



Board of Commissioners

Agenda

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

July 8, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGEMENT

1. **Agenda of July 8, 2025 is Presented for Approval** [2025-263](#)

Sponsors: County Manager's Office

Approve the agenda of July 8, 2025.

2. **Minutes from July 1, 2025 are Presented for Approval** [2025-264](#)

Sponsors: County Manager's Office

Approve the July 1, 2025 Minutes.

PROCLAMATION

3. **Proclamation: Disability Pride Month** [2025-147](#)

Sponsors: Social Services, Human Resources

ADMINISTRATIVE ITEMS

4. **Authorize Use of Bond Interest and/or Premium for Metro Square Renovation Project** [2025-259](#)

Sponsors: Finance

Authorize the County Manager to allocate and transfer up to \$2.5 million of existing Capital Improvement Plan, debt service, and/or bond interest and premiums cash balances to the Metro Square Renovation project budget for project activities.

5. **Summary of the Conclusions from the Performance Evaluation of the County Manager and Amendment to Employment Agreement between Ramsey County and Ling Becker, County Manager** [2025-252](#)

Sponsors: Board of Commissioners

1. Approve the First 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, 2025, as a reflection of excellent performance, resulting in a salary of \$267,500.
3. Authorize the Chair and Chief Clerk to execute the First Amendment to the Employment Agreement.

6. Settlement Agreement in Jennifer Seelig v. Ramsey County et al. (Court File No. 24-CV-1732)

[2025-267](#)

Sponsors: Board of Commissioners

1. Approve the settlement agreement with Jennifer Seelig relating to Jennifer Seelig v. Ramsey County et al. (Court File No. 24-CV-1732), totaling \$1,000,000.
2. Authorize the Chair and Chief Clerk to execute the settlement agreement.

PRESENTATION

7. Presentation: Grants and Revenue Office

[2025-274](#)

Sponsors: Finance

None. For information and discussion only.

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

10:30 a.m. (est.) Board Workshop: Strategic Priority: Intergenerational Prosperity for Racial and Economic Inclusion

Courthouse Room 220, Large Conference Room

Public access via Zoom:

Webinar ID: 917 1823 8667 | Passcode: 173774 | Phone: 651-372-8299

1:30 p.m. Board Workshop: Disparity Study Presentation by Keen Independent Research LLC

Courthouse Room 220, Large Conference Room

Public access via Zoom:

Webinar ID: 954 0086 3719 | Passcode: 865916 | Phone: 651-372-8299

Advance Notice:

July 15, 2025	No county board meeting - NACo Annual Conference (Philadelphia, PA)
July 22, 2025	County board meeting – Council Chambers
July 29, 2025	No county board meeting - Fifth Tuesday
Aug 05, 2025	County board meeting – Council Chambers



Board of Commissioners

Request for Board Action

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

Item Number: 2025-263

Meeting Date: 7/8/2025

Sponsor: County Manager's Office

Title

Agenda of July 8, 2025 is Presented for Approval

Recommendation

Approve the agenda of July 8, 2025.



Board of Commissioners

Request for Board Action

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

Item Number: 2025-264

Meeting Date: 7/8/2025

Sponsor: County Manager's Office

Title

Minutes from July 1, 2025 are Presented for Approval

Recommendation

Approve the July 1, 2025 Minutes.

Attachments

1. July 1, 2025 Minutes.

Board of Commissioners Minutes

July 1, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

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 1, 2025 is Presented for Approval [2024-601](#)

Sponsors: County Manager's Office

Approve the agenda of July 1, 2025.

Motion by McGuire, seconded by Xiong. Motion passed.

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

2. Minutes from June 24, 2025 are Presented for Approval [2024-576](#)

Sponsors: County Manager's Office

Approve the June 24, 2025 Minutes.

Motion by McMurtrey, seconded by Xiong, to amend the June 24, 2025 minutes to read as the following:

Chair Ortega opened the public hearing at 9:02 a.m. There was one speaker, Greg Copeland who testified in opposition to the proposed salary increase and expense allowance, which can be accessed via the archived video. The chair called three times for additional public comments. Hearing none, the chair closed the public hearing at 9:10 a.m.

Motion by McMurtrey, seconded by Xiong. Motion passed.

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

PROCLAMATION

3. Proclamation: Chuck Wettergren Proclamation [2025-255](#)

Sponsors: Library

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

ADMINISTRATIVE ITEMS

4. Agreement with T.W. Vending Inc., dba Turnkey Corrections for Commissary Services [2025-214](#)

Sponsors: Sheriff's Office

1. Approve the selection of and the agreement with T.W. Vending Inc., dba Turnkey Corrections, 3329 Casey Street, River Falls, Wisconsin 54022 for inmate commissary services for the period of June 24, 2025 through June 23, 2027 with the option to be renewed for three additional one-year periods for a total of five years, in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to execute amendments to the agreement in accordance with the County's procurement policies and procedures, provided the amounts are within the limits of available funding.

Motion by Moran, seconded by Xiong. Motion passed.

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

Resolution: [B2025-133](#)

5. Proposed Ramsey County Sheriff's Office Fee Schedule [2025-239](#)

Sponsors: Sheriff's Office, Finance

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

Presented by Kyle Mestad, Chief of Staff, Ramsey County Sheriff's Office. 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: [B2025-134](#)

6. Joint Powers Agreements and Related Amendments with the Bureau of Criminal Apprehension [2025-226](#)

Sponsors: Safety and Justice

1. Approve a joint powers agreement with the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Ramsey, on behalf of the Ramsey County Department of Emergency Communications to utilize Minnesota Criminal Justice Data Communications Network for an additional five-year period upon the execution of the agreement.
2. Approve a joint powers agreement with the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Ramsey, on behalf of the Ramsey County Attorney's Office to utilize Minnesota Criminal Justice Data Communications Network for an additional five-year period upon the execution of the agreement.
3. Approve a joint powers agreement with the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Ramsey, on behalf of the Ramsey County Department of Community Corrections to utilize Minnesota Criminal Justice Data Communications Network for an additional five-year period upon the execution of the agreement.
4. Approve an amendment to the Court Services Data Subscriber Amendment by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal

Apprehension by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office, and the County of Ramsey, on behalf of Ramsey County Attorney's Office.

5. Approve an amendment to the Court Services Data Subscriber Amendment by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension by and for the benefit of the State of Minnesota acting through its State Court Administrator's Office, and the County of Ramsey, on behalf of Ramsey County Department of Community Corrections.
6. Authorize the Chair and Chief Clerk to sign and execute three joint powers agreements.
7. Authorize the Chair and Chief Clerk to sign and execute two Court Services Data Subscriber Amendments.

Presented by Dan Palmer, Deputy Director, Emergency Communications Center. 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: B2025-135

7. Grant Agreement with Department of Human Services for Early Interventions [2025-199](#)
Prevent Civil Commitment

Sponsors: Social Services

1. Ratify the submittal of the grant application to the Department of Human Services for culturally responsive early interventions to prevent an individual from meeting criteria for civil commitment and to promote positive outcomes for individuals living with mental illness.
2. Accept a grant award and approve a grant agreement with the Department of Human Services for Early Interventions to Prevent Civil Commitment for the period of July 1, 2025, through June 30, 2026, in the amount of \$367,200.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

Presented by Kenya Walker, Deputy Director, Social Services Department, and Anna Hewitt, Human Services Manager, Social Services Department. Discussion can be found on archived video.

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

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

Resolution: B2025-136

8. Obligation of State Affordable Housing Aid for 2025 Housing Development [2025-241](#)
Projects

Sponsors: Community & Economic Development

1. Approve the obligation of State Affordable Housing Aid for recommended projects and funding amounts for the preservation and construction of affordable housing in the amount of \$739,478.
2. Authorize the County Manager to enter into the necessary loan or other agreements and execute amendments to loan or other agreements in a manner consistent with local regulations and requirements, in form approved by the County Attorney's Office.

Presented by Max Holdhusen, Deputy Director, Community and Economic Development. Discussion can be found on archived video.

Motion by Xiong, seconded by McGuire. Motion passed.

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

Resolution: B2025-137

ORDINANCE PROCEDURES

9. Adopt the Proposed Ramsey County Commissioner's Salary Ordinance for 2026

[2025-197](#)

Sponsors: Human Resources

Adopt the Proposed Ramsey County Commissioner's Salary Ordinance for 2026.

Discussion can be found on archived video.

Motion by Xiong, seconded by Moran. Motion passed.

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

Resolution: B2025-138

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. Commissioner Moran was excused at approximately 10:45 a.m.

BOARD CHAIR UPDATE

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

ADJOURNMENT

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

CLOSED MEETING

Pursuant to Minnesota Statutes § 13D.05, subd. 3(a), the Ramsey County Board met in a closed meeting to discuss the County Manager Performance Appraisal, which was not open to the public.

Re: County Manager Performance Appraisal

The Closed Meeting was called to order at 12:05 p.m.

Present: Commissioners Jebens-Singh, McGuire, McMurtrey, Miller, Xiong, and Chair Ortega.

Also present: Ling Becker, County Manager; Jada Lewis, Civil Division Director, Ramsey County Attorney's Office; and Kristen Schultz, Interim Chief Human Resources Officer, Human Resources.

No action taken.

The closed meeting was adjourned at 1:15 p.m.

CLOSED MEETING

Pursuant to Minnesota Statutes § 13D.05, subdivision 3(b) in order to discuss litigation strategies around federal actions. The Ramsey County Board met in a closed meeting, which was not open to the public.

In Re: Strategies Around Federal Actions

The Closed Meeting was called to order at 1:51 pm.

Present: Commissioners Jebens-Singh, McGuire, McMurtrey, Miller, Xiong, and Chair Ortega.

Also present: Ling Becker, Ramsey County Manager; Jada Lewis, Civil Division Director, Ramsey County Attorney's Office; Stacey D'Andrea, Assistant County Attorney; Brad Cousins, Assistant County Attorney; Alex Kotze, Deputy County Manager, Health and Wellness Service Team; Deanna Pesik, Chief Compliance and Ethics Officer, Compliance and Ethics Office; Maria Sarabia, Chief of Staff; Jason Yang, Chief Clerk, County Manager's Office.

Motioned by Miller, seconded by Xiong. Unanimously approved.

Authorize the County Attorney, or his designee, in his discretion, to join Ramsey County as a plaintiff in lawsuits that could impact the county's federal funding, including *King County v. Turner* and *San Francisco v. Trump*, and sign (or, designate the signing of) such agreements with counsel for plaintiffs as are necessary to effectuate this joinder (Resolution B2025-139).

The closed meeting was adjourned at 2:54 pm.



Board of Commissioners

Request for Board Action

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

Item Number: 2025-147

Meeting Date: 7/8/2025

Sponsor: Social Services & Human Resources

Title

Proclamation: Disability Pride Month

Attachments

1. Proclamation

Proclamation

WHEREAS, July is recognized as Disability Pride Month, a time to celebrate the achievements, contributions, and resilience of individuals with disabilities, and to promote inclusion, acceptance, and understanding of disability as a natural part of human diversity; and

WHEREAS, 2025 marks the 35th anniversary of the Americans with Disabilities Act of 1990 (ADA), signed into law on July 26, 1990, establishing a clear and comprehensive national mandate for the elimination of discrimination to ensure the civil rights of people with disabilities; and

WHEREAS, People with disabilities make up a significant and valuable portion of communities, and their unique perspectives, talents, and experiences enrich society and contribute to a collective progress; and

WHEREAS, Nearly one in four people have a disability; which may be visible or invisible – such as physical, sensory, mental or neurological, and emotional disabilities; and

WHEREAS, Ramsey County appreciates the efforts of disability rights activists, organizations, and advocates who work tirelessly to advance the rights, independence, and well-being of individuals with disabilities, and to create a more inclusive and accessible world for all; and

WHEREAS, Ramsey County recognizes that Disability Pride Month is a time for people with disabilities to take pride in and unapologetically celebrate their bodies, their minds, and their emotional well-being as they are; and that Disability Pride Month offers much to celebrate whether identifying as a person with a disability or as an ally; Now, Therefore, Be It

PROCLAIMED, The Ramsey County Board of Commissioners declares July 2025, as Disability Pride Month in Ramsey County.



Rafael Ortega, Board Chair, District 5



Mary Jo McGuire, Commissioner, District 2




Rena Moran, Commissioner, District 4



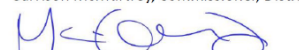
Kelly Miller, Commissioner, District 7



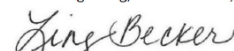
Tara Jebens-Singh, Commissioner, District 1



Garrison McMurtrey, Commissioner, District 3



Mai Chong Xiong, Commissioner, District 6



Ling Becker, County Manager

Board of Commissioners

Request for Board Action

Item Number: 2025-259

Meeting Date: 7/8/2025

Sponsor: Finance

Title

Authorize Use of Bond Interest and/or Premium for Metro Square Renovation Project

Recommendation

Authorize the County Manager to allocate and transfer up to \$2.5 million of existing Capital Improvement Plan, debt service, and/or bond interest and premiums cash balances to the Metro Square Renovation project budget for project activities.

Background and Rationale

In early-2023, the budget for the Metro Square renovation project was developed for the work to accommodate all staff moving into Metro Square from 160 E. Kellogg Blvd. The project and funding were planned spanning multiple years and sources. Subsequently, the project scope was expanded to include a Downtown Service Center. To date, funding for all but \$5 million of the anticipated \$35 million project budget has been identified. The \$5 million was identified as not needed until 2025 and therefore the funding had not been determined. These funds are now needed to finish the project, specifically for work on the 5th floor of Metro Square.

Working with the County Manager and Property Management, the recommendation is to fund the \$5 million with 50% from premium and interest after approval of this Request for Board Action (RBA) and 50% from Capital Improvement Program contingency funds following approval from the Capital Improvement Program Citizens' Advisory Committee (CIPAC) in September 2025. This RBA is seeking approval for the first \$2.5 million to continue the renovation project. A second RBA for the remaining \$2.5 million will be presented in the Fall of 2025 for board approval.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

The Metro Square Renovation Project will provide improved workplace environments for employees relocating from the East Kellogg Building consistent with those already based at Metro Square and provide a new Service Center consistent with our Residents First strategic priority.

The racial equity impact of the construction project is not fully known. The project does include workforce inclusion goals of 32% minority and 20% women, as well as a goal of utilizing 32% certified small businesses (SBEs) found in the Central Certification (CERT) Program directory recognized by the county as the acceptable source for SBE subcontractors and suppliers in conformance with the county's approved policy on workforce inclusion and contracting goals.

Community Participation Level and Impact

Ramsey County issues bonds to finance capital improvements identified in its annual capital improvement plan which is developed with public participation through the Capital Improvement Program Citizen's Advisory

Committee (CIPAC), an advisory committee comprised of 14 residents, appointed by the Ramsey County Board, to assure public participation in the decision-making process.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

Sufficient funds are available in the bond interest and premium accounts to accommodate this request of \$2.5 million. Funds will be transferred to the Metro Square Renovation project, P032316.

Last Previous Action

On July 21, 2024, the County Manager approved a \$3 million transfer of Residents 1st funds into the Metro Square Office Renovation Project for the Downtown Service Center.

On March 21, 2023, the Ramsey County Board allocated \$24 million for capital building improvements and other related costs at Metro Square (Resolution B2023-045).

On March 14, 2023, the Ramsey County Board authorized the County Manager to amend the Capital Improvement Program Budgeting process as needed to continuously reflect the vision, mission, goals and values of Ramsey County (Resolution B2023-043)

On February 21, 2023, the Ramsey County Board established the Metro Square Office Renovation Project and authorized a reallocation of \$2.2 million of Capital Improvement Funding to the project (Resolution B2023-035).

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2025-252

Meeting Date: 7/8/2025

Sponsor: Board of Commissioners

Title

Summary of the Conclusions from the Performance Evaluation of the County Manager and Amendment to Employment Agreement between Ramsey County and Ling Becker, County Manager

Recommendation

1. Approve the First 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, 2025, as a reflection of excellent performance, resulting in a salary of \$267,500.
3. Authorize the Chair and Chief Clerk to execute the First Amendment to the Employment Agreement.

Background and Rationale

On August 27, 2024, via Resolution B2024-168, the Ramsey County Board of Commissioner appointed Ling Becker to serve as Ramsey County Manager effective September 1, 2024. An employment agreement was executed between Ramsey County and Ling Becker, County Manager ("Employment Agreement"). The Employment Agreement was effective for a term of one year from September 1, 2024, through August 31, 2025, and allows for renewable one-year terms.

Pursuant to the Employment Agreement, the County Board evaluates the performance of the County Manager every year. In addition, pursuant to the Employment Agreement, the County Board, at its discretion, may increase the salary of the County Manager after an annual review. Modifications and amendments to the Employment Agreement must be done by subsequent written agreement signed by both parties.

The Minnesota Open Meeting Law, Minnesota Statutes 13D.05 Subdivision 3(a), permits a closed meeting for a public body to evaluate the performance of an individual subject to its authority. A closed meeting was held on July 1, 2025 to evaluate the performance of the County Manager for the period of September 1, 2024 through July 1, 2025. The law further requires the public body to summarize its conclusions regarding the evaluation at its next open meeting.

The County Manager has adeptly guided Ramsey County through leadership transitions, leading professionals across the organization in developing, implementing, and delivering services that advance the county's strategic priorities and uphold its vision, mission, and goals.

The evaluation of the County Manager resulted a rating of "distinguished performance."

County Goals (Check those advanced by Action)

☒ Well-being ☒ Prosperity ☒ Opportunity ☒ Accountability

Racial Equity Impact

A core component of the Ramsey County Board's annual evaluation of the County Manager's performance relates to her leadership in advancing racial equity in alignment with the organization's mission, vision and

goals. While this Request for Board Action doesn't have a direct Racial Equity impact, Ramsey County is committed to advancing racial equity and promoting an inclusive organizational culture focusing on people, integrity, community, leadership and equity.

Community Participation Level and Impact

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

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

There is sufficient funding in the County Manager's approved 2024-2025 operating budget and will be included in the proposed 2026-2027 operating biennial budget.

Last Previous Action

On July 1, 2025, the Ramsey County Board of Commissioners held a closed meeting to appraise the performance of the County Manager.

On August 27, 2024, Ramsey County Board of Commissioner appointed Ling Becker to serve as Ramsey County Manager effective September 1, 2024 (Resolution B2024-168).

Attachments

1. Employment Agreement
2. Amendment to Employment Agreement

AGREEMENT FOR EMPLOYMENT OF COUNTY MANAGER

This Agreement for Employment of County Manager (“Agreement”) is made and entered into this 1st of September 2024 by and between the County of Ramsey, State of Minnesota (hereinafter “Employer”) and Ling Becker (hereinafter “Employee”).

WHEREAS, Employer desires to employ the services of Ling Becker, as County Manager as provided in Chapter 3 of the Ramsey County Home Rule Charter; and

WHEREAS, it is the desire of the Ramsey County Board of Commissioners (“Board”), to provide certain benefits, to establish certain conditions of employment, and to set working conditions of Employee; and

WHEREAS, Employee is currently employed by Employer as the Director of Workforce Solutions; and

WHEREAS, Employee desires to accept employment as County Manager of Ramsey County and resign from her current position as Director of Workforce Solutions;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Duties

- A. Employer hereby agrees to employ Ling Becker, as County Manager to perform functions and duties specified in Chapter 3 of the Ramsey County Home Rule Charter and to perform those responsibilities that are commonly assigned to a County Manager in Minnesota. Employee shall perform such other legally permissible and proper duties and functions as the Board shall from time-to-time assign.

Section 2: Term

- A. The Employee’s employment term will commence on September 1, 2024, and shall continue until August 31, 2025 (“Term”), unless terminated earlier as provided in this Agreement. Employee agrees to remain in the exclusive employ of Employer and shall not accept other employment nor become employed by any other employer during the term of this Agreement or any subsequent extended term.
- B. In the event written notice is not given by either party to this Agreement to the other, 90 days prior to the termination date, this Agreement shall be extended on the same terms and conditions for an additional period of one year (“Extended Term”). This Agreement shall continue for an additional one-year period unless either party hereto gives 90 days’ written notice to the other party that the party does not wish to extend this Agreement prior to each one-year anniversary.

- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Board to terminate the services of Employee at any time, as provided for in Section 3.01. B. of the Ramsey County Home Rule Charter, subject only to the provisions set forth in Section 3 of this Agreement. The Employee's employment with Employer is intended to be "at will" and shall be subject to cessation, with or without cause, at any time, subject only to the obligations set forth in this Agreement.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject only to the provision set forth in Section 4. A. of this Agreement.

Section 3: Termination and Severance Pay

- A. In the event Employee is terminated without cause by the Board before the expiration of the aforesaid Term of employment or any Extended Term and during such time that Employee is willing and able to perform his/her duties under this Agreement and Employee delivers to the Board, and does not revoke, the full release agreement ("Release Agreement") in a form prepared by the Ramsey County Attorney's Office, then in that event Employer agrees to pay Employee a lump sum cash payment equal to six months' aggregate salary, and shall continue County's contribution for medical, dental, and life insurance for six months. Employee shall also be compensated for all earned sick leave, vacation, holidays, and other accrued benefits to date, consistent with the benefits policies that apply to non-union employees.
- B. In the event the Employee is terminated for cause, Employer shall have no obligation to pay the aggregate severance sum designated in Section 3.A. of this Agreement.
- C. Termination for cause shall include but is not limited to: 1) Failure of Employee to observe or perform any of his/her duties and obligations, if that failure continues for a period of forty-five (45) calendar days from the date of his/her receipt of notice from the Board specifying the acts or omissions deemed to amount to that failure; 2) Any acts of dishonesty fraud, misrepresentation or other acts of moral turpitude; 3) Any acts or conduct that might reasonably be considered to be immoral, deceptive, scandalous or obscure or that injures, tarnishes or otherwise negatively affects the reputation and good will associated with Ramsey County or Employee's reputation as County Manager; 4) A conviction of any felony (including *Alford plea* or *nolo contendere*) or a conviction of any other crime involving moral turpitude, fraud, or dishonesty; 5) Repeated failure to carry out a directive or directives of the Board, if that failure continues for a period of 30 calendar days after receiving written notice from the Board specifying the acts or omissions deemed to amount to that failure; 6) Willful violations of Employer policies of a serious nature, including as example Employer's Sexual Harassment policy. If a court or arbitrator determines there was no Cause, Employee shall only receive the severance pay provided in Section 3.A. of this Agreement but no other damages, litigation costs or expenses or attorneys' fees.
- D. The Employee's employment hereunder shall terminate automatically upon the Employee's death during the employment Term, including Extended Terms. Employee's estate shall

receive accrued base salary, vacation pay and other accrued benefits allowances and unused benefits according to their applicable terms but shall not be entitled to any severance pay.

- E. In the event the Employee becomes mentally or physically incapable of performing the County Manager functions and duties taking into account reasonable accommodations, and it reasonably appears as determined by the Board such incapacity will last for more than three (3) months, the Board may terminate the Employee. If the Board does elect to terminate the Employee due to incapacity, the employee shall be eligible to receive all severance benefits provided in Section 3. A. of this Agreement. The parties agree that nothing in this Paragraph shall prevent, limit, or otherwise interfere with the right of the Board to terminate the services of Employee at any time, as provided for in Section 3.01. B. of the Ramsey County Home Rule Charter.
- F. As an internal promotion to an unclassified appointment, the Employee waives any rights to their previous position in the event the Employee is terminated or resigns the position. Employees in the unclassified service have no right to a grievance appeal from discharge or other disciplinary action under Minn Stat. 383A.281 through 383A.301.

Section 4: Resignation

- A. In the event Employee voluntarily resigns his/her position with Employer before expiration of the aforesaid term of his/her employment, then Employee shall give Employer 60 days' notice in advance, unless the parties agree otherwise. Employer shall not be obligated to pay any severance amounts or continue any benefits in the event Employee voluntarily resigns from his/her employment. At its sole discretion, the Board may authorize severance pay in the event of resignation.

Section 5: Salary

- A. Employer agrees to pay Employee an annual base salary of \$250,000 (\$120.192307/hour), payable in installments at the same time as the other management employees of the Employer are paid. In addition, Employer agrees to increase the salary of Employee in such amounts and to such extent as the Board may determine that it is desirable to do so on the basis of an annual salary review of Employee.

Section 6: Performance Evaluation

- A. The Board shall conduct an initial employee evaluation at the end of the first six (6) months of the Term (on or near March 1, 2025). The Board shall review and evaluate the performance of the Employee at least once annually. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Criteria may be added to or deleted from as the Board may from time-to-time determine in consultation with the Employee. Further, the Board Chair shall provide the Employee with a summary written statement of the Board's findings in the review and evaluation and provide an adequate opportunity for the Employee to discuss his/her evaluation with the Board.

- B. Annually, the Board and Employee shall define goals and performance objectives that they determine necessary for the proper operation of Ramsey County and in the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives. Goals and objectives will be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.
- C. In effecting the provisions of this Section, the Board and Employee mutually agree to abide by the provisions of applicable law.

Section 7: Hours of Work

- A. It is specifically understood that although Employee is a salaried employee, he/she shall generally be in attendance at work during normal business hours, except as provided by this Agreement or arranged with the Chair of the Ramsey County Board of Commissioners. Employee is expected to devote necessary time outside of normal office hours to the business of the Employer, including but not limited to periodically attending meetings after business hours as necessary for the benefit of the County.

Section 8: Outside Activities

- A. Employee agrees to devote their productive time, ability, and attention to the Employer's business during the Term or any Extended Term of this Agreement. Employee may, undertake limited outside consultation, teaching, and other professional activities, so long as such activities do not in any way interfere with or adversely affect the Employee's full-time employment with Employer or performance of Employee's duties provided in the Agreement or Ramsey County Home Rule Charter. Employee shall not spend more than ten (10) hours per pay period cumulatively in teaching, consulting or other non-Employer-connected business without the prior written approval of the Board. If Employee wishes to engage in other outside professional activities, (e.g. teaching, consulting, expert witness testimony, speaking or other non-county connected business for which compensation is paid) Employee shall seek and obtain prior written consent of the Board. Employee will take personal leave time for all such outside activities of this nature should such activities interfere with Employee's regular work hours or duties.

Section 9: Automobile Use

- A. Employee agrees to provide a reasonably suitable vehicle for his/her use on County business. All costs of providing and operating that personal vehicle, including but not limited to fuel, maintenance and insurance shall be paid by the Employee. Employee shall be reimbursed for mileage for use of his/her own vehicle for County business at the rate set from time-to-time for all County employees.

Section 10: Vacation and Sick Leave

- A. Employee shall accrue, and have credited to his/her personal account, vacation leave at the rate of twenty-five (25) days per year and sick leave at the rate accrued by non-union employees. Vacation may be accumulated to a maximum of three times the annual vacation earning rate of the employee.

Section 11: Disability, Health, Dental, and Life Insurance

- A. Employee shall be entitled to the same health, dental, life, and long-term disability benefits provided to non-union employees.

Section 12: Dues and Subscriptions

- A. Employer agrees to pay for professional dues and subscriptions of the Employee necessary for furtherance of the work of Ramsey County such as ICMA, MACA, NACo or other County Manager memberships.

Section 13: Indemnification

- A. Consistent with and subject to the limitations in the law, Employer shall defend and indemnify Employee pursuant to Minn. Stat. Sections 466.07 and 465.76. In addition, Employer shall defend, hold harmless, and indemnify Employee from all torts, civil damages, penalties, and fines, violations of statutes, laws, rules, and ordinances, provided the Employee was acting in good faith within the scope of duties of the position.

Section 14: Other Terms and Conditions of Employment

- A. The Board, in consultation with the County Manager, shall fix any such other terms and conditions of employment, as it may determine from time-to-time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Ramsey County Charter or any other law.
- B. All provisions of the Ramsey County Charter and Administrative Code, and regulation and rules of the Employer relating to vacation and sick leave, retirement and pension system contribution, holidays, and other benefits working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other non-union employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee.

Section 15: No Reduction of Benefits

- A. Employer shall not at any time during the term of this Agreement reduce the salary, compensation, or other financial benefits of Employee, except to the degree of such a reduction across-the-county for all non-union employees of the Employer.

Section 16: Notices

- A. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follow:

(1) EMPLOYER: Chair, Ramsey County Board of Commissioners
15 Kellogg Boulevard, Room 220
St. Paul, MN 55102

(2) EMPLOYEE: Ling Becker, Ramsey County Manager
15 West Kellogg Boulevard, Room 250
Saint Paul, MN 55102

or

Employee's home address on file with the County's Human Resource Department.

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 17: General Provisions

- A. The text herein shall constitute the entire agreement between the parties, and supersedes any and all other writings, documents, correspondence, agreements or understandings, either oral or in writing, between the parties hereto with respect to the employment of Employee as the County Manager. Each party to this Agreement acknowledges that no representation, inducement, promises, or agreements, orally or otherwise have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.
- B. This Agreement shall be binding upon the inure to the benefit of the heirs at law and executors of Employee.
- C. This Agreement shall be governed by the laws of the State of Minnesota. The venue for any and all litigation arising from this Agreement shall be in the 2nd Judicial District (Ramsey County, Minnesota) or federal courts located in Ramsey County, Minnesota.
- D. Each party acknowledges that, in executing this Agreement, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this Agreement. This Agreement shall not be construed against any party by reason of the drafting or preparation hereof.
- E. This Agreement may be modified or amended, or any of its provisions waived, only by a subsequent written agreement executed by each of the parties. The parties agree that this

requirement for written modifications cannot be waived, and any attempted waiver shall be void.

- F. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

(Intentionally left blank)

On Behalf of EMPLOYER



Victoria Reinhardt, Chair

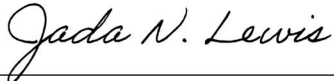
Ramsey County Board of Commissioners

ATTEST:



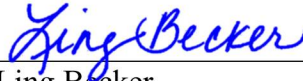
Mee Cheng, Chief Clerk – County Board

APPROVED AS TO FORM



Civil Division Director

EMPLOYEE



Ling Becker

FIRST AMENDMENT TO AGREEMENT FOR EMPLOYMENT OF COUNTY MANAGER

This First Amendment (this “Amendment”) to the Agreement for Employment of County Manager between County Manager Ling Becker (“Employee”) and Ramsey County (“Employer”) (collectively “the Parties”) dated September 1, 2024 (the “Agreement”) is made and entered into between the Parties and is effective on September 1, 2025.

WHEREAS, the Parties entered into an employment agreement with a term beginning September 1, 2024 and ending on August 31, 2025.

WHEREAS, neither party has terminated the Agreement and intend to amend the term of the agreement effective August 1, 2025.

WHEREAS, pursuant to Section 17 E. of the Agreement, the parties wish to amend Section 5 A. of the Agreement.

WHEREAS, the Parties desire to amend the Agreement in accordance with the terms and conditions of the Agreement.

In this Amendment, deleted terms will be struck out and added terms will be **underlined and bolded**, except where described otherwise.

NOW, THEREFORE, Employer and Employee hereby amend the Agreement as follows:

1. **Revision 1, Section 2 Term paragraph A** of the Agreement is amended as follows:

Section 2: Term

- A. The Employee’s employment term will commence on ~~September 1, 2024~~ **August 1, 2025**, and shall continue until ~~August 31, 2025~~ **July 31, 2026** (“Term”), unless terminated earlier as provided in this Agreement. Employee agrees to remain in the exclusive employ of Employer and shall not accept other employment nor become employed by any other employer during the term of this agreement or any subsequent extended term.

2. **Revision 2, Section 5: Salary** of the Agreement is amended as follows:

Section 5: Salary

- A. Employer agrees to pay Employee an annual base salary of ~~\$250,000~~ **\$267,500** (~~\$120.192307/hour~~ **\$128.605769/hour**), payable in installments at the same time as the other management employees of the Employer are paid. In addition, Employer agrees to increase the salary of Employee in such amounts and to such extent as the Board may determine that it is desirable to do so on the basis of an annual salary review of Employee.
3. The Agreement are incorporated into this Amendment by reference. Except as modified herein, the terms of the Agreement shall remain in full force and effect.

On Behalf of EMPLOYER

Rafael E. Ortega, Chair
Ramsey County Board of Commissioners

EMPLOYEE

Ling Becker

ATTEST

Jason Yang, Chief Clerk—County Board

APPROVEED AS TO FORM

Jada Lewis, Civil Division Director

Board of Commissioners

Request for Board Action

Item Number: 2025-267

Meeting Date: 7/8/2025

Sponsor: Board of Commissioners

Title

Settlement Agreement in *Jennifer Seelig v. Ramsey County et al.* (Court File No. 24-CV-1732)

Recommendation

1. Approve the settlement agreement with Jennifer Seelig relating to Jennifer Seelig v. Ramsey County et al. (Court File No. 24-CV-1732), totaling \$1,000,000.
2. Authorize the Chair and Chief Clerk to execute the settlement agreement.

Background and Rationale

In 2018, Ramsey County contracted with Inmate Services Corp. ("ISC") to transport detainees to Ramsey County from other jurisdictions who are subject to a warrant or other legal process requiring their extradition to Ramsey County.

On May 14, 2025, Plaintiff sued Ramsey County, ISC, and two ISC employee in federal court alleging that in 2020 she was sexually assaulted by an employee of ISC while being transported to Ramsey County due to an open bench warrant. In the lawsuit, Seelig asserted claims against Ramsey County for deliberate indifference, failure to supervise, and negligent selection of an independent contractor.

The ISC employee plead guilty to criminal charges arising out of the sexual assault and is currently incarcerated.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

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

Community Participation Level and Impact

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

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

The county is self-insured, and the settlement agreement will be paid out of the county's tort liability fund.

Last Previous Action

On June 10, 2025, the Ramsey County Board met in a closed session to receive advice from and provide direction to the County Attorney's Office.

Attachments

1. Settlement Agreement.

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS

This Settlement Agreement and Release of All Claims is entered into this _____ day of _____, 2025:

WHEREAS Jennifer Seelig (“Plaintiff”) has instituted legal proceedings against Ramsey County in a lawsuit entitled *Jennifer Seelig v. Ramsey County, et al.*, in United States District Court, Court File No. 24-CV-1732 (JMB/ECW) (“the Litigation”); and

WHEREAS, Plaintiff is dismissing the claims against Ramsey County, such dismissal being with prejudice, inclusive of all claims against Ramsey County contingent upon settlement on the terms set forth herein and for the consideration set forth herein; and

WHEREAS, Plaintiff has offered to compromise all of her claims against Ramsey County in the Litigation in exchange for a sum of money and other good and lawful consideration;

NOW, THEREFORE, in consideration of the premises and the mutual promises contained herein, it is agreed as follows:

1. Parties. This Settlement Agreement and Release of All Claims (“Agreement”), is made and entered into between Plaintiff and Ramsey County (collectively, the “Parties”).
2. Purpose. The purpose of this Agreement is to finally and fully resolve all matters, claims, counterclaims, and issues, whether known or unknown, which were raised, or which could have been raised in the Litigation.
3. Consideration. In consideration of Plaintiff’s agreement and release of claims, as set forth herein, the County agrees to pay the sum of \$1,000,000.00 to Jennifer Seelig and agrees to issue payment to Madia Law IOLTA and to mail via Federal Express or UPS (with a tracking number) said payment to the address: Madia Law LLC, 4155 IDS Center, 80 S. 8th St.,

Minneapolis, MN 55402. This payment shall constitute full and complete settlement of all claims asserted by Plaintiff in the Litigation against Ramsey County.

4. Full and Final Release of All Claims. Plaintiff for herself, Plaintiff's heirs, successors, and assigns, does hereby release, acquit and forever discharge Ramsey County and its current, former, and future employees, officers, past and present elected officials, directors, agents, departments, predecessors, successors and assigns, and their respective, heirs, successors, and assigns (hereinafter referred to collectively as "the Released Parties"), to the fullest extent permitted by law, from and against any and all claims, complaints, controversies, causes of action, demands, suits, damages, costs, obligations, liabilities, rights or damages of any nature, including claims for attorneys' fees, which she has ever had, may now have, or which may hereafter arise, whether known or unknown, on account of, or in any way arising out of the incident described in this Litigation, including but not limited to claims existing at any time up to and including the date of this Agreement and further agrees not to commence suit based upon any of the foregoing. This full and final release shall cover and include any and all future injuries and/or damages arising from the matters referred to in this Agreement, not now known to Plaintiff but which may later develop or be discovered, including the effects or consequences thereof, and including all causes of action therefore. This expressly includes Plaintiffs' rights, if any, to appeal from dismissal of any or all of the claims in this Litigation.

This release is intended to be, and shall be construed as, a release within the meaning and effect of *Pierringer v. Hoyer*, 124 N.W.2d 106 (Wis. 1963), as adopted by the Minnesota Supreme Court in *Frey v. Snelgrove*, 269 N.W.2d 918 (Minn. 1978). Accordingly, Plaintiff expressly reserves and retains all claims against all other persons or entities not specifically released herein (the "Non-Settling Defendants"), and agrees to reduce any judgment against the Non-Settling

Defendants by the Released Parties' proportionate share of liability, if any, as determined by the trier of fact.

Plaintiff agrees to indemnify and hold harmless the Released Parties from any and all claims for contribution, indemnity, or comparative fault that may be asserted by any Non-Settling Defendant or third party in connection with the claims released herein.

5. Plaintiff Responsible For Subrogation And Liens.

Plaintiff agrees to assume full responsibility for settlement and reimbursement of any subrogation claims or liens, and further agrees to defend and indemnify and/or hold the Released Parties harmless against any insurers or governmental entities claiming subrogation rights or liens relating to the Litigation. Plaintiff agrees to provide the Ramsey County Attorney's Office upon request the following information to enable Ramsey County to fulfill its obligations under Section 111 of the federal Medicare, Medicaid and SCHIO Extension Act of 2007 (MMSEA): full legal name; gender; date of birth; social security number; and any other information reasonably required under the MMSEA.

Plaintiff hereby agrees to hold harmless the Released Parties from any liability whatsoever to any person, entity, firm, or corporation beyond the consideration already paid as part of this release, including, without limitation, liability for other tort claims and constitutional claims, and/or actions for enforcement of any liens and including, without limitation, any subrogation claim and/or lien enforcement claim arising from payment of any insurance benefits, Medicare or Medicaid payments, medical assistance claim, or otherwise, which may now exist or hereafter arise by reason of the matters referred to in the First Amended Complaint or other pleadings in the Litigation. It is agreed that all liens or any other obligations, statutory or otherwise, will be satisfied by the proceeds of the settlement.

6. Plaintiff's Ability to Execute Agreement and Receive Payment. Plaintiff expressly represents and warrants that she is able to execute this Agreement. Plaintiff is at least 18 years of age and mentally competent and has consulted with attorneys and other professional advisers of her choice regarding this Agreement and its legal and tax consequences. Plaintiff understands and voluntarily accepts all the terms, conditions, and consequences of this Agreement. Plaintiff expressly represents and warrants that she is not a party to any bankruptcy proceeding before any court.

7. Stipulation of Dismissal. The Parties hereto agree to execute and file Stipulation of Dismissal with Prejudice and Request for Approval of Settlement Pursuant to Minn. Stat. § 466.08 in the forms attached hereto as Exhibit A.

8. Voluntary Agreement. Plaintiff acknowledges and agrees that she has read and thoroughly discussed all aspects of this Agreement with her attorney, that she understands this Agreement's provisions, and that she signs and agrees to this Agreement's terms voluntarily and without coercion.

9. Full Satisfaction. Plaintiff understands and agrees that acceptance of the above consideration is in full and complete satisfaction of the aforementioned claims including any and all claims for attorneys' fees, and that payment of the above amount in settlement of this case is in no way or manner to be construed as an admission on the part of Ramsey County which validity and liability is expressly denied.

10. Settlement Forms. Plaintiff agrees to approve and execute any forms necessary to obtain the above referenced settlement check, including W9 and Medicare forms, and any forms or documents necessary to effectuate the dismissal of all claims against the Released Parties.

11. Complete Agreement. This Agreement contains and sets forth all the terms agreed upon by Plaintiff and the Released Parties regarding Plaintiff's claims. This Agreement contains the entire understanding and supersedes all other agreements and understandings relating to the subject matter of this Agreement.

12. Severability. If any provision of this Agreement is held to be illegal or invalid for any reason, the illegality or invalidity shall not affect the remaining provisions hereof, but such provision shall be fully severable, and this Agreement shall be construed and enforced as if the illegal or invalid provision had never been included herein.

13. Tax Consequences. Plaintiff understands and acknowledges that Ramsey County made no representation or warranties to Plaintiff as to any tax consequences of the settlement outlined in this Agreement and fully acknowledges that no tax advice or research has been provided to her by Ramsey County. Plaintiff fully acknowledges that Plaintiff has not relied upon any such representation and agrees not to make any such claim. Plaintiff understands and agrees that any tax consequences or liabilities arising from this Agreement are solely the responsibility of Plaintiff.

14. Data Preservation. Data concerning Plaintiff shall be maintained and disclosed in accordance with the Minnesota Government Data Practices Act and other applicable laws.

15. Agreement May Be Executed in Counterparts. This Agreement may be executed in counterparts with the same force and effect as if executed in one complete document by the Parties and their respective attorneys.

16. Effect of Agreement. Plaintiff agrees that this Agreement binds Plaintiff and also binds Plaintiff's heirs, executors, administrators, assigns, agents, partners, and successors in interest. Plaintiff represents that no right, claim, or cause of action covered by this Agreement has

been assigned or given to someone else, nor are any attorneys' fees owed to any counsel other than those that may be paid by the proceeds of this Agreement.

17. All Claims Are Disputed. All claims, past, present, or future, are disputed. The Released Parties admit no liability, and this Agreement shall not be treated as evidence of liability nor as an admission of liability or responsibility on behalf of the Released Parties.

18. Costs and Disbursements. All parties shall bear its own costs, disbursements, and attorney's fees.

19. Subject to Approval by the Ramsey County Board of Commissioners. This Agreement is subject to the approval of the Ramsey County Board of Commissioners and shall become binding on Ramsey County upon execution by the Board Chair, or his designee and the County Clerk, or her designee.

20. Subject to Approval Pursuant to Minn. Stat. § 466.08. Pursuant to Minn. Stat. § 466.08, this settlement is subject to approval by the United States District Court, District of Minnesota.

ACCEPTED AND AGREED:

For Plaintiff:

Dated: 05 / 30 / 2025


As to form:



Jennifer Seelig

Dated: 05 / 30 / 2025 _____

MADIA LAW, LLC

By:  _____

J. Ashwin Madia (#0321187)

Zane Umsted (#398761)

4155 IDS Center

80 S. 8th Street

Minneapolis, MN 55402

T: 612-349-2743

F: 612-235-3357

jamadia@madialaw.com

zaumsted@madialaw.com

Attorneys for Plaintiff

For Ramsey County:

RAMSEY COUNTY

Dated: _____

By: _____

Rafael Ortega, Commissioner

Its: Board Chair

By: _____

Its: Chief Clerk – County Board

As to form:

Dated: June 30, 2025

BRIOL & BENSON, PLLC

By: 

Scott A. Benson (#0198419)

Mark J. Briol (#126731)

Darren B. Schwiebert (#0260642)

30 South 9th Street

7th Floor

Minneapolis MN 55402

T: (612) 337-8410

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scott@briollaw.com

mark@briollaw.com

darren@briollaw.com

***Attorneys for Defendant Ramsey
County***

Board of Commissioners

Request for Board Action

Item Number: 2025-274

Meeting Date: 7/8/2025

Sponsor: Finance

Title

Presentation: Grants and Revenue Office

Recommendation

None. For information and discussion only.

Background and Rationale

Ramsey County now has a Grants and Revenue Office (GRO), serving all departments. The GRO is tasked with leading and planning the coordination of county-wide grant development opportunities, establishing and directing the implementation of grant policies and procedures, and providing guidance, consultation, and advice on grant administration and management for the county. The GRO aims to effectively coordinate across multiple program activities and lead the work of standardizing processes and policies to strengthen and streamline grant work. This presentation will provide an overview of the GRO: what it is, why it exists, what is happening now, and what to expect in the future.

Attachments

1. Presentation



July 8, 2025

Grants & Revenue Office



Agenda

- Introduction and Background
 - Susan Earle, Interim Chief Financial Officer, Finance
- Overview of Grants Office
 - Kim Klose, Grants and Revenue Manager, Finance

Background

- Lessons learned after COVID relief funding effort.
- Centralization of Operational Support Services for American Rescue Plan Act.
 - Purchasing and Contracting Transformation (PACT)
 - Grants and Revenue Strategy
- 2024-2025 Foundational Excellence budget investment.
- Opportune as we have needed more depth in response to federal actions.
 - Role supporting Federal Response Action Team (FRAT).

Grants and Revenue Office

The Mission of the Grants and Revenue Office is to maximize grant opportunities and work with service teams and departments to identify potential federal, state and other grant opportunities, provide support in the application and acceptance process, and coordinate grant projects to ensure the Ramsey County achieves its mission, values and goals.

While programs are responsible for writing their own grant applications, the Grants & Revenue Office (GRO) will:

- Provide guidance, consultation, and advice on grant administration and management for the county.
- Increase transparency for grants.
- Develop policies, procedures, and guidelines for grant administration and management.
- Develop tools, templates, and other materials to strengthen new/existing processes.
- Work closely with financial analysts, controllers, and other leaders in the county to collaborate on revenue generation and an increase in grant awards for the county.

Getting to Today

- Grant function is decentralized in Ramsey County.
- Interviews with staff:
 - How do staff look for grants?
 - Varying application process.
 - Challenges in the application process.
 - Receipt of a grant.
 - Implementation of a grant.
 - Closing of a grant.
 - Document Retention.

What Would Departments Like to See?

- Landing Page.
- Networking Opportunities.
- Shared Resources.
- Training.
- Process Improvements.

GRO Office

Landing Page	Networking	Shared Resources	Training	Process Improvement
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- Developed resources, Grants & Revenue page on RamseyNet.
- Created Grants Network.
- Tracking applications (Intent to Apply form).
- Tracking Federal Funds (direct and pass-through).
- Federal Landscape – FRAT, ongoing/upcoming.
- Providing Training (1:1, small and large group).

Opportunities for Operational Excellence

- Develop & standardize organization-wide policies and procedures and processes.
 - Create a manual:
 - Standardize and coordinate processes, clarify roles and responsibilities.
 - Creating draft, will re-convene a workgroup comprised of staff working with grants to advise, edit and finalize the policy/procedure manual.
 - Will provide a roll-out that includes training.
 - Additions to the Admin Code as needed.
- Ongoing training opportunities.
- Compliance with Uniform Guidance – focus on federal funds.
- Address audit requirements/findings.
- Leverage Enterprise Resource Planning (ERP) investment.
 - Electronic Grants Management System – Workday coming (soonish).
- Working on change management with departments.

Looking Ahead

- Continue to build a stronger community of practice.
- Learn and leverage national and regional learnings and experience.
- Coordination and centralization where alignment is most beneficial.
- Work closely with departments.
- Identify additional grant revenue and opportunities.
- Better track grant efforts.
- Support response to federal and state challenges in the months and years ahead.

Questions?