

Memorandum

TO: City Council
FROM: Tom Wesolowski , Public Works Director
DATE: November 17, 2025
SUBJECT: Authorize contract with the MN Department of Corrections
ITEM NUMBER: 8.f
SECTION: CONSENT AGENDA

REQUESTED MOTION

To authorize the execution of an ICWC contract with the Minnesota Department of Corrections for the provision of a full time offender work crew for 2026 and 2027.

INTRODUCTION

The adopted 2026-2027 budget includes funding for outsourced labor activities. The city has negotiated a two year contract with the Minnesota Department of Corrections (DOC) for a full time offender work crew and supervisor for 2026 and 2027. City council authorization for the contract is requested at this time.

DISCUSSION

The city has utilized a fulltime work crew provided by the DOC since 2011. This crew performs routine labor functions that support both public works and parks maintenance activities throughout the year including painting fire hydrants, tree and brush removal, rain garden plantings, roadway median clean-up and plantings, clearing walkways and transit stop facilities during the winter, etc. The proposed 2026 and 2027 budget anticipates the continued use of this resource. The total negotiated value of the new contract is \$214,000 for the two years, which reflects an 2.0% increase from the previous two year contract. Signing a two year agreement insures the city cost remains at \$107,000 for two consecutive years without any additional contract increases. A copy of the proposed contract is attached for reference and has been reviewed by the city attorney.

This year, supervisors from public works and parks maintenance met to review the program and determined it was still providing a benefit to the city. The biggest advantage is that the DOC crew is large enough to work on larger maintenance projects, allowing city staff to work on other projects. If the city did not have access to the DOC crew, additional seasonal staff and outside services would be required to complete the public works and parks maintenance programs. It was also decided that the public works superintendent would serve as the main contact to the DOC crew lead and supervisor of the program to discuss issues or changes that may come up. It was determined that having one main contact would reduce the chance of miscommunication and make sure any issues would be resolved.

RECOMMENDATION

It is recommended the city council authorize the execution of the contract with the Minnesota

Department of Corrections.

ATTACHMENTS

[MN DOC contract 2026 & 2027](#)