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**Sponsor:** Workforce Solutions

**Meeting Date:** 2/11/2025

**Title:** License Agreement with the State of Minnesota Department of Administration for Rental Space at Metro Square Building

**File Number:** 2024-508

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**Background and Rationale:**

The Workforce Innovation Board (WIB) of Ramsey County and Ramsey County began the process of exploring the relocation of the comprehensive CareerForce Center for Workforce Development Area (WDA) 15 - Ramsey County, in 2023. The WIB stood up a CareerForce Relocation Committee to lead this effort on its behalf, chaired by Commissioner Rena Moran and the WIB Chair, Elisa Rasmussen.

During that time, the WIB and Ramsey County Workforce Solutions engaged with many stakeholders including the mandatory CareerForce partners, Minnesota Department of Employment and Economic Development (DEED) leadership, DEED staff, and many others who may have had an interest in the move. Commissioner Moran also held a commissioner-led discussion with the county board on January 9, 2024, to provide updates and gather feedback from the board.

On February 1, 2024, the WIB voted to approve the relocation of the Comprehensive CareerForce Center from its location at 540 Fairview Avenue N., Suite 103 in Saint Paul to the Metro Square building, 121 7th Place E. in Saint Paul. This decision was made with the participation of all workforce partner agencies and in accordance with DEED policies.

Since the vote to relocate, Ramsey County and the WIB have continued to work with DEED and the other workforce partners to prepare the Fairview location to move and to renovate suite 2300 in the Metro Square building to serve as the site for the comprehensive CareerForce Center for WDA 15. On January 9, 2025, the CareerForce location on Fairview Avenue closed permanently.

A license agreement is needed to establish exclusive use of dedicated space in the Metro Square building by the state of Minnesota and its employees. A separate Memorandum of Understanding and Infrastructure Funding Agreement detailing the roles, responsibilities and other shared costs not covered under this license agreement will be approved by the WIB and all CareerForce Center partners at a later date.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the license agreement with the Minnesota Department of Administration, 50 Sherburne Ave. Suite 309, Saint Paul, MN 55155, for the use of space in the county's Metro Square building, 121 7th Place E. Saint Paul MN 55101, for the period of March 1, 2025, through February 28, 2030 in the amount of \$29,017.80.
2. Authorize the Chair and Chief Clerk to execute the license agreement.
3. Authorize the County Manager to establish a project budget for the CareerForce location in the Workforce Solutions budget.
4. Authorize the County Manager to execute amendments to the agreement in a manner consistent with local regulations and requirements, in a form approved by the County Attorney's Office.

A motion to approve was made by Commissioner Xiong, seconded by Commissioner Miller.  
Motion passed.

Aye: - 5: Jebens-Singh, Miller, Moran, Ortega, and Xiong  
Absent: - 1: McGuire

By:   
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Jason Yang, Interim Chief Clerk - County  
Board