



Board of Commissioners Agenda

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

January 6, 2026 - 9 a.m.

Council Chambers - Courthouse Room 300

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. **Agenda of January 6, 2026 is Presented for Approval** [2026-001](#)

Sponsors: County Manager's Office

Approve the agenda of January 6, 2026.

2. **Minutes from December 16, 2025 are Presented for Approval** [2026-002](#)

Sponsors: County Manager's Office

Approve the December 16, 2025 Minutes.

POLICY ITEM

3. **Election of the Chair for 2026** [2026-003](#)

Sponsors: Board of Commissioners

Elect the Chair for the year 2026.

4. **Election of the Vice-Chair for 2026** [2026-004](#)

Sponsors: Board of Commissioners

Elect the vice-chair for the year 2026.

5. **Rules of Procedure for 2026** [2026-005](#)

Sponsors: Board of Commissioners

1. Adopt Rules of Procedure to govern the Ramsey County Board of Commissioners.
2. This resolution supersedes all prior resolutions pertaining to procedures.

6. **Appointments to Standing Committees for 2026** [2026-006](#)

Sponsors: Board of Commissioners

Approve appointments to the standing committees for the year 2026.

7. Appointments to Outside Boards and Committees for 2026 [2026-007](#)

Sponsors: Board of Commissioners

Approve appointments of commissioners to various outside boards, committees and commissions for the year 2026.

8. Appointment of Members to the Ramsey County Housing and Redevelopment Authority for 2026 [2026-008](#)

Sponsors: Board of Commissioners

Approve the appointment of members to the Ramsey County Housing and Redevelopment Authority for the year 2026.

9. Appointment of Members to the Ramsey County Regional Railroad Authority for 2026 [2026-009](#)

Sponsors: Board of Commissioners

Approve the appointment of members to the Ramsey County Regional Railroad Authority for the year 2026.

ADMINISTRATIVE ITEMS**10. Cancellation of Board Meetings in 2026** [2026-011](#)

Sponsors: Board of Commissioners

Approve the cancellation of the following Ramsey County board meetings in 2026:

1. February 24
2. March 3
3. March 24
4. March 31
5. June 30
6. July 21
7. September 15
8. September 29
9. December 8
10. December 29

11. Contract with Press Publications, Inc for 2026 Newspaper Publications [2026-012](#)

Sponsors: County Manager's Office

1. Award a contract to Press Publications, Inc., 4779 Bloom Avenue, White Bear Lake, MN 55110, as the designated Official Newspaper for the following Ramsey County publications:
 - A. Official proceedings of the Board of Ramsey County Commissioners and all notices for the year 2026; the 2025 Financial Statement; and the Notice of Expiration of Redemption in the Vadnais Heights Press in the amount of \$7.05 per column inch for the first insertion, and \$7.05 for subsequent insertions.
 - B. 2025 Financial Statement in the White Bear Press as the other newspaper of

- general circulation located in a different municipality in the county than the Official Newspaper, in the amount of \$17.73 per column inch and \$17.73 per column inch for subsequent insertions.
- C. Official Newspaper for publication of Ramsey County's List of Real Estate Taxes Remaining Delinquent on the first day of January 2026 in the Vadnais Heights Press in the amount of \$7.05 per column inch and \$7.05 per column inch for subsequent insertions.
2. Authorize the Chair and the Chief Clerk to execute the contract with Press Publications, Inc.

COUNTY CONNECTIONS**OUTSIDE BOARD AND COMMITTEE REPORTS****BOARD CHAIR UPDATE****ADJOURNMENT**

Following County Board Meeting:

10:00 a.m. Regional Railroad Authority Meeting - Council Chambers – Courthouse Room 300

10:15 a.m. Housing and Redevelopment Authority Meeting - Council Chambers – Courthouse Room 300

Advance Notice:

January 13, 2026 County board meeting – Council Chambers

January 20, 2026 County board meeting – Council Chambers

January 27, 2026 County board meeting – Council Chambers

February 03, 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: 2026-001

Meeting Date: 1/6/2026

Sponsor: County Manager's Office

Title

Agenda of January 6, 2026 is Presented for Approval

Recommendation

Approve the agenda of January 6, 2026.



Board of Commissioners

Request for Board Action

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

Item Number: 2026-002

Meeting Date: 1/6/2026

Sponsor: County Manager's Office

Title

Minutes from December 16, 2025 are Presented for Approval

Recommendation

Approve the December 16, 2025 Minutes.

Attachments

1. December 16, 2025 Minutes

Board of Commissioners Minutes

December 16, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

The Ramsey County Board of Commissioners met in regular session at 9:02 a.m. with the following members present: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Xiong and Chair Ortega. Also present were Ling Becker, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

Presented by Commissioner Miller.

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

Sponsors: County Manager's Office

Approve the agenda of December 16, 2025.

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

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

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

Sponsors: County Manager's Office

Approve the December 2, 2025 Minutes.

Motion by Moran, seconded by Miller. Motion passed.

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

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-231

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-232

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.
 - (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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-233

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

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-234

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-235

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.

Discussion can be found on archived video.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-236

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-237

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-238

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-239

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-240

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.

Motion by Miller, seconded by Xiong. Motion passed.

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

Resolution: B2025-241

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.

Discussion can be found on archived video.

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

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

Resolution: B2025-242

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.

Presented by Jean Krueger, Director, Property Management, and Amy Caron, Director, Public Health. Discussion can be found on archived video.

Motion by Xiong, seconded by Miller. Motion passed.

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

Resolution: B2025-243

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.

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

Motion by Xiong, seconded by Miller. Motion passed.

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

Resolution: B2025-244

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.

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

Motion by Xiong, seconded by McMurtrey. Motion passed.

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

Resolution: B2025-245

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.

Motion by Moran, seconded by Miller. Motion passed.

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

Resolution: B2025-246

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.

Motion by Moran, seconded by McGuire. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong
Resolution: B2025-247

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 11:01 a.m.

Board of Commissioners

Request for Board Action

Item Number: 2026-003

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Election of the Chair for 2026

Recommendation

Elect the Chair for the year 2026.

Background and Rationale

The Annual Organizational Meeting is the time set by the Ramsey County Board of Commissioners for election of officers. The officer of chair is required by the Ramsey County Home Rule Charter and Minnesota Statutes Section 375.13.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

This action is strictly administrative and operational. The Ramsey County board is committed to racial equity and actively looks for ways to advance racial equity by electing the chair on an annual basis.

Community Participation Level and Impact

This action provides transparency about election of the chair for 2026 and is strictly operational.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is no fiscal impact associated with this action.

Last Previous Action

On January 7, 2025, the Ramsey County Board of Commissioners elected Commissioner Ortega as the Board Chair for the year 2025 (Resolution B2025-001).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-004

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Election of the Vice-Chair for 2026

Recommendation

Elect the vice-chair for the year 2026.

Background and Rationale

The Annual Organizational Meeting is the time set by the Board of Commissioners for election of officers. The officer of vice-chair is required by the Ramsey County Home Rule Charter and Minnesota Statutes Section 375.13. The chair of the Ramsey County Board presides at county board meetings, and in the chair's absence or inability to act, the vice-chair presides at the meeting.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

This action is strictly administrative and operational. The Ramsey County board is committed to racial equity and actively looks for ways to advance racial equity by electing the vice-chair on an annual basis.

Community Participation Level and Impact

This action provides transparency about election of the vice-chair for 2026 and is strictly operational.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is no fiscal impact associated with this action.

Last Previous Action

On January 7, 2025, the Ramsey County Board of Commissioners elected Commissioner McGuire as the vice-chair for the year 2025 (Resolution B2025-002).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-005

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Rules of Procedure for 2026

Recommendation

1. Adopt Rules of Procedure to govern the Ramsey County Board of Commissioners.
2. This resolution supersedes all prior resolutions pertaining to procedures.

Background and Rationale

Annually, the Ramsey County Board of Commissioners adopt its operating rules and procedures at the Annual Organizational Meeting. The Ramsey County Home Rule Charter Section 2.04 states that the Ramsey County Board shall determine its own rules of procedure and order of business at its first meeting in January of each year.

RULES OF PROCEDURE

1. Except as hereinafter provided, Robert's Rules of Order shall apply to the procedures of the Board of Ramsey County Commissioners.
2. The Board of Ramsey County Commissioners, hereinafter called the Ramsey County Board, shall hold regular sessions upon the first four Tuesdays of each month at 9:00 a.m., except legal holidays, unless specially ordered otherwise by majority vote of the Ramsey County Board. All meetings, including committee meetings, will be televised, to the extent possible.
3. The Chair of the Ramsey County Board shall preside at all meetings and in his/her absence, the Vice-Chair shall preside. The Chair and Vice-Chair shall be selected by vote of the members of the Ramsey County Board at the first meeting in January of each year.
4. For the purpose of assisting the Ramsey County Board in carrying on its business, such committees shall be formed and shall be composed of such members as determined by resolution of the Ramsey County Board. Minutes of the committee meetings shall be kept, and shall become official upon approval by the committee. Minutes of a committee of the whole may be approved at the next regularly scheduled meeting of the appropriate standing committee, if no subsequent committee of the whole meeting has been scheduled.
5. Four members of the Ramsey County Board shall constitute a quorum for a board meeting.
6. A majority of the appointed members of a standing committee shall constitute a quorum for committee meetings.
7. Should any standing committee meet and be one or two members short, the Board Chair and/or Vice-Chair may be asked to fill in for the missing member(s).
8. The Chair of a standing committee may move an item to the Ramsey County Board, without recommendation, if the committee does not have a quorum.
9. All Commissioners present at Committee meetings can participate in discussion and vote on all items.
10. It shall be the duty of the County Manager or his/her designated agent to keep a correct journal of the proceedings of the Ramsey County Board, to cause committees and members of the Ramsey County Board and its officers to be informed of such duties as they may be charged with from time to time.
11. No issue shall be placed upon the agenda of business for any regularly held meeting of the Ramsey County Board unless the same has been distributed to the offices of the Ramsey County Board

- members and other interested parties by noon Friday preceding the meeting of the Ramsey County Board. The County Manager may promulgate such procedures as necessary to carry out this rule.
12. When a Ramsey County Board member is aware of an emergency agenda item the County Manager shall be notified immediately. The County Manager shall immediately consult with the County Attorney's Office and the Clerk to the Board and place the emergency agenda item on the appropriate standing committee and/or Ramsey County Board meeting agenda as soon as legally possible.
 13. The agenda of committee and board meetings shall be in the format prescribed by a majority of Ramsey County Board of Commissioners either by motion or resolution.
 14. When a question is put by the Chair, every member shall vote, except the Ramsey County Board, for special reasons, may excuse any member from voting upon statement of the reason.
 15. Matters placed on the "Administrative" portions of the agenda shall be moved by the Ramsey County Board member who is slated to vote first on roll call votes for that meeting which shall be rotated alphabetically at each succeeding meeting.
 16. The Ramsey County Board shall use roll call voting when action is taken at Ramsey County Board meetings to approve, deny, amend or lay over items on the Ramsey County Board's "Administrative" or "Policy" agendas. The Ramsey County Board may use a voice vote for procedural motions at board meetings, and for all actions at committee meetings. The Board Chair shall vote last in all cases.
 17. Administrative or consent matters requiring Ramsey County Board approval, as determined by the Chair, will be placed directly on the Ramsey County Board's agenda under an "Administrative" section of the Ramsey County Board agenda without prior committee action and will be discussed and voted on separately.
 18. Draft, unapproved minutes of the Board meeting shall be prepared, kept, recorded and distributed to all Ramsey County Board members and other interested parties by the County Manager or his/her designated agent not less than three working days preceding the next regularly scheduled meeting. These minutes shall become official upon Ramsey County Board approval and shall constitute the official public record.
 19. The official public record of Ramsey County Board meetings shall be available in the Office of the County Manager.
 20. It shall be the responsibility of the sponsoring committee, staff, official or citizen to have an agenda matter prepared in the form to be acted on by the Ramsey County Board and to have secured legal, fiscal, and administrative review as determined by the County Manager or his/her designated agent.
 21. Special meetings of the Ramsey County Board may be called by the Chair of the Board or by a majority of its members.
 22. All meetings of the Ramsey County Board, including special meetings, shall be held at the County Seat, either in the Offices of the Board of County Commissioners, or in the Council Chambers on the third floor of the City Hall and Courthouse, or such location as may be designated by the Board by resolution, motion, or by the Chair.
 23. No rule of the Ramsey County Board shall be suspended or amended without the concurrence of a majority of the Ramsey County Board.
 24. All matters requiring Board approval must receive the concurrence of a majority of the Ramsey County Board.
 25. Citizens who wish to be heard on matters of interest to the good and welfare of the county shall be heard at an appropriate time on the agenda.
 26. The Ramsey County Board may waive the first and second reading of a proposed ordinance if a copy of the proposed ordinance is supplied to each member of the Ramsey County Board prior to its introduction and if the Ramsey County Board passes a resolution waiving the full reading of the ordinance.
 27. The Ramsey County Board of Commissioners hereby waives the reading of Ramsey County Board Resolutions, unless a reading of a specific resolution is requested by the Chair.
 28. The county clerk is responsible for the safe and orderly keeping of ordinances, resolutions and policies adopted by the Ramsey County Board of Commissioners. The clerk must maintain a current record of adopted ordinances, resolutions and board policies.

29. The county clerk may make minor, non-substantive corrections to ordinances, resolutions and board policies, upon the written advice or recommendation of the county attorney or the county attorney's designee without the necessity of further action of the Ramsey County Board of Commissioners. The county attorney or designee must confirm that the proposed changes do not alter the intent and meaning of the record being corrected. The corrections authorized by this provision include, but are not limited to:
- a. correction of grammatical, punctuation and spelling errors;
 - b. correction of typographical errors;
 - c. removal of duplicate pages;
 - d. correction of incorrect references to federal, state and local laws and regulations, or other similar or technical sources;
 - e. substitution of written words for figures or symbols and vice versa;
 - f. corrections to legal descriptions of real property, as may be required to enable recording of record; provided that any change must be consistent with parcel sketches or other depictions provided to the board of commissioners at the time of board approval of the ordinance or resolution that is corrected.
30. The county clerk shall provide the Ramsey County Board of Commissioners with an annual written report describing all corrections made under this provision.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

This action is strictly administrative and operational. Rules of Procedure guide how Ramsey County Board meetings are conducted. The Ramsey County Board is committed to racial equity and actively looks for ways to advance racial equity by adopting the Rules of Procedure on an annual basis.

Community Participation Level and Impact

This action provides transparency about the Ramsey County Board's Rules of Procedure for 2026 and is strictly operational.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is no fiscal impact associated with this action.

Last Previous Action

On January 7, 2025, the Ramsey County Board of Commissioners adopted the Rules of Procedure to govern the Ramsey County Board for the year 2025 (Resolution B2025-003).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-006

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Appointments to Standing Committees for 2026

Recommendation

Approve appointments to the standing committees for the year 2026.

Background and Rationale

The Annual Organizational Meeting is the time established to approve appointment of commissioners to standing committees. The appointments to standing committees for 2026 are as follows:

AUDIT

- Jebens-Singh, Chair
- McGuire, Vice-Chair
- Ortega

BUDGET

- Moran, Chair
- McGuire, Vice-Chair
- Jebens-Singh
- McMurtrey
- Miller
- Ortega
- Xiong

LEGISLATIVE

- McGuire, Chair
- Moran, Vice-Chair
- Jebens-Singh
- McMurtrey
- Miller
- Ortega
- Xiong

COMMITTEE OF THE WHOLE - STRATEGIC PRIORITIES

- Operational Excellence
 - Jebens-Singh, Chair
 - McGuire
 - McMurtrey
 - Miller
 - Moran

- Ortega
- Xiong

- Intergenerational Wealth and Economic Justice
 - McMurtrey, Chair
 - Jebens-Singh
 - McGuire
 - Miller
 - Moran
 - Ortega
 - Xiong

- Justice Transformation
 - Miller, Chair
 - Jebens-Singh
 - McGuire
 - McMurtrey
 - Moran
 - Ortega
 - Xiong

- Racial and Health Equity and Shared Community Power
 - Moran, Chair
 - Jebens-Singh
 - McGuire
 - McMurtrey
 - Miller
 - Ortega
 - Xiong

- Resident Centered Holistic Supports
 - McGuire, Chair
 - Jebens-Singh
 - McMurtrey
 - Miller
 - Moran
 - Ortega
 - Xiong

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

Appointments to standing county board committees is an annual administrative organizational action. The Ramsey County board is committed to racial equity and actively looks for ways to advance racial equity in the work of the county's standing committees.

Community Participation Level and Impact

This action provides transparency about appointments and is strictly operational.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is no fiscal impact associated with this action.

Last Previous Action

On March 11, 2025, the Ramsey County Board of Commissioners approved amendments to appointments to standing committees for year 2025 (Resolution B2025-046).

On January 7, 2025, the Ramsey County Board of Commissioners approved appointments to standing committees for year 2025 (Resolution B2025-004).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-007

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Appointments to Outside Boards and Committees for 2026

Recommendation

Approve appointments of commissioners to various outside boards, committees and commissions for the year 2026.

Background and Rationale

The Annual Organizational Meeting is the time established to approve appointment of Ramsey County Commissioners to various outside boards, committees and commissions. The appointments to outside boards, committees and commissions for 2026 are as follows:

ACTIVE LIVING RAMSEY COMMUNITIES

- McGuire

ASSOCIATION OF MINNESOTA COUNTIES (AMC) - BOARD APPOINTED

- Board of Directors: McMurtrey (representative); Xiong, (alternate); McGuire (Past President)
- District X Committee: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, Xiong

COUNTY-COURT JOINT COMMITTEE

- McGuire
- McMurtrey
- Moran

CRIMINAL JUSTICE COORDINATING COMMITTEE

- Moran
- Jebens-Singh, alternate

GENERATION NEXT

- McMurtrey

GOLD LINE JOINT POWERS BOARD

- Xiong
- Miller, alternate

GREATER MSP REGIONAL PARTNERSHIP

- McMurtrey
- Ortega, alternate

HEADING HOME RAMSEY - CONTINUUM OF CARE

- Moran
- Miller, alternate

INTERAGENCY EARLY INTERVENTION COMMITTEE

- Jebens-Singh

JOINT PROPERTY TAX ADVISORY COMMITTEE

- McMurtrey
- Moran
- Xiong

LAW LIBRARY TRUSTEE

- Jebens-Singh
- McMurtrey, alternate

METROPOLITAN CONSERVATION DISTRICTS JOINT POWERS BOARD

- Miller
- McGuire, alternate

METROPOLITAN EMERGENCY SERVICES BOARD (MESB)

- McMurtrey (2 votes)
- Miller (2 votes)
- Vacant, alternate

METROPOLITAN LIBRARY SERVICES AGENCY BOARD OF TRUSTEES

- McGuire
- Jebens-Singh, alternate

METROPOLITAN MOSQUITO CONTROL DISTRICT BOARD

- McMurtrey
- Miller
- Moran

METROPOLITAN TRANSPORTATION ADVISORY BOARD

- Xiong
- McGuire, alternate

MINNESOTA LANDMARKS BOARD

- Ortega
- Jebens-Singh

MINNESOTA ASSOCIATION OF WORKFORCE BOARDS

- Miller

NORTHEAST YOUTH AND FAMILY SERVICES BOARD

- Miller

PARTNERSHIP ON WASTE AND ENERGY

- McGuire
- Miller, alternate

RAMSEY COUNTY CHILDREN'S MENTAL HEALTH COLLABORATIVE

- Xiong
- Jebens-Singh, alternate

RAMSEY COUNTY DISPATCH/800 MHz SUBSYSTEM POLICY COMMITTEE

- McMurtrey
- Miller

RAMSEY COUNTY EXTENSION COMMITTEE

- McGuire
- McMurtrey
- Jebens-Singh, alternate

RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS

- McGuire
- Jebens-Singh, alternate

RECYCLING & ENERGY BOARD

- McGuire
- Miller
- Ortega
- Xiong, alternate

REGIONAL HAULERS LICENSING BOARD

- Miller
- McGuire, alternate

REGIONS HOSPITAL BOARD

- Ortega

RE-THINKING I-94 COMMITTEE

- McMurtrey
- Moran, alternate

RICE - LARPENTEUR ALLIANCE

- McMurtrey

SAINT PAUL CHILDREN'S COLLABORATIVE

- Moran
- Xiong

SAINT PAUL DOWNTOWN ALLIANCE

- Ortega

SAINT PAUL PROMISE NEIGHBORHOOD

- Moran
- Xiong, alternate

STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE

- Moran
- Jebens-Singh, alternate

SUBURBAN RAMSEY FAMILY COLLABORATIVE JOINT POWERS BOARD

- Jebens-Singh
- McGuire, alternate

TCAAP/RICE CREEK COMMONS JOINT DEVELOPMENT AUTHORITY

- Jebens-Singh, Vice-Chair
- McGuire
- Miller, alternate

WILLOW LAKE NATURE PRESERVE FOUNDATION BOARD OF DIRECTOR

- Jebens-Singh

WORKFORCE INNOVATION BOARD

- Miller
- Xiong, alternate

YOUTH JUSTICE TRANSFORMATION

- Moran
- Xiong
- Jebens-Singh, alternate

In addition to the formal appointments made by the Ramsey County Board of Commissioners, Ramsey County Commissioners actively participate on other boards, committees, associations and commissions, including participation in the Association of Minnesota Counties and the National Association of Counties as follows:

ASSOCIATION OF MINNESOTA COUNTIES:

- Board of Directors: McMurtrey (representative); Xiong (alternate); McGuire (Past President)
- Environment & National Resources Policy Committee: Jebens-Singh, Miller
- General Government Policy Committee: Xiong
- Health & Human Services Policy Committee: Jebens-Singh; Moran
- Public Safety Policy Committee: McGuire
- Transportation & Infrastructure Policy Committee: Ortega
- Tribal Relations Committee: Miller (Chair)
- Housing, Economic Workforce Development Committee: Xiong - Presidential Appt
- District X Committee: Jebens-Singh, McGuire, McMurtrey, Moran, Miller, Ortega, Xiong

NATIONAL ASSOCIATION OF COUNTIES:

- Board of Directors: McGuire (Past President)
- Arts & Culture Commission: Jebens-Singh, McGuire

- Community, Economic & Workforce Development Steering Committee: McMurtrey
- Environment, Energy & Land Use Steering Committee: Miller
- Health Steering Committee: Jebens-Singh
- Healthy Counties Initiative Advisory Board: McGuire
- Human Services & Education Steering Committee: Xiong
 - Education, Children and Families Subcommittee: Xiong (Vice-chair)
- IT Committee: Miller
- Justice & Public Safety Committee: Moran
 - Courts and Corrections Subcommittee: Moran (Vice-chair)
- Large Urban County Caucus (LUCC): Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, Xiong
- Large Urban County Caucus (LUCC) Steering Committee: McGuire, McMurtrey, Miller, Moran, Ortega, Xiong
- Programs and Services Standing Committee: McGuire
- Resilient Counties Advisory Board: Jebens-Singh
- Transportation Steering Committee: Ortega

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

Appointments to outside boards and committees is an annual administrative organizational action. These boards and committees represent formal entities, partnerships and initiatives that often respond to issues of significance to the community. Ramsey County commissioners will seek opportunities to advance racial equity through the work of these boards and committees.

Community Participation Level and Impact

This action provides transparency about boards and committees in which the Ramsey County commissioners participate. The appointments will provide opportunities for the Ramsey County commissioners to build relationships, consult and collaborate with community in supporting and responding to issues important to the community through the work of these boards and committees.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is no fiscal impact associated with this action.

Last Previous Action

On March 11, 2025, the Ramsey County Board of Commissioners approved amendments to appointments of commissioners to various outside boards, committees and commissions for the year 2025 (Resolution B2025-047).

On January 7, 2025, the Ramsey County Board of Commissioners approved appointments of commissioners to various outside boards, committees and commissions for the year 2025 (Resolution B2025-004).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-008

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Appointment of Members to the Ramsey County Housing and Redevelopment Authority for 2026

Recommendation

Approve the appointment of members to the Ramsey County Housing and Redevelopment Authority for the year 2026.

Background and Rationale

The Ramsey County Board of Commissioners is the entity that makes appointments to the Ramsey County Housing and Redevelopment Authority. The appointments for 2026 are as follows:

- Commissioner Tara Jebens-Singh
- Commissioner Mary Jo McGuire
- Commissioner Garrison McMurtrey
- Commissioner Kelly Miller
- Commissioner Rena Moran
- Commissioner Rafael Ortega
- Commissioner Mai Chong Xiong

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

The Ramsey County Commissioners are appointed annually to the Housing and Redevelopment Authority as an administrative function. The work of the Ramsey County Housing and Redevelopment Authority, in partnership with other entities, provides support to improve housing and economic development initiatives that advances racial equity.

Community Participation Level and Impact

This action provides transparency about the appointment process, which is strictly administrative and operational. The work of the Ramsey County Housing and Redevelopment Authority provides opportunities for the Ramsey County Commissioners to consult and collaborate with the community in supporting initiatives that are important for housing and economic development.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There's no fiscal impact associated with this action.

Last Previous Action

On January 7, 2025, the Ramsey County Board of Commissioners approved the appointment of members to the Ramsey County Housing Redevelopment and Authority for year 2025 (Resolution B2025-006).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-009

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Appointment of Members to the Ramsey County Regional Railroad Authority for 2026

Recommendation

Approve the appointment of members to the Ramsey County Regional Railroad Authority for the year 2026.

Background and Rationale

The Ramsey County Board of Commissioners is the entity that makes appointments to the Ramsey County Regional Railroad Authority. The appointments for 2026 are as follows:

- Commissioner Tara Jebens-Singh
- Commissioner Mary Jo McGuire
- Commissioner Garrison McMurtrey
- Commissioner Kelly Miller
- Commissioner Rena Moran
- Commissioner Rafael Ortega
- Commissioner Mai Chong Xiong

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

The Ramsey County Commissioners are appointed annually to the Ramsey County Regional Railroad Authority as an administrative function. The work of the Ramsey County Regional Railroad Authority, in partnership with other entities, supports improvements to multiple modes of transportation that increases access and advances racial equity.

Community Participation Level and Impact

Informing the community of this action provides transparency about the appointment process, which is strictly administrative and operational. The work of the Ramsey County Regional Railroad Authority provides opportunities for the Ramsey County Commissioners to consult and collaborate with the community in supporting transit and transportation initiatives.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is no fiscal impact associated with action.

Last Previous Action

On January 7, 2025, the Ramsey County Board of Commissioners approved the appointment of members to the Ramsey County Regional Railroad Authority for 2025 (Resolution B2025-007).

Item Number: 2026-009

Meeting Date: 1/6/2026

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-011

Meeting Date: 1/6/2026

Sponsor: Board of Commissioners

Title

Cancellation of Board Meetings in 2026

Recommendation

Approve the cancellation of the following Ramsey County board meetings in 2026:

1. February 24
2. March 3
3. March 24
4. March 31
5. June 30
6. July 21
7. September 15
8. September 29
9. December 8
10. December 29

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 following meetings in 2026:

1. February 24 - National Association of Counties Legislative Conference (Washington, D.C.)
2. March 3 - Association of Minnesota Counties Legislative Conference (St. Paul, MN)
3. March 24 - Association of Minnesota Counties Leadership Summit (Nisswa, MN)
4. March 31 - 5th Tuesday
5. June 30 - 5th Tuesday
6. July 21 - National Association of Counties 2025 Annual Conference (New Orleans, LA)
7. September 15
 - a. Mpact Transit + Community Conference (Toronto, Canada)
 - b. Association of Minnesota Counties Fall Policy Conference (Bemidji, MN)
8. September 29 - 5th Tuesday
9. December 8 - Association of Minnesota Counties Annual Conference (Bloomington, MN)
10. December 29 - 5th Tuesday

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact

This action is strictly administrative and operational. The Ramsey County board is committed to advancing

racial equity by attending these conferences and bringing back innovative ideas to Ramsey County.

Community Participation Level and Impact

The purpose of this action is to inform the community of changes to regularly scheduled board meeting dates.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

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

Last Previous Action

On January 14, 2025 the Ramsey County Board of Commissioners cancelled board meetings for 2025 (Resolution B2025-009).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2026-012

Meeting Date: 1/6/2026

Sponsor: County Manager's Office

Title

Contract with Press Publications, Inc for 2026 Newspaper Publications

Recommendation

1. Award a contract to Press Publications, Inc., 4779 Bloom Avenue, White Bear Lake, MN 55110, as the designated Official Newspaper for the following Ramsey County publications:
 - A. Official proceedings of the Board of Ramsey County Commissioners and all notices for the year 2026; the 2025 Financial Statement; and the Notice of Expiration of Redemption in the Vadnais Heights Press in the amount of \$7.05 per column inch for the first insertion, and \$7.05 for subsequent insertions.
 - B. 2025 Financial Statement in the White Bear Press as the other newspaper of general circulation located in a different municipality in the county than the Official Newspaper, in the amount of \$17.73 per column inch and \$17.73 per column inch for subsequent insertions.
 - C. Official Newspaper for publication of Ramsey County's List of Real Estate Taxes Remaining Delinquent on the first day of January 2026 in the Vadnais Heights Press in the amount of \$7.05 per column inch and \$7.05 per column inch for subsequent insertions.
2. Authorize the Chair and the Chief Clerk to execute the contract with Press Publications, Inc.

Background and Rationale

Annually, a competitive solicitation is released for official publication services required of Ramsey County for the subsequent year. The awarding of the contract is to be at the county board's first regular session each year.

Minnesota Statutes require various official publications of Ramsey County. Minnesota Statutes 331A.02 define the requirements for a qualified newspaper.

Minnesota Statutes 375.17 requires Ramsey County's 2025 Financial Statement to be published in the newspaper designated by the Ramsey County board as the Official Newspaper for such publication, and in a newspaper of general circulation located in a different municipality in the county than the Official Newspaper.

Minnesota Statutes 279.09-279.10 and 279.13 as amended requires publication in the newspaper designated annually by the Ramsey County board the List of Real Estate Taxes Remaining Delinquent on the first day of January.

Minnesota Statutes 281.23 as amended requires publication of the Notice of Expiration of Redemption for the County of Ramsey.

For the year 2026, two proposals were received in response to the Request for Bids. The awards are required to be given to the lowest responsive and responsible bidder - based on the lowest bid per publication type included in the solicitation, the award being given to the one proposer:

- Press Publications, Inc., 4779 Bloom Avenue, White Bear Lake, MN 55110, designated as the Official Newspaper for the following Ramsey County publications:
 - Official proceedings and other public notices; 2025 Financial Statement; and Notice of Expiration of Redemption in the Vadnais Heights Press in the amount of \$7.05 per column inch for the first insertion, and \$7.05 for subsequent insertions.
 - 2025 Financial Statement in the White Bear Press as the other newspaper of general circulation located in a different municipality in the county than the Official Newspaper in the amount of \$17.73 per column inch and \$17.73 per column inch for subsequent insertions.
 - Official Newspaper for publication of Ramsey County's List of Real Estate Taxes Remaining Delinquent on the first day of January 2026 in the Vadnais Heights Press in the amount of \$7.05 per column inch and \$7.05 per column inch for subsequent insertions.

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

Designation of an official newspaper to publish the official notices including the proceedings of the Ramsey County Board, the county's Financial Statements and the List of Real Estate Taxes Remaining Delinquent is an annual organizational action. The decision is based on a competitive solicitation process and procurement policies requiring the award to go to the lowest responsible bidder.

Community Participation Level and Impact

Informing the community of this action provides transparency in the selection process, which is determined based on a competitive solicitation and procurement policies. The Official Newspaper provides transparency and information to the community, in the form of minutes and hearing notices, about the proceedings of the Ramsey County Board initiatives that are important to the community.

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

Funds are available in the approved 2026 County Manager's operating budget.

Last Previous Action

On January 7, 2025, the Ramsey County Board of Commissioners awarded a contract to Press Publications, Inc., as the designated Official Newspaper for Ramsey County (Resolution B2025-008).

Attachments

1. Agreement Terms and Conditions with Press Publications
2. Pricing Worksheet 2026



General Contract/Agreement Terms and Conditions

1. Contracting for Equity

1.1. Commitment to Advancing Racial Equity

The county is committed to advancing racial equity for its residents. The commitment is captured in the county's Advancing Racial Equity policy which states that "Racial equity is achieved when race can no longer be used to predict life outcomes, and outcomes for all are improved."

Consistent with the Advancing Racial Equity policy, contractors will take all reasonable measures to advance racial equity during contract performance. Contractors will recognize and acknowledge this requires deconstructing barriers and changing systems, structures, policies and procedures. Contractors will be equitable, inclusive, transparent, respectful and impactful in serving and engaging residents. Contractors will have meaningful and authentic engagement with community and employees to strengthen the administration, development and implementation of policies and procedures to advance racial equity and ensure that all residents in need have awareness of and access to contracted services.

Please review Ramsey County's [Advancing Racial Equity policy](#) to learn more about Ramsey County's commitment to racial equity.

1.2. Non-Discrimination (In accordance with Minn. Stat. § 181.59)

Contractors will comply with the provisions of Minn. Stat. § 181.59 which require:

"Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

(1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, 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 the work to which the employment relates;

(2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;

(3) that a violation of this section is a misdemeanor; and

(4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract."

1.3. Equal Employment Opportunity and Civil Rights

1.3.1.

Contractors agree that no person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record (subject to the exceptions contained in Minn. Stat. §§299C.67 to 299C.71 and Minn. Stat. §144.057), creed or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination, including the Civil Rights Act of 1964. Contractors will furnish all information and reports required by the county or by Executive Order No. 11246 as amended, and by the rules and regulations and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

1.3.2.

Contractors shall comply with any applicable licensing requirements of the Minnesota Department of Human Services in employment of personnel.

1.3.3.

Contractors shall agree that no qualified individual with a disability as defined by the Americans with Disabilities Act, 42 U.S.C. §§12101-12213 or qualified handicapped person, as defined by United States Department of Health and Human Services regulations, Title 45 Part 84.3 (j) and (k) which implements Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, under Executive Order No. 11914 (41FR17871, April 28, 1976) shall be:

1.3.3.1.

Denied access to or opportunity to participate in or receive benefits from any service offered by contractors under the terms and provisions of this agreement; nor

1.3.3.2.

Subject to discrimination in employment under any program or activity related to the services provided by contractors.

1.3.3.3.

If it is discovered that a contractor is not in compliance with applicable regulations as warranted, or if the contractor engages in any discriminatory practices, as described above, then the county may cancel said agreement as provided by the cancellation clause of this agreement.

1.4. Diverse Workforce Inclusion Resources

For information and assistance in increasing the participation of women and minorities, contractors are encouraged to access the websites below:

1. <http://www.ramseycounty.us/jobconnect>
2. <http://www.ramseycounty.us/constructionconnect>

Job Connect and the Construction Connect provide a recruiting source for employers and contractors to post job openings and source diverse candidates.

Ramsey County's Job Connect links job seekers, employers and workforce professionals together through our website, networking events and community outreach. The network

includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

Employers participate in the network by posting open jobs, meeting with workforce professionals and attending hiring events. Over 200 Twin Cities community agencies, all working with job seekers, participate in the network.

Ramsey County's Construction Connect is an online and in-person network dedicated to the construction industry. Construction Connect connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Connect is a tool for contractors to help meet diversity hiring goals. Additional assistance is available through askworkforcesolutions@ramseycounty.us or by calling 651-266-9890.

2. General Contract/Agreement Terms and Conditions

2.1. Payment

2.1.1.

If this is a lump sum contract for supplies, equipment, materials and labor, or construction, invoices shall include any applicable State or Federal sales, excise or other tax. Do not itemize tax separately.

2.1.2.

If this is a contract for supplies, equipment or materials purchased for a golf course or solid waste hauling and recycling, the contractor shall itemize any applicable State or Federal sales, excise or other tax separately on the invoice.

2.1.3.

No payment will be made until the invoice has been approved by the County.

2.1.4.

Payments shall be made when the materials/services have been received in accordance with the provisions of the resulting contract.

2.2. Application for Payments

2.2.1.

The Contractor shall submit an invoice as mutually agreed by the Contractor and County.

2.2.2.

Invoices for any goods or services not identified in this Agreement will be disallowed.

2.2.3.

Each application for payment shall contain the order/contract number, an itemized list of goods or services furnished and dates of services provided, cost per item or service, and total invoice amount.

2.2.4.

Payment shall be made within thirty-five (35) calendar days after the date of receipt of a detailed invoice and verification of the charges. At no time will cumulative payments to the Contractor exceed the percentage of project completion, as determined by the County.

2.2.5.

Payment of interest and disputes regarding payment shall be governed by the provisions of Minnesota Statutes §471.425.

2.2.6.

The Contractor shall pay any subcontractor within ten days of the Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1 1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

2.3. Independent Contractor

The Contractor is and shall remain an independent contractor throughout the term of this Agreement and nothing herein is intended to create, or shall be construed as creating, the relationship of partners or joint ventures between the parties or as constituting the Contractor as an employee of the County.

2.4. Successors, Subcontracting and Assignment

2.4.1.

The Contractor binds itself, its partners, successors, assigns and legal representatives to the County in respect to all covenants and obligations contained in this Agreement.

2.4.2.

The Contractor shall not assign or transfer any interest in this Agreement without prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

2.5. Compliance With Legal Requirements

2.5.1.

The Contractor shall comply with all applicable federal, state and local laws and the rules and regulations of any regulatory body acting thereunder and all licenses, certifications and other requirements necessary for the execution and completion of the contract.

2.5.2.

Unless otherwise provided in the agreement, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract, including registration to do business in Minnesota with the Secretary of State's Office.

2.6. Data Practices

2.6.1.

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, 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.

2.6.2.

The Contractor designates Lisa Graber 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.

2.6.3.

The Contractor 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 Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

2.7. Security

2.7.1.

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published by Information Services Information Security. The Policies are posted at <https://www.ramseycounty.us/businesses/doing-business-ramsey-county/contracts-vendors/information-security-policies-vendors>.

2.7.2.

Contractors shall report to Ramsey County any privacy or security incident regarding the information of which it becomes aware. "Security Incident" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with System operations in an information system. "Privacy incident" means violation of the Minnesota Government Data Practices Act (MGDPA) and/or the HIPAA Privacy Rule (45 C.F.R. Part 164, Subpart E), including, but not limited to, improper and/or unauthorized use or disclosure of protected information, and incidents in which the confidentiality of the information maintained by it has been breached. This report must be in writing and sent to the County not more than 7 days after learning of such non-permitted use or disclosure. Such a report will at least: (1) Identify the nature of the non-permitted use or disclosure; (2) Identify the data used or disclosed; (3) Identify who made the non-permitted use or disclosure and who received the non-permitted or violating disclosure; (4) Identify what corrective action was taken or will be taken to prevent further non-permitted uses or disclosures; (5) Identify what was done or will be done to mitigate any deleterious effect of the non-permitted use or disclosure; and (6) Provide such other information, including any written documentation, as the County may reasonably request. The Contractor is responsible for notifying all affected individuals whose sensitive data may have been compromised as a result of the Security or Privacy incident.

2.7.3.

Contractors 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.

2.7.4.

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

2.7.5.

All County data and intellectual property stored in the Contractor's system is the exclusive property of the County.

2.8. Indemnification

The Contractor shall indemnify, hold harmless and defend the County, its officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims or actions, including reasonable attorney's fees, which the County, its officials, agents, or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Contractor, or its subcontractors, and their officers, agents or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

2.9. Contractor's Insurance

2.9.1.

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims which may arise out of, or result from, the Contractor's operations under this Agreement, whether such operations are by the Contractor or by any subcontractor, or by anyone directly employed by them, or by anyone for whose acts or omissions anyone of them may be liable.

2.9.2.

Throughout the term of this Agreement, the Contractor shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued to the County contracting department evidencing such coverage to the County throughout the term of this Agreement.

2.9.3.

Commercial general liability of no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,000,000 personal injury and advertising liability.

2.9.3.1.

All policies shall be written on an occurrence basis using ISO form CG 00 01 or its equivalent. Coverage shall include contractual liability and XCU. Contractor will be required to provide proof of completed operations coverage for 3 years after substantial completion.

2.9.4. Workers' Compensation

Contractor certifies it is in compliance with Minnesota Statutes Ch. 176 (Workers' Compensation). The Contractor's employees, subcontractors and agents will not be considered County employees. Contractor must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, Contractor will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota.

Required minimum limits of \$500,000/\$500,000/\$500,000. Any claims that may arise under Minnesota Statutes Ch. 176 on behalf of these employees, subcontractors or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees, subcontractors or agents are in no way the County's obligation or responsibility.

If Minnesota Statute 176.041 exempts Contractor from Workers' Compensation insurance or if the Contractor has no employees in the State of Minnesota, Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes Contractor from the Minnesota Workers' Compensation requirements. If during the course of the contract the Contractor becomes eligible for Workers' Compensation, the Contractor must comply with the Workers' Compensation Insurance requirements herein and provide the County with a certificate of insurance.

2.9.5.

An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts. If provided to meet coverage requirements, the umbrella or excess liability policy must follow form of underlying coverages and be so noted on the required Certificate(s) of Insurance.

2.9.6.

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

2.9.7.

If the contractor is driving on behalf of the County but not transporting clients as part of the contractor's services under this contract, a minimum of \$500,000 combined single limit auto liability, including hired, owned and non-owned.

2.9.8.

The Contractor waives all rights against Ramsey County, its officials, employees, volunteers or agents for recovery of damages to the extent these damages are covered by the general liability, worker's compensation, and employers liability, automobile liability, professional liability and umbrella liability insurance required of the Contractor under this Agreement.

2.9.9.

These are minimum insurance requirements. It is the sole responsibility of the Contractor to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Copies of policies and/or certificates of insurance shall be submitted to the County upon written request and within 10 business days.

2.9.10.

Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than an A-.

2.9.11.

The Contractor shall not commence work until it has obtained the required insurance and if required by this Agreement, provided an acceptable Certificate of Insurance to the County.

2.9.12.

All Certificates of Insurance shall provide that the insurer give the County prior written notice of cancellation or non-renewal of the policy as required by the policy provisions of Minn. Stat. Ch. 60A, as applicable. Further, all Certificates of Insurance to evidence that insurer will provide at least ten (10) days written notice to County for cancellation due to non-payment of premium.

2.9.13.

Nothing in this Agreement shall constitute a waiver by the County of any statutory or common law immunities, defenses, limits, or exceptions on liability.

2.10. Audit

Until the expiration of six years after the furnishing of services pursuant to this Agreement, the Contractor, upon request, shall make available to the County, the State Auditor, or the County's ultimate funding source, a copy of the Agreement, and the books, documents, records, and accounting procedures and practices of the Contractor relating to this Agreement.

2.11. Notices

All notices under this Agreement, and any amendments to this Agreement, shall be in writing and shall be deemed given when delivered by certified mail, return receipt requested, postage prepaid, when delivered via personal service or when received if sent by overnight courier. All notices shall be directed to the Parties at the respective addresses set forth below. If the name and/or address of the representatives changes, notice of such change shall be given to the other Party in accordance with the provisions of this section.

County:

Jason Yang, Ramsey County Manager's Office, 15 West Kellogg Blvd, St. Paul, MN 55102

Contractor:

Lisa Graber, Press Publications, 4779 Bloom Ave, White Bear Lake, MN 55110

2.12. Non-Conforming Services

The acceptance by the County of any non-conforming goods/services under the terms of this Agreement or the foregoing by the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

2.13. Setoff

Notwithstanding any provision of this Agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the Contractor. The County may withhold any payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

2.14. Conflict of Interest

The Contractor 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. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be deemed a material breach of this Agreement.

2.15. Respectful Workplace and Violence Prevention

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as 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.

2.16. 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 ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

2.17. Unavailability of Funding - Termination

The purchase of goods and/or labor services or professional and client services from the Contractor under this Agreement is subject to the availability and provision of funding from the United States, the State of Minnesota, or other funding sources, and the appropriation of funds by the Board of County Commissioners. The County may immediately terminate this Agreement if the funding for the purchase is no longer available or is not appropriated by the Board of County Commissioners. Upon receipt of the County's notice of termination of this Agreement the Contractor shall take all actions necessary to discontinue further commitments of funds to this Agreement. Termination shall be treated as termination without cause and will not result in any penalty or expense to the County.

2.18. Termination

2.18.1.

The County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contractor seeking reorganization, liquidation, dissolution, or insolvency of the Contractor under any law relating to bankruptcy, insolvency or relief of debtors. The Contractor shall notify the County upon the commencement of such proceedings or other action.

2.18.2.

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any, seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

2.18.3.

The County may terminate this Agreement without cause upon giving at least thirty (30) calendar days written notice thereof to the Contractor. In such event, the Contractor shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.

2.19. Interpretation of Agreement; Venue

2.19.1.

The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Ramsey County, Minnesota.

2.19.2.

The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

2.20. Protection of Persons and Property

2.20.1.

The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to, County employees and other persons who may be affected; the Contractor's work and materials and equipment which are under the care, custody and control of the Contractor or any of the Contractor's subcontractors; and other property at the project site or adjacent thereto.

2.20.2.

Unless otherwise directed by the County's Authorized Representative, the Contractor shall promptly remedy damage or loss to property caused in whole or in part by the Contractor, its employees, officers, or subcontractor(s), or anyone directly employed by any of them, or by anyone for whose acts any of them may be liable.

2.21. Warranty

The Contractor warrants that it has the legal right to provide the goods and services identified in this Agreement and further warrants that the goods and services provided shall be in compliance with the provisions of this Agreement.

2.22. Infringement

2.22.1.

Complementary to other "hold harmless" provisions included in this Agreement, the Contractor shall, without cost to the County, defend, indemnify, and hold the County, its officials, officers, and employees harmless against any and all claims, suits, liability, losses, judgments, and other expenses arising out of or related to any claim that the County's use or possession of the software, licenses, materials, reports, documents, data, or documentation obtained under the terms of this Agreement, violates or infringes upon any patents, copyrights, trademarks, trade secrets, or other proprietary rights or information, provided that the Contractor is promptly notified in writing of such claim. The Contractor will have the right to control the defense of any such claim, lawsuit, or other proceeding. The County will in no instance settle any such claim, lawsuit, or proceeding without the Contractor's prior written approval.

2.22.2.

If, as a result of any claim of infringement of rights, the Contractor or County is enjoined from using, marketing, or supporting any product or service provided under the agreement with the County (or if the Contractor comes to believe such enjoinder is imminent), the Contractor shall either arrange for the County to continue using the software, licenses, materials, reports, documents, data, or documentation at no additional cost to the County, or propose an equivalent, subject to County approval. The acceptance of a proposed equivalent will be at the County's sole discretion. If no alternative is found acceptable to the County acting in good faith, the Contractor shall remove the software, licenses, materials, reports, documents, data, or documentation and refund any fees and any other costs paid by the County in conjunction with the use thereof.

2.23. Title - Risk of Loss

2.23.1.

Title to goods and/or all associated documentation shall pass to the County upon payment by the County for goods and/or associated documentation; or for construction projects, upon incorporation of the goods into the Project.

2.23.2.

The County shall be relieved from all risks of loss or damage to goods, and/or all documentation prior to the time title passes to the County as described above. The Contractor shall not be responsible for loss or damage to goods and/or documentation occasioned by negligence of the County or its employees.

2.24. Submittals

No portion of the work requiring submission of a shop drawing, drawing, manufacturer's literature, test data or other information, or a sample shall be commenced until the submittal has been approved by the County.

2.25. Ramsey County Cooperative Contract

This is a Ramsey County Cooperative Contract available to all Ramsey County departments.

2.26. Cooperative Purchasing

Public entities that have a purchasing Joint Powers Agreement with Ramsey County may purchase under this Agreement after having received written permission from the Contractor. Such public entities shall execute their own contract directly with the Contractor. Ordering and payment shall be the sole responsibility of such public entity and in no manner shall be the obligation, liability or responsibility of the County.

2.27. Contract Provisions for Non-Federal Entity Contracts Under Federal Award

2.27.1.

Contracts and subcontracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

2.27.2.

Resulting contracts and subcontracts in excess of \$10,000 shall address termination for cause and for convenience by the non--Federal entity including the manner by which it will be effected and the basis for settlement.

2.27.3.

Debarment and Suspension (Executive Orders 12549 and 12689)--A contract award at any tier (see 2 CFR 180.220) shall not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

2.27.4.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the County or the Contractor wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the County or the Contractor shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

2.27.5.

Byrd Anti--Lobbying Amendment (31 U.S.C. 1352)--Contractors that apply or bid for an award exceeding \$100,000 shall provide the required Contractor Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreement form. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non--Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the non--Federal awardee, Ramsey County.

2.27.6.

Davis--Bacon Act, as amended (40 U.S.C. 3141--3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non--Federal entities shall include a provision for compliance with the Davis--Bacon Act (40 U.S.C. 3141--3144, and 3146--3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, the Contractor shall pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, the Contractor shall pay wages not less than once a week. The non--Federal entity shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

2.27.7.

The non--Federal entity shall report all suspected or reported violations to the Federal awarding agency. The contracts shall also include a provision for compliance with the **Copeland "Anti--Kickback" Act (40 U.S.C. 3145)**, as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non--Federal entity shall report all suspected or reported violations to the Federal awarding agency.

2.27.8.

Clean Air Act (42 U.S.C. 7401--7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251--1387), as amended--Contracts and subcontracts of amounts in excess of \$150,000 shall contain a provision that requires the non--Federal Contractor to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401--7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251--1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

2.27.9.

Energy Conservation. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issues in compliance with the Energy Policy and Conservation Act (42 U.S.C.6201).

2.27.10.

(e) **Contract Work Hours and Safety Standards Act (40U.S.C.3701-3708).** Where applicable, all contracts awarded by the non-Federal entity **in excess of \$100,000 that involve the employment of mechanics or laborers** must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours.

2.27.11.

(c) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60--1.3 shall include the equal opportunity clause Page 11 of 12 (Rev. 01/12/2016) provided under 41 CFR 60--1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964--1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2.28. Debarment and Suspension

Ramsey County has enacted Ordinance 2013-330 [Ramsey County Debarment Ordinance](#) that prohibits the County from contracting with contractors who have been debarred or suspended by the State of Minnesota and/or Ramsey County.

2.29. Alteration

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and signed by both parties.

2.30. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated agreement between the parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the County and the Contractor to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement signed by authorized representatives of the parties.

Attachment B – Pricing Worksheet

The County reserves the right to award the resulting contract(s) in part or in whole. The award will be made based on the lowest total price per group identified in this Attachment. Contractors do not have to provide pricing for all groups. For groups that the Contractor provides pricing for, the Contractor shall provide pricing for all items in that group.

Ramsey County reserves the right to award multiple contracts for Group C. Contractors can be awarded a contract for multiple groups.

GROUP A:

- A. The Official Newspaper: pricing in this group applies to publications that must appear in the Official Newspaper.**

Name of Newspaper: Vadnais Heights Press
 Address: 4779 Bloom Ave, WBL, MN 55110

Known office of issue for newspaper: Ramsey

Publishing of paper: Weekly ☒ Daily ☐

Distribution: Number of Paying Subscribers 230 or distributed without charge to local residents
3316

First insertion	\$ <u>7.05</u>	Per Column Inch
Subsequent insertions	\$ <u>7.05</u>	Per Column Inch

Should some reports not fit the above typesetting format, the County may decide to purchase space furnishing camera ready copy size to fit contractor's requirements.

Bid photo reproduction \$ 7.05 Per Column Inch

GROUP A TOTAL: (first insertion price + subsequent insertions price + bid photo reproduction price)

\$ 21.15

Please describe the cost for mail/delivery of print copies to County locations (as required for some publications – see Attachment A for details):



GROUP B:

- A. **Qualified newspaper in a different municipality of the county than the "official" newspaper:** pricing in this group applies to the publication listed in Section II of Attachment A.

Name of Newspaper (must be located in a different municipality than newspaper listed in Group A):

White Bear Press

Address: 4779 Bloom Ave, WBL, MN 55110

Known office of issue for newspaper: Ramsey

Publishing of paper: Weekly ☒ Daily ☐

Distribution: Number of Paying Subscribers 2,290 or distributed without charge to local residents 11,984

First insertion \$ 17.73 Per Column Inch

Subsequent insertions \$ 17.73 Per Column Inch

GROUP B TOTAL: (first insertion price + subsequent insertions price) \$ 35.46

Please describe the cost for mail/delivery of print copies to County locations (as required for some publications – see Attachment A for details):

No fee to County



GROUP C:

- A. **Qualified Newspaper:** pricing in this group applies to all publications that do not fall under Group A or Group B.

Name of Newspaper (can be the same as the newspaper listed in Group A or B): Vadnais Heights Press

Address: 4779 Bloom Ave, WBL 55110

Known office of issue for newspaper: Ramsey

Publishing of paper: Weekly ☒ Daily ☐

Distribution: Number of Paying Subscribers 230 or distributed without charge to local residents 336

First insertion \$ 7.05 Per Column Inch

Subsequent insertions \$ 7.05 Per Column Inch

GROUP B TOTAL: (first insertion price + subsequent insertions price) \$ 14.10

Please describe the cost for mail/delivery of print copies to County locations (as required for some publications – see Attachment A for details):

No Fee to County