than one type of pay differential as described in Sections 12.1-12.6, for one period of time worked.

14.8 Tuition Reimbursement. Any employee who takes courses which have a direct relationship to their current or future occupation or a position they can reasonably hope to advance to, may, upon submission of evidence of successful completion of such courses, be refunded the amount of the tuition. An employee wishing to take advantage of this benefit must have the course work approved by the appointing officer prior to enrollment. Factors upon which an employee's eligibility depends, the relevancy of the course work to the employee's position and professional goals, the status of the educational institution and availability of funds, pursuant to the tuition reimbursement guidelines. Approval will not be granted for a course if a substantial equivalent is offered through the county. Tuition payments shall be limited to a maximum annual dollar amount per employee, determined by the Ramsey County Board of Commissioners. Employees shall not be eligible for tuition reimbursement when tuition has been paid or shall be paid by federal plan of "benefits for veterans and service personnel" or by other sources.

~~**12.9 Separation Pay.** Upon separation from county service by resignation, layoff, expiration of a leave of absence or death, a permanent employee shall be paid one half (1/2) of all unused sick leave based on their accumulated sick leave based on their accumulated sick leave hours at the time of separation, up to the following maximums, provided that:~~

- ~~7. That at the time of separation from county service, the employee must have been employed by the county in the classified service for at least five (5) years of full time equivalent service prior to their separation, except that this section shall not apply to an employee whose cause of separation is death, layoff, whose position has been abolished, or who was required to retire from service under provisions of a compulsory retirement law.~~
- ~~8. An employee who is laid off or whose position has been abolished shall have the option of waiting until their eligibility for reinstatement expires before applying for separation pay.~~
- ~~9. That the rate of payment shall be based upon the regular hourly salary of the employee, in their permanent classification, at the time of separation. Separation as used in this rule means the last working day of the employee in the classified service.~~

~~10. That in the event an employee has been separated and paid for such accumulated sick leave and subsequently is re-employed, their sick leave shall be calculated as though they were a new employee.~~

~~11. No classified employee who is on a leave of absence to accept a position in the exempt service of the county shall be eligible for separation pay until their employment is finally terminated.~~

~~12. Separation payment may be deferred to January of the next calendar year if requested in writing by the employee.~~

Option A – Accruals	13. Maximum Pay
Employees with at least 100 hours sick leave and less than 480 hours:	14. \$5000.00
Employees with at least 480 hours sick leave and less than 850 hours:	\$10,000.00
Employees with at least 850 hours sick leave and less than 1,000 hours:	15. \$11,000.00
Employees with at least 1,000 hours sick leave and less than 1,150 hours:	16. \$12,000.00
Employees with at least 1,150 hours sick leave and less than 1,300 hours:	\$13,000.00
Employees with at least 1,300 hours sick leave and less than 1,450 hours	\$14,000.00
Employees with at least 1,450 hours sick leave and less than 1,600 or more:	\$15,000.00
Employees with at least 1,600 hours and less than 1,750 hours:	\$16,000.00
Employees with at least 1,750 hours and less than 1,900 hours:	\$17,000.00
Employees with at least 1,900 hours or more:	\$18,000.00

~~17.~~

~~18. Seasonal, intermittent and temporary employees are ineligible to receive separation pay for accrued and unused sick and safety leave hours.~~

14.910 Emergency Closings. Emergency closings shall be declared in accordance with County Board resolution. During severe weather or an emergency situation which affects the safety of county employees, if the County Manager or their designee closes a facility or department, or a public emergency or local public emergency has been officially declared, and employees are told by the department head or appropriate media to leave early or not to report for work, such time shall be with pay. This additional time with pay shall be granted to employees scheduled to work and those that would have normally reported for work. Such payments shall be limited to two (2) days per calendar year (County Board Resolution 2008-267 dated August 19, 2008). This policy applies to all county employees whose positions have not been designated essential

by the County Manager. It does not apply to employees who primarily work outdoors and are sent home because of inclement weather. Under no circumstances shall an employee be paid more under this section than their normally scheduled pay. If there are more than two (2) days of emergency closure per calendar year, or if an employee is otherwise ineligible for the special allowance pay, an employee is permitted to use sick leave with pay, vacation, or other paid accruals.

14.101 Personal Effects. Employees may submit claims to the Risk Management Department to replace personal effects or other property of the employee, which is destroyed or damaged in the course of their employment, provided that recovery cannot be made under the Workers' Compensation laws.

142.112 Paid Parental Leave. This section has been removed effective December 31, 2025, with implementation of the Paid Family Medical Leave act, Minnesota Statutes Chapter 268B, effective January 1, 2026. Refer to Sections 9.6 (e) (Childbirth), 9.6 (f) (Bonding), and 12.3 (Protected Leaves of Absence) for updated parental leave benefits. Eligible employees are entitled to a special allowance of Paid Parental Leave to bond with a new child. Effective January 1, 2025, the county will provide up to eight (8) weeks (or 320 hours) of Paid Parental Leave for the birth, adoption or foster placement of a child in the employee's home. This special allowance is prorated for part-time employees.

Eligibility applies to all classified and unclassified regular full-time and part-time benefits eligible employees who are regularly scheduled to work sixteen (16) hours or more per week after thirty (30) days of service and who are a biological, adoptive or foster parent of the child.

Seasonal, intermittent and temporary employees are not eligible for Paid Parental Leave.

Paid Parental Leave must be utilized within the first 6 months following the birth, adoption or foster placement of the employee's child. Paid Parental Leave not used within the required timeframe will be forfeit.

Paid Parental leave is intended to be used in one continuous block. Employees may request to use this special allowance intermittently, subject to department approval.

Employees are required to utilize Paid Parental Leave and any other required sick leave prior to beginning an unpaid parental leave, as defined by Section 11.3, paragraph (a). If an employee begins unpaid parental leave prior to the exhaustion of the Paid Parental Leave allowance, the remaining special allowance will be forfeit.

Paid Parental Leave runs concurrently with all applicable leave laws, including the Family Medical Leave Act and the MN Pregnancy and Parental Leave Act.

The rate of pay is based on the employee's current rate of pay excluding overtime or premiums, except as otherwise provided in a collective bargaining agreement.

The Paid Parental Leave special allowance will sunset when a state paid parental leave program is in effect.



RAMSEY COUNTY

County Benefits Policies

Adopted August 1993

Updated December 2025

Human Resources Department

TABLE OF CONTENTS

Section 1: Scope of Governance	3
Section 2: Definitions	4
Section 3: Normal Work Hours	5
Section 4: Overtime	6
Section 5: Dates for Determining Benefit Accrual	8
Section 6: Observed County Holidays	9
Section 7: Floating Holiday	11
Section 8: Vacation	12
Section 9: Sick Leave – With Pay	15
Section 10: Sick Leave – Without Pay	22
Section 11: Sick Leave – Workers’ Compensation	23
Section 12: Leaves of Absence	24
Section 13: Pay Upon Separation	32
Section 14: Special Allowances	36

EMPLOYEE BENEFITS

Section 1: Scope of Governance

- 1.1 **Authority under the Act.** The following policies have been established by the Human Resources Director and approved by the Ramsey County Board of Commissioners in accordance with Section 383A.295, Subdivision 1 of the Ramsey County Personnel Act, and shall govern the provision of holidays, vacation, sick leave, leaves of absence, and special allowances to employees of Ramsey County, State of Minnesota, except where superseded by state or federal statute. Insurance benefits and amounts of employer and employee contributions shall be set by County Board resolution and are not included in these policies.
- 1.2 **PELRA Supersedes.** Agreements reached under the Minnesota Public Employment Labor Relations Acts (Minnesota Statute 179.01, et seq., as amended) between Ramsey County and the exclusive representatives of its employees shall supersede these policies regarding employee benefits.
- 1.3 **Supervisors of Employees under Union Contract.** When the benefits provided to an employee covered under Section 1.2 exceed those provided to that employee's supervisor, the benefits provided to the supervisor shall be adjusted to make them equivalent. This policy will not apply to wages, and it will not be applied in instances where the difference in the benefits provided is solely the result of seniority.
- 1.4 **Confidential Employees.** Any employee excluded from a bargaining unit solely due to a determination that they have confidential status, shall receive wages and benefits equal to or greater than those provided under the applicable union contract. This policy will only apply to compensation, insurance, vacation, paid sick leave, holidays, and other leaves of absence.
- 1.5 **Governance of the Classified Service.** Except as provided in Sections 1.2, 1.3, and 1.4 employees in the classified service shall be subject to the provisions of these policies regarding employee benefits.
- 1.6 **Governance of the Unclassified Service.** Unclassified employees in the county personnel system shall be subject to the provisions of these policies.

All other terms and conditions of employment for these employees shall be equal to those of other county employees who are not subject to a collective bargaining agreement.

Section 2: Definitions

The terms defined in the Ramsey County Personnel Act shall have the meanings assigned to them in the Act whenever they are used in this description of employee benefits. In addition, the terms defined in the Personnel Rules shall have the meanings assigned to them in Rule 3 (Definitions) of that document.

Consistent with Minnesota Statutes 383A.281, Subdivision 14, references to “Director” in these Benefits Policies means the director of the department of human resources or the director’s delegated representative.

Section 3: Normal Work Hours

3.1 Normal Work Hours. Normal hours of fulltime employment for Ramsey County employees shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday. A department head may adjust start and end times for individual employees.

3.2 No Guarantee of Work Hours. No language contained in the provisions of any section under this policy shall be construed as a guarantee of hours of work per day or per week.

3.3 Alternative Schedules. A department head shall consult with the Director prior to implementing an alternative, permanent full-time schedule for a work unit (to the one described in Section 3.1). Departments shall consider whether the revised schedule provides for the maintenance of adequate service levels in the affected department.

3.4 Lunch and Rest Periods. Employees shall be entitled to a forty-five (45) minute lunch period and two fifteen (15) minute rest periods – one each in the first and second half of an eight (8) hour shift. Lunch and rest periods shall be scheduled as necessary to facilitate departmental operations.

3.5 Lactation Breaks. Lactating employees have the right to reasonable break time to express milk at work, pursuant to Minnesota Statute 181.939. Such break times are with pay, unless the employee is expressing milk during a break that is not usually paid, such as a meal break. Lactating employees must have access to a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

3.6 Hours of Compensation. Employees who (a) work the scheduled hours set forth in Section 3.1, or the hours determined by an alternative schedule under the provisions of Section 3.3, and (b) take rest, lunch, or lactation breaks in accordance with the provisions of Sections 3.4 and 3.5, shall be compensated for forty (40) hours of work per week.

Section 4: Overtime

4.1 Basis of Overtime Accrual. Except as noted in Sections 4.2 and 4.3, employees required to work in excess of forty (40) hours per week, shall earn overtime at the rate of time and one-half (1 and ½).

4.2 Fair Labor Standards Act Exemptions. Exemptions to Section 4.1 may be made based on the following exemptions provided for in the Fair Labor Standards Act (FLSA):

- a) For law enforcement personnel and corrections personnel who have responsibility for controlling and maintaining custody of inmates and of safeguarding them from other inmates or for supervising such functions, a work period of 7 to 28 days may be established by the appointing authority subject to approval by the Director. During this work period, employees shall be paid at their straight rate of pay, until the number of hours worked exceeds the number of hours which bears the same relationship to 171 as the number of days in the work period bears to 28; at which time, the additional hours shall be compensated at time and one-half (1 and ½) as prescribed in the FLSA.
- b) For workers in residential care establishments, a fourteen (14) day work period may be established by the appointing authority subject to the approval of the Director. Workers employed in residential care establishments must receive time and one-half (1 and ½) for all hours worked over eight (8) in any workday and over 80 in the 14-day work period.
- c) Persons employed on a seasonal basis, as defined in Personnel Rule 3.25 (Seasonal Employment), shall earn overtime under the provisions of Section 4.1, except for seasonal employees of the Parks and Recreation Department who will earn overtime for work in excess of forty-eight (48) hours in a week at the rate of time and one-half (1 and ½).

The above-noted exemptions are not intended to be an exhaustive list. If other exemptions are added to the Fair Labor Standards Act, such exemptions may be incorporated under this policy.

4.3 Exempt Employees. The Director shall identify those classes, which are exempt from the overtime provisions of the Federal Fair Labor Standards Act and shall inform county departments of the exempt/non-exempt status of each class. Employees whose positions are allocated to classes which have been determined to be “exempt” shall be precluded from earning overtime under the provision of Section 4.1 but may earn overtime under the provisions of Section 4.4.

4.4 Overtime Provisions: Exempt Employees. Exempt employees shall not qualify to earn overtime payments except in unusual circumstances. Under such circumstances, the County Manager may approve overtime at a straight-time rate for exempt employees who have been assigned to work hours in excess of their regular schedule. With prior approval from the County Manager, exempt employees may also be allowed to earn overtime at the rate of time and one-half (1 and ½).

Circumstances under which overtime may be earned at the time and one-half (1 and ½) rate include, but are not limited to:

- a) circumstances in which the proposed overtime compensation is necessary based on established community practices, or
- b) circumstances which constitute a state of emergency as determined by the County Manager. The County Manager's approval shall be contingent upon receipt of appropriate evidence from the department head, documenting the circumstances, which warrant overtime payment at the time and one-half (1 and ½) rate.

4.5 Required Approval for Overtime Work. All overtime work must be given prior approval by the employee's department head or the department head's designee, except that overtime work required in order to respond to an emergency situation may be approved after the fact.

4.6 Calculation. All overtime earned shall be calculated based on the nearest fifteen (15) minutes worked.

4.7 Accrual and Liquidation of Overtime. Accumulated overtime shall be liquidated according to the following provisions:

- a) All overtime in excess of sixty (60) hours shall be liquidated in the form of time off or cash payment by December 31 of each year. Upon request, the Director may authorize the carry-over of overtime in excess of sixty (60) hours to the next half year accounting period; any overtime carried over in this fashion must be liquidated by June 30 of that year.
- b) The appointing authority may order the liquidation as either time off, or in cash, of accumulated overtime in excess of sixty (60) hours upon ten (10) working days' notice to the employee.

4.8 Liquidation of Overtime for Transferring Employees. Except as noted in (a), an employee who transfers to, or is appointed by another county department, shall be compensated for all authorized overtime, which they have accrued prior to their transfer or appointment date. Such overtime shall be liquidated either as time off, or in cash, at the discretion of the appointing authority under which the overtime was earned.

- a) **Transfer of Accrued Overtime Balances.** The appointing authority in the department to which an employee has been transferred or new appointed has the discretion to let the employee transfer all or part of their overtime accrual to that department.

4.9 Liquidation of Overtime for Employees Separating from County Service. An employee who separates from county service by reason of retirement, resignation, dismissal or layoff shall be paid for all authorized overtime, which they have accrued. Compensation for any overtime accrual remaining at the time of separation from county employment shall be made in cash as prescribed in the FLSA.

Section 5: Dates for Determining Benefit Accrual

5.1 Original Employment Date. An employee's original employment date is their first day of work for Ramsey County, except as provided in Section 5.3.

5.2 Benefit Date. A full-time employee's benefit date is the date the payroll/personnel system will use to determine the amount of time in hours the employee has accumulated toward the accrual of benefits. This benefit date is determined by adjusting the original employment date for the number of pay periods in which all unpaid leave equals or exceeds forty (40) hours in a pay period, except as provided in Section 5.3, Sections 12.3 (g) (Military Leave), and Section 21.3 (l) (Leaves for Political Office).

5.3 Employees of Agencies Acquired by the County. The original employment and benefit dates for those employees working for other agencies which are acquired by Ramsey County may vary from the descriptions in Sections 5.1 and 5.2 depending upon the terms of the acquisition agreement.

Section 6: Observed County Holidays

The following are declared to be holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

See Section 7: Floating Holiday

When New Year's Day, Independence Day, Juneteenth Day, Veteran's Day or Christmas Day falls on Sunday, the following day shall be the holiday. When New Year's Day, Independence Day, Juneteenth Day, Veteran's Day or Christmas Day falls on Saturday, the preceding day shall be the holiday.

6.1 **Eligibility for Paid Holidays.** Employees are eligible for paid holidays as follows:

- a) Every full-time permanent, probationary or unclassified employee except as indicated in 6.1 (d) shall be eligible for all of the above-listed holidays.
- b) Part-time permanent, probationary or unclassified employees shall be eligible to earn holiday pay on a pro rata basis, provided that they are assigned a regular work schedule (as opposed to being subject to call or to work when available) of not less than thirty-two (32) hours per pay period.
- c) Provisional employees shall be eligible for all of the above-listed holidays except floating holidays.
- d) Employees assigned to work the shift of six (6) days on and three (3) days off or four (4) days on and two (2) days off shall not be eligible for holidays.
- e) Seasonal, intermittent, and temporary employees shall not be eligible for holidays.
- f) In order to receive holiday pay, an eligible employee must have worked, or been on paid status, for the entirety of the employee's regularly scheduled hours for both the workday immediately proceeding and following the holiday.

6.5 A Holiday Falling on a Regular Day Off. If a holiday falls on an eligible employee's regular day off the employee may either receive pay for the holiday or be granted alternate time off at the discretion of the appointing officer. If an employee is required to work on a scheduled holiday the employee will be granted alternate time off with pay at a time approved by the appointing officer. The provision does not apply to employees subject to Section 6.6.

6.6 Compensation for Work on Christmas Day or New Year's Day. An employee assigned to work the shift of six (6) days on and three (3) days off or four (4) days on and two (2) days off who works at least five (5) hours of an eight (8) hour shift on Christmas Day or New Year's Day shall receive straight time of the actual hours worked, plus credit for the same number of hours as the actual hours worked which shall be compensated by pay or time off at the discretion of the appointing officer. Any other full-time or part-time permanent, probationary or unclassified employee who works at least five (5) hours of an eight (8) hour shift on Christmas Day or New Year's Day shall receive straight time for the actual hours worked, plus credit for twice that number of hours shall be compensated by pay of time off at the discretion of the appointing officer. Seasonal, intermittent, and temporary employees shall not be eligible for additional hours under this section.

6.7 Religious Holidays. When a religious holiday, observed by an employee but not observed as a holiday under this section, falls on the employee's regularly scheduled workday, the employee shall be entitled to that day off to observe the religious holiday, and may use vacation, compensatory time, floating holidays, accumulated holiday time or unpaid leave to observe the religious holiday. Employees shall notify the appointing officer at least five (5) working days prior to the leave.

6.8 Authority to Declare a County Holiday. If the Ramsey County Board of Commissioners, by appropriate resolution, declares any other day to be a holiday, it shall be granted without pay unless otherwise specified by the County Board.

Section 7: Floating Holiday

7.1 Floating Holidays for Full-Time Employees. The floating holiday accrual method will be as described below:

- a) Full-time employees receive up to sixteen (16) hours of floating holiday.
- b) The floating holiday benefit is front-loaded annually on the first full pay period following the pay period including June 30th.
- c) Any unused floating holiday hours from the prior year shall be lost to the employee annually on the pay period which includes June 30th.
- d) Employees who have worked less than 6 months will not be paid for unused floating holiday if terminating employment.
- e) Employees on an unpaid leave of absence are ineligible to receive floating holiday hours until they return from leave.
- f) Floating holidays shall be taken at a time mutually agreeable to the employee and the department.

7.2 Floating Holidays for Part-Time Employees. Part-time permanent, probationary or unclassified employees receive floating holiday in the same manner outlined above for full-time employees. The number of hours they receive will be prorated based on their standard hours as of June 30th each year.

7.3 Use of Floating Holiday Hours. An employee wishing to use floating holiday hours must obtain advance permission from their appointing officer. Floating holiday hours must be used during the 12-month period beginning July 1st and will not be carried over from one 12-month period to the next.

Section 8: Vacation

8.1 Rate of Accrual for Employees Covered by the Federal Fair Labor Standards Act.

Permanent, probationary or unclassified employees in job classes which are covered under the provisions of the Federal Fair Labor Standards Act (FLSA) shall earn vacation at the rates prescribed below. For full-time employees, vacation accrual is based on the time that has passed since the employee's benefit date as described in Section 5.2 (Benefit Date). For part-time employees, vacation accrual is based on their actual hours of paid service. Job classes covered by the Federal FLSA may be assigned to the vacation schedule described in Section 8.2 at the Director's discretion.

Length of Employment	Accrual in Hours/ Pay Period	Yearly Accrual in Hours/Days	Max Accrual Hours
Less than 4 years	3.6923	96/ 12 days	240
Between 4 and 9 years	4.6154	120/15 days	300
Between 9 and 15 years	5.2308	136/17 days	340
Between 15 and 23 years	6.4615	168/21 days	420
23 years or more	7.6923	200/25 days	500

8.2 Rate of Accrual for Employees Exempt from the Federal FLSA. Permanent, probationary or unclassified employees in job classes which are exempt from the provisions of the Federal FLSA shall earn vacation at the rates prescribed below. For full-time employees vacation accrual is based on the time that has passed since the employee's benefit date as define in Section 5.2 (Benefit Date). For part-time employees vacation accrual is based on their actual number of hours of paid service. Exempt job classes may be assigned to the vacation schedule described in Section 8.1 at the Director's discretion.

Length of Employment	Accrual in Hours/ Pay Period	Yearly Accrual in Hours/Days	Max Accrual
Less than 4 years	4.6154	120/ 15 days	300
Between 4 and 15 years	6.1538	160/ 20 days	400
Between 15 and 23 years	6.4615	168/ 21 days	420
23 years or more	7.6923	200/ 25 days	500

8.3 Adjustments to Initial Vacation Accrual – Credit for Previous Service. The appointing officer may, at their discretion, recommend to the Director that a new hire be given credit for length of service for all, or a portion, of any employment experience directly related to the position to which the employee is being appointed or to match the current vacation accrual provided by the employee's most recent employer. The recommendation must be made in writing and be based on the appointing officer's assessment of the employee's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the employee's previous employer. The appointing officer must submit documentation of the

qualifying service with the recommendation. At his/her discretion, the Director may authorize length of service credit for all, none, a portion of the related experience, or the practice of the previous employer. This length of service credit, plus the employee's subsequent actual length of service with the county, will be the basis for future vacation accrual determinations. No additional length of service credit for qualifications obtained prior to county employment shall be granted after initial appointment to the county.

8.4 Loss of Accrual. Full-time permanent, probationary or unclassified employees shall not earn vacation credit for a pay period if unpaid leaves of absence in that pay period equal or exceed forty (40) hours in a pay period, except as provided in Section 12.3 (g) (Military Leave) and Section 12.3 (l) (Leaves for Political Office).

8.5 Eligibility of Part-Time Employees. Part-time permanent, probationary or unclassified employees shall be eligible to earn vacation credit provided that they are assigned a regular work schedule (as opposed to being subject to call or to work when available) of not less than thirty-two (32) hours per pay period. Prorated vacation leave accruals per pay period are calculated as the number of hours of paid service (except overtime) divided by eighty (80) hours and multiplied by the employee's rate of accrual (See Section 8.1 and 8.2).

8.6 Eligibility of Provisional Employees. Provisional employees shall not be eligible for paid vacation unless the provisional employee has permanent status in the county in another job title. However, if a provisional employee gains probationary or permanent status with no break in service, they shall receive credit for prior employment as a provisional in determining vacation accrual.

8.7 Employees Not Eligible for Paid Vacation. Seasonal, intermittent, and temporary employees shall not be eligible to earn paid vacation leave.

8.8 Accumulation of Vacation. Vacation may be accumulated to a maximum of two- and one-half times (2.5) the annual vacation earning rate of the employee. Any vacation accrued in excess of the maximum accumulation allowed shall be lost to the employee on the pay period including June 30th of each year.

8.9 Use of Vacation. Eligible employees wishing to use vacation must obtain advance permission from their appointing officer or designee.

8.10 Advance of Vacation. Employees may be advanced up to forty (40) hours of vacation before it is accrued, subject to the approval of the appointing officer. Advance can be requested during an employee's initial probationary period. Such hours must be repaid from the employee's future accrual. If an employee leaves county employment before repayment is complete, the remaining amount will be deducted from the employee's final check. If there are not sufficient funds, the employee will be required to repay the county the value of those hours.

8.11 Reports of Vacation Usage. Appointing officers shall maintain records of vacation used by each of their employees. Such records shall be maintained in the form and manner prescribed by the Human Resources Department.

8.12 Earned Vacation Upon Separation. Upon separation from county employment, a permanent or probationary employee shall be granted vacation pay earned up to the time of separation, as specified in Section 13.3 Vacation Upon Separation.

8.13 Return from Unclassified Service. Any employee holding an unclassified position excluded from the county personnel system under Section 383A.281, Subdivision 13 of the Act who later receives an appointment to a position in the county personnel system, shall receive credit for prior employment in the unclassified service outside the county personnel system in determining vacation leave, provided such service has been continuous and there has been no break in employment between the service outside and within the county personnel system.

8.15 Vacation Donation. An employee may elect to donate a portion of their accrued vacation leave to the sick leave account of another employee. This policy was original adopted by Board Resolution 92-412.

a) **Recipient Eligibility.** A recipient must be a full-time or part-time employee on continuous unpaid leave of absence and have exhausted all accrued paid leave balances, including sick leave, vacation, floating holiday, compensatory time, and holiday reserve. A recipient who is actively receiving wage replacement benefits from disability insurance, paid family medical leave, workers' compensation, or other income replacement program is ineligible to receive and/or use donated hours. An employee who has returned from unpaid leave cannot use donated hours. A recipient who, at the time of the donation, is ineligible for a county insurance contribution shall not retroactively become eligible to participate in or receive contributions to county insurance programs, nor will the county contribution be extended by donated sick leave.

b) **Donors.** An employee may donate between four (4) and forty (40) hours of vacation to the sick account of another employee. Upon request, the donor may request to remain anonymous. After submitting an agreement to donate hours to Human Resources, the donor shall have no further claim on the donated vacation. Any donated hours that are not used by the intended recipient shall be returned to the donor.

c) **Use of Donated Hours.** Donated vacation hours shall be credited to the sick bank of the recipient and shall be subject to all terms and conditions of paid sick leave, as outlined in Section 9. Donated hours are paid as straight time at the hourly wage of the recipient and do not carry any credit towards service hours or paid leave accruals.

Section 9: Sick Leave – With Pay

9.1 Eligibility for Sick Leave Accrual. Based on the employment type, employees are eligible to earn paid sick leave as follows:

- a) Full-time permanent, probationary, provisional and unclassified employees shall earn sick leave at the rate of 4.6154 hours each bi-weekly pay period. Part-time permanent, probationary, provisional or unclassified employees shall earn sick leave credit provided they are assigned a regular work schedule (as opposed to being subject to call or to work when available) of not less than thirty-two (32) hours per pay period. Prorated sick leave accrual per pay period is calculated as the number of paid hours (except overtime) divided by eighty (80) hours multiplied by the accrual rate (4.6154 hours per pay period).
- b) Seasonal, intermittent, and temporary employees shall earn paid sick and safety leave at the rate of one (1) hour for every thirty (30) hours worked, including overtime, up to a maximum of forty-eight (48) hours a year. This provision also applies to part-time employees who are not regularly scheduled at least thirty-two (32) hours per pay period.

9.2 Loss of Accrual. All employees eligible to accrue sick leave shall not earn sick leave credit for a pay period if unpaid leaves of absence in that pay period exceed forty (40) hours, except as provided in Section 12.3 (g) (Military Leave) and Section 12.3 (l) (Leaves for Political Office).

9.3 Accumulation of Sick Leave. Employees eligible for sick leave with pay may accumulate sick leave as follows:

- a) Eligible full-time and part-time employees may accumulate sick leave without any maximum restriction.
- b) Eligible seasonal, intermittent and temporary employees may accumulate sick leave up to 48 hours per year, allowing for annual carryover up to a maximum balance of 80 hours.
- c) A provisional employee whose status changes to probationary or permanent shall receive credit for all unused sick leave earned during the provisional employment, provided there is no break in service.

9.4 Transfer of Sick Leave Accumulation. Employees transferring from another merit system in accordance with the provisions of Rule 11.6 (Transfers from another Merit System) of the Personnel Rules may transfer their accumulated sick leave at the discretion of the appointing officer, up to forty (40) hours. Under no circumstances may the transferred sick leave exceed what the employee would have accumulated during an equal time period with the county. Seasonal, intermittent and temporary employees are ineligible to transfer sick leave from another merit system.

9.5 Required Use of Sick Leave. Any employee absent for a covered reason, as specified in Section 9.6, is required to use available paid sick leave. An employee eligible to use paid sick time is required to use all paid sick time until exhaustion, unless otherwise specified.

a) **Option to Retain Sick Leave.** An employee may choose to retain a sick bank of up to eighty (80) hours rather than exhaust all paid sick hours. If the employee elects to retain a sick leave bank, the employee may not use any time from that bank until the employee returns from unpaid leave. If the employee does not return from continuous unpaid leave, the time retained in the employee's sick leave bank will be lost to the employee.

b) **Exception for Paid Family Medical Leave.** An employee approved for paid family or medical leave as defined by Minnesota Statutes Chapter 268B is not required to use available paid time. Rather, the employee may choose to substitute paid sick leave for eligible wage replacement benefits awarded under the program, as specified in Section 12.3(a). Employees may not combine paid sick leave and wage replacement benefits.

9.6 Qualified Reasons for the Use of Sick Leave. Employees eligible to accrue sick leave may use sick leave as it is accrued. Sick leave may be authorized for the following reasons, with limitations as specified:

- a) **Employee Health.** Employees must use accumulated sick time for the mental or physical health care treatment of the employee, or for illness or injury which precludes the employee from the performance of their duties. Employees may use their full sick allowance for this purpose. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.
- b) **Child.** Employees must use accumulated sick time for the mental or physical health care treatment of the employee's child, or for the care of an ill-injured child. Employees may use their full sick allowance for this purpose. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time ("ESST") law, pursuant to Minnesota Statutes 181.9445-181.9448.
 - i. In accordance with Minnesota Statute 181.9445, "minor child" includes a foster child, legal ward, child for whom the employee is legal guardian, or child to whom the employee is/was in loco parentis. "Minor child" includes the child of a spouse or domestic partner.
 - ii. This policy extends the definition of child to include a child who is 18 years or older and is incapable of self-care because of a mental or physical disability.
- c) **Family Member.** Employees must use accumulated sick leave to assist in the care of the employee's adult child, spouse or domestic partner, sibling, parent, in-law, grandchild, grandparent, or other family member through legal or affinity relationship as defined by Minnesota Statute 181.9445, due to a mental or physical health condition. Employees

may use their full sick allowance for this purpose. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time (“ESST”) law, pursuant to Minnesota Statutes 181.9445-181.9448.

- d) **Safety Leave.** Employees must use accumulated sick leave for safety leave of the employee or employee’s family member as defined in paragraph (c). For the purposes of this section, “safety leave” is for the purpose of providing or receiving assistance due to domestic abuse, sexual assault, or stalking, in accordance with Minnesota Statute 181.9447. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time (“ESST”) law, pursuant to Minnesota Statutes 181.9445-181.9448.
- e) **Childbirth.** An employee who gives birth must use accumulated sick leave for medical leave due to childbirth and subsequent recovery, typically six (6) weeks for vaginal birth or eight (8) weeks for cesarian-section birth, unless otherwise specified by a healthcare provider. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time (“ESST”) law, pursuant to Minnesota Statutes 181.9445-181.9448.
- f) **Bonding.** Sick leave not to exceed one hundred sixty (160) hours shall be used for child bonding following the birth or placement for adoption or foster care of the employee’s child or a child regularly residing in the employee’s immediate household. The leave must be consecutive, unless otherwise approved by Human Resources, and taken within twelve (12) months of the birth, adoption or foster care placement.
- g) **Pregnancy.** Pregnant employees are eligible for sick leave and reasonable accommodation due to pregnancy in the same manner as is provided for any other ill or injured employee until such time as the employee is able to perform the duties of the position. Approved use of paid sick time for this purpose is protected under Earned Sick and Safe Time (“ESST”) law, pursuant to Minnesota Statutes 181.9445-181.9448.
 - i. The appointing authority may require that the employee furnish evidence, as outlined in Section 8.8, that they are unable to perform the duties of the position.
 - ii. Medical documentation will not be required if a pregnant employee requests certain workplace accommodations, to include:
 - Longer or more frequent food, water, and restroom breaks,
 - Access to seating, and/or
 - Limits on lifting greater than 20 pounds.
- h) **Bereavement.** Sick leave up to eighty (80) hours shall be granted for bereavement purposes per instance. Bereavement leave may include the need to make arrangements for or attend funeral services or a memorial, or to address financial or legal matters that arise after the death of a family member. Approved use of paid sick time for this

purpose is protected under Earned Sick and Safe Time (“ESST”) law, pursuant to Minnesota Statutes 181.9445-181.9448.

- i. Additional use of sick leave for bereavement purposes is subject to the approval of the department head or their designee.
- ii. Any additional paid hours approved for bereavement are considered protected by state law.

9.7 Notice for the Use of Sick Leave. The appointing officer or Director may require that an employee who requests to use sick leave with pay provide advance notice for the use of sick leave to be approved. The appointing officer or Director must have a written procedure for how the employee provides such notice.

- a) When an absence is foreseeable, the appointing officer or Director may require no more than seven (7) days’ advance notice.
- b) When an absence is unforeseeable, the appointing officer or Director may require that employees provide reasonable notice to support operational needs.

9.8 Documentation for the Use of Sick Leave. The appointing officer or Director may require that an employee on sick leave with or without pay provide reasonable documentation attesting to the necessity of the leave, the employee’s ability to return to work, proof of death in the employee’s family, or other information deemed necessary. Reasonable documentation must identify the leave is for an authorized reason as described in Section 9.6 but may not require details relating to medical condition or other sensitive information, unless requested by Human Resources.

- a) Reasonable documentation may be requested at the discretion of the appointing officer or Human Resources
- b) Reasonable documentation may only be required if the absence is more than two (2) consecutive workdays.
- c) Reasonable documentation may include a report from a healthcare professional, court records, other documentation signed by an authority such as an attorney or police officer, or other record.
- d) If it is not reasonably possible for an employee to provide such documentation, the employee may provide a written statement by the employee certifying the use of sick leave with pay is for an authorized reason as described in Section 9.6.
- e) If the employee fails or refuses to supply the requested documentation, or if the documentation does not clearly establish the employee’s use of sick leave for an authorized reason, the appointing officer or the Director may cancel an employee’s sick leave and require the employee to report for duty on or by a specific day.
 - i. An employee denied sick leave under this section may appeal to the Director.

9.9 Retaliation Prohibited. An employee who exercises or attempts to exercise their right to the approved use of sick leave with pay is protected against retaliation or discrimination, pursuant to Minnesota Statute 181.9447.

9.10 Advance of Sick Leave. After exhaustion of accrued sick leave, full-time and part-time employees eligible to accrue paid sick leave may request an advance of up to forty (40) hours of paid sick leave before it is accrued to be used for a specific reason, subject to the approval of the department head. Advance can be requested at any time, including during an employee's initial probationary period. Advanced hours may be used for any reason listed in Section 9.6. Reasonable documentation may be required..

- a) The approved use of advanced sick hours for any reason that is covered under the Earned Sick and Safe Time ("ESST") law is guaranteed the same protections of the law, pursuant to Minnesota Statutes 181.9445-181.9448.
- b) Once advanced sick leave hours have been applied to an employee's timesheet, the employee cannot request another advance of sick leave until repayment is complete.
- c) Advanced sick hours must be repaid from the employee's future accrual. If an employee separates from the county or transitions to a seasonal, intermittent or temporary status before repayment is complete, the remaining amount will be deducted from the employee's next or final check. If there are not sufficient funds, the county reserves the right to send the balance to collections, administered by the Finance Department.
- d) Seasonal, intermittent, and temporary employees are not eligible for advance of sick leave.

9.11 Use of Other Paid Leave for Sick Leave Purposes. Upon exhaustion of allowable paid sick leave, an employee may request to use other accrued time, such as vacation, for the purposes of sick leave. Authorization of the use of other paid leave is subject to department approval. Supporting documentation may be required.

a) An employee who elects to maintain a bank of sick time, as outlined in Section 9.5 (a), may also request to use other accrued time.

b) If use of other paid time is approved and the reason for the absence is covered under Minnesota Statute 181.9447 ("Earned Sick and Safe Time"), then the approved paid time is protected under state law.

9.12 Engaging in Other Employment While on Sick Leave. An employee on sick leave with or without pay who engages in other employment without written approval of the appointing officer shall be subject to discharge in accordance with Section 383A.294 of the Act and Rule 24 (Causes for Disciplinary Action) of the Personnel Rules.

9.13 Illness While on Vacation. Should illness or injury occur while an employee is on vacation, the period of illness or injury may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to the illness or injury and the period of disability.

9.14 Reports of Sick Leave Usage. Appointing officers shall maintain records of sick leave used by each of their employees. Such records shall be maintained in the form and manner prescribed by the Human Resources Department.

9.15 Conversion of Sick Leave Credit to Vacation. Employees may be eligible to convert accumulated sick leave to vacation in two different ways:

- a) Employees with an accumulation of sick leave credit in excess of 180 days (1440 hours) may convert the excess hours to vacation at the rate of sixteen (16) hours sick leave to eight (8) hours of vacation, not to exceed forty (40) hours in any calendar year. The vacation days must come under the maximum accumulation allowable under Section 8.8 (Accumulation of Vacation).
- b) Full-time employees, and part-time employees (on a prorated basis, based on hours worked), who do not utilize any sick leave hours in a three (3) month period shall have the option of converting four (4) hours of sick leave to vacation or pay at the option of the employee. The three (3) month periods are from January 1- March 31, April 1- June 30, July 1- September 30, October 1- December 31.
- c) Seasonal, intermittent, and temporary employees are not eligible to convert sick leave credit to vacation.

9.16 Appointment to a County Position Outside the Personnel System.

An employee who moves from an unclassified position that is excluded from the County Personnel System (as defined in Section 383A.281, Subdivision 13) into a position within the County Personnel System may receive an initial sick leave balance that is equal to the sick leave they have already accumulated at the time of the appointment. The sick leave rate of accrual cannot exceed the rate of accrual the employee would have earned under the county's regular sick leave policies.

9.17 Loss of Earned Sick Leave. All sick leave credits shall expire on an employee's date of separation from county employment, except as described in Section 13, Pay Upon Separation. However, if the employee is reinstated or re-employed as a permanent or probationary employee under the provisions of Rule 12.3 (Reinstatement After Resignation) of the Personnel Rules, all previously accumulated and unused sick leave shall be reinstated unless the employee has received separation pay under Section 13, Pay Upon Separation

a) Seasonal, intermittent, and temporary employees are eligible for reinstatement of accumulated and unused sick leave, if the employee is re-employed by the county within 180 days of separation. Maximum accruals apply.

9.18 Earned Sick Leave Upon Separation. Upon separation from county employment, a permanent or probationary employee who is eligible to receive separation pay, as outlined in Section 13.1 Sick Leave Separation Pay, shall be granted sick leave separation pay.

Section 10: Sick Leave – Without Pay

10.1 Eligibility for Sick Leave Without Pay. An employee may be eligible for sick leave without pay if the employee is approved for job-protected leave in accordance with applicable state or federal law.

a) Any employee unable to work due to a reason covered under Section 9.6, whose paid sick leave is exhausted, is not entitled to be off work and is not entitled to unpaid sick time unless the employee is covered by and approved for job-protected leave in accordance with applicable state or federal leave law.

10.2 Approved Use of Sick Leave Without Pay. An employee who is on an approved unpaid leave of absence, such as FMLA, may take unpaid time from work in accordance with the parameters of the approved leave, as outlined in Section 12.3 (Protected Leaves of Absence) and 12.4 (Discretionary Leaves of Absence). An employee on unpaid leave status is not allowed to access accrued paid time until the employee returns from unpaid leave.

10.3 Unauthorized Leave. Use of unpaid sick time without an authorized leave of absence may be considered an unauthorized leave and may be subject to disciplinary action, in accordance with 12.5 Unauthorized Leave of Absence and Personnel Rule 34.2 Presumed Resignation.

Section 11: Sick Leave – Workers’ Compensation

11.1 Recovery Period. Employees who are eligible to receive sick leave pay who are injured while performing work within the scope of their employment for Ramsey County and are rendered incapable of performing their duties are required to use earned sick leave in an amount equal to the difference between any Workers’ Compensation payments and 100% the employee’s normal daily salary. If an employee has no earned sick leave, or exhausts their accrued sick leave, they may elect to use earned vacation, compensatory time, floating holidays or accrued holiday time to pay the difference between Workers’ Compensation and 100% their normal daily salary.

11.2 Payment Limit. Nothing in this section shall be construed to permit an employee to receive combined wage and Workers’ Compensation benefits exceeding the employee’s normal daily salary.

Section 12: Leaves of Absence

12.1 General Provisions. Authorized time away from work may be granted for specific reasons in accordance with county policy and/or state or federal law. A leave of absence must be authorized by the appropriate authority.

12.2 Requesting a Leave of Absence. Any employee eligible for a leave of absence must submit a request for leave, in writing, to the appointing officer or their designee or to Human Resources. When the leave is foreseeable, an employee must give at least thirty (30) days advance notice if it is possible and practical to do so. When the need for leave is unforeseeable, the employee must provide notice as soon as possible and practical.

12.3 Protected Leaves of Absence. The following leaves of absence are governed by state and/or federal law. An eligible employee must fulfill the obligations of the leave, such as presenting medical certification or other official documentation, before the leave is considered authorized.

- a) **Paid Family Medical Leave.** Pursuant to Chapter 268B of the Minnesota Statutes, Paid Family Medical Leave (PFML) provides eligible employees with job-protected paid time off for medical needs, bonding with a new child, or certain safety or military-related reasons. The length of leave and amount of pay shall be governed by Minnesota Statute.
 - i. **Premiums.** The premium for PFML is made of employee and employer contributions, whereby the employer pays 50% of the premium and the employee pays 50% of the premium, with the employee share payable through payroll deductions, pursuant to Minnesota Statute 268B.14.
 - ii. **Notice.** An employee seeking a leave under PFML must provide sufficient notice to the employer, as outlined in Section 12.2.
 - iii. **Benefit year.** For the purposes of PFML, the benefit year is a 12-month period rolling forward. An employee's eligibility resets exactly one year from the first date of leave.
 - iv. **Substitution.** An employee may opt to use accrued paid time in lieu of receiving pay through PFML. Substituted paid leave, if elected, must begin at the start of the approved leave of absence. An employee who elects to substitute accrued paid sick leave is bound by the rules and limitations as specified in Section 9, Sick Leave With Pay, and more specifically Section 9.6, Qualified Reasons for the Use of Sick Leave. An employee who exhausts applicable paid leave through substitution will be placed on unpaid leave status with the county. Employees may not utilize accrued paid time in addition to PFML wage replacement. All accrued paid time used for the purposes of PFML will deduct from the employee's PFML allowance.

- v. **Payment Limit.** Nothing in this section shall be construed to permit an employee to receive wage benefits exceeding the employee's normal daily salary.
 - vi. **Concurrent leaves.** PFML runs concurrently with any other applicable leave of absence as allowable under state or federal law.
 - vii. **Amount of leave.** An employee may take up to twelve (12) weeks of medical leave, up to twelve (12) weeks of family leave, or a combined maximum of twenty (20) weeks of leave in a benefit year.
 - viii. **Intermittent leave.** If PFML is taken intermittently, the employee may take a maximum of 480 hours of intermittent leave in a benefit year, up to the maximum of 20 combined weeks between all approved family and medical leaves in that benefit year. If additional intermittent time is needed beyond 480 hours in a benefit year, and the employee is eligible for additional PFML, the employee must take that additional leave in a continuous block.
 - ix. **Minimum increment.** PFML may be taken in increments of one-quarter (0.25) hour.
 - x. **Impact on insurance benefits.** An employee on approved PFML maintains benefits at the same level of county contribution as of the date that the leave began. An employee is entitled to continue benefits coverage for the duration of the leave, so long as the employee continues to pay their share of insurance premiums.
- b) **Family Medical Leave Act.** Any employee who been employed with the county for at least twelve (12) months and has worked at least 1250 hours in the past twelve (12) months may be eligible for up to twelve (12) weeks of unpaid job-protected leave under the Family Medical Leave Act (FMLA). Such leave shall run concurrently with any other applicable paid or unpaid leave of absence.
- i. Employees may be required to substitute or use accrued paid sick leave during the approved FMLA leave as specified Section 9.6, Qualified Reasons for the Use of Sick Leave.
- c) **Unpaid Medical Leave.** An employee whose paid sick leave is exhausted may be granted an unpaid medical leave of absence. Permanent, probationary or unclassified employees may be granted a continuous medical leave of absence for a cumulative period not to exceed two (2) years.
- i. Any period of medical leave with or without pay must run concurrently with job-protected leave available under state or federal law, as applicable.
 - ii. When there are fewer than three (3) months between periods of leave of absence under this section for the same illness or injury, the periods of absence will be added together to determine the length of leave that may not exceed two (2) years.

- iii. Provisional employees who do not have permanent status with the county may be granted a leave of absence at the discretion of the appointing officer for a period not to exceed six (6) months.
- d) **Parental Leave for Child Bonding.** All employees are entitled to job-protected leave without pay to bond with a new child after birth, adoption, or foster placement. At the discretion of the parent, the time off shall begin before or at the time of their child's birth or at the time of child's adoption for the purpose of arranging the child's placement or caring for the child after placement, pursuant to Minnesota Statute 181.941. This leave runs concurrently with all applicable paid and unpaid leave laws. Eligibility for parental leave is as follows:
 - i. Permanent, probationary or unclassified employees shall be granted up to six (6) months parental leave.
 - i. Provisional employees without permanent status, seasonal, intermittent or temporary employees shall be granted up to twelve (12) weeks unpaid parental leave.
- e) **Leave for Child's School Functions.** Up to sixteen (16) hours of unpaid leave shall be granted for an employee to attend school conferences or classroom activities for their child if those events cannot be scheduled during non-work hours, pursuant to Minnesota Statute 181.9412. Eligibility for this type of leave is as follows:
 - i. Permanent, probationary or unclassified employees are eligible.
 - ii. Nothing in this section requires that the leave be paid; except that an employee may substitute any accrued paid vacation leave or other appropriate paid leave for any part of the leave under this section.
 - iii. Provisional employees without permanent status, seasonal, intermittent or temporary employees are only eligible if they have worked for the county for at least the preceding twelve (12) months and have worked an average of twenty (20) hours or more per week during that twelve (12) month period. The employee must obtain advance permission from their appointing officer if the need for the leave is foreseeable. An employee may choose to use accrued vacation or earned compensation time rather than unpaid leave.
- f) **Bone Marrow and Organ Donation Leave.** Any employee who has agreed to undergo a medical procedure to donate bone marrow or to donate an organ or partial organ to another person shall be granted a paid leave of absence of up to forty (40) hours, pursuant to Minnesota Statutes 181.945 and 181.9456. The leave may be extended at the discretion of the appointing officer. The appointing officer may require the employee to present a physician's verification. If there is a medical determination that the employee does not qualify as a donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

- g) Military Leave.** Employees shall be granted absence from a civilian job to fulfill military duties, such as training or active duty. All employees, except for temporary employees, are eligible for military leave without pay. Military leave of absence is governed by United States Code, Chapter 43, and Minnesota Statutes Chapter 192.
- i. Military pay.** Employees are eligible for up to fifteen (15) workdays of military pay per calendar year. Unused military pay is carried over from the prior year. Pursuant to Minnesota Statute 192.26, employees may choose when to use military pay.
 - ii. Use of other paid time.** At the start of a military leave, an employee may request to use accrued vacation, floating holiday, holiday reserve, and/or compensatory time for all or part of the leave. The approval of such time is subject to the discretion of the department head.
 - iii. Service credit.** An employee on military leave shall earn service hour credit, vacation accrual, and sick accrual for all time absent, paid or unpaid, for active military service and/or military training.
 - iv. Vacation exempt from capping.** Vacation accrued during military leave is exempt from capping for two (2) years from the date the employee returns from leave. After two (2) years and one (1) day, any unused accrued vacation hours are transferred to the employee's regular vacation bank and are subject to capping.
- h) Jury Duty Leave.** Employees shall be granted a leave of absence if summoned to report to jury duty. The employee must be released from their regular work schedule, including any shift work, to attend court for prospective jury service. The employee cannot be required to work any part of their shift, or an alternative shift, on any day the juror is required to report to the courthouse for jury service. An employee may voluntarily request to work an alternative work schedule, but cannot be prompted to do so, pursuant to Minnesota Statute 593.50, subdivision 1.
- i.** Full-time and part-time employees shall be paid for their regularly scheduled shift when the employee must report to jury duty during the employee's normal work hours. All fees for jury duty served during the employee's normal work hours, except those paid for meals and mileage, shall be returned to the employer. If fees are not returned, the employee is ineligible for jury duty pay.
 - ii.** Seasonal, temporary and intermittent employees are not eligible for paid time off for jury duty, but are eligible for unpaid job-protected leave, pursuant to Minnesota Statute 593.50.
- i) Voting Time Leave.** Every employee eligible to vote in an election is entitled to paid leave for the time necessary to appear in person, cast a ballot during the early in-person voting period or the day of the election, and return to work. Paid time for voting also includes the time necessary to turn in an absentee ballot to a voting office in person pursuant to Minnesota Statute 203B.081. Such leave for voting time will be without

penalty or deduction from salary or wages because of absence. The appointing officer may require that any request for time off to vote be made in advance and may specify the time when an employee may be absent for voting purposes.

- j) **PERA Duty Disability Leave.** An employee approved for psychological treatment by PERA for Duty Disability benefits will be placed on leave of absence with pay for the duration of the treatment period, up to 24-32 weeks. During the leave, the employee will continue to receive full salary and benefits and will be reimbursed for treatment costs not covered by health insurance, pursuant to Minnesota Statute 352B.102.
- k) **Leave to Accept an Unclassified Position.** Leave to accept an appointment to the unclassified service shall be granted to all classified permanent or probationary employees. At the termination of the unclassified service the employee shall be reinstated to the classified service as provided in Section 383A.285, Subdivision 8 of the Act. An employee returned to their former class shall suffer no loss in class seniority. The time of employment in the unclassified service shall count toward length of service for determining salary and benefits if the employee returns to the classified service with no break in service.
- l) **Leave for Political Office.** Leaves without pay shall be granted to employees serving as a legislator or who have been elected to full-time city or county office or to an Indian tribal council in Minnesota. Upon completion of the legislative year or completion of work related to legislative office or final day of office, the employee shall be reinstated pursuant to Minnesota Statutes 3.088, Subdivision 2. The provisions of this section shall not apply if the elected office is constitutionally or legally incompatible with the public employment. Employees whose principal employment is in an activity which is financed in whole or in part with funds from the Federal government may be barred from candidacy for public office pursuant to the Hatch Act (5 U.S.C. Section 1501 et seq.) or other applicable federal law. Granting of a leave of absence does not protect an employee from the provisions of the Hatch Act. It is the responsibility of the employee to determine if they are in compliance with the Hatch Act.

12.4 Discretionary Leaves of Absence. All employees are eligible for the following discretionary unpaid leaves. An employee's request for a leave of absence shall be submitted in writing to the appointing officer. The request shall state the reason for the leave of absence and the length of time off the employee desires. Written authorization for or denial of a leave of absence shall be furnished to the employee by the appointing officer.

- a) **Personal Leave.** Personal leaves of absence without pay of up to six (6) months may be granted at the discretion of the appointing officer. Such leave may be extended, with the appointing officer's approval, not to exceed a total leave of twelve (12) months.

- b) **Educational Leave.** Educational leaves of absence without pay of up to two (2) years may be granted at the discretion of the appointing officer.
- c) **Leave for Candidacy for Political Office.** Leaves of absence without pay to run for political office of up to six (6) months may be granted at the discretion of the appointing officer. Employees whose principal employment is in an activity which is financed in whole or in part with funds from the Federal government may be barred from candidacy for public office pursuant to the Hatch Act (5 U.S.C. Section 1501 et seq.) or other applicable federal law. Granting of a leave of absence does not protect an employee from the provisions of the Hatch Act. It is the responsibility of the employee to determine if they are in compliance with the Hatch Act.
- d) **Cancellation of Discretionary Leaves of Absence.** Discretionary leaves of absence shall be subject to cancellation by the appointing officer, if the employee is using the leave for purposes other than those specified at the time of approval or, when in the appointing officer's judgement, the interests of the county require that the employee returns to their employment.

12.5 Unauthorized Leave of Absence. Any employee on unauthorized leave for three (3) or more consecutive workdays may be presumed to have resigned their position, in accordance with Personnel Rule 34.2. Upon written notice from the appointing authority regarding the unauthorized leave, an employee shall have ten (10) days to respond and provide satisfactory explanation for the absence. If satisfactory explanation is not provided, the employee will be separated from county employment.

12.7 Effect of Leave of Absence on Salary and Benefit Accrual. Employees on leave of absence without pay shall not be paid benefits or salary. The time period for leave does not count towards accrual of benefits and salary, except as described in Section 12.3 (c) (Unpaid Medical Leave), Section 12.3 (g) (Military Leave), Section 12.3 (k) (Leave to Accept an Unclassified Position), Section 12.3 (l) (Leaves for Elective Office), and for full-time employees' leaves of forty (40) hours or less in a pay period. Employees returning to work after leave without pay will be paid at the same salary step held immediately before the leave began, except those employees on leaves as described in Section 12.3 (g) (Military Leave), Section 12.3 (k) (Leave to Accept an Unclassified Position), Section 12.3 (l) (Leaves for Elective Office), and for full time employees' leaves of forty (40) hours or less in a pay period, the time period on leave shall count towards accrual of benefits and salary accrual.

12.8 Effect of Leave of Absence on Probationary Period. A probationary employee's time spent on leave of absence without pay shall not count toward completion of their probationary period except as described in Sections 12.3 (g) (Military Leaves) and 12.3 (l) (Leaves for Elective Office).

12.9 Reinstatement Rights. A permanent or probationary employee who is granted a leave of absence with or without pay shall be afforded reinstatement rights as follows:

- a) **Military Leave.** Reinstatement from military leave is governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA), which guarantees an employee returning from military service or training the right to be reemployed at their former job with the same benefits.
- b) **Other Protected Leaves.** A permanent or probationary employee who is granted a leave of absence with or without pay for a protected leave as described in 12.3 (Protected Leaves of Absence) will have the right to be reinstated with the same seniority and same salary as when the leave began. An employee is to be reinstated to:
 - i. The employee's former position in the department if the leave of absence is paid through accrued paid leave.
 - ii. The employee's former position in the department if the unpaid absence is for sixty (60) calendar days or less.
 - iii. A position in the department in the classification held at the time the unpaid leave started if the absence is no longer than sixty (60) days. If all positions in the classification in the department are filled, the employee with the least amount of class seniority in that department shall be reassigned or laid off in accordance with Rule 35.3 (Reassigned to another Department/Layoff and Rule 11 (Filling Vacancies through Transfer or Voluntary Reduction) of the Personnel Rules.
 - iv. If all positions in the employee's class have been abolished, the provisions of Rule 35.4 (Seniority Rights to Previously Held Titles) and Rule 12 (Filling Vacancies through Reinstatement) of the Personnel Rules shall apply.
 - v. Unclassified employees may be reinstated at the discretion, and under the terms set by, the appointing authority.
 - vi. Provisional employees who do not have permanent status with the county, on leave of absence, may be reinstated to the position from which leave was taken only if the need for the employee still exists; the authority is still in force for the provisional appointment; and the time limit set by the Director for the appointment has not been exceeded.
- c) **Discretionary Leaves.** An employee approved for a discretionary leave shall maintain reinstatement rights for the duration of the leave. Should the discretionary leave be cancelled or revoked, the employee is expected to report to work on the next regularly scheduled workday in order to be reinstated.

12.10 Evidence of Ability to Return to Work. When requested by the appointing officer or the Director, an employee on medical leave with or without pay must present a physician's statement attesting to their fitness to return to work before being allowed to return to work.

12.11 Inability to Return to Work due to Medical Condition Affecting Fitness for Work. For an employee unable to present evidence of ability to return to work due to a medical condition affecting their ability to continue to work in their current position, the provisions of Rule 33

(Employee and Management Rights/Responsibilities in Cases of Medical Condition Affecting Fitness for Work) shall apply.

Section 13: Pay Upon Separation

13.1 Sick Leave Separation Pay. Upon separation from county service by resignation, layoff, expiration of a leave of absence or death, a permanent employee shall be paid one half (1/2) of all unused sick leave based on their accumulated sick leave based on their accumulated sick leave hours at the time of separation, up to the following maximums, provided that:

1. That at the time of separation from county service, the employee must have been employed by the county in the classified service for at least five (5) years of full-time equivalent service prior to their separation, except that this section shall not apply to an employee whose cause of separation is death, layoff, whose position has been abolished, or who was required to retire from service under provisions of a compulsory retirement law.
2. An employee who is laid off or whose position has been abolished shall have the option of waiting until their eligibility for reinstatement expires before applying for separation pay.
3. That the rate of payment shall be based upon the regular hourly salary of the employee, in their permanent classification, at the time of separation. Separation as used in this rule means the last working day of the employee in the classified service.
4. That in the event an employee has been separated and paid for such accumulated sick leave and subsequently is re-employed, their sick leave shall be calculated as though they were a new employee.
5. No classified employee who is on a leave of absence to accept a position in the exempt service of the county shall be eligible for separation pay until their employment is finally terminated.
6. Separation payment may be deferred to January of the next calendar year if requested in writing by the employee.

Seasonal, intermittent and temporary employees are ineligible to receive separation pay for accrued and unused sick and safety leave hours.

Unused Sick Leave Accrual Amount	Maximum Pay
Employees with at least 100 hours sick leave and less than 480 hours:	\$5000.00
Employees with at least 480 hours sick leave and less than 850 hours:	\$10,000.00
Employees with at least 850 hours sick leave and less than 1,000 hours:	\$11,000.00
Employees with at least 1,000 hours sick leave and less than 1,150 hours:	\$12,000.00

Employees with at least 1,150 hours sick leave and less than 1,300 hours:	\$13,000.00
Employees with at least 1,300 hours sick leave and less than 1,450 hours	\$14,000.00
Employees with at least 1,450 hours sick leave and less than 1,600 or more:	\$15,000.00
Employees with at least 1,600 hours and less than 1,750 hours:	\$16,000.00
Employees with at least 1,750 hours and less than 1,900 hours:	\$17,000.00
Employees with at least 1,900 hours or more:	\$18,000.00

13.3 Vacation Upon Separation. Upon separation from county service, employees will receive payment for all unused, accrued vacation leave. This payment will be issued as a lump sum in the pay period following the issuance of the final paycheck for hours worked and will be taxed in accordance with IRS rules for supplemental wages.

Vacation payout amounts may be designated for contribution to the Health Care Savings Plan (HCSP), based on an employee's date of hire and salary plan eligibility. Any portion of the payout that is not designated to the HCSP may be eligible for contribution to the employee's deferred compensation account, up to the annual contribution limit for that plan.

13.4 Other Accrued Paid Leave. Upon separation from county service, employees with at least six (6) months of service will receive payment for all unused, accrued floating holiday. All employees, regardless of service hours will receive payment for all unused holiday reserve and compensation time leave. Employees may also be eligible for payment for uniform allowance. These payments will be issued as a lump sum in the pay period following the issuance of the final paycheck for hours worked and will be taxed in accordance with IRS rules for supplemental wages. These other accrued leave payout amounts may be designated for contribution to the Health Care Savings Plan (HCSP), based on an employee's date of hire and salary plan eligibility. Any portion of the payout that is not designated to the HCSP may be eligible for contribution to the employee's deferred compensation account, up to the annual contribution limit for that plan.

13.5 Payout to Health Care Savings Plan. In accordance with Minnesota Statutes, Chapter 352.98, employees are to contribute a percentage of earnings to the Health Care Savings Plan (HCSP) to be used for post-employment health care expenses. Upon separation from county employment, sick leave separation pay and/or vacation payout may be transferred to the employee's HCSP pursuant to the rules of the applicable salary schedule and the date of hire, as follows:

- a) Salary Schedule 101A (formerly 01A) (Admin):

- i. Hired before 7/1/92 – 100% of separation pay and 50% of vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 100% of separation pay and 50% of vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 25% separation pay.
- b) Salary Schedule 102A - (formerly 02A):
 - i. Hired before 7/1/92 – 100% separation pay and 50% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay.
- c) Salary Schedule 102A - (formerly 98A):
 - i. Hired before 7/1/92 – 100% separation pay and 75% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay and 25% vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay, 25% vacation pay.
- d) Salary Schedule 102A Law Clerks- (formerly 98A):
 - i. Elected no contribution. Any money already contributed will remain in your HCSP account;
- e) Salary Schedule 08 (Trades): Hired before 7/1/92 – 100% separation pay.
- f) Salary Schedule 10 (Comm. Corr. Super):
 - i. Hired before 7/1/92 – 100% separation pay and 50% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 100% separation pay and 100% vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 100% separation pay, 25% vacation pay, and effective 1/14/17 0.05% of ongoing base pay.
- g) Salary Schedule 31 (Chief Correctional Officers UNR):
 - i. Hired before 7/1/92 – 100% separation pay and 100% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 100% separation pay and 100% vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 100% separation pay.
- h) Salary Schedule 727 - (formerly 98B) (Dept. Head/Div Dir):
 - i. Hired before 7/1/92 – 100% separation pay and 75% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay and 25% vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay, 25% vacation pay.
- i) Salary Schedule 727 - (formerly 02P):
 - i. Hired before 7/1/92 – 100% separation pay and 50% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay.
- j) Salary Schedule 98D (Principal Assistants):

- i. Hired before 7/1/92 – 100% separation pay and 75% vacation pay;
 - ii. Hired 7/1/92 through 12/31/05 – 50% separation pay and 25% vacation pay;
 - iii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution – 50% separation pay, 25% vacation pay.
- k) Salary Schedule 99 (Courts):
 - i. 75% of separation pay (effective 2005 through 1/13/17);
 - ii. Hired before 7/1/92 – 75% of separation pay (effective 1/14/17);
 - iii. Hired 7/1/92 through 12/31/05 – 50% of vacation pay, 100% of separation pay, and 1% of base salary (effective 1/14/17).
- l) Salary Schedule 99 (Unclassified):
 - i. Hired 7/1/92 through 12/31/05 – 100% of separation pay, 100% of vacation pay, and effective 1/14/17 1.5% of ongoing base pay;
 - ii. Hired on or after 1/1/06 or opted out of receiving retiree insurance contribution
 - iii. Elected no contribution. Any money already contributed will remain in your HCSP account.
- m) Elected Officials: Individual lump sum payroll contribution of \$100 per pay period

In accordance with MSRS requirements, the Ramsey County Board of Commissioners authorized the creation of HCSPs for non-union employees in 2005 (Resolution 2005-272).

Section 14: Special Allowances

14.1 Equipment Allowance. The Ramsey County Board of Commissioners may authorize special allowances to any employee for the purpose of upkeep, maintenance or furnishing of a vehicle, uniform, or other equipment necessarily used in the performance of the duties of the position. Any allowance granted shall be paid in addition to the regular salary payable to the employee under the county salary plan.

14.2 Saturday-Sunday Differential. Employees receiving pro rata benefits, required to work at least five (5) hours on Saturday or five (5) hours on Sunday shall be paid a differential in addition to their regular salary at rates determined by resolution of the Ramsey County Board of Commissioners. Compensation under this paragraph will be in addition to the employee's regular salary. Seasonal, intermittent, and temporary employees, and employees working overtime are excluded from the provisions of this paragraph. Board Resolution B2024-696 effective the first full pay period following January 1, 2025, this rate shall be one dollar (\$1.00) for eligible hours on Saturday and Sunday.

14.3 Non-Scheduled Weekend Shifts. Full-time and regularly scheduled part-time employees as designated by the Ramsey County Board of Commissioners, shall be paid at a rate determined by Board resolution for each non-scheduled weekend shift worked. Compensation under this paragraph will be in addition to the employee's regular salary. The provisions of this section shall apply to all full shifts worked between 3 p.m. Friday and 7a.m. Monday. The weekend bonus payment shall not be paid if additional shifts are worked as a result of a voluntary exchange of hours.

14.4 On-Call Compensation. An employee is on call when directed by the appointing officer to remain available to be called in for work during certain specified hours. The hourly rate of pay for each classification of employees required to be on call will be determined by resolution of the Ramsey County Board of Commissioners. Board Resolution B2024-696, effective the first full pay period following January 1, 2025, this rate shall be three dollars (\$3.00) per hour.

14.5 Relief of Night Differential. Any full-time employee or part-time employee receiving pro rata benefits, who works on a shift beginning earlier than 6 a.m., or ending later than 6 p.m., shall receive a relief or night shift differential as determined by the Ramsey County Board of Commissioners for the entire shift, provided at least four (4) hours of the shift are worked between the hours of 6 p.m. and 6 a.m. Compensation under this paragraph will be in addition to the employee's regular salary. Full-time employees or part-time employees receiving pro rata benefits who receive the night differential as the result of a continuous shift assignment shall continue to receive differential pay for all periods of paid leave as provided under the sick leave, vacation and holiday provisions of these benefit policies. Seasonal, intermittent and temporary employees, and employees working overtime are excluded from the provisions of this paragraph.

14.6 Call-Back. The Director may authorize four (4) hours minimum call-back pay for employees who are called back for emergency work. The employee's time is first computed on the basis of time and one-half for overtime as described in Section 4 (Overtime). When this total is not equal to or does not exceed four hours, the employee shall be paid call back pay of four hours at the employee's regular rate of pay.

14.7 No Overlapping Pay Differentials. Under no circumstances shall an employee receive more than one type of pay differential as described in Sections 12.1-12.6, for one period of time worked.

14.8 Tuition Reimbursement. Any employee who takes courses which have a direct relationship to their current or future occupation or a position they can reasonably hope to advance to, may, upon submission of evidence of successful completion of such courses, be refunded the amount of the tuition. An employee wishing to take advantage of this benefit must have the course work approved by the appointing officer prior to enrollment. Factors upon which an employee's eligibility depends, the relevancy of the course work to the employee's position and professional goals, the status of the educational institution and availability of funds, pursuant to the tuition reimbursement guidelines. Approval will not be granted for a course if a substantial equivalent is offered through the county. Tuition payments shall be limited to a maximum annual dollar amount per employee, determined by the Ramsey County Board of Commissioners. Employees shall not be eligible for tuition reimbursement when tuition has been paid or shall be paid by federal plan of "benefits for veterans and service personnel" or by other sources.

14.9 Emergency Closings. Emergency closings shall be declared in accordance with County Board resolution. During severe weather or an emergency situation which affects the safety of county employees, if the County Manager or their designee closes a facility or department, or a public emergency or local public emergency has been officially declared, and employees are told by the department head or appropriate media to leave early or not to report for work, such time shall be with pay. This additional time with pay shall be granted to employees scheduled to work and those that would have normally reported for work. Such payments shall be limited to two (2) days per calendar year (County Board Resolution 2008-267 dated August 19, 2008). This policy applies to all county employees whose positions have not been designated essential by the County Manager. It does not apply to employees who primarily work outdoors and are sent home because of inclement weather. Under no circumstances shall an employee be paid more under this section than their normally scheduled pay. If there are more than two (2) days of emergency closure per calendar year, or if an employee is otherwise ineligible for the special allowance pay, an employee is permitted to use sick leave with pay, vacation, or other paid accruals.

14.10 Personal Effects. Employees may submit claims to the Risk Management Department to replace personal effects or other property of the employee, which is destroyed or damaged in

the course of their employment, provided that recovery cannot be made under the Workers' Compensation laws.

14.11 Paid Parental Leave. This section has been removed effective December 31, 2025, with implementation of the Paid Family Medical Leave act, Minnesota Statutes Chapter 268B, effective January 1, 2026. Refer to Sections 9.6 (e) (Childbirth), 9.6 (f) (Bonding), and 12.3 (Protected Leaves of Absence) for updated parental leave benefits.

Board of Commissioners

Request for Board Action

Item Number: 2025-539

Meeting Date: 12/16/2025

Sponsor: Board of Commissioners

Title

Settlement Agreement in *Ellen Kirchman v. Ramsey County* (Court File No. 62-CV-25-1495)

Recommendation

1. Approve the settlement agreement with Ellen Kirchman in *Ellen Kirchman v. Ramsey County* (Court File No. 62-CV-25-1495), totaling \$95,000.
2. Authorize the Chair and Chief Clerk to execute the settlement agreement.

Background and Rationale

Ellen Kirchman filed a lawsuit against Ramsey County on March 4, 2025 alleging that she was wrongfully terminated from her employment in Ramsey County's Enterprise Project Management Office on March 25, 2024. The lawsuit asserted discrimination based on disability and reprisal claims under the Minnesota Human Rights Act and the St. Paul Human Rights Ordinance. Plaintiff sought damages for, among other things, lost wages and benefits, pain and suffering, and attorney's fees.

Plaintiff and Ramsey County reached a settlement. The Board of Commissioners approved that settlement in a closed session on December 2, 2025.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

There is no racial equity impact associated with this request for board action.

Community Participation Level and Impact

There is no community engagement associated with this request for board action.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The county is self-insured, and the settlement agreement will be paid out of the county's tort liability fund.

Last Previous Action

On December 2, 2025, the Ramsey County Board of Commissioners met in a closed meeting to receive advice from and provide direction to the Ramsey County Attorney's Office.

Attachments

1. Settlement Agreement

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS

This Settlement Agreement and Release of All Claims, (“the Agreement”), is made and entered into between Ellen Kirchman (“Plaintiff”) and Ramsey County (“the County”) (collectively “the Parties”). The purpose of the Agreement is to resolve all pending litigation, claims, and disputes relating in any way to Plaintiff’s employment with the County.

1. Recitals

Plaintiff filed a discrimination charge against the County with the Minnesota Department of Human Rights (MDHR), *Kirchman v. County of Ramsey*, Case No. 76522, and subsequently commenced a civil action in the Second Judicial District against the County, *Kirchman v. County of Ramsey*, No. 62-CV-25-1495, asserting claims under the Minnesota Human Rights Act (“MHRA”) and St. Paul Human Rights Ordinance arising out of her employment with the County (“the Matter”). To avoid the risks, uncertainty, and costs associated with the Matter the Parties have agreed to compromise and settle this dispute and end the litigation. The County has denied and continues to deny liability.

2. Consideration

In consideration of the above and the payment and promises set forth herein, the parties agree as follows:

- A. Provided that Plaintiff signs the Agreement by the last day of the consideration period set forth in paragraph 6 below and does not rescind the Agreement pursuant to paragraph 6 below, the County will pay to Plaintiff and her counsel the total sum of \$95,000.00 divided into three checks as follows:
 - 1) A payment to “Kitzer Rochel, PLLP” in the amount of \$38,305.50 as and for claimed attorneys’ fees and costs for which an IRS Form 1099-MISC (Box 3) will be issued to Plaintiff’s attorneys, Kitzer Rochel, PLLP.
 - 2) A payment to “Ellen Kirchman” in the amount of \$11,338.90 as and for claimed lost wages for which an IRS Form W-2 will be issued to Plaintiff. This figure represents alleged lost wages.
 - 3) A payment to “Ellen Kirchman” in the amount of \$45,355.60 as and for claimed pain and suffering for which an IRS Form 1099-MISC (Box 3) will be issued to Plaintiff.

The three checks will be delivered to Plaintiff’s counsel. Plaintiff’s counsel will provide delivery instructions upon notice of approval and execution of this

Agreement by the Chair of the County Board, or his designee, and the Chief Clerk, or his designee. Payment will be delivered accordingly within 45 calendar days of the County's execution of this Agreement. The County's attorneys agree to make best efforts to present this Agreement to the full Board for consideration, and if approved agree to make best efforts to obtain the County's execution of the Agreement and the issuance of the settlement checks in a reasonable time period considering the County's other business needs.

- B. As set forth more fully below, Plaintiff agrees to waive all known and unknown charges, claims, causes of action, appeals, grievances, and complaints, which were raised or could have been raised in connection with her employment by the County as of the date of this Agreement. Plaintiff will take all necessary steps to cause any pending charges, claims, causes of action, appeals, grievances, and complaints to be withdrawn and dismissed with prejudice. Plaintiff and her counsel agree to execute any documents and provide any information necessary to effectuate the settlement and issuance of a settlement checks.
- C. Plaintiff agrees that payment of the amount above constitutes full and final settlement of all claims and fully satisfies all monetary obligations related to this Matter, including claims for attorney fees, costs, or disbursements.

3. Release of All Claims

Plaintiff hereby knowingly, voluntarily, irrevocably, and unconditionally waives and releases the County, its past and present employees, elected officials, representatives and agents from any and all claims, controversies, causes of action, damages, costs, attorney fees, or liabilities of any nature, known and unknown, related in any way to her employment with the County, including but not limited to claims existing at any time up to and including the date of this Agreement.

The foregoing specifically includes, but is not limited to, any claims under the Minnesota Human Rights Act; St. Paul Human Rights Ordinances, civil rights laws enforced by the Equal Employment Opportunity Commission (EEOC), which includes the Age Discrimination in Employment Act (ADEA), Title VII, Americans with Disability Act (ADA), Older Worker's Benefits Protection Act (OWBPA), the Equal Pay Act (EPA); the Fair Labor Standards Act (FLSA), the Veteran's Preference Act, and each of these laws as amended; Sections 1981 and 1983 of the Civil Rights Act of 1866 and all other federal, state, and local civil rights laws; any other claim for unlawful employment practices, whistle blower claims, retaliation, whether legal or equitable; and any claim or right or entitlement under the Ramsey County Personnel Act, Minn. Stat. § 383A.281, *et seq.*, the Ramsey County Personnel Rules, the Ramsey County Benefits Policies and any and all applicable collective bargaining agreements. Plaintiff waives the right to receive monetary

damages, or other legal or equitable relief awarded by or to any governmental agency related to any such claim or charge.

Plaintiff acknowledges, understands, and agrees she is releasing in the Agreement all claims that have arisen through the date of her signature below.

4. Plaintiff's Ability to Execute Agreement and Receive Payment

Plaintiff expressly represents and warrants that she is able to execute this Settlement Agreement and Release of All Claims. Plaintiff is at least 18 years of age and mentally competent and has consulted with attorneys and other professional advisers of her choice regarding this Agreement and its legal and tax consequences. Plaintiff understands and voluntarily accepts all the terms, conditions, and consequences of this Agreement. Plaintiff expressly represents and warrants that she is not a party to any bankruptcy proceeding before any court.

5. Plaintiff Responsible for Subrogation and Liens

Plaintiff agrees to assume full responsibility for settlement and reimbursement of any subrogation claims or liens, and further agrees to defend and indemnify and/or hold the Released Parties harmless against any insurers or governmental entities claiming subrogation rights or liens relating to the Matter. Plaintiff agrees to provide the Ramsey County Attorney's Office upon request the following information to enable Ramsey County to fulfill its obligations under Section 111 of the federal Medicare, Medicaid and SCHIO Extension Act of 2007 (MMSEA): full legal name; gender; date of birth; social security number; and any other information reasonably required under the MMSEA.

Plaintiff hereby agrees to hold harmless the Released Parties from any liability whatsoever to any person, entity, firm, or corporation beyond the consideration already paid as part of this release, including, without limitation, liability for other tort claims and constitutional claims, and/or actions for enforcement of any liens and including, without limitation, any subrogation claim and/or lien enforcement claim arising from payment of any insurance benefits, Medicare or Medicaid payments, medical assistance claim, or otherwise, which may now exist or hereafter arise by reason of the matters referred to in the Complaint or other pleadings in the Matter. It is agreed that all liens or any other obligations, statutory or otherwise, will be satisfied by the proceeds of the settlement.

6. Other Agreements

- A. The parties understand and agree that the term "the County", as used in the Agreement includes Ramsey County and all of its departments, facilities, agencies,

and past and present elected officials, employees, representatives, insurers, and legal counsel.

- B. Plaintiff agrees the Agreement binds her and also binds her heirs, executors, administrators, assigns, agents, partners, and successors in interest. Plaintiff represents that no right, claim, or cause of action covered by the Agreement has been assigned or given to someone else, nor are any attorney fees owed to any counsel for which the County is liable.
- C. Plaintiff agrees the Agreement is not an admission by the County of any violation of Plaintiff's rights, any statutory violation, or of any liability whatsoever and that the County has and continues to deny any liability whatsoever.
- D. Data concerning Plaintiff shall be maintained and disclosed in accordance with the Minnesota Government Data Practices Act and other applicable law.
- E. Plaintiff agrees that she is responsible for all tax consequences associated with the payments described in paragraph 2.A above and agrees to indemnify and hold harmless the County from any and all actions against it by any taxing authorities as a result of tax characterization and treatment of the payments.
- F. Plaintiff specifically acknowledges and affirms that the Agreement supersedes and replaces any rights or protections she may have under any Ramsey County Personnel Rules, Ramsey County Benefits Policies, Ramsey County Board Resolutions, or any other County pronouncement, directive, or ordinance. The Agreement contains the entire understanding between the County and Plaintiff.
- G. Plaintiff also represents that she has suffered no unreported workplace injuries and has not been denied leave under the Family and Medical Leave Act (FMLA).
- H. The invalidity or partial invalidity of any portion of the Agreement shall not invalidate the remainder thereof and said remainder shall remain in full force and effect. Moreover, if one or more of the provisions contained in the Agreement shall, for any reason, be held to be excessively broad as to scope, activity, subject, or otherwise, so as to be unenforceable, such provision or provisions shall be construed by the appropriate judicial body by limiting or reducing it or them, so as to be enforceable to the maximum extent compatible with then applicable law. To the extent that any claim is ultimately determined to be not waivable, Plaintiff agrees that the consideration paid as part of the Agreement upholds the validity of the waiver of all remaining claims.

- I. Plaintiff represents and certifies that she: (a) has read the Agreement carefully; (b) understands its provisions; (c) has been advised of her right to consult counsel and in fact is represented by counsel; (d) has not been influenced to sign the Agreement by any statement or representation by the County; and (e) enters into the Agreement knowingly and voluntarily with full knowledge of what it means.
- J. The County agrees to pay the full amount of the mediator's fees for the mediation conducted by Jonathan Norrie, BANC, LLP on October 15, 2025.
- K. Plaintiff hereby agrees to indemnify the County and hold it harmless as to any claim for attorney fees, costs, disbursements, and any other costs whatsoever incurred by her counsel.
- L. The parties agree the Agreement is not precedential and may not be offered or received into evidence in any proceeding except to enforce its terms.
- M. Plaintiff and the County acknowledge and agree that in the event of a material breach or threatened breach, the aggrieved party shall be entitled to appropriate injunctive relief and may be entitled to recover its reasonable costs and attorney fees.
- N. The Agreement shall be governed by Minnesota law. The courts of the State of Minnesota, either federal or state, shall have jurisdiction over, and be the proper venue for, any disputes arising out of the Agreement.
- O. This Agreement may be executed in one or more counterparts, all of which together, if they have not been modified, shall be deemed one original Agreement and shall be final and binding on the parties.
- P. Plaintiff agrees that the drafting of the Agreement involved her attorneys and attorneys for the County and that the Agreement shall not be construed against either party as the drafter.
- Q. This Agreement is subject to the approval of the Ramsey County Board of Commissioners and shall become binding on the County upon execution by the Board Chair, or his designee and the County Clerk, or his designee.

7. Right to Consult and Recission Period

Plaintiff is specifically advised to consult with an attorney of her choice before signing this Agreement which releases rights she has or may have under federal, state, and local law, including, but not limited, to the Age Discrimination in Employment Act ("ADEA"), the

ADA, Title VII, and the Minnesota Human Rights Act. Plaintiff has twenty-one (21) days to consider this Agreement and whether to sign it.

Having elected to execute this Agreement, to fulfill the promises set forth herein, and to receive the sums and benefits set forth in Paragraph 2.A above, Plaintiff freely and knowingly, and after due consideration, enters into this Agreement intending to waive, settle, and release all claims she has or might have against the County.

In the event Plaintiff signs this Agreement, she may revoke or rescind the agreement within seven (7) days of signing it with respect to claims under the Age Discrimination in Employment Act, and it will not become effective or enforceable until this seven-day (7) day period has expired. To effectively revoke or rescind, the revocation or rescission must be in writing and must be delivered by hand or sent by certified mail, return receipt requested, postmarked within the seven (7) day period, respectively, and properly addressed to:

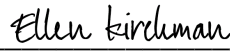
Kristine Nogosek, Assistant Ramsey County Attorney
 Ramsey County Attorney's Office
 360 Wabasha Street N., Suite 100
 St. Paul, MN 55102

Plaintiff agrees that she has had the opportunity to consult with counsel of her own choosing and that if she signs this Agreement, she did so voluntarily and without any pressure or coercion of any nature from anyone. Plaintiff further agrees that any amendment to this Agreement will not extend or otherwise restart any of the time periods referred to in this Paragraph 6.

ACCEPTED AND AGREED:

Date: 10/15/2025

ELLEN KIRCHMAN:

DocuSigned by:

 33EE1ADE9AF049A...
 Ellen Kirchman

AS TO FORM:

Date: 10/15/2025

KITZER ROCHEL PLLP

DocuSigned by:
By: Brian Rochel
BF47502AF5C743C...
Phillip Kitzer, Reg. No. 390441
Brian Rochel, Reg. No. 389709
Frances E. Baillon, Reg. No. 28435X
225 South Sixth Street, Suite 1700
Minneapolis, Minnesota 55402
Tel: (612) 767-0520
Fax: (612) 444-8890
kitzer@kitzerrochel.com
rochel@kitzerrochel.com
baillon@kitzerrochel.com

ATTORNEYS FOR PLAINTIFF

RAMSEY COUNTY

Date: _____


By: _____
Rafael E. Ortega
Chair – County Board of
Commissioners

By: _____
Jason Yang
Chief Clerk – County Board of
Commissioners

AS TO FORM:

Dated: 12/2/2025

JOHN J. CHOI
RAMSEY COUNTY ATTORNEY

By: 
Kristine Nogosek (#0304803)
Elisabeth Brady (#0392802)
Carli Mansfield (#0400583)
Assistant Ramsey County Attorney

360 Wabasha St. North, Suite #100
Saint Paul, MN 55102
651-266-3230 (Nogosek)
651-266-3030 (Brady)
651-266-3008 (Mansfield)
kristine.nogosek@co.ramsey.mn.us
elisabeth.brady@co.ramsey.mn.us
carli.mansfield@co.ramsey.mn.us

ATTORNEYS FOR DEFENDANT

Board of Commissioners

Request for Board Action

Item Number: 2025-517

Meeting Date: 12/16/2025

Sponsor: Library

Title

Gift From Ramsey County Library Friends to the Ramsey County Library

Recommendation

Accept the gift of \$20,000 from the Ramsey County Friends to the Ramsey County Library.

Background and Rationale

The Ramsey County Library Friends is a non-profit organization dedicated to supporting the Ramsey County Library in making information, books, music, and programs available to the public.

Due to successful fundraising and supportive membership, Ramsey County Library Friends experienced a surplus of \$20,000 in 2024, and useable distribution was transferred in 2025.

County Goals (Check those advanced by Action)

☐ Well-being

☐ Prosperity

☒ Opportunity

☒ Accountability

Racial Equity Impact

The generous support from Friends enhances Ramsey County Library's ability to serve the diverse communities of the county through library programs and resources.

Community Participation Level and Impact

No community engagement was conducted; this request for board action serves to inform the community.

☒ Inform

☐ Consult

☐ Involve

☐ Collaborate

☐ Empower

Fiscal Impact

The anticipated gift of \$20,000 is not included in the library's approved 2025 budget. These funds will be allocated to the Library's Trust and Agency Fund.

Last Previous Action

On April 8, 2025, the Ramsey County Board accepted the 2025 gift of \$130,000 from the Ramsey County Library Friends to the Ramsey County Library (Resolution B2025-102).

Attachments

1. Letter

May 8, 2025

Pang Yang
Ramsey County Library
4560 Victoria St N
Shoreview, MN 55126

Re: 2024 Surplus Grant

Dear Pang,

I am pleased to let you know that the Ramsey County Library Friends Board of Directors unanimously voted to grant a \$20,000 surplus from fiscal year 2024 to the Ramsey County Library, at the Friends Board meeting held on April 21, 2025.

We will distribute the funds to you upon approval of this gift.

Thank you for the opportunity to partner with you in 2025! We are excited about the work the Library is doing and glad to be a part of it.

Best Regards,



Melissa Nykanen
Executive Director

Board of Commissioners

Request for Board Action

Item Number: 2025-531

Meeting Date: 12/16/2025

Sponsor: Library

Title

Gift from Ramsey County Library Friends to the Ramsey County Library

Recommendation

1. Accept the gift of \$250,000 from the Ramsey County Library Friends to the Ramsey County Library.
2. Authorize the County Manager to establish a project budget of \$250,000 for the Project Design and Ideation of the Mounds View Library in the Library Department budget.

Background and Rationale

The Ramsey County Library Friends is a non-profit organization dedicated to supporting the Ramsey County Library in making information, books, music and programs available to the public.

In 2022, Ramsey County Library Friends received a significant estate gift from Mr. Ronald Varns to commit specifically to the Ramsey County Mounds View Library. Useable distribution was transferred in 2025 to be used toward the design phase of the remodel at the Mounds View Library.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact

The social vulnerability index for the City of Mounds View ranges from .40 to .94 and an average of .66 on the basis of four census tracts. The City of Mounds View has a population of 35.7% people of color, with a 24.3% of the City's total population of 17-years-old and under. About 18.3% of the population speaks a language other than English.

For the residents of Mounds View, a total of 27.2% of the households are cost burdened, paying more than 30% of their gross income towards housing. About 23.4% of the total households rent and of the population, 49.6% of the households are cost burdened.

The support from Ramsey County Library Friends and Mr. Ronald Varns will allow Ramsey County Library to make capital investments in one of the county's most vulnerable communities.

Community Participation Level and Impact

Community engagement is expected to occur through the use of these funds to inform a future Ramsey County Library in Mounds View.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The anticipated gift of \$250,000 is not included in the library's approved 2025 budget or the proposed 2026 budget. These funds will be allocated to a specific project budget for the ideation and design phase of the Mounds View Library.

Last Previous Action

On April 8, 2025, the Ramsey County Board accepted the 2025 gift of \$130,000 from the Ramsey County Library Friends to the Ramsey County Library (resolution B2025-102).

Attachments

1. Distribution Letter.

May 20, 2025

Pang Yang
Ramsey County Library
4560 Victoria St N
Shoreview, MN 55126

Re: \$250,000 Disbursement to Mounds View Library Remodel

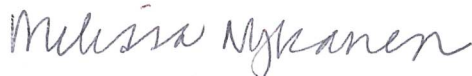
Dear Pang,

I am pleased to let you know that the Ramsey County Library Friends Board of Directors voted to approve disbursement of \$250,000 from the Varns estate restricted funds to Ramsey County Library to assist in funding the design phase of the Mounds View Library remodel. The vote was held at the Friends Board meeting on November 18, 2024.

We will distribute the funds to you upon approval of this gift.

Thank you for the opportunity to partner with you on this project!

Best Regards,

A handwritten signature in dark ink, reading "Melissa Nykanen".

Melissa Nykanen
Executive Director

Board of Commissioners

Request for Board Action

Item Number: 2025-540

Meeting Date: 12/16/2025

Sponsor: Housing Stability

Title

Grant Agreement with the City of Saint Paul for Familiar Families Pilot Program

Recommendation

1. Accept a grant award and approve a grant agreement with the City of Saint Paul for the period of December 20, 2025 through December 19, 2026 through in the amount of \$500,000.00.
2. Authorize the Chair and Chief Clerk to execute the grant agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.
4. Authorize the County Manager to submit future grant applications and accept future grant funding to support program operations and sustainability, in a form approved by the County Attorney's Office.

Background and Rationale

The Heading Home Ramsey Family Shelter Workgroup identified a small but highly vulnerable group of families who experience persistent, chronic homelessness and have repeatedly struggled to stay in traditional shelter environments due to complex behavioral, trauma-related, and multi-system needs.

These families often cycle between unsheltered homelessness, emergency response systems, schools, hospitals, and criminal legal involvement without stabilizing. Their needs generate high public sector costs and significant safety concerns.

To address this gap, the Workgroup designed the *Innovative Familiar Families Pilot Program*, which would support up to five families at a time-approximately 20 individuals, the majority of whom are children. With an estimated average shelter stay of four months, the program is expected to serve at least 60 individuals per year during the initial pilot.

Families eligible for this pilot will meet one or both criteria with priority being placed on families meeting both criteria:

1. 4+ years of homelessness per McKinney-Vento (non-sequential), and
2. Restricted or banned from at least one traditional family shelter or County-funded hotel program.

County Goals (Check those advanced by Action)

☒ Well-being ☒ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact

Families experiencing long-term homelessness in Ramsey County are disproportionately Black, Indigenous, and families of color, and children within these households experience significantly higher rates of housing instability, school disruption, trauma exposure, and adverse health outcomes. Traditional shelter models have not consistently met the needs of families with multiple and complex barriers, resulting in repeated exits,

prolonged homelessness, and further racialized disparities in outcomes.

By offering stabilized sheltering options, educational continuity for children, and robust wrap-around supports before and after housing placement, this pilot advances Ramsey County's commitment to embedding racial equity in service delivery. The program prioritizes healing, dignity, and culturally responsive care, and is expected to reduce shelter re-entries, increase exits to stable housing, and decrease racial disparities in the homelessness response system.

Community Participation Level and Impact

Extensive community and stakeholder engagement has informed the development of the Familiar Families Pilot Program. The Heading Home Ramsey (HHR) Family Shelter Workgroup - which includes representatives from community-based organizations, culturally specific service providers, education partners, youth-serving agencies, and individuals with lived experience of homelessness - identified the need for an alternative, trauma-responsive shelter model for families who have not been well served in traditional settings.

The program design reflects direct feedback from families with lived experience, shelter providers, and frontline staff who have consistently highlighted the gaps in accessibility, safety, and support within the existing shelter system. Stakeholders emphasized the need for culturally specific engagement, educational stability for children, and sustained wrap-around services that extend beyond emergency shelter placement.

☒ Inform ☒ Consult ☒ Involve ☒ Collaborate ☒ Empower

Fiscal Impact

The Familiar Families Pilot Program will be administered by the Ramsey County Housing Stability Department (HSD). The City of Saint Paul will provide \$500,000 in financial support for the initial implementation of this pilot. These funds will be used to secure shelter space and provide trauma-informed, wrap-around services for participating families. This new grant funding is not accounted for in the HSD 2025 operating budget and not accounted for in the proposed 2026 budget.

Last Previous Action

1. None.

Attachments

1. Ramsey County and City of Saint Paul Familiar Families Grant Agreement



Ramsey County and City of Saint Paul Familiar Families Grant Agreement

This Grant Agreement is between is Ramsey County ("County"), a political subdivision of the State of Minnesota, and the City of Saint Paul, a Minnesota municipal corporation ("City"). The County and City each a "Party" and collectively the "Parties."

Background

- A. The County and City are empowered to enter into this grant agreement.
- B. The County agrees to perform all services described in this grant agreement to the satisfaction of the City.

Terms and Conditions

1. County Duties

The County will undertake the following activities in implementing the Familiar Families pilot program:

1.1 Overview

County will implement the Familiar Families pilot program designed to support up to 5 families at a time who have not been successful in traditional shelters because of multiple, complex, and persistent needs. This pilot program would provide shelter and trauma-informed wrap-around services.

1.2 Eligibility of participants

Families that meet both of the following criteria would be prioritized for this pilot, and families meeting just one of the eligibility factors will be prioritized in the second group:

- a. Families with a history of 4+ years experiencing homelessness (McKinney-Vento definition); homelessness does not have to be sequential, and
- b. Families that have been restricted/banned from at least one existing family shelter or a County-funded hotel program.

1.3 Services Goals and Expectations

- a. 5 families ≈ 20 individuals, the majority of whom are children

- b. 20 individuals x est. average shelter stay of 4 mo. ≈ 60+ individuals/year in initial pilot
- c. Shelter would be provided to these families via a motel space or other space. Shelter provider must be equipped to address behaviors and circumstances that are problematic in traditional shelters, including verbal violence.

1.4 Services

- c. County will establish robust wrap-around services to support family stabilization, which includes but is not limited to culturally specific resources, educational stability, peer support from those with lived experience, and mental and chemical health resources for children and parents.
- d. Wrap-around services should be provided for 1 year after stable housing is attained, including continuation if the family obtains Permanent Supportive Housing (PSH) to ensure a seamless transition from the shelter service provider to the PSH provide.
- e. County will contract for pilot program services, adhere to the County's procurement policies and procedures, and ensure all required legal standards are included in resulting agreements.

1.5 Reporting

The City and County will establish a reporting framework and cadence throughout the term of this Agreement.

2. Term

- a. Effective date:
December 20, 2025, or the date the City obtains all required signatures, no work can begin, and no payments will be made to the County until this grant agreement is fully executed.
- b. Expiration date:
December 19, 2026, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The City may continue the term of this Agreement as funding and authority exist.

3. Consideration and Terms of Payment

- a. Funding is provided through the City of Saint Paul's Housing and Redevelopment Authority.
- b. The total obligation of the City for all compensation to County shall not exceed five hundred thousand Dollars (\$500,000).
- c. The County will submit invoices to the City in a consistent format and no more frequently than once per month.

4. Authorized Representative

The City's Authorized Representative is Jules Antanaga, jules.atangana@ci.stpaul.mn.us, who has the responsibility to monitor the County's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the City's Authorized Representative will certify acceptance on each invoice submitted for payment.

The County's Authorized Representative is Naly Yang, naly.yang@co.ramsey.mn.us, Interim Director, Ramsey County Housing Stability Department.

Should the Authorized Representative change at any time during this Agreement, the Parties must promptly notify the other Party in writing.

5. Data Practices

The Parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or any other applicable state statutes, any state rules adopted to implement the MGDPA and related statutes, as well as federal statutes and regulations, as they apply to all data created, collected, received, stored, used, maintained, or disseminated under this Agreement.

6. Compliance with Applicable Law

The Parties agrees to comply with all applicable federal, state and local laws, regulations or ordinances.

7. Audit

The County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

8. Indemnification

Pursuant to Minn. Stat. § 471.59, Subd.1a.(a) each Party agrees that it will be responsible for its own acts and omissions and the acts and omissions of its employees, elected officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the

extent authorized by law, and will not be responsible for the acts and omissions of the other Party or their employees, elected officials, and agents, or for any liability resulting therefrom.

Nothing in this Agreement constitutes a waiver by either Party of any limitation of liability under Minnesota Statutes Chapter 466, or any other statutory or common law immunities, limits, or exceptions on liability. In accordance with Minnesota Statutes section 471.59, for purposes of determining total liability for damages, the Parties shall be considered a single governmental unit with respect to the pilot program and the total liability for the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in section Minnesota Statutes section 466.04, subdivision 1.

9. Insurance

The County is self-insured under the provisions of Minnesota Statutes Chapter 466. Such coverage includes tort liability with limits of liability as defined by this chapter. The coverage afforded under this self-funded program extends to County employees for activities arising out of the course and scope of their employment as defined under Section 466.07.

The self-funded program includes the liability of an officer or an employee or agent for tort arising out of an alleged act or omission occurring in the performance of duty, subject to the statutory limits of \$500,000 per claimant/\$1,500,000 for any number of claims arising out of a single occurrence for the liability of the County for any claim within the scope of sections 466.01 to 466.15.

Furthermore, the State of Minnesota designates the County as a qualified self-insurer for workers' compensation and motor vehicle liability. The County self-insures for workers' compensation as required by law. Nothing in this section shall constitute a waiver by the County of any of its statutory or common law immunities, limits, or exceptions on liability.

10. Termination

Either party may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice to the other Jurisdiction.

11. Assignment

Neither Party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Party and a fully executed Assignment Agreement, approved by the same parties who executed and approved this Agreement, including authorized representatives.

12. Amendments

Any amendment to this Agreement must be written and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, including authorized representatives.

13. Waiver

If either Party fails to enforce any provision of this Agreement, that failure does not waive the provision or other Party's right to enforce it.

14. Severability

If any provision of this Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

15. Force Majeure

Neither Party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party including but not limited to: war, storms, flooding, fire, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

16. Conflict of Interest

The Parties shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Agreement.

17. Publicity

The Parties shall mutually agree regarding any publicity regarding the Familiar Families Pilot Program.

18. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey City, Minnesota.

19. Entire Agreement

This Agreement contains all negotiations and agreements between the City and County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

Board of Commissioners

Request for Board Action

Item Number: 2025-515

Meeting Date: 12/16/2025

Sponsor: Property Management

Title

Lease Agreement with Northern States Power Company for Space at 360 Wabasha Street North

Recommendation

1. Approve the lease agreement with Northern States Power Company, 414 Nicollet Mall, 6th Floor, Minneapolis, MN 55401, for 236.5 square feet of useable space at 360 Wabasha Street North, Saint Paul, MN 55102, for the period of January 1, 2026, through December 31, 2030, in the total amount of \$18,024.
2. Authorize the Chair to execute the lease agreement.
3. Authorize the County Manager to execute future amendments to the lease agreement that do not have a financial impact.

Background and Rationale

Ramsey County acquired the 360 Wabasha building in 2023. The acquisition included two existing third-party tenant leases. One of the tenants, Northern States Power Company ("Xcel Energy"), currently occupies space within the building under a lease that expires on December 31, 2025.

Xcel Energy has been a reliable and long-term tenant with an established presence at 360 Wabasha. Its tenancy contributes to the overall occupancy and financial stability of the property.

Property Management has reviewed current market conditions and has negotiated a new five-year lease with Xcel Energy at market-rate pricing. The new lease would begin January 1, 2026, and continue through December 31, 2030. Property Management recommends approval of the five-year lease agreement with Xcel Energy.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

The racial equity impact of this lease agreement is unknown.

Community Participation Level and Impact

There is no community participation associated with this action.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The terms of the lease agreement include the following revenue which has been included in Property Management's proposed 2026 operating budget:

Period	Annual Base Rent PSF	Monthly	Total Term
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1/1/2026 - 12/31/2026	\$14.50	\$286	\$3,429
1/1/2027 - 12/31/2027	\$14.86	\$293	\$3,514
1/1/2028 - 12/31/2028	\$15.23	\$300	\$3,602
1/1/2029 - 12/31/2029	\$15.61	\$308	\$3,692
1/1/2030 - 12/31/2030	\$16.01	\$316	\$3,786

Last Previous Action

None.

Attachments

1. Lease Agreement

LEASE AGREEMENT

RAMSEY COUNTY

AS LANDLORD

AND

NORTHERN STATES POWER COMPANY

AS TENANT

LEASE AGREEMENT

This Lease Agreement (“Lease”) is made as of _____, 2025 and is by and between Ramsey County, a political subdivision of the State of Minnesota (“Landlord”), and Northern States Power Company, a Minnesota corporation (“Tenant”).

RECITALS:

For and in consideration of the rents and covenants hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord hereby leases to Tenant, and Tenant hereby accepts and leases the Premises from Landlord, upon the following terms and conditions:

DATA SHEET

The following terms, conditions and definitions are incorporated in this Lease and shall have the meanings set forth in this Data Sheet, except as may be modified by provisions of this Lease:

- (a) “Building(s)”: The building(s) having the following street address(es): 360 Wabasha Street N., St. Paul, MN 55102.
- (b) “Property”: The land (and all improvements thereon) upon which the Building is situated. The legal description and/or PID for the Property are set forth on attached Exhibit A.
- (c) “Premises”: The following space in the Building: The office space, located on Lower Level 2 of the Building, that is depicted and identified on Exhibit B as “NSP Communication Equipment Room”. The Premises contains 236.5 square feet of leasable area. In addition to the Premises, the Tenant shall have the right to access Tenant’s communications equipment that is located in a shared communications closet in the location shown on Exhibit B (“Tenant’s Communications Box. Tenant shall clearly label Tenant’s Communications Box and all of Tenant’s lines within Tenant’s Communications Box, identifying them as Tenant’s.

Tenant’s rights hereunder expressly do not include any right to access the underground tunnel that is located under Lower Level 2, and Tenant acknowledges that Landlord will be permanently closing and sealing the Building’s access to such tunnel.

- (d) “Common Areas”: means the entrances, lobby, accessways, hallways, restrooms, stairways, elevator banks, and other Building areas and the driveways, parking areas, and landscaped areas on the Property that are designated for the nonexclusive common use of all tenants of the Building and their invitees. Notwithstanding anything to the contrary contained herein, Tenant shall have no rights with respect to, or access to, any Common Areas within the Building, except those Common Areas that are needed to access the Premises or to use the Premises for Tenant’s Use (i.e., Building entrance and lobby, main floor hallway providing access to stairwells and elevators, the stairwells and elevators providing access to Lower Level 2, emergency exits and corridors, and the Common Areas on Lower Level 2, including the restrooms).
- (e) “Additional Rent”: means all sums other than Monthly Base Rent payable by Tenant to Landlord under this **Lease**, including late fees, interest, and any and all other amounts due under this **Lease**, including any and all other sums that may become due by reason of any default of Tenant or failure to timely comply with the agreements, terms, covenants, and conditions of this **Lease** to be performed by Tenant.

- (f) “Monthly Base Rent” or “Rent”: The amounts due from Tenant to Landlord in consideration of the Lease of the Premises as provided in Section 1 of this Lease (which shall be adjusted as provided in Section 3.1), as follows:

Lease Period	Annual Base Rent Per Square Foot	Leasable Area	Monthly Base Rent
January 1, 2026 – December 31, 2026	\$14.50	236.50	\$285.77
January 1, 2027 – December 31, 2027	\$14.86	236.50	\$292.87
January 1, 2028 – December 31, 2028	\$15.23	236.50	\$300.16
January 1, 2029 – December 31, 2029	\$15.61	236.50	\$307.65
January 1, 2030 – December 31, 2030	\$16.01	236.50	\$315.53

- (g) “Commencement Date”: January 1, 2026.
- (h) [Reserved.]
- (i) “Termination Date”: December 31, 2030.
- (j) “Exhibits”: The following exhibits are attached to this Lease and are incorporated in the Lease by reference:

Exhibit A - Legal Description or PID of the Property
Exhibit B – Depictions of the Premises

- (k) “Term” or “Lease Term”: The term of this Lease shall commence on the Commencement Date and shall terminate and expire on the Termination Date.
- (l) Tenant’s Address for Notice:

Xcel Energy
414 Nicollet Mall, 6 th Floor
Minneapolis, MN 55401
Attn: Manager of Siting and Land Rights
Phone: 800-895-4999
Email:

Xcel Energy
401 Nicollet Mall,
Minneapolis, MN 55401
Attn: Legal Department

- (m) Landlord’s Address for Notice:

Ramsey County
121 East 7th Street
Suite 2200
St. Paul, MN 55101
Attn: Director of Property Management

(n) Rent Payment Address:

Ramsey County Property Management
121 East 7 th Street, Suite 2200
St. Paul, MN 55101
Attn: Jean Krueger
Phone: (651) 266-2262
Email: Jean.Krueger@RamseyCountyMN.Gov

- (o) “Tenant’s Use”: The Premises shall be used to house Tenant’s communication equipment and for no other purposes.
- (p) “Security Deposit”: None.

TERMS

SECTION 1 - PREMISES AND TERM

1.1. Premises. Landlord hereby leases to Tenant and Tenant hereby takes from Landlord, subject to the terms and conditions of this Lease (including the Data Sheet) and for the Term set forth above, the Premises identified above, all subject to the terms and provisions of this Lease set forth herein.

SECTION 2 – POSSESSION

2.1. Acceptance of the Premises. Tenant takes and accepts the Premises in its “as is” condition, and Tenant acknowledges that it has inspected the Premises and accepts it in its present condition as suitable for the purposes for which they are leased. Tenant further acknowledges that no representations as to the repair of the Premises, nor promises to alter, remodel or improve the Premises have been made by Landlord. The taking of possession of the Premises by Tenant shall be conclusive evidence that the Premises were at that time in good and satisfactory condition.

SECTION 3 - RENT

3.1 Base Rent. In consideration of the leasing of the Premises, Tenant agrees to pay to Landlord without setoff, deduction or demand, unless specifically provided for herein, at the address set forth in the Data Sheet, or at such other place as Landlord from time to time may designate in writing, Base Rent as set forth in the Data Sheet, on the Commencement Date and continuing on the first day of each and every month thereafter for the next succeeding months during the balance of the Term. If the Term commences on a date other than the first day of a calendar month, Monthly Base Rent for such partial month, as the case may be, shall be obtained by multiplying the number of days in the term within such month by a fraction, the numerator of which is the Annual Base Rent and the denominator of which is 365.

3.2 Additional Rent. In addition to the Base Rent payable by Tenant under the provisions of this Lease, Tenant shall pay to Landlord all Additional Rent as and when the same may become due.

3.3 Tenant’s Personal Property Taxes. Tenant shall pay, prior to delinquency, all real and personal property taxes assessed or levied upon its occupancy of the Premises, or upon the trade fixtures, furnishings, equipment and all other personal property of Tenant located in the Premises, and Tenant shall cause such trade fixtures, furnishings, equipment and other personal property to be assessed and billed separately from the property of Landlord (“Tenant’s Taxes”). In the event any or all of Tenant’s trade fixtures, furnishings, equipment or other personal property, or Tenant’s occupancy of the Premises, shall be assessed and taxed with the property of Landlord, Tenant shall within ten (10) days after delivery to Tenant by Landlord of a statement in writing setting forth the amount of such taxes applicable to Tenant’s occupancy of the Premises, trade fixtures, furnishings, equipment or other personal property, pay to Landlord the amount set forth in the notice as Tenant’s Taxes.

SECTION 4 – [RESERVED]

SECTION 5 – [RESERVED].

SECTION 6 - USE

6.1 Use. The Premises may be used solely for the Permitted Use. Tenant. Tenant: (i) shall promptly comply with all laws, ordinances and regulations affecting the Premises or Tenant's business therein, plus insurance company requirements affecting the cleanliness, safety, use and occupation of the Premises, and

including compliance with the ADA as set forth in Section 9.3 below (ii) all laws, ordinances, and regulations pertaining to the generation, use, storage, removal, and disposal of hazardous substances, and (iii) shall not use or have any hazardous substances on or about the Premises other than as incidental and is customary in a business office use. Except as may be expressly provided in the Data Sheet, Landlord disclaims any warranty that the Premises or Building are suitable for Tenant's Use. Tenant's use of the Premises shall be subject to the rules and regulations of Landlord for the Building as may be established and adjusted from time to time.

6.2 Access to Building by Tenant. Exhibit B provides a sketch showing the location of the Premises within the Building. Tenant and its employees, agents, guests and permittees shall only enter the Building to access the Premises therein through the main entrance to the Building. Landlord shall provide Tenant with up to four (4) cards for use of the card access for entry to the Building(s) in accordance with Ramsey County policies and procedures for providing card access to its tenants and their employees at locations owned by Ramsey County (including any and all security, initial and periodic background check, and identification requirements of Ramsey County). Cards shall be issued to individuals designated by Tenant, and each such individual shall be subject to and pass all such security, initial and period background checks, and identification requirements, and will be placed on Landlord's registry of access cardholders. Individuals receiving access cards are not permitted to share such cards or transfer them to any other person. Tenant acknowledges and agrees that Tenant shall be in default hereunder if any such sharing, transfer, or other unauthorized use of access cards occurs. Tenant shall notify Landlord immediately in the event any designated cardholder is no longer employed by Tenant so that Landlord can disable such card, and Tenant shall immediately return the card to Landlord. Landlord will provide Tenant with keys to the Premises and any internal locking doors within the Premises.

6.3 Right to Exclude. Landlord reserves the right, without liability to Tenant, to refuse admission to the Building to any person who is not known to any watchman or security personnel in charge, or who is not properly identified, to eject any person from the Building whose conduct may be harmful to the safety and interest of Building tenants, invitees, or the public; and to close any part of the Building during any riot or other commotion where person or property may be imperiled.

SECTION 7 – UTILITIES AND SERVICES

7.1 Tenant's Obligations. Tenant shall not install any additional utility services in the Premises and may only connect to electrical or other services provided in the Premises upon the approval of Landlord at Landlord's sole discretion. Tenant shall be responsible for and shall pay for any data and telecommunications services Tenant obtains directly from the provider. Tenant shall, at Tenant's sole expense, complete the janitorial work at the Premises and shall keep the Premises in a good, clean, sanitary and orderly condition. Tenant shall also remove trash, recycling, compost, and debris from the Premises and place in the designated receptacles at the location designated by Landlord for pick-up. Tenant shall be responsible for and shall pay for pest control services within the Premises.

7.2 Landlord's Services. Landlord will provide electric service to the Premises commencing upon the Commencement Date and continuing thereafter until the expiration of the Term of this Lease. Landlord also agrees to furnish, at Landlord's expense, heat during the usual heating season and air conditioning during the usual air conditioning season, all during normal business hours (the Operating Hours) as defined in this Lease, and will provide water and sanitary sewer service to the Building, including rest rooms in the Common Areas.

7.3 No Liability of Landlord. Landlord shall not be liable in damages or otherwise if the furnishing by Landlord or by any other supplier of any utility or other service to the Premises shall be interrupted or impaired by fire, repairs, accident, or by any causes beyond Landlord's reasonable control.

SECTION 8 – REPAIRS

8.1 Landlord Repairs. Landlord, at its expense, shall keep the foundations and structure of the Building in good repair, except that Landlord shall not be required to make any such repairs, modifications or

replacements which become necessary or desirable by reason of the negligence, gross negligence or willful misconduct of Tenant, its agents, or employees or the misuse or abuse of the Building or Premises by Tenant, its employees or agents.

8.2. Premises Utility and Telecommunications Lines. Tenant shall, at its sole cost and expense, maintain, repair and replace all electric, utility, data and telecommunication lines exclusively serving the Premises, including all data and telecommunications lines serving and within the Premises. Tenant shall not alter any of the HVAC, plumbing or electrical system within the Premises without Landlord's prior written consent.

8.3 Tenant's Duty of Repair. Tenant shall, during the Term of this Lease, at Tenant's expense, keep the Premises in as good order, condition and repair as they were at the time Tenant took possession of the same, reasonable wear and tear and damage from fire and other casualties excepted, and except for Landlord's obligations as provided in Section 8.1 above. Tenant shall keep the Premises in a neat and sanitary condition and shall not commit any nuisance or waste on the Premises or in, on, or about the Building or Common Areas, throw foreign substances in the plumbing facilities, or waste any of the utilities furnished by the Landlord. All uninsured damage or injury to the Premises, Building or Common Areas caused by Tenant moving furniture, fixtures, equipment, or other devices in or out of the Premises or Building or by installation or removal of furniture, fixtures, equipment, devices or other property of Tenant, its agents, contractors, or employees, due to carelessness, omission, neglect, improper conduct, or other cause of Tenant, its employees, agents, visitors, or licensees, shall be repaired, restored and replaced promptly by Tenant at its sole cost and expense to the satisfaction of Landlord. All repairs, restorations and replacements shall be in quality and class equal to the original work. Tenant shall permit no waste, damage, or injury to the Premises.

SECTION 9 – ALTERATIONS, SIGNS, NAME

9.1. [Reserved].

9.2. Alterations. Tenant shall not make any improvements, alterations, additions or installations in or to the Premises without Landlord's prior written consent. Along with any request for Landlord's consent to, and before commencement of, any such work (the "Work"), and before commencement of or delivery to the Building of any materials to be used in the Work, Tenant shall furnish Landlord with plans and specifications, names and addresses of contractors, copies of contracts, necessary permits and licenses, and except when Landlord, its agent or affiliate is the contractor, an indemnification in such form and amount as may be reasonably satisfactory to Landlord. Tenant agrees to defend and hold Landlord harmless from any and all claims and liabilities of any kind and description that may arise out of or be connected in any way with any such Work to the Premises by Tenant. All Work done by Tenant, its agents, employees, or contractors shall be done in such a manner as to avoid labor disputes. Tenant shall pay the cost of all such Work, and also the cost of painting, restoring, or repairing the Premises and the Building and/or Common Areas occasioned by such Work. Upon completion of the Work, Tenant shall furnish Landlord with contractor's sworn affidavits and full and final waivers of liens, or receipted bills covering all labor and materials expended and used. The Work shall comply with all insurance requirements and all laws, ordinances, rules and regulations of all governmental authorities and shall be constructed in a good and workmanlike manner. Tenant shall permit Landlord to inspect construction operations in connection with the Work. Tenant shall not be allowed, without Landlord's reasonable approval, to perform such Work if such action results or would result in a labor dispute or otherwise would materially interfere with Landlord's operation of the Building or Common Areas, or the use of the Building or any premises therein by any authorized user, unless such interference is specifically approved by Landlord in each instance. Tenant shall promptly pay all contractors and materialmen so as to avoid the possibility of a lien attaching to the Premises. In the event any such lien is filed or notice thereof given to Tenant, Tenant shall, within twenty-four (24) hours of filing of notice, receipt of the lien or notice thereof, give Landlord notice of such lien and Tenant shall, within ten (10) days after the earlier of receiving notice of the lien or the filing of the lien, discharge such lien by payment of the amount due or by providing security guarantying payment the amount due the claimant and in such form and amount as Landlord determines is sufficient in Landlord's sole discretion. Landlord may, at its option, require Tenant to demonstrate its ability to pay for the Work, or require Tenant to

furnish such bonds or other security satisfaction of such Work free and clear of all mechanic's and materialmen's liens. Landlord shall have the right to post the Premises in accordance with Minn. Stat. §514.06. Nothing in this Lease shall be construed as consent on the part of the Landlord so as to subject the Landlord's estate in the Premises, or any of the Property, to any lien or liability under the lien laws of the State of Minnesota.

9.3 ADA. Tenant hereby acknowledges and agrees that it is aware of the requirements set forth in the Americans with Disabilities Act, 42 U.S.C. Secs. 12101-12213 (the "ADA") and warrants that all construction done by Tenant in connection with the terms and conditions of this Lease shall be in compliance with the requirements of the ADA as may be amended from time to time. If the Landlord grants its consent to proposed changes to be made by the Tenant in the Premises, the granting of such consent by the Landlord will not mean that Tenant's proposed changes necessarily comply with the ADA; the question of compliance is Tenant's responsibility. Tenant shall hold Landlord harmless and shall protect and defend Landlord in any cause of action brought against Landlord or to which Landlord is a defendant, arising out of alleged violations of the ADA, wherein, by the provisions of this Lease, Tenant was obligated to and failed to comply with any provision of the ADA.

SECTION 10 - RELEASES AND INDEMNITY

10.1 Tenant's Indemnification. Tenant agrees to indemnify Landlord, its officials, employees, and agents, harmless against and from any and all liability claim, loss, cost, damages, expense or action, by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's occupancy or use of the Premises or Property, the execution, performance, or breach or default on the part of Tenant in the performance of any covenant or agreement on the part of Tenant to be performed pursuant to this Lease, or arising from any act or negligence, gross negligence or willful misconduct on the part of Tenant, or its agents, contractors, employees, licensees, or invitees, or arising from any accident, injury or damage to the extent caused by Tenant, its agents, or employees, to any person, firm or corporation (or similar entity) occurring during the Term of this Lease, in or about the Premises or Property, and from and against all reasonable costs, attorney's fees, expenses and liabilities incurred in or about any such claim or action or proceeding which may be brought thereon; and in case any action or proceeding be brought against Landlord, its officials, employees or agents by reason of any such claim.

10.3 Tenant's Liability. All property in the Building or on the Premises belonging to Tenant, its agents, employees, invitees or otherwise located at the Premises, shall be at the risk of Tenant only, and Landlord shall not be liable for damage thereto or theft, misappropriation or loss thereof.

SECTION 11 – INSURANCE

11.1 Tenant's Insurance. Tenant shall purchase and maintain such insurance as will protect Tenant from claims which may arise out of, or result from, Tenant's operations under this Lease, whether such operations are by Tenant or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions any one of them may be liable. Tenant shall secure the following coverages and comply with all provisions noted below. Certificates of Insurance shall be issued evidencing such coverage to Landlord throughout the Term of this Lease.

(a) Fire and All-Risk Property Insurance.

- i. Coverage shall be written on a replacement cost basis for any personal property and/or improvements or betterments of Tenant at the Building.
- ii. Tenant hereby waives and releases Landlord, its employees, agents, officials, and officers from all claims, liability and causes of action for loss, damage to or destruction of Tenant's property resulting from fire or other perils covered in the standard property insurance coverage. Tenant agrees that it will look to its own

property insurance for reimbursement for any loss and shall have no rights of subrogation against Landlord.

(b) Commercial General Liability Insurance.

i. Amounts

1. \$1,500,000 per occurrence.
2. \$2,000,000 general aggregate.
3. \$2,000,000 products/completed operations total limit
4. \$1,500,000 personal injury and advertising liability
5. \$5,000 per person medical payment.
6. \$100,000 fire/legal.

ii. The policy is to be written as acceptable to the Landlord.

iii. Landlord and Ramsey County, and their officials, employees and agents, shall be added to the policy as additional insureds, using ISO form CG 20 11 or its equivalent.

Automobile Insurance

(c) Workers' Compensation and Employer's Liability.

- i. Workers' Compensation as required by Minnesota Statutes.
- ii. Employer's Liability limits: \$500,000/\$500,000/\$500,000

(d) All certificates of insurance shall provide that the insurance company give Landlord thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.

This Section 11 of this Lease establishes minimum insurance requirements, and it is the sole responsibility of Tenant to purchase and maintain additional insurance that may be necessary in connection with this Lease.

- a. Certificates of insurance must indicate if the policies are issued pursuant to these requirements. Tenant shall not occupy the Premises until Tenant has obtained the required insurance and filed (an) acceptable Certificates of Insurance with Landlord. Copies of insurance policies shall be submitted to Landlord upon request.
- b. Nothing in this Lease shall constitute a waiver by the Landlord or Ramsey County of any statutory or common law immunities, limits, or exceptions on liability.
- c. Certificates shall specifically indicate if policy is written with an admitted or non-admitted carrier. Bests' Rating for the insurer shall be noted on the Certificate, and shall not be less than an A.

SECTION 12 – FIRE OR OTHER CASUALTY

12.1 Total or Partial Destruction. If the Building or Premises is totally or substantially destroyed by any fire or other casualty and Landlord elects not to repair or restore the Building or Premises, as applicable, this Lease shall terminate and Landlord and Tenant shall have no obligations to each other effective as of the date of the damage or destruction. Landlord shall provide Tenant with notice of its election hereunder within 180 days of the date of the damage or destruction. In the event that Landlord elects to repair or restore the Building or Premises, the Rent shall abate until the Premises or equivalent space is delivered to Tenant in such condition that Tenant may resume Tenant's Use therein, except that if the damage or destruction occurs when the remaining length of the Term is six (6) months or less, this Lease shall automatically terminate. If Landlord elects to repair or restore the Building or Premises, as applicable, Landlord's obligation to repair or rebuild as proved in this Section 12 of this Lease shall exclude, and in no event shall Landlord be required to repair or replace, Tenant's personal property, leasehold improvements, or fixtures, furniture, furnishings or floor coverings and equipment of Tenant or installed by Tenant.

SECTION 13 - EMINENT DOMAIN

13.1 Total Taking. If the whole or any part of the Premises shall be taken under the power of eminent domain or purchased in lieu of condemnation thereof, then the Term of this Lease shall terminate as of the day possession shall be taken and the Rent shall be paid up to that date.

13.2 Award. The entire award for the taking of the fee and leasehold shall belong to Landlord, but Landlord shall not be entitled to any award made to Tenant for Tenant's trade fixtures or for relocation and moving expenses.

SECTION 14 - ASSIGNMENT AND SUBLETTING

14.1 Limitation on Assignment/Subletting. Tenant shall not assign, sublease, mortgage, pledge or in any manner transfer this Lease or any interest therein, or the Premises or any part or parts thereof, nor permit occupancy by anyone without the prior written consent of Landlord, which consent may be withheld in Landlord's sole and absolute discretion. Consent by Landlord to one or more assignments, sublettings or other transfer of the Premises or this Lease shall not operate as a waiver of Landlord's rights under this Section. No assignment shall release Tenant of any of its obligations under this Lease or be construed or taken as a waiver of any of Landlord's rights hereunder. If Tenant, or its permitted assignee, subtenant or successor is a corporation, partnership, limited liability company, or other entity, any transfer of the controlling interests in Tenant shall be deemed to be an assignment requiring Landlord's consent. The acceptance of Rent from someone other than Tenant shall not be deemed to be a waiver of any of the provisions of this Lease or as consent to any assignment or subletting of the Premises.

14.2 Effect of Bankruptcy on Assignment. Neither this Lease nor any interest therein, shall pass to any trustee or receiver in bankruptcy, or any assignee for the benefit of creditors, or by operation of law.

SECTION 15 - ACCESS TO PREMISES

15.1 Landlord Access. Tenant shall provide Landlord with a key to the Premises. Landlord shall have the right to enter upon the Premises immediately in the event of emergency and during all Operating Hours for the purpose of inspecting the same or of maintaining or making repairs, additions or alterations thereto or to the Building. Landlord shall not be liable to Tenant in any manner for any expense, loss, or damage by reason thereof, nor shall exercise of such rights be deemed an eviction or disturbance of Tenant's use or possession of the Premises. Landlord shall have the right to install, maintain, use, repair and replace pipes, ducts, conduits, and wires leading through the Premises and serving other parts of the Building in locations which will not materially interfere with Tenant's use of the Premises. Nothing herein shall be construed as imposing any obligation on Landlord to perform any maintenance or make any repairs, alterations or improvements that are the obligation of Tenant. Landlord shall use commercially reasonable efforts not to interrupt Tenant's operations in the Premises during such periods of entry permitted pursuant to this Section 15.1.

SECTION 16 – DEFAULT OF TENANT AND REMEDIES

16.1 Events of Default. Any one of the following events shall constitute an “Event of Default”:

- (a) Tenant shall fail to pay any monthly installment of Rent, or timely pay any Rent or any monies due from Tenant to Landlord, and such default shall continue for a period of ten (10) days after the due date;
- (b) Tenant shall violate or fail to perform any of the other conditions, covenants, or agreements herein made by Tenant, and such default shall continue for thirty (30) days after

Tenant receives written notice from Landlord, except that if such default cannot with due diligence be cured within a period of thirty (30) days, if Tenant fails to proceed promptly after said notice and with all due diligence to commence to cure the same and thereafter to prosecute the curing of such default with all due diligence, it being intended that in connection with a default not susceptible of being cured with diligence within thirty (30) days, the time within which Tenant is to cure the same shall be extended for such period as may be reasonably necessary to complete the same with all due diligence but not to exceed ninety (90) days.

(c) Tenant shall have filed a petition in bankruptcy or for reorganization or for the appointment of a receiver or trustee for it or its property, or any similar petition, or shall have made an assignment for the benefit of creditors, or an order for relief shall have been entered in any proceeding under the Federal Bankruptcy Code in which Tenant is named as debtor and such petition is not vacated or withdrawn within sixty (60) days after the date of filing thereof.

(d) Any involuntary petition of the type or similar to those referred to in Section 16.1 of this Lease shall have been filed against Tenant and shall not be vacated or withdrawn within sixty (60) days after the date of filing thereof.

(e) Tenant shall have abandoned the Premises for 60 consecutive days.

16.2 Right of Landlord to Terminate the Lease. If an Event of Default shall have occurred and be continuing, Landlord may, at its sole option, by written notice to Tenant, terminate this Lease. Neither the passage of time after the occurrence of the Event of Default nor exercise by Landlord of any other remedy with regard to such Event of Default shall limit Landlord's rights under this Section 16.2.

16.3 Right of Tenant to Terminate the Lease. Tenant may, at its sole option, with ninety (90) days written notice to Landlord, terminate this Lease for any reason. If Landlord is in default of the Lease Tenant may terminate the Lease effective at the date of default.

16.4 Repossession. If an Event of Default shall have occurred and be continuing, whether or not Landlord elects to terminate this Lease, Landlord may enter upon and repossess the Premises (said repossession being hereinafter referred to as "Repossession"), by summary proceedings, ejectment, or otherwise, and may remove Tenant and all other persons and property from the Premises at Tenant's sole cost and expense.

16.5 Reletting. From time to time after Repossession of the Premises, whether or not this Lease has been terminated, Landlord may, but shall not be obligated to, attempt to re-let the Premises for the account of Tenant in the name of Landlord or otherwise, for such term or terms (which may be greater or less than the period which would otherwise have constituted the balance of the Lease Term) and on such provisions (which may include concessions or free rent) and for such uses as Landlord, in its absolute discretion may determine, and may collect and receive the rent therefore. Any rent received shall be applied against Tenant's obligations hereunder, but Landlord shall not be responsible or liable for any failure to collect any rent due upon any such re-letting.

16.6 Obligations of Tenant. No termination of this Lease pursuant to Section 12 and no Repossession of the Premises pursuant to Section 16.4 or otherwise shall relieve Tenant of its liabilities and obligations under this Lease, all of which shall survive any such termination or Repossession. In the event of any such termination or Repossession, whether or not the Premises shall have been re-let, Tenant shall pay to Landlord the Rent and other sums and charges to be paid by Tenant up to the time of such termination or Repossession, including interest, late fees, and thereafter, until the end of what would have been the Lease Term in the absence of such termination or Repossession, Tenant shall pay to Landlord, as and for liquidated and agreed current damages for Tenant's default, the equivalent of the amount of the Rent and such other sums and charges which would be payable under this Lease by Tenant if this Lease were still in effect, less the net proceeds, if any, of any reletting effected pursuant to the provisions of Section 16.5 after deducting all of Landlord's

expenses in connection with such reletting, including, without limitation, all repossession costs, brokerage and management commissions, operating expenses, legal expenses, attorneys' fees, alteration costs, and expenses of preparation for such reletting. Tenant shall pay such current damages to Landlord monthly on the days on which the Base Rent would have been payable under this Lease if this Lease were still in effect, and Landlord shall be entitled to recover the same from Tenant on each such day.

16.7 Legal and Other Expenses. In addition to all other remedies of Landlord, Landlord shall be entitled to reimbursement upon demand of all reasonable attorneys' fees incurred by Landlord in connection with any Event of Default.

16.8 Remedies upon Bankruptcy. If this Lease shall terminate by reason of the filing of a bankruptcy petition, as set forth in Section 16.1(c) above, Landlord shall be entitled, notwithstanding any other provisions of this Lease or any present or future law, to recover from Tenant or Tenant's estate (in lieu or the equivalent of the amount of all rent unpaid at the time of such termination) as damages for loss of the bargain, and not as a penalty, an aggregate sum which, at the time of such termination of this Lease, represents the excess, if any, of the then present worth of the aggregate of the Rent and other charges payable by Tenant hereunder that would have accrued for the balance of the Term, as the case may be, over the then present worth of the fair market rents and all other charges for the Premises for the balance of the initial term or any renewal term, as the case may be, unless any statute or rule of law prohibits such remedy. Nothing herein contained shall limit or prejudice Landlord's right to prove and obtain as liquidated damages arising out of such breach or termination the maximum amount allowed by any such statute or rule of law which may govern the proceedings in which such damages are to be proved whether or not such amount be greater, equal to, or less than the amount of the excess of the then present worth of the Rent and all other charges reserved herein over the then present worth of the fair market rents and all other charges, referred to above.

16.9 Right of Landlord to Cure Default by Tenant. In the event of any breach hereunder by Tenant, Landlord may immediately or at any time thereafter, without notice, cure such breach for the account and at the expense of Tenant. If Landlord at any time by reason of such breach, is compelled to pay, or elects to pay, any sum of money or do any act which will require the payment of any sum of money, or is compelled to incur any expense, including reasonable attorneys' fees, the sum or sums so paid by Landlord, with interest thereon at the rate of eighteen percent (18%) per annum or the highest rate permitted by law, whichever is less, from the date of payment thereof, shall be deemed to be due from Tenant to Landlord on the first day of the month following the payment of such respective sums or expenses.

16.10 Setoff. Notwithstanding any provision of this Lease to the contrary, Tenant shall not be relieved of liability to Landlord for damages sustained by the Landlord by virtue of any breach of this Lease by Tenant. Landlord may withhold any payment to Tenant for the purpose of setoff until such time as the exact amount of damages due the Landlord from Tenant is determined.

16.11 Landlord's Default. The failure of Landlord to observe, perform, or comply with any term or condition of this Lease within thirty (30) days after written notice from Tenant to Landlord shall constitute a default and breach of the Lease by Landlord ("Landlord's Default"); provided that in the event the cure of such failure reasonably requires more than thirty (30) days to complete, then there is no Landlord's Default if Landlord promptly commences the cure of such failure within the thirty (30) day period and, thereafter, diligently pursues the cure to completion. In the event Landlord discontinues Landlord's pursuit of a cure of the default and thereafter fails to cure the default within sixty (60) days after written notice from Tenant to Landlord notifying Landlord that Landlord has discontinued Landlord's pursuit of a cure, then such failure shall constitute a Landlord's Default. In the event of a Landlord's Default, Tenant shall be entitled to any remedies available at law or in equity and Section 16.3.

SECTION 17 - SURRENDER OF POSSESSION/HOLDING OVER

17.1 Surrender. At the expiration of the Term, whether by lapse of time or otherwise, Tenant shall surrender the Premises in good condition and repair, reasonable wear and tear and loss by fire or unavoidable insured casualty excepted. If the Premises are not surrendered at the end of the Term or the sooner termination thereof, Tenant shall indemnify Landlord against loss or liability resulting from delay by Tenant in so surrendering the Premises. Tenant shall promptly surrender all keys for the Premises to Landlord at the place then fixed for payment of Rent.

17.2 Holding Over. If Tenant remains in possession of the Premises after the expiration or termination of this Lease, it shall be deemed to occupying the Premises as a tenant at sufferance, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable; provided, however, that the Base Rent required to be paid by Tenant during any holdover period shall be one-hundred fifty percent (150%) of the amount of the Base Rent set forth above. No unauthorized holding over shall operate to renew or extend this Lease and Tenant shall indemnify Landlord against all claims for damages of any kind resulting from the holdover.

17.3 Removal of Alterations. Upon the expiration of the Lease Term, whether by lapse of time or otherwise, if Landlord so requires in writing, Tenant shall promptly remove any alternations, additions, improvements and fixtures other than trade fixtures placed in the Premises by Tenant and designated in said request, and repair any damage occasioned by such removals at Tenant's expense, and in default thereof, Landlord may affect such removals and repairs, and Tenant shall pay Landlord the cost thereof, with interest at the rate of twelve percent (12%) per annum, or the highest rate permitted by law, whichever is less, from the date of payment by Landlord.

SECTION 18 – SUBORDINATION

18.1 Subordination. Tenant agrees that this Lease shall be subordinate to any mortgages that may be now or hereafter be placed upon the Property and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof. Tenant shall execute and deliver whatever instruments as requested by the mortgagee as may be required for the above purposes, and failing to do so within ten (10) days after demand in writing, does hereby make, constitute, and irrevocably appoint Landlord as its attorney-in-fact and in its name, place, and stead so to do.

18.2 Attornment. Tenant shall, upon demand, in the event any proceedings are brought for the foreclosure of, or in the event of an exercise of a power of sale under any mortgage, or other financing instrument made by Landlord covering the Premises, in writing to the purchaser upon any such foreclosure or sale and recognize such purchaser as the Landlord under this Lease provided that such purchaser shall agree to recognize Tenant's rights hereunder as long as Tenant is not in default beyond the period allowed for cure hereunder.

SECTION 19 - NOTICES

Whenever under this Lease, provision is made for notice of any kind, such notice shall be in writing and shall be deemed sufficient to Tenant if actually delivered to Tenant or sent by registered or certified mail, return receipt requested, postage prepaid, to the last Post Office address of Tenant furnished to Landlord for such purpose, and to Landlord if actually delivered to Landlord or if sent by registered or certified mail, return receipt requested, postage prepaid, to the Landlord at the address furnished for such purpose or to the place then fixed for the payment of Rent. Notice shall be deemed effective upon receipt by either party when actually delivered to the party and if delivered by registered or certified mail upon deposit in the U.S. mail (and if more than one method is used, the earlier of the two).

SECTION 20 - ESTOPPEL STATEMENTS

Within ten (10) days after request therefore by Landlord, Tenant shall provide an estoppel statement in recordable form to any proposed mortgagee or purchaser of the Property or any part thereof, or to Landlord,

certifying (if such be the case) that this Lease is in full force and effect and there are no defenses or offsets thereto, or stating those claimed by Tenant and certifying to such other matters as such party shall reasonably require. Landlord's mortgage lenders and purchasers shall be entitled to rely upon any statement so executed pursuant to this Section 20.

SECTION 21 - QUIET ENJOYMENT

Landlord covenants that it has full right and authority to enter into this Lease for the full Term hereof. Landlord further covenants that Tenant, upon performing the covenants and agreements of this Lease to be performed by Tenant, will have, hold and enjoy quiet possession of the Premises. Landlord warrants that there are no easements, restrictive covenants or rights granted to parties other than Tenant that limit Tenant's use of the Premises for Tenant's Use as long as Tenant uses the Premises in accordance with the terms and conditions of this Lease.

SECTION 22 – RELATIONSHIP OF THE PARTIES

It is agreed that nothing contained in this Lease is intended or should be construed as creating the relationship of agents, partners, joint venturers, or associates between the parties hereto or as constituting Tenant as the agent or employee of Landlord for any purpose or in any manner whatsoever. Tenant, its employees, agents, and its representatives are not employees of Landlord.

SECTION 23 – DATA AND AUDIT

23.1 Data Practices. All data collected, created, received, maintained or disseminated for any purpose in the course of Tenant's performance of this Lease is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy. Tenant shall take all reasonable measures to secure the computers or any other storage devices in which any Landlord data, if any, is contained or which are used to access Landlord data.

23.2 Audit. If required by statute, until the expiration of six (6) years after the termination of this Lease, Tenant, upon written request, shall make available to Landlord, the State Auditor or Landlord's ultimate funding sources, a copy of this Lease and the books, documents, records and accounting procedures and practices of Tenant relating to the performance of Tenant's obligations under this Lease.

SECTION 24 – WASTE REDUCTION

Tenant shall participate in Landlord's recycling program for at least four broad types of recyclable materials, including compostable materials, and shall favor the purchase of recycled products in its procurement processes. All reports, publications and documents produced as a result of this Lease shall be printed on both sides of the paper, where commonly accepted publishing practices allow, on recycled and recyclable paper using soy-based inks, and shall be bound in a manner that does not use glue.

SECTION 25 – OTHER GENERAL

25.1 Equal Employment Opportunity. Tenant will comply with the provisions of Minn. Stat. 181.59 and agrees:

- 1) that in the hiring practices for the performance of any work under this Lease, or any subcontract, will not by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform work to which the

- employment relates;
- 2) that Tenant will not, in any manner, discriminate against, intimidate, or prevent the employment of any person or persons or on being hired, prevent, or conspire to prevent the person or persons from the performance of work under this Lease on account of race, creed, or color;
 - 3) that a violation of this section is a misdemeanor; and
 - 4) that this Lease may be canceled or terminated by Landlord, and all money due or to become due under this Lease may be forfeited for a second or any subsequent violation of the terms or conditions of this Lease.

25.2 Prevailing Wage. With respect to any Alteration to the Premises or any service to maintain the Premises obtained or contracted by Tenant, Tenant and its contractors and subcontractors shall conform to the labor laws of the State of Minnesota, and all other laws, ordinances, and legal requirements affecting the work in Ramsey County and Minnesota. Tenant shall also submit evidence adequate in Landlord's determination that each contract provides that the contractor and each and all subcontractors of the contractor shall conform to the labor laws of the State of Minnesota, Ramsey County Prevailing Wage Ordinance No. 2013-329, and all other laws, ordinances, and legal requirements affecting the work in Ramsey County and Minnesota. Pursuant to the Ramsey County Prevailing Wage Ordinance No. 2013-329, the Prevailing Wage rate must be paid under any contract with Ramsey County or under a subcontract to that contract with Ramsey County with an anticipated Project completion cost value of over \$25,000. The minimum wage rate per hour to be paid for each classification of work shall be the union wage rate in the locality of the project for those classifications over which the unions have jurisdiction and the local prevailing rate for those classifications of work in the localities over which the unions do not have jurisdiction. The terms "prevailing wage", "minimum wage rate per hour", and "prevailing rate" as used in the contract, shall mean "prevailing wage rate" as defined in Minnesota Statutes §177.42. Pursuant to Minnesota Statutes §§177.41 to 177.44 and corresponding Rules 5200.1000 to 5200.1120, all construction contracts funded in whole or in part by state funds are subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

Each contract for which Ordinance No. 2013-329 requires that the Prevailing Wage Rate must be paid shall contain the following statement:

"Throughout the term of this Agreement, the contractor shall submit Certified Payroll Records within 14 days of the end of a pay period and in accordance with the requirements of Ramsey County Prevailing Wage Ordinance No. 2013-329. Failure of the contractor to submit the Certified Payroll Records in accordance with the Ordinance may result in criminal or civil enforcement by the Landlord, including, but not limited to termination of the agreement for cause, withholding of payments, and assessment of liquidated damages."

25.3 Respectful Workplace and Violence Prevention. Tenant shall make all reasonable efforts to ensure that the Tenant's employees, officials, contractors and subcontractors do not engage in violence while performing under this Lease. Violence, as defined in the Ramsey County Respectful Workplace and Violence Prevention Policy, means words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority where the impact is to cause pain, fear or injury.

25.4 Debarment. Tenant acknowledges that Ramsey County has enacted Ordinance 2013-330, Ramsey County Debarment Ordinance, that prohibits Landlord from contracting with contractors who have been debarred or suspended by the State of Minnesota or by Ramsey County, and that Tenant shall not use any contractor for any or other work in or about the Premises who has been debarred or suspended by the State of Minnesota or by Ramsey County.

25.5 Cumulative Remedies and Non-Waiver. The various rights and remedies contained in this Lease shall not be considered as exclusive of any other right or remedy, but shall be construed as cumulative and shall be in addition to every other remedy now or hereafter existing at law, in equity, or by statute. No delay or omission of the right to exercise any power by either party shall impair any such right or power, or shall be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term or condition of this Lease by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval by either party to or of any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to approval of any subsequent similar act. The acceptance by the Tenant and Landlord of any non-conforming performance or fulfillment of conditions or obligations under the terms of this Lease or the foregoing by the Tenant or Landlord of any of the rights or remedies arising under the terms of this Lease shall not constitute a waiver of Landlord's or Tenant's right to conforming performance or fulfillment of conditions or obligations or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Lease. The rights and remedies of the Landlord and Tenant provided or referred to under the terms of this Lease are cumulative and not mutually exclusive.

25.6 Headings. The headings of the several sections contained herein are for convenience only and do not define, limit or construe the contents of such sections.

25.7 Binding Effect of Lease. The covenants, and agreements contained in this Lease, shall bind and inure to the benefit of Landlord, its successors and assigns, and Tenant and its successors and assigns. Landlord, at any time and from time to time, may make an assignment of its interest in this Lease, and, in the event of such assignment and the assumption by the assignee of the covenants and agreements to be performed by Landlord herein, Landlord and its successors and assigns (other than the assignee of this Lease) shall be released from any and all liability hereunder.

25.8 Force Majeure. Whenever a period of time is herein provided for either party to do or perform any act or thing, that party shall not be liable or responsible for any delays, and applicable periods for performance shall be extended accordingly, due to strikes, lockouts, riots, acts of God, shortages of labor or materials, national emergency, acts of a public enemy, governmental restrictions, laws or regulations, or any other cause or causes, whether similar or dissimilar to those enumerated, beyond its reasonable control. The provisions of this Section 26.8 shall not operate to excuse Tenant from prompt payment of Base Rent or other monetary payments required by the terms of this Lease.

25.9 Acceptance of Payment. No payment by Tenant or receipt by Landlord of a lesser amount than the amount then due under this Lease shall be deemed to be other than on account of the earliest portion thereof due, nor shall any endorsement or statement on any check or any letter accompanying any check or payment be deemed an accord and satisfaction, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance due or pursue any other remedy provided in this Lease.

25.10 Brokerage. Each of the parties represents and warrants that there are no claims for brokerage commissions or finder's fees in connection with the execution of this Lease, except as stated below, and each of the parties agrees to indemnify the other against and hold the other harmless from, all liabilities arising from any such claim for which such party is responsible.

25.11 Unenforceability. Unenforceability of any provision contained in this Lease shall not affect or impair the validity of any other provision of this Lease.

25.12 Compliance with Law. Tenant agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to Tenant's performance of the provisions of this Lease. It shall be the obligation of Tenant to apply for, pay for and obtain all permits

and/or licenses required by any governmental agency for Tenant to be able to operate its business and provide any services to be provided by Tenant.

25.13 Interpretation of Agreement; Venue. This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Lease shall be venued in the appropriate state or federal district court in Ramsey County, Minnesota.

25.14 Execution of Lease by Landlord and Entire Agreement. The submission of this document for examination and negotiation does not constitute an offer to Lease, or a reservation of, or option for, the Premises and this document becomes effective and binding only upon the execution and delivery hereof by Landlord and Tenant. This Lease constitutes the entire agreement between the parties and supersedes all prior oral and written agreements regarding the subject matter hereof, and this Lease may be modified or altered only by an agreement in writing between Landlord and Tenant and no act or omission of any employee or agent of Landlord or of Landlord's broker, if any, shall alter, change or modify any of the provisions of this Lease unless an alteration, variation, modification or waiver of or provisions of this Lease is reduced to writing and duly signed by both parties.

(Remainder of page intentionally left blank. Signature page follows.)

IN WITNESS WHEREOF, Landlord and Tenant have signed this Lease as of the day and year first above written.

LANDLORD:

Ramsey County

By: _____

Name: Rafael Ortega

Title: Chair, Ramsey County Board of Commissioners

Recommended for Approval by:

Jean Krueger

Jean Krueger

Director, Ramsey County Property Management

Approved as to form:

Kathleen Ritter

Assistant County Attorney

TENANT:

NORTHERN STATES POWER COMPANY a Minnesota corporation

By: Peter D. Gitzen

Print Name: Peter D. Gitzen

Title: Senior Manager Siting & Land Rights

Xcel Energy Services Inc. an Authorized Agent
for Northern States Power Company, a Minnesota
corporation d/b/a Xcel Energy.

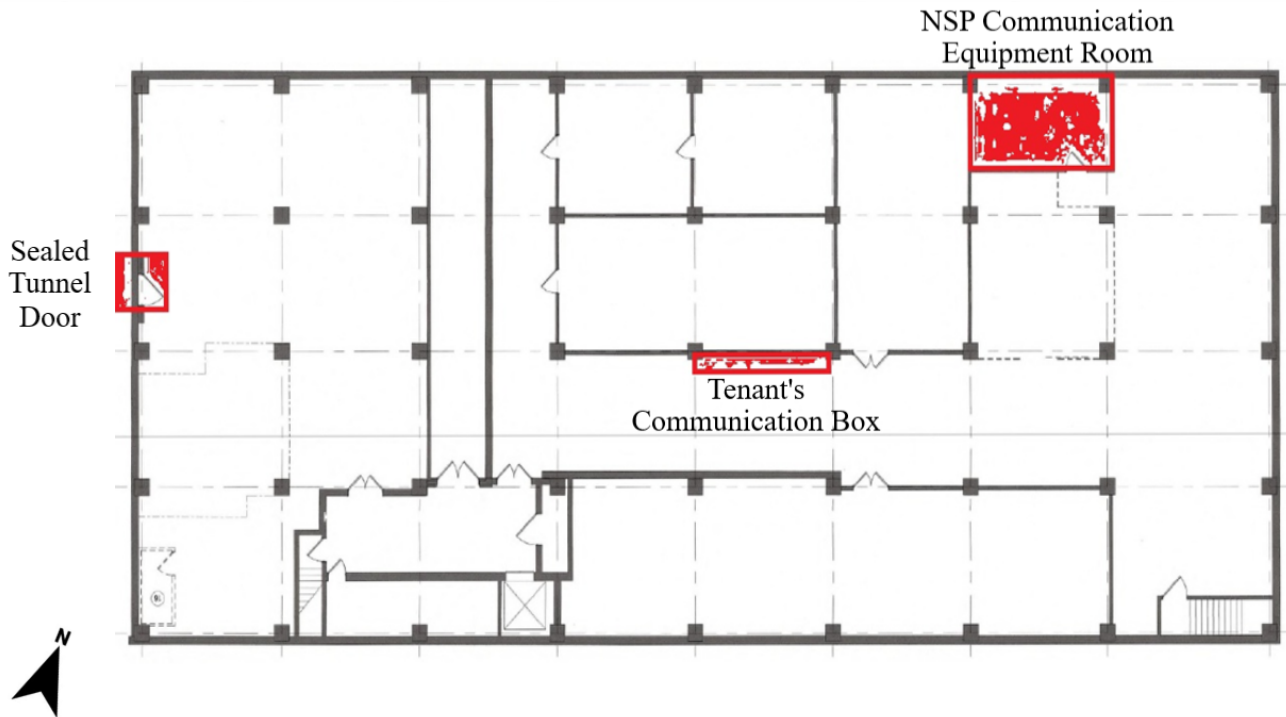
Exhibit A
LEGAL DESCRIPTION OR PID OF THE PROPERTY

Ramsey County PID 062822120058

Exhibit B

DEPICTION OF PREMISES

[SHOWN IN RED]



Board of Commissioners

Request for Board Action

Item Number: 2025-516

Meeting Date: 12/16/2025

Sponsor: Property Management

Title

Lease Agreement with Minnesota Board of Public Defense for Office Space

Recommendation

1. Approve the lease agreement with Minnesota Board of Public Defense, 331 Second Avenue South, Suite 900, Minneapolis, MN 55401, for office space in the Juvenile and Family Justice Center, 25 7th Street West, Saint Paul, MN 55201, the Law Enforcement Center, 425 Grove Street, Saint Paul, MN 55101, and the Suburban Courts facility, 2050 White Bear Avenue North, Maplewood, MN 55109, for the period of January 1, 2026, through June 30, 2030, for a rental rate equal to the county's blended rate.
2. Authorize the Chair to execute the lease agreement.
3. Authorize the County Manager to execute future amendments to the lease agreement that do not have a financial impact.

Background and Rationale

The Minnesota Board of Public Defense has long operated within several Ramsey County court-related facilities. Following the county's purchase of the Suburban Courts building, the county continued the existing lease with the Minnesota Board of Public Defense for space in that building, but that lease has since expired. The county has also identified additional space used by the Minnesota Board of Public Defense in other county-owned facilities. There is a need for a consolidated and formalized office lease that accurately reflects all space currently occupied by the tenant.

Property Management reviewed the previous lease and negotiated a new agreement continuing the use of the county internal blended rental rate. The new agreement provides for dedicated lease space at the Juvenile and Family Justice Center, Law Enforcement Center, and the Suburban Courts facility.

Property Management recommends approval of a lease agreement with the Minnesota Board of Public Defense beginning January 1, 2026, and ending June 30, 2030, aligning with the tenant's fiscal year end.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

The racial equity impact of the lease agreement is unknown.

Community Participation Level and Impact

There is no community participation associated with this action.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The terms of the lease agreement include the following revenue which has been included in the proposed

2026 Property Management operating budget.

Lease Period	Base Rent Per Square Foot	Leasable Area	Monthly Base Rent
January 1, 2026 - December 31, 2026	\$13.35 *	1,439 square feet	\$1,601*
January 1, 2027 - December 31, 2027	\$13.90 *	1,439 square feet	\$1,667*
January 1, 2028 - December 31, 2028	\$13.90 *	1,439 square feet	\$1,667*
January 1, 2029 - December 31, 2029	\$13.90 *	1,439 square feet	\$1,667*
January 1, 2030 - June 30, 2030	\$13.90 *	1,439 square feet	\$1,667*
Extension Term	*	1,439 square feet	*

* Base rent per square foot shall be in an amount equal to the Ramsey County internal blended rate as approved and set by the Ramsey County Board of Commissioners for all county tenants as recommended by Property Management. The base rent will be adjusted annually on the first day of the effective year of any change in the internal blended rate as approved by the Ramsey County Board of Commissioners.

Last Previous Action

None.

Attachments

1. Lease Agreement

LEASE AGREEMENT

RAMSEY COUNTY

AS LANDLORD

AND

MINNESOTA BOARD OF PUBLIC DEFENSE

AS TENANT

LEASE AGREEMENT

This Lease Agreement (“Lease”) is made as of _____, 2025 and is by and between Ramsey County, a political subdivision of the State of Minnesota (“Landlord”), and the Minnesota Board of Public Defense, an agency of the State of Minnesota (“Tenant”).

RECITALS:

For and in consideration of the rents and covenants hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord hereby leases to Tenant, and Tenant hereby accepts and leases the Premises from Landlord, upon the following terms and conditions:

DATA SHEET

The following terms, conditions and definitions are incorporated in this Lease and shall have the meanings set forth in this Data Sheet, except as may be modified by provisions of this Lease:

- (a) “Building(s)”: The building(s) having the following street address(es):

BUILDING NAME	ADDRESS
Ramsey County Juvenile and Family Justice Center (“JFJC Building”)	25 7 th Street West St. Paul, MN 55102
Ramsey County Law Enforcement Center (“LEC Building”)	425 Grove Street St. Paul, MN 55101
Ramsey County Suburban Court (“Suburban Courts Building”)	2050 White Bear Avenue North Maplewood, MN 55109

- (b) “Property”: The land (and all improvements thereon) upon which a Building (and, collectively, the Buildings) are situated. The legal descriptions and/or PIDs for the Property are set forth on attached Exhibit A.
- (c) “Premises”: The following areas in each Building, and having the leasable square feet set forth in the following chart:

Building	Suite No(s).	Leasable Area
JFJC Building	B345	272 square feet
JFJC Building	B448	160 square feet
JFJC Building	B549	272 square feet
LEC Building	B268	169 square feet
Suburban Courts Building	150 & 160	566 square feet
	Total Leasable Square Feet:	1,439 square feet

The Premises are depicted on Exhibit B.

- (d) “Common Areas”: means the entrances, lobby, accessways, hallways, restrooms, stairways, elevator banks, and other Building areas and the driveways, parking areas, and landscaped areas on

the Property that are designated for the nonexclusive common use of all tenants of the Building and their invitees.

- (e) **“Additional Rent”**: means all sums other than Monthly Base Rent payable by Tenant to Landlord under this **Lease**, including late fees, interest, and any and all other amounts due under this **Lease**, including any and all other sums that may become due by reason of any default of Tenant or failure to timely comply with the agreements, terms, covenants, and conditions of this **Lease** to be performed by Tenant.
- (f) **“Monthly Base Rent”** or **“Rent”**: The amounts due from Tenant to Landlord in consideration of the Lease of the Premises as provided in Section 1 of this Lease (which shall be adjusted as provided in Section 3.1), as follows:

Lease Period	Base Rent Per Square Foot	Leasable Area	Monthly Base Rent
January 1, 2026 – December 31, 2026	\$13.35 *	1,439 square feet	\$1,600.89*
January 1, 2027 – December 31, 2027	\$13.90 *	1,439 square feet	\$1,666.84*
January 1, 2028 – December 31, 2028	\$13.90 *	1,439 square feet	\$1,666.84*
January 1, 2029 – December 31, 2029	\$13.90 *	1,439 square feet	\$1,666.84*
January 1, 2030 – June 30, 2030	\$13.90 *	1,439 square feet	\$1,666.84*
Extension Term	*	1,439 square feet	*

* Base rent per square foot shall be in an amount equal to the Ramsey County Blended Rate as approved and set by the Ramsey County Board of Commissioners for all County tenants of the Property Management Department. Base Rent will be adjusted annually on the first day of the effective year any change in the Blended Rate is approved by the County Board.

- (g) **“Commencement Date”**: January 1, 2026.
- (h) **“Operating Hours”**: Monday – Friday, 8:00am – 5:00pm, excluding County holidays.
- (i) **“Termination Date”**: June 30, 2030.
- (j) **“Exhibits”**: The following exhibits are attached to this Lease and are incorporated in the Lease by reference:

 Exhibit A - Legal Description or PID of the Property
 Exhibit B – Depictions of the Premises
 Exhibit C – Rules and Regulations of the Buildings
- (k) **“Term”** or **“Lease Term”**: The term of this Lease shall commence on the Commencement Date and shall terminate and expire on the Termination Date.

Extension Option. Provided Tenant is not in default hereunder, Tenant shall have one option (an "Extension Option") to extend the Term of this Lease for an additional period of five (5) years (the "Extension Term"). To exercise the Extension Option, Tenant shall provide Landlord with a written

notice of its exercise of the Extension Option no later than one hundred eighty (180) days prior to the expiration of the Term; if such notice is not given by such date, the Extension Option shall be deemed waived. The Extension Term shall constitute an extension of the Term and shall be upon all of the same terms and conditions as the existing Term, except that: (i) the base rent per square foot for each year during the Extension Term shall be payable at a rate as calculated pursuant to subsection (f), above; and (ii) there shall be no option to extend the Term of this Lease beyond the Extension Term.

Landlord's Right to Terminate. Notwithstanding the foregoing or anything to the contrary contained herein, Landlord shall have the right, at Landlord's sole and absolute discretion, at any time during the Term or Extension Term, to terminate this Lease by providing Tenant with one hundred eighty (180) days' advance written notice of termination. In the event Landlord exercises such option to terminate, this Lease shall terminate on the last day of the month following the 180th day after Landlord provides such written notice.

(l) Tenant's Address for Notice:

Minnesota Board of Public Defense
331 Second Avenue South, Suite 900
Minneapolis, MN 55401
Attn: Liz Lundgren, Fiscal Director
Phone: (612) 200-8726
Email: Liz.Lundgren@pubdef.state.mn.us

(m) Landlord's Address for Notice:

Ramsey County
121 East 7th Street
Suite 2200
St. Paul, MN 55101
Attn: Director of Property Management

(n) Rent Payment Address:

Ramsey County Property Management
121 East 7 th Street, Suite 2200
St. Paul, MN 55101
Attn: Jean Krueger
Phone: 651-266-2262
Email: Jean.Krueger@ramseycountymn.gov

(o) "Tenant's Use": The Premises shall be used for business office purposes and for no other purposes.

(p) "Security Deposit": None.

TERMS

SECTION 1 - PREMISES AND TERM

1.1. Premises. Landlord hereby leases to Tenant and Tenant hereby takes from Landlord, subject to the terms and conditions of this Lease (including the Data Sheet) and for the Term set forth above, the Premises identified above, together with the right to use in common with other users of the Building common areas, all subject to the terms and provisions of this Lease set forth herein.

SECTION 2 – POSSESSION

2.1. Acceptance of the Premises. Tenant takes and accepts the Premises in its “AS IS” condition, and Tenant acknowledges that it has inspected the Premises and accepts it in its present condition as suitable for the purposes for which they are leased. Tenant further acknowledges that no representations as to the repair of the Premises, nor promises to alter, remodel or improve the Premises have been made by Landlord. The taking of possession of the Premises by Tenant shall be conclusive evidence that the Premises were at that time in good and satisfactory condition.

SECTION 3 - RENT

3.1 Base Rent. In consideration of the leasing of the Premises, Tenant agrees to pay to Landlord without setoff, deduction or demand, unless specifically provided for herein, at the address set forth in the Data Sheet, or at such other place as Landlord from time to time may designate in writing, Base Rent as set forth in the Data Sheet, on the Commencement Date and continuing on the first day of each and every month thereafter for the next succeeding months during the balance of the Term. If the Term commences on a date other than the first day of a calendar month, Monthly Base Rent for such partial month, as the case may be, shall be obtained by multiplying the number of days in the term within such month by a fraction, the numerator of which is the Annual Base Rent and the denominator of which is 365.

3.2 Additional Rent. In addition to the Base Rent payable by Tenant under the provisions of this Lease, Tenant shall pay to Landlord all Additional Rent as and when the same may become due.

3.3 Tenant’s Personal Property Taxes. Tenant shall pay, prior to delinquency, all real and personal property taxes assessed or levied upon its occupancy of the Premises, or upon the trade fixtures, furnishings, equipment and all other personal property of Tenant located in the Premises, and Tenant shall cause such trade fixtures, furnishings, equipment and other personal property to be assessed and billed separately from the property of Landlord (“Tenant’s Taxes”). In the event any or all of Tenant’s trade fixtures, furnishings, equipment or other personal property, or Tenant’s occupancy of the Premises, shall be assessed and taxed with the property of Landlord, Tenant shall within ten (10) days after delivery to Tenant by Landlord of a statement in writing setting forth the amount of such taxes applicable to Tenant’s occupancy of the Premises, trade fixtures, furnishings, equipment or other personal property, pay to Landlord the amount set forth in the notice as Tenant’s Taxes.

SECTION 4 – [RESERVED]

SECTION 5 – [RESERVED].

SECTION 6 - USE

6.1 Use. The Premises may be used solely for the Permitted Use. Tenant. Tenant: (i) shall promptly comply with all laws, ordinances and regulations affecting the Premises or Tenant's business therein, plus

insurance company requirements affecting the cleanliness, safety, use and occupation of the Premises, and including compliance with the ADA as set forth in Section 9.3 below (ii) all laws, ordinances, and regulations pertaining to the generation, use, storage, removal, and disposal of hazardous substances, and (iii) shall not use or have any hazardous substances on or about the Premises other than as incidental and is customary in a business office use. Except as may be expressly provided in the Data Sheet, Landlord disclaims any warranty that the Premises or Building are suitable for Tenant's Use. Tenant's use of the Premises shall be subject to the Rules and Regulations of Landlord for the Buildings as established and adjusted from time to time. The Rules and Regulations for the Buildings are set forth on Exhibit C.

6.2 Access to Building by Tenant. Exhibit B provides a sketch showing the location of the Premises within the Building. Tenant and its employees, agents, guests and permittees shall only enter each Building to access the Premises therein through the main entrance to such Building. Landlord shall provide Tenant with cards for use of the card access for entry to the Building(s) in accordance with Ramsey County policies and procedures for providing card access to its tenants and their employees at locations owned by Ramsey County (including any and all security, background check, and identification requirements of Ramsey County). Landlord will provide Tenant with keys to the Premises and any internal locking doors within the Premises.

6.3 Right to Exclude. Landlord reserves the right, without liability to Tenant, to refuse admission to the Building to any person who is not known to any watchman or security personnel in charge, or who is not properly identified, to eject any person from the Building whose conduct may be harmful to the safety and interest of Building tenants, invitees, or the public; and to close any part of the Building during any riot or other commotion where person or property may be imperiled.

SECTION 7 – UTILITIES AND SERVICES

7.1 Tenant's Obligations. Tenant shall not install any additional utility services in the Premises and may only connect to electrical or other services provided in the Premises upon the approval of Landlord at Landlord's sole discretion. Tenant shall be responsible for and shall pay for any data and telecommunications services Tenant obtains directly from the provider. Tenant shall, at Tenant's sole expense, complete the janitorial work at the Premises and shall keep the Premises in a good, clean, sanitary and orderly condition. Tenant shall also remove trash, recycling, compost, and debris from the Premises and place in the designated receptacles at the location designated by Landlord for pick-up. Tenant shall be responsible for maintaining a clean and sanitary environment to prevent pest infestations.

7.2 Landlord's Services. Landlord will provide sanitary sewer, water and electric services to the Premises commencing upon the Commencement Date and continuing thereafter until the expiration of the Term of this Lease. Landlord also agrees to furnish, at Landlord's expense, heat during the usual heating season and air conditioning during the usual air conditioning season, all during Operating Hours. Landlord will provide water and sanitary sewer service to the Building, including rest rooms in the Common Areas. The County will determine appropriate temperature settings for heating and air conditioning in accordance with the County's Facility Energy Management Policy.

7.3 No Liability of Landlord. Landlord shall not be liable in damages or otherwise if the furnishing by Landlord or by any other supplier of any utility or other service to the Premises shall be interrupted or impaired by fire, repairs, accident, or by any causes beyond Landlord's reasonable control.

SECTION 8 – REPAIRS

8.1 Landlord Repairs. Landlord, at its expense, shall keep the foundations and structure of the Building in good repair, except that Landlord shall not be required to make any such repairs, modifications or replacements which become necessary or desirable by reason of the negligence, gross negligence or willful

misconduct of Tenant, its agents, or employees or the misuse or abuse of the Building or Premises by Tenant, its employees or agents.

8.2. Facilities Serving the Premises. Landlord shall keep and maintain in good repair the heating, ventilating and air conditioning system (HVAC), plumbing, and electrical system serving the Premises at Landlord's expense, except that Tenant shall be responsible for the cost of any repair needed due to misuse by Tenant. Tenant shall promptly notify Landlord of the need for maintenance and repairs. Landlord shall, at all times, have access to the items, and may enter upon the Premises for the purpose of repair and maintenance as provided in this Section 8.2. Tenant shall pay the costs and expenses necessary to maintain, repair and replace all data and telecommunication lines exclusively serving the Premises, including all data and telecommunications lines serving and within the Premises. Tenant shall not alter any of the HVAC, plumbing or electrical system within the Premises without Landlord's prior written consent.

8.3 Tenant's Duty of Repair. Tenant shall, during the Term of this Lease, at Tenant's expense, keep the Premises in as good order, condition and repair as they were at the time Tenant took possession of the same, reasonable wear and tear and damage from fire and other casualties excepted, and except for Landlord's obligations as provided in Section 8.1 above. Tenant shall keep the Premises in a neat and sanitary condition and shall not commit any nuisance or waste on the Premises or in, on, or about the Building or Common Areas, throw foreign substances in the plumbing facilities, or waste any of the utilities furnished by the Landlord. All uninsured damage or injury to the Premises, Building or Common Areas caused by Tenant moving furniture, fixtures, equipment, or other devices in or out of the Premises or Building or by installation or removal of furniture, fixtures, equipment, devices or other property of Tenant, its agents, contractors, or employees, due to carelessness, omission, neglect, improper conduct, or other cause of Tenant, its employees, agents, visitors, or licensees, shall be repaired, restored and replaced promptly by Tenant at its sole cost and expense to the satisfaction of Landlord. All repairs, restorations and replacements shall be in quality and class equal to the original work. Tenant shall permit no waste, damage, or injury to the Premises.

SECTION 9 – ALTERATIONS, SIGNS, NAME

9.1. [Reserved].

9.2. Alterations. Tenant shall not make any improvements, alterations, additions or installations in or to the Premises without Landlord's prior written consent, which may be withheld in Landlord's sole and absolute discretion. Along with any request for Landlord's consent to, and before commencement of, any such work (the "Work"), and before commencement of or delivery to the Building of any materials to be used in the Work, Tenant shall furnish Landlord with plans and specifications, names and addresses of contractors, copies of contracts, necessary permits and licenses, and except when Landlord, its agent or affiliate is the contractor, an indemnification in such form and amount as may be reasonably satisfactory to Landlord. Tenant agrees to defend and hold Landlord harmless from any and all claims and liabilities of any kind and description that may arise out of or be connected in any way with any such Work to the Premises by Tenant. All Work done by Tenant, its agents, employees, or contractors shall be done in such a manner as to avoid labor disputes. Tenant shall pay the cost of all such Work, and also the cost of painting, restoring, or repairing the Premises and the Building and/or Common Areas occasioned by such Work. Upon completion of the Work, Tenant shall furnish Landlord with contractor's sworn affidavits and full and final waivers of liens, or receipted bills covering all labor and materials expended and used. The Work shall comply with all insurance requirements and all laws, ordinances, rules and regulations of all governmental authorities and shall be constructed in a good and workmanlike manner. Tenant shall permit Landlord to inspect construction operations in connection with the Work. Tenant shall not be allowed, without Landlord's reasonable approval, to perform such Work if such action results or would result in a labor dispute or otherwise would materially interfere with Landlord's operation of the Building or Common Areas, or the use of the Building or any premises therein by any authorized user, unless such interference is specifically approved by Landlord in each instance. Tenant shall promptly pay all contractors and materialmen so as to avoid the possibility of a lien attaching to the Premises. In the event any such lien is filed or notice thereof given to Tenant, Tenant shall, within twenty-four (24) hours of filing of notice,

receipt of the lien or notice thereof, give Landlord notice of such lien and Tenant shall, within ten (10) days after the earlier of receiving notice of the lien or the filing of the lien, discharge such lien by payment of the amount due or by providing security guarantying payment the amount due the claimant and in such form and amount as Landlord determines is sufficient in Landlord's sole discretion. Landlord may, at its option, require Tenant to demonstrate its ability to pay for the Work, or require Tenant to furnish such bonds or other security satisfaction of such Work free and clear of all mechanic's and materialmen's liens. Landlord shall have the right to post the Premises in accordance with Minn. Stat. §514.06. Nothing in this Lease shall be construed as consent on the part of the Landlord so as to subject the Landlord's estate in the Premises, or any of the Property, to any lien or liability under the lien laws of the State of Minnesota.

9.3 ADA. Tenant hereby acknowledges and agrees that it is aware of the requirements set forth in the Americans with Disabilities Act, 42 U.S.C. Secs. 12101-12213 (the "ADA") and warrants that all construction done by Tenant in connection with the terms and conditions of this Lease shall be in compliance with the requirements of the ADA as may be amended from time to time. If the Landlord grants its consent to proposed changes to be made by the Tenant in the Premises, the granting of such consent by the Landlord will not mean that Tenant's proposed changes necessarily comply with the ADA; the question of compliance is Tenant's responsibility. Tenant shall hold Landlord harmless and shall protect and defend Landlord in any cause of action brought against Landlord or to which Landlord is a defendant, arising out of alleged violations of the ADA, wherein, by the provisions of this Lease, Tenant was obligated to and failed to comply with any provision of the ADA.

SECTION 10 - RELEASES AND INDEMNITY

10.1 Tenant's Indemnification. Tenant agrees to indemnify Landlord, its officials, employees, and agents, harmless against and from any and all liability claim, loss, cost, damages, expense or action, by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from Tenant's occupancy or use of the Premises or Property, the execution, performance, or breach or default on the part of Tenant in the performance of any covenant or agreement on the part of Tenant to be performed pursuant to this Lease, or arising from any act or negligence, gross negligence or willful misconduct on the part of Tenant, or its agents, contractors, employees, licensees, or invitees, or arising from any accident, injury or damage to the extent caused by Tenant, its agents, or employees, to any person, firm or corporation (or similar entity) occurring during the Term of this Lease, in or about the Premises or Property, and from and against all reasonable costs, attorney's fees, expenses and liabilities incurred in or about any such claim or action or proceeding which may be brought thereon; and in case any action or proceeding be brought against Landlord, its officials, employees or agents by reason of any such claim, Tenant, upon notice from Landlord, covenants to resist or defend such action or proceeding by counsel reasonably satisfactory to Tenant's insurer.

10.2 Tenant's Waiver. Tenant agrees, to the extent not expressly prohibited by law, that Landlord, its officials, employees and agents shall not be liable and Tenant waives all claims for damage to property and business sustained during the Term of this Lease by Tenant occurring in or about the Property, resulting directly or indirectly from any existing or future condition, defect, matter or thing in the Premises, Property or any part thereof, or from equipment or appurtenances becoming out of repair or from accident, or from any occurrence or act or omission of Landlord, its officials, employees or agents, or any tenant or occupant of the Building or any other person, unless caused by the negligence or intentional act of Landlord, its agents or employees. This Section 10.2 shall apply especially, but not exclusively, to damage caused as aforesaid or by the flooding of basements or other subsurface areas, or by refrigerators, sprinkling devices, air conditioning apparatus, water, snow, frost, steam, excessive heat or cold, falling plaster, or other material that is incorporated in the Building, broken glass, sewage, gas, odors or noise, or the bursting or leaking of pipes or plumbing fixtures, and shall apply equally, whether any such damage results from the act or omission of other tenants, licensees or occupants or users of the Building or any other persons, and whether such damage be caused by or result from any of the aforesaid, or shall be caused by or result from other circumstances of a similar or dissimilar nature.

10.3 Tenant's Liability. All property in the Building or on the Premises belonging to Tenant, its agents, employees, invitees or otherwise located at the Premises, shall be at the risk of Tenant only, and Landlord shall not be liable for damage thereto or theft, misappropriation or loss thereof and Tenant agrees to defend and hold Landlord, its officials, employees and agents harmless and indemnify them against claims and liability for injuries to such property.

SECTION 11 – INSURANCE

11.1 Tenant's Insurance. Tenant shall purchase and maintain such insurance as will protect Tenant from claims which may arise out of, or result from, Tenant's operations under this Lease, whether such operations are by Tenant or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions any one of them may be liable. Tenant shall secure the following coverages and comply with all provisions noted below. Certificates of Insurance shall be issued evidencing such coverage to Landlord throughout the Term of this Lease.

(a) Fire and All-Risk Property Insurance.

- i. Coverage shall be written on a replacement cost basis for any personal property and/or improvements or betterments of Tenant at the Building.
- ii. Tenant hereby waives and releases Landlord, its employees, agents, officials, and officers from all claims, liability and causes of action for loss, damage to or destruction of Tenant's property resulting from fire or other perils covered in the standard property insurance coverage. Tenant agrees that it will look to its own property insurance for reimbursement for any loss and shall have no rights of subrogation against Landlord.

(b) Commercial General Liability Insurance.

- i. Amounts
 1. \$1,500,000 per occurrence.
 2. \$2,000,000 general aggregate.
 3. \$2,000,000 products/completed operations total limit
 4. \$1,500,000 personal injury and advertising liability
 5. \$5,000 per person medical payment.
 6. \$100,000 fire/legal.
- ii. The policy is to be written as acceptable to the Landlord.
- iii. Landlord and Ramsey County, and their officials, employees and agents, shall be added to the policy as additional insureds, using ISO form CG 20 11 or its equivalent.

Automobile Insurance

(c) Workers' Compensation and Employer's Liability.

- i. Workers' Compensation as required by Minnesota Statutes.
- ii. Employer's Liability limits: \$500,000/\$500,000/\$500,000

(d) All certificates of insurance shall provide that the insurance company give Landlord thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.

This Section 11 of this Lease establishes minimum insurance requirements, and it is the sole responsibility of Tenant to purchase and maintain additional insurance that may be necessary in connection with this Lease.

- a. Certificates of insurance must indicate if the policies are issued pursuant to these requirements. Tenant shall not occupy the Premises until Tenant has obtained the required insurance and filed (an) acceptable Certificates of Insurance with Landlord. Copies of insurance policies shall be submitted to Landlord upon request.

- b. Nothing in this Lease shall constitute a waiver by the Landlord or Ramsey County of any statutory or common law immunities, limits, or exceptions on liability.
- c. Certificates shall specifically indicate if policy is written with an admitted or non-admitted carrier. Bests' Rating for the insurer shall be noted on the Certificate, and shall not be less than an A.

SECTION 12 – FIRE OR OTHER CASUALTY

12.1 Total or Partial Destruction. If the Building or Premises is totally or substantially destroyed by any fire or other casualty and Landlord elects not to repair or restore the Building or Premises, as applicable, this Lease shall terminate and Landlord and Tenant shall have no obligations to each other effective as of the date of the damage or destruction. Landlord shall provide Tenant with notice of its election hereunder within 180 days of the date of the damage or destruction. In the event that Landlord elects to repair or restore the Building or Premises, the Rent shall abate until the Premises or equivalent space is delivered to Tenant in such condition that Tenant may resume Tenant's Use therein, except that if the damage or destruction occurs when the remaining length of the Term is six (6) months or less, this Lease shall automatically terminate. If Landlord elects to repair or restore the Building or Premises, as applicable, Landlord's obligation to repair or rebuild as proved in this Section 12 of this Lease shall exclude, and in no event shall Landlord be required to repair or replace, Tenant's personal property, leasehold improvements, or fixtures, furniture, furnishings or floor coverings and equipment of Tenant or installed by Tenant.

SECTION 13 - EMINENT DOMAIN

13.1 Total Taking. If the whole or any part of the Premises shall be taken under the power of eminent domain or purchased in lieu of condemnation thereof, then the Term of this Lease shall terminate as of the day possession shall be taken and the Rent shall be paid up to that date.

13.2 Award. The entire award for the taking of the fee and leasehold shall belong to Landlord, but Landlord shall not be entitled to any award made to Tenant for Tenant's trade fixtures or for relocation and moving expenses.

SECTION 14 - ASSIGNMENT AND SUBLETTING

14.1 Limitation on Assignment/Subletting. Tenant shall not assign, sublease, mortgage, pledge or in any manner transfer this Lease or any interest therein, or the Premises or any part or parts thereof, nor permit occupancy by anyone without the prior written consent of Landlord, which consent may be withheld in Landlord's sole and absolute discretion. Consent by Landlord to one or more assignments, sublettings or other transfer of the Premises or this Lease shall not operate as a waiver of Landlord's rights under this Section. No assignment shall release Tenant of any of its obligations under this Lease or be construed or taken as a waiver of any of Landlord's rights hereunder. If Tenant, or its permitted assignee, subtenant or successor is a corporation, partnership, limited liability company, or other entity, any transfer of the controlling interests in Tenant shall be deemed to be an assignment requiring Landlord's consent. The acceptance of Rent from someone other than Tenant shall not be deemed to be a waiver of any of the provisions of this Lease or as consent to any assignment or subletting of the Premises.

14.2 Effect of Bankruptcy on Assignment. Neither this Lease nor any interest therein, shall pass to any trustee or receiver in bankruptcy, or any assignee for the benefit of creditors, or by operation of law.

SECTION 15 - ACCESS TO PREMISES

15.1 Landlord Access. Landlord shall have the right to enter upon the Premises immediately in the event of emergency and during all Operating Hours for the purpose of inspecting the same or of maintaining or making repairs, additions or alterations thereto or to the Building. Landlord shall not be liable to Tenant in any manner for any expense, loss, or damage by reason thereof, nor shall exercise of such rights be deemed an eviction or disturbance of Tenant's use or possession of the Premises. Landlord shall have the right to install, maintain, use, repair and replace pipes, ducts, conduits, and wires leading through the Premises and serving other parts of the Building in locations which will not materially interfere with Tenant's use of the Premises. Nothing herein shall be construed as imposing any obligation on Landlord to perform any maintenance or make any repairs, alterations or improvements that are the obligation of Tenant. Landlord shall use commercially reasonable efforts not to interrupt Tenant's operations in the Premises during such periods of entry permitted pursuant to this Section 15.1.

SECTION 16 – DEFAULT OF TENANT AND REMEDIES

16.1 Events of Default. Any one of the following events shall constitute an “Event of Default”:

- (a) Tenant shall fail to pay any monthly installment of Rent, or timely pay any Rent or any monies due from Tenant to Landlord, and such default shall continue for a period of ten (10) days after the due date;
- (b) Tenant shall violate or fail to perform any of the other conditions, covenants, or agreements herein made by Tenant, and such default shall continue for thirty (30) days after Tenant receives written notice from Landlord, except that if such default cannot with due diligence be cured within a period of thirty (30) days, if Tenant fails to proceed promptly after said notice and with all due diligence to commence to cure the same and thereafter to prosecute the curing of such default with all due diligence, it being intended that in connection with a default not susceptible of being cured with diligence within thirty (30) days, the time within which Tenant is to cure the same shall be extended for such period as may be reasonably necessary to complete the same with all due diligence but not to exceed ninety (90) days.
- (c) Tenant shall have filed a petition in bankruptcy or for reorganization or for the appointment of a receiver or trustee for it or its property, or any similar petition, or shall have made an assignment for the benefit of creditors, or an order for relief shall have been entered in any proceeding under the Federal Bankruptcy Code in which Tenant is named as debtor and such petition is not vacated or withdrawn within sixty (60) days after the date of filing thereof.
- (d) Any involuntary petition of the type or similar to those referred to in Section 16.1 of this Lease shall have been filed against Tenant and shall not be vacated or withdrawn within sixty (60) days after the date of filing thereof.
- (e) Tenant shall have abandoned the Premises for 60 consecutive days.

16.2 Right of Landlord to Terminate the Lease. If an Event of Default shall have occurred and be continuing, Landlord may, at its sole option, by written notice to Tenant, terminate this Lease. Neither the passage of time after the occurrence of the Event of Default nor exercise by Landlord of any other remedy with regard to such Event of Default shall limit Landlord's rights under this Section 16.2.

16.3 Repossession. If an Event of Default shall have occurred and be continuing, whether or not Landlord elects to terminate this Lease, Landlord may enter upon and repossess the Premises (said repossession being hereinafter referred to as “Repossession”), by summary proceedings, ejectment, or otherwise, and may remove Tenant and all other persons and property from the Premises at Tenant's sole cost and expense.

16.4 Reletting. From time to time after Repossession of the Premises, whether or not this Lease has been terminated, Landlord may, but shall not be obligated to, attempt to re-let the Premises for the account of Tenant in the name of Landlord or otherwise, for such term or terms (which may be greater or less than the period which would otherwise have constituted the balance of the Lease Term) and on such provisions (which may include concessions or free rent) and for such uses as Landlord, in its absolute discretion may determine, and may collect and receive the rent therefore. Any rent received shall be applied against Tenant's obligations hereunder, but Landlord shall not be responsible or liable for any failure to collect any rent due upon any such re-letting.

16.5 Obligations of Tenant. No termination of this Lease pursuant to Section 12 and no Repossession of the Premises pursuant to Section 16.3 or otherwise shall relieve Tenant of its liabilities and obligations under this Lease, all of which shall survive any such termination or Repossession. In the event of any such termination or Repossession, whether or not the Premises shall have been re-let, Tenant shall pay to Landlord the Rent and other sums and charges to be paid by Tenant up to the time of such termination or Repossession, including interest, late fees, and thereafter, until the end of what would have been the Lease Term in the absence of such termination or Repossession, Tenant shall pay to Landlord, as and for liquidated and agreed current damages for Tenant's default, the equivalent of the amount of the Rent and such other sums and charges which would be payable under this Lease by Tenant if this Lease were still in effect, less the net proceeds, if any, of any reletting effected pursuant to the provisions of Section 16.4 after deducting all of Landlord's expenses in connection with such reletting, including, without limitation, all repossession costs, brokerage and management commissions, operating expenses, legal expenses, attorneys' fees, alteration costs, and expenses of preparation for such reletting. Tenant shall pay such current damages to Landlord monthly on the days on which the Base Rent would have been payable under this Lease if this Lease were still in effect, and Landlord shall be entitled to recover the same from Tenant on each such day.

16.6 Legal and Other Expenses. In addition to all other remedies of Landlord, Landlord shall be entitled to reimbursement upon demand of all reasonable attorneys' fees incurred by Landlord in connection with any Event of Default.

16.7 Remedies upon Bankruptcy. If this Lease shall terminate by reason of the filing of a bankruptcy petition, as set forth in Section 16.1(c) above, Landlord shall be entitled, notwithstanding any other provisions of this Lease or any present or future law, to recover from Tenant or Tenant's estate (in lieu or the equivalent of the amount of all rent unpaid at the time of such termination) as damages for loss of the bargain, and not as a penalty, an aggregate sum which, at the time of such termination of this Lease, represents the excess, if any, of the then present worth of the aggregate of the Rent and other charges payable by Tenant hereunder that would have accrued for the balance of the Term, as the case may be, over the then present worth of the fair market rents and all other charges for the Premises for the balance of the initial term or any renewal term, as the case may be, unless any statute or rule of law prohibits such remedy. Nothing herein contained shall limit or prejudice Landlord's right to prove and obtain as liquidated damages arising out of such breach or termination the maximum amount allowed by any such statute or rule of law which may govern the proceedings in which such damages are to be proved whether or not such amount be greater, equal to, or less than the amount of the excess of the then present worth of the Rent and all other charges reserved herein over the then present worth of the fair market rents and all other charges, referred to above.

16.8 Right of Landlord to Cure Default by Tenant. In the event of any breach hereunder by Tenant, Landlord may immediately or at any time thereafter, without notice, cure such breach for the account and at the expense of Tenant. If Landlord at any time by reason of such breach, is compelled to pay, or elects to pay, any sum of money or do any act which will require the payment of any sum of money, or is compelled to incur any expense, including reasonable attorneys' fees, the sum or sums so paid by Landlord, with interest thereon at the rate of eighteen percent (18%) per annum or the highest rate permitted by law, whichever is less, from the date of payment thereof, shall be deemed to be due from Tenant to Landlord on the first day of the month following the payment of such respective sums or expenses.

16.9 Setoff. Notwithstanding any provision of this Lease to the contrary, Tenant shall not be relieved of liability to Landlord for damages sustained by the Landlord by virtue of any breach of this Lease by Tenant. Landlord may withhold any payment to Tenant for the purpose of setoff until such time as the exact amount of damages due the Landlord from Tenant is determined.

16.10 Landlord's Default. The failure of Landlord to observe, perform, or comply with any term or condition of this Lease within thirty (30) days after written notice from Tenant to Landlord shall constitute a default and breach of the Lease by Landlord ("Landlord's Default"); provided that in the event the cure of such failure reasonably requires more than thirty (30) days to complete, then there is no Landlord's Default if Landlord promptly commences the cure of such failure within the thirty (30) day period and, thereafter, diligently pursues the cure to completion. In the event Landlord discontinues Landlord's pursuit of a cure of the default, and thereafter fails to cure the default within sixty (60) days after written notice from Tenant to Landlord notifying Landlord that Landlord has discontinued Landlord's pursuit of a cure, then such failure shall constitute a Landlord's Default. In the event of a Landlord's Default, Tenant shall be entitled to any remedies available at law or in equity.

SECTION 17 - SURRENDER OF POSSESSION/HOLDING OVER

17.1 Surrender. At the expiration of the Term, whether by lapse of time or otherwise, Tenant shall surrender the Premises in good condition and repair, reasonable wear and tear and loss by fire or unavoidable insured casualty excepted. If the Premises are not surrendered at the end of the Term or the sooner termination thereof, Tenant shall indemnify Landlord against loss or liability resulting from delay by Tenant in so surrendering the Premises. Tenant shall promptly surrender all keys for the Premises to Landlord at the place then fixed for payment of Rent.

17.2 Holding Over. If Tenant remains in possession of the Premises after the expiration or termination of this Lease, it shall be deemed to occupying the Premises as a tenant at sufferance, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable; provided, however, that the Base Rent required to be paid by Tenant during any holdover period shall be one-hundred fifty percent (150%) of the amount of the Base Rent set forth above. No unauthorized holding over shall operate to renew or extend this Lease and Tenant shall indemnify Landlord against all claims for damages of any kind resulting from the holdover.

17.3 Removal of Alterations. Upon the expiration of the Lease Term, whether by lapse of time or otherwise, if Landlord so requires in writing, Tenant shall promptly remove any alternations, additions, improvements and fixtures other than trade fixtures placed in the Premises by Tenant and designated in said request, and repair any damage occasioned by such removals at Tenant's expense, and in default thereof, Landlord may affect such removals and repairs, and Tenant shall pay Landlord the cost thereof, with interest at the rate of twelve percent (12%) per annum, or the highest rate permitted by law, whichever is less, from the date of payment by Landlord.

SECTION 18 – SUBORDINATION

18.1 Subordination. Tenant agrees that this Lease shall be subordinate to any mortgages that may be now or hereafter be placed upon the Property and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof. Tenant shall execute and deliver whatever instruments as requested by the mortgagee as may be required for the above purposes, and failing to do so within ten (10) days after demand in writing, does hereby make, constitute, and irrevocably appoint Landlord as its attorney-in-fact and in its name, place, and stead so to do.

18.2 Attornment. Tenant shall, upon demand, in the event any proceedings are brought for the foreclosure of, or in the event of an exercise of a power of sale under any mortgage, or other financing instrument made by Landlord covering the Premises, in writing to the purchaser upon any such foreclosure or sale and

recognize such purchaser as the Landlord under this Lease provided that such purchaser shall agree to recognize Tenant's rights hereunder as long as Tenant is not in default beyond the period allowed for cure hereunder.

SECTION 19 - NOTICES

Whenever under this Lease, provision is made for notice of any kind, such notice shall be in writing and shall be deemed sufficient to Tenant if actually delivered to Tenant or sent by registered or certified mail, return receipt requested, postage prepaid, to the last Post Office address of Tenant furnished to Landlord for such purpose, and to Landlord if actually delivered to Landlord or if sent by registered or certified mail, return receipt requested, postage prepaid, to the Landlord at the address furnished for such purpose or to the place then fixed for the payment of Rent. Notice shall be deemed effective upon receipt by either party when actually delivered to the party and if delivered by registered or certified mail upon deposit in the U.S. mail (and if more than one method is used, the earlier of the two).

SECTION 20 - ESTOPPEL STATEMENTS

Within ten (10) days after request therefore by Landlord, Tenant shall provide an estoppel statement in recordable form to any proposed mortgagee or purchaser of the Property or any part thereof, or to Landlord, certifying (if such be the case) that this Lease is in full force and effect and there are no defenses or offsets thereto, or stating those claimed by Tenant and certifying to such other matters as such party shall reasonably require. Landlord's mortgage lenders and purchasers shall be entitled to rely upon any statement so executed pursuant to this Section 20.

SECTION 21 - QUIET ENJOYMENT

Landlord covenants that it has full right and authority to enter into this Lease for the full Term hereof. Landlord further covenants that Tenant, upon performing the covenants and agreements of this Lease to be performed by Tenant, will have, hold and enjoy quiet possession of the Premises. Landlord warrants that there are no easements, restrictive covenants or rights granted to parties other than Tenant that limit Tenant's use of the Premises for Tenant's Use as long as Tenant uses the Premises in accordance with the terms and conditions of this Lease.

SECTION 22 – SECURITY INTEREST

Tenant hereby grants to Landlord a security interest in all goods, chattels, fixtures and personal property belonging to Tenant, which now or are hereafter located in the Premises to secure all Rents due hereunder and all other covenants obligations of Tenant hereunder. In the event there is a security interest in said property which security interest is paramount and superior to the security interest herein created, Landlord may satisfy said paramount security interest and all sums paid in satisfying said security interest will be considered additional sums owned Landlord by Tenant hereunder. Tenant hereby acknowledges receipt of a true, full and complete copy of this Lease. Landlord, in the event of a default by Tenant of any covenant or condition herein contained, may exercise, in addition to any rights and remedies herein granted, all the rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law. Tenant agrees upon request of Landlord to execute and deliver to Landlord a financing statement evidencing such security interest.

SECTION 23 – RELATIONSHIP OF THE PARTIES

It is agreed that nothing contained in this Lease is intended or should be construed as creating the relationship of agents, partners, joint venturers, or associates between the parties hereto or as constituting

Tenant as the agent or employee of Landlord for any purpose or in any manner whatsoever. Tenant, its employees, agents, and its representatives are not employees of Landlord.

SECTION 24 – DATA AND AUDIT

24.1 Data Practices. All data collected, created, received, maintained or disseminated for any purpose in the course of Tenant's performance of this Lease is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy. Tenant shall take all reasonable measures to secure the computers or any other storage devices in which any Landlord data, if any, is contained or which are used to access Landlord data.

24.2 Audit. If required by statute, until the expiration of six (6) years after the termination of this Lease, Tenant, upon written request, shall make available to Landlord, the State Auditor or Landlord's ultimate funding sources, a copy of this Lease and the books, documents, records and accounting procedures and practices of Tenant relating to the performance of Tenant's obligations under this Lease.

SECTION 25 – WASTE REDUCTION

Tenant shall participate in Landlord's recycling program for at least four broad types of recyclable materials, including compostable materials, and shall favor the purchase of recycled products in its procurement processes. All reports, publications and documents produced as a result of this Lease shall be printed on both sides of the paper, where commonly accepted publishing practices allow, on recycled and recyclable paper using soy-based inks, and shall be bound in a manner that does not use glue.

SECTION 26 – OTHER GENERAL

26.1 Equal Employment Opportunity. Tenant will comply with the provisions of Minn. Stat. 181.59 and agrees:

- 1) that in the hiring practices for the performance of any work under this Lease, or any subcontract, will not by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform work to which the employment relates;
- 2) that Tenant will not, in any manner, discriminate against, intimidate, or prevent the employment of any person or persons or on being hired, prevent, or conspire to prevent the person or persons from the performance of work under this Lease on account of race, creed, or color;
- 3) that a violation of this section is a misdemeanor; and
- 4) that this Lease may be canceled or terminated by Landlord, and all money due or to become due under this Lease may be forfeited for a second or any subsequent violation of the terms or conditions of this Lease.

26.2 Prevailing Wage. With respect to any Alteration to the Premises or any service to maintain the Premises obtained or contracted by Tenant, Tenant and its contractors and subcontractors shall conform to the labor laws of the State of Minnesota, and all other laws, ordinances, and legal requirements affecting the work in Ramsey County and Minnesota. Tenant shall also submit evidence adequate in Landlord's determination that each contract provides that the contractor and each and all subcontractors of the contractor shall conform to the labor laws of the State of Minnesota, Ramsey County Prevailing Wage Ordinance No. 2013-329, and all other laws, ordinances, and legal requirements affecting the work in Ramsey County and Minnesota. Pursuant to the Ramsey County Prevailing Wage Ordinance No. 2013-329, the Prevailing Wage rate must be paid under any contract with Ramsey County or under a subcontract to that contract with Ramsey County with an anticipated Project completion cost value of over \$25,000. The minimum wage rate per hour to be paid for each classification of work shall be the union wage rate in the

locality of the project for those classifications over which the unions have jurisdiction and the local prevailing rate for those classifications of work in the localities over which the unions do not have jurisdiction. The terms "prevailing wage", "minimum wage rate per hour", and "prevailing rate" as used in the contract, shall mean "prevailing wage rate" as defined in Minnesota Statutes §177.42. Pursuant to Minnesota Statutes §§177.41 to 177.44 and corresponding Rules 5200.1000 to 5200.1120, all construction contracts funded in whole or in part by state funds are subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

Each contract for which Ordinance No. 2013-329 requires that the Prevailing Wage Rate must be paid shall contain the following statement:

"Throughout the term of this Agreement, the contractor shall submit Certified Payroll Records within 14 days of the end of a pay period and in accordance with the requirements of Ramsey County Prevailing Wage Ordinance No. 2013-329. Failure of the contractor to submit the Certified Payroll Records in accordance with the Ordinance may result in criminal or civil enforcement by the Landlord, including, but not limited to termination of the agreement for cause, withholding of payments, and assessment of liquidated damages."

26.3 Respectful Workplace and Violence Prevention. Tenant shall make all reasonable efforts to ensure that the Tenant's employees, officials, contractors and subcontractors do not engage in violence while performing under this Lease. Violence, as defined in the Ramsey County Respectful Workplace and Violence Prevention Policy, means words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority where the impact is to cause pain, fear or injury.

26.4 Debarment. Tenant acknowledges that Ramsey County has enacted Ordinance 2013-330, Ramsey County Debarment Ordinance, that prohibits Landlord from contracting with contractors who have been debarred or suspended by the State of Minnesota or by Ramsey County, and that Tenant shall not use any contractor for any or other work in or about the Premises who has been debarred or suspended by the State of Minnesota or by Ramsey County.

26.5 Cumulative Remedies and Non-Waiver. The various rights and remedies contained in this Lease shall not be considered as exclusive of any other right or remedy, but shall be construed as cumulative and shall be in addition to every other remedy now or hereafter existing at law, in equity, or by statute. No delay or omission of the right to exercise any power by either party shall impair any such right or power, or shall be construed as a waiver of any default or as acquiescence therein. One or more waivers of any covenant, term or condition of this Lease by either party shall not be construed by the other party as a waiver of a subsequent breach of the same covenant, term or condition. The consent or approval by either party to or of any act by the other party of a nature requiring consent or approval shall not be deemed to waive or render unnecessary consent to approval of any subsequent similar act. The acceptance by the Landlord of any non-conforming performance or fulfillment of conditions or obligations under the terms of this Lease or the foregoing by the Landlord of any of the rights or remedies arising under the terms of this Lease shall not constitute a waiver of Landlord's right to conforming performance or fulfillment of conditions or obligations or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Lease. The rights and remedies of the Landlord and Tenant provided or referred to under the terms of this Lease are cumulative and not mutually exclusive.

26.6 Headings. The headings of the several sections contained herein are for convenience only and do not define, limit or construe the contents of such sections.

26.7 Binding Effect of Lease. The covenants, and agreements contained in this Lease, shall bind and inure to the benefit of Landlord, its successors and assigns, and Tenant and its successors and assigns. Landlord,

at any time and from time to time, may make an assignment of its interest in this Lease, and, in the event of such assignment and the assumption by the assignee of the covenants and agreements to be performed by Landlord herein, Landlord and its successors and assigns (other than the assignee of this Lease) shall be released from any and all liability hereunder.

26.8 Force Majeure. Whenever a period of time is herein provided for either party to do or perform any act or thing, that party shall not be liable or responsible for any delays, and applicable periods for performance shall be extended accordingly, due to strikes, lockouts, riots, acts of God, shortages of labor or materials, national emergency, acts of a public enemy, governmental restrictions, laws or regulations, or any other cause or causes, whether similar or dissimilar to those enumerated, beyond its reasonable control. The provisions of this Section 26.8 shall not operate to excuse Tenant from prompt payment of Base Rent or other monetary payments required by the terms of this Lease.

26.9 Acceptance of Payment. No payment by Tenant or receipt by Landlord of a lesser amount than the amount then due under this Lease shall be deemed to be other than on account of the earliest portion thereof due, nor shall any endorsement or statement on any check or any letter accompanying any check or payment be deemed an accord and satisfaction, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance due or pursue any other remedy provided in this Lease.

26.10 Brokerage. Each of the parties represents and warrants that there are no claims for brokerage commissions or finder's fees in connection with the execution of this Lease, except as stated below, and each of the parties agrees to indemnify the other against and hold the other harmless from, all liabilities arising from any such claim for which such party is responsible.

26.11 Unenforceability. Unenforceability of any provision contained in this Lease shall not affect or impair the validity of any other provision of this Lease.

26.12 Compliance with Law. Tenant agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to Tenant's performance of the provisions of this Lease. It shall be the obligation of Tenant to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for Tenant to be able to operate its business and provide any services to be provided by Tenant.

26.13 Interpretation of Agreement; Venue. This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Lease shall be venued in the appropriate state or federal district court in Ramsey County, Minnesota.

26.14 Execution of Lease by Landlord and Entire Agreement. The submission of this document for examination and negotiation does not constitute an offer to Lease, or a reservation of, or option for, the Premises and this document becomes effective and binding only upon the execution and delivery hereof by Landlord and Tenant. This Lease constitutes the entire agreement between the parties and supersedes all prior oral and written agreements regarding the subject matter hereof, and this Lease may be modified or altered only by an agreement in writing between Landlord and Tenant and no act or omission of any employee or agent of Landlord or of Landlord's broker, if any, shall alter, change or modify any of the provisions of this Lease unless an alteration, variation, modification or waiver of or provisions of this Lease is reduced to writing and duly signed by both parties.

(Remainder of page intentionally left blank. Signature page follows.)

IN WITNESS WHEREOF, Landlord and Tenant have signed this Lease as of the day and year first above written.

LANDLORD:

Ramsey County

By: _____

Name: Rafael Ortega

Title: Chair, Ramsey County Board of Commissioners

Recommended for Approval by:

Jean Krueger
Jean Krueger

Director, Ramsey County Property Management

Approved as to form:

Kathleen Ritter
Assistant County Attorney

TENANT:

[12-2-2025]

By: Kevin Kajer

Print Name: Kevin Kajer

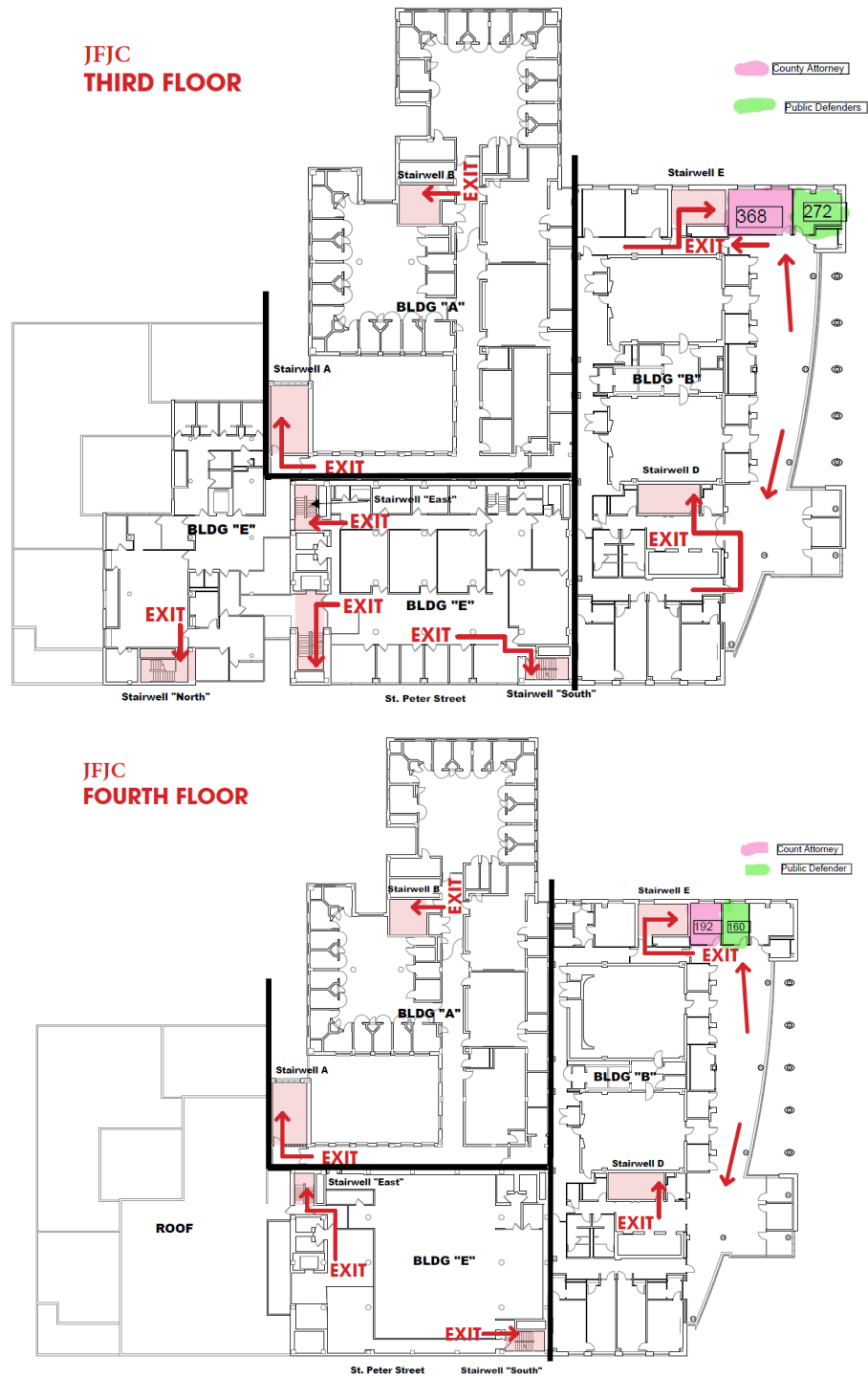
Title: Chief Administrator

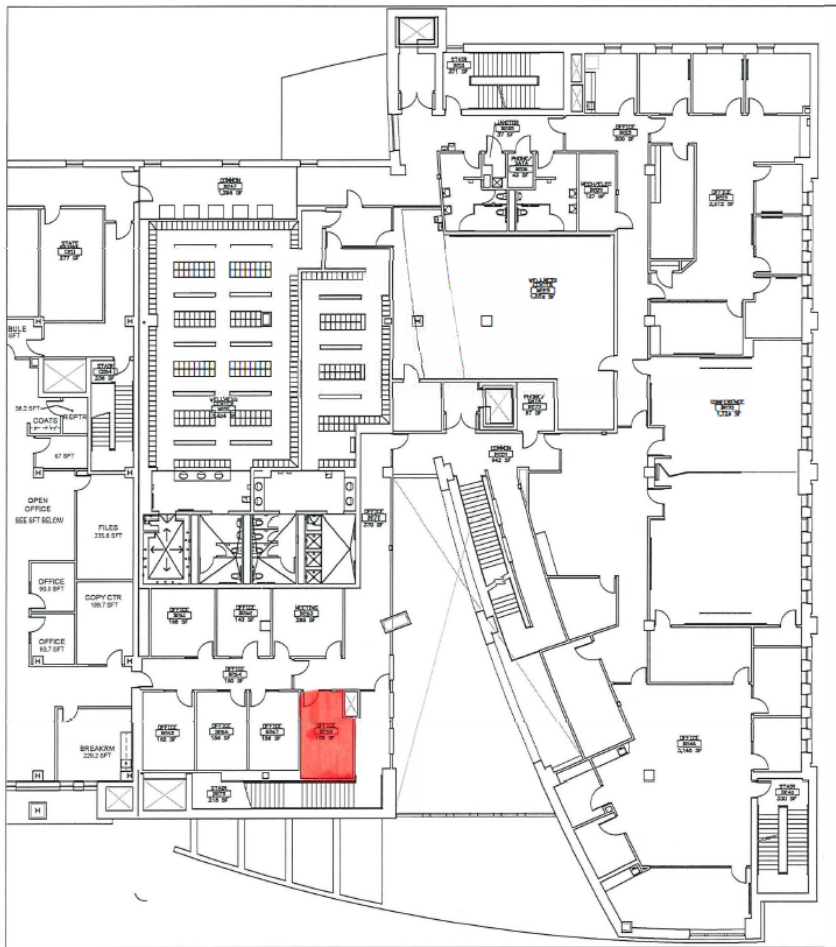
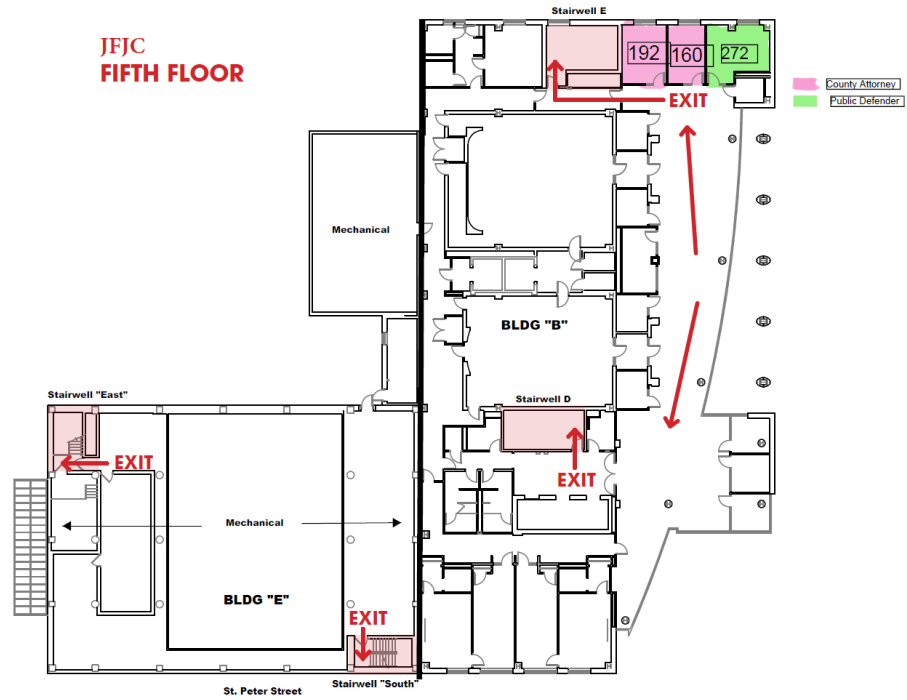
Exhibit A
LEGAL DESCRIPTIONS OR PIDs OF THE PROPERTY

BUILDING	PROPERTY ID
Ramsey County Juvenile and Family Justice Center 25 7 th Street West St. Paul, MN 55102	062822210071
Ramsey County Law Enforcement Center 425 Grove Street St. Paul, MN 55101	322922230081
Ramsey County Suburban Court 2050 White Bear Avenue North Maplewood, MN 55109	142922220017

Exhibit B

DEPICTIONS OF PREMISES





SUBURBAN COURTS

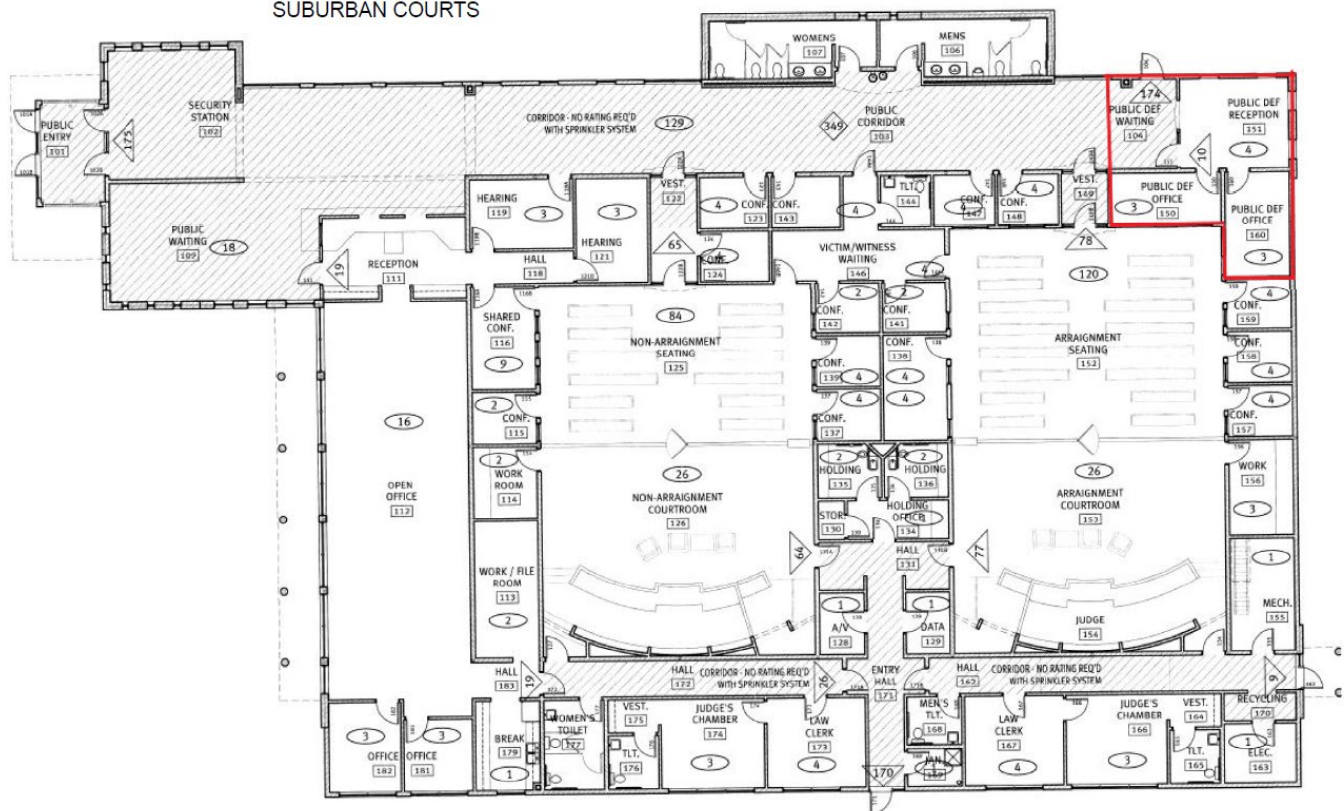


Exhibit C

Rules and Regulations [apply to all Buildings]

Tenant shall comply with the following Rules and Regulations as prescribed by the Landlord to enable Landlord the right to maintain and operate an orderly, clean, and desirable premises and building. Landlord shall not be responsible to Tenant for the nonperformance of any of the Rules and Regulations by Tenant, or any visitor, licensee, agent, person, or entity.

1. **Maximum leased space occupancy is 3 per office space.**
2. **Building and Premises is smoke and vape free. No persons are authorized to smoke, vape, or use commercial tobacco products in or on any Ramsey County property.**
3. **Tenant promises to comply with Chief Judge John H. Guthmann, July 21, 2016, Second Judicial District court order that all persons entering a courthouse complex, including those who have a permit under Minn. Stat. § 624.714, are prohibited from having weapons, including but not limited to firearms, on their person or in their possession.**
4. **Landlord reserves the right to refuse access to any persons to be a threat to the safety, reputation, or property of the building and its occupants.**
5. **Tenant is responsible for any damage to the leased premises by any of its visitors, agents, staff, clients, guests of clients, or other entities.**
6. **Landlord is responsible for controlled electric door and key access. Tenant shall pay and obtain written approval from Landlord for any additional requests for install, change, or replacement of security related equipment, including key replacement.**
7. **Tenant assumes all risks from theft or vandalism to the premises and agrees to keep the premises locked as needed.**
8. **Landlord shall provide and maintain all building life safety systems such as fire related detection and suppression system. Tenant shall pay and obtain written approval from Landlord for any additional install or change of life safety related equipment not required by law.**
9. **Tenant is responsible for creating and implementing their own emergency procedures and building evacuation plans if none are provided by Landlord.**
10. **Tenant shall not display, paint, or place any signage, advertisement, notices, pictures, or decorations of any type on the exterior, or the interior if visible from the exterior of the premises, without the written consent from Landlord.**
11. **Tenant shall obtain approval from Landlord prior to any contractor, vendor or technician performing work within the leased premises on site. No alterations to building, building equipment/fixtures, or furniture can be made without Landlord's written approval.**
12. **Tenant or related parties to Tenant shall not go in unauthorized areas without written approval from Landlord.**
13. **Tenant promises to not use or keep in the building any kerosene, gasoline, inflammable, combustible or explosive fluid or material, or chemical substance other than limited quantities of them reasonably necessary for the operation or maintenance of office equipment or limited quantities of cleaning fluids and solvents required in the normal operation of the Premises.**
14. **Tenant shall not block or obstruct any of the common areas, including but not limited to, egress, ingress, entries, passages, doors, elevators, elevator doors, hallways, stairways, windows, heating and ventilation equipment, vents, or lighting fixtures of building or parking facilities.**
15. **Tenant shall not alter, change, replace or rekey any lock to existing, addition, or install new without the written consent from Landlord. Tenant shall not make additional keys without the consent of Landlord. Tenant shall return all keys at the termination of its tenancy and shall be responsible for**

the cost of replacing any keys that are lost. Landlord will retain a master key to all door locks on the premises.

16. Tenant shall not bring or use personal appliances such as mini refrigerators, toasters, space heaters, air conditioners, or fans, without first receiving Landlord written permission.
17. Landlord maintains all building heating, cooling, and ventilation systems. Tenant can obtain temperature guidelines with written request from Landlord. Tenant must enter a maintenance request through Landlord's work order system for all requests related to heating, cooling, and ventilation. Tenant shall not use any alternative method to heat or cool other than dedicated system provided by Landlord.
18. The plumbing facilities shall not be used for any other purposes than that for which they are constructed, the expense of any breakage, stoppage or damage resulting from a violation of this provision shall be borne by Tenant.
19. Tenant must report all building issues involving water, fire, or building life and safety concerns, immediately via phone call and written notification to Landlord. Cause of issues and cost to repair will be determined by Landlord.
20. Landlord performs premises snow removal, lawn, tree, and parking lot maintenance.
21. Landlord pays for and operates the following utilities and services to the building, gas, electricity, water, sewer, trash and recycling.
22. Tenant pays for and operates the following utilities and services to the leased premises, telephone and internet.
23. All personal property is Tenant's responsibility. Tenant shall be responsible for any damage to furniture, fixtures and equipment provided by Landlord as well as damages to the building arising from moving of personal property.
24. Tenant is responsible for always keeping the leased premises in clean and sanitary condition to prevent the attraction of pests.
25. No animals or birds are allowed.
26. Parking areas shall be used only for parking vehicles no longer than full size passenger automobiles. Users of the parking areas will obey all posted signs and park only in the areas designated for vehicle parking. No bicycles or other similar vehicles are allowed inside the building, except in areas designated by Landlord.
27. Unless otherwise instructed, every person using the parking area is required to park and lock their own vehicle. Landlord will not be responsible for any damage to vehicles, injury to persons or loss of property, all which risks are assumed by the party using the parking area.
28. The maintenance of vehicles in the parking areas or common areas is prohibited and all vehicles must be operable. All vehicles must have valid license and registration.
29. Landlord reserves the right to waive any one of these rules or regulations, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such Tenant.
30. Landlord shall not be liable for any damage or injury to Tenant, or any other person, or to any property, occurring on the demised premises or any part thereof, and Tenant agrees to hold Landlord harmless from any claims for damages, no matter how caused.
31. The Tenant shall, at its expense, procure and always maintain during the continuance of the Lease, such insurance as will protect the Tenant and the Landlord from any claim for personal injury including death, and for property damage in any way arising out of or attributable to the exercise by the Tenant, or others.
32. Landlord reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the building. Landlord shall provide Tenant with copies of any new or modified rules or regulations prior to the effective date thereof. Tenant agrees to abide by these and such other rules and regulations.

Board of Commissioners

Request for Board Action

Item Number: 2025-521

Meeting Date: 12/16/2025

Sponsor: Property Management & Public Health

Title

Lease Agreement with MSP/Beam, LLC, for space at 1850 Beam Avenue, Maplewood, MN

Recommendation

1. Approve the lease agreement with MSP/Beam, LLC, for 20,900 square feet of space at 1850 Beam Avenue, Maplewood, MN 55109, for a period from lease commencement through 180 months, with one ten-year renewal option at market rate.
2. Authorize the County Manager to account for the 2025 Public Health Clinic project as a project budget in the Property Management budget.
3. Accept and approve the project budget and financing plan for the 2025 Public Health Clinic project in an amount of \$1,500,000.
4. Authorize the County Manager to transfer up to \$340,000 from the 2015 Public Health Clinical Facility project to the 2025 Public Health Clinic project budget for project activities.
5. Authorize the County Manager to transfer up to \$1,160,000 from various county capital fund balances, as determined by the Finance Department and approved by the Capital Investment Program Advisory Committee as necessary, to the 2025 Public Health Clinic project budget for one-time project costs.
6. Authorize the Chair to execute the lease agreement.
7. Authorize the County Manager to execute future amendments to the lease agreement that do not have a financial impact.

Background and Rationale

Saint Paul-Ramsey County Public Health's clinic has been located at 555 Cedar Avenue, St. Paul, Minnesota for over 65 years. Current services to residents include: Refugee Health Coordination, Immunizations, Perinatal Hepatitis B Prevention, Sexual Health, Tuberculosis Control, Public Health Laboratory, Medical Records/Central Registration and Outreach and Syringe Exchange.

The building no longer meets the needs of the clinic and would require extensive upgrades and renovations to continue to provide services in an environment that is aligned with current clinical environment expectations for space and security. The estimated cost is \$9 million for deferred maintenance and needed improvements.

Public engagement conducted by Public Health in the past identified the preferred geography for a clinic with access to transit and reasonable parking for clients and staff in locations such as downtown, East Side, north of downtown, or the Midway area. An extensive market search has been conducted by Public Health and Property Management with the goal of identifying existing clinic facilities in or near this preferred geography. Other available clinic facilities considered to date were inadequate. The recent closure of an Allina clinic in Maplewood provides an ideal opportunity to lease a vacant space for Public Health clinic needs.

The 1850 Beam Avenue clinic is located across the street from the Maplewood transit station and Maplewood Mall, where a Ramsey County Service Center is currently located. The transit station will serve the bronze line bus rapid transit in the future. The clinic is near the Ramsey County Library, St. John's hospital, and leased office space used by Public Health Environmental Health staff. The clinic has ample parking available on-site.

In a recent survey, 80% of clinic users indicated they travel by car to the clinic.

The clinic will provide the necessary examination rooms, laboratory, radiology and space for staff. Improvements will be needed to create the negative air exam rooms and laboratory space required for tuberculosis control care. The outreach and syringe exchange program operated by Public Health is not included in the transition to this Maplewood location and is intended to stay downtown, although a location has not yet been determined.

Property Management recommends approval of a lease agreement for 180 months. The proposed terms include a fifteen-year initial lease with one ten-year renewal option and an early termination option that can be exercised annually after the twelfth year.

County Goals (Check those advanced by Action)☒ Well-being☐ Prosperity☒ Opportunity☒ Accountability**Racial Equity Impact**

Annually, approximately 22,000 clinical service visits are provided to residents of Ramsey County and the surrounding metro county region. Over 67% of clients are from racially and ethnically diverse communities, with the majority of these being Black/African American and Asian. Essential public health services such as tuberculosis control, childhood and adult immunizations, reproductive and sexual health services, syringe services, and public health lab services are offered at this location. Many of the clients are challenged to meet basic needs such as food, clothing and shelter. Providing services to clients in a respectful environment that allows efficient access to complementary supportive services will help improve the health and well-being of our residents. Staff that work in these programs are also racially and ethnically diverse. The move to the new location will create an environment staff can feel safe and proud to provide services in and clients will feel respected by an environment that aligns with current clinical care standards related to space and privacy.

Community Participation Level and Impact

Public Health has previously engaged the community related to their services, the location for a clinic, and client modes of transportation.

☒ Inform☐ Consult☐ Involve☐ Collaborate☐ Empower**Fiscal Impact**

The lease includes a 180-month term with initial base rent of \$459,800/year and annual increases of 3%. Operating expenses and taxes payable to the landlord are estimated at \$345,060/year. Rent and operating expenses for this lease will be absorbed within the Public Health operating budget. The one-time costs for the project are estimated at \$1,500,000 and will be funded by \$1,160,000 from one-time county capital funds and year end funds in the 2015 Public Health Clinical Facility project estimated at \$340,000. The 2025 Public Health Clinic project funds will also be available for maintenance projects as required at the existing 555 Cedar building pending disposition.

Last Previous Action

None.

Attachments

1. Lease Agreement
2. Project Budget and Financing Plan

LEASE

This Lease is made as of December ____, 2025, by and between MSP/Beam, LLC, a Minnesota limited liability company (“Landlord”) and Ramsey County, a political subdivision of the State of Minnesota (“Tenant”).

DATA SHEET

(The legal significance of the terms set forth in this Data Sheet is governed by references to such terms in the remainder of this Lease.)

1. (a) Premises. The 1-story building located at 1850 Beam Ave, Maplewood, Minnesota, which consists of approximately 20,900 square feet of rentable space.

(b) Land. Approximately 2.27 acres of land on which the Premises is located, together with all appurtenances thereto.

(c) Property. The Premises and the Land.

2. Term. One hundred eighty (180) months; provided, if the Commencement Date is not the first day of a calendar month, the Term will include the partial calendar month in which the Commencement Date occurs.

3. Commencement Date. The Commencement Date shall be the earlier of July 1, 2026 or the date that Tenant commences operations as a medical clinic in the Premises.

4. Landlord’s Work/Tenant Improvements. Landlord shall complete the Landlord’s Work as provided in **Section 3**, and the Tenant Improvements as provided in **Section 3**. The estimated date for completion of Landlord’s Work is December 31, 2026. The estimated date for completion of the Tenant Improvements is May 11, 2026.

5. Base Rental Rate.

Period	Base Rent Monthly	Base Rent Annually	Base Rent prsf
Year 1	\$38,316.67	\$459,800.00	\$22.00
Year 2	\$39,466.17	\$473,594.00	\$22.66
Year 3	\$40,650.15	\$487,801.82	\$23.34
Year 4	\$41,869.66	\$502,435.87	\$24.04
Year 5	\$43,125.75	\$517,508.95	\$24.76
Year 6	\$44,419.52	\$533,034.22	\$25.50
Year 7	\$45,752.10	\$549,025.25	\$26.27
Year 8	\$47,124.67	\$565,496.00	\$27.06
Year 9	\$48,538.41	\$582,460.88	\$27.87
Year 10	\$49,994.56	\$599,934.71	\$28.71

Year 11	\$51,494.40	\$617,932.75	\$29.57
Year 12	\$53,039.23	\$636,470.73	\$30.45
Year 13	\$54,630.40	\$655,564.86	\$31.37
Year 14	\$56,269.32	\$675,231.80	\$32.31
Year 15	\$57,957.40	\$695,488.76	\$33.28

6. Payment of Base Rent and Operating Costs.

(a) Tenant must begin to pay Base Rent as of the Commencement Date subject to the provisions of **Section 4.1**.

(b) Tenant is required to pay Operating Costs as of the Commencement Date.

7. Tenant's Pro Rata Share. The Tenant's Pro Rata Share of Operating Costs is 100%.

8. Landlord Address.

MSP/Beam, LLC
c/o MSP Commercial
6436 Penn Ave S.
Richfield, MN 55423
Attn: Steve Miller

Tenant Address

Ramsey County Property Management
121 7th Place East, Ste 2200
St. Paul, MN_55101
Attn: Director of Property Management

9. Improvement Allowance. n/a

1. PREMISES, BUILDING AND COMMON AREAS

Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, for the term and upon the conditions hereinafter provided, the Premises described in Item 1 of the Data Sheet. The Premises are located on the Property in Maplewood, Minnesota. For purposes of this Lease the term “Common Areas” means the non-building areas of the Property to be used by Tenant and its employees and invitees, including but not limited to, driveways, parking lots, sidewalks and landscaped areas. Subject to the Rules and Regulations, the Common Areas are available to Tenant and its employees, agents, customers and invitees for reasonable use. Access to and the operation and maintenance of the Property is governed by certain documents listed on **Exhibit A** attached hereto (the “Permitted Exceptions”). This Lease and all of Tenant’s obligations, rights and privileges hereunder are subject to the Permitted Exceptions; provided, however, in the event of any conflict between the express provisions of this Lease and the provisions of the Permitted Exceptions that would cause any title violation(s), the provisions of this Lease shall prevail and control. Tenant’s Occupancy is subject to the Rules and Regulations set forth on **Exhibit D** attached hereto; provided, however, that in the event of any conflict between the Rules and Regulations and the terms of this Lease, the terms of this Lease shall control.

2. RENTABLE AREA

The Rentable Area of the Premises is 20,900 square feet of rentable space. There shall be no right of remeasurement of the Rentable Area of the Premises by either Landlord or Tenant.

3. CONSTRUCTION OF IMPROVEMENTS

Subject to force majeure and delays caused by Tenant, on or before December 31, 2026, Landlord shall complete, at its sole cost and expense, the work described on **Exhibit C-1** (“Landlord’s Work”). Landlord is under no obligation to make any structural or other alterations, decoration, additions in or to the Property or Premises except as expressly set forth in **Exhibit C-1**. In completing Landlord’s Work, Landlord agrees to use commercial reasonable efforts not to materially interfere with Tenant’s business activities on the Property, and Landlord and Tenant will use good faith efforts to coordinate the timing and completion of Landlord’s Work. No later than ninety (90) days after completion of Landlord’s Work, Landlord shall provide Tenant with the total cost of Landlord’s Work, together with reasonable backup supporting such costs (the “Total Cost of Landlord’s Work”). The Total Cost of Landlord’s Work shall be used to determine Tenant’s Termination Fee in the event Tenant exercises its early termination rights under Section 30.5.

Subject to force majeure and delays caused by Tenant, on or before May 11, 2026 (the “Delivery Date”), Landlord shall, at its cost but subject to the Tenant Reimbursement below, “substantially complete” the Tenant Improvements described on **Exhibit C-2** (“Tenant Improvements”). Landlord is under no obligation to make any structural or other alterations, decoration, additions in or to the Property or Premises except as expressly set forth in **Exhibit C-2**. If Tenant proposes any changes to the Tenant Improvement plans or construction contract once mutually approved, Tenant shall give notice of the same to Landlord and Landlord shall advise Tenant if the requested changes require any change to the Delivery Date or to the Tenant

Reimbursement as described below. If the parties agree to all such changes, this shall be memorialized in a separate written agreement. Tenant shall be responsible for separately contracting and paying directly for all pre-design services for the Tenant Improvements. Landlord shall contract for the architectural, mechanical, electrical and plumbing plans as part of the Tenant Improvements.

“Substantial Completion” will mean that (i) the Tenant Improvements are substantially complete as evidenced by a certificate of occupancy issued by the City of Maplewood and a Certificate of Substantial Completion issued by Landlord’s architect; and (ii) the only incomplete items are minor “punch list” items. Failure of Landlord, due to any cause other than Force Majeure, delays caused by Tenant, or approved changes to the Tenant Improvements requested in writing by Tenant, to deliver possession of the Premises with the Tenant Improvements Substantially Complete by the Delivery Date shall automatically postpone the Commencement Date one day for each day of delay until Substantial Completion is achieved.

Upon Substantial Completion, Landlord shall invoice Tenant for the sum equal to the actual cost of the Tenant Improvements, plus a construction management fee equal to seven percent (7%) of the same (collectively, the “Tenant Reimbursement”) and Tenant shall pay the same to Landlord no later than thirty-five (35) days following its receipt of said invoice. If Tenant fails to timely make the Tenant Reimbursement Payment, Landlord may, in addition to any other remedies it may have, terminate the Lease; provided that the Tenant Reimbursement obligation shall survive the termination of the Lease.

4. TERM

4.1 The term of this Lease (the “Term”) shall commence upon the Commencement Date. Following the Commencement Date, the Term shall continue for the period provided in Item 2 of the Data Sheet. The Premises shall be made available to Tenant not less than thirty (30) days prior to the Delivery Date for Tenant’s installation of communications cabling, wiring, and network equipment, as well as installation of any and all fixtures, furniture, and equipment.

4.2 Landlord may at any time prepare the Memorandum to this Lease confirming the Commencement Date, the Rentable Area of the Premises and the Base Rent. Tenant shall execute and return such supplement within twenty (20) days after submission unless Tenant gives written notice specifying in reasonable detail Tenant’s objections thereto.

5. BASE RENT

Tenant shall pay as monthly “Base Rent” for the Premises the amount set forth in Item 5 of the Data Sheet. The Base Rent shall be paid in monthly installments, in advance, on the first day of each and every calendar month during the Term. If the initial or final month of the Term is less than a calendar month, Base Rent for such partial month shall be prorated at the rate of one-thirtieth of the monthly Base Rent for each day, payable in advance. Tenant will pay said Base Rent, together with Operating Costs and all other amounts due under this Lease, to Landlord at Landlord Address set forth in Item 8 of the Data Sheet, or to such other Party or to such other address as Landlord may designate from time to time by written notice to Tenant. Tenant’s

obligation to pay the Base Rent, Operating Costs and other amounts due under this Lease is an independent covenant, and is and shall not be subject to any abatement, deduction, counterclaim, reduction, setoff or defense of any kind whatsoever unless specifically set forth in this Lease.

6. PAYMENT OF OPERATING COSTS

6.1 Tenant shall, for the entire Term, and without any abatement, set-off or deduction therefrom except as set forth in this Lease, pay to Landlord as additional rent all reasonable and necessary costs actually incurred by Landlord in maintaining and operating the Property (collectively, "Operating Costs"). Operating Costs for any calendar year shall include, but shall not be limited to, the following costs actually and reasonably incurred by Landlord in such calendar year: the costs of heat, cooling, utilities, insurance, security systems (but not security personnel), landscaping, janitorial and cleaning services if Tenant does not elect to provide its own janitorial and cleaning services; a management fee of five percent 5% of the total amount of annual Base Rent and Operating Costs for the Property for the year in question; fees for professional services; charges under maintenance and service contracts; supplies purchased and used in the Property; maintenance, repair and replacement costs; and equipment rental costs. Operating Costs shall also include real estate taxes and installments of special assessments which are due and payable in respect to any part of the Property during the Term; all other governmental impositions relating to the Premises and the Property, including but not limited to amounts payable under assessment agreements and any and all other reasonable costs of operation of the Property; and Landlord's share of costs incurred by Landlord under the Permitted Exceptions so long as such costs would otherwise be considered Operating Costs hereunder and are not duplicative of Operating Costs already being paid by Tenant hereunder. Landlord may also include, within Operating Costs, the amortized cost of any capital improvements (other than Landlord's Work) made by Landlord subsequent to the date of this Lease. The cost of such capital improvements shall be amortized at the Prime Rate as published in the Wall Street Journal, plus one percent (1%) (the "Interest Rate") over the useful life of such improvement, and the annual amortization shall be included as an Operating Cost during each calendar year during the Term (and prorated on a daily basis for any partial year during the Term).

Notwithstanding anything herein to the contrary, Operating Costs shall not include the following: leasing commissions and costs of marketing; the cost of constructing leasehold improvements; payments of principal and interest on any mortgages, or other encumbrances upon the Property; the capital cost of the Property or any depreciation or amortization thereof except as provided above; the cost of any items for which Landlord is directly reimbursed by insurance proceeds, warranties, condemnation awards, a tenant of the Property or the like; wages, salaries or other compensation paid to executive employees of Landlord; costs associated with the operation of the business of the entity which constitutes Landlord, which costs are not directly related to maintaining or operating the Property or Premises (by way of example, the formation of the entity, internal accounting and legal matters, including but not limited to preparation of tax returns and financial statements and gathering of data therefore), costs of selling, syndicating, financing, mortgaging or hypothecating any of Landlord's interest in the Property or Premises; any expense representing an amount paid for products or services (other than overall property management) to a person or entity related to or affiliated with Landlord which is in excess of the fair market value of such services and products; costs or fees incurred in disputes with tenants; costs of remediation of Hazardous Materials which are (i) in or on the Property or Premises as of the date of this Lease

and which are classified as Hazardous Materials as of the date of this Lease under laws in effect as of the date of this Lease, or (ii) which are subsequently brought onto the Property or Premises by Landlord or with the express consent of Landlord and which are on the date of their introduction onto the Premises and the Property classified as Hazardous Materials under laws in effect as of the date of such introduction. Costs and expenses of employees and equipment of Landlord that are not solely and exclusively engaged in the operation and maintenance of the Property or Premises shall be pro-rated so that Operating Costs shall include only the pro rata share of such costs and expenses based on the number of hours such employees perform work or such equipment is used in the operation and maintenance of the Property or Premises. Landlord shall use all reasonable efforts to operate and manage the Property or Premises in an efficient manner consistent with prudent management practices. Landlord estimates that (i) Operating Costs excluding real estate taxes for the 1st year of the Term will be \$10.65 psf, and (ii) real estate taxes for the 1st year of the Term will be \$5.86 psf. These are estimates only and do not change Tenant's obligation to pay actual Operating Costs hereunder.

6.2 On or before December 1 of each calendar year, Landlord shall provide Tenant notice of Landlord's estimate of Operating Costs for the upcoming calendar year, broken down by cost category so that Tenant can reasonably understand the costs underpinning such estimate ("Estimated Operating Costs"). Tenant shall pay on the first day of each calendar month during the Term, as additional rent hereunder, one-twelfth (or rentable portion thereof for partial months) of Tenant's Pro Rata Share of Estimated Operating Costs.

6.3 Tenant's "Pro Rata Share" is 100%.

6.4 Within one hundred twenty (120) days after the expiration of each calendar year, Landlord shall submit to Tenant a detailed statement setting forth the actual Operating Costs of the Premises and the Property for such calendar year, broken down by cost category so that Tenant can reasonably understand the costs contained in such statement ("Actual Operating Costs"), (a) Tenant's Pro Rata Share of Actual Operating Costs, and (b) the aggregate of Tenant's payments of Estimated Operating Costs for such year. Within thirty (30) days after the delivery of such statement (including any statement delivered after the expiration or termination of this Lease), the Party in whose favor the difference, if any, between (a) and (b) exists shall pay the amount of such difference to the other; provided, however, that overpayments by Tenant may at Landlord's option be credited against future payments of Estimated Operating Costs except with respect to the last year of the Term.

Landlord's books and records relating to Actual Operating Costs for any particular calendar year shall be available for inspection by Tenant, during the ninety (90) day period following delivery of Landlord's statement with respect to such year, and during normal business hours upon prior appointment at Landlord Address set forth in Item 8 of the Data Sheet or such other address within the Twin Cities metropolitan area as designated by Landlord in notice to Tenant.

Each statement furnished by Landlord hereunder shall constitute a final determination upon Tenant unless Tenant shall within ninety (90) days after delivery thereof give written notice to Landlord that Tenant disputes the accuracy thereof, which notice shall specify in reasonable detail the inaccuracies of, or Tenant's questions regarding, the statement. If Landlord

receives such notice, Landlord will in good faith review the details of such notice and promptly respond to Tenant and any necessary adjustments will be made. If in connection with the preparation of the notice, hereunder Tenant engages an independent consultant to perform an audit and after such audit and negotiation between the Parties it is determined that Landlord over charged Tenant for Operating Costs for the year in question by more than 5% of the actual Operating Costs owed by Tenant, Landlord will pay the reasonable costs of such audit, not to exceed \$2,000.00.

6.5 Landlord may at its option by thirty (30) days' written notice to Tenant change its accounting year hereunder from the calendar year to a fiscal year, making such adjustments from the end of the last calendar year to the commencement of the first full fiscal year as shall be appropriate pursuant to generally accepted accounting principles. Upon such change, references in this Section to a calendar year shall be deemed to be references to a fiscal year.

7. USE

7.1 Tenant will use and occupy the Premises solely for a medical clinic and office. Tenant will not use or occupy the Premises for any unlawful purpose, and will comply with all present and future laws, ordinances, regulations and orders of all governmental units having jurisdiction over the Premises. Tenant shall not cause or permit any unusual noise, vibrations, odors, or nuisance in or about the Premises. Landlord disclaims any warranty that the Premises are suitable for Tenant's use and Tenant acknowledges that it has had a full opportunity to make its own determination in this regard.

7.2 Tenant will not conduct or permit to be conducted any activity, or place any equipment in or about the Premises, which will in any way increase the rate of fire insurance or other insurance on the Property; and if any increase in the rate of fire insurance or other insurance is stated by any insurance company or by the applicable Insurance Rating Bureau to be due to activity or equipment of Tenant in or about the Premises, such statement shall be conclusive evidence that such increase in such rate is due to such activity or equipment and, as a result thereof, Tenant shall be liable for such increase and shall reimburse Landlord therefore and, further, shall discontinue or cause the discontinuance of such conduct or shall remove such equipment upon Landlord's demand made at any time thereafter.

7.3 Tenant shall not install, use, generate, store or dispose of in or about the Premises or the Property any hazardous substance, toxic chemical, pollutant or other material regulated by the Comprehensive Environmental Response, Compensation and Liability Act of 1985 or the Minnesota Environmental Response and Liability Act or any similar law or regulation, including without limitation any material containing asbestos, PCB, CFC or HCFC (collectively "Hazardous Materials") without Landlord's written approval of each Hazardous Material. Landlord shall not unreasonably withhold its approval. Use by Tenant of immaterial quantities of Hazardous Materials customarily used in Tenant's business operations does not require Landlord consent and Tenant shall use such Hazardous Materials in accordance with all applicable laws. Upon expiration or termination of this Lease Tenant shall remove all Hazardous Materials installed, used, stored, or disposed of in the Premises or Property by Tenant. Tenant shall indemnify, defend and hold Landlord harmless from and against any claim, damage, or expense arising out of Tenant's installation, use, generation, storage, or disposal of any Hazardous Materials, regardless of whether Landlord has approved the activity.

7.4 For purposes of this Lease, "Medical Waste" shall include (i) medical devices, instruments, or paraphernalia such as syringes, sutures, swabs or wraps of any sort that are intended to come into contact with any part of the body, and (ii) biological wastes and other waste materials that results from the administration of medical care to a patient by Tenant. During the Lease Term, Tenant shall not dispose of Medical Waste in the trash receptacles provided by Landlord at the Property. Notwithstanding anything to the contrary contained in this Lease or any exhibit to this Lease, Tenant shall at all times during the Term have the right, in a manner consistent with applicable law, to retain the services of a licensed independent contractor to dispose of the Medical Waste generated in the Premises.

7.5 Landlord represents, to the best of Landlord's knowledge as of the date of this Lease, that there are no Hazardous Materials in, on or about the Property and Premises and covenants and agrees to keep the Property free of Hazardous Materials during the term of the Lease. Landlord shall indemnify and hold Tenant harmless from any claims, actions, administrative proceedings, judgments, damages, penalties, costs, expenses, losses and liabilities of any kind or nature that arise (indirectly or directly) from or in connection with the presence (or suspected presence), release (or suspected release), spill (or suspected spill) or discharge (or suspected discharge) of any hazardous substances in, on or about the Premises at any time resulting from the acts or omissions of Landlord or existing on or about the Property or Premises as of the Commencement Date.

8. ASSIGNMENT AND SUBLETTING

8.1 Tenant will not assign, transfer, mortgage or encumber this Lease or sublet or rent or franchise or permit occupancy or use of the Premises, or any part thereof by any third Party; nor shall any assignment or transfer of this Lease be effectuated by operation of law or otherwise, (any of the foregoing being hereinafter referred to as an "Assignment") without in each such case obtaining the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed. The consent by Landlord to any Assignment shall not be construed as a waiver or release of Tenant from the terms of any covenant or obligation under this Lease, nor shall the collection or acceptance of rent from any transferee under an Assignment constitute an acceptance of the Assignment or a waiver or release of Tenant or any transferee of any covenant or obligation contained in this Lease, nor shall any Assignment be construed to relieve Tenant from the requirement of obtaining the consent in writing of Landlord to any further Assignment.

In conjunction with any requested assignment of this Lease, Landlord may require Tenant to execute a reaffirmation of Tenant's liability hereunder, with waiver of defenses based solely on suretyship, and in all events, Tenant shall remain liable under the Lease.

8.2 If Tenant desires at any time to make an Assignment, it shall first notify Landlord of its desire to do so and shall submit in writing to Landlord (i) the name of the proposed assignee, mortgagee, subtenant or other transferee (any of the foregoing being hereinafter referred to as an "Assignee"), (ii) the nature of the proposed Assignee's business to be carried on the Premises, (iii) a copy of the proposed Assignment agreement and any other agreements to be entered into concurrently with such Assignment, including full disclosure of all financial terms, and (iv) such financial information as Landlord may reasonably request concerning the proposed

Assignee. Tenant shall pay to Landlord a fee of \$2,500.00 for Landlord's expenses, including attorneys' fees, in reviewing such proposed Assignment. Neither the furnishing of such information nor the payment of such fee shall limit any of Landlord's rights or alternatives under this Section.

8.3 Whether or not Landlord has consented to the applicable Assignment, Tenant shall pay to Landlord one-half (1/2) the amount by which the consideration received by Tenant with respect to any Assignment exceeds, in any month, the Base Rent and Operating Costs payable by Tenant to Landlord, as additional rent hereunder on or before the last day of each such month. Tenant shall make full disclosure to Landlord of all consideration paid or payable, agreements and other relevant understandings with respect to any such Assignment.

8.4 Notwithstanding anything contained in this Section 8 to the contrary, Tenant shall have the right to assign or sublet all or any portion of the Premises to any parent or subsidiary of Tenant, or any entity under common control with, controlling or controlled by Tenant (an "Affiliate") without Landlord's consent, provided however: (i) Tenant shall remain responsible for its obligations under the Lease, and (ii) Tenant shall give Landlord prompt notice of such assignment.

9. MAINTENANCE

9.1 Tenant agrees to keep and maintain the interior, non-structural portion of the Premises and the fixtures and equipment therein in first class, properly functioning, safe, orderly and sanitary condition, will make all necessary replacements thereto, will suffer no waste or injury thereto, and will at the expiration or other termination of the Term, surrender the same with all of the Tenant Improvements in the same order and condition in which they were on the Commencement Date, or in such better condition as they may hereafter be put, ordinary wear and tear and casualty damage to the extent covered by insurance excepted. Landlord shall make, as part of Operating Costs, all necessary repairs to the building systems (plumbing, sewage, heating, air conditioning and electrical), the outer walls, roof, downspouts, gutters and basic structural elements of the Premises and Property. Notwithstanding anything apparently to the contrary in this Section, any cost of repairs to the Property or the Premises or to any Common Areas which are occasioned by the negligence, intentional actions or default of Tenant, its officers, employees, agents or invitees, or by requirements of law, ordinance or other governmental directive and which arise out of the nature of Tenant's use and occupancy of the Premises or the installations of Tenant in the Premises shall be paid for by Tenant, as additional rent hereunder.

If Landlord fails, after ten (10) business days' notice (or such shorter period as may be necessitated due to an emergency) to proceed with due diligence to make repairs required to be made by Landlord, and such failure materially interferes with the ability of Tenant to operate any part of its business in the Premises, Tenant, after giving additional notice to Landlord, may make such repair or repairs, and if the expenses actually incurred by Tenant in making said repairs would not have been includable in Operating Costs if performed by Landlord, then they shall be paid to Tenant upon delivery to Landlord of a detailed statement therefor, which statement shall be accompanied by reasonable backup supporting the expenses incurred by Tenant and proof of payment thereof. If Landlord does not reimburse Tenant for any amounts payable to Tenant under this paragraph within thirty (30) days after the delivery of Tenant's statement and proof of

payment, Tenant shall have the right (in addition to any rights and remedies to which it may be entitled under this Lease, at law, or in equity) to offset such amounts against Rent.

Landlord shall not be liable to Tenant for injury to Tenant's agents, employees, customers, or invitees, for losses due to theft or burglaries, or for damages done by unauthorized persons in the Premises or Property unless caused by the negligence or willful misconduct of Landlord or Landlord's agents, employees, representatives or contractors.

10. ALTERATIONS; SIGNS; EQUIPMENT; MOVING

10.1 Tenant will not make or permit anyone to make any alterations, decorations, additions or improvements, structural or otherwise, in or to the Premises or the Property without the prior written consent of Landlord. Landlord shall not unreasonably withhold consent to Tenant's interior decorations. As a condition precedent to consent of Landlord hereunder, Tenant agrees to obtain and deliver to Landlord such security against mechanic's liens as Landlord shall reasonably request. Notwithstanding anything herein to the contrary, Tenant shall be permitted to make non-structural, non-system, interior improvements which do not exceed \$50,000 in cost each year without Landlord's consent; provided, however, that Tenant shall provide written notice to Landlord of any such non-structural improvements in excess of \$25,000. If any mechanic's lien is filed against any part of the Premises and the Property for work claimed to have been done for, or materials claimed to have been furnished to Tenant, such mechanic's lien shall be discharged by Tenant within thirty (30) days thereafter, at Tenant's sole cost and expense, by the payment thereof or by making any deposit required by law. The Premises do not include the roof or outside of outer walls and Tenant has no right to make any alterations to such areas. Regardless of whether Landlord's consent is required or obtained hereunder: (i) all alterations shall be made in accordance with applicable laws, codes and insurance guidelines, and shall be performed in a good and workmanlike manner, (ii) if the construction or installation of Tenant's alterations or fixtures causes any labor disturbance, Tenant shall immediately take any action necessary to end such labor disturbance, and (iii) Tenant shall furnish to Landlord as-built plans in such format as Landlord may reasonably require, if the same are prepared by Tenant. All alterations, additions or improvements in or to the Premises or the Property made by Tenant shall become the property of Landlord upon expiration of the Term and shall remain upon and be surrendered with the Premises as a part thereof without disturbance or injury. All movable furniture, fixtures and equipment shall remain the property of Tenant upon expiration of the Term and shall be removed by Tenant prior to the expiration of the Term at Tenant's sole cost and expense, and Tenant shall repair any damage caused thereby.

10.2 Except as provided in, and subject to the provisions of **Section 30.2**, Tenant shall not place or maintain any sign, advertisement or notice on any part of the outside of the Premises or the Property except (i) such place, number, size, color and style as has been approved in writing by Landlord and (ii) in accordance with the sign criteria to be developed by Landlord, and any such signs shall be at the sole expense of Tenant. Tenant shall remove all signs at the expiration or termination of this Lease and at its sole cost restore the affected area to its original condition.

10.3 Tenant shall not install any equipment containing Hazardous Materials nor any equipment which will or may necessitate any changes, replacements or additions to, or in the

use of, the heating, ventilating or air-conditioning system, or other building system of the Premises without first obtaining the prior written consent of Landlord. Equipment belonging to Tenant which causes noise or vibration that may be transmitted to the structure of the Premises or to any space therein to such a degree as to be objectionable to Landlord shall be installed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise and vibration. Landlord shall have the right at any time to limit the weight and prescribe the position of safes, concentrated filing systems and other heavy equipment or fixtures.

10.4 Any and all damage or injury to the Premises or the Property caused by moving the property of Tenant in or out of the Premises, or due to the same being on the Premises shall be repaired by, and at the sole cost of, Tenant.

11. RIGHT OF ENTRY

11.1 Tenant will furnish to Landlord at all times a master key or card to the Premises and permit Landlord, or its representative, to enter the Premises, upon at least three (3) business days' advance notice (except in the case of an emergency) to examine, inspect and protect the Premises, to make repairs/replacements to the Premises, or to exhibit the same to prospective tenants during the last year of the Term or during any period Tenant is in default hereunder, or to prospective purchasers or lenders at any time. Landlord shall use reasonable efforts to not unreasonably interfere with the conduct of Tenant's business, and so long as Landlord acts reasonably, Landlord shall not be liable to Tenant for any damages in connection with such entry or installation. In the event Landlord needs to enter the Premises without giving Tenant prior notice in the case of an emergency, Landlord shall notify Tenant as soon as reasonably practicable after such entry, and in all cases within 24 hours.

11.2 Landlord acknowledges that Tenant is subject to the provisions of the Health Insurance Portability and Accountability Act of 1996 and related regulations ("HIPAA"), and that HIPAA requires Tenant to ensure the safety and confidentiality of patient medical records. Landlord further acknowledges that, in order for Tenant to comply with HIPAA, Tenant must restrict access to the portions of the Premises where patient medical records are kept or stored. Landlord hereby agrees that, notwithstanding the rights granted to Landlord pursuant to this Article 11, except for an emergency entry into the Premises of this Lease or when accompanied by an authorized representative of Tenant, neither Landlord nor its employees, agents, representatives or contractors shall be permitted to enter those areas of the Premises designated by Tenant as locations where patient medical records are kept and/or stored.

11.3 Landlord reserves the right to impose such security restrictions on the Property as it deems appropriate from time to time.

12. SERVICES AND UTILITIES

Landlord shall furnish reasonably adequate water, and heat and air conditioning during such seasons of the year when such services are normally furnished to the Building during the following time: 7:00 a.m. to 9:00 p.m. Monday through Friday, and from 7:00 a.m. to 6:00 p.m. on Saturdays and Sundays. Landlord shall provide evening cleaning and janitorial service to the Premises Monday through Friday. Landlord shall provide access to electric and telephone

service to the mechanical room(s) of the Premises. Landlord shall not be liable for, and there shall be no abatement of rent by reason of, failure to furnish, or for delay or suspension in furnishing, any services to be provided by Landlord, caused by breakdown, maintenance, repairs, strikes, scarcity of labor or materials, energy conservation pursuant to **Section 27** hereof, or causes beyond Landlord's control, provided, however, Landlord shall use its best efforts to restore such services. Tenant shall conserve heat, air conditioning, water and electricity and shall use due care in the use of the Premises and of the public areas in the Property. Tenant may elect to provide its own janitorial services in lieu of having Landlord provide said services. Tenant, at its sole cost and expense, shall be responsible for bringing telephone service and cable or satellite television service to the Premises. Notwithstanding anything to the contrary in this Section 12, if any of the foregoing services or utilities are interrupted for a period longer than three (3) consecutive business days, Tenant cannot use the Premises for its intended use as a result of such interruption, and such interruption is within the reasonable control of or was caused by Landlord, Tenant shall be entitled to an abatement of Rent for each day from and after such third (3rd) consecutive day until such utility or service is restored.

13. WAIVER AND INDEMNITY

13.1 Notwithstanding anything to the contrary in this Lease, Landlord and Tenant hereby release one another and their respective partners, officers and employees and property manager from any and all liability (to the other or anyone claiming through or under them by way of subrogation or otherwise) for any loss or damage covered by property insurance or coverable by a customary form of policy of the insurance required by **Section 14.1 (a)** or **14.3(a)**, even if such loss or damage shall have been caused by the fault or negligence of the other Party, or anyone for whom such Party may be responsible. Notwithstanding the above, Tenant shall be responsible for the cost of any damage to the Premises or Property that is less than \$10,000 and is caused by the negligence or intentional acts of Tenant, its employees, contractors, invitees or agents.

13.2 Notwithstanding anything to the contrary in this Lease, Landlord and its partners, officers and employees and property manager shall not be liable to Tenant, and Tenant hereby releases such parties from all damage, compensation or claims from any cause other than the intentional misconduct or gross negligence of Landlord or its partners, officers or employees or property manager arising from: loss or damage to personal property or trade fixtures in the Premises including books, records, files, computer equipment, computer data, money, securities, negotiable instruments or other papers; lost business or other consequential damage arising out of interruption in the use of the Premises; and any criminal act by any person other than Landlord or its partners, officers or employees and property manager.

13.3 Tenant agrees to indemnify, defend and hold Landlord and its partners, officers and employees and property manager harmless from and against any third Party claim, loss or expense arising out of injury, death or property loss or damage (a) occurring in the Premises, except to the extent caused by the negligent act or intentional misconduct of Landlord or its partners, officers or employees or property manager or (b) occurring anywhere in the Property except the Premises and caused by the negligent act or intentional misconduct of Tenant, its partners, officers, employees or agents.

13.4 Landlord agrees to indemnify, defend and hold Tenant and its partners, officers and employees harmless from and against any third party claim, loss or expense arising out of injury, death or property loss or damage (a) occurring anywhere in the Property except the Premises, except to the extent caused by the negligent act or intentional misconduct of Tenant, its partners, officers, employees, or agents, or (b) occurring anywhere in the Property and caused by the negligent act or intentional misconduct of Landlord or its partners, officers, employees, property manager or agents.

14. INSURANCE

14.1 Tenant agrees to carry in full force and effect the following insurance:

(a) “All risk” property insurance covering the full replacement value of all of Tenant’s trade fixtures and personal property within the Premises.

(b) Subject to Tenant’s statutory limits as set forth in Section 14.3, commercial general liability insurance, including coverage for Bodily Injury, Property Damage, Personal Injury and Contractual Liability (applying to this Lease).

14.2 At least ten (10) days prior to entry by Tenant on the Premises, Tenant shall deliver to Landlord evidence that the insurance required by this Lease is in full force and effect. .

14.3 Landlord recognizes that Tenant is a self-insured governmental entity, and agrees that Tenant shall have the right to self-insure any or all of its insurance obligations hereunder, subject to all applicable government rules and requirements. Landlord acknowledges that Tenant is self-insured funded under the provisions of Minnesota Statute Chapter 471.981. Such coverage includes tort liability with limits of liability as defined by Minnesota Statutes Chapter 466. Tenant’s self-insured funded program includes coverage for liability of an officer or an employee or agent for tort arising out of an alleged act or omission occurring in the performance of duty. Landlord further acknowledges that Tenant’s liability under this Lease is subject to statutory limits as more fully set forth in Minnesota Statutes Section 466.04 (e.g. \$500,000 per claimant/ \$1,500,000 for any number of claims arising out of a single occurrence) for the liability of Tenant for any claim within the scope of sections 466.01 to 466.15, as such statutes may be amended in the future.

14.4 Landlord agrees to carry in full force and effect the following insurance:

(a) “All risk” property insurance covering the full replacement value of the Premises and the Property, inclusive of the Tenant Improvements, in such amount as Landlord reasonably deems prudent.

(b) Commercial general public liability insurance covering the Premises and the Property, in a combined single limit amount of at least \$2,000,000, and written on an “occurrence” basis. The cost of insurance for (a) and (b) is included in Operating Costs.

14.5 If any insurance required hereunder ceases to be available, or is available on terms so unacceptable that prudent Landlords or Tenants, as the case may be, generally do not

carry such insurance, then in lieu of such insurance the pertinent Party may carry the most comparable insurance which is available and generally carried by prudent parties. The insurance required by this Section may be maintained under separate policies, or under one or more blanket policies.

15. FIRE OR OTHER CASUALTY

If the Premises shall be damaged by fire or other cause Landlord shall at its option either (a) undertake to restore such damage with all due diligence, or (b) in the event the Premises or the Property are damaged by fire or other cause to such extent that damage cannot, in Landlord's sole judgment, be economically repaired within two hundred seventy (270) days after the date of such damage (taking into account the time necessary to effectuate a satisfactory settlement with any insurance company and using normal construction methods without overtime or other premium), terminate this Lease, by notice given to Tenant within sixty (60) days after the date of the damage. Any termination hereunder by reason of damage to the Premises shall be effective as of the date of the damage. Any termination by reason of damage to the Property but not the Premises shall be effective as of the date notice is given. If Landlord elects to restore, Landlord shall not be obligated to restore any of the Tenant Improvements in the Premises. Upon substantial completion by Landlord of its work, Tenant shall undertake to restore its Tenant's Improvements and trade fixtures with all due diligence. Notwithstanding any language herein to the contrary, if Landlord elects to restore the Premises and such restoration is not substantially completed by the date that is 270 days after the date of the damage, Tenant will have the right to terminate the Lease by notice to Landlord which notice must be given within 240 days after the date of the damage. If such notice is given by Tenant to Landlord, the Lease will terminate as of such 240th day of the day of damage and if no notice is given the Lease will remain in full force and effect. This Lease shall, unless terminated pursuant to this Section, remain in full force and effect following such damage, and, in the case of damage to the Premises, the Base Rent and Additional Rent, prorated to the extent that the Premises are rendered untenable, shall be equitably abated until such repairs are completed; provided, however, that if Tenant does not restore the Tenant Improvements and trade fixtures with due diligence, abatement shall cease as of the date restoration could have been completed using due diligence.

16. CONDEMNATION

If the whole or any substantial part of the Property shall be taken or condemned or purchased under threat of condemnation by any governmental authority, then the Term shall cease and terminate as of the date when the condemning authority takes possession of the Property and Tenant shall have no claim against the condemning authority, Landlord or otherwise for any portion of the amount that may be awarded as damages as a result of such taking or condemnation or for the value of any unexpired term of this Lease; provided, however, that Landlord shall not be entitled to any award made with respect to the Premises or Property for loss of business, costs of relocation or fixtures. In the event part of the Property, but not the Premises, is condemned to the extent that the Property cannot, in Landlord's sole judgment, be economically restored within a reasonable time, Landlord shall have the option by notice given to Tenant within thirty (30) days after the date the condemning authority takes possession to terminate this Lease as of the date of such possession.

17. DEFAULT

17.1 Any one of the following events shall constitute an Event of Default:

(i) Tenant shall fail to pay any monthly installment of Base Rent or additional rent as herein provided, and such default shall continue for a period of five (5) days after receipt of written notice from Landlord of amount due; provided that Landlord shall be obligated to give such notice only two (2) times during any twelve (12) month period;

(ii) Tenant shall violate or fail to perform any of the other conditions, covenants or agreements herein made by Tenant and such default shall continue for thirty (30) days after written notice from Landlord; provided, however, that if the nature of such default is such that Tenant can cure the default, but not within thirty (30) days, then the Event of Default shall be suspended for such period as is necessary for Tenant to accomplish said cure, so long as Tenant commences cure within thirty (30) days and thereafter diligently and continuously prosecutes the curing of the default, and so long as continuation of the default does not create material risk to the Premises or to persons using the Premises;

(iii) Tenant shall file or have filed against it or any guarantor of this Lease any bankruptcy or other creditor's action, or make an assignment for the benefit of its creditors;

(iv) Tenant shall abandon the Premises during the term of this Lease or any renewals or extensions thereof for a period longer than fifteen (15) business days, or

(v) if the interest of Tenant under this Lease shall be levied upon under execution or other legal process.

17.2 If an Event of Default shall have occurred and be continuing, Landlord may at its sole option by written notice to Tenant terminate this Lease. Neither the passage of time after the occurrence of the Event of Default nor exercise by Landlord of any other remedy with regard to such Event of Default shall limit Landlord's rights under this Section.

17.3 If an Event of Default shall have occurred and be continuing, whether or not Landlord elects to terminate this Lease, Landlord may enter upon and repossess the Premises (said repossession being hereinafter referred to as "Repossession") by eviction proceedings, ejectment or otherwise, and may remove Tenant and all other persons and property therefrom.

17.4 From time to time after Repossession of the Premises, whether or not this Lease has been terminated, Landlord may, but shall not be obligated to, attempt to relet the Premises for the account of Tenant in the name of Landlord or otherwise, for such term or terms (which may be greater or less than the period which would otherwise have constituted the balance of the Term) and for such terms (which may include concessions or free rent) and for such uses as Landlord, in its uncontrolled discretion, may determine, and may collect and receive the rent therefore. Any rent received shall be applied against Tenant's obligations hereunder, but Landlord shall not be responsible or liable for any failure to collect any rent due upon any such reletting.

17.5 No termination of this Lease pursuant to **Section 17.2** and no Repossession of the Premises pursuant to **Section 17.3** or otherwise shall relieve Tenant of its liabilities and

obligations under this Lease, all of which shall survive any such termination or Repossession. In the event of any such termination or Repossession, whether or not the Premises shall have been relet, Tenant shall pay to Landlord any unpaid Rent owed, plus interest thereon from due date at the Interest Rate, the Base Rent and other sums and charges to be paid by Tenant up to the time of such termination or Repossession, and thereafter Tenant, until the end of what would have been the Term in the absence of such termination or Repossession, shall pay to Landlord, as and for damages for Tenant's default, the equivalent of the amount of the Base Rent and such other sums and charges which would be payable under this Lease by Tenant if this Lease were still in effect, less the net proceeds, if any, of any reletting effected pursuant to the provisions of **Section 17.4** after deducting all of Landlord's expenses in connection with such reletting, including, without limitation, all repossession costs, brokerage and management commissions, operating expenses, legal expenses, attorneys' fees, alteration costs, and expenses of preparation for such reletting. Tenant shall pay such current damages to Landlord monthly on the days on which the Base Rent would have been payable under this Lease if this Lease were still in effect, and Landlord shall be entitled to recover the same from Tenant on each such day.

17.6 Failure of Landlord to declare any default immediately upon occurrence thereof, or delay in taking any action in connection therewith, shall not waive such default, but Landlord shall have the right to declare any such default at any time thereafter, subject to applicable notice and cure period described herein.

17.7 In addition to all other remedies of Landlord, Landlord shall be entitled to reimbursement upon demand of all reasonable attorneys' fees and costs incurred by Landlord in connection with any Event of Default.

17.8 Landlord shall in no event be considered to be in default of Landlord's obligations hereunder until the expiration of a reasonable time after notice of default from Tenant.

18. LANDLORD'S RIGHT TO CURE DEFAULT; LATE PAYMENT

If Tenant commits an Event of Default (or if any default exists and Landlord has good cause for taking action prior to expiration of Tenant's grace period), then Landlord may, but shall not be required to, make such payment or do such act, or correct any damage caused by such prohibited act and to enter the Premises as appropriate in connection therewith, and the amount of the expense thereof, if made or done so by Landlord, including an administrative charge of ten percent (10%) of the costs incurred by Landlord, and with interest thereon at the Interest Rate (as hereinafter defined) from the date paid by Landlord, shall be paid by Tenant to Landlord and shall constitute additional rent hereunder due and payable with the next monthly installment of rent; but the making of such payment or the doing of such act by Landlord shall not operate to cure such default or to estop Landlord from the pursuit of any remedy of which Landlord would otherwise be entitled. If any installment of rent is not paid by Tenant within five (5) days after the same becomes due and payable: (i) a late charge in the amount equal to 5% in connection with such late payment shall become immediately due and payable as compensation to Landlord for administrative costs; and (ii) the unpaid balance due Landlord shall bear interest at the Interest Rate from the date such installment became due and payable to the date of payment thereof by Tenant, and such interest shall constitute additional rent hereunder which shall be immediately due and payable. The "Interest Rate" is the lesser of: the maximum rate permitted by law; and three

(3) points over the rate of interest publicly announced from time to time by Wells Fargo Bank Minnesota N.A. as its “prime rate”, “base rate” or “reference rate”, (or if more than one exist, whichever is highest) each change in the interest rate hereunder to become effective on the date the corresponding change in such prime rate becomes effective.

19. WAIVER

No waiver by either Party of any breach of any agreement herein contained shall operate as a waiver of such agreement itself, or of any subsequent breach thereof. No payment by Tenant or receipt by Landlord of a lesser amount than the monthly installments of rent herein stipulated shall be deemed to be other than on account of the earliest stipulated rent nor shall any endorsement or statement on any check or letter accompanying a check for payment of rent be deemed an accord and satisfaction, nor shall acceptance of rent with knowledge of breach constitute a waiver of the breach, and Landlord may accept such check or payment without prejudice to Landlord’s right to recover the balance of such rent, to terminate this Lease, to Repossess the Premises or to pursue any other remedy provided in this Lease. No re-entry by Landlord, and no acceptance by Landlord of keys from Tenant, shall be considered an acceptance of a surrender of the Lease.

20. SUBORDINATION

20.1 For the purposes of this Section, the term “Mortgage” shall mean at any time, any mortgage of record now or hereafter placed against the Property, any increase, amendment, extension, refinancing or recasting of a Mortgage and, in the case of a sale or lease and leaseback by Landlord of all or any part of the Property, the lease creating the leaseback. For the purposes hereof, a Mortgage shall be deemed to continue in effect after foreclosure thereof until expiration of the period of redemption therefrom.

20.2 This Lease is subject and subordinate to the lien of any Mortgage which may now or hereafter encumber the Property or any development of which the Property is a part. In confirmation of such subordination, Tenant shall, at Landlord’s request from time to time, promptly execute any certificate or other document reasonably requested by the holder of the Mortgage. Tenant agrees that in the event that any proceedings are brought for the foreclosure of any Mortgage, Tenant shall immediately and automatically attorn to the purchaser at such foreclosure sale, as the Landlord under this Lease, and Tenant waives the provisions of any statute or rule of law, now or hereafter in effect, which may give or purport to give Tenant any right to terminate or otherwise adversely affect this Lease or the obligations of Tenant hereunder in the event that any such foreclosure proceeding is prosecuted or completed. Neither the holder of the Mortgage (whether it acquires title by foreclosure or by deed in lieu thereof) nor any purchaser at foreclosure sale shall be liable for any act or omission of Landlord occurring prior to date of acquisition of title, nor subject to any offsets or defenses which Tenant might have against Landlord nor bound by any prepayment by Tenant of more than one month’s installment of Base Rent and additional rent nor by any modification of this Lease made subsequent to the granting of the Mortgage unless consented to by the holder of the Mortgage. Notwithstanding anything to the contrary in this Section, so long as Tenant is not in default under this Lease, this Lease shall remain in full force and effect and the holder of the Mortgage and any purchaser at foreclosure sale thereof shall not disturb Tenant’s possession hereunder.

20.3 This Lease is subject and subordinate to the Permitted Exceptions, and any subsequent amendments or modifications thereto that do not increase Tenant's monetary or non-monetary obligations, or materially increase Tenant's risk unless mandated by governmental requirements.

21. RULES AND REGULATIONS

Tenant shall use the Premises and the Common Areas in accordance with the terms of this Lease, the Permitted Exceptions, the current Rules and Regulations attached hereto as **Exhibit D** and such additional rules and regulations as may from time to time be reasonably made by Landlord, and Tenant shall use its best efforts to cause Tenant's customers, employees and invitees to abide by such rules and regulations. Landlord agrees that if this Lease and the Rules and Regulations are inconsistent, the language of this Lease will control over the Rules and Regulations.

22. COVENANT OF QUIET ENJOYMENT

Landlord covenants that it has the right to make this Lease for the term aforesaid and covenants that if Tenant shall pay the rent and perform all of the covenants, terms and conditions of this Lease to be performed by Tenant, Tenant shall, during the Term, freely, peaceably and quietly occupy and enjoy the full possession of the Premises. The term "Landlord" as used in this Lease shall mean solely the owner of the Property, or in the case of a sale-leaseback, the tenant of the underlying land, at the relevant time. The liability of Landlord under this Lease is limited to its interest in the Property and any insurance proceeds payable to Landlord with respect to the Property.

23. CONDITION OF PREMISES

Neither Landlord nor any agent or employee of Landlord has made any representations or promises with respect to the Premises or the Property except as herein expressly set forth, and no right, privileges, easements or licenses are acquired by Tenant except as herein expressly set forth. Landlord reserves the right from time to time to modify the Property, including appurtenances, without in any case reducing the obligations of Tenant hereunder. Tenant has no right to light or air over any premises adjoining the Premises. Except as otherwise provided in this Lease, Tenant, by taking possession of the Premises, shall accept the same "as is" and such taking of possession shall be conclusive evidence that the Premises and the Property are in good and satisfactory condition at the time of such taking of possession. Landlord represents and warrants, to the best of Landlord's knowledge as of the Commencement Date that the Premises and Property comply, or will comply, upon the Commencement Date, with the Americans with Disabilities Act ("ADA") as enforced, interpreted and applied to the Premises and Property as of the Commencement Date, and covenants and agrees to maintain the common areas of the Property in compliance with the ADA throughout the Term. Notwithstanding any other language herein under the contrary, Tenant will have the right to deliver to Landlord within 30 days of Commencement Date a list of reasonable "punch lists" items relating to the Premises and Landlord will, at its cost, diligently complete such punch list items.

24. NOTICES

All notices or other communications hereunder shall be in writing and shall be effective if sent by registered or certified first-class mail, postage prepaid, or by overnight express service which maintains confirmation of delivery, to each party at the addresses as set forth on Item 8 of the Data Sheet, unless notice of a change of address is given pursuant to the provisions of this Section. The day notice is given by mail shall be deemed to be the day following the day of mailing. If acceptance is refused, as evidenced by the records of the Postal Service or overnight delivery service, notice shall be deemed given on the date acceptance is refused.

25. ESTOPPEL CERTIFICATES

25.1 Tenant agrees at any time and from time to time, upon not less than ten (10) business days prior written notice by Landlord, to execute, acknowledge and deliver to Landlord or a Party designated by Landlord a statement in writing (i) certifying that this Lease is unmodified and in full force and effect, or if there have been modifications, that the Lease is in full force and effect as modified and stating the modifications, (ii) stating the dates to which the rent and other charges hereunder have been paid by Tenant, (iii) stating whether or not Landlord is in default in the performance of any covenant, agreement or condition contained in this Lease, and, if so, specifying each such default, (iv) agreeing that Tenant and Landlord will not thereafter modify the Lease without the approval of any mortgagee identified by Landlord, and (v) agreeing that, except for any security deposit required herein, Tenant shall not prepay any rent more than thirty (30) days in advance, and (vi) such other matters relating to this Lease as may reasonably be requested. Any such statement delivered pursuant hereto may be relied upon by any owner of the Property, any prospective purchaser of the Property, any mortgagee or prospective mortgagee of the Property or of Landlord's interest, or any prospective assignee of any such mortgagee.

26. SURRENDER; HOLDING OVER

Upon the expiration of this Lease or the earlier termination of Tenant's right to possession, Tenant shall immediately vacate the Premises, remove all of its property therefrom, remove any Hazardous Materials installed, used, generated, stored or disposed of by Tenant, and leave the Premises in the condition required by this Lease. Tenant shall also remove low voltage cabling at the expiration of the term. Any property not removed shall be deemed abandoned, and Tenant shall be liable for all costs of removal and Tenant shall indemnify, defend and hold Landlord harmless from any cost or liability due to disposition of any property in the Premises in which a person other than Tenant has an interest. Should Tenant continue to occupy the Premises, or any part thereof, after the expiration or termination of the Term, whether with or without the consent of Landlord, such tenancy shall be from month to month and the monthly Base Rent shall be 150% that which would otherwise be payable under **Section 5**. If Tenant's holdover is without the consent of Landlord, neither this Section nor the acceptance of any rent hereunder shall prevent Landlord from exercising any remedy to regain immediate possession of the Premises.

27. [RESERVED]

28. TENANT'S TAXES

Tenant shall pay all taxes levied or assessed upon (i) Tenant's equipment, furniture and other personal property located in or about the Premises, and (ii) this Lease or the rent paid hereunder or any portion thereof, excluding any tax measured by Landlord's net income and excluding any amount included in Operating Costs. If any such taxes are imposed upon Landlord, Landlord shall notify Tenant of the amount due at least sixty (60) days prior to the date such taxes are due and payable, and Tenant shall pay to Landlord, at least twenty (20) days before the date each installment is due to the taxing authority, the portion allocable to Tenant pursuant to this Section.

29. MISCELLANEOUS

29.1 This is governed by and shall be construed according to the laws of the state in which the Premises are located.

29.2 The captions in this Lease are for convenience only and are not a part of the Lease.

29.3 If more than one person or entity shall sign this Lease as Tenant, the obligations set forth herein shall be deemed joint and several obligations of each such Party. No officer, employee, representative, or agent of Tenant (including, without limitation, any individual signing this Lease) shall be considered the Tenant hereunder or otherwise be included in the definition of Tenant hereunder, nor shall such person have any liability or obligation under this Lease or in connection therewith.

29.4 Time is of the essence.

29.5 The provisions of this Lease which relate to periods subsequent to the expiration of the Term shall survive expiration.

29.6 If any provision of this Lease is invalid or unenforceable to any extent, then such provision and the remainder of this Lease shall continue in effect and be enforceable to the fullest extent permitted by law.

29.7 This Lease contains the entire agreement of the parties hereto with respect to the Premises and Property. This Lease may be modified only by a writing executed and delivered by both parties.

29.8 Nothing contained in this Lease shall be deemed or construed to create a partnership or joint venture of or between Landlord and Tenant, or to create any other relationship between the parties other than that of Landlord and Tenant.

29.9 This Lease shall be binding upon and inure to the benefit of the parties hereto and, subject to the restrictions and limitations herein contained, their respective heirs, successors and assigns.

29.10 Unless stated herein to the contrary, whenever consent or approval is required from either Landlord or Tenant, such consent or approval will not be unreasonably withheld, delayed or conditioned.

29.11 There is no brokerage fee payable to any broker representing Tenant for this Lease. Any brokerage fee payable to any broker representing Landlord shall be paid by Landlord.

30. SPECIAL PROVISIONS

In addition to the various terms and conditions as set forth above, Landlord and Tenant also agree as follows:

30.1 OPTION TO EXTEND TERM

Subject to the provisions of **Section 30.1 (c)** below, Tenant shall have the right to extend the Term of this Lease as to all, but not less than all of the Premises then being leased hereunder by Tenant for one (1) period of ten (10) years ("Extended Term") subject to the following terms and conditions:

(a) Tenant shall give written notice of the exercise of its right to extend the Term of this Lease no earlier than fifteen (15) months and no later than twelve (12) months prior to the commencement of the Extended Term, time being of the essence (the "Renewal Notice"). If no such Renewal Notice is timely given, this Lease shall terminate as of the end of the existing Term, as applicable;

(b) Tenant shall not be in default under this Lease beyond the passage of any applicable period of cure, grace or notice at the time of giving the Renewal Notice or at any time thereafter to and including the commencement of the Extended Term; and

(c) Base Rent payable monthly by Tenant to Landlord for the Premises for the Extended Term, as applicable, shall be market rent for medical clinic space in the eastern Twin Cities metropolitan area, as initially and reasonably determined by Landlord. Within fifteen (15) days following receipt of Tenant's Renewal Notice, Landlord shall notify Tenant of Landlord's determination of market rent for the applicable Extended Term and shall include therewith the lease comparables and other supporting information ("Landlord's Market Rent Determination"). If Tenant disagrees with Landlord's Market Rent Determination for the Extended Term, the parties shall negotiate in good faith for a period of twenty (20) days following receipt by Tenant of Landlord's Market Rent Determination as to the Base Rent payable during the Extended Term. If the parties are unable to agree in writing on the Base Rent payable during the Extended Term within twenty (20) days following receipt by Tenant of Landlord's Market Rent Determination (the "Negotiation Period"), Tenant shall have the rights to (a) rescind the giving of the Renewal Notice by giving written notice of rescission to Landlord no later than ten (10) days following the end of the Negotiation Period, in which event the giving of the Renewal Notice shall be deemed rescinded and this Lease Agreement shall expire as of the end of the initial Term or (b) determine the market rent by binding arbitration as set forth below.

If it shall become necessary to resort to arbitration to determine Market Rent, all arbitrators appointed by or on behalf of either party or appointed pursuant to the provisions hereof shall be MAI members of the American Institute of Real Estate Appraisers with not less than ten (10) years of experience in the appraisal of improved commercial real estate in the Minneapolis/Saint Paul

metropolitan area and be devoting substantially all of their time to professional appraisal work at the time of appointment and be in all respects impartial and disinterested.

Within fifteen (15) days after the Negotiation Period, each party shall give written notice to the other party specifying the name, address and professional qualifications of the person designated to act as arbitrator on its behalf. If the two (2) arbitrators so selected cannot agree within fifteen (15) days after the appointment of the second arbitrator, the two (2) arbitrators shall, within ten (10) days thereafter, select a third arbitrator. The decision of the arbitrators so chosen shall be given within a period of thirty (30) days after the appointment of such third arbitrator. Each party shall pay the fees and expenses of the arbitrator appointed by or on behalf of such party and the fees and expenses of the third arbitrator shall be borne equally by both parties. If a party fails to appoint its arbitrator within the time above specified, or if the two (2) arbitrators so selected cannot agree on the selection of the third arbitrator within the time above specified, then either party, on behalf of both parties, may request such appointment of such second or third arbitrator, as the case may be, by application to any Judge of the District Court of the County of Hennepin, State of Minnesota, upon ten (10) days prior written notice to the other party of such intent. The arbitrators so selected shall have all rights and powers conferred on them by the Uniform Arbitration Act of the state in which the Premises are situated, and except as otherwise provided for herein, the arbitration proceedings shall be carried on and governed by such Act. Upon an established date and at an established time, all three (3) arbitrators shall simultaneously submit their determinations as to Market Rate, such determinations to be submitted in sealed envelopes and to be opened jointly by Tenant and Landlord. The fair market rent for the applicable Renewal Term shall be determined by averaging the two (2) arbitrators' fair market rent determinations which are closest in amount to each other (or if one appraisal is less than one of the other appraisals and more than the other appraisal by the same amount, all three appraisals shall be averaged).

(d) Landlord shall not be obligated to provide Tenant with any incentives or concessions in connection with the Extension Term and unless specifically altered herein, the terms and conditions of the Lease as of the last day of the Initial Term will remain in full force and effect during the Extension Term, except that Tenant will have no additional options to extend the term beyond the Extended Term.

30.2 SIGNAGE

Subject to the Permitted Exceptions, governmental requirements and Landlord's prior consent, which shall not be unreasonably withheld, conditioned or delayed, Tenant shall be permitted to install, at Tenant's cost, Tenant's signage on the exterior of the Premises, on exterior doors, on all glass windows and doors at the entry of the building, and on the monument sign on the Property. Tenant shall have the exclusive right to all panels on the monument sign. Tenant may install, at Tenant's cost, any and all interior signage as Tenant deems fit.

At the time of the expiration of the initial Term of the Lease if Tenant does not extend the Term or at the expiration of the Extension Terms or earlier termination of the Lease, Tenant will be responsible for the costs associated with the removal and repair of the Premises signs.

30.3 PARKING

Tenant shall be entitled to the exclusive use of all parking available on the Property.

30.4 CONTINGENCY

The parties' obligations to perform this Lease are contingent on Landlord acquiring fee title to the Property on or before February 28, 2026. In the event this condition has not been satisfied by the applicable deadline, either party may elect to cancel this Lease at any time by giving written notice of such cancellation to the other in which event this Lease shall be thereby terminated and the parties shall have no further obligations hereunder. If this Agreement is not cancelled as set forth herein, the Delivery Date shall be extended one (1) day for each day until such date as Landlord has acquired fee title to the Property.

30.5 EARLY TERMINATION RIGHT

Provided Tenant (i) is not in default beyond applicable notice and cure periods either at the time that Tenant is obligated to give the "Termination Notice" (as defined below) or as of the "Early Termination Date" (as defined below), and (ii) Tenant has not exercised its right to extend the Term of this Lease as provided in Section 30.1 above, Tenant is granted the right to terminate this Lease effective as of the end of either the twelfth (12th), thirteenth (13th) or fourteenth (14th) Lease Year ("Early Termination Date"). Tenant shall give notice ("Termination Notice") to Landlord of its intent to exercise this early termination right by giving the Termination Notice to Landlord no earlier than fifteen (15) months and no later than twelve (12) months prior to the Early Termination Date desired by Tenant. If no Termination Notice is timely provided to Landlord as described above, the option to terminate the lease early for that year will be null and void. As a condition to the effectiveness of the early termination right, Tenant shall pay to Landlord a fee ("Termination Fee") equal to the remaining unamortized Landlord's Lease Transaction Costs, amortized over the remainder of the Lease Term at six percent (6%) . For purposes hereof, "Lease Transaction Costs" shall include, and be limited to: (i) Landlord's brokerage commissions incurred in the negotiation of this Lease in the amount of \$260,000.00; (ii) the cost of Landlord's Work; and (iii) Landlord's legal fees attributable to the negotiation and drafting of the Lease (not to exceed \$3,000.00), The amortization period shall start on the Commencement Date.

Within thirty (30) days after receipt of Tenant's timely Termination Notice, Landlord will provide Tenant with a detailed calculation of the Termination Fee. Tenant shall pay the Termination Fee to Landlord no later than thirty (30) days after receipt of Landlord's calculation, and if not timely paid in full, Tenant's Termination Notice and right to terminate the lease pursuant to its Termination Notice early shall be null and void.

30.6 DATA PRACTICES

All data collected, created, received, maintained or disseminated for any purpose in the course of Landlord's or Tenant's performance of this Lease is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy. Landlord shall take all reasonable measures to secure the computers or any other

storage devices in which any Landlord data, if any, is contained or which are used to access Landlord data.

30.7 AUDIT

If required by statute, until the expiration of six (6) years after the termination of this Lease, Landlord, upon written request, shall make available to Tenant, the State Auditor or Tenant's ultimate funding sources, a copy of this Lease and the books, documents, records and accounting procedures and practices of Landlord relating to the performance of Landlord's obligations under this Lease.

30.7 PREVAILING WAGE

With respect to the Property, Landlord and its contractors and subcontractors shall conform to the labor laws of the State of Minnesota, and all other laws, ordinances, and legal requirements affecting the work in Ramsey County and Minnesota, including Ramsey County Prevailing Wage Ordinance No. 2013-329.

[Signatures on Following Page]

LANDLORD:

MSP/Beam, LLC

By: _____

Alex A. Young
Its: Chief Manager

TENANT:

Ramsey County

By: _____

Rafael Ortega
Chair, Ramsey County Board of
Commissioners

Approval Recommended:

By: Jean Krueger
Jean Krueger
Director of Property Management

Approved as to form:

By: Kathleen Ritter
Kathleen Ritter
Assistant County Attorney

EXHIBIT A
PERMITTED EXCEPTIONS

1. Final Certificate in Condemnation for use as street and road right-of-way and construction easements, by the Village of Maplewood, dated August 31, 1971, filed April 25, 1972, in Book 2338, Page 361, as Document No. 1824683.
2. Terms and conditions of Easement Agreement among SHARE, a Minnesota non-profit corporation, 1501 Partnership, a Minnesota general partnership, Commercial Partners/Maplewood, a Minnesota general partnership, and Sherwin-Williams Development Corporation, a Delaware corporation, dated June 29, 1987, filed October 20, 1989, as Document No. 2514669.
3. Rights of adjoining owners to concurrent use of easement as shown in Easement Agreement dated June 29, 1987, filed October 20, 1989, as Document No. 2514669.
4. Rights of the public and State of Minnesota to all streets, roads and highways affecting the land.

EXHIBIT B
MEMORANDUM OF COMMENCEMENT DATE
RENTABLE AREA, AND RENT

This declaration is made on _____, 20____ and is between MSP/Beam, LLC, a Minnesota limited liability company (“Landlord”) and _____, a Minnesota _____ (“Tenant”).

Landlord and Tenant are parties to that certain Lease Agreement (the “Lease”) dated _____, 2025.

In accordance with the Lease, Landlord and Tenant hereby memorialize:

1. The Commencement Date is _____, 20____.
2. The Rent Commencement Date is _____, 20____.
3. The Lease shall expire on _____, 20____.
4. The Rentable Area of the Premises is _____ square feet.
5. The Rentable Area of this Building is _____ square feet.
6. Tenants Pro Rata share is 100%.
7. The annual and monthly Base Rent payments are as follows:

LANDLORD:

MSP/Beam, LLC

By: _____
Alex A. Young
Its: Chief Manager

TENANT:

Ramsey County

By: _____
Jean Krueger
Director of Property Management

Approved as to form:

By: _____
Kathleen Ritter
Assistant County Attorney

EXHIBIT C-1

LANDLORD'S WORK

1. Replace Exterior Siding - Replace building wood siding with Nichiha Siding
2. Landscaping Upgrades - Landscaping to replace planter bed, miscellaneous trees and repair grass areas.
3. Tuckpointing/Brick Repairs - Repair / Tuckpoint exterior building brick as necessary..
4. Window Caulking/Joint Sealants - Repair building exterior caulking as necessary at windows/doors.
5. Parking Lot - Repair parking lot and restripe.
6. Paint Exterior Canopies – Prep and static paint the building exterior metal canopy/panels.

EXHIBIT C-2

TENANT IMPROVEMENTS

Landlord, as part of the Tenant Improvements, shall prepare architectural, mechanical, electrical and plumbing plans, and all construction plans and specifications for the Tenant Improvements based generally on the FIT Plan shown below (the “Plans and Specifications”). Landlord shall use good faith efforts to submit the proposed Plans and Specifications to Tenant by January 30, 2026, for approval by Tenant’s Director of Property Management or her designee (“Tenant’s Designee”) within five (5) business days thereafter, which approval shall not be unreasonably withheld. Upon such approval, Landlord will obtain one or more GMP bids for the Tenant Improvements and provide Tenant with bid information by February 15, 2026. The parties shall use their good faith and best efforts to mutually agree to final Plans and Specifications (the “Approved Plans”) and a guaranteed maximum price contract for the Tenant Improvements (“Approved GMP”) by February 27, 2026, and will memorialize the Approved Plans and Approved GMP in an approval letter

signed by Landlord and Tenant's Designee.



EXHIBIT D

RULES AND REGULATIONS

- A. **Building Use.** Tenant shall not use the Building for lodging, sleeping, cooking (microwave cooking excepted), entertaining, or for any immoral or illegal purpose or for any purpose that will damage the Building, or the reputation thereof, or for any purpose other than that specified in the lease.

Tenant shall not use the Building for manufacturing or for the storage of goods, wares or merchandise, except as such storage may be incidental to the use of the Premises for general office purposes and except in such portions of the Premises as may be specifically designated by Landlord for such storage. Tenant shall not occupy the Building or permit any portion of the Building to be occupied for the manufacture or direct sale of liquor, narcotics, or tobacco in any form, or unless the terms of the Tenant's lease specifically permit otherwise. Tenant shall not conduct in or about the Building any auction and/or sale, public or private, without the prior written approval of Landlord.

Tenant shall not bring or keep within the Building any animal (except service animals), bicycle, or motorcycle.

- B. **Soliciting.** Canvassing, soliciting and peddling on the Property are prohibited, and Tenant shall cooperate to prevent such activities.
- C. **Fire.** Tenant shall not conduct mechanical or manufacturing operations, cook or prepare food, or place or use any inflammable, combustible, explosive or hazardous fluid, chemical- device, substance or material in or about the Building without the prior written consent of Landlord. Tenant shall comply with all rules, regulations, orders and requirements of the applicable Fire Rating Bureau, or any other similar body, and Tenant shall not commit any act or permit any object to be brought or kept in the Building which shall increase the rate of fire insurance on the Building or on property located therein.
- D. **Install Machinery.** Tenants shall not install for use in the Building any air conditioning unit, engine, boiler, generator, machinery, heating unit, stove, ventilator, radiator or any other similar apparatus without the prior written consent of Landlord, and then only as Landlord may direct.
- E. **Use of Machinery.** Tenants shall not use in the Building any machines, other than standard office machines such as computers, copying machines and similar machines and machines and equipment customarily used in medical clinics, without the prior written approval of Landlord. Tenant shall not cause improper noises, vibrations, or odors within the Building.
- F. **Delivery/Moving.** Landlord reserves the right to inspect all such freight, supplies, furniture, fixtures and other personal property to be brought into the Building and to exclude from the Building all such objects which violate any of these rules and regulations or the provisions of the lease. Tenants shall not use in the delivery, receipt or other

movement of freight, supplies, furniture, fixtures or other personal property to, from or within the Building, any hand trucks other than those equipped with rubber tires and side guards, and any large and heavy items shall only be moved through the corridors on carpet protecting underlayment.

- G. **Weight Restrictions.** Tenant shall not place within the Building any safes, copying machines, computer equipment or other object of unusual size or weight, nor shall Tenant place within the Building any objects which exceed the floor weight specifications of the Building, without the prior written consent of Landlord. The placement and positioning of such objects within the Building shall be prescribed by Landlord and such objects shall, in all cases, be placed upon plats or footings of such size as shall be prescribed by Landlord.
- H. **Trash Disposal.** Tenant shall not deposit any trash, refuse, cigarettes, or other substances of any kind within or out of the Building, except in refuse containers provided by Landlord. Tenant shall not introduce into the Building any substance which might add an undue burden to the cleaning or maintenance of the premises or the Building.
- I. **Common Area Use.** Tenant shall use the Common Areas only as a means of parking, ingress and egress, and Tenant shall permit no loitering by any persons upon Common Areas or elsewhere within the Property. Landlord shall in all cases retain the right to control the common areas and roof of the Building or prevent access thereto by all persons whose presence, in the judgment of Landlord, shall be prejudicial to the safety, character, reputation or interests of the Building. Tenant shall not enter the mechanical rooms, air conditioning rooms, electrical closets, janitorial closets, or similar areas or go upon the roof of the Building without the prior written consent of Landlord.
- J. **Restroom/Washroom Use.** Tenant shall not use the washrooms, restrooms and plumbing fixtures of the Building, and appurtenances thereto, for any other purpose than the proposes for which they are constructed, and Tenant shall not deposit any sweepings, rubbish, rags or other improper substances therein. Tenant shall not waste water by interfering or tampering with the faucets. If Tenant or Tenant's employees, agents, contractors, jobbers, licensees, invitees, guests or visitors cause any damage to such washrooms, restrooms, plumbing fixtures or appurtenances, such damage shall be repaired at the Tenant's expense, and Landlord will not be responsible for any disruption in service caused by such damage.
- K. **Installations/Removals.** Tenant shall not mark, paint, drill into, string wires within, or in any way deface any part of the Building, without the prior written consent of Landlord, and as Landlord may direct. Upon removal of any wall decorations or installations or floor coverings by Tenant, any damage to the walls or floors shall be repaired by Tenant at Tenant's sole cost and expense. Without limitation upon any of the provisions of the lease, Tenant shall refer all contractors' representatives, installation technicians, janitorial workers and other mechanics, artisans and laborers rendering any service in connection with the repair, maintenance or improvement of the Premises to Landlord for Landlord's supervision, approval and control before performance of any such service. This paragraph shall apply to all work performed in the Building, including without limitation installation of telephones, telecommunication equipment, electrical devices' and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings,

equipment or any other portion of the Building. Plans and specifications for such work, prepared at Tenant's sole expense, shall be submitted to Landlord and shall be subject to Landlord's approval in each instance before the commencement of work. All installation, alterations and additions shall be constructed by Tenant in a good and workmanlike manner and only good grades of materials shall be used in connection therewith. The means by which telephone, telecommunication and similar wires are to be introduced to the Premises and the location of telephones, call boxes, and other office equipment affixed to the premises shall be subject to the prior approval of Landlord.

- L. **Publicity/Advertising of Building.** Landlord shall have the right to prohibit any publicity, advertising or use of the name of the Building by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as a Building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue any such publicity, advertising or use of the Building name.
- M. **Cooling/Heating.** The doors, skylights and windows that reflect or admit light or air into the Building shall not be covered or obstructed by Tenant, through placement of objects upon windowsills or otherwise. Tenant shall cooperate with Landlord in obtaining maximum effectiveness of the cooling system of the Building by closing drapes and other window coverings when the sun's rays fall upon windows of the Premises. Tenant shall not obstruct, alter or in any way impair the efficient operation of Landlord's heating, ventilating, air conditioning, electrical, fire, safety or lighting systems, nor shall Tenant tamper with or change the setting of any thermostat or temperature control valves in the Building.
- N. **Doors.** Subject to applicable fire or other safety regulations, all doors upon the perimeter of the Building shall be kept closed and, during non-business hours, locked, except when in use for ingress or egress. If Tenant uses the Premises after regular business hours or on non-business days Tenant shall close and lock (when and where applicable) any entrance doors to the Building or to the premises used by Tenant immediately after using such doors.
- O. **Landlord's Employees.** Employees of Landlord shall not receive or carry messages for or to Tenant, or any other person, nor contract with nor render free or paid services to Tenant or to Tenant's employees, contractors, jobbers, agents, invitees, licensees, guests or visitors. In the event that any of Landlord's employees perform any such services, such employees shall be deemed to be the agents of Tenant regardless of whether or how payment is arranged for such services, and Tenant hereby indemnifies and holds Landlord harmless from any and all liability in connection with any such services and any associated injury or damage of property or injury or death to persons resulting therefrom.
- P. **Keys/Access Cards.** All keys and access cards to the exterior doors of the Premises shall be obtained by Tenant from Landlord, and Tenant shall pay to Landlord a reasonable deposit determined by Landlord from time to time for such items. Tenant shall not make duplicate copies. Tenant shall not install additional locks or bolts of any kind upon any of the doors or windows of, or within, the Building, nor shall Tenant make any changes in existing locks or mechanisms thereof without prior consent of Landlord. Tenant shall, upon termination of its tenancy, provide Landlord with the combinations to all combination locks

or safes, safe cabinets and vaults and deliver to Landlord all keys to the Building, the premises and all interior doors, cabinets, and other key controlled mechanisms therein, whether or not such keys were furnished to Tenant by Landlord. In the event of the loss of any key and/or access card furnished to Tenant by Landlord, Tenant shall pay to Landlord the cost of replacing the same or of changing the lock or locks opened by such lost item if Landlord shall deem it necessary to make such change.

- Q. Smoking Policy. There is no smoking allowed in the Building, including but not limited to, the hallways, stairwells, elevators and restrooms.
- R. Parking. Tenant shall observe the restricted parking stalls as so noted and shall accept the responsibility for failure to do so. Handicapped stalls are for the sole use of anybody who has a state permit whether for short term or all day parking. Visitor stalls have two (2) hour maximum time limit and are intended for “guests”, not Tenants short term parking.

2025 Public Health Clinic Project budget and financing

RBA 12/16/2025

Budget:

		Estimated Costs, \$	
1. Construction Costs			
Total Building (TI)	\$/SF 20,900	\$800,000	
		Sub-total:	\$800,000
2. Design & Cons. Contingency - % of Basline Construction			
Contingency (Construction)	10%	\$0	
Contingency (Design)	5%	\$0	
(Included in construction costs)		Sub-total:	\$0
		Sub-total Construction:	\$800,000
3. Escalation			
Escalation to midpoint of construction	0%	\$0	
(None needed as 2026 project)		Sub-total:	\$0
4 Technology			
Low Voltage Cabling, A/V equipment		\$65,000	
IS equipment		\$50,000	
Card Access, Security Cameras		\$45,000	
		Sub-total:	\$160,000
5 Construction Design Fees			
A/E - Pre-design/fit plan		\$50,000	
A/E - Overall Project Design Fee	0%	\$0	
FF&E Design Fee - as % of FF&E	5%	\$10,150	
		Sub-total:	\$60,150
6 Furniture, Fixtures and Equipment			
FF&E		\$143,000	\$143,000
Interior Signage		\$30,000	\$30,000
Exterior Signage		\$30,000	\$30,000
		Sub-total:	\$203,000
7 Administration and Other Costs			
Permits - Included in Construction		\$0	
Cleanout of existing building and maintenance	LS	\$100,000	
Moving/Storage Costs		\$75,000	
Special moving costs for lab equipment		\$20,000	
		Sub-total:	\$195,000
8 Sub-total of Lines 4-7 above			\$618,150
9 Owner's Project Contingency on non-Construction costs			
10% of Sub-total item 8		\$61,815	
		Sub-total:	\$61,815
10 Property Management's Fee on the Project			
3% of non-construction work	\$679,965	\$20,000	
		Sub-total:	\$20,000
		Total:	\$1,499,965
Financing Plan:			
County capital fund balancess			\$1,160,000
2015 Public Health Clinical Facility Project			\$340,000
(Estimated 2025 year end funds available)			\$1,500,000

Board of Commissioners

Request for Board Action

Item Number: 2025-495

Meeting Date: 12/16/2025

Sponsor: Financial Assistance Services

Title

Financial Assistance Services Annual Authority for Procurement Requests

Recommendation

1. Authorize the County Manager, subject to review by the County Attorney's Office and Finance to do the following:
 - A. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
 - B. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
 - C. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
 - D. Providers when the Minnesota Department of Human Services or the Minnesota Department of Children, Youth and Families has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.
2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026:
 - A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

Background and Rationale

The Financial Assistance Services Department provides federally and state-mandated safety net programs and quality services to the county's most vulnerable residents. It determines eligibility for and distributes benefits for the Supplemental Nutrition Assistance Program, the Minnesota Family Investment Program, Diversionary Work Program, Housing Support Program, Childcare Assistance, Medical Assistance, and Emergency Assistance programs to thousands of county residents. The department is committed to be a resident-centered agency that helps people meet their basic needs so they can live in dignity and achieve their highest potential. It seeks to exceed the expectation of community by increasing accessibility to the critical service the Financial Assistance Services Department provides.

This request for board action includes requests intended to improve and streamline the procurement processes with a centered focus on equity in the delivery of services to individuals. Ramsey County Board approval will continue to be requested for changes in practices, policies, new grant applications or actions affecting complement, revenues or appropriations relating to county levy, while maintaining an open,

competitive solicitation process committed to racial equity. This effort increases transparency in how the department collaboratively engages the community during the solicitation and contracting process to meet the needs of racially and culturally diverse individuals, families, and communities.

County Goals (Check those advanced by Action)☒ Well-being☒ Prosperity☒ Opportunity☐ Accountability**Racial Equity Impact**

Residents from communities of color and low-income communities are disproportionately involved with the financial assistance services systems. The Financial Assistance Services Department is dedicated to support community-wide shared goals to strengthen individual, family and community health, safety and well-being through effective safety-net services, innovative programming, prevention and early intervention, while centering equity in the process. The department is committed to incorporating community voice when developing solicitations, evaluation processes and awarding contracts resulting from solicitations. The Financial Assistance Services Department collaborates with community members in identifying needed services, evaluating proposals and communicating the availability of contracted services to isolated communities.

Community Participation Level and Impact

Community members from affected communities will be involved in identifying needed services and in the selection of contracted providers in an advisory role. This helps ensure the department obtains qualified providers to deliver culturally specific services identified and valued by community members that reflect best or promising practices with an equity impact and are reflective of the people the department serves. Financial Assistance Services has an active, formal resident advisory group, Ramsey United, that is often leveraged to ensure department work is responsive to current community needs.

☒ Inform☒ Consult☒ Involve☐ Collaborate☐ Empower**Fiscal Impact**

Funding for these services is included in the 2026 - 2027 proposed biennial Financial Assistance Services Department's operating budget

Last Previous Action

On November 19, 2024, the Ramsey County Board approved the Financial Assistance Department's annual authority for procurement requests (Resolution B2024-234).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-475

Meeting Date: 12/16/2025

Sponsor: Community Corrections

Title

Community Corrections Department Annual Authority for Procurement Requests

Recommendation

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance Department, to do the following:

1. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
 - A. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
 - B. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
 - C. Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy, and treatment, as long as the need exceeds the supply of providers, and the providers are registered or licensed.
2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026.
 - A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

Background and Rationale

Ramsey County Community Corrections operates across both the Health and Wellness and Safety and Justice Service Teams, working collaboratively with the Second Judicial District and a variety of community service providers. The department supports the criminal justice system through a range of services, including client screening and assessments, court reports, community supervision, and short-term custody.

This board request seeks to streamline procurement processes in agreements for services the department provides, including direct agreements with mental health services when demand exceeds available vendors. These agreements provide essential services to justice-involved clients, helping them manage their risk of reoffending, address identified areas of need, and ultimately supporting their successful completion of probation and reintegration as productive members of the community.

The proposal enhances transparency in community engagement during the solicitation and contracting process, with a focus on meeting the needs of racially and culturally diverse individuals, families, and communities. It reaffirms the county's commitment to an open, competitive process grounded in racial equity,

while ensuring that county board approval is still required for any changes to practices or policies, new grant applications, or actions affecting complement, revenues, or appropriations related to the county levy.

County Goals (Check those advanced by Action)☒ Well-being☒ Prosperity☒ Opportunity☐ Accountability**Racial Equity Impact**

Ramsey County is one of the most diverse counties in the state. Persons of color comprise 37% of the total Ramsey County population. Black youth and low-income communities are disproportionately represented in the criminal justice system. In 2024, Black youth made up about 20% of Ramsey County's youth population (ages 10-19) but accounted for 60% of detention admissions and 52% of youth who were admitted to out-of-home placement. Similarly, adults of color and American Indian individuals represent 38% of the county's adult population, yet they make up 66% of those returned to prison for supervision violations.

Ramsey County Community Corrections is committed to reducing confinement and expanding culturally focused community programs to support clients' reintegration. A key race equity strategy involves contracting with culturally specific providers to enhance services for clients. The department works closely with race equity planners and incorporates community voice when developing all solicitations, evaluation processes and awarding contracts resulting from solicitations.

Aligning with the county's strategic priority of putting well-being and community at the center of justice system transformation, Ramsey County Community Corrections continues prioritizing race and gender inclusion and equity in decision-making. By intentionally addressing inequities in the criminal justice system, the department seeks partnerships and input from those with lived experience to ensure fair, effective services. Race and Health Equity Liaisons collaborate with the Research and Evaluation Unit to analyze data to identify and address disparities in our policies, services, and outcomes.

Community Participation Level and Impact

Minnesota Statutes 401 mandates that counties participating in the Community Corrections Act establish a Community Advisory Board (CAB), with representatives from law enforcement, prosecution, the judiciary, education, corrections, social services, and lay citizens.

Community Advisory Board (CAB) Responsibilities:

The CAB is responsible for advising the Ramsey County Board of Commissioners and the Community Corrections Department on matters related to community corrections. Its duties include:

- Advising on policies, programs, and practices that affect community corrections operations.
- Participating in the development and review of the department's Comprehensive Plan.
- Making recommendations regarding the department's budget and overall strategic plans.
- Providing input to ensure community needs and perspectives are represented in corrections planning and services.

Community Corrections has expanded its reform efforts by incorporating client and community input into hiring, planning, contracting, and program development. The department is fostering collaborative decision-making and sharing resources with the community by holding meetings and communities of practice to discuss budget priorities and planning processes.

Community members will be involved in identifying needed services and in selection of contracted vendors, ensuring the department partners with providers who offer culturally specific services that reflect community values, promising practices, and the needs of those served.

☒ Inform☒ Consult☒ Involve☐ Collaborate☐ Empower**Fiscal Impact**

Funding for these services is included in the 2026-2027 proposed Community Corrections budget.

Last Previous Action

On November 19, 2024, the Ramsey County Board approved the Community Corrections Department's request for processes streamlining the approval of expenditure agreements (Resolution B2024-233).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-481

Meeting Date: 12/16/2025

Sponsor: Social Services

Title

Social Services Department Annual Authority for Procurement Requests

Recommendation

Authorize the County Manager, subject to review by the County Attorney's Office and Finance to do the following:

1. Enter into the following expenditure agreements without solicitation through December 31, 2026, and execute future amendments to the agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
 - A. Contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
 - B. Community support programs, culturally specific African American community support programs and culturally specific American Indian / Indigenous community support programs if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
 - C. Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy and treatment, as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
 - D. Providers when the Minnesota Department of Human Services or the Minnesota Department of Children, Youth and Families has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.
 - E. Providers of foster care emergency shelter, respite care, and emergency shelter; as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
 - F. Providers of adult day services, individualized home support services, prevocational services, day support services, employment services, and semi- independent living skills services, when that service has been selected by the consumer, or his or her guardian, in accordance with Minnesota Statutes, section 256B.49.
 - G. Providers of out-of-state residential treatment for children, as long as funds are available, no in- state treatment provider can be identified that meets the needs of the children to be placed, the selected provider is licensed by a state authority and accredited by the Joint Commission, the Commission on Accreditation of Rehabilitation Facilities, or the Council on Accreditation.
 - H. Medical directors for Social Services detoxification services, the Mental Health Center, and for Social Services in county correctional programs, as long as funds are available, the need exceeds the supply of providers, and the providers are licensed.
 - I. Providers of intensive residential treatment services when the Minnesota Department of Human Services has approved the contractor through a certification process.

- J. Providers of accreditation training services for mental health professionals in accordance with Certified Community Behavioral Health Clinic requirements.
 - K. Culturally specific liaisons to prevent education neglect and child protection involvement, culturally specific services for American Indian families involved in child protection, culturally specific services to prevent out of home placement, culturally specific guardianship and culturally specific parent mentoring by peers if there is an urgent need for specific services for a target population that was not previously identified through a prior competitive solicitation process.
2. Approve actions deemed necessary for the orderly administration of expenditure agreements through December 31, 2026:
- A. Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

Background and Rationale

The Social Services Department aspires to provide Ramsey County residents the highest quality of services available in Minnesota. It is the largest county department and provides critical service supports including child welfare, child protection, licensing, foster care connections, pre-petition screening for civil commitment, adult protection, mental health services, detoxification, mental health case management, prevention, and chemical dependency services. The department also provides programs to support the elderly and people with disabilities to live in the community as independently as possible. It is the local authority for mental health services and adult protection. The department is responsible in helping individuals, families, and communities in Ramsey County survive and thrive.

This request for board action includes requests intended to improve and streamline the procurement processes with a centered focus on equity in the delivery of services to individuals.

Ramsey County board approval will continue to be requested for changes in practices, policies, new grant applications or actions affecting complement, revenues or appropriations relating to county levy, while maintaining an open, competitive solicitation process committed to racial equity. This effort increases transparency in how the department collaboratively engages the community during the solicitation and contracting process to meet the needs of racially and culturally diverse individuals, families, and communities.

County Goals (Check those advanced by Action)

☒ Well-being

☒ Prosperity

☒ Opportunity

☐ Accountability

Racial Equity Impact

Residents from communities of color and low-income communities are disproportionately involved with the social services systems. The Social Services Department is dedicated to support community-wide shared goals to strengthen individual, family and community health, safety and well-being through effective safety net services, innovative programming, prevention and early intervention, and environmental stewardship while centering equity in the process. The department is committed to working with its race equity planners and incorporating community voice when developing all solicitations, evaluation processes and awarding contracts resulting from solicitations. The Social Services Department collaborates with community members in identifying needed services, evaluating proposals and communicating the availability of contracted services to isolated communities.

Community Participation Level and Impact

Community members from affected communities will be involved in identifying needed services and in the selection of contracted providers in an advisory role. This helps ensure the department obtains qualified providers to deliver culturally specific services identified and valued by community members that reflect best or promising practices with an equity impact and are reflective of the people the department serves. Some contracted services, such as community support services, will be provided by community members with lived

experience to improve and enhance service delivery.

☒ Inform ☒ Consult ☒ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

Funding for these services is included in the 2026 - 2027 proposed biennial Social Services Department's operating budget.

Last Previous Action

On November 19, 2024, the Ramsey County Board approved the Social Services Department's annual authority for procurement requests (Resolution B2024-235).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-513

Meeting Date: 12/16/2025

Sponsor: County Attorney's Office

Title

2026 Salary Rate for the Ramsey County Attorney

Recommendation

1. Set the annual salary for the elected Ramsey County Attorney at \$231,768 to be effective the first full pay period following January 1, 2026.
2. Authorize the continuation of the contribution to deferred compensation for the elected County Attorney consistent with the American Federation of State, County and Municipal Employees Local 8 Assistant County Attorneys agreement.
3. Authorize the continuation of the administrative allowance of \$110 per month.
4. Authorize the continuation of the transportation allowance of \$150 per month.
5. Authorize the continuation of the cell phone/wireless service allowance of \$55 per month.

Background and Rationale

Minnesota Statutes 388.18, Subdivision 2 requires the Ramsey County Board to set the salary of the Ramsey County Attorney by resolution. The resolution process requires that before action is taken by the board that the requested action to establish the 2026 salary rate be made known and accessible to the public. Upon approval, this action provides increased transparency in the setting of the salary of a key county position who is elected to serve the residents of Ramsey County.

The longstanding custom and practice for setting the annual salary for the County Attorney is to invite the incumbent to make a written salary request to the Ramsey County Board of Commissioners. A salary request from the incumbent is attached. The request is for a wage increase of three- and one-half percent (3.5%) which is the cost of living adjustment (COLA) for Ramsey County represented and unrepresented staff in 2026.

Additionally, the County Attorney requests continuation of the contribution to deferred compensation consistent with AFSCME Local 8 Assistant County Attorney agreement, continuation of an administrative allowance of \$110 per month, continuation of the transportation allowance of \$150 per month, and the continuation of the cell phone/wireless service allowance of \$55 per month.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

In the County Attorney's Office broader work, racial equity remains a priority, including establishing terms and conditions of employment that support recruitment and retention of a diverse workforce. To develop the current staff's cultural competence the County Attorney's Office has administered the Intercultural Development Inventory (IDI) to all employees to give staff a baseline understanding of their intercultural development along the IDI spectrum. The County Attorney's Office sets the expectation with staff that all employees must work to develop a sense of cultural humility and further develop their intercultural skills and ability to relate to and

interact with people across race, class, and culture in order to make the office more welcoming and inclusive to current and new employees and provide the best possible service to residents.

Community Participation Level and Impact

There is no community engagement associated with this request for board action.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

Funds are available in the County Attorney's allocated personnel funding in the 2026-2027 proposed operating budget.

Last Previous Action

On December 17, 2024, the Ramsey County Board of Commissioners set the 2025 Salary Rate for the elected Ramsey County Attorney (Resolution B2024-275).

Attachments

1. 2026 Salary Memorandum to County Board - November 14, 2025



OFFICE OF THE RAMSEY COUNTY ATTORNEY
JOHN J. CHOI, COUNTY ATTORNEY

November 14, 2025

Ramsey County Board of Commissioners
Ramsey County Courthouse, Room 220
15 West Kellogg Blvd.
Saint Paul, MN 55102

Dear Commissioners:

As you know, Minnesota law requires that the Ramsey County Board of Commissioners set the annual salary of the Ramsey County Attorney. Our long standing past practice has been for the County Attorney to make an annual written request to the Board of Commissioners regarding a proposed salary rate each December for the following year.

For 2026, I am requesting a 3.5% increase to my present salary of \$223,930.00, to be effective the first full pay period following January 1, 2026. This increase equates to the same cost of living adjustment (COLA) that will be received in 2026 by the represented and unrepresented staff in this office.

I am also requesting the continuation of the contribution to deferred compensation consistent with the Local 8 Assistant County Attorneys agreement, the continuation of the administrative allowance of \$110 per month, continuation of the transportation allowance of \$150 per month, and the continuation of the \$55 per month cell/phone wireless service allowance.

Based on the Minnesota County Attorney's Association 2025 salary survey and additional research of county attorney salaries in the metropolitan area, my 2025 salary is lower than the metropolitan area County Attorney salaries. While this year's salary request will help my salary remain competitive, it is also safe to assume the metropolitan County Attorneys will receive 2026 salary increases and salary rankings for County Attorney salaries between the metropolitan counties will remain generally the same.

Thank you for your consideration of my salary request and for your continued strong partnership and support.

Sincerely,

John J. Choi
Ramsey County Attorney

cc: Ling Becker, County Manager

Board of Commissioners

Request for Board Action

Item Number: 2025-512

Meeting Date: 12/16/2025

Sponsor: Finance

Title

Approval of the 2026 Tax Levy

Recommendation

Approve the 2026 Tax Levy:

1. Approve the 2026 total tax levy of \$428,627,201 an 8.25% increase over the 2025 tax levy. Tax levy statement attached.
2. Adopt a countywide levy on all taxable property of \$411,139,562 and a suburban-only levy for Libraries of \$17,487,639 on all taxable property in Ramsey County outside of the city of Saint Paul, to be levied in the year 2025 and to be collected in the year 2026.
3. Approve the 2026 tax levy of \$17,487,639 on suburban properties for libraries to be a separate line on the property tax statement.

Background and Rationale

The Home Rule Charter for Ramsey County, Chapter 3, Section 3.02 F states that the County Manager shall prepare and submit the annual budget proposal to the Ramsey County Board of Commissioners. Along with the Home Rule Charter, the Minnesota Statutes, Sections 134.07 and 134.34 authorizes the Ramsey County Board of Commissioners to levy a tax to establish and maintain a public library, which levy is to be made upon taxable property in Ramsey County, outside of any city or village where in a free public library is located, or which is not already taxed for the support of any free library.

The County Manager presented the 2026-2027 proposed biennial budget to the Ramsey County Board on September 2, 2025.

The Ramsey County Budget Committee of the Whole met with county service teams to discuss their proposed budgets:

- September 15, 2025: Strategic Team
- September 16, 2025: Information and Public Records Service Team
- September 18, 2025: Economic Growth and Community Investment Service Team
- September 19, 2025: Health and Wellness Service Team
- September 22, 2025: Safety & Justice Service Team

The Ramsey County Committee of the Whole held a public hearing on September 22, 2025, to receive public input on the 2026 budget. The Ramsey County Board also held a public meeting on December 11, 2025, to hear additional comments on the 2026 budget.

The Truth in Taxation Law requires the county to certify a proposed levy each year to the County Auditor on or before September 30. On September 23, 2025, the Ramsey County Board of Commissioners certified a proposed maximum tax levy of \$434,565,563 to finance the 2026 budget, which was a 9.75% increase over the 2025 Tax Levy of \$395,960,717.

On November 4, 2025, the Ramsey County Board held two workshops to discuss addenda changes to the 2026-2027 Proposed Budget. This in conjunction with other board actions taken between September and December 2025 resulted in a 1.5% levy reduction in 2026 from the maximum levy passed by the Ramsey County Board. The addenda changes result in a decrease to maximum 2026 tax levy of \$5,836,229. The final 2026 tax levy to approve is \$428,627,201.

Staff are now requesting approval of the 2026 Tax Levy based on the County Manager's 2026-2027 budget proposal as amended by addenda presented to the Budget Committee of the Whole and with additional changes approved by the Ramsey County Board during board meetings in 2025.

County Goals (Check those advanced by Action)☒ Well-being☒ Prosperity☒ Opportunity☒ Accountability**Racial Equity Impact**

The racial equity impact of departments, programs, and services is included in the 2026-2027 biennial budget document:

<https://assets.ramseycountymn.gov/files/2025-09/Ramsey%20County%20Biennial%20Budget%20Book%20-%202026-2027%20Proposed%20-%20Final%20Sept%202025.pdf>. They are also included in performance measures information available from the County's open data portal: <https://opendata.ramseycountymn.gov/>. These impacts were discussed during the 2026-2027 biennial budget hearings held by the Ramsey County Board in September of 2025.

Community Participation Level and Impact

There were two public hearings incorporated in the budget process that included opportunities for public comment:

- Tuesday, September 22, 2025, at 5:00 p.m. - Ramsey County Courthouse, Council Chambers - 15 West Kellogg Blvd., Saint Paul, MN 55102.
- Thursday, December 11, 2025, at 6:00 p.m. - Ramsey County Courthouse, Council Chambers - 15 West Kellogg Blvd., Saint Paul, MN 55102.

☒ Inform☒ Consult☐ Involve☐ Collaborate☐ Empower**Fiscal Impact**

A property tax levy of \$428,627,201, results in an 8.25% levy increase. The tax levy represents 46% of the total proposed 2026 County budget.

Last Previous Action

On November 4, 2025, the Ramsey County Board held two workshops to discuss 2026-2027 budget addenda.

On September 23, 2025, the Ramsey County Board approved setting the proposed maximum levy of \$434,565,563 (Resolution B2025-181).

From September 15-22, 2025, the Ramsey County Budget Committee of the Whole reviewed all service team proposed budgets.

On September 15, 2025, the Joint Property Tax Advisory Committee accepted the overall maximum property tax levy for the jurisdictions of the City of Saint Paul, Independent School District 625 (Saint Paul Public Schools), and Ramsey County (within Saint Paul only), for taxes payable in 2026.

On September 2, 2025, the County Manager presented the proposed 2026-2027 biennial budget to the Ramsey County Board of Commissioners.

Attachments

1. Tax Levy Statement

	Countywide Levy												Suburban Only Levy			Total
	11101, 11102, and 11112	11102	16101	17301	13301	14001				22118				12101	16301	
	County	Community Human Services	Debt Service	CCAMP	Workforce Solutions	Care Center	Lake Owasso Residence	Emergency Communications	Central Fleet	Ramsey County Buildings	Non Tax Funds	Total Countywide	Operations & Technology	Library Debt Service	Total Library Funds	Countywide & Suburban Only
	Revenue and Grants															
2026 Approved Budget	697,569,891		24,765,311	1,100,000	19,570,626	0	12,272,179	22,710,814	9,933,804	33,727,685	98,728,982	920,379,292	15,677,645	2,023,363	17,701,008	938,080,300
Financing																
Estimated Revenue	308,018,096		3,289,945		17,808,161	0	10,100,000	10,018,278	1,445,445	32,101,960	98,228,982	481,010,867	383,500	251,400	634,900	481,645,767
Other Tax Collections	5,834,519										0	5,834,519	205,481	0	205,481	6,040,000
Fund Balance	5,798,617		(1,373,553)								500,000	4,925,064	0	(1,157,519)	(1,157,519)	3,767,545
Subtotal	319,651,232	-	1,916,392	-	17,808,161	0	10,100,000	10,018,278	1,445,445	32,101,960	98,728,982	491,770,450	588,981	(906,119)	(317,138)	491,453,312
Property Tax Levy	377,918,659	-	22,848,919	1,100,000	1,762,465	0	2,172,179	12,692,536	8,488,359	1,625,725	0	428,608,842	15,088,664	2,929,482	18,018,146	446,626,988
Plus: Allowance for Uncollectibles	6,171,346	-	1,142,446	19,250	30,843	0	38,013	222,119	148,546	28,450	0	7,801,013	247,867	146,474	394,341	8,195,354
Total Taxy Levy	384,090,005	-	23,991,365	1,119,250	1,793,308	0	2,210,192	12,914,655	8,636,905	1,654,175	0	436,409,855	15,336,531	3,075,956	18,412,487	454,822,342
Less: County Program Aid	25,270,293	-	-	-	-	-	-	-	-	-	-	25,270,293	924,848	-	924,848	26,195,141
Total Tax Levy After County Program Aid	358,819,712	-	23,991,365	1,119,250	1,793,308	0	2,210,192	12,914,655	8,636,905	1,654,175	0	411,139,562	14,411,683	3,075,956	17,487,639	428,627,201

Board of Commissioners

Request for Board Action

Item Number: 2025-514

Meeting Date: 12/16/2025

Sponsor: Finance

Title

Approval of the 2026-2027 Operating Budget

Recommendation

Approve the 2026-2027 Ramsey County Operating Budget:

1. Approve the 2026 budget of \$924,063,479 and the 2027 budget of \$962,473,868 with all the changes noted in the attached budget addenda.
2. Approve the 2026-2027 Fee Schedule, as amended.
3. Authorize the County Manager to continue to fund the Internal Service Fund for Employee Health and Dental Insurance to account for health and dental premiums.
4. Authorize the County Manager to move, transfer, or reallocate existing Full Time Equivalents and budget resources within and between the service teams and departments to support the service teams in their ability to achieve and implement the Ramsey County Board's vision, mission, goals and strategic plan.
5. Authorize the County Manager to make all necessary budget adjustments, including transfers and increasing estimated revenues and expenditures to implement the Ramsey County Board's vision, mission, goals and strategic plan along with Requests for Board Actions that have been approved by the Ramsey County Board of Commissioners.

Background and Rationale

The Home Rule Charter for Ramsey County, Chapter 3, Section 3.02 F states that the County Manager shall prepare and submit the annual budget proposal to the Ramsey County Board of Commissioners. Along with the Home Rule Charter, the Minnesota Statutes, Sections 134.07 and 134.34 authorizes the Ramsey County Board of Commissioners to levy a tax to establish and maintain a public library, which levy is to be made upon taxable property in Ramsey County, outside of any city or village where in a free public library is located, or which is not already taxed for the support of any free library.

The County Manager presented the 2026-2027 proposed biennial budget to the Ramsey County Board on September 2, 2025.

The Ramsey County Budget Committee of the Whole met with county service teams to discuss their proposed budgets:

- September 15, 2025: Strategic Team
- September 16, 2025: Information and Public Records Service Team
- September 18, 2025: Economic Growth and Community Investment Service Team
- September 19, 2025: Health and Wellness Service Team
- September 22, 2025: Safety & Justice Service Team

The Ramsey County Committee of the Whole held a public hearing on September 22, 2025, to receive public input on the 2026-2027 proposed budget. The Ramsey County Board also held a public meeting on December 11, 2025, to hear additional comments on the 2026-2027 proposed budget.

The Truth in Taxation Law requires the county to certify a proposed levy each year to the County Auditor on or before September 30. On September 23, 2025, the Ramsey County Board of Commissioners certified a proposed maximum tax levy of \$434,565,563 to finance the 2026 budget, which was a 9.75% increase over the 2025 Tax Levy of 395,960,717.

On November 4, 2025, the Ramsey County Board held two workshops to discuss addenda changes to the 2026-2027 Proposed Budget. This in conjunction with other board actions taken between September and December 2025 resulted in a 1.5% levy reduction in 2026 from the maximum levy passed by the Ramsey County Board. The addenda changes result in a decrease to maximum 2026 tax levy of \$5,836,229. The final 2026 tax levy to approve is \$428,627,201.

Staff are now requesting approval of the 2026-2027 Biennial Budget and the 2026 Tax Levy based on the County Manager's 2026-2027 proposed biennial budget as amended by addenda presented to the Budget Committee of the Whole, and with additional changes approved by the Ramsey County Board during county board meetings and workshops in 2025. These actions are detailed in the 2026-2027 Addenda.

County Goals (Check those advanced by Action)☒ Well-being☒ Prosperity☒ Opportunity☒ Accountability**Racial Equity Impact**

The racial equity impact of departments, programs, and services is included in the 2026-2027 biennial budget document:

<https://assets.ramseycountymn.gov/files/2025-09/Ramsey%20County%20Biennial%20Budget%20Book%20-%202026-2027%20Proposed%20-%20Final%20Sept%202025.pdf>. They are also included in performance measures information available from the county's open data portal: <https://opendata.ramseycountymn.gov/>. These impacts were discussed during the 2026-2027 biennial budget hearings held by the Ramsey County Board in September of 2025.

Community Participation Level and Impact

There were two public hearings incorporated in the budget process that included opportunities for public comment:

- Tuesday, September 22, 2025, at 5:00 p.m. - Ramsey County Courthouse, Council Chambers - 15 West Kellogg Blvd., Saint Paul, MN 55102.
- Thursday, December 11, 2025, at 6:00 p.m. - Ramsey County Courthouse, Council Chambers - 15 West Kellogg Blvd., Saint Paul, MN 55102.

☒ Inform☐ Consult☒ Involve☐ Collaborate☐ Empower**Fiscal Impact**

A property tax levy of 428,627,201, results in an 8.25% levy increase. The tax levy represents 46% of the total proposed 2026 County budget.

Last Previous Action

On November 4, 2025, the Ramsey County Board held two workshops to discuss 2026-2027 budget addenda.

On September 23, 2025, the Ramsey County Board approved setting the proposed maximum levy of \$434,565,563 (Resolution B2025-181).

From September 15-22, 2025, the Ramsey County Budget Committee of the Whole reviewed all service team proposed budgets.

On September 15, 2025, the Joint Property Tax Advisory Committee accepted the overall maximum property tax levy for the jurisdictions of the City of Saint Paul, Independent School District 625 (Saint Paul Public Schools), and Ramsey County (within Saint Paul only), for taxes payable in 2026.

On September 2, 2025, the County Manager presented the proposed 2026-2027 biennial budget to the Ramsey County Board of Commissioners.

Attachments

1. 2026-2027 Addenda
2. 2026-2027 Fee Schedule

2026-2027 Approved Budget

	2026 Budget					2027 Budget				
	FTEs	Appropriations	Revenue	Fund Balance	Levy	FTEs	Appropriations	Revenue	Fund Balance	Levy
2026-2027 County Manager Proposed Budget, 9/15/2025	4,380.87	929,256,728	499,221,109	3,767,545	426,268,074	4,411.37	968,457,020	507,861,558	2,297,534	458,297,928
2026-2027 County Manager Proposed Budget, Reflecting Admin Addenda, 9/15/2025	4,387.87	929,632,130	499,596,511	3,767,545	426,268,074	4,418.37	968,961,920	508,366,458	2,297,534	458,297,928
Administrative budget addenda recommended to adjust the 2026-2027 County Manager Proposed Budget.										
Strategic Team & General County Purposes										
None										
Health and Wellness Service Team										
<i>Financial Assistance Services</i>										
Revenue Agreement with Monarch Health Care- (RES B2025-196).	2.00	96,644	96,644	-	-					-
<i>Social Services</i>										
Reinstate 1 Behavioral Health FTE eliminated in error.	1.00	131,899	131,899		-	1.00	139,415	139,415		-
Safety and Justice Service Team										
<i>Office of Safety and Justice</i>										
To recognize movement of 2 FTE from Workforce Solutions to the Office of Safety and Justice.	2.00	-	-	-	-	2.00	-	-	-	-
Transfer 1 FTE from the Office of Safety and Justice to Emergency Communications.	-1.00	-	-	-	-	-1.00	-	-	-	-
To recognize movement of 1 FTE from the Office of Safety and Justice to the Sheriff's Office.	-1.00	-	-	-	-	-1.00	-	-	-	-
<i>Emergency Communications</i>										
Transfer 1 FTE from the Office of Safety and Justice to Emergency Communications.	1.00	-	-	-	-	1.00	-	-	-	-
<i>County Attorney</i>										
To account for 2 New FTEs, specifically Attorney positions, to support Minnesota African American Family Preservation Act case work.	2.00	-	-	-	-	2.00	-	-	-	-
Information and Public Records Service Team										
<i>Communications & Public Records</i>										
To account for movement of 1 FTE from Unallocated General (Foundational Excellence) to Communications and Public Relations and authority to establish budget.	1.00	\$101,500	\$101,500	-	-	1.00	\$106,000	\$106,000		-
Economic Growth and Community Investment Service Team										
<i>Property Management</i>										
Memorandum of Understanding, and Perpetual and Temporary Construction Easement Revenue from 402 University Avenue East Road improvements. (Resolution B2025-224).		\$35,000	\$35,000		-					-

2026-2027 Approved Budget

	2026 Budget					2027 Budget				
	FTEs	Appropriations	Revenue	Fund Balance	Levy	FTEs	Appropriations	Revenue	Fund Balance	Levy
Workforce										
To account for a one-time increase in state dislocated worker allocation for 2026.		718,517	718,517		-					-
Housing Stability										
Correct grant amount for OEO Direct Emergency Services Grant (G201801) to match actual projected revenue.		(2,248,000)	(2,248,000)				(2,248,000)	(2,248,000)		
Countywide Initiatives										
Organizational Alignment										
To recognize 2 FTEs to support Organizational Alignment efforts, specifically for Racial and Health Equity Administrator (RHEA) positions. Appropriations are included in the 2026/2027 Proposed Budget.	2.00					2.00				
Unallocated General										
To recognize movement of 1 FTE from Unallocated General (Foundational Excellence) to Communications and Public Relations.	-1.00	-	-	-	-	-1.00	-	-	-	-
Commissioner budget addenda recommended to adjust the 2026-2027 County Manager Proposed Budget										
Strategic Team & General County Purposes										
Finance										
To account for additional investment revenue.		-	600,000	-	(600,000)		-	600,000	-	(600,000)
Reduction of funding planned for 2026 indirect cost allocation plan.		(100,000)	-	-	(100,000)					
Human Resources										
Reduction of Human Resources General Tax Levy to be paid through the budget for Paid Family Medical Leave funding and delayed hiring.		(450,000)	-	-	(450,000)		(300,000)	-	-	(300,000)
To correct data entry error that inflated department FTEs.						-4				
Health and Wellness										
Financial Assistance Services										
To account for additional revenue as a result of Enterprise and Administrative Services move to Financial Assistance Services through the Random Moment Time Study.		-	500,000	-	(500,000)		-	500,000	-	(500,000)
Reduction of 2026 Burial Assistance Funding for Low-Income Indigent Burial and Cremation Services.		(200,000)	-	-	(200,000)					-
Safety and Justice										
Office of Safety and Justice										
To account for a shift of 2027 funding for Alternative Response Initiative staff from General Levy to Opioid Settlement Resources.		-	-	-	-		(451,036)	-	-	(451,036)
Reduction of internal planning and coordination capacity for the Alternative Response Initiative in 2027.		-	-	-	-		(150,220)	-	-	(150,220)
Office of Safety and Justice /Ramsey County Sheriff's Office										
Reduction of the Ramsey County Sheriff's newly proposed community engagement funding.		(200,000)	-	-	(200,000)		(200,000)	-	-	(200,000)

2026-2027 Approved Budget

	2026 Budget					2027 Budget				
	FTEs	Appropriations	Revenue	Fund Balance	Levy	FTEs	Appropriations	Revenue	Fund Balance	Levy
Information and Public Records										
Communications and Public Relations Reduction										
Reduce Contribution to the Ramsey County Historical Society.		(40,000)	-	-	(40,000)		(40,000)	-	-	(40,000)
Information Services										
Reduce Information Technology Project (ITP) funds.		(300,000)	-	-	(300,000)		(300,000)	-	-	(300,000)
Economic Growth and Community Investment										
Community & Economic Development										
To account for a shift of personnel and program costs from the General Tax Levy to the Housing and Redevelopment Authority (HRA) Levy.		(414,334)	-	-	(414,334)		(504,334)	-	-	(504,334)
Reduce Community & Economic Development General Tax Levy by delaying CEO Next cohort .		(90,000)	-	-	(90,000)		(90,000)	-	-	(90,000)
Housing Stability										
To account for a shift of Family Service Center contract costs from the General Tax Levy to Local Homeless Prevention Aid funding.		(305,877)	-	-	(305,877)		(305,877)	-	-	(305,877)
To account for a shift of Housing Stability Department operating costs from the General Tax Levy to Opioid Settlement Resources.		(300,000)	-	-	(300,000)		(300,000)	-	-	(300,000)
Parks & Recreation										
To account for a shift of park maintenance personnel costs from the General Tax Levy to Metropolitan Council operations and maintenance funding.		(40,000)	-	-	(40,000)		(40,000)	-	-	(40,000)
Property Management										
Reduce Ramsey County Sheriff Deputy coverage at Downtown Service Center in Metro Square.		(279,000)	-	-	(279,000)		(279,000)	-	-	(279,000)
Public Works										
To account for a shift of road maintenance costs from General Tax Levy to County State Aid Highway (CSAH) Maintenance and Wheelage Tax revenues.			332,018	-	(332,018)			332,018	-	(332,018)
Countywide Initiatives										
Eliminate unassigned funding support for Residents First Strategic Priority.		(1,000,000)	-	-	(1,000,000)		(1,000,000)	-	-	(1,000,000)
Unallocated General										
Reduce Contribution to GREATER MSP.		(25,000)	-	-	(25,000)		(25,000)	-	-	(25,000)
Eliminate unassigned funding support for Strategic Priorities funding.		(500,000)	-	-	(500,000)		(500,000)	-	-	(500,000)
Balancing entry.		(160,000)	-	-	(160,000)					
2026-2027 Budget	4,395.87	924,063,479	499,864,089	3,767,545	420,431,845	4,420.37	962,473,868	507,795,891	2,297,534	452,380,443

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Sentence to Service Work Crews	Community Corrections	Adult Court	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
Records check	Community Corrections	Correctional Facility	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
Detention - Commitments Other Agencies	Community Corrections	Juvenile Justice Center	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00
Electronic Home Confinement	Community Corrections	Correctional Facility	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Filing Fees	County Attorney	Child Support Enforcement	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
4x6 Color Photo Reprints (each)	County Attorney	County Attorney	\$1.50	\$0.00	\$1.50	\$0.00	\$1.50
Blu-Ray	County Attorney	County Attorney	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Blu-Ray Dual Layer	County Attorney	County Attorney	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Cassettes	County Attorney	County Attorney	\$18.00	\$0.00	\$18.00	\$0.00	\$18.00
CD-ROM(s)	County Attorney	County Attorney	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Color Photocopies of Photos (per sheet)	County Attorney	County Attorney	\$1.50	\$0.00	\$1.50	\$0.00	\$1.50
Dual Layer DVD	County Attorney	County Attorney	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
DVD	County Attorney	County Attorney	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Flash Drive (128 GB)	County Attorney	County Attorney	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
Flash Drive (16 GB)	County Attorney	County Attorney	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Flash Drive (32 GB)	County Attorney	County Attorney	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Flash Drive (64 GB)	County Attorney	County Attorney	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Portable Hard Drive - 1TB	County Attorney	County Attorney	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
Portable Hard Drive - 2TB	County Attorney	County Attorney	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00
Portable Hard Drive - 4TB	County Attorney	County Attorney	\$0.00	\$220.00	\$220.00	\$0.00	\$220.00
Portable Hard Drive - 5TB	County Attorney	County Attorney	\$0.00	\$260.00	\$260.00	\$0.00	\$260.00
Regular Photocopies (per sheet)	County Attorney	County Attorney	\$0.25	\$0.00	\$0.25	\$0.00	\$0.25

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Videotape(s)	County Attorney	County Attorney	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Washington Cty Commitments - Civil Commitments and Neuroleptic Treatment	County Attorney	County Attorney	\$1,870.00	\$0.00	\$1,870.00	\$0.00	\$1,870.00
Washington Cty Commitments - Civil Commitments	County Attorney	County Attorney	\$1,320.00	\$0.00	\$1,320.00	\$0.00	\$1,320.00
Diversion Fees	County Attorney	Law Office	\$55.00	\$0.00	\$55.00	\$0.00	\$55.00
Jarvis Hearing Fees (Attorney General)	County Attorney	Law Office	\$516.00	\$0.00	\$516.00	\$0.00	\$516.00
Jarvis Hearing Fees (Hospitals)	County Attorney	Law Office	\$516.00	\$0.00	\$516.00	\$0.00	\$516.00
Adm.Cost Reimbursement (Life & Disability insurance)	County Manager	Human Resources	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Adm.Cost Reimbursement (Life insurance only)	County Manager	Human Resources	\$2.50	\$0.00	\$2.50	\$0.00	\$2.50
Adm.Cost Reimbursement (Per employee monthly fee)	County Manager	Human Resources	\$9.25	\$0.00	\$9.25	\$0.00	\$9.25
Collection Fees (Retiree insurance late fee)	County Manager	Human Resources	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
MetroPass Sales	County Manager	Human Resources	\$48.50	\$0.00	\$48.50	\$0.00	\$48.50
Photocopies (per page) of documents	County Manager	Human Resources	\$0.25	\$0.00	\$0.25	\$0.00	\$0.25
Credit Card Processing Fee	Countywide	Countywide	Per terms	Per terms	Per terms	Per terms	Per terms
Admin Costs Reimbursement	District Court	District Court	\$379.00	\$0.00	\$379.00	\$0.00	\$379.00
Radio Support Fees	Emergency Communications	Emergency Communications	\$3.12	\$0.00	\$3.12	\$0.00	\$3.12
Patient Fees - Welfare	Lake Owasso Residence	Lake Owasso Residence	381.94	\$0.00	\$381.94	\$0.00	\$381.94
Autopsies	Medical Examiner	Medical Examiner	\$1,550.00	\$0.00	\$1,550.00	\$0.00	\$1,550.00
Body Bag	Medical Examiner	Medical Examiner	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
CD-Autopsy Photographs	Medical Examiner	Medical Examiner	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Copies of Autopsy Reports	Medical Examiner	Medical Examiner	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Copies of External Exams	Medical Examiner	Medical Examiner	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Cremation Approval	Medical Examiner	Medical Examiner	\$50.00	\$25.00	\$75.00	\$0.00	\$75.00
External Examinations	Medical Examiner	Medical Examiner	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00
Homicide Fee	Medical Examiner	Medical Examiner	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
Xerox Copies	Medical Examiner	Medical Examiner	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
Prints/Copies (B&W)	Libraries	Libraries	\$0.20	\$0.00	\$0.20	\$0.00	\$0.20

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Prints/Copies (Color)	Libraries	Libraries	\$0.75	\$0.00	\$0.75	\$0.00	\$0.75
Replacement Library Card	Libraries	Libraries	\$2.00	\$0.00	\$2.00	\$0.00	\$2.00
Returned Check Fee	Libraries	Libraries	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Rental Book Fee	Libraries	Libraries	\$0.25	\$0.25	\$0.50	\$0.00	\$0.50
Revenue Recapture Fee	Libraries	Libraries	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Cancellation Fee	Parks & Recreation	Administration	\$32.00	\$5.00	\$37.00	\$0.00	\$37.00
Convenience Fee	Parks & Recreation	Administration	3%	\$0.00	3%	\$0.00	3%
Late Fee	Parks & Recreation	Administration	\$25.00	\$5.00	\$25.00	\$0.00	\$25.00
NSF Fee	Parks & Recreation	Administration	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Transfer Fee	Parks & Recreation	Administration	\$15.00	\$5.00	\$20.00	\$0.00	\$20.00
10 Pass Family Card	Parks & Recreation	Battle Creek Waterworks	\$60.00	\$15.00	\$75.00	\$0.00	\$75.00
Adult/Child Admission	Parks & Recreation	Battle Creek Waterworks	\$7.00	\$2.00	\$9.00	\$0.00	\$9.00
Adult/Child Admission (after 5:00pm)	Parks & Recreation	Battle Creek Waterworks	\$5.00	\$2.00	\$7.00	\$0.00	\$7.00
Advance Group Reservation	Parks & Recreation	Battle Creek Waterworks	\$6.00	\$2.00	\$8.00	\$0.00	\$8.00
Tot Time Admission (Tues, 9:30am-10:30am)	Parks & Recreation	Battle Creek Waterworks	\$2.50	\$1.50	\$4.00	\$0.00	\$4.00
Extended Admission (Tot Time + Autism Friendly Hour)	Parks & Recreation	Battle Creek Waterworks	\$4.50	\$0.50	\$5.00	\$0.00	\$5.00
Autism Friendly Hour (Sun, 9:30am-10:30am)	Parks & Recreation	Battle Creek Waterworks	\$7.00	-\$3.00	\$4.00	\$0.00	\$4.00
Party Zone Reservation (2 hour)	Parks & Recreation	Battle Creek Waterworks	NEW	\$100.00	\$100.00	\$0.00	\$100.00
Party Zone Reservation (Morning Half Day 11:30a - 3:30p)	Parks & Recreation	Battle Creek Waterworks	NEW	\$200.00	\$200.00	\$0.00	\$200.00
Party Zone Reservation (Afternoon Half Day 4p - 7p)	Parks & Recreation	Battle Creek Waterworks	NEW	\$150.00	\$150.00	\$0.00	\$150.00
Natural Snow - Annual Pass	Parks & Recreation	Battle Creek Winter Recreation	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Natural Snow - Daily Pass	Parks & Recreation	Battle Creek Winter Recreation	\$6.00	\$0.00	\$6.00	\$0.00	\$6.00
Snowmaking - Annual Pass (All Access)	Parks & Recreation	Battle Creek Winter Recreation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
Snowmaking - Daily Pass (All Access)	Parks & Recreation	Battle Creek Winter Recreation	\$15.00	-\$3.00	\$12.00	\$0.00	\$12.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Student - Annual Pass (All Access)	Parks & Recreation	Battle Creek Winter Recreation	\$40.00	\$5.00	\$45.00	\$0.00	\$45.00
Student - Daily Pass (All Access)	Parks & Recreation	Battle Creek Winter Recreation	\$9.00	\$0.00	\$9.00	\$0.00	\$9.00
Annual All-Access Ski Pass - Additional Household Member	Parks & Recreation	Battle Creek Winter Recreation	\$40.00	\$5.00	\$45.00	\$0.00	\$45.00
Learn to Ski	Parks & Recreation	Battle Creek Winter Recreation	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
Senior Ski	Parks & Recreation	Battle Creek Winter Recreation	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Ski Pass: Under 13 Free	Parks & Recreation	Battle Creek Winter Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Weekday: Open Course Meet Fee	Parks & Recreation	Battle Creek Winter Recreation	\$320.00	\$30.00	\$350.00	\$0.00	\$350.00
Weekday: Exclusive Ski Meet Fee	Parks & Recreation	Battle Creek Winter Recreation	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Equipment Rental-Skis/Snowshoes	Parks & Recreation	Battle Creek Winter Recreation	\$12.00	\$0.00	\$12.00	\$0.00	\$12.00
Weekend Ski Race Less than 200 Participants, Under 2 Hours	Parks & Recreation	Battle Creek Winter Recreation	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00
Weekend Ski Race Over 200 Participants, Under 4 Hours	Parks & Recreation	Battle Creek Winter Recreation	\$1,500.00	\$5.00	\$1500.00	\$0.00	\$1,500.00
Additional Fee Over 4 Hours	Parks & Recreation	Battle Creek Winter Recreation	\$200/Hour	\$200/Hour	\$200/Hour	\$200/Hour	\$200/Hour
Fat Tire Bike Pass	Parks & Recreation	Battle Creek Winter Recreation	NEW	\$35.00	\$35.00	\$0.00	\$35.00
18 Hole	Parks & Recreation	Goodrich Golf Course	\$1-\$45	Variable Change	\$1-\$50	Variable Change	\$1-\$50
18 Hole Golf Cart	Parks & Recreation	Goodrich Golf Course	\$1-\$50	Variable Change	\$1-\$50	Variable Change	\$1-\$50
18 Hole Golf Cart Disability	Parks & Recreation	Goodrich Golf Course	\$1-\$30	Variable Change	\$1-\$50	Variable Change	\$1-\$50
18 Hole Golf Cart Senior	Parks & Recreation	Goodrich Golf Course	\$1-\$45	Variable Change	\$1-\$50	Variable Change	\$1-\$50
18 Hole Junior	Parks & Recreation	Goodrich Golf Course	\$1-\$25	Variable Change	\$1-\$35	Variable Change	\$1-\$35
18 Hole Patron	Parks & Recreation	Goodrich Golf Course	\$1-\$40	Variable Change	\$1-\$45	Variable Change	\$1-\$45

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
18 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Goodrich Golf Course	\$1-\$35	Variable Change	\$1-\$45	Variable Change	\$1-\$45
9 Hole	Parks & Recreation	Goodrich Golf Course	\$1-\$35	Variable Change	\$1-\$45	Variable Change	\$1-\$45
9 Hole Golf Cart	Parks & Recreation	Goodrich Golf Course	\$1-\$40	Variable Change	\$1-\$40	Variable Change	\$1-\$40
9 Hole Golf Cart Disability	Parks & Recreation	Goodrich Golf Course	\$1-\$30	\$0.00	\$1-\$30	\$0.00	\$1-\$30
9 Hole Golf Cart Senior	Parks & Recreation	Goodrich Golf Course	\$1-\$30	\$0.00	\$1-\$30	\$0.00	\$1-\$30
9 Hole Junior	Parks & Recreation	Goodrich Golf Course	\$1-\$25	\$0.00	\$1-\$25	\$0.00	\$1-\$25
9 Hole Patron	Parks & Recreation	Goodrich Golf Course	\$1-\$25	Variable Change	\$1-\$35	Variable Change	\$1-\$35
9 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Goodrich Golf Course	\$1-\$25	Variable Change	\$1-\$30	Variable Change	\$1-\$30
Junior Season Pass	Parks & Recreation	Goodrich Golf Course	\$545.00	\$5.00	\$550.00	\$50.00	\$600.00
Patron Card	Parks & Recreation	Goodrich Golf Course	\$50.00	\$15.00	\$65.00	\$10.00	\$75.00
Regular Season Pass	Parks & Recreation	Goodrich Golf Course	\$1,800.00	\$200.00	\$2,000.00	\$200.00	\$2,200.00
Senior Season Pass	Parks & Recreation	Goodrich Golf Course	\$1,600.00	\$200.00	\$1,800.00	\$100.00	\$1,900.00
Specialty Pass (Military, Family, Couples)	Parks & Recreation	Goodrich Golf Course	\$0-\$300	\$0.00	\$0-\$300	\$0.00	\$0-\$300
Twilight	Parks & Recreation	Goodrich Golf Course	\$1-\$30	Variable Change	\$1-\$35	Variable Change	\$1-\$35
9 Hole Golf Cart	Parks & Recreation	Island Lake Golf Course	\$1-\$40	\$0.00	\$1-\$40	\$0.00	\$1-\$40
9 Hole Golf Cart Senior	Parks & Recreation	Island Lake Golf Course	\$1-\$30	Variable Change	\$1-\$40	Variable Change	\$1-\$40
9 Hole Junior/Military/Senior	Parks & Recreation	Island Lake Golf Course	\$1-\$25	\$0.00	\$1-\$25	\$0.00	\$1-\$25
Range Basket Jumbo	Parks & Recreation	Island Lake Golf Course	\$15.00	Variable Change	\$15-25	Variable Change	\$15-25
Range Basket Large	Parks & Recreation	Island Lake Golf Course	\$10-\$15	Variable Change	\$10-\$18	Variable Change	\$10-\$18
Range Basket Medium	Parks & Recreation	Island Lake Golf Course	NEW	\$8-\$15	\$8-\$15	Variable Change	\$8-\$15
Range Basket Small	Parks & Recreation	Island Lake Golf Course	\$5-\$10	\$0.00	\$5-\$10	\$0.00	\$5-\$10

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Minature Golf - Adult	Parks & Recreation	Island Lake Golf Course	\$1-\$20	\$0.00	\$1-\$20	\$0.00	\$1-\$20
Minature Golf - Senior & Junior	Parks & Recreation	Island Lake Golf Course	\$1-\$20	\$0.00	\$1-\$20	\$0.00	\$1-\$20
Glow Golf	Parks & Recreation	Island Lake Golf Course	\$1-\$20	\$0.00	\$1-\$20	\$0.00	\$1-\$20
18 Hole	Parks & Recreation	Keller Golf Course	\$1-\$65	Variable Change	\$1-\$75	Variable Change	\$1-\$75
18 Hole Golf Cart	Parks & Recreation	Keller Golf Course	\$1-\$50	\$0.00	\$1-\$50	\$0.00	\$1-\$50
18 Hole Golf Cart Disability	Parks & Recreation	Keller Golf Course	\$1-\$35	Variable Change	\$1-\$50	\$0.00	\$1-\$50
18 Hole Golf Cart Senior	Parks & Recreation	Keller Golf Course	\$1-\$45	Variable Change	\$1-\$50	Variable Change	\$1-\$50
18 Hole Junior	Parks & Recreation	Keller Golf Course	\$1-\$40	\$0.00	\$1-\$40	\$0.00	\$1-\$40
18 Hole Patron	Parks & Recreation	Keller Golf Course	\$1-\$55	Variable Change	\$1-\$60	Variable Change	\$1-\$60
18 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Keller Golf Course	\$1-\$50	\$0.00	\$1-\$50	\$0.00	\$1-\$50
9 Hole	Parks & Recreation	Keller Golf Course	\$1-\$40	\$0.00	\$1-\$40	\$0.00	\$1-\$40
9 Hole Golf Cart	Parks & Recreation	Keller Golf Course	\$1-\$45	\$0.00	\$1-\$45	\$0.00	\$1-\$45
9 Hole Golf Cart Disability	Parks & Recreation	Keller Golf Course	\$1-\$35	\$0.00	\$1-\$35	\$0.00	\$1-\$35
9 Hole Golf Cart Senior	Parks & Recreation	Keller Golf Course	\$1-\$35	\$0.00	\$1-\$35	\$0.00	\$1-\$35
9 Hole Junior	Parks & Recreation	Keller Golf Course	\$1-\$30	\$0.00	\$1-\$30	\$0.00	\$1-\$30
9 Hole Patron	Parks & Recreation	Keller Golf Course	\$1-\$40	\$0.00	\$1-\$40	\$0.00	\$1-\$40
9 Hole Senior	Parks & Recreation	Keller Golf Course	\$1-\$40	\$0.00	\$1-\$40	\$0.00	\$1-\$40
Dynamic Pricing	Parks & Recreation	Keller Golf Course	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Junior Season Pass	Parks & Recreation	Keller Golf Course	\$500.00	\$50.00	\$550.00	\$50.00	\$600.00
Patron Card	Parks & Recreation	Keller Golf Course	\$55.00	\$10.00	\$65.00	\$10.00	\$75.00
Range Basket Large	Parks & Recreation	Keller Golf Course	\$10-\$15	Variable Change	\$10-\$20	Variable Change	\$10-\$20

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Range Basket Small	Parks & Recreation	Keller Golf Course	\$5-\$10	Variable Change	\$5-\$15	Variable Change	\$5-\$15
Range Pass	Parks & Recreation	Keller Golf Course	\$40-\$50	\$0.00	\$40-\$50	\$0.00	\$40-\$50
Regular Season Pass	Parks & Recreation	Keller Golf Course	\$1,800.00	\$200.00	\$2,000.00	\$200.00	\$2,200.00
Senior Season Pass	Parks & Recreation	Keller Golf Course	\$1,600.00	\$200.00	\$1,800.00	\$100.00	\$1,900.00
Specialty Pass (Military, Family, Couples)	Parks & Recreation	Keller Golf Course	\$0-\$300	\$0.00	\$0-\$300	\$0.00	\$0-\$300
Twilight	Parks & Recreation	Keller Golf Course	\$1-\$40	Variable Change	\$1-\$45	Variable Change	\$1-\$50
18 Hole	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$50	Variable Change	\$1-\$60	\$0.00	\$1-\$60
18 Hole Golf Cart	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$45	\$0.00	\$1-\$45	\$0.00	\$1-\$45
18 Hole Golf Cart Disability	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$25	\$0.00	\$1-\$25	\$0.00	\$1-\$25
18 Hole Golf Cart Senior	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$40	\$0.00	\$1-\$40	\$0.00	\$1-\$40
18 Hole Junior	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$25	Variable Change	\$1-\$35	\$0.00	\$1-\$35
18 Hole Patron	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$45	Variable Change	\$1-\$50	\$0.00	\$1-\$50
18 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$35	Variable Change	\$1-\$40	Variable Change	\$1-\$45
9 Hole	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$35	Variable Change	\$1-\$40	\$0.00	\$1-\$40
9 Hole Golf Cart	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$35	Variable Change	\$1-\$45	\$0.00	\$1-\$45
9 Hole Golf Cart Disability	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$25	\$0.00	\$1-\$25	\$0.00	\$1-\$25
9 Hole Golf Cart Senior	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$25	Variable Change	\$1-\$35	\$0.00	\$1-\$35
9 Hole Junior	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$25	Variable Change	\$1-\$40	\$0.00	\$1-\$40
9 Hole Patron	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$30	Variable Change	\$1-\$35	Variable Change	\$1-\$40
9 Hole Senior	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$25	Variable Change	\$1-\$30	\$0.00	\$1-\$30

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Dynamic Pricing	Parks & Recreation	Manitou Ridge Golf Course	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Junior Season Pass	Parks & Recreation	Manitou Ridge Golf Course	\$500.00	\$50.00	\$550.00	\$50.00	\$600.00
Patron Card	Parks & Recreation	Manitou Ridge Golf Course	\$50.00	\$15.00	\$65.00	\$10.00	\$75.00
Range Basket Large	Parks & Recreation	Manitou Ridge Golf Course	\$9-\$15	Variable Change	\$10-\$15	\$0.00	\$10-\$15
Range Basket Small	Parks & Recreation	Manitou Ridge Golf Course	\$5-\$10	Variable Change	\$5-\$12	\$0.00	\$5-\$12
Range Pass	Parks & Recreation	Manitou Ridge Golf Course	\$40-\$50	\$0.00	\$40-\$50	\$0.00	\$40-\$50
Regular Season Pass	Parks & Recreation	Manitou Ridge Golf Course	\$1,800.00	\$200.00	\$2,000.00	\$200.00	\$2,200.00
Senior Season Pass	Parks & Recreation	Manitou Ridge Golf Course	\$1,600.00	\$200.00	\$1,800.00	\$100.00	\$1,900.00
Specialty Pass (Military, Family, Couples)	Parks & Recreation	Manitou Ridge Golf Course	\$0-\$300	\$0.00	\$0-\$300	\$0.00	\$0-\$300
Twilight	Parks & Recreation	Manitou Ridge Golf Course	\$1-\$30	Variable Change	\$1-\$40	\$0.00	\$1-\$40
10% Revenue Spilt	Parks & Recreation	Park Maintenance	10.00%	\$0.00	10.00%	\$0.00	10.00%
Bald Eagle - Shelter #1 (max 60)	Parks & Recreation	Park Maintenance	\$142.00	\$7.00	\$149.00	\$0.00	\$149.00
Battle Creek - Pavilion (max 500)	Parks & Recreation	Park Maintenance	\$515.00	\$25.00	\$540.00	\$0.00	\$540.00
Battle Creek - Pavilion North (max 150)	Parks & Recreation	Park Maintenance	\$258.00	\$12.00	\$270.00	\$0.00	\$270.00
Battle Creek - Pavilion South (max 250)	Parks & Recreation	Park Maintenance	\$258.00	\$12.00	\$270.00	\$0.00	\$270.00
Battle Creek - Shelter (max 75)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Beaver - Shelter (max 30)	Parks & Recreation	Park Maintenance	\$60.00	\$3.00	\$63.00	\$0.00	\$63.00
Cancellation Fee	Parks & Recreation	Park Maintenance	\$35.00	\$2.00	\$37.00	\$0.00	\$37.00
Fee-Based Public Program	Parks & Recreation	Park Maintenance	\$5-\$50	\$0.00	\$5-\$50	\$0.00	\$5-\$50
Island Lake - Shelter #1 (max 100)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Island Lake - Shelter #2 (max 100)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Island Lake - Shelter #3 (max 50)	Parks & Recreation	Park Maintenance	\$97.00	\$4.00	\$101.00	\$0.00	\$101.00
Keller Golfview - Shelter #4 (max 75)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Keller Golfview - Shelter #5 (max 75)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Keller Golfview - Shelter #6 (max 125)	Parks & Recreation	Park Maintenance	\$258.00	\$12.00	\$270.00	\$0.00	\$270.00
Keller Lakeside - Shelter #2 (max 50)	Parks & Recreation	Park Maintenance	\$125.00	\$6.00	\$131.00	\$0.00	\$131.00
Keller Lower - Shelter #3 (max 50)	Parks & Recreation	Park Maintenance	\$125.00	\$6.00	\$131.00	\$0.00	\$131.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Keller Round - Shelter #7 (max 50)	Parks & Recreation	Park Maintenance	\$125.00	\$6.00	\$131.00	\$0.00	\$131.00
Lake Owasso - Shelter #1 (max 50)	Parks & Recreation	Park Maintenance	\$125.00	\$0.00	\$125.00	\$6.00	\$131.00
Large Event Dumpster Fee	Parks & Recreation	Park Maintenance	\$116.00	\$5.00	\$121.00	\$0.00	\$121.00
Long Lake - Pavilion (max 500)	Parks & Recreation	Park Maintenance	\$515.00	\$25.00	\$540.00	\$0.00	\$540.00
Long Lake - Lions Park Shelter #2 (max 150)	Parks & Recreation	Park Maintenance	\$258.00	\$12.00	\$270.00	\$0.00	\$270.00
Long Lake - Shelter #1 (max 50)	Parks & Recreation	Park Maintenance	\$125.00	\$6.00	\$131.00	\$0.00	\$131.00
McCarrons - Shelter #1 (max 50)	Parks & Recreation	Park Maintenance	\$125.00	\$6.00	\$131.00	\$0.00	\$131.00
Non-Profit /School Group Weekday Discount	Parks & Recreation	Park Maintenance	\$34.00	Variable Change	50%	\$0.00	50%
Snail Lake - Pavilion (max 200)	Parks & Recreation	Park Maintenance	\$406.00	\$20.00	\$426.00	\$0.00	\$426.00
Snail Lake - Shelter (max 50)	Parks & Recreation	Park Maintenance	\$125.00	\$6.00	\$131.00	\$0.00	\$131.00
Special Use Filming Production (less than 6 people)	Parks & Recreation	Park Maintenance	\$263.00	\$13.00	\$276.00	\$0.00	\$276.00
Special Use Filming Production (over 15 people)	Parks & Recreation	Park Maintenance	by contract	by contract	by contract	by contract	by contract
Special Use Permit Fee	Parks & Recreation	Park Maintenance	\$68.00	\$3.00	\$71.00	\$0.00	\$71.00
Special Use Permit Filming Production (6-15 people)	Parks & Recreation	Park Maintenance	\$441.00	\$0.00	\$441.00	\$0.00	\$441.00
Special Use Permit-Comm.Photographer	Parks & Recreation	Park Maintenance	\$160.00	Variable Change	by contract	Variable Change	by contract
Special Use Permit-Run/Race Event	Parks & Recreation	Park Maintenance	\$168.00	\$8.00	\$176.00	\$0.00	\$176.00
Special Use Permit-Utility Hook Up	Parks & Recreation	Park Maintenance	\$68.00	\$3.00	\$71.00	\$0.00	\$71.00
Special Use-Amplified Music (per day)	Parks & Recreation	Park Maintenance	\$100.00	\$5.00	\$105.00	\$0.00	\$105.00
Sucker Lake - Shelter #1 (max 80)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Sucker Lake - Shelter #2 (max 80)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Tony Schmidt - Pavilion (max 125)	Parks & Recreation	Park Maintenance	\$340.00	\$17.00	\$357.00	\$0.00	\$357.00
Tony Schmidt - Shelter (max 75)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Transfer fee	Parks & Recreation	Park Maintenance	\$15.00	\$5.00	\$20.00	\$0.00	\$20.00
Turtle Lake - Shelter (max 75)	Parks & Recreation	Park Maintenance	\$184.00	\$9.00	\$193.00	\$0.00	\$193.00
Vendor Permit	Parks & Recreation	Park Maintenance	10% of sales	\$0.00	10% of sales	\$0.00	10% of sales
Advertising	Parks & Recreation	Public Ice Arenas	\$50-\$10,000	\$0.00	\$50-\$10,000	\$0.00	\$50-\$10,000
Advertising Center Ice Circle	Parks & Recreation	Public Ice Arenas	\$500-\$5,000	\$0.00	\$500-\$5,000	\$0.00	\$500-\$5,000
Advertising Dasherboard	Parks & Recreation	Public Ice Arenas	\$500-\$2,500	\$0.00	\$500-\$2,500	\$0.00	\$500-\$2,500

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Advertising Panel (4'x8')	Parks & Recreation	Public Ice Arenas	\$500-\$2,500	\$0.00	\$500-\$2,500	\$0.00	\$500-\$2,500
Advertising Zamboni (wraps)	Parks & Recreation	Public Ice Arenas	\$500-\$2,500	\$0.00	\$500-\$2,500	\$0.00	\$500-\$2,500
Concert Food/Bar/Merchandise	Parks & Recreation	Public Ice Arenas	10%-25%	\$0.00	10%-25%	\$0.00	10%-25%
Dry Floor - Graduation Rain Backup Date	Parks & Recreation	Public Ice Arenas	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Dry Floor Hourly Rental	Parks & Recreation	Public Ice Arenas	\$50-\$500	Variable Change	\$50-\$575	\$0.00	\$50-\$575
Dry Floor Show Power	Parks & Recreation	Public Ice Arenas	\$200.00	\$10.00	\$210.00	\$0.00	\$210.00
Dry Floor-Curtain	Parks & Recreation	Public Ice Arenas	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Dry Floor-Graduation Package	Parks & Recreation	Public Ice Arenas	\$4,000.00	\$200.00	\$4,200.00	\$0.00	\$4,200.00
Dry Floor-Stage Rental	Parks & Recreation	Public Ice Arenas	\$300-\$800	\$0.00	\$300-\$800	\$0.00	\$300-\$800
Extra Cleaning Fee	Parks & Recreation	Public Ice Arenas	\$35.00-\$250.0	\$0.00	\$35.00-\$250.0	\$0.00	\$35.00-\$250.0
Facility Overrun Fee per hour	Parks & Recreation	Public Ice Arenas	\$50-\$500	\$0.00	\$50-\$500	\$0.00	\$50-\$500
Facility Rental-Admissions Event	Parks & Recreation	Public Ice Arenas	\$500-\$5,500	\$0.00	\$500-\$5,775	\$0.00	\$500-\$5,775
Facility Rental-Non-Admissions Event	Parks & Recreation	Public Ice Arenas	\$500-\$10,000	\$0.00	\$500-\$10,000	\$0.00	\$500-\$10,000
Fire Ice Sale Summer/Winter	Parks & Recreation	Public Ice Arenas	\$110.00 - \$130.00	Variable Change	\$110-\$135	\$0.00	\$110-\$135
High School Hockey Game Rental	Parks & Recreation	Public Ice Arenas	\$250.00	\$10.00	\$260.00	\$0.00	\$260.00
Ice Deck installation/Removal	Parks & Recreation	Public Ice Arenas	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00
Meeting/Party Room	Parks & Recreation	Public Ice Arenas	\$20-\$200	\$0.00	\$20-\$200	\$0.00	\$20-\$200
Open Hockey	Parks & Recreation	Public Ice Arenas	\$5-\$25	Variable Change	\$0-\$25	\$0.00	\$0-\$25
Open Skating	Parks & Recreation	Public Ice Arenas	\$5-\$25	Variable Change	\$0-\$25	\$0.00	\$0-\$25
Parking Lot Event	Parks & Recreation	Public Ice Arenas	\$55-\$5,000	Variable Change	\$60-\$5,000	\$0.00	\$60-\$5,000
Prime Game Operations Fee	Parks & Recreation	Public Ice Arenas	\$225.00	\$25.00	\$250.00	\$0.00	\$250.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Programming Events	Parks & Recreation	Public Ice Arenas	\$195.00	\$0.00	\$195.00	\$0.00	\$195.00
Public Open/Group/Drop In Reservations	Parks & Recreation	Public Ice Arenas	\$2-\$15	\$0.00	\$2-\$15	\$0.00	\$2-\$15
Set up fee per chair	Parks & Recreation	Public Ice Arenas	\$1.50-\$2.50	\$0.00	\$1.50-\$2.50	\$0.00	\$1.50-\$2.50
Set up fee per table	Parks & Recreation	Public Ice Arenas	\$5-\$15	\$0.00	\$5-\$15	\$0.00	\$5-\$15
Skate Rental / Sharpening	Parks & Recreation	Public Ice Arenas	\$10.00	Variable Change	\$0-\$10	\$0.00	\$0-\$10
Special Event	Parks & Recreation	Public Ice Arenas	\$500-\$20,000	\$0.00	\$500-\$20,000	\$0.00	\$500-\$20,000
Sponsorship Packages	Parks & Recreation	Public Ice Arenas	\$1,000-\$20,000	\$0.00	\$1,000-\$20,000	\$0.00	\$1,000-\$20,000
Spring-Summer Ice Non-Prime Time	Parks & Recreation	Public Ice Arenas	\$150-\$180	\$0.00	\$150-\$180	\$0.00	\$150-\$180
Spring-Summer Ice Prime Time	Parks & Recreation	Public Ice Arenas	\$190.00	\$10.00	\$200.00	\$0.00	\$200.00
Synthetic Ice (per hour)	Parks & Recreation	Public Ice Arenas	\$25.00	\$1.00	\$26.00	\$0.00	\$26.00
Tournament Ice Rental	Parks & Recreation	Public Ice Arenas	\$250-\$300	Variable Change	\$260.00	\$0.00	\$260.00
Use Fee-per chair	Parks & Recreation	Public Ice Arenas	\$.50-\$5.00	\$0.00	\$.50-\$5.00	\$0.00	\$.50-\$5.00
Use Fee-per table	Parks & Recreation	Public Ice Arenas	\$.50-\$5.00	\$0.00	\$.50-\$5.00	\$0.00	\$.50-\$5.00
Winter Non-Prime Time Ice Rental	Parks & Recreation	Public Ice Arenas	\$135-\$235	\$0.00	\$135-\$235	\$0.00	\$135-\$235
Winter Prime Time Ice Rental	Parks & Recreation	Public Ice Arenas	\$230.00	\$10.00	\$240.00	\$0.00	\$240.00
Conservation Design Technical Service	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
Erosion Control Insp. and SWPPP	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
GIS Services	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
Groundwater Protection	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
Invasive Plant Tech. Serv.	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Lake Aquatic Plant surveys	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
MS4 Permit assistance	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
Native Vegetation BMP Tech Serv	Parks & Recreation	Soil and Water Conservation	\$80.00	\$5.00	\$85.00	\$0.00	\$85.00
Garden House Rental/ Combined Classrooms (per hour)	Parks & Recreation	Tamarack Nature Center	\$100.00	\$100.00	\$200.00	\$0.00	\$200.00
Classroom Rental-Normal Business Hrs (per hour)	Parks & Recreation	Tamarack Nature Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Animal Program add on to Facility Rental (25 minutes)	Parks & Recreation	Tamarack Nature Center	NEW	\$75.00	\$75.00	\$0.00	\$75.00
Hike with Staff added to Facility Rental (30 mins)	Parks & Recreation	Tamarack Nature Center	NEW	\$50.00	\$50.00	\$0.00	\$50.00
Technology added to Facility Rental	Parks & Recreation	Tamarack Nature Center	NEW	\$50.00	\$50.00	\$0.00	\$50.00
Day Camp (1/2 day rate)	Parks & Recreation	Tamarack Nature Center	\$30.00	\$3.00	\$33.00	\$2.00	\$35.00
Day Camp (daily rate)	Parks & Recreation	Tamarack Nature Center	\$60.00	\$6.00	\$66.00	\$4.00	\$70.00
Equipment Rental-Orienteering	Parks & Recreation	Tamarack Nature Center	\$4.00	Variable Change	\$0 - \$4.00	\$0.00	\$0 - \$4.00
Equipment Rental-Skis/Snowshoes (per 2 hours)	Parks & Recreation	Tamarack Nature Center	\$12.00	\$0.00	\$12.00	\$0.00	\$12.00
Equipment Rental-Skis/Snowshoes (w/instruction)	Parks & Recreation	Tamarack Nature Center	\$7.00	\$0.00	\$7.00	\$0.00	\$7.00
Home School Field Trip (2 hours)	Parks & Recreation	Tamarack Nature Center	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
K-12 Schools Field Trip (per student)	Parks & Recreation	Tamarack Nature Center	\$6.00	\$0.00	\$6.00	\$0.00	\$6.00
Outreach Programs (additional hour/staff)	Parks & Recreation	Tamarack Nature Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
Outreach Programs (travel fee<15 miles)	Parks & Recreation	Tamarack Nature Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Outreach Programs (travel fee>15 miles, max 60 miles)	Parks & Recreation	Tamarack Nature Center	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Outreach Programs 30 participants or fewer	Parks & Recreation	Tamarack Nature Center	\$185.00	\$0.00	\$185.00	\$0.00	\$185.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Outreach Programs 31-60 participants	Parks & Recreation	Tamarack Nature Center	\$275.00	\$0.00	\$275.00	\$0.00	\$275.00
Outreach Programs 61-90 participants	Parks & Recreation	Tamarack Nature Center	NEW	\$365.00	\$365.00	\$0.00	\$365.00
Booth at offsite event/festivals with live animals (1 hour)	Parks & Recreation	Tamarack Nature Center	NEW	\$75.00	\$75.00	\$0.00	\$75.00
Parent/Child Program Adult Fee (1.25 hrs)	Parks & Recreation	Tamarack Nature Center	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Parent/Child Program Child Fee (1.25 hrs)	Parks & Recreation	Tamarack Nature Center	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Pre-K Schools Field Trip per student	Parks & Recreation	Tamarack Nature Center	\$7.00	\$0.00	\$7.00	\$0.00	\$7.00
Public Education Programs	Parks & Recreation	Tamarack Nature Center	\$7.50	\$1.50	\$9.00	\$1.00	\$10.00
Recreation Group Lesson (per hour)	Parks & Recreation	Tamarack Nature Center	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Recreation Private Lesson	Parks & Recreation	Tamarack Nature Center	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Recreation Private Lesson additional person	Parks & Recreation	Tamarack Nature Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Scout Programs	Parks & Recreation	Tamarack Nature Center	\$7.50	\$1.50	\$9.00	\$1.00	\$10.00
Specialized Adult Programs-Yoga, ect..	Parks & Recreation	Tamarack Nature Center	\$10.00	\$5.00	\$15.00	\$0.00	\$15.00
Special Events (ages 1yr and up)	Parks & Recreation	Tamarack Nature Center	\$7.50	\$1.50	\$9.00	\$1.00	\$10.00
Special Use Permit-Discovery Hollow 14 or fewer	Parks & Recreation	Tamarack Nature Center	Free	Free	Free	Free	Free
Special Use Permit-Discovery Hollow 15-30	Parks & Recreation	Tamarack Nature Center	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
Special Use Permit-Discovery Hollow 31-45	Parks & Recreation	Tamarack Nature Center	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
Special Use Permit-Discovery Hollow 46-60	Parks & Recreation	Tamarack Nature Center	\$155.00	\$0.00	\$155.00	\$0.00	\$155.00
Special Use Permit-Discovery Hollow 61-75	Parks & Recreation	Tamarack Nature Center	\$195.00	\$0.00	\$195.00	\$0.00	\$195.00
Special Use Permit-Discovery Hollow 76-105	Parks & Recreation	Tamarack Nature Center	\$290.00	\$0.00	\$290.00	\$0.00	\$290.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Special Use Permit-General	Parks & Recreation	Tamarack Nature Center	\$65.00	\$0.00	\$65.00	\$0.00	\$65.00
Summer Program Groups 106-120 (2 hours)	Parks & Recreation	Tamarack Nature Center	\$915.00	\$0.00	\$915.00	\$0.00	\$915.00
Summer Program Groups 31-45 (2 hours)	Parks & Recreation	Tamarack Nature Center	\$280.00	\$0.00	\$280.00	\$0.00	\$280.00
Summer Program Groups 46-60 (2 hours)	Parks & Recreation	Tamarack Nature Center	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
Summer Program Groups 61-75 (2 hours)	Parks & Recreation	Tamarack Nature Center	\$545.00	\$0.00	\$545.00	\$0.00	\$545.00
Summer Program Groups 76-90 (2 hours)	Parks & Recreation	Tamarack Nature Center	\$650.00	\$0.00	\$650.00	\$0.00	\$650.00
Summer Program Groups 12-30 (2 hours)	Parks & Recreation	Tamarack Nature Center	\$185.00	\$0.00	\$185.00	\$0.00	\$185.00
Summer Program Groups 91-105 (2 hours)	Parks & Recreation	Tamarack Nature Center	\$775.00	\$0.00	\$775.00	\$0.00	\$775.00
Cancellation Fee	Parks & Recreation	Tamarack Nature Center	20% of program fee	20% of program fee	20% of program fee	20% of program fee	20% of program fee
Home School**	Parks & Recreation	Tamarack Nature Center	\$5.75	\$9.25	\$15.00	\$0.00	\$15.00
K-12 Schools**	Parks & Recreation	Tamarack Nature Center	\$5.50	\$0.50	\$6.00	\$0.00	\$6.00
Outreach Programs (additional hour)	Parks & Recreation	Tamarack Nature Center	\$75.00	\$15.00	\$90.00	\$0.00	\$90.00
Outreach Programs (travel fee<10 mi)	Parks & Recreation	Tamarack Nature Center	\$20.00	\$10.00	\$30.00	\$0.00	\$30.00
Outreach Programs (travel fee>10 mi)	Parks & Recreation	Tamarack Nature Center	\$40.00	\$20.00	\$60.00	\$0.00	\$60.00
Outreach Programs-31-60 students***	Parks & Recreation	Tamarack Nature Center	\$200.00	\$75.00	\$275.00	\$0.00	\$275.00
Outreach Programs-up to 30 students***	Parks & Recreation	Tamarack Nature Center	\$125.00	\$60.00	\$185.00	\$0.00	\$185.00
Parent/Child Program Adult Fee**	Parks & Recreation	Tamarack Nature Center	\$3.50	\$1.50	\$5.00	\$0.00	\$5.00
Parent/Child Program Child Fee**	Parks & Recreation	Tamarack Nature Center	\$7.00	\$3.00	\$10.00	\$0.00	\$10.00
Pre-K Schools**	Parks & Recreation	Tamarack Nature Center	\$6.00	\$1.00	\$7.00	\$0.00	\$7.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Public Education Programs**	Parks & Recreation	Tamarack Nature Center	\$6.50	\$2.50	\$9.00	\$0.00	\$9.00
Recreation Group Lesson*	Parks & Recreation	Tamarack Nature Center	\$5.50	\$0.00	\$5.50	\$0.00	\$5.50
Recreation Private Lesson additional person	Parks & Recreation	Tamarack Nature Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Recreation Private Lesson*	Parks & Recreation	Tamarack Nature Center	\$45.00	\$15.00	\$60.00	\$0.00	\$60.00
Special Events**	Parks & Recreation	Tamarack Nature Center	\$6.50	\$2.50	\$9.00	\$0.00	\$9.00
Special Use Permit-General	Parks & Recreation	Tamarack Nature Center	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
Special Use Permit-Photography	Parks & Recreation	Tamarack Nature Center	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
Special Use Permit-Photography (Annual)	Parks & Recreation	Tamarack Nature Center	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00
Specialized Adult Program-Yoga, etc.	Parks & Recreation	Tamarack Nature Center	\$10.00	\$5.00	\$15.00	\$0.00	\$15.00
Transfer Fee - switching programs	Parks & Recreation	Tamarack Nature Center	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Batting Cages	Parks & Recreation	TCO Sports Garden	\$25.00	\$1.00	\$26.00	\$0.00	\$26.00
Fieldhouse Storage (Monthly)	Parks & Recreation	TCO Sports Garden	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Summer Prime Time Turf Full Field Rental	Parks & Recreation	TCO Sports Garden	\$165.00	\$9.00	\$174.00	\$0.00	\$174.00
Summer Turf/Ice Combo Rate	Parks & Recreation	TCO Sports Garden	\$40.00	\$2.00	\$42.00	\$0.00	\$42.00
Winter Fire Turf Practice Field	Parks & Recreation	TCO Sports Garden	\$90.00	\$5.00	\$95.00	\$0.00	\$95.00
Winter Non-Prime Time - Practice Turf Field Rental	Parks & Recreation	TCO Sports Garden	\$97.00	\$5.00	\$102.00	\$0.00	\$102.00
Winter Non-Prime Time Turf - Full Field Rental	Parks & Recreation	TCO Sports Garden	\$291.00	\$15.00	\$306.00	\$0.00	\$306.00
Winter Prime Time Turf Full Field Rental	Parks & Recreation	TCO Sports Garden	\$525.00	\$27.00	\$552.00	\$0.00	\$552.00
Winter Prime Time Turf - Practice Field Rental	Parks & Recreation	TCO Sports Garden	\$175.00	\$9.00	\$184.00	\$0.00	\$184.00
Dynamic Pricing	Parks & Recreation	Goodrich Golf Course	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amended: Floor Plan (515), Condominium (515A), CIC Plat or Amendment (515B)	Property Tax, Records and Election Services	Abstract Fees	\$0.50	\$0.00	\$0.50	\$0.00	\$0.50
Multiple Satisfaction/Assignment	Property Tax, Records and Election Services	Abstract Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Plat	Property Tax, Records and Election Services	Abstract Fees	\$56.00	\$0.00	\$56.00	\$0.00	\$56.00
Recording Document	Property Tax, Records and Election Services	Abstract Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Abatement application	Property Tax, Records and Election Services	County Assessor Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Half Section 20x30 Map	Property Tax, Records and Election Services	County Assessor Fees	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Hard Copy Medium of a GIS Map	Property Tax, Records and Election Services	County Assessor Fees	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Plotting Charge for Color or Black and White Paper 11 x 17	Property Tax, Records and Election Services	County Assessor Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Plotting Charge for Color or Black and White Paper 24 x 36	Property Tax, Records and Election Services	County Assessor Fees	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Plotting Charge for Color or Black and White Paper 30 x 36**	Property Tax, Records and Election Services	County Assessor Fees	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Plotting Charge for Color or Black and White Paper 8 1/2 x 11	Property Tax, Records and Election Services	County Assessor Fees	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
Plotting Charge for Color or Black and White Paper 8 1/2 x 14	Property Tax, Records and Election Services	County Assessor Fees	\$1.50	\$0.00	\$1.50	\$0.00	\$1.50
Quarter Section 30x30 Map	Property Tax, Records and Election Services	County Assessor Fees	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Certified Photocopy	Property Tax, Records and Election Services	County Recorder Fees	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Fax Request	Property Tax, Records and Election Services	County Recorder Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Federal Tax Lien	Property Tax, Records and Election Services	County Recorder Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Half Section 20x30 Map	Property Tax, Records and Election Services	County Recorder Fees	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Hospital Lien	Property Tax, Records and Election Services	County Recorder Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Non-certified Photocopy or duplicate original.	Property Tax, Records and Election Services	County Recorder Fees	\$2.00	\$0.00	\$2.00	\$0.00	\$2.00
Photocopy of : Floor Plan (515), Condominium (515A), CIC Plat (515B)	Property Tax, Records and Election Services	County Recorder Fees	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
Photocopy of an official plat	Property Tax, Records and Election Services	County Recorder Fees	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Photocopy of an official plat with certification (large plat size only)	Property Tax, Records and Election Services	County Recorder Fees	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
State Tax Lien	Property Tax, Records and Election Services	County Recorder Fees	No charge	\$0.00	No charge	\$0.00	No charge
State Tax Lien Release (DOR)	Property Tax, Records and Election Services	County Recorder Fees	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Uncertified Photocopy on letter or legal paper	Property Tax, Records and Election Services	County Recorder Fees	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
Well Disclosure Statement	Property Tax, Records and Election Services	County Recorder Fees	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
** Note: Fees for internet access to recorded documents will not be charged to other governmental agencies in Ramsey County.	Property Tax, Records and Election Services	Department wide		\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
CD Mailing Charge	Property Tax, Records and Election Services	Department wide	\$3.00	\$0.00	\$3.00	\$0.00	\$3.00
CD Media	Property Tax, Records and Election Services	Department wide	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Certified Photocopy*	Property Tax, Records and Election Services	Department wide	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Daily Subscription (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Document View (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
Electronic files of images - non recorded documents (CRV, etc)	Property Tax, Records and Election Services	Department wide	\$0.50	\$0.00	\$0.50	\$0.00	\$0.50
Electronic files of images - recorded documents	Property Tax, Records and Election Services	Department wide	\$0.15	\$0.00	\$0.15	\$0.00	\$0.15
Electronic files of parcel data (CAMA/TAX). Does not include images.	Property Tax, Records and Election Services	Department wide	Charge per parcel + research fee, if applicable	Charge per parcel + research fee, if applicable	Charge per parcel + research fee, if applicable	Charge per parcel + research fee, if applicable	Charge per parcel + research fee, if applicable
Half Section 20x30 Map	Property Tax, Records and Election Services	Department wide	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Monthly Subscription (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Notary (each signature)	Property Tax, Records and Election Services	Department wide	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Photocopy on Ledger size paper (11 x 17)	Property Tax, Records and Election Services	Department wide	\$1.50	\$0.00	\$1.50	\$0.00	\$1.50
Photocopy on Letter or Legal size paper (first 100 pages)**	Property Tax, Records and Election Services	Department wide	\$0.25	\$0.00	\$0.25	\$0.00	\$0.25
Quarter Section 30x30 Map	Property Tax, Records and Election Services	Department wide	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Returned Check Fee	Property Tax, Records and Election Services	Department wide	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Search (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	\$0.85	\$0.00	\$0.85	\$0.00	\$0.85
Special Requests for Research Information & Data Reports	Property Tax, Records and Election Services	Department wide	\$65.00	\$10.00	\$75.00	\$0.00	\$75.00
Tax Computation	Property Tax, Records and Election Services	Department wide	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Abstract of Votes Cast-County, City, School district	Property Tax, Records and Election Services	Election Fees	\$7.00	\$0.00	\$7.00	\$0.00	\$7.00
Abstract of Votes Cast-State	Property Tax, Records and Election Services	Election Fees	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Election District Maps: A size	Property Tax, Records and Election Services	Election Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Election District Maps: C size	Property Tax, Records and Election Services	Election Fees	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Election District Maps: E size	Property Tax, Records and Election Services	Election Fees	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Filing Fees	Property Tax, Records and Election Services	Election Fees	Variable	Variable	Variable	Variable	Variable

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Precinct Finder	Property Tax, Records and Election Services	Election Fees	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Registered Voter Certificate	Property Tax, Records and Election Services	Election Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Assessment Search	Property Tax, Records and Election Services	Property Tax Service Fees	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Auctioneer License	Property Tax, Records and Election Services	Property Tax Service Fees	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Auditor's Certificate	Property Tax, Records and Election Services	Property Tax Service Fees	\$200.00	\$100.00	\$300.00	\$0.00	\$300.00
Cemetery Filing	Property Tax, Records and Election Services	Property Tax Service Fees	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Cigarettes State Fair (Board)	Property Tax, Records and Election Services	Property Tax Service Fees	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
Confession of Judgment, issued on or after 1/02/2012	Property Tax, Records and Election Services	Property Tax Service Fees	\$100 initial setup, no charge for each payment	\$0.00	\$100 initial setup, no charge for each payment	\$0.00	\$100 initial setup, no charge for each payment
Confession of Judgment, issued prior to 1/02/2012	Property Tax, Records and Election Services	Property Tax Service Fees	\$20 initial setup, \$8 for each payment	\$0.00	\$20 initial setup, \$8 for each payment	\$0.00	\$20 initial setup, \$8 for each payment

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Confirmation of Tax Settlement	Property Tax, Records and Election Services	Property Tax Service Fees	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Contamination Tax - Adm	Property Tax, Records and Election Services	Property Tax Service Fees	5%	\$0.00	5%	\$0.00	5%
County Conservation Fee	Property Tax, Records and Election Services	Property Tax Service Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Deed Tax	Property Tax, Records and Election Services	Property Tax Service Fees	33%	0%	33%	\$0.00	33%
Delinquent Tax List Costs	Property Tax, Records and Election Services	Property Tax Service Fees	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Environmental Response Fund Tax on Deeds	Property Tax, Records and Election Services	Property Tax Service Fees	0.01%	\$0.00	0.01%	\$0.00	0.01%
Environmental Response Fund Tax on Mortgages	Property Tax, Records and Election Services	Property Tax Service Fees	0.01%	\$0.00	0.01%	\$0.00	0.01%
Intoxicating Liquor Annual License	Property Tax, Records and Election Services	Property Tax Service Fees	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
List of Largest Taxpayers	Property Tax, Records and Election Services	Property Tax Service Fees	\$65.00	\$10.00	\$75.00	\$0.00	\$75.00
Malt Liquor Annual License	Property Tax, Records and Election Services	Property Tax Service Fees	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00
Malt Liquor Seasonal License	Property Tax, Records and Election Services	Property Tax Service Fees	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Mortgage Registry Tax	Property Tax, Records and Election Services	Property Tax Service Fees	0.23%	\$0.00	\$0.00	\$0.00	\$0.00
On-Sale Liquor License - Temporary	Property Tax, Records and Election Services	Property Tax Service Fees	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Payment Search (per payment-per parcel)	Property Tax, Records and Election Services	Property Tax Service Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Precious Metal Dealers	Property Tax, Records and Election Services	Property Tax Service Fees	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
Special Assessment-City Maintained	Property Tax, Records and Election Services	Property Tax Service Fees	\$0.40	\$0.10	\$0.50	\$0.00	\$0.50
Special Assessment-County Maintained	Property Tax, Records and Election Services	Property Tax Service Fees	\$2.50	\$0.10	\$2.60	\$0.00	\$2.60
Statement of Overlapping Debt	Property Tax, Records and Election Services	Property Tax Service Fees	\$30.00	\$45.00	\$75.00	\$0.00	\$75.00
Tax Increment Initial Processing & Maintenance	Property Tax, Records and Election Services	Property Tax Service Fees	Actual cost	Actual cost	Actual cost	Actual cost	Actual cost
Tax Searches (per payment - per parcel)	Property Tax, Records and Election Services	Property Tax Service Fees	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Transient Merchant	Property Tax, Records and Election Services	Property Tax Service Fees	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Wine License - Seasonal	Property Tax, Records and Election Services	Property Tax Service Fees	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Conservation Administrative Processing Fee	Property Tax, Records and Election Services	Tax Forfeited Land fees	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Land Assurance	Property Tax, Records and Election Services	Tax Forfeited Land fees	3%	\$0.00	3%	\$0.00	3%
Repurchase Fee	Property Tax, Records and Election Services	Tax Forfeited Land fees	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
State Deed Fees	Property Tax, Records and Election Services	Tax Forfeited Land fees	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Certificate - Possessory Title	Property Tax, Records and Election Services	Title Examiner	\$255.00	\$95.00	\$350.00	\$0.00	\$350.00
Directives of Examiner	Property Tax, Records and Election Services	Title Examiner	\$100.00	\$50.00	\$150.00	\$0.00	\$150.00
Examiner of Titles - Court File Processing	Property Tax, Records and Election Services	Title Examiner	\$300.00	\$50.00	\$350.00	\$0.00	\$350.00
Amended Floor Plan	Property Tax, Records and Election Services	Torrens Fees	\$56.00	\$0.00	\$56.00	\$0.00	\$56.00
Amendment to CIC declaration and plat	Property Tax, Records and Election Services	Torrens Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Amendment to Declaration	Property Tax, Records and Election Services	Torrens Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Certified Photocopy of a plat of the Survey	Property Tax, Records and Election Services	Torrens Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Certified Photocopy of Registered Land Survey	Property Tax, Records and Election Services	Torrens Fees	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
CICCT	Property Tax, Records and Election Services	Torrens Fees	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Condition of Register (Certified)	Property Tax, Records and Election Services	Torrens Fees	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
Condominium or CIC plat or amendment	Property Tax, Records and Election Services	Torrens Fees	\$56.00	\$0.00	\$56.00	\$0.00	\$56.00
Document Transferring Certificate	Property Tax, Records and Election Services	Torrens Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Entry of Memorial Per Certificate	Property Tax, Records and Election Services	Torrens Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Exchange Certificate	Property Tax, Records and Election Services	Torrens Fees	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Original Certificate of Title or First CPT	Property Tax, Records and Election Services	Torrens Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Plat	Property Tax, Records and Election Services	Torrens Fees	\$56.00	\$0.00	\$56.00	\$0.00	\$56.00
Registered Land Survey	Property Tax, Records and Election Services	Torrens Fees	\$56.00	\$0.00	\$56.00	\$0.00	\$56.00
Residue or new additional Certificate	Property Tax, Records and Election Services	Torrens Fees	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Section 515B CIC affecting 2 or more units	Property Tax, Records and Election Services	Torrens Fees	\$46.00	\$0.00	\$46.00	\$0.00	\$46.00
Birth Certificate	Property Tax, Records and Election Services	Vital Records	\$26.00	\$0.00	\$26.00	\$0.00	\$26.00
Birth Certificate - additional photocopies	Property Tax, Records and Election Services	Vital Records	\$19.00	\$0.00	\$19.00	\$0.00	\$19.00
Birth Certificate -non certified	Property Tax, Records and Election Services	Vital Records	\$13.00	\$0.00	\$13.00	\$0.00	\$13.00
Death Certificate	Property Tax, Records and Election Services	Vital Records	\$13.00	\$0.00	\$13.00	\$0.00	\$13.00
Death Certificate - additional photocopies	Property Tax, Records and Election Services	Vital Records	\$6.00	\$0.00	\$6.00	\$0.00	\$6.00
Death Certificate - non certified	Property Tax, Records and Election Services	Vital Records	\$13.00	\$0.00	\$13.00	\$0.00	\$13.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Marriage, records	Property Tax, Records and Election Services	Vital Records	\$9.00	\$1.00	\$10.00	\$0.00	\$10.00
Marriage, Ordination	Property Tax, Records and Election Services	Vital Records	\$5.00	\$15.50	\$20.00	\$0.00	\$20.00
Marriage License	Property Tax, Records and Election Services	Vital Records	\$115.00	\$0.00	\$115.00	\$0.00	\$115.00
< 10 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	\$2,186.00	\$44.00	\$2,230.00	\$45.00	\$2,275.00
< 10 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	\$2,033.00	\$41.00	\$2,074.00	\$41.00	\$2,115.00
< 10,000 cubic Yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	\$1,434.00	\$29.00	\$1,463.00	\$29.00	\$1,492.00
< 10,000 cubic Yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	\$1,314.00	\$26.00	\$1,340.00	\$27.00	\$1,367.00
< 50	Public Health	One-Time Generation - fees are non cumulative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
< or =10 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
</=10 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
> 100,000 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
> 1000 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	\$18,895.00	\$378.00	\$19,273.00	\$385.00	\$19,658.00
> 1000 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	\$17,260.00	\$345.00	\$17,605.00	\$352.00	\$17,957.00
> 300,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	\$8,736.00	\$175.00	\$8,911.00	\$178.00	\$9,089.00
> 300,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	\$7,685.00	\$154.00	\$7,839.00	\$157.00	\$7,996.00
>100,000 gallons/ per gallon charge	Public Health	Sewered Hazardous Waste - fees are cumulative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
>100,000 gssllons/per gallon charge	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
1,001 – 2,640	Public Health	One-Time Generation - fees are non cumulative	\$394.00	\$8.00	\$402.00	\$8.00	\$410.00
1,001 to 10,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$0.65	\$0.00	\$0.65	\$0.00	\$0.65
10 to 100 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	\$4,031.00	\$81.00	\$4,112.00	\$82.00	\$4,194.00
10 to 100 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	\$3,778.00	\$76.00	\$3,854.00	\$77.00	\$3,931.00
10,000 to 50,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	\$2,053.00	\$41.00	\$2,094.00	\$42.00	\$2,136.00
10,001 to 50,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	\$2,198.00	\$44.00	\$2,242.00	\$45.00	\$2,287.00
10,001 to 50,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$0.27	\$0.00	\$0.27	\$0.00	\$0.27
10,001 to 50,000 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	\$0.12	\$0.00	\$0.12	\$0.00	\$0.12

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
100,001 to 200,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	\$4,170.00	\$83.00	\$4,253.00	\$85.00	\$4,338.00
100,001 to 200,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	\$3,548.00	\$71.00	\$3,619.00	\$72.00	\$3,691.00
101 – 264	Public Health	One-Time Generation - fees are non cumulative	\$100.00	\$2.00	\$102.00	\$2.00	\$104.00
101 to 250 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$1.83	\$0.00	\$1.83	\$0.00	\$1.83
101 to 250 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	\$6,619.00	\$132.00	\$6,751.00	\$135.00	\$6,886.00
101 to 250 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	\$5,986.00	\$120.00	\$6,106.00	\$122.00	\$6,228.00
10-Day Transfer Facility	Public Health	Hazardous Waste Facility Fees	\$1,353.00	\$27.00	\$1,380.00	\$28.00	\$1,408.00
10-Day Transfer Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,241.00	\$25.00	\$1,266.00	\$25.00	\$1,291.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
11 to 264 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	\$1.98	\$0.04	\$2.02	\$0.04	\$2.06
11 to 50 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$5.93	\$0.12	\$6.05	\$0.12	\$6.17
2,641 to 10,000 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	\$0.47	\$0.01	\$0.48	\$0.01	\$0.49
200,001 to 300,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	\$6,158.00	\$123.00	\$6,281.00	\$126.00	\$6,407.00
200,001 to 300,000 cubic yards per year	Public Health	Transfer Station Plan Review Construction/Demolition Waste	\$5,419.00	\$108.00	\$5,527.00	\$111.00	\$5,638.00
251 to 1,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$1.19	\$0.00	\$1.19	\$0.00	\$1.19
251 to 500 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	\$8,906.00	\$178.00	\$9,084.00	\$182.00	\$9,266.00
251 to 500 tons per day	Public Health	Transfer Station Plan Review Mixed Solid Waste	\$8,135.00	\$163.00	\$8,298.00	\$166.00	\$8,464.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
265 – 1,000	Public Health	One-Time Generation - fees are non cumulative	\$197.00	\$4.00	\$201.00	\$4.00	\$205.00
265 to 2,640 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	\$1.07	\$0.02	\$1.09	\$0.02	\$1.11
50 – 100	Public Health	One-Time Generation - fees are non cumulative	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50,001 to 100,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	\$3,022.00	\$60.00	\$3,082.00	\$62.00	\$3,144.00
50,001 to 100,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	\$2,578.00	\$52.00	\$2,630.00	\$53.00	\$2,683.00
50,001 to 100,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$0.14	\$0.00	\$0.14	\$0.00	\$0.14
50,001 to 100,000 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	\$0.08	\$0.00	\$0.08	\$0.00	\$0.08
501 to 1,000 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	\$13,344.00	\$267.00	\$13,611.00	\$272.00	\$13,883.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
501 to 1,000 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	\$12,095.00	\$242.00	\$12,337.00	\$247.00	\$12,584.00
51 to 100 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	\$2.76	\$0.00	\$2.76	\$0.00	\$2.76
ACT HIB 90648	Public Health	Clinical Services	\$22.00	\$0.00	\$22.00	\$0.33	\$22.33
ACT HIB 90648 - SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acyclovir 400 mg per pill	Public Health	Clinical Services	\$1.10	-\$0.60	\$0.50	\$0.00	\$0.50
Add. Catering Operation w/ Fleet (5 or more vehicles)	Public Health	Food Establishments	\$723.00	\$14.00	\$737.00	\$15.00	\$752.00
Additional Catering Operation	Public Health	Food Establishments	\$149.00	\$3.00	\$152.00	\$3.00	\$155.00
Additional Plan Review Services - per hour	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	\$58.00	\$1.00	\$59.00	\$1.00	\$60.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Administration of Hepatitis B Vaccine G0010	Public Health	Clinical Services	\$0.00	\$15.00	\$15.00	\$0.00	\$15.00
Administration of Influenza Vaccine G0008	Public Health	Clinical Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Administration of Pneumococcal Vaccine G0009	Public Health	Clinical Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Administrative Fee - FOR ALL VACCINES	Public Health	Clinical Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
All Other Solid Waste - < 40 cubic yards	Public Health	Solid Waste Temporary Storage Site	\$517.00	\$10.00	\$527.00	\$11.00	\$538.00
All Other Solid Waste - > 80 cubic yards	Public Health	Solid Waste Temporary Storage Site	\$1,185.00	\$24.00	\$1,209.00	\$24.00	\$1,233.00
All Other Solid Waste - 40 to 80 cubic yards	Public Health	Solid Waste Temporary Storage Site	\$762.00	\$15.00	\$777.00	\$16.00	\$793.00
Amoxicillin 875 mg tabs cost per tab	Public Health	Clinical Services	\$0.55	-\$0.05	\$0.50	\$0.00	\$0.50

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Aubra EQ/Levonorgestrel and Ethinyl estradiol per tab	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$1.00	\$32.50
Authentic Connections	Public Health	Public Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auto salvage yards	Public Health	License Application Fee	\$199.00	\$4.00	\$203.00	\$4.00	\$207.00
Azithromycin (Q0144) dihydrate, oral 500 mg per tab	Public Health	Clinical Services	\$3.50	\$0.25	\$3.75	\$0.00	\$3.75
Azithromycin 250 mg (Z-pack six tabs)	Public Health	Clinical Services	\$28.00	\$1.50	\$29.50	\$1.00	\$30.50
Base Generator Fee - non silver	Public Health	Generator Fees	\$100.00	\$2.00	\$102.00	\$2.00	\$104.00
Beneficial Re-use, such as berm construction	Public Health	Solid Waste Long Term Storage Site (Non-Landfill)	\$132.00	\$3.00	\$135.00	\$3.00	\$138.00
Bicillin 2.4 MU 317 (Penicillin g benzathine inj)	Public Health	Clinical Services	\$20.00	\$3.00	\$23.00	\$1.00	\$24.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Capillary Blood Draw 36416	Public Health	Clinical Services	\$12.00	\$0.00	\$12.00	\$0.00	\$12.00
Case Management T1016 per 15 min increments	Public Health	Clinical Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Cefixime 400 mg tab - Cost per tab	Public Health	Clinical Services	\$20.00	-\$7.00	\$13.00	\$0.50	\$13.50
Ceftriaxone 250mg per vial	Public Health	Clinical Services	\$12.00	\$0.50	\$12.50	\$0.50	\$13.00
Ceftriaxone 500mg per vial	Public Health	Clinical Services	\$22.00	\$1.00	\$23.00	\$1.00	\$24.00
Chicken Pox Vaccine (Varicella) 90716	Public Health	Clinical Services	\$170.00	\$0.00	\$170.00	\$0.00	\$170.00
Chicken Pox Vaccine (Varicella)-ss 90716-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Chlamydia - Amplified Probe	Public Health	Clinical Services	\$38.00	\$0.00	\$38.00	\$0.00	\$38.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Class A Food Service	Public Health	Food Establishments	\$1,567.00	\$31.00	\$1,598.00	\$32.00	\$1,630.00
Class A Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Class A Retail Food	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Class A Retail Food	Public Health	Retail Establishments	\$2,173.00	\$43.00	\$2,216.00	\$44.00	\$2,260.00
Class B Food Service	Public Health	Food Establishments	\$1,103.00	\$22.00	\$1,125.00	\$23.00	\$1,148.00
Class B Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Class B Retail Food	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Class B Retail Food	Public Health	Retail Establishments	\$1,903.00	\$38.00	\$1,941.00	\$39.00	\$1,980.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Class C Food Service	Public Health	Food Establishments	\$923.00	\$18.00	\$941.00	\$19.00	\$960.00
Class C Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Class C Retail Food	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Class C Retail Food	Public Health	Retail Establishments	\$1,361.00	\$27.00	\$1,388.00	\$28.00	\$1,416.00
Class D Food Service	Public Health	Food Establishments - Plan Review	\$553.00	\$11.00	\$564.00	\$11.00	\$575.00
Class D Food Service High Risk	Public Health	Food Establishments	\$742.00	\$15.00	\$757.00	\$15.00	\$772.00
Class D Food Service Med/Low Risk	Public Health	Food Establishments	\$618.00	\$12.00	\$630.00	\$13.00	\$643.00
Class D Retail Food	Public Health	Food Establishments - Plan Review	\$553.00	\$11.00	\$564.00	\$11.00	\$575.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Class D Retail Food	Public Health	Retail Establishments	\$489.00	\$10.00	\$499.00	\$10.00	\$509.00
Class E Retail Food	Public Health	Food Establishments - Plan Review	\$275.00	\$6.00	\$281.00	\$6.00	\$287.00
Class E Retail Food	Public Health	Retail Establishments	\$283.00	\$6.00	\$289.00	\$6.00	\$295.00
Class F Retail Food	Public Health	Food Establishments - Plan Review	\$275.00	\$6.00	\$281.00	\$6.00	\$287.00
Class F Retail Food	Public Health	Retail Establishments	\$197.00	\$4.00	\$201.00	\$4.00	\$205.00
Clinic Visit - Promotion, Counseling, Assessment T1015	Public Health	Clinical Services	\$75.00	\$4.00	\$79.00	\$2.00	\$81.00
Colposcopy of vag 57420	Public Health	Clinical Services	\$120.00	\$90.00	\$210.00	\$5.00	\$215.00
Colposcopy of vag with biopsy 57421	Public Health	Clinical Services	\$170.00	\$120.00	\$290.00	\$7.00	\$297.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Colposcopy with Biopsy 57455	Public Health	Clinical Services	\$170.00	\$90.00	\$260.00	\$7.00	\$267.00
Colposcopy with Biopsy and ECC 57454	Public Health	Clinical Services	\$180.00	\$110.00	\$290.00	\$7.00	\$297.00
Colposcopy with ECC 57456	Public Health	Clinical Services	\$150.00	\$100.00	\$250.00	\$6.00	\$256.00
Colposcopy without Biopsy 57452	Public Health	Clinical Services	\$120.00	\$2.00	\$122.00	\$1.83	\$123.83
County Environmental Charge	Public Health	Public Health	Set by resolution	Set by resolution	Set by resolution	Set by resolution	Set by resolution
COVID 19, Moderna 12 years+ 91322	Public Health	Clinical Services	\$160.00	\$0.00	\$160.00	\$0.00	\$160.00
COVID 19, Moderna 12 years+ 91322-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COVID 19, Moderna 6mos - 11 years 91321-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COVID 19, Moderna 6mos - 11years 91321	Public Health	Clinical Services	\$145.00	\$0.00	\$145.00	\$0.00	\$145.00
CPR/AED/First Aid Training – Corporate	Public Health	Clinical Services	\$85/person	\$0.00	\$85/person	\$0.00	\$85/person
CPR/AED/First Aid Training – Non-Profit	Public Health	Clinical Services	\$35/person	\$0.00	\$35/person	\$0.00	\$35/person
Credentials of Ordination	Public Health	Public Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
CRYOSURGERY, PENIS LESION(S) 54056	Public Health	Clinical Services	\$130.00	\$120.00	\$250.00	\$6.00	\$256.00
CRYOSURGERY, ANAL LESION(S) 46916	Public Health	Clinical Services	\$220.00	\$130.00	\$350.00	\$9.00	\$359.00
DEPO INJECTION ADMIN 96372	Public Health	Clinical Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Depo Provera 150ml J1050	Public Health	Clinical Services	\$25.00	-\$5.00	\$20.00	\$0.50	\$20.50
Depo Provera Sub Q 104mg/0.65mL J1050D	Public Health	Clinical Services	\$5.00	\$0.25	\$5.25	\$0.25	\$5.50
Descovy (Emtricitabine/Tenof Alaf) 200-25 mg per tablet	Public Health	Clinical Services	\$70.00	\$4.00	\$74.00	\$2.00	\$76.00
Destroy Benign/Premlg Lesion 17000	Public Health	Clinical Services	\$105.00	\$15.00	\$120.00	\$3.00	\$123.00
Destruct Lesion 1-14 - 17110	Public Health	Clinical Services	\$105.00	\$45.00	\$150.00	\$4.00	\$154.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Destruct Lesion 15+ - 17111	Public Health	Clinical Services	\$115.00	\$65.00	\$180.00	\$5.00	\$185.00
DESTRUCT OF LESION(S) VAGINAL, SIMPLE 57061	Public Health	Clinical Services	\$135.00	\$135.00	\$270.00	\$7.00	\$277.00
DESTRUCT OF LESION(S) VULVA, SIMPLE 56501	Public Health	Clinical Services	\$55.00	\$255.00	\$310.00	\$8.00	\$318.00
DESTRUCTION, ANAL LESION(S) 46900	Public Health	Clinical Services	\$220.00	\$130.00	\$350.00	\$9.00	\$359.00
DESTRUCTION, PENIS LESION(S) 54050	Public Health	Clinical Services	\$60.00	\$190.00	\$250.00	\$6.00	\$256.00
Diaphragm Fitting 57170	Public Health	Clinical Services	\$75.00	\$35.00	\$110.00	\$3.00	\$113.00
Doxycycline Hyclate 100mg cost per tab	Public Health	Clinical Services	\$1.10	\$0.15	\$1.25	\$0.00	\$1.25
Drospirenone-Ethinyl Estradiol-based Oral - per pack - ALL	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$1.00	\$32.50

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
DTaP 90700	Public Health	Clinical Services	\$65.00	\$0.00	\$65.00	\$0.00	\$65.00
DTaP 90700 ss	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electrocardigram 93000	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Ella/Ulipristal Acetate	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$1.00	\$32.50
Eluryng Vaginal Ring per box (contains 3 rings)	Public Health	Clinical Services	\$100.00	\$6.00	\$106.00	\$2.00	\$108.00
Emtricitabine and Tenofovir Disoproxil Fumarate, 30	Public Health	Clinical Services	\$3.50	\$0.00	\$3.50	\$0.00	\$3.50
Endometrial Biopsy 58100	Public Health	Clinical Services	\$180.00	\$10.00	\$190.00	\$5.00	\$195.00
Equipment Review	Public Health	Food Establishments - Plan Review	\$137.00	\$3.00	\$140.00	\$3.00	\$143.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Estab Comprehensive / Complex 99215	Public Health	Clinical Services	\$195.00	\$45.00	\$240.00	\$6.00	\$246.00
Estab Comprehensive / Complex 99215-U7	Public Health	Clinical Services	\$195.00	\$45.00	\$240.00	\$6.00	\$246.00
Estab Detailed 99214	Public Health	Clinical Services	\$175.00	\$25.00	\$200.00	\$5.00	\$205.00
Estab Detailed 99214-U7	Public Health	Clinical Services	\$175.00	\$25.00	\$200.00	\$5.00	\$205.00
Estab Detailed 99214-Video	Public Health	Clinical Services	\$175.00	\$25.00	\$200.00	\$5.00	\$205.00
Estab Expanded Problem Focused 99213	Public Health	Clinical Services	\$130.00	\$35.00	\$165.00	\$4.00	\$169.00
Estab Expanded Problem Focused 99213-U7	Public Health	Clinical Services	\$130.00	\$35.00	\$165.00	\$4.00	\$169.00
Estab Expanded Problem Focused 99213-Video	Public Health	Clinical Services	\$130.00	\$35.00	\$165.00	\$4.00	\$169.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Estab Minimal 99211	Public Health	Clinical Services	\$60.00	-\$35.00	\$25.00	\$0.50	\$25.50
Estab Preventative Medicine 18-39 Yrs. 99395-U7	Public Health	Clinical Services	\$150.00	\$8.00	\$158.00	\$4.00	\$162.00
Estab Preventative Medicine 12-17 Yrs. 99394-U7	Public Health	Clinical Services	\$110.00	\$6.00	\$116.00	\$3.00	\$119.00
Estab Preventative Medicine 18-39 Yrs. 99395	Public Health	Clinical Services	\$150.00	\$8.00	\$158.00	\$4.00	\$162.00
Estab Preventative Medicine 18-39 Yrs. 99395-25	Public Health	Clinical Services	\$150.00	\$8.00	\$158.00	\$4.00	\$162.00
Estab Preventative Medicine 40-64 Yrs. 99396	Public Health	Clinical Services	\$195.00	\$11.00	\$206.00	\$5.00	\$211.00
Estab Preventative Medicine 40-64 Yrs. 99396-U7	Public Health	Clinical Services	\$195.00	\$11.00	\$206.00	\$5.00	\$211.00
Estab Preventative Medicine 65+ Yrs. 99397	Public Health	Clinical Services	\$135.00	\$40.00	\$175.00	\$4.00	\$179.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Estab Preventative Medicine 65+ Yrs. 99397-U7	Public Health	Clinical Services	\$135.00	\$40.00	\$175.00	\$4.00	\$179.00
Estab Problem Focused 99211-U7	Public Health	Clinical Services	\$60.00	-\$35.00	\$25.00	\$0.50	\$25.50
Estab Problem Focused 99212	Public Health	Clinical Services	\$100.00	\$6.00	\$106.00	\$2.00	\$108.00
Estab Problem Focused 99212-U7	Public Health	Clinical Services	\$100.00	\$6.00	\$106.00	\$2.00	\$108.00
Fetal Death Report	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FLU I13 High Dose 90662	Public Health	Clinical Services	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
FLU I1V3 High Dose 90662-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FLU I1V3 90656-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FLU I1V3 90656	Public Health	Clinical Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
FLU I1V4 High dose 90662	Public Health	Clinical Services	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
FLU I1V4 High dose 90662 SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
FLU IIV4-free 90686	Public Health	Clinical Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
FLU IIV4-free 90687 - SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fluconazole 150 mg cost per tab	Public Health	Clinical Services	\$52.00	\$3.00	\$55.00	\$1.00	\$56.00
Fluorescent Tube/HID Collection/Storage	Public Health	Hazardous Waste Facility Fees	\$1,644.00	\$33.00	\$1,677.00	\$34.00	\$1,711.00
Fluorescent Tube/HID Collection/Storage	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,241.00	\$25.00	\$1,266.00	\$25.00	\$1,291.00
Fluorescents Bulbs great than 4 foot	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
Food Cart	Public Health	Food Establishments	NEW	\$173.00	\$173.00	\$3.00	\$176.00
Food establishment license fee discount for participation in a food waste diversion program	Public Health	Other	-20%	-5%	-25%	0%	-25%

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Food Manager Cert. Course - Estab. Licensed by Ramsey County	Public Health	Other	Cost Plus \$20	Cost Plus \$20	Cost Plus \$20	Cost Plus \$20	Cost Plus \$20
Food Manager Cert. Course - Estab. Not Licensed by Ramsey Co.	Public Health	Other	Cost Plus \$70	Cost Plus \$70	Cost Plus \$70	Cost Plus \$20	Cost Plus \$70
Food Manager Course Materials & Certification	Public Health	Other	At Cost	At Cost	At Cost	At Cost	At Cost
Food Manager Exam. Re-take	Public Health	Other	At Cost	At Cost	At Cost	At Cost	At Cost
Food Manager Refresher Course - Estab. Licensed by Ramsey County	Public Health	Other	\$51.00	\$1.00	\$52.00	\$1.00	\$53.00
Food Manager Refresher Course - Estab. Not Licensed by Ramsey Co.	Public Health	Other	\$72.00	\$1.00	\$73.00	\$1.00	\$74.00
Food Manager Rescheduling Fee	Public Health	Other	Within 72 hours of class: \$30	Within 72 hours of class: \$30	Within 72 hours of class: \$30	Within 72 hours of class: \$30	Within 72 hours of class: \$30

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
For any initial license that is >\$100 issued during the last eleven (11) months of a licensing period the license fees shall be 8.33% of the normal fee amount per month remaining in the initial licensing period. This does not apply to temporary events, seasonal food service and mobile food units or food carts	Public Health	All Environmental Health	Initial License Fee shall be 8.33% of the normal license fee amount per month remaining in the licensing period	Initial License Fee shall be 8.33% of the normal license fee amount per month remaining in the licensing period	Initial License Fee shall be 8.33% of the normal license fee amount per month remaining in the licensing period	Initial License Fee shall be 8.33% of the normal license fee amount per month remaining in the licensing period	Initial License Fee shall be 8.33% of the normal license fee amount per month remaining in the licensing period
GC - Amplified Probe	Public Health	Clinical Services	\$38.00	\$0.00	\$38.00	\$0.00	\$38.00
GC - Smear (Gram Stain)	Public Health	Clinical Services	\$16.00	\$0.00	\$16.00	\$0.00	\$16.00
Gentamycin injection IM/120mg/mL dose	Public Health	Clinical Services	\$11.00	\$24.00	\$35.00	\$1.00	\$36.00
HCV Rapid Ab Test	Public Health	Clinical Services	\$37.00	\$0.00	\$37.00	\$0.00	\$37.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Healthy Homes Environmental Follow-Up Assessment	Public Health	Public Health	\$165.00	\$0.00	\$165.00	\$0.00	\$165.00
Healthy Homes Environmental Initial Assessment	Public Health	Public Health	\$230.00	\$0.00	\$230.00	\$0.00	\$230.00
Hepatitis A 90632	Public Health	Clinical Services	\$85.00	\$0.00	\$85.00	\$0.00	\$85.00
Hepatitis A 90632-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hepatitis A Peds 90633	Public Health	Clinical Services	\$43.00	\$0.00	\$43.00	\$0.00	\$43.00
Hepatitis A Peds-ss 90633-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hepatitis B (20 Years +) 90746	Public Health	Clinical Services	\$95.00	\$0.00	\$95.00	\$0.00	\$95.00
Hepatitis B (20 Years +)-ss 90746-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Hepatitis B (Newborn - 19 Years) 90744	Public Health	Clinical Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Hepatitis B (Newborn - 19 Years) 90744-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HHW Facility – Satellite per Site	Public Health	Hazardous Waste Facility Fees	\$183.00	\$4.00	\$187.00	\$4.00	\$191.00
HHW Facility – Satellite per Site	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$232.00	\$5.00	\$237.00	\$5.00	\$242.00
HHW Permanent Facility	Public Health	Hazardous Waste Facility Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
HHW Permanent Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$924.00	\$18.00	\$942.00	\$19.00	\$961.00
HIV Rapid Ab test	Public Health	Clinical Services	\$23.00	\$0.00	\$23.00	\$0.00	\$23.00
HIV Rapid Ag/Ab test	Public Health	Clinical Services	\$21.00	\$0.00	\$21.00	\$0.00	\$21.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
HPV 9 90651	Public Health	Clinical Services	\$280.00	\$0.00	\$280.00	\$0.00	\$280.00
HPV 9 90651 ss	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hydroxyzine Pamoate 50mg cost per tablet	Public Health	Clinical Services	\$0.15	\$0.10	\$0.25	\$0.00	\$0.25
Imiquimod 5% (24 single-use packets per box)	Public Health	Clinical Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Immune Globulin .5cc - 2cc 90281	Public Health	Clinical Services	\$95.00	\$0.00	\$95.00	\$0.00	\$95.00
Incassia per package	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Individual Counseling 60 Minutes 99404-25	Public Health	Clinical Services	\$130.00	\$7.00	\$137.00	\$4.00	\$141.00
Indoor Swimming Pool – Primary	Public Health	Swimming Pools	\$709.00	\$14.00	\$723.00	\$14.00	\$737.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Indoor Swimming Pool – Second	Public Health	Swimming Pools	\$358.00	\$7.00	\$365.00	\$7.00	\$372.00
Initial HACCP Review	Public Health	Food Establishments- Plan Review	NEW	\$139.00	\$139.00	\$0.00	\$139.00
Insert Drug Implant Device 11981	Public Health	Clinical Services	\$200.00	\$11.00	\$211.00	\$5.00	\$216.00
Insertion of IUD 58300	Public Health	Clinical Services	\$100.00	\$50.00	\$150.00	\$4.00	\$154.00
International Certificate of Travel 1449	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Interpreter per 15 Min Unit T1013	Public Health	Clinical Services	\$20.00	\$1.00	\$21.00	\$0.50	\$21.50
Isentress /Raltegravir per tab	Public Health	Clinical Services	\$17.00	\$1.00	\$18.00	\$0.50	\$18.50
IUD Removal 58301	Public Health	Clinical Services	\$90.00	\$50.00	\$140.00	\$4.00	\$144.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Kinrix (DTaP/IPV) 90696	Public Health	Clinical Services	\$70.00	\$0.00	\$70.00	\$0.00	\$70.00
Kinrix (DTaP/IPV) 90696 ss	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
KOH Prep	Public Health	Clinical Services	\$8.00	\$0.00	\$8.00	\$0.00	\$8.00
Kyleena	Public Health	Clinical Services	\$620.00	\$70.00	\$690.00	\$17.00	\$707.00
Lead Hazard Clearance	Public Health	Public Health	\$205.00	\$3.00	\$208.00	\$17.00	\$225.00
Lead Hazard Risk Assessment	Public Health	Public Health	\$435.00	\$7.00	\$442.00	\$13.00	\$455.00
Lead Hazard Screen	Public Health	Public Health	\$300.00	\$5.00	\$305.00	-\$5.00	\$300.00
Levonorgestrel and ethinyl etradiol, USB-based ALL tablets per pack	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$1.00	\$32.50

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Levonorgestrel-based- ALL 1.5 mg tabs -per pack	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Liletta IUD	Public Health	Clinical Services	\$110.00	\$6.00	\$116.00	\$3.00	\$119.00
Limited Food Service	Public Health	Food Establishments	\$424.00	\$8.00	\$432.00	\$9.00	\$441.00
Limited Food Service	Public Health	Food Establishments - Plan Review	\$553.00	\$11.00	\$564.00	\$11.00	\$575.00
Limited HHW Permanent Facility	Public Health	Hazardous Waste Facility Fees	\$879.00	\$18.00	\$897.00	\$18.00	\$915.00
Limited HHW Permanent Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$924.00	\$18.00	\$942.00	\$19.00	\$961.00
Limited School Food Service	Public Health	Food Establishments	\$265.00	\$5.00	\$270.00	\$5.00	\$275.00
Limited School Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Limited Special Event Food Stand w/o TCS Food (1 day)	Public Health	Food Establishments	\$6/day	\$56.00	\$56.00	\$0.00	\$56.00
Limited Special Event Food Stand w/o TCS Food (2-10 days)	Public Health	Food Establishments	\$31.00	\$76.00	\$107.00	\$0.00	\$76.00
Lodging - Plan Review	Public Health	Lodging Establishments	\$564.00	\$11.00	\$575.00	\$12.00	\$587.00
Lodging 1 = 1-25 units	Public Health	Lodging Establishments	\$281.00	\$6.00	\$287.00	\$6.00	\$293.00
Lodging 2 = 26-50 units	Public Health	Lodging Establishments	\$355.00	\$7.00	\$362.00	\$7.00	\$369.00
Lodging 3 = 51-100 units	Public Health	Lodging Establishments	\$461.00	\$9.00	\$470.00	\$9.00	\$479.00
Lodging 4 = 101-150 units	Public Health	Lodging Establishments	\$600.00	\$12.00	\$612.00	\$12.00	\$624.00
Lodging 5 = 151-200 units	Public Health	Lodging Establishments	\$738.00	\$15.00	\$753.00	\$15.00	\$768.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Lodging 6 = 201-250 units	Public Health	Lodging Establishments	\$871.00	\$17.00	\$888.00	\$18.00	\$906.00
Lodging 7 = 251+ units	Public Health	Lodging Establishments	\$954.00	\$19.00	\$973.00	\$19.00	\$992.00
Lodging 8 = Institutional Housing	Public Health	Lodging Establishments	\$1,474.00	\$29.00	\$1,503.00	\$30.00	\$1,533.00
LQG (>2,640 gallons)	Public Health	License Application Fee	\$1,919.00	\$38.00	\$1,957.00	\$39.00	\$1,996.00
Manufactured Home Parks - per site	Public Health	Other	\$5.26	\$0.11	\$5.37	\$0.10	\$5.47
Manufactured Home Parks - plan review	Public Health	Other	\$751.00	\$15.00	\$766.00	\$15.00	\$781.00
Medical Records - processing charge for records requested - per page	Public Health	Public Health	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
MedroxyProgesterone Acetate-based -ALL - 150 mg/mL IM	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
MENB-Meningococcal - Bexsero	Public Health	Clinical Services	\$280.00	\$0.00	\$280.00	\$0.00	\$280.00
Meningococcal Conjugate -MenQuadfi	Public Health	Clinical Services	\$170.00	\$0.00	\$170.00	\$0.00	\$170.00
Meningococcal Vaccine 90734 (Menactra-Menveo)-SS	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Metronidazole (Flagyl) 500mg cost per tab	Public Health	Clinical Services	\$1.10	\$0.00	\$1.10	\$0.00	\$1.10
Metronidazole Gel USP, 0.75% (vaginal)	Public Health	Clinical Services	\$22.00	-\$2.00	\$20.00	\$0.50	\$20.50
Mirena IUD 572	Public Health	Clinical Services	\$390.00	\$21.00	\$411.00	\$11.00	\$422.00
MMR 90707	Public Health	Clinical Services	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Mobile Food Unit or Food Cart	Public Health	Food Establishments	\$170.00	\$3.00	\$173.00	\$3.00	\$176.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
More than 2,640	Public Health	One-Time Generation - fees are non cumulative	\$982.00	\$20.00	\$1,002.00	\$20.00	\$1,022.00
Moxifloxacin 400 mg per tab	Public Health	Clinical Services	\$3.50	\$0.00	\$3.50	\$0.00	\$3.50
MPCA Approved Pilot/Demonstration Project	Public Health	Solid Waste Long Term Storage Site (Non-Landfill)	No fee	No fee	No fee	No fee	No fee
MPOX Jynneos 90611	Public Health	Clinical Services	\$270.00	\$0.00	\$270.00	\$0.00	\$270.00
MPOX Jynneos 90611-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
My Way Levonorgestrel 1.5 mg per pack (generic)	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
MyChoice Levonorgestrel 1.5 mg per pack (generic)	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
New Comprehensive 99204	Public Health	Clinical Services	\$210.00	\$70.00	\$280.00	\$7.00	\$287.00
New Comprehensive 99204-U7	Public Health	Clinical Services	\$210.00	\$70.00	\$280.00	\$7.00	\$287.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
New Comprehensive / Complex 99205	Public Health	Clinical Services	\$235.00	\$65.00	\$300.00	\$8.00	\$308.00
New Comprehensive / Complex 99205-U7	Public Health	Clinical Services	\$235.00	\$65.00	\$300.00	\$8.00	\$308.00
New Detailed 99203	Public Health	Clinical Services	\$170.00	\$9.00	\$179.00	\$5.00	\$184.00
New Detailed 99203-25	Public Health	Clinical Services	\$170.00	\$9.00	\$179.00	\$5.00	\$184.00
New Detailed 99203-U7	Public Health	Clinical Services	\$170.00	\$9.00	\$179.00	\$5.00	\$184.00
New Expanded Problem Focused	Public Health	Clinical Services	\$130.00	\$7.00	\$137.00	\$4.00	\$141.00
New Expanded Problem Focused 99202-25	Public Health	Clinical Services	\$130.00	\$7.00	\$137.00	\$4.00	\$141.00
New Preventative Medicine 12-17 Yrs. 99384	Public Health	Clinical Services	\$140.00	\$40.00	\$180.00	\$5.00	\$185.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
New Preventative Medicine 12-17 Yrs. 99384-25	Public Health	Clinical Services	\$140.00	\$40.00	\$180.00	\$5.00	\$185.00
New Preventative Medicine 12-17 Yrs. 99384-U7	Public Health	Clinical Services	\$140.00	\$40.00	\$180.00	\$5.00	\$185.00
New Preventative Medicine 18-39 Yrs. 99385	Public Health	Clinical Services	\$175.00	\$10.00	\$185.00	\$4.00	\$189.00
New Preventative Medicine 18-39 Yrs. 99385-25	Public Health	Clinical Services	\$175.00	\$10.00	\$185.00	\$4.00	\$189.00
New Preventative Medicine 18-39 Yrs. 99385-U7	Public Health	Clinical Services	\$175.00	\$10.00	\$185.00	\$4.00	\$189.00
New Preventative Medicine 40-64 Yrs. 99386	Public Health	Clinical Services	\$200.00	\$11.00	\$211.00	\$5.00	\$216.00
New Preventative Medicine 40-64 Yrs. 99386-25	Public Health	Clinical Services	\$200.00	\$11.00	\$211.00	\$5.00	\$216.00
New Preventative Medicine 40-64 Yrs. 99386-U7	Public Health	Clinical Services	\$200.00	\$11.00	\$211.00	\$5.00	\$216.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
New Preventative Medicine 65+ Yrs. 99387	Public Health	Clinical Services	\$175.00	\$45.00	\$220.00	\$6.00	\$226.00
New Preventative Medicine 65+ Yrs. 99387-U7	Public Health	Clinical Services	\$175.00	\$45.00	\$220.00	\$6.00	\$226.00
New Problem Focused 99201	Public Health	Clinical Services	\$80.00	\$4.00	\$84.00	\$3.00	\$87.00
New Problem Focused 99201-25	Public Health	Clinical Services	\$80.00	\$0.00	\$80.00	\$0.00	\$80.00
New Problem Focused 99201-U7	Public Health	Clinical Services	\$80.00	\$0.00	\$80.00	\$0.00	\$80.00
Nexplanon J7307-73	Public Health	Clinical Services	\$440.00	\$120.00	\$560.00	\$14.00	\$574.00
Nitrofurantoin 100 mg per tab	Public Health	Clinical Services	\$1.75	\$0.00	\$1.75	\$0.25	\$2.00
Norelgestromin/ ethinyl estradiol-based transdermal patches - ALL- 150/35 mcg- per box	Public Health	Clinical Services	\$70.00	\$4.00	\$74.00	\$2.00	\$76.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Norethindrone-based - ALL- Oral package - per package	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Norethin-E.Estradiol Triphasic based - ALL - packs - per pack	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$1.00	\$32.50
Norgestimate-Ethinyl Estradiol based - ALL- packs - per pack	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$0.50	\$32.00
Nortrel 777 per 1 package	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Notary - Registration	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nursing Assessment / Evaluation (Home) T1030	Public Health	Clinical Services	\$100.00	\$6.00	\$106.00	\$2.00	\$108.00
Nuva Ring J7295per box (contains 3 Nuva rings)	Public Health	Clinical Services	\$40.00	\$2.00	\$42.00	\$1.50	\$43.50
Nuvaring (J7925), per item	Public Health	Clinical Services	\$13.50	\$0.00	\$13.50	\$0.00	\$13.50

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Office Consultation 99243-U7	Public Health	Clinical Services	\$130.00	\$20.00	\$150.00	\$4.00	\$154.00
Ondansetron HCL 4mg per tab	Public Health	Clinical Services	\$0.75	\$0.00	\$0.75	\$0.00	\$0.75
Orsythia per Package	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$1.00	\$32.50
Outdoor Swimming Pool – Primary	Public Health	Swimming Pools	\$709.00	\$14.00	\$723.00	\$14.00	\$737.00
Outdoor Swimming Pool – Secondary	Public Health	Swimming Pools	\$358.00	\$7.00	\$365.00	\$7.00	\$372.00
Paraguard IUD 571	Public Health	Clinical Services	\$290.00	\$16.00	\$306.00	\$8.00	\$314.00
Part B Land Treatment Facility	Public Health	Hazardous Waste Facility Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
Part B Land Treatment Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,241.00	\$25.00	\$1,266.00	\$25.00	\$1,291.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Part B Storage Facility (container)	Public Health	Hazardous Waste Facility Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
Part B Storage Facility (container)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,241.00	\$25.00	\$1,266.00	\$25.00	\$1,291.00
Part B Storage Facility (non-container)	Public Health	Hazardous Waste Facility Fees	\$2,628.00	\$53.00	\$2,681.00	\$54.00	\$2,735.00
Part B Storage Facility (non-container)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,815.00	\$36.00	\$1,851.00	\$37.00	\$1,888.00
Part B Treatment Facility	Public Health	Hazardous Waste Facility Fees	\$3,720.00	\$74.00	\$3,794.00	\$76.00	\$3,870.00
Part B Treatment Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,815.00	\$36.00	\$1,851.00	\$37.00	\$1,888.00
Partial Year Licenses for all Environmental Health License Categories (Last six months of the year)	Public Health	Public Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Patient education only, non-physician provider, group	Public Health	Public Health	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Patient education only, non-physician provider, individual	Public Health	Public Health	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
Pedvax (HIB) 90647	Public Health	Clinical Services	\$38.00	\$0.00	\$38.00	\$0.00	\$38.00
PedvaxHIB 90647-SL	Public Health	Clinical Services		\$0.00	\$0.00	\$0.00	\$0.00
Pentacel 90698	Public Health	Clinical Services	\$117.00	\$2.00	\$119.00	\$0.00	\$119.00
Pentacel 90698 - SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petroleum Contaminated Soils , < 100 cubic yards	Public Health	Solid Waste Temporary Storage Site	\$89.00	\$2.00	\$91.00	\$2.00	\$93.00
Petroleum Contaminated Soils , >1,000 cubic yards	Public Health	Solid Waste Temporary Storage Site	\$347.00	\$7.00	\$354.00	\$7.00	\$361.00
Petroleum Contaminated Soils , 100 to 1,000 cubic yards	Public Health	Solid Waste Temporary Storage Site	\$153.00	\$3.00	\$156.00	\$3.00	\$159.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Phone Visit Physician 11-20 min 99412	Public Health	Clinical Services	\$100.00	\$20.00	\$120.00	\$3.00	\$123.00
Phone Visit Physician 21-30 min 99443	Public Health	Clinical Services	\$140.00	\$40.00	\$180.00	\$5.00	\$185.00
Phone Visit Physician 5-10 min 99441	Public Health	Clinical Services	\$60.00	\$3.00	\$63.00	\$2.00	\$65.00
Phone Visit Qualified Non Physician 5-10 mins	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Photocopies (per page)	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plan B Levonorgestrel 1.5 mg/One Step	Public Health	Clinical Services	\$35.00	\$2.00	\$37.00	\$1.00	\$38.00
Pneumo (Peds) PCV13 90670 (Prevnar 13)	Public Health	Clinical Services	\$240.00	\$0.00	\$240.00	\$0.00	\$240.00
Pneumo (Peds) PCV13 90670-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Pneumococcal Vaccine (Prevnar 20) PCV20 90677	Public Health	Clinical Services	\$275.00	\$0.00	\$275.00	\$0.00	\$275.00
Pneumococcal Vaccine (Prevnar 20) PCV20 90677 SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pneumococcal Vaccine, 2+ 90732 (Pneumovax23)	Public Health	Clinical Services	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
Pneumococcal Vaccine, 2+ 90732 (Pneumovax23) SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Poliovirus, IPV, SC (Salk) 90713 (IPOL)	Public Health	Clinical Services	\$48.00	\$0.00	\$48.00	\$0.00	\$48.00
Poliovirus, IPV, SS 90713-SL	Public Health	Public Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pre Licensing Inspection (change of ownership) In-Person Consultation of existing space	Public Health	Food Establishments - Plan Review	\$243.00	\$5.00	\$248.00	\$5.00	\$253.00
Pregnancy Test Qualitative 81025	Public Health	Clinical Services	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Prenatal tablets, 30 tabs/bottle	Public Health	Clinical Services	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
Preventive Medicine with Problem Encount 99211-25	Public Health	Clinical Services	\$60.00	-\$35.00	\$25.00	\$0.50	\$25.50
Preventive Medicine with Problem Encount 99212-25	Public Health	Clinical Services	\$100.00	\$6.00	\$106.00	\$2.00	\$108.00
Preventive Medicine with Problem Encount 99213-25	Public Health	Clinical Services	\$130.00	\$35.00	\$165.00	\$4.00	\$169.00
Preventive Medicine with Problem Encount 99214-25	Public Health	Clinical Services	\$175.00	\$25.00	\$200.00	\$5.00	\$205.00
Preventive Medicine, Group Counsel 30 Minutes 99411-U7	Public Health	Clinical Services	\$35.00	\$2.00	\$37.00	\$1.00	\$38.00
Preventive Medicine, Individual Counsel 15 Minutes 99401	Public Health	Clinical Services	\$60.00	\$3.00	\$63.00	\$2.00	\$65.00
Preventive Medicine, Individual Counsel 15 Minutes 99401-U7	Public Health	Clinical Services	\$60.00	\$3.00	\$63.00	\$2.00	\$65.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Preventive Medicine, Individual Counsel 30 Minutes 99402-U7	Public Health	Clinical Services	\$90.00	\$5.00	\$95.00	\$2.00	\$97.00
Preventive Medicine, Individual Counsel 45 Minutes 99403-U7	Public Health	Clinical Services	\$110.00	\$6.00	\$116.00	\$3.00	\$119.00
Preventive Medicine, Individual Counsel 60 Minutes 99404	Public Health	Clinical Services	\$130.00	\$7.00	\$137.00	\$4.00	\$141.00
Preventive Medicine, Individual Counsel 60 Minutes 99404-U7	Public Health	Clinical Services	\$130.00	\$7.00	\$137.00	\$4.00	\$141.00
Principal care management services 99424	Public Health	Clinical Services	New	\$120.00	\$120.00	\$3.00	\$123.00
Principal care management services 99425	Public Health	Clinical Services	New	\$80.00	\$80.00	\$2.00	\$82.00
Principal care management services 99426	Public Health	Clinical Services	\$48.50	\$0.00	\$48.50	\$3.00	\$51.50
Principal care management services 99427	Public Health	Clinical Services	\$63.50	\$0.00	\$63.50	\$2.00	\$65.50
Processing Facility – no Part B	Public Health	Hazardous Waste Facility Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
Processing Facility – no Part B	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,241.00	\$25.00	\$1,266.00	\$25.00	\$1,291.00
PSA - Screening G0103	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Public Health Nurse Home Visits	Public Health	Public Health	\$250.00	\$25.00	\$275.00	\$0.00	\$275.00
Radon Detectors - Long- Term Alpha-Track	Public Health	Other	\$2.00	\$0.00	\$2.00	\$0.00	\$2.00
Radon Detectors - Short- Term Charcoal Canister	Public Health	Other	\$2.00	\$0.00	\$2.00	\$0.00	\$2.00
Recreational Camping Area - plan review	Public Health	Other	\$751.00	\$15.00	\$766.00	\$15.00	\$781.00
RE-inspection fee for any licensed establishment for failing a follow-up inspection.	Public Health	All Environmental Health	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
Re-inspection fee for outdoor pools that fail their initial pre-opening inspection	Public Health	Swimming Pools	\$100.00	\$1.50	\$101.50	\$0.00	\$101.50
Remodeling (<50% of floor space)	Public Health	Food Establishments - Plan Review	1/2 of full fee	1/2 of full fee	1/2 of full fee	1/2 of full fee	1/2 of full fee
Removal of Contraceptive Cap 11976	Public Health	Clinical Services	\$120.00	\$100.00	\$220.00	\$6.00	\$226.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Remove and Reinsert Drug Implant Device 11983	Public Health	Clinical Services	\$115.00	\$125.00	\$240.00	\$6.00	\$246.00
Remove Drug Implant Device 11982	Public Health	Clinical Services	\$125.00	\$55.00	\$180.00	\$5.00	\$185.00
Retail A and Food Service A	Public Health	Combined Food & Retail Establishments	\$3,740.00	\$75.00	\$3,815.00	\$76.00	\$3,891.00
Retail A and Food Service A	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail A and Food Service B	Public Health	Combined Food & Retail Establishments	\$3,275.00	\$66.00	\$3,341.00	\$67.00	\$3,408.00
Retail A and Food Service B	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail A and Food Service C	Public Health	Combined Food & Retail Establishments	\$3,097.00	\$62.00	\$3,159.00	\$63.00	\$3,222.00
Retail A and Food Service C	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail A and Food Service D	Public Health	Combined Food & Retail Establishments	\$2,791.00	\$56.00	\$2,847.00	\$57.00	\$2,904.00
Retail A and Food Service D	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail A and Food Service DH	Public Health	Combined Food & Retail Establishments	\$2,915.00	\$58.00	\$2,973.00	\$59.00	\$3,032.00
Retail A and Limited Food Service	Public Health	Combined Food & Retail Establishments	\$2,596.00	\$52.00	\$2,648.00	\$53.00	\$2,701.00
Retail A and Limited Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail B and Food Service A	Public Health	Combined Food & Retail Establishments	\$3,468.00	\$69.00	\$3,537.00	\$71.00	\$3,608.00
Retail B and Food Service A	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail B and Food Service B	Public Health	Combined Food & Retail Establishments	\$3,004.00	\$60.00	\$3,064.00	\$61.00	\$3,125.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail B and Food Service B	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail B and Food Service C	Public Health	Combined Food & Retail Establishments	\$2,826.00	\$57.00	\$2,883.00	\$51.00	\$2,934.00
Retail B and Food Service C	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail B and Food Service D	Public Health	Combined Food & Retail Establishments	\$2,519.00	\$50.00	\$2,569.00	\$51.00	\$2,620.00
Retail B and Food Service D	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail B and Food Service DH	Public Health	Combined Food & Retail Establishments	\$2,643.00	\$53.00	\$2,696.00	\$54.00	\$2,750.00
Retail B and Limited Food Service	Public Health	Combined Food & Retail Establishments	\$2,324.00	\$46.00	\$2,370.00	\$47.00	\$2,417.00
Retail B and Limited Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail C and Food Service A	Public Health	Combined Food & Retail Establishments	\$2,927.00	\$59.00	\$2,986.00	\$60.00	\$3,046.00
Retail C and Food Service A	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail C and Food Service B	Public Health	Combined Food & Retail Establishments	\$2,463.00	\$49.00	\$2,512.00	\$50.00	\$2,562.00
Retail C and Food Service B	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail C and Food Service C	Public Health	Combined Food & Retail Establishments	\$2,284.00	\$46.00	\$2,330.00	\$47.00	\$2,377.00
Retail C and Food Service C	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail C and Food Service D	Public Health	Combined Food & Retail Establishments	\$1,978.00	\$40.00	\$2,018.00	\$40.00	\$2,058.00
Retail C and Food Service D	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail C and Food Service DH	Public Health	Combined Food & Retail Establishments	\$2,101.00	\$42.00	\$2,143.00	\$43.00	\$2,186.00
Retail C and Limited Food Service	Public Health	Combined Food & Retail Establishments	\$1,783.00	\$36.00	\$1,819.00	\$36.00	\$1,855.00
Retail C and Limited Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail D and Food Service A	Public Health	Combined Food & Retail Establishments	\$2,056.00	\$41.00	\$2,097.00	\$42.00	\$2,139.00
Retail D and Food Service A	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail D and Food Service B	Public Health	Combined Food & Retail Establishments	\$1,591.00	\$32.00	\$1,623.00	\$32.00	\$1,655.00
Retail D and Food Service B	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail D and Food Service C	Public Health	Combined Food & Retail Establishments	\$1,413.00	\$28.00	\$1,441.00	\$29.00	\$1,470.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail D and Food Service C	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail D and Food Service D	Public Health	Combined Food & Retail Establishments	\$1,106.00	\$22.00	\$1,128.00	\$23.00	\$1,151.00
Retail D and Food Service D	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail D and Food Service DH	Public Health	Combined Food & Retail Establishments	\$1,230.00	\$25.00	\$1,255.00	\$25.00	\$1,280.00
Retail D and Limited Food Service	Public Health	Combined Food & Retail Establishments	\$912.00	\$18.00	\$930.00	\$19.00	\$949.00
Retail D and Limited Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail E and Food Service A	Public Health	Combined Food & Retail Establishments	\$1,850.00	\$37.00	\$1,887.00	\$38.00	\$1,925.00
Retail E and Food Service A	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail E and Food Service B	Public Health	Combined Food & Retail Establishments	\$1,385.00	\$28.00	\$1,413.00	\$28.00	\$1,441.00
Retail E and Food Service B	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail E and Food Service C	Public Health	Combined Food & Retail Establishments	\$1,207.00	\$24.00	\$1,231.00	\$25.00	\$1,256.00
Retail E and Food Service C	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail E and Food Service D	Public Health	Combined Food & Retail Establishments	\$900.00	\$18.00	\$918.00	\$18.00	\$936.00
Retail E and Food Service D	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail E and Food Service DH	Public Health	Combined Food & Retail Establishments	\$1,024.00	\$20.00	\$1,044.00	\$21.00	\$1,065.00
Retail E and limited Food Service	Public Health	Combined Food & Retail Establishments	\$706.00	\$14.00	\$720.00	\$14.00	\$734.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail E and limited Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail F and Food Service A	Public Health	Combined Food & Retail Establishments	\$1,763.00	\$35.00	\$1,798.00	\$36.00	\$1,834.00
Retail F and Food Service A	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail F and Food Service B	Public Health	Combined Food & Retail Establishments	\$1,299.00	\$26.00	\$1,325.00	\$27.00	\$1,352.00
Retail F and Food Service B	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail F and Food Service C	Public Health	Combined Food & Retail Establishments	\$1,121.00	\$22.00	\$1,143.00	\$23.00	\$1,166.00
Retail F and Food Service C	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail F and Food Service D	Public Health	Combined Food & Retail Establishments	\$814.00	\$16.00	\$830.00	\$17.00	\$847.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Retail F and Food Service D	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Retail F and Food Service DH	Public Health	Combined Food & Retail Establishments	\$938.00	\$19.00	\$957.00	\$19.00	\$976.00
Retail F and Limited Food Service	Public Health	Combined Food & Retail Establishments	\$620.00	\$12.00	\$632.00	\$13.00	\$645.00
Retail F and Limited Food Service	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Rotavirus 90680 (Rotateq)	Public Health	Clinical Services	\$110.00	\$0.00	\$110.00	\$0.00	\$110.00
Rotavirus 90680 ss	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RPR Syphilis Test	Public Health	Clinical Services	\$6.50	\$0.00	\$6.50	\$0.00	\$6.50
RSV Abrysvo 90678-SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RSV Abrysvo 90678	Public Health	Clinical Services	\$285.00	\$0.00	\$285.00	\$0.00	\$285.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
School Food Service High Risk	Public Health	Food Establishments	\$441.00	\$9.00	\$450.00	\$9.00	\$459.00
School Food Service High Risk	Public Health	Food Establishments - Plan Review	\$793.00	\$16.00	\$809.00	\$16.00	\$825.00
Screening visual acuity 99173	Public Health	Clinical Services	\$10.00	\$0.50	\$10.50	\$0.50	\$11.00
Seasonal Food Service (per calendar month max. 5)	Public Health	Food Establishments	\$101.00	\$2.00	\$103.00	\$2.00	\$105.00
Seasonal Food Service (per calendar month max. 5)	Public Health	Food Establishments - Plan Review	\$553.00	\$11.00	\$564.00	\$11.00	\$575.00
Seasonal Retail Food Service (5 calendar months ma	Public Health	Food Establishments	New	\$201.00	\$201.00	\$4.00	\$205.00
Seasonal Temporary Food Stand	Public Health	Food Establishments	New	\$232.00	\$232.00	\$0.00	\$232.00
Self-Audit – Other	Public Health	License Application Fee	\$104.00	\$2.00	\$106.00	\$2.00	\$108.00
Self-Audit – Silver Only	Public Health	License Application Fee	\$93.00	\$2.00	\$95.00	\$2.00	\$97.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Shingrix (Zoster) 90750	Public Health	Clinical Services	\$190.00	\$0.00	\$190.00	\$0.00	\$190.00
Shingrix 90750 SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Single or Combination Vaccine / Toxoid 90471	Public Health	Clinical Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Solid Waste Bioremediation Site License -multiple use	Public Health	Processing Facilities	\$914.00	\$18.00	\$932.00	\$19.00	\$951.00
Solid Waste Bioremediation Site License -single use per cubic yard	Public Health	Processing Facilities	\$0.96	\$0.04	\$1.00	\$0.00	\$1.00
Solid Waste Bioremediation Site Plan Review - multiple use	Public Health	Processing Facilities	\$433.91	\$9.09	\$443.00	\$9.00	\$452.00
Solid Waste Bioremediation Site Plan Review -single use	Public Health	Processing Facilities	\$57.78	\$1.22	\$59.00	\$1.00	\$60.00
Solid Waste Processing Facility License -Composting MMSW	Public Health	Processing Facilities	\$6,215.50	\$124.50	\$6,340.00	\$127.00	\$6,467.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Solid Waste Processing Facility License -Composting source separated organics	Public Health	Processing Facilities	\$1,248.14	\$24.86	\$1,273.00	\$25.00	\$1,298.00
Solid Waste Processing Facility License -general processing	Public Health	Processing Facilities	\$3,504.89	\$70.11	\$3,575.00	\$72.00	\$3,647.00
Solid Waste Processing Facility License -medical waste autoclave	Public Health	Processing Facilities	\$5,287.80	\$106.20	\$5,394.00	\$108.00	\$5,502.00
Solid Waste Processing Facility License -medical waste Shredded	Public Health	Processing Facilities	\$9,960.98	\$199.02	\$10,160.00	\$203.00	\$10,363.00
Solid Waste Processing Facility Plan Review - Composting MMSW	Public Health	Processing Facilities	\$7,480.45	\$149.55	\$7,630.00	\$153.00	\$7,783.00
Solid Waste Processing Facility Plan Review - Composting source separated organics	Public Health	Processing Facilities	\$628.27	\$12.73	\$641.00	\$13.00	\$654.00
Solid Waste Processing Facility Plan Review -general processing	Public Health	Processing Facilities	\$6,858.48	\$137.52	\$6,996.00	\$140.00	\$7,136.00
Solid Waste Processing Facility Plan Review - medical waste autoclave	Public Health	Processing Facilities	\$8,171.76	\$163.24	\$8,335.00	\$167.00	\$8,502.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Solid Waste Processing Facility Plan Review - medical waste Shredded	Public Health	Processing Facilities	\$9,328.50	\$186.50	\$9,515.00	\$190.00	\$9,705.00
Special Event Food Stand with TCS Food (1 day)	Public Health	Food Establishments	New	\$88.00	\$88.00	\$0.00	\$88.00
Special Event Food Stand with TCS Food (2-10 days)	Public Health	Food Establishments	New	\$136.00	\$136.00	\$0.00	\$136.00
Special Event, Seasonal Temporary Food Stand, Mob	Public Health	Food Establishments	New	25% of license fee with a minimum of \$25	Variable	25% of license fee with a minimum of \$25	Variable
Specimen Collection for PAP Smear Q0091	Public Health	Clinical Services	\$11.00	\$0.00	\$11.00	\$0.00	\$11.00
Specimen Collection for VD Q0111	Public Health	Clinical Services	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Sprintec S4993 - Per package of 28 tabs	Public Health	Clinical Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Sputum Collection 89220	Public Health	Clinical Services	\$22.00	\$0.00	\$22.00	\$0.00	\$22.00
SQG (265 – 2,640 gallons)	Public Health	License Application Fee	\$392.00	\$8.00	\$400.00	\$8.00	\$408.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Sulfamethoxazole and Trimethoprim 800 MGS/160 MGS cost per tablet	Public Health	Clinical Services	\$0.15	\$0.00	\$0.15	\$0.00	\$0.15
TB Drug Intake Monitoring H0033	Public Health	Clinical Services	\$65.00	\$0.00	\$65.00	\$0.00	\$65.00
TB Drug Intake Monitoring Video Visit H0033/H0033HV	Public Health	Clinical Services	\$65.00	\$0.00	\$65.00	\$0.00	\$65.00
Tdap 90715	Public Health	Clinical Services	\$65.00	\$0.00	\$65.00	\$0.00	\$65.00
Tdap 90715 SL	Public Health	Clinical Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Temp. Food Event additional days with TCS Food (up to 20 additional days)	Public Health	Food Establishments	\$12/day	\$0.00	\$12/day	\$0.00	\$12/day
Temp. Food Event Expedited Review Fee (Received within 48 hours of the event)	Public Health	Food Establishments	Double	\$0.00	Double	\$0.00	Double
Temp. Food Event with TCS Food Day 1	Public Health	Food Establishments	\$64.00	\$0.00	\$64.00	\$0.00	\$64.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Terazol 3 Vaginal Cream 301 per tube	Public Health	Clinical Services	\$20.00	\$12.00	\$32.00	\$1.00	\$33.00
Terazol 7 0.4 MG	Public Health	Clinical Services	\$20.00	\$12.00	\$32.00	\$1.00	\$33.00
Terconazole-based vaginal cream 0.4% - ALL	Public Health	Clinical Services	\$20.00	\$12.00	\$32.00	\$1.00	\$33.00
Tivicay (Dolutegravir) per tablet	Public Health	Clinical Services	\$40.00	\$2.00	\$42.00	\$1.50	\$43.50
TOBACCO CESSATION COUNSEL (INT) 99406	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
Total Fee for Self-Audit generators that provide for silver reclamation from spent fixer solution and other identified wastes only; dental clinics, etc.	Public Health	Generator Fees	\$100.00	\$2.00	\$102.00	\$2.00	\$104.00
Total Fee for Self-Audit generators that provide for silver reclamation from spent fixer solution only; photofinishers, etc.	Public Health	Generator Fees	\$100.00	\$2.00	\$102.00	\$2.00	\$104.00
Trichomonas - Amplified Probe	Public Health	Clinical Services	\$38.00	\$0.00	\$38.00	\$0.00	\$38.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Trueda/Emitricitabine-Tenofovir 200-300 mg per tab	Public Health	Clinical Services	\$1.00	\$9.00	\$10.00	\$0.00	\$10.00
Tuberculin Skin Test (TST) 86580	Public Health	Clinical Services	\$20.00	\$1.00	\$21.00	\$0.50	\$21.50
Two or More Single or Combination Vaccine 90472	Public Health	Clinical Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Ulipristal acetate -based -ALL - Oral 30 gm - per tab	Public Health	Clinical Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Univeral/Special Waste Processing (<5000 lbs/mo)	Public Health	Hazardous Waste Facility Fees	\$467.00	\$9.00	\$476.00	\$10.00	\$486.00
Universal Special Waste Consolidation (<1,000 lbs/mo)	Public Health	Hazardous Waste Facility Fees	\$461.00	\$6.91	\$467.91	\$7.02	\$474.93
Universal Special Waste Processing (>10,000 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
Universal/ Special Waste Consolidation (<1000 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$461.00	\$0.00	\$461.00	\$0.00	\$461.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Universal/ Special Waste Consolidation (>2500 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$924.00	\$18.00	\$942.00	\$19.00	\$961.00
Universal/ Special Waste Consolidation (1000-2500 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$692.00	\$0.00	\$692.00	\$0.00	\$692.00
Universal/Specail Waste Consolidation (1,000-2500 lbs/mo)	Public Health	Hazardous Waste Facility Fees	\$692.00	\$0.00	\$692.00	\$0.00	\$692.00
Universal/Special Waste Consolidation (>2500 lbs/mo)	Public Health	Hazardous Waste Facility Fees	\$924.00	\$18.00	\$942.00	\$19.00	\$961.00
Universal/Special Waste Processing (<5000 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$467.00	\$9.00	\$476.00	\$10.00	\$486.00
Universal/Special Waste Processing (>10,000 lbs/mo)	Public Health	Hazardous Waste Facility Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
Universal/Special Waste Processing (5000 - 10,000 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$933.00	\$19.00	\$952.00	\$19.00	\$971.00
Universal/Special Waste Processing (5000-10,000 lbs/mo)	Public Health	Hazardous Waste Facility Fees	\$933.00	\$0.00	\$933.00	\$0.00	\$933.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Urinalysis	Public Health	Clinical Services	\$14.00	\$0.00	\$14.00	\$0.00	\$14.00
Used Oil Burners	Public Health	Hazardous Waste Facility Fees	\$710.00	\$14.00	\$724.00	\$14.00	\$738.00
Used Oil Burners	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$362.00	\$7.00	\$369.00	\$7.00	\$376.00
Used Oil Collection Storage more than 35 Days	Public Health	Hazardous Waste Facility Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
Used Oil Collection Storage more than 35 Days	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$888.00	\$18.00	\$906.00	\$18.00	\$924.00
Used Oil Collection/Storage up to 35 Days	Public Health	Hazardous Waste Facility Fees	\$924.00	\$18.00	\$942.00	\$19.00	\$961.00
Used Oil Collection/Storage up to 35 Days	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$924.00	\$18.00	\$942.00	\$19.00	\$961.00
Used Oil Processing Operations	Public Health	Hazardous Waste Facility Fees	\$2,179.00	\$44.00	\$2,223.00	\$44.00	\$2,267.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Used Oil Processing Operations	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,241.00	\$25.00	\$1,266.00	\$25.00	\$1,291.00
Vandazole 70 gm per tube	Public Health	Clinical Services	\$20.00	\$1.00	\$21.00	\$0.50	\$21.50
Vending Machine – food	Public Health	Vending Machines	\$27.00	\$1.00	\$28.00	\$1.00	\$29.00
Vending Machine – nut	Public Health	Vending Machines	\$12.00	\$0.00	\$12.00	\$0.00	\$12.00
Venipuncture - Blood Collection 36415	Public Health	Clinical Services	\$9.00	\$1.00	\$10.00	\$0.00	\$10.00
VIRTUAL CHECK IN VISIT G2012	Public Health	Clinical Services	\$25.00	\$1.50	\$26.50	\$0.50	\$27.00
VIRTUAL CHECK-IN STORE AND FORWARD G2010	Public Health	Clinical Services	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
VSQG - Antifreeze (priced per gal)	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
VSQG - Batteries - Lead Acid	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG - Batteries - Rechargeable	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG - Oil Filters	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG (</= 10 gallons)	Public Health	License Application Fee	\$97.00	\$2.00	\$99.00	\$2.00	\$101.00
VSQG (11 – 264 gallons)	Public Health	License Application Fee	\$195.00	\$4.00	\$199.00	\$4.00	\$203.00
VSQG -Aerosols	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Batteries - Other	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Bulk Flammable Liquids	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
VSQG -Compressed Gas Cylinders	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Cylinders Other	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Drums and other Supplies	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG Facility – Satellite per site	Public Health	Hazardous Waste Facility Fees	\$721.00	\$14.00	\$735.00	\$15.00	\$750.00
VSQG Facility – Satellite per site	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$362.00	\$7.00	\$369.00	\$7.00	\$376.00
VSQG -Fluorescent Bulbs 4 ft or less	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Fluorescent Bulbs compact fl	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Fluorescents Xcel subsidized bulbs	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
VSQG -HID, Neon - and all other Bulbs	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Lab Pack Corrosives - Acids	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Lab Pack Corrosives - Bases	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Lab Pack Flammables (non bulkable)	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Lab Pack MDA Pesticides	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Labor, each hour after first	Public Health	Very Small Quantity Generator Fees	\$70.00	\$1.00	\$71.00	(\$1.00)	\$70.00
VSQG -Labor, first hour	Public Health	Very Small Quantity Generator Fees	\$85.00	\$1.00	\$86.00	(\$1.00)	\$85.00
VSQG -labor, minimum charge	Public Health	Very Small Quantity Generator Fees	\$55.00	\$1.00	\$56.00	(\$1.00)	\$55.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
VSQG -Latex Driveway Sealer	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Other Lab Packs (lb)	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Paint - Latex based < qt size	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Paint - Latex based > 5 gallon	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Paint - Latex based 5 gallon	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Paint - Latex based gallon	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Paint - Latex based quarts	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Paint - Oil based 5 gallon	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
VSQG -Paint - Oil based < qt size	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Paint - Oil based > 5 gallon	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG -Paint - Oil based gallon	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Paint - Oil based quarts	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG- Paint-Latex based quarts	Public Health	Very Small Quantity Generator Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -PCB Capacitors	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQG Permanent Facility	Public Health	Hazardous Waste Facility Fees	\$1,860.00	\$37.00	\$1,897.00	\$38.00	\$1,935.00
VSQG Permanent Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	\$1,241.00	\$25.00	\$1,266.00	\$25.00	\$1,291.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
VSQG -Sorbents (rags)	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
VSQQ- Used Oil	Public Health	Very Small Quantity Generator Fees	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%	State Contract price +20%
Wetmount - Trich and Yeast 87210	Public Health	Clinical Services	\$9.00	\$0.00	\$9.00	\$0.00	\$9.00
With on-site crushing operations	Public Health	Auto Salvage Yard Fees	\$713.00	\$14.00	\$727.00	\$15.00	\$742.00
Without on-site crushing operations	Public Health	Auto Salvage Yard Fees	\$537.00	\$11.00	\$548.00	\$11.00	\$559.00
X-Ray Chest PA & Lateral 71020	Public Health	Clinical Services	\$65.00	\$4.00	\$69.00	\$1.00	\$70.00
X-Ray Chest PA1 View 71045	Public Health	Clinical Services	\$45.00	\$2.50	\$47.50	\$1.00	\$48.50
X-Ray Chest PA2 & View 71046	Public Health	Clinical Services	\$75.00	\$4.00	\$79.00	\$2.00	\$81.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Xulane Patch - 150-35MCG/24HR, per box of 3 patches	Public Health	Clinical Services	\$70.00	\$4.00	\$74.00	\$2.00	\$76.00
Yaz per pack of 28	Public Health	Clinical Services	\$30.00	\$1.50	\$31.50	\$1.00	\$32.50
Youth Camp or Nonprofit Food Bank License	Public Health	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Youth Camp or Nonprofit Food Bank-plan review	Public Health	Other	\$243.00	\$5.00	\$248.00	\$5.00	\$253.00
Amended Declaration	Public Works	Common Interest Community Review	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00
CIC Plat and Declaration Additive Per Level	Public Works	Common Interest Community Review	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
CIC Plat and Declaration Additive Per Unit	Public Works	Common Interest Community Review	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
CIC Plat and Declaration Base Fee	Public Works	Common Interest Community Review	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00
Original Declaration	Public Works	Common Interest Community Review	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Supplemental Declaration	Public Works	Common Interest Community Review	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
Oversize Envelope	Public Works	Mailing and Media	\$3.00	\$0.00	\$3.00	\$0.00	\$3.00
Standard Envelope	Public Works	Mailing and Media	\$2.00	\$0.00	\$2.00	\$0.00	\$2.00
Tube	Public Works	Mailing and Media	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Continued Non Compliance	Public Works	Other Plat, CIC and RLS Review Related Fees	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
Minor Revisions - Per Plat, CIC, RLS	Public Works	Other Plat, CIC and RLS Review Related Fees	\$180.00	\$0.00	\$180.00	\$0.00	\$180.00
Substantial Revisions - Per Plat, CIC, RLS	Public Works	Other Plat, CIC and RLS Review Related Fees	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00
Access Permits - Commercial	Public Works	Road Utility & Other Inspections:	\$500.00	\$60.00	\$560.00	\$0.00	\$560.00
Access Permits - Residential	Public Works	Road Utility & Other Inspections:	\$50.00	\$50.00	\$100.00	\$0.00	\$100.00
Annual Registration Fee	Public Works	Road Utility & Other Inspections:	\$40.00	\$10.00	\$50.00	\$0.00	\$50.00
Excavation Permits	Public Works	Road Utility & Other Inspections:	\$220.00	\$70.00	\$290*	\$0.00	\$290*
Obstruction Permits	Public Works	Road Utility & Other Inspections:	\$80.00	\$20.00	\$100*	\$0.00	\$100*
Transportation Permits - Annual Oversize	Public Works	Road Utility & Other Inspections:	\$250.00	\$35.00	\$285.00	\$0.00	\$285.00
Transportation Permits - Single Trip Oversize	Public Works	Road Utility & Other Inspections:	\$30.00	\$10.00	\$40.00	\$0.00	\$40.00
Plat, RLS or CIC (.pdf) - Paper prints	Public Works	Service and product- related	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Plat, RLS, CIC - digital	Public Works	Service and product-related	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Special review requests (services for other LGU's)	Public Works	Service and product-related	\$100.00	\$0.00	\$100*	\$0.00	\$100*
0-3 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00
3-5 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
5-10 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00
Additional services to resolve final plat issues	Public Works	Subdivision Plat and Registered Land Survey Review	\$100.00	\$0.00	\$100*	\$0.00	\$100*
Over 10 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	\$1,600.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00
Subdivision plat, RLS or CIC Reactivation fee	Public Works	Subdivision Plat and Registered Land Survey Review	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
Clearance Letters	Sheriff's Office	Administrative & Support Services	\$5.00	\$0.00	\$5.00	\$0.00	\$5.00
Clearance Letters	Sheriff's Office	Administrative & Support Services	\$6.00	\$0.00	\$6.00	\$0.00	\$6.00
Fingerprinting	Sheriff's Office	Administrative & Support Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Records Check	Sheriff's Office	Administrative & Support Services	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
Abandon Property	Sheriff's Office	Civil Process Services	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Affidavit of Mailing	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Affidavit of Vacancy	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Certificate of Mailing	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Certificate of Redemption Fee	Sheriff's Office	Civil Process Services	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
Certificate of Redemption Inspection Fee	Sheriff's Office	Civil Process Services	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Certificate of Sale	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Certificate of Vacancy	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Certificates (All Others)	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Civil Eviction Re-Schedule Fee	Sheriff's Office	Civil Process Services	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
Civil Process Flat Fee	Sheriff's Office	Civil Process Services	\$110.00	\$0.00	\$110.00	\$0.00	\$110.00
Corrected Report of Sale Fee	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Civil Process Deputy Hourly Rate	Sheriff's Office	Civil Process Services	\$110.00	\$0.00	\$110.00	\$0.00	\$110.00
Disclosure Forms	Sheriff's Office	Civil Process Services	\$2.50	\$0.00	\$2.50	\$0.00	\$2.50
Document Fee	Sheriff's Office	Civil Process Services	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Document Review Fee	Sheriff's Office	Civil Process Services	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Duplicate Affidavit	Sheriff's Office	Civil Process Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Duplicate Certificate	Sheriff's Office	Civil Process Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Duplicate Certificate of Redemption	Sheriff's Office	Civil Process Services	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
Duplicate Original Redemption Certificate	Sheriff's Office	Civil Process Services	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Duplicate Report of Sale Fee	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Execution Commission	Sheriff's Office	Civil Process Services	\$0.05	\$0.00	\$0.05	\$0.00	\$0.05
Execution Report of Sale	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Execution Sale	Sheriff's Office	Civil Process Services	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Filing Fee	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Garnishment Fee	Sheriff's Office	Civil Process Services	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Judgement & Decree Sale	Sheriff's Office	Civil Process Services	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Legal not Found	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Levy Fee	Sheriff's Office	Civil Process Services	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Lien (Mechanics/Warehouseman)	Sheriff's Office	Civil Process Services	\$80.00	\$0.00	\$80.00	\$0.00	\$80.00
Mileage	Sheriff's Office	Civil Process Services	\$0.60	\$0.00	\$0.60	\$0.00	\$0.60
Mortgage Foreclosure	Sheriff's Office	Civil Process Services	\$80.00	\$0.00	\$80.00	\$0.00	\$80.00
Notice of Sale	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
NSF Check Fee	Sheriff's Office	Civil Process Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Photocopies	Sheriff's Office	Civil Process Services	\$0.25	\$0.00	\$0.25	\$0.00	\$0.25
Posting of Notices	Sheriff's Office	Civil Process Services	\$110.00	\$0.00	\$110.00	\$0.00	\$110.00
Property Tax Notice of Expiration of Redemption	Sheriff's Office	Civil Process Services	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
Redemption Fee (Jr. Creditor)	Sheriff's Office	Civil Process Services	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
Redemption Fee (Owner/Mortgager)	Sheriff's Office	Civil Process Services	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00
Redemption Payoff Request Fee	Sheriff's Office	Civil Process Services	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Report of Sale	Sheriff's Office	Civil Process Services	\$80.00	\$0.00	\$80.00	\$0.00	\$80.00
Return of Process	Sheriff's Office	Civil Process Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Stop Payment	Sheriff's Office	Civil Process Services	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Storage	Sheriff's Office	Civil Process Services	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Third Party Bidder Cert	Sheriff's Office	Civil Process Services	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
Writ of Recovery (Eviction) Fee	Sheriff's Office	Civil Process Services	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Xerox Photocopies	Sheriff's Office	Civil Process Services	\$0.25	\$0.00	\$0.25	\$0.00	\$0.25
Commissary account deposit via phone	Sheriff's Office	Detention Services	\$5.95	\$0.00	\$5.95	\$0.00	\$5.95
Detention - Other Counties (Federal Boarders)	Sheriff's Office	Detention Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inmate Voicemail Messaging	Sheriff's Office	Detention Services	\$1.99	\$0.00	\$1.99	\$0.00	\$1.99
Instant Email	Sheriff's Office	Detention Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Instant Email (Deposit)	Sheriff's Office	Detention Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prisoner Booking Fee	Sheriff's Office	Detention Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Remote Video Visitation	Sheriff's Office	Detention Services	\$4.00	\$0.00	\$4.00	\$0.00	\$4.00
Remote Video Visitation (Deposit)	Sheriff's Office	Detention Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hourly Fee Priority 1 & 2 Users	Sheriff's Office	Firearms Range Services	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Hourly Fee Priority 3 Users	Sheriff's Office	Firearms Range Services	\$85.00	\$0.00	\$85.00	\$0.00	\$85.00
Open Shoot Fee	Sheriff's Office	Firearms Range Services	\$12.50	\$0.00	\$12.50	\$0.00	\$12.50
Gun Permit Application Fee	Sheriff's Office	Gun Permit Services	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Gun Permit Late Repp Fee	Sheriff's Office	Gun Permit Services	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Gun Permit Reapplication Fee	Sheriff's Office	Gun Permit Services	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
Gun Permit Replacement Fee	Sheriff's Office	Gun Permit Services	\$10.00	\$0.00	\$10.00	\$0.00	\$10.00
Accident reports/copies - per page	Sheriff's Office	Public Safety Services	\$0.25	\$0.00	\$0.25	\$0.00	\$0.25
Digital copy of photos/digital media	Sheriff's Office	Public Safety Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NSF Check Fee	Sheriff's Office	Public Safety Services	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Reimb for storage of towed vehicle - per day	Sheriff's Office	Public Safety Services	\$20.00	\$0.00	\$20.00	\$0.00	\$20.00
Reimb for storage of towed vehicle - per day indoor storage	Sheriff's Office	Public Safety Services	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
Security Services	Sheriff's Office	Public Safety Services	\$110.00	\$0.00	\$110.00	\$0.00	\$110.00
Security Services(Non-Deputy security services)	Sheriff's Office	Public Safety Services	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
Towing Service	Sheriff's Office	Public Safety Services	\$139.26	\$0.00	\$139.26	\$0.00	\$139.26

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Photocopies (per page)	Social Services	Administration	\$0.25	\$0.00	\$0.25	\$0.00	\$0.25
Photocopies (per page) - Patient Health Records.	Social Services	Administration	\$0.75	\$0.00	\$0.75	\$0.00	\$0.75
Child Care Licensing/Relicensing Fees	Social Services	Child Care Licensing	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Patient Fees (Self Pay)	Social Services	Clinical Services	schedules	schedules	schedules	schedules	schedules
Patient Fees-Insurance	Social Services	Clinical Services	schedules	schedules	schedules	schedules	schedules
Patient Fees-MA	Social Services	Clinical Services	schedules	schedules	schedules	schedules	schedules
Patient Fees (Self Pay)	Social Services	Detoxification	\$395.00	\$0.00	\$395.00	\$0.00	\$395.00
Patient Fees (Self Pay)	Social Services	Withdrawal Management	\$590.00	\$0.00	\$590.00	\$0.00	\$590.00
EBT Card Replacement Fees	Social Services	Financial Assistance Services	\$2.00	\$0.00	\$2.00	\$0.00	\$2.00
Corporate Adult Foster Care License Fees	Social Services	Foster Care Licensing	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Contracted Case Management	Social Services	Social Services	\$1.13	\$0.00	\$1.13	\$0.00	\$1.13
Crisis interven svc, 15 min - Mental Health Prof	Social Services	Mental Health Center	\$62.50	\$0.00	\$62.50	\$0.00	\$62.50
Crisis interven svc, 15 min - Mental Health Prof	Social Services	Mental Health Center	\$62.50	\$0.00	\$62.50	\$0.00	\$62.50
Crisis interven svc, 15 min - Mental Health Prof	Social Services	Mental Health Center	\$62.50	\$0.00	\$62.50	\$0.00	\$62.50
Crisis interven svc, 15 min - Mental Health Prof	Social Services	Mental Health Center	\$62.50	\$0.00	\$62.50	\$0.00	\$62.50
OFFICE/OUTPATIENT VISIT NEW	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
OFFICE O/P NEW LOW 30-44 MIN	Social Services	Mental Health Center	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
OFFICE O/P NEW MOD 45-59 MIN	Social Services	Mental Health Center	\$160.00	\$0.00	\$160.00	\$0.00	\$160.00
OFFICE O/P NEW HI 60-74 MIN	Social Services	Mental Health Center	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
OFFICE/OUTPATIENT VISIT, EST	Social Services	Mental Health Center	\$45.00	\$0.00	\$45.00	\$0.00	\$45.00
OFFICE O/P EST SF 10-19 MIN	Social Services	Mental Health Center	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
OFFICE O/P EST LOW 20-29 MIN	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
OFFICE O/P EST MOD 30-39 MIN	Social Services	Mental Health Center	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
OFFICE O/P EST HI 40-54 MIN	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
INTERPRETER/INTERACTIVE COMPLEXITY ADD ON	Social Services	Mental Health Center	\$95.00	\$0.00	\$95.00	\$0.00	\$95.00
PSYTX, OFFICE, 20-30 MIN	Social Services	Mental Health Center	\$65.00	\$0.00	\$65.00	\$0.00	\$65.00
PSYTX, OFF, 45-50 MIN	Social Services	Mental Health Center	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
INITIAL EVAL DIAGNOSTIC BRIEF	Social Services	Mental Health Center	\$260.00	\$0.00	\$260.00	\$0.00	\$260.00
DIAGNOSTIC BRIEF	Social Services	Mental Health Center	\$260.00	\$0.00	\$260.00	\$0.00	\$260.00
PHONE E/M PHYS/QHP 5-10 MIN	Social Services	Mental Health Center	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
PHONE E/M PHYS/QHP 11-20 MIN	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
PHONE E/M PHYS/QHP 21-30 MIN	Social Services	Mental Health Center	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
DISABILITY EXAMINATION	Social Services	Mental Health Center	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
COMP EVAL W MEDICAL SERVICES	Social Services	Mental Health Center	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
INITIAL PSYCH DIAG EVAL W/MED SRVCS	Social Services	Mental Health Center	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
PSYTX PT&/FAMILY 30 MINUTES	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
PSYTX PT&/FAM W/E&M 30 MIN	Social Services	Mental Health Center	\$65.00	\$0.00	\$65.00	\$0.00	\$65.00
Targeted case mgmt per month	Social Services	Mental Health Center	\$1,252.00	\$0.00	\$1,252.00	\$0.00	\$1,252.00
INTERPRETER SERVICE UNIT = 15 MINS	Social Services	Mental Health Center	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
Crisis intervention per 60 Mins	Social Services	Mental Health Center	\$175.00	\$0.00	\$175.00	\$0.00	\$175.00
Intensive outpatient psychia	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
Intensive outpatient psychia	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
INTERPRETER/INTERACTIVE COMPLEXITY ADD ON	Social Services	Mental Health Center	\$95.00	\$0.00	\$95.00	\$0.00	\$95.00
MULTIPLE FAMILY GROUP PSYTX	Social Services	Mental Health Center	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
MEDICATION MANAGEMENT	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
Community Intervention	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
ARMHS COMMUNITY INTERVANTION PER SESSION	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
CONSULTATION WITH FAMILY - Non MD	Social Services	Mental Health Center	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
PSYCHIATRIC SERVICE/THERAPY	Social Services	Mental Health Center	\$62.50	\$0.00	\$62.50	\$0.00	\$62.50
PSYCHO TESTING ADMIN BY COMP	Social Services	Mental Health Center	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00
PSYCL TST EVAL PHYS/QHP 1ST HR	Social Services	Mental Health Center	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
PSYCL TST EVAL PHYS/QHP EA ADDL 60 MINS	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
PSYCL/NRPSYC TST PHY/QHP 1ST	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PSYCL/NRPSYC TST PHY/QHP EA	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
PSYCL/NRPSYC TECH 1ST	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PSYCL/NRPSYC TST TECH EA	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PSYCL/NRPSYC TST AUTO RESULT	Social Services	Mental Health Center	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
OT EVALUATION	Social Services	Mental Health Center	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
OT RE-EVALUATION	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
OT THERAPEUTIC EXERCISES 15 MINS	Social Services	Mental Health Center	\$45.00	\$0.00	\$45.00	\$0.00	\$45.00
OT NEUROMUSCULAR REEDUCATION 15 MINS	Social Services	Mental Health Center	\$45.00	\$0.00	\$45.00	\$0.00	\$45.00
GROUP THERAPEUTIC PROCEDURES	Social Services	Mental Health Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
OT THERAPEUTIC ACTIVITIES, DIRECT 1:1 15 MINS	Social Services	Mental Health Center	\$45.00	\$0.00	\$45.00	\$0.00	\$45.00
OT COGNITIVE SKILLS DEVELOPMENT, DIRECT 1:1 15 MINS	Social Services	Mental Health Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
OT SELF CARE/HOME MGMT TRAINING, DIR 1:1 15 MINS	Social Services	Mental Health Center	\$45.00	\$0.00	\$45.00	\$0.00	\$45.00
COMMUNITY/WORK REINTEGRATION 15 MINS	Social Services	Mental Health Center	\$45.00	\$0.00	\$45.00	\$0.00	\$45.00
PSYTX PT&/FAMILY 45 MINUTES	Social Services	Mental Health Center	\$105.00	\$0.00	\$105.00	\$0.00	\$105.00
PSYTX PT&/FAM W/E&M 45 MIN	Social Services	Mental Health Center	\$95.00	\$0.00	\$95.00	\$0.00	\$95.00
PSYTX PT&/FAMILY 60 MINUTES	Social Services	Mental Health Center	\$175.00	\$0.00	\$175.00	\$0.00	\$175.00
PSYTX PT&/FAM W/E&M 60 MIN	Social Services	Mental Health Center	\$105.00	\$0.00	\$105.00	\$0.00	\$105.00
FAMILY PSYTX W/O PATIENT	Social Services	Mental Health Center	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
ARMHS COMMUNITY INTERVANTION PER SESSION	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PSYCL TST EVAL PHYS/QHP 1STHR	Social Services	Mental Health Center	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
PSYCL TST EVAL PHYS/QHP EA ADDL HR W/59 MODIFIER	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
PSYCL/TST/ADMIN SCORE 2+ TST 1ST 30 MIN	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PSYCH TEST ADMIN/SCORE 2+ TEST BY TECH 1ST 30 MINS	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PSYCL TEST ADMIN/SCORE 2+ TST TECH EA ADDL 30 MINS	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PSYCL/NRPSYC TST BY COMPUTER	Social Services	Mental Health Center	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00
OT THERAPEUTIC GROUP (2 OR MORE) W/ 59 MODIFIER	Social Services	Mental Health Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
OFFICE/OUTPATIENT VISIT, NEW	Social Services	Mental Health Center	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
PHP Blue Cross Blue Shield	Social Services	Mental Health Center	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00
PHP Generic	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PHP Medica	Social Services	Mental Health Center	\$450.00	\$0.00	\$450.00	\$0.00	\$450.00
PHP Medicaid	Social Services	Mental Health Center	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
Intensive outpatient psychia	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
Crisis intervention per 60 Mins	Social Services	Mental Health Center	\$175.00	\$0.00	\$175.00	\$0.00	\$175.00
CORe INDIVIDUAL	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
CORe GROUP THERAPY	Social Services	Mental Health Center	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
Skills train and dev, 15 min	Social Services	Mental Health Center	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Comp comm supp svc, 15 min	Social Services	Mental Health Center	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Ther behav svc, per 15 min	Social Services	Mental Health Center	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Behav hlth day treat, per hr	Social Services	Mental Health Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Self-help/peer svc per 15min	Social Services	Mental Health Center	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
Comm psy sup tx pgm per diem	Social Services	Mental Health Center	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00
FAMILY PSYTX W/PATIENT	Social Services	Mental Health Center	\$140.00	\$0.00	\$140.00	\$0.00	\$140.00
GROUP PSYCHOTHERAPY	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
Case management	Social Services	Mental Health Center	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00
THER/PROPH/DIAG INJ, SC/IM	Social Services	Mental Health Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Mh svc plan dev by non-md 15	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
MH PH 60 MINS	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PHONE E/M PHYS/QHP 5-10 MIN	Social Services	Mental Health Center	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
PHONE E/M PHYS/QHP 11-20 MIN	Social Services	Mental Health Center	\$90.00	\$0.00	\$90.00	\$0.00	\$90.00
PHONE E/M PHYS/QHP 21-30 MIN	Social Services	Mental Health Center	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
DISABILITY EXAMINATION	Social Services	Mental Health Center	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
PSYCHO TESTING BY PSYCH/PHYS	Social Services	Mental Health Center	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
Partial hosp prog service	Social Services	Mental Health Center	\$88.00	\$0.00	\$88.00	\$0.00	\$88.00
Opps/php;activity therapy	Social Services	Mental Health Center	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
Opps/php; train & educ serv	Social Services	Mental Health Center	\$35.00	\$0.00	\$35.00	\$0.00	\$35.00
Grp psych partial hosp 60 MINS	Social Services	Mental Health Center	\$70.00	\$0.00	\$70.00	\$0.00	\$70.00
1 Rx via qualified eRx sys	Social Services	Mental Health Center	\$0.01	\$0.00	\$0.01	\$0.00	\$0.01
Alcohol and/or drug assess	Social Services	Mental Health Center	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
Mh health assess by non-md 15 Min	Social Services	Mental Health Center	\$260.00	\$0.00	\$260.00	\$0.00	\$260.00
INITIAL ARMHS FUNC ASSESS, NON PHYS = 15 MINS W/UD	Social Services	Mental Health Center	\$44.00	\$0.00	\$44.00	\$0.00	\$44.00
ARMHS FUNC ASSESS REVIEW OR UPDATE, NON PHYS = 15 MIN	Social Services	Mental Health Center	\$44.00	\$0.00	\$44.00	\$0.00	\$44.00
Mh svc plan dev by non-md 15	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
ARMHS COMP INTGR TREATMENT PLAN W/ Q2	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
COMP INTEGRATED TX PLAN INITIAL	Social Services	Mental Health Center	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
MH PH 60 MINS	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
MH PEER SVC LEVEL II IND, MOD U5, 15 MINS	Social Services	Mental Health Center	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00

Fee Description	Department	Area	2025 Approved Fee	Proposed Change from 2025 to 2026	2026 Proposed Fee	Proposed Change from 2026 to 2027	2027 Proposed Fee
PHP MEDICARE UNDER 24 HRS	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
MH PEER SVC LEVEL II, 15 MINS	Social Services	Mental Health Center	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
PH WITH OT/DAY UNIT = 60 MINS	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PHP BCBS UNDER 24 HRS	Social Services	Mental Health Center	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00
PARTIAL HOSP PER DIEM	Social Services	Mental Health Center	\$450.00	\$0.00	\$450.00	\$0.00	\$450.00
PHP GENERIC INSURANCE UNDER 24 HRS	Social Services	Mental Health Center	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00
PHP MEDICA UNDER 24 HRS	Social Services	Mental Health Center	\$450.00	\$0.00	\$450.00	\$0.00	\$450.00
PHP MEDICAID UNDER 24 HRS	Social Services	Mental Health Center	\$600.00	\$0.00	\$600.00	\$0.00	\$600.00
Comm psy sup tx pgm per diem	Social Services	Mental Health Center	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00
CRT PROVIDER TRAVEL TIME UNIT = 1 MIN	Social Services	Mental Health Center	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
Psyc soc rehab svc, per 15 min	Social Services	Mental Health Center	\$22.00	\$0.00	\$22.00	\$0.00	\$22.00
Com wrap-around sv, per diem	Social Services	Mental Health Center	\$350.00	\$0.00	\$350.00	\$0.00	\$350.00

Board of Commissioners

Request for Board Action

Item Number: 2025-511

Meeting Date: 12/16/2025

Sponsor: Finance

Title

Approval of the 2026-2027 Capital Improvement Program and the 2026-2031 Capital Improvement Program Plan

Recommendation

1. Approve the 2026-2027 Capital Improvement Program Budget, the 2026-2031 Capital Improvement Program Plan, and 2026 Capital Improvement Program Financing.
2. Authorize the County Manager to enter into agreements and contracts and execute amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the Capital Improvement Program funding.

Background and Rationale

The Ramsey County Home Rule Charter, Chapter 10, Section 10.01(a)(2), and Section 10.05, requires Ramsey County to prepare a five- year capital improvement program plan and capital improvement program budget for the ensuing fiscal year. County Board Resolution 2005-068, dated February 15, 2005, authorized the County Manager to develop and implement two-year budgets beginning with 2006 and 2007.

The Ramsey County Board of Commissioners met as the Budget Committee of the Whole on September 15, 2025, to review the Capital Improvement Program Plan and Budget as proposed by the County Manager and the Capital Improvement Program Citizens Advisory Committee (CIPAC).

Staff is requesting the approval and adoption of the 2026-2027 Capital Improvement Program, the 2026-2031 Capital Improvement Program Plan, and the 2026 Capital Improvement Program Financing. In addition, to be consistent with the Transportation Improvement Program, staff is requesting procurement authority for the County Manager regarding capital improvement plan agreements and contracts.

The Capital Improvement Program 2026-2027 proposed budget and 2026-2031 Plan is included in the 2026-2027 Biennial Budget Book on pages (560-583) available on the Budget & Finance page of the Ramsey County website. A direct link can be found here:

<https://assets.ramseycountymn.gov/files/2025-09/Ramsey%20County%20Biennial%20Budget%20Book%20-%202026-2027%20Proposed%20-%20Final%20Sept%202025.pdf>.

County Goals (Check those advanced by Action)

☐ Well-being

☒ Prosperity

☐ Opportunity

☐ Accountability

Racial Equity Impact

The racial equity impact of departments, programs, and services is included in the 2026-2027 Biennial Budget Book. They are also included in performance measures information available from the county's open data portal: <https://opendata.ramseycounty.us>. These impacts were discussed during the 2026-2027 biennial budget hearings held by the Ramsey County Board in September 2025.

Community Participation Level and Impact

The Capital Improvement Program Citizen's Advisory Committee (CIPAC), an advisory committee comprised of 14 residents, appointed by the Ramsey County Board, provide public participation in the decision-making process by reviewing, rating, and recommending capital improvement projects.

There were two public hearings incorporated in the budget process that included opportunities for public comment:

- Tuesday, September 22, 2025, at 5:00 p.m. - Ramsey County Courthouse, Council Chambers - 15 West Kellogg Blvd., Saint Paul, MN 55102.
- Thursday, December 11, 2025, at 6:00 p.m. - Ramsey County Courthouse, Council Chambers - 15 West Kellogg Blvd., Saint Paul, MN 55102.

☒ Inform ☒ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

Capital Improvement Financing of \$260,150,950 in 2026 and \$339,080,950 in 2027 will fund approved projects throughout the county.

Last Previous Action

On November 18, 2025, the Ramsey County Board authorized the 2026A Bond Sale (Resolution B2025-217).

On November 18, 2025, the Ramsey County Board approved the Adoption of the 2026 Capital Improvement Program Bond Ordinance (Resolution B2025-216).

On September 23, 2025, the Ramsey County Board approved setting the proposed maximum levy of \$434,565,563 (Resolution B2025-181).

From September 15-22, 2025, the Ramsey County Budget Committee of the Whole reviewed all service team proposed budgets.

On September 2, 2025, the County Manager presented the proposed 2026-2027 biennial budget to the Ramsey County Board of Commissioners.

Attachments

1. 2026-2027 Capital Improvement Plan Budget Information.

**County Manager Proposed
Capital Improvement Projects by Service Team/Department for 2026-2027**

Schedule 1

*CIP Pg No. CIP Maintenance Projects: CIP Bonds + Other Funding 2026 & 2027 Service Team/ Department Name/Project Name		2026 Funding Source				2027 Funding Source				2026-2027 Total
		CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	
MAINTENANCE PROJECTS										
Economic Growth and Community Investment										
Parks and Recreation										
136	Arena Capital Maintenance	600,000	-	-	600,000	350,000	-	-	350,000	950,000
140	Natural Resources Habitat Maint & Hazardous Tree Abatement	300,000	-	-	300,000	200,000	-	-	200,000	500,000
144	ADA Plan Implementation County Park, Arenas, Golf Facilities	100,000	-	-	100,000	100,000	-	-	100,000	200,000
148	Park Stormwater Pond Infrastructure Testing & Rehabilitation	-	-	-	-	100,000	-	-	100,000	100,000
152	Highland Arena South Rink Insulation	-	-	-	-	250,000	-	-	250,000	250,000
156	Bituminous Paving & Maintenance Parks and Recreation	750,000	-	-	750,000	1,000,000	-	-	1,000,000	1,750,000
Property Management										
168	911 Emergency Communications Center Roof Top AC Units Replace	300,000	-	-	300,000	-	-	-	-	300,000
172	HVAC Heat Exchanger/Pump Replacement at Landmark Center	300,000	-	-	300,000	-	-	-	-	300,000
176	Main Electrical Power Infrastructure Replacement Juv Fam Jst Ctr	50,000	-	-	50,000	450,000	-	-	450,000	500,000
180	Heat Exchanger & Recovery in E Mech Rm at RC Correctional Fac	150,000	-	-	150,000	1,500,000	-	-	1,500,000	1,650,000
184	Parking Lot Restoration-Law Enforcement Center	350,000	-	-	350,000	-	-	-	-	350,000
Public Works										
164	Bituminous Paving & Maintenance Public Works	1,250,000	-	2,250,000	3,500,000	2,000,000	-	6,385,000	8,385,000	11,885,000
Fleet										
160	Fleet Shop Equipment Replacement	100,000	-	-	100,000	-	-	-	-	100,000
Total Economic Growth and Community Investment		4,250,000	-	2,250,000	6,500,000	5,950,000	-	6,385,000	12,335,000	18,835,000
Health and Wellness										
Social Services										
188	Lake Owasso Residence Bathroom Replacements 8 Houses	450,000	-	-	450,000	450,000	-	-	450,000	900,000
192	Lake Owasso Residence Card Readers for Campus buildings	-	-	-	-	100,000	-	-	100,000	100,000
Total Health and Wellness		450,000	-	-	450,000	550,000	-	-	550,000	1,000,000
Information and Public Records										
No Maintenance Project Requests Submitted										
Total Information and Public Records		-	-	-	-	-	-	-	-	-
Safety and Justice										
Medical Examiner		150,000	-	-	150,000	-	-	-	-	150,000
196	Cooler/Freezer Condenser & Evaporator Replacement									
Office of Safety and Justice		1,200,000	-	-	1,200,000	-	-	-	-	1,200,000
204	HVAC for Data Closets for District Court in Courthouse									
Total Safety and Justice		1,350,000	-	-	1,350,000	-	-	-	-	1,350,000

*CIP

Pg Service Team/

No. Department Name/Project Name

2026 Funding Source					2027 Funding Source				2026-2027 Total
CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested		CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	
MAINTENANCE PROJECTS CONTINUED									
Strategic Team and General County Purposes									
Hold for Future Priorities	450,000	-	-	450,000	-	-	-	-	450,000
Total Strategic Team and General County Purposes	450,000	-	-	450,000	-	-	-	-	450,000
TOTAL CIP MAINTENANCE PROJECTS	6,500,000	-	2,250,000	8,750,000	6,500,000	-	6,385,000	12,885,000	21,635,000
NEW PROJECTS/MAJOR RENOVATIONS									
Economic Growth and Community Investment									
Parks & Recreation									
15 Aldrich Arena & Community Event Center Refrigeration Syst Rep	2,400,000	-	-	2,400,000	-	-	-	-	2,400,000
21 Beaver Lake County Park Redevelopment - Phase 1	160,000	-	-	160,000	1,900,000	-	-	1,900,000	2,060,000
Fleet									
27 Fleet Shop Fans, Electrical Infrastructure & Alignment Rack	331,984	-	-	331,984	-	-	-	-	331,984
Property Management									
33 Public Works Generator Replacement Project	1,200,000	-	-	1,200,000	-	-	-	-	1,200,000
45 Accessibility Improvements - ADA Related at Various Buildings	300,000	-	-	300,000	400,000	-	-	400,000	700,000
51 Furniture - Office & Collaboration Spaces	1,500,000	-	-	1,500,000	1,500,000	-	-	1,500,000	3,000,000
57 Collaboration Space Audio Visual Equipment	200,000	-	-	200,000	100,000	-	-	100,000	300,000
Total Economic Growth & Community Investment	6,091,984	-	-	6,091,984	3,900,000	-	-	3,900,000	9,991,984
Health and Wellness									
Innovation & Strategy									
73 East Building File Project	1,528,429	-	-	1,528,429	1,504,100	-	-	1,504,100	3,032,529
Community Corrections									
79 Ramsey County Correctional Facility Pod Enclosure	2,848,930	1,200,000	-	4,048,930	-	-	-	-	4,048,930
Total Health and Wellness	4,377,259	1,200,000	-	5,577,359	1,504,100	-	-	1,504,100	7,081,459
Information and Public Records									
No New/MajorProject Requests Submitted	-	-	-	-	-	-	-	-	-
Total Information and Public Records	-	-	-	-	-	-	-	-	-
Safety and Justice									
Sheriff's Office									
87 Adult Dtn Ctr Safety & Security Enhancements (Suicide Barriers)	2,199,783	-	-	2,199,783	1,346,598	-	-	1,346,598	3,546,381
79 Court Security Radio Communications Enhance Main Courthouse	180,000	-	-	180,000	-	-	-	-	180,000
Total Safety and Justice	2,379,783	-	-	2,379,783	1,346,598	-	-	1,346,598	3,726,381

*CIP

Pg Service Team/

No. Department Name/Project Name

		2026 Funding Source				2027 Funding Source				2026-2027 Total
		CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	
NEW PROJECTS/MAJOR RENOVATIONS CONTINUED										
Strategic										
Finance										
119	Bond Issuance Costs	150,874	-	-	150,874	159,302	-	-	159,302	310,176
	Hold For Future Priorities/Strategic Development Opportunities	-	-	-	-	6,090,000	-	-	6,090,000	6,090,000
	Total Strategic	150,874	-	-	150,874	6,249,302	-	-	6,249,302	6,400,175
OTHER FUNDING SOURCES										
341	ERP Replacement Project	12,000,000	-	-	12,000,000	-	-	-	-	12,000,000
39	Energy Savings Program	-	8,250,000	200,000	8,450,000	-	4,505,000	2,455,000	6,960,000	15,410,000
323	Multi-Modal Planning Projects	-	-	107,230,000	107,230,000	-	-	213,330,000	213,330,000	320,560,000
317	Road Construction	-	-	80,225,000	80,225,000	-	-	44,950,000	44,950,000	125,175,000
305	Roadway MCARE Improvements	-	-	2,800,000	2,800,000	-	-	10,910,000	10,910,000	13,710,000
331	Pedestrian Bicycle Improvements	-	-	7,663,000	7,663,000	-	-	1,003,000	1,003,000	8,666,000
329	Stormwater Improvements	-	-	1,995,000	1,995,000	-	-	1,000,000	1,000,000	2,995,000
299	Miscellaneous Infrastructure Improvements	-	-	7,890,000	7,890,000	-	-	29,050,000	29,050,000	36,940,000
263	911 Phone System Replacement at Emergency Communications Ctr	-	1,500,000	-	1,500,000	-	-	-	-	1,500,000
269	Bldg. Security System Update at Emergency Communications Ctr	-	25,000	-	25,000	-	-	-	-	25,000
275	Logging System Replacement at Emergency Communications Ctr	-	400,000	-	400,000	-	-	-	-	400,000
281	Radio Antennas & Feeders Emergency Communications	-	850,000	-	850,000	-	-	-	-	850,000
287	Radio Site DC Power Plant Replacement	-	120,000	-	120,000	-	-	-	-	120,000
293	Radio Tower top Amplifiers	-	60,000	-	60,000	-	-	-	-	60,000
TOTAL CIP NEW PROJECTS/MAJOR RENOVATIONS		25,000,000	12,405,000	208,003,000	245,408,000	13,000,000	4,505,000	302,698,000	320,203,000	565,611,000

*CIP Building Improvements (Rental Revenues & Fund Balance)

Pg

No. Department Name/Project Name

		2026 Funding Source				2027 Funding Source				2026-2027 Total
		CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	
BUILDING IMPROVEMENTS PROPERTY MANAGEMENT										
209	Bldg. Improvements - Publ Wks/Patrol Station	-	507,784	-	507,784	-	507,784	-	507,784	1,015,568
216	Bldg. Improvements - Libraries	-	329,662	-	329,662	-	329,662	-	329,662	659,324
225	Bldg. Improvements - Ch/Ch	-	660,962	-	660,962	-	660,962	-	660,962	1,321,924
231	Bldg. Improvements - General Building Fund	-	3,394,542	-	3,394,542	-	3,394,542	-	3,394,542	6,789,084
Total Building Improvements Property Management		-	4,892,950	-	4,892,950	-	4,892,950	-	4,892,950	9,785,900

(1) Dedicated Rental Revenues and Fund Balance from Building Funds

*CIP Building Improvements/Repairs-County Levy + Other Funding

Pg

No. Department Name/Project Name

		2026 Funding Source				2027 Funding Source				2026-2027 Total
		CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	
BUILDING IMPROVEMENTS/REPAIRS (CAPITAL LEVY)										
245	Bldg. Improvements-Extension Barn	-	33,320	-	33,320	-	33,320	-	33,320	66,640
251	Bldg. Improvements-Landmark Center	-	199,800	-	199,800	-	199,800	-	199,800	399,600
257	Bldg. Improvements-Parks	-	866,880	-	866,880	-	866,880	-	866,880	1,733,760
		-				-				
Total Building Improvements/Repairs (Capital Levy)		-	1,100,000	-	1,100,000	-	1,100,000	-	1,100,000	2,200,000

Summary by Funding & Account Classification

Department Name/Project Name

		2026 Funding Source				2027 Funding Source				2026-2027 Total
		CIP Bonds	County Levy/Other	Municipal/ Intergovt	2026 Total Requested	CIP Bonds	County Levy/Other	Municipal/ Intergovt	2027 Total Requested	
CIP Maintenance Project Bonds										
	Projects	6,500,000	-	2,250,000	8,750,000	6,500,000	-	6,385,000	12,885,000	21,635,000
Total CIP Maintenance Project Bonds		6,500,000	-	2,250,000	8,750,000	6,500,000	-	6,385,000	12,885,000	21,635,000
CIP New Project/Major Renovation Bonds										
	Projects	25,000,000	12,405,000	208,003,000	245,408,000	13,000,000	4,505,000	302,698,000	320,203,000	565,611,000
Total CIP New Project/Major Renovation Bonds		25,000,000	12,405,000	208,003,000	245,408,000	13,000,000	4,505,000	302,698,000	320,203,000	565,611,000
Building Improvements Property Management										
	Building Additions, Renovations, Repairs	-	4,892,950	-	4,892,950	-	4,892,950	-	4,892,950	9,785,900
Total Building Improvements Property Management		-	4,892,950	-	4,892,950	-	4,892,950	-	4,860,829	9,785,900
Building Improvements/Repairs (Capital Levy)										
	Building Lifecycle Maintenance	-	1,100,000	-	1,100,000	-	1,100,000	-	1,100,000	2,200,000
Total Building Improvements/Repairs (Capital Levy)		-	1,100,000	-	1,100,000	-	1,100,000	-	1,100,000	2,200,000
TOTAL CIP PROJECTS REQUESTED FOR FUNDING		31,500,000	18,397,950	210,253,000	260,150,950	19,500,000	10,497,950	309,083,000	339,080,950	599,231,900

*CIP Pg No. refers to the page in the CIP workbook where the project request can be found

**County Manager Proposed
Capital improvement Projects by Service Team/Department for 2026-2027**

Schedule 2
All Funding Sources

CIP Pg No	Service Team/ Department Name/Project Name	BY 2026	BY 2027	BY 2028	YEARS BY 2029	BY 2030	BY 2031	TOTAL ALL YEARS
	MAINTENANCE PROJECTS							
	Economic Growth and Community Investment							
	Parks & Recreation							
136	Arena Capital Maintenance	600,000	350,000	650,000	500,000	600,000	500,000	3,200,000
140	Natural Resources Habitat Maintenance and Hazardous Tree Abatement	300,000	200,000	200,000	200,000	200,000	200,000	1,300,000
144	ADA Plan Implementation County Park, Arenas, Golf Facilities	100,000	100,000	150,000	150,000	150,000	150,000	800,000
148	Park Stormwater Pond Infrastructure Testing & Rehabilitation	-	100,000	-	-	-	-	100,000
152	Highland Arena South Rink Insulation	-	250,000	-	-	-	-	250,000
156	Bituminous Paving & Maintenance Park and Recreation	750,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,750,000
	Fleet							
160	Fleet Shop Equipment Replacement	100,000	-	-	-	-	-	100,000
	Public Works							
164	Pavement Preservation	3,500,000	8,385,000	6,365,000	6,750,000	-	-	25,000,000
	Property Management							
168	911 Emergency Communication Center Roof Top AC Units Replace	300,000	-	-	-	-	-	300,000
172	HVAC Heat Exchange/Pump Replacement at Landmark Center	300,000	-	-	-	-	-	300,000
176	Main Electrical Power Infrastructure Replacement Juv Fam Jst Ctr	50,000	450,000	-	-	-	-	500,000
180	Heat Exchanger & Recovery in E Mech Rm at RC Correctional Fac	150,000	1,500,000	-	-	-	-	1,650,000
184	Parking Lot Restoration-Law Enforcement Center	350,000	-	-	-	-	-	350,000
	Total Economic Growth and Community Investment	6,500,000	12,335,000	8,365,000	8,600,000	1,950,000	1,850,000	39,600,000
	Health and Wellness							
	Social Services							
188	Lake Owasso Residence Bathroom Replacement 8 Houses	450,000	450,000	-	-	-	-	900,000
192	Lake Owasso Residence Card Readers for Campus Buildings	-	100,000	-	-	-	-	100,000
	Total Health and Wellness	450,000	550,000	-	-	-	-	1,000,000
	Safety and Justice							
	Medical Examiner							
196	Cooler/Freezer Condenser and Evaporator Replacement	150,000	-	-	-	-	-	150,000
	Office of Safety and Justice							
204	HVAC for Data Closets for District Court in Courthouse	1,200,000	-	-	-	-	-	1,200,000
	Total Safety and Justice	1,350,000	-	-	-	-	-	1,350,000
	Strategic Team and General County Purposes							
	Finance							
	Hold for Future Priorities	450,000	-	-	-	-	-	450,000
	Total Strategic Team and General County Purposes	450,000	-	-	-	-	-	450,000
	TOTAL CIP MAINTENANCE PROJECTS	8,750,000	12,885,000	8,365,000	8,600,000	1,950,000	1,850,000	42,400,000

*CIP Pg No	Service Team/ Department Name/Project Name	YEARS					TOTAL	
		BY 2026	BY 2027	BY 2028	BY 2029	BY 2030	BY 2031	ALL YEARS
	NEW PROJECTS/MAJOR RENOVATIONS							
	Economic Growth and Community Investment							
	Parks and Recreation							
15	Aldrich Arena & Community Event Center Refrigeration System Replace	2,400,000	-	-	-	-	-	2,400,000
21	Beaver Lake Community Park Redevelopment - Phase 1	160,000	1,900,000	-	-	-	-	2,060,000
27	Fleet							
33	Shop Fans, Electrical Infrastructure and Alignment Rack Property Management	331,984	-	-	-	-	-	331,984
33	Public Works Generator Replacement	1,200,000	-	-	-	-	-	1,200,000
45	Accessibility Improvements - ADA Related at Various Buildings	300,000	400,000	-	-	-	-	700,000
51	Furniture-Office and Collaboration Spaces	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	9,000,000
57	Collaboration Space Audit Visual Equipment	200,000	100,000	100,000	100,000	100,000	100,000	700,000
	Total Economic Growth and Community Investment	6,091,984	3,900,000	1,600,000	1,600,000	1,600,000	1,600,000	16,391,984
	Health and Wellness							
	Innovation and Strategy							
73	East Building File Project	1,528,429	1,504,100	1,479,814	1,455,543	-	-	5,967,886
	Community Corrections							
79	Ramsey County Correctional Facility Pod Enclosure	4,048,930	-	-	-	-	-	4,048,930
	Total Health and Wellness	5,577,359	1,504,100	1,479,814	1,455,543	-	-	10,016,816
	Safety and Justice							
	Sheriff's Office							
87	Adult Detention Center Safety and Security Enhance Suicide Barriers	2,199,783	1,346,598	-	-	-	-	3,546,381
105	Court Security Radio Communications Enhancement Main Courthouse	180,000	-	-	-	-	-	180,000
	Total Safety and Justice	2,379,783	1,346,598	-	-	-	-	3,726,381
	Strategic Team and General County Purposes							
	Finance							
119	Bond Issuance Costs	150,874	159,302	164,800	170,000	175,100	181,000	1,001,076
	Hold For Future Priorities/Strategic Development Opportunities	-	6,090,000	-	-	-	-	6,090,000
	Total Strategic	150,874	6,249,302	164,800	170,000	175,100	181,000	7,091,076
	Other Funding Sources							
	Countywide							
341	ERP Replacement Project	12,000,000	-	-	-	-	-	12,000,000
	Property Management							
39	Energy Savings Program	8,450,000	6,960,000	-	-	-	-	15,410,000
	Public Works							
323	Multi-Modal Planning Projects	107,230,000	213,330,000	213,330,000	213,330,000	428,250,000	-	1,175,470,000
317	Road Construction	80,225,000	44,950,000	31,600,000	53,000,000	-	-	209,775,000
205	Roadway MCARE Improvements	2,800,000	10,910,000	14,510,000	10,000,000	-	-	38,220,000
331	Pedestrian Bicycle Improvements	7,663,000	1,003,000	1,500,000	2,400,000	-	-	12,566,000
329	Stormwater Improvements	1,995,000	1,000,000	1,000,000	1,000,000	-	-	4,995,000
299	Miscellaneous Infrastructure Improvements	7,890,000	29,050,000	3,850,000	3,850,000	-	-	44,640,000

*CIP Pg No	Service Team/ Department Name/Project Name	YEARS						TOTAL ALL YEARS
		BY 2026	BY 2027	BY 2028	BY 2029	BY 2030	BY 2031	
	NEW PROJECTS/MAJOR RENOVATIONS CONTINUED							
	Emergency Communications							
263	9-1-1 Phone System Replacement	1,500,000	-	-	-	-	1,500,000	3,000,000
269	Bldg Security System Update	25,000	-	-	-	-	-	25,000
275	Logging System Replacement	400,000	-	-	-	-	400,000	800,000
281	Radio Antennas & Feedlines	850,000	-	-	-	-	-	850,000
287	Radio Site DC Power Plant Replacement	120,000	-	-	-	-	-	120,000
293	Radio Towertop Amplifiers	60,000	-	-	-	-	120,000	180,000
	Total Other Funding	231,208,000	307,203,000	265,790,000	283,580,000	428,250,000	2,020,000	1,518,051,000
	TOTAL NEW PROJECTS/MAJOR RENOVATIONS	245,408,000	320,203,000	269,034,614	286,805,543	430,025,100	3,801,000	1,555,277,257
	BUILDING IMPROVEMENTS - PROPERTY MANAGEMENT							
209	Bldg Improvements - Publ Wks/Patrol Station	507,784	507,784	507,784	507,784	507,784	507,784	3,046,704
216	Bldg Improvements - Libraries	329,662	329,662	329,662	329,662	329,662	329,662	1,977,972
225	Bldg Improvements - Ch/Ch	660,962	660,962	660,962	660,962	660,962	660,962	3,965,772
231	Bldg Improvements - General Building Fund	3,394,542	3,394,542	3,394,542	3,394,542	3,394,542	3,394,542	20,367,252
	TOTAL BUILDING IMPROVEMENTS - PROP. MGMT	4,892,950	4,892,950	4,892,950	4,892,950	4,892,950	4,892,950	29,357,700
	BUILDING IMPROVEMENTS/REPAIRS							
245	Bldg Improvements-Extension Barn	33,320	33,320	33,320	33,320	33,320	33,320	199,920
251	Bldg Improvements-Landmark Center	199,800	199,800	199,800	199,800	199,800	199,800	1,198,800
257	Bldg Improvements-Parks	866,880	866,880	866,880	866,880	866,880	866,880	5,201,280
	TOTAL BUILDING IMPROVEMENTS/REPAIRS	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	6,600,000
	TOTAL CAPITAL IMPROVEMENT PROJECTS REQUESTED	260,150,950	339,080,950	283,392,564	301,398,493	437,968,050	11,643,950	1,663,634,957

*CIP Page No. refers to the page in the CIP workbook where the project request can be found

County Manager Proposed
Capital improvement Projects Summary by Funding Source

Schedule 3
Summary for 2026-2031

FUNDING SOURCE	YEARS						TOTAL
	BY 2026	by 2027	BY 2028	BY 2029	BY 2030	BY 2031	ALL YEARS
County Bond Proceeds	31,500,000	19,500,000	7,079,814	6,905,543	3,550,000	3,450,000	72,740,357
County Levy	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	6,600,000
County Other	17,297,950	9,397,950	5,057,750	5,062,950	5,068,050	7,093,950	48,223,600
Federal	28,400,000	102,950,000	84,100,000	72,600,000	252,670,000	-	540,720,000
State	20,723,000	33,410,000	16,520,000	10,250,000	-	-	80,903,000
Other (CSAH, Municipal & Wheelage Tax)	161,130,000	172,723,000	169,535,000	205,480,000	175,580,000	-	884,448,000
Total Capital Improvement Projects Approved	260,150,950	339,080,950	283,392,564	301,398,493	437,968,050	11,643,950	1,633,634,957