

MANAGEMENT AGREEMENT BETWEEN  
THE CITY OF SAINT PAUL AND  
JOY OF THE PEOPLE

This Agreement, entered into this \_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Saint Paul, Minnesota, a municipal corporation organized and existing under the laws of the State of Minnesota (the "City"), and Joy of the People Foundation, a 501(c)(3) non-profit corporation ("JOTP").

WHEREAS, the City is the owner of South Saint Anthony Recreation Center ("South Saint Anthony"), located at 890 East Cromwell Ave, Saint Paul, MN 55114; and

WHEREAS, JOTP is a registered non-profit organization able to facilitate youth and adult programming in the recreation center building; and

WHEREAS, both parties wish to enter into an agreement for the management of programming for the spaces at South Saint Anthony which will provide benefits to the community in the form of continued recreational opportunities;

Now, therefore, parties agree as follows:

- 1) **Term.** The term of this Agreement begins upon the date of execution of this Agreement and continues for a period of five (5) years thereafter, unless earlier terminated pursuant to paragraph 10 of this Agreement.

**Renewal Term.** This Agreement may not be renewed.

- 2) **Use of Site.**

- a) JOTP shall staff, program and manage the South Saint Anthony recreation building and outdoor field space, set forth on the attached Exhibit A, during the term of this Agreement, and shall manage the staff and programs it provides at the facility. Public use of the building in the form of access to meeting rooms and recreation center restrooms will be maintained. At a minimum, restroom access must be made available during the hours JOTP programs the facility. Access to meeting rooms must be made available during regular park hours. JOTP and the City will meet annually, or if necessary, more often, to monitor the public accessibility to the building. JOTP shall post its hours of operation in a location visible to the public. JOTP agrees to post activity and gym schedules to encourage public participation in scheduled programs and drop-in activities.
- b) JOTP will have first right to schedule the interior and exterior space located at South Saint Anthony for their own programs. When not scheduled, the field space will be available to the City for programming and then to the public for general use.
- c) JOTP agrees to make South Saint Anthony available as a polling place during election years if requested by Ramsey County.

- 3) **Payment.**

- a) JOTP is responsible for the payment of all utilities at South Saint Anthony during the term of the Agreement. JOTP must ensure direct billing by utilities throughout the term of this Agreement.
- b) JOTP shall, at the beginning of the term, provide \$5,000 to be placed in an account which will be used for capital repairs and maintenance (including, but not limited to,

annual fire extinguisher testing, emergency lights testing, fire sprinkler inspection, fire alarm inspection and monitoring costs for fire) to the recreation center building. For each subsequent year, a balance of \$5,000 is to be maintained in an account by January 1st for the same use. In the event that the full \$5,000 has not been used, the remainder will carry forward for the following year and JOTP will contribute the difference between the balance and the annual \$5,000 amount. Routine repairs and maintenance are defined as those repairs or maintenance required to bring the premises back to its regular condition or to keep it operating at its present condition.

**4) Maintenance and Repair.**

- a) JOTP is responsible for all interior maintenance, housekeeping, and minor repairs for the building at its own cost. A list of maintenance responsibilities is attached as Exhibit B. If JOTP fails to maintain or repair the premises, City may elect to perform such maintenance and repair and bill JOTP for the costs.
- b) Any damages caused by the action of JOTP, its employees, agents, or invitees will be the sole responsibility of JOTP to pay for.
- c) The cost for repairs or replacements not covered in 4.A or 4.B will be distributed as follows:
  - i. JOTP will be responsible for the cost of all repairs up to a total \$5,000 each year. Payment will be made from the account established above for that purpose.
  - ii. The City will be responsible for repair costs once the account threshold has been met.
  - iii. The City will conduct routine boiler inspections and perform required maintenance on the furnace at the South Saint Anthony Recreation Center. Repair costs for the boiler will be included in the costs to be shared as outlined above.
- d) JOTP is responsible for putting trash in the dumpster provided by the City. JOTP must arrange for recycling at its own expense.
- e) The City will perform all grounds maintenance around the building, except for the artificial turf fields, for which JOTP will be responsible for maintenance, repair, upkeep, and replacement of.
- f) JOTP must perform daily litter pickup.
- g) The City will be responsible for all snow and ice removal on steps, walkways and parking lots when the snow accumulation is more than two (2) inches. Snow and ice removal is the responsibility of JOTP if the accumulation is less than two (2) inches. JOTP is responsible for clearing and shoveling the walk from the building's front door to the main sidewalk at the parking lot curb regardless of the amount of snowfall.

**5) JOTP Responsibilities.**

- a) JOTP is responsible for scheduling the interior space located at JOTP for both its own programs and use by outside groups. When the space has been made available for use by the public, it is the responsibility of JOTP to have staff onsite to open the building, prepare the space, and do any necessary clean up afterwards. The facility may only be used during regular park hours. Any use which extends past regular closing hours must have written permission of the Director.

- b) JOTP may enter into agreements with other non-profit entities or individuals to provide recreation programming, or other programs which serve a public purpose. City reserves the right to approve such agreements in advance.
- c) JOTP shall complete electronic participant accident and incident report forms in any instance where accidents or incidents on or near the facility are reported to or witnessed by JOTP representatives. Completed reports must be provided to the City within two working (2) days following an accident or incident on or near the facility property, by PDF scan attached to an email.
- d) JOTP shall develop and maintain up-to-date, facility specific, Emergency Action Plans (EAP) and Safety Data Sheets (SDS), which must be updated annually, and be consistent with the City plans. JOTP must train facility staff and volunteers on use of the EAP and SDS at least once a year.
- e) JOTP must ensure that the recreation center, or a portion thereof, is open and properly staffed when site is designated as a public polling site. Such use will be free of charge.
- f) At least monthly, JOTP must provide the City with notification of all scheduled facility rentals and events use. At a minimum, notifications will include the name of the group or individual responsible for the rental or event name, contact information, the date and time of the rental, and any additional services which might be required. If additional services such as garbage collection are required due to the event, JOTP will be responsible for the cost of such services.

**6) City Responsibilities.**

- a) Parks and Recreation’s Safety Office will conduct annual Safety and Security inspections of the facility and will notify JOTP of any deficiencies, which JOTP shall remedy in a timely manner.
- b) Parks and Recreation and JOTP will conduct a management agreement compliance assessment and site review annually. Any issues must be promptly remedied.

**7) Alterations.** JOTP will not make any alterations to the premises without the written consent of the City. If JOTP desires to make any such alterations, an accurate description of the project shall first be submitted to the City in writing and such alterations shall be done at the expense of JOTP. All such work shall be done under the City's supervision and any improvements will become the property of the City at the end of the agreement term. JOTP agrees that any alterations must be done in a workmanlike manner and in conformance with all applicable law, regulations and building codes; that the structural integrity of any and all building systems will not be impaired and that no liens will be attached to the premises by reason thereof.

**8) Notices.** The City's representative for this agreement will be the Recreation Services Manager or his/her designee. The JOTP representative for the purposes of this agreement will be the Executive Director or his/her designee. Any notices or correspondence on this agreement shall be sent to:

Saint Paul Parks and Recreation  
 400 City Hall Annex  
 25 W 4<sup>th</sup> Street  
 Saint Paul, MN 55102  
 Attn: Recreation Services Manager

E-Mail: [Shaina.abraham@stpaul.gov](mailto:Shaina.abraham@stpaul.gov)

JOTP

890 East Cromwell Ave

Saint Paul, MN 55114

Attn: Executive Director

E-Mail: [ted@joyofthepeople.org](mailto:ted@joyofthepeople.org)

All notices shall be deemed to have been given when served personally on City or JOTP or by mail upon deposit in a United States mailbox, postage pre-paid, addressed to Saint Paul Parks and Recreation or to JOTP at the above address. An electronic notification ("E-Mail Notice") shall be deemed written notice for purposes of this Section if sent to the E-Mail address specified for the receiving party. E-Mail notice shall be deemed received at the time the party sending E-Mail notice receives verification of receipt by the receiving party.

- 9) **Indemnification.** JOTP agrees to defend and indemnify the City and all its agents, officers and employees thereof from all claims, demands, actions, judgments, suits or causes of action of any nature or character, arising out of JOTP use of the premises, except to the extent such claims may be caused by the negligence of the City. JOTP shall provide the City with notice of any injuries, claims, or suits submitted to them, within thirty (30) days of receipt of such notice, claim, or suit.

**10) Insurance.**

- a) The City will insure the recreation center building for fire and comprehensive property damage coverage. JOTP will provide the following insurance during the term of the agreement:
- i. JOTP shall be responsible for the self-insurance of, or for the acquisition of Commercial Property insurance on its own personal property and the property of anyone using the facility.
  - ii. Comprehensive general liability insurance including blanket contractual liability coverage and personal injury liability coverage with a combined single limit of not less than \$1,500,000 per occurrence, or \$2,000,000 per occurrence shall be purchased by JOTP. Such insurance must: i) name the City of Saint Paul as "additional insured"; ii) be primary with respect to the City's liability insurance or self-insurance; and iii) not exclude explosion, collapse, or underground property damage. Such insurance limits shall remain equal to or greater than the Municipal Maximum Tort Liability Limits as provided under Minnesota Statutes Chapter 466.04, which may be amended from time to time, and upon amendment may require JOTP to purchase and provide evidence of additional insurance.
  - iii. Worker's Compensation insurance with not less than the statutory minimum limits, and employer's liability insurance with minimum limits of at least \$100,000 per accident. Physical/sexual abuse coverage with limits no less than \$1,500,000 aggregate or \$500,000 per occurrence.
  - iv. JOTP shall supply to the City current insurance certificates for policies required in this agreement. The certificates shall certify whether or not JOTP has errors and

omissions insurance coverage.

- b) Nothing in this agreement shall constitute a waiver by the City of any statutory limits or immunities.

**11) Non-Discrimination.** JOTP will not discriminate against any participant or employee wishing to participate in its programs or any person wishing to use the recreation center or its fields because of race, creed, religion, color, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance and will take affirmative steps to ensure that participants are treated without the same during their participation in programs or use of the facility.

**12) Right of Entry.** At all times during the term of this agreement, the City retains ownership of the premises and shall have the right, by itself, its agents and employees, to enter into and upon the Premises during reasonable business hours or, in the event of an emergency, at any time for any legitimate purpose.

**13) Termination.**

- a) Parties may mutually agree to terminate this Agreement at any time.
- b) If a party is claiming a material breach by the other party it may elect to terminate this Agreement by providing notice of such intent to terminate to the other party, stating the basis for the breach, and the amount of time the party has to cure. Failure to cure within the stated time will result in termination the day following the final cure date.
- c) Any of the following listed events will be considered a material breach by JOTP for the purposes of termination:
  - i. Failure to maintain non-profit status. In the event that JOTP fails to maintain its status as a non-profit organization or no longer offers recreational programming.
  - ii. Failure to pay utilities. In the event that JOTP fails to pay utility bills and such failure results in heat, electricity, water, or gas being shut off.
  - iii. Lapse in insurance. In the event JOTP fails to continuously maintain proper insurance as required by the Agreement and the lapse continues for a period of five days after receipt of written notice of such failure.
  - iv. Breach without cure. In the event JOTP breaches any obligation under this Agreement and such breach continues for a period of 45 days or more after receipt of written notice of such breach.
  - v. Persistent or repeated breaches. In the event JOTP has a pattern of persistent and repeated breaches, whether or not such breaches have been cured. Breaches do not need to be of the same contract requirement in each case to establish a pattern of persistent and repeated breaches.
  - vi. Bankruptcy. In the event that JOTP files a voluntary petition in bankruptcy, insolvency or a petition for reorganization, or a receiver is appointed for a substantial portion of Manager's property, or an order or decree of bankruptcy, insolvency, or reorganization is issued.
- d) It will be considered a material breach for the purposes of termination if the City repeatedly fails to perform its obligations under the Agreement,
- e) At the termination of this agreement the premises shall be surrendered peacefully and

returned to the City in the same condition as received, reasonable wear and tear notwithstanding.

- 14) **Amendments.** No amendments to this Agreement shall be effective without being reduced to writing and executed by both parties.
- 15) **Assignment.** This Agreement may not be assigned without the written consent of the other party, and any attempt to assign without such approval will render the Agreement void.
- 16) **Waiver.** Any fault of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right, this Agreement, or any of this Agreement's provisions.
- 17) **Counterparts.** The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.
- 18) **Electronic Signatures.** The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, “electronic signature” also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any party’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.
- 19) **Entire Agreement.** It is understood and agreed that this entire Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matters herein.
- 20) **Jurisdiction.** This agreement shall be construed under the laws of the State of Minnesota and any dispute regarding the interpretation or enforcement shall be venued in the Ramsey County District Court.

IN WITNESS WHEREOF, the parties have set their hands the date first written above.

CITY OF SAINT PAUL

Joy of the People

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

\_\_\_\_\_  
Executive Director

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

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

Approved as to Form

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

**EXHIBIT A: LEASED PREMISES**

