



Board of Commissioners

Agenda

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

February 4, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. **Agenda of February 4, 2025 is Presented for Approval** [2024-543](#)

Sponsors: County Manager's Office

Approve the agenda of February 4, 2025.

2. **Minutes from January 28, 2025 are Presented for Approval** [2024-553](#)

Sponsors: County Manager's Office

Approve the January 28, 2025 Minutes.

ADMINISTRATIVE ITEMS

3. **Appointment to Community Action Partnership of Ramsey County and Washington Counties** [2025-042](#)

Sponsors: Board of Commissioners

Appoint Commissioner Mai Chong Xiong to Community Action Partnership of Ramsey County and Washington Counties to replace Commissioner Kelly Miller for the remainder of the year 2025.

4. **Appointments to the Local Government Information Systems Board** [2025-011](#)

Sponsors: Emergency Communications

1. Appoint Mike Mihelich, Emergency Communications Technology Manager to serve as Ramsey County representative on the Local Government Information Systems Board.
2. Appoint Dan Palmer, Deputy Director of Emergency Communications as the alternate for the Local Government Information Systems Board.

5. **Project Budget and Financing Plan for the Ramsey County Correctional Facility Enclosure Pod Project** [2025-030](#)

Sponsors: Health and Wellness

1. Accept and approve the project budget and financing plan for the Ramsey County

- Correctional Facility enclosure pod project in an amount up to \$1,200,000.
- 2. Authorize the County Manager to allocate up to \$1,200,000 from year-end funds from the Health and Wellness Service Team 2024 operating budget and prior year capital funds to the project budget and financing plan for the Ramsey County Correctional Facility enclosure pod project.
- 3. Authorize the County Manager to account for the project budget and financing plan for the Ramsey County Correctional Facility enclosure pod project as a budgeted project in the department of Community Corrections.

6. Project Budget and Financing Plan for Support of the 2025 Health and Wellness Service Team Budget [2025-031](#)

Sponsors: Health and Wellness

- 1. Accept and approve the project budget and financing plan for support of the 2025 Health and Wellness Service Team budget in an amount of up to \$1,000,000.
- 2. Authorize the County Manager to allocate up to \$1,000,000 of year-end funds from the Health and Wellness Service Team 2024 operating budget and the Lake Owasso Enterprise 2024 year-end fund balance at the close out of 2024 to the project budget and financing plan for support of the 2025 Health and Wellness Service Team budget.
- 3. Authorize the County Manager to account for the project budget and financing plan for support of the 2025 Health and Wellness Service Team budget as a budgeted project in the Health and Wellness Service Team.

7. Proposed Parks and Recreation 2025 Fee Schedule Adjustments [2025-019](#)

Sponsors: Parks & Recreation

Approve the proposed changes to the Parks & Recreation fee schedule, as amended.

LEGISLATIVE UPDATE

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

No meetings.

Advance Notice:

- February 11, 2025 County board meeting – Council Chambers
- February 18, 2025 County board meeting – Council Chambers
- February 25, 2025 No county board meeting – Association of Minnesota Counties Legislative Conference
- March 04, 2025 No county board meeting – National Association of Counties Legislative Conference



Board of Commissioners

Request for Board Action

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

Item Number: 2024-543

Meeting Date: 2/4/2025

Sponsor: County Manager's Office

Title

Agenda of February 4, 2025 is Presented for Approval

Recommendation

Approve the agenda of February 4, 2025.



Board of Commissioners

Request for Board Action

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

Item Number: 2024-553

Meeting Date: 2/4/2025

Sponsor: County Manager's Office

Title

Minutes from January 28, 2025 are Presented for Approval

Recommendation

Approve the January 28, 2025 Minutes.

Attachments

1. January 28, 2025 Minutes



Board of Commissioners Minutes

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

January 28, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

The Ramsey County Board of Commissioners met in regular session at 9:01 a.m. with the following members present: Jebens-Singh, Miller, Moran, Xiong and Chair Ortega. Commissioner McGuire was absent. Also present were Ling Becker, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

Presented by Commissioner Miller

1. Agenda of January 28, 2025 is Presented for Approval [2024-542](#)

Sponsors: County Manager's Office

Approve the agenda of January 28, 2025.

Motion by Moran, seconded by Xiong. Motion passed.

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

Absent: McGuire

2. Minutes from January 21, 2025 are Presented for Approval [2024-551](#)

Sponsors: County Manager's Office

Approve the January 21, 2025 Minutes.

Motion by Xiong, seconded by Moran. Motion passed.

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

Absent: McGuire

PROCLAMATION

3. Proclamation: Meg Robertson Proclamation [2025-032](#)

Sponsors: Library

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

ADMINISTRATIVE ITEMS

4. Agreement with Three+One Company Inc for Liquidity Monitoring and [2024-511](#)

Treasury Analysis Services

Sponsors: Finance

1. Approve the agreement with Three+One Company Inc, 180 Office Parkway, Pittsford, New York 14534 for cash analysis software for the period beginning February 1, 2025, through January 31, 2026 with an option for two one-year renewals, 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 execute amendments to the agreement in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

Motion by Miller, seconded by Xiong. Motion passed.

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

Absent: McGuire

Resolution: B2025-024

5. Project Budget and Financing Plan for Public Health Medical and Sanitation Updates at the Adult Detention Center [2024-679](#)

Sponsors: Property Management

1. Accept and approve the project budget and financing plan for the Public Health Medical and Sanitation Updates project at the Adult Detention Center, in an amount up to \$591,614.
2. Authorize the County Manager to account for the Public Health Medical and Sanitation Updates project at the Adult Detention Center as a budgeted project in Property Management.
3. Authorize the County Manager to allocate up to \$591,614 from the Capital Improvement Program Fund Balance to the Project Budget and Financing Plan for the Public Health Medical and Sanitation Updates at the Adult Detention Center.

Motion by Miller, seconded by Xiong. Motion passed.

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

Absent: McGuire

Resolution: B2025-025

6. Lease Agreement with City of New Brighton for Women, Infants, and Children Clinic Space [2025-008](#)

Sponsors: Property Management, Public Health

1. Approve the lease agreement with the city of New Brighton, 803 Old Highway 8 Northwest, New Brighton, MN 55112, for 860 square feet of space at the New Brighton Community Center, 400 10th Street Northwest, New Brighton, MN 55112, for the period of May 1, 2025, through April 30, 2030, in accordance with the rates in the lease agreement.
2. Authorize the Chair and Chief Clerk to execute the lease agreement.

Motion by Miller, seconded by Xiong. Motion passed.

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

Absent: McGuire

Resolution: B2025-026

7. Seventh Amendment to Office and Warehouse Space Lease Agreement with State of Minnesota Explore Minnesota Tourism for Lease Space in the Metro Square Building [2025-010](#)

Sponsors: Property Management

1. Approve the seventh amendment to the lease agreement with state of Minnesota Explore Minnesota Tourism, 121 7th Place East, Suite 360, Saint Paul, MN 55101, for a reduction of 749 useable square feet of leased space in the Metro Square Building, 121 7th Place East, Saint Paul, MN 55101, for the period of February 1, 2025 through July 31, 2025.
2. Authorize the Chair and Chief Clerk to execute the lease amendment.

Motion by Miller, seconded by Xiong. Motion passed.

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

Absent: McGuire

Resolution: B2025-027

PRESENTATION

8. Presentation: Mental Health Outreach

[2025-026](#)

Sponsors: Social Services

None. For information and discussion only.

Presented by Sophia Thompson, Director of Social Services. Discussion can be found in archived video.

LEGISLATIVE UPDATE

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

COUNTY CONNECTIONS

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

OUTSIDE BOARD AND COMMITTEE REPORTS

Discussion can be found on archived video.

BOARD CHAIR UPDATE

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

ADJOURNMENT

Chair Ortega declared the meeting adjourned at 10:50 a.m.

Board of Commissioners

Request for Board Action

Item Number: 2025-042

Meeting Date: 2/4/2025

Sponsor: Board of Commissioners

Title

Appointment to Community Action Partnership of Ramsey County and Washington Counties

Recommendation

Appoint Commissioner Mai Chong Xiong to Community Action Partnership of Ramsey County and Washington Counties to replace Commissioner Kelly Miller for the remainder of the year 2025.

Background and Rationale

Community Action Partnership of Ramsey and Washington (CAPRW) counties is a private, 501 (c)(3) nonprofit organization that offers a variety of services and programs to people living in poverty in Ramsey and Washington counties. The agency has always been very deliberate in maintaining the participation of low-income citizens, who are on the Board of Directors and on the Head Start Policy Council, ensuring that they have a part in decision making, public policy and leadership development.

During the Ramsey County Board of Commissioner's Annual Organizational Meeting on January 7, 2025, Commissioner Miller was originally appointed to the CAPRW for 2025. However, after careful consideration and for continuity purposes, the board decided to re-appoint Commissioner Xiong to CAPRW for the remainder of the year 2025. This will ensure CAPRW has continued support from the Ramsey County Board of Commissioners while also onboarding Commissioner Jebens-Singh.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

CAPRW supports and works with low income and diverse community members in Ramsey County and Washington County. Appointing Commissioner Xiong to CAPRW will ensure there is diverse representation on their board. This will also ensure CAPRW advances their mission, vision, values in collaboration with Ramsey County's mission, vision, and values.

Community Participation Level and Impact

While there is no community impact with this request for board action, appointing Commissioner Xiong to CAPRW will ensure residents continue to be at the forefront of reducing poverty, accessing energy and food assistance, and employment services.

Inform Consult Involve Collaborate Empower

Fiscal Impact

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

Last Previous Action

On January 7, 2025 the Ramsey County Board of Commissioners made appointments to Outside Board and Committees for 2025 (Resolution B2025-005).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-011

Meeting Date: 2/4/2025

Sponsor: Emergency Communications

Title

Appointments to the Local Government Information Systems Board

Recommendation

1. Appoint Mike Mihelich, Emergency Communications Technology Manager to serve as Ramsey County representative on the Local Government Information Systems Board.
2. Appoint Dan Palmer, Deputy Director of Emergency Communications as the alternate for the Local Government Information Systems Board.

Background and Rationale

Local Government Information Systems Board (LOGIS) was established to provide technology solutions to Minnesota city and county governments. The LOGIS Board has 52 members and provides services to more than 2.3 million Minnesotans. Ramsey County has been a member since October 2013 when the Ramsey County Board approved the selection of LOGIS as the vendor to manage the Emergency Communications Center computer aided dispatching system network and servers.

LOGIS is composed of one representative from each participating agency. Currently, Dan Palmer, the Deputy Director of Emergency Communications serve as Ramsey County's representative and Nancie Pass, the Director of Emergency Communications is the alternate. Board approval is needed to appoint Mr. Mihelich to serve as Ramsey County primary representative.

The LOGIS Board meets quarterly and establishes operating policies, sets service charges, and approves expenditures. Member employees with general management responsibilities serve on the LOGIS Board without compensation from LOGIS. Member representatives and their alternates serve at the pleasure of the appointing member.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

No direct racial equity impact is linked to this appointment. The LOGIS Board is an administrative board and Ramsey county's involvement serves the entire community.

Community Participation Level and Impact

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

Inform Consult Involve Collaborate Empower

Fiscal Impact

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

Last Previous Action

On June 16, 2020, the Ramsey County Board appointed Nancie Pass, Director Emergency Communication Center to serve as Ramsey County's representative and Dan Palmer, Technology Manager, Department of Emergency Communications, as the alternate for the Local Government Information Systems Board (Resolution B2020-126).

Attachments

None.

Item Number: 2025-030

Meeting Date: 2/4/2025

Sponsor: Community Corrections

Title

Project Budget and Financing Plan for the Ramsey County Correctional Facility Enclosure Pod Project

Recommendation

1. Accept and approve the project budget and financing plan for the Ramsey County Correctional Facility enclosure pod project in an amount up to \$1,200,000.
2. Authorize the County Manager to allocate up to \$1,200,000 from year-end funds from the Health and Wellness Service Team 2024 operating budget and prior year capital funds to the project budget and financing plan for the Ramsey County Correctional Facility enclosure pod project.
3. Authorize the County Manager to account for the project budget and financing plan for the Ramsey County Correctional Facility enclosure pod project as a budgeted project in the department of Community Corrections.

Background and Rationale

The request for pod enclosures for the Ramsey County Correctional Facility (RCCF) will increase both staff and client safety. In March of 2024, Community Corrections worked with Property Management to finalize the design and installation of mezzanine barriers at RCCF. Community Corrections is seeking to increase safety by replacing the existing guardrails and ultimately install taller barriers in all the five dorms which have a mezzanine level of cells arranged around an open walkway with 42" high guardrails overlooking a common area below.

In the first phase of work, RCCF is focusing on the largest dorm with a 120-person capacity. RCCF would like to install a barrier that is a 7-foot-high rail with vertical pickets (see attached images). Community Corrections is also seeking to install a second officer's desk on the mezzanine level in this dorm. RCCF believes that the railing, along with an increased officer presence on the mezzanine level, will enhance safety.

Community Corrections and Property Management issued an informal Request for Proposals for architectural services in May 2024, and selected BWBR Architects in June 2024 based on their corrections expertise and experience with similar projects. BWBR, Community Corrections, and Property Management have been working since July to develop the design details of the mezzanine barriers and the second officer's desk. BWBR will issue a package of biddable drawings by February 2025, which will then be publicly bid to General Contractors. The goal is to award the project by late February/early March 2025.

County Goals (Check those advanced by Action)

Well-being

Prosperity

Opportunity

Accountability

Racial Equity Impact

In 2023, disparities persisted among residents at RCCF. Although persons of color represented only 29% of the county's adult population, they accounted for 72% of male admissions and 56% of female admissions at the RCCF. Creating safer spaces within RCCF is a key step toward improving the well-being of residents, particularly people of color. When individuals feel safe and supported, they are better equipped to address

underlying issues such as mental health and chemical dependency needs that may contribute to their criminal behavior. Modern, safe, and welcoming facilities are an essential component of Ramsey County's commitment to excellence and equity, ensuring that its services effectively meet the needs of the racially diverse communities it serves.

Community Participation Level and Impact

There is no community engagement with this project. However, RCCF staff have been engaged throughout the design process. A lieutenant sits on the planning team and brings all ideas back to the lieutenant team as well as correctional officers. The design renderings were shared at a recent RCCF staff meeting. Staff were asked for feedback at that time, which did inform the decision-making process. RCCF will also be joining the Racial Equity Community Engagement Action Team meeting to discuss the project design and various phases.

Inform Consult Involve Collaborate Empower

Fiscal Impact

The total project cost is estimated to be \$4 million. In 2024, the Health and Wellness Service Team (HWST) prioritized this as a life safety issue and plan to spend up to \$1.2 million from the 2024 operating budget and the 2023 capital funds dedicated for this work to get the immediate needs addressed. Due to timing of the design work and the solicitation, the work was not started in 2024. To ensure the funds dedicated for this need can be used, the HWST is requesting to create a project and move up to \$1.2 million from 2024 year-end and 2023 year-end HWST funds to the project. This will allow the RCCF team, in partnership with Property Management, to complete the installation of the new railings and enclosures in the most high-risk areas. In 2025, the HWST will also look at the next stage of the project and consider how to build this into the 2026-2027 operating and capital budgets.

Last Previous Action

None.

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-031

Meeting Date: 2/4/2025

Sponsor: Health and Wellness

Title

Project Budget and Financing Plan for Support of the 2025 Health and Wellness Service Team Budget

Recommendation

1. Accept and approve the project budget and financing plan for support of the 2025 Health and Wellness Service Team budget in an amount of up to \$1,000,000.
2. Authorize the County Manager to allocate up to \$1,000,000 of year-end funds from the Health and Wellness Service Team 2024 operating budget and the Lake Owasso Enterprise 2024 year-end fund balance at the close out of 2024 to the project budget and financing plan for support of the 2025 Health and Wellness Service Team budget.
3. Authorize the County Manager to account for the project budget and financing plan for support of the 2025 Health and Wellness Service Team budget as a budgeted project in the Health and Wellness Service Team.

Background and Rationale

The Health and Wellness Service Team (HWST) worked throughout 2024 to focus on revenues and reduce spending to reach budget goals in 2024. As a result of this concerted effort, HWST has a projected surplus at year end 2024. The budget monitoring in 2024 has been a result of the HWST effort through several initiatives including better understanding of the budget process, reviewing expenditures and revenues to make sure HWST hits its budget targets. As HWST came together, several items were prioritized, such as the Ramsey County Correctional Facility Pod Enclosure Project and filling of key positions to support resident facing work. As a result of the team's efforts, HWST is projecting a surplus in the 2024 operating budget. This level of holding spending is not sustainable in 2025 without significant service impacts. In collaboration with Finance and the County Manager, it is requested that up to \$1 million of the HWST fund balance, including both the 2024 operating budget and the Lake Owasso budget, be put into a project to support HWST budget in 2025.

As a result of the HWST efforts, there are needs across the service team that cannot continue into 2025, such as the need to fill positions, execute contracts and make purchases to ensure the continuation of uninterrupted services to support residents with the critical services HWST provides. To ensure HWST critical services continue and not result in a deficit in 2025, it is requested to move up to \$1 million in surplus 2024 funds to a project to better manage the 2025 HWST budget. Any funds remaining at the end of 2025 can be canceled to the General Fund of the county. This will allow HWST to manage through the second year of the budget while working with Finance and the County Manager to propose a sustainable budget for 2026-2027.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

Allowing the HWST to hold the surplus \$1 million to use into 2025 will allow HWST to ramp up services that may have been slowed, to better serve our community members and the types of direct services they will receive. HWST offers several direct services that directly impact racially diverse populations in the

departments of Financial Assistance Services, Community Corrections, Social Services, Veterans Services, Public Health.

Community Participation Level and Impact

Through several Racial Equity Community Engagement Action Teams, including ones for the entire HWST as well as Community Corrections, among others have been able to hear feedback and inform to make decisions on HWST priorities. Having a sustainable budget and uninterrupted services will provide the biggest community benefits.

- Inform Consult Involve Collaborate Empower

Fiscal Impact

The HWST made achieving budget targets a priority in 2024 by holding spending and focusing on revenue, therefore there is a projected surplus in the 2024 operating budget and the Lake Owasso Enterprise Fund. HWST will work with Finance to determine the amount available at 2024 year-end close, up to \$1 million, and move those funds to the project. This project will be available in 2025 to HWST and any funds remaining should be canceled at the close of 2025.

Last Previous Action

None.

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-019

Meeting Date: 2/4/2025

Sponsor: Parks & Recreation

Title

Proposed Parks and Recreation 2025 Fee Schedule Adjustments

Recommendation

Approve the proposed changes to the Parks & Recreation fee schedule, as amended.

Background and Rationale

On December 17, 2024, the Ramsey County Board of Commissioners approved the 2025 operating budget and amended the 2025 Fee Schedule for Parks and Recreation (Parks). Parks has proposed additional items that better align with the costs of providing these services and allow greater customization of event planning. The majority of proposed fee adjustments represent an increase of a couple dollars. The other proposed fee adjustments allow for greater customization of event programming to ensure appropriate charging for an expanded offering of cross-country ski event sizes.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

Parks works to make programming equitable and accessible by keeping fees at reasonable costs to reduce barriers. Parks also conducts outreach to racially and ethnically diverse residents and provides unique opportunities and discounts to encourage participation.

Community Participation Level and Impact

There was no community engagement associated with the request for board action.

Inform Consult Involve Collaborate Empower

Fiscal Impact

A significant fiscal impact is not anticipated from the updated fee schedules. Any increases in revenue beyond what was budgeted for will be processed as budget adjustments.

Last Previous Action

On December 17, 2024, the Ramsey County Board approved the 2025 operating budget which included changes in fees for the Parks Department (Resolution B2024-289).

Attachments

1. 2025 Park Fee Adjustments

Fee Description	Department	Area	2024 Fee	Proposed 2025 Fee	Additional Info
Fee-Based Public Program	Parks & Recreation	Park Maintenance	N/A	\$5-50/session	Adding a rate range for public programming in parks. Most programs will be free, but some programs, like Cross-Country Ski Lessons, could be fee based. Clarifying fee as a per session fee, with a slight increase to adjust to market.
Homeschool	Parks & Recreation	Tamarack Nature Center		\$6 \$15/session	Adjusting to market and responding to demand.
Frogs & Polliwogs, child rate	Parks & Recreation	Tamarack Nature Center	\$8/session	\$10/session	Adjusting to market and responding to demand.
Frogs & Polliwogs, adult rate	Parks & Recreation	Tamarack Nature Center	\$4/session	\$5/session	Adjusting to market and responding to demand.
Cross-Country Ski Group Program	Parks & Recreation	Tamarack Nature Center	\$11/session	\$15/session	Adjusting to market and responding to demand.
Vendor Permit	Parks & Recreation	Park Maintenance	N/A	10% of sales	Small park vendor permit, similar to Minneapolis sauna permits.
Weekend Ski Race Under 200 Participants, Under 3 hours	Parks & Recreation	Winter Recreation	N/A	\$700	While weekday cross-country ski race fees have been approved, weekend race fees were previously listed "by contract." Parks proposes set fees for weekend ski races.
Weekend Ski Race Over 200 Participants, Under 4 Hours	Parks & Recreation		N/A	\$1,500	
Additional fee over 4 hours	Parks & Recreation		N/A	\$200/hour	