



23 March 2023

RE: Signs for Como Woodland Outdoor Classroom and Capitol View Park
TO: Alice Messer, Design and Construction, City of Saint Paul, Department of Parks and Recreation
FROM: C. Michael-jon Pease, Executive Director, Saint Paul Parks Conservancy
C: Andy Rodriguez, Director, Saint Paul Parks and Recreation

MEMORANDUM OF UNDERSTANDING

Acting as the fiscal agent for the Como Woodland Advisory Committee (CWAC) and for Friends of Senator David Durenberger, the Saint Paul Parks Conservancy (hereafter “Conservancy”) authorizes fifteen thousand four hundred seventy-six dollars (\$ 15,476.00) in funds be awarded to the City of Saint Paul Parks and Recreation Capital Improvement Budget for the design, bidding and construction administration for two new signs:

1. A new welcome sign at the entrance to the Como Woodland Outdoor Classroom at 1170-1198 Hamline Ave N, St Paul, MN 55108.
2. A sign on the history of the Smith Ave High Bridge and Sen David Durenberger’s role in creating the current bridge at Capitol View Park at 386 Cherokee Ave, St Paul, MN 55107

This document serves as a memorandum of understanding between the Saint Paul Parks Conservancy (Conservancy) and the City of Saint Paul Parks and Recreation Department (City) for the transfer of funds.

A. Grant Award and Transfer of Funds

The Conservancy shall transfer seven thousand seven hundred thirty-eight dollars (\$ 7,738.00) as fifty percent (50%) of the allocated funds to the City by April 30, 2023 to start the project.

Upon completion of the project, the City will bill the Conservancy for the actual remaining costs, not to exceed seven thousand seven hundred thirty-eight dollars (\$ 7,738.00).

B. Roles and Responsibilities

The City Parks and Recreation Design and Construction team will be responsible for:

Construction of the Signs	\$ 2,476.00
Footings/Foundations	\$ 8,000.00
Design and Project Management	\$ 5,000.00

Final Approval of submitted content and graphic design files for the signs.

The Conservancy shall be responsible for providing the finished graphic design files in the format requested to Design and Construction.

The Conservancy shall communicate with project funders and partners including interim and final reporting; and participate in community engagement and review of the project as needed.

Counterparts. The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.

Electronic Signatures. The parties agree that the electronic signature of a party to this Agreement be 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 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 ordinary course of business and an original written 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. Signatures below represent acceptance of the terms of this memorandum of understanding.

Saint Paul Parks Conservancy

City of Saint Paul

C. Michael-jon Pease

Andy Rodriguez, Director, St. Paul Parks and Recreation

Judy Hanson, Assistant City Attorney

John McCarthy, Director, Office of Financial Services

Jaime Tincher, Deputy Mayor