

**Authority (C.F. or A.O.)**

**LEASE NO. PR/027**

FINANCE DEPT. LEASE NO.

**DATE**

January 1, 2013

**LESSOR**

Division of Parks and Recreation

**LESSEE**

District 16 Community Council  
Summit - Hill Association

**ADDRESS:** 860 Saint Clair Ave, Saint Paul, MN 55105

**(1) Leased Premises.** The LESSOR, in consideration of payment of the Basic Rent and Additional Rent hereinafter specified to be paid by the LESSEE, and the covenants and agreements herein contained, does hereby lease, demise and let unto LESSEE the following premises, which are hereinafter referred to as the "Leased Premises":

Linwood Community Recreation Center

Block 7 Haldeman's Addn. and that part of vacated Victoria Street accruing thereto, Saint Paul, Ramsey County.

together with any and all building, fixture in such buildings, improvements and/or structures, if any, located thereon;

Whose Street Address is: 860 Saint Clair Avenue,  
Saint Paul, MN 55105

Community Council Office in Linwood Community Recreation Center, Approximately 251 square feet.

LESSEE shall have separate key and security alarm for this room.

**(2) Term of Lease.** This lease shall be in effect for a term commencing and ending on the dates indicated below, unless terminated by the LESSOR as provided herein. LESSOR will provide LESSEE with written notice of the LESSOR'S intent to renew the Lease Agreement at least 90 days prior to the ending date of this agreement. LESSEE will provide LESSOR with

written notice the LESSEE'S intent to renew the Lease Agreement at least 90 days prior to the ending date of this agreement. If both parties agree to renew, a new agreement will be written at new year rates.

<b>Term (Months/Years)</b>	<b>Commencing Date</b>	<b>Ending Date</b>
<b>3 year</b>	<b>January 1, 2013</b>	<b>December 31, 2015</b>

(3) **Use of Premises.** The premises shall be used and occupied by LESSEE for the following purpose:

District 16 Community Council Office, Summit Hill Association

and for no other purpose without the prior written consent of LESSOR.

(4) **Basic Rent.** Rent shall be paid by the LESSEE in advance, on the first day of each and every payment period thereafter as indicated by the Payment Schedule below:

2013 Total Basic Rent \$8.53/Sq.ft. Payment Schedule first of each month

During Lease Term 2013  
\$2,141.03/year, \$178.42/month

2014 Total Basic Rent \$8.65/Sq.ft. Payment Schedule first of each month

During Lease Term 2014  
\$2171.15/year, \$180.93/month

2015 Total Basic Rent \$8.78/Sq.ft. Payment Schedule first of each month

During Lease Term 2015  
\$2203.78/year, \$183.65/month

LESSEE shall make all payments of Basic rent and Additional Rent to LESSOR at the following address:

Manager of Recreation, 400 City Hall Annex, 25 W. 4th St., St. Paul, MN 55102

The applicable account number for city Finance Accounting Code is: 23181

(5) **Additional Rent.** The LESSEE shall pay all Additional Rent as billed. Additional Rent means all amounts, other than Basic Rent provided for in paragraph 4 above, which LESSEE is or may become obligated to pay under this paragraph or other provisions of this

Lease. Additional Rent includes, but is not limited to, the following fees, costs and expenses: (a) telephone (b) costs for the repairs, improvements or alterations required to be made by the LESSEE in paragraph 12 of this Lease; (c) cost for use of any other space in Linwood Community Recreation Center during non-programming hours. Charges would be in class II of the Policy for use of Recreation Facilities, and permits must be secured.

**(6) Use of Additional Space Beyond Lease Space.** This lease entitles LESSEE to use of Community Council Office as office space. No other space is included for exclusive use. LESSEE shall have access to restrooms when the Center is open for normal programming hours, usually 9:00 a.m. to 9:00 p.m., Monday - Thursday, and Friday 9:00 AM to 6:00 PM except holidays. LESSEE may also have access to kitchen during normal programming hours when classes are not in session in kitchen to use water, plug in own appliances, use stove and refrigerator and store limited foodstuffs. LESSEE may schedule use of meeting room with Director. Use of meeting room will be at no charge during normal programming hours. Availability of meeting room will depend upon recreation needs being met first and taking priority.

**(7) Right of Entry.** At all times during the term of this lease, the LESSOR shall have the right, by itself, its agents and employees, to enter into and upon the Leased Premises during reasonable business hours for the purpose of examining and inspecting the same.

**(8) LESSEE'S Insurance.** LESSEE shall maintain during the term of this lease and upon the leased premises certain insurance coverage which is described as follows:

- (a) WORKERS COMPENSATION INSURANCE with coverage not less than the statutory limits and EMPLOYERS LIABILITY INSURANCE with limits of not less than:
  - \$100,000 per disease
  - \$100,000 per person
  - \$100,000 per accident
  
- (b) COMPREHENSIVE GENERAL LIABILITY insurance including blanket contractual liability coverage and personal liability coverage with a combined single limit of not less than:
  - \$350,000 per incident/\$1,000,000 PER OCCURRENCE

Such insurance shall (1) name the City of Saint Paul, its elected and appointed officers, employees and agents as additional insureds; (2) be primary with respect to LESSOR'S insurance or self-insurance program; (3) contain a standard cross liability endorsement, (4) not exclude explosion, collapse and underground property damage; (5) be written on an "Occurrence" Form policy basis; and (6) The policies required in this section shall contain a clause that the insurer cannot cancel or change the insurance without first giving the LESSOR 30 days' prior written notice.

- (c) PROPERTY INSURANCE including fire, extended coverage and all-risk insurance covering the demised premises and all property located therein belonging to LESSOR will be provided by LESSOR and LESSEE will pay LESSOR at the rate of .08 cents per square foot of leased space for above insurance coverage. **251 square feet of leased space at .08 cents per square foot results in an annual payment of \$20.08 by LESSEE to LESSOR to be made with the first monthly rent payment.**
- (d) The insurance shall be placed with responsible insurance companies authorized and licensed to do business in the State of Minnesota and approved by LESSOR and certificates of insurance showing proof of insurance shall be delivered to LESSOR on the date of LESSOR'S execution of this agreement. The policies shall not be invalid due to any act or omission on the part of the LESSOR. If such certificate is not delivered to the LESSOR as provided, the LESSOR may at its option terminate the Lease or place the insurance itself and bill the LESSEE for the cost of coverage as Additional Rent.

If for any reason any of the insurance is void, the LESSEE is responsible to the LESSOR for the total amount of the uninsured loss.

**(9) Cancellation or Termination.** This lease shall be subject to cancellation and termination by LESSOR in the event the LESSEE materially violates the terms of this agreement and the LESSOR gives the LESSEE notice in writing at least 30 days in advance of the date of such termination. Any unearned rental paid by the LESSEE shall be returned to LESSEE without interest.

**(10) Notice.** All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when served personally on LESSOR or LESSEE, or when made in writing and deposited in the United States Mail, certified and postage prepaid, and addressed to the LESSEE at the address stated on page 1 and to the LESSOR, at the Division of Parks and Recreation, 400 City Hall Annex, 25 W. Fourth St., Saint Paul, Minnesota 55102. The address to which the notice shall be mailed may be changed by written notice given by either party to the other. Nothing herein shall preclude the giving of such address change notice by personal service.

**(11) Assignment and Subletting.** LESSEE shall not assign nor sublet this lease without the written consent of the LESSOR, which consent must be obtained prior to the execution of any agreement to assign or sublease the Lease Premises.

**(12) Maintenance and Repairs.** LESSEE shall, at its own cost and expense, be responsible for all repairs, maintenance and upkeep of the Leased Premises, including but not limited to emergency repairs of any kind that are due to LESSEE'S intentional or negligent acts. LESSEE will perform or conduct basic and routine maintenance and repair to keep the Leased Premises in good repair, safe and in compliance with applicable fire, health, building and other life safety codes.

**(13) Payments in Case of Default.** LESSEE shall pay LESSOR all costs and expenses, including reasonable attorney's fees in any action brought by LESSOR to recover any rent due and unpaid hereunder, or for the breach or default of any of the covenants or agreements contained in this lease, or to recover possession of said property, whether such action progresses to judgment or not.

**(14) Surrender of Premises.** The LESSEE, at the expiration of said term, or any sooner termination of this lease, shall quit peacefully and surrender possession of said property and its appurtenances to LESSOR in as good order and condition as the property was delivered to the LESSEE.

**(15) Indemnity.** The LESSEE agrees to indemnify, defend, save and hold harmless the City of Saint Paul and any agents, officers and employees thereof from all claims, demands, actions or causes of action of whatsoever nature or character, arising out of or by reason of the lease of the herein described premises by the LESSOR to the LESSEE, or the use or condition of the premises or as a result of the operations or business activities taking place on the premises. It is fully understood and agreed that LESSEE is aware of the conditions of the leased premises and leases the same "as is". This indemnification does not extend to claims arising out of the lessor's duty to maintain exterior and/or interior common areas of the building housing the leased premises.

**(16) Pollution and Contaminants.** LESSEE agrees to comply with all ordinances, laws, rules and regulations enacted by any governmental body or agency relating to the control, abatement or emission of air and water contaminants and/or the disposal of refuse, solid wastes or liquid wastes.

LESSEE shall bear all costs and expense arising from compliance with said ordinances, laws, rules, or regulations and shall indemnify, defend, save and hold harmless LESSOR from all liability, including without limitation, fines, forfeitures, and penalties arising in connection with the failure by LESSEE to comply with such ordinances, laws, rules or regulations. LESSOR has the right to perform cleanup and charge the LESSEE for such costs should the LESSEE fail to comply.

**(17) Destruction.** In the event of damage to or destruction of the Leased Premises or in the event the premises become untenable or unfit for occupancy due to such damage during the term of this Lease, LESSOR may at its option: terminate the lease upon fifteen (15) days written notice to LESSEE; or within fifteen (15) days agree to restore the premises within a specified time period following the casualty, charging the costs in excess of the insurance proceeds, if any, to the LESSEE as Additional Rent; or may direct that LESSEE promptly restore the Lease Premises to substantially the condition existing immediately prior to such damage or destruction, and for that purpose, if such damage or destruction was caused by perils insured against the LESSOR shall make available to LESSEE pro rata, as work progresses, the net proceeds of such insurance. If such proceeds are insufficient to pay the entire costs thereof, LESSEE agrees to pay as Additional Rent, a lump sum payment (or in a form agreed upon by the LESSOR) equal to the remainder of such cost. The Basic Rents to be paid during the restoration period shall be abated

in proportion to the percentages of loss and impairment of the use of the Lease Premises as determined by the LESSOR, times the number of days of loss or impairment.

**(18) Events of Default.** Any of the following events occurring during the term of this lease shall constitute an event of default by the LESSEE:

- (a) the filing of a petition to have LESSEE adjudicated bankrupt or a petition for reorganization or arrangement under any laws of the United States relating to bankruptcy filed by LESSEE;
- (b) in the event a petition to have LESSEE adjudicated bankrupt is filed against LESSEE, the failure to dismiss such petition within ninety (90) days from the date of such filing;
- (c) the assets of LESSEE or of the business conducted by LESSEE on the Leased Premises be assumed by any trustee or other person pursuant to any judicial proceedings;
- (d) LESSEE makes any assignment for the benefit of creditors;
- (e) the failure by LESSEE to timely pay Basic Rent of Additional rent as required by this Lease;
- (f) the material failure by LESSEE to observe and perform any covenant, condition or agreement on its part to be observed or performed as required by this Lease;  
or
- (g) the failure by LESSEE or its surety to discharge, satisfy or release any lien or lien statement filed or recorded against the Lease Premises within 60 days after the date of such filing or recording, whichever date is earlier.

It is an express covenant and agreement of LESSOR and LESSEE that LESSOR may, at its election, terminate this Lease in the event of the occurrence of any of the events described in this paragraph or in paragraph 23 relating to liens by giving not less than ten (10) days' written notice to LESSEE; and when so terminated, LESSOR may reenter the Leased Premises. This Lease and its Leased Premises shall not be treated as an asset of LESSEE'S estate. It is further expressly understood and agreed that LESSOR shall be entitled upon such reentry, notwithstanding any other provision of this Lease, to exercise such rights and remedies as are provided in Default Remedies Section of the Lease.

**(19) Compliance with Laws.** The property described herein may be used for only the purposes stated herein. It is the sole and exclusive responsibility of the LESSEE in the use of the property to comply with any and all laws, rules, regulations or ordinances imposed by any jurisdiction affecting the use to which the property is proposed to be put. Inability or failure on



the part of the LESSEE to comply with any of said laws, rules, regulations or ordinances will not relieve the LESSEE of the obligation to pay the rental provided herein.

**(20) Non-Discrimination.** The LESSEE for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree, as a covenant running with the land, that (1) no person, on the ground of race, sex, color, sexual preference or orientation, familial status, creed, religion, age, disability, marital status, status with respect to public assistance, or national origin or ancestry shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in connection with the construction of any improvements on said lands and the furnishing of services thereon, no discrimination shall be practiced in the selection of employees and contractors, by contractors in the selection and retention of first-tier subcontractors, and by first-tier subcontractors in the selection and retention of second-tier subcontractors, (3) that such discrimination shall not be practiced against the public in their access to and use of the facilities and services provided for as public accommodations (such as eating, sleeping, rest, and recreation) constructed or operated on the Leased Premises, and (4) that the LESSEE shall use the premises in compliance with all other requirements imposed pursuant to the St. Paul Legislative Code Chapter 183.

**(21) Liens.** The LESSEE shall not permit mechanic's liens or other liens to be filed or established or to remain against the Leased Premises for labor, materials or services furnished in connection with any additions, modifications, improvements, repairs, renewals or replacements made to the Leased Premises, or for any other reason, provided that if the LESSEE shall first notify the LESSOR of its intention to do so and shall deposit in escrow with the LESSOR a sum of money or a bond or irrevocable letter of credit acceptable to the LESSOR equal to the amount of the claim of lien, LESSEE may in good faith contest any such claims or mechanic's or other liens filed or established and in such event may permit the items contested to remain undischarged and unsatisfied during the period of such contest. If, in the opinion of the LESSOR, the nonpayment of any such items subjects the Leased Premises to any loss or forfeiture, the LESSOR may require the LESSEE to use the escrow account to promptly pay all such unpaid items and if LESSEE fails to pay from the escrow account, the LESSOR may pay the charge and bill the LESSEE as Additional Rent.

**(22) Eminent Domain.** In the event the entire Leased Premises are taken by eminent domain, or such portion thereof is so taken that in LESSEE'S reasonable judgment it is uneconomic thereafter to restore the Leased Premises and proceed under the terms and provisions of this Lease, LESSEE may terminate this Lease by giving to LESSOR thirty (30) days' written notice of termination, effective as of the date on which the condemning authority acquires legal title or physical possession of the Leased Premises. LESSEE hereby waives and releases any claim to or share in the Award of Compensation for taking, notwithstanding any other provision of law, this Lease or another agreement. LESSEE may to the extent otherwise permitted in the eminent domain proceeding, remove its own trade fixtures at its own expense.

**(23) Default Remedies.** In the event an Event of Default occurs under paragraph 18 of this Lease, LESSOR may exercise any one or more of the following remedies:

- (a) re-enter and take possession of the Premises without termination of this Lease, and use its best efforts to lease the Premises to, or enter into an agreement with, another person for the account of LESSEE;
- (b) terminate this lease, exclude LESSEE from possession of the Premises, and use its best efforts to lease the Premises to, or enter into an agreement with another in accordance with applicable law;
- (c) exclude LESSEE from possession of the Premises, with or without terminating this lease and operate the Premises itself;
- (d) terminate the Lease, exclude LESSEE from possession of the Premises, sell all or any part of the Premises at the best price obtainable (provided such sale is permitted by applicable law), such sale to be on such terms and conditions as the LESSOR, in its sole discretion, shall determine and apply the proceeds of such sale less any expenses thereof for the account of LESSEE.
- (e) exercise any remedies available to it under the Minnesota Uniform Commercial Code;
- (f) take whatever action at law or in equity may appear necessary or appropriate to collect the Basic rent and Additional Rent then due and thereafter to become due, or to enforce performance and observance of any obligation, agreement or covenant of the LESSEE under this Lease.
- (g) in exercising any of its remedies set forth in this Section, the LESSOR may, whether or not the Lease is then in effect, hold the LESSEE liable for the difference between the payments and other costs for which the LESSEE is responsible under this Lease.
- (h) no remedy herein conferred upon or reserved to LESSOR is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this lease or now or thereafter existing at law or in equity by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the LESSOR to exercise any remedy reserved to it on this Provision, it shall not be necessary to give any notice, other than such notice as may be herein expressly required.

(24) **Amended.** Anything herein contained to the contrary notwithstanding, this lease may be terminated, and the provisions of this lease may be, in writing, amended by mutual consent of the parties herein.



IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year in this Lease first above written.


APPROVED AS TO FORM

LESSOR - CITY OF SAINT PAUL

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Director of Financial Services

\_\_\_\_\_  
Director of Parks and Recreation

  
LESSEE - District 16- Summit Hill Assoc.

\_\_\_\_\_  
Executive Director  
Summit Hill Association

**SFM - The Work Comp Experts**  
SFM Mutual Insurance Company

Information page

**Workers' compensation and employers' liability insurance policy**

**Policy Number:** 032210.205

**Policy Issued:** 11/17/2011

**MGA:** Compcost Inc

**Renewal of Number:** 032210.204

**Item 1. Insured mailing address**

Summit Hill Association District 16 Plan  
860 Saint Clair Ave  
Saint Paul, MN 55105-3210

**Agent address**

Western Insurance Agency Inc  
1740 Rice St  
Ste 200  
Saint Paul, MN 55113-6825

**Legal Entity:** Non Profit

**Item 2. Policy period:** 01/01/2012 to 01/01/2013 12:01 A.M. STANDARD TIME AT THE INSURED'S MAILING ADDRESS

**Item 3. Coverage**

**A. Workers' Compensation Insurance:** Part One of the policy applies to the Workers' Compensation Law of MN.

**B. Employers' Liability Insurance:** Part Two of the policy applies to work in each state as listed in item 3A. The Limits of our liability under Part Two are:

**Bodily Injury by Accident**  
\$100,000 each accident

**Bodily Injury by Disease**  
\$500,000 policy limit

**Bodily Injury by Disease**  
\$100,000 each employee

**C: Other States Insurance:** Part Three of the policy applies to the states, if any, listed here:  
AZ, CO, FL, IA, IL, IN, KS, MI, MO, MT, NE, NV, OK, SD, WI

**D: This Policy includes these endorsements and schedules:**

WC000414 WC220000 WC000419 WC220601D WC000422A

**Item 4. Premium**

The premium is determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

**See Schedule**

**SFM**  
The Work Comp Experts®

Insured: Summit Hill Association District 16 Plan  
Policy Period: 01/01/2012 to 01/01/2013

Policy Number: 032210.205

**Premium Schedule**

**Minnesota**

Classification Description	Class Code	Premium Basis Total Estimated Annual Remuneration	Rate per \$100 of Remuneration	Estimated Annual Premium
Clerical Office Employees Noc	8810	55,221	0.26	144
Expense Constant	0900			195
Terrorism Risk Insurance	9740			11
Minimum Premium		\$202	Total Estimated Annual Premium	\$350
State of MN Special Compensation Fund Assessment - 0174				6
WCRA Assessment - 0988				1
Total Estimated Cost				\$357

Minnesota ID# 502251

FEIN# 411248455

Unemployment ID# 01220963-0000

SIC Code: 7339

By \_\_\_\_\_  
Authorized Representative





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/6/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Western Insurance Agency 1740 Rice Street, Suite 200  Saint Paul MN 55113	CONTACT NAME: Brenda Hoven	
	PHONE (A/C No, Ext): (651) 489-4119	FAX (A/C, No): (651) 489-0507
	E-MAIL ADDRESS: bhoven@wiagency.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Summit Hill Association - District 16 Planning 860 St. Clair Avenue  St. Paul MN 55105-3210	INSURER A: Philadelphia Insurance Company	
	INSURER B: SEM Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 12-13 Liability REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PHPK802299	1/1/2012	1/1/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			GENERAL AGGREGATE \$ 3,000,000			PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY			PHPK802299	1/1/2012	1/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED	RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			032210205	1/1/2012	1/1/2013	WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
City of St Paul is an additional insured as their interest may appear.

**CERTIFICATE HOLDER**

(651) 292-7244

City of St Paul, Parks & Recreation  
Attn: Thomas Russel  
Baker Community Center  
209 W. Page Street  
St Paul, MN 55107

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joyce Starks, CIC/BMH

**City of Saint Paul Financial Analysis**

1	<u>File ID Number:</u>	RES 13-174		
2				
3	<u>Budget Affected:</u>	Operating Budget	Parks and Recreation	Special Fund
4				
5	<u>Total Amount of Transaction:</u>	\$6,515.96		
6				
7	<u>Funding Source:</u>	Other	Please Specify:	
8			Rent Revenue per Lease Agreement	
9	<u>Charter Citation:</u>	10.7.1		
10				
11				

**Fiscal Analysis**

14 Resolution authorizing Parks & Recreation to enter a three year lease agreement with Summit Hill Association Community Council District 16  
 15 for office space at Linwood Recreation Center. The terms specify a total rent amount of \$6,515.96 to be paid to the City over the lease period  
 16 of 1/1/2013 - 12/31/2015. This revenue is included in the existing Recreation Special Fund Budget.

**Detail Accounting Codes:**

30	Company	Accounting Unit	Account	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
32	<b>Spending Changes</b>						
33	<i>(Action Accomplished)</i>						
34	XXXX	XXXXXXXX	XXXXX	(Item description)	-	-	-
35	XXXX	XXXXXXXX	XXXXX	(Item description)	-	-	-
36					TOTAL: -		
37	<b>Financing Changes</b>						
38	<i>(Action Accomplished)</i>						
39	XXXX	XXXXXXXX	XXXXX	(Item description)	-	-	-
40	XXXX	XXXXXXXX	XXXXX	(Item description)	-	-	-
41					TOTAL: -		

42  
43  
44  
45  
46  
47  
48  
49

**RESOLUTION # 13-01**  
**District Council Lease Agreement Renewals**

WHEREAS, District Councils 7 (Thomas / Dale Planning Council), 12 (Saint Anthony Park Community Council), 14 (Macalester-Groveland Community Council), 15 (Highland Area Community Council), and 16 (Summit-Hill Association) wish to renew their office space lease agreements between the City of Saint Paul Department of Parks and Recreation at the following locations:

Thomas / Dale Planning Council:	West Minnehaha Recreation Center 685 West Minnehaha Avenue; Saint Paul, MN
Saint Anthony Park Community Council:	South Saint Anthony Recreation Center 690 Cromwell Avenue; Saint Paul, MN
Macalester-Groveland Community Council:	Edgumbe Recreation Center 320 Griggs Street South; Saint Paul, MN
Highland Area Community Council:	Hillcrest Recreation Center 1978 Ford Parkway; Saint Paul, MN
Summit-Hill Association:	Linwood Recreation Center 860 Saint Clair Avenue; Saint Paul, MN; and

WHEREAS, the District Councils strive to promote citizen participation in government and community decisions, foster the well being of Saint Paul neighborhoods, and enhance the quality of life in the City of Saint Paul; and

WHEREAS, the District Councils have leased office space at the above locations; and

WHEREAS, the Department of Parks and Recreation believes lease of office space at the recreation centers is an acceptable use of the space, has a public purpose, and does not detract from the delivery of recreation services; and

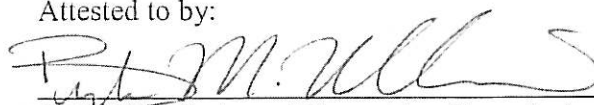
NOW, THEREFORE, BE IT RESOLVED, that the Saint Paul Parks and Recreation Commission recommends the continuation of the lease agreements with the District Councils.

Adopted by the Saint Paul Parks and Recreation Commission on:

Approved:	Yeas	<u>7</u>
	Nays	<u>0</u>
	Absent:	<u>2</u>

Resolution #13-01

Attested to by:


  
 Staff to the Parks and Recreation Commission





*Linwood*

*Res 13-174*

DEPARTMENT/OFFICE/COUNCIL Parks and Recreation	DATE INITIATED DRAFT
CONTACT PERSON AND PHONE Paul Prior 651-266-6370	
MUST BE ON COUNCIL AGENDA BY (DATE) ASAP	

**GREEN SHEET**

**NO. DRAFT**

INITIAL/DATE	INITIAL/DATE
<input checked="" type="checkbox"/> DEPARTMENT DIRECTOR _____	<input checked="" type="checkbox"/> CITY COUNCIL _____
<input checked="" type="checkbox"/> CITY ATTORNEY _____	<input checked="" type="checkbox"/> CITY CLERK _____
<input checked="" type="checkbox"/> FINANCIAL SERVICES DIR. _____	<input type="checkbox"/> FINANCIAL SERV/ACCTG _____
<input type="checkbox"/> MAYOR (OR ASSISTANT) _____	<input type="checkbox"/> _____

TOTAL # OF SIGNATURE PAGES 3

CLIP ALL LOCATIONS FOR SIGNATURE

ACTION REQUESTED:  
~~Request Signatures of Department Director, City Attorney, and Financial Services Director.~~

*see Dist 7  
Haulby*

*AM  
To be Green Sheet  
once Res passes  
council  
1/29/13*

RECOMMENDATIONS: Approve (A) or Reject (R)

A PLANNING COMMISSION \_\_\_\_\_

A CIB COMMITTEE \_\_\_\_\_

A CIVIL SERVICE COMMISSION \_\_\_\_\_

A \_\_\_\_\_

A \_\_\_\_\_

A \_\_\_\_\_

THE FOLLOWING QUESTIONS:

\_\_\_\_\_ for this department?

\_\_\_\_\_ possessed by any current city employee?

\_\_\_\_\_ green sheet.

INITIATING PROBLEM, ISSUE, OPPORTUNITY (Who, What, Where)  
Summit-Hill Association Community Council

\_\_\_\_\_ Saint Paul, MN 55105.

ADVANTAGES IF APPROVED:  
Such use is consistent with the mission of the community council and generates revenue. The Community Council will continue to support the use of the space.

\_\_\_\_\_ available city in America, and generates revenue. The space is easily accessible to the community members.

DISADVANTAGES IF APPROVED:  
None

DISADVANTAGES IF NOT APPROVED:  
The Community Council will have to find space elsewhere, and lost revenue.

TOTAL AMOUNT OF TRANSACTION \$6,515.96

COST/REVENUE BUDGETED (CHECK ONE):  Yes  No

FUNDING SOURCE Fee from the lease

ACTIVITY NUMBER 23181

FINANCIAL INFORMATION (EXPLAIN)

The Community Council pays for use of the space:  
\$2,141.03 for 2013  
\$2,171.15 for 2014  
\$2,203.78 for 2015

Feb 13 Agenda

Res 13-174

1/23/13



Dave Thune  
Ward-2

**DRAFT**

**DRAFT**

ward-2, Dave Thune, Dist 16

**RESOLUTION**

**Authorizing the Department of Parks and Recreation to enter into a three-year lease agreement with the Summit-Hill Association Community Council.** - District 16

WHEREAS, the Department of Parks and Recreation wishes to lease office space at the Linwood Recreation Center to the Summit-Hill Association Community Council for a period of three years; and

WHEREAS, Saint Paul Administrative Code 86.03 (2)(b) requires that "any lease of park lands and/or recreation facilities which will be for a period of more than one (1) year shall require approval by the council following a public hearing before the park commission"; and

WHEREAS, the Park Commission recommended that the lease be approved and the City Council finds that the lease of the office space at the recreation center is an acceptable use of the space and does not detract from the delivery of recreation services; now, therefore

BE IT RESOLVED, that the Saint Paul City Council hereby authorizes the appropriate city employees to enter into the attached three-year lease agreement with the Summit-Hill Association Community Council. - District 16

Res 13-174

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