



# Board of Commissioners

## Agenda

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

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**December 21, 2021 - 9 a.m.**

**Virtual meeting / Council Chambers - Courthouse  
Room 300**

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Pursuant to Minnesota Statutes Section 13D.021, the Chair of the Ramsey County Board of Commissioners has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the prevalence of the Delta variant. Commissioners will participate by telephone or other electronic means. In addition, it may not be feasible for commissioners, staff, or members of the public to be present at the regular meeting location due to the COVID-19 pandemic and the prevalence of the Delta variant. The meeting broadcast will be available online and linked via [ramseycounty.us/boardmeetings](http://ramseycounty.us/boardmeetings). Members of the public and the media will be able to watch the public meeting live online.

### ROLL CALL

### PLEDGE OF ALLEGIANCE

1. **Agenda of December 21, 2021 is Presented for Approval.** [2021-571](#)

Sponsors: County Manager's Office

Approve the agenda of December 21, 2021.

2. **Minutes from December 14, 2021 are Presented for Approval** [2021-582](#)

Sponsors: County Manager's Office

Approve the December 14, 2021 Minutes.

### COVID UPDATE

### ADMINISTRATIVE ITEMS

3. **Personnel Complement Increase to Support Violence Prevention Initiatives Through the American Rescue Plan Act** [2021-699](#)

Sponsors: County Manager's Office, Health and Wellness and Emergency Communications

1. Approve an increase in the personnel complement for Social Services by 20.0 Full-Time Equivalent Social Work III and by 1.0 Full-Time Equivalent Mental Health Supervisor.
2. Approve an increase in the personnel complement for Emergency Communications by 8.0 Full-Time Equivalent 9-1-1 Telecommunicator and 1.0 Full-Time Equivalent Emergency Communications Shift Supervisor.
3. Approve an increase in the personnel complement for Public Health by 1.0 Full-Time Equivalent Violence Prevention Coordinator, 2.0 Full-Time Equivalent Community Health Responder, 1.0 Full-Time Equivalent Planning Specialist I and 4.0 Full-Time Equivalent Community Mediator.

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4. Approve and increase in the personnel complement for the County Manager Office by 2.0 Full-Time Equivalent Planning Specialist I.

**4. Designation of a Position to Unclassified Service in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3** [2021-701](#)

Sponsors: Human Resources

Approve the designation of a classified position to the Deputy Director of Property Tax, Records and Elections Services position to unclassified services in accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3.

**5. Designation of Unclassified Deputy Director Position in the Housing Stability Department in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3** [2021-702](#)

Sponsors: Human Resources

Approve the designation of the deputy director - Housing Stability position to unclassified service in accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3.

**6. Single Source Agreement with Think Small for Administration of the Basic Sliding Fee Child Care Program** [2021-694](#)

Sponsors: Financial Assistance Services

1. Approve the single source agreement with Think Small, 10 Yorkton Court, Saint Paul, Minnesota 55117 for administration of the Basic Sliding Fee Child Care Assistance Program for the period of January 1, 2022 through December 31, 2023 in the not-to-exceed amount of \$1,595,486.
2. Authorize the Chair and the Chief Clerk to execute the agreement.

**7. Financial Assistance Service Department Annual Authority for Procurement Requests** [2021-700](#)

Sponsors: Financial Assistance Services

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance department to do the following:

- A. Enter into agreements as a result of solicitations completed through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, for the services listed below:

Financial Assistance Services Department

- Basic Sliding Fee Child Care Wait List Services
- Drop-in Child Care Center Services

- B. Enter into the following selected agreements without solicitation through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:

- 1) Providers when the Minnesota Department of Human Services has issued the solicitation for an existing service in the county and selected the contractor or when the

Minnesota Department of Human Services has approved the contractor through a certification process.

- 2) Lead or host county contracts held by other counties in accordance with Minnesota Statute 256.0112.
- 3) Those contracts in which the county currently provides services and receives payments from external sources, such as health plans, the courts, other counties, and other parties, including payments for services already provided.

C. Approve Actions Deemed Necessary for the orderly administration of contracts and agreements through December 31, 2022.

- 1) Approve acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related County budget adjustments and execute amendments with funders and contractors.
- 2) Approve and execute amendments to agreements and contracts for inflationary adjustments, with all other terms and conditions remaining the same, in a form approved by the County Attorney's Office.

D. For agreements approved by the Ramsey County Board through previous Health and Wellness Division Annual Authority for Procurement Requests that did not contain specific authority for amendments, allow future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget through December 31, 2022.

## 8. Social Services Department Annual Authority for Procurement Requests

[2021-665](#)

Sponsors: Social Services

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance department to do the following:

- A. Enter into agreements as a result of solicitations completed through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, for the services listed below:

### Children and Family Services

All Children Excel (ACE) Program Services  
 Child Welfare Targeted Case Management  
 Children's Mental Health Targeted Case Management  
 Day Treatment Services  
 Drug Testing Services  
 Family Mediation  
 Housing for Mothers First Program  
 Indian Child Welfare Act (ICWA) Case Audits  
 School-based Mental Health Services  
 Services Related to Collaborative Intensive Bridging Services  
 Social and Medical History Writing  
 Supervised Visitation

### Adult Services

Addiction Treatment Services  
 Adult Mental Health Targeted Case Management  
 Assertive Community Treatment (ACT)  
 Co-Responder Pilot Project Services

Community Support Program Services  
Competency Restoration Services  
Culturally Specific Guardianship and Conservatorship services  
Culturally Specific Substance Use Disorder Services for Adults and Children  
Forensic Assertive Community Treatment (FACT)  
Guardianship and Conservatorship Services  
Guardianship Attorney Services  
Medical Director Services  
Rule 25 Assessments (Direct Access Services)  
Trauma Informed Care Services

- B. Enter into the following selected agreements without solicitation through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
- 1) Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy and treatment, as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
  - 2) Providers of foster care emergency shelter, foster care and emergency shelter administrative management services, corporate foster care, group homes, respite care, and emergency shelter; as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
  - 3) Providers of Adult Day Services, Personal Support Services, Pre-vocational Services, Day Training and Habilitation Services, Fiscal Management Entity Services, Person-Centered Planning Services, Employment Services, and Semi-Independent Living Skills Services, when that service has been selected by the consumer, or his or her guardian, in accordance with Minnesota Statute 256B.49.
  - 4) Providers of out-of-state residential treatment for children, as long as funds are available, no in-state treatment provider can be identified that meets the needs of the children to be placed, the selected provider is licensed by a state authority and accredited by the Joint Commission, the Commission on Accreditation of Rehabilitation Facilities, or the Council on Accreditation.
  - 5) Medical Directors for Social Services detoxification services, the Mental Health Center, and for Social Services in county correctional programs, as long as funds are available, the need exceeds the supply of providers, and the providers are licensed.
  - 6) Providers when the Minnesota Department of Human Services has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.
  - 7) Providers of Intensive Residential Treatment Services when the Minnesota Department of Human Services has approved the contractor through a certification process.
  - 8) Providers authorized by community collaboratives established in state statute for which Ramsey County has fiscal agent responsibilities.
  - 9) Providers of accreditation training services for mental health professionals in accordance with Certified Community Behavioral Health Clinic requirements.
  - 10) Lead or host county contracts held by other counties in accordance with Minnesota Statute 256.0112
  - 11) Those contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
  - 12) Culturally Specific Emergency Shelter and Foster Care, Culturally Specific Group Residential Providers, Culturally Specific Liaisons to Prevent Education Neglect and

Child Protection Involvement, Culturally Specific Services for American Indian Families Involved in Child Protection, Culturally Specific Services to Prevent Out of Home Placement, Culturally Specific Guardianship and Culturally Specific Parent Mentoring by Peers

- 13) Community Support Programs, Culturally Specific African American Community Support Programs and Culturally Specific American Indian / Indigenous Community Support Programs.

- C. Approve actions deemed necessary for the orderly administration of contracts and agreements through December 31, 2022:
- 1) Approve acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.
  - 2) Approve letters of need determination, including any new Rule 31 Outpatient Treatment Agreements, subject to any exclusions in Resolution 93-457.
  - 3) Approve and execute amendments to agreements and contracts for inflationary adjustments, with all other terms and conditions remaining the same, in a form approved by the County Attorney's Office.
- D. For agreements approved by the Ramsey County Board through previous Health and Wellness Division Annual Authority for Procurement Requests that did not contain specific authority for amendments, allow future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget through December 31, 2022.

**9. Community Corrections Annual Authority for Procurement Requests**

[2021-703](#)

Sponsors: Community Corrections

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance department, to do the following:

- A. Approve solicitations and resulting contracts enter into agreements as a result of solicitations completed through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies, provided the amounts are within the budget, for the services listed below.

Adult Services

Community Reentry Services

Juvenile Services

Community-based Residential Services

Community Reentry Services

Diversion Programming

Juvenile Mental-Health Services

Ramsey County Correctional Facility

Inmate Commissary Services

- B. Enter into the following selected agreements without solicitation through December 31, 2022 and execute future amendments to the agreements, in accordance with the County's procurement policies and procedures, provided the amounts are within the budget for the services listed below.

- 1) Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy and treatment, as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
  - 2) Services provided by the county and payments received from external sources, such as health plans, the courts, other counties, and other parties, including payments for services already provided.
  - 3) Community collaboratives authorized and established in state statute for which Ramsey County has fiscal agent responsibilities.
  - 4) The use of lead or host county contracts held by other counties in accordance with Minnesota Statute 256.0112.
  - 5) Community Support Programs, Culturally Specific African American Community Support Programs, and Culturally Specific American Indian / Indigenous Community Support Programs.
- C. Approve actions deemed necessary for the orderly administration of contracts through December 31, 2022:
- 1) Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.
- D. For agreements approved by the Ramsey County Board through previous Community Corrections Annual Authority for Procurement Requests that did not contain specific authority for amendments, allow future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget through December 31, 2022.

**10. Grant Award from the Minnesota Department of Public Safety for Sexual Assault Services** [2021-688](#)

Sponsors: Public Health

1. Ratify the submittal of the grant application to the Minnesota Department of Public Safety, Office of Justice Programs, Crime Victim Services in the amount of \$694,628 for Sexual Assault Services.
2. Accept a grant award from and approve a grant agreement with the Minnesota Department of Public Safety, Office of Justice Programs, Crime Victim Services for Sexual Assault Services for the period of October 1, 2021 through September 30, 2023 in the amount of \$694,628.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

**11. Ramsey County's Parks & Recreation 2021 Competitive Equity Grant Awards** [2021-684](#)

Sponsors: Parks & Recreation

1. Ratify the submittal of the grant application to Metropolitan Council in the amount of \$2,000,000 for Equity Grant Programs.

2. Accept a grant award from and approve a grant agreement with the Metropolitan Council for Unlocking Winter Recreation - A Robust and Equitable Learn-to-Ski Program at Battle Creek Regional Park Equity Grant for the period of grant execution through June 30, 2024 in the amount of \$161,300.
3. Accept a grant award from and approve a grant agreement with the Metropolitan Council for Cultural Liaisons for Parks Equity Grant for the period of grant execution through June 30, 2024 in the amount of \$38,700.
4. Authorize the Chair and Chief Clerk to execute the grant agreements.
5. Authorize the County Manager to enter into agreements and contracts and amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

**12. Grant Applications to the Minnesota Department of Transportation for Safe Routes to School Funding Requests for the Koehler Road Trail Project and the Lexington Avenue Rectangular Rapid Flashing Beacon Pedestrian Crossing Project** [2021-660](#)

Sponsors: Public Works

1. Support construction of the Koehler Road trail project and Lexington Avenue and the Lexington Avenue Rectangular Rapid Flashing Beacon pedestrian crossing project and agree to maintain such improvements.
2. Support submittal of the Koehler Road trail \$500,000 Safe Routes to School grant application request and the Lexington Avenue Rectangular Rapid Flashing Beacon pedestrian crossing \$80,000 Safe Routes to School grant application request.
3. Provide assurance that all costs associated with the Koehler Road trail project and Lexington Avenue Rectangular Rapid Flashing Beacon pedestrian crossing project beyond the Safe Routes to School grant awards will be paid for with county and city funds.

**13. Amendment to Sole Source Agreement with GrantAnalyst.com, LLC, dba Zoom Grants Technology for Online/Cloud-Based Grant Application Management Technology** [2021-693](#)

Sponsors: Community & Economic Development

1. Approve the amendment to the sole source agreement with GrantAnalyst.com, LLC, dba Zoom Grants Technology for online/cloud-based grant application management technology to increase total contract maximum from \$39,000 to \$72,000.
2. Authorize the Chair and Chief Clerk to execute the amendment.

**14. Obligation of American Rescue Plan Act Funding Towards Deeply Affordable Housing Projects** [2021-682](#)

Sponsors: Community & Economic Development

1. Approve recommended projects and funding amounts for the preservation and construction of deeply affordable housing.
2. Authorize the County Manager to enter into the necessary loan or grant agreements and execute amendments to the loan or grant agreements in a manner consistent with American Rescue Plan Act regulations and requirements in a form approved by the County Attorney's Office.

**15. Agreements with the Cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and the Township of White Bear** [2021-689](#)

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**for Law Enforcement Services and a Personnel Complement Increase**

Sponsors: Sheriff's Office

1. Approve the Law Enforcement Services Agreements with the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and the Township of White Bear for law enforcement and public safety services, in accordance with the Agreements.
2. Approve an increase in the personnel complement of the Ramsey County Sheriff's Office Contract Communities by 1.0 Full-Time Equivalent Deputy Sheriff - Commander.
3. Authorize the Chair and Chief Clerk to execute the Agreements.

**16. 2022 Salary Rate for the Ramsey County Sheriff**[2021-687](#)

Sponsors: Sheriff's Office

1. Set the annual salary for the Ramsey County Sheriff at \$163,818 effective January 1, 2022.
2. Authorize the continuation of the contribution to deferred compensation consistent with that approved for non-represented employees for 2022.
3. Authorize the continuation of the administrative allowance of \$110 per month.
4. Authorize the continuation of the uniform/clothing allowance of \$1,375 for 2022.
5. Authorize the continuation of the cell phone/wireless service allowance as provided to all eligible County employees.

**17. 2022 Salary Rate for the Ramsey County Attorney**[2021-698](#)

Sponsors: County Attorney's Office

1. Set the annual salary for the elected Ramsey County Attorney by increasing the current salary of \$185,004 by the same wage settlement agreed to by the AFSCME Local 8 Assistant County Attorneys bargaining unit, to be effective the first full pay period following January 1, 2022.
2. Authorize the continuation of the contribution to deferred compensation for the elected County Attorney consistent with the Local 8 Assistant County Attorneys agreement.
3. Authorize the continuation of the administrative allowance of \$110 per month.
4. Authorize the continuation of the transportation allowance of \$150 per month.
5. Authorize the continuation of the cell phone/wireless service allowance as provided to all eligible County employees.

**18. Repurchase of a Tax-forfeited Property Located at 1277 Rice Street, Saint Paul, MN 55117**[2021-675](#)

Sponsors: Property Tax and Records &amp; Election Services

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
Commissioner District 3  
PIN: 24-29-23-44-0008  
Property Address: 1277 Rice Street, Saint Paul, MN 55117  
Repurchase Amount Due to Date: \$11,098.90
2. Approve the repurchase of the above tax-forfeited property by Dustin Nguyen, fee owner at the time of forfeiture ("Repurchaser"), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will

- a) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs, and maintenance costs; and
- b) execute a repurchase contract with the following conditions:
  - i. subscribe to Landlord Alerts through the Saint Paul Police Department within thirty (30) days of contract execution;
  - ii. update mailing address with Ramsey County and Saint Paul Department of Safety & Inspections within thirty (30) days of contract execution;
  - iii. schedule and complete fire safety inspection on property within six (6) months of contract execution and complete any requirements arising from inspection within six (6) months of inspection order issuance; and
  - iv. continue to maintain and keep the property in a secure and safe condition from the date of contract execution through the term of the repurchase contract or any city oversight, whichever is longer.

**19. Repurchase of a Tax-forfeited Property Located at 760 Minnehaha Avenue East, Saint Paul, MN 55106** [2021-676](#)

Sponsors: Property Tax and Records & Election Services

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
Commissioner District 5  
PIN: 32-29-22-11-0021  
Property Address: 760 Minnehaha Avenue East, Saint Paul, MN 55106  
Repurchase Amount Due to Date: \$10,937.91
2. Approve the repurchase of the above tax-forfeited property by Dustin Nguyen, fee owner at the time of forfeiture ("Repurchaser"), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will
  - a) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs, and maintenance costs; and
  - b) execute a repurchase contract with the following conditions:
    - i. subscribe to Landlord Alerts through the Saint Paul Police Department within thirty (30) days of contract execution;
    - ii. update mailing address with Ramsey County and Saint Paul Department of Safety & Inspections within thirty (30) days of contract execution;
    - iii. schedule and complete fire safety inspection on property within six (6) months of contract execution and complete any requirements arising from inspection within six (6) months of inspection order issuance; and
    - iv. continue to maintain and keep the property in a secure and safe condition from the date of contract execution through the term of the repurchase contract or any city oversight, whichever is longer.

**20. Repurchase of a Tax-forfeited Property Located at 1128 Beech Street, Saint Paul, MN 55106** [2021-674](#)

Sponsors: Property Tax and Records & Election Services

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
Commissioner District 6  
PIN: 33-29-22-12-0068

Property Address: 1128 Beech Street, Saint Paul, MN 55106

Repurchase Amount Due to Date: \$25,744.51

2. Approve the repurchase of the above tax-forfeited property by Dustin Nguyen, fee owner at the time of forfeiture (“Repurchaser”), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will
  - a) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs, and maintenance costs; and
  - b) execute a repurchase contract with the following conditions:
    - i. subscribe to Landlord Alerts through the Saint Paul Police Department within thirty (30) days of contract execution;
    - ii. update mailing address with Ramsey County and Saint Paul Department of Safety & Inspections within thirty (30) days of contract execution;
    - iii. schedule and complete fire safety inspection on property within six (6) months of contract execution and complete any requirements arising from inspection within six (6) months of inspection order issuance; and
    - iv. continue to maintain and keep the property in a secure and safe condition from the date of contract execution through the term of the repurchase contract or any city oversight, whichever is longer.

**21. Charitable Gambling License with White Bear Township for Centennial High School Football and Lucy’s Burgers Holding Company** [2021-753](#)

Sponsors: Property Tax and Records & Election Services

1. Approve the application requesting a premises permit for Lucy’s Burgers Holding Company, lessee of Township Theater Shops in the Town of White Bear for lawful pull-tab gambling activity for Centennial High School Football.
2. Authorize the Chair and Chief Clerk to sign the application.

**22. Amendments to Administrative Code - Enterprise and Administrative Services Department** [2021-679](#)

Sponsors: Information and Public Records

1. Approve amendments to the Administrative Code to incorporate the Enterprise and Administrative Services department.
2. Direct the Chief Clerk to the County Board to amend the Administrative Code to reflect approved amendments.

**23. 2022 Ramsey County State Legislative Platform** [2021-696](#)

Sponsors: Communications & Public Relations

1. Approve the 2022 Ramsey County State Legislative Platform
2. Authorize Ramsey County representatives to work with members of the Legislature and other interested parties to promote legislation reflective of the positions contained in the platform.

**24. Adoption of the Ramsey County 2040 Comprehensive Plan** [2021-741](#)

Sponsors: County Manager's Office

Adopt the Ramsey County 2040 Comprehensive Plan.

**POLICY ITEMS****25. Approval of the 2022-23 Ramsey County Operating Budget**[2021-661](#)

Sponsors: Finance

Approve the 2022-23 Ramsey County Operating Budget and the 2022 Tax Levy:

1. Approve the 2022 budget of \$774,095,817 and the 2023 budget of \$783,166,239 with all the changes noted in the attached budget addenda. The 2022 budget is an increase of \$25,257,019 or 3.4% increase over the 2021 adjusted budget of \$748,838,798, and the 2023 budget is an increase of \$9,070,422 or 1.2% over the 2022 proposed budget.
2. Approve the 2022-23 Fee Schedule, as amended.
3. Authorize the County Manager to continue to fund Internal Services Fund for Employee Health and Dental Insurance to account for health and dental premiums.
4. Authorize the County Manager to move, transfer, or reallocate existing Full Time Equivalents and budget resources within and between the service teams to support the service teams in their ability to achieve and implement the Ramsey County Board's vision, mission, goals and strategic plan.
5. Authorize the County Manager to make all necessary budget adjustments, including transfers and increasing estimated revenues and expenditures to implement Request for Board Actions that have been approved by the Ramsey County Board of Commissioners.

**26. Approval of the 2022 Tax Levy**[2021-754](#)

Sponsors: Finance

Approve the 2022 Tax Levy:

1. Approve and adopt the 2022 total tax levy of \$338,743,612, a 1.55% increase over the 2021 tax levy of \$333,577,720. Tax levy statement attached.
2. Adopt a countywide levy on all taxable property of \$323,876,112 and a suburban-only levy for Libraries of \$14,867,500 on all taxable property in Ramsey County outside of the city of Saint Paul, to be levied in the year 2021 and to be collected in the year 2022.
3. Approve and adopt the 2022 tax levy of \$14,867,500 on suburban properties for libraries to be a separate line on the property tax statement.

**27. Approval of the 2022-27 Capital Improvement Program Plan and 2022-23 Capital Improvement Program Budget and Financing**[2021-752](#)

Sponsors: Finance

1. Approve the 2022-27 Capital Improvement Program Plan, the 2022-23 Capital Improvement Program Budget, and 2022 Capital Improvement Program Financing.
2. Authorize the County Manager to enter into agreements and contracts and execute amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the Capital Improvement Program funding.

**COUNTY CONNECTIONS****OUTSIDE BOARD AND COMMITTEE REPORTS**

**BOARD CHAIR UPDATE**

**ADJOURNMENT**

Following County Board Meeting:

Housing and Redevelopment Authority Meeting - virtual meeting/Council Chambers-Courthouse Room 300

Regional Railroad Authority Meeting - virtual meeting/Council Chambers-Courthouse Room 300

10:30 a.m. (estimated): Closed meeting - \*CLOSED TO PUBLIC\*  
Re: County Manager's Performance Review

12 p.m.: County-Courts Joint Meeting

Public access via Zoom:

<https://zoom.us/j/99672391858?pwd=TXZ3QlZiZnVscVNGVVBNTFhHdXdUT09>

Webinar ID: 996 7239 1858 | Passcode: 020616 | Phone: 651-372-8299

1:30 p.m. County Board Workshop: 2022-2026 Transportation Improvement Program

Public access via Zoom:

<https://zoom.us/j/91686699374?pwd=a01keDFIVUIqVzZXWEQ4MGdZN1hkdz09>

Webinar ID: 916 8669 9374 | Passcode: 925411 | Phone: 651-372-8299

Advance Notice:

December 28, 2021 No county board meeting

January 4, 2022 County board meeting – Council Chambers

January 11, 2022 County board meeting – Council Chambers

January 18, 2022 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:** 2021-571

**Meeting Date:** 12/21/2021

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**Sponsor:** County Manager's Office

**Title**

Agenda of December 21, 2021 is Presented for Approval.

**Recommendation**

Approve the agenda of December 21, 2021.



# Board of Commissioners

## Request for Board Action

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

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**Item Number:** 2021-582

**Meeting Date:** 12/21/2021

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**Sponsor:** County Manager's Office

**Title**

Minutes from December 14, 2021 are Presented for Approval

**Recommendation**

Approve the December 14, 2021 Minutes.

**Attachments**

1. December 14, 2021 Minutes



# Board of Commissioners Minutes

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

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December 14, 2021 - 9 a.m.

Virtual meeting / 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: Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt, and Chair Carter. Also present were Ryan O'Connor, County Manager, and Sam Clark, Civil Division Director, Ramsey County Attorney's Office.

## ROLL CALL

Present: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

## PLEDGE OF ALLEGIANCE

1. Agenda of December 14, 2021 is Presented for Approval. [2021-569](#)

Sponsors: County Manager's Office

Approve the agenda of December 14, 2021.

Motion by McGuire, seconded by MatasCastillo. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

2. Minutes from November 23, 2021 are Presented for Approval [2021-581](#)

Sponsors: County Manager's Office

Approve the November 23, 2021 Minutes.

Motion by Reinhardt, seconded by McDonough. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

## PRESENTATION OF AWARD

3. Presentation of Ramsey County Employee Achievement Awards: Megan Koral, Communications & Public Relations; Andrea Jamison, Ramsey County Attorney's Office [2021-625](#)

Sponsors: Human Resources

None. For information and discussion only.

Commissioner McDonough presented the employee achievement award to Megan Koral, Communications and Public Relations; Commissioner McGuire presented the employee achievement award to Andrea Jamison, Ramsey County Attorney's Office. Discussion can be found on archived video.

## COVID UPDATE

Presented by County Manager Ryan O'Connor, Sara Hollie, Director - Public Health, Dr. Ogawa,

Medical Director - Public Health, and Laura Andersen, Deputy Incident Commander - Public Health.  
Discussion can be found on archived video.

## ADMINISTRATIVE ITEMS

4. Grant Award from the City University of New York/Institute of State and Local Governance Committee for Reducing Revocation Challenge [2021-637](#)

Sponsors: Community Corrections

1. Ratify the submittal of a grant application to the City University of New York/Institute of State and Local Governance Committee for Reducing Revocation Challenge
2. Accept a grant award from and approve a grant with the City of New York University/Institute of State and Local Governance Committee for Reducing Revocation Challenge for the period of October 1, 2021 through September 30, 2023 in the amount of \$430,438.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2021-262](#)

5. Grant Award from Minnesota Housing Finance Agency for Homework Starts with Home [2021-671](#)

Sponsors: Housing Stability

1. Ratify the Housing Stability Department sponsored submittal of the Solid Ground Minnesota Housing Finance Agency Homework Starts with Home application.
2. Accept a grant award from and approve a grant agreement with the Minnesota Housing Finance Agency for the period of October 1, 2021 through September 30, 2023 in the amount of \$444,700.
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 and contracts in accordance with the county's procurement policies and procedures provided the amounts are within the limits of the grant funding.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: [B2021-263](#)

6. Amendment to Agreement with NextGen Healthcare Information Systems, LLC for Electronic Health Record and Related Services [2021-726](#)

Sponsors: Health and Wellness Administration

Authorize the County Manager to approve and execute Amendment 11 to Agreement CHS16 NextGen 01 21 with NextGen Healthcare Information Systems, LLC, 18111 Von Karman Avenue, Suite 700, Irvine CA 92612 for electronic health record, hosting, interfaces and related services for the period November 28, 2021 through November 27, 2026, with an additional one-time renewal option of five years, in accordance with the county's procurement policies and procedures.

Motion by Reinhardt, seconded by McGuire. Motion passed.  
 Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
 Resolution: [B2021-264](#)

- 7. Repurchase of a Tax-forfeited Property Located at 90 Crocus Place, Saint Paul, MN 55102 [2021-644](#)

Sponsors: Property Tax and Records & Election Services

- 1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
 Commissioner District 4  
 PIN: 01-28-23-33-0013  
 Property Address: 90 Crocus Place, Saint Paul, MN 55102  
 Repurchase Amount Due to Date: \$130,096.54
- 2. Approve the repurchase of the above tax-forfeited property by Margaret Mindrum, fee owner at the time of forfeiture (“Repurchaser”), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will a) execute a repurchase contract; and b) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs and maintenance costs at the time of execution.

Motion by Reinhardt, seconded by McGuire. Motion passed.  
 Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
 Resolution: [B2021-265](#)

- 8. Repurchase of a Tax-forfeited Property Located at 2550 38th Avenue Northeast #111, Saint Anthony, MN 55421 [2021-647](#)

Sponsors: Property Tax and Records & Election Services

- 1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
 Commissioner District 2  
 PIN: 31-30-23-33-0088  
 Property Address: 2550 38th Avenue Northeast #111, Saint Anthony, MN 55421  
 Repurchase Amount Due to Date: \$45,897.79
- 2. Approve the repurchase of the above tax-forfeited property by Karen Greiner, fee owner at the time of forfeiture (“Repurchaser”), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will a) execute a repurchase contract; and b) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs and maintenance costs at the time of execution.

Motion by Reinhardt, seconded by McGuire. Motion passed.  
 Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
 Resolution: [B2021-266](#)

- 9. Repurchase of a Tax-forfeited Property Located at 2690 Oxford Street North #252, Roseville, MN 55113 [2021-649](#)

Sponsors: Property Tax and Records & Election Services

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
 Commissioner District 2  
 PIN: 02-29-23-33-0159  
 Property Address: 2690 Oxford Street North #252, Roseville, MN 55113  
 Repurchase Amount Due to Date: \$5,829.50
2. Approve the repurchase of the above tax-forfeited property by Sheila Ryan, fee owner at the time of forfeiture ("Repurchaser"), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will a) execute a repurchase contract; and b) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs and maintenance costs at the time of execution.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-267

- 11.** Housing Endowment Fund - Sibley Cove Loan Payoff of a Housing Endowment Fund [2021-658](#)

Sponsors: Economic Growth and Community Investment

Authorize the County Manager to transfer and appropriate \$312,242 from a loan receipt in the General Fund to the Community and Economic Development and the Housing Stability departments.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-268

- 12.** Funding for Workforce Programs Through the American Rescue Plan Act [2021-667](#)

Sponsors: Workforce Solutions, Financial Assistance Services and Human Resources

1. Allocate \$1,850,000 of the American Rescue Plan Act funds to support the new Ramsey County Early Childhood Academy and Public Health Career Pathways programs, in accordance with federal guidance.
2. Authorize the County Manager to establish grant accounts for the Early Childhood Academy and the Public Health Career Pathways programs and to transfer related expenses and revenue to these accounts.
3. Authorize the County Manager to enter into agreements and contracts and amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Resolution: B2021-269

- 13.** Civil Penalty Fine Schedule for Violations of Ramsey County Ordinances [2021-646](#)

Sponsors: Public Health

Adopt a civil penalty fine schedule in association with Ramsey County Administrative Ordinance, section 6.02, item B, subitem 4.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2021-270

14. Appointment of Sara Hollie, Director - Public Health, as the Community Health Services Administrator and Agent of the Saint Paul - Ramsey County Community Health Board. [2021-659](#)

Sponsors: Public Health

Appoint Sara Hollie, Director - Public Health, as the Community Health Services Administrator and Agent of the Saint Paul - Ramsey County Community Health Board.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2021-271

15. Cancellation of Board Meeting in First Quarter 2022 [2021-664](#)

Sponsors: Board of Commissioners

Cancel the Ramsey County board meeting of February 15, 2022.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2021-272

16. Minnesota Opioids State-Subdivision Memorandum of Agreement and Multistate Opioids Settlements [2021-735](#)

Sponsors: County Manager's Office

1. Support and agree to the Minnesota Opioids State-Subdivision Memorandum of Agreement.
2. Opt into the multistate settlements with McKesson, Cardinal Health, and AmerisourceBergen, and with Johnson & Johnson.
3. Authorize the County Manager to execute all necessary documents to ensure Ramsey County participation in the multistate settlements (including the participation agreement and accompanying release) and the Minnesota Opioids State-Subdivision Memorandum of Agreement.
4. Support the amending of Minnesota Statutes Section 256.043, subdivision 3(d), to remove a provision which would appropriate approximately 50 percent of the state's settlement allocation to county social service agencies via the existing opiate epidemic response fund distribution mechanism for statutorily prescribed uses.

Motion by Reinhardt, seconded by McGuire. Motion passed.

Aye: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt  
Resolution: B2021-273

## COUNTY CONNECTIONS

Presented by County Manager, Ryan O'Connor. 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 Carter. Discussion can be found on archived video.

**ADJOURNMENT**

Chair Carter declared the meeting adjourned at 11 a.m.

**CLOSED MEETING**

Pursuant to Minnesota Statute § 13D.05 subd. 3(d), the Ramsey County Board met in a closed meeting to discuss cybersecurity issues, which was not open to the public.

Re: Cybersecurity Updates

The Closed Meeting was called to order at 11:13 a.m. with the following members present: Commissioners Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt and Chair Carter. Also present: Ryan O'Connor, County Manager; Sam Clark, Civil Division Director, Office of the Ramsey County Attorney; Rich Christensen, Chief Information Officer, Information Services; Karen Francois, Deputy County Manager, Information and Public Records Service Team; Eric Brown, Chief Information Security Officer, Information Services; Elizabeth Tolzmann, Director of Policy & Planning, County Manager's Office; Kathy Hedin, Deputy County Manager, Health and Wellness Service Team; Scott Williams, Deputy County Manager, Safety and Justice Service Team; Deanna Pesik, Chief Compliance and Ethics Officer, Compliance and Ethics Office; Alex Kotze, Chief Financial Officer, Finance; Jenny Groskopf, Enterprise Risk Manager, Finance; Melitta Drechsler, Assistant County Attorney, Civil Division, Office of the Ramsey County Attorney, and Claire Heitman, Civil Division, Office of the Ramsey County Attorney.

The board directed county staff to proceed as discussed during the closed meeting.

The closed meeting was adjourned at 12:24 p.m.

# Board of Commissioners

## Request for Board Action

**Item Number:** 2021-699

**Meeting Date:** 12/21/2021

**Sponsor:** County Manager's Office

**Title**

Personnel Complement Increase to Support Violence Prevention Initiatives Through the American Rescue Plan Act

**Recommendation**

1. Approve an increase in the personnel complement for Social Services by 20.0 Full-Time Equivalent Social Work III and by 1.0 Full-Time Equivalent Mental Health Supervisor.
2. Approve an increase in the personnel complement for Emergency Communications by 8.0 Full-Time Equivalent 9-1-1 Telecommunicator and 1.0 Full-Time Equivalent Emergency Communications Shift Supervisor.
3. Approve an increase in the personnel complement for Public Health by 1.0 Full-Time Equivalent Violence Prevention Coordinator, 2.0 Full-Time Equivalent Community Health Responder, 1.0 Full-Time Equivalent Planning Specialist I and 4.0 Full-Time Equivalent Community Mediator.
4. Approve and increase in the personnel complement for the County Manager Office by 2.0 Full-Time Equivalent Planning Specialist I.

**Background and Rationale**

On November 16, 2021, the Ramsey County Board approved (Resolution B2021-251) allocation up to \$16 million of the American Rescue Plan Act funds to support Violence Prevention Initiatives through 2024. The County Manager is requesting board approval to increase the personnel complement by 40 additional Full-Time Equivalent (FTE) to support the Violence Prevention Initiatives. The personnel increase will support the effort to create and deliver a proactive community driven response that shifts the responsibility for violence prevention and safety from being primarily the responsibility of law enforcement to a partnership involving those who are most impacted by violence in the community.

Flexible resources are imperative to the success of these initiatives due to their original and innovative service approaches. The commitment to a formative and summative program and process level evaluation requires the agility to respond to changing scope and strategy, which may require movement of FTEs across departments to increase effectiveness. Social Services, Emergency Communications, Public Health and the County Manager's Office require the following staff to be phased in over the next three years to expand existing services or invest in new service models that support community-based emergency response and violence prevention.

<u>Department</u>	<u>Classification</u>	<u>FTE</u>	<u>Yearly Cost</u>
Social Services	Social Worker III	20	\$ \$2,265,297
Social Services	Mental Health Supervisor	1	\$ 129,999
Emergency Communications	9-1-1 Telecommunicator	8	\$ 572,298
Emergency Communications	Emer. Comm. Shift Supervisor	1	\$ 131,329
Public Health	Violence Prevention Coordinator	1	\$ 125,772
Public Health	Community Health Responder	2	\$ 209,146

Public Health	Community Mediator	4	\$ 358,706
Public Health	Planning Specialist I	1	\$ 124,406
County Manager Office	Planning Specialist I	2	\$ 244,926
<b>TOTAL</b>		<b>40</b>	<b>\$ 4,161,879</b>

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

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

In Ramsey County, Black and American Indian populations continue to be burdened by the most significant disparities across life outcomes. The pandemic only exacerbated those disparities, manifesting in circumstances, behaviors, and needs which have been approached with public safety system responses. More appropriate investments are required to support the development of systemically disinvested communities. These investments should support the wellness of communities, offer options that do not utilize harmful punishment mechanisms, and prevent engagement with the public safety system. The investment areas proposed as part of these violence prevention initiatives will divert people away from the criminal justice system by providing alternative responses to 9-1-1 calls for assistance and will also increase the capacity of Healing Streets to bring a public health approach to interrupting the cycle of group and gun violence.

**Community Participation Level and Impact**

The personnel increase will directly support community violence intervention programs. These programs will work to address disparities within the county and develop a community response capability that will empower communities to have a larger role in keeping their neighborhoods safe.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

The Ramsey County Board approved up to \$16 million of American Rescue Plan Act funds to support Violence Prevention Initiatives through 2024. These funds will be used to cover the estimated \$4,161,879 per year for the Violence Prevention personnel complement. For 2025 and beyond, staff will evaluate the level of resources needed to support the violence prevention initiatives into the future based on evaluation of the work done in 2022-2024.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On November 16, 2021, the Ramsey County Board allocated up to \$16 million of the American Rescue Plan Act funds for Violence Prevention initiatives (Resolution B2021-251).

On November 9, 2021, a Ramsey County Board workshop was held on Violence Prevention Initiatives.

On October 12, 2021, a Violence Prevention Initiatives policy discussion was held with the Ramsey County Board.

**Attachments**

None.

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-701

**Meeting Date:** 12/21/2021

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**Sponsor:** Human Resources

**Title**

Designation of a Position to Unclassified Service in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3

**Recommendation**

Approve the designation of a classified position to the Deputy Director of Property Tax, Records and Elections Services position to unclassified services in accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3.

**Background and Rationale**

The Property Tax, Records and Election Services (PTRES) department has recently expanded to include the Recording and the Property Tax and Assessment Customer Service areas and will expand again in 2022 to include Vital Records. The department expansions and complexity of the new and existing subject matter necessitate a second deputy director of Property Tax, Records and Elections Services (deputy director - PTRES) to support the growing team and ensure county initiatives and priorities are represented throughout department policies and programs. Department responsibilities are highly complex with competing statutory timelines and includes the duties of several statutory offices - Auditor, Treasurer, Recorder and Examiner of Titles. Duties and responsibilities include:

- Property tax administration processes including auditing, calculating, billing, collecting and distributing property taxes for all governmental entities (county, cities, schools, special taxing districts) within the county.
- Elections and voter registration activities; contracts for election services with cities and schools.
- Forfeiture of property for non-payment of property tax and the administration, sale and use of tax forfeited property.
- Real estate document recording and indexing.
- Collection and reconciliation of over \$1.8 billion in revenue from property taxes and other sources of revenue.

Both deputy director - PTRES positions will report to the director of PTRES and will function as members of the department management team. They will be responsible for ensuring statutory compliance, department operations, general department management and accountability of the statutory offices within the department. The duties of the position involve significant discretion and substantial involvement in the development, interpretation and implementation of department policy and procedures.

The addition of this position will strengthen the PTRES management team and better enable each department division to serve the residents of Ramsey County. The department divisions will be re-aligned by subject matter teams: Property Records, Civic Services and Property Tax Services. Each team will be led by a manager that possesses subject matter expertise and will receive direction from one of the two deputy directors. This allows the deputy directors and managers to focus on a specific subject area and implement programs and policies that are subject matter centric and driven by county priorities and initiatives. This division structure invites shared resources and strong internal supports, maximizing opportunities for staff

growth and retention. Staff will receive focused support from leadership and work in an environment that naturally fosters collaboration due to aligning like-subject matter divisions. Service to Ramsey County residents will be optimized with this level of support.

Human Resources department conducted a review of the functions of this position and the job description, and a review of the applicable statute governing the creation of unclassified positions. The review concluded:

- The title deputy director - PTRES adequately describes the work of this position.
- Board action is required to designate an additional deputy director - PTRES as unclassified.
- This request will not require a change in the personnel complement or additional funding. A vacant supervisory position which is no longer utilized will be reclassified to the classification of deputy director - PTRES. This position will be filled through an open competitive hiring process.
- The Human Resources director certifies that this position meets the standards and criteria of the Personnel Act, Minnesota Statute 383A.286, Subd.3, to be placed in the unclassified service.

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

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

A primary service delivery goal for the PTRES department is to serve all residents in a respectful, compassionate and high-quality manner that provides equitable outcomes, meets the needs of the county's residents and business owners in the assigned areas, and engages residents in pro-active service changes. An additional equally important goal is to promote a diverse, culturally competent and respectful workplace. This action seeks to strengthen the PTRES leadership team to ensure these goals are achieved throughout the department - not only in the policies, programs and services, but also reflected in the department's workforce.

**Community Participation Level and Impact**

This action enables each department division to focus on providing effective, efficient and accessible operations for our residents. This includes leading continuous improvement efforts to change practices, policies and procedures to build better service delivery and ensure alignment with county priorities and initiatives.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

This action will not require a complement increase or budget adjustment for the department in 2021; funding from the vacant supervisory position is available; additional funds required are available through the proposed 2022-23 PTRES department budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. Study Summary - deputy director, PTRES
2. Organization Chart - PTRES

## **Study Summary – Deputy Director, PTRES**

The Property Tax, Records and Election Services (PTRES) department has recently expanded to include the Recording and the Property Tax and Assessment Customer Service areas and will expand again in 2022 to include Vital Records. The department expansions and complexity of the new and existing subject matter necessitate a second deputy director of Property Tax, Records and Elections Services (deputy director – PTRES) to support the growing team and ensure county initiatives and priorities are represented throughout department policies and programs. Department responsibilities are highly complex with competing statutory timelines and includes the duties of several statutory offices - Auditor, Treasurer, Recorder and Examiner of Titles. Duties and responsibilities include:

- Property tax administration processes including auditing, calculating, billing, collecting and distributing property taxes for all governmental entities (county, cities, schools, special taxing districts) within the county.
- Elections and voter registration activities; contracts for election services with cities and schools.
- Forfeiture of property for non-payment of property tax and the administration, sale and use of tax forfeited property.
- Real estate document recording and indexing.
- Collection and reconciliation of over \$1.8 billion in revenue from property taxes and other sources of revenue.

Both deputy director - PTRES positions will report to the director of PTRES and will function as members of the department management team. They will be responsible for ensuring statutory compliance, department operations, general department management and accountability of the statutory offices within the department. The duties of the position involve significant discretion and substantial involvement in the development, interpretation and implementation of department policy and procedures.

The addition of this position will strengthen the PTRES management team and better enable each department division to serve the residents of Ramsey County. The department divisions will be re-aligned by subject matter teams: Property Records, Civic Services and Property Tax Services. Each team will be led by a manager that possesses subject matter expertise and will receive direction from one of the two deputy directors. This allows the deputy directors and managers to focus on a specific subject area and implement programs and policies that are subject matter centric and driven by county priorities and initiatives. This division structure invites shared resources and strong internal supports, maximizing opportunities for staff growth and retention. Staff will receive focused support from leadership and work in an environment that naturally fosters collaboration due to aligning like-subject matter divisions. Service to Ramsey County residents will be optimized with this level of support.

Human Resources department conducted a review of the functions of this position and the job description, and a review the of applicable statute governing the creation of unclassified positions. The review concluded:

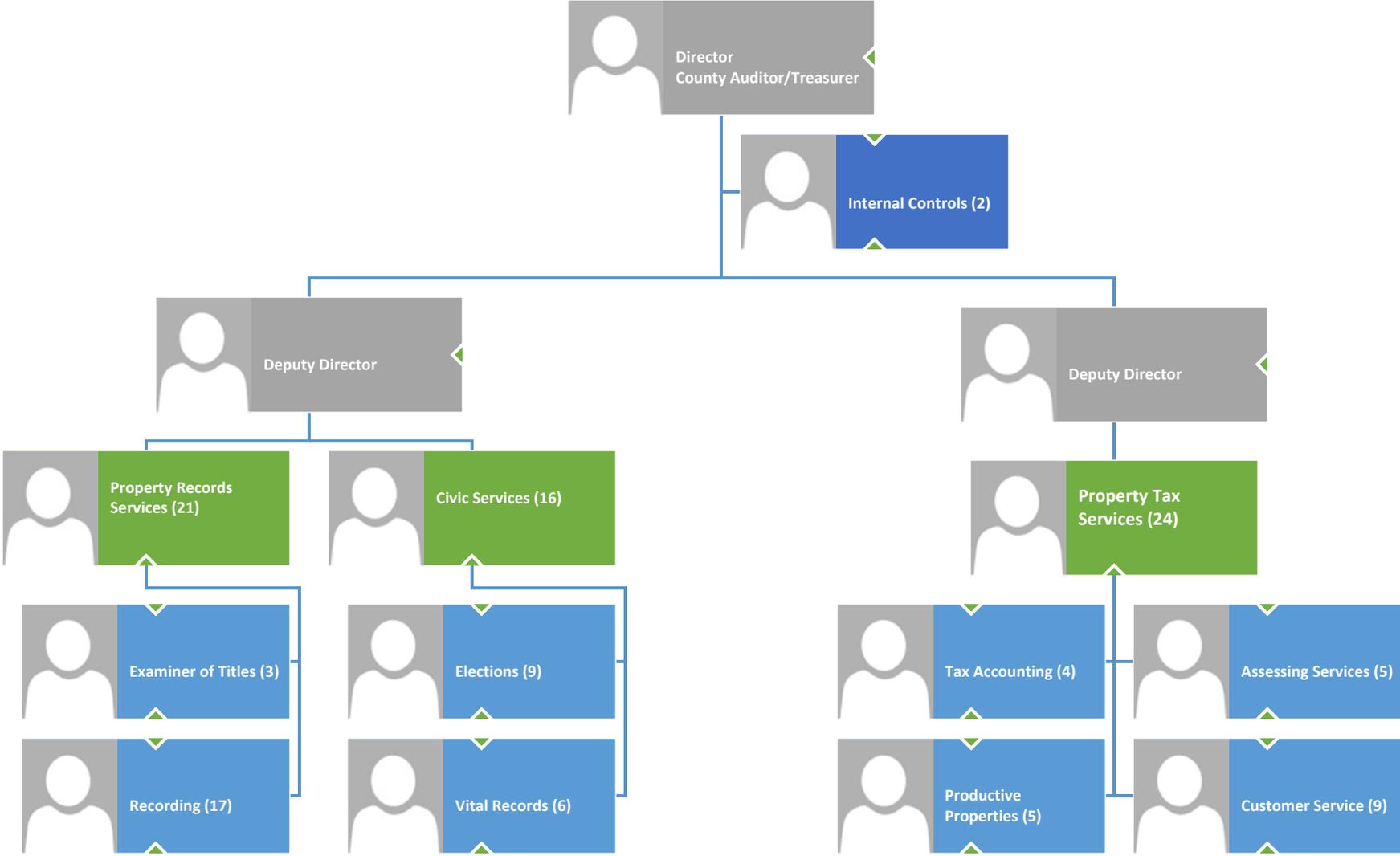
- The title deputy director - PTRES adequately describes the work of this position.
- Board action is required to designate an additional deputy director – PTRES as unclassified.
- This request will not require a change in the personnel complement or additional funding. A vacant supervisory position which is no longer utilized will be reclassified to the classification of deputy director – PTRES. This position will be filled through an open competitive hiring process.

- The Human Resources director certifies that this position meets the standards and criteria of the Minnesota Statute 383A.286, Subdivision 3, to be placed in the unclassified service.

Recommendation

Approve designation of one additional unclassified, unrepresented deputy director of Property Tax, Records and Elections Services position.

# PROPERTY TAX, RECORDS & ELECTION SERVICES (PTRES) DEPARTMENT



# Board of Commissioners

## Request for Board Action

**Item Number:** 2021-702

**Meeting Date:** 12/21/2021

**Sponsor:** Human Resources

### Title

Designation of Unclassified Deputy Director Position in the Housing Stability Department in Accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3

### Recommendation

Approve the designation of the deputy director - Housing Stability position to unclassified service in accordance with the Personnel Act, Minnesota Statute 383A.286, Subdivision 3.

### Background and Rationale

On February 19, 2021, the Ramsey County Board passed an ordinance establishing the Housing Stability department. The department works to end homelessness and to ensure every community member has a safe and secure place to live.

To continue to build out the Housing Stability department and its functions, the department has requested to create an unclassified deputy director position. The primary duty will be to assist the Housing Stability director in setting the overall vision and long-term direction of the department. The deputy director will provide management support to the director of Housing Stability in the formulation and implementation of policies and procedures, budget, implementation and evaluation of programs; supervise and direct department staff in carrying out the mission of the Housing Stability department; and perform related duties as assigned.

Human Resources department conducted a review of the functions of this position, the job description and a review of the applicable statute governing the creation of unclassified positions.

The review concluded:

- The title deputy director - Housing Stability adequately describes the work of this position.
- Board Action is required to designate the deputy director - Housing Stability position as unclassified;
- This request will not require a change in the personnel complement or additional funding. A vacant dispatcher position has been reclassified to the classification of deputy director - Housing Stability but requires designation as unclassified. This position will be filled through an open competitive hiring process.
- The Human Resources director certifies that this position meets the standards and criteria of the Personnel Act, Minnesota Statute 383A.286, Subd. 3, to be placed in the unclassified service.

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

Well-being

Prosperity

Opportunity

Accountability

### Racial Equity Impact

Current data shows that racially diverse people are impacted by homelessness at a higher rate than the population as a whole. The department and this position hope to address this situation by getting people into stable housing and hence improve racial equity for all residents.

**Community Participation Level and Impact**

There was no community engagement for this item.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Total salary and fringe is estimated at approximately \$175,000 per year. This will be funded by the \$1,000,000 in Housing Stability gap funding contained in the proposed 2022-23 operating budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. Housing Stability Deputy Director Position Description
2. Study Summary
3. Organization Charts

**Job Class Title: Deputy Director (Unclassified)****BASIC FUNCTION:**

May report to the Director of the Community Economic Development or Housing Stability Department and will manage and lead county efforts to develop and create a shared vision and process for development that improves economic growth and business retention and expansion that provides value to Ramsey County residents and is consistent with Ramsey County's mission, vision and goals; assist with the overall vision, long-range strategic planning, leadership and direction of the Economic Growth and Community Investment (EGCI) Service Team; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED (All):**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Provide leadership, vision and strategic direction, in support of and aligned with the Ramsey County mission, vision and goals. Assist with managing measurable program and service outcomes and oversee the development of continuous improvements and quality assurance measures.
3. Oversee the conduct of performance evaluations, training, and hiring, discipline and termination procedures as well as directly supervise management, professional, paraprofessional and support staff, as assigned.
4. Assist the Director in managing all department programs, services and operations in alignment with the county's mission, vision, goals and values.
5. Assist in developing the budget, performance, and related reports.
6. Interpret policy, regulation, and manage complex project by planning and execution of initiatives.
7. Manage compliance with applicable federal, state, and local regulations policies, and procedures.
8. Prepare and present Requests for Board Action (RBAs) necessary to the county's role in redevelopment projects and other economic initiatives.
9. Manage program staff and provide work direction as it relates to services of the department including allocation of public funds.
10. Promote efficient, effective and collaborative service delivery.
11. Assist in building partnerships with Ramsey County cities to achieve collaboration and inclusiveness that will advance regional interests; serve as a convener and connector, bringing a regional perspective and opportunities to share in EGCI work.
12. Lead interdepartmental efforts and proactively pursue participation in countywide initiatives as a member of the EGCI Service Team to improve county service integration, promote efficient, effective and collaborative service delivery and meet the strategic goals and objectives of the County.
13. Assist with planning, developing and financing new projects; oversee contract and development agreements, and negotiations with contractors.
14. Develop and draft Requests for Qualifications (RFQs) and Requests For Proposal (RFPs) related to the county's role in development and redevelopment projects, act as point person in the solicitation of proposals, manage the evaluation process for proposals, coordinate activities with review committees comprised of officials from other entities, and manage resulting contracts, professional consultants and contractors; as well as the negotiation and execution of contracts and agreements with business owners, private developers, financial institutions and other vendors, and monitor contracted service performance to ensure deliverables are in compliance with applicable laws, rules, regulations and policies.
15. Participate in the countywide Senior Management Team and perform other duties as assigned.

### **Deputy Director - Community & Economic Development:**

- Provide direction for economic development programs and projects; develop program goals, objectives and measures economic development projects and initiatives.
- Work to retain and support existing businesses by aiding to ensure continued success and expansion. Keep abreast of changing needs for public intervention required to attract and retain desired business activity that will result in tax base and employment opportunities. Serve on various external stakeholder committees in identifying the County's role in business retention and expansion efforts.
- Assist the Director in establishing and implementing a Regional Economic Development Vision Plan.
- Develop strategic planning and evaluation activities for complex redevelopment projects in conjunction with Ramsey County leadership.
- Manage county's role in complex redevelopment projects at all levels, from project initiation to project coordination with various county departments, elected officials, community and business organizations and other stakeholders, and to monitor development and completion of projects.
- Serve as lead county liaison with entities involved in Ramsey County redevelopment projects, including businesses, local governments, and state and federal agencies. Serve as liaison between county teams and departments, outside public agencies, the community at large, and various other stakeholders to promote effective and efficient planning and execution of development projects and economic development initiatives.
- Plan, prepare and present an overview of economic development activities, redevelopment projects, and other economic initiatives to city and other local government officials, their elected bodies, business and developer groups, greater metropolitan area (MSP) and the County Board.
- Conducts preliminary negotiations and assists county officials in the final negotiations with owners and developer of properties that are candidates for redevelopment.

### **Deputy Director – Housing Stability:**

- Assist the department director and represent the county before the news media, elected officials, state and federal officials, local government officials, staff from other counties, and the community to present the county position on pending changes in laws, rules or regulations, to explain county policies and procedures and to negotiate satisfactory problem resolution.
- Assist the Director in providing strategic direction for homelessness services for the county and local partners. Assist building collaborative partnerships to support state, regional and local housing stability initiatives.
- Participate on an array of committees, boards and task forces to enhance housing stability programs and services impacting Ramsey County homeless residents and the region.
- Administer and direct the delivery of department services, ensuring high quality, culturally diverse and respectful services that provide equitable housing outcomes and meet the needs of the county's residents on the behalf of the Department Director.
- Manage and oversee the selection of professional consultants and contractors, to ensure the delivery of effective emergency and housing continuum services in compliance with applicable laws, rules, regulations and policies.
- Manage program staff and provide work direction as it relates to services of the Department including allocation of public funds.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS (ALL):** 1, 2, 3, 4, 5, 6, 7, 8, 9,10, 11, 12, 13,14,15.

**ESSENTIAL FUNCTIONS (Functional Area):** All essential functions listed above as well as the assigned Deputy Director functional area, as assigned.

**SUPERVISORY/MANAGERIAL RESPONSIBILITY:**

Supervise staff of up to three employees and directs the work of contractors, vendors and assigned Ramsey County personnel when providing project management of redevelopment projects.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with multi-disciplinary project teams, business owners, developers, financial institutions, city administrators, and community development directors to discuss, influence and negotiate aspects of development projects; daily to weekly contacts with County Commissioners and their assistants, Deputy County Managers, department heads, legal counsel for County, other public agencies and authorities, and leaders of business organizations to provide information and coordinate activity of county concern or impact; and weekly to monthly contact with state and federal agencies and officials, elected bodies of local governments affected by development projects.

**IMPACT ON SERVICES/OPERATIONS:**

Impact on the County's ability to administer community/economic development program in conformance with established guidelines as well as create economic growth and develop or redevelop realty property that is unused or in need of rehabilitation or reclamation, which in turn provides economic opportunity to Ramsey County residents and improves the county's tax base. Proper performance leads to better development of resources and opportunities within the county while remaining in compliance with state and federal laws and guidelines for environmental and other concerns, community engagement in projects and activities, and active partnership with the cities, towns, and other entities within Ramsey County. Improper performance can result in lost development opportunities and financial sanctions to the County.

**WORK ENVIRONMENT:**

Work is normally performed in an office setting and includes two to six hours of keyboard use and operating computerized office equipment per day. Travel in the metro area and to other county, city, and state facilities to attend meetings may be frequent at times and include evening meetings.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A high level of integrity with strong ethics and values.
- Strong knowledge of economic development strategies, procedures, and processes as well as specialty areas including transit-oriented development, affordable housing, workforce development, innovation incubation, and regional marketing.
- Knowledge of project management, methodology, principles and practices including project staffing, timeline development, specification requirement development and budgetary management.
- Knowledge of economic and business development, which includes approaches to land use, strategic planning methods and principles, incentives and programs, and an understanding of how business and government interests interact.
- Knowledge of planning for development in an urban environment.
- Knowledge and understanding of County Board policies, procedures and objectives.
- Skill in problem-solving, conflict resolution, and the ability to initiate and implement measures to resolve non-performing situations and conflict between individuals with differing opinions and interests.
- Skill in influencing and negotiating with other local government entities to provide a shared effort and benefit when developing property or other economic growth initiatives.
- Skill in written and verbal communications to a wide range of audiences, including public speaking and making public appearances.
- Ability to provide leadership and instill a shared vision of excellence.
- Ability to encourage and foster a department culture of respect, collaboration and innovation.
- Ability to plan, organize and direct multi-disciplinary activities. Ability to set clear priorities among multiple tasks and stay focused on project benchmarks and deadlines.
- Ability to anticipate future trends, assess impact, and display a system-wide thinking approach.
- Ability to organize, manage, direct and motivate staff toward the accomplishments of objectives.

- Ability to understand the political climate within which the department must operate, while always acting apolitically.
- Ability to work with diverse groups of individuals and groups to identify and achieve common goals (local governments, community leaders, businesses and property owners, service providers, etc.) as well as promote a diverse and culturally competent workforce furthering racial equity.
- Ability to analyze economic studies, financial statements, marketing studies, plans and specifications and bid packages.
- Ability to evaluate, trouble shoot, and solve problems quickly and effectively.
- Ability to interact with various groups in establishing and maintaining credible and effective working relationships internally and with public officials, professional administrators, business owners, developers, and key individuals and organizations in the field of economic and community development.
- Ability to assist with administrative functions such as procurement, department budget preparation and analysis, costing analysis, staffing needs analysis, and other related areas.

**MINIMUM QUALIFICATIONS:**

**Deputy Director - Community & Economic Development**

**Education:** Bachelor's Degree in public affairs or administration, urban planning or studies, planning, project management, economic development, business administration, economics, finance or a related area.

**Experience:** Six years of progressive experience in public administration, program management or a related area that includes urban planning, project management or development, economic development, or redevelopment of properties, including experience negotiating and financing and at least three years of experience in a supervisory or lead position.

**Substitution:** Master's Degree in economic development, public affairs, urban studies, economics, finance, public administration, business administration or a related field may substitute for 50% of the required experience.

**Certifications/Licensure:** None.

**Deputy Director – Housing Stability**

**Education:** Bachelor's Degree in public or business administration, human services, the social sciences or a related area.

**Experience:** Six years of progressively responsible professional experience in supervision, program management or a high-level administrative capacity, including a minimum of three years in the homelessness field, or a closely related field.

**Substitution:** None.

**Certifications/Licensure:** None.

## **Study Summary:**

In February of 2021, the Ramsey County Board passed an ordinance establishing the Housing Stability Department to end homelessness and ensure every community member has a safe and secure place to live. The department is seeking to add an unclassified Deputy Director to its departmental structure to assist the Housing Stability Director in setting the department's overall vision and long-term direction.

The skillset of a Deputy Director is greatly needed as setting up a new department comes with significant complexities. The Deputy Director – Housing Stability will assist in managing critical stakeholder engagements and provide support with the department's Continuum of Care initiative to help combat homelessness and establish long-term housing programs for Ramsey County residents.

The work of the Housing Stability department has two primary areas of focus. The first area centers around county service consolidation. Before Housing Stability, each department providing homelessness services had different approaches to how they dealt with homelessness. Public Health, Workforce Solutions, Financial Assistance Services, Social Services, Community Corrections, Workforce Solutions and Veteran Services have direct connections to homeless residents. Coordinating and consolidating service delivery makes up the bulk of the work of Housing Stability. A Deputy Director – Housing Stability will provide management oversight and direction of service delivery and will have positional authority to assist the Director in making critical decisions.

The second area of focus for the Housing Stability department is the coordination of the Continuum of Care, which is a national alliance governed by the U.S. Department of Housing and Urban Development to end homelessness. The Continuum of Care (CoC) program promotes community-wide commitment to the goal of ending homelessness. The program provides funding for efforts by nonprofit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families and communities by homelessness. The program promotes access to and improves utilization of mainstream programs by homeless individuals and families. The program optimizes self-sufficiency among individuals and families experiencing homelessness. The deputy director will assist in providing high-level oversight of this work and ensure that the management and distribution of resources is effectively managed to capitalize on .

Finally, there is an expectation that Ramsey County will lead efforts to provide wrap-around services to those experiencing homelessness. The Housing Stability Department has been asked to assume the responsibility of managing the St. Paul Opportunity Center, where Ramsey County has a service center obligation and a coordinated approach to delivering services and has also inherited the management of numerous amounts of grants and the need to establish an enhanced accounts payable model to accommodate transactions. The Deputy Director – Housing Stability will provide management support with these department initiatives.

The Human Resources Department followed its normal process for conducting the classification study, including:

- Meeting with management to identify the duties and responsibilities of the proposed Deputy Director - Housing Stability (Unclassified); and

- Reviewing the duties, responsibilities and qualifications and determining if any existing classification met the requirements.

The Human Resources Department classification study determined:

- The Housing Stability request for a Deputy Director – Housing Stability (Unclassified) is supported at the recommended classification level.
- The work of this position is necessary to assist the Director with Housing continuum initiatives tasked by the department to help combat homelessness and establish long-term housing programs for Ramsey County residents.
- The classification will report to the Director of Housing Stability.
- This request will not require a complement increase or an increase in funding.
- The department will reclassify a vacant position for this additional classification.
- The Deputy Director (Unclassified) classification meets the standards and criteria of the Personnel Act, Minnesota Statute 383A.286, Subd. 3.

**Recommendation**

Approve designation of the Deputy Director – Housing Stability position to unclassified service in accordance with Minnesota Statute 383A.286, Subd. 3.

# Board of Commissioners

## Request for Board Action

**Item Number:** 2021-694

**Meeting Date:** 12/21/2021

**Sponsor:** Financial Assistance Services

### Title

Single Source Agreement with Think Small for Administration of the Basic Sliding Fee Child Care Program

### Recommendation

1. Approve the single source agreement with Think Small, 10 Yorkton Court, Saint Paul, Minnesota 55117 for administration of the Basic Sliding Fee Child Care Assistance Program for the period of January 1, 2022 through December 31, 2023 in the not-to-exceed amount of \$1,595,486.
2. Authorize the Chair and the Chief Clerk to execute the agreement.

### Background and Rationale

Ramsey County currently has an agreement with Think Small to administer the state funded Basic Sliding Fee (BSF) Child Care Assistance Program. This program seeks to assist low-income families by subsidizing their child-care costs on a sliding fee scale basis and arranging for safe, quality child-care. Program staff assure that applications are complete, families meet eligibility guidelines, authorize and track child-care payments to providers, and maintain waiting lists for services. Think Small provided BSF child care services to 3,024 children under the age of 14 in 2020.

Think Small uses the state-established sliding fee scale to determine the amount families must contribute to paying for their child care and the amount that will be subsidized by the state. Think Small also helps parents locate child-care that meets their family's needs. The county's Child Care Service Team and Think Small staff meet on a monthly basis to discuss and monitor issues with program administration.

Following county single source policy and procedures, Think Small was determined to be a single source provider of this service. There are few organizations within the state that have the technical capacity and knowledge necessary to administer the BSF program, as well as the in-depth knowledge of programs that interact with BSF, especially the Minnesota Family Investment Program (MFIP), the Child Care Assistance Program (CCAP), and other state systems. After exploring other resources, county staff determined that continued contracting with Think Small was the most cost-effective option.

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

Well-being       Prosperity       Opportunity       Accountability

### Racial Equity Impact

In 2020, the demographics of children receiving BSF child care services were 65% Black, 2% American Indian, 8% Asian, 6% Hispanic and 6% multi-racial.

The provider utilizes a translation service when necessary to speak with clients on the phone or to translate written documents. The provider has staff that reflect the communities they serve, including staff who speak Hmong, Krio, Yaruba and West African Pidgin English.

Think Small is required to develop and implement a plan to address racial equity for individuals receiving

contracted services. The plan is required to include steps that will be taken to address the specific needs of individuals, particularly individuals who are from underrepresented communities of color or American Indians.

**Community Participation Level and Impact**

Think Small is required to develop strategies to educate the community, in particular underrepresented Asian families and providers, regarding the services being provided and how to access services.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Funding of \$1,595,486 is included the Financial Assistance Services department's proposed 2022-2023 budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On December 20, 2016, the Ramsey County Board approved a single source agreement with Think Small for administration of the basic sliding fee child-care assistance program (Resolution B2016-321).

**Attachments**

1. Ramsey County Single Source Request Form
2. Client Services Agreement

## **\*\*Exceeds Contract Value Authority\*\***

### **Definitions**

Single Source: A direct purchase of professional or client services from one particular contractor even though other competitive sources may be available. Having a contractor provide additional services based on the experience and knowledge they have gained, along with their unique talents, allows the county to advance important county initiatives while saving the county time and money.

Sole Source: A situation created due to the inability to obtain competition. May result because only one contractor possesses the unique ability or capability to meet the particular requirements of the solicitation.

### **Department Section**

Department: FASD  
Requisition ID: 0000002352  
Requestor: TIM.HAMMOND  
Date: August 30, 2021  
Procurement Description: Basic Sliding Fee Child Care Assistance  
Contractor Name: Think Small, Inc.  
Contract Term (including renewals): 01/01/2022 to 12/31/2023  
Anticipated Contract Value (including renewals): \$1,595,486

**1.**

Is this a single or sole source request?

Single Source

**2.**

Select the good or service category:

Client Services

**3.**

Will the purchase be made using grant, state and/or federal funding? Yes

Funding Source: 11102-600401-453101-52201

List all solicitation requirements related to the grant, state and/or federal funding:

Administration of the Basic Sliding Fee (BSF) Child Program and management of its five priority wait lists, coordination of services with the Minnesota Family Investment Program's (MFIP) Child Care Assistance Program (CCAP), knowledgeable about the following state systems: MAXIS, MEC2, and PRAXIS.

**4.**

Describe in detail how this procurement meets either the single source or sole source definition:

The county has contracted with this provider for the past 5 years. We plan to contract for same services for at least another 2 years. The provider is uniquely qualified to perform these services. The services are covered by the Ramsey County end of year board resolution, B2020-249.

**5.**

What other contractors and/or goods or services did you consider before you arrived at your conclusion? List all findings.

In 2014, Ramsey County FAS (then still a division) conducted a feasibility study to see if it could bring the administration and services of the BSF in-house. The division director and the FAS manager that oversaw Child Care Assistance at that time decided that FAS not only lacked the capacity to do so at that time but also that bringing the program in-house would exceed the 5% administrative cap that the State of Minnesota allows for the BSF.

**6.**

List previous solicitations and/or contracts for these goods or services:

Solicitation options have been discussed with Financial Assistance Services Department (FASD) management. This single source requests continues contracting with Think Small, Inc., which has done the BSF Child Care Program for 14 consecutive years.

**7.**

Explain how the contractor's cost is fair and reasonable.

The annual BSF state allocation percentage to Ramsey County for Calendar Year 2022 for program administration is expected to be \$723,991 and \$738,471 in CY 2023. The agreed upon dollar amounts will be sufficient to fund BSF administration in 2022 and 2023.

**8.**

Are there any conflict of interest that you are aware of related to this proposed acquisition? No

**9.**

Single Source - Obtain documentation from the contractor to supports its claim that they are uniquely qualified for this particular service and any documentation stating the work to be performed, proposal, quote/invoice. Documentation may be attached and forwarded to the Procurement Specialist.

**10.**

Yes, I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: TIM.HAMMOND

Date: August 30, 2021

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**Procurement Specialist Section**

- 1. Is there a State Master contract available to CPV members for this purchase?  Yes  No
- 2. If yes, did the Department consider using the State Master contract?  Yes  No  N/A
- 3. Is this a single source or sole source purchase?

No Provide information about other available sources for the requested good or service (e.g., Master Agreement, names of contractors) and a solicitation recommendation.

Yes State justification for single source or sole source classification:

The Basic Sliding Fee (BSF) Child Care Program is primarily for working parents. Ramsey County contracts with Think Small to administer this program on behalf of the county because this is a cost-effective approach. Think Small is a Single Source because the organization knows the Minnesota Family Investment Program's (MFIP), Child Care Assistance Program (CCAP), and state systems: MAXIS, MEC2, and PRAXIS, and has been providing satisfactory service to the county and its residents. This is a crucial service for families who depend on it.

This solicitation process is performed in accordance with the County's documented procurement policies and procedures. There is no conflict of interest and it is federally compliant. I concur with this Single Source request.

Yes I certify that, to the best of my knowledge, there is no conflict of interest or collusion with the recommended contractor. The above information is true and accurate and that no other material fact or consideration offered or given has influenced this recommendation for a single or sole source purchase.

Name: Kyle Rahne, CPPB  
Title: Principal Procurement Specialist  
Date: September 10, 2021



## Client Services Agreement

This is an Agreement between Ramsey County, a political subdivision of the State of Minnesota, on behalf of Financial Assistance Services, 160 Kellogg Boulevard East, St. Paul, Minnesota, 55101 ("County") and Think Small, 10 Yorkton Court, St. Paul, Minnesota, 55117, registered as a Nonprofit Corporation in the State of Minnesota ("Contractor").

### 1. Term

#### 1.1.

The original term of this Agreement shall be from January 01, 2022 through December 31, 2023 and may not be renewed.

### 2. Scope of Service

The County agrees to purchase, and the Contractor agrees to furnish, services described as follows:

#### 2.1.

Administration of all functions of the Basic Sliding Fee (BSF) Child Care Assistance Program for Ramsey County pursuant to Minnesota, Chapter 119B as described in Attachment A: Contracted Services which is attached and made a part of this Agreement.

#### 2.2.

The Contractor shall make every reasonable effort to provide services in a universally accessible, multi-cultural and/or multi-lingual manner to persons of diverse populations.

#### 2.3.

The Contractor agrees to furnish the County with additional programmatic and financial information it reasonably requires for effective monitoring of services. Such information shall be furnished within a reasonable period, set by the County, upon request.

### 3. Schedule

The Contractor shall provide services as and if requested by the County, it being understood that the County might not purchase any services under this Agreement.

### 4. Cost

#### 4.1.

The County shall pay the Contractor a not to exceed amount of \$ 1,595,486.00 over the life of the contract according to the agreed to rates.

#### 4.2.

The County shall pay the Contractor the following unit rates:

The County shall pay Contractor on a cost reimbursement basis as set forth in Attachment B: Financial which is attached and incorporated into this Agreement.

Term	Description	NTE
01/01/22 - 12/31/22	Basic Sliding Fee Administration	\$719,911
01/01/22 - 12/31/22	Other Basic Sliding Fee Administration – TBD	TBD
01/01/23 - 12/31/23	Basic Sliding Fee Administration	\$734,309
01/01/23 - 12/31/23	Other Basic Sliding Fee Administration – TBD	TBD
Total Contract NTE		\$1,595,486

**5. Health Insurance Reimbursement and Billing**

In the event that services provided to eligible persons may be reimbursed by private health insurance, managed care organization or other public assistance programs, the Contractor shall bill such third parties before billing the State of Minnesota and/or the County.

**6. Special Conditions**

**6.1.**

Invoices and supporting documentation shall be submitted in a manner as set forth below. Electronic invoices are preferred. Invoices may also be submitted by mail:

1. E-mail – submit invoices to [chs.accounts payable@co.ramsey.mn.us](mailto:chs.accounts payable@co.ramsey.mn.us). E-mailed invoices and supporting documentation shall include encryption if private client information is included.
2. Mail – submit invoices to:  
 Accounts Payable  
 Ramsey County Health and Wellness Administrative Division  
 Suite 9200  
 160 East Kellogg Boulevard  
 St. Paul, MN 55101

Please call the AP Voicemail Line at 651-266-4199 with any payment questions or concerns.

**6.2.**

The agreed to rates for this contract are contained in the approved annual budget attached hereto and incorporated herein by reference as Attachment B for Calendar Years 2022 and 2023. Any federal, state, and/or Ramsey County Board approved funding adjustments applicable to any services purchased through this Agreement occurring during the term of this Agreement may result in adjustments to the rate and/or not-to-exceed amount. If such adjustments occur, the County shall notify the Contractor in writing of the amount of the adjustment and the Agreement will be amended.

**7. County Roles and Responsibilities**

**7.1.**

The County may monitor and/or evaluate the performance of the Contractor under this Agreement during and for a period of 90 days following termination or expiration of this Agreement.

## **8. General Contract/Agreement Terms and Conditions**

### **8.1. Payment**

#### **8.1.1.**

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

#### **8.1.2.**

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

### **8.2. Application for Payments**

#### **8.2.1.**

The Contractor shall submit an invoice once a month..

#### **8.2.2.**

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

#### **8.2.3.**

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

#### **8.2.4.**

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

#### **8.2.5.**

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

#### **8.2.6.**

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

### **8.3. Independent Contractor**

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

## **8.4. Successors, Subcontracting and Assignment**

### **8.4.1.**

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

### **8.4.2.**

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

## **8.5. Compliance With Legal Requirements**

### **8.5.1.**

Unless otherwise provided in the scope, the Contractor, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals necessary for the execution and completion of the contract.

### **8.5.2.**

The Contractor agrees to comply with all federal, state, county and local laws, regulations, ordinances, rules, and certifications as pertaining to the facilities, programs and staff for which the Contractor in the performance of its obligations under the Agreement is responsible during the term of this Agreement. This will include, but not be limited to, current health, fire marshal, and program licenses, zoning standards, staff certification, and all other applicable laws, regulations, ordinances, rules, and certifications which are effective, or will become effective, during the period of this Agreement. Further, the Contractor agrees to the following:

#### **8.5.2.1.**

During the term of this Agreement, the Contractor agrees to comply with all applicable state licensing standards, all applicable accrediting standards, and any other standards or criteria established by the County to assure quality service.

##### **8.5.2.1.1.**

The Contractor represents that it and its employees will remain qualified and licensed to provide services in accordance with the applicable provisions of Minnesota Rules, Minnesota Statutes, federally approved Minnesota state waiver plans, and this Agreement.

##### **8.5.2.1.2.**

The Contractor agrees to inform the County of the following related to it or its employees immediately upon:

###### **8.5.2.1.2.1.**

Any changes in licensure status and/or any reported warning to suspend or revoke licensure status.

###### **8.5.2.1.2.2.**

Any allegations and/or investigation by a government agency of fraud or criminal wrongdoing.

**8.5.2.1.2.3.**

Any federal exclusion of an individual or entity of this Agreement, or any conviction that could result in a federal exclusion.

**8.5.2.2.**

The Contractor agrees to maintain at all times during the term of this Agreement, a process whereby its current and prospective employees and volunteers who will have direct contact with persons served by the program or program services, will consent to a background study for evidence of maltreatment of adults or minors substantiated as required under Minnesota Statutes, Chapter 245A and Minnesota Statutes, sections 626.556 and 626.557.

**8.5.2.3.**

Failure to meet such standards may be cause for termination of this Agreement. Notwithstanding any other provision of this Agreement, such termination may be effective as of the date of such failure.

**8.5.2.4.**

Loss of any applicable state license by the Contractor shall be cause for termination of this Agreement. Notwithstanding any other provision of this Agreement, such termination shall be effective as of the date of such loss.

**8.5.2.5.**

If the County has reason to believe that the health, safety, or well-being of a person receiving services may be endangered by actions of the Contractor, its agent and/or employees, the County may require that the Contractor immediately terminate providing services to the person. The County may also remove the person from the care of the Contractor. These actions may be taken immediately and may continue for such a period as is reasonably necessary for the County to determine that the safety and well-being of the person or of other persons in Contractor's care have been assured. If it is determined that the safety and well-being of the person will remain in jeopardy, the County may immediately terminate this Agreement.

**8.5.3.**

Prior to entering into a contract with Ramsey County, a domestic corporation must submit a Certificate of Good Standing issued by the Minnesota Secretary of State's office pursuant to Minn. Stat. §5.12, and a foreign corporation must submit a Certificate of Authority issued by the Minnesota Secretary of State's Office pursuant to Minn. Stat. §303.03. The contractor shall maintain a Certificate of Good Standing or a Certificate of Authority, as applicable, and shall submit the Certificate upon request by the County, throughout the term of the agreement and including amendments to renew as and if allowed by the contract.

**8.6. Data Practices**

**8.6.1.**

All data collected, created, received, maintained or disseminated for any purpose in the course of the Contractor's performance under this Agreement is subject to the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

**8.6.2.**

The Contractor designates Dianne Haulcy as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

**8.6.3.**

The Contractor shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the Contractor. Except where client services or construction are provided, at the end of the Project all County data will be purged from the Contractor's computers and storage devices used for the Project and the Contractor shall give the County written verification that the data has been purged.

**8.7. Security**

**8.7.1.**

The Contractor is required to comply with all applicable Ramsey County Information Services Security Policies ("Policies"), as published and updated by Information Services Information Security. The Policies can be made available on request.

**8.7.2.**

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

**8.7.3.**

Contractors must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

**8.7.4.**

The County retains the right to inspect and review the Contractor's operations for potential risks to County operations or data. The review may include a review of the

physical site, technical vulnerabilities testing, and an inspection of documentation such as security test results, IT audits, and disaster recovery plans.

**8.7.5.**

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

**8.8. Indemnification**

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

**8.9. Fair Hearing and Grievance Procedure**

The Contractor agrees that it is responsible for establishing, implementing and processing fair hearings and/or grievances in conformance with the requirements of state or federal law relating to contract services governed by the Minnesota Department of Human Services.

**8.10. Contractor's Insurance**

**8.10.1.**

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

**8.10.2.**

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

**8.10.3.**

Commercial general liability of no less than \$500,000 per claim, \$1,500,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,500,000 personal injury and advertising liability.

**8.10.3.1.**

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

**8.10.3.2.**

The Contractor is required to add Ramsey County, its officials, employees, volunteers and agents as Additional Insured to the Contractor's Commercial General Liability, Auto Liability, Pollution and Umbrella policies with respect to liabilities caused in whole or part by Contractor's acts or omissions, or the acts or omissions of those acting on Contractor's behalf in the performance of the

ongoing operations, services and completed operations of the Contractor under this Agreement. The coverage shall be primary and non-contributory.

**8.10.4.**

Professional liability of no less than \$1,000,000 per claim and \$3,000,000 aggregate limit.

**8.10.4.1.**

Certificate of Insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of the contract; and 2) evidence of coverage shall be provided for three years beyond expiration of the contract.

**8.10.4.2.**

Ramsey County, its officials, employees, and agents, shall be added to the policy as additional insured; a separation of insureds endorsement shall be provided to the benefit of the County.

**8.10.5.**

Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.

**8.10.6.**

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

**8.10.7.**

If the Contractor is driving on behalf of the County as part of the Contractor's services under the Agreement, a minimum of \$1,000,000 combined single limit auto liability, including hired, owned, and non-owned.

**8.10.8.**

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

**8.10.9.**

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

**8.10.10.**

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

**8.10.11.**

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

**8.10.12.**

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

**8.10.13.**

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

**8.10.14.**

A Crime and Fidelity Bond is required if the Contractor is handling money for the County or has fiduciary responsibilities. The required amount will be as set forth in the solicitation document.

**8.11. Audit**

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

**8.12. Notices**

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

**County:**

Tim Hammond, 160 Kellogg Boulevard East, St. Paul, Minnesota, 55101

**Contractor:**

Dianne Haulcy, 10 Yorkton Court, St. Paul, Minnesota, 55117

**8.13. Non-Conforming Services**

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

**8.14. Setoff**

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

**8.15. Conflict of Interest**

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

**8.16. Respectful Workplace and Violence Prevention**

The Contractor shall make all reasonable efforts to ensure that the Contractor's employees, officers, agents, and subcontractors do not engage in violence while performing under this Agreement. Violence, as defined by the Ramsey County Respectful Workplace and Violence Prevention Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect, or misuse of power and authority, where the impact is to cause pain, fear or injury.

**8.17. Force Majeure**

Neither party shall be liable for any loss or damage incurred by the other party as a result of events outside the control of the party ("Force Majeure Events") including, but not limited to: war, storms, flooding, fires, strikes, legal acts of public authorities, or acts of government in time of war or national emergency.

**8.18. Unavailability of Funding - Termination**

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

**8.19. Termination**

**8.19.1.**

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

**8.19.2.**

If the Contractor violates any material terms or conditions of this Agreement the County may, without prejudice to any right or remedy, give the Contractor, and its surety, if any,

seven (7) calendar days written notice of its intent to terminate this Agreement, specifying the asserted breach. If the Contractor fails to cure the deficiency within the seven (7) day cure period, this Agreement shall terminate upon expiration of the cure period.

**8.19.3.**

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

**8.20. Interpretation of Agreement; Venue**

**8.20.1.**

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

**8.20.2.**

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

**8.21. Warranty**

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

**8.22. Infringement**

**8.22.1.**

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

**8.22.2.**

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

## **8.23. Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

### **8.23.1.**

Contracts and subcontracts for more than the simplified acquisition threshold currently set at \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

### **8.23.2.**

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

### **8.23.3.**

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

### **8.23.4.**

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

### **8.23.5.**

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

## **8.24. Debarment and Suspension**

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

### **8.25. Diverse Workforce Inclusion**

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

1. <http://www.JobConnectmn.com/>
2. <http://www.ConstructionHiringConnection.com/>

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

Ramsey County's Job Connect links job seekers, employers, and workforce professionals together through our website, networking events and community outreach. The network includes over 10,000 subscribed job seekers ranging from entry-level to highly skilled and experienced professionals across a broad spectrum of industries.

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

Ramsey County's Construction Hiring Connection (CHC) is an online and in-person network dedicated to the construction industry. The Construction Hiring Connection connects contractors and job seekers with employment opportunities, community resources and skills training related to the construction industry. Construction Hiring Connection is a tool for contractors to help meet diversity hiring goals. Over 1000 construction workers, representing all trades, ranging from newly graduated to journey level, are subscribed to the Construction Hiring Connection.

Additional assistance is available through [jobconnectmn@ramseycounty.us](mailto:jobconnectmn@ramseycounty.us) or call 651-266-6042.

### **8.26. Lead County Contract**

#### **8.26.1.**

Pursuant to Minn. Stat. § 256.0112, subd. 6, this Agreement may be accessed as a Lead County Contract by Other County Social Service Agencies operating under applicable law and rules of the Minnesota Department of Human Services.

#### **8.26.2.**

The County shall monitor the terms of this Agreement and shall make available, upon request of Other County Social Service Agencies copies of this Agreement.

#### **8.26.3.**

All Other County Social Service Agencies purchasing services from Contractor under this Agreement shall abide by the terms of this Agreement. Such Agencies shall be financially responsible for and liable to Contractor under the terms of this Agreement for those clients they refer to Contractor for services.

#### **8.26.4.**

Other County Social Service Agencies utilizing this Agreement as a Lead County Contract agree to be responsible for monitoring Contractor's services to their clients and

further agree to hold Ramsey County harmless for Contractor's liability to their clients under this Agreement.

**8.26.5.**

This provision does not affect the statutory requirement to seek county concurrence under Minnesota Statutes section 256B.092, subdivision 8a, when the services are to be purchased for a person with a developmental disability or under Minnesota Statutes section 245.4711, subdivision 3, when the service to be purchased are for an adult with serious and persistent mental illness.

**8.27. Alteration**

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

**8.28. Entire Agreement**

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

**9. Equal Employment Opportunity and Civil Rights**

**9.1.**

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

**9.2.**

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

**9.3.**

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

**9.3.1.**

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

**9.3.2.**

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

**9.4.**

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

**10. Third Party Beneficiary**

**10.1.**

The County may notify the Contractor of a health plan or health plans which shall be considered third party beneficiaries of this Agreement with respect to the services to be provided by the Contractor pursuant to this Agreement.

**10.2.**

The Contractor shall provide services to the third party beneficiary health plans and their recipient clients to the same extent as this Agreement requires services to be provided to the County and its recipient clients.

**10.3.**

Payment for services provided by the Contractor to health plan recipient clients shall be the same as otherwise required by this Agreement.

**10.4.**

The County may terminate the designation of a health plan as a third party beneficiary of this Agreement by notifying the health plan and the Contractor in writing of the effective date of the health plan's termination.

**10.5.**

Except as provided in this section, this Agreement is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person or entity other than the Minnesota Department of Human Services will have any rights, interest, or claim hereunder or be entitled to any benefits under or on account of this Agreement, whether as a third party beneficiary or otherwise. Any approved subcontractors must agree to this provision. Minn. Stat. § 245.466, subd. 3; Minn. R. 9525.1870, subp. 2.

**11. Extension**

The parties further understand and agree that this Agreement shall be automatically extended for an additional period up to 90 days from the end date of this Agreement in the event a new Agreement between the parties is desired, but not entered into, prior to the expiration date contained in this Agreement. The purpose of this extension is to ensure the existence of an uninterrupted Agreement in the event that a new Agreement is desired but is unable to be signed by the parties prior to the expiration date of this Agreement. In the event that this Agreement is extended pursuant to this clause, any change in fees contained in the subsequent Agreement may be made retroactive to the expiration date of this Agreement, by mutual agreement of the parties.

## **Attachment A: Contracted Services**

### **Overall Objective:**

Administration of all functions of the Basic Sliding Fee (BSF) Child Care Assistance Program for Ramsey County pursuant to Minnesota, Chapter 119B. This program seeks to assist low-income parents in arranging and paying for safe, quality childcare. Through its resource and referral service, the program helps parents locate childcare that meets the family's needs.

### **Specific Tasks to be Performed:**

Utilizing a state payment system for childcare assistance, the program establishes the amount that each family will contribute toward childcare and the amount that will be subsidized by the state.

The program employs approximately 9.43 full time equivalent (FTE) positions to manage an average of 200 cases per case manager at any point in time. More specifically, program staff assure that applications are complete, that families meet eligibility guidelines, authorize childcare payments to providers, track and re-coup overpayments to providers, and maintain a waiting list for services.

Specific activities associated with administration may be any or all of the following:

- determine eligibility for services,
- waitlist management for families waiting for services,
- case management for families receiving BSF benefits,
- processing and approval of provider payments,
- accurate file maintenance, and
- ensure program policy compliance and support program integrity.

Other activities may be added as policies impacting the BSF change.

### **Mandatory Requirements:**

1) Contractor will participate in the development of the biennial Child Care Assistance Program County Fund Plan. To ensure consistency in countywide service delivery and to remain atop changing local, state, and federal policies, Contractor will also attend and participate in the following meetings/workgroups:

- the monthly Ramsey County Financial Assistance Services Child Care Assistance Program (CCAP) Service Team meetings,
- the Metro County meetings,
- the DHS/OIG Fraud Stakeholders Meetings, and
- other stakeholder meetings as appropriate regarding federal plan changes and other policy related opportunities.

**Performance Measures – Evaluation and Reporting:**

Objective	Indicator	Who Applied To	Time of Measure	Data Source	Obtained By	Performance Goal
<b>Effectiveness:</b>						
Ability of families to access childcare	Allocation from state is spent up to at least 90%	Families and children targeted	Annual	Narrative report and data	FASD Manager	90% - 100% of allocation
<b>Efficiency:</b>						
Accurate payments	Decrease in over or underpayments of BSF CCAP	Contractor	Bi-monthly	Narrative report and data	FASD Manager	TBD
BSF family eligibility determined on timely basis	Number of days applications for childcare are pending	Contractor	Bi-monthly	Narrative report and data	FASD Manager	TBD
<b>Race Equity &amp; Community Engagement:</b>						
Develop and implement a plan to address racial equity for individuals receiving contracted services. The plan shall include steps the Contractor will take to address the specific needs of individuals, particularly individuals who are from underrepresented communities of color or American Indians.	Narrative Report	Contractor	N/A	N/A	Provider to e-mail service strategies report to Contract Manager.	N/A
Develop strategies to educate the community, in particular underrepresented Asian families and providers, regarding the services being provided and how to access services.	Narrative Report	Contractor	N/A	N/A	Provider to e-mail strategies report to Contract Manager.	N/A

	2022 Budget	2023 Budget
<b>Revenue</b>		
Government Contracts		
Total Revenue		
<b>Expenses</b>		
Salaries	\$ 459,141	\$ 461,231
Fringe Benefits	\$ 97,000	\$ 102,000
Contracted Services	\$ 1,500	\$ 1,418
Space Costs	\$ 39,442	\$ 43,900
Computers & Equipment	\$ 7,100	\$ 7,800
Supplies & Materials	\$ 5,300	\$ 5,300
Telecommunications	\$ 11,640	\$ 12,000
Printing & Copying	\$ 4,800	\$ 4,800
Conferences & Training	\$ 200	\$ 200
In-State Travel	\$ 200	\$ 200
Administration (13% Admin)	\$ 93,588	\$ 95,460
<b>Total Expenses</b>	<b>\$ 719,911</b>	<b>\$ 734,309</b>
Total Budget allowable	\$ 719,911	\$ 734,309
Diff.	\$ 0	\$ 0

**BUDGET NARRATIVE**

Salaries	9.43 FTE (.05 Direcotr, 1.0 Manager, 5.88 Case Manager, .75 Intake Specialist, 1.0 Billing Specialist, .5 Program Asst, .25 Front Desk)
Fringe Bene	Workers' Comp & FICA
Training	MN Financial Worker Conference Fees
In-State Tra	Staff travel and lodging to attend MN Financial Worker Conference
Supplies & M	Office Supplies and Postage/Shipping
Copying	Copying
Communica	Telecommunications charges
Equipment	Computer Upgrads/replacements & maintenance
Utilities/Spa	Occupancy, Insurance, Furniture/Fixtures, Building Maintenance, Records Facility Rental
Contracted	Continue electronic process work, Language Line

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-700

**Meeting Date:** 12/21/2021

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**Sponsor:** Financial Assistance Services

**Title**

Financial Assistance Service Department Annual Authority for Procurement Requests

**Recommendation**

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance department to do the following:

- A. Enter into agreements as a result of solicitations completed through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, for the services listed below:
- Financial Assistance Services Department
- Basic Sliding Fee Child Care Wait List Services
  - Drop-in Child Care Center Services
- B. Enter into the following selected agreements without solicitation through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
- 1) Providers when the Minnesota Department of Human Services has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.
  - 2) Lead or host county contracts held by other counties in accordance with Minnesota Statute 256.0112.
  - 3) Those contracts in which the county currently provides services and receives payments from external sources, such as health plans, the courts, other counties, and other parties, including payments for services already provided.
- C. Approve Actions Deemed Necessary for the orderly administration of contracts and agreements through December 31, 2022.
- 1) Approve acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related County budget adjustments and execute amendments with funders and contractors.
  - 2) Approve and execute amendments to agreements and contracts for inflationary adjustments, with all other terms and conditions remaining the same, in a form approved by the County Attorney's Office.
- D. For agreements approved by the Ramsey County Board through previous Health and Wellness Division Annual Authority for Procurement Requests that did not contain specific authority for amendments, allow future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget through December 31, 2022.

**Background and Rationale**

A proposed change from past practices includes the creation of separate requests for board action for the

Social Services and Financial Assistance Services departments. This request for board action includes requests intended to improve and streamline the procurement processes for services the departments provides. Ramsey County Board approval will continue to be requested for changes in practices, policies, new grant applications or actions affecting complement, or revenues or appropriations relating to county levy, while maintaining an open, competitive selection process.

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

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

Financial Assistance Services (FAS) is dedicated to help support the community-wide shared goals to strengthen individual, family and community health, safety and well-being through effective safety-net services, innovative programming, prevention and early intervention, and environmental stewardship. FAS is also committed to using racial equity lens when developing all solicitations, evaluation processes and contracts.

**Community Participation Level and Impact**

Community members will be involved in the development of partnerships, relationships, solicitations where required and in the selection of contracted vendors that are selected. This will help ensure the department obtains qualified vendors that provide culturally specific services reflective of the people the department serves.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Funding for these services is included in the proposed 2022-23 budget and will be included in future budgets.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On December 20, 2020, the Ramsey County Board approved the Ramsey County Health and Wellness Administrative Division's request for processes streamlining approval of purchase of service contracts, rate-setting agreements, and grant renewals (Resolution B2020-249).

**Attachments**

None.

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-665

**Meeting Date:** 12/21/2021

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**Sponsor:** Social Services

**Title**

Social Services Department Annual Authority for Procurement Requests

**Recommendation**

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance department to do the following:

- A. Enter into agreements as a result of solicitations completed through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, for the services listed below:

Children and Family Services

All Children Excel (ACE) Program Services  
Child Welfare Targeted Case Management  
Children's Mental Health Targeted Case Management  
Day Treatment Services  
Drug Testing Services  
Family Mediation  
Housing for Mothers First Program  
Indian Child Welfare Act (ICWA) Case Audits  
School-based Mental Health Services  
Services Related to Collaborative Intensive Bridging Services  
Social and Medical History Writing  
Supervised Visitation

Adult Services

Addiction Treatment Services  
Adult Mental Health Targeted Case Management  
Assertive Community Treatment (ACT)  
Co-Responder Pilot Project Services  
Community Support Program Services  
Competency Restoration Services  
Culturally Specific Guardianship and Conservatorship services  
Culturally Specific Substance Use Disorder Services for Adults and Children  
Forensic Assertive Community Treatment (FACT)  
Guardianship and Conservatorship Services  
Guardianship Attorney Services  
Medical Director Services  
Rule 25 Assessments (Direct Access Services)  
Trauma Informed Care Services

- B. Enter into the following selected agreements without solicitation through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies and procedures, provided the amounts are within the budget for the services listed below:
- 1) Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy and treatment, as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
  - 2) Providers of foster care emergency shelter, foster care and emergency shelter administrative management services, corporate foster care, group homes, respite care, and emergency shelter; as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
  - 3) Providers of Adult Day Services, Personal Support Services, Pre-vocational Services, Day Training and Habilitation Services, Fiscal Management Entity Services, Person-Centered Planning Services, Employment Services, and Semi-Independent Living Skills Services, when that service has been selected by the consumer, or his or her guardian, in accordance with Minnesota Statute 256B.49.
  - 4) Providers of out-of-state residential treatment for children, as long as funds are available, no in-state treatment provider can be identified that meets the needs of the children to be placed, the selected provider is licensed by a state authority and accredited by the Joint Commission, the Commission on Accreditation of Rehabilitation Facilities, or the Council on Accreditation.
  - 5) Medical Directors for Social Services detoxification services, the Mental Health Center, and for Social Services in county correctional programs, as long as funds are available, the need exceeds the supply of providers, and the providers are licensed.
  - 6) Providers when the Minnesota Department of Human Services has issued the solicitation for an existing service in the county and selected the contractor or when the Minnesota Department of Human Services has approved the contractor through a certification process.
  - 7) Providers of Intensive Residential Treatment Services when the Minnesota Department of Human Services has approved the contractor through a certification process.
  - 8) Providers authorized by community collaboratives established in state statute for which Ramsey County has fiscal agent responsibilities.
  - 9) Providers of accreditation training services for mental health professionals in accordance with Certified Community Behavioral Health Clinic requirements.
  - 10) Lead or host county contracts held by other counties in accordance with Minnesota Statute 256.0112
  - 11) Those contracts in which the county currently provides services and receives payments from external sources, such as health plans, the Courts, other counties, and other parties, including payments for services already provided.
  - 12) Culturally Specific Emergency Shelter and Foster Care, Culturally Specific Group Residential Providers, Culturally Specific Liaisons to Prevent Education Neglect and Child Protection Involvement, Culturally Specific Services for American Indian Families Involved in Child Protection, Culturally Specific Services to Prevent Out of Home Placement, Culturally Specific Guardianship and Culturally Specific Parent Mentoring by Peers
  - 13) Community Support Programs, Culturally Specific African American Community Support Programs and Culturally Specific American Indian / Indigenous Community Support Programs.
- C. Approve actions deemed necessary for the orderly administration of contracts and agreements through December 31, 2022:
- 1) Approve acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.
  - 2) Approve letters of need determination, including any new Rule 31 Outpatient Treatment Agreements, subject to any exclusions in Resolution 93-457.
  - 3) Approve and execute amendments to agreements and contracts for inflationary adjustments, with all other terms and conditions remaining the same, in a form approved by the County Attorney's Office.

D. For agreements approved by the Ramsey County Board through previous Health and Wellness Division Annual Authority for Procurement Requests that did not contain specific authority for amendments, allow future amendments to the agreements, in accordance with the county’s procurement policies and procedures, provided the amounts are within the budget through December 31, 2022.

**Background and Rationale**

A proposed change from past practices includes the creation of separate requests for board action for the Social Service and Financial Assistance Service departments. This request for board action includes requests intended to improve and streamline the procurement processes for services the department provides. Ramsey County Board approval will continue to be requested for changes in practices, policies, new grant applications or actions affecting complement, or revenues or appropriations relating to county levy, while maintaining an open, competitive selection process.

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

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

Communities of color and low-income communities are disproportionately involved with the social service systems. Social Services is dedicated to help support the community-wide shared goals to strengthen individual, family and community health, safety and well-being through effective safety-net services, innovative programming, prevention and early intervention, and environmental stewardship. The department is also committed to using racial equity lens when developing all solicitations, evaluation processes and contracts.

**Community Participation Level and Impact**

Community members are involved in the development of partnerships, relationships, solicitations where required and in the selection of contracted vendors that are selected. This will help ensure the department obtains qualified vendors that provide culturally specific services reflective of the people the department serves.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Funding for these services is included in the proposed 2022-23 budget and will be included in future budgets.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On December 20, 2020, the Ramsey County Board approved the Ramsey County Health and Wellness Administrative Division’s request for processes streamlining approval of purchase of service contracts, rate-setting agreements and grant renewals (Resolution B2020-249).

**Attachments**

None

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-703

**Meeting Date:** 12/21/2021

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**Sponsor:** Community Corrections

**Title**

Community Corrections Annual Authority for Procurement Requests

**Recommendation**

Authorize the County Manager, subject to review by the County Attorney's Office and the Finance department, to do the following:

- A. Approve solicitations and resulting contracts enter into agreements as a result of solicitations completed through December 31, 2022 and execute future amendments to the agreements, in accordance with the county's procurement policies, provided the amounts are within the budget, for the services listed below.

Adult Services

Community Reentry Services

Juvenile Services

Community-based Residential Services

Community Reentry Services

Diversion Programming

Juvenile Mental-Health Services

Ramsey County Correctional Facility

Inmate Commissary Services

- B. Enter into the following selected agreements without solicitation through December 31, 2022 and execute future amendments to the agreements, in accordance with the County's procurement policies and procedures, provided the amounts are within the budget for the services listed below.

- 1) Providers of psychiatric, psychosexual, and psychological services; to conduct evaluations, consultations, therapy and treatment, as long as funds are available, the need exceeds the supply of providers, and the providers are registered or licensed.
- 2) Services provided by the county and payments received from external sources, such as health plans, the courts, other counties, and other parties, including payments for services already provided.
- 3) Community collaboratives authorized and established in state statute for which Ramsey County has fiscal agent responsibilities.
- 4) The use of lead or host county contracts held by other counties in accordance with Minnesota Statute 256.0112.
- 5) Community Support Programs, Culturally Specific African American Community Support Programs, and Culturally Specific American Indian / Indigenous Community Support Programs.

C. Approve actions deemed necessary for the orderly administration of contracts through December 31, 2022:

- 1) Acceptance of supplementary awards or rate adjustments the county may receive from funding sources other than county levy; and approve related county budget adjustments and execute amendments with funders and contractors.

D. For agreements approved by the Ramsey County Board through previous Community Corrections Annual Authority for Procurement Requests that did not contain specific authority for amendments, allow future amendments to the agreements, in accordance with the county’s procurement policies and procedures, provided the amounts are within the budget through December 31, 2022.

**Background**

A proposed change from past practices includes delineating requested action sections by general categories. This request for board action includes requests intended to improve and streamline the procurement processes for services the department provides. Ramsey County Board approval will continue to be requested for changes in practices, policies, new grant applications or actions affecting complement, or revenues or appropriations relating to county levy, while maintaining an open, competitive solicitation process.

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

- Well-being
- Prosperity
- Opportunity
- Accountability

**Racial Equity Impact**

Residents from racially diverse communities are disproportionately involved in the criminal justice system. Community Corrections is dedicated to reducing the use of confinement and increasing the use of culturally focused and culturally specific community programs to help clients safely return to community life. Community Corrections is committed to working with its race equity planners and incorporating community voice when developing all solicitations, evaluation processes and contracts.

**Community Participation Level and Impact**

Community members will be involved in identifying needed services and in the selection of contracted vendors. This helps ensure the department obtains qualified vendors that provide culturally specific services identified as valued by community members that reflect best or promising practices and are reflective of the people the department serves. Some services will be provided by community members with past lived experience.

- Inform
- Consult
- Involve
- Collaborate
- Empower

**Fiscal Impact**

In 2020, contracts for various types of services for the Community Corrections department totaled over \$20 million. Funding for these new services is included in the Community Corrections proposed 2022-23 budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On December 15, 2020, the Ramsey County Board approved the Community Corrections request for processes for streamlining approval of purchase of service contracts, rate-setting agreements and grant renewals (Resolution B2019-285).

**Attachments**

None.

# Board of Commissioners

## Request for Board Action

**Item Number:** 2021-688

**Meeting Date:** 12/21/2021

**Sponsor:** Public Health

### Title

Grant Award from the Minnesota Department of Public Safety for Sexual Assault Services

### Recommendation

1. Ratify the submittal of the grant application to the Minnesota Department of Public Safety, Office of Justice Programs, Crime Victim Services in the amount of \$694,628 for Sexual Assault Services.
2. Accept a grant award from and approve a grant agreement with the Minnesota Department of Public Safety, Office of Justice Programs, Crime Victim Services for Sexual Assault Services for the period of October 1, 2021 through September 30, 2023 in the amount of \$694,628.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

### Background and Rationale

Public Health's Sexual Offense Services (SOS) program receives annual state and federal grant funding from the Minnesota Department of Public Safety, Office of Justice Programs to provide 24/7 crisis advocacy, ongoing individual advocacy, counseling and support, community awareness, information and education. In addition, SOS program provides follow-up services to victims and secondary victims (those who are impacted by sexual violence such as family and friends of victims). SOS services have been provided in Ramsey County since 1976. SOS provides over 8,000 services to approximately 1,100 victims of sexual violence, annually.

Research and experience has shown sexual assault victims experience considerable short- and longer- term distress. Victims who worked with an advocate were less likely to blame themselves for the sexual assault and less reluctant to seek further help from community support systems. As a result of advocacy, they were more likely to receive services from community professionals and to have better recovery outcomes.

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

Well-being

Prosperity

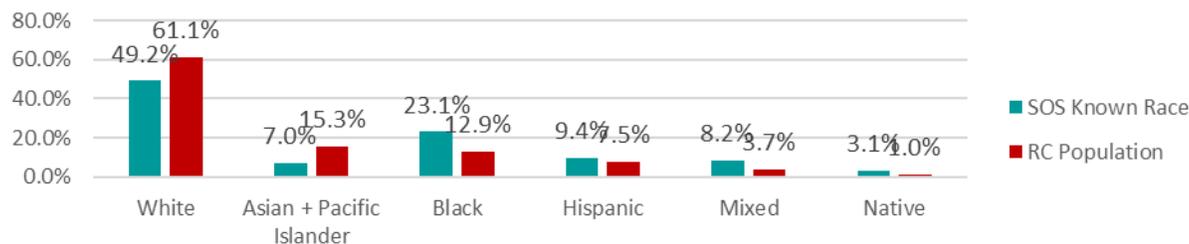
Opportunity

Accountability

### Racial Equity Impact

Public Health recognizes that sexual violence is supported by all forms of oppression. To address this, the goals, objectives and outcomes of SOS's practices, structure and funding requests are centered to serve residents who are more likely to be marginalized in society. The funding of this grant supports 2 full time positions that provide direct crisis services to victims/survivors of sexual violence.

Unique Primary Victims by Known Race (2016-2020) (n=1941,)



The majority of primary victim survivors served by SOS are non-White. Racially and ethnically diverse communities experience sexual violence at higher rates than White populations as reflected in the National Crime Victimization Survey and data collected by SOS. The disproportionate rate of sexual violence in racially and ethnically diverse communities is compounded by existing racial health disparities such as higher rates of diabetes, hypertension, obesity, asthma, and heart disease. These health disparities are highest in immigrant and refugee populations in Minnesota, many of whom live in Ramsey County. With the high disparity of sexual violence in the Black communities, the SOS program also provides outreach to local clinics, community-based programs, and faith-based communities; these efforts are coordinated by the leadership of Public Health’s Black staff and program partners.

The SOS program recognizes the value of a culturally informed approach and want to assist victims/survivors with a foundation of support. One of the ways is to always offer victim/survivors referrals to community culturally specific partner programs, including but not limited to: CLUES, ThinkSelf, MN Coalition Against Sexual Assault, Hmong American Partnership Saint Paul Intervention Project, Tubman Family Alliance, and U of M Community University Health Care Center.

SOS is determined to make sexual violence advocacy services accessible to victims/survivors with limited English proficiency as well as deaf and hard of hearing individuals. Four of six staff speak and write fluently in another language (Hmong, Spanish, Arabic) and several more volunteer advocates speak additional languages including Somali, Swahili, Mandarin, Cantonese, French, Portuguese, and more. All employees and volunteers are trained on and access the Language Line as a tool to provide 24/7 translation services in over 240 languages.

In the last two years, SOS has engaged in multiple outreach activities with a diverse array of disciplines including multiple private and public schools, Public Health, Ramsey County Social Services, shelters for people experiencing homelessness, libraries, the National Guard, clinics, and other community-based programs. In partnership with the County Attorney’s Office, local law enforcement and medical providers, SOS helped train every new and current patrol officer in Ramsey County from all 9 law enforcement agencies in 2019-2020. SOS is also a standing member of the Ramsey County Children’s Multidisciplinary Team, especially with cases where there is risk of sexual violence and exploitation, and the Ramsey County Adult Protection Multidisciplinary Team. Additionally, SOS supported the Minnesota Department of Human Services in developing statewide training for nursing homes and elderly care facilities in identifying signs of sexual violence, mitigating risks, and supporting survivors.

**Community Participation Level and Impact**

SOS informs clients about and offers referrals to community culturally specific partner programs listed above. SOS has led and supported various community outreach events and campaigns including Start by Believing, an annual SOS Walk to Honor Survivors, and Sexual Violence Action Program with Saint Paul Public Schools.

Additional methods of outreach and community involvement include an online evaluation of services for clients, an ASKSOS email for community members and stakeholders to easily connect with SOS staff, and when fiscally able, SOS provides focus groups to seek input from both victims and survivors but also community stakeholders. SOS has one staff member dedicated to outreach to provide awareness and education regarding sexual violence and SOS services. Additionally, the Sexual Assault Protocol Team is a partnership with over 90 people participating from over 30 agencies.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

There is no fiscal impact. The \$694,628 of funding from this grant is included in the proposed 2022-23 Public Health budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. Grant Agreement with the Minnesota Department of Public Safety



<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> Crime Victim Services 2022 <b>Grant Contract Agreement No.:</b> A-CVS-2022-RAMS-SOS-094
<b>Grantee:</b> Ramsey County - Sexual Offense Services (SOS) 555 Cedar Street St Paul, Minnesota 55101-2260	<b>Grant Contract Agreement Term:</b> <b>Effective Date:</b> 10/1/2021 <b>Expiration Date:</b> 9/30/2023
<b>Grantee’s Authorized Representative:</b> PaHoua Vang, Interim Program Supervisor Ramsey County - Sexual Offense Services (SOS) 555 Cedar Street St. Paul, Minnesota 55101 (651) 643-3012 Pahoua.vang@ramseycounty.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$694,628.00 Matching Requirement \$0.00
<b>State’s Authorized Representative:</b> Casey Cashman, Grant Manager Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 201-7352 Casey.cashman@state.mn.us	Federal Funding: CFDA 16.575 \$545,603 FAIN: 2019V2GX0033, 2020V2GX0018 State Funding: Minnesota Session Laws of 2021, 1 <sup>st</sup> Special Session, Chapter 11, Article 1, Section 14, Subdivision 7 Special Conditions: 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:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. 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 Crime Victim Services 2022 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 Crime Victim Services 2022 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-CVS-2022-RAMS-SOS-094 / 3-75741

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: \_\_\_\_\_

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

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

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

Print Name: \_\_\_\_\_

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

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

Distribution: DPS/FAS  
Grantee  
State’s Authorized Representative

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

Print Name: \_\_\_\_\_

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

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



Special Conditions

1. Time limitations on funding use:

Federal funding

\$47,215.00 is available from October 1, 2021 through September 30, 2022.

\$218,508.00 is available from October 1, 2021 through September 30, 2023.

\$279,880.00 is available from October 1, 2021 through September 30, 2023. It is only available to the Grantee to spend upon receipt of funds from the US Department of Justice and notification from the State.

State funding

\$74,512.00 is available from October 1, 2021 through June 30, 2023.

\$74,513.00 is available from July 1, 2022 through September 30, 2023.

2. Special Duties:

\$694,628 for sexual assault services in Ramsey County.

Budget Summary

Budget			
Budget Category	VOCA	State	Match
Personnel			
Advocate/Client Srvs Coord.	\$113,361.78	\$0.00	\$0.00
Advocate/Legal Sys. Coord.	\$118,331.60	\$0.00	\$0.00
Advocate/Outreach Coord.	\$130,769.67	\$0.00	\$0.00
Advocate/Volunteer Coord.	\$39,406.27	\$108,668.18	\$0.00
<b>Total</b>	<b>\$401,869.32</b>	<b>\$108,668.18</b>	<b>\$0.00</b>
Payroll Taxes & Fringe			
Payroll Taxes and Fringes	\$143,733.68	\$40,356.82	\$0.00
<b>Total</b>	<b>\$143,733.68</b>	<b>\$40,356.82</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$545,603.00</b>	<b>\$149,025.00</b>	<b>\$0.00</b>

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**Item Number:** 2021-684

**Meeting Date:** 12/21/2021

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**Sponsor:** Parks & Recreation

**Title**

Ramsey County's Parks & Recreation 2021 Competitive Equity Grant Awards

**Recommendation**

1. Ratify the submittal of the grant application to Metropolitan Council in the amount of \$2,000,000 for Equity Grant Programs.
2. Accept a grant award from and approve a grant agreement with the Metropolitan Council for Unlocking Winter Recreation - A Robust and Equitable Learn-to-Ski Program at Battle Creek Regional Park Equity Grant for the period of grant execution through June 30, 2024 in the amount of \$161,300.
3. Accept a grant award from and approve a grant agreement with the Metropolitan Council for Cultural Liaisons for Parks Equity Grant for the period of grant execution through June 30, 2024 in the amount of \$38,700.
4. Authorize the Chair and Chief Clerk to execute the grant agreements.
5. Authorize the County Manager to enter into agreements and contracts and amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

**Background and Rationale**

In 2021, the Metropolitan Council authorized over \$2 million in Parks Interest Earnings for the Equity Grant Program. These dollars may be used to fund operating costs, including programming and staff by Regional Park Implementing Agencies. The 2021 Equity Grant Program emphasizes partnership building, equity programming efforts, internal and inter-agency collaboration, and designing accessible capital projects that not only meet Americans with Disabilities Act (ADA) requirements, but provide innovative ways to bring meaningful, rich experiences to users.

The 10 Regional Parks Implementing Agencies submitted 37 applications, of which 23 were approved for funding. Ramsey County received funding for an equitable learn-to-ski program at the new Battle Creek Winter Recreation Area, as well as funding to support a cultural liaison position.

All of the mental and physical health benefits, leadership development opportunities and connection to the natural world that outdoor winter recreation can provide has been withheld from generations of communities in the east metro who may not have funds, access or cultural tradition to make winter recreation a part of their lives. The learn-to-ski program will unlock the outdoors in winter for thousands of culturally and racially diverse community members and people with disabilities in the east metro by removing barriers, building community and welcoming new communities into the winter outdoors with open arms.

Currently, Ramsey County Parks staff isn't reflective of the county's diversity and changing demographics. The addition of cultural liaison positions for Ramsey County Parks would be a powerful agent of change. By hiring racially and ethnically diverse staff to support outreach and programming geared toward diverse communities, we hope to increase the number of diverse participants in county programming as well as diversifying the Parks & Recreation's workforce.

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

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

Racial equity is at the heart of both of these grants and will have very positive benefits toward racial equity in the county. Funds provided through the learn-to-ski program grant will pay for equipment, instructors, and outreach to remove barriers and provide mental and physical health benefits for racially and ethnically diverse community members by engaging residents in winter recreation. The learn-to-ski program will unlock outdoor winter recreation for racially and ethnically diverse community members in the east metro which, in turn, will help to build a welcoming community for all residents.

Parks & Recreation is making progress on creating a workforce that is reflective of the county's racial diversity but there is still work to be done. The addition of cultural liaison positions at Parks & Recreation, who are representative of underserved residents, will be a powerful agent of change. Racially and ethnically diverse cultural liaisons will conduct outreach and deliver programming focused on meeting the recreational needs of underserved residents.

**Community Participation Level and Impact**

A desire for more programming opportunities have been expressed in community engagement efforts such as the Battle Creek Regional Park Master Plan project. Organizations that provide similar services and could serve as potential partners are Saint Paul Public Schools, Minnesota Youth Ski League, Endurance United and Courage Kenny. These organizations were consulted in the development of this proposal.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

The awarded grant will cover all associated costs of the learn-to-ski program and the hiring of a cultural liaison. No county match is required. Grant funds are to be added to the proposed 2022-23 Parks and Recreation budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None

**Attachments**

1. Cultural Liaisons for Parks Competitive Equity Grant Agreement
2. Unlocking Winter Recreation - A Robust and Equitable Learn-to-Ski Program at Battle Creek Regional Park Competitive Equity Grant Agreement

**GRANT AGREEMENT**  
**Competitive Equity Grant Program**  
**Metropolitan Council Bonds and Interest Earnings**

<b>GRANTEE: Ramsey County</b>		<b>GRANT NO. SG-21P3-06-01</b>
<b>GRANT PROJECT: Cultural Liaisons for Parks</b> (See Attachment A, Grant Project Summary)		
<b>TOTAL GRANT AMOUNT: \$38,700.00</b>		
<b>COUNCIL BONDS: \$0</b>		
<b>INTEREST EARNINGS: \$38,700.00</b>		
<b>EFFECTIVE DATE: July 1, 2021</b>		
<b>GRANT PROJECT ACTIVITY PERIOD: July 1, 2021 to June 30, 2024</b>		
<b>COUNCIL AUTHORIZED REPRESENTATIVE: Nicole Clapp</b> , Senior Grant Administrator (nicole.clapp@metc.state.mn.us)		
<b>COUNCIL ACTION: July 14, 2021</b>	<b>BUSINESS ITEM: 2021-161</b>	
<b>EXPIRATION DATE: June 30, 2024</b>		

**THIS AGREEMENT** is made and entered into on the Effective Date by and between the Metropolitan Council (the “Council”) and the Grantee named above.

**RECITALS**

1. Minnesota Statutes section 473.301 *et seq.* authorizes the Council to make grants to eligible governmental units situated wholly or partly within the metropolitan area for development of regional recreation open space in accord with the 2040 Regional Parks Policy Plan
2. The 2040 Regional Parks Policy Plan committed the Council to creating a set-aside competitive grant program for capital projects explicitly intended to strengthen equitable usage of the Regional Parks System, available to Regional Parks Implementing Agencies.
3. The Grantee is a Regional Parks Implementing Agency, defined as the counties of Anoka, Carver, Dakota, Ramsey, Scott and Washington, the cities of Saint Paul and Bloomington, the Minneapolis Park and Recreation Board, and the Three Rivers Park District.
4. The Grantee has applied to the Council for a Competitive Equity Grant to assist in the funding of the Grant Project summarized in Attachment A and fully described in the

grantee's final program application, which is incorporated into this grant agreement by reference.

5. The Metropolitan Council has allocated the Total Grant Amount from a combination of Council park bonds and/or interest earnings to the Grantee for the Grant Project, as shown on page 1.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of the Council during the Grant Project Activity Period.

**NOW THEREFORE**, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

## **I. DEFINITIONS OF TERMS.**

The terms defined in this section have the meanings given them in this section unless otherwise provided or indicated by context.

- A. **Approved Master Plan.** "Approved Master Plan" means the master plan for the Park required and approved by the Council.
- B. **Council Action.** "Council Action" means the action or decision of the governing body of the Metropolitan Council, on the meeting date identified on page 1 of this Agreement, by which the Grantee was awarded Competitive Equity Grant Program funds.
- C. **Effective Date.** "Effective Date" means the date this Agreement is fully executed by both parties. Pursuant to Council policy, no payments will be made to the Grantee until this Agreement is fully executed.
- D. **Eligible Costs.** "Eligible Costs" means and is limited to the Use of Funds described in Attachment A and the grantee's program application, which is incorporated into this agreement by reference.
- E. **Grant Project or Project.** "Grant Project or Project" means the project described in Attachment A and the grantee's program application, which is incorporated into this grant agreement by reference.
- F. **Grant Project Activity Period.** "Grant Project Activity Period" means the Effective Date to the Grant's expiration date, as shown on page 1 of this Agreement.
- G. **Park.** "Park" means the regional park, regional park reserve, regional trail, or special recreation feature containing the Grant Project.
- H. **Policy Plan.** "Policy Plan" means the regional recreation open space system policy plan, including the capital improvement program for recreation open space, required by Minnesota Statutes section 473.147.
- I. **Reimbursement.** "Reimbursement" means the Grantee will expend its own funds and provide to the Council acceptable documentation that the expenditure has been made before seeking payment for the expenditure under this agreement.

## **II. GRANT PROJECT.**

**2.01 Grant Project.** The Grantee will perform the Grant Project identified on Attachment A and in the grantee's program application, which is incorporated into this agreement by reference, during the Grant Project Activity Period identified on page 1. A Grant Project summary that identifies the Project activities and budget is attached hereto and incorporated herein as Attachment A. All projects undertaken in whole or in part with grant funds shall be administered, developed, and maintained in accordance with the provisions of this Agreement, the Grantee's grant application, the Approved Master Plan (where applicable) and the Policy Plan.

### **III. GRANT AMOUNT, GRANT PERIOD, REQUEST FOR REIMBURSEMENT.**

**3.01 Grant Amount.** The Council agrees to make available to the Grantee during the Grant Period a grant in the amount described on Page 1 to complete the Grant Project. In no event will the Council's obligation under this agreement exceed the total grant amount. The Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee in the performance of the Grant Project.

**3.02 Grant Project Activity Period.** The grant period shall commence on the Effective Date shown on page 1 and remain in full force and effect until the expiration date shown on page 1, or until all Grantee obligations set forth in this agreement have been satisfactorily fulfilled and the Grantee's final report is received and accepted by the Council, whichever occurs first. After that date, all grant funds that have not been expended shall revert to the Council.

**3.03 Requests for Reimbursement.** All payments to the Grantee are on a Reimbursement basis only, as provided in Section I, paragraph I. To obtain reimbursement under this agreement, the Grantee shall provide the Council with evidence that the Grant Project, (or a portion thereof) for which payment is requested, has been satisfactorily completed. The Grantee shall describe the activities undertaken regarding the grant and shall provide sufficient documentation of grant eligible expenditures, invoices and payment documents, and such other information as the Council's staff reasonably requests. The Council will make the final determination whether the expenditures are eligible for reimbursement under this agreement, and verify the total amount requested from the Council. Reimbursement of any cost is not to be construed as waiver by the Council of any Grantee noncompliance with this agreement.

All documentation of expenditures to be reimbursed shall be submitted on forms provided by the Council. The Council shall reimburse all grant eligible expenditures not greater than the total grant amount within thirty-five (35) days of the receipt of satisfactory documentation from the Grantee. Documentation shall be deemed to be accepted if it is not rejected in writing within ten (10) working days of receipt.

No reimbursements will be awarded under this agreement for work done before or after the Grant Project Activity Period.

**3.04 Council Fund Requirement.** Notwithstanding anything to the contrary in this agreement, the payment of grant proceeds shall be made by the Council within the time frames specified in this article only if the Council has adequate program funds on hand at the time that payment is due.

### **IV. ELIGIBLE USE OF GRANT PROCEEDS.**

**4.01 Grant Project Costs.** The approved costs of the Grant Project are eligible for reimbursement out of grant proceeds, in accordance with the budget outlined in Attachment A.

**4.03 Administration Costs of Grant.** The Grantee agrees to maximize the use of its own personnel and internal services in taking the steps necessary to perform the Grant Project and minimize the administrative costs associated with the performance of the Grant Project.

**4.04 Compliance with Tax-Exempt Bond Requirement.** The Grantee acknowledges the source of the Grant Funds may be in whole or in part proceeds of tax-exempt bonds, as shown on page 1, and will comply with restrictions regarding the use of grant proceeds contained in Minnesota Statutes section 473.301 *et seq.*, and with provisions of all applicable state and federal laws, rules, and regulations pertaining to the use of bond proceeds. This applies to any portion of the grant project that may be funded from that tax-exempt bonds, as outlined in Attachment A. The Grantee will not use any tax-exempt bond portion of the Grant Funds in any way that would cause the bonds to be classified as “arbitrage bonds” under Section 148 of the Internal Revenue Code. The Grantee will not take or permit any action that would adversely affect the tax-exempt status of the bonds or omit to take any action necessary to maintain such tax-exempt status. Capital assets financed with bond proceeds shall be used only for authorized public purposes and shall not be used for any incidental private purposes unless private incidental uses are expressly permitted by applicable state and federal laws, rules, and regulations relating to tax-exempt bonds.

**4.05 Ineligible Costs.** The Grantee shall not be reimbursed for ineligible costs. Any cost not defined as an eligible cost or not included in the Grant Project or approved in writing by the Council is a non-eligible cost. Grant funds may not be used for costs of Project activities that occurred prior to the Effective Date unless specifically stated in Attachment A.

**4.06 Shifts in Project Budget.** Upon written request by the Grantee shifts in budget lines may be considered for approval by Council staff if it is determined that such a shift would not result in a change in project scope or grant deliverables and would maintain compliance with fund source regulations and restrictions.

## **V. ACCOUNTING, AUDIT REQUIREMENTS, FINAL REPORT.**

**5.01 Separate Account.** The Grantee agrees to establish and maintain a separate account for the Grant Project and to maintain accurate and complete records and accounts relating to the receipt and expenditure of any and all grant funds. Such accounts and records shall be kept and maintained for a period of at least six (6) years following the expiration of the grant or such shorter period as may be specified in writing by the Council at the expiration of the grant period.

**5.02 Audit.** The above accounts and records of the Grantee shall be audited in the same manner as other accounts and records of the Grantee and may be audited and/or inspected on the Grantee’s premises or otherwise by individuals designated or authorized by the Council at any time following reasonable notification during the grant period and for a period of six (6) years thereafter.

**5.03 Semi-Annual Reporting.** Grantee must submit semi-annual progress reports to the Council by July 31 and January 31 of each year while the grant agreement is active. The report

shall include all activities taken during the reporting period. The Grantee shall provide sufficient documentation for information the Council reasonably requests.

**5.04 Cash Flow Reporting.** Grantee must submit cash flow reports to the Council at intervals requested by the Council. In the report, the Grantee shall describe the current project spending and projected spending for the periods defined in the report template.

**5.05 Final Report and Grant Closeout.** Prior to the Council's approval of the final reimbursement, the Grantee must submit a final closeout report that provides the completed project results, acknowledges that all required reports have been submitted, that the grant funds have been spent in accordance with the grant agreement, and certifies that the reported expenditures fairly and accurately represent the true project costs.

## **VI. GENERAL CONDITIONS.**

**6.01 Regional Use.** The Grantee agrees to develop, operate, and maintain the Park in a manner consistent with the Policy Plan and the Approved Master Plan, including allowing use of the Park by all persons in the region. The Grantee further agrees that it will not adopt any rules or restrictions hindering or affecting regional use of the completed Grant Project or the Park including, but not limited to, charging higher fees for non-residents, without the express written consent of the Council.

**6.02 Consultation.** The Grantee agrees to review and solicit recommendations and advice from the Council's staff at the earliest possible time if and when the Grantee expects that the following will or may occur:

- The costs for any portion of the Grant project will be higher than the Grantee's projected costs for that portion of the Grant Project; or
- The total cost of the Grant Project will exceed the total grant award.

**6.03 Time.** The Grantee must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

**6.04 Maximum Use of Other Funds.** If the Grantee at any time receives funding or reimbursement from another source for amounts charged by the Grantee against this grant, such funds charged against this grant shall be immediately refunded to the Council upon discovery of the duplicate funding or reimbursement.

**6.05 Liability.** The Grantee must indemnify, save, and hold the Council, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the Council, arising from the performance of this Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the Council's failure to fulfill its obligations under this Agreement.

**6.06 Amendments.** The terms of this agreement may be changed by mutual agreement of the parties. Changes shall be effective only upon execution of written amendment(s) signed by authorized representatives of the Council and the Grantee.

**6.07 Equal Opportunity; Affirmative Action.** The Grantee agrees to comply with all applicable laws, rules, and regulations relating to nondiscrimination and affirmative action in public purchase, involvement, and use. In particular, the Grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance, membership or activity in a local civil rights commission, or age, and to take affirmative action to insure that applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training. In addition, the Grantee agrees to include affirmative action and equal employment provisions in any written contract entered into after the date of execution of this agreement which involves the provision of work or services which will be paid for in whole or in part out of the grant proceeds.

**6.08 Permits, Bonds, and Approvals.** The Grantee is responsible for obtaining all applicable local and state licenses, permits, bonds, and authorizations necessary for performing the Grant Project.

**6.09 Acknowledgments.** The Grantee shall appropriately acknowledge the financial assistance provided by the Council in any promotional materials, press releases, reports, and publications relating to the Grant Project. Upon completion of the Grant Project, the Grantee must post a permanent funding acknowledgement sign in a conspicuous location at the site (if applicable), including language similar to the following: “Funding for this project was provided through a regional recreation open space grant funded by the Metropolitan Council.”

**6.10 Project Implementation.** This agreement is intended to assist in implementing the Policy Plan and shall be interpreted consistently with it.

**6.11 Jurisdiction and Venue.** Venue for all legal proceedings arising out of this grant agreement, or breach of this grant agreement, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**6.12 Termination.** The Council may cancel this Agreement at any time, with or without cause, upon 30 days’ written notice to the Grantee. Upon termination, the Grantee will be entitled to payment determined on a pro rata basis, for services satisfactorily performed.

**6.13 Small Disadvantaged Businesses.** The Council maintains a list of Small Disadvantaged Businesses that the Grantee and its contractors are encouraged to use. This list and technical assistance are available through the Council’s Office of Equal Opportunity at <http://mcub.metc.state.mn.us>. The Grantee and its contractors are also encouraged to use Small Disadvantaged Businesses that are certified through other government programs. The Council expects the Grantee and Grantee’s contractors to make reasonable efforts to solicit and include Small Disadvantaged Businesses in economic activities that arise from the Grantee’s use of grant funds.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the Effective Date indicated by the Metropolitan Council authorized representative below.

**RAMSEY COUNTY**

**METROPOLITAN COUNCIL**

By: \_\_\_\_\_  
Toni Carter  
Its: Ramsey County Board Chair  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
LisaBeth Barajas, Executive Director  
Its: Community Development Division  
Date: \_\_\_\_\_

By: Mark McCabe  
Mark McCabe  
Its: Director of Parks and Recreation  
Date: 12/01/2021

**Approved as to form**

By: Amy K. Stumacher  
Its: Assistant County Attorney  
Date: 11/30/2021

**ATTACHMENT A**

**Regional Parks Grant Project Summary**

<b>Grant #</b>	<b>SG-21P3-06-01</b>
<b>Funding Type:</b>	Parks Interest Earnings
<b>Grantee:</b>	Ramsey County
<b>Project Name:</b>	Cultural Liaisons for Parks
<b>Regional Park or Trail:</b>	Jurisdiction-wide
<b>City:</b>	Multiple
<b>County:</b>	Ramsey
<b>Project Description:</b>	Park staff isn't reflective of the County's diversity and changing demographics. The addition of Cultural Liaison positions for Ramsey County Parks will be a powerful agent of change. By hiring BIPOC staff to do outreach and programming geared toward the BIPOC community, we would increase the number of BIPOC participants in County programming as well as diversifying the Parks & Recreation's workforce.
<b>Total Budget:</b>	\$38,700.00
<b>Capital Costs:</b>	
<b>Construction:</b>	
<b>Internal Professional Services:</b>	
<b>External Professional Services:</b>	
<b>Non-Capital Costs:</b>	
<b>Internal Professional Services:</b>	\$38,700.00 (Staffing costs for newly hired Cultural Liaisons.)
<b>External Professional Services:</b>	
<b>Community Engagement:</b>	
<b>Outreach Events:</b>	
<b>Outreach Goods/Materials:</b>	
<b>Other:</b>	
*No budget shifts will be allowed between Capital Costs and Non-Capital Costs due to fund restrictions.	

**GRANT AGREEMENT**  
**Competitive Equity Grant Program**  
**Metropolitan Council Bonds and Interest Earnings**

<b>GRANTEE: Ramsey County</b>		<b>GRANT NO. SG-21P3-06-02</b>
<b>GRANT PROJECT: Unlocking Winter Recreation – A Robust and Equitable Learn-to-Ski Program at Battle Creek Regional Park (See Attachment A, Grant Project Summary)</b>		
<b>TOTAL GRANT AMOUNT: \$161,300.00</b>		
<b>COUNCIL BONDS: \$0</b>		
<b>INTEREST EARNINGS: \$161,300.00</b>		
<b>EFFECTIVE DATE: July 1, 2021</b>		
<b>GRANT PROJECT ACTIVITY PERIOD: July 1, 2021 to June 30, 2024</b>		
<b>COUNCIL AUTHORIZED REPRESENTATIVE: Nicole Clapp, Senior Grant Administrator (nicole.clapp@metc.state.mn.us)</b>		
<b>COUNCIL ACTION: July 14, 2021</b>	<b>BUSINESS ITEM: 2021-161</b>	
<b>EXPIRATION DATE: June 30, 2024</b>		

**THIS AGREEMENT** is made and entered into on the Effective Date by and between the Metropolitan Council (the “Council”) and the Grantee named above.

**RECITALS**

1. Minnesota Statutes section 473.301 *et seq.* authorizes the Council to make grants to eligible governmental units situated wholly or partly within the metropolitan area for development of regional recreation open space in accord with the 2040 Regional Parks Policy Plan
2. The 2040 Regional Parks Policy Plan committed the Council to creating a set-aside competitive grant program for capital projects explicitly intended to strengthen equitable usage of the Regional Parks System, available to Regional Parks Implementing Agencies.
3. The Grantee is a Regional Parks Implementing Agency, defined as the counties of Anoka, Carver, Dakota, Ramsey, Scott and Washington, the cities of Saint Paul and Bloomington, the Minneapolis Park and Recreation Board, and the Three Rivers Park District.
4. The Grantee has applied to the Council for a Competitive Equity Grant to assist in the funding of the Grant Project summarized in Attachment A and fully described in the

grantee's final program application, which is incorporated into this grant agreement by reference.

5. The Metropolitan Council has allocated the Total Grant Amount from a combination of Council park bonds and/or interest earnings to the Grantee for the Grant Project, as shown on page 1.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of the Council during the Grant Project Activity Period.

**NOW THEREFORE**, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

## **I. DEFINITIONS OF TERMS.**

The terms defined in this section have the meanings given them in this section unless otherwise provided or indicated by context.

- A. **Approved Master Plan.** "Approved Master Plan" means the master plan for the Park required and approved by the Council.
- B. **Council Action.** "Council Action" means the action or decision of the governing body of the Metropolitan Council, on the meeting date identified on page 1 of this Agreement, by which the Grantee was awarded Competitive Equity Grant Program funds.
- C. **Effective Date.** "Effective Date" means the date this Agreement is fully executed by both parties. Pursuant to Council policy, no payments will be made to the Grantee until this Agreement is fully executed.
- D. **Eligible Costs.** "Eligible Costs" means and is limited to the Use of Funds described in Attachment A and the grantee's program application, which is incorporated into this agreement by reference.
- E. **Grant Project or Project.** "Grant Project or Project" means the project described in Attachment A and the grantee's program application, which is incorporated into this grant agreement by reference.
- F. **Grant Project Activity Period.** "Grant Project Activity Period" means the Effective Date to the Grant's expiration date, as shown on page 1 of this Agreement.
- G. **Park.** "Park" means the regional park, regional park reserve, regional trail, or special recreation feature containing the Grant Project.
- H. **Policy Plan.** "Policy Plan" means the regional recreation open space system policy plan, including the capital improvement program for recreation open space, required by Minnesota Statutes section 473.147.
- I. **Reimbursement.** "Reimbursement" means the Grantee will expend its own funds and provide to the Council acceptable documentation that the expenditure has been made before seeking payment for the expenditure under this agreement.

## **II. GRANT PROJECT.**

**2.01 Grant Project.** The Grantee will perform the Grant Project identified on Attachment A and in the grantee's program application, which is incorporated into this agreement by reference, during the Grant Project Activity Period identified on page 1. A Grant Project summary that identifies the Project activities and budget is attached hereto and incorporated herein as Attachment A. All projects undertaken in whole or in part with grant funds shall be administered, developed, and maintained in accordance with the provisions of this Agreement, the Grantee's grant application, the Approved Master Plan (where applicable) and the Policy Plan.

### **III. GRANT AMOUNT, GRANT PERIOD, REQUEST FOR REIMBURSEMENT.**

**3.01 Grant Amount.** The Council agrees to make available to the Grantee during the Grant Period a grant in the amount described on Page 1 to complete the Grant Project. In no event will the Council's obligation under this agreement exceed the total grant amount. The Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee in the performance of the Grant Project.

**3.02 Grant Project Activity Period.** The grant period shall commence on the Effective Date shown on page 1 and remain in full force and effect until the expiration date shown on page 1, or until all Grantee obligations set forth in this agreement have been satisfactorily fulfilled and the Grantee's final report is received and accepted by the Council, whichever occurs first. After that date, all grant funds that have not been expended shall revert to the Council.

**3.03 Requests for Reimbursement.** All payments to the Grantee are on a Reimbursement basis only, as provided in Section I, paragraph I. To obtain reimbursement under this agreement, the Grantee shall provide the Council with evidence that the Grant Project, (or a portion thereof) for which payment is requested, has been satisfactorily completed. The Grantee shall describe the activities undertaken regarding the grant and shall provide sufficient documentation of grant eligible expenditures, invoices and payment documents, and such other information as the Council's staff reasonably requests. The Council will make the final determination whether the expenditures are eligible for reimbursement under this agreement, and verify the total amount requested from the Council. Reimbursement of any cost is not to be construed as waiver by the Council of any Grantee noncompliance with this agreement.

All documentation of expenditures to be reimbursed shall be submitted on forms provided by the Council. The Council shall reimburse all grant eligible expenditures not greater than the total grant amount within thirty-five (35) days of the receipt of satisfactory documentation from the Grantee. Documentation shall be deemed to be accepted if it is not rejected in writing within ten (10) working days of receipt.

No reimbursements will be awarded under this agreement for work done before or after the Grant Project Activity Period.

**3.04 Council Fund Requirement.** Notwithstanding anything to the contrary in this agreement, the payment of grant proceeds shall be made by the Council within the time frames specified in this article only if the Council has adequate program funds on hand at the time that payment is due.

### **IV. ELIGIBLE USE OF GRANT PROCEEDS.**

**4.01 Grant Project Costs.** The approved costs of the Grant Project are eligible for reimbursement out of grant proceeds, in accordance with the budget outlined in Attachment A.

**4.03 Administration Costs of Grant.** The Grantee agrees to maximize the use of its own personnel and internal services in taking the steps necessary to perform the Grant Project and minimize the administrative costs associated with the performance of the Grant Project.

**4.04 Compliance with Tax-Exempt Bond Requirement.** The Grantee acknowledges the source of the Grant Funds may be in whole or in part proceeds of tax-exempt bonds, as shown on page 1, and will comply with restrictions regarding the use of grant proceeds contained in Minnesota Statutes section 473.301 *et seq.*, and with provisions of all applicable state and federal laws, rules, and regulations pertaining to the use of bond proceeds. This applies to any portion of the grant project that may be funded from that tax-exempt bonds, as outlined in Attachment A. The Grantee will not use any tax-exempt bond portion of the Grant Funds in any way that would cause the bonds to be classified as “arbitrage bonds” under Section 148 of the Internal Revenue Code. The Grantee will not take or permit any action that would adversely affect the tax-exempt status of the bonds or omit to take any action necessary to maintain such tax-exempt status. Capital assets financed with bond proceeds shall be used only for authorized public purposes and shall not be used for any incidental private purposes unless private incidental uses are expressly permitted by applicable state and federal laws, rules, and regulations relating to tax-exempt bonds.

**4.05 Ineligible Costs.** The Grantee shall not be reimbursed for ineligible costs. Any cost not defined as an eligible cost or not included in the Grant Project or approved in writing by the Council is a non-eligible cost. Grant funds may not be used for costs of Project activities that occurred prior to the Effective Date unless specifically stated in Attachment A.

**4.06 Shifts in Project Budget.** Upon written request by the Grantee shifts in budget lines may be considered for approval by Council staff if it is determined that such a shift would not result in a change in project scope or grant deliverables and would maintain compliance with fund source regulations and restrictions.

## **V. ACCOUNTING, AUDIT REQUIREMENTS, FINAL REPORT.**

**5.01 Separate Account.** The Grantee agrees to establish and maintain a separate account for the Grant Project and to maintain accurate and complete records and accounts relating to the receipt and expenditure of any and all grant funds. Such accounts and records shall be kept and maintained for a period of at least six (6) years following the expiration of the grant or such shorter period as may be specified in writing by the Council at the expiration of the grant period.

**5.02 Audit.** The above accounts and records of the Grantee shall be audited in the same manner as other accounts and records of the Grantee and may be audited and/or inspected on the Grantee’s premises or otherwise by individuals designated or authorized by the Council at any time following reasonable notification during the grant period and for a period of six (6) years thereafter.

**5.03 Semi-Annual Reporting.** Grantee must submit semi-annual progress reports to the Council by July 31 and January 31 of each year while the grant agreement is active. The report

shall include all activities taken during the reporting period. The Grantee shall provide sufficient documentation for information the Council reasonably requests.

**5.04 Cash Flow Reporting.** Grantee must submit cash flow reports to the Council at intervals requested by the Council. In the report, the Grantee shall describe the current project spending and projected spending for the periods defined in the report template.

**5.05 Final Report and Grant Closeout.** Prior to the Council's approval of the final reimbursement, the Grantee must submit a final closeout report that provides the completed project results, acknowledges that all required reports have been submitted, that the grant funds have been spent in accordance with the grant agreement, and certifies that the reported expenditures fairly and accurately represent the true project costs.

## **VI. GENERAL CONDITIONS.**

**6.01 Regional Use.** The Grantee agrees to develop, operate, and maintain the Park in a manner consistent with the Policy Plan and the Approved Master Plan, including allowing use of the Park by all persons in the region. The Grantee further agrees that it will not adopt any rules or restrictions hindering or affecting regional use of the completed Grant Project or the Park including, but not limited to, charging higher fees for non-residents, without the express written consent of the Council.

**6.02 Consultation.** The Grantee agrees to review and solicit recommendations and advice from the Council's staff at the earliest possible time if and when the Grantee expects that the following will or may occur:

- The costs for any portion of the Grant project will be higher than the Grantee's projected costs for that portion of the Grant Project; or
- The total cost of the Grant Project will exceed the total grant award.

**6.03 Time.** The Grantee must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

**6.04 Maximum Use of Other Funds.** If the Grantee at any time receives funding or reimbursement from another source for amounts charged by the Grantee against this grant, such funds charged against this grant shall be immediately refunded to the Council upon discovery of the duplicate funding or reimbursement.

**6.05 Liability.** The Grantee must indemnify, save, and hold the Council, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the Council, arising from the performance of this Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the Council's failure to fulfill its obligations under this Agreement.

**6.06 Amendments.** The terms of this agreement may be changed by mutual agreement of the parties. Changes shall be effective only upon execution of written amendment(s) signed by authorized representatives of the Council and the Grantee.

**6.07 Equal Opportunity; Affirmative Action.** The Grantee agrees to comply with all applicable laws, rules, and regulations relating to nondiscrimination and affirmative action in public purchase, involvement, and use. In particular, the Grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance, membership or activity in a local civil rights commission, or age, and to take affirmative action to insure that applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training. In addition, the Grantee agrees to include affirmative action and equal employment provisions in any written contract entered into after the date of execution of this agreement which involves the provision of work or services which will be paid for in whole or in part out of the grant proceeds.

**6.08 Permits, Bonds, and Approvals.** The Grantee is responsible for obtaining all applicable local and state licenses, permits, bonds, and authorizations necessary for performing the Grant Project.

**6.09 Acknowledgments.** The Grantee shall appropriately acknowledge the financial assistance provided by the Council in any promotional materials, press releases, reports, and publications relating to the Grant Project. Upon completion of the Grant Project, the Grantee must post a permanent funding acknowledgement sign in a conspicuous location at the site (if applicable), including language similar to the following: “Funding for this project was provided through a regional recreation open space grant funded by the Metropolitan Council.”

**6.10 Project Implementation.** This agreement is intended to assist in implementing the Policy Plan and shall be interpreted consistently with it.

**6.11 Jurisdiction and Venue.** Venue for all legal proceedings arising out of this grant agreement, or breach of this grant agreement, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**6.12 Termination.** The Council may cancel this Agreement at any time, with or without cause, upon 30 days’ written notice to the Grantee. Upon termination, the Grantee will be entitled to payment determined on a pro rata basis, for services satisfactorily performed.

**6.13 Small Disadvantaged Businesses.** The Council maintains a list of Small Disadvantaged Businesses that the Grantee and its contractors are encouraged to use. This list and technical assistance are available through the Council’s Office of Equal Opportunity at <http://mcub.metc.state.mn.us>. The Grantee and its contractors are also encouraged to use Small Disadvantaged Businesses that are certified through other government programs. The Council expects the Grantee and Grantee’s contractors to make reasonable efforts to solicit and include Small Disadvantaged Businesses in economic activities that arise from the Grantee’s use of grant funds.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the Effective Date indicated by the Metropolitan Council authorized representative below.

**RAMSEY COUNTY**

**METROPOLITAN COUNCIL**

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

Toni Carter  
Ramsey County Board Chair

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

LisaBeth Barajas, Executive Director  
Community Development Division

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

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

By: Mark McCabe

Mark McCabe  
Director of Parks and Recreation

Date: 12/01/2021

**Approved as to form**

By: Amy K. Stenlund

Assistant County Attorney

Date: 11/30/2021

**ATTACHMENT A**

**Regional Parks Grant Project Summary**

<b>Grant #</b>	<b>SG-21P3-06-02</b>
<b>Funding Type:</b>	Parks Interest Earnings
<b>Grantee:</b>	Ramsey County
<b>Project Name:</b>	Unlocking Winter Recreation – A Robust and Equitable Learn-to-Ski Program at Battle Creek Regional Park
<b>Regional Park or Trail:</b>	Battle Creek Regional Park
<b>City:</b>	Maplewood
<b>County:</b>	Ramsey
<b>Project Description:</b>	All of the mental and physical health benefits that outdoor winter recreation can provide has been withheld from generations of communities who may not have funds, access, or cultural tradition to make winter rec a part of their lives. This program will provide access to the outdoors in winter for thousands of people in the east metro by smashing barriers, building community, and welcoming new communities into the outdoors in winter with open arms.
<b>Total Budget:</b>	\$161,300.00
<b>Capital Costs:</b>	
<b>Construction:</b>	
<b>Internal Professional Services:</b>	
<b>External Professional Services:</b>	
<b>Non-Capital Costs:</b>	
<b>Internal Professional Services:</b>	\$44,700.00 (BIPOC staff to lead programming)
<b>External Professional Services:</b>	
<b>Community Engagement:</b>	
<b>Outreach Events:</b>	\$13,600.00 (Transportation to Battle Creek Regional Park)
<b>Outreach Goods/Materials:</b>	\$103,000.00 (Ski sets, training equipment, and adaptive ski equipment)
<b>Other:</b>	
*No budget shifts will be allowed between Capital Costs and Non-Capital Costs due to fund restrictions.	

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**Item Number:** 2021-660

**Meeting Date:** 12/21/2021

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**Sponsor:** Public Works

**Title**

Grant Applications to the Minnesota Department of Transportation for Safe Routes to School Funding Requests for the Koehler Road Trail Project and the Lexington Avenue Rectangular Rapid Flashing Beacon Pedestrian Crossing Project

**Recommendation**

1. Support construction of the Koehler Road trail project and Lexington Avenue and the Lexington Avenue Rectangular Rapid Flashing Beacon pedestrian crossing project and agree to maintain such improvements.
2. Support submittal of the Koehler Road trail \$500,000 Safe Routes to School grant application request and the Lexington Avenue Rectangular Rapid Flashing Beacon pedestrian crossing \$80,000 Safe Routes to School grant application request.
3. Provide assurance that all costs associated with the Koehler Road trail project and Lexington Avenue Rectangular Rapid Flashing Beacon pedestrian crossing project beyond the Safe Routes to School grant awards will be paid for with county and city funds.

**Background and Rationale**

The Minnesota Department of Transportation (MnDOT) is currently soliciting grant applications for \$8 million of Safe Routes to School (SRTS) state grant funding available through a competitive statewide solicitation process. The primary purpose of SRTS grants is to assist counties, cities, townships, school districts and federally recognized tribes provide multi-use trails, sidewalks, pedestrian crossings and other related infrastructure so students can safely bike and walk to school. SRTS full grant applications are due January 14, 2022. MnDOT is expected to announce SRTS grant awards by March 4, 2022. For further details about SRTS grant application and SRTS solicitation process please visit the following Minnesota Department of Transportation's website link: <http://www.dot.state.mn.us/saferoutes/infrastructure-grants.html>

The Koehler Road trail project is located in the city of Vadnais Heights and would provide a new shared used bicycle and pedestrian trail from Edgerton Street to Centerville Road, addressing a critical bicycle and pedestrian facility disconnect to nearby Vadnais Heights Elementary School. This project is proposed for construction in 2023 with a total estimated cost of \$847,000. A letter of support for the application has been provided by White Bear Lake Area Schools. The city of Vadnais Heights is also in the process of approving a resolution of support for the application and their pro-rata share of local cost participation.

The Lexington Avenue Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing project is located at the intersection of Lexington Avenue and Royal Oaks Drive in the city of Shoreview at Turtle Lake Elementary School. The proposed RRFB pedestrian crossing at this location would significantly improve pedestrian visibility and safety along this high speed and highly traveled segment of Lexington Avenue. The project is proposed for construction in 2022 with a total estimated cost of \$140,000. A letter of support for the application has been provided by Mounds View Area Schools. The city of Shoreview is also in the process of approving a resolution of support for the application and their pro-rata share of local cost participation.

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

- Well-being
- Prosperity
- Opportunity
- Accountability

**Racial Equity Impact**

The Lexington Avenue RRFB pedestrian crossing project will benefit Turtle Lake Elementary School which includes a student population of 72% white, 14% Asian, 4% Hispanic and 3% Black/African American and 7% other. The Koehler Road trail project will benefit Vadnais Heights Elementary School which includes a student population of 56% White, 24% Asian, 6% Hispanic, 6% Black/African American and 8% other.

**Community Participation Level and Impact**

Public outreach for the Koehler Road trail project and Lexington Avenue RRFB pedestrian crossing project is being coordinated with the city of Vadnais Heights/White Bear Lake Area Schools and the city of Shoreview/Mounds View Area Schools. Online parent surveys have been conducted for both projects to collect data regarding the number of student bikers and walkers and the overall safety of bicycling and walking infrastructure in the vicinity of the schools and nearby neighborhoods. Both projects are also planning open house meetings to share proposed project design concepts and tentative implementation schedules if SRTS grant awards are secured.

- Inform
- Consult
- Involve
- Collaborate
- Empower

**Fiscal Impact**

The total cost for the Koehler Road Trail project is estimated at \$847,000. Funds for the project are included in the preliminary 2022-2026 Transportation Improvement Program (TIP). If a grant is awarded by MnDOT for this trail, the county will receive up to \$500,000 in state SRTS funding. Any remaining balance of project costs not funded by the SRTS grant will be paid for with county state-aid and local funding from the city of Vadnais Heights.

The total cost of the Lexington Avenue RRFB pedestrian crossing project is estimated at \$140,000. Funds for the project are included in the preliminary 2022-2026 TIP. If a grant is awarded by MnDOT for this pedestrian crossing, the county will receive up to \$80,000 in state SRTS funding. Any remaining project costs not funded by the SRTS grant will be paid for with county state-aid funding and local funding from the city of Shoreview and the Mounds View School District.

**County Manager Comments**

No additional comments.

**Last Previous Action**

No previous action.

**Attachments**

None

# Board of Commissioners

## Request for Board Action

Item Number: 2021-693

Meeting Date: 12/21/2021

**Sponsor:** Community & Economic Development

### Title

Amendment to Sole Source Agreement with GrantAnalyst.com, LLC, dba Zoom Grants Technology for Online/Cloud-Based Grant Application Management Technology

### Recommendation

1. Approve the amendment to the sole source agreement with GrantAnalyst.com, LLC, dba Zoom Grants Technology for online/cloud-based grant application management technology to increase total contract maximum from \$39,000 to \$72,000.
2. Authorize the Chair and Chief Clerk to execute the amendment.

### Background and Rationale

On January 1, 2019, Ramsey County entered into a sole source agreement with GrantAnalyst.com, LLC, dba Zoom Grants Technology for online/cloud-based grant application management technology services for housing and economic development programs. The original agreement, with options for two 1-year renewals, ends December 31, 2023. The initial contract amount based on the normal yearly programming of Community and Economic Development (CED) department. In 2020 and 2021, CED received additional COVID-19 related allocations for federal entitlement programs like Community Development Block Group and HOME Investment Partnership that resulted in drawing down the contract faster.

For this reason, an amendment is requested to increase the maximum contract amount in order utilize this online grant management tool for typical programming in 2022 and 2023 as well as increased programming resulting from the activation of the Housing and Redevelopment Authority levy.

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

Well-being       Prosperity       Opportunity       Accountability

### Racial Equity Impact

There is no direct racial equity impact linked to the amendment to the agreement.

### Community Participation Level and Impact

There is no community engagement for the specific board request to approve the amendment.

Inform       Consult       Involve       Collaborate       Empower

### Fiscal Impact

Funding for this agreement is included in the proposed 2022-2023 Community and Economic Development department budget.

### County Manager Comments

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. Amendment to the Agreement



## Amendment to CC002956

### 1. The parties agree to amend the Agreement as follows:

#### 1.1. FIRST AMENDMENT TO RAMSEY COUNTY PROCUREMENT CONTRACT

This is the First Amendment (“First Amendment”) to the Ramsey County procurement contract number CC002956 between Ramsey County and GrantAnalyst.com, LLC, dba ZoomGrants (“Contract Vendor”) dated January 01, 2019 (“Contract”). Under the contract, the Contract Vendor agreed to provide Online/Cloud-Based Grant Application Management Technology as required per the contractor proposal dated February 21, 2018.

The parties agree to amend the contract as following:

1. The parties agree that an error was made on the Ramsey County Procurement Contract, CC002956. The renewal terms should have originally read, and shall be amended, as follows:

RENEWAL 1: 01/01/2022 THROUGH 12/31/2022

RENEWAL 2: 01/01/2023 THROUGH 12/31/2023

2. The parties wish to now utilize Renewal 1 and Renewal 2. The contract shall be renewed for the period of January 01, 2022 through December 31, 2023.
3. The total contract sum is increased by \$39,000.00.
4. The total contract maximum is changed from \$33,000.00 to \$72,000.00.

### 2.

Except as modified herein, the terms of the Agreement shall remain in full force and effect.

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**Item Number:** 2021-682

**Meeting Date:** 12/21/2021

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**Sponsor:** Community & Economic Development

**Title**

Obligation of American Rescue Plan Act Funding Towards Deeply Affordable Housing Projects

**Recommendation**

1. Approve recommended projects and funding amounts for the preservation and construction of deeply affordable housing.
2. Authorize the County Manager to enter into the necessary loan or grant agreements and execute amendments to the loan or grant agreements in a manner consistent with American Rescue Plan Act regulations and requirements in a form approved by the County Attorney's Office.

**Background and Rationale**

Ramsey County has a large and documented need for affordable housing, especially for those making less than 30% of the area median income (AMI). According to Ramsey County's Economic Competitiveness and Inclusion (ECI) Plan the county has a deficit of 15,000 units affordable to those at 30% AMI or below. The lack of affordable housing supply leads to greater housing instability for residents and exacerbates the county's ongoing homelessness crisis.

On August 17, 2021, the Ramsey County Board of Commissioners obligated \$20 million of the county's American Rescue Plan Act (ARPA) allocation towards affordable housing as envisioned in the ECI Plan. The transformational investment allows Ramsey County to participate in the funding and development of deeply affordable housing at a new level.

To obligate ARPA funds for this use, developers and property owners were encouraged to apply to a competitive solicitation that opened on November 5, 2021 and closed November 16, 2021. The solicitation process was modeled after Ramsey County's existing process for obligating funding from the U.S. Department of Housing and Urban Development (HUD). Ramsey County marketed the solicitation on the Ramsey County website, through the Community & Economic Development newsletter and direct outreach to partner organizations. Eight applications were received, and staff reviewed for completeness, eligibility, impact and financial readiness. After review, four projects were recommended for initial funding awards. All four projects will serve communities disproportionately impacted by COVID-19 and all four projects are located in 2020 or 2021 qualified census tracts. Projects will be funded in a manner consistent with federal ARPA regulations and requirements in a form approved by the County Attorney's Office. A declaration will be recorded against each property's title that requires rental affordability for 30 years. Affordability will be monitored through an annual compliance review to ensure that property owners are maintaining rental limits at 30% AMI. Community & Economic Development staff already monitor rental affordability with HUD funded projects.

The following projects are recommended for the obligation of ARPA funds:

- The Villas at Mounds View, MWF Properties, 4889 Old Highway 8, Mounds View, MN 55112
  - o \$1,550,000 to construct 12 units affordable to those making 30% AMI or below within a 120-unit affordable housing development. The request represents 5% of the total development cost

(\$30,022,587).

o Project Schedule

<u>Activity</u>	<u>Date</u>
Closing on finance	May 2022
Construction	May 2022 - June 2023
Lease up	October 2023

- Lauderdale Senior Housing, Real Estate Equities, 1795 Eustis St, Lauderdale, MN 55112
  - o \$2,950,000 to construct 11 units affordable to those making 30% AMI or below within a 114-unit affordable housing development. The request represents 10% of the total development cost (\$29,593,779).

o Project Schedule

<u>Activity</u>	<u>Date</u>
Closing on finance	June 2022
Construction	July 2022 - August 2023
Lease up	August 2023 - March 2024

- Preservation of 652 Sherburne Avenue, Model Cities, 652 Sherburne Avenue, Saint Paul, MN 55104
  - o \$1,683,303 to acquire, rehabilitate and preserve 7 units affordable to those making 30% AMI or below with future opportunities for homeownership. The request represents 75% of the total development cost (\$2,230,802).

o Project Schedule

<u>Activity</u>	<u>Date</u>
Closing on finance	February 2022
Construction	February 2022 - February 2023

- Ridgewood Apartments, AEON, 1871/1885 Wilson Ave., St. Paul, MN 55116
  - o \$1,800,000 for acquisition and rehabilitation of a 100-unit residential apartment. 10 units to be affordable to households at 30% AMI. The request represents 12% of the total development cost (\$15,096,433).

o Project Schedule

<u>Activity</u>	<u>Date</u>
Closing on finance	January 7, 2022
Construction	January 2022 - December 2022

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

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

ARPA funds will be used to implement eligible strategies from the ECI Plan by investing in projects and programs that specifically aim to reduce racial disparities in housing. These strategies include increasing the supply of deeply affordable rental units and the preservation of naturally occurring affordable housing.

Ramsey County has large racial disparities between residents of color and white residents in the housing

sector. These disparities include a disproportionate number of African American and American Indian residents experiencing homelessness compared to white residents. Generally, residents of color are more likely to rent than own their own home and be cost-burdened by housing costs compared to white residents. To undo these historical and lasting inequities, inclusive investment is needed in communities where wealth has been extracted over time.

**Community Participation Level and Impact**

Community & Economic Development (CED) department implemented a robust community engagement process in the creation of ECI Plan and the approval of the Housing Redevelopment Authority levy. This included engagement with residents, businesses, community organizations, other governmental agencies, elected officials, and local municipalities. Community was informed about the competitive solicitation, one step towards the implementation of the community driven ECI Plan.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

The four projects recommended for funding award have a total funding ask of \$7,983,303. If approved, CED staff will work with the Ramsey County Attorney's Office to enter into agreements with the development teams. The agreements will preserve affordability for the length of the loan and will be in accordance with local, state and federal regulations. This leaves \$12,016,697 remaining in the 2021 ARPA allocation for deeply affordable housing. The remaining dollars will be obligated to projects in early 2022 as part of a competitive solicitation to leverage additional federal, state, and local resources for affordable housing.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On August 17, 2021, the Ramsey County Board of Commissioners allocated \$20 million towards the advancement of the Ramsey County Economic Competitiveness and Inclusion Plan (B2021-180).

**Attachments**

None.

**Item Number:** 2021-689

**Meeting Date:** 12/21/2021

**Sponsor:** Sheriff's Office

### Title

Agreements with the Cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and the Township of White Bear for Law Enforcement Services and a Personnel Complement Increase

### Recommendation

1. Approve the Law Enforcement Services Agreements with the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and the Township of White Bear for law enforcement and public safety services, in accordance with the Agreements.
2. Approve an increase in the personnel complement of the Ramsey County Sheriff's Office Contract Communities by 1.0 Full-Time Equivalent Deputy Sheriff - Commander.
3. Authorize the Chair and Chief Clerk to execute the Agreements.

### Background and Rationale

The Ramsey County Sheriff's Office has historically entered into agreements with municipalities within Ramsey County for the provision of law enforcement and public safety services, including patrol, investigations, crime prevention, community outreach, and animal control.

Contracting law enforcement and public safety services with the Ramsey County Sheriff's Office provides many advantages. These advantages include cost savings by sharing personnel and resources. Overall operating costs are controlled by sharing personnel, supervision, administrative functions, facilities, vehicles, equipment, and training among the municipalities. Since 1958, this cooperative model has demonstrated how sharing services among municipalities can achieve effective, efficient, and economical law enforcement and public safety services.

Currently, the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and the Township of White Bear, also known as the "Contract Communities," have agreements with the Ramsey County Sheriff's Office for law enforcement and public safety services within the geographical boundaries of each municipality. The current agreements will expire on December 31, 2021 with no renewal options. The Contract Communities and the Ramsey County Sheriff's Office are recommending new agreements and are proud of our ability to work closely together to achieve the shared goal of community safety in the suburban communities of Ramsey County.

As part of the new agreements, the Contract Communities have approved a 1.0 full-time equivalent (FTE) Deputy Sheriff - Commander position starting January 1, 2022. This position will enhance the divisional leadership team and focus on technology and communications.

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

Well-being

Prosperity

Opportunity

Accountability

### Racial Equity Impact

The combined population of the Contract Communities is over 75,000 people, which represents a diverse community. Once approved, this action continues to provide law enforcement and public safety services with a commitment to gender and racial equity. The Ramsey County Sheriff’s Office continues to advance racial equity through diverse hiring practices, training (including diversity, crisis intervention, de-escalation, mental health, and implicit bias) and service delivery. To promote transparency and accountability for all, body-worn cameras are worn by deputies serving the Contract Communities. The Ramsey County Sheriff’s Office continues to monitor the impact of these services and how they affect the community.

**Community Participation Level and Impact**

The Ramsey County Sheriff’s Office regularly meets with the Contract Communities leadership team, which includes city managers, city administrators, and the town clerk of each of the municipalities. The Ramsey County Sheriff’s Office also attends city council and town board meetings. The Contract Communities leadership team routinely receives feedback from their elected governing bodies regarding the provision of law enforcement and public safety services.

- Inform
- Consult
- Involve
- Collaborate
- Empower

**Fiscal Impact**

There is no impact to the county property tax levy as all of the costs associated with providing contract law enforcement and public safety services will be funded, and paid for, by the Contract Communities, including salaries and benefits, equipment, and training during the term of each Agreement. The estimated revenue and appropriations will be included in the Sheriff’s Office 2022-23 proposed budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On December 17, 2019, the Ramsey County Board approved an increase in the personnel complement of the Sheriff’s Office for Contract Communities by 1.0 full-time equivalent Deputy Sheriff (Resolution B2019-307).

On November 6, 2018, the Ramsey County Board approved Agreements with the cities of Arden Hills, Little Canada, North Oaks, Shoreview, Vadnais Heights and the Township of White Bear for Law Enforcement Services and an increase in the personnel complement of the Sheriff’s Office by 1.0 full-time equivalent Deputy Sheriff (Resolution B2018-284).

On November 21, 2017, the Ramsey County Board approved an Agreement with the city of Falcon Heights for law enforcement services (Resolution B2017- 303).

On January 12, 2016, the Ramsey County Board approved Agreements with the cities of Arden Hills, Gem Lake, Little Canada, North Oaks, Shoreview, Vadnais Heights, and the Township of White Bear to provide law enforcement services (Resolution B2016-013).

**Attachments**

1. Agreement for Law Enforcement Services - City of Arden Hills
2. Agreement for Law Enforcement Services - City of Falcon Heights
3. Agreement for Law Enforcement Services - City of Little Canada
4. Agreement for Law Enforcement Services - City of North Oaks
5. Agreement for Law Enforcement Services - City of Shoreview
6. Agreement for Law Enforcement Services - City of Vadnais Heights
7. Agreement for Law Enforcement Services - Township of White Bear

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of Arden Hills (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2022.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crime scene processing services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
  3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
  4. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
  5. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriffs Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long-range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
  6. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.
  7. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
  8. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the

COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2022, and shall continue through December 31, 2024 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.
3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and

that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.

4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor David Grant and City Administrator Dave Perrault, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2021 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

CITY OF ARDEN HILLS

By: \_\_\_\_\_  
Toni Carter, Chair  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
David Grant  
Mayor

By: \_\_\_\_\_  
Mee Cheng, Chief Clerk  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Dave Perrault  
City Administrator

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Bob Fletcher  
Ramsey County Sheriff

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kimberly Parker  
Assistant Ramsey County Attorney

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of Falcon Heights (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2022.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crime scene processing services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
4. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
5. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriffs Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long-range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
6. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.
7. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
8. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the

COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2022, and shall continue through December 31, 2022 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.
3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and

that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.

4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor Randy Gustafson and City Administrator Sack Thongvanh, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2021 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

CITY OF FALCON HEIGHTS

By: \_\_\_\_\_  
Toni Carter, Chair  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Randy Gustafson  
Mayor

By: \_\_\_\_\_  
Mee Cheng, Chief Clerk  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Sack Thongvanh  
City Administrator

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Bob Fletcher  
Ramsey County Sheriff

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kimberly Parker  
Assistant Ramsey County Attorney

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of Little Canada (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2022.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crime scene processing services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
4. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
5. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriffs Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
6. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.
7. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
8. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the

COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2022, and shall continue through December 31, 2022 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.
3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and

that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.

4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor John Keis and City Administrator Chris Heineman, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2021 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

CITY OF LITTLE CANADA

By: \_\_\_\_\_  
Toni Carter, Chair  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
John Keis  
Mayor

By: \_\_\_\_\_  
Mee Cheng, Chief Clerk  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Chris Heineman  
City Administrator

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Bob Fletcher  
Ramsey County Sheriff

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kimberly Parker  
Assistant Ramsey County Attorney

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of North Oaks (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2022.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crime scene processing services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
4. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
5. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriffs Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long-range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
6. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.
7. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
8. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the

COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2022, and shall continue through December 31, 2024 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.
3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and

that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.

4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor Kara Ries and City Administrator Kevin Kress, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2021 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

CITY OF NORTH OAKS

By: \_\_\_\_\_  
Toni Carter, Chair  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Kara Ries  
Mayor

By: \_\_\_\_\_  
Mee Cheng, Chief Clerk  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Kevin Kress  
City Administrator

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Bob Fletcher  
Ramsey County Sheriff

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kimberly Parker  
Assistant Ramsey County Attorney

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of Shoreview (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2022.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crime scene processing services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
  3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
  4. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
  5. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriffs Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long-range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
  6. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.
  7. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
  8. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the

COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2022, and shall continue through December 31, 2024 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.
3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and

that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.

4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor Sandra C. Martin and City Manager Terry C. Schwerm, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2021 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

CITY OF SHOREVIEW

By: \_\_\_\_\_  
Toni Carter, Chair  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Sandra C. Martin  
Mayor

By: \_\_\_\_\_  
Mee Cheng, Chief Clerk  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Terry C. Schwerm  
City Manager

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Bob Fletcher  
Ramsey County Sheriff

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kimberly Parker  
Assistant Ramsey County Attorney

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the City of Vadnais Heights (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2022.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"), and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crime scene processing services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
  3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
  4. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
  5. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriffs Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
  6. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.
  7. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
  8. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the

COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2022, and shall continue through December 31, 2024 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.
3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and

that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.

4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S City Manager. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by Mayor Heidi Gunderson and City Administrator Kevin Watson, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2021 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

CITY OF VADNAIS HEIGHTS

By: \_\_\_\_\_  
Toni Carter, Chair  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Heidi Gunderson  
Mayor

By: \_\_\_\_\_  
Mee Cheng, Chief Clerk  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Kevin Watson  
City Administrator

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Bob Fletcher  
Ramsey County Sheriff

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kimberly Parker  
Assistant Ramsey County Attorney

**AGREEMENT FOR  
LAW ENFORCEMENT SERVICES**

This is an Agreement between the County of Ramsey (hereinafter referred to as the "COUNTY"), and the Township of White Bear (hereinafter referred to as the "MUNICIPALITY"), to provide law enforcement services to the MUNICIPALITY for the period commencing January 1, 2022.

WHEREAS, the COUNTY has a statutory obligation to provide police protection within Ramsey County; and

WHEREAS, the COUNTY has previously contracted to provide law enforcement services to the cities of Arden Hills, Falcon Heights, Little Canada, North Oaks, Shoreview, Vadnais Heights, and to White Bear Township (hereinafter collectively referred to as the "MUNICIPALITIES"); and

WHEREAS, the MUNICIPALITY has determined that it is in the best interests of the MUNICIPALITY to continue to contract with the COUNTY for law enforcement services, thereby allowing for the allocation of overhead and other administrative costs over a larger population; and

WHEREAS, the parties to this Agreement intend to contract for law enforcement functions within the political boundaries of the MUNICIPALITY through the Ramsey County Sheriff; and

WHEREAS, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided for by the provisions of Minnesota Statutes Sections 471.59 and 436.05, and Laws 1959, Chapter 372.

NOW, THEREFORE, IN CONSIDERATION OF the mutual undertakings set forth herein, the COUNTY and the MUNICIPALITY agree as follows:

**A. SCOPE OF SERVICES**

1. The COUNTY agrees, through the Ramsey County Sheriff's Office, to provide law enforcement services to the MUNICIPALITY which will include, but not be limited to, the following:
  - a. Patrol services with random patrolling of residential areas, businesses, parks, and other public property areas;
  - b. Enforcement of Minnesota State Statutes and the ordinances of the MUNICIPALITY;
  - c. Traffic enforcement including the regular use of radar or laser as a speed deterrent;
  - d. Crime prevention programs such as Neighborhood Watch, as well as other business and residential crime prevention programs;
  - e. Criminal investigative and crime scene processing services;
  - f. Follow up on reported crimes with persons who reported the crime including routine notification by telephone or mail as to the status of the investigation;
  - g. Responses to medical, fire, and other emergencies;
  - h. Coordination of volunteer programs such as the Community Affairs Officer and Reserve Programs;

- i. Driver's license inspections, background checks and license enforcement services as called for under applicable state law and ordinances of the MUNICIPALITY;
  - j. Special event traffic patrol and patrol services for community festivals or other special events; and
  - k. Attendance at Public Safety or City Council meetings as requested by the MUNICIPALITY; and
  - l. Animal control services.
2. The manner and standards of performance, the discipline of officers, and other matters incident to the provision of services under this Agreement, and the control of personnel so employed, shall be subject solely to the control of the COUNTY. In the event of a dispute between the parties as to the extent of the duties and functions to be rendered hereunder, or the level or manner of performance of such service, the determination thereof made by the Sheriff of the COUNTY shall be final and conclusive as between the parties hereto, subject however, to the provisions of Section A.3. herein.
3. In the event the MUNICIPALITY, through its elected body or authorized agent, notifies the COUNTY that the MUNICIPALITY is dissatisfied with the assignment of personnel for the performance of services under this Agreement and requests a change in personnel, the COUNTY shall make every effort to effect a change in the assignment of personnel, provided that such a change does not jeopardize the ability of the COUNTY to provide services to other areas of Ramsey County in a timely and efficient manner.
4. The COUNTY'S contractual obligations under this Agreement do not lessen the COUNTY'S obligation to provide patrol and police protection services to Bellaire Beach, area lakes, Ramsey County open space areas, and regional, park areas owned or operated by Ramsey County and all other areas under COUNTY jurisdiction located within the political boundaries of the MUNICIPALITY. The COUNTY'S contractual obligations under this Agreement shall also recognize the underlying, statutory obligations that Ramsey County has to provide police protection to the MUNICIPALITY.
5. Services shall be provided 24 hours per day and shall be performed by the number of deputies and other personnel budgeted for in the COUNTY'S Approved Budget for these services to the MUNICIPALITIES.
6. To facilitate the COUNTY'S performance pursuant to this Agreement, the MUNICIPALITY agrees that the COUNTY shall have full cooperation and assistance from the MUNICIPALITY, its officers, agents and employees. The MUNICIPALITY shall designate a liaison to the Ramsey County Sheriff's Office. The liaison shall attend meetings of the Sheriff's Contract Communities Committee and shall represent its respective MUNICIPALITY at the meetings. The purpose of these meetings is to develop short-term and long range plans and to coordinate and analyze police service, to develop budget parameters for distributing costs among the MUNICIPALITIES, and other related public service issues. The Sheriff's Contract Communities Committee shall also review any disputes which arise between the MUNICIPALITIES and/or Sheriff's Office and recommend a resolution.
7. The COUNTY shall furnish and supply all necessary labor, supervision, equipment, communication facilities and dispatching, and supplies necessary to provide services pursuant to this Agreement.

8. All deputy sheriffs, clerks, and all other COUNTY personnel performing duties pursuant to this Agreement shall at all times be considered employees of the COUNTY for all purposes.
9. The name of each of the MUNICIPALITIES that contract with the Sheriff's Office for law enforcement services shall be affixed to all squad cars and other major pieces of equipment used primarily within these MUNICIPALITIES.

**B. ASSUMPTION OF LIABILITIES/INSURANCE**

1. Except as otherwise provided, the MUNICIPALITY shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any COUNTY personnel performing services pursuant to this Agreement for said MUNICIPALITY, and the COUNTY hereby assumes said liabilities.
2. Except as herein otherwise specified, the MUNICIPALITY shall not be liable for compensation or indemnity to any COUNTY employee for injury or sickness arising out of the performance of services pursuant to this Agreement, and the COUNTY hereby agrees to hold harmless the MUNICIPALITY against any such claim.
3. The MUNICIPALITY, its officers, and employees, shall not be deemed to assume any liability for the intentional or negligent acts of the COUNTY or the COUNTY'S employees performing services pursuant to this Agreement, and the COUNTY shall hold the MUNICIPALITY, its officers, and employees harmless from and shall defend and indemnify the MUNICIPALITY, its officers, and employees against any claim for damages arising out of the COUNTY'S performance of services pursuant to this Agreement.
4. The COUNTY, its officers, and employees shall not be deemed to assume any liability for intentional or negligent acts of the MUNICIPALITY or of any other officers, agent or employee thereof, and the MUNICIPALITY shall hold the COUNTY and its officers and employees harmless from, and shall defend and indemnify the COUNTY and its officers and employees against any claim for damages arising out of the MUNICIPALITY'S performance of its obligations pursuant to this Agreement.
5. The COUNTY agrees to maintain, during the term of this Agreement, automobile, general liability, workers' compensation, and professional liability insurance in amounts deemed appropriate by the COUNTY. The COUNTY shall name the MUNICIPALITY as an additional insured on these policies except for the workers' compensation policy. The MUNICIPALITY agrees to pay, as a part of the actual cost as provided in Section 6 below, a pro rata share of the COUNTY'S insurance costs. These costs shall include the costs for any assessments and credits for any dividends by participating in any insurance pools or trusts. The COUNTY may elect to self-insure all or any portion of these risks. If the COUNTY cannot obtain insurance and/or elects to self-insure, the MUNICIPALITY shall pay a pro rata share of the costs of self-insurance, based on each MUNICIPALITY'S share of the approved annual budget. Insurance costs as they relate to insurance coverage shall include premiums and deductibles. Costs of self-insurance shall include reserves, claims and damage payments, and administration costs required to maintain self-insurance.
6. The MUNICIPALITY acknowledges that the COUNTY may, in an effort to provide the best insurance coverage at the most economical cost, become a member of the

Minnesota Counties Insurance Trust or some similar organization; and the MUNICIPALITY further acknowledges that membership in such an organization may be for a fixed minimum term and may expose the COUNTY to some type of contingent cost liability, such as debts, obligations and liabilities, in the event that the COUNTY withdraws its membership. The MUNICIPALITY agrees to reimburse the COUNTY for the MUNICIPALITY'S pro rata share of any such contingent cost liability arising during the term of this Agreement for Law Enforcement Services and assessed against the COUNTY. Upon notification to the COUNTY of any such contingent cost liability, the COUNTY will notify the MUNICIPALITY in a timely manner.

**C. TERM OF AGREEMENT/TERMINATION**

1. The term of this Agreement shall commence on January 1, 2022, and shall continue through December 31, 2024 ("Term").
2. If either party intends not to renew this Agreement at the end of its Term, the party must notify the other party and other MUNICIPALITIES in writing at least nine (9) calendar months prior to the end of the contract Term. If either party has not approved a successor agreement at the end of the Term, the COUNTY will continue to provide law enforcement services in accordance with this Agreement.
3. Either party may terminate this Agreement at the end of a calendar year and prior to the end of the Term of the Agreement by notifying the other party to this Agreement and the other MUNICIPALITIES in writing of their intent to terminate the Agreement at least nine (9) calendar months prior to the end of the calendar year.
4. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S Clerk-Treasurer. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.

**D. COST AND PAYMENT**

1. The MUNICIPALITY agrees to pay the COUNTY the actual cost of providing all services covered by this Agreement. Actual cost shall mean the MUNICIPALITY'S pro rata share of the COUNTY'S total cost of providing patrol and police protection services as described in this Agreement to the MUNICIPALITIES with which the COUNTY has agreements for the current contract year, including, but not limited to the following: salaries of employees engaged in performing said services, including vacation and sick leave; mileage; uniforms; public employees retirement contributions; workers' compensation, automobile, general liability and police professional liability insurance costs or the cost of self-insurance; general overhead, including indirect expenses and supplies, radio unit expense, and health and welfare expense. The term "costs" as used herein shall not include items of expense attributable to services or facilities normally provided or available to all cities within the COUNTY as part of the COUNTY'S obligation to enforce state law. Computation of actual costs hereunder shall be made by the Ramsey County Finance Department based on information provided by the Sheriff.
2. During the term of this Agreement, the COUNTY shall annually submit a Budget Estimate for the following year of services to the MUNICIPALITY no later than August 1 of the current year. Said Budget Estimate will

be for the limited purpose of better enabling the MUNICIPALITY to estimate its annual budget and tax levy. It is understood by the parties to this Agreement that said Budget Estimate shall in no way prevent the COUNTY from charging its actual costs.

3. If the MUNICIPALITY does not allocate the necessary funding for its proportionate share of the COUNTY'S Approved Budget to the MUNICIPALITIES for a given year, the MUNICIPALITY and the COUNTY must meet by January 31 of the budget year in question to review and reach agreement on modifications to service levels provided by the COUNTY that are consistent with the MUNICIPALITY'S budget and that recognize the impact of these service level changes to other MUNICIPALITIES that contract with the COUNTY for these services.
4. Unless the COUNTY and MUNICIPALITY have reached agreement pursuant to the prior paragraph for a change in the MUNICIPALITY'S contribution, the COUNTY shall bill the MUNICIPALITY on a monthly basis in advance in an amount equal to one-twelfth (1/12) of the Budget Estimate for services to the MUNICIPALITY. The MUNICIPALITY shall pay the COUNTY within 45 days of receipt of the monthly statement. At the close of the contract year, the COUNTY will reconcile the current year Budget Estimate and current year actual costs, shall provide a copy of the current year actual cost to the MUNICIPALITY, and shall either give a credit to the MUNICIPALITY or bill the MUNICIPALITY for additional costs in excess of the Budget Estimate.

**E. GENERAL PROVISIONS**

1. Notice to the COUNTY shall be given to the County Manager and Ramsey County Sheriff, and Notice to the MUNICIPALITY shall be given to the MUNICIPALITY'S Clerk-Treasurer. Notice to the other MUNICIPALITIES will be given in accordance with the notice provisions of the contracts between the COUNTY and the other MUNICIPALITIES.
2. It is understood that prosecutions for violations of ordinances or state statutes, together with disposition of all fines collected pursuant thereto, shall be in accordance with state statutes, state rules, and judicial orders.
3. The Ramsey County Sheriff's Office shall submit to the MUNICIPALITY quarterly activity reports detailing the activities of the Sheriff's Office under this agreement within the MUNICIPALITY. Said reports shall contain, at a minimum, the number of calls answered and the number of citations issued. However, no information will be provided which would violate the State Data Practices Act.
4. The MUNICIPALITY may contract with the COUNTY for additional law enforcement services above and beyond those provided in this Agreement.
5. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, signed by authorized representatives of the COUNTY and the MUNICIPALITY and attached to the original of this Agreement.

IN WITNESS WHEREOF, the MUNICIPALITY, by resolution duly adopted by its Council has caused this Agreement to be signed by the Board of Supervisors Chair Ed Prudhon and Town Clerk Patrick Christopherson, and the seal of the MUNICIPALITY to be affixed hereto on the \_\_\_\_\_ of \_\_\_\_\_, 2021 and the COUNTY, by resolution of its Board of County Commissioners, has caused this Agreement to be signed by the Chair and Chief Clerk of said Board on the \_\_\_\_\_ day of \_\_\_\_\_.

COUNTY OF RAMSEY

TOWNSHIP OF WHITE BEAR

By: \_\_\_\_\_  
Toni Carter, Chair  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Ed Prudhon, Chair  
Board of Supervisors

By: \_\_\_\_\_  
Mee Cheng, Chief Clerk  
Ramsey County Board of Commissioners

By: \_\_\_\_\_  
Patrick Christopherson  
Town Clerk

APPROVAL RECOMMENDED:

By: \_\_\_\_\_  
Bob Fletcher  
Ramsey County Sheriff

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kimberly Parker  
Assistant Ramsey County Attorney

Item Number: 2021-687

Meeting Date: 12/21/2021

**Sponsor:** Sheriff's Office

**Title**

2022 Salary Rate for the Ramsey County Sheriff

**Recommendation**

1. Set the annual salary for the Ramsey County Sheriff at \$163,818 effective January 1, 2022.
2. Authorize the continuation of the contribution to deferred compensation consistent with that approved for non-represented employees for 2022.
3. Authorize the continuation of the administrative allowance of \$110 per month.
4. Authorize the continuation of the uniform/clothing allowance of \$1,375 for 2022.
5. Authorize the continuation of the cell phone/wireless service allowance as provided to all eligible County employees.

**Background and Rationale**

The Ramsey County Board of Commissioners is required by law to set the salary of the elected Ramsey County Sheriff. State law requires that the Ramsey County Board of Commissioners set the salary of the Ramsey County Sheriff by resolution.

The longstanding custom and practice for setting the annual salary for the Ramsey County Sheriff is to invite the incumbent to make a written salary request to the Ramsey County Board of Commissioners. A salary request from the incumbent is attached.

The request is for a salary of \$163,818, which represents a 0% increase, and is the same salary of 2021, 2020 and 2019. An administrative allowance of \$110 per month and a uniform/clothing allowance of \$1,375 is also requested and is the same amount that was approved for 2021, 2020, and 2019.

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

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

Upon approval, this action provides increased transparency in the setting of the salary of a key county position who is elected to serve the residents of Ramsey County. In the Sheriff's Office broader work, racial equity remains a priority, including establishing terms and conditions of employment that support recruitment and retention of a diverse workforce.

**Community Participation Level and Impact**

There is no community engagement for this action.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Sufficient funds are available in the Sheriff's Office proposed 2022-23 operating budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On December 22, 2020, the Ramsey County Board of Commissioners set the 2021 salary of the Ramsey County Sheriff (Resolution 2020-272).

**Attachments**

1. Letter to the Ramsey County Board of Commissioners dated December 16, 2021



## Ramsey County Sheriff's Office

Bob Fletcher, Sheriff

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425 Grove Street • Saint Paul, Minnesota 55101  
Phone: 651-266-9333 • Fax: 651-266-9301  
[www.RamseyCountySheriff.us](http://www.RamseyCountySheriff.us)

December 16, 2021

Ramsey County Board of Commissioners  
Courthouse, Room 220  
15 Kellogg Boulevard West  
Saint Paul, Minnesota 55102

Dear Commissioners,

As you know, Minnesota law requires that the Ramsey County Board of Commissioners set the salary of the Ramsey County Sheriff. The past practice in this regard has been for the Sheriff to make a written request to the Board of Commissioners regarding a proposed salary rate for the following year.

For 2022, I am requesting a salary of \$163,818, which is the same salary of 2021, 2020, and 2019.

Additionally, I request continuation of the contribution to deferred compensation consistent with that approved for unclassified employees, an administrative allowance of \$110 per month, a uniform/clothing allowance of \$1,375, and a cell phone/wireless service allowance as provided to all eligible county employees.

Thank you for your consideration of this request.

A handwritten signature in black ink that reads "Bob Fletcher".

Bob Fletcher  
Ramsey County Sheriff

**Item Number:** 2021-698

**Meeting Date:** 12/21/2021

**Sponsor:** County Attorney's Office

**Title**

2022 Salary Rate for the Ramsey County Attorney

**Recommendation**

1. Set the annual salary for the elected Ramsey County Attorney by increasing the current salary of \$185,004 by the same wage settlement agreed to by the AFSCME Local 8 Assistant County Attorneys bargaining unit, to be effective the first full pay period following January 1, 2022.
2. Authorize the continuation of the contribution to deferred compensation for the elected County Attorney consistent with the Local 8 Assistant County Attorneys agreement.
3. Authorize the continuation of the administrative allowance of \$110 per month.
4. Authorize the continuation of the transportation allowance of \$150 per month.
5. Authorize the continuation of the cell phone/wireless service allowance as provided to all eligible County employees.

**Background and Rationale**

Minnesota Statute 388.18 Subd. 2 requires the County Board to set the salary of the Ramsey County Attorney by resolution. The resolution process requires that before action is taken by the Board that the requested action to establish the 2022 salary rate be made known and accessible to the public.

The longstanding custom and practice for setting the annual salary for the County Attorney is to invite the incumbent to make a written salary request to the Board of Commissioners. A salary request from the incumbent is attached. The request is for the same wage increase as agreed to by the AFSCME Local 8 Assistant County Attorneys bargaining unit.

Additionally, the County Attorney requests continuation of the contribution to deferred compensation consistent with AFSCME Local 8 Assistant County Attorney agreement, continuation of an administrative allowance of \$110 per month, continuation of the transportation allowance of \$150 per month, and the continuation of the cell phone/wireless service allowance.

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

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

Upon approval, this action provides increased transparency in the setting of the salary of a key County position who is elected to serve the residents of Ramsey County. In the County Attorney's Office broader work, racial equity remains a priority, including establishing terms and conditions of employment that support recruitment and retention of a diverse workforce. To develop the current staff's cultural competence the County Attorney's Office is administering the Intercultural Development Inventory to all employees to give them a baseline understanding of where they are in their intercultural development. The County Attorney's Office has set the expectation with staff that all employees must work to develop a sense of cultural humility and further develop their intercultural skills and ability to relate to and interact with people across race, class, and culture

in order to make the office more welcoming to new employees and inclusive to all employees and provide the best possible service to our residents.

**Community Participation Level and Impact**

There is no community participation for this item.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Sufficient funds are available in the County Attorney's proposed 2022 department budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On December 22, 2020, the Ramsey County Board of Commissioners set the 2021 Salary Rate for the elected Ramsey County Attorney (Resolution B2020-271).

**Attachments**

1. Memorandum to County Board - November 29, 2021



OFFICE OF THE RAMSEY COUNTY ATTORNEY  
JOHN J. CHOI, COUNTY ATTORNEY

November 29, 2021

Ramsey County Board of Commissioners  
Courthouse, Room 220  
15 W. Kellogg Blvd.  
St. Paul, Minnesota 55102

Dear Commissioners:

As you know, Minnesota law requires that the Ramsey County Board of Commissioners set the salary of the Ramsey County Attorney. The past practice has been for the County Attorney to make a written request to the Board of Commissioners regarding a proposed salary rate for the following year.

For 2022, I am requesting the same wage settlement agreed to by the AFSCME Attorney bargaining group by applying the agreed to wage percentage increase against the 2021 salary of \$185,004.27, effective the first full pay period following January 1, 2022.

I also request the continuation of the contribution to deferred compensation consistent with the Local 8 Assistant County Attorneys agreement, the continuation of the administrative allowance of \$110 per month, continuation of the transportation allowance of \$150 per month, and the continuation of the cell/phone wireless service allowance.

Thank you for your consideration of my request.

Sincerely,

John J. Choi  
Ramsey County Attorney

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-675

**Meeting Date:** 12/21/2021

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**Sponsor:** Property Tax, Records & Election Services

**Title**

Repurchase of a Tax-forfeited Property Located at 1277 Rice Street, Saint Paul, MN 55117

**Recommendation**

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
Commissioner District 3  
PIN: 24-29-23-44-0008  
Property Address: 1277 Rice Street, Saint Paul, MN 55117  
Repurchase Amount Due to Date: \$11,098.90
2. Approve the repurchase of the above tax-forfeited property by Dustin Nguyen, fee owner at the time of forfeiture (“Repurchaser”), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will
  - a) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs, and maintenance costs; and
  - b) execute a repurchase contract with the following conditions:
    - i. subscribe to Landlord Alerts through the Saint Paul Police Department within thirty (30) days of contract execution;
    - ii. update mailing address with Ramsey County and Saint Paul Department of Safety & Inspections within thirty (30) days of contract execution;
    - iii. schedule and complete fire safety inspection on property within six (6) months of contract execution and complete any requirements arising from inspection within six (6) months of inspection order issuance; and
    - iv. continue to maintain and keep the property in a secure and safe condition from the date of contract execution through the term of the repurchase contract or any city oversight, whichever is longer.

**Background and Rationale**

The subject property is located at 1277 Rice Street and is an occupied single-family house located in the North End-South Como neighborhood of Saint Paul. The repurchase applicant is Dustin Nguyen, fee owner at the time of forfeiture (“Repurchaser”). The property is a rental property and currently occupied by tenants of the Repurchaser. Property taxes for 2018 and 2019 were unpaid and the property forfeited to the state on August 3, 2021.

The city of Saint Paul was notified of the pending repurchase application and provided opportunity to provide comments or concerns about the repurchase. The city reviewed the application for police, building, and property maintenance code violations within the past five years and has submitted resolution recommending that the Board of Ramsey County Commissioners deny the repurchase application based on its determination that the property is a municipal problem.

The department of Property Tax, Records & Election Services (PTRES) has reviewed the repurchase application, supporting documentation, and comments regarding the city’s recommendation, and has determined that while a municipal problem may exist, there is no evidence to establish a history of either a willful or flagrant disregard of city requests to correct or remedy conditions that create public safety risks for the community, or serious police calls reflecting a danger to the community that were caused, allowed or facilitated by Repurchaser. Based on these findings, PTRES has determined that the city’s alternate remedies available for landlords deemed to be a municipal problem, such as revocation of rental licenses and code enforcement actions, would be more appropriate in addressing the municipal problems identified.

PTRES has further determined that Repurchaser has experienced personal and financial hardship which eventually led to the forfeiture of the property, and that denial of Repurchaser’s application in this case directly conflicts with the County Auditor’s responsibility to administer repurchases remedially as mandated in Minnesota Statutes, section 282.241 and clarified by the Minnesota Supreme Court.

The Minnesota Supreme Court has said that “...it is not the policy of the state, nor should it be, to deprive owners of real estate of their interest therein on account of tax delinquency. If any reasonable means can be devised whereby ownership may be protected against tax forfeitures, without injury to others, clearly it should be the purpose of the state to lend a helping hand.” In the language of 4 Cooley, Taxation (4 ed.) 1558, pp. 3064, 3065: “It is not the policy of the law that any man should forfeit his estate because from inability, or even from negligence, he has failed to meet his engagements or to perform his duties by some exact day which has been prescribed by statute. On the contrary, it is for the welfare of every community that the law should favor the citizen in all reasonable measures for the preservation of his estate against losses which might result from his misfortunes or his faults, extending to him all the liberality that is consistent with justice to others and to a proper regard for the interest of the public.” State ex rel. Equity Farms v. Hubbard, 280 N.W. 9, 11-12 (Minn. 1938).

Based on these findings, PTRES recommends approval of the repurchase application, subject to the special conditions, thereby correcting any undue hardship or injustice resulting from the forfeiture due to the loss of the property and promoting the use of the land that will best serve the public interest.

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

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

While the racial equity impact of repurchasing one parcel is unclear, targeted community data and neighborhood racial demographics provide marginal insight. This property is located in a targeted community, as defined by Minnesota Statutes, section 469.201, subd. 10. More than 66% of households in the North End-South Como neighborhood are non-White, as compared to only 43.3% of non-White households throughout all of Saint Paul, which makes this an area more racially diverse than most of Saint Paul. Investments made in this community can positively impact racial equity.

**Community Participation Level and Impact**

PTRES informed the city of Saint Paul about the property. The Saint Paul City Council passed a resolution recommending the Ramsey County Board deny the repurchase. There is no additional community engagement associated with this board action.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Revenue from sales of tax-forfeited property located in the city of Saint Paul is deposited into the Tax Forfeited Land Sale Fund. Net proceeds in the Fund, after paying administration costs and assessments, are distributed 40% to the county, 40% to the Saint Paul School District and 20% to the city of Saint Paul on an annual basis.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. City of Saint Paul Resolution No. RLH OA 21-10, Dated October 6, 2021
2. Map of property located at 1277 Rice Street



# City of Saint Paul

City Hall and Court  
House  
15 West Kellogg  
Boulevard  
Phone: 651-266-8560

## Signature Copy

### Resolution LH Other Appeal Type: RLH OA 21-10

**File Number: RLH OA 21-10**

Making recommendation to Ramsey County on the application of Dustin Nguyen for repurchase of tax forfeited property at 1277 RICE STREET.

WHEREAS, the Board of Ramsey County Commissioners has referred a repurchase application for property at 1277 Rice Street to the City of Saint Paul for a recommendation;

WHEREAS, the City of Saint Paul has reviewed police, building, and property maintenance code violations within the past five years; and

WHEREAS, the City of Saint Paul has determined that the property at 1277 Rice Street is a municipal problem; therefore, be it

RESOLVED the City of Saint Paul recommends that the Board of Ramsey County Commissioners deny the repurchase application for the property at 1277 Rice Street and; further

RESOLVED, that the City Clerk is requested to forward a certified copy of this Council resolution to the Ramsey County Tax Forfeited Land Office, 90 Plato Boulevard West for final processing.

At a meeting of the City Council on 10/6/2021, this Resolution LH Other Appeal Type was Passed.

**Yea:** 7 Councilmember Brendmoen, Councilmember Thao, Councilmember Tolbert, Councilmember Noecker, Councilmember Prince, Councilmember Jalali, and Councilmember Yang

**Nay:** 0

**Vote Attested by** Trudy Moloney  
**Council Secretary** Trudy Moloney

**Date** 10/6/2021

**Approved by the Mayor** Melvin Carter III  
Melvin Carter III

**Date** 10/8/2021



Overview



Legend

- Tax Parcel
- Ramsey County
- Waterbody
- Parcel Info

Date created: 10/25/2021  
Last Data Uploaded: 10/25/2021 1:14:58 PM

Developed by  Schneider  
GEOSPATIAL

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-676

**Meeting Date:** 12/21/2021

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**Sponsor:** Property Tax, Records & Election Services

**Title**

Repurchase of a Tax-forfeited Property Located at 760 Minnehaha Avenue East, Saint Paul, MN 55106

**Recommendation**

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:  
Commissioner District 5  
PIN: 32-29-22-11-0021  
Property Address: 760 Minnehaha Avenue East, Saint Paul, MN 55106  
Repurchase Amount Due to Date: \$10,937.91
2. Approve the repurchase of the above tax-forfeited property by Dustin Nguyen, fee owner at the time of forfeiture (“Repurchaser”), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will
  - a) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs, and maintenance costs; and
  - b) execute a repurchase contract with the following conditions:
    - i. subscribe to Landlord Alerts through the Saint Paul Police Department within thirty (30) days of contract execution;
    - ii. update mailing address with Ramsey County and Saint Paul Department of Safety & Inspections within thirty (30) days of contract execution;
    - iii. schedule and complete fire safety inspection on property within six (6) months of contract execution and complete any requirements arising from inspection within six (6) months of inspection order issuance; and
    - iv. continue to maintain and keep the property in a secure and safe condition from the date of contract execution through the term of the repurchase contract or any city oversight, whichever is longer.

**Background and Rationale**

The subject property is located at 760 Minnehaha Avenue East and is an occupied single-family house located in the Dayton’s Bluff neighborhood of Saint Paul. The repurchase applicant is Dustin Nguyen, fee owner at the time of forfeiture (“Repurchaser”). The property is a rental property and currently occupied by tenants of the Repurchaser. Property taxes for 2018, 2019, and 2020 were unpaid, and the property forfeited to the state on August 3, 2021.

The city of Saint Paul was notified of the pending repurchase application and provided opportunity to provide comments or concerns about the repurchase. The city reviewed the application for police, building, and property maintenance code violations within the past five years and has submitted resolution recommending that the Board of Ramsey County Commissioners deny the repurchase application based on its determination that the property is a municipal problem.

The department of Property Tax, Records & Election Services (PTRES) has reviewed the repurchase application, supporting documentation, and comments regarding the city’s recommendation, and has determined that while a municipal problem may exist, there is no evidence to establish a history of either a willful or flagrant disregard of city requests to correct or remedy conditions that create public safety risks for the community, or serious police calls reflecting a danger to the community that were caused, allowed or facilitated by Repurchaser. Based on these findings, PTRES has determined that the city’s alternate remedies available for landlords deemed to be a municipal problem, such as revocation of rental licenses and code enforcement actions, would be more appropriate in addressing the municipal problems identified.

PTRES has further determined that Repurchaser has experienced personal and financial hardship which eventually led to the forfeiture of the property, and that denial of Repurchaser’s application in this case directly conflicts with the County Auditor’s responsibility to administer repurchases remedially as mandated in Minnesota Statutes, section 282.241 and clarified by the Minnesota Supreme Court.

The Minnesota Supreme Court has said that “...it is not the policy of the state, nor should it be, to deprive owners of real estate of their interest therein on account of tax delinquency. If any reasonable means can be devised whereby ownership may be protected against tax forfeitures, without injury to others, clearly it should be the purpose of the state to lend a helping hand.” In the language of 4 Cooley, Taxation (4 ed.) 1558, pp. 3064, 3065: “It is not the policy of the law that any man should forfeit his estate because from inability, or even from negligence, he has failed to meet his engagements or to perform his duties by some exact day which has been prescribed by statute. On the contrary, it is for the welfare of every community that the law should favor the citizen in all reasonable measures for the preservation of his estate against losses which might result from his misfortunes or his faults, extending to him all the liberality that is consistent with justice to others and to a proper regard for the interest of the public.” State ex rel. Equity Farms v. Hubbard, 280 N.W. 9, 11-12 (Minn. 1938).

Based on these findings, PTRES recommends approval of the repurchase application, subject to the special conditions, thereby correcting any undue hardship or injustice resulting from the forfeiture due to the loss of the property and promoting the use of the land that will best serve the public interest.

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

- Well-being
- Prosperity
- Opportunity
- Accountability

**Racial Equity Impact**

While the racial equity impact of repurchasing one parcel is unclear, targeted community data and neighborhood racial demographics provide marginal insight. This property is located in a targeted community, as defined by Minnesota Statutes, section 469.201, subd. 10. More than 67% of households in the Dayton’s Bluff neighborhood are non-White, as compared to only 43.3% of non-White households throughout all of Saint Paul, which makes this an area more racially diverse than most of Saint Paul. Investments made in this community can positively impact racial equity.

**Community Participation Level and Impact**

PTRES informed the city of Saint Paul about the property. The Saint Paul City Council passed a resolution recommending the Ramsey County Board deny the repurchase. There is no additional community engagement associated with this board action.

- Inform
- Consult
- Involve
- Collaborate
- Empower

**Fiscal Impact**

Revenue from sales of tax-forfeited property located in the city of Saint Paul is deposited into the Tax Forfeited Land Sale Fund. Net proceeds in the Fund, after paying administration costs and assessments, are distributed 40% to the county, 40% to the Saint Paul School District and 20% to the city of Saint Paul on an annual basis.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. City of Saint Paul Resolution No. RLH OA 21-11, Dated October 6, 2021
2. Map of property located at 760 Minnehaha Avenue East



# City of Saint Paul

City Hall and Court  
House  
15 West Kellogg  
Boulevard  
Phone: 651-266-8560

## Signature Copy

**Resolution LH Other Appeal Type: RLH OA 21-11**

**File Number: RLH OA 21-11**

Making recommendation to Ramsey County on the application of Dustin Nguyen for repurchase of tax forfeited property at 760 MINNEHAHA AVENUE EAST.

WHEREAS, the Board of Ramsey County Commissioners has referred a repurchase application for property at 760 Minnehaha Avenue East to the City of Saint Paul for a recommendation;

WHEREAS, the City of Saint Paul has reviewed police, building, and property maintenance code violations within the past five years; and

WHEREAS, the City of Saint Paul has determined that the property at 760 Minnehaha Avenue East is a municipal problem; therefore, be it

RESOLVED the City of Saint Paul recommends that the Board of Ramsey County Commissioners deny the repurchase application for the property at 760 Minnehaha Avenue East and; further

RESOLVED, that the City Clerk is requested to forward a certified copy of this Council resolution to the Ramsey County Tax Forfeited Land Office, 90 Plato Boulevard West for final processing.

At a meeting of the City Council on 10/6/2021, this Resolution LH Other Appeal Type was Passed.

**Yea:** 7 Councilmember Brendmoen, Councilmember Thao, Councilmember Tolbert, Councilmember Noecker, Councilmember Prince, Councilmember Jalali, and Councilmember Yang

**Nay:** 0

**Vote Attested by**   
**Council Secretary** Trudy Moloney

**Date** 10/6/2021

**Approved by the Mayor**   
Melvin Carter III

**Date** 10/8/2021



Overview



Legend

- Tax Parcel
- Ramsey County
- Waterbody
- Parcel Info

<b>Parcel ID&lt;</b>	322922110021	<b>Alternate ID</b>	n/a	<b>Owner</b>	RAMSEY CO TAX FORF
<b>Sec/Twp/Rng</b>	32/029/022	<b>Tax</b>	5E-Exempt	<b>Address</b>	LAND
<b>Property</b>	760 MINNEHAHA AVE	<b>Classification</b>	Properties		STATE OF MN TRUST
<b>Address</b>	E ST PAUL	<b>Parcel Area</b>	0.15		EXEMPT
					PO BOX 64097
					ST PAUL MN 55164-0097

**Tax Authority Group (TAG)** ST PAUL 625 C  
**Brief Tax Description** Lot 3 Block 1 of OFFICER'S REL 12&21&22 WARRENS  
 LOT 3 BLK 1  
 (Note: Not to be used on legal documents)

Date created: 10/25/2021  
 Last Data Uploaded: 10/25/2021 4:24:08 AM

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 GEOSPATIAL

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-674

**Meeting Date:** 12/21/2021

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**Sponsor:** Property Tax, Records & Election Services

**Title**

Repurchase of a Tax-forfeited Property Located at 1128 Beech Street, Saint Paul, MN 55106

**Recommendation**

1. Determine that by allowing a timely repurchase of the following property, any injustice or undue hardship caused by the forfeiture will be corrected and the repurchase will promote the use of the lands that will best serve the public interest:
  - Commissioner District 6
  - PIN: 33-29-22-12-0068
  - Property Address: 1128 Beech Street, Saint Paul, MN 55106
  - Repurchase Amount Due to Date: \$25,744.51
2. Approve the repurchase of the above tax-forfeited property by Dustin Nguyen, fee owner at the time of forfeiture (“Repurchaser”), subject to the following conditions that must be met within 90 days of approval of this resolution: Repurchaser will
  - a) provide the required down-payment or payment-in-full of all back taxes, interest, penalties, recording fees and costs, and maintenance costs; and
  - b) execute a repurchase contract with the following conditions:
    - i. subscribe to Landlord Alerts through the Saint Paul Police Department within thirty (30) days of contract execution;
    - ii. update mailing address with Ramsey County and Saint Paul Department of Safety & Inspections within thirty (30) days of contract execution;
    - iii. schedule and complete fire safety inspection on property within six (6) months of contract execution and complete any requirements arising from inspection within six (6) months of inspection order issuance; and
    - iv. continue to maintain and keep the property in a secure and safe condition from the date of contract execution through the term of the repurchase contract or any city oversight, whichever is longer.

**Background and Rationale**

The subject property is located at 1128 Beech Street and is an occupied multi-family house located in the Dayton’s Bluff neighborhood of Saint Paul. The repurchase applicant is Dustin Nguyen, fee owner at the time of forfeiture (“Repurchaser”). The property is a rental property and currently occupied by tenants of the Repurchaser. Property taxes for 2019 and 2020 were unpaid, and the property forfeited to the state on August 3, 2021.

The city of Saint Paul was notified of the pending repurchase application and provided opportunity to provide comments or concerns about the repurchase. The city reviewed the application for police, building, and property maintenance code violations within the past five years and has submitted resolution recommending that the Board of Ramsey County Commissioners deny the repurchase application based on its determination that the property is a municipal problem.

The department of Property Tax, Records & Election Services (PTRES) has reviewed the repurchase application, supporting documentation, and comments regarding the city’s recommendation, and has determined that while a municipal problem may exist, there is no evidence to establish a history of either a willful or flagrant disregard of city requests to correct or remedy conditions that create public safety risks for the community, or serious police calls reflecting a danger to the community that were caused, allowed or facilitated by Repurchaser. Based on these findings, PTRES has determined that the city’s alternate remedies available for landlords deemed to be a municipal problem, such as revocation of rental licenses and code enforcement actions, would be more appropriate in addressing the municipal problems identified.

PTRES has further determined that Repurchaser has experienced personal and financial hardship which eventually led to the forfeiture of the property, and that denial of Repurchaser’s application in this case directly conflicts with the County Auditor’s responsibility to administer repurchases remedially as mandated in Minnesota Statutes, section 282.241 and clarified by the Minnesota Supreme Court.

The Minnesota Supreme Court has said that “...it is not the policy of the state, nor should it be, to deprive owners of real estate of their interest therein on account of tax delinquency. If any reasonable means can be devised whereby ownership may be protected against tax forfeitures, without injury to others, clearly it should be the purpose of the state to lend a helping hand.” In the language of 4 Cooley, Taxation (4 ed.) 1558, pp. 3064, 3065: “It is not the policy of the law that any man should forfeit his estate because from inability, or even from negligence, he has failed to meet his engagements or to perform his duties by some exact day which has been prescribed by statute. On the contrary, it is for the welfare of every community that the law should favor the citizen in all reasonable measures for the preservation of his estate against losses which might result from his misfortunes or his faults, extending to him all the liberality that is consistent with justice to others and to a proper regard for the interest of the public.” State ex rel. Equity Farms v. Hubbard, 280 N.W. 9, 11-12 (Minn. 1938).

Based on these findings, PTRES recommends approval of the repurchase application, subject to the special conditions, thereby correcting any undue hardship or injustice resulting from the forfeiture due to the loss of the property and promoting the use of the land that will best serve the public interest.

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

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

While the racial equity impact of repurchasing one parcel is unclear, targeted community data and neighborhood racial demographics provide marginal insight. This property is located in a targeted community, as defined by Minnesota Statutes, section 469.201, subd. 10. More than 67% of households in the Dayton’s Bluff neighborhood are non-White, as compared to only 43.3% of non-White households throughout all of Saint Paul, which makes this an area more racially diverse than most of Saint Paul. Investments made in this community can positively impact racial equity.

**Community Participation Level and Impact**

PTRES informed the city of Saint Paul about the property. The Saint Paul City Council passed a resolution recommending the Ramsey County Board deny the repurchase. There is no additional community engagement with this specific board action.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

Revenue from sales of tax-forfeited property is deposited into the Tax Forfeited Land Sale Fund. Net proceeds in the Fund, after paying administration costs and assessments, are distributed 40% to the county, 40% to the Saint Paul School District and 20% to the city of Saint Paul on an annual basis.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. City of Saint Paul Resolution No. RLH OA 21-12, Dated October 6, 2021
2. Map of property located at 1128 Beech Street



# City of Saint Paul

City Hall and Court  
House  
15 West Kellogg  
Boulevard  
Phone: 651-266-8560

## Signature Copy

Resolution LH Other Appeal Type: RLH OA 21-12

**File Number: RLH OA 21-12**

Making recommendation to Ramsey County on the application of Dustin Nguyen for repurchase of tax forfeited property at 1128 BEECH STREET.

WHEREAS, the Board of Ramsey County Commissioners has referred a repurchase application for property at 1128 Beech Street to the City of Saint Paul for a recommendation;

WHEREAS, the City of Saint Paul has reviewed police, building, and property maintenance code violations within the past five years; and

WHEREAS, the City of Saint Paul has determined that the property at 1128 Beech Street is a municipal problem; therefore, be it

RESOLVED the City of Saint Paul recommends that the Board of Ramsey County Commissioners deny the repurchase application for the property at 1128 Beech Street and; further

RESOLVED, that the City Clerk is requested to forward a certified copy of this Council resolution to the Ramsey County Tax Forfeited Land Office, 90 Plato Boulevard West for final processing.

At a meeting of the City Council on 10/6/2021, this Resolution LH Other Appeal Type was Passed.

**Yea:** 7 Councilmember Brendmoen, Councilmember Thao, Councilmember Tolbert, Councilmember Noecker, Councilmember Prince, Councilmember Jalali, and Councilmember Yang

**Nay:** 0

**Vote Attested by**   
**Council Secretary** Trudy Moloney

**Date** 10/6/2021

**Approved by the Mayor**   
Melvin Carter III

**Date** 10/8/2021



Overview



Legend

- Tax Parcel
- Ramsey County
- Waterbody
- Parcel Info

<b>Parcel ID&lt;</b>	332922120068	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	RAMSEY CO TAX FORF LAND
<b>Sec/Twp/Rng</b>	33/029/022	<b>Tax Classification</b>	5E-Exempt Properties		STATE OF MN TRUST EXEMPT
<b>Property Address</b>	1128 BEECH ST ST PAUL	<b>Parcel Area</b>	0.11		PO BOX 64097 ST PAUL MN 55164-0097
<b>Tax Authority Group (TAG)</b>	ST PAUL 625 C				
<b>Brief Tax Description</b>	Lot 13 Block 3 of A GOTZIANS RE OF SIGEL'S ADD LOT 13 BLK 3				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 10/25/2021  
 Last Data Uploaded: 10/25/2021 4:24:08 AM



# Board of Commissioners

## Request for Board Action

Item Number: 2021-753

Meeting Date: 12/21/2021

**Sponsor:** Property Tax, Records & Election Services

### Title

Charitable Gambling License with White Bear Township for Centennial High School Football and Lucy's Burgers Holding Company

### Recommendation

1. Approve the application requesting a premises permit for Lucy's Burgers Holding Company, lessee of Township Theater Shops in the Town of White Bear for lawful pull-tab gambling activity for Centennial High School Football.
2. Authorize the Chair and Chief Clerk to sign the application.

### Background and Rationale

On December 9, 2021, Ramsey County received an application from Centennial High School Football requesting a premises permit for Lucy's Burgers, located at 1190 County Road J #700, White Bear Lake, Minnesota, 55127 that would allow the establishment to conduct lawful gambling using paper pull-tabs. The proceeds will support Centennial High School and youth football. Centennial High School serves over 2,000 students in an environment that promotes intellectual, emotional and social success in an ever-changing world.

By statute an organization can only conduct lawful gambling on premises it owns or leases, therefore Centennial High School is also submitting a lease for lawful gambling activity to be conducted on the premises of Lucy's Burgers in the Town of White Bear.

Since Lucy's Burgers operates in on property located in a township, Minnesota Statutes section 349.213, subd. 2, requires the Ramsey County Board to approve the application by resolution before the Minnesota Gambling Control Board will issue a premises permit and lease for lawful gambling activity on the premises. The Minnesota Gambling Control Board will review the application and if all statutory requirements related to lawful gambling are met, will issue the required premises permit and license(s). The Minnesota Gambling Control Board handles the initial investigation and ongoing monitoring and enforcement.

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

Well-being       Prosperity       Opportunity       Accountability

### Racial Equity Impact

There are no anticipated racial equity impacts for this item.

### Community Participation Level and Impact

There is no community participation for this item.

Inform       Consult       Involve       Collaborate       Empower

### Fiscal Impact

None.

**County Manager Comments**

No additional comments.

**Last Previous Action**

None.

**Attachments**

1. LG214 Premises Permit Application
2. LG215 Lease for Lawful Gambling Activity

**LG214 Premises Permit Application**

**Annual Fee \$150 (NON-REFUNDABLE)**

**REQUIRED ATTACHMENTS TO LG214**

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**  
 Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Chief Executive Officer (CEO) \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Gambling Manager: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: \_\_\_\_\_

List any previous names for this location:  
 \_\_\_\_\_  
 \_\_\_\_\_

Street address where premises is located: \_\_\_\_\_  
(Do not use a P.O. box number or mailing address.)

City: _____	<b>OR</b>	Township: _____		County: _____	Zip Code: _____
-------------	-----------	-----------------	--	---------------	-----------------

Does your organization own the building where the gambling will be conducted?  
 **Yes**     **No**    **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?     Yes     No     Don't know

**Note:** Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?     Yes     No     Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Bank Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: **MN** Zip Code: \_\_\_\_\_

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_ **MN** \_\_\_\_\_

\_\_\_\_\_ **MN** \_\_\_\_\_

\_\_\_\_\_ **MN** \_\_\_\_\_

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

<p><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p>City Name: _____</p> <p>Date Approved by City Council: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 20px auto; width: 80%;"> <p><b>Local unit of government must sign.</b></p> </div>	<p><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p>County Name: _____</p> <p>Date Approved by County Board: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <p>TOWNSHIP NAME: _____</p> <p><b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>
--	---

**ACKNOWLEDGMENT AND OATH**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is non-refundable regardless of license approval/denial.</li> </ol> |
|--|---|

<p>Signature of Chief Executive Officer (designee may not sign)</p>	<p>11/23/2021</p> <p>Date</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public</p>	<p>information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;</p>	<p>Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format, i.e. large print, braille, upon request.

**LG215 Lease for Lawful Gambling Activity**

**LEASE INFORMATION**

Organization:	License/Site Number:	Daytime Phone:
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Address:	City:	State: Zip:
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Name of Leased Premises:	Street Address:
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City:	State: Zip: MN	Daytime Phone:
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Name of Legal Owner:	Business/Street Address:
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City:	State: Zip:	Daytime Phone:
-------	-------------	----------------

Name of Lessor (if same as legal owner, write "SAME"):	Address:
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City:	State: Zip:	Daytime Phone:
-------	-------------	----------------

Check applicable item:  
 **New or amended lease.** Effective date: \_\_\_\_\_. Submit changes at least ten days **before** the effective date of the change.  
 **New owner.** Effective date: \_\_\_\_\_. Submit new lease **within** ten days after new lessor assumes ownership.

**CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)**

<input type="checkbox"/> Pull-Tabs (paper) <input type="checkbox"/> Pull-Tabs (paper) with dispensing device <input type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo <input type="checkbox"/> Tipboards <input type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table	<input type="checkbox"/> Electronic Pull-Tabs <input type="checkbox"/> Electronic Linked Bingo Electronic games may only be conducted: 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.
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**PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)**

**BOOTH OPERATION:** Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

**ALL GAMES, including electronic games:** Monthly rent to be paid: \_\_\_\_%, not to exceed **10%** of gross profits for that month.  
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**  
 • The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

**BAR OPERATION:** All sales of gambling equipment conducted by the lessor or lessor's employee.

**ELECTRONIC GAMES:** Monthly rent to be paid: \_\_\_\_%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

**ALL OTHER GAMES:** Monthly rent to be paid: \_\_\_\_%, not to exceed **20%** of gross profits from all other forms of lawful gambling.  
 • If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

**BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)**

Bingo rent is limited to one of the following:

- Rent to be paid: \_\_\_\_%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ \_\_\_\_\_ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

**LEASE TERMINATION CLAUSE (must be completed)**

The lease may be terminated by either party with a written \_\_\_\_\_ day notice. Other terms:

# LG215 Lease for Lawful Gambling Activity

**Lease Term:** The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management:** The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited:** The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

**Illegal Gambling:** The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions:** The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to Permitted Premises:** Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

**Lessor Records:** The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent All-Inclusive:** Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

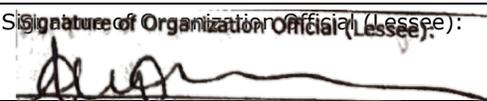
## ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

**Other terms of the lease:**

\_\_\_\_\_  
 \_\_\_\_\_

Signature of Lessor:  Date: 11/23/21  
 Print Name and Title of Lessor: Robert Scott CEO

Signature of Organization Official (Lessee):  Date: 11/23/21  
 Print Name and Title of Lessee: Autumn Brown Gambling Manager

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**Mail or fax lease to:**  
 Minnesota Gambling Control Board  
 1711 W. County Road B, Suite 300 South  
 Roseville, MN 55113  
 Fax: 651-639-4032

# Board of Commissioners

## Request for Board Action

Item Number: 2021-679

Meeting Date: 12/21/2021

**Sponsor:** Information and Public Records

### Title

Amendments to Administrative Code - Enterprise and Administrative Services Department

### Recommendation

1. Approve amendments to the Administrative Code to incorporate the Enterprise and Administrative Services department.
2. Direct the Chief Clerk to the County Board to amend the Administrative Code to reflect approved amendments.

### Background and Rationale

The establishment of the Enterprise and Administrative Services department is to support the Information and Public Records Service Team in the areas of Administrative Services, Contract Services, Enterprise Services and Enterprise Project Management Office by aligning service team and countywide functions that support the county's goals and strategic priorities including effective and efficient operations, strong Residents First service models and transparency and accountability in all business operations and practices.

The Ramsey County Home Rule Charter section 5.01A.1 states that acts of the Ramsey County Board, which shall be by ordinance, include the following: establish, structure, merge, or abolish any county department, office, agency, board or commission, except as provided for in this charter.

On November 2, 2021, the Ramsey County Board adopted the proposed Enterprise and Administrative Services Department Ordinance which establishes the Enterprise and Administrative Services department as part of the Information and Public Records Service Team. The Ordinance became effective on December 17, 2021, the end of the 45-day referendum period.

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

Well-being       Prosperity       Opportunity       Accountability

### Racial Equity Impact

There is no specific racial equity impact associated with the proposed action.

### Community Participation Level and Impact

On October 19, 2021, a public hearing was held for the community to provide comments on the proposed Enterprise and Administrative Services Department Ordinance.

Inform       Consult       Involve       Collaborate       Empower

### Fiscal Impact

No fiscal impact. The established budgets and full-time equivalents from the existing Information Public Records Administration division, Enterprise Services and the Enterprise Project Management Office portion of the Information Services will support the Enterprise and Administrative Services department in 2021. Future budgets and full-time equivalents will be combined into a single departmental budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On November 2, 2021, the Board of Commissioners adopted the proposed Enterprise and Administrative Services department ordinance (Resolution B2021-242).

**Attachments**

1. Proposed Amendments to the Administrative Code Redlined Version Amended Pages Only
2. Proposed Final Version of Amendments to the Administrative Code Amended Pages Only

## CHAPTER 4 ORGANIZATION OF DEPARTMENTS, OFFICES AND AGENCIES

### 4.00.00 INTRODUCTION

In accordance with the County Charter, Section 4.01 A., the following departments, offices and agencies shall comprise the organization of Ramsey County. The activities of these departments, offices and agencies are identified and defined in accordance with the Charter.

The Offices of the County Attorney and the County Sheriff are directed by elected officials. The Charter specifically states that provisions in Section 4.01 shall not apply to the elective Offices of the Sheriff and County Attorney.<sup>1</sup>

Service Teams align the organization of Ramsey County into four strategic groupings of departments, offices and agencies for the purpose of coordinating multi-department function and integrating high-level administrative implementation.

The following Service Teams are administered by Deputy County Managers appointed by the County Manager. (Res. # B2015-056)

- Information and Public Records
  - Communications and Public Relations
  - ~~County Assessor~~
  - ~~Enterprise and Administrative Services~~
  - Information Services
  - Property Tax, Records and Election Services
- Safety and Justice
  - County Attorney's Office
  - County Sheriff's Office
  - Emergency Communications
  - Emergency Management & Homeland Security
  - Medical Examiner
- Health and Wellness
  - Community Corrections
  - Social Services
  - Financial Assistance Services
  - Public Health
  - Veterans Services Administration
- Economic Growth and Community Investment
  - Community Economic Development
  - Libraries
  - Parks & Recreation
  - Property Management
  - Public Works
  - Workforce Solutions

4.36 Human Resources

4.39 Policy Analysis and Planning

4.42 Property Management

#### 4.43 Emergency Management and Homeland Security

##### **Line Departments:**

- 4.46 Finance
- 4.48 Community Corrections
- 4.51 Social Services
- 4.52 Financial Assistance Services
- 4.54 Parks and Recreation
- 4.55 Emergency Communications
- 4.57 -Property Tax, Records and Revenue
- 4.58 County Assessor
- 4.59 Communications and Public Relations
- 4.60 Public Health
- 4.63 Public Works
- 4.66 Veterans Services

##### X.XX Enterprise and Administrative Services

##### **Staffed Authorities:**

- 4.70 Community Economic Development

#### **4.00.20 Chapter Contents**

For each department, division or office description the following information is provided:

- 4.XX.10 Summary of the nature of the department, division or office.
- 4.XX.20 Identity of the lead administrative officer.
- 4.XX.30 Description of the key duties and responsibilities of the department, division or office.
- 4.XX.40 If appropriate, delegations of authority granted that specific department, division or office.
- 4.XX.50 List of reports made internally to either the County Board or the County Manager.

#### **4.03.00 COUNTY ATTORNEY**

management and administration services.

#### **4.70.20 Director and Appointing Authority of Director**

The Director of the Community Economic Development Division shall be appointed by

the County Manager as provided for in Chapter 3 of both the Charter and the Administrative Code.

The Director of Community and Economic Development shall appoint, review, transfer, suspend or remove subordinates within that office as authorized by Section 3.02A. of the Charter.

#### **4.70.30 Duties and Responsibilities**

The Community Economic Development Division shall have the following duties and responsibilities to:

- a. Provide the Housing Redevelopment Authority with staff to serve, program, develop, and manage all housing programs within the county, pursuant to Minnesota Statutes, Section 469.004, Subd. 5.
- b. Administer funds from the Community Development Block Grant, a federal entitlement program.
- c. Administer the HOME Investment Partnership Program, a program for funding a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
- d. Provide grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits in order to facilitate the creation of affordable housing for low-income households.

#### **4.70.40 Delegations of Authority**

There are no delegations of authority given specifically to the Community Economic Development Division.

#### **4.70.50 Reporting Requirements**

The Community Economic Development Division shall prepare and submit the following reports to the County Manager:

- a. Annual budget

### 4.XX.XX ENTERPRISE AND ADMINISTRATIVE SERVICES

#### 4.xx.10 Department Establishment

There shall be an Enterprise and Administrative Services Department of the Information and Public Records Service Team and shall be under the direction and supervision of the County Manager by County Board Resolution #B2021-242

#### 4.xx.20 Director & Appointing Authority of Director

The Director of the Enterprise and Administrative Services Department shall be appointed by the County Manager as provided for in Chapter 3 of both the Charter and the Administrative Code.

The Director of the Enterprise and Administrative Services Department shall appoint, review, transfer, suspend or remove subordinates within the Department office as authorized by the Ramsey County Charter in Chapter 3 section 3.02A.

#### 4.xx.30 Duties and Responsibilities

Under the supervision of the Director of Enterprise and Administrative Services, the Department shall have the following duties and responsibilities within the Information and Public Records Service Team and internally within the Department, to:

- a. Provide administration support functions including procurement, contract management, management analysis, records and facilities management for the Information and Public Records Service Team.
- b. Provide financial support services relating to personnel and fiscal management, in coordination with the Information and Public Records Controller, including preparation of an annual budget, ongoing budget monitoring, accounting services, revenue collections, and payroll functions.
- c. Implement and coordinate shared Administration services at the direction of the Deputy County Manager for the Information and Public Records Service Team.
- d. Provide Enterprise Services to connect residents to County and community services, including navigator and service center functions.
- e. Provide enterprise project management, business analysis, process improvement and organizational change management services to all County divisions and departments;

#### 4.xx.40 Delegation of Authority

There are no delegations of authority specifically given to the Enterprise and Administrative Services Department

#### 4.xx.50 Reporting Requirements

The Enterprise and Administrative Services Department shall prepare and submit the following reports to the County Manager

- a. Annual budget
- b. Other reports as requested by the County Board or the County Manager.

## CHAPTER 4 ORGANIZATION OF DEPARTMENTS, OFFICES AND AGENCIES

### 4.00.00 INTRODUCTION

In accordance with the County Charter, Section 4.01 A., the following departments, offices and agencies shall comprise the organization of Ramsey County. The activities of these departments, offices and agencies are identified and defined in accordance with the Charter.

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  - Enterprise and Administrative Services
  - Information Services
  - Property Tax, Records and Election Services
- Safety and Justice
  - County Attorney's Office
  - County Sheriff's Office
  - Emergency Communications
  - Emergency Management & Homeland Security
  - Medical Examiner
- Health and Wellness
  - Community Corrections
  - Social Services
  - Financial Assistance Services
  - Public Health
  - Veterans Services Administration
- Economic Growth and Community Investment
  - Community Economic Development
  - Libraries
  - Parks & Recreation
  - Property Management
  - Public Works
  - Workforce Solutions

4.36 Human Resources

4.39 Policy Analysis and Planning

4.42 Property Management

#### 4.43 Emergency Management and Homeland Security

##### **Line Departments:**

- 4.46 Finance
- 4.48 Community Corrections
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- 4.54 Parks and Recreation
- 4.55 Emergency Communications
- 4.57 Property Tax, Records and Revenue
- 4.58 County Assessor
- 4.59 Communications and Public Relations
- 4.60 Public Health
- 4.63 Public Works
- 4.66 Veterans Services
- X.XX Enterprise and Administrative Services

##### **Staffed Authorities:**

- 4.70 Community Economic Development

#### **4.00.20 Chapter Contents**

For each department, division or office description the following information is provided:

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- 4.XX.20 Identity of the lead administrative officer.
- 4.XX.30 Description of the key duties and responsibilities of the department, division or office.
- 4.XX.40 If appropriate, delegations of authority granted that specific department, division or office.
- 4.XX.50 List of reports made internally to either the County Board or the County Manager.

#### **4.03.00 COUNTY ATTORNEY**

##### **4.03.10 Office Establishment**

- a. Maximize level of service from the existing highway system while minimizing the negative impact the facilities have on the social and physical environment;

The Director of the Community Economic Development Division shall be appointed by the County Manager as provided for in Chapter 3 of both the Charter and the Administrative Code.

The Director of Community and Economic Development shall appoint, review, transfer, suspend or remove subordinates within that office as authorized by Section 3.02A. of the Charter.

#### **4.70.30 Duties and Responsibilities**

The Community Economic Development Division shall have the following duties and responsibilities to:

- a. Provide the Housing Redevelopment Authority with staff to serve, program, develop, and manage all housing programs within the county, pursuant to Minnesota Statutes, Section 469.004, Subd. 5.
- b. Administer funds from the Community Development Block Grant, a federal entitlement program.
- c. Administer the HOME Investment Partnership Program, a program for funding a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
- d. Provide grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits in order to facilitate the creation of affordable housing for low-income households.

#### **4.70.40 Delegations of Authority**

There are no delegations of authority given specifically to the Community Economic Development Division.

#### **4.70.50 Reporting Requirements**

The Community Economic Development Division shall prepare and submit the following reports to the County Manager:

- a. Annual budget

### **4.XX.XX ENTERPRISE AND ADMINISTRATIVE SERVICES**

#### **4.xx.10 Department Establishment**

There shall be an Enterprise and Administrative Services Department of the Information and Public Records Service Team and shall be under the direction and supervision of the County Manager by County Board Resolution #B2021-242.

#### 4.xx.20 Director & Appointing Authority of Director

The Director of the Enterprise and Administrative Services Department shall be appointed by the County Manager as provided for in Chapter 3 of both the Charter and the Administrative Code.

The Director of the Enterprise and Administrative Services Department shall appoint, review, transfer, suspend or remove subordinates within the Department office as authorized by the Ramsey County Charter in Chapter 3 section 3.02A.

#### 4.xx.30 Duties and Responsibilities

Under the supervision of the Director of Enterprise and Administrative Services, the Department shall have the following duties and responsibilities within the Information and Public Records Service Team and internally within the Department, to:

- a. Provide administration support functions including procurement, contract management, management analysis, records and facilities management for the Information and Public Records Service Team.
- b. Provide financial support services relating to personnel and fiscal management, in coordination with the Information and Public Records Controller, including preparation of an annual budget, ongoing budget monitoring, accounting services, revenue collections, and payroll functions.
- c. Implement and coordinate shared Administration services at the direction of the Deputy County Manager for the Information and Public Records Service Team.
- d. Provide Enterprise Services to connect residents to County and community services, including navigator and service center functions.
- e. Provide enterprise project management, business analysis, process improvement and organizational change management services to all County divisions and departments;

#### 4.xx.40 Delegation of Authority

There are no delegations of authority specifically given to the Enterprise and Administrative Services Department

#### 4.xx.50 Reporting Requirements

The Enterprise and Administrative Services Department shall prepare and submit the following reports to the County Manager

- a. Annual budget
- b. Other reports as requested by the County Board or the County Manager.

# Board of Commissioners

## Request for Board Action

Item Number: 2021-696

Meeting Date: 12/21/2021

**Sponsor:** Communications & Public Relations

**Title**

2022 Ramsey County State Legislative Platform

**Recommendation**

1. Approve the 2022 Ramsey County State Legislative Platform
2. Authorize Ramsey County representatives to work with members of the Legislature and other interested parties to promote legislation reflective of the positions contained in the platform.

**Background and Rationale**

On November 16, 2021 the Legislative Committee of the Whole met and discussed the draft 2022 State Legislative Platform. The committee passed the draft platform after its discussion and direction to staff to strengthen certain positions around racial equity.

The Legislative Committee of the Whole meeting followed an October 12, 2021 Board Workshop during which Government Relations staff and Goff Public presented an analysis of the upcoming session and reviewed proposed draft platform items. Per standard practice, the 2022 State Legislative Platform includes Legislative Guiding Principles, Ramsey Funding and Policy Priorities, Bonding Proposals and a statement of support for platforms of the named organizations.

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

Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

The racial equity impacts of each item or position included in the draft of the 2022 State Legislative Platform were considered as part of the solicitation for proposed items and positions from service teams, departments and staff. Government Relations required that a form be completed for each proposed item, with a specific request for information regarding the impact of the proposed item on racial equity. Most of the proposed items have direct impact on racial equity, particularly those items that provide increased access to services or benefits specifically targeted to low-income individuals, families or communities, which disproportionately include more people of color and American Indians. These services or opportunities include improved access to health care, stable housing, childcare subsidies, employment opportunities and program and service refinements designed to positively engage cultural values. These efforts are reflected in the proposed top legislative priorities of the platform draft, which include housing stability and affordability and addressing racial disparities.

**Community Participation Level and Impact**

Government Relations staff has given legislative updates and discussed the upcoming session with groups including the Citizen Advisory Council and the Charter Commission. Staff and commissioners have collaborated with other issue-coalition partners and legislators throughout the summer and fall in order to find common ground and gather input on the various proposals. The Legislative Committee plans to conduct town halls in January in advance of the legislative session to inform and involve more residents and staff in advance

of the legislative session.

Inform

Consult

Involve

Collaborate

Empower

### **Fiscal Impact**

Many of positions in the state platform have financial implications and would require state and/or county appropriations if legislation is enacted. The platform items that require county expenditures may do so in the form of a state-imposed maintenance of effort, a required local funding match (which is common for bonding projects), or through a new or revised operating cost. When there are implications for the current budget, necessary budget adjustments can be brought before the Ramsey County Board through a Request for Board Action; through adjustment to the current fiscal county budget; or through changes to the Capital Improvement Plan, depending on the specifics of the funding change.

Government Relations staff will work with other Ramsey County staff and the other local government partners to maximize any funding opportunities through the American Rescue Plan or the latest federal Infrastructure bill that would advance the priorities or projects of the County.

### **County Manager Comments**

No additional comments.

### **Last Previous Action**

On November 16, the Legislative Committee of the Whole made a recommendation to pass the draft 2022 State Legislative Platform and directed staff to make some technical changes.

### **Attachments**

1. 2022 State Legislative Platform

# LEGISLATIVE PRIORITIES

2022 STATE PLATFORM



**VIEW ONLINE** [RAMSEYCOUNTY.US/LEGISLATIVEPLATFORMS](https://RAMSEYCOUNTY.US/LEGISLATIVEPLATFORMS)

# RAMSEY COUNTY STRATEGIC PRIORITIES

Resilience: Building Capacity to Respond,  
Adapt and Thrive Under Changing Conditions

Residents First: Effective, Efficient and Accessible Operations

Advancing Racial and Health Equity and Shared Community Power

Aligning Justice System Outcomes with Community Values

Advancing a Holistic Approach to Strengthen Families

Economic Competitiveness and Inclusion

Stability Starts with a Place to Call Home

Talent Attraction, Retention and Promotion

**LEARN MORE [ramseycounty.us/StrategicPriorities](https://ramseycounty.us/StrategicPriorities)**

## LEGISLATIVE GUIDING PRINCIPLES

These legislative guiding principles provide a foundation for the specific initiatives and support items that are included in the 2022 State Legislative Platform. In a field as dynamic as the legislative session, these basic tenets inform Ramsey County's response to legislative proposals as they are introduced and move through the process.

### **RESIDENTS-FIRST FOCUS**

- Prioritize support for legislative proposals that clearly improve how government works with and serves Ramsey County residents.
- Evaluate the impact of legislative proposals on residents and provide opportunities for affected communities to publicly discuss and influence legislation.

### **RESPONSIBLE, RESPONSIVE GOVERNMENT**

- Communicate openly with the public and operate transparently.
- Observe good data practices to protect individual privacy and provide access to public data.
- Equalize access to government resources, opportunity and services across all communities.
- Respond proactively to address the needs of vulnerable children and adults and at-risk families who are experiencing instability and difficulty in meeting basic needs.
- Tend to ongoing maintenance and planning for future infrastructure needs.
- Advance information/data technology and ongoing updates that support program integrity and efficient service delivery.
- Increase citizen access to the polls and voter participation.
- Engage in good stewardship of natural resources.

# LEGISLATIVE TOP PRIORITIES

## Family and Community Stabilization:

- Investing in housing stability—affordability and homelessness.
- Addressing racial disparities in out-of-home displacements.

## Systems Transformation:

- Improving mental and behavioral health systems and support.
- Justice system reform.

## Economic Competitiveness and Inclusion:

- Funding transportation, including new revenues for transit, roads and bridges.
- Workforce.
- Climate change.
- Bonding requests.

# CAPITAL IMPROVEMENT REQUESTS

## RAMSEY COUNTY BONDING REQUESTS

The Park at RiversEdge	<b>\$26M</b>
Rice Street Revitalization	<b>\$3.9M</b>
Bruce Vento Trail Extension	<b>\$3.5M</b>

## SUPPORT OTHER BONDING REQUESTS

Gibbs Farm-Pathways to Dakota & Pioneer Life, Ramsey County Historical Society	<b>\$7.63M</b>
Eastbound Kellogg RiverCentre Bridge, City of Saint Paul	<b>\$26M</b>

## RESPONSIBLE, RESPONSIVE GOVERNMENT *Cont.*

- Encourage inter-governmental collaboration built on the goals of improving performance, increasing efficiencies and building trust across programs, governmental agencies and communities.
- Support local authority to define local priorities.

## STABLE, SUFFICIENT, FLEXIBLE FUNDING

- Allocate adequate state funding to counties to carry out state mandates.
- Distribute funding equitably, based on fair and practical distribution formulas.
- Acknowledge county costs for existing or new state mandates.
- Support county innovations in the delivery of mandated service when efficiencies can be gained.
- Respect local government control of their resources and budgetary processes.
- Expend funds for the purposes for which they are collected or allocated.

## PRACTICE-BASED POLICY

- Invest in practice-based policies that include ongoing assessment and adjustments to improve effectiveness of services and to save tax dollars.
- Emphasize prevention and early intervention.
- Promote stable families, safe neighborhoods, public safety, health and wellness by engaging individual and community strength.
- Foster economic development, broad access to education and training, and growth of living-wage jobs.
- Pursue policy that is not impinged by excessive, unnecessary regulation.



# Racial and Health Equity

*Ramsey County supports deconstructing systemic and organizational barriers to create fairer, more inclusive government.*

## INCREASED HEALTH CARE ACCESS

- Continue to preserve coverage for dependents up to age 26, prohibit the denial of coverage for preexisting conditions and the use of lifetime caps for coverage.
- Support legislation to address racial disparities in health care access, quality and outcomes.
- Support legislation to increase Minnesota Eligibility Technology System funding to develop needed technological improvements that help county financial aid workers address eligibility updates, increased demands for services and the addition of state-mandated data matching activities.

## MENTAL HEALTH

- Support legislation to develop additional community-based mental health placement options and services to shorten stays in state facilities and reduce costs after inpatient care is no longer necessary.
- Support legislation to address the comprehensive mental and behavioral health needs of the community, foster coordination, and ensure parity in services across populations.
- Pursue policy changes to provide clarity within the use of force protocol regarding transport holds for individuals experiencing a mental health crisis. Individuals who are in crisis due to mental illness where a transport hold is requested but not enforced are more likely to be arrested and funneled through the correctional system than given proper medical care.
- Support legislation to embed social workers in schools to assess needs and support mental health. The social workers would also ensure families had information about and direct access to county services.
- Support legislation to resolve the gaps between the criminal court process and a person's access to mental health care when the Court deems someone incompetent to participate in their defense due to a mental illness. This includes requiring DHS to resume pre-2018 practices of treating people beyond the acute care need as well as increased community-based supports, including specially trained case managers and forensic navigators, secure IRTS facilities, and increased local hospital capacities to quickly readmit people who either resume drug abuse, discontinue prescription medication compliance, or otherwise decompensate, so that they can obtain necessary care and avoid any further police interactions.

## EQUAL RIGHTS AMENDMENT (ERA)

Support the ratification of the ERA to bolster pay equity, domestic violence laws and pregnancy discrimination protections, among other equity goals.

## CRIMINAL JUSTICE REFORMS

Support POCI Caucus legislation that further reforms the investigation and prosecution of officer-involved deaths and wrongful actions; increases police accountability and transparency; raises standards of conduct and supports officer excellence; partners officers with the communities they serve; repairs and builds community trust and enhances community-centered public safety.

## COVID-19 RESPONSE SUPPORT

Support funding resources directed to COVID-19 response, including, but not limited to: building and maintaining our workforce, specifically for our 24/7 facilities; community education, engagement and outreach; case investigation and contact tracing; testing; delivery of essential services; and distribution of COVID-19 vaccines with specific focus on underserved communities, kids, youth and young adults.

# Residents First

*Ramsey County supports improvements in service delivery and facilities, with an emphasis on engaging residents and employees, process efficiency, innovative technology and accessibility.*

## DATA PRACTICES ACT AND PRIVACY REFORMS

- Support maintaining flexibility in local governments' data retention schedules and reporting requirements to avoid overwhelming local technical capabilities.
- Support legislation that considers local costs and improved public access when considering updates to the Minnesota Government Data Practices Act and address the use of intentionally disruptive and expensive data requests that provide little or no public benefit.

## HUMAN SERVICES PROGRAM IMPROVEMENTS

- Support legislation to ensure state compliance with federal background check requirements that endanger Title IV-E reimbursements to foster care providers.
- Support continuing waivers that demonstrate administrative efficiency and support the modernization of human services programs and processes to improve outcomes and service delivery.
- Support a health care eligibility system that serves as a sustainable platform for performing health care functions and fully integrates with other technology systems.
- Support legislation to simplify and modernize the Minnesota Family Investment Program, General Assistance and Minnesota Supplemental Aid reporting requirements in order to align budgeting methods with nationwide best practices, encourage earned income and employment, and create equity across the program.
- Support legislation, such as a wage minimum, to address the current shortage of personal care assistants.
- Support substantial investment in new, modern technology infrastructure to streamline health care and social service program administration, enhance data and program integrity, and promote efficient service delivery, with a focus on programs connected to MNBenefits applications.

## FUNDING FOR LIBRARIES

- Increase Regional Library Basic System Support funding for residents access to digital and database resources.
- Support library construction and remodeling grants fund safety and renovations at libraries.
- Maintain Arts & Cultural Heritage Legacy funding for regional public library systems to support arts, arts education, and arts access, and to preserve Minnesota's history and cultural heritage.

## FUNDING FOR PARKS AND TRAILS

- Support legislation to ensure that the Ramsey County park system receives a fair share of revenues from Clean Water, Land and Legacy Amendment funding, and Legislative-Citizen Commission on Minnesota Resources funding or other environmental stewardship grants.
- Secure \$3.5 million in bonding for extension of the Bruce Vento Trail.
- Support inclusion of \$15 million in state bonding for capital projects for Metropolitan Regional Parks and Trails, which leverages Met Council dollars and benefits projects in Ramsey County.

## COUNTY PROCUREMENT CHANGES FOR SMALL BUSINESSES

- Support legislation that would authorize the county to expand the amount for bids to no greater than \$500,000. Currently, the county can solicit small businesses for bids no greater than \$250,000. This change will enable counties to increase its overall spending with small businesses, which includes businesses owned by women and people of color. Increasing county expenditures with small BIPOC-owned businesses is an important part of Ramsey County's overall strategy to reduce racial disparities.

# A Holistic Approach to Strengthening Families

*Ramsey County supports listening to families, understanding needs and providing non-traditional services and opportunities that promote wellbeing for infants, children, youth and their families.*

## CHILD PROTECTION REFORMS

- Support African American Family Preservation Act legislation encouraging county case management and support services to accommodate cultural differences, address challenges and build on strengths to remedy the disproportionate placements of children of color into foster care and other out-of-home displacements.
- Support Families First legislation allowing states and counties to use federal Title IV-E funds to focus child protection efforts on engaging families, building support networks and providing culturally informed services that help avoid compounding the trauma out-of-home displacements often cause.
- Pursue legislation to create an exception or variance to the background check policy, enabling county staff to make an informed placement decision without relying on the State.
- Pursue legislation to allow autonomy to determine which applicants to Ramsey County's Children's Services Review Panel have been impacted by our system, represent the community we serve, and should be selected to participate on the panel. Current law requires county board approval and approval from DHS to accept new members.
- Pursue legislation to allow the option to remove Law Enforcement from child protection responses. In Minnesota the police department is the first contact when a report is made and they have the authority to remove children before child protection is involved. Ramsey County has implemented changes with St. Paul police to stop this practice and supports legislation to create consistent practices with all police departments.

## CHILD CARE REFORMS

- Support child care licensing practice improvements to simplify rules and promote improved relations between providers and regulators.
- Support efforts to implement refinements to training, county liability insurance requirements and other requirements to foster best practices in all child care settings.
- Support state compliance with the Federal Child Care Block Grant Act of 2014 to prevent the loss of federal funding and support additional state investments in child care infrastructure.
- Support legislation to make permanent strategic waitlist changes that allow more families who have not used MFIP to access essential work-related support.

## CHILD SUPPORT REFORMS

Pursue legislation to provide flexibility in collecting child support and other cost-of-care funds when a child is in foster care to reduce financial instability for families in crisis and decrease collection costs.

## HUNGER RELIEF

Support additional funding and policy changes to address hunger relief needs in Ramsey County. Hunger continues to disproportionately affect our racial and ethnic communities, revealing longstanding systemic issues that have been heightened as a result of the impact of COVID-19 pandemic.

## ECONOMIC SUPPORTS TO FAMILIES

Support legislation to provide cash payments or other economic supports, like the federal child tax credit expansion, to families in a way that will not make them ineligible for income, food, or medical assistance, with the goal of removing barriers so families can self-stabilize.

# Economic Competitiveness and Inclusion

*Ramsey County supports strategies that advance economic competitiveness and inclusiveness by creating greater prosperity and opportunity for all.*

## STATE-LOCAL FISCAL PARTNERSHIP

- Support efforts to maintain County Program Aid (CPA) with indexing funding and increasing the base appropriation after the COVID-19 economic recovery.
- Pass a 2022 omnibus bonding bill that addresses the backlog of the state's growing public infrastructure needs and invests in important regional projects.

## REGIONAL WORKFORCE INVESTMENTS

- Support efforts to align local, regional and statewide investments for workforce development programs to ensure the unique needs of businesses are met while supporting job seekers with career pathways needed to obtain family sustaining wages and benefits.
- Support legislation to address existing economic, racial and gender disparities, especially among Black, Indigenous and People of Color communities, by coupling training and education with equity efforts in housing, transportation, child care and other stabilizing factors.
- Dedicate sufficient, ongoing state funding to provide workforce programming targeted to those who are unemployed, under-employed or under-represented in the workforce as a means to reduce disparities and to promote a diverse and inclusive workforce.

## DIGITAL EQUITY

Support legislation to write broadband spending guidelines in ways that are inclusive of metro digital equity needs. Some examples of this include high-speed broadband internet for underserved areas, affordable and subsidized device ownership programs and multilingual digital literacy and skills training that meet the community's needs. The MN Department of Education's December 2020 study entitled, "Digital Equity Community Needs Assessment Report" can be a basis for this work.

## FLEXIBILITY FOR SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) EMPLOYMENT AND TRAINING PROGRAMS

Support legislation to make participation in SNAP Education and Training Programs voluntary so that local programs can strategically match these vital support services to specific participants.

## TRANSPORTATION AND TRANSIT FUNDING

- Support statewide transportation funding that adequately invests in the long-term sustainability of local communities and addresses deferred basic maintenance, safety concerns, mounting congestion and missed economic growth opportunities for businesses and commuters. A comprehensive, balanced and sustainable transportation solution should include robust funding for a multimodal transportation system including roads, bridges, sidewalks/trails, and transit and address the varying needs in different parts of the State of Minnesota.
- Seek \$3.9 million in state bond funds for reconstruction of the Rice Street Revitalization Project from Wheelock Parkway in Saint Paul to County Road B in Roseville and Maplewood. These funds would offset \$7.805 million in county and city construction costs currently programmed in the Ramsey County 2021-2025 Transportation Improvement Program.

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# Economic Competitiveness and Inclusion

*Ramsey County supports strategies that advance economic competitiveness and inclusiveness by creating greater prosperity and opportunity for all.*

- Seek legislation alongside Hennepin County to amend the Motor Vehicle Leased Sales Tax to include Ramsey and Hennepin counties as recipients so revenues can be spent in the metro-area counties where most funds are collected.
- Support investments in MnDOT's Local Bridge Replacement and Local Road Improvement Programs to fund the replacement, rehabilitation or removal of deficient bridges on the local road systems and for the construction or reconstruction of local roads.
- Defend against any attempts to shift transit costs to counties. The Ramsey County Regional Railroad Authority has been approving the maximum levy for the last several years and Ramsey County has adopted a 0.5% sales and use tax for the development of the transitways within the county and includes:
  - Green Line Light Rail Transit
  - Gold Line Bus Rapid Transit
  - Purple Line (Rush Line) Bus Rapid Transit
  - Riverview Transitway
- Support federal and state funding for major transportation and transit projects in Ramsey County that are extremely complex in nature, involve multiple jurisdictions and communities, span many years for project development, and require funding from multiple sources to complete. Some of these include:
  - I-35E / County Road J Interchange
  - Highway 36 / Century Avenue (Highway 120) Interchange
  - Purple Line (Rush Line) Bus Rapid Transit
  - Riverview Corridor Transitway
  - Rondo Community Land Bridge
  - UP Railroad /BNSF Railway Grade Separation adjacent to Westminster Junction
- Seek support for equity in funding of transportation development that helps to repair and acknowledge past wrongs with infrastructure investments.

## THE PARK AT RIVERSEDGE

Pursue \$26 million in state bonding dollars for the Park at RiversEdge. RiversEdge is an innovative public-private project revitalizing the historic riverfront and expanding public access to the Mississippi River. The funds are for acquisition, design, furnishing and construction of a land bridge extension of the public realm space called The Park at RiversEdge. This new nine-acre urban park space includes: expanded public access to the river from the downtown bluff to the shoreline, community gathering space for public events, trails that connect to the river, and to other downtown destinations and park trail systems.

## CLIMATE CHANGE

Support legislation that addresses climate change, protects and enhances natural environments, and promotes sustainability in county operations.



# Justice System Outcomes

*Ramsey County supports policies that align justice system transformation with state and community values.*

## **PROBATION REFORMS**

Support legislation to cap probation lengths to five years or similar outcome-based time limits to address racial disparities and give offenders the best shot at positive community and family involvement while improving public safety and saving taxpayer dollars.

## **EXTENSION OF POST-CONVICTION RELIEF**

Support legislation to extend the current two-year post-conviction relief time limit for immigrants who face deportation proceedings or are otherwise unable to apply for immigration benefits due to improper, defective or outdated misdemeanor convictions.

## **FELON VOTING RIGHTS**

Support legislation to clarify the reestablishment of voting rights for felons who have served their time and are living, working and paying taxes in their home communities so they do not have to complete extensive probationary periods before they are able to vote.

## **GUN SAFETY**

- Support mandated background checks for all firearm purchases to reduce firearm-related crime.
- Support legislation to provide a legal means for families and others to initiate the temporary seizure of firearms from an individual who is exhibiting erratic and violent behavior.
- Support legislation that reduces gun violence through a community-centered approach to violence prevention, as well as supporting funding for the development of new response types and enhancements to dispatch countywide resources.

## **UNIFORM COLLATERAL CONSEQUENCES OF CONVICTION ACT**

Support legislation that gives those who have become permanently or temporarily ineligible for employment, housing or some licenses a means to apply for a restoration of their rights and notifies individuals when they are criminally charged, and again when they are sentenced and released, about the sanctions that apply to them.

## **FINES & FEES**

Support legislation to increase flexibility to waive fines and fees charged in the criminal justice system. Pursue legislation to eliminate the removal of a driver's license as a penalty for past due medical payments, or allow counties the authority to waive the debt owed to them. Low-income workers whose driver's license is suspended can lose their jobs, leaving them unable to earn the income necessary to pay their court debt or meet other basic expenses such as groceries and rent.

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# Justice System Outcomes

*Ramsey County supports policies that align justice system transformation with state and community values.*

## **CASH BAIL REFORM**

Support legislation to eliminate the harm to community caused by the cash bail system by allowing the use of a risk assessment tool to release individuals back into the community if they are determined not to be a risk to society.

## **AUTOMATIC EXPUNGEMENTS**

Support legislation to centralize and automate the process of sealing criminal records for low-level felonies and lesser crimes after the waiting periods in the expungement statute. Criminal records and the collateral consequences that follow long after people have fulfilled their obligations to the justice system serve as barriers to jobs, housing, education and more, preventing people from serving as productive members of our community.

## **PROSECUTOR-INITIATED RESENTENCING**

Pursue legislation to enable prosecutors to initiate a motion to the court to reduce a person's sentence based upon their success in programming, abiding by conditions of supervised release, furthering their rehabilitation, and/or other factors that have subsequently reduced the person's risk for recidivism or indicate that a sentence reduction is in the interest of justice.

## **STATE TORT LIABILITY ACT CHANGES FOR THE STATE FAIR**

Pursue legislation to make necessary changes to the State Tort Liability Act to enable an outside law enforcement agency to take over all law enforcement duties for the State Fair Grounds.

## **APPOINTMENT OF COMMUNITY MEMBERS TO THE RAMSEY COUNTY LAW LIBRARY BOARD**

Pursue legislation for a statutory change to allow for the appointment of community members to the Ramsey County Law Library Board. The current Law Library Board is composed of appointed members but does not include members of the community. The mission of the Ramsey County Law Library is to provide the best legal information services to residents, using print and online material in the most cost-effective manner.

# Housing Stability

*Ramsey County supports programs that provide access to safe, healthy, stable and accessible housing options for all residents.*

## **AFFORDABLE AND STABLE HOUSING**

- Support budget and bonding legislation that increases public funds and attention to the preparation of homeowners and the production and preservation of affordable housing.
- Support legislation that advances policy and practice reforms that reduce barriers to affordable homeownership, such as reducing the cost of production.
- Support new state funding of more loan counseling for the refinancing of special loans, such as rehab/down payment assistance. Currently there is not enough organizational capacity for the amount of refinancing that is happening in the market.
- Support increased funding for affordable housing and housing programs focused on specific populations in need of additional assistance, including those experiencing mental illness, or other disabilities, individuals with criminal records, large families, veterans and those who are homeless.
- Support Housing Infrastructure Bonds for buildings that are 50% AMI with at least 10% of units at 30% AMI in order to better leverage ARPA funding.
- Support legislation to create a dedicated fund for the development of affordable housing that enrolls private investors into the production of affordable housing to benefit local businesses, creates jobs and contributes to the overall growth of the economy.
- Support expanding the Housing Support Demonstration capacity to include all seven metro-area counties to increase access to Housing Support for traditional rental assistance and support services for people experiencing homelessness. Consider legislative changes that would allow distributing vouchers based off priority populations in order to maximize ARPA and Housing and Redevelopment Authority funding.

## **PROPERTY TAX ASSISTANCE**

Support transitioning the special property tax refund to a property tax credit that is automatically calculated and issued to qualifying homeowners on their annual property tax statement, thereby reducing property tax regressivity and helping keep home ownership affordable. Currently, state statute requires homeowners to apply for the special property tax refund. This has led to underutilization of the refund and contributes to property tax regressivity. Transitioning the refund to a credit provides for all homeowners to receive the credit if they are eligible and will help combat property tax regressivity and help keep homeownership affordable.

## **FEDERAL IDENTIFICATION NUMBERS FOR HOMESTEAD APPLICATIONS**

Pursue legislation to allow use of FINs in lieu of Social Security numbers on homestead classification applications to expand access to Minnesota's Property Tax Homestead Credit Refund.

## **INTEREST RATES ON TAX-FORFEITED PROPERTY**

Support legislation to allow flexible interest rates on contracts for deed for tax-forfeited properties to reduce barriers for low-income families interested in purchasing or repurchasing these properties and provide a low-barrier pathway to homeownership for those with more modest incomes.

## **EVICITION PROTECTIONS**

Support creating a right to counsel for tenants in cases brought by landlords alleging breach of lease in public housing evictions, which tend to raise more complicated issues that are harder for tenants to address without a lawyer's help.

## RAMSEY COUNTY **SUPPORT OF OTHER POSITIONS**

In addition to the initiatives contained in this platform, the Ramsey County Board of Commissioners generally supports the legislative recommendations of the local units of government within the county and organizations in which it holds membership, including, but not limited to:

- Association of Minnesota Counties (AMC) and its associated professional organizations, including:
  - Local Public Health Association of MN (LPHA).
  - Minnesota Association of County Social Services Administrators (MACSSA).
  - Minnesota Association of County Officers (MACO).
  - Minnesota Community Corrections Act Counties (MCCAC).
  - Minnesota County IT Leadership Association (MCITLA).
  - Solid Waste Administrators Association (SWAA).
- Minnesota County Engineer Association (MCEA).
- Ramsey/Washington Recycling and Energy Board.
- Partnership on Waste and Energy.
- Minnesota Association of Watershed Districts (MWAD).
- Association of Minnesota Emergency Managers (AMEM).
- Minnesota Workforce Council Association (MWCA).
- Minnesota Inter-County Association (MICA).
- Metropolitan Library Services Association (MLSA).

The county board may choose to take a different position on individual items within the platforms of these and other organizations whose platforms they generally support. The county board may also consider additional positions in response to issues that emerge during the legislative session.



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## RAMSEY COUNTY **GOVERNMENT RELATIONS**



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## Vision

A vibrant community where all are valued and thrive.

## Mission

A county of excellence working with you to enhance our quality of life.

## Goals



WELL-BEING

### **Strengthen individual, family and community health, safety and well-being**

through effective safety-net services, innovative programming, prevention and early intervention, and environmental stewardship.



PROSPERITY

### **Cultivate economic prosperity and invest in neighborhoods with concentrated financial poverty**

through proactive leadership and inclusive initiatives that engage all communities in decisions about our future.



OPPORTUNITY

### **Enhance access to opportunity and mobility for all residents and businesses**

through connections to education, employment and economic development throughout our region.



ACCOUNTABILITY

### **Model fiscal accountability, transparency and strategic investments**

through professional operations and financial management.

Information about how the county is pursuing its mission and goals is available in the county's strategic plan at [ramseycounty.us/StrategicPlan](https://ramseycounty.us/StrategicPlan)

Information about performance measures related to the county's mission and goals is available in the county's Open Data Portal at [opendata.ramseycounty.us](https://opendata.ramseycounty.us)



**GOVERNMENT RELATIONS** 250 Courthouse, 15 West Kellogg Blvd, Saint Paul, MN 55102

[ramseycounty.us](https://ramseycounty.us)

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**Item Number:** 2021-741

**Meeting Date:** 12/21/2021

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**Sponsor:** County Manager's Office

**Title**

Adoption of the Ramsey County 2040 Comprehensive Plan

**Recommendation**

Adopt the Ramsey County 2040 Comprehensive Plan.

**Background and Rationale**

The Ramsey County 2040 Comprehensive Plan Update (Plan) describes the county's unique role in regional planning and its alignment with the Metropolitan Council's regional goals of prosperity, equity, livability, stewardship, and sustainability over the next 20 years. The plan addresses Parks and Trails, Transportation, Water Resources, Housing, Economic Competitiveness, Land Use, Resilience and Implementation.

Prepared in accordance with Minnesota Statutes 473.851 through 473.871 under the Metropolitan Land Planning Act, which requires each city and county in the seven-county metropolitan area to complete a comprehensive planning process, this plan establishes the county's role in regional planning. It presents the current efforts of Ramsey County to address regional goals and introduce broader themes that reflect the population and employment projections provided by the Metropolitan Council.

The Ramsey County Board authorized the submission of the proposed plan to the Metropolitan Council on January 15, 2019 and received approval on January 22, 2020 but never fully adopted the plan as required by Minnesota Statute 473.864. Passage of this board resolution will complete this last step and place the plan into effect in accordance with relevant statutes. The plan is an official document that requires Ramsey County Board approval of a resolution certifying its adoption. The plan is available online at <http://www.ramseycounty.us/2040compplan>.

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

Well-being

Prosperity

Opportunity

Accountability

**Racial Equity Impact**

The 2040 Comprehensive Plan Update lays out Ramsey County's vision for land use, transportation, parks and trails, water resources, housing, economic competitiveness and resilience, as required by the Metropolitan Council. Racial equity is specifically called out in the plan's foundation as a guiding lens and connects to the Metropolitan Council's goal of equity. County leadership and staff will work to ensure that racial equity is woven into planning processes and the implementation of the plan.

**Community Participation Level and Impact**

Staff held a public hearing on the plan on December 18, 2018, which was followed by a six-month public comment period that included conversations and presentations with community groups, and engagement with two contracted local non-profits that focused on communities that are underrepresented in county planning processes. During this same six-month period, which ended on November 29, 2018, the draft plan was also sent to all adjacent jurisdictions for review and comment. County staff simultaneously received and reviewed

the draft comprehensive plans of all jurisdictions within and adjacent to the county.

Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

There is no direct financial impact resulting from this request.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On January 15, 2019, the Ramsey County Board authorized the submission of the proposed 2040 Draft Comprehensive Plan Update to the Metropolitan Council for approval. (Resolution B2019-018).

**Attachments**

1. Ramsey County's 2040 Comprehensive Plan: <https://www.ramseycounty.us/2040compplan>

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2021-661

**Meeting Date:** 12/21/2021

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**Sponsor:** Finance

**Title**

Approval of the 2022-23 Ramsey County Operating Budget

**Recommendation**

Approve the 2022-23 Ramsey County Operating Budget and the 2022 Tax Levy:

1. Approve the 2022 budget of \$774,095,817 and the 2023 budget of \$783,166,239 with all the changes noted in the attached budget addenda. The 2022 budget is an increase of \$25,257,019 or 3.4% increase over the 2021 adjusted budget of \$748,838,798, and the 2023 budget is an increase of \$9,070,422 or 1.2% over the 2022 proposed budget.
2. Approve the 2022-23 Fee Schedule, as amended.
3. Authorize the County Manager to continue to fund Internal Services Fund for Employee Health and Dental Insurance to account for health and dental premiums.
4. Authorize the County Manager to move, transfer, or reallocate existing Full Time Equivalent and budget resources within and between the service teams to support the service teams in their ability to achieve and implement the Ramsey County Board's vision, mission, goals and strategic plan.
5. Authorize the County Manager to make all necessary budget adjustments, including transfers and increasing estimated revenues and expenditures to implement Request for Board Actions that have been approved by the Ramsey County Board of Commissioners.

**Background and Rationale**

The Home Rule Charter for Ramsey County, Chapter 3, Section 3.02 F states that the County Manager shall prepare and submit the annual budget proposal to the Ramsey County Board of Commissioners. Along with the Home Rule Charter, the Minnesota Statutes, Sections 134.07 and 134.34 authorizes the Ramsey County Board of Commissioners to levy a tax to establish and maintain a public library on taxable property in Ramsey County, outside of any city or village where a free public library is located, or which is not already taxed for the support of any free library.

The County Manager presented the 2022 proposed biennial budget to the Ramsey County Board on August 24, 2021.

The Ramsey County Budget Committee of the Whole met with county service teams to discuss their proposed budgets on September 9, 10, 13 and 14, 2021.

The Ramsey County Budget Committee of the Whole held a public hearing on September 14, 2021 to receive public input on the 2022-23 Budget. The Ramsey County Board also held a public meeting on November 29, 2021 to hear additional comments on the proposed 2022-23 Budget.

The Truth in Taxation Law requires the county to certify a proposed levy each year to the County Auditor on or before September 30. On September 21, 2021, the Ramsey County Board of Commissioners certified a proposed maximum tax levy of \$338,743,612 to finance the 2022 budget, which was a 1.55% increase over the 2021 tax levy of \$333,577,720.

Staff are now requesting the approval and adoption of the 2022-23 Biennial Budget and the 2022 Tax Levy based on the County Manager’s 2022-23 proposed biennial budget as amended by addenda presented to the Budget Committee of the Whole, and with additional changes approved by the Ramsey County Board during board meetings in 2021.

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

- Well-being
- Prosperity
- Opportunity
- Accountability

**Racial Equity Impact**

The racial equity impact of departments, programs and services is included in the 2022-23 Biennial Budget documents and was discussed during the budget hearings in August and September of 2021.

**Community Participation Level and Impact**

Two public hearings are incorporated in the budget process and included opportunities for public comment:

- September 14, 2021 at 4:30 p.m. -Virtually via Zoom in the Council Chambers at the Ramsey Courthouse, Council Chambers - Third floor, 15 W. Kellogg Blvd., Saint Paul, MN 55102.
- November 29, 2021 at 6:30 p.m. - Virtual via Zoom and in the Red Cap Room at Union Depot, 214 East Fourth Street, Saint Paul, MN 55101.

The County Manager also presented the proposed budget to the community on August 30, 2021.

The information on the presentations and 2022-23 Biennial Budget is available at

[www.ramseycounty.us/budget](http://www.ramseycounty.us/budget) <<http://www.ramseycounty.us/budget>>

- Inform
- Consult
- Involve
- Collaborate
- Empower

**Fiscal Impact**

A property tax levy of \$338,743,612 results in a 1.55% levy increase and represents 42.8% of the total proposed 2022 county budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On November 29, 2021, the County Board held a Public Hearing on the 2022-23 proposed biennial budget and 2022 tax levy.

On September 27, 2021, the Joint Property Tax Advisory Committee accepted the overall maximum property tax levy for the jurisdictions of the City of Saint Paul, I.S.D. No. 625 (Saint Paul Public Schools), and Ramsey County (within Saint Paul only), for taxes payable in 2022.

On September 21, 2021, the County Board approved setting the proposed maximum levy of \$338,743,612 (Resolution B2021-207).

On September 14, 2021, the Budget Committee of the Whole reviewed the administrative addenda to the 2021 Budget.

From September 9-14, 2021, the Budget Committee of the Whole reviewed all service team proposed budgets.

On August 24, 2021, the County Manager presented the proposed 2022-23 biennial budget to the Board of

County Commissioners.

In addition, various Ramsey County Board actions in 2021 approved changes to the 2022-23 Budget. These actions are detailed in the proposed 2022-23 Addenda.

**Attachments**

1. 2022-23 Addenda
2. 2022-23 Fee Schedule

### 2022-2023 Approved Budget

	2022 Budget					2023 Budget				
	FTEs	Appropriations	Revenue	Fund Balance	Levy	FTEs	Appropriations	Revenue	Fund Balance	Levy
<b>2022-23 County Manager Proposed Budget, 8/24/2021</b>	4,271.06	772,845,689	442,568,581	(678,641)	330,955,749	4,271.06	781,916,984	439,792,007	(3,893,771)	346,018,748
<b>2022-23 County Manager Proposed Budget, Reflecting Admin Addenda, 9/13/2021</b>	4,286.06	774,095,817	443,639,191	(678,641)	331,135,267	4,278.06	783,166,239	440,861,744	(3,893,771)	346,198,266
<b>Strategic Team &amp; General County Purposes</b>										
<i>County Manager's Office</i>										
Move Progressive Internship funding from County Managers Office to Countywide Initiatives.		(25,000)			(25,000)		(25,000)			(25,000)
<b>Health and Wellness Service Team</b>										
<i>Health and Wellness Admin Division</i>										
Transfer the Volunteer Services position to IPR Communication Department	-1.00	-	-	-	-	-1.00	-	-	-	-
<b>Safety and Justice Service Team</b>										
<i>County Attorney</i>										
American Rescue Plan Act Funding Request for Tier 1 Priority Administrative Items. Resolution #B2021-252. (Note: Budget dollars added by Grant transfer.)	5.20					5.20				
<b>Information and Public Records Service Team</b>										
<i>Communications</i>										
Move funds from Unallocated General to Communications Department in IPR to fund a countywide Volunteer Coordinator position.		127,160			127,160		127,160			127,160
<i>Communications</i>										
Transfer the Volunteer Services position to IPR Communication Department	1.00					1.00				
<b>Economic Growth and Community Investment Service Team</b>										
*No Adjustments*										
<b>Countywide Initiatives</b>										
<i>Unallocated General</i>										
Move funds from Unallocated General to Communications Department in IPR to fund a countywide Volunteer Coordinator position.		(127,160)			(127,160)		(127,160)			(127,160)
<i>Countywide Initiatives</i>										
Move Progressive Internship funding from County Managers Office to Countywide Initiatives.		25,000			25,000		25,000			25,000
<b>Commissioner budget addenda recommended to adjust the 2022 County Manager Proposed Budget</b>										
<b>2022 Budget as Proposed by County Manager</b>	<b>4,291.26</b>	<b>774,095,817</b>	<b>443,639,191</b>	<b>(678,641)</b>	<b>331,135,267</b>	<b>4,283.26</b>	<b>783,166,239</b>	<b>440,861,744</b>	<b>(3,893,771)</b>	<b>346,198,266</b>
Total adjustments from the previously proposed 2022 Budget	5.20	-	-	-	-	5.20	-	-	-	-



RAMSEY  
COUNTY

**RAMSEY COUNTY**

**COMPREHENSIVE**

**FEE REPORT**

**2022 - 2023**

# RAMSEY COUNTY COMPREHENSIVE FEE REPORT

## **Background**

The County Board has authority to set fees, subject to limitations provided by law, per Section 2.02 of the Home Rule Charter. The Board reviews and approves fee increases as part of the annual budget process. Fees that require Board approval and/or a public hearing are considered at that time. This process facilitates an annual review of fees, one public hearing, publication and notice, and a time certain opportunity for public comment. It also clearly links the estimated revenue from fees to the Proposed Budget. Fees set by Statute are not approved through this process and only fees with proposed increases have been included in the past. Occasionally, approval of fee increases may be requested during the year, outside the budget process, because of unforeseen changes.

2022 and 2023 Proposed fee increases were discussed at the Budget hearing of Sept 13, 2021. Charges for Services Revenue financed 20.0% of the County budget in 2021 and will finance 19.9% of the Proposed Budget in 2022 and 20.5% of the Proposed Budget in 2023. This is based on the budget as presented to the County Board on August 24, 2021.

## **Fee Policy**

The County attempts to minimize property tax requirements through aggressive use of non-property tax revenues available from user fees. The County establishes user charges and fees when appropriate and direct benefits are identifiable. Fees are set at a level related to the cost of providing the service or otherwise legally allowable. The cost of providing services includes both direct and indirect costs. In some cases, fees are also sensitive to the market for similar services.

## **Ramsey County Comprehensive Fee Schedule (Pages 4-102)**

The attached schedule lists all fees departments charge for services and for licenses and permits. The 2022 - 2023 fees as proposed are shown. Also included are the increases/decreases from 2020 to 2021 and the increases from 2022 to 2023. For each fee, noted is who has fee determination authority; County Board (CB), State Statute (SS), State Agency rule/regulation, etc. and the last date that the fee changed. Also included are the increases/decreases from 2020 to 2021 and the increases from 2022 to 2023 (highlighted in the report for easey

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## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
SS = State Statute

Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
PRC Telephone supervision Reporting	Community Corrections	Adult Court	CB	5/1/2021	\$6.00	\$0.00	\$0.00	(\$6.00)	\$0.00
Sentence to Service Work Crews	Community Corrections	Adult Court	CB Res. 2010-188	5/18/2010	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
Commitments - Paid by Individuals	Community Corrections	Boys Totem Town	CB	5/1/2021	\$195.00	\$0.00	\$0.00	(\$195.00)	\$0.00
Commitments - Other Counties	Community Corrections	Boys Totem Town	CB	5/1/2021	\$195.00	\$0.00	\$0.00	(\$195.00)	\$0.00
Detention - Other Counties	Community Corrections	Correctional Facility	CB Res. 83-585	2009	\$59.00	\$59.00	\$59.00	\$0.00	\$0.00
Electronic Home Confinement - Out of county clients	Community Corrections	Correctional Facility	CB	5/1/2005	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Per Diems-Boards/Agencies	Community Corrections	Correctional Facility	CB Res 2009-356A	1/1/2011	\$59.00	\$59.00	\$59.00	\$0.00	\$0.00
Records check	Community Corrections	Correctional Facility	U.S. SSA / CB Res. 2010-188	1997	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
Detention - Commitments Other Agencies	Community Corrections	Juvenile Justice Center	CB	2009	\$210.00	\$210.00	\$210.00	\$0.00	\$0.00
Meals Served to Public Org.	Community Corrections	Juvenile Justice Center	CB	2003	\$2.20	\$2.20	\$2.20	\$0.00	\$0.00
Special Requests for Research Information & Data Reports	County Assessor's Office	County Assessor Fees	CB 383A.22	12/2004	\$65.00	\$65.00	\$65.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Filing Fees	County Attorney	Child Support Enforcement			\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
4x6 Color Photo Reprints (each)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	11/14/2005	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
Blu-Ray	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$15.00	\$15.00	\$15.00	\$0.00
Blu-Ray Dual Layer	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$30.00	\$30.00	\$30.00	\$0.00
Cassettes	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	11/14/2005	\$18.00	\$18.00	\$18.00	\$0.00	\$0.00
CD-ROM(s)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	5/1/2021	\$20.00	\$10.00	\$10.00	(\$10.00)	\$0.00
Color Photocopies of Photos (per sheet)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	11/14/2005	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
Dual Layer DVD	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$15.00	\$15.00	\$15.00	\$0.00
DVD	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	5/1/2021	\$20.00	\$10.00	\$10.00	(\$10.00)	\$0.00
Flash Drive (128 GB)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$50.00	\$50.00	\$50.00	\$0.00
Flash Drive (16 GB)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$25.00	\$25.00	\$25.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Flash Drive (32 GB)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$30.00	\$30.00	\$30.00	\$0.00
Flash Drive (64 GB)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$40.00	\$40.00	\$40.00	\$0.00
Portable Hard Drive - 1TB	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$120.00	\$120.00	\$120.00	\$0.00
Portable Hard Drive - 2TB	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	New	\$0.00	\$180.00	\$180.00	\$180.00	\$0.00
Regular Photocopies (per sheet)	County Attorney	County Attorney	State Dept of Admin	11/14/2005	\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Videotape(s)	County Attorney	County Attorney	MN Criminal Procedure Rule 9.05	11/14/2005	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Washington Cty Commitments	County Attorney	County Attorney	Agreement		\$1,870.00	\$1,870.00	\$1,870.00	\$0.00	\$0.00
Washington Cty Commitments	County Attorney	County Attorney	Agreement		\$1,320.00	\$1,320.00	\$1,320.00	\$0.00	\$0.00
Diversion Fees	County Attorney	Law Office			\$55.00	\$55.00	\$55.00	\$0.00	\$0.00
Jarvis Hearing Fees (Attorney General)	County Attorney	Law Office		12/1/2021	\$516.00	\$516.00	\$516.00	\$0.00	\$0.00
Jarvis Hearing Fees (Hospitals)	County Attorney	Law Office		12/1/2021	\$516.00	\$516.00	\$516.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Adm. Cost Reimbursement (Life & Disability insurance)	County Manager	Human Resources	CB	2003	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Adm. Cost Reimbursement (Life insurance only)	County Manager	Human Resources	CB	2003	\$2.50	\$2.50	\$2.50	\$0.00	\$0.00
Adm. Cost Reimbursement (Per employee monthly fee)	County Manager	Human Resources	CB	2003	\$9.25	\$9.25	\$9.25	\$0.00	\$0.00
Collection Fees (Retiree insurance late fee)	County Manager	Human Resources	CB	2011	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
MetroPass Sales	County Manager	Human Resources	CB	6/15/2018	\$48.50	\$48.50	\$48.50	\$0.00	\$0.00
Photocopies (per page) of documents	County Manager	Human Resources	State - Dept. of Admin.		\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Credit Card Processing Fee	Countywide	Countywide	CB/SS	7/11/1905	Per terms	Per terms	Per terms	\$0.00	\$0.00
Admin Costs Reimbursement	District Court	District Court	CB	10/1/2008	\$379.00	\$379.00	\$379.00	\$0.00	\$0.00
Radio Support Fees	Emergency Communications	Emergency Communications	CB	1/1/2019	\$3.12	\$3.12	\$3.12	\$0.00	\$0.00
Patient Fees - Welfare	Lake Owasso Residence	Lake Owasso Residence	SS	7/1/2015	\$365.16	365.16	365.16	\$0.00	\$0.00
Maximum Overdue Fee	Libraries	Libraries	Library Board	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Prints/Copies (B&W)	Libraries	Libraries	Library Board	2009	\$0.20	\$0.20	\$0.20	\$0.00	\$0.00
Prints/Copies (Color)	Libraries	Libraries	Library Board	2009	\$0.75	\$0.75	\$0.75	\$0.00	\$0.00
Replacement Library Card	Libraries	Libraries	Library Board	2006	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00
Returned Check Fee	Libraries	Libraries	Library Board	2009	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Revenue Recapture Fee	Libraries	Libraries	Library Board	2009	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Autopsies	Medical Examiner	Medical Examiner	CB	2008	\$1,400.00	\$1,400.00	\$1,400.00	\$0.00	\$0.00
Body Bag	Medical Examiner	Medical Examiner	CB	2014	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
CD-Autopsy Photographs	Medical Examiner	Medical Examiner	CB	2014	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Copies of Autopsy Reports	Medical Examiner	Medical Examiner	CB		\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Copies of External Exams	Medical Examiner	Medical Examiner	CB		\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Cremation Approval	Medical Examiner	Medical Examiner	CB	2014	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
External Examinations	Medical Examiner	Medical Examiner	CB		\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Xerox Copies	Medical Examiner	Medical Examiner	State Admn	2005	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00
Cancellation Fee	Parks & Recreation	Administration	CB	5/1/2021	\$30.00	\$32.00	\$32.00	\$2.00	\$0.00
Convenience Fee	Parks & Recreation	Administration	CB	1/1/2017	3%	3%	3%	\$0.00	\$0.00
Late Fee	Parks & Recreation	Administration	CB	1/1/2016	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
NSF Fee	Parks & Recreation	Administration	CB	1/1/2016	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Transfer Fee	Parks & Recreation	Administration	CB	1/1/2016	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
10 Pass Family Card	Parks & Recreation	Battle Creek Waterworks	CB	1/1/2012	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Adult/Child Admission	Parks & Recreation	Battle Creek Waterworks	CB	1/1/2012	\$7.00	\$7.00	\$7.00	\$0.00	\$0.00
Adult/Child Admission (after 5:00pm)	Parks & Recreation	Battle Creek Waterworks	CB	1/1/2012	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Advance Group Reservation	Parks & Recreation	Battle Creek Waterworks	CB	1/1/2014	\$6.00	\$6.00	\$6.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Bargain Birthday Parties	Parks & Recreation	Battle Creek Waterworks	CB	1/1/2012	\$99.00	\$99.00	\$99.00	\$0.00	\$0.00
Birthday Parties	Parks & Recreation	Battle Creek Waterworks	CB	1/1/2009	\$166.75	\$166.75	\$166.75	\$0.00	\$0.00
Snowmaking - Annual Pass	Parks & Recreation	Battle Creek Winter Recreation	CB	1/1/2022	\$0.00	\$75.00	\$75.00	\$75.00	\$0.00
Student- Annual Pass	Parks & Recreation	Battle Creek Winter Recreation	CB	1/1/2022	\$0.00	\$35.00	\$35.00	\$35.00	\$0.00
Natural Snow - Annual Pass	Parks & Recreation	Battle Creek Winter Recreation	CB	1/1/2022	\$0.00	\$35.00	\$35.00	\$35.00	\$0.00
Snowmaking - Daily Pass	Parks & Recreation	Battle Creek Winter Recreation	CB	1/1/2022	\$0.00	\$9.00	\$9.00	\$9.00	\$0.00
Student- Daily Pass	Parks & Recreation	Battle Creek Winter Recreation	CB	1/1/2022	\$0.00	\$9.00	\$9.00	\$9.00	\$0.00
Natural Snow - Daily Pass	Parks & Recreation	Battle Creek Winter Recreation	CB	1/1/2022	\$0.00	\$6.00	\$6.00	\$6.00	\$0.00
18 Hole	Parks & Recreation	Goodrich Golf Course	CB	1/1/2018	\$30.00	\$1-\$45	\$1-\$45	variable change	variable change
18 Hole Golf Cart	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$45	\$1-\$50	\$1-\$50	variable change	variable change
18 Hole Golf Cart Disability	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$25	\$1-\$30	\$1-\$30	variable change	variable change

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
18 Hole Golf Cart Senior	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$40	\$1-\$45	\$1-\$45	variable change	variable change
18 Hole Junior	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
18 Hole Patron	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$40	\$1-\$40	\$1-\$40	variable change	variable change
18 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
9 Hole	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$35	\$1-\$35	\$1-\$35	variable change	variable change
9 Hole Golf Cart	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$35	\$1-\$40	\$1-\$40	variable change	variable change
9 Hole Golf Cart Disability	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$25	\$1-\$30	\$1-\$30	variable change	variable change
9 Hole Golf Cart Senior	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$25	\$1-\$30	\$1-\$30	variable change	variable change
9 Hole Junior	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
9 Hole Patron	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
9 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1-\$35	\$1-\$25	\$1-\$25	variable change	variable change

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Junior Season Pass	Parks & Recreation	Goodrich Golf Course	CB	1/1/2018	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
Patron Card	Parks & Recreation	Goodrich Golf Course	CB	5/1/2020	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
Regular Season Pass	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1,600.00	\$1,650.00	\$1,650.00	\$50.00	\$0.00
Senior Season Pass	Parks & Recreation	Goodrich Golf Course	CB	5/1/2021	\$1,350.00	\$1,300.00	\$1,400.00	(\$50.00)	\$100.00
Specialty Pass (Military, Family, Couples)	Parks & Recreation	Goodrich Golf Course	CB	2019	\$0-\$300	\$0-\$300	\$0-\$300	variable change	variable change
Twilight	Parks & Recreation	Goodrich Golf Course	CB	1/1/2013	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
18 Hole	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$65	\$1 - \$65	\$1 - \$65	variable change	variable change
18 Hole Golf Cart	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$45	\$1 - \$50	\$1 - \$50	variable change	variable change
18 Hole Golf Cart Disability	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$30	\$1 - \$35	\$1 - \$35	variable change	variable change
18 Hole Golf Cart Senior	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$40	\$1 - \$45	\$1 - \$45	variable change	variable change
18 Hole Junior	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$40	\$1 - \$40	\$1 - \$40	variable change	variable change

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
18 Hole Patron	Parks & Recreation	Keller Golf Course	CB	1/1/2015	\$1-\$50	\$1-\$50	\$1-\$50	variable change	variable change
18 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Keller Golf Course	CB	1/1/2018	\$1-\$50	\$1-\$50	\$1-\$50	variable change	variable change
9 Hole	Parks & Recreation	Keller Golf Course	CB	1/1/2018	\$1 - \$40	\$1 - \$40	\$1 - \$40	variable change	variable change
9 Hole Golf Cart	Parks & Recreation	Keller Golf Course	CB	5/1/2021	\$1 - \$40	\$1 - \$45	\$1 - \$45	variable change	variable change
9 Hole Golf Cart Disability	Parks & Recreation	Keller Golf Course	CB	5/1/2021	\$1 - \$30	\$1 - \$35	\$1 - \$35	variable change	variable change
9 Hole Golf Cart Senior	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$30	\$1 - \$35	\$1 - \$35	variable change	variable change
9 Hole Junior	Parks & Recreation	Keller Golf Course	CB	1/1/2016	\$1 - \$30	\$1 - \$30	\$1 - \$30	variable change	variable change
9 Hole Patron	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$40	\$1 - \$40	\$1 - \$40	variable change	variable change
9 Hole Senior	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$1 - \$40	\$1 - \$40	\$1 - \$40	variable change	variable change
Junior Season Pass	Parks & Recreation	Keller Golf Course	CB	1/1/2017	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
Patron Card	Parks & Recreation	Keller Golf Course	CB	5/1/2021	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
SS = State Statute

Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Regular Season Pass	Parks & Recreation	Keller Golf Course	CB	5/1/2021	\$1,600.00	\$1,650.00	\$1,650.00	\$50.00	\$0.00
Senior Season Pass	Parks & Recreation	Keller Golf Course	CB	5/1/2021	\$1,350.00	\$1,300.00	\$1,400.00	(\$50.00)	\$100.00
Specialty Pass (Military, Family, Couples)	Parks & Recreation	Keller Golf Course	CB	2019	\$0-\$300	\$0-\$300	\$0-\$300	variable change	variable change
Twilight	Parks & Recreation	Keller Golf Course	CB	5/1/2020	\$1 - \$40	\$1 - \$40	\$1 - \$40	variable change	variable change
18 Hole	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$45	\$1-\$45	\$1-\$45	variable change	variable change
18 Hole Golf Cart	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$45	\$1-\$45	\$1-\$45	variable change	variable change
18 Hole Golf Cart Disability	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
18 Hole Golf Cart Senior	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$40	\$1-\$40	\$1-\$40	variable change	variable change
18 Hole Junior	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
18 Hole Patron	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$40	\$1-\$40	\$1-\$40	variable change	variable change
18 Hole Senior (M-F b-4 noon, S-S after 1pm)	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$35	\$1-\$35	\$1-\$35	variable change	variable change

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
9 Hole	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$35	\$1-\$35	\$1-\$35	variable change	variable change
9 Hole Golf Cart	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$35	\$1-\$35	\$1-\$35	variable change	variable change
9 Hole Golf Cart Disability	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2020	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
9 Hole Golf Cart Senior	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2018	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
9 Hole Junior	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2017	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
9 Hole Patron	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2018	\$1-\$30	\$1-\$30	\$1-\$30	variable change	variable change
9 Hole Senior	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2018	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
Junior Season Pass	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2018	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
Patron Card	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2017	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
Regular Season Pass	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2021	\$1,600.00	\$1,650.00	\$1,650.00	\$50.00	\$0.00
Senior Season Pass	Parks & Recreation	Manitou Ridge Golf Course	CB	5/1/2021	\$1,350.00	\$1,300.00	\$1,400.00	(\$50.00)	\$100.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Specialty Pass (Military, Family, Couples)	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2018	\$0-\$300	\$0-\$300	\$0-\$300	variable change	variable change
Twilight	Parks & Recreation	Manitou Ridge Golf Course	CB	1/1/2017	\$1-\$25	\$1-\$25	\$1-\$25	variable change	variable change
Bald Eagle - Shelter #1 (max 60)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$128.00	\$135.00	\$135.00	\$7.00	\$0.00
Bald Eagle - Shelter #1 (max 60) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$85.00	\$90.00	\$90.00	\$5.00	\$0.00
Battle Creek - Pavilion (max 500)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$466.00	\$490.00	\$490.00	\$24.00	\$0.00
Battle Creek - Pavilion North (max 150)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$234.00	\$246.00	\$246.00	\$12.00	\$0.00
Battle Creek - Pavilion South (max 250)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$234.00	\$246.00	\$246.00	\$12.00	\$0.00
Battle Creek - Shelter (max 75)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Battle Creek - Shelter (max 75) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Beaver - Shelter (max 30)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$56.00	\$59.00	\$59.00	\$3.00	\$0.00
Beaver - Shelter (max 30) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$37.00	\$39.00	\$39.00	\$2.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Cancellation Fee	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$30.00	\$32.00	\$32.00	\$2.00	\$0.00
Cross Country Ski Meet (per event)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$303.00	\$319.00	\$319.00	\$16.00	\$0.00
Cross Country Ski Practice (per season)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$364.00	\$383.00	\$383.00	\$19.00	\$0.00
Island Lake - Shelter #1 (max 100)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Island Lake - Shelter #1 (max 100) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Island Lake - Shelter #2 (max 100)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Island Lake - Shelter #2 (max 100) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Island Lake - Shelter #3 (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$87.00	\$92.00	\$92.00	\$5.00	\$0.00
Island Lake - Shelter #3 (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$58.00	\$61.00	\$61.00	\$3.00	\$0.00
Keller Golfview - Shelter #4 (max 75)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Keller Golfview - Shelter #5 (max 75)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Keller Golfview - Shelter (max 125)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$234.00	\$246.00	\$246.00	\$12.00	\$0.00
Keller Golfview - Shelter (max 125) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$155.00	\$163.00	\$163.00	\$8.00	\$0.00
Keller Golfview - Shelter (max 75) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Keller Golfview - Shelter (max 75) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Keller Island - Shelter (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$113.00	\$119.00	\$119.00	\$6.00	\$0.00
Keller Island - Shelter (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$74.00	\$78.00	\$78.00	\$4.00	\$0.00
Keller Lakeside - Shelter (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$113.00	\$119.00	\$119.00	\$6.00	\$0.00
Keller Lakeside - Shelter (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$74.00	\$78.00	\$78.00	\$4.00	\$0.00
Keller Lower - Shelter (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$113.00	\$119.00	\$119.00	\$6.00	\$0.00
Keller Lower - Shelter (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$74.00	\$78.00	\$78.00	\$4.00	\$0.00
Keller Round - Shelter (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$113.00	\$119.00	\$119.00	\$6.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Keller Round - Shelter (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$74.00	\$78.00	\$78.00	\$4.00	\$0.00
Lake Owasso - Shelter #1 (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$56.00	\$59.00	\$59.00	\$3.00	\$0.00
Lake Owasso - Shelter #1 (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$37.00	\$39.00	\$39.00	\$2.00	\$0.00
Lake Owasso - Shelter #2 (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$56.00	\$59.00	\$59.00	\$3.00	\$0.00
Lake Owasso - Shelter #2 (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$37.00	\$39.00	\$39.00	\$2.00	\$0.00
Lake Owasso - Shelter #3 (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$56.00	\$59.00	\$59.00	\$3.00	\$0.00
Lake Owasso - Shelter #3 (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$37.00	\$39.00	\$39.00	\$2.00	\$0.00
Large Event Dumpster Fee	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$104.00	\$110.00	\$110.00	\$6.00	\$0.00
Long Lake - Pavilion (max 500)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$466.00	\$490.00	\$490.00	\$24.00	\$0.00
Long Lake - Shelter (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$113.00	\$119.00	\$119.00	\$6.00	\$0.00
Long Lake - Shelter (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$74.00	\$78.00	\$78.00	\$4.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
McCarrons - Shelter #1 (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$113.00	\$119.00	\$119.00	\$6.00	\$0.00
McCarrons - Shelter #1 (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$74.00	\$78.00	\$78.00	\$4.00	\$0.00
Non-Prime School Group	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$30.00	\$32.00	\$32.00	\$2.00	\$0.00
Snail Lake - Pavilion (max 200)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$368.00	\$387.00	\$387.00	\$19.00	\$0.00
Snail Lake - Shelter (max 50)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$113.00	\$119.00	\$119.00	\$6.00	\$0.00
Snail Lake - Shelter (max 50) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$74.00	\$78.00	\$78.00	\$4.00	\$0.00
Special Use Filming Production (less than 6 people)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
Special Use Filming Production (over 15 people)	Parks & Recreation	Park Maintenance	CB	5/1/2021	by contract	by contract	by contract	variable	variable
Special Use Permit Fee	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$61.00	\$65.00	\$65.00	\$4.00	\$0.00
Special Use Permit Filming Production (6-15 people)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
Special Use Permit-Comm.Photographer)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$152.00	\$160.00	\$160.00	\$8.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Special Use Permit-Run/Race Event	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$152.00	\$160.00	\$160.00	\$8.00	\$0.00
Special Use Permit-Utility Hook Up	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$61.00	\$65.00	\$65.00	\$4.00	\$0.00
Special Use-Amplified Music (per day)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$91.00	\$96.00	\$96.00	\$5.00	\$0.00
Sucker Lake - Shelter #1 (max 80)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Sucker Lake - Shelter #1 (max 80) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Sucker Lake - Shelter #2 (max 80)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Sucker Lake - Shelter #2 (max 80) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Tony Schmidt - Pavilion (max 125)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$308.00	\$324.00	\$324.00	\$16.00	\$0.00
Tony Schmidt - Shelter (max 75)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Tony Schmidt - Shelter (max 75) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Transfer fee	Parks & Recreation	Park Maintenance	CB	1/1/2014	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Turtle Lake - Shelter (max 75)	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$166.00	\$175.00	\$175.00	\$9.00	\$0.00
Turtle Lake - Shelter (max 75) 1/2 day	Parks & Recreation	Park Maintenance	CB	5/1/2021	\$110.00	\$116.00	\$116.00	\$6.00	\$0.00
Activity Value Punch Card	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$25-\$250	\$25-\$250	\$25-\$250	variable change	variable change
Advertising	Parks & Recreation	Public Ice Arenas	CB	1/1/2022	\$0.00	\$50-\$10,000	\$50-\$10,000	variable change	variable change
Advertising Center Ice Circle	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$500-\$5,000	\$500-\$5,000	\$500-\$5,000	variable change	variable change
Advertising Dasherboard	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$500-\$2,500	\$500-\$2,500	\$500-\$2,500	variable change	variable change
Advertising Panel (4'x8')	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$500-\$2,500	\$500-\$2,500	\$500-\$2,500	variable change	variable change
Advertising Zamboni (wraps)	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$500-\$2,500	\$500-\$2,500	\$500-\$2,500	variable change	variable change
Concert Food/Bar/Merchandise	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	10%-25%	10%-25%	10%-25%	variable change	variable change
Dry Floor Hourly Rental	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$50-\$500	\$50-\$500	\$50-\$500	variable change	variable change
Dry Floor-Curtain	Parks & Recreation	Public Ice Arenas	CB	5/1/2020	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Dry Floor-Graduation Package	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00
Dry Floor-Stage Rental	Parks & Recreation	Public Ice Arenas	CB	1/1/2005	\$500.00	\$500.00	\$600.00	\$0.00	\$100.00
Extra Cleaning Fee	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$35.00	\$35.00	\$35.00	\$0.00	\$0.00
Facility Overrun Fee	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$50-\$500	\$50-\$500	\$50-\$500	variable change	variable change
Facility Rental-Admissions Event	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$500-\$5,000	\$500-\$5,000	\$500-\$5,000	variable change	variable change
Facility Rental-Non-Admissions Event	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$500-\$10,000	\$500-\$10,000	\$500-\$10,000	variable change	variable change
High School Hockey Game Rental	Parks & Recreation	Public Ice Arenas	CB	1/1/2019	\$235.00	\$240.00	\$245.00	\$5.00	\$5.00
Meeting/Party Room	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$20-\$200	\$20-\$200	\$20-\$200	variable change	variable change
Open Hockey	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$5-\$25	\$5-\$25	\$5-\$25	variable change	variable change
Open Skating	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$5-\$25	\$5-\$25	\$5-\$25	variable change	variable change
Parking Lot Event	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$100-\$5,000	\$100-\$5,000	\$100-\$5,000	variable change	variable change

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Prime Game Operations Fee	Parks & Recreation	Public Ice Arenas	CB	1/1/2019	\$195.00	\$195.00	\$195.00	\$0.00	\$0.00
Programming Events	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$195.00	\$195.00	\$195.00	\$0.00	\$0.00
Public Open/Group/Drop In Reservations	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$2-\$15	\$2-\$15	\$2-\$15	variable change	variable change
Set up fee per chair	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$1.50-\$2.50	\$1.50-\$2.50	\$1.50-\$2.50	variable change	variable change
Set up Fee per table	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$5-\$15	\$5-\$15	\$5-\$15	variable change	variable change
Skate Rental / Sharpening	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$10.00	\$6.00	\$6.00	(\$4.00)	\$0.00
Special Event	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$500-\$20,000	\$500-\$20,000	\$500-\$20,000	variable change	variable change
Sponsorship Packages	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$1,000-\$20,000	\$1,000-\$20,000	\$1,000-\$20,000	variable change	variable change
Spring-Summer Ice Non-Prime Time	Parks & Recreation	Public Ice Arenas	CB	1/1/2019	\$135-\$170	\$135-\$170	\$135-\$170	variable change	variable change
Spring-Summer Ice Prime Time	Parks & Recreation	Public Ice Arenas	CB	1/1/2019	\$180.00	\$180.00	\$180.00	\$0.00	\$0.00
Synthetic Ice (per hour)	Parks & Recreation	Public Ice Arenas	CB	1/1/2019	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Tournament Ice Rental	Parks & Recreation	Public Ice Arenas	CB	5/1/2021	\$235.00	\$240.00	\$245.00	\$5.00	\$5.00
Training Ice	Parks & Recreation	Public Ice Arenas	CB	New	\$0.00	\$10-\$100	\$10-\$100	variable change	variable change
Use Fee-per chair	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$.50-\$.5.00	\$.50-\$.5.00	\$.50-\$.5.00	variable change	variable change
Use Fee-per table	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$.50-\$.5.00	\$.50-\$.5.00	\$.50-\$.5.00	variable change	variable change
Weight Room	Parks & Recreation	Public Ice Arenas	CB	1/1/2018	\$20-\$100	\$20-\$100	\$20-\$100	variable change	variable change
Winter Non-Prime Time Ice Rental	Parks & Recreation	Public Ice Arenas	CB	1/1/2019	\$135-\$235	\$135-\$235	\$135-\$235	variable change	variable change
Winter Prime Time Ice Rental	Parks & Recreation	Public Ice Arenas	CB	5/1/2021	\$215.00	\$220.00	\$220.00	\$5.00	\$0.00
Conservation Design Technical Service	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$72.00	\$75.00	\$75.00	\$3.00	\$0.00
Erosion control Insp. and SWPPP	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$72.00	\$75.00	\$75.00	\$3.00	\$0.00
GIS Services	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$72.00	\$75.00	\$75.00	\$3.00	\$0.00
Groundwater Protection	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$72.00	\$75.00	\$75.00	\$3.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Invasive Plant Tech. Serv.	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$72.00	\$75.00	\$75.00	\$3.00	\$0.00
Lake Aquatic Plant surveys	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$72.00	\$75.00	\$75.00	\$3.00	\$0.00
MS4 Permit assistance	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$72.00	\$75.00	\$75.00	\$3.00	\$0.00
Native Vegetation BMP Tech Serv	Parks & Recreation	Soil and Water Conservation	CB	5/1/2021	\$0.00	\$75.00	\$75.00	\$75.00	\$0.00
<i>*per hour/per person, plus materials and/or transportation</i>	Parks & Recreation	Tamarack Nature Center							
<i>**per program</i>									
<i>***per hour</i>									
Birthday Parties (additioanl child)	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$8.00	\$9.00	\$9.00	\$1.00	\$0.00
Birthday Party Package A	Parks & Recreation	Tamarack Nature Center	CB	New	\$0.00	\$170.00	\$170.00	\$170.00	\$0.00
Birthday Party Package B	Parks & Recreation	Tamarack Nature Center	CB	New	\$0.00	\$190.00	\$190.00	\$190.00	\$0.00
Birthday Party Package C	Parks & Recreation	Tamarack Nature Center	CB	New	\$0.00	\$210.00	\$210.00	\$210.00	\$0.00
Building Rental-After Hours***	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00
Cancellation Fee	Parks & Recreation	Tamarack Nature Center	CB	1/1/2016	20% of program fee	20% of program fee	20% of program fee	variable	variable

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Classroom Rental-After Hours***	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Classroom Rental-Normal Business Hrs***	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Day Camp*	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$7.00	\$8.00	\$8.00	\$1.00	\$0.00
Special Use Permit - Discovery Hollow 13-20 people	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$35.00	\$35.00	\$35.00	\$0.00	\$0.00
Special Use Permit - Discovery Hollow 21-40 people	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$55.00	\$55.00	\$55.00	\$0.00	\$0.00
Special Use Permit - Discovery Hollow 41-60 people	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$110.00	\$110.00	\$110.00	\$0.00	\$0.00
Special Use Permit - Discovery Hollow 61-80 people	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$165.00	\$165.00	\$165.00	\$0.00	\$0.00
Special Use Permit - Discovery Hollow 81-100 people	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$220.00	\$220.00	\$220.00	\$0.00	\$0.00
Equipment Rental-Orienteering	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$3.00	\$3.00	\$3.00	\$0.00	\$0.00
Equipment Rental-per chair	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Equipment Rental-per table	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00

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Equipment Rental-Skis/Snowshoes*	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$7.00	\$7.00	\$7.00	\$0.00	\$0.00
Equipment Rental-Skis/Snowshoes* (ages 2-5)	Parks & Recreation	Tamarack Nature Center	CB	1/1/2019	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Equipment Rental-Skis/Snowshoes* (ages 6-12)	Parks & Recreation	Tamarack Nature Center	CB	12/1/2019	\$5.25	\$5.25	\$5.25	\$0.00	\$0.00
Equipment Rental-Skis/Snowshoes* (w/instruction)	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$3.50	\$3.50	\$3.50	\$0.00	\$0.00
Home School**	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$5.50	\$5.75	\$5.75	\$0.25	\$0.00
K-12 Schools**	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$5.50	\$5.50	\$5.50	\$0.00	\$0.00
Outdoor/DH Birthday Package	Parks & Recreation	Tamarack Nature Center	CB	12/1/2019	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Outreach Programs (additional hour)	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$75.00	\$75.00	\$75.00	\$0.00	\$0.00
Outreach Programs (travel fee<10 mi)	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Outreach Programs (travel fee>10 mi)	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00
Outreach Programs-31-60 students***	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00

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Outreach Programs-up to 30 students***	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00
Parent/Child Program Adult Fee**	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$3.50	\$3.50	\$3.50	\$0.00	\$0.00
Parent/Child Program Child Fee**	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$7.00	\$7.00	\$7.00	\$0.00	\$0.00
Pre-K Schools**	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$6.00	\$6.00	\$6.00	\$0.00	\$0.00
Public Education Programs**	Parks & Recreation	Tamarack Nature Center	CB	1/1/2011	\$6.50	\$6.50	\$6.50	\$0.00	\$0.00
Recreation Group Lesson*	Parks & Recreation	Tamarack Nature Center	CB	1/1/2016	\$5.50	\$5.50	\$5.50	\$0.00	\$0.00
Recreation Private Lesson additional person	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Recreation Private Lesson*	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$45.00	\$45.00	\$45.00	\$0.00	\$0.00
Scout Programs**	Parks & Recreation	Tamarack Nature Center	CB	1/1/2011	\$6.50	\$6.50	\$6.50	\$0.00	\$0.00
Special Events**	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$6.50	\$6.50	\$6.50	\$0.00	\$0.00
Special Use Permit-Discovery Hollow 101-120 people	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$275.00	\$275.00	\$275.00	\$0.00	\$0.00

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Special Use Permit-General	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
Special Use Permit-Photography	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00
Special Use Permit-Photography (Annual)	Parks & Recreation	Tamarack Nature Center	CB	1/1/2014	\$350.00	\$350.00	\$350.00	\$0.00	\$0.00
Specialized Adult Program-Yoga, etc. **	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Summer Program Groups 101-120 people	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$910.00	\$730.00	\$730.00	(\$180.00)	\$0.00
Summer Program Groups 12 or fewer	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$110.00	\$110.00	\$110.00	\$0.00	\$0.00
Summer Program Groups 121-140 people	Parks & Recreation	Tamarack Nature Center	CB	1/1/2018	\$910.00	\$910.00	\$910.00	\$0.00	\$0.00
Summer Program Groups 13-20 people	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$120.00	\$110.00	\$110.00	(\$10.00)	\$0.00
Summer Program Groups 21-40 people	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$190.00	\$140.00	\$140.00	(\$50.00)	\$0.00
Summer Program Groups 41-60 people	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$370.00	\$190.00	\$190.00	(\$180.00)	\$0.00
Summer Program Groups 61-80 people	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$550.00	\$370.00	\$370.00	(\$180.00)	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Summer Program Groups 81-100 people	Parks & Recreation	Tamarack Nature Center	CB	5/1/2021	\$730.00	\$550.00	\$550.00	(\$180.00)	\$0.00
Transfer Fee-switching programs	Parks & Recreation	Tamarack Nature Center	CB	1/1/2016	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Batting Cages	Parks & Recreation	TCO Sports Garden	CB	5/27/2014	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Prime Fire Turf Field Rental	Parks & Recreation	TCO Sports Garden	CB	New	\$0.00	\$80.00	\$80.00	\$80.00	\$0.00
Prime Fire Turf Full Field Rental	Parks & Recreation	TCO Sports Garden	CB	New	\$0.00	\$240.00	\$240.00	\$240.00	\$0.00
Spring-Summer Non-Prime Time Turf Field Rental	Parks & Recreation	TCO Sports Garden	CB	5/1/2021	\$25.00	\$30.00	\$30.00	\$5.00	\$0.00
Spring-Summer Prime Time Turf Full Field Rental	Parks & Recreation	TCO Sports Garden	CB	5/1/2021	\$0.00	\$165.00	\$165.00	\$165.00	\$0.00
Winter Non-Prime Time Turf Field Rental	Parks & Recreation	TCO Sports Garden	CB	5/1/2021	\$82.50	\$87.50	\$87.50	\$5.00	\$0.00
Winter Prime Time Turf Field Rental	Parks & Recreation	TCO Sports Garden	CB	5/1/2021	\$165.00	\$170.00	\$170.00	\$5.00	\$0.00
Winter Non-Prime Time Turf Full Field Rental	Parks & Recreation	TCO Sports Garden	CB	5/1/2021	\$0.00	\$262.50	\$262.50	\$262.50	\$0.00
Winter Prime Time Turf Full Field Rental	Parks & Recreation	TCO Sports Garden	CB	5/1/2021	\$0.00	\$510.00	\$510.00	\$510.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Amended: Floor Plan (515), Condominium (515A), CIC Plat or Amendment (515B)	Property Tax, Records and Election Services	Abstract Fees	SS 357.18	7/2005	\$0.50	\$0.50	\$0.50	\$0.00	\$0.00
Multiple Satisfaction/Assignment	Property Tax, Records and Election Services	Abstract Fees	SS 357.18	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Plat	Property Tax, Records and Election Services	Abstract Fees	SS 357.18	7/2005	\$56.00	\$56.00	\$56.00	\$0.00	\$0.00
Recording Document	Property Tax, Records and Election Services	Abstract Fees	SS 357.18	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Abatement application	Property Tax, Records and Election Services	County Assessor Fees		5/1/2021	\$45.00	\$0.00	\$0.00	(\$45.00)	\$0.00
Certified Photocopy	Property Tax, Records and Election Services	County Recorder Fees	SS 357.18	7/2005	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Half Section 20x30 Map	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22/ Res 2005-102	1/2005	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Hard Copy Medium of a GIS Map	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22	1/2005	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Plotting Charge for Color or Black and White Paper 11 x 17	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22	1/2005	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Plotting Charge for Color or Black and White Paper 24 x 36	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22	1/2005	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Plotting Charge for Color or Black and White Paper 30 x 36**	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22	1/2005	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Plotting Charge for Color or Black and White Paper 8 1/2 x 11	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22	1/2005	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00
Plotting Charge for Color or Black and White Paper 8 1/2 x 14	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22	1/2005	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
Quarter Section 30x30 Map	Property Tax, Records and Election Services	County Assessor Fees	CB 383A.22/ Res. 2005-102	1/2005	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Fax Request	Property Tax, Records and Election Services	County Recorder Fees	SS 357.18	7/2005	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Half Section 20x30 Map	Property Tax, Records and Election Services	County Recorder Fees	CB 383A.22/Res. 2005-102	01/2005	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Federal Tax Lien	Property Tax, Records and Election Services	County Recorder Fees	SS 272.484	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Hospital Lien	Property Tax, Records and Election Services	County Recorder Fees	SS 514.70	7/2005	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Non-certified Photocopy or duplicate original.	Property Tax, Records and Election Services	County Recorder Fees	SS 357.18	7/2005	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00
Photocopy of : Floor Plan (515), Condominium (515A), CIC Plat (515B)	Property Tax, Records and Election Services	County Recorder Fees	SS 357.18	7/2005	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00
Photocopy of an official plat	Property Tax, Records and Election Services	County Recorder Fees	SS 357.18	7/2005	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Photocopy of an official plat with certification (large plat size only)	Property Tax, Records and Election Services	County Recorder Fees	SS 357.18	7/2005	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00

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State Tax Lien	Property Tax, Records and Election Services	County Recorder Fees	SS 270.69		No charge	No charge	No charge	\$0.00	\$0.00
State Tax Lien Release (DOR)	Property Tax, Records and Election Services	County Recorder Fees	SS 270C.63 sub 6	7/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Uncertified Photocopy on letter or legal paper	Property Tax, Records and Election Services	County Recorder Fees	SS 357.18	7/2005	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00
Well Disclosure Statement	Property Tax, Records and Election Services	County Recorder Fees	SS 1031.235	7/2005	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
** Note: Fees for internet access to recorded documents will not be charged to other governmental agencies in Ramsey County.	Property Tax, Records and Election Services	Department wide							
CD Mailing Charge	Property Tax, Records and Election Services	Department wide	CB 383A.22	12/2004	\$3.00	\$3.00	\$3.00	\$0.00	\$0.00
CD Media	Property Tax, Records and Election Services	Department wide	CB 383A.22	12/2004	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Certified Photocopy*	Property Tax, Records and Election Services	Department wide	CB 383A.22	1/2005	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Daily Subscription (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	CB 383A.22	05/2021	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Document View (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	CB 383A.22	05/2021	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00
Electronic files of images - non recorded documents (CRV, etc)	Property Tax, Records and Election Services	Department wide	CB 383A.22	12/2004	\$0.50	\$0.50	\$0.50	\$0.00	\$0.00

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Electronic files of images - recorded documents	Property Tax, Records and Election Services	Department wide	CB 383A.22	12/2004	\$0.12	\$0.12	\$0.12	\$0.00	\$0.00
Electronic files of parcel data (CAMA/TAX). Does not include images.	Property Tax, Records and Election Services	Department wide	CB 383A.22		Charge per parcel + research fee, if applicable	Charge per parcel + research fee, if applicable	Charge per parcel + research fee, if applicable	\$0.00	\$0.00
Half Section 20x30 Map	Property Tax, Records and Election Services	Department wide	CB 383A.22		\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Monthly Subscription (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	CB 383A.22	5/1/2021	\$25.00	\$30.00	\$30.00	\$5.00	\$0.00
Notary (each signature)	Property Tax, Records and Election Services	Department wide	SS 357.17	5/1/2021	\$1.00	\$5.00	\$5.00	\$4.00	\$0.00
Photocopy on Ledger size paper (11 x 17)	Property Tax, Records and Election Services	Department wide	CB 383A.22	1/2005	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
Photocopy on Letter or Legal size paper (first 100 pages)**	Property Tax, Records and Election Services	Department wide	SS 13.03	7/2005	\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Quarter Section 30x30 Map	Property Tax, Records and Election Services	Department wide	CB 383A.22		\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Returned Check Fee	Property Tax, Records and Election Services	Department wide	SS 604.113	1/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Search (Internet Access to recorded docs)	Property Tax, Records and Election Services	Department wide	CB 383A.22	12/2013	\$0.85	\$0.85	\$0.85	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Special Requests for Research Information & Data Reports	Property Tax, Records and Election Services	Department wide	CB 383A.22	12/2004	\$65.00	\$65.00	\$65.00	\$0.00	\$0.00
Tax Computation	Property Tax, Records and Election Services	Department wide	CB 383A.22	1/2005	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Abstract of Votes Cast-County, City, School district	Property Tax, Records and Election Services	Election Fees	CB 383A.22	12/2004	\$7.00	\$7.00	\$7.00	\$0.00	\$0.00
Abstract of Votes Cast-State	Property Tax, Records and Election Services	Election Fees	CB 383A.22	12/2004	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Election District Maps: C size	Property Tax, Records and Election Services	Election Fees	CB 383A.22		\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Election District Maps: E size	Property Tax, Records and Election Services	Election Fees	CB 383A.22		\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Election District Maps: A size	Property Tax, Records and Election Services	Election Fees	CB 383A.22	12/2004	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Filing Fees	Property Tax, Records and Election Services	Election Fees	SS 204B.11		variable	variable	variable	\$0.00	\$0.00
Precinct Finder	Property Tax, Records and Election Services	Election Fees	CB 383A.22	1/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Registered Voter Certificate	Property Tax, Records and Election Services	Election Fees	CB 383A.22	1/2005	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Overnight Mail Service	Property Tax, Records and Election Services	Passport Fees		2011	Actual cost	Actual cost	Actual cost	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Passport Card Execution Fee	Property Tax, Records and Election Services	Passport Fees	Federal	2011	\$35.00	\$35.00	\$35.00	\$0.00	\$0.00
Passport Execution Fee	Property Tax, Records and Election Services	Passport Fees	Federal	2011	\$35.00	\$35.00	\$35.00	\$0.00	\$0.00
Passport Photos	Property Tax, Records and Election Services	Passport Fees		2011	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Assessment Search	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22	1/2005	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Auctioneer License	Property Tax, Records and Election Services	Property Tax Service Fees	330.01		\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Auditor's Certificate	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22	1/2005	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00
Cemetery Filing	Property Tax, Records and Election Services	Property Tax Service Fees	SS 306.761		\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Cigarettes State Fair (Board)	Property Tax, Records and Election Services	Property Tax Service Fees	SS 383A.22 & 461.12		\$75.00	\$75.00	\$75.00	\$0.00	\$0.00
Confession of Judgment, issued on or after 1/02/2012	Property Tax, Records and Election Services	Property Tax Service Fees	CB 279.37		\$100 initial setup, no charge for each payment	\$100 initial setup, no charge for each payment	\$100 initial setup, no charge for each payment	\$0.00	\$0.00
Confession of Judgment, issued prior to 1/02/2012	Property Tax, Records and Election Services	Property Tax Service Fees	CB 279.37		\$20 initial setup, \$8 for each payment	\$20 initial setup, \$8 for each payment	\$20 initial setup, \$8 for each payment	\$0.00	\$0.00

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Confirmation of Tax Settlement	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22	1/2005	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Contamination Tax - Adm	Property Tax, Records and Election Services	Property Tax Service Fees	SS 270.91		5%	5%	5%	\$0.00	\$0.00
County Conservation Fee	Property Tax, Records and Election Services	Property Tax Service Fees	SS 40A.152	1/1/2008	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Deed Tax	Property Tax, Records and Election Services	Property Tax Service Fees	SS 287.21		33%	33%	33%	\$0.00	\$0.00
Delinquent Tax List Costs	Property Tax, Records and Election Services	Property Tax Service Fees	CB 279.092		\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Environmental Response Fund Tax on Deeds	Property Tax, Records and Election Services	Property Tax Service Fees	SS 383A.80		0.01%	0.01%	0.01%	\$0.00	\$0.00
Environmental Response Fund Tax on Mortgages	Property Tax, Records and Election Services	Property Tax Service Fees	SS 383A.80		0.01%	0.01%	0.01%	\$0.00	\$0.00
Intoxicating Liquor Annual License	Property Tax, Records and Election Services	Property Tax Service Fees	SS 340A.408		\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
List of Largest Taxpayers	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22		\$65.00	\$65.00	\$65.00	\$0.00	\$0.00
Malt Liquor Annual License	Property Tax, Records and Election Services	Property Tax Service Fees	SS 340A.408		\$600.00	\$600.00	\$600.00	\$0.00	\$0.00
Malt Liquor Seasonal License	Property Tax, Records and Election Services	Property Tax Service Fees	SS 340A.408		\$500.00	\$500.00	\$500.00	\$0.00	\$0.00

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Mortgage Registry Tax	Property Tax, Records and Election Services	Property Tax Service Fees	SS 287.035		0.23%	0.23%	0.23%	\$0.00	\$0.00
On-Sale Liquor License - Temporary	Property Tax, Records and Election Services	Property Tax Service Fees	SS 340A.408	1/2010	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
Payment Search (per payment-per parcel)	Property Tax, Records and Election Services	Property Tax Service Fees	SS 384.19	1/2005	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Precious Metal Dealers	Property Tax, Records and Election Services	Property Tax Service Fees	SS 383A.22 & 325F.733		\$200.00	\$200.00	\$200.00	\$0.00	\$0.00
Special Assessment-City Maintained	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22		\$0.40	\$0.40	\$0.40	\$0.00	\$0.00
Special Assessment-County Maintained	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22		\$2.50	\$2.50	\$2.50	\$0.00	\$0.00
Statement of Overlapping Debt	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22	1/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Tax Increment Initial Processing & Maintenance	Property Tax, Records and Election Services	Property Tax Service Fees	CB 383A.22		actual cost	actual cost	actual cost	\$0.00	\$0.00
Tax Searches (per payment - per parcel)	Property Tax, Records and Election Services	Property Tax Service Fees	SS 385.42	1/2005	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Transient Merchant	Property Tax, Records and Election Services	Property Tax Service Fees	SS 329.11		\$150.00	\$150.00	\$150.00	\$0.00	\$0.00
Wine License - Seasonal	Property Tax, Records and Election Services	Property Tax Service Fees	SS 340A.408	1/2010	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00

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Conservation Administrative Processing Fee	Property Tax, Records and Election Services	Tax Forfeited Land fees	CB 383A.22		\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Land Assurance	Property Tax, Records and Election Services	Tax Forfeited Land fees	SS 284.28		3%	3%	3%	\$0.00	\$0.00
Repurchase Fee	Property Tax, Records and Election Services	Tax Forfeited Land fees	CB 383A.22 & 282.261		\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
State Deed Fees	Property Tax, Records and Election Services	Tax Forfeited Land fees	SS 282.014		\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Certificate - Possessory Title	Property Tax, Records and Election Services	Title Examiner	CB	5/1/2005	\$255.00	\$255.00	\$255.00	\$0.00	\$0.00
Directives of Examiner	Property Tax, Records and Election Services	Title Examiner	CB	3/1/2004	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Examiner of Titles - Court File Processing	Property Tax, Records and Election Services	Title Examiner	CB	2011	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00
Amended Floor Plan	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$56.00	\$56.00	\$56.00	\$0.00	\$0.00
Amendment to CIC declaration and plat	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Amendment to Declaration	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Certified Photocopy of a plat of the Survey	Property Tax, Records and Election Services	Torrens Fees	SS 508.82	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Certified Photocopy of Registered Land Survey	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
CICCT	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00
Condition of Register (Certified)	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
Condominium or CIC plat or amendment	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$56.00	\$56.00	\$56.00	\$0.00	\$0.00
Document Transferring Certificate	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Entry of Memorial Per Certificate	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Exchange Certificate	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Original Certificate of Title or First CPT	Property Tax, Records and Election Services	Torrens Fees	SS 508.82	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
Plat	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$56.00	\$56.00	\$56.00	\$0.00	\$0.00
Registered Land Survey	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$56.00	\$56.00	\$56.00	\$0.00	\$0.00
Residue or new additional Certificate	Property Tax, Records and Election Services	Torrens Fees	SS 508.82 & 508A.82	7/2005	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Section 515B CIC affecting 2 or more units	Property Tax, Records and Election Services	Torrens Fees	SS 515B.1-116	7/2005	\$46.00	\$46.00	\$46.00	\$0.00	\$0.00
With on-site crushing operations	Public Health	Auto Salvage Yard Fees	CB	5/1/2021	\$678.00	\$678.00	\$678.00	\$0.00	\$0.00
Without on-site crushing operations	Public Health	Auto Salvage Yard Fees	CB	5/1/2021	\$510.00	\$510.00	\$510.00	\$0.00	\$0.00
Retail A and Food Service A	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$3,559.00	\$3,559.00	\$3,559.00	\$0.00	\$0.00
Retail A and Food Service B	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$3,117.00	\$3,117.00	\$3,117.00	\$0.00	\$0.00
Retail A and Food Service C	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,947.00	\$2,947.00	\$2,947.00	\$0.00	\$0.00
Retail A and Food Service D	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,655.00	\$2,655.00	\$2,655.00	\$0.00	\$0.00
Retail A and Food Service DH	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,773.00	\$2,773.00	\$2,773.00	\$0.00	\$0.00
Retail A and Limited Food Service	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,470.00	\$2,470.00	\$2,470.00	\$0.00	\$0.00
Retail B and Food Service A	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$3,300.00	\$3,300.00	\$3,300.00	\$0.00	\$0.00
Retail B and Food Service B	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,858.00	\$2,858.00	\$2,858.00	\$0.00	\$0.00

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Retail B and Food Service C	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,689.00	\$2,689.00	\$2,689.00	\$0.00	\$0.00
Retail B and Food Service D	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,397.00	\$2,397.00	\$2,397.00	\$0.00	\$0.00
Retail B and Food Service DH	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,515.00	\$2,515.00	\$2,515.00	\$0.00	\$0.00
Retail B and Limited Food Service	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,211.00	\$2,211.00	\$2,211.00	\$0.00	\$0.00
Retail C and Food Service A	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,785.00	\$2,785.00	\$2,785.00	\$0.00	\$0.00
Retail C and Food Service B	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,343.00	\$2,343.00	\$2,343.00	\$0.00	\$0.00
Retail C and Food Service C	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$2,173.00	\$2,173.00	\$2,173.00	\$0.00	\$0.00
Retail C and Food Service D	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,881.00	\$1,881.00	\$1,881.00	\$0.00	\$0.00
Retail C and Food Service DH	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,999.00	\$1,999.00	\$1,999.00	\$0.00	\$0.00
Retail C and Limited Food Service	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,696.00	\$1,696.00	\$1,696.00	\$0.00	\$0.00
Retail D and Food Service A	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,956.00	\$1,956.00	\$1,956.00	\$0.00	\$0.00

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Retail D and Food Service B	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,514.00	\$1,514.00	\$1,514.00	\$0.00	\$0.00
Retail D and Food Service C	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,344.00	\$1,344.00	\$1,344.00	\$0.00	\$0.00
Retail D and Food Service D	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,052.00	\$1,052.00	\$1,052.00	\$0.00	\$0.00
Retail D and Food Service DH	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,170.00	\$1,170.00	\$1,170.00	\$0.00	\$0.00
Retail D and Limited Food Service	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$867.00	\$867.00	\$867.00	\$0.00	\$0.00
Retail E and Food Service A	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,760.00	\$1,760.00	\$1,760.00	\$0.00	\$0.00
Retail E and Food Service B	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,318.00	\$1,318.00	\$1,318.00	\$0.00	\$0.00
Retail E and Food Service C	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,148.00	\$1,148.00	\$1,148.00	\$0.00	\$0.00
Retail E and Food Service D	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$856.00	\$856.00	\$856.00	\$0.00	\$0.00
Retail E and Food Service DH	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$974.00	\$974.00	\$974.00	\$0.00	\$0.00
Retail E and limited Food Service	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$671.00	\$671.00	\$671.00	\$0.00	\$0.00

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Retail F and Food Service A	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,678.00	\$1,678.00	\$1,678.00	\$0.00	\$0.00
Retail F and Food Service B	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,236.00	\$1,236.00	\$1,236.00	\$0.00	\$0.00
Retail F and Food Service C	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$1,066.00	\$1,066.00	\$1,066.00	\$0.00	\$0.00
Retail F and Food Service D	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$774.00	\$774.00	\$774.00	\$0.00	\$0.00
Retail F and Food Service DH	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$892.00	\$892.00	\$892.00	\$0.00	\$0.00
Retail F and Limited Food Service	Public Health	Combined Food & Retail Establishments	CB	5/1/2020	\$589.00	\$589.00	\$589.00	\$0.00	\$0.00
EV Charging Station	Public Health	Electric Vehicle (EV) Charging Stations	CB	1/1/2013	\$1.00/hour	\$1.00/hour	\$1.00/hour	\$0.00	\$0.00
Add. Catering Operation w/ Fleet (5 or more vehicles)	Public Health	Food Establishments	CB	5/1/2020	\$687.00	\$687.00	\$687.00	\$0.00	\$0.00
Additional Catering Operation	Public Health	Food Establishments	CB	5/1/2020	\$141.00	\$141.00	\$141.00	\$0.00	\$0.00
Class A Food Service	Public Health	Food Establishments	CB	5/1/2020	\$1,490.00	\$1,490.00	\$1,490.00	\$0.00	\$0.00
Class B Food Service	Public Health	Food Establishments	CB	5/1/2020	\$1,049.00	\$1,049.00	\$1,049.00	\$0.00	\$0.00

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Class C Food Service	Public Health	Food Establishments	CB	5/1/2020	\$878.00	\$878.00	\$878.00	\$0.00	\$0.00
Class D Food Service High Risk	Public Health	Food Establishments	CB	5/1/2020	\$705.00	\$705.00	\$705.00	\$0.00	\$0.00
Class D Food Service Med/Low Risk	Public Health	Food Establishments	CB	5/1/2020	\$587.00	\$587.00	\$587.00	\$0.00	\$0.00
Limited Food Service	Public Health	Food Establishments	CB	5/1/2020	\$402.00	\$402.00	\$402.00	\$0.00	\$0.00
Limited School Food Service	Public Health	Food Establishments	CB	5/1/2020	\$251.00	\$251.00	\$251.00	\$0.00	\$0.00
Limited Temporary Food Service w/o TCS Food day 1	Public Health	Food Establishments	CB	5/1/2020	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Limited Temporary Food Service w/o TCS Food (up to 20 additional days)	Public Health	Food Establishments	CB	1/1/2015	\$5/Day	\$5/Day	\$5/Day	variable change	variable change
Mobile Food unit or Food Cart Based in Ramsey County	Public Health	Food Establishments	CB	5/1/2020	\$560.00	\$560.00	\$560.00	\$0.00	\$0.00
Mobile Food Unit or Food Cart Based outside Ramsey County with initial plan review approved by a different agency	Public Health	Food Establishments	CB	5/1/2021	\$85.00	\$85.00	\$85.00	\$0.00	\$0.00
School Food Service High Risk	Public Health	Food Establishments	CB	5/1/2020	\$419.00	\$419.00	\$419.00	\$0.00	\$0.00
Seasonal Food Service (per calendar month max. 5)	Public Health	Food Establishments	CB	5/1/2020	\$95.00	\$95.00	\$95.00	\$0.00	\$0.00

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Temp. Food Event with TCS Food Day 1	Public Health	Food Establishments	CB	5/1/2020	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Temp. Food Event additional days with TCS Food (up to 20 additional days)	Public Health	Food Establishments	CB	1/1/2015	\$10/day	\$10/day	\$10/day	variable change	variable change
Temp. Food Event Expedited Review Fee (Received within 48 hours of the event)	Public Health	Food Establishments	CB	5/1/2020	Double	Double	Double	variable change	variable change
Class A Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Class A Retail Food	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Class B Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Class B Retail Food	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Class C Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Class C Retail Food	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Class D Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$525.00	\$525.00	\$525.00	\$0.00	\$0.00
Class D Retail Food	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$525.00	\$525.00	\$525.00	\$0.00	\$0.00

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Class E Retail Food	Public Health	Food Establishments - Plan Review	CB	5/1/2021	\$254.00	\$261.00	\$261.00	\$7.00	\$0.00
Class F Retail Food	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$261.00	\$261.00	\$261.00	\$0.00	\$0.00
Equipment Review	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$129.00	\$129.00	\$129.00	\$0.00	\$0.00
Limited Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$525.00	\$525.00	\$525.00	\$0.00	\$0.00
Limited School Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$251.00	\$251.00	\$251.00	\$0.00	\$0.00
Partial Year Licenses (last six months of the year)	Public Health	All Programs	CB	1/1/2015	1/2 of full fee	License fees shall be reduced by 50% for any application made during the last six (6) months of a licensing period.	License fees shall be reduced by 50% for any application made during the last six (6) months of a licensing period.	\$0.00	\$0.00
Pre Licensing Inspection (change of ownership)	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00
Remodeling (<50% of floor space)	Public Health	Food Establishments - Plan Review	CB	1/1/2015	1/2 of full fee	1/2 of full fee	1/2 of full fee	\$0.00	\$0.00
Retail A and Food Service A	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Retail A and Food Service B	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail A and Food Service C	Public Health	Food Establishments - Plan Review	CB	5/1/2021	\$735.00	\$754.00	\$754.00	\$19.00	\$0.00
Retail A and Food Service D	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail A and Limited Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail B and Food Service A	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail B and Food Service B	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail B and Food Service C	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail B and Food Service D	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail B and Limited Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail C and Food Service A	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail C and Food Service B	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Retail C and Food Service C	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail C and Food Service D	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail C and Limited Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail D and Food Service A	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail D and Food Service B	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail D and Food Service C	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail D and Food Service D	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail D and Limited Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail E and Food Service A	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail E and Food Service B	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail E and Food Service C	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Retail E and Food Service D	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail E and limited Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail F and Food Service A	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail F and Food Service B	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail F and Food Service C	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail F and Food Service D	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Retail F and Limited Food Service	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
School Food Service High Risk	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$754.00	\$754.00	\$754.00	\$0.00	\$0.00
Seasonal Food Service (per calendar month max. 5)	Public Health	Food Establishments - Plan Review	CB	5/1/2020	\$525.00	\$525.00	\$525.00	\$0.00	\$0.00
Base Generator Fee - non silver	Public Health	Generator Fees	CB	5/1/2020	\$92.00	\$92.00	\$92.00	\$0.00	\$0.00
Total Fee for Self-Audit generators that provide for silver reclamation from spent fixer solution and other identified wastes only; dental clinics, etc.	Public Health	Generator Fees	CB	1/1/2015	\$99.00	\$99.00	\$99.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Total Fee for Self-Audit generators that provide for silver reclamation from spent fixer solution only; photofinishers, etc.	Public Health	Generator Fees	CB	5/1/2020	\$90.00	\$90.00	\$90.00	\$0.00	\$0.00
10-Day Transfer Facility	Public Health	Hazardous Waste Facility Fees	CB	1/1/2015	\$1,287.00	\$1,287.00	\$1,287.00	\$0.00	\$0.00
Fluorescent Tube/HID Collection/Storage	Public Health	Hazardous Waste Facility Fees	CB	1/1/2015	\$1,563.00	\$1,563.00	\$1,563.00	\$0.00	\$0.00
HHW Facility – Satellite per Site	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$173.00	\$173.00	\$173.00	\$0.00	\$0.00
HHW Permanent Facility	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00
Limited HHW Permanent Facility	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$836.00	\$836.00	\$836.00	\$0.00	\$0.00
Part B Land Treatment Facility	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00
Part B Storage Facility (container)	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00
Part B Storage Facility (non-container)	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
Part B Treatment Facility	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$3,540.00	\$3,540.00	\$3,540.00	\$0.00	\$0.00
Processing Facility – no Part B	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Special Waste Consolidation	Public Health	Hazardous Waste Facility Fees	CB	1/1/2015	\$862.50	\$862.50	\$862.50	\$0.00	\$0.00
Univeral/Special Waste Consolidation (<5000 lbs/mo)	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$443.00	\$443.00	\$443.00	\$0.00	\$0.00
Universal/Special Waste Consolidation (5000-10,000 lbs/mo)	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$887.00	\$887.00	\$887.00	\$0.00	\$0.00
Universal/Special Waste Consolidation (>10,000 lbs/mo)	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00
Universal/Special Waste Consolidation	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$879.00	\$879.00	\$879.00	\$0.00	\$0.00
Used Oil Burners	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$675.00	\$675.00	\$675.00	\$0.00	\$0.00
Used Oil Collection Storage more than 35 Days	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00
Used Oil Collection/Storage up to 35 Days	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$879.00	\$879.00	\$879.00	\$0.00	\$0.00
Used Oil Processing Operations	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$2,073.00	\$2,073.00	\$2,073.00	\$0.00	\$0.00
VSQG Facility – Satellite per site	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$685.00	\$685.00	\$685.00	\$0.00	\$0.00
VSQG Permanent Facility	Public Health	Hazardous Waste Facility Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
10-Day Transfer Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,180.00	\$1,180.00	\$1,180.00	\$0.00	\$0.00
Fluorescent Tube/HID Collection/Storage	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,180.00	\$1,180.00	\$1,180.00	\$0.00	\$0.00
HHW Facility – Satellite per Site	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$220.00	\$220.00	\$220.00	\$0.00	\$0.00
HHW Permanent Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$879.00	\$879.00	\$879.00	\$0.00	\$0.00
Limited HHW Permanent Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$879.00	\$879.00	\$879.00	\$0.00	\$0.00
Part B Land Treatment Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,180.00	\$1,180.00	\$1,180.00	\$0.00	\$0.00
Part B Storage Facility (container)	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,180.00	\$1,180.00	\$1,180.00	\$0.00	\$0.00
Part B Storage Facility (non-container)	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,726.00	\$1,726.00	\$1,726.00	\$0.00	\$0.00
Part B Treatment Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,726.00	\$1,726.00	\$1,726.00	\$0.00	\$0.00
Processing Facility – no Part B	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,180.00	\$1,180.00	\$1,180.00	\$0.00	\$0.00
Special Waste Consolidation	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2021	\$887.00	\$879.00	\$879.00	(\$8.00)	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Universal Special Waste Processing (>10,000 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,769.00	\$1,769.00	\$1,769.00	\$0.00	\$0.00
Universal/ Special Waste Consolidation	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$879.00	\$879.00	\$879.00	\$0.00	\$0.00
Universal/Special Waste Processing (<5000 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$443.00	\$443.00	\$443.00	\$0.00	\$0.00
Universal/Special Waste Processing (5000 - 10,000 lbs/mo)	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$887.00	\$887.00	\$887.00	\$0.00	\$0.00
Used Oil Burners	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$344.00	\$344.00	\$344.00	\$0.00	\$0.00
Used Oil Collection Storage more than 35 Days	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$844.00	\$844.00	\$844.00	\$0.00	\$0.00
Used Oil Collection/Storage up to 35 Days	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$879.00	\$879.00	\$879.00	\$0.00	\$0.00
Used Oil Processing Operations	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,180.00	\$1,180.00	\$1,180.00	\$0.00	\$0.00
VSQG Facility – Satellite per site	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$344.00	\$344.00	\$344.00	\$0.00	\$0.00
VSQG Permanent Facility	Public Health	Hazardous Waste Facility- New Facility Application Fees	CB	5/1/2020	\$1,180.00	\$1,180.00	\$1,180.00	\$0.00	\$0.00
Auto salvage yards	Public Health	License Application Fee	CB	5/1/2020	\$189.00	\$189.00	\$189.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
LQG (>2,640 gallons)	Public Health	License Application Fee	CB	5/1/2020	\$1,826.00	\$1,826.00	\$1,826.00	\$0.00	\$0.00
Self-Audit – Other	Public Health	License Application Fee	CB	1/1/2015	\$98.00	\$98.00	\$98.00	\$0.00	\$0.00
Self-Audit – Silver Only	Public Health	License Application Fee	CB	1/1/2015	\$87.00	\$87.00	\$87.00	\$0.00	\$0.00
SQG (265 – 2,640 gallons)	Public Health	License Application Fee	CB	5/1/2020	\$372.00	\$372.00	\$372.00	\$0.00	\$0.00
VSQG (<= 10 gallons)	Public Health	License Application Fee	CB	1/1/2015	\$91.00	\$91.00	\$91.00	\$0.00	\$0.00
VSQG (11 – 264 gallons)	Public Health	License Application Fee	CB	5/1/2020	\$185.00	\$185.00	\$185.00	\$0.00	\$0.00
Lodging - Plan Review	Public Health	Lodging Establishments	CB	1/1/2015	\$536.00	\$536.00	\$536.00	\$0.00	\$0.00
Lodging 1 = 1-25 units	Public Health	Lodging Establishments	CB	5/1/2020	\$267.00	\$267.00	\$267.00	\$0.00	\$0.00
Lodging 2 = 26-50 units	Public Health	Lodging Establishments	CB	5/1/2020	\$337.00	\$337.00	\$337.00	\$0.00	\$0.00
Lodging 3 = 51-100 units	Public Health	Lodging Establishments	CB	5/1/2020	\$438.00	\$438.00	\$438.00	\$0.00	\$0.00
Lodging 4 = 101-150 units	Public Health	Lodging Establishments	CB	5/1/2020	\$570.00	\$570.00	\$570.00	\$0.00	\$0.00

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Lodging 5 = 151-200 units	Public Health	Lodging Establishments	CB	5/1/2020	\$702.00	\$702.00	\$702.00	\$0.00	\$0.00
Lodging 6 = 201-250 units	Public Health	Lodging Establishments	CB	5/1/2020	\$828.00	\$828.00	\$828.00	\$0.00	\$0.00
Lodging 7 = 251+ units	Public Health	Lodging Establishments	CB	5/1/2020	\$907.00	\$907.00	\$907.00	\$0.00	\$0.00
Lodging 8 = Institutional Housing	Public Health	Lodging Establishments	CB	5/1/2020	\$1,402.00	\$1,402.00	\$1,402.00	\$0.00	\$0.00
< 50	Public Health	One-Time Generation - fees are non cumulative	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
50 – 100	Public Health	One-Time Generation - fees are non cumulative	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100 – 264	Public Health	One-Time Generation - fees are non cumulative	CB	1/1/2015	\$94.00	\$94.00	\$94.00	\$0.00	\$0.00
264 – 1,000	Public Health	One-Time Generation - fees are non cumulative	CB	1/1/2015	\$187.00	\$187.00	\$187.00	\$0.00	\$0.00
1,000 – 2,640	Public Health	One-Time Generation - fees are non cumulative	CB	1/1/2015	\$374.00	\$374.00	\$374.00	\$0.00	\$0.00
More than 2,640	Public Health	One-Time Generation - fees are non cumulative	CB	1/1/2015	\$934.00	\$934.00	\$934.00	\$0.00	\$0.00
Food establishment license fee discount for participation in a food waste diversion program	Public Health	Other	CB	5/1/2020	-10%	-10%	-10%	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Food Manager Cert. Course - Estab. Licensed by Ramsey County	Public Health	Other	CB	1/1/2015	Cost Plus \$20	Cost Plus \$20	Cost Plus \$20	\$0.00	\$0.00
Food Manager Cert. Course - Estab. Not Licensed by Ramsey Co.	Public Health	Other	CB	1/1/2015	Cost Plus \$70	Cost Plus \$70	Cost Plus \$70	\$0.00	\$0.00
Food Manager Course Materials & Certification	Public Health	Other	CB	1/1/2015	At Cost	At Cost	At Cost	\$0.00	\$0.00
Food Manager Exam. Re-take	Public Health	Other	CB	1/1/2015	At Cost	At Cost	At Cost	\$0.00	\$0.00
Food Manager Refresher Course - Estab. Licensed by Ramsey County	Public Health	Other	CB	5/1/2020	\$51.00	\$51.00	\$51.00	\$0.00	\$0.00
Food Manager Refresher Course - Estab. Not Licensed by Ramsey Co.	Public Health	Other	CB	5/1/2020	\$72.00	\$72.00	\$72.00	\$0.00	\$0.00
Food Manager Rescheduling Fee	Public Health	Other	CB	1/1/2015	Within 72 hours of class: \$30	Within 72 hours of class: \$30	Within 72 hours of class: \$30	\$0.00	\$0.00
Manufactured Home Parks - per site	Public Health	Other	CB	5/1/2020	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Manufactured Home Parks - plan review	Public Health	Other	CB	5/1/2020	\$714.00	\$714.00	\$714.00	\$0.00	\$0.00
Radon Detectors - Long- Term Alpha-Track	Public Health	Other	CB	1/1/2015	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00
Radon Detectors - Short- Term Charcoal Canister	Public Health	Other	CB	1/1/2015	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Recreational Camping Area - plan review	Public Health	Other	CB	5/1/2020	\$714.00	\$714.00	\$714.00	\$0.00	\$0.00
Youth Camp - plan review	Public Health	Other	CB	5/1/2020	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00
Youth Camp	Public Health	Other	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Solid Waste Bioremediation Site License - multiple use	Public Health	Processing Facilities	CB	5/1/2020	\$869.00	\$869.00	\$869.00	\$0.00	\$0.00
Solid Waste Bioremediation Site License -single use per cubic yard	Public Health	Processing Facilities	CB	5/1/2020	\$0.91	\$0.91	\$0.91	\$0.00	\$0.00
Solid Waste Bioremediation Site Plan Review - multiple use	Public Health	Processing Facilities	CB	5/1/2020	\$413.00	\$413.00	\$413.00	\$0.00	\$0.00
Solid Waste Bioremediation Site Plan Review - single use	Public Health	Processing Facilities	CB	1/1/2015	\$55.00	\$55.00	\$55.00	\$0.00	\$0.00
Solid Waste Processing Facility License - Composting MMSW	Public Health	Processing Facilities	CB	5/1/2020	\$5,916.00	\$5,916.00	\$5,916.00	\$0.00	\$0.00
Solid Waste Processing Facility License - Composting source separated organics	Public Health	Processing Facilities	CB	5/1/2020	\$1,188.00	\$1,188.00	\$1,188.00	\$0.00	\$0.00
Solid Waste Processing Facility License -general processing	Public Health	Processing Facilities	CB	5/1/2020	\$3,336.00	\$3,336.00	\$3,336.00	\$0.00	\$0.00
Solid Waste Processing Facility License -medical waste autoclave	Public Health	Processing Facilities	CB	5/1/2020	\$5,033.00	\$5,033.00	\$5,033.00	\$0.00	\$0.00

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Solid Waste Processing Facility License -medical waste Shredded	Public Health	Processing Facilities	CB	5/1/2020	\$9,481.00	\$9,481.00	\$9,481.00	\$0.00	\$0.00
Solid Waste Processing Facility Plan Review - Composting MMSW	Public Health	Processing Facilities	CB	5/1/2020	\$7,120.00	\$7,120.00	\$7,120.00	\$0.00	\$0.00
Solid Waste Processing Facility Plan Review - Composting source separated organics	Public Health	Processing Facilities	CB	5/1/2020	\$598.00	\$598.00	\$598.00	\$0.00	\$0.00
Solid Waste Processing Facility Plan Review - general processing	Public Health	Processing Facilities	CB	5/1/2020	\$6,528.00	\$6,528.00	\$6,528.00	\$0.00	\$0.00
Solid Waste Processing Facility Plan Review - medical waste autoclave	Public Health	Processing Facilities	CB	5/1/2020	\$7,778.00	\$7,778.00	\$7,778.00	\$0.00	\$0.00
Solid Waste Processing Facility Plan Review - medical waste Shredded	Public Health	Processing Facilities	CB	5/1/2020	\$8,879.00	\$8,879.00	\$8,879.00	\$0.00	\$0.00
ACT HIB 90648	Public Health	Public Health	CB	5/1/2021	\$35.00	\$17.63	\$17.63	(\$17.37)	\$0.00
Acyclovir Treatment	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Administration of Influenza Vaccine G008	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Administration of Pneumococcal Vaccine G009	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Administrative Fee - FOR ALL VACCINES	Public Health	Public Health	CB	5/1/2020	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00

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Amoxicillin 875 mg tab s per 20 pill treatment	Public Health	Public Health	CB	New		\$20.00	\$20.00	\$20.00	\$0.00
Assessment	Public Health	Public Health	CB	5/1/2020	\$165.00	\$165.00	\$165.00	\$0.00	\$0.00
Authentic Connections	Public Health	Public Health	CB	5/1/2020	\$73.00	\$73.00	\$73.00	\$0.00	\$0.00
Azithromycin (Q0144) dihydrate, oral 500 mg per treatment	Public Health	Public Health	CB	New		\$20.00	\$20.00	\$20.00	\$0.00
Azithromycin 250 mg (Z-pack six tabs)	Public Health	Public Health	CB	New		\$25.00	\$25.00	\$25.00	\$0.00
Bexsero	Public Health	Public Health	CB	New		\$195.00	\$195.00	\$195.00	\$0.00
Bicillin 2.4 MU 317	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Birth Certificate	Public Health	Public Health	SS	5/1/2021	\$26.00	\$26.00	\$26.00	\$0.00	\$0.00
Birth Certificate - additional photocopies	Public Health	Public Health	SS	5/1/2020	\$19.00	\$19.00	\$19.00	\$0.00	\$0.00
Birth Certificate -non certified	Public Health	Public Health	SS	5/1/2020	\$13.00	\$13.00	\$13.00	\$0.00	\$0.00
Camila	Public Health	Public Health	CB	5/1/2020	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00

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Cefixime 400 mg tab - Cost per treatment (800 mg- two tabs)	Public Health	Public Health	CB	New	\$0.00	\$20.00	\$20.00	\$20.00	\$0.00
Ceftriaxone 500mg J0696C	Public Health	Public Health	CB	New	\$0.00	\$20.00	\$20.00	\$20.00	\$0.00
Chicken Pox Vaccine (Varicella) 90716	Public Health	Public Health	CB	5/1/2021	\$150.00	\$142.47	\$142.47	(\$7.53)	\$0.00
Chicken Pox Vaccine (Varicella)-ss 90716-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Chlamydia - Amplified Probe	Public Health	Public Health	CB	2019	\$33.00	\$33.00	\$33.00	\$0.00	\$0.00
Cipro 500mg 679	Public Health	Public Health	CB	1/1/2008	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Clinic Visit - Promotion, Counseling, Assessment T1015	Public Health	Public Health	CB	1/1/2008	\$61.00	\$55.00	\$55.00	(\$6.00)	\$0.00
Colposcopy with Biopsy 57455	Public Health	Public Health	CB	1/1/2008	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00
Colposcopy with Biopsy and ECC 57454	Public Health	Public Health	CB	1/1/2008	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00
Colposcopy with ECC 57456	Public Health	Public Health	CB	5/1/2021	\$150.00	\$140.00	\$140.00	(\$10.00)	\$0.00
Colposcopy without Biopsy 57452	Public Health	Public Health	CB	5/1/2021	\$85.00	\$100.00	\$100.00	\$15.00	\$0.00

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County Environmental Charge	Public Health	Public Health	CB	1/1/2004	Set by resolution	Set by resolution	Set by resolution	\$0.00	\$0.00
Credentials of Ordination	Public Health	Public Health	SS	5/1/2021	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Cyto, Cervical & Vaginal P3000	Public Health	Public Health	CB	1/1/2008	\$19.00	\$19.00	\$19.00	\$0.00	\$0.00
Death Certificate	Public Health	Public Health	SS	8/1/2005	\$13.00	\$13.00	\$13.00	\$0.00	\$0.00
Death Certificate - additional photocopies	Public Health	Public Health	SS	8/1/2005	\$6.00	\$6.00	\$6.00	\$0.00	\$0.00
Death Certificate - non certified	Public Health	Public Health	SS	8/1/2005	\$13.00	\$13.00	\$13.00	\$0.00	\$0.00
Dep Provera 150ml J1050	Public Health	Public Health	CB	New		\$15.00	\$15.00	\$15.00	\$0.00
Depo Provera 150ml 515	Public Health	Public Health	CB	1/1/2008	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Diaphragm Fitting 57170	Public Health	Public Health	CB	5/1/2021	\$12.00	\$20.00	\$20.00	\$8.00	\$0.00
Doxycycline 311	Public Health	Public Health	CB	1/1/2006	\$9.00	\$9.00	\$9.00	\$0.00	\$0.00
Doxycycline Hyclate 100mg - 14 tabs	Public Health	Public Health	CB	1/1/2006	\$9.00	\$9.00	\$9.00	\$0.00	\$0.00

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Doxycycline Hyclate 100mg - 28 tabs	Public Health	Public Health	CB	New		\$18.00	\$18.00	\$18.00	\$0.00
Doxycycline Hyclate 100mg - 56 tabs	Public Health	Public Health	CB	New		\$30.00	\$30.00	\$30.00	\$0.00
DTaP 90700	Public Health	Public Health	CB	5/1/2021	\$55.00	\$32.88	\$32.88	(\$22.12)	\$0.00
DTaP 90700 ss	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Electrocardiogram 93000	Public Health	Public Health	CB	5/1/2021	\$31.00	\$20.00	\$20.00	(\$11.00)	\$0.00
Ella/Ulipristal Acetate	Public Health	Public Health	CB	5/1/2021	\$22.00	\$25.00	\$25.00	\$3.00	\$0.00
Endometrial Aspiration 58100	Public Health	Public Health	CB	1/1/2008	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Endometrial Biopsy 58100	Public Health	Public Health	CB	1/1/2008	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Estab Comprehensive / Complex 99215	Public Health	Public Health	CB	1/1/2008	\$139.00	\$139.00	\$139.00	\$0.00	\$0.00
Estab Comprehensive / Complex 99215-U7	Public Health	Public Health	CB	1/1/2008	\$139.00	\$139.00	\$139.00	\$0.00	\$0.00
Estab Detailed 99214	Public Health	Public Health	CB	1/1/2008	\$120.00	\$120.00	\$120.00	\$0.00	\$0.00

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Estab Detailed 99214-Video	Public Health	Public Health	CB	New		\$120.00	\$120.00	\$120.00	\$0.00
Estab Expanded Problem Focused 99213	Public Health	Public Health	CB	5/1/2021	\$97.00	\$100.00	\$100.00	\$3.00	\$0.00
Estab Expanded Problem Focused 99213-U7	Public Health	Public Health	CB	5/1/2021	\$97.00	\$100.00	\$100.00	\$3.00	\$0.00
Estab Minimal 99211	Public Health	Public Health	CB	5/1/2021	\$40.00	\$60.00	\$60.00	\$20.00	\$0.00
Estab Preventative Medicine 18-39 Yrs. 99395-U7	Public Health	Public Health	CB	1/1/2008	\$120.00	\$120.00	\$120.00	\$0.00	\$0.00
Estab Preventative Medicine 12-17 Yrs. 99394-U7	Public Health	Public Health	CB	1/1/2008	\$114.00	\$114.00	\$114.00	\$0.00	\$0.00
Estab Preventative Medicine 18-39 Yrs. 99395	Public Health	Public Health	CB	5/1/2021	\$120.00	\$130.00	\$130.00	\$10.00	\$0.00
Estab Preventative Medicine 18-39 Yrs. 99395-25	Public Health	Public Health	CB	5/1/2021	\$120.00	\$130.00	\$130.00	\$10.00	\$0.00
Estab Preventative Medicine 40-64 Yrs. 99396	Public Health	Public Health	CB	1/1/2008	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00
Estab Preventative Medicine 40-64 Yrs. 99396-U7	Public Health	Public Health	CB	1/1/2008	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00
Estab Preventative Medicine 65+ Yrs. 99397	Public Health	Public Health	CB	5/1/2021	\$169.00	\$160.00	\$160.00	(\$9.00)	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Estab Preventative Medicine 65+ Yrs. 99397-U7	Public Health	Public Health	CB	5/1/2021	\$169.00	\$160.00	\$160.00	(\$9.00)	\$0.00
Estab Problem Focused 99211-U7	Public Health	Public Health	CB	5/1/2021	\$66.00	\$60.00	\$60.00	(\$6.00)	\$0.00
Estab Problem Focused 99212	Public Health	Public Health	CB	5/1/2021	\$66.00	\$75.00	\$75.00	\$9.00	\$0.00
Estab Problem Focused 99212-U7	Public Health	Public Health	CB	5/1/2021	\$66.00	\$75.00	\$75.00	\$9.00	\$0.00
Estab. Detailed 99214-U7	Public Health	Public Health	CB	1/1/2008	\$120.00	\$120.00	\$120.00	\$0.00	\$0.00
Fetal Death Report	Public Health	Public Health	SS	8/1/2005	\$9.00	\$9.00	\$9.00	\$0.00	\$0.00
FLU IIV4 .25 (Flu) Peds 90685	Public Health	Public Health	CB	5/1/2021	\$35.00	\$16.16	\$16.16	(\$18.84)	\$0.00
FLU IIV4 .25 (Flu) Peds 90685 ss	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
FLU IIV4 High dose 90662	Public Health	Public Health	CB	5/1/2021	\$60.00	\$52.63	\$52.63	(\$7.37)	\$0.00
FLU IIV4-free 90686	Public Health	Public Health	CB	5/1/2021	\$35.00	\$18.84	\$18.84	(\$16.16)	\$0.00
FLU IIV4-with P 90688	Public Health	Public Health	CB	5/1/2020	\$35.00	\$17.69	\$17.69	(\$17.31)	\$0.00

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Fluconazole 150 mg per treatment ## pills?	Public Health	Public Health	CB	5/1/2021	\$5.00	\$15.00	\$15.00	\$10.00	\$0.00
GC - Amplified Probe	Public Health	Public Health	CB	2019	\$33.00	\$33.00	\$33.00	\$0.00	\$0.00
GC - Smear (Gram Stain)	Public Health	Public Health	CB	5/1/2021	\$10.00	\$14.00	\$14.00	\$4.00	\$0.00
Gentamicin Sulfate	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Gentamincin Sulfate per Treatment ## pills?	Public Health	Public Health	CB	5/1/2021	\$20.00	\$17.00	\$17.00	(\$3.00)	\$0.00
HCV Rapid Ab Test	Public Health	Public Health	CB	5/1/2021	\$32.00	\$33.00	\$33.00	\$1.00	\$0.00
Healthy Homes Environmental Follow-Up Assessment	Public Health	Public Health	CB	5/1/2020	\$165.00	\$165.00	\$165.00	\$0.00	\$0.00
Healthy Homes Environmental Initial Assessment	Public Health	Public Health	CB	5/1/2020	\$230.00	\$230.00	\$230.00	\$0.00	\$0.00
Hepatitis A 90632	Public Health	Public Health	CB	5/1/2021	\$90.00	\$73.75	\$73.75	(\$16.25)	\$0.00
Hepatitis A 90632-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Hepatitis A Peds 90633	Public Health	Public Health	CB	5/1/2021	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00

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Hepatitis A Peds-ss 90633-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Hepatitis B (20 Years +) 90746	Public Health	Public Health	CB	5/1/2021	\$90.00	\$61.86	\$61.86	(\$28.14)	\$0.00
Hepatitis B (20 Years +)-ss 90746-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Hepatitis B (Newborn - 19 Years) 90744	Public Health	Public Health	CB	5/1/2021	\$40.00	\$25.35	\$25.35	(\$14.65)	\$0.00
Hepatitis B (Newborn - 19 Years)-ss 90744-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
HIV Rapid Ab test	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
HIV Rapid Ag/Ab test	Public Health	Public Health	CB	5/1/2020	\$17.00	\$17.00	\$17.00	\$0.00	\$0.00
HPV 9 90651	Public Health	Public Health	CB	5/1/2021	\$240.00	\$239.29	\$239.29	(\$0.71)	\$0.00
HPV 9 90651 ss	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Immune Globulin .5cc - 2cc 90281	Public Health	Public Health	CB	5/1/2021	\$50.00	\$70.22	\$70.22	\$20.22	\$0.00
Individual Counseling 60 Minutes 99404-25	Public Health	Public Health	CB	5/1/2021	\$75.00	\$80.00	\$80.00	\$5.00	\$0.00

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Insertion Implantable Contraceptive Capsule	Public Health	Public Health	CB	5/1/2021	\$165.00	\$170.00	\$170.00	\$5.00	\$0.00
Insertion of IUD 58300	Public Health	Public Health	CB	5/1/2021	\$70.00	\$75.00	\$75.00	\$5.00	\$0.00
International Certificate of Travel 1449	Public Health	Public Health	CB	5/1/2021	\$19.00	\$20.00	\$20.00	\$1.00	\$0.00
IUD Removal 58301	Public Health	Public Health	CB	5/1/2021	\$65.00	\$70.00	\$70.00	\$5.00	\$0.00
Kinrix (DTaP/IPV) 90696	Public Health	Public Health	CB	5/1/2021	\$90.00	\$55.63	\$55.63	(\$34.37)	\$0.00
Kinrix (DTaP/IPV) 90696 ss	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
KOH Prep	Public Health	Public Health	CB	5/1/2021	\$4.00	\$7.00	\$7.00	\$3.00	\$0.00
Kyleena	Public Health	Public Health	CB	5/1/2020	\$600.00	\$600.00	\$600.00	\$0.00	\$0.00
Lead Hazard Clearance	Public Health	Public Health	CB	5/1/2020	\$195.00	\$195.00	\$195.00	\$0.00	\$0.00
Lead Hazard Risk Assessment	Public Health	Public Health	CB	5/1/2020	\$415.00	\$415.00	\$415.00	\$0.00	\$0.00
Lead Hazard Screen	Public Health	Public Health	CB	5/1/2020	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00

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Liletta IUD	Public Health	Public Health	CB	5/1/2020	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
Loop 57460	Public Health	Public Health	CB	1/1/2008	\$220.00	\$220.00	\$220.00	\$0.00	\$0.00
Mantoux Skin Test 86580	Public Health	Public Health	CB	1/1/2008	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Marriage License	Public Health	Public Health	SS 517.08	8/1/2005	\$115.00	\$115.00	\$115.00	\$0.00	\$0.00
Medical Records - processing charge for records requested - per page	Public Health	Public Health	CB	8/1/2005	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Meningococcal Vaccine 90734 (Menactra-Menveo)	Public Health	Public Health	CB	5/1/2021	\$170.00	\$134.77	\$134.77	(\$35.23)	\$0.00
Meningococcal Vaccine 90734 (Menactra-Menveo)-SS	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Metrogel 70gm 627	Public Health	Public Health	CB	1/1/2008	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Metrogel J3409	Public Health	Public Health	CB	5/1/2021	\$15.00	\$13.00	\$13.00	(\$2.00)	\$0.00
Metronidazole (Flagyl) 500mg 199 - 14 tablet	Public Health	Public Health	CB	1/1/2008	\$23.00	\$23.00	\$23.00	\$0.00	\$0.00
Metronidazole (Flagyl) 500mg 199 - 4 tablet dosage	Public Health	Public Health	CB	5/1/2021	\$7.00	\$10.00	\$10.00	\$3.00	\$0.00

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Mirena IUD 572	Public Health	Public Health	CB	1/1/2008	\$375.00	\$375.00	\$375.00	\$0.00	\$0.00
MMR 90707	Public Health	Public Health	CB	5/1/2021	\$100.00	\$82.49	\$82.49	(\$17.51)	\$0.00
New Comprehensive 99204	Public Health	Public Health	CB	5/1/2021	\$140.00	\$120.00	\$120.00	(\$20.00)	\$0.00
New Comprehensive 99204-U7	Public Health	Public Health	CB	5/1/2021	\$140.00	\$120.00	\$120.00	(\$20.00)	\$0.00
New Comprehensive / Complex 99205	Public Health	Public Health	CB	1/1/2008	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00
New Comprehensive / Complex 99205-U7	Public Health	Public Health	CB	1/1/2008	\$160.00	\$160.00	\$160.00	\$0.00	\$0.00
New Detailed 99203	Public Health	Public Health	CB	5/1/2021	\$127.00	\$130.00	\$130.00	\$3.00	\$0.00
New Detailed 99203-25	Public Health	Public Health	CB	5/1/2021	\$127.00	\$130.00	\$130.00	\$3.00	\$0.00
New Detailed 99203-U7	Public Health	Public Health	CB	5/1/2021	\$127.00	\$130.00	\$130.00	\$3.00	\$0.00
New Expanded Problem Focused	Public Health	Public Health	CB	014/01/2008	\$84.00	\$90.00	\$90.00	\$6.00	\$0.00
New Expanded Problem Focused 99202-25	Public Health	Public Health	CB	1/1/2008	\$84.00	\$84.00	\$84.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
New Preventative Medicine 12-17 Yrs. 99384	Public Health	Public Health	CB	1/1/2008	\$133.00	\$133.00	\$133.00	\$0.00	\$0.00
New Preventative Medicine 12-17 Yrs. 99384-25	Public Health	Public Health	CB	1/1/2008	\$133.00	\$133.00	\$133.00	\$0.00	\$0.00
New Preventative Medicine 12-17 Yrs. 99384-U7	Public Health	Public Health	CB	1/1/2008	\$133.00	\$133.00	\$133.00	\$0.00	\$0.00
New Preventative Medicine 18-39 Yrs. 99385	Public Health	Public Health	CB	5/1/2021	\$144.00	\$150.00	\$150.00	\$6.00	\$0.00
New Preventative Medicine 18-39 Yrs. 99385-25	Public Health	Public Health	CB	5/1/2021	\$144.00	\$150.00	\$150.00	\$6.00	\$0.00
New Preventative Medicine 18-39 Yrs. 99385-U7	Public Health	Public Health	CB	5/1/2021	\$144.00	\$150.00	\$150.00	\$6.00	\$0.00
New Preventative Medicine 40-64 Yrs. 99386	Public Health	Public Health	CB	1/1/2008	\$169.00	\$169.00	\$169.00	\$0.00	\$0.00
New Preventative Medicine 40-64 Yrs. 99386-25	Public Health	Public Health	CB	1/1/2008	\$169.00	\$169.00	\$169.00	\$0.00	\$0.00
New Preventative Medicine 40-64 Yrs. 99386-U7	Public Health	Public Health	CB	1/1/2008	\$169.00	\$169.00	\$169.00	\$0.00	\$0.00
New Preventative Medicine 65+ Yrs. 99387	Public Health	Public Health	CB	5/1/2021	\$181.00	\$169.00	\$169.00	(\$12.00)	\$0.00
New Preventative Medicine 65+ Yrs. 99387-U7	Public Health	Public Health	CB	5/1/2021	\$181.00	\$169.00	\$169.00	(\$12.00)	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
New Problem Focused 99201	Public Health	Public Health	CB	5/1/2021	\$60.00	\$70.00	\$70.00	\$10.00	\$0.00
New Problem Focused 99201-25	Public Health	Public Health	CB	5/1/2021	\$60.00	\$70.00	\$70.00	\$10.00	\$0.00
New Problem Focused 99201-U7	Public Health	Public Health	CB	1/1/2008	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Nexplanon J7307-73	Public Health	Public Health	CB	5/1/2021	\$410.00	\$425.00	\$425.00	\$15.00	\$0.00
Nitrofuratoin 50 mg	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Norethindrone (Instead of Camila) per 1 package of 28 pills	Public Health	Public Health	CB	New		\$15.00	\$15.00	\$15.00	\$0.00
Notary - Registration	Public Health	Public Health	SS	8/1/2005	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Nursing Assessment / Evaluation (Home) T1030	Public Health	Public Health	CB	1/1/2008	\$44.00	\$44.00	\$44.00	\$0.00	\$0.00
Nuva Ring 524 J7303-24	Public Health	Public Health	CB	5/1/2021	\$25.00	\$40.00	\$40.00	\$15.00	\$0.00
Office Consultation 99243-U7	Public Health	Public Health	CB	1/1/2008	\$115.00	\$115.00	\$115.00	\$0.00	\$0.00
Orsythia	Public Health	Public Health	CB	5/1/2020	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00

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Orsythia per Package	Public Health	Public Health	CB	5/1/2020	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Paraguard IUD 571	Public Health	Public Health	CB	5/1/2021	\$250.00	\$275.00	\$275.00	\$25.00	\$0.00
Partial Year Licenses for all Environmental Health License Categories (Last six months of the year)	Public Health	Public Health	CB	1/1/2015	1/2 of full fee	1/2 of full fee	1/2 of full fee	\$0.00	\$0.00
Pediarix (IPV, HBV, DTaP) 90723	Public Health	Public Health	CB	5/1/2020	\$110.00	\$110.00	\$110.00	\$0.00	\$0.00
Pediarix (IPV, HBV, DTaP) 90723-SL	Public Health	Public Health	CB	5/1/2020	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Pedvax (HIB) 90647	Public Health	Public Health	CB	5/1/2021	\$45.00	\$27.52	\$27.52	(\$17.48)	\$0.00
Pentacel 90698	Public Health	Public Health	CB	5/1/2020	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00
Pentacel 90698	Public Health	Public Health	CB	5/1/2021	\$125.00	\$68.38	\$68.38	(\$56.62)	\$0.00
Pentacel 90698 ss	Public Health	Public Health	CB	5/1/2020	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Pentacel 90698 ss	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Phone Visit Physician 11-20 min 99412	Public Health	Public Health	CB	5/1/2020	\$81.00	\$81.00	\$81.00	\$0.00	\$0.00

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Phone Visit Physician 21-30 min 99443	Public Health	Public Health	CB	5/1/2020	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Phone Visit Physician 5-10 min 99441	Public Health	Public Health	CB	5/1/2021	\$42.00	\$45.00	\$45.00	\$3.00	\$0.00
Phone Visit Qualified Non Physician 5-10 mins	Public Health	Public Health	CB	5/1/2021	\$42.00	\$20.00	\$20.00	(\$22.00)	\$0.00
Photocopies (per page)	Public Health	Public Health	CB	1/1/2008	\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Plan B 522	Public Health	Public Health	CB	1/1/2006	\$35.00	\$35.00	\$35.00	\$0.00	\$0.00
Pneumo (Peds) PCV13 90670	Public Health	Public Health	CB	5/1/2021	\$195.00	\$211.86	\$211.86	\$16.86	\$0.00
Pneumo (Peds) PCV13 90670-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Pneumococcal Vaccine, 2+ 90732	Public Health	Public Health	CB	5/1/2021	\$125.00	\$110.45	\$110.45	(\$14.55)	\$0.00
Poliovirus, IPV, SC (Salk) 90713	Public Health	Public Health	CB	5/1/2021	\$55.00	\$36.89	\$36.89	(\$18.11)	\$0.00
Poliovirus, IPV, SS 90713-SL	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Pregnancy Test Qualitative 81025	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00

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Preventive Medicine with Problem Encount 99211-25	Public Health	Public Health	CB	1/1/2008	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00
Preventive Medicine with Problem Encount 99212-25	Public Health	Public Health	CB	1/1/2008	\$69.00	\$69.00	\$69.00	\$0.00	\$0.00
Preventive Medicine with Problem Encount 99213-25	Public Health	Public Health	CB	1/1/2008	\$97.00	\$97.00	\$97.00	\$0.00	\$0.00
Preventive Medicine with Problem Encount 99214-25	Public Health	Public Health	CB	1/1/2008	\$114.00	\$114.00	\$114.00	\$0.00	\$0.00
Preventive Medicine, Group Counsel 30 Minutes 99411-U7	Public Health	Public Health	CB	1/1/2008	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Preventive Medicine, Individual Counsel 60 Minutes 99404-U7	Public Health	Public Health	CB	1/1/2008	\$140.00	\$140.00	\$140.00	\$0.00	\$0.00
Preventive Medicine, Individual Counsel 60 Minutes 99404	Public Health	Public Health	CB	1/1/2008	\$140.00	\$140.00	\$140.00	\$0.00	\$0.00
Preventive Medicine, Individual Counsel 15 Minutes 99401	Public Health	Public Health	CB	1/1/2008	\$40.00	\$45.00	\$45.00	\$5.00	\$0.00
Preventive Medicine, Individual Counsel 30 Minutes 99401	Public Health	Public Health	CB	1/1/2008	\$90.00	\$90.00	\$900.00	\$0.00	\$810.00
Preventive Medicine, Individual Counsel 45 Minutes 99403-U7	Public Health	Public Health	CB	5/1/2021	\$127.00	\$127.00	\$127.00	\$0.00	\$0.00
Preventive Medicine, Individual Counsel 60 Minutes 99401	Public Health	Public Health	CB	1/1/2008	\$140.00	\$140.00	\$140.00	\$0.00	\$0.00

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PSA - Screening G0103	Public Health	Public Health	CB	1/1/2008	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Public Health Nurse Home Visits	Public Health	Public Health	CB	1/1/2008	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
Removal and Reinsertion Implatable Capsule 11983	Public Health	Public Health	CB	5/1/2021	\$98.00	\$110.00	\$110.00	\$12.00	\$0.00
Removal Implantable Capsule 11982	Public Health	Public Health	CB	5/1/2020	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Removal of Warts - Penile 54050	Public Health	Public Health	CB	5/1/2021	\$49.00	\$50.00	\$50.00	\$1.00	\$0.00
Removal of Warts - Site 17110	Public Health	Public Health	CB	5/1/2021	\$49.00	\$50.00	\$50.00	\$1.00	\$0.00
Removal of Warts - Vaginal 57061	Public Health	Public Health	CB	5/1/2021	\$49.00	\$50.00	\$50.00	\$1.00	\$0.00
Removal of Warts - Vulvar 56501	Public Health	Public Health	CB	1/1/2008	\$49.00	\$50.00	\$50.00	\$1.00	\$0.00
Revenue Code - A (Clinic), B (Immunization), C (Lab) can be receipted as 311407, 311413, 311414, 311410, 311420, 311422, 311424, 311425, 311426	Public Health	Public Health							
Rocephin 250mg 618	Public Health	Public Health	CB	1/1/2008	\$8.00	\$8.00	\$8.00	\$0.00	\$0.00
Rotavirus 90680	Public Health	Public Health	CB	5/1/2021	\$110.00	\$87.88	\$87.88	(\$22.12)	\$0.00

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Rotavirus 90680 ss	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
RPR Syphilis Test	Public Health	Public Health	CB	5/1/2021	\$4.50	\$6.00	\$6.00	\$1.50	\$0.00
Screening visual acuity 99117	Public Health	Public Health	CB	5/1/2020	\$8.00	\$8.00	\$8.00	\$0.00	\$0.00
Septra DS 250 444	Public Health	Public Health	CB	1/1/2008	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Shingrix 90750	Public Health	Public Health	CB	5/1/2021	\$190.00	\$162.01	\$162.01	(\$27.99)	\$0.00
Shingrix 90750 ss	Public Health	Public Health	CB	5/1/2020	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Single or Combination Vaccine / Toxoid 90471	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Specimen Collection for PAP Smear Q0091	Public Health	Public Health	CB	1/1/2008	\$6.00	\$6.00	\$6.00	\$0.00	\$0.00
Specimen Collection for PAP Smear Y8900	Public Health	Public Health	CB	1/1/2008	\$6.00	\$6.00	\$6.00	\$0.00	\$0.00
Specimen Collection for VD Q0111	Public Health	Public Health	CB	1/1/2008	\$19.00	\$19.00	\$19.00	\$0.00	\$0.00
Sprintec	Public Health	Public Health	CB	5/1/2020	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00

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Sprintec S4993 - Per package of 28 tabs	Public Health	Public Health	CB	5/1/2020	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Sputum Collection 89220	Public Health	Public Health	CB	5/1/2021	\$22.00	\$19.00	\$19.00	(\$3.00)	\$0.00
Sulfamethoxazole and Trimethoprim 800 MGS/160 MGS	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Sulfamethoxazole and Trimethoprim 800 MGS/160 MGS - 14 tablets	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Sulfamethoxazole and Trimethoprim 800 MGS/160 MGS- 14 tablets	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Sulfamethoxazole and Trimethoprim 800 MGS/160 MGS- 6 tablets	Public Health	Public Health	CB	5/1/2021	\$20.00	\$10.00	\$10.00	(\$10.00)	\$0.00
Suprax 400mg 358 - 2 Tablet Treatment	Public Health	Public Health	CB	5/1/2021	\$90.00	\$75.00	\$75.00	(\$15.00)	\$0.00
TB Case Management	Public Health	Public Health	CB	5/1/2020	\$12.88	\$30.00	\$30.00	\$17.12	\$0.00
TB Drug Intake Monitoring H0033	Public Health	Public Health	CB	5/1/2021	\$45.00	\$75.00	\$75.00	\$30.00	\$0.00
TB Drug Intake Monitoring X5699	Public Health	Public Health	CB	5/1/2021	\$45.00	\$65.00	\$65.00	\$20.00	\$0.00
Td Immunization Adult 90714	Public Health	Public Health	CB	5/1/2021	\$60.00	\$36.14	\$36.14	(\$23.86)	\$0.00

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Td Immunization Adult 90714-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Terazol 3 Vaginal Cream 301 per tube	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Trichomonas - Amplified Probe	Public Health	Public Health	CB	5/1/2020	\$33.00	\$33.00	\$33.00	\$0.00	\$0.00
Triphasil 305	Public Health	Public Health	CB	1/1/2008	\$9.00	\$9.00	\$9.00	\$0.00	\$0.00
Two or More Single or Combination Vaccine 90472	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Urinalysis	Public Health	Public Health	CB	5/1/2021	\$14.00	\$13.00	\$13.00	(\$1.00)	\$0.00
Vaccine, IM (DT Pediatric) 90702	Public Health	Public Health	CB	1/1/2008	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Vaccine, IM (DT Pediatric) 90702 ss	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Vaccine, IM (DTaP) 90715	Public Health	Public Health	CB	5/1/2021	\$55.00	\$43.56	\$43.56	(\$11.44)	\$0.00
Vaccine, IM (DTaP) 90715-SL	Public Health	Public Health	CB	5/1/2021	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00
Vaccine, SC (MMR Immunization) 90707-SL	Public Health	Public Health	CB	1/1/2008	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00

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Vaccine, Tdap	Public Health	Public Health	CB	New		\$48.14	\$48.14	\$48.14	\$0.00
Vandazole 70 gm per tube	Public Health	Public Health	CB	5/1/2020	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Venipuncture - Blood Collection 36415	Public Health	Public Health	CB	5/1/2021	\$6.00	\$6.50	\$6.50	\$0.50	\$0.00
Warts Molluscum Removal Rectal Cryos 46916	Public Health	Public Health	CB	5/1/2021	\$45.00	\$50.00	\$50.00	\$5.00	\$0.00
Warts Molluscum Removal Rectal Cryos 46916	Public Health	Public Health	CB	5/1/2021	\$45.00	\$50.00	\$50.00	\$5.00	\$0.00
Well Water nitrate only	Public Health	Public Health	CB	5/1/2020	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Well Water for Coliform Bacteria and Nitrates	Public Health	Public Health	CB	2019	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Well Water Retest after Disinfection	Public Health	Public Health	CB	2019	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Wetmount - Trich and Yeast 87210	Public Health	Public Health	CB	5/1/2021	\$9.00	\$8.00	\$8.00	(\$1.00)	\$0.00
X-Ray Chest PA & Lateral 71020	Public Health	Public Health	CB	5/1/2021	\$197.00	\$100.00	\$100.00	(\$97.00)	\$0.00
X-Ray Chest PA1 View 71010	Public Health	Public Health	CB	5/1/2021	\$139.00	\$100.00	\$100.00	(\$39.00)	\$0.00

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X-Ray Chest PA2 & View 71035	Public Health	Public Health	CB	5/1/2021	\$139.00	\$100.00	\$100.00	(\$39.00)	\$0.00
Xulane Patch - EACH	Public Health	Public Health	CB	5/1/2021	\$100.00	\$110.00	\$110.00	\$10.00	\$0.00
Yaz per pack of 28	Public Health	Public Health	CB	5/1/2020	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Zithromax 500mg tabs	Public Health	Public Health	CB	5/1/2020	\$21.00	\$21.00	\$21.00	\$0.00	\$0.00
Class A Retail Food	Public Health	Retail Establishments	CB	5/1/2020	\$2,068.00	\$2,068.00	\$2,068.00	\$0.00	\$0.00
Class B Retail Food	Public Health	Retail Establishments	CB	5/1/2020	\$1,810.00	\$1,810.00	\$1,810.00	\$0.00	\$0.00
Class C Retail Food	Public Health	Retail Establishments	CB	5/1/2020	\$1,294.00	\$1,294.00	\$1,294.00	\$0.00	\$0.00
Class D Retail Food	Public Health	Retail Establishments	CB	5/1/2020	\$465.00	\$465.00	\$465.00	\$0.00	\$0.00
Class E Retail Food	Public Health	Retail Establishments	CB	5/1/2020	\$269.00	\$269.00	\$269.00	\$0.00	\$0.00
Class F Retail Food	Public Health	Retail Establishments	CB	5/1/2020	\$187.00	\$187.00	\$187.00	\$0.00	\$0.00
Beneficial Re-use, such as berm construction	Public Health	Solid Waste Long Term Storage Site (Non-Landfill)	CB	5/1/2021	\$124.00	\$124.00	\$124.00	\$0.00	\$0.00

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MPCA Approved Pilot/Demonstration Project	Public Health	Solid Waste Long Term Storage Site (Non-Landfill)	CB	5/1/2021	No fee	No fee	No fee		
All Other Solid Waste - < 40 cubic yards	Public Health	Solid Waste Temporary Storage Site	CB	5/1/2020	\$491.00	\$491.00	\$491.00	\$0.00	\$0.00
All Other Solid Waste - > 80 cubic yards	Public Health	Solid Waste Temporary Storage Site	CB	5/1/2020	\$1,127.00	\$1,127.00	\$1,127.00	\$0.00	\$0.00
All Other Solid Waste - 40 to 80 cubic yards	Public Health	Solid Waste Temporary Storage Site	CB	5/1/2020	\$724.00	\$724.00	\$724.00	\$0.00	\$0.00
Petroleum Contaminated Soils , < 100 cubic yards	Public Health	Solid Waste Temporary Storage Site	CB	5/1/2020	\$83.00	\$83.00	\$83.00	\$0.00	\$0.00
Petroleum Contaminated Soils , >1,000 cubic yards	Public Health	Solid Waste Temporary Storage Site	CB	5/1/2020	\$329.00	\$329.00	\$329.00	\$0.00	\$0.00
Petroleum Contaminated Soils , 100 to 1,000 cubic yards	Public Health	Solid Waste Temporary Storage Site	CB	5/1/2020	\$145.00	\$145.00	\$145.00	\$0.00	\$0.00
Indoor Swimming Pool – Primary	Public Health	Swimming Pools	CB	5/1/2020	\$674.00	\$674.00	\$674.00	\$0.00	\$0.00
Indoor Swimming Pool – Second	Public Health	Swimming Pools	CB	5/1/2020	\$340.00	\$340.00	\$340.00	\$0.00	\$0.00
Outdoor Swimming Pool – Primary	Public Health	Swimming Pools	CB	5/1/2020	\$674.00	\$674.00	\$674.00	\$0.00	\$0.00
Outdoor Swimming Pool – Secondary	Public Health	Swimming Pools	CB	5/1/2020	\$340.00	\$340.00	\$340.00	\$0.00	\$0.00

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Initial pre-opening inspection or for any licensed	Public Health	Swimming Pools	CB	5/1/2020	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
< 10,000 cubic Yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	CB	5/1/2020	\$1,249.00	\$1,249.00	\$1,249.00	\$0.00	\$0.00
> 300,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	CB	5/1/2020	\$7,314.00	\$7,314.00	\$7,314.00	\$0.00	\$0.00
10,000 to 50,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	CB	5/1/2020	\$1,953.00	\$1,953.00	\$1,953.00	\$0.00	\$0.00
50,000 to 100,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	CB	5/1/2020	\$2,453.00	\$2,453.00	\$2,453.00	\$0.00	\$0.00
100,001 to 200,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	CB	5/1/2020	\$3,376.00	\$3,376.00	\$3,376.00	\$0.00	\$0.00
200,001 to 300,000 cubic yards per year	Public Health	Transfer Station License - Construction/ Demolition Waste	CB	5/1/2020	\$5,157.00	\$5,157.00	\$5,157.00	\$0.00	\$0.00
< 10 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	CB	1/1/2015	\$2,080.00	\$2,080.00	\$2,080.00	\$0.00	\$0.00
> 1000 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	CB	1/1/2015	\$17,984.00	\$17,984.00	\$17,984.00	\$0.00	\$0.00
10 to 100 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	CB	1/1/2015	\$3,836.00	\$3,836.00	\$3,836.00	\$0.00	\$0.00
101 to 250 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	CB	5/1/2020	\$6,299.00	\$6,299.00	\$6,299.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
251 to 500 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	CB	5/1/2020	\$8,476.00	\$8,476.00	\$8,476.00	\$0.00	\$0.00
501 to 1,000 tons per day	Public Health	Transfer Station License - Mixed Solid Waste	CB	5/1/2020	\$12,700.00	\$12,700.00	\$12,700.00	\$0.00	\$0.00
< 10,000 cubic Yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	CB	5/1/2020	\$1,249.00	\$1,249.00	\$1,249.00	\$0.00	\$0.00
> 300,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	CB	5/1/2020	\$7,314.00	\$7,314.00	\$7,314.00	\$0.00	\$0.00
10,000 to 50,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	CB	5/1/2020	\$1,953.00	\$1,953.00	\$1,953.00	\$0.00	\$0.00
50,001 to 100,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	CB	5/1/2020	\$2,453.00	\$2,453.00	\$2,453.00	\$0.00	\$0.00
100,001 to 200,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	CB	5/1/2020	\$3,376.00	\$3,376.00	\$3,376.00	\$0.00	\$0.00
200,001 to 300,000 cubic yards per year	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	CB	5/1/2020	\$5,157.00	\$5,157.00	\$5,157.00	\$0.00	\$0.00
Additional Plan Review Services - per hour	Public Health	Transfer Station Plan Review - Construction/Demolition Waste	CB	5/1/2020	\$54.00	\$54.00	\$54.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
< 10 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	CB	5/1/2020	\$1,934.00	\$1,934.00	\$1,934.00	\$0.00	\$0.00
> 1000 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	CB	5/1/2020	\$16,266.00	\$16,266.00	\$16,428.00	\$0.00	\$162.00
10 to 100 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	CB	5/1/2020	\$3,560.00	\$3,560.00	\$3,595.00	\$0.00	\$35.00
101 to 250 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	CB	5/1/2020	\$5,641.00	\$5,641.00	\$5,697.00	\$0.00	\$56.00
251 to 500 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	CB	5/1/2020	\$7,666.00	\$7,666.00	\$7,742.00	\$0.00	\$76.00
501 to 1,000 tons per day	Public Health	Transfer Station Plan Review - Mixed Solid Waste	CB	5/1/2020	\$11,398.00	\$11,398.00	\$11,512.00	\$0.00	\$114.00
Vending Machine – food	Public Health	Vending Machines	SS	1/1/2015	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Vending Machine – nut	Public Health	Vending Machines	SS	1/1/2015	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
>100,000 gsslons/per gallon charge	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fluorescents Bulbs great than 4 foot	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.40	\$0.40	\$0.40	\$0.00	\$0.00
VSQG -Aerosols	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00

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VSQG - Amines	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.25	\$1.25	\$1.25	\$0.00	\$0.00
VSQG - Antifreeze (priced per gal)	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.40	\$0.40	\$0.40	\$0.00	\$0.00
VSQG - Batteries - Lead Acid	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG - Batteries - Rechargeable	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Batteries - Button (non-lithium, mixed)	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	State Contract price	State Contract price	State Contract price	\$0.00	\$0.00
VSQG -Batteries - Other	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00
VSQG - Fluorescents Bulbs 4 foot or less	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.30	\$0.30	\$0.30	\$0.00	\$0.00
VSQG -Bulk Flammable Liquids	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.55	\$1.55	\$1.55	\$0.00	\$0.00
VSQG -Compressed Gas Cylinders	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
VSQG -Cylinders Other	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	State Contract price	State Contract price	State Contract price	\$0.00	\$0.00
VSQG -Drums and other Supplies	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	State Contract price	State Contract price	State Contract price	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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VSQG -Fluorescent Bulbs 4 ft or less	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.30	\$0.30	\$0.30	\$0.00	\$0.00
VSQG -Fluorescent Bulbs compact fl	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.30	\$0.30	\$0.30	\$0.00	\$0.00
VSQG -Fluorescents Xcel subsidized bulbs	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -HID, Neon - and all other Bulbs	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.80	\$0.80	\$0.80	\$0.00	\$0.00
VSQG -Lab Pack Corrosives - Acids	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
VSQG -Lab Pack Corrosives - Bases	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
VSQG -Lab Pack Flammables (non bulkable)	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
VSQG -Lab Pack MDA Pesticides	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Lab Pack Poisons	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.50	\$1.50	\$1.50	\$0.00	\$0.00
VSQG -Labor, each hour after first	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$65.00	\$65.00	\$65.00	\$0.00	\$0.00
VSQG -Labor, first hour	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$80.00	\$80.00	\$80.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
VSQG -labor, minimum charge	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
VSQG -Latex Driveway Sealer	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$4.25	\$4.25	\$4.25	\$0.00	\$0.00
VSQG -Latex Driveway Sealer	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	State Contract price	State Contract price	State Contract price	\$0.00	\$0.00
VSQG - MDA Pesticide Aerosols	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG - Oil Filters	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	\$0.00	\$0.30	\$0.30	\$0.00	\$0.00
VSQG -Other Lab Packs (lb)	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	State Contract price	State Contract price	State Contract price	\$0.00	\$0.00
VSQG -Paint - Latex based > 5 gallon	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	State Contract price	State Contract price	State Contract price	\$0.00	\$0.00
VSQG- Paint-Latex based quarts	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VSQG -Paint - Oil based > 5 gallon	Public Health	Very Small Quantity Generator Fees	CB	1/1/2015	State Contract price	State Contract price	State Contract price	\$0.00	\$0.00
VSQG -PCB Capacitors	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$0.75	\$0.75	\$0.75	\$0.00	\$0.00
VSQG -Sorbents (rags)	Public Health	Very Small Quantity Generator Fees	CB	5/1/2020	\$1.55	\$1.55	\$1.55	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
11 to 50 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	CB	5/1/2020	\$5.64	\$5.64	\$5.64	\$0.00	\$0.00
51 to 100 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	CB	5/1/2020	\$2.63	\$2.63	\$2.63	\$0.00	\$0.00
101 to 250 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	CB	5/1/2020	\$1.74	\$1.74	\$1.74	\$0.00	\$0.00
251 to 1,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	CB	5/1/2020	\$1.13	\$1.13	\$1.13	\$0.00	\$0.00
1,001 to 10,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	CB	5/1/2020	\$0.62	\$0.62	\$0.62	\$0.00	\$0.00
10,001 to 50,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	CB	1/1/2015	\$0.26	\$0.26	\$0.26	\$0.00	\$0.00
50,001 to 100,000 gallons/ per gallon charge	Public Health	Volume fee for Non-sewered Hazardous Waste - fees are cumulative	CB	5/1/2020	\$0.13	\$0.13	\$0.13	\$0.00	\$0.00
11 to 264 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	CB	5/1/2020	\$1.88	\$1.88	\$1.88	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
265 to 2,640 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	CB	054/01/20	\$1.02	\$1.02	\$1.02	\$0.00	\$0.00
2,641 to 10,000 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	CB	1/1/2015	\$0.45	\$0.45	\$0.45	\$0.00	\$0.00
10,001 to 50,000 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	CB	1/1/2015	\$0.11	\$0.11	\$0.11	\$0.00	\$0.00
50,001 to 100,000 gallons/ per gallon charge	Public Health	Volume fee for Sewered Hazardous Waste - fees are cumulative	CB	1/1/2015	\$0.07	\$0.07	\$0.07	\$0.00	\$0.00
Vehicle Maintenance & Repair	Public Works - Central Fleet	Automotive & Equipment Repair		5/1/2021	\$90 per hour / materials- cost plus 10%	\$92 per hour / materials- cost plus 10%	\$92 per hour / materials- cost plus 10%	\$2.00	\$0.00
Fuel	Public Works - Central Fleet	Gasoline & Diesel Fuel		5/1/2021	cost plus \$0.10 per gallon	cost plus \$0.10 per gallon	cost plus \$0.10 per gallon	\$0.00	\$0.00
Amended Declaration	Public Works	Common Interest Community Review	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$350.00	\$350.00	\$350.00	\$0.00	\$0.00
CIC Plat and Declaration Additive Per Level	Public Works	Common Interest Community Review	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
CIC Plat and Declaration Additive Per Unit	Public Works	Common Interest Community Review	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
CIC Plat and Declaration Base Fee	Public Works	Common Interest Community Review	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$1,300.00	\$1,300.00	\$1,300.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Original Declaration	Public Works	Common Interest Community Review	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Supplemental Declaration	Public Works	Common Interest Community Review	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$200.00	\$200.00	\$200.00	\$0.00	\$0.00
Oversize Envelope	Public Works	Mailing and Media			\$3.00	\$3.00	\$3.00	\$0.00	\$0.00
Standard Envelope	Public Works	Mailing and Media			\$2.00	\$2.00	\$2.00	\$0.00	\$0.00
Tube	Public Works	Mailing and Media			\$5.00	\$5.00	\$5.00	\$0.00	\$0.00
Continued Non Compliance	Public Works	Other Plat, CIC and RLS Review Related Fees	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
Minor Revisions - Per Plat, CIC, RLS	Public Works	Other Plat, CIC and RLS Review Related Fees	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$180.00	\$180.00	\$180.00	\$0.00	\$0.00
Substantial Revisions - Per Plat, CIC, RLS	Public Works	Other Plat, CIC and RLS Review Related Fees	SS 389.09/Res 86-032, 86-033, 86-034, 86-035		\$700.00	\$700.00	\$700.00	\$0.00	\$0.00
Access Permits - Commercial	Public Works	Road Utility & Other Inspections:	CB	1/1/2018	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Access Permits - Residential	Public Works	Road Utility & Other Inspections:	CB	1/1/2018	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
Annual Registration Fee	Public Works	Road Utility & Other Inspections:	CB	1/1/2018	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Excavation Permits	Public Works	Road Utility & Other Inspections:	CB	1/1/2018	\$220.00	\$220.00	\$220.00	\$0.00	\$0.00
Obstruction Permits	Public Works	Road Utility & Other Inspections:	CB	1/1/2018	\$80.00	\$80.00	\$80.00	\$0.00	\$0.00
Transportation Permits - Annual Oversize	Public Works	Road Utility & Other Inspections:	CB	1/1/2018	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
Transportation Permits - Single Trip Oversize	Public Works	Road Utility & Other Inspections:	CB	1/1/2018	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Plat, RLS or CIC (.pdf) - Paper prints	Public Works	Service and product-related			\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Plat, RLS, CIC - digital	Public Works	Service and product-related			\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Special review requests (services for other LGU's)	Public Works	Service and product-related			\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
0-3 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	SS 383A.42, 505, 508, 508A		\$700.00	\$700.00	\$700.00	\$0.00	\$0.00
3-5 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	SS 383A.42, 505, 508, 508A		\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
5-10 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	SS 383A.42, 505, 508, 508A		\$1,300.00	\$1,300.00	\$1,300.00	\$0.00	\$0.00
Additional services to resolve final plat issues	Public Works	Subdivision Plat and Registered Land Survey Review	SS 383A.42, 505, 508, 508A		\$100.00	\$100.00	\$100.00	\$0.00	\$0.00

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Over 10 Acres	Public Works	Subdivision Plat and Registered Land Survey Review	SS 383A.42, 505, 508, 508A		\$1,600.00	\$1,600.00	\$1,600.00	\$0.00	\$0.00
Subdivision plat, RLS or CIC Reactivation fee	Public Works	Subdivision Plat and Registered Land Survey Review	SS 383A.42, 505, 508, 508A		\$120.00	\$120.00	\$120.00	\$0.00	\$0.00
Medicare Part B Therapy	Ramsey County Care Center	Ramsey County Care Center	Federal	5/1/2021	\$45.00	\$45.00	\$45.00	\$0.00	\$0.00
Patient Fees- Private	Ramsey County Care Center	Ramsey County Care Center	SS	5/1/2021	\$308.09	\$308.09	\$308.09	\$0.00	\$0.00
Patient Fees- Welfare	Ramsey County Care Center	Ramsey County Care Center	SS	5/1/2021	\$308.09	\$308.09	\$308.09	\$0.00	\$0.00
Patient Fees- Medicare	Ramsey County Care Center	Ramsey County Care Center	Federal	5/1/2021	\$346.87	\$346.87	\$346.87	\$0.00	\$0.00
Patient Fees- HMO	Ramsey County Care Center	Ramsey County Care Center	Federal	5/1/2021	\$413.82	\$413.82	\$413.82	\$0.00	\$0.00
Administrative Fee	Ramsey County Care Center	Ramsey County Care Center	Federal	5/1/2021	\$43.00	\$43.00	\$43.00	\$0.00	\$0.00
Meals Served to Public	Ramsey County Care Center	Ramsey County Care Center	CB	1/16/2015	\$6.00	\$6.00	\$6.00	\$0.00	\$0.00
Rates for 311407, 311408 and 311410 are per client per day, and are charged on a sliding scale based on level of skilled nursing care.	Ramsey County Care Center	Ramsey County Care Center							
Clearance Letters	Sheriff's Office	Administrative & Support Services	Nonnotarized		\$5.00	\$5.00	\$5.00	\$0.00	\$0.00

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Clearance Letters	Sheriff's Office	Administrative & Support Services	Notarized		\$6.00	\$6.00	\$6.00	\$0.00	\$0.00
Fingerprinting	Sheriff's Office	Administrative & Support Services			\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Records Check	Sheriff's Office	Administrative & Support Services	SSA		\$200.00	\$200.00	\$200.00	\$0.00	\$0.00
Abandon Property	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Affidavit of Additional Amount	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Affidavit of Mailing	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Affidavit of Vacancy	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Certificate of Redemption Fee	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$50.00	\$50.00	\$50.00	\$0.00	\$0.00
Certificate of Redemption Inspection Fee	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$20.00	\$20.00	\$20.00	\$0.00	\$0.00
Certificate of Sale	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Civil Process Service Fee	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00

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Deputy Hourly Rate	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$42.22	\$42.22	\$42.22	\$0.00	\$0.00
Disclosure Forms	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$2.50	\$2.50	\$2.50	\$0.00	\$0.00
Document Review Fee	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Duplicate Affidavit	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$15.00	\$15.00	\$15.00	\$0.00	\$0.00
Duplicate Original Redemption Certificate	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Execution Commission	Sheriff's Office	Civil Process Services	CB	6/30/2015	\$0.05	\$0.05	\$0.05	\$0.00	\$0.00
Execution Sale	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$110.00	\$110.00	\$110.00	\$0.00	\$0.00
Execution Service	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00
Judgement & Decree Sale	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$110.00	\$110.00	\$110.00	\$0.00	\$0.00
Legal not Found	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Lien (Mechanics/Warehouseman)	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
SS = State Statute

Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Mileage	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$0.60	\$0.60	\$0.60	\$0.00	\$0.00
Mortgage Foreclosure	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Notice of Sale	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
NSF Check Fee	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Photocopies	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Posting	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Redemption Fee (Jr. Creditor)	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
Redemption Fee (Owner/Mortgager)	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
Redemption Payoff Request Fee	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00
Report of Sale	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Return of Process	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Stop Payment	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
Storage	Sheriff's Office	Civil Process Services	CB	1/1/2016	\$16.00	\$16.00	\$16.00	\$0.00	\$0.00
Third Party Bidder Cert	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Xerox Photocopies	Sheriff's Office	Civil Process Services	CB	2/15/2005	\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Commissary account deposit via phone	Sheriff's Office	Detention Services	CB	6/16/2015	\$5.95	\$5.95	\$5.95	\$0.00	\$0.00
Detention - Other Counties (Federal Boarders)	Sheriff's Office	Detention Services	Agreement	5/1/2021	\$80.00	\$0.00	\$0.00	(\$80.00)	\$0.00
Inmate Voicemail Messaging	Sheriff's Office	Detention Services	CB	6/16/2015	\$3.95	\$3.95	\$3.95	\$0.00	\$0.00
Instant Email	Sheriff's Office	Detention Services	CB	6/16/2015	\$0.50	\$0.50	\$0.50	\$0.00	\$0.00
Instant Email (Deposit)	Sheriff's Office	Detention Services	CB	6/16/2015	\$7.95	\$7.95	\$7.95	\$0.00	\$0.00
Prisoner Booking Fee	Sheriff's Office	Detention Services	CB	5/1/2021	\$25.00	\$0.00	\$0.00	(\$25.00)	\$0.00
Remote Video Visitation	Sheriff's Office	Detention Services	CB	6/16/2015	\$7.99	\$7.99	\$7.99	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Remote Video Visitation (Deposit)	Sheriff's Office	Detention Services	CB	6/16/2015	\$7.95	\$7.95	\$7.95	\$0.00	\$0.00
Hourly Fee Priority 1 & 2 Users	Sheriff's Office	Firearms Range Services	CB	1/1/2004	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Hourly Fee Priority 3 Users	Sheriff's Office	Firearms Range Services	CB	1/1/2004	\$85.00	\$85.00	\$85.00	\$0.00	\$0.00
Open Shoot Fee	Sheriff's Office	Firearms Range Services	CB	1/1/2004	\$12.50	\$12.50	\$12.50	\$0.00	\$0.00
Gun Permit Application Fee	Sheriff's Office	Gun Permit Services	SS	1/1/2009	\$89.00	\$89.00	\$89.00	\$0.00	\$0.00
Gun Permit Late Repp Fee	Sheriff's Office	Gun Permit Services	SS	1/1/2009	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Gun Permit Reapplication Fee	Sheriff's Office	Gun Permit Services	SS	1/1/2009	\$75.00	\$75.00	\$75.00	\$0.00	\$0.00
Gun Permit Replacement Fee	Sheriff's Office	Gun Permit Services	SS	1/1/2009	\$10.00	\$10.00	\$10.00	\$0.00	\$0.00
Accident reports/copies - per page	Sheriff's Office	Public Safety Services	CB		\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Digital copy of photos/digital media	Sheriff's Office	Public Safety Services	CB		\$14.00	\$0.00	\$0.00	(\$14.00)	\$0.00
NSF Check Fee	Sheriff's Office	Public Safety Services	Bank Fee		\$30.00	\$30.00	\$30.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Reimb for storage of towed vehicle - per day	Sheriff's Office	Public Safety Services	CB		\$16.00	\$16.00	\$16.00	\$0.00	\$0.00
Reimb for storage of towed vehicle - per day indoor storage	Sheriff's Office	Public Safety Services	CB	1/1/2009	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00
Security Services	Sheriff's Office	Public Safety Services	CB	New	\$0.00	\$75.00	\$80.00	\$75.00	\$5.00
Towing Service	Sheriff's Office	Public Safety Services	CB	6/30/2015	\$139.26	139.26	139.26	\$0.00	\$0.00
Photocopies (per page)	Social Services	Administration	State - Dept. of Admin.	1/1/2005	\$0.25	\$0.25	\$0.25	\$0.00	\$0.00
Photocopies (per page) - Patient Health Records.	Social Services	Administration	Mn. Statute 144.292	1/1/2005	\$0.75	\$0.75	\$0.75	\$0.00	\$0.00
Child Care Licensing/Relicensing Fees	Social Services	Child Care Licensing	State of Minnesota	1/1/2012	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Patient Fees (Self Pay)	Social Services	Clinical Services	State of Minnesota	1/1/2005	schedules	schedules	schedules	\$0.00	\$0.00
Patient Fees-Insurance	Social Services	Clinical Services	State of Minnesota	1/1/2005	schedules	schedules	schedules	\$0.00	\$0.00
Patient Fees-MA	Social Services	Clinical Services	State of Minnesota	1/1/2005	schedules	schedules	schedules	\$0.00	\$0.00
Patient Fees (Self Pay)	Social Services	Detoxification	State of Minnesota	1/1/2017	\$258.00	\$258.00	\$258.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
EBT Card Replacement Fees	Social Services	Financial Assistance Services	State of Minnesota		\$2.00	\$2.00	\$2.00	\$0.00	\$0.00
Corportate Adult Foster Care License Fees	Social Services	Foster Care Licensing	State of Minnesota	1/1/2010	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
Day Treatment - Med. Asst. Ph.D or LICSW	Social Services	Mental Health Center		1/1/2013	\$150.00	\$150.00	\$150.00	\$0.00	\$0.00
Diagnostic Interview - Med. Asst. LICSW	Social Services	Mental Health Center		1/1/2009	\$260.00	\$260.00	\$260.00	\$0.00	\$0.00
Diagnostic Interview - Med. Asst. M.D. or Ph. D.	Social Services	Mental Health Center		1/1/2009	\$360.00	\$360.00	\$360.00	\$0.00	\$0.00
Diagnostic Interview -Medicare LICSW	Social Services	Mental Health Center		1/1/2009	\$260.00	\$260.00	\$260.00	\$0.00	\$0.00
Diagnostic Interview -Medicare M.D. or Ph.D	Social Services	Mental Health Center		1/1/2009	\$360.00	\$360.00	\$360.00	\$0.00	\$0.00
Evaluation Management - 560	Social Services	Mental Health Center		1/1/2009	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Evaluation Management - 561	Social Services	Mental Health Center		1/1/2013	\$45.00	\$45.00	\$45.00	\$0.00	\$0.00
Evaluation Management - 562	Social Services	Mental Health Center		1/1/2013	\$60.00	\$60.00	\$60.00	\$0.00	\$0.00
Evaluation Management - 563	Social Services	Mental Health Center		1/1/2013	\$90.00	\$90.00	\$90.00	\$0.00	\$0.00

## Ramsey County Fee Schedule for 2022-2023 Budget

CB = County Board  
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Fee Description	Department	Area	Fee Determination Authority	Last Date Changed	2021 Fee	2022 Approved Fee	2023 Approved Fee	Change from 2021 to 2022	Change from 2022 to 2023
Evaluation Management - 564	Social Services	Mental Health Center		1/1/2013	\$120.00	\$120.00	\$120.00	\$0.00	\$0.00
Group Therapy - Med. Asst. Ph.D or LICSW	Social Services	Mental Health Center		1/1/2009	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Group Therapy - Medicare LICSW	Social Services	Mental Health Center		1/1/2009	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Group Therapy - Medicare Ph.D	Social Services	Mental Health Center		1/1/2009	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
Individual Therapy - Med. Asst. M.D.,Ph.D,LICSW	Social Services	Mental Health Center		1/1/2009	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00
Individual Therapy - Medicare LICSW	Social Services	Mental Health Center		5/1/2021	\$125.00	\$175.00	\$175.00	\$50.00	\$0.00
Individual Therapy - Medicare MD. Ph.D.	Social Services	Mental Health Center		1/1/2009	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00
Contracted Case Management	Social Services	Social Services		2011	\$1.13	\$1.13	\$1.13	\$0.00	\$0.00

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**Item Number:** 2021-754

**Meeting Date:** 12/21/2021

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**Sponsor:** Finance

**Title**

Approval of the 2022 Tax Levy

**Recommendation**

Approve the 2022 Tax Levy:

1. Approve and adopt the 2022 total tax levy of \$338,743,612, a 1.55% increase over the 2021 tax levy of \$333,577,720. Tax levy statement attached.
2. Adopt a countywide levy on all taxable property of \$323,876,112 and a suburban-only levy for Libraries of \$14,867,500 on all taxable property in Ramsey County outside of the city of Saint Paul, to be levied in the year 2021 and to be collected in the year 2022.
3. Approve and adopt the 2022 tax levy of \$14,867,500 on suburban properties for libraries to be a separate line on the property tax statement.

**Background and Rationale**

The Home Rule Charter for Ramsey County, Chapter 3, Section 3.02 F states that the County Manager shall prepare and submit the annual budget proposal to the Ramsey County Board of Commissioners. Along with the Home Rule Charter, the Minnesota Statutes, Sections 134.07 and 134.34 authorizes the Ramsey County Board of Commissioners to levy a tax to establish and maintain a public library on taxable property in Ramsey County, outside of any city or village where a free public library is located, or which is not already taxed for the support of any free library.

The County Manager presented the 2022 proposed biennial budget to the Ramsey County Board on August 24, 2021.

The Ramsey County Budget Committee of the Whole met with county service teams to discuss their proposed budgets on September 9, 10, 13 and 14, 2021.

The Ramsey County Budget Committee of the Whole held a public hearing on September 14, 2021 to receive public input on the 2022-23 Budget. The Ramsey County Board also held a public hearing on November 29, 2021 to hear additional comments on the proposed 2022-23 Budget.

The Truth in Taxation Law requires the county to certify a proposed levy each year to the County Auditor on or before September 30. On September 21, 2021, the Ramsey County Board of Commissioners certified a proposed maximum tax levy of \$338,743,612 to finance the 2022 budget, which was a 1.55% increase over the 2021 tax levy of \$333,577,720.

Staff are now requesting the approval and adoption of the 2022-23 Biennial Budget and the 2022 Tax Levy based on the County Manager's 2022-23 proposed biennial budget as amended by addenda presented to the Budget Committee of the Whole, and with additional changes approved by the Ramsey County Board during board meetings in 2021.

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

- Well-being
- Prosperity
- Opportunity
- Accountability

**Racial Equity Impact**

The racial equity impact of departments, programs and services is included in the 2022-23 Biennial Budget documents and was discussed during the budget hearings in August and September of 2021.

**Community Participation Level and Impact**

Two public hearings are incorporated in the budget process and included opportunities for public comment:

- September 14, 2021 at 4:30 p.m. -Virtually via Zoom in the Council Chambers at the Ramsey Courthouse, Council Chambers - Third floor, 15 W. Kellogg Blvd., Saint Paul, MN 55102.
- November 29, 2021 at 6:30 p.m. - Virtual via Zoom and in the Red Cap Room at Union Depot, 214 East Fourth Street, Saint Paul, MN 55101.

The County Manager also presented the proposed budget to the community on August 30, 2021.

The information on the presentations and 2022-23 Biennial Budget is available at

[www.ramseycounty.us/budget](http://www.ramseycounty.us/budget) <<http://www.ramseycounty.us/budget>>

- Inform
- Consult
- Involve
- Collaborate
- Empower

**Fiscal Impact**

A property tax levy of \$338,743,612 results in a 1.55% levy increase and represents 42.8% of the total proposed 2022 county budget.

**County Manager Comments**

No additional comments.

**Last Previous Action**

On November 29, 2021, the Ramsey County Board held a Public Hearing on the 2022-23 proposed biennial budget and 2022 tax levy.

On September 27, 2021, the Joint Property Tax Advisory Committee accepted the overall maximum property tax levy for the jurisdictions of the City of Saint Paul, I.S.D. No. 625 (Saint Paul Public Schools), and Ramsey County (within Saint Paul only), for taxes payable in 2022.

On September 21, 2021, the Ramsey County Board approved setting the proposed maximum levy of \$338,743,612 (Resolution B2021-207).

On September 14, 2021, the Ramsey County Budget Committee of the Whole reviewed the administrative addenda to the 2021 Budget.

From September 9-14, 2021, the Ramsey County Budget Committee of the Whole reviewed all service team proposed budgets.

On August 24, 2021, the County Manager presented the proposed 2022-23 biennial budget to the Board of Ramsey County Commissioners.

**Attachments**

1. 2022 Tax Levy Statement

11/23/21

**TAX LEVY STATEMENT**

**Countywide Levy**

	County Revenue	Debt Service	CCAMP	Workforce Solutions	Care Center	Lake Owasso Residence	Emergency Communications	Central Fleet	Ramsey County Buildings	Non Tax Funds	Total Countywide
2022 Proposed Budget	560,542,783	21,701,755	1,100,000	21,948,906	18,412,381	10,083,688	18,670,210	8,062,650	26,110,372	82,826,283	769,459,028
<b>Financing</b>											
Estimated Revenue	263,521,373	1,952,257		21,176,648	18,412,381	8,525,183	8,314,632	748,428	24,824,677	83,671,863	431,147,442
Other Tax Collections	2,189,524									-	2,189,524
Fund Balance	1,661,415	(950,502)		-					(214,305)	(845,580)	(348,972)
Subtotal	267,372,312	1,001,755	-	21,176,648	18,412,381	8,525,183	8,314,632	748,428	24,610,372	82,826,283	432,987,994
Property Tax Levy	293,170,471	20,700,000	1,100,000	772,258	-	1,558,505	10,355,578	7,314,222	1,500,000	-	336,471,034
Plus: Allowance for Uncollectibles	5,713,121	1,035,000	22,990	16,140	-	32,573	216,432	152,867	31,350	-	7,220,473
Total Tax Levy	298,883,592	21,735,000	1,122,990	788,398	-	1,591,078	10,572,010	7,467,089	1,531,350	-	343,691,507
Less: County Program Aid	19,815,395	-	-	-	-	-	-	-	-	-	19,815,395
Total Tax Levy After County Program Aid	279,068,197	21,735,000	1,122,990	788,398	-	1,591,078	10,572,010	7,467,089	1,531,350	-	323,876,112

**Suburban Only Levy Total**

	Library Operations & Technology	Library Debt Service	Total Library Funds	Countywide & Suburban Only
2022 Proposed Budget	12,885,576	2,851,213	15,736,789	785,195,817
<b>Financing</b>				
Estimated Revenue	488,845	251,400	740,245	431,887,687
Other Tax Collections	75,476	0	75,476	2,265,000
Fund Balance	0	(329,669)	(329,669)	(678,641)
Subtotal	564,321	(78,269)	486,052	433,474,046
Property Tax Levy	12,321,255	2,929,482	15,250,737	351,721,771
Plus: Allowance for Uncollectibles	241,398	146,474	387,872	760,834
Total Tax Levy	12,562,653	3,075,956	15,638,609	359,330,116
Less: County Program Aid	771,109	-	771,109	20,586,504
Total Tax Levy After County Program Aid	11,791,544	3,075,956	14,867,500	338,743,612

Item Number: 2021-752

Meeting Date: 12/21/2021

**Sponsor:** Finance

### Title

Approval of the 2022-27 Capital Improvement Program Plan and 2022-23 Capital Improvement Program Budget and Financing

### Recommendation

1. Approve the 2022-27 Capital Improvement Program Plan, the 2022-23 Capital Improvement Program Budget, and 2022 Capital Improvement Program Financing.
2. Authorize the County Manager to enter into agreements and contracts and execute amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the Capital Improvement Program funding.

### Background and Rationale

The Ramsey County Home Rule Charter, Chapter 10, Section 10.01 (a) (2), and Section 10.05, requires Ramsey County to prepare a five-year capital improvement program plan and capital improvement program budget for the ensuing fiscal year. County Board Resolution 2005-068, dated February 15, 2005, authorized the County Manager to develop and implement two year budgets beginning with 2006 and 2007.

The Ramsey County Board of Commissioners met as the Budget Committee of the Whole on September 13, 2021, to review the Capital Improvement Program Plan and Budget as proposed by the County Manager and the Capital Improvement Program Citizens Advisory Committee.

Staff is requesting the approval and adoption of the 2022-27 Capital Improvement Program Plan, the 2022-23 Capital Improvement Program Budget and the 2022 Capital Improvement Program Financing. In addition, to be consistent with the Transportation Improvement Program, staff is requesting procurement authority for the County Manager regarding capital improvement plan agreements and contracts.

The Capital Improvement Program 2022-23 Budget and 2022-27 Plan are available at <https://www.ramseycounty.us/sites/default/files/Budget%20and%20Finance/2022-2023%20CIP%20BUDGET%20BOOK.pdf>.

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

Well-being       Prosperity       Opportunity       Accountability

### Racial Equity Impact

The racial equity impact of departments, programs and services is included in the 2022-23 Biennial Budget documents and was discussed during the budget hearings in August and September of 2021. In addition, Finance held multiple events in the community in June and August 2021 to share information and receive feedback on the budget with specific outreach to racially and culturally diverse communities.

### Community Participation Level and Impact

Two public hearings are incorporated in the budget process and included opportunities for public comment:

- September 14, 2021 at 4:30 p.m. -Virtually via Zoom in the Council Chambers at the Ramsey Courthouse, Council Chambers - Third floor, 15 W. Kellogg Blvd., Saint Paul, MN 55102.
- November 29, 2021 at 6:30 p.m. - Virtual via Zoom and in the Red Cap Room at Union Depot, 214 East Fourth Street, Saint Paul, MN 55101.

The County Manager also presented the proposed budget to the community on August 30, 2021.

The information on the presentations and 2022-23 Biennial Budget is available at

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Inform       Consult       Involve       Collaborate       Empower

### **Fiscal Impact**

Capital Improvement Financing of \$265,007,342 in 2022 and \$254,457,815 in 2023 will fund previously approved projects throughout the county. The Debt Service levy remains the same as in previous years at \$20.7 million per year.

### **County Manager Comments**

No additional comments.

### **Last Previous Action**

On November 29, 2021, the Ramsey County Board held a Public Hearing on the 2022-23 proposed biennial budget and 2022 tax levy.

On September 27, 2021, the Joint Property Tax Advisory Committee accepted the overall maximum property tax levy for the jurisdictions of the City of Saint Paul, I.S.D. No. 625 (Saint Paul Public Schools), and Ramsey County (within Saint Paul only), for taxes payable in 2022.

On September 21, 2021, the Ramsey County Board approved setting the proposed maximum levy of \$338,743,612 (Resolution B2021-207).

On September 14, 2021, the Ramsey County Board held a Public Hearing on the 2022-23 proposed biennial budget and 2022 tax levy.

On September 13, 2021, the Budget Committee of the Whole reviewed the proposed 2022-27 Capital Improvement Program Plan and the proposed 2022-23 Capital Improvement Program Budget.

On August 24, 2021, the County Manager presented the proposed 2022-23 biennial budget to the Ramsey County Board of Commissioners.

### **Attachments**

1. 2022 - 23 Capital Improvement Program Budget Information

**2022 - 2023 Capital Improvement Program Budget**

Projects	2022	2023
<u>Care Center</u>		
Card Access and Camera System Design & Replacement	\$52,000	\$50,000
Exterior Tuck Pointing & Brick Repair	95,250	-
Plumbing System Update	290,000	-
Heating, Ventilation, & Air Conditioning (HVAC)	162,800	1,464,367
Building Automation System Upgrade	-	178,000
Roof Replacement	-	73,444
<u>Central Fleet</u>		
Hoist Replacement	200,000	-
Heavy Duty Mobile Column Lifts	-	200,000
<u>Community &amp; Economic Development</u>		
Strategic Development Opportunities	20,000,000	20,000,000
<u>Emergency Communications</u>		
Dispatch Center Renovation	980,000	-
Arden Hills UPS Replacement	125,000	-
Arden Hills Generator	-	225,000
<u>Lake Owasso Residence</u>		
Fire Alarm System & Device Replacement	80,000	-
Resident Houses Bathroom Repairs	108,760	-
Heating, Venting & Air Conditioning (HVAC) Replacement	188,851	-
Roof and Gutters Systems Replacement	-	428,577
<u>Parks &amp; Recreation</u>		
Natural Resource Habitat Restoration	-	200,000
Bituminous Projects	621,071	219,989
Capital Asset Management-Arenas	425,000	425,000
Playground Replacements	-	700,000
Americans with Disabilities Act (ADA) Facilities Implementation	-	300,000
Regional Park & Trail Development	3,017,300	1,599,300
Goodrich & Manitou Ridge Golf Course Improvements	4,054,235	2,682,311
<u>Property Management</u>		
Landmark Center-Fire System Update	239,400	-
Building Security System Panel Controls Update	364,000	266,000
Landmark Center-Basement & 5th Floor Restroom Renovation	-	665,000
Landmark Center-Vertical Heat Pipe System Engineering	-	100,000
Building Automation Systems	3,484,721	700,000
Building Exterior Envelope Restoration	-	350,000
City Hall/Courthouse Roof & Rooftop Ductork	-	2,150,300
Metro Square Exterior Envelope Assessment & Repair	3,559,552	-
90 West Plato Building Exterior Envelope Restoration	232,510	3,996,481
<u>Projects (continued)</u>		
<u>Public Works</u>		
Pavement Preservation	5,105,000	6,100,000
County State Aid Highway Road Construction	29,485,000	34,440,000
Traffic Signal Upgrades	2,600,000	2,215,000
Drainage Systems & Structures	720,000	600,000
Comprehensive Bridge Maintenance	100,000	400,000
Pedestrian and Bike Facilities	1,685,000	1,840,000
Americans with Disabilities Act (ADA) Compliance	700,000	700,000
Roadway Appurtenances	100,000	400,000
New Equipment	80,000	80,000
Wheelage Tax Transfer to Operations	1,523,210	1,593,143
Multi-Modal Planning Projects	177,030,000	162,430,000
<u>Sheriff</u>		
Water Patrol Station Security	478,900	-
Water Patrol Search, Rescue, & Recover Equipment	87,856	-
Patrol Station Security	686,711	211,789
Safety & Security Enhancements-Adult Detention Center	1,411,800	1,545,921
<u>Other</u>		
Bond Issuance Costs	176,583	192,821
<u>Building Improvements - Property Management</u>		
Courthouse/City Hall	247,246	247,246
General Building Fund	2,360,817	2,360,817
Libraries	380,838	380,838
Public Works/Patrol Station	495,721	495,721
<u>Building Improvements/Repairs (funded by non-County sources)</u>		
Parks & Recreation	172,210	150,750
<b>Total 2022 - 2023 CIP Budget (non-levy funded)</b>	<b>263,907,342</b>	<b>253,357,815</b>

**2022 - 2023 Capital Improvement Program Budget**

<u>Building Improvements/Repairs (levy funded)</u>		
Extension Barn	33,320	33,320
Landmark Center	199,800	199,800
Parks & Recreation	866,880	866,880
Total 2022 - 2023 CIP Budget (levy funded)	<u>1,100,000</u>	<u>1,100,000</u>

Total 2022 - 2023 Capital Improvement Program Budget \$265,007,342 \$254,457,815

**2022 Capital Improvement Program Financing**

<u>Sources</u>		<u>2022</u>
<u>Bonds</u>		
10 Year Bonds (Regular Projects & Issuance Costs)	\$6,000,000	
20 Year Bonds (Major Projects & Issuance Costs)	33,000,000	
Total Bond Financing	<u>39,000,000</u>	

Other Funding Sources

Federal Funds	81,990,000
State Funds	9,515,210
Municipal/Other Funds (including Wheelage Tax)	128,812,510
Other County Funds:	
Emergency Communications Fund Balance	1,105,000
Courthouse/City Hall rent and Fund Balance	247,246
General Building Fund rent and Fund Balance	2,360,817
Libraries rent and Fund Balance	380,838
Public Works/Patrol Station rent and Fund Balance	495,721
Total Other Funding Sources	<u>224,907,342</u>

Total Bond Financing and Other Funding Sources 263,907,342

Capital Improvement Levy for Buildings Improvements/Repairs 1,100,000

Total 2022 Capital Improvement Program Financing \$265,007,342