

([FileName])

Revised

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

LEASE NO. _____

FINANCE DEPT. LEASE NO. _____ [Lease Number]

DATE: June 1, 2011 – May 31, 2012



LESSOR: CITY OF SAINT PAUL
DEPARTMENT OF PARKS AND RECREATION

LESSEE: Community Action Partnership of Ramsey and
Washington County - HeadStart

450 North Syndicate Street North

Saint Paul, MN, 55104

[1] **Leased Premises.** The LESSOR, in consideration of the 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 premises hereinafter referred to as the “Leased Premises,” whose address is:

Rooms 101, 102, 104, 108, 109 and non-exclusive priority use of the kitchen (Room 203) in Baker Community Center, 209 West Page St. St. Paul, 55107, _____

which is approximately 2,793 square feet. The Lessee shall have a separate key for these rooms.

[2] **Term of Lease.** This lease shall be for a period of one year, commencing on June 1, 2011 and ending on May 31, 2012.

[3] **Use of Premises.** The LESSEE shall use and occupy the Leased Premises for the following purpose:

To provide a Head Start program for the West Side

and for no other purpose without the prior written consent of LESSOR. No other space is included for exclusive use. LESSEE shall have access to restrooms when the Center is open for normal programming hours, usually 7:30a.m. To 6:00p.m., Monday-Friday, except holidays. LESSEE may schedule use of meeting room(s) with Director. Use of meeting room(s) will be at no charge during

normal programming hours.

[4] **Rent.** Rent shall consist of Basic Rent and such Additional Rent as may apply. LESSEE shall pay all rent in advance, on the first day of the term of the lease and on the first day of each payment period thereafter as indicated in the Payment Schedule below:

(A) **Basic Rent**

Total Basic Rent During Lease Term	Payment Schedule		
	(Payment Period	Commencing Date	\$ per Period)
\$21,856.24	Monthly(7)	June 1, 2011	\$3122.32
\$15,845.75	Monthly(5)	January 1, 2012	\$3169.15

(B) **Additional Rent.** Additional Rent means all amounts, other than Basic Rent provided for in paragraph 4A above, that LESSEE shall be obligated to pay under this paragraph or other provisions of this Lease. Additional Rent may include, but is not limited to, the following fees, costs and expenses:

- 1) all utilities, including water, electric, gas, telephone, sewage and garbage collection and disposal;
- 2) costs for the repairs, improvements or alterations required to be made by the LESSEE in paragraph 9 of this Lease;
- 3) costs of repairs for damage to property caused by the willful or negligent acts of the LESSEE or its invitees.
- 4) costs of Fire and Risk insurance premiums as set forth in [6](A)(1)

In the event that LESSEE does not make such payments (or any payments required to be paid as Additional Rent), LESSOR may make the payments at its option, and the payments so paid become Additional Rent, and are due and payable by the LESSEE with the payment of Basic Rent next required after written notice of same to the LESSEE by LESSOR.

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

Saint Paul Parks and Recreation, Attention:Accounting, 25 W. 4th Street, 400 City Hall Annex, Saint Paul, MN 55102

The applicable account number for City Finance Accounting Code is:

23181-33603

All Basic and Additional Rent shall be payable on the date certain provided herein. The Lessor shall charge interest of 1.5% per month on any Basic or Additional Rent remaining unpaid beyond the due date as here provided.

[5] **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 or, in the event of an emergency, at any time for any legitimate purpose.

[6] **Insurance.**

(A) **LESSOR'S Insurance.** The LESSOR shall acquire and keep in effect during the term of this agreement the following coverages:

1) FIRE AND ALL RISK INSURANCE, on the Leased Premises shall be purchased by the LESSOR; the LESSEE shall pay, as Additional Rent, the premium for said insurance (**\$.08/sq. ft. or \$223.44 due with the first monthly payment**) and, in the event of a claim, any deductible. Said insurance shall name the City of Saint Paul as the insured.

(B) **LESSEE'S Insurance.** The LESSEE shall acquire during the term of this lease the following coverage:

- 1) The LESSEE shall be responsible for the self insurance of, or the acquisition of Commercial Property Insurance on, its personal property.
- 2) GENERAL LIABILITY INSURANCE including blanket contractual liability coverage, personal injury liability coverage and broad form property damage liability endorsement in an amount at least twice the liability limits, per person and aggregate, set forth in Minn. Stat Chapter 344 shall be purchased by LESSEE. Such insurance shall: (a) name the City of Saint Paul as additional insured; (b) be primary with respect to LESSOR'S insurance or self-insurance; (c) include an Aall services, products or completed operations@ endorsement , (d) not exclude explosion, collapse and underground property damage; (e) be written on an AOccurrence@ Form policy basis; and (f) not contain an Aaggregate@ policy limit unless specifically approved in writing by LESSOR.
- 3) AUTOMOBILE LIABILITY INSURANCE LESSEE shall carry at least the minimum statutorily required amounts of insurance on personal vehicles used in connection with this Lease.

- 4) WORKERS' COMPENSATION INSURANCE with not less than statutory minimum limits; and EMPLOYERS' LIABILITY INSURANCE with minimum limits of at least \$500,000 per accident, \$500,000 per employee and \$500,000 per disease, with an all states endorsement.
- 5) The LESSEE shall supply to LESSOR current insurance certificates for policies required. The said certificates shall certify whether or not the agent has errors and omissions insurance coverage.
- 6) The limits cited under each insurance requirement above establish minimums; and it is the sole responsibility of the LESSEE to purchase and maintain additional insurance that may be necessary in relation to this lease.
- 7) Nothing in this contract shall constitute a waiver by the LESSOR of any statutory limits or exceptions on liability.
- 8) LESSEE shall place the insurance with responsible insurance companies authorized and licensed to do business in the State of Minnesota and approved by LESSOR, and shall deliver copies of the policies to LESSOR on the date of LESSEE'S execution of this agreement.
- 9) Insurance limits of the LESSOR shall be subject to the tort claims liability limits as set forth in chapter 466 of Minnesota Statutes.

(C) Waiver of Subrogation. LESSOR waives its right of subrogation for damage to the Building, contents therein, loss of use thereof, and/or loss of income, up to the amount of insurance proceeds collected. LESSEE waives its right of subrogation for damage to property in the Leased Premises, loss of use thereof, loss of income and/or accounts receivable, up to the amount of their respective insurance proceeds collected. The parties shall notify their respective insurance companies, in writing, of the provisions of this paragraph; and, if either cannot waive its subrogation rights, such party shall immediately notify the other party, in writing.

[7] Cancellation or Termination. This lease shall be subject to cancellation and termination by LESSOR at any time during the term hereof by giving the LESSEE notice in writing at least ninety (90) days prior to the date when such termination shall become effective. In the event of such termination, and on the effective date of such termination, LESSOR shall return any unearned rental paid by the LESSEE without interest.

[8] Notice. All notices herein provided to be given, or that 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 & Recreation, 25 W. 4th St. W. 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.

- [9] **Assignment and Subletting.** LESSEE shall not assign or sublet this Lease without the written consent of the LESSOR, which consent must be obtained prior to the execution of any agreement to sublease the Leased Premises.
- [10] **Maintenance and Repairs.** LESSEE shall, at its own cost and expense, be responsible for all routine maintenance and repairs of items in the leased space and for the required repairs due to the negligence of participants or employees associated with LESSEE.
- [11] **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.
- [12] **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.
- [13] **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 Leased Premises by the LESSOR to the LESSEE, or the use or condition of the Leased Premises or as a result of the operations or business activities taking place on the Leased Premises. It is fully understood and agreed that LESSEE is aware of the conditions of the Leased Premises and leases the same Aas is.@

- [14] **Holdover.** Any holdover after the expiration of the term of this Lease shall be allowed only after receiving the written consent of the LESSOR. Said tenancy shall be deemed to be a tenancy only from month-to-month. All other terms and conditions of this Lease shall be applicable.
- [15] **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 the disposal of refuse, solid wastes or liquid wastes. LESSEE shall bear all costs and expenses 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 from the failure by LESSEE to comply with such ordinances, laws, rules or regulations. LESSOR has the right to perform cleanup and charge the LESSEE as Additional Rent for such costs should the LESSEE fail to comply. LESSEE must immediately notify the LESSOR of any pollution or contaminant release occurs.
- [16] **Controlling Lease.** In the event there is any prior existing lease or rental agreement between LESSEE and LESSOR (or its predecessor in interest) covering the subject property, it is agreed and understood that this Lease shall cancel and terminate any prior leases or rental agreements as of the effective date of this lease.
- [17] **Destruction.** In the event of damage to or destruction of the Leased Premises or in the event the premises becomes untenable or unfit for occupancy due to such damage during the term of this Lease, LESSOR may at its option:
- (A) terminate the lease upon fifteen (15) days' written notice to LESSEE; or
 - (B) within fifteen (15) days agree to restore the premises within a reasonable time period following the casualty.
- The Basic Rents to be paid during the restoration period shall be abated in proportion to the percentage of loss and impairment of the use of the Leased Premises as determined by the LESSOR, times the number of days of loss or impairment.
- [18] **Events of Default.** The occurrence of any of the following events 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 or Additional Rent as required by this Lease;
- (F) the 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 Leased Premises within sixty 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 (18) relating to liens by giving not less than ten 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 Paragraph (24) of this 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 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 by 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

- (A) no person, on the ground of race, sex, color, creed, religion, age, disability, marital status, familial status, status with respect to public assistance, national origin, sexual or affectional orientation or ancestry shall be excluded from participating in, be denied the benefits of or be otherwise subjected to discrimination in the use of said facilities;
- (B) 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;
- (C) that such discrimination shall not be practiced against the public in its access in and use of the facilities and services provided for public accommodations (such as eating, sleeping, rest and recreation) constructed or operated on the Leased Premises; and
- (D) that the LESSEE shall use the premises in compliance with all other requirements imposed pursuant to the Saint 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 and charge the LESSEE as Additional Rent.

[22] **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) reenter and take possession of the Premises without termination of this Lease, and use its best efforts to ease 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 Leased 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 the 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.

No remedy herein conferred upon or reserved to LESSOR is intended to be exclusive of any other available remedy or remedies, but each 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 such 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 in this Provision, it shall not be necessary to give any notice, other than such notice as may be herein expressly

required.

[23] **Alterations.** The LESSEE will not make any alterations to the premises without the written consent of the LESSOR, such consent not to be unreasonably withheld. If the LESSEE desires to make any such alterations, an accurate description shall first be submitted to and approved by the LESSOR and such alterations shall be done by the LESSEE at its own expense. All such work shall be performed under the LESSOR'S supervision and any improvements made to the Leased Premises at the LESSEE'S expense shall become the property of the LESSOR at the end of the Lease period. LESSEE agrees that all alterations will be done in a workmanlike manner and in conformance with applicable building codes, that the structural integrity and building systems of the building will not be impaired, and that no liens will attach to the premises by reason thereof.

[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 hereto.

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

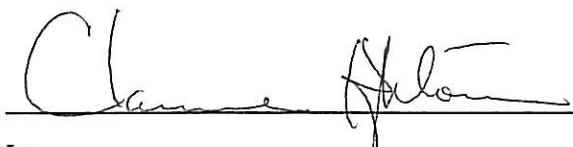
LESSOR:

Director of Financial Services

Director of Parks and Recreation

City Attorney (Form Approval)

LESSEE:

 5/27/2011

Its

EXECUTIVE DIRECTOR

Its

Its

Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

BUSINESS NAME (Individual name only if no company name used) <i>Community Action Partnership of Ramsey & Washington Counties</i>	LICENSE OR PERMIT NO (if applicable) <i>N/A</i>
DBA (doing business as name) (if applicable)	

BUSINESS ADDRESS (PO Box must include street address) <i>450 SYNDICATE ST. N.</i>	CITY <i>ST. PAUL</i>	STATE <i>MN</i>	ZIP CODE <i>55104</i>
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YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.

NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:

INSURANCE COMPANY NAME (not the insurance agent) <i>Minnesota Counties Intergovernmental Trust</i>		
WORKERS' COMPENSATION INSURANCE POLICY NO. <i>PC304011</i>	EFFECTIVE DATE <i>1/1/2011</i>	EXPIRATION DATE <i>1/1/2012</i>

NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:

I have attached a copy of the permit to self-insure.

NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: _____
- Other: _____

ALL APPLICANTS COMPLETE THIS PORTION:

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

APPLICANT SIGNATURE (mandatory) <i>[Signature]</i>	TITLE <i>Executive Director</i>	DATE <i>MAY 27, 2011</i>
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NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.



Minnesota Counties Intergovernmental Trust
**WORKERS' COMPENSATION AND
 EMPLOYER'S LIABILITY DECLARATIONS**



DOCUMENT NO: WC304011
 RENEWAL OF NO: WC304010

MEMBER: Community Action Partnership of Ramsey & Washington Counties
 MAILING ADDRESS: 450 North Syndicate, Suite 30
St. Paul, MN 55104

1) COVERAGE PERIOD: FROM 1/1/2011 TO 1/1/2012 AT 12:01 A.M. CENTRAL STANDARD TIME-

2) COVERAGE:

A. WORKERS' COMPENSATION COVERAGE: COVERAGE A OF THE COVERAGE DOCUMENT APPLIES TO THE WORKERS' COMPENSATION LAWS OF THE STATES OF MINNESOTA.

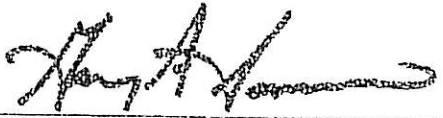
B. EMPLOYER'S LIABILITY COVERAGE: COVERAGE B OF THE COVERAGE DOCUMENT APPLIES TO WORK IN THE STATE OF MINNESOTA. THE LIMITS OF OUR LIABILITY UNDER COVERAGE B ARE:

- BODILY INJURY BY ACCIDENT - \$ 500,000 EACH EMPLOYEE
- BODILY INJURY BY ACCIDENT - \$ 1,500,000 EACH ACCIDENT
- BODILY INJURY BY DISEASE - \$ 500,000 EACH EMPLOYEE
- BODILY INJURY BY DISEASE - \$ 1,500,000 EACH COVERAGE DOCUMENT

3) CONTRIBUTION:

THE CONTRIBUTION FOR THIS COVERAGE IS DETERMINED BY MCIT'S MANUAL RULES, CLASSIFICATIONS, RATES AND RATING PLANS.

COUNTERSIGNED 12/29/2010
 (Date)

BY 
 (Authorized Representative)

MCITCD (2011)

The Policy Period is as Stated
 above unless terminated earlier
 by order of the court.



Minnesota Counties Intergovernmental Trust

ARTICLE TWO
LIABILITY DECLARATIONS



MEMBER: Community Action Partnership of Ramsey & Washington Counties
MAILING ADDRESS: 450 North Syndicale, Suite 30
St. Paul, MN 55104

DOCUMENT NO: PC304011
RENEWAL OF NO: PC304010

COVERAGE PERIOD FROM 1/1/2011 TO 1/1/2012 AT 12:01 A.M. CENTRAL STANDARD TIME

Coverage is provided to the Member subject to the Minnesota Counties Intergovernmental Trust Joint Powers Agreement, By-Laws, this Coverage Document and any endorsements attached hereto. Nothing contained in the Trust Joint Powers Agreement, Trust By-Laws or Trust Coverage Document shall constitute a waiver of any immunities conferred under Minnesota Statute Section 466.03, nor a waiver of the limits of governmental liability under Minnesota Statute 466.04. Various provisions in this Coverage Document restrict coverage. Read the Trust Joint Powers Agreement, Trust By-Laws and this Coverage Document carefully to determine rights, duties and what is and is not covered.

SECTION I. LIABILITY COVERAGES

LIMITS OF LIABILITY

Table with 4 columns: Coverage Part, Description, Limit, and Deductible. Rows include Bodily Injury and Property Damage Liability, Personal and Advertising Injury Liability, Medical Payments, Public Employees Liability Coverage, and Employee Benefits Liability.

SECTION II. AUTOMOBILE COVERAGES

LIMITS OF LIABILITY

Table with 4 columns: Coverage Part, Description, Limit, and Deductible. Rows include Automobile Liability Coverage, Personal Injury Protection, Physical Damage Coverage, Uninsured and Underinsured Motorists Coverage, and Underinsured Motorists.

The Policy Period is as Stated above unless terminated earlier by order of the court.

COUNTERSIGNED 12/29/2010 (Date)

BY [Signature] (Authorized Representative)