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**Sponsor:** Property Management

**Meeting Date:** 6/3/2025

**Title:** Memorandum of Understanding with the State of Minnesota  
Second Judicial District for Project Work Orders

**File Number:** 2025-195

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**Background and Rationale:**

An existing Memorandum of Understanding (MOU) executed between Ramsey County and the state of Minnesota Second Judicial District (State) provides that the county is responsible for providing the Second Judicial District with suitable facilities for court purposes and for costs associated with renting, maintaining, operating, remodeling, insuring, and renovating the space occupied. However, from time to time the State may request certain improvements of their space that exceed the scope of the County's obligations under the existing MOU.

The State and Property Management have determined that it would be beneficial to both parties to enter into a second MOU to manage the performance of and payment for these additional improvements at the City Hall/Courthouse. The additional improvements would be described and agreed in scope and cost through individual project work orders executed between the State and Ramsey County Property Management through its Director.

Property Management will provide the resources and project management services to execute the individual project work orders, all in accordance with Ramsey County policies for procurement and contracting.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the Memorandum of Understanding with the State of Minnesota, through its Second Judicial District, 15 West Kellogg Boulevard, Saint Paul, MN 55102, for county provided facility improvement, modification and renovation services for the period upon execution through June 30, 2027, and for a total amount not to exceed \$499,999.
2. Authorize the Chair and Chief Clerk to execute the Memorandum of Understanding.

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

Aye: - 6: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Absent: - 1: Moran

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



Jason Yang, Interim Chief Clerk - County  
Board