



# Board of Commissioners

## Agenda

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

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July 14, 2026 - 9 a.m.

Council Chambers - Courthouse Room 300

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### ROLL CALL

### PLEDGE OF ALLEGIANCE

### LAND ACKNOWLEDGEMENT

1. **Agenda of July 14, 2026 is Presented for Approval** [2026-249](#)

Sponsors: County Manager's Office

Approve the agenda of July 14, 2026.

2. **Minutes from July 07, 2026 are Presented for Approval** [2026-250](#)

Sponsors: County Manager's Office

Approve the July 07, 2026 Minutes.

### PROCLAMATION

3. **Proclamation: Pretrial, Probation and Parole Supervision Week** [2026-246](#)

Sponsors: Community Corrections

### ADMINISTRATIVE ITEMS

4. **Grant Agreement with the State of Minnesota Department of Health for the Ramsey County Medical Examiner's Office to Improve and Increase Illicit Drug Toxicology Testing and Surveillance** [2026-256](#)

Sponsors: Medical Examiner

1. Accept a grant award and approve a grant agreement with the Minnesota Department of Health to improve and increase illicit drug toxicology testing and surveillance from July 14, 2026, through August 31, 2028, in the amount of \$125,000.
2. Authorize the Chair and the Chief Clerk to execute the grant agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to the agreement in accordance with the county's procurement policies and procedures, provide the amounts are within the limits of available funding.
4. Authorize the County Manager to establish a grant budget account in the Medical Examiner's Office to account for this grant funding.

- 5. Amendment to Twin Cities Army Ammunition Plant Master Plan** [2026-217](#)  
Sponsors: Community & Economic Development, Public Works  
Approve the amended Twin Cities Army Ammunition Plant Master Plan.
- 6. Proposed Changes and Additions to Public Health Fees** [2026-265](#)  
Sponsors: Public Health  
Approve proposed additions and a change to Public Health fees for client telehealth services and one vaccine fee.
- 7. Grant Agreements with the Minnesota Department of Public Safety for Community Crime Intervention and Prevention Programs** [2026-041](#)  
Sponsors: Sheriff's Office
1. Ratify the submittal of the grant applications to the Minnesota Department of Public Safety, Office of Justice Programs, for Community Crime Intervention and Prevention Programs.
  2. Accept a grant award and approve a grant agreement with Minnesota Department of Public Safety for community-based programming for crime prevention services for communities most impacted by violence, for the period upon execution to December 31, 2027 in the amount of \$250,000.
  3. Accept a grant award and approve a grant agreement with Minnesota Department of Public Safety for community-based programming for crime prevention services, including community outreach, for the period upon execution to December 31, 2027 in the amount of \$425,000.
  4. Authorize the Chair and Chief Clerk to execute the grant agreements.
  5. Authorize the County Manager to enter into agreement 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 funds.
- 8. Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to Utilize the Minnesota Criminal Justice Data Communications Network** [2026-259](#)  
Sponsors: Sheriff's Office
1. Approve the joint powers agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, 1430 Maryland Avenue, Saint Paul, Minnesota 55106 to utilize the Minnesota Criminal Justice Data Communications Network for the period upon execution through five years from the fully executed agreement in the amount of \$261,600.
  2. Approve the Court Data Services Subscriber Amendment with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, 1430 Maryland Avenue, Saint Paul, Minnesota 55106 for court data subscriber services.
  3. Authorize the Chair and Chief Clerk to execute the joint powers agreement.
  4. Authorize the Chair and Chief Clerk to execute the Court Data Services Subscriber Amendment.
- 9. Proposed Ramsey County Sheriff's Office Fee Schedule Update** [2026-238](#)
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Sponsors: Sheriff's Office

Approve the proposed updated fee schedule changes for security services and civil process services.

**COUNTY CONNECTIONS**

**OUTSIDE BOARD AND COMMITTEE REPORTS**

**BOARD CHAIR UPDATE**

**ADJOURNMENT**

Following County Board Meeting:

Closed Meeting \*Closed to the Public\*

Re: Elections

Courthouse Room 220, Large Conference Room

10:30 a.m. (est.)

Advance Notice:

July 21, 2026 No county board meeting – National Association of Minnesota Counties Annual Conference

July 28, 2026 County board meeting – Council Chambers

Aug 04, 2026 County board meeting – Council Chambers

Aug 11, 2026 County board meeting – Council Chambers



# Board of Commissioners

## Request for Board Action

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

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**Item Number:** 2026-249

**Meeting Date:** 7/14/2026

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**Sponsor:** County Manager's Office

**Title**

Agenda of July 14, 2026 is Presented for Approval

**Recommendation**

Approve the agenda of July 14, 2026.



# Board of Commissioners

## Request for Board Action

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

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**Item Number:** 2026-250

**Meeting Date:** 7/14/2026

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**Sponsor:** County Manager's Office

**Title**

Minutes from July 07, 2026 are Presented for Approval

**Recommendation**

Approve the July 07, 2026 Minutes.

**Attachments**

1. July 07, 2026 Minutes



# Board of Commissioners

## Minutes

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

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July 7, 2026 - 9 a.m.

Council Chambers - Courthouse Room 300

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The Ramsey County Board of Commissioners met in regular session at 9:00 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 Moran.

1. Agenda of July 7, 2026 is Presented for Approval [2026-236](#)

Sponsors: County Manager's Office

Approve the agenda of July 7, 2026.

Motion by McGuire, seconded by Moran. Motion passed.

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

2. Minutes from June 23, 2026 are Presented for Approval [2026-237](#)

Sponsors: County Manager's Office

Approve the June 23, 2026 Minutes.

Motion by Moran, seconded by Miller. Motion passed.

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

### ADMINISTRATIVE ITEMS

3. Release of Storm Sewer Easement [2026-242](#)

Sponsors: Public Works

1. Approve the release of the existing storm sewer easement across a parcel of land located at 1644 Larpenteur Avenue West, Falcon Heights, Minnesota 55113.
2. Authorize the Chair and Chief Clerk to execute the Release of Easement.

Motion by Moran, seconded by Miller. Motion passed.

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

Resolution: [B2026-083](#)

4. First Amendment to the Joint Powers Agreement with the City of Saint Paul for the Administration of the Byrne Grant for the Familiar Faces Program [2026-244](#)

Sponsors: Housing Stability

1. Approve an amendment to the joint powers agreement with the City of Saint Paul, 15 Kellogg Blvd. West, 700 City Hall, Saint Paul, Minnesota, 55101 for the administration of the Byrne Grant for the Familiar Faces Program upon execution through May 31, 2027.
2. Authorize the Chair and Chief Clerk to execute the agreement.

Motion by Moran, seconded by Miller. Motion passed.

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

Resolution: [B2026-084](#)

5. Gift acceptance from the Minnesota State Fair to the Social Services Department [2026-241](#)

Sponsors: Social Services

Accept the 2026 gift of \$28,000 in the form of 1,400 tickets from Minnesota State Fair to the Social Services Department.

Motion by Moran, seconded by Miller. Motion passed.

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

Resolution: [B2026-085](#)

6. Summary of the Conclusions from the Performance Evaluation of the County Manager and Second Amendment to Employment Agreement between Ramsey County and Ling Becker, County Manager [2026-260](#)

Sponsors: Board of Commissioners

1. Approve the second amendment to the Employment Agreement between Ramsey County and Ling Becker, County Manager.
2. Authorize the annual salary of the County Manager to be increased effective August 1, 2026, as a reflection of distinguished performance, resulting in a salary of \$283,550.
3. Authorize the Chair and Chief Clerk to execute the second amendment to the Employment Agreement.

Discussion can be found on archived video.

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

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

Resolution: [B2026-086](#)

## PRESENTATION

7. Presentation: Recycling & Energy [2026-239](#)

Sponsors: Public Health

None. For information and discussion only.

Presented by Trista Martinson, Executive Director of Ramsey/Washington Recycling & Energy. 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 10:32 a.m.



# Board of Commissioners

## Request for Board Action

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

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**Item Number:** 2026-246

**Meeting Date:** 7/14/2026

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**Sponsor:** Community Corrections

**Title**

Proclamation: Pretrial, Probation and Parole Supervision Week

**Attachments**

1. Proclamation

# Proclamation

WHEREAS, Ramsey County recognizes that Community Corrections is an essential part of the justice system, employing more than 450 Community Corrections professionals; and

WHEREAS, Since 1999, the American Probation and Parole Association has designated one week in July as “Pretrial, Probation and Parole Supervision Week” to honor those who serve as community probation officers, assistant probation officers, and corrections program workers; and

WHEREAS, Community corrections professionals uphold the law with integrity and dignity while working to safeguard communities and protect the public from criminal activity; and

WHEREAS, Community corrections professionals provide a breadth of services in the interest of public safety, including supervising adult and juvenile offenders in the community and promoting positive behavior change and healthy development by clients; and

WHEREAS, Ramsey County Community Corrections staff continue to form meaningful partnerships with the community to advance racial and health equity for clients and advocate for more community, less confinement; and

WHEREAS, Community corrections professionals work in partnership with community agencies and groups to promote prevention, intervention and advocacy; and

WHEREAS, Community corrections professionals are a driving force for positive change in communities, playing a critical role in advancing Ramsey County’s justice transformation goals by restoring trust and creating hope; Now, Therefore, Be It

PROCLAIMED, The Ramsey County Board of Commissioners declares July 19-25, 2026, as Pretrial, Probation and Parole Supervision Week in Ramsey County; and Be It Further

PROCLAIMED, The Ramsey County Board of Commissioners encourages all Ramsey County residents to join in honoring community corrections professionals and recognizing their invaluable public service and dedication to protecting public safety.



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Rafael Ortega, Board Chair, District 5



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Tara Jebens-Singh, Commissioner, District 1



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Mary Jo McGuire, Commissioner, District 2



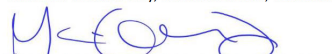
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Garrison McMurtrey, Commissioner, District 3



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Rena Moran, Commissioner, District 4



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Mai Chong Xiong, Commissioner, District 6



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Kelly Miller, Commissioner, District 7



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Ling Becker, County Manager

Item Number: 2026-256

Meeting Date: 7/14/2026

**Sponsor:** Medical Examiner

### Title

Grant Agreement with the State of Minnesota Department of Health for the Ramsey County Medical Examiner's Office to Improve and Increase Illicit Drug Toxicology Testing and Surveillance

### Recommendation

1. Accept a grant award and approve a grant agreement with the Minnesota Department of Health to improve and increase illicit drug toxicology testing and surveillance from July 14, 2026, through August 31, 2028, in the amount of \$125,000.
2. Authorize the Chair and the Chief Clerk to execute the grant agreement.
3. Authorize the County Manager to enter into agreements and execute amendments to the agreement in accordance with the county's procurement policies and procedures, provide the amounts are within the limits of available funding.
4. Authorize the County Manager to establish a grant budget account in the Medical Examiner's Office to account for this grant funding.

### Background and Rationale

Ramsey County Medical Examiner's Office received an approved Minnesota Department of Health (MDH) grant in the amount of \$125,000 to support toxicology testing of decedents suspected of drug overdose, opioid drug use, or exposure to novel psychoactive substances. MDH requires Ramsey County Board of Commissioners approval of the grant before funds are released.

The Ramsey County Medical Examiner's Office plays a critical role in detecting the use and misuse of illicit substances while providing essential data that informs public health strategies. MDH's desire to conduct surveillance on these substances aligns with Ramsey County's efforts to inform underserved communities and reduce health disparities. Enhanced toxicology testing supported by this grant will strengthen the county's ability to identify emerging substance-use trends, support timely public health responses, and contribute to more equitable outcomes across the county.

### County Goals (Check those advanced by Action)

Well-being       Prosperity       Opportunity       Accountability

### Racial Equity Impact

The Minnesota Department of Health grant seeks to advance health equity. While drug use affects all communities, some experience disproportionate impacts. Use of this grant will enhance the county's ability to share timely and accurate information with underserved populations, thereby supporting the county's efforts to reduce health disparities.

### Community Participation Level and Impact

There was no community engagement associated with this Request for Board Action (RBA). This RBA seeks to inform the community of the acceptance of the grant.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

There is no levy impact associated with the RBA. The grant provides \$125,000 in funding, which is not included in the approved 2026-2027 Medical Examiner operating budget. The grant is available through August 31, 2028.

**Last Previous Action**

None.

**Attachments**

1. Minnesota Department of Health Grant Agreement

## Minnesota Department of Health Grant Agreement Cover Sheet

You have received a Grant Agreement from the Minnesota Department of Health (MDH). Information about the Grant Agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

**Attachment:** Grant Agreement

**Contact for MDH:** Deepa McGriff, Epidemiology Supervisor, 625 Robert St. N, PO Box 64975, 55164-0975, 651-539-3013, [deepa.mcgriff@state.mn.us](mailto:deepa.mcgriff@state.mn.us)

Grantee SWIFT Information	Grant Agreement Information	Program & Funding Information
<b>Name of MDH Grantee</b> (as it appears in SWIFT): Ramsey County Medical Examiner's Office	<b>SWIFT Contract Number:</b> 290719	<b>MDH Program Name:</b> Substance Use Epidemiology Unit
<b>SWIFT Vendor Number:</b> 0000196508  <b>SWIFT Vendor Location Code:</b> 025	<b>Effective Date:</b> May 15, 2026, OR the date all signatures are collected, and the agreement is fully executed, whichever is later.  <b>Expiration Date:</b> August 31, 2028	<b>Total State Grant Funds:</b> \$125,000 <b>Total Federal Grant Funds:</b> \$0 <b>Total Grant Funds (<i>all funds</i>):</b> \$125,000

## Minnesota Department of Health

# Grant Agreement

This Grant Agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health (“MDH”) and Ramsey County Medical Examiner’s Office (“Grantee”). Grantee’s address is **300 University Avenue E., Saint Paul MN 55130**.

## Recitals

1. MDH is empowered to enter into this Grant Agreement under Minn. Stat. §§ [144.05](#), and [144.0742](#).
2. MDH is in need of Minnesota Medical Examiners and Coroners to continue forensic toxicology testing of drug overdose deaths, especially detection of opioids and other new or novel psychoactive substances. Specifics are outlined in Exhibit C, CDC Appendix 04, which is attached and incorporated into this agreement.
3. The vision of MDH is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Health equity is achieved when every person has the opportunity to attain their health potential. Grantee agrees, where applicable, to perform its work with advancing health equity as a goal.
4. Grantee represents that it is duly qualified and will perform all the activities according to the terms of this Grant Agreement.

## Grant Agreement

### 1. Term of Agreement

#### 1.1. **Effective Date**

May 15, 2026, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5, whichever is later. Per [Minn. Stat. § 16B.98](#), subd 7, no payments will be made to the Grantee until this Grant Agreement is fully executed. Grantee must not begin work until this Grant Agreement is fully executed and MDH’s Authorized Representative has notified Grantee that work may commence. No costs may be incurred prior to the Grant Agreement being fully executed.

#### 1.2. **Expiration Date**

August 31, 2028, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first.

### 1.3. ***Survival of Terms***

The following clauses survive the expiration or cancellation of this Grant Agreement: Liability; Financial Examinations; Government Data Practices; Tax Compliance Verification; Ownership of Equipment and Supplies; Intellectual Property; Publicity and Endorsement; and Governing Law, Jurisdiction, and Venue.

## **2. Activities**

### 2.1. ***MDH's Activities***

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

### 2.2. ***Grantee's Activities***

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this Grant Agreement.

## **3. Time**

Grantee is required to perform all of the activities stated in this Grant Agreement, and any incorporated exhibits, within the Grant Agreement period. MDH is not obligated to extend the Grant Agreement period. Failure to meet a deadline may be a basis for a determination by MDH's Authorized Representative that Grantee has not complied with the terms of the Grant Agreement.

## **4. Award and Payment**

MDH will award funds to Grantee for all activities performed in accordance with this Grant Agreement.

### 4.1. ***Grant Award***

Reimbursement will be in accordance with the agreed upon budget contained in Exhibit B, which is attached and incorporated into this Grant Agreement.

### 4.2. ***Administrative Costs.***

Grantee agrees that administrative costs must be necessary and reasonable as a condition of this Grant Agreement pursuant to [Minn. Stat. § 16B.98](#), subd 1. Administrative costs will be reimbursed in accordance with the agreed upon budget.

### 4.3. ***Travel Expenses***

Grantee will be reimbursed for mileage at the current IRS rate in effect at the time the travel occurred; meals and lodging expenses will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"); or, at the Grantee's established rate (for all travel related costs), whichever is lower, at the time travel occurred. Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless Grantee has received MDH's prior written approval for out-of-state

travel. Minnesota will be considered the home state for determining whether travel is out-of-state.

#### 4.4. **Budget Modifications**

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed under "Total Obligation."

#### 4.5. **Total Obligation**

The total obligation of MDH for all compensation and reimbursements to Grantee under this Grant Agreement will not exceed \$125,000.00.

#### 4.6. **Terms of Payment**

##### 4.6.1. **Invoices**

MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the Grant Agreement.

#### 4.7. **Contracting and Bidding Requirements**

##### 4.7.1. **Municipalities**

A grantee that is a municipality, as defined in [Minn. Stat. § 471.345](#), subd. 1, is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

##### 4.7.2. **Non-municipalities**

Grantees that are not municipalities must adhere to the following standards in the event that activities assigned to Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids or awarded to a targeted vendor.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.

- iv. Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:
  - 1) Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tge-dvo-directory/>);
  - 2) Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>); or
  - 3) Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://cert.smwbe.com/>).
- v. Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, awarding and administration of contracts.
- vi. Grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding parts (i) through (iv) above, MDH may waive the formal bidding process requirements when:
  - Vendors included in response to a competitive grant request for proposal process were approved and incorporated as an approved work plan for the Grant Agreement or
  - There is only one legitimate or practical source for such materials or services and Grantee has established that the vendor is charging a fair and reasonable price.
- viii. Projects that involve construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under [Minn. Stat. §§ 177.41](#) through 177.50.
- ix. Grantee must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: [Suspended/Debarred Vendors](#) (<https://mn.gov/admin/osp/government/suspended-debarred/>). The list of suspended and debarred entities by the federal government is available at [www.sam.gov](http://www.sam.gov).

## 5. Conditions of Payment

All activities performed by Grantee pursuant to this Grant Agreement must be performed in accordance with the terms of this Grant Agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Applicable state laws include, but are not limited to, the Minnesota Human Rights Act ([Minn. Stat. ch. 363A](#)) which prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, gender, identity, sexual orientation, age, marital status, public assistance status, familial status,

and disability. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this Grant Agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

## 6. Requirements for Other Legal Agreements

- 6.1. Grantee must utilize a formal legal agreement if it engages with another party to carry out a portion of the activities listed in this Grant Agreement. Grantee must provide timely notice to MDH of any such agreement prior to the other party/ies performing work under this Grant Agreement. Such notice must include the name of the other party; description of the activities to be performed; dates activities will be performed; and the total budget.
- 6.2. Grantee must monitor the activities of the other party/ies to ensure funds are used for authorized purposes; is in compliance with the terms and conditions of the legal agreement, [Minn. Stat. § 16B.97](#), subd. 4(a)(1), and other relevant statutes and regulations; and that performance goals are achieved.
- 6.3. If MDH becomes aware of unsatisfactory performance and or noncompliance, MDH reserves the right to require Grantee to terminate the legal agreement with the other party.
- 6.4. No legal agreement with any other party shall terminate or in any way affect the legal responsibility of the Grantee to MDH for timely and satisfactory performance of the Grant Agreement.
- 6.5. Grantee and the other party must not enter into a legal agreement with vendors who are suspended or debarred by the State of Minnesota or the federal government. The list of debarred vendors in Minnesota is available at: [Suspended/Debarred Vendors \(https://mn.gov/admin/osp/government/suspended-debarred/\)](#). The list of suspended and debarred entities by the federal government is available at [www.sam.gov](#).

## 7. Authorized Representatives

- 7.1. ***MDH's Authorized Representative***  
MDH's Authorized Representative for purposes of administering this Grant Agreement is Deepa McGriff, Epidemiology Supervisor, 625 Robert St. N, PO Box 64975, 55164-0975, 651-539-3013, [deepa.mcgriff@state.mn.us](mailto:deepa.mcgriff@state.mn.us), or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this Grant Agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 7.2. ***Grantee's Authorized Representative***  
Grantee's Authorized Representative is Mark Dascalos, Chief Investigator, 300 East University Avenue, Saint Paul, MN 55130, 651-266-1728, [Mark.Dascalos@ramseycountymn.gov](mailto:Mark.Dascalos@ramseycountymn.gov), or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this Grant Agreement. If Grantee selects a new Authorized

Representative at any time during this Grant Agreement, Grantee must immediately notify MDH's Authorized Representative in writing, via e-mail or letter.

## **8. Assignment, Amendments, Waiver, and Grant Agreement Complete**

### **8.1. Assignment**

Grantee shall neither assign nor transfer any rights or obligations under this Grant Agreement.

### **8.2. Amendments**

If there are any amendments to this Grant Agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by MDH and Grantee.

### **8.3. Waiver**

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

### **8.4. Grant Agreement Complete**

This Grant Agreement, and any incorporated exhibits, contains all the negotiations and agreements between MDH and Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

## **9. Liability**

Grantee must indemnify and hold harmless MDH, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by MDH, arising from the performance of this Grant Agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for MDH's failure to fulfill its obligations under this Grant Agreement. Nothing in this clause may be construed as a waiver by Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to [Minn. Stat. ch. 466](#), or any other statute or law.

## **10. Financial Examinations**

The relevant books, records, documents, and accounting procedures and practices of Grantee and any entity with which Grantee has engaged in carrying out the purpose of this Grant Agreement are subject to examination under [Minn. Stat. § 16B.98](#), subd. 8. Examinations may be conducted by MDH, the Minnesota Commissioner of Administration, the Minnesota State Auditor, Attorney General, or and the Minnesota Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **11. Government Data Practices**

MDH, Grantee, and any other entity that the Grantee has contracted with to fulfill the purpose of this Grant Agreement, must comply with the Minnesota Government Data Practices Act, [Minn. Stat. ch. 13](#), as it applies to all data provided by MDH under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee

under this Grant Agreement pursuant to [Minn. Stat. § 13.05](#), subd. 11(a). The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or MDH.

If Grantee receives a request to release the data referred to in this clause, Grantee must immediately notify MDH. MDH will give Grantee instructions concerning the release of the data to the requesting party before any data is released. Grantee's response to the request must comply with the applicable law.

## **12. Tax Compliance Verification**

Pursuant to [Minn. Stat. § 270C.65](#), subd. 3, and all other applicable laws, Grantee consents to disclosure of its Social Security Number (SSN), Individual Tax Identification Number (ITIN), Employer Identification Number (EIN), and Minnesota Tax Identification Number (TIN), all of which have already been provided to MDH, federal and state tax agencies, and state personnel involved in the payment of state obligations. As may be applicable, these identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file tax returns and pay delinquent tax liabilities, if any, or pay other state liabilities.

## **13. Ownership of Equipment and Supplies**

### **13.1. Equipment**

"Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this Grant Agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.

### **13.2. Supplies**

"Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$10,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

## **14. Ownership of Materials and Intellectual Property Rights**

### **14.1. Ownership of Materials**

"Materials" is defined as any inventions, reports, studies, designs, drawings, specifications, notes, documents, software, computer-based training modules, and other recorded materials in whatever form. Grantee shall own all rights, title, and interest in all of the materials conceived, created, or otherwise arising out of the performance of this Grant Agreement by it, its employees, or subgrantees, either individually or jointly with others.

Grantee hereby grants to MDH a perpetual, irrevocable, no-fee license and right to reproduce, modify, distribute, perform, make, have made, and otherwise use the Materials

for any and all purposes, in all forms and manners that MDH, in its sole discretion, deems appropriate. Grantee shall, upon the request of MDH, execute all papers and perform all other acts necessary to document and secure this right and license to the Materials by MDH. At the request of MDH, Grantee shall permit MDH to inspect the original Materials and provide a copy of any of the Materials to MDH, without cost, for use by MDH in any manner MDH, in its sole discretion, deems appropriate.

#### **14.2. *Intellectual Property Rights***

Grantee represents and warrants that Materials produced or used under this Grant Agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend MDH, at Grantee's expense, from any action or claim brought against MDH to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this Grant Agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or MDH's opinion is likely to arise, Grantee shall at MDH's discretion either procure for MDH the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

### **15. Workers' Compensation**

Grantee certifies that it is in compliance with [Minn. Stat. § 176.181](#), subd. 2, which pertains to workers' compensation insurance coverage. Grantee's employees and agents, and any contractor hired by Grantee to perform the work required by this Grant Agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way MDH's obligation or responsibility.

### **16. Publicity and Endorsement**

#### **16.1. *Publicity***

Any publicity given to the program, publications, or activities performed resulting from this Grant Agreement, including but not limited to, websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this Grant Agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. If federal funding is being used for this Grant Agreement, the federal program must also be recognized.

#### **16.2. *Endorsement***

Grantee must not claim that MDH endorses its products, services, or activities.

## 17. Governing Law, Jurisdiction, and Venue

This Grant Agreement, amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Grant Agreement, or for breach thereof, must be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 18. Clerical Error

Notwithstanding Clause "Assignment, Amendments, Waiver, and Grant Agreement Complete" of this Grant Agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

## 19. Lobbying

- 19.1. Grantee must ensure that grant funds are not used for lobbying, which includes paying or compensating any person for influencing or attempting to influence legislators or other public officials on behalf or against proposed legislation, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 19.2. In accordance with the provisions of [31 USC § 1352](#), if Grantee uses any funds other than federal funds from MDH to conduct any of the aforementioned activities, Grantee must complete and submit to MDH the disclosure form specified by MDH. Further, Grantee must include the language of this section in all contracts and subcontracts, and all contractors and subcontractors must comply accordingly.
- 19.3. Providing education about the importance of policies as a public health strategy, however, is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.
- 19.4. By signing this Grant Agreement, Grantee certifies that it will not use any funds received from MDH to employ, contract with, or otherwise coordinate the efforts of a lobbyist, as defined in [Minn. Stat. § 10A.01](#), subd. 21. This requirement also applies to any subcontractors or subgrantees that Grantee may engage for any activities pertinent to this Grant Agreement.

## 20. Voter Registration Requirement

Grantee will comply with [Minn. Stat. § 201.162](#), by providing voter registration services for its employees and for the public served by Grantee.

## 21. Debarment, Suspension and Responsibility Certification

Federal regulation [2 CFR § 200.214](#) prohibits MDH from purchasing goods or services with federal money from any party that has been suspended or debarred by the federal government. Similarly, [Minn. Stat. §§ 16C.03](#), subd. 2, and [16B.97](#), subd. 3, provides the Commissioner of Administration with the authority to debar and suspend any party that seeks to contract with MDH.

Anyone may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. In particular, the federal government expects MDH to have a process in place for determining whether a vendor has been suspended or debarred, and to prevent such vendors from receiving federal funds.

By signing this Grant Agreement, Grantee certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency;
- b) Have not within a three-year period preceding this Grant Agreement: a) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; b) violated any federal or state antitrust statutes; or c) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: a) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state of local) transaction; b) violating any federal or state antitrust statutes; or c) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property; and
- d) Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Grant Agreement are in violation of any of the certifications set forth above.

## 22. Incentives

When included in the approved Work Plan or Budget, the following language applies.

### 22.1. *Handling of Incentives*

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee's policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the provisions outlined in this section.

### 22.2. *Separation of duties*

More than one Grantee staff person must be involved in the management and handling of the incentives. The Grantee staff who authorizes the purchase of incentives must not have

sole physical access to the incentives. The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records. Handoff of incentive from one person to another must be documented.

### 22.3. ***Distribution of Incentives***

Incentives may only be used for approved purposes by MDH.

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee's business space.
- c) Grantee will purchase and have on hand no more than three months' worth of incentives at any given time. The three months' worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the Grant Agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the MDH's Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

### 22.4. ***Incentive tracking documentation***

The tracking documentation the Grantee is required to maintain must not contain any private data. The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased;
- b) description of the incentives;
- c) quantity of incentive(s) distributed to each participant;
- d) the last four digits of any pre-paid card number;
- e) value/amount;
- f) a unique non-identifiable data point for each participant (e.g. case number, file number);
- g) date participant received incentive(s); and
- h) signature of Grantee staff member providing incentive(s) to participant(s).

### 22.5. ***Reconciliation***

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the

reconciliation. Grantee must submit the reconciliation documentation to MDH's Authorized Representative no less than two weeks after each reconciliation.

**22.6. *Subcontracting/Subgranting***

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

**22.7. *Lost or stolen incentives***

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

**22.8. *Invoicing***

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

**22.9. *Failure to Comply***

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a Grant Agreement for failure to comply with these requirements.

**23. Conflict of Interest**

Grantee will notify MDH's Authorized Representative when they become aware of any potential, perceived, or actual conflict of interests as it relates to this Grant Agreement.

**24. Mandatory Disclosures**

An applicant, recipient, or subrecipient of funding under this Grant Agreement must promptly disclose whenever, in connection with this Grant Agreement (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or [Minn. Stat., ch. 609](#), or a violation of the civil False Claims Act ([31 U.S.C. 329–3733](#)) or [Minn. Stat. § 609.465](#) (prohibiting the presentation of false claims to a public officer or body). The disclosure must be made in writing to the Federal agency (if applicable), the Federal agency's Office of Inspector General (if applicable), and MDH. Applicants, recipients, and subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of [2 CFR § 200](#). Failure to make required disclosures can result in any of the remedies described in [2 CFR § 200.339](#). (See also [2 CFR § 180](#), [31 U.S.C. 3321](#), and [41 U.S.C. 2313](#).)

## 25. Whistleblower Protections

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a representative of MDH or a person or body described in [paragraph \(a\)\(2\) of 41 U.S.C. 4712](#) information that the employee reasonably believes is evidence of gross mismanagement of a Federal or state contract or grant, a gross waste of Federal or state funds, an abuse of authority relating to a Federal or state contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal or state contract (including the competition for or negotiation of a contract) or grant. The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under [41 U.S.C. 4712](#) and Minn. Stat. §§ [15C.145](#) and [181.932](#) - .935. See statutory requirements for whistleblower protections at [10 U.S.C. 4701](#), [41 U.S.C. 4712](#), [41 U.S.C. 4304](#), and [10 U.S.C. 4310](#).

## 26. Suspension for Insufficient Funding

In the event of temporary lack of funding or appropriation, MDH may suspend its obligations under this Grant Agreement without terminating it. This suspension will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Agreement. MDH will not be assessed any penalty if the Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

- 26.1. Grantee will be notified in writing of the temporary suspension, and Grantee's ability to perform under the Grant Agreement will be suspended during this period. MDH will provide reasonable notice to Grantee of the lack of funding or appropriation and shall notify Grantee once funding is restored or appropriated, and at MDH's discretion, performance under the Grant Agreement may resume.
- 26.2. MDH may convert the suspension for insufficient funding to termination under clause 27.3. upon written notice to Grantee.
- 26.3. Grantee may reject MDH's suspension for insufficient funding by written response to the notice of suspension. If Grantee rejects suspension, the notice of suspension shall be effective as a notice of termination under clause 27.3 with the same effective date as was provided for the suspension.

## 27. Termination

### 27.1. *Termination by MDH or Grantee*

MDH or Grantee may terminate this Grant Agreement without cause, with at least 21 calendar days' written notice (i.e., by mail, email, or both) to the other party. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed.

### 27.2. *Termination for Cause*

MDH may immediately terminate this Grant Agreement if MDH finds there has been a failure to comply with the provisions of this Grant Agreement, that timely progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. MDH may take action to protect the interests of the State of Minnesota,

including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**27.3. Termination for Insufficient Funding**

MDH may immediately terminate this Grant Agreement if it does not obtain funding from the Minnesota Legislature or other funding sources; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this Grant Agreement. Termination must be by written notice to Grantee; i.e., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available.

MDH will not be assessed any penalty if this Grant Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

**27.4. Termination by Commissioner of Administration**

The Commissioner of Administration may immediately and unilaterally terminate this Grant Agreement if further performance under the Grant Agreement would not serve MDH's purposes or performance under the Grant Agreement is not in the best interests of the State of Minnesota.

## Exhibits

The following Exhibits are attached and incorporated into this Grant Agreement. In the event of a conflict between the terms of this Grant Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Agreement, and then in the following order:

1. Exhibit A – Grantee's Activities / Scope of Work
2. Exhibit B – Grantee's Budget

[Signatures on following page]

# APPROVED:

## 1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature: **Christina Mish** Digitally signed by Christina Mish  
Date: 2026.05.20 15:09:11 -05'00'

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SWIFT Contract & Initial PO: **290719/3000132468/REQ 4560**

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## 2. Grantee

Grantee certifies that the appropriate persons(s) have executed the Grant Agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

## 3. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:

All parties on the DocuSign envelope will receive a copy of the fully executed Grant Agreement.

## Exhibit A – Grantee’s Activities / Scope of Work

Grantee is expected to perform the following activities. Modifications to Exhibit A must be discussed with MDH. MDH will communicate, in writing, with Grantee as to whether modifications are approved or require a formal grant amendment.

Activity/Work Plan	Responsible Position	Completion Date
Using CDC Appendix 4 (Exhibit C): Overdose Data to Action in States (OD2A-S) Guidance for Implementation of Comprehensive Toxicological Testing of Drug Overdose Deaths Suspected to Involve Opioids and/or Stimulants:		
1. Provide, to at least a minimum level Centers for Disease Control and Prevention (CDC) Standards, forensic toxicology testing of drug overdose deaths, especially detection of opioids and other new or novel psychoactive substances.	Forensic Technician, Investigator	August 31, 2026
2. Expanded/Enhanced Testing should be conducted to obtain a more comprehensive assessment of potential drugs involved in suspected opioid and/or stimulant overdose deaths if funding allows.	Forensic Technician, Investigator	August 31, 2026
3. Comprehensive Novel Psychoactive Substances (NPS) Testing may be necessary under circumstances in which an opioid and/or stimulant is highly suspected based on clinic, autopsy, and/or scene findings but where all opioid and stimulant screening tests were either negative or positive results were insufficient to support a toxicological cause of death.	Forensic Technician, Investigator	August 31, 2026
In accordance with <a href="#">Minn. Stat. § 16B.98</a> , subd. 5(d), Grantee must clearly post on Grantee’s website the names of, and contact information for, the Grantee’s leadership and the employee or other person who directly manages and oversees this Grant Agreement on behalf of the Grantee.	Chief Medical Examiner	August 31, 2026

Activity/Work Plan	Responsible Position	Completion Date
Any digital materials created, and shared outside of the grantee's organization, Grantee is required to comply with State of Minnesota's Digital Accessibility Standard. This requirement flows down to any subcontractors and or any third-party entity the Grantee may utilize and compensate with MDH grant funds. The statewide Standard can be viewed online at <a href="#">Accessibility   Policies &amp; Standards / Minnesota IT Services</a>	Chief Medical Examiner	August 31, 2026

Grantee is subject to a variety of compliance activities, as outlined below.

Report Type	Reporting Period / Frequency	Due to MDH
Progress Report(s)	January 1 <sup>st</sup> through March 31 <sup>st</sup> April 1 <sup>st</sup> through June 30 <sup>th</sup> July 1 <sup>st</sup> through September 30 <sup>th</sup> October 1 <sup>st</sup> through December 31 <sup>st</sup>	30 calendar days after the end of the reporting period
Invoice(s)	January 1 <sup>st</sup> through March 31 <sup>st</sup> April 1 <sup>st</sup> through June 30 <sup>th</sup> July 1 <sup>st</sup> through September 30 <sup>th</sup> October 1 <sup>st</sup> through December 31 <sup>st</sup>	30 calendar days after the end of the reporting period
Monitoring/On-Site Visit(s)	Review <u>OGM Policy 08-10</u> and or federal award to determine monitoring requirements, list them here.	MDH will contact Grantee with additional information.
Financial Reconciliation(s)	Review <u>OGM Policy 08-10</u> and or federal award to determine monitoring requirements, list them here.	MDH will contact Grantee with additional information

## Exhibit B – Grantee’s Budget

Itemized Budget & Justification	Justification	Amount
<b>Salaries</b>	Physician support: Kelly Mills, MD; Victor Froloff, MD; Kerstin Howell, DO (\$140/hr)x(100 hours)=\$14000  Investigation Staff (\$35/hr)x(200 hours)=\$7000  Forensic Technician Staff (\$30/hr)x(600 hours)=\$18000	\$39,000
<b>Fringe</b>	Enter fringe percentage/amount (10%)	\$3,900
<b>Supplies</b>	Toxicology Fee	\$58,736
<b>Other</b>	VertiQ file sharing implementation	\$12,000
<b>Subtotal Direct Costs</b>		\$113,636
<b>Indirect</b>	10 % (or federally approved rate)	\$11,364
<b>Subcontract</b>	Include subcontracts, if applicable	\$
<b>Total Budget:</b>		<b>\$125,000</b>

Grantee’s Indirect Cost Rate for this Grant Agreement is as follows. MDH will notify Grantee, in writing, if the rate allowed changes and the effective date of such change.

- Funder has capped indirect costs at a rate of 10%

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**Item Number:** 2026-217

**Meeting Date:** 7/14/2026

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**Sponsor:** Community & Economic Development

**Title**

Amendment to Twin Cities Army Ammunition Plant Master Plan

**Recommendation**

Approve the amended Twin Cities Army Ammunition Plant Master Plan.

**Background and Rationale**

The Joint Powers Agreement (JPA) by Ramsey County and the city of Arden Hills that formed the Twin Cities Army Ammunition Plant (TCAAP) Joint Development Authority (JDA) provides that the city prepare the TCAAP Master Plan for the redevelopment of the TCAAP, now known as Rice Creek Commons. The Arden Hills city council approved the current plan and an accompanying amendment to the city's Comprehensive Plan Amendment on December 12, 2016. The county board approved the plan on December 20, 2016. This plan consists of two documents, the Regulating Plan and TCAAP Redevelopment Code (TRC), that guide redevelopment of the site. Approval of the plan by both the city and county is a requirement of the JPA for the JDA to be fully authorized to implement the plan and effect a timely and orderly redevelopment of the site in accordance with the JPA.

The proposed amendments are minor amendments as outlined in the JPA. A minor amendment is a change within a Development Site deemed desirable by the JDA to implement the Development that does not involve an amendment to the city's Comprehensive Plan. These amendments are proposed to enable the final design and construction of Rice Creek Boulevard.

Ramsey County Public Works and Community & Economic Development departments, in partnership with their consultants and the City of Arden Hills, have been advancing the design of Rice Creek Boulevard (formerly known as the Spine Road), the main roadway through Rice Creek Commons. The project team identified lighting and trail design as topics for discussion and direction to ensure alignment with project goals and the overall design intent. The JDA discussed these items and recommended that two TRC amendments be brought to the City of Arden Hills and Ramsey County, respectively, for consideration.

The first proposed amendment is to allow for greater intervals between streetlights along Rice Creek Boulevard, in alignment with Minnesota Department of Transportation (MnDOT) Roadway Lighting Design Manual standards. The second proposed amendment is to allow for a reduction in the minimum width for shared use paths and trails on Rice Creek Boulevard from 12 feet to 10 feet, to be consistent with Ramsey County and Arden Hills trail design standards as well as the minimum recommended multi-use trail widths from MnDOT's Bikeway Facility Design Guide and ADA and Public Right-of-Way Accessibility Guidelines.

These proposed amendments were recommended by the Arden Hills Planning Commission on June 3, 2026, and approved by the Arden Hills City Council on June 22, 2026.

**County Goals** (Check those advanced by Action)

Well-being

Prosperity

Opportunity

Accountability

### Racial Equity Impact

Redevelopment of Rice Creek Commons site is an important project toward achieving the county's prosperity goal because of its contribution toward the development of additional tax base, job creation, affordable housing and environmental remediation of brownfields. By broadening the property tax base, the development of Rice Creek Commons helps alleviate property tax pressures on residential communities in the rest of the county. In this way and also through the future construction of a broad range of housing, including affordable housing, this project contributes to housing security for all Ramsey County residents, and particularly racially and ethnically diverse communities that historically have faced greater housing pressures.

The Rice Creek Commons redevelopment is guided by a network of documents and official legal controls through the county's years-long partnership with the city of Arden Hills, including a set of documents referred to as the "Master Plan." The term "master plan" is commonly found in the real estate industry to indicate a comprehensive or overarching plan, development, project, or agreement. Ramsey County continues to take steps to acknowledge its role in systemic racism, it recognizes the power of language. The term "master" has been identified as a word to remove in certain contexts due to its connection with the history of masters and slavery in the United States. The county's project team has already phased out the use of this term when working on the project. However, there remain legal documents, such as the ones referenced in this RBA, that use the word "master" to refer to past documents and milestones, and these documents are interwoven into other aspects of the project.

### Community Participation Level and Impact

The JDA and City of Arden Hills hosted several meetings in spring and summer of 2026 where information on these proposed amendments was provided, and the public was given opportunities to provide feedback.

Inform       Consult       Involve       Collaborate       Empower

### Fiscal Impact

There is no fiscal impact associated with this request.

### Last Previous Action

On May 21, 2024, the Ramsey County Board approved one amendment to the TCAAP Master Plan (Resolution B2024-170).

On March 12, 2024, the Ramsey County Board approved two amendments to the TCAAP Master Plan (Resolution B2024-045).

On August 1, 2023, the Ramsey County Board approved one amendment to the TCAAP Master Plan (Resolution B2023-125).

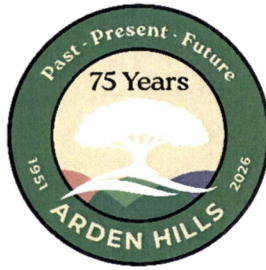
On December 20, 2016, the Ramsey County Board approved the amended TCAAP Master Plan (Resolution B2016-0337).

On January 19, 2016, the Ramsey County Board approved the TCAAP Master Plan (Resolution B2016-026).

On November 27, 2012, the Ramsey County Board approved a Joint Powers Agreement with the City of Arden Hills (Resolution B2012-342).

### Attachments

1. City of Arden Hills Ordinance No. 2026-013



**ORDINANCE NO. 2026-013**

**CITY OF ARDEN HILLS  
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 13 – ZONING CODE SECTION 1380 --  
TCAAP REDEVELOPMENT CODE MODIFYING LANGUAGE PERTAINING TO  
DESIGN STANDARDS FOR STREET LIGHTING AND MULTI-USE TRAILS ALONG  
RICE CREEK BOULEVARD**

THE CITY COUNCIL OF THE CITY OF ARDEN HILLS, MINNESOTA, DOES ORDAIN:

**SECTION 1.** Section 1380 Attachment #2 Palette of Open Space Types, Table “Typical Characteristics” is hereby amended by adding the underlined language and deleting the ~~struck~~ language as follows:

g) Multi-use trail ~~along Spine Road or~~ through neighborhoods: Paved trail with frequent gathering spaces and regular landscaping. Standards - Min. Width 12 feet

Multi-use trail along Spine Road (Rice Creek Boulevard): Paved trail with frequent gathering spaces and regular landscaping. Standards - Min. Width 10 feet

**SECTION 2.** Section 1380 - 10.5, Street Lighting is hereby amended by adding the underlined language and deleting the ~~struck~~ language as follows:

10.5 Street Lighting:

Street lighting should be provided on Spine, Town, Collector and Collector with Trail roads. Refer to Arden Hills Public Works Design Manual for lighting palette. The following standards shall apply for pedestrian scale lighting:

(a) Vehicular lighting shall be a maximum of thirty feet (30’) in height and pedestrian-oriented lighting a maximum of eighteen feet (18’) in height.

~~(b) Street lights shall be placed at an average of forty feet (40’) on center, approximately three (3) feet behind the back of curb, aligned with street trees, and where street trees are planted. All lighting shall be placed at spacing adequate to meet Recommended Footcandle Levels as established in Section 4.1.1.3 of the MnDOT Roadway Lighting Design Manual.~~

(c) Vehicular lights shall be placed approximately three (3) feet behind the back of the curb.

(d) Pedestrian-oriented lights shall be placed approximately two (2) feet away from sidewalks or trails within proposed green space and outside of required clear zones.

(ee) The light standard selected shall be compatible with the design of the street and buildings.

(fd) All other standards for street lighting shall direct light downward or properly shielded with three-quarter (¾) or fully shielded fixtures to prevent glare.

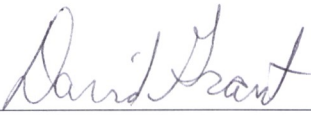
(ge) High efficiency lighting, such as LED lamps, is required.

**SECTION 3.** If any section, subsection, paragraph, sentence, or clause of this ordinance is held to be unconstitutional or invalid, the remaining portions shall remain valid and in force. The City Council declares that it would have passed each provision independently.

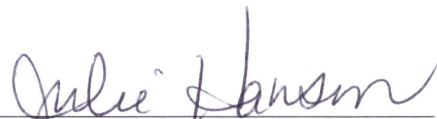
**SECTION 4.** This Ordinance shall become effective immediately upon its passage and publication according to law. A Summary of this Ordinance will be published in accordance with state statute.

**PASSED and ADOPTED** this 22 day of June 2026, by the City Council of the City of Arden Hills, Minnesota.

**CITY OF ARDEN HILLS**

By   
David Grant, Mayor

ATTEST:

  
Julie Hanson, City Clerk

*To view the final document, access adopted Ordinances via Arden Hills Public Laserfiche Weblink by visiting [cityofardenhills.org](http://cityofardenhills.org) and clicking on Archived Documents under Helpful Links on our main webpage*

**Item Number:** 2026-265

**Meeting Date:** 7/14/2026

**Sponsor:** Public Health

**Title**

Proposed Changes and Additions to Public Health Fees

**Recommendation**

Approve proposed additions and a change to Public Health fees for client telehealth services and one vaccine fee.

**Background and Rationale**

Saint Paul - Ramsey County Public Health provides client services related to Tuberculosis Control, Sexual Health and Immunizations, in addition to family home visiting services in Family Health. Fees for services are established based on the cost of the services provided and standard reimbursement rates. Billing is conducted to collect fees from health insurance companies for clients who are insured and from clients who are responsible for payment, often based on a sliding fee scale in accordance with the federal poverty guidelines. Approved fees are adjusted when the cost of drugs, vaccines, medications or lab equipment and supplies are changed by the manufacturer or supplier. New fees are added as vaccines or medications change and as new services are made available. Fee changes and the need for new fees may occur at any time throughout the year.

The County Manager has authority to provisionally approve Public Health fees with County Board approval to be obtained within 120 days. On March 24, 2026, the County Manager provisionally approved updates to the Public Health fee schedule for client telehealth visits and one vaccine fee. Public Health is requesting approval of these fees. The proposed fee changes and additions reflect the cost of services and allow the county to obtain reimbursement for services provided.

**County Goals** (Check those advanced by Action)

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

Approximately 80% of the client visits to Public Health clinical programs are from racially and ethnically diverse communities. Of the total clinical services population, approximately 11% of clients are self-pay status, meaning they are uninsured and pay out of pocket for the services received. Clients are on a sliding fee scale and are charged based on their ability to pay. Pricing of services, testing and medications are set at an appropriate level to ensure that clients are not overcharged for services received.

**Community Participation Level and Impact**

The proposed fee changes reflect Public Health's commitment to provide services that meet client needs and to treat clients fairly and accurately charge for the services provided to the community. Public Health presents suggested fee changes to the Community Health Services Advisory Committee (CHSAC). The CHSAC is a joint committee, which consists of county and city residents that advises the department and elected officials on issues related to public health.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Based on the magnitude and frequency of the charges, the proposed changes in fee structure are expected to be relatively revenue neutral with limited budget impact. If Public Health has an overall excess in revenue, additional funds go back to the General Fund. If there is a decrease in revenue, Public Health will reduce expenses in other areas to cover the expenses.

**Last Previous Action**

On June 3, 2025, the Ramsey County Board of Commissioners approved the proposed changes and additions to Public Health fees for client services, vaccines, medications and individual and group education (Resolution B2025-108).

**Attachments**

1. Fee Schedule

**Public Health Fee Requests for Approval – July 2026**

<b>Fee Description</b>	<b>Department</b>	<b>Area</b>	<b>Fee Determination Authority</b>	<b>2025 Approved Fee</b>	<b>Proposed New 2026 Fee</b>	<b>Proposed New 2027 Fee</b>
<b>Telehealth</b>						
Telehealth Visit, New 15–29 min 98000	Public Health	Clinical Services	CB	NA	\$137.00	\$141.00
Telehealth Visit, New 30–44 min 98001	Public Health	Clinical Services	CB	NA	\$179.00	\$184.00
Telehealth Visit, New 45–59 min 98002	Public Health	Clinical Services	CB	NA	\$280.00	\$287.00
Telehealth Visit, New 60–74 min 98003	Public Health	Clinical Services	CB	NA	\$300.00	\$308.00
Telehealth Visit, Estab 10–19 min 98004	Public Health	Clinical Services	CB	NA	\$106.00	\$108.00
Telehealth Visit, Estab 20–29 min 98005	Public Health	Clinical Services	CB	NA	\$165.00	\$169.00
Telehealth Visit, Estab 30–39 min 98006	Public Health	Clinical Services	CB	NA	\$200.00	\$205.00
Telehealth Visit, Estab 40–54 min 98007	Public Health	Clinical Services	CB	NA	\$240.00	\$246.00
Telehealth Audio-Only, New 15–29 min 98008	Public Health	Clinical Services	CB	NA	\$137.00	\$141.00
Telehealth Audio-Only, New 30–44 min 98009	Public Health	Clinical Services	CB	NA	\$179.00	\$184.00
Telehealth Audio-Only, New 45–59 min 98010	Public Health	Clinical Services	CB	NA	\$280.00	\$287.00
Telehealth Audio-Only, New 60–74 min 98011	Public Health	Clinical Services	CB	NA	\$300.00	\$308.00
Telehealth Audio-Only, Estab 10–19 min 98012	Public Health	Clinical Services	CB	NA	\$106.00	\$108.00
Telehealth Audio-Only, Estab 20–29 min 98013	Public Health	Clinical Services	CB	NA	\$165.00	\$169.00
Telehealth Audio-Only, Estab 30–39 min 98014	Public Health	Clinical Services	CB	NA	\$200.00	\$205.00
Telehealth Audio-Only, Estab 40–54 min 98015	Public Health	Clinical Services	CB	NA	\$240.00	\$246.00
Prolonged outpatient E&M add-on, each 15 min 99417	Public Health	Clinical Services	CB	NA	\$60.00	\$62.00
<b>Vaccines</b>						
ACT HIB 90648	Public Health	Clinical Services	CB	\$22.00	\$15.00	\$15.38

# Board of Commissioners

## Request for Board Action

Item Number: 2026-041

Meeting Date: 7/14/2026

**Sponsor:** Sheriff's Office

### Title

Grant Agreements with the Minnesota Department of Public Safety for Community Crime Intervention and Prevention Programs

### Recommendation

1. Ratify the submittal of the grant applications to the Minnesota Department of Public Safety, Office of Justice Programs, for Community Crime Intervention and Prevention Programs.
2. Accept a grant award and approve a grant agreement with Minnesota Department of Public Safety for community-based programming for crime prevention services for communities most impacted by violence, for the period upon execution to December 31, 2027 in the amount of \$250,000.
3. Accept a grant award and approve a grant agreement with Minnesota Department of Public Safety for community-based programming for crime prevention services, including community outreach, for the period upon execution to December 31, 2027 in the amount of \$425,000.
4. Authorize the Chair and Chief Clerk to execute the grant agreements.
5. Authorize the County Manager to enter into agreement 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 funds.

### Background and Rationale

The Ramsey County Sheriff's Office has been awarded two grants from the Minnesota Department of Public Safety, Office of Justice Programs, Community Crime Intervention and Prevention Program. In December 2025, the Sheriff's Office was notified of these awards, which provides funding under this program through December 31, 2027.

With this funding, the Sheriff's Office will sustain and enhance community-based programming related to youth services, crime and violence prevention, and community outreach. This includes but is not limited to violence interruption with Community Ambassadors and community outreach efforts to prevent crime and criminal activity. This work includes outreach within communities that have been historically underserved.

The funding provided by the two grants total \$675,000 and is available through December 31, 2027. Funding covers the costs of personnel, including salaries and benefits, as well as program supplies and administrative overhead. Both grants require quarterly reporting with supporting documentation, on-site visits, and audits. Full-time staff will be dedicated to grant-related activities and supported by supplemental staff as needed. This will support youth services, violence prevention, and community outreach.

### County Goals (Check those advanced by Action)

Well-being       Prosperity       Opportunity       Accountability

### Racial Equity Impact

The state's policy on rating criteria for competitive grant review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing

inequities and/or disparities. Thus, the use of grant funds helps to better serve communities that have been most impacted by violence.

**Community Participation Level and Impact**

State competitive grant review process includes community members. Reviews are conducted using identified criteria and a standardized scoring system to rate each application.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

The funding provided by the two grants total \$675,000 and is not included in the approved 2026-2027 Sheriff's Office operating budget. This grant funding will increase revenue and appropriations for 2026 but will not affect the levy amount. This grant funding is available through December 31, 2027 and covers the costs of personnel, including salaries and benefits, as well as program supplies and administrative overhead. Should this grant funding not continue, programs and services would be discontinued and the staffing complement would be reduced. Staff would be assigned to other positions that are vacant through attrition.

**Last Previous Action**

On May 14, 2024, the Ramsey County Board of Commissioners approved the grant agreements with the Minnesota Department of Public Safety for community crime intervention and prevention programs (Resolution B2024-085).

**Attachments**

1. Grant Agreement - Community Crime Intervention and Prevention Program
2. Grant Agreement - Community Crime Intervention and Prevention Program



<b>Minnesota Department of Public Safety (“State”)</b> Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	<b>Grant Program:</b> Community Crime Intervention and Prevention 2026 <b>Grant Contract Agreement No.:</b> A-CC-2026-RAMSEYSD-189
<b>Grantee:</b> Ramsey County, Sheriff’s Office 425 Grove Street St Paul, Minnesota 55101	<b>Grant Contract Agreement Term:</b> <b>Effective Date:</b> 01/01/2026 <b>Expiration Date:</b> 12/13/2027
<b>Grantee’s Authorized Representative:</b> Gabriel Exman, Grant Manager Ramsey County Sheriff’s Department 425 Grove Street St Paul, Minnesota 55101 (651) 266-9313 gabriel.exman@co.ramsey.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$425,000.00 Matching Requirement \$0.00
<b>State’s Authorized Representative:</b> Kristine Kvols, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 815-2270 Kristine.Kvols@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: N/A <b>FAIN:</b> N/A <b>State Funding:</b> Minnesota Session Laws of 2025, Chapter 35, Article 2, Section 3, Subdivision 7. <b>Special Conditions:</b> Attached and incorporated into this grant contract agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:  
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Community Crime Intervention and Prevention 2026 Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Community Crime Intervention and Prevention 2026 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-CC-2026-RAMSEYSD-189 / 3-109620

Project No.(indicate N/A if not applicable): N/A

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: Rafael E. Ortega

Title: Chair, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: Jason Yang

Title: Chief Clerk, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Signed: Bob Fletcher

Print Name: Bob Fletcher

Title: Ramsey County Sheriff

Date: 6/11/2026

Approved as to form:

Signed: Bradley Cousins

Print Name: Bradley Cousins

Title: Senior Assistant County Attorney

Date: 6/10/26

Distribution: DPS/FAS  
Grantee  
State’s Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$11,185.00 is available from January 1, 2026 through June 30, 2027.

\$402,630.00 is available from January 1, 2026 through December 31, 2027. Funds will be encumbered in SWIFT upon receipt of funds from MMB.

\$11,185.00 is available from July 1, 2026 through December 31, 2027. SFY27 funds will be encumbered in SWIFT upon receipt of funds from MMB.

Community Crime Intervention and Prevention 2026

EXHIBIT A

Organization: Ramsey County Sheriff's Office

A-CC-2026-RAMSEYSD-189

Budget Summary

CCIP: Nabad "Peace" Program				
Budget Category		Award		
Personnel				
Community Ambassador Salary (1.0 FTE)		\$250,000.00		
MERGED- See Community Ambassador Salary		\$0.00		
REDIRECTED- Evaluation - Program Evaluation / Study		\$0.00		
<b>Total</b>		\$250,000.00		
Payroll Taxes & Fringe				
Community Ambassador Payroll Taxes & Fringe Benefits (1.0 FTE)		\$100,000.00		
<b>Total</b>		\$100,000.00		
Program Expenses				
Program Supplies - Youth school supplies		\$15,000.00		
Youth - Meals and Snacks		\$15,000.00		
Youth - Sports program and equipment		\$25,000.00		
Youth - Summer and After School Event Fees		\$20,000.00		
<b>Total</b>		\$75,000.00		
Indirect Costs				
WAVIED - Indirect Costs (De Minimis Rate)		\$0.00		
<b>Total</b>		\$0.00		
<b>Total</b>		\$425,000.00		



<b>Minnesota Department of Public Safety (“State”)</b> Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	<b>Grant Program:</b> Community Crime Intervention and Prevention 2026 <b>Grant Contract Agreement No.:</b> A-CC-2026-RAMSEYSD-199
<b>Grantee:</b> Ramsey County, Sheriff’s Office 425 Grove Street St Paul, Minnesota 55101	<b>Grant Contract Agreement Term:</b> <b>Effective Date:</b> 01/01/2026 <b>Expiration Date:</b> 12/13/2027
<b>Grantee’s Authorized Representative:</b> Gabriel Exman, Grant Manager Ramsey County, Sheriff’s Office 425 Grove Street St Paul, Minnesota 55101 (651) 266-9313 gabriel.exman@co.ramsey.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$250,000.00 Matching Requirement \$0.00
<b>State’s Authorized Representative:</b> Kristine Kvols, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 815-2270 Kristine.kvols@state.mn.us	<b>Federal Funding:</b> None <b>FAIN:</b> N/A <b>State Funding:</b> Minnesota Session Laws of 2023, Chapter 52, Article 2, Section 13 and Minnesota Session Laws of 2025, Chapter 35, Article 2, Section 3, Subdivision 7. <b>Special Conditions:</b> Attached and incorporated into this grant contract agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:  
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Community Crime Intervention and Prevention 2026 Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota 55101-2139. The Grantee shall also comply with all requirements referenced in the Community Crime Intervention and Prevention 2026 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-CC-2026-RAMSEYSD-199 / 3-109621

Project No.(indicate N/A if not applicable): N/A

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: Rafael E. Ortega

Title: Chair, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Approved as to form:

Signed: Bradley Cousins

Print Name: Bradley Cousins

Title: Senior Assistant County Attorney

Date: 6/10/26

Signed: \_\_\_\_\_

Print Name: Jason Yang

Title: Chief Clerk, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Signed: Bob Fletcher

Print Name: Bob Fletcher

Title: Ramsey County Sheriff

Date: 6/11/2026

Distribution: DPS/FAS  
Grantee  
State’s Authorized Representative



Special Conditions

1. Time limitations on funding use:

\$11,185.00 is available from January 1, 2026 through June 30, 2027.

\$227,630.00 is available from January 1, 2026 through December 31, 2027. SFY27 funds will be encumbered in SWIFT upon receipt of funds from MMB.

\$11,185.00 is available from July 1, 2026 through December 31, 2027. SFY27 funds will be encumbered in SWIFT upon receipt of funds from MMB.

Community Crime Intervention and Prevention 2026

EXHIBIT A

Organization: Ramsey County Sheriff's Office

A-CC-2026-RAMSEYSD-199

Budget Summary

CCIP: Karen Community Youth Outreach				
Budget Category		Award		
Personnel				
Community Ambassador Overtime		\$0.00		
Community Ambassador Salary (Pro-Rated 0.83 FTE)		\$172,000.00		
Evaluation - Program Evaluation / Study		\$0.00		
<b>Total</b>		\$172,000.00		
Contract Services				
African American Leadership Council		\$10,000.00		
<b>Total</b>		\$10,000.00		
Payroll Taxes & Fringe				
Community Ambassador Taxes and Fringe		\$68,000.00		
<b>Total</b>		\$68,000.00		
Program Expenses				
Program Supplies - Youth school supplies		\$0.00		
Youth - Sports program and equipment		\$0.00		
Youth - Summer and After School Event Fees		\$0.00		
<b>Total</b>		\$0.00		
Direct Client Assistance				
Youth - Meals and Snacks		\$0.00		
<b>Total</b>		\$0.00		
<b>Total</b>		\$250,000.00		

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**Item Number:** 2026-259

**Meeting Date:** 7/14/2026

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**Sponsor:** Sheriff's Office

**Title**

Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to Utilize the Minnesota Criminal Justice Data Communications Network

**Recommendation**

1. Approve the joint powers agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, 1430 Maryland Avenue, Saint Paul, Minnesota 55106 to utilize the Minnesota Criminal Justice Data Communications Network for the period upon execution through five years from the fully executed agreement in the amount of \$261,600.
2. Approve the Court Data Services Subscriber Amendment with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, 1430 Maryland Avenue, Saint Paul, Minnesota 55106 for court data subscriber services.
3. Authorize the Chair and Chief Clerk to execute the joint powers agreement.
4. Authorize the Chair and Chief Clerk to execute the Court Data Services Subscriber Amendment.

**Background and Rationale**

The Bureau of Criminal Apprehension (BCA) provides criminal justice data communications network and tools to authorized agencies in Minnesota. To access the Minnesota Criminal Justice Data Communications Network (CJDN) the BCA requires each eligible agency to have a separate Joint Powers Agreement (JPA) tailored to that agency's needs and security requirements. The Court Data Services Subscriber Amendment supplements the Agreement between the BCA and the Sheriff's Office. The Subscriber Amendment adds the Minnesota Court's data system as a party to the Agreement.

The CJDN and the Court's data system maintains repositories of data from federal and state law enforcement agencies. The BCA serves as the authority for this data and allows authorized agencies across the state access to this data. The Sheriff's Office can use this data for in the performance of statutorily mandated duties. This agreement also provides the Sheriff's Office with the flexibility to add, modify, and delete accounts as needed. The Sheriff's Office can also determine which systems and tools to access in support of official duties.

The current JPA with the Sheriff's Office is expiring. The full term of this JPA will be the period upon execution through five years from the fully executed agreement in the amount of \$261,600.

**County Goals** (Check those advanced by Action)

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

There is no racial equity impact for this board action.

**Community Participation Level and Impact**

There is no community engagement for this board action.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

The JPA obligates the Sheriff's Office to pay the cost for the network connection. The annual cost is \$52,320 and the total five-year cost is \$261,600. These costs are included in the approved Sheriff's Office 2026-2027 operating budget.

**Last Previous Action**

On August 17, 2021, the Ramsey County Board of Commissioners approved the Joint Powers Agreement with the state of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize the Minnesota Criminal Justice Data Communications Network for a five-year period (Resolution B2021-179).

On April 26, 2016, the Ramsey County Board of Commissioners approved the Joint Powers Agreement with the state of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize the Minnesota Criminal Justice Data Communications Network for a five-year period (Resolution B2016-113).

**Attachments**

1. Joint Powers Agreement
2. Court Data Services Subscriber Amendment



# State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the County of Ramsey on behalf of its Sheriff's Office ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

## Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

## Agreement

### 1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

### 2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.
- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data, available on the CJIS Launch Pad using the link above in section 2.4.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
  - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, [BCA.ServiceDesk@state.mn.us](mailto:BCA.ServiceDesk@state.mn.us).

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

### 3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. § 299C.46. Under the BCA's CJDN Fee Structure, the BCA will bill the Governmental Unit annually in the amount of Fifty-Two Thousand Three Hundred Twenty and 00/100 Dollars (\$52,320.00). The annual charge may be modified to reflect the appropriate charges required under the BCA's CJDN Fee Structure, including applicable fees for VPN access.

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

#### 4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name: Katie Meiers, Deputy Superintendent  
Address: Minnesota Department of Public Safety; Bureau of Criminal Apprehension  
1430 Maryland Ave E St. Paul, MN 55106  
Telephone: 651-793-2425  
Email Address: [Kathryn.Meiers@state.mn.us](mailto:Kathryn.Meiers@state.mn.us)

The Governmental Unit's Authorized Representative is the person below, or his successor:

Name: Bob Fletcher, Sheriff  
Address: 425 Grove St St. Paul, MN 55101  
Telephone: 651- 266-9333  
Email Address: [bob.fletcher@ramseycountymn.gov](mailto:bob.fletcher@ramseycountymn.gov)

#### 5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

#### 6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

#### 7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.

- 7.4 If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA: the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5 To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

## 8 Government Data Practices

- 8.1 **BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 **Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

## 9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 **Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 **Sanctions Involving Only BCA Systems and Tools.**

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

  - 9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
  - 9.2.2 If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools

under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

### **9.3 Sanctions Involving Only Court Data Services**

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

**9.3.1** Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

**9.3.2** Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

## **10 Venue**

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **11 Termination**

**11.1 Termination.** The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

**11.2 Termination for Insufficient Funding.** Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

## **12 Continuing Obligations**

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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**The Parties indicate their agreement and authority to execute this Agreement by signing below.**

**1. GOVERNMENTAL UNIT**

Name: Rafael Ortega  
(PRINTED)

Signed: \_\_\_\_\_

Title: Board Chair, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Name: Jason Yang  
(PRINTED)

Signed: \_\_\_\_\_

Title: Chief Clerk, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Name: Bob Fletcher  
(PRINTED)

Signed: Bob Fletcher

Title: Ramsey County Sheriff

Date: 7/1/2026

**Approved as to form:**

Name: Bradley Cousins  
(PRINTED)

Signed: Bradley Cousins

Title: Senior Assistant County Attorney

Date: 7/01/2026

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION**

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**

As delegated to the Office of State Procurement

By: \_\_\_\_\_

Date: \_\_\_\_\_

ADMIN ID: \_\_\_\_\_

## **COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT**

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the County of Ramsey on behalf of its Sheriff’s Office (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

### **Recitals**

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract Number 292350, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us)) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. “**Rules of Public Access**” means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is [www.courts.state.mn.us](http://www.courts.state.mn.us).

g. “**Court**” shall mean the State of Minnesota, State Court Administrator's Office.

h. “**Subscriber**” shall mean the Agency.

i. “**Subscriber Records**” means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

**3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES.** Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

**4. SCOPE OF ACCESS TO COURT RECORDS LIMITED.** Subscriber’s access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber’s duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

**5. GUARANTEES OF CONFIDENTIALITY.** Subscriber agrees:

**a.** To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

**b.** To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

**c.** To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

**d.** That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

**e.** That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

**6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.**

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

**7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS.** During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

**a. Court Data Services Programs.** Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

**b. Court Data Services Databases.** Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

**c. Marks.** Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks “MNCIS” and “Odyssey.”

**d. Restrictions on Duplication, Disclosure, and Use.** Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

**e. Proprietary Notices.** Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

**f. Title; Return.** The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

**8. INJUNCTIVE RELIEF.** Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

**9. LIABILITY.** Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

**10. AVAILABILITY.** Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

**11.** [reserved]

**12. ADDITIONAL USER OBLIGATIONS.** The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

**a. Judicial Policy Statement.** Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

**b. Access and Use; Log.** Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

**c. Personnel.** Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

**d. Minnesota Data Practices Act Applicability.** If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

**13. FEES; INVOICES.** Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

**14. MODIFICATION OF FEES.** Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

**15. WARRANTY DISCLAIMERS.**

**a. WARRANTY EXCLUSIONS.** EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

**b. ACCURACY AND COMPLETENESS OF INFORMATION.** WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

**16. RELATIONSHIP OF THE PARTIES.** Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

**17. NOTICE.** Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

**18. NON-WAIVER.** The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

**19. FORCE MAJEURE.** Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

**20. SEVERABILITY.** Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

**21. ASSIGNMENT AND BINDING EFFECT.** Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

**22. GOVERNING LAW.** This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

**23. VENUE AND JURISDICTION.** Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

**24. INTEGRATION.** This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

**1. SUBSCRIBER (AGENCY)**

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: Rafael Ortega  
(PRINTED)

Signed: \_\_\_\_\_

Title: Board Chair, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Name: Jason Yang  
(PRINTED)

Signed: \_\_\_\_\_

Title: Chief Clerk, Ramsey County Board of Commissioners

Date: \_\_\_\_\_

Name: Bob Fletcher  
(PRINTED)

Signed: Bob Fletcher

Title: Ramsey County Sheriff

Date: 7/01/2026

**Approved as to form:**

Name: Bradley Cousins  
(PRINTED)

Signed: Bradley Cousins

Title: Senior Assistant County Attorney

Date: 7/01/2026

**2. DEPARTMENT OF PUBLIC SAFETY,  
BUREAU OF CRIMINAL APPREHENSION**

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with delegated authority)

Date: \_\_\_\_\_

**3. COMMISSIONER OF ADMINISTRATION**  
delegated to Materials Management Division

By: \_\_\_\_\_

Date: \_\_\_\_\_

**4. COURTS**

Authority granted to Bureau of Criminal Apprehension

Name: \_\_\_\_\_  
(PRINTED)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_  
(with authorized authority)

Date: \_\_\_\_\_

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2026-238

**Meeting Date:** 7/14/2026

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**Sponsor:** Sheriff's Office

**Title**

Proposed Ramsey County Sheriff's Office Fee Schedule Update

**Recommendation**

Approve the proposed updated fee schedule changes for security services and civil process services.

**Background and Rationale**

The Sheriff's Office is recommending updates to the Fee Schedule for select fees charged by the Sheriff's Office, effective July 15, 2026. The primary rationale for this update is due to increased personnel costs associated with the 2025-2027 labor contracts as well as to help cover the costs of general liability insurance related to security services.

As part of the collective bargaining process, contracts were approved that include cost of living adjustments, market adjustments, and a faster salary progression. Mid-year market adjustments for deputies and sergeants are provided effective the first full pay period following July 1, 2026 and July 1, 2027. This provides more competitive pay consistent with the market and surrounding local governments as well as supports efforts to continue to build a more diverse workforce reflective of the community served.

For reference, the Ramsey County Board of Commissioners has authority to set fees, subject to limitations provided by law. As part of its fiscal policy, the county seeks to reduce reliance on property taxes by leveraging non-property tax revenues, such as user and service fees. These fees are recommended when direct benefits to users can be clearly identified and are typically based on the full cost of service provision, including both direct and indirect expenses. In certain cases, fee levels also consider prevailing market rates for similar services. Consistent with its commitment to racial equity, the county has also advanced a county-wide initiative to eliminate criminal justice-related fines and fees, which have historically disproportionately impacted communities of color. The fee changes recommended by this action are not considered criminal.

The Sheriff's Office recommends changes to fees for security services and civil process services to better reflect the cost of service delivery and resource utilization. Security service fees apply to the provision of personnel at various events, including but not limited to weddings, entertainment events, sports tournaments, and high school graduations. These fees are charged per deputy, per hour. Following an event, an invoice is generated and sent to the requesting party for payment.

Civil process service fees are charged for the processing and serving of legal documents. Charging for civil process services is a standard practice among sheriff's offices. Individuals experiencing financial hardship may apply for in forma pauperis status, which, if approved, waives the civil process service fees. Additionally, the Sheriff's Office does not charge for processing or serving protection orders issued by the court.

It is recommended to:

- Increase the security services fee from \$110 per hour to \$120 per hour (deputy).
- Increase the security services fee from \$60 per hour to \$65 per hour for non-sworn security services.

- Increase the civil process deputy hourly rate from \$110 per hour to \$120 per hour.

The recommendations to the fee schedule are consistent with market rates for similar services and better reflects the cost of service delivery and resource utilization.

Following the board discussion last year, the Sheriff's Office met with the County Attorney's Office to gain additional clarity regarding liability considerations. Deputies providing security services continue to act within the scope of their official duties, and liability is governed by applicable Minnesota law. The Sheriff's Office will continue coordinating with the County Attorney's Office and Enterprise Risk Management on related matters.

The proposed fee update is intended to support cost recovery for optional services by aligning fees with current personnel costs. Staff will continue to monitor overtime, administrative costs, and service demand to ensure fees remain appropriate and will revisit these considerations as part of the next biennial budget process. The goal remains to ensure the security services hourly rate fully offset costs, including liability insurance.

**County Goals** (Check those advanced by Action)

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

There is no racial equity impact associated with this board action. This board action is administrative only.

**Community Participation Level and Impact**

There is no community participation associated with this board action.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

This action is expected to generate additional sufficient revenue to cover the cost of increased personnel services. The recommended fee schedule updates will be incorporated into the 2026-2027 operating budget. A budget adjustment will be made during those fiscal years based on actual revenue collected.

**Last Previous Action**

On December 16, 2025, the Ramsey County Board of Commissioners approved the 2026-2027 operating budget, which included approval of the county's fee schedule (Resolution B2025-246).

On July 1, 2025, the Ramsey County Board of Commissioners approved updated fee schedule changes for security services and civil process services (Resolution B2025-134).

**Attachments**

None.